

Dane County Jail Update Study

Final Report



Report prepared by

**Mead
& Hunt**

In association with



December 2016

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I. EXECUTIVE SUMMARY

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A. INTRODUCTION

Through the development by the County Board of 2014 Resolution 556 (Res-556), and subsequent Request for Proposal (RFP) #115084 entitled Dane County Jail Updates, (July 2015), Dane County sought qualified firms to review and study the current jail system. Through a competitive selection process, the team of Mead & Hunt, Inc., Potter Lawson, Inc., and Pulitzer Bogard & Associates, LLC (Consultants) were selected to perform a three-part study. The parts described in the contract were:

Part 1: "Complete a detailed analysis of the City/County Building (CCB) Jail with focus on life safety implications that expose the County to vulnerabilities propose recommendations and a work plan for modifying existing operations and staffing to immediately mitigate life safety concerns."

Part 2: "Complete a thorough analysis of the cost of renovating the CCB and adjust the June 2014 Needs Assessment and Masterplan (Masterplan) to provide two (2) options to bring the jail up to current jail standards, applicable state and federal codes and regulations, and inmate health and safety needs. The options shall include upgrading the CCB Jail and the PSB Jail and/or eliminating the use of the CCB and consolidating operations at the PSB site. Should the cost of renovation of the CCB be cost prohibitive, as determined by the County, both options shall center around eliminating the use of the CCB and consolidating operations at the PSB site. Neither option should functionally increase the number of beds at the Dane County jail facilities"

Part 3: "Evaluate the final recommendations of the Public Protection and Judiciary (PP&J) Workgroups (Mental Health and Solitary Confinement, Alternative to Arrest and Incarceration, and Length of Stay) and incorporate any predicated reductions in jail population into the options."

The study also was to address and propose independent solutions for the full program as detailed in the final Masterplan. The solutions are such that the County may elect to implement different aspects of the proposal as growth and funding allows. This final report addresses:

- Operational and space recommendations
- Inmate disaggregation plan
- Macro staffing deployments and redeployments
- Operating cost recommendations
- Schematic drawings representing the recommendations
- Reasoning for the recommendations
- Associated Opinion of Probable Costs

In this final report (Final Report), because of the importance to the community of the workgroups' committee final recommendations, we are presenting the analyses of those recommendations first. The workgroup recommendations along with the jail

population forecasts provide the foundation for the Operational and Architectural Options which in turn drive the Staffing Plan and Operating Costs.

The parts as defined in the contract appear in the Final Report as the following sections:

- II. Jail Population Forecasts and Workgroup Recommendations Analyses
- III. Health and Life Safety Assessment of City/County Building Jail
- IV. Operational and Architectural Program and Physical Plant Options and Costs
- V. Staffing Plan and Operating Costs

B. JAIL POPULATION FORECASTS AND WORKGROUP RECOMMENDATIONS ANALYSES

This Final Report evaluated the final recommendations of the Public Protection and Judiciary workgroups (Mental Health and Solitary Confinement, Length of Stay, and Alternatives to Arrest and Incarceration) released in September 2015.

A comprehensive series of analyses was executed which updated the profiles and forecasts from the previous Masterplan and also provided brand new analyses that were requested by the Dane County Public Protection and Judiciary Committee workgroups. Their recommendations regarding pretrial length of stay and racial equity, demographic analysis of bail amounts, the handling of probation holds, a possible fugitive safe surrender program, possibilities for jail diversion, and the mental health population were analyzed by the consultant team. This analysis contains statistical facts regarding the Dane County Jail population and is based on a series of files produced by the Dane County Sheriff's Office that contain a variety of population factors dating back to January 1, 2011 on 66,373 individuals booked into the jail. These files were linked and merged prior to final analysis.

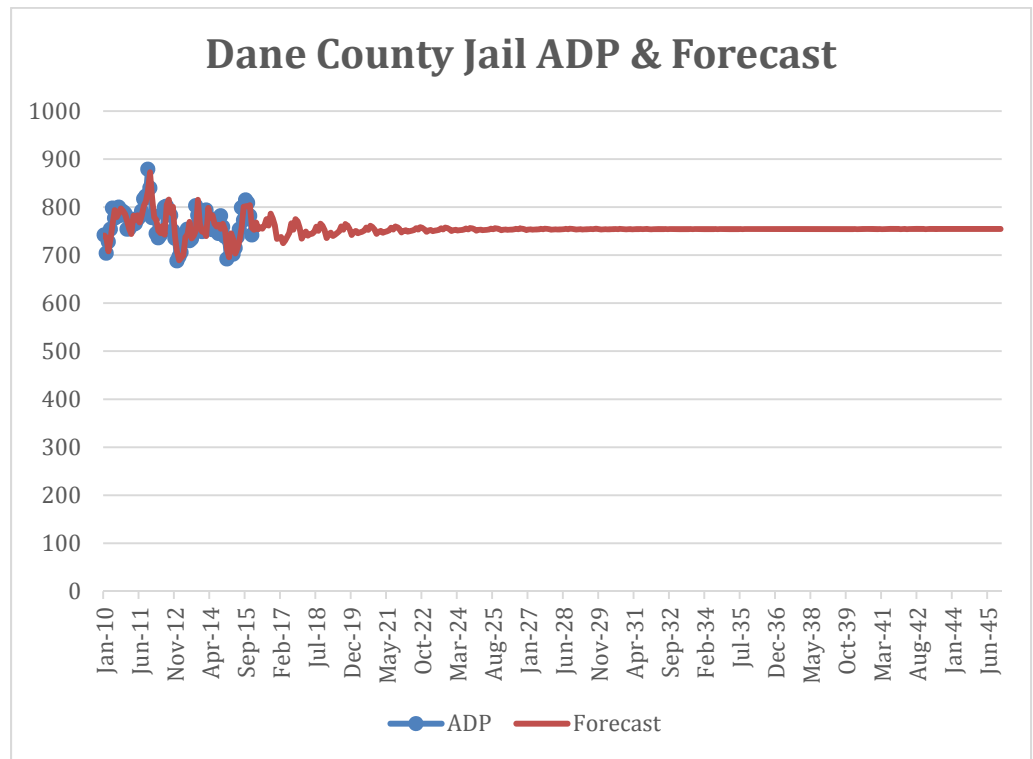
Jail Population Forecasts

In order to facilitate effective planning, a variety of time series forecasts of the jail's population were constructed. The best forecast, statistically speaking, indicates that the jail's population will remain relatively flat for the foreseeable future despite seasonal fluctuations. While this base forecast is less than the 2014 forecast, the actual number of beds needed due to classification and seasonal peaking is actually slightly higher. Understanding the reason for this requires acknowledging that in addition to variations in the overall population, segments within the jail population also inevitably vary in size in often difficult to predict circumstances. For example, a police operation, a public policy change, or other events may result in a largely unanticipated increase in the number of low or high custody inmates. In order to maintain a safe and secure environment, the jail needs to maintain a certain level of flexibility with regards to capacity in order to appropriately house inmates according to custody classification. The present analysis statistically determined future bed needs based on overall population dynamics as well as internal fluctuations.

Table I.1 – Bed Need Calculations from Forecasts

Month	Base Forecast	With 20% Peaking & Classification	Alternate Forecast	With 20% Peaking & Classification
Jul-17	762	914.4	795	954
Jul-19	756	907.2	794	952.8
Jul-21	753	903.6	793	951.6
Jul-23	752	902.4	795	954
Jul-25	751	901.2	799	958.8
Jul-27	756	905	804	964.8
Jul-29	755	905	813	975.6
Jul-31	755	906	826	991.2
Jul-33	755	906	845	1014
Jul-35	755	906	869	1042.8
Jul-37	755	906	898	1077.6
Jul-39	755	906	935	1122
Jul-41	755	906	982	1178.4
Jul-43	755	906	1,023	1227.6
Jul-45	755	906	1,043	1251.6

Figure I.1 – Dane County Jail Forecast



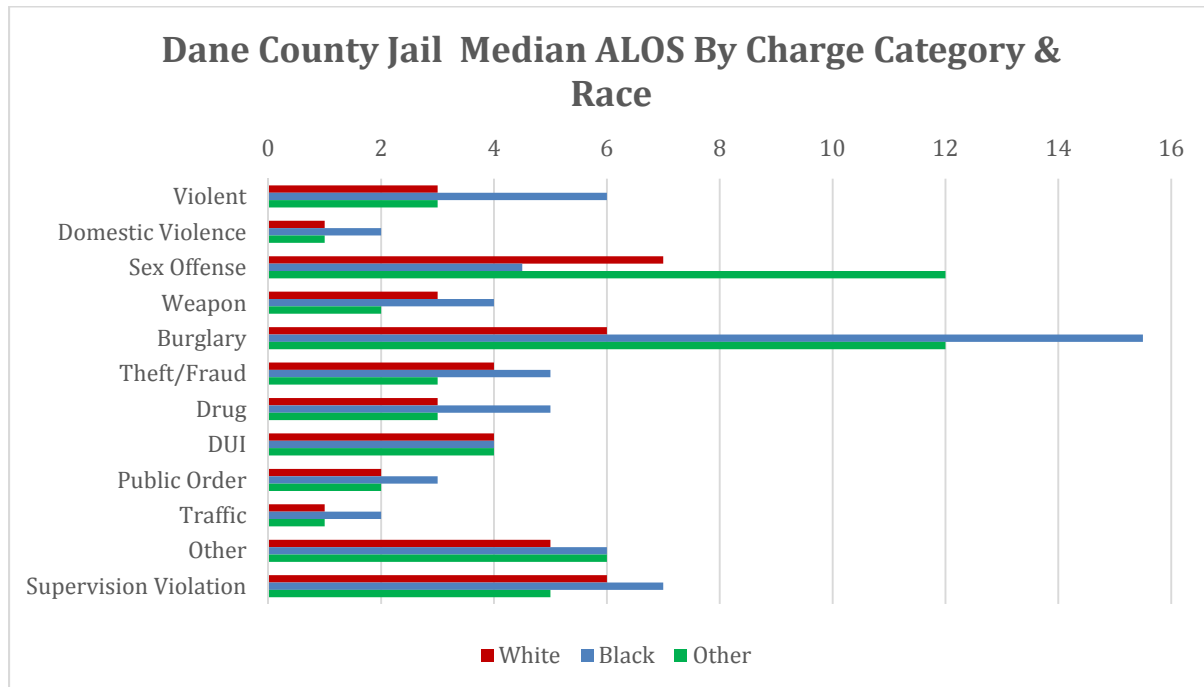
Workgroup Recommendations Analyses

A significant portion of the statistical analyses addressed the recommendations of the Public Protection and Judiciary Committee workgroups. A key theme throughout this analysis is a comparison of black and white inmates using statistics. An important finding is that, in terms of overall average length of stay (ALOS), a key jail population statistic, black inmates have longer jail stays than white inmates. Other comparisons in the report tend to reflect this finding as well, particularly when ALOS is compared for inmates sharing the same charges. Figure I. 2 highlights the ALOS statistics for inmates by race based on each inmate's most serious charge. While the analysis does not control for criminal history and other important determinants of jail stay lengths, the results point to higher jail stays for black inmates in well over half of the categories. This report addresses some of the possible reasons for these differences but larger socioeconomic causes which are known to impact jail length of stay are beyond the scope of this project.

Table I.2 – Overall ALOS – All Inmates by Race

	Black	White	Other	Total
Mean	27.6	21	19.8	23.4
Median	5	3	3	4
Inmates	24,646	40,273	1,454	66,373

Figure I.2 – Dane County Jail ALOS by Charge Category & Race



A comprehensive formal analysis of the impact of the implementation of full-scale pretrial services or a similar diversion program coupled with holding initial appearances and bail hearings on weekends indicates a limited yet positive impact upon the jail's average daily population. Specifically, the analysis indicates that diverting from custody individuals who have non-violent offenses, no history of failure to appear, and no other significant risk factors would reduce the jail's average daily population by about 17 inmates. Other aspects of the analysis that examine offense levels from another perspective confirm this impact on the average daily population. A specific analysis devoted to inmates with mental health issues further indicated the possibility of reducing this portion of the population by an almost identical number (16). However, it is important to keep in mind that the analyses are not mutually exclusive: inmates who were identified as a possible candidate for early release in one part of the analysis are very likely identified in the other analysis. In addition, a statistical analysis of bail amounts that controls for charge severity failed to find a significant difference between black and white inmates. However, this analysis does not investigate bail affordability, which is likely a key factor in determining the impact of bail amounts on the ability of individuals to secure their release from jail.

Finally, a segment of the analyses deals with the population of inmates who face mental health issues. Comparisons were drawn with the overall jail population statistics and a mental health population forecast is attempted. Not surprisingly, Dane County inmates with mental health issues have longer jail stays. In addition, the most common most serious charge for inmates with mental health issues are supervision violations rather than violent charges. The biggest lesson from this aspect of the analysis is that Dane County, similar to the vast majority of large urban areas in the United States, needs to improve the data connected with incarcerated people who may have mental health issues. Data and information need to be more readily shared and connected between and among key stakeholders in the system as a whole.

C. HEALTH AND LIFE SAFETY ASSESSMENT OF CITY/COUNTY BUILDING JAIL

In May 2016, the Consultants released Part 1 of this study and presented it to the PP&J committee. The study included detailed analysis of the City County Building Jail (CCB) to identify and make recommendations to mitigate life and health safety concerns identified in the CCB. In addition, the consultants were tasked with evaluating the current environment and make recommendations to reduce or greatly eliminate the use of solitary confinement and provide recommendations for bringing the jail into compliance with the Prison Rape Elimination Act (PREA).

After careful consideration of the study facts, the PP&J committee of the Dane County Board concluded that the County should take steps to discontinue the use of the CCB Jail to house inmates. With this action, the Final Report focused on two (2) options at the current PSB site only.

The entire Part 1 report is included as Appendix A.

D. OPERATIONAL AND ARCHITECTURAL PROGRAM AND PHYSICAL PLANT OPTIONS AND COSTS

This Final Report analyzes the cost of adjusting the Masterplan, allowing for independently or sequentially addressing issues, to bring the jail system up to current jail standards, applicable state and federal codes and regulations, and inmate health and safety needs. In Part 2 of the contract, the consultants were charged with presenting two (2) options for upgrading the CCB Jail and PSB Jail and/or eliminating the use of the CCB and consolidating operations at the PSB Site.

The operational and architectural program describes in detail how each component is to function, as well as the hours of operation, security requirements, and space requirements for each component of a consolidated jail facility.

A foundation of the program document are the standards derived from the American Correctional Association (ACA), Wisconsin State Jail Standards, Dane County office space guidelines, Prison Rape Elimination Act standards, and the consultant team's professional experience in programming similar facilities. Other key foundation elements of the program include:

- Housing units will operate following the principles of direct supervision.
- Medical services will include special housing units for short-term medical observation, medical housing, and outpatient medical including physical examinations, triage, sick call, chronic care clinics, dental and medication services.
- Mental health services will include special housing units for acute, subacute, and for inmates with serious, persistent mental illnesses or intellectual or developmental disabilities who are too vulnerable to be placed in general population. Outpatient mental health services will be offered to all inmates to include psychiatric medication management, crisis intervention and stabilization, and individual and group counseling.
- Programs will be offered to inmates that are appropriate for their needs and lengths of stay, and will include academic education, skills development, religious programs, and various treatment programs.
- Restrictive Housing will be used only as a last resort for inmates who present a security/safety threat to the facility or others or fail to consistently adjust their behavior and follow the jail's rules and regulations and cannot be housed in a general population environment. Inmates in restrictive housing, generally retain the same access to programs, services, activities, etc. as the general population and will be given opportunities for out of cell time for counseling, programs, exercise, visitation, and eating in small congregate numbers. Greater restrictions may apply if there is a disciplinary sanction determination.
- In the summer of 2016, the consultant team held workshops with the Sheriff's Office that guided development of the Program and described how each component comprising the jail operations as well as the Sheriff's Office operation is to function. The program developed during the 2014 master planning process served as a foundation for the new program document.

The first step in the programming process was to disaggregate the new population projections to determine the necessary types of beds in order to calculate the projected bed capacity for the Dane County Jail (DCJ) System in 2028. Based on our programming and bed disaggregation discussions with the client team, the proposed design capacity for the consolidated DCJ will accommodate 944 beds – 756 male and 188 female beds. The current DCJ system comprises 1,013 beds.¹ The proposed number of beds is a reduction of 69 in the current number of beds. The design number of beds, while higher than projected need, reflect the need to be efficient from a staffing perspective in terms of housing pod sizes as well as to accommodate architectural efficiencies in the planning and/or renovation of future jail space. Designated housing at the DCJ will be provided for special inmate populations, including mental health, medical, and restrictive housing. Many of these special populations are presently housed at the CCB, which will be closed once the new construction at the PSB site is completed.

Table I.3 – Bed Distribution Breakdown

Housing Category	Total Beds
Housing - Males	
Reception >8 Hours	64
General Population (GP)	256
GP - Flex	64
GP Huber	192
Medical Observation	9
Medical GP	28
Mental Health	31
Mental Health GP	64
Restrictive Housing	24
Youthful Inmates	24
Total - Males	756
Housing - Females	
Reception >8 Hours & GP Huber	48
GP - Flex	64
Medical Observation	3
Medical – Mental Health	57
Youthful Inmates	16
Total - Females	188
Total Beds	944

Program Summary

Table I.4 summarizes the facility space needs based on the operating and spatial requirements outlined throughout the operational and architectural program section (see section IV). The program square footage addresses the space needs to meet the infrastructure to support, and the square footage requirements to house, the mix of 944 inmates in the year 2028.

¹ Source: Richelle Anhalt, DCSO Security Services Captain

Table I.4 – Architectural Program Summary

#	Functional Area	NSF	GSF
MAJOR COMPONENT			
1.000	PUBLIC LOBBY	3,546	4,922
2.000	ADMINISTRATION	3,897	4,992
3.000	VISITATION	4,660	6,428
4.000	INITIAL APPEARANCE COURT	2,525	3,788
5.000	STAFF SUPPORT	7,072	9,547
6.000	SECURITY OPERATIONS	3,595	4,986
7.000	INTAKE/RELEASE	18,714	24,321
8.000	HOUSING - ADULT INMATES	92,693	150,107
9.000	HOUSING - YOUTHFUL INMATES	9,685	15,169
10.000	PROGRAMS & SERVICES	7,945	10,529
11.000	JAIL DIVERSION	2,585	3,231
12.000	INDUSTRIES	2,810	3,934
13.000	HEALTH CARE SERVICES	28,976	44,616
14.000	FOODSERVICE	4,674	6,653
15.000	LAUNDRY	1,860	2,790
16.000	WAREHOUSE/ COMMISSARY	7,499	8,364
17.000	MAINTENANCE/CENTRAL PLANT	7,447	8,392
18.000	PARKING	0	0
19.000	DANE COUNTY SO	31,054	42,016
	SUBTOTAL	241,237	354,784
	Building Gross Factor (15%)		53,218
	TOTAL	241,237	408,002

Physical Plant Options

The two options use existing Dane County owned property, as well as adjacent properties on West Wilson Street and Carroll Street. Phase 1 of each Option provides replacement housing of all current inmate beds within the Jail system with new, appropriate housing units as well as programmed areas associated with the housing units. The objective is also to provide programs and services to inmates within housing units to reduce the inmate movement throughout the jail. To accomplish this, the design and construction of the remodeled jail will require multiple sequential steps to allow the jail to remain functional and operational as well as safe and secure for staff and inmates. These steps are detailed within the report.

OPTION 1

Phase 1 incorporates an addition to the PSB by adding the four (4) floors to the top of building, that it was originally designed to accommodate, as well as remodeling of the second floor to inmate housing and programming space. Phase 2 incorporates an addition on adjacent properties on West Wilson Street (the Sheriff's Office surface lot and 112 W.

Wilson Street) to provide additional and expanded programmed space and the Sheriff's Office.

The objective of this option is to maximize the structural capacity of the PSB by the addition of the four (4) floors. The design uses these floors to provide housing and programming space, including specialized medical and mental health housing that would be best served by the ability allowed by new construction. The eighth and ninth floors are specifically designed for medical, mental health and restrictive housing units and associated program space using the maximum amount of natural sunlight.

Upon completion of Phase 1, all inmates housed in the DCJ System would be moved to the PSB site, allowing the closure of both the CCB and the Ferris Center. While this phase does not meet the full program, key critical needs areas are addressed to include:

- Specialized housing units for short-term medical observation, medical housing, and outpatient medical service spaces to include physical examinations, triage, sick call, chronic care clinics, dental and medication services.
- Specialized housing units for acute, subacute, and for inmates with serious, persistent mental illnesses or intellectual or developmental disabilities who are too vulnerable to be placed in general population. Outpatient mental health programs and service spaces to include psychiatric medication management, crisis intervention and stabilization, and individual and group counseling.
- Restrictive Housing, to only be used as a last resort for inmates who present a security/safety threat to the facility or others or fail to consistently adjust their behavior and follow the jail's rules and regulations with an increased opportunity for out of cell time for counseling, programs, exercise, visitation, and eating in small congregate numbers.
- Specialized housing for Youthful inmates with an increase in programming opportunities and recreation.
- An overall increase in programming space to address inmate programming needs, such as academic education, skills development, religious programs, and various treatment programs.

For the purposes of this report, it has been assumed that the design and construction of Phase 2 would not be directly sequential to Phase 1. This would allow the County time to ascertain the need for Phase 2 and evaluate the impact of criminal justice reform on the jail's needs. Phase 2 cannot be done before Phase 1, in either option.

OPTION 2

Phase 1 incorporates an addition on adjacent properties on West Wilson Street (the Sheriff's Office surface lot, 112 W. Wilson Street, and 222 Carroll Street) that would provide all inmate housing units and programming spaces, including specialized medical and mental health housing. Phase 2 would incorporate additional floor to the addition for Sheriff's Office space.

The objective of this option is to use County owned property and the two adjacent properties (222 Carroll Street & 112 West Wilson Street) for an addition to the PSB. The building would provide a footprint similar to the existing PSB, allowing for the simplified layout of the housing units.

Upon completion of Option 2 - Phase 1, all inmates housed in the DCJ would be moved to the PSB site, allowing the closure of both the CCB and the Ferris Center. In addition, all inmate housing units and programming spaces are realized. **As with Option 1, it is assumed that Phase 2 would not be directly sequential to Phase 1, thereby, allowing the County time to ascertain the need for Phase 2 and evaluate the impact of criminal justice reforms on the jail's needs.**

Opinion of Probable Costs

In the design and construction of buildings, there are several areas of costs that need to be considered: Construction Cost; Escalation; Soft Costs; and Owners Construction Contingency. As the drawings develop through the Schematic, Design Development and Construction Document phases, the contingencies will change. For instance, the Construction Cost estimate is more refined and the escalation costs are better known.

At this point in the design, the Opinion of Probable Construction Cost (OPC) is a rough order of magnitude cost and is based on the concept drawings included in this study. It is a 'High Level' estimate that is subject to changing scope, quality of the project, changing nature of market conditions, unpredictability of construction bids and changing client requirements. The estimate includes an inflation adjustment that assumes construction would start by June 2018. As the project scope is very high level at this juncture, we do not warrant or represent that bids or negotiated prices will not vary from the Owner's Project Budget or from any estimate of Construction Cost.

It is highly recommended that the Owner carry an 'Owners Contingency' throughout the project. In the Concept phase, with a renovation and addition as well as being a fully functional jail on a tight site, the recommended Owner Contingency is 10%. This contingency can be reduced as the project proceeds through design, bidding and bid award.

Project costs, often referred to as "soft cost", is a construction industry term for an expense item that is not considered direct construction cost. The Opinion of Probable Project Cost uses 15% of the construction cost for an estimate of the soft costs.

Soft costs included in the concept design estimate could include the following:

- Movable Fixtures, Furnishings & Equipment
- Architect-Engineer Fees
- Topographic & Utility Survey
- Soils Investigation
- Reproduction of Drawings & Specifications
- Governmental Plan Review Fees (Urban Design Commission, City of Madison Review, Department of Corrections, and others)
- Testing During Construction
- Special Consultants
- Infrastructure & Environmental Assessment Costs
- Telephone Equipment
- Technology / Computer Equipment
- A/V Equipment
- Owners Insurance during Construction
- Relocation and Move-in Expenses (as they relate to Inmate Relocation and Jail Shakedown & Move-in)
- Financing Costs

Bonding Fees
Post-construction Expenses

Not included in these costs are:

Land Acquisition
Sheriff's Office Relocation and Moving Expenses
Owner Transition Costs
Owner Project Administration

As the Opinion of Probable Construction Costs was developed and the conceptual level designs considered, cost saving measures are already being implemented. Some of the major cost savings included are the use of steel structural framing, insulated metal panel on steel framing exterior envelope in lieu of masonry construction, and steel detention walls in lieu of concrete masonry unit (CMU), and lower floor to floor heights than the maximum 14-foot allowed. As the County moves forward with the project, design will continue to be refined and assessed to identify potential cost saving measures.

OPTION 1

The Opinion of Probable Construction Cost, Inflation Contingencies, and Soft Costs for Option 1, Phase 1 is: \$ 90.4 Million.

Should the County determine that Phase 2 is needed, the Opinion of Probable Construction Cost, Inflation Contingencies, and Soft Costs for Option 1, Phase 2 is: \$61.7 Million.

Owner Transition (1.5%) and Project Administration (1%) costs are estimated allowances, however actual costs may vary.

Table I.5 – Option 1 Opinion of Probable Project Costs

OPTION 1	Probable Construction Cost	Inflation Adjustment (8.4%)	Owner Contingency (10%)	Soft Cost (15%)	Owner Transition & Project Admin.	Total Project Cost
Phase 1 – CCB/FC Replacement	\$65.0M	\$5.5M	\$7.1M	\$10.6M	\$2.2M	\$90.4M
Phase 2 – Full Program Build	\$44.5M	\$3.7M	\$4.8M	\$7.2M	\$1.5M	\$61.7M
TOTAL						\$152.1M

OPTION 2

The Opinion of Probable Construction Cost, Inflation Contingencies, and Soft Costs for Option 2, Phase 1 is: \$140.9 Million.

Should the County determine that Phase 2 is needed, the Opinion of Probable Construction Cost, Inflation Contingencies, and Soft Costs for Option 2, Phase 2 is: \$23.6 Million.

Table 1.6 – Option 2 Opinion of Probable Project Costs

OPTION 2	Probable Construction Cost	Inflation Adjustment (8.4%)	Owner Contingency (10%)	Soft Cost (15%)	Owner Transition & Project Admin.	Total Project Cost
Phase 1 – CCB/ FC Replacement	\$101.4M	\$8.5M	\$11.0M	\$16.5M	\$3.5M	\$140.9M
Phase 2 – Full Program Build	\$17.0M	\$1.4M	\$1.8M	\$2.8M	\$0.6M	\$23.6M
TOTAL						\$164.5M

Comparative Cost Estimates

It should be noted here, that the two options presented in the 2014 Needs Assessment and Master Plan Study (Masterplan) only included Opinion of Probable Construction Costs, and not Owner contingency, soft costs and Owner transition and project administration costs. The Opinion of Probable Construction Cost for Option A was estimated to be in the range of \$121M - \$134M, and Option B was estimated to be \$122 - \$135M. In discussion with County Officials, we were asked to provide a more thorough accounting of all costs that would be included in the project. For comparison, we have included the two options with associated contingencies, escalation, inflation and soft costs. **However, the options in the Masterplan are not exact direct comparisons, since they included different scopes and building concepts.**

Option A - Masterplan

A Greenfield site within 10 miles of downtown Madison for all Dane County Sheriff's Office services and a new Jail.

Option B - Masterplan

Addition and renovation of the PSB for the Sheriff's Office and Jail services. The addition would be located within the current PSB parking lot and the space above the access ramp to the Courthouse as well as four floors above the PSB. The sixth and seventh floor renovation of the CCB for office space would be a separate project and not included in the construction costs. The Ferris Center property would be surplus.

Table I.7 – Comparative Cost Estimates between Option A and B of Masterplan, versus Options 1 & 2 of the 2016 Study Option 1 Opinion of Probable Project Costs

	Masterplan Option A – Greenfield Site	Masterplan Option B – PSB Addition & Renovation	2016 Study Option 1, Phase 1	2016 Study Option 1, Phase 2	2016 Study Option 2, Phase 1	2016 Study Option 2, Phase 2
Construction Cost (includes estimating contingency)	\$111.3M - \$123.2M	\$112.2M - \$124.1M	\$65.0M	\$44.5M	\$101.4M	\$17.0M
Escalation	\$9.7M - \$10.8M	\$9.8M - \$10.9M	\$5.5M	\$3.7M	\$8.5M	\$1.4M
Subtotal	\$121M - \$134M	\$122M - \$135M	\$70.5M	\$48.2M	\$109.9M	\$18.4M
Owner Contingency	\$6.1M - \$6.7M	\$6.1M - \$6.8M	\$7.1M	\$4.8M	\$11.0M	\$1.8M
Soft Costs	\$18.8M - \$20.8M	\$19.0M - \$21.0M	\$10.6M	\$7.2M	\$16.5M	\$2.8M
Subtotal	\$145.9M - \$161.5M	\$147.1 - \$162.8M	\$88.2M	\$60.2M	\$137.4M	\$23.0M
Owner Transition Costs (1.5%)	\$2.2M - \$2.4M	\$2.2M - \$2.4M	\$1.3M	\$0.9M	\$2.1M	\$0.4M
Owner Project Administration (1%)	\$1.5M - \$1.6M	\$1.5M - \$1.6M	\$0.9M	\$0.6M	\$1.4M	\$0.2M
Total	\$149.7M - \$165.5M	\$150.8M - \$166.8M	\$90.4M	\$61.7M	\$140.9M	\$23.6M

Table I.8 – Soft Cost Percentage Estimates

	2014	2016
Architectural/Engineering Fee	7.75%	7.75%
Furniture, Fixtures & Equipment	5%	5%
Survey	0.80%	0.25%
Legal Fees	1%	1%
Owner's Insurance	1%	1%
Total	15.55%	15.00%

General Notes

- The comparison between 2014 Options and 2016 Options are not directly related regarding scope, so they are only an approximation between each other.
- Masterplan option estimates A&B were given in ranges in the original study, due to the fact that they were very conceptual. The 2016 estimates are based on a more defined scope and therefore are not submitted as a range.
- Escalation for the Masterplan options was at 8.8%. 8.4% has been used for the 2016 Study options.
- Owner Contingency for the Masterplan was 5%. We have increased it to 10% for the 2016 Study options, due to the complexities associated with expansion and remodeling on a downtown site.

- Soft costs for the Masterplan were not originally included, however have been added at 15.55% for the scope in that report. Soft costs for the 2016 Study options have been reduced to 15%, due to decreased Surveying need for the 2 options.
- Owner Transition and Project Administration costs have been estimated. These costs may differ for Dane County.
- Land acquisition costs and expenses related to moving the Sheriff's Office have been excluded, as they were not part of the scope of the project.

E. STAFFING PLAN AND OPERATING COSTS²

The overarching focus of financial concern associated with the development of new or additional jail bed space is generally on the capital cost consequences – the cost of construction. However, over the course of the financing timeframes of such projects, operating costs will constitute 90% or more of the associated expenditures; staffing typically represents fully 75-80% of those costs. As such, in order to provide decision makers with a balanced and comprehensive perspective of budget considerations, operating costs must be considered as well.

The staffing plan and the accompanying budget must be considered *very preliminary* in nature. The staffing figures are based on the operational discussions that have occurred with Dane County Sheriff's Office representatives. They also reflect the detailed operational and architectural program outlined in the *Dane County Jail and Sheriff's Office – Operational and Architectural Program* report (the Program).³ In addition, the proposed staffing plan and operating budgets are based on an ideal design configuration that consolidates all functions and services in a single location. The proposed options may require additional personnel due to phasing the facility construction and/or the constraints and challenges of renovating and expanding existing structures.

Staffing

Preliminary Staffing Plan – Program

The preliminary staffing plan is informed by current practices and reflects enhanced service delivery and reduced liability. The preliminary staffing plan is generally based on and follows the organization of the Program, which describes in detail how each component is to function, as well as the hours of operation and security requirements. The plan supports and expands on the current inmate management approach employed at the DCJ (i.e., direct supervision).

A total of 319.6 staff is anticipated to operate a jail as described in the Program and to accommodate the future 2028 inmate population. The preliminary staffing plan provides for:

1. Specialized housing for inmates requiring medical and mental health services.
2. Expanded programs and services with a focus on serving all inmates.

² Information contained in this section reflects the material, assumptions, data, and calculations that are presented in the full report

³ Pulitzer/Bogard & Associates, LLC *in association with* Mead & Hunt, Inc. and Potter Lawson. Lido Beach, NY. November 2016.

3. Operation of a youthful inmate housing unit.
4. An increase in the number of lieutenants and sergeants, which reflects the need for additional supervisors necessary to oversee operations of the jail and, in particular, the housing units. This is accomplished by increasing the current rank of the Shift Commander from sergeant to lieutenant. The supervisors responsible for the housing units, intake/release, and jail diversion carry the rank of sergeant.
5. Specialized positions that do not currently exist (e.g., Grievance/Discipline Officer, Training Specialist [Armorer, Key/Locksmith Officer], Accreditation Manager, Director of Programs, and Environmental Coordinator).

Health Care Services

It is assumed that the health care services component provides all jail-based health care services to inmates at the DCJ as described in the Program, which described in detail how health care is to function. These staffing assumptions and recommendations reflect the Program, which supports and expands the current health care services provided at the DCJ.

Currently there are 36.5 full-time equivalent (FTE) staff who work for the private contracted vendor that provides health care services to the DCJ. A major goal of the Program is to expand medical and mental health treatment services. As a result, it is projected that health care personnel will increase to 55.9 FTE's.

In comparing the current number of health care staff with the preliminary staffing plan for health care services, the difference in the number of positions is being driven primarily by:

1. Medical observation beds that allow closer supervision of inmates who are undergoing drug and alcohol withdrawal protocols, facilitate the use of intravenous fluids and antibiotics, neuro-checks, and recovery from hospitalization. Medical observation beds may eliminate or reduce the length of stay for some hospitalizations.
2. Housing developed specifically for acute and subacute mental health symptoms and conditions, including closer observation of those inmates who are on suicide watch.
3. Designated housing for inmates who have short- or long-term chronic health conditions that require timely access to medical staff to stabilize those conditions.
4. Increasing population of inmates who have medical, mental health, and substance abuse conditions that require treatment within the facility.
5. Specialized housing for youthful inmates who require additional mental health services.

Operating Costs

Current and projected future operating costs are based on 2015 dollars, the most recent year that actual expenditures were available for comparison purposes. The ADP of 757 was used to calculate the current costs. To develop a parallel calculation for the future costs, the same ADP of 757 was used.⁴

⁴ The ADP of 757 represents the ADP for 2015, and reflects the number of inmates who were occupying a bed within one of the DCJ facilities. Source: Richelle Anhalt, DCSO Security Services Captain

Operating costs are broken out into six major categories, which include:

- Personnel
- Health care
- Foodservice
- Laundry
- Maintenance
- Operations

Operating Costs – Current and Future

The current operating costs are premised on those costs directly associated with inmates committed into the custody and care of the DCJ, and who are occupying a bed within one of its facilities. It does not include costs associated with inmates who have been conditionally released into the community and who remain under the supervision of the DCJ, such as those inmates participating in the jail diversion program. The present operating budget is calculated to be \$35,272,618.

The operating costs for the new DCJ reflect the Program, and are projected to be \$36,881,795. While the projected operating budget is \$1.6M more than current costs, it is important to note that it provides for enhanced treatment and programmatic services delivery. Should the inmate population grow, greater efficiencies and increased cost savings may be realized.

Operating Costs – Option 1 and Option 2

The Phase 1 and 2 projected costs for Options 1 and Option 2 are based on 2015 dollars, the most recent year that actual expenditures were available for comparison purposes.

A number of factors could serve to decrease the projected future staffing levels and/or operating costs, either in the long-term or on a temporary basis. In discussion with Dane County Officials, there is a strong likelihood that a number of positions outlined may be reduced, not be authorized, or other provisions are envisioned to fulfill the need. In addition, it is anticipated that revenue may be generated by housing youthful inmates from other WI jurisdictions. The projected operating budget for each phase of the two options proposed were adjusted to reflect these factors.

Table I.9 summarizes and compares the current DCJ's staffing and operating costs with Option 1 and Option 2's projected staffing and operating costs. It also summarizes and compares the current DCJ's staffing and operating costs with Option 1 and Option 2's projected staffing and operating costs as adjusted by Dane County Officials.

The adjusted operating budget for each phase of the two options proposed is less than the current DCJ operating budget, with differences ranging from \$379K to \$798K.

The Dane County adjusted budget assumes that the County will continue to maintain the present provision of foodservice through Consolidated Food Service, and laundry through a third-party vendor. While this decision has no impact in Phase 1 of either Option 1 or Option 2, should the County elect to provide meals and laundry through in-house foodservice and laundry vendors, additional saving of \$1.5M (food service) and \$102K (laundry) may be realized. Phase 2 of both options includes sufficient space to provide these

services in the facility. In addition, bringing these services in-house has the added benefit whereby the preparation of meals and laundering services can be combined with inmate training programs designed to develop viable vocational skills. As well as providing opportunities for eligible inmates to earn sentence reduction credits, thereby reducing jail time.

Table 1.9 – Staffing and Operating Costs Comparison – Current DCJ, Option 1, and Option 2

	Current DCJ	Option 1		Option 2	
		Phase 1	Phase 2	Phase 1	Phase 2
Option 1 and Option 2 Projections					
Budget	\$35,272,618	\$39,023,632	\$38,049,338	\$39,372,401	\$38,049,338
Total Staff	288.1	325.9	334.5	330.2	334.5
Dane County Adjustments					
Budget	\$35,272,618	\$34,893,709	\$34,612,359	\$34,474,321	\$34,612,359
Total Staff	288.1	285.7	284.3	282.1	284.3
Current DCJ – Projected Savings	-	(\$378,909)	(\$660,259)	(\$798,297)	(\$660,259)

F. CONCLUSION

Over the past several years, Dane County has implemented several studies of the Jail Security System. In addition, the Public Protection and Judiciary Committee of the County Board has also sponsored citizen workgroups to study and review Mental Health and Solitary Confinement, Alternative to Arrest and Incarceration, and Length of Stay. Critical areas identified include the need to

- Reduce the risk to inmates, staff and volunteers.
- Find better ways of addressing the medical and mental health needs of inmates;
- Reduce the use of Restrictive Housing;
- Upgrade facilities to current and nationally accepted codes, regulations and standards, including PREA; and
- Look for efficiencies in operations and staffing.

The Dane County Jail Update study Part 1 developed an understanding of what it would take to bring the CCB into code compliance and reduce life safety and health risks. The teams recommendation at that time was to get out of the CCB Jail, with due haste. The PP&J committee decided to take steps to discontinue the use of the CCB Jail to house inmates.

With this action, Part 2 of the contracted study was engaged, focusing on two (2) options at the current PSB site only. However, the County decided it needed a plan to maintain the CCB building for the short term and help reduce potential risks discovered in Part 1. At that point, a Mitigation Study was requested to map out what should be done. The study evolved into a remodeling project that is currently in the design phase. Construction of this work is expected to begin summer 2017.

This Final Report analyzed the cost of adjusting the Masterplan, allowing for independently or sequentially addressing issues, to bring the jail system up to current jail standards, applicable state and federal codes and regulations, and inmate health and safety needs.

Out of the many options analyzed, our team has presented the best possible two options, given all of the parameters. Some of the parameters and restrictions were:

- Keep both options on the current PSB site, with potential for using adjacent properties.
- Maintain the goals of the Masterplan, as much as possible given the restraints of the existing building.
- Keep operating costs to a minimum.
- Phase 1 is only a replacement of the current CCB Jail, along with addressing Medical/Mental Health needs and decommissioning the Ferris Center to move the Huber inmates to the PSB location.
- Phase 2 should implement the rest of the Masterplan.
- No new beds should be added to the system.

These constraints lead to the two options presented. While they have been scrutinized, reviewed and optimized, they are not perfect and they do not provide every single space, square footage and program element in the Masterplan. Concessions had to be made.

The costs of these two options seem high, if one were to only compare them to construction costs of other commercial buildings. However, this project is unlike any other building project this county has ever seen. This is a unique situation due to the fact that the building is a fully functional 7x24x365 operational jail facility; the building cannot be vacated during construction; it is on a small downtown site location which makes construction more difficult; and it has all of the constraints given above.

When the existing PSB building was in design (1992), 4 additional floors were scheduled to be added to fulfill the program. County officials initially decided to scale back the design and shell out the 4 additional floors. A short time later, County officials decided that the 4 floors were unnecessary and likely would never be needed. In 1992, the cost for shelling out the 4 floors was about \$6M. That cost seems minor compared to what it will cost now to complete a similar addition. If one had known then what is known now about escalation, inflation, and the space needs required, the decision might well have been different.

Our team was not asked to recommend an option. That decision rests on the current Dane County Board. We do believe, however, that using this study, the past studies and analysis of the Jail System, the three buildings, the staffing and the current requirements and needs, the County now has enough information to make a decision for the future of Dane County Jail staff and inmates.

II. JAIL POPULATION FORECASTS AND WORKGROUP RECOMMENDATIONS ANALYSES

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A. DANE COUNTY JAIL DATA ANALYSIS

This section of the report contains several sections that serve to update the profiles and forecasts from the Masterplan but also provide new analyses that were requested by the Dane County Public Protection and Judiciary Committee workgroups. First, a comprehensive analysis of the drivers of the jail population updates the Masterplan work of 2014. Second, utilizing advance time series methods, a series of jail population forecasts is presented. While the methods used in these forecasts are different from the analysis of the Masterplan, the results indicate the same story of little to no population growth with one key exception: given a small increase in the jail's average length of stay and the prospect of future population growth for Dane County itself, there is a forecast model which indicates that the jail's under roof population may experience growth during the next two decades. Finally, there are multiple sections which respond to specific Public Protection and Judiciary Committee workgroups' recommendations regarding pretrial length of stay, the handling of probation holds, a possible fugitive safe surrender program, possibilities for jail diversion, and the mental health population.

This analysis contains some basic statistical facts regarding the Dane County Jail's population between January 2011 and March 2016. The analysis is based on a series of files produced by the Dane County Sheriff's Office that contain a variety of population factors dating back to January 1, 2011. These files were linked and merged prior to final analysis.

Population Profile

Demographics

The 66,373 individuals booked into the jail between January 1, 2011, and December 31, 2015, constituted the data for this analysis. Note that Table II.1 and Figures II.1 and II.2 represent individuals booked into the jail and not statistics regarding the average daily population. Note also that the profile percentages fall directly in line with the Masterplan results.

Table II.1 – Dane County Jail Inmates by Race & Gender

	Males		Females		Total	
	Number	%	Number	%	Number	%
Black	20,178	30.4%	4,468	6.7%	24,646	37.1%
White	30,926	46.6%	9,347	14.1%	40,273	60.7%
Other	1,125	1.7%	329	0.5%	1,454	2.2%
Total	52,229	78.7%	14,144	21.3%	66,373	100.0%

Figure II.1 – Dane County Jail Inmates by Gender

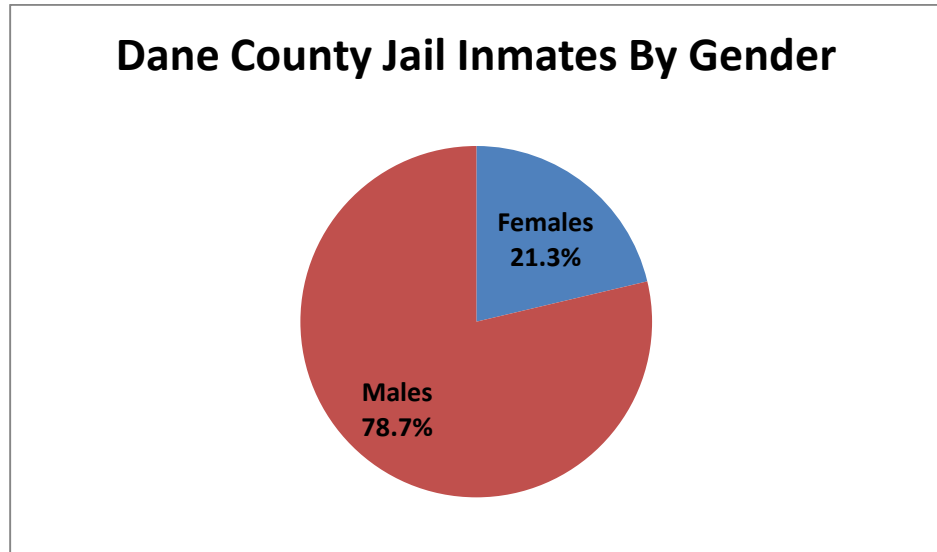
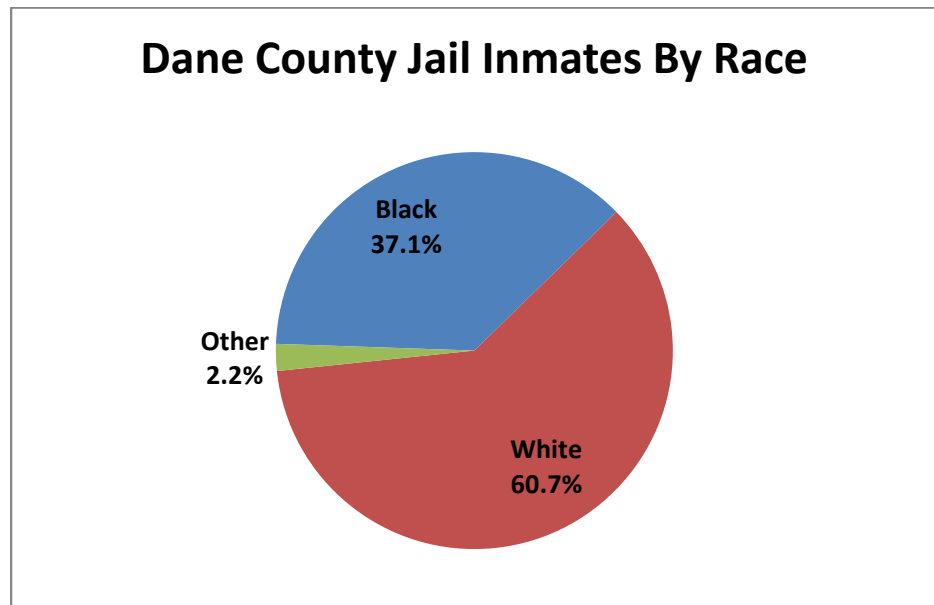


Figure II.2 – Dane County Jail Inmates by Race



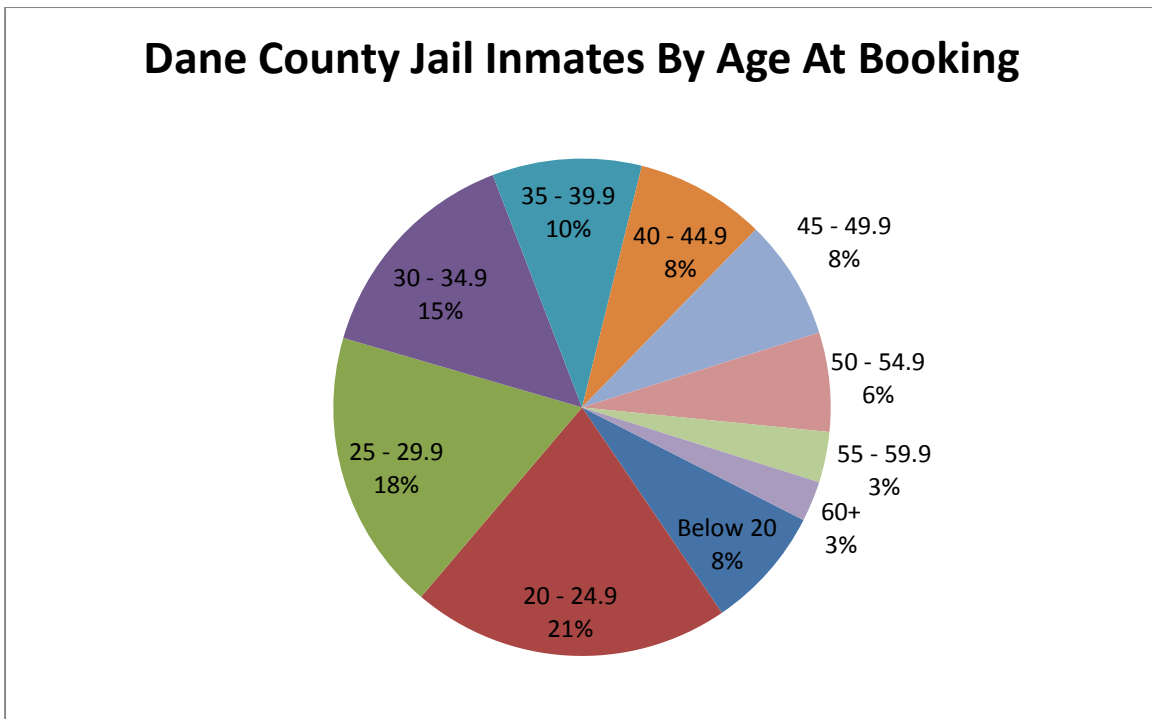
Note that due to variations in Average Length of Stay (ALOS), the jail's average daily population has a different mix in terms of race, with black inmates comprising approximately 45% of the population.

Table II.2 – Dane County Jail Inmates by Age

Age Group	Number	%
Below 20	5,300	8.0%
20 - 24.9	13,751	20.7%
25 - 29.9	12,144	18.3%
30 - 34.9	9,735	14.7%
35 - 39.9	6,444	9.7%
40 - 44.9	5,602	8.4%
45 - 49.9	5,197	7.8%
50 - 54.9	4,283	6.5%
55 - 59.9	2,184	3.3%
60+	1,733	2.6%
	66,373	100.0%

The median age at booking for all inmates is 31 years and the mean age is 33.8 years. Figure II.3 presents the age distribution of the inmate population.

Figure II.3 – Dane County Jail Inmates by Age at Booking



Average Length of Stay**Table II.3 – Overall ALOS – All Inmates by Gender**

	Males	Females	Total
Mean	25.6	15.4	23.4
Median	4	3	4
Inmates	52,229	14,144	66,373

Table II.4 – Overall ALOS – All Inmates by Race

	Black	White	Other	Total
Mean	27.6	21	19.8	23.4
Median	5	3	3	4
Inmates	24,646	40,273	1,454	66,373

As Table II.4 indicates, black inmates appear to have a total ALOS which is approximately 31% higher than white inmates. Indeed, even the median ALOS, which is more robust in terms of avoiding the impact of outlying numbers, shows a large difference between black and white inmates. There are a variety of possible explanations for this observed difference, ranging from economic reasons to the nature of the charges involved. This report addresses some of the possible surrounding issues, such as bail amounts, but larger societal issues are beyond the scope of this project.

Most Serious Charge Analysis

Each person's most serious charge was retrieved using a classification system where each charge was categorized into 1 of 12 groups. If an inmate had more than one charge, the most serious charge would be determined using the group designation as shown in Table II.5. An inmate with a violent charge and a traffic offense, for instance, would have a most serious charge of violent because the violent charge outweighs the traffic charge.

Table II.5 – Charge Categories

Priority	Category	Priority	Category
1	Violent	7	Drug
2	Domestic Violence	8	DUI
3	Sex Offense	9	Public Order Offense
4	Weapon	10	Traffic
5	Burglary	11	Other
6	Theft/Fraud	12	Supervision Violation

A 'Public Order Offense' includes charges related to Disorderly Conduct, Contempt, Resisting Arrest, etc. There exist charge enhancers that alter the Public Order categorization (as well as other categories for that matter) by adding penalties for Domestic Violence, Weapons, and other offenses. In the instances where an individual's

most serious immediate charge was Public Order, the categorization decision was influenced by the existence of an enhancer. For example, if an individual's most serious charge category was 'Public Order' but the charge enhancer was 'Domestic Violence', the most serious charge category became 'Domestic Violence.' It should also be noted that, for individuals with a most serious charge of 'Drug,' the category includes both possession and distribution charges. The 'Other' category acted as a catch all for charges that did not fit into the other 11 groups above. Finally, a Supervision Violation includes Parole and Probation Violations as well as GPS Tampering. Table II.6 details the most serious charge categories of the inmates in the analysis. The table is sorted by frequency of the specific charge category.

Table II.6 – Inmates by Most Serious Charge Category

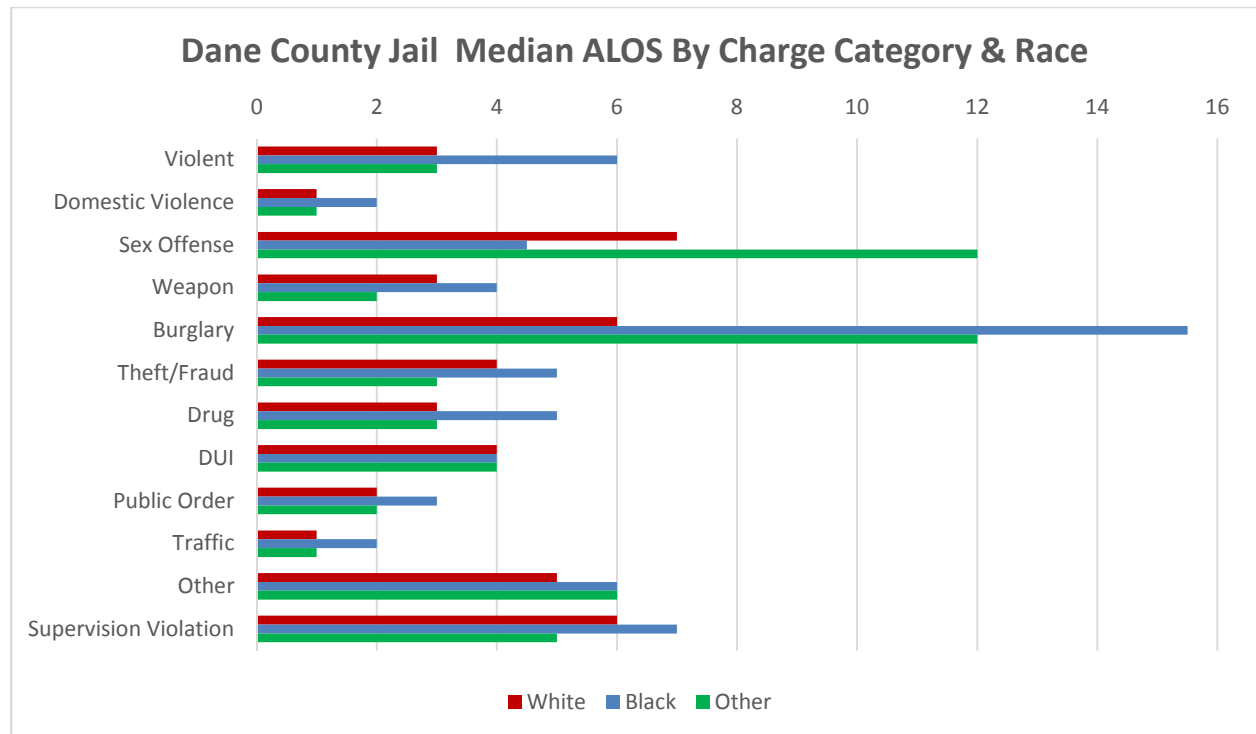
Category	Black	White	Other	Total	%
Public Order	4,624	6,103	218	10,945	16.5%
Violent	5,159	5,404	284	10,847	16.3%
DUI	1,308	7,562	228	9,098	13.7%
Supervision Violation	3,630	4,209	156	7,995	12.0%
Domestic Violence	2,322	4,306	168	6,796	10.2%
Theft/Fraud	2,427	3,578	88	6,093	9.2%
Drug	1,753	4,042	102	5,897	8.9%
Other	1,942	2,637	127	4,706	7.1%
Traffic	484	928	36	1,448	2.2%
Weapon	602	630	28	1,260	1.9%
Burglary	321	695	14	1,030	1.6%
Sex Offense	74	179	5	258	0.4%
Total	24,646	40,273	1,454	66,373	100.0%

Table II.7 represents the ALOS data by race and most serious charge category. The final column of the table represents the difference between the mean ALOS between black and white inmates. It should be noted that there are two ways to execute this percentage. One method would be to calculate the difference between black and white ALOS and divide the result by the black mean ALOS. Conversely, one could calculate the difference between black and white ALOS and divide the result by the white mean ALOS. The table calculations use the latter method. Specifically, looking at the first line of Table II.7 where the mean black pretrial inmate LOS is 54.4 days and the white LOS is 31.7 days, there is a difference of 22.7 days. The table divides the 22.7 by the white ALOS to come up with 71.6%. Therefore, the interpretation is that blacks have a 71.6% greater mean pretrial ALOS than whites when faced with a violent most serious charge. Had the calculation used the black ALOS of 54.4 days in the denominator, the result would be a 41.7% difference and the interpretation would be that whites have a 41.7% smaller ALOS than blacks. The most significant differences in the table are for violent offenses, domestic violence (blacks have 70.1% higher ALOS), weapons (86.5% higher), and drugs (71.8% higher).

Table II.7 – Inmates by Most Serious Charge Category, Race, and ALOS

	Black			White			Other			Total			Delta Between Black & White Mean ALOS
	N	Mean	Median	N	Mean	Median	N	Mean	Median	N	Mean	Median	
Violent	5159	54.4	6	5404	31.7	3	284	33.1	3	10,847	42.6	4	71.6%
Domestic Violence	2322	11.4	2	4306	6.7	1	168	4.8	1	6,796	8.3	2	70.1%
Sex Offense	74	40.5	4.5	179	49.5	7	5	50.4	12	258	46.9	7	-18.2%
Weapon	602	37.3	4	630	20.0	3	28	12.2	2	1,260	28.1	3	86.5%
Burglary	321	70.8	15.5	695	45.0	6	14	50.3	12	1,030	53.5	7	57.3%
Theft/Fraud	2427	31.4	5	3578	27.9	4	88	21.6	3	6,093	29.2	4	12.5%
Drug	1753	33.5	5	4042	19.5	3	102	18.6	3	5,897	23.7	3	71.8%
DUI	1308	29.2	4	7562	31.3	4	228	30.6	4	9,098	31.0	4	-6.7%
Public Order	4624	14.2	3	6103	11.0	2	218	12.7	2	10,945	12.4	3	29.1%
Traffic	484	5.6	2	928	6.2	1	36	4.3	1	1,448	6.0	1	-9.7%
Other	1942	14.9	6	2637	16.7	5	127	14.9	6	4,706	15.9	6	-10.8%
Supervision Violation	3630	14.6	7	4209	13.7	6	156	10.3	5	7,995	14.1	7	6.6%
Total	24646	27.7	5	40273	21.0	3	1454	19.8	3	66,373	23.4	4	31.9%

Figure II.4 – Inmates by Most Serious Charge Category, Race, and ALOS



In terms of specific charges, Table II.8 lists the Top 20 most frequent charges for all inmates. These 20 individual charges account for 70.2% of the inmates involved in this part of the analysis.

Table II.8 – Inmates by Most Serious Individual Charge

	Total	%
OPERATING WHILE INTOXICATED	7,098	10.7%
BATTERY	6,078	9.2%
PROBATION VIOLATION	4,987	7.5%
DOMESTIC VIOLENCE	4,558	6.9%
DISORDERLY CONDUCT	3,179	4.8%
WRIT	2,744	4.1%
PAROLE VIOLATION	2,424	3.7%
THEFT	2,203	3.3%
RETAIL THEFT INTENT TAKE	1,546	2.3%
CONTEMPT OF COURT	1,449	2.2%
POSSESS DRUG PARAPHERNALIA	1,445	2.2%
RESISTING OR OBSTRUCTING	1,289	1.9%
CRIMINAL DAMAGE TO PROPERTY	1,268	1.9%
BAIL JUMPING - Misdemeanor	1,218	1.8%
POSSESS NARCOTIC/ANALOG	1,058	1.6%
OMVWI	986	1.5%
BURGLARY BUILDING OR DWELLING	816	1.2%
FEDERAL OFFENSE	810	1.2%
TRESPASS TO LAND	766	1.2%
BATTERY-SUBST BODILY HARM	703	1.1%
TOTAL OF THESE 20 CHARGES	46,625	70.2%
GRAND TOTAL	66,373	

Possible Custody Diversion Population

Using charge severity and the nature of the most serious offense enables the generation of the impact of a hypothetical scenario for reducing the number of inmates in the Dane County Jail. The analysis that follows identifies categories of inmates who could theoretically be diverted from jail (with no analysis of the legal particulars of individual cases). This theoretical group is then analyzed to determine the impact in terms of jail days and the jail's average daily population. Table II.9 takes the most serious charge category and divides it by the severity level of that charge. The green-shaded cells represent opportunities for some sort of intervention to reduce the jail days involved due to the lower severity of charges. To be clear, this is a theoretical exercise and represents an absolute best case scenario. Most of the inmates falling into the green-shaded region in reality would not be eligible for diversion from custody, but it is fairly clear that the individuals in the other regions of the table would almost certainly lack suitability for diversion.

Table II.9 – Inmates by Most Serious Charge Category & Severity

	Charge Severity						Total
	County Ordinance	Felony	Local Ordinance	Misdemeanor	Civil	Other	
Violent	0	4,259	61	6,437	90	0	10,847
Domestic Violence	390	337	22	5,911	118	18	6,796
Sex Offense	0	255	0	3	0	0	258
Weapon	36	249	9	955	9	2	1,260
Burglary	0	1,030	0	0	0	0	1,030
Theft/Fraud	104	1,833	276	3,816	10	54	6,093
Drug	116	2,970	214	2,133	12	452	5,897
DUI	29	157	996	166	6,999	751	9,098
Public Order	472	923	1,691	7,333	517	9	10,945
Traffic	4	5	298	973	168	0	1,448
Other	2	3,060	212	497	74	856	4,706
Supervision Violation	0	5,572	0	2,423	0	0	7,995
Total	1,153	20,650	3,779	30,647	7,977	2,142	66,373

Please note the 856 individuals who have a most serious charge category of ‘Other’ as well as a charge severity level of ‘Other’. The vast majority of these individuals are Federal inmates while a few dozen were held on detainees. The ALOS for these individuals (48.7) days is omitted from Table II.10 because this number is not used in the possible custody diversion analysis.

Average Length of Stay

Table II.10 calculates the mean ALOS for the green-shaded areas identified in Table II.9. Table II.10 is sorted by the number of individuals involved.

Table II.10 – ALOS for Inmates in Possible Custody Diversion Group

	Charge Severity					
	County Ordinance	Local Ordinance	Misdemeanor	Civil	Other	Total
Public Order	6.2	3.1	13.4	4.2	7.4	11.2
Theft/Fraud	23.8	7.1	28.0	8.2	18.8	26.3
Drug	25.7	3.6	18.5	27.5	3.4	15.4
Other	4.0	2.8	13.5	76.7	---	16.6
Traffic	2.0	2.8	6.9	4.8	0.0	5.8
Average	16.6	3.5	17.5	11.6	3.5	14.9

Jail Days and Average Daily Population Calculation

Next, the jail days for the group are calculated by multiplying the number of individuals involved by the ALOS. For the purposes of this analysis, the calculation was completed using the mean. The jail days calculation was then divided by the calendar days for the analysis (5 years times 365 days = 1,825) in order to produce the average daily population (ADP).

Table II.11 – Diversion Opportunity Using Mean ALOS

	Charge Severity					Total
	County Ordinance	Local Ordinance	Misdemeanor	Civil	Other	
Public Order	1.6	2.9	53.8	1.2	0.0	59.5
Theft/Fraud	1.4	1.1	58.5	0.0	0.6	61.4
Drug	1.6	0.4	21.6	0.2	0.8	24.7
Other	0.0	0.3	3.7	3.1	---	7.1
Traffic	0.0	0.5	3.7	0.4	0.0	4.6
Total	4.6	5.2	141.5	5.0	1.4	157.3

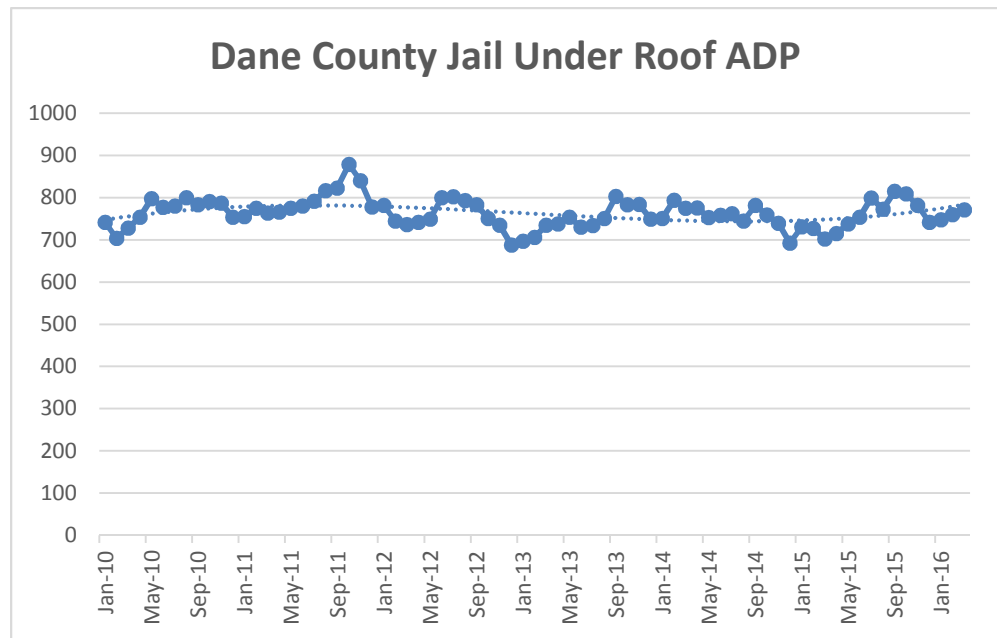
It must be remembered that the impact spelled out in this scenario unrealistically assumes complete diversion and jail avoidance for a population of people. As such Table II.11 should be treated as the ceiling for the impact of possible diversion programs. Certainly, the Dane County Jail cannot just suddenly stop accepting these populations of arrestees. However, reducing the ALOS of the arrestees in question (lower severity, non-violent charges) can achieve a population reduction. It is realistic to expect that, with cooperation among the key stakeholders in the criminal justice system, 10% of the inmates (16) identified as being candidates for diversion could indeed be diverted.

B. DANE COUNTY INMATE BASE FORECAST ANALYSIS

Population Dynamics Overview

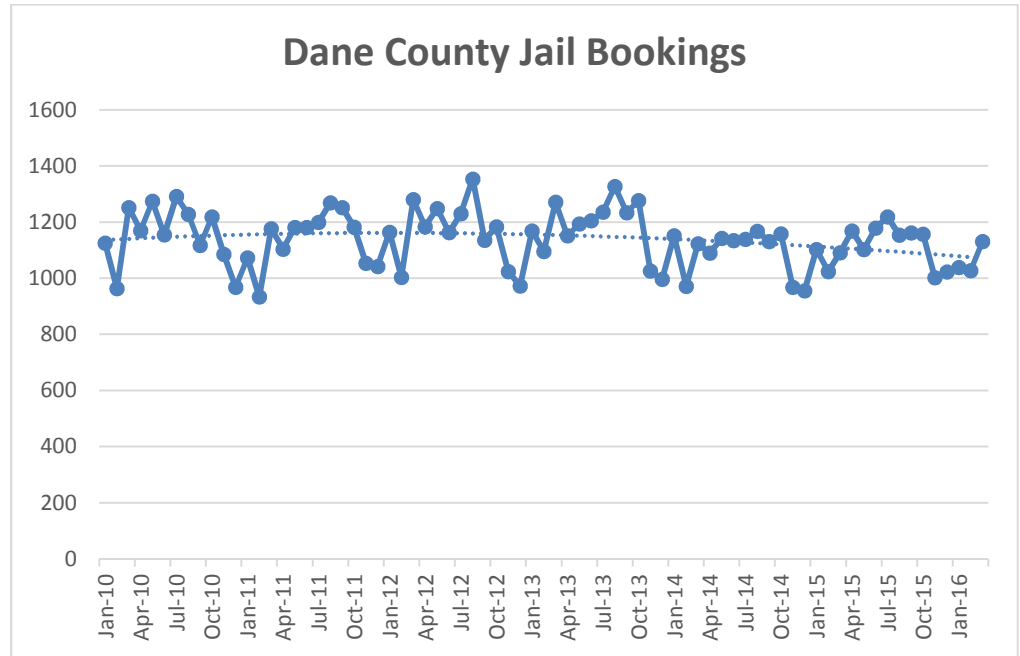
A comprehensive series of Autoregressive Integrated Moving Average (ARIMA) time series forecasts were constructed based on a variety of datasets provided by jail staff. These forecasts are an update to the original forecasts developed based on data through 2012. The forecast was conducted on data as of the end of March 2016. As Figure II.5 indicates, the Dane County Jail’s population is largely seasonal in nature. The population rises in warmer weather months and recedes during winter. The other remarkable characteristic of the population is that it is remarkably stable during the timeframe analyzed, only briefly peaking near 900 inmates during 2011. For the most part, the population tends to stay between 700 and 800 inmates during the last 6 years.

Figure II.5 – Dane County Jail Under Roof ADP



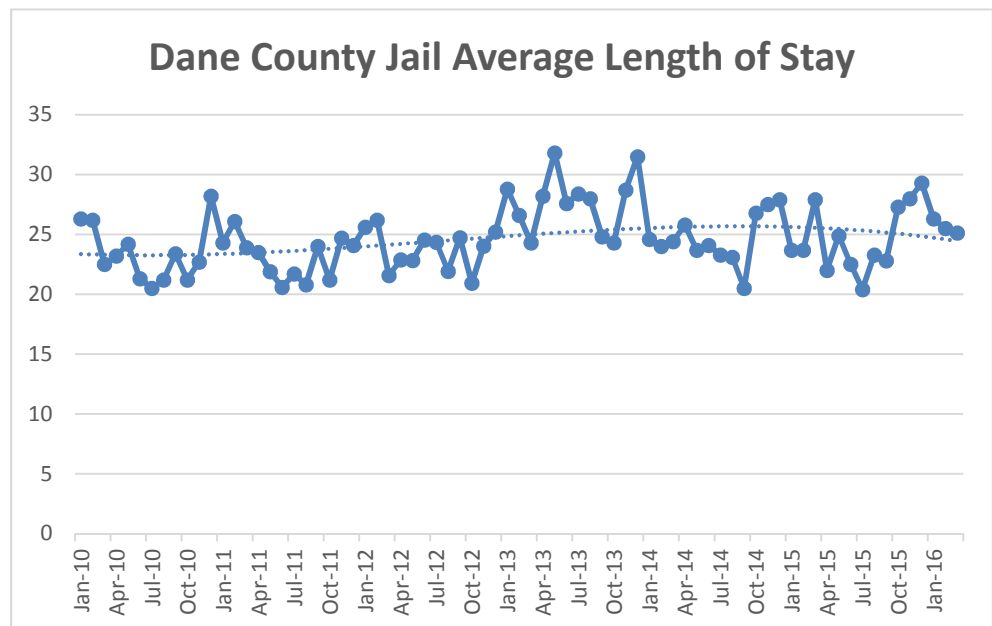
Meanwhile, we see differing trends for the two drivers of jail population, bookings and Average Length of Stay (ALOS). As Figure II.6 indicates, bookings have slightly declined in recent years. Bookings were also much higher in 2007 than they are now due in large part to changes in policy regarding the booking and detention of ordinance violators and traffic offenders.

Figure II.6 – Dane County Jail Bookings



While the bookings trend reflects a decrease, we see a small increase in the average length of stay over time. With an average length of stay that is slightly increasing, any sustained increase in bookings trends would risk significantly increasing the jail's population.

Figure II.7 – Dane County Jail ALOS

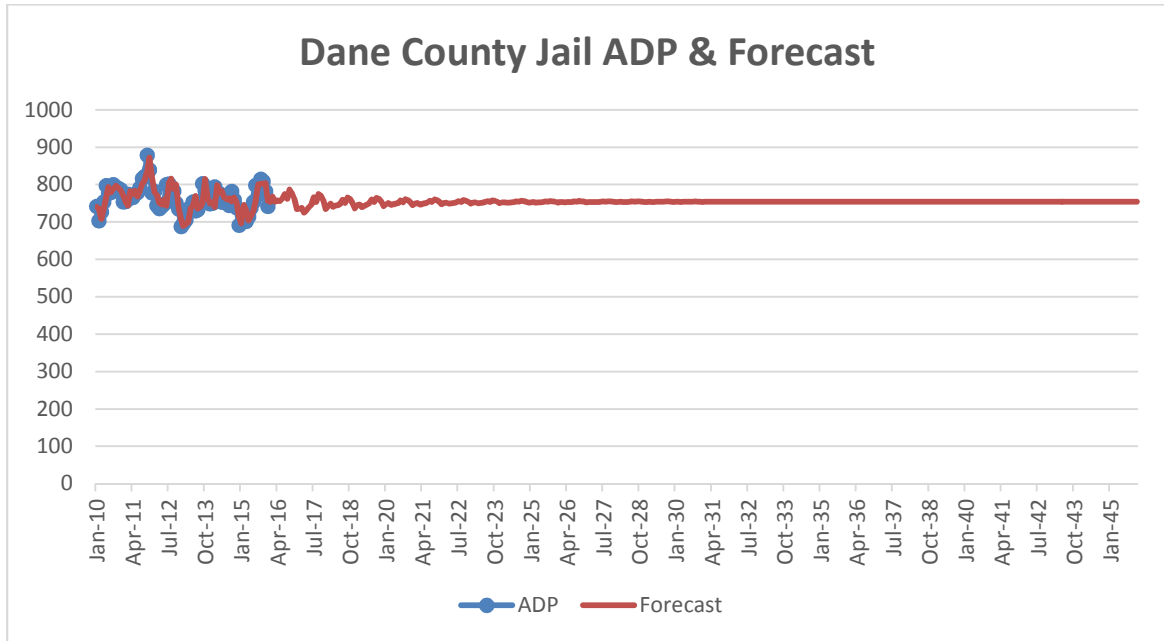


Population Forecast

In general, the best predictor of any trend's future is that trend's past. However, because of the assumed connection between past behavior of a trend and expected future behavior, it should be noted that all forecasts (in any discipline) are less accurate the further into the future one calculates. Thus, any jail population forecast using accepted time series analytical approaches could be expected to be more accurate in the near term and less precise as time passes. The main reason why is the fact that unforeseen population and public policy changes may alter the criminal justice system after the forecast is produced. Forecasts of any type are only as good as what is known when the forecast was produced, combined with a relative absence of major events after that production. Any forecast assumes that what was known about the status quo at the time the forecast is produced remains in place for the duration of the forecast.

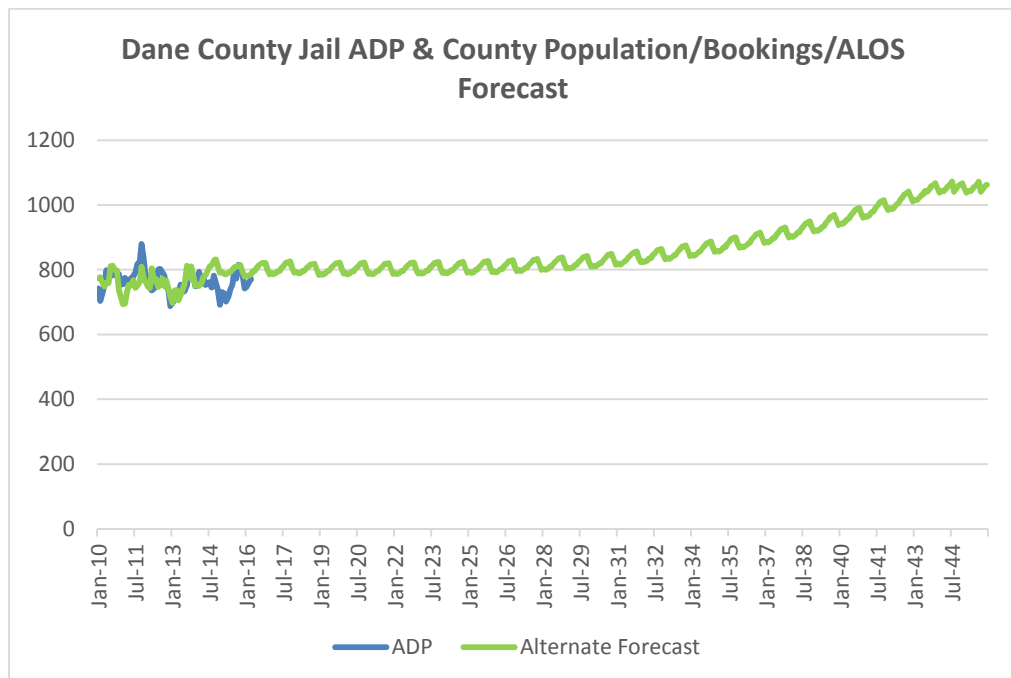
In order to forecast the future of the Dane County jail's 'under roof' population, a large number of mathematical models were tested using ARIMA time series methodology. The ARIMA process is a relatively robust approach because it allows the researcher to statistically control certain sources of error while at the same time consider the impact of population variables as well as the seasonal rise and fall of the population. In the end, after testing a significant number of ARIMA models, two forecasts emerged which both passed the requisite diagnostic tests. The first forecast was a relatively straightforward ARIMA model that simply used the past history of the jail's population to predict the future. Diagnostically speaking, the model performed the best of all of the models examined. This model is what we consider to be the base forecast. In addition, a second ARIMA model also performed fairly well. This 'alternative forecasts' used not only the history of the jail's under roof population, but also the jail's bookings and average length of stay trends as predictors. In addition, the overall anticipated growth of the Dane County population was also included as a predictor. Figure II.8 shows the base forecast for the jail. This forecast indicates that the jail's population, if there are no major changes, will stay relatively similar to what is observed currently. The effects of the seasons will still be felt, however, the population would not be expected to grow or shrink to a major extent.

Figure II.8 – Dane County Jail Forecast



The alternate forecast, however, calls for a longer term growth curve, in large part due at first to the increase in the jail’s average length of stay and then due to the growth of the population in Dane County as a whole. It should be noted that when the bookings trend was manipulated to examine the impact of an increase in jail admissions, the growth rate was steeper.

Figure II.9 – Dane County Jail Forecast Using Bookings and ALOS as Predictors



While both forecasts are plausible, the criminal justice system in Dane County has done an overall effective job of managing the jail's population growth by focusing on bookings as well as average length of stay. The base forecast was selected for two main reasons: First, that particular forecast was clearly superior diagnostically and, second, it is expected that the criminal justice system would respond to any sustained increase in average length of stay or bookings.

An additional consideration with the jail population forecasts is that the forecasts in fact represent more than just a single population number for each month over a 30 year period. The forecasts also enable us to anticipate and factor in the actual 'bed need' of the jail. In order for the jail to maintain safe and secure operations, there needs to be a population capacity cushion that allows jail managers to maintain classification rules as well as weather the impact of seasonal population increases. Specifically, the various subcomponents of the jail's population expand and contract due to a variety of factors. Certain classification levels or populations of inmates grow in numbers in such a way that the jail needs to be able to be flexible with housing assignments. Therefore, bed need calculations take into account seasonal 'peaking' of populations as well as the fluctuations of classification groups within the jail's population. That factor was calculated at 20%, with 12% due to seasonal peaking and 8% due to variations in classification levels. Table II.12 relates the bed need of the Dane County Jail in light of peaking and classification requirements.

Table II.12 – Bed Need Calculations from Forecasts

Month	Base Forecast	With 20% Peaking & Classification	Alternate Forecast	With 20% Peaking & Classification
Jul-17	762	914.4	795	954
Jul-19	756	907.2	794	952.8
Jul-21	753	903.6	793	951.6
Jul-23	752	902.4	795	954
Jul-25	751	901.2	799	958.8
Jul-27	756	905	804	964.8
Jul-29	755	905	813	975.6
Jul-31	755	906	826	991.2
Jul-33	755	906	845	1014
Jul-35	755	906	869	1042.8
Jul-37	755	906	898	1077.6
Jul-39	755	906	935	1122
Jul-41	755	906	982	1178.4
Jul-43	755	906	1,023	1227.6
Jul-45	755	906	1,043	1251.6

These bed need projections are slightly higher than those developed in the Masterplan, which showed a 2019 bed need of 845 (vs. 907 in this forecast) and a bed need of 870 by 2027 (vs. 905 in this forecast). However, the base forecast of the Masterplan was actually higher than this forecast with a projected ADP of 764 in 2019 (vs. 756) and 785 in 2027 (vs. 756). The present bed need estimation reflects more precise (and larger) measurements peaking and classification fluctuations in the jail's population. The similarity between the two base forecast efforts is an important consideration given that substantially different statistical approaches were used and that a significant amount of time had passed between them. The Masterplan forecast was constructed using data reflecting only 36 months of time after a significant reduction in the jail's population. The resulting forecast predicted a steady annual rise in the jail's population. This new forecast has the benefit of having an additional 36 months of time which has been characterized by a relatively stable trend in the jail's ADP.

As stated above, projections need to be updated frequently to confirm if variables that drive the under roof inmate population have changed, resulting in a different growth trend. However, we feel that for planning purposes the bed need for the next ten years through 2027 should be used in determining the number of jail beds for Dane County, absent any other changes in the criminal justice system.

C. DANE COUNTY COMMUNITY WORKGROUP RECOMMENDATIONS ANALYSES

Introduction

This section addresses the Public Protection and Judiciary Committee workgroup recommendations pertaining to length of stay. Specifically, the consultant team was tasked with evaluating data and generating an analysis pertaining to six specific length of stay recommendations, as follows:

1. Implement full-scale pretrial services, including electronic notification of court dates.
3. Alternative sentencing via community service work and diversion programs.
4. Initial Appearances/bail hearings on weekends and holidays (if possible).
7. Require the Department of Corrections to report weekly to the Dane County Board of Supervisors and the County Executive, as to who is on a probation or parole hold.
8. Perform a racial equity analysis on policies related to signature bonds, bail determinations, and eligibility for electronic monitoring.
9. To further advance the interest of justice and fairness for individuals held in jail on Department of Corrections holds, the Dane County Board shall immediately recommend the following:

(a) DOC develop a probation and/or extended supervision hold process wherein individuals who are held in the Dane County Jail and alleged to have only violated rules of supervision be considered for release pending the investigation and the Dept.'s decision whether to seek revocation.

(b) that, pursuant to Sec. DOC 331.05 of the Wisconsin Administrative Code, DOC provide a Preliminary Hearing and Detention Hearing for all individuals held in the Dane County Jail who are alleged to have only violated rules of supervision so that some individuals will be released while they await the Final Revocation Hearing.

The analysis that follows examines the pretrial length of stay for Dane County jail inmates between 2011 and 2015 and addresses much of the rationale behind Length of Stay recommendation 1. Several of the above recommendations are actions that the Court System and the Department of Corrections will need to address. The analysis below, however, will assist policy makers and equip them with data to make informed policy decisions. The very first recommendation, that a full scale pretrial services process be implemented, is presently being studied in depth under a grant from the Arnold Foundation, although our analysis does present the opportunities for diversion both above in the forecast analysis and below in the length of stay analysis. The fourth recommendation, regarding holding initial appearances/bail hearings on weekends and holidays, is addressed as part of the diversion evaluation later in this section.

Length of Stay Analysis

Data

The Dane County Sheriff's Office staff generated a file containing the charges of every inmate booked since January 1, 2011, 127,735 thousand records. The file included a number of variables related to charge, classification, disposition, race and other factors. Using the sentence date from this file, it was possible to divide the population into one of three main groups:

1. Individuals who entered the jail as a sentenced individual (i.e., the sentence date predated the booking date).
2. Individuals who were released prior to a sentence date.
3. Individuals who received a sentence while in custody.

For purposes of this study, the pretrial average length of stay (ALOS) in pretrial status incorporates the data for the individuals in groups 2 and 3 defined above. To develop the pretrial ALOS, the second group's time between booking and release was used in combination with the third group's time between booking and the sentence date.

Results

Overall ALOS

The overall ALOS was calculated by taking the individual times between booking and release and then averaging the numbers for the entire population. Table II.13 presents the results for the mean average as well as the median (the midpoint of the data).

Table II.13 – Overall ALOS – All Inmates

	Black	White	Other	Total
Mean	27.6	21	19.8	23.4
Median	5	3	3	4
Inmates	24,644	40,271	1,454	66,369

As Table II.13 indicates, black inmates appear to have a total ALOS which is approximately 31% higher than white inmates.

Pretrial ALOS

Pretrial Individuals Released Prior to Sentence

Individuals who were released prior to a sentence date were analyzed for their time in custody. Table II.14 relates the mean, median, and total number of individuals involved by race.

Table II.14 – Pretrial ALOS for Individuals Released Prior to Sentence Date

	Black	White	Other	Total
Mean	18.4	11.2	11.8	13.8
Median	3	2	2	2
Inmates	14,569	24,840	927	40,336

As Table II.14 indicates, black pretrial inmates who are released prior to receiving a sentence appear to have a pretrial ALOS which is approximately 65% higher than white pretrial inmates.

Individuals Sentenced While In Custody

Individuals who spent time in custody in pretrial status and then received a sentence constitute the third group. Their average 'pretrial time' is analyzed in Table II.15. As with the analysis in Table II.14, the black inmates have a longer amount of time in pretrial status.

Table II.15 – Pretrial ALOS for Individuals Receiving Sentence While in Custody

	Black	White	Other	Total
Mean	41.7	16.3	20.1	24.1
Median	6.5	1	1	1
Inmates	1,783	3,969	118	5,870

Overall Results

Finally, Table II.16 merges the two groups to have a full picture of time spent in pretrial status. The overall amount of time in pretrial status is nearly 76% longer for black inmates than for white inmates, a pattern also reflected in a significantly higher median length of stay three (3) days vs. two (2) days.

Table II.16 – Overall Pretrial ALOS

	Black	White	Other	Total
Mean	20.9	11.9	12.8	15.1
Median	3	2	2	2
Inmates	16,352	28,809	1,045	46,206

In order to evaluate the above finding patterns, a number of analyses were conducted to better understand the data as a whole.

Pretrial ALOS by Most Serious Charge Category

The same data above were also analyzed by most serious charge category in order to evaluate whether the overall pretrial ALOS results were impacted by differential charge patterns. Each inmate's most serious charge was retrieved using the same categorization system described earlier. Again, if an inmate had more than one charge, the most serious charge would be determined using the group designation as shown in Table II.17. An inmate with a violent charge and a traffic offense, for instance, would have a most serious charge of violent because the violent charge outweighs the traffic charge.

Table II.17 presents the pretrial ALOS results by most serious charge category (sorted by total number of inmates). The order of the charges in the table starts with the greatest number of charges in descending order. The most significant differences are for sex offenses (blacks are in pretrial status 110% longer than white inmates), DUI (blacks have 71% higher pretrial ALOS), public order (63% higher), and violent offenses (55%).

Table II.17 – Pretrial ALOS by Race & Most Serious Charge Category

	Black			White			Other			Total			Delta Between Black & White Mean ALOS
	N	Mean	Median	N	Mean	Median	N	Mean	Median	N	Mean	Median	
Violent	4,746	46.9	9	5,047	30.2	5	270	36.4	10	10,063	35.6	5	55.3%
Public Order	3,181	8.0	2	4,598	4.9	1	178	4.2	1	7,957	5.9	1	63.3%
DUI	1,006	19.7	4	5,487	11.5	2	182	8.6	2	6,675	13.8	2	71.3%
Domestic Violence	2,166	7.8	1	4,132	6.8	1	150	8.1	1	6,448	7.0	1	14.7%
Theft/Fraud	2142	11.0	4	3,191	19.3	2	80	2.6	2	5,413	16.3	2	-43.0%
Drug	1,524	7.8	2	3,727	7.2	2	94	6.3	2	5,345	7.4	2	8.3%
Weapon	552	28.9	4	595	33.1	5	28	31.4	12	1,175	31.8	5	-12.7%
Traffic	389	18.3	3	703	16.8	3	30	17.1	2	1,122	17.4	3	8.9%
Burglary	323	2.6	1	675	2.6	1	17	2.2	1	1015	2.6	1	0.0%
Other	255	39.2	5	502	21.8	3	11	25.4	3	768	30.1	4	79.8%
Sex Offense	68	27.9	4	152	13.3	3	5	7.4	2	225	20.0	3	109.8%
Total	16,352	20.9	3	28,809	11.9	2	1045	12.8	2	46,206	15.1	2	75.6%

While the results shown in Table II.17 included the data from every inmate while in pretrial status, Table II.18 compares inmates who only have a single charge. Comparing only inmates who have a single charge, we see that the overall magnitude of the difference in pretrial ALOS decreases to less than 1%. It is also noteworthy that blacks have lower DUI, Sex Offense, and Public Order length of stays. However, blacks with one (1) charge have 32% longer pretrial stays if the charge is burglary.

Table II.18 – Pretrial ALOS by Race & Most Serious Charge Category – Inmates with One Charge

	Black			White			Other			Total			Delta Between Black & White Mean ALOS
	N	Mean	Median	N	Mean	Median	N	Mean	Median	N	Mean	Median	
Public Order	1,779	3.64	2	2,734	4.29	2	105	2.19	2	4,618	3.99	2	-15.2%
Domestic Violence	1,192	1.99	1	2,638	1.56	1	100	1.56	1	3,930	1.69	1	27.6%
DUI	370	1.54	1	2,584	2.94	1	71	1.66	1	3,025	2.74	1	-47.6%
Theft/Fraud	843	4	2	1,262	4.19	2	35	2.17	2	2,140	4.08	2	-4.5%
Violent	817	9.33	3	1,157	6.01	2	76	2.84	1	2,050	7.22	2	55.2%
Drug	490	5.7	3	860	6.41	2	33	2.48	2	1,383	6.07	2	-11.1%
Traffic	297	2.22	1	542	1.68	1	26	2.15	1	865	1.88	1	32.1%
Other	219	9.04	3	435	19.5	2	10	2.5	2	664	15.8	2	-53.6%
Weapon	159	3.88	2	189	4.85	1	16	2.88	1.5	364	4.34	1	-20.0%
Burglary	55	8.22	4	120	6.23	3	3	9	3	178	6.89	3	31.9%
Sex Offense	38	5.97	2	101	22.1	4	0	0	0	139	17.7	3	-73.0%
Total	6,259	4.34	2	12,622	4.32	1	475	2.17	1	19,356	4.27	1	0.5%

Table II.19 compares the pretrial lengths of stay for inmates who have two (2) charges. The overall difference grows again to 45%. The biggest difference is in weapons charges. For inmates with two (2) charges and the most serious of which is a weapons charge, blacks stay over twice as long as whites. For drug charges it is also over twice as long. To be clear, this analysis counts the number of charges regardless of category such that a person with only a drug possession charge and a drug distribution charge would have two (2) charges, but in this example, their most serious charge category is 'drug'.

Table II.19 – Pretrial ALOS by Race & Most Serious Charge Category – Inmates with Two Charges

	Black			White			Other			Total			Delta Between Black & White Mean ALOS
	N	Mean	Median	N	Mean	Median	N	Mean	Median	N	Mean	Median	
Violent	1,317	18.04	3	1,682	9.47	2	92	9.39	2	3,091	13.12	3	90.5%
Public Order	978	11.23	3	1,380	10.19	3	59	11.03	4	2,417	10.63	3	10.2%
Domestic Violence	616	8.03	3	1,035	5.26	2	33	5.18	3	1,684	6.27	2	52.7%
Drug	507	17.62	4	1,137	8.2	2	28	9.71	3	1,672	11.08	3	114.9%
Theft/Fraud	657	13.35	4	910	12.64	3	26	12.12	3	1,593	12.93	4	5.6%
DUI	228	9.37	2	880	11.29	2	42	14.29	2	1,150	11.02	2	-17.0%
Weapon	181	15.98	4	166	6.56	2	6	3.33	2.5	353	11.33	3	143.6%
Burglary	94	24.44	5	187	15.37	3	1	12	12	282	18.38	4	59.0%
Traffic	64	4.22	2	113	6.86	1	2	4.5	4.5	179	5.89	1	-38.5%
Other	31	23.1	10	61	19.49	9	1	4	4	93	20.53	9	18.5%
Sex Offense	16	35.06	8	28	50.71	18	2	7.5	7.5	46	43.39	12	-30.9%
Total	4,689	14.13	3	7,579	9.7	2	292	10.04	3	12,560	11.36	3	45.7%

Pretrial ALOS by Specific Charges

Statistically speaking, the 'Most Serious Charge Category' analysis may be impacted by the possibility that the observed differences in the above comparisons are due to one race having more serious individual charges within certain categories than another race. To control for this possibly happening this part of the analysis compares the 20 most frequent specific charges. Table II.20 represents all of the inmates who shared a most serious charge regardless of other factors.

Table II.20 – Pretrial ALOS by Race & Most Serious Individual Charge

	Black			White			Other			Total			Delta Between Black & White Mean ALOS
	N	Mean	Median	N	Mean	Median	N	Mean	Median	N	Mean	Median	
BATTERY	2,642	25.6	4.0	2,799	12.9	2.0	149	15.5	2.0	5,590	19.0	3.0	98.4%
OPERATING WHILE INTOXICATED	710	8.9	1.0	4,001	6.4	1.0	125	6.3	1.0	4,836	6.8	1.0	39.1%
Domestic Violence	1,407	4.2	2.0	2,906	2.9	1.0	103	2.3	1.0	4,416	3.3	1.0	44.8%
Disorderly Conduct	1,154	6.3	2.0	1,609	6.5	2.0	56	3.8	1.0	2,819	6.4	2.0	-3.1%
THEFT	690	18.7	4.0	1,212	17.0	3.0	26	11.5	3.0	1,928	17.6	3.0	10.0%
POSSESS DRUG PARAPHERNALIA	219	15.9	3.0	1,141	12.6	3.0	24	16.3	2.5	1,384	13.2	3.0	26.2%
RETAIL THEFT INTENT TAKE	598	16.2	4.0	757	15.4	4.0	23	13.6	3.0	1,378	15.7	4.0	5.2%
CRIMINAL DAMAGE TO PROPERTY	444	8.1	2.0	701	4.4	1.0	29	5.9	2.0	1,174	5.9	2.0	84.1%
RESISTING OR OBSTRUCTING	508	8.4	2.0	633	7.5	2.0	30	4.7	1.0	1,171	7.8	2.0	12.0%
BAIL JUMPING – Misdemeanor	451	12.0	4.0	671	9.6	3.0	25	9.8	4.0	1,147	10.6	3.0	25.0%
POSSESS NARCOTIC/ANALOG	132	16.6	4.0	835	11.7	1.0	23	7.9	1.0	990	12.3	2.0	41.9%
OMVWI	137	2.3	1.0	810	1.5	1.0	27	3.4	1.0	974	1.7	1.0	53.3%
BURGLARY BUILDING OR DWELLING	227	46.1	9.0	509	29.9	5.0	15	31.6	6.0	751	34.8	5.0	54.2%
TRESPASS TO LAND	294	2.7	2.0	360	2.9	2.0	11	2.5	2.0	665	2.8	2.0	-6.9%
BATTERY-SUBST BODILY HARM	312	34.9	5.0	312	17.1	3.0	19	3.6	3.0	643	25.3	4.0	104.1%
OPERATE WITH PROHIBITED BAC	124	14.9	4.0	497	15.6	2.0	19	26.9	5.0	640	15.8	3.0	-4.5%
BAIL JUMPING – Felony	231	14.5	4.0	342	8.3	3.0	13	15.3	3.0	586	10.9	4.0	74.7%
PHYSICAL ABUSE OF A CHILD	256	23.6	4.0	240	11.9	3.0	11	2.8	2.0	507	17.6	4.0	98.3%
OAR (1ST REV DUE TO OWI/PAC)	171	3.0	2.0	317	2.7	1.0	14	3.1	1.0	502	2.8	1.0	11.1%
POSSESSION OF THC	264	13.6	3.0	211	9.5	2.0	15	8.5	3.0	490	11.7	3.0	43.2%

In terms of mean pretrial length of stay, blacks have a 98.4% longer term than whites for the most prevalent charge (Battery). The difference for battery with substantial bodily harm is 104.1%. Criminal damage to property pretrial stays are 84.1% longer for blacks than whites. For these 20 specific charges, blacks have shorter lengths of stay in only three (3) categories (disorderly conduct, trespassing, and operate with prohibited blood alcohol content).

Table II.21 compares the results for instances where inmates have only one (1) charge.

Table II.21 – Pretrial ALOS by Race & Most Serious Individual Charge – Inmates with One Charge

	Black			White			Other			Total			Delta Between Black & White Mean ALOS
	N	Mean	Median	N	Mean	Median	N	Mean	Median	N	Mean	Median	
Domestic Violence	1,090	1.9	1.0	2,498	1.5	1.0	94	1.5	1.0	3,682	1.6	1.0	26.7%
OPERATING WHILE INTOXICATED	428	1.8	1.0	3,076	2.0	1.0	84	1.5	1.0	3,588	2.0	1.0	-10.0%
Disorderly Conduct	800	2.9	2.0	1,206	4.7	1.0	42	1.8	1.0	2,048	3.9	1.0	-38.3%
BATTERY	356	3.7	2.0	536	1.8	1.0	39	1.9	1.0	931	2.5	1.0	105.6%
OMVWI	106	1.1	1.0	712	1.1	1.0	23	1.1	1.0	841	1.1	1.0	0.0%
THEFT	250	4.2	2.0	516	3.1	1.0	9	4.8	2.0	775	3.5	1.0	35.5%
POSSESS NARCOTIC/ANALOG	64	4.2	2.0	500	4.9	1.0	19	1.4	1.0	583	4.7	1.0	-14.3%
RETAIL THEFT INTENT TAKE	199	3.4	2.0	290	3.9	2.0	11	3.1	2.0	500	3.7	2.0	-12.8%
TRESPASS TO LAND	208	1.9	2.0	257	1.8	2.0	8	2.0	2.0	473	1.9	2.0	5.6%
BAIL JUMPING - Misdemeanor	163	5.6	3.0	297	5.8	3.0	10	2.2	2.0	470	5.7	3.0	-3.4%
OAR (1ST REV DUE TO OWI/PAC)	155	2.5	2.0	293	2.0	1.0	13	2.8	1.0	461	2.2	1.0	25.0%
DRUG	32	1.0	1.0	393	1.1	1.0	1	1.0	1.0	426	1.0	1.0	-9.1%
RESISTING OR OBSTRUCTING	184	3.2	1.0	199	1.9	1.0	12	1.3	1.0	395	2.5	1.0	68.4%
BAIL JUMPING - Felony	112	9.7	4.0	198	4.8	3.0	5	2.8	3.0	315	6.5	3.0	102.1%
CRIMINAL DAMAGE TO PROPERTY	94	3.5	2.0	149	2.0	1.0	9	4.8	1.0	252	2.7	1.0	75.0%
PHYSICAL ABUSE OF A CHILD	123	6.4	3.0	122	3.1	3.0	7	2.9	1.0	252	4.7	3.0	106.5%
BATTERY-SUBST BODILY HARM	89	6.5	3.0	134	5.0	3.0	12	3.3	3.5	235	5.5	3.0	30.0%
VIO HARASSMENT INJUNCTION	53	7.6	2.0	152	2.8	1.0	3	2.0	2.0	208	4.0	1.0	171.4%
DISORDERLY CONDUCT WITH WEAPON	88	3.1	1.0	107	7.1	1.0	10	1.7	1.0	205	5.1	1.0	-56.3%
FORGERY UTTERING	96	6.9	1.0	99	4.4	1.0	5	1.6	1.0	200	5.5	1.0	56.8%

For the comparison of inmates with single charges, a number of charges had notable findings. Blacks had a 171% longer pretrial term for harassment injunction violations and a 106% longer pretrial term than whites when the charge was battery. For physical abuse of a child, the difference is nearly 107% and for felony bail jumping, the difference is 102%.

Bail Releases

This part of the analysis took the most prevalent charges for the individuals who only had one (1) charge and were released on bail. The average times spent in pretrial status were then compared by race. Overall, the black inmates had a mean of 2.5 days, compared to 1.6 days for whites. Both median averages were 1 day. As with previous comparisons, some significant differences exist. While the mean percentages show larger differences in length of stay between black and white inmates, the median is perhaps a better indicator of the central tendency of the data and is comparable for white inmates and black inmates with the exception of the Felony Bail Jumping charge.

Table II.22 – Pretrial ALOS by Race & Most Serious Individual Charge – Inmates with One Charge & Bail Release

	Black			White			Other			Total			Delta Between Black & White Mean ALOS
	N	Mean	Median	N	Mean	Median	N	Mean	Median	N	Mean	Median	
Domestic Violence	770	1.2	1.0	2,125	1.2	1.0	77	1.2	1.0	2,972	1.2	1.0	-1.0%
DISORDERLY CONDUCT	373	1.7	1.0	687	1.4	1.0	21	1.1	1.0	1,081	1.5	1.0	24.0%
BATTERY	188	2.2	1.0	431	1.2	1.0	36	1.9	1.0	655	1.5	1.0	84.6%
RESISTING OR OBSTRUCTING	114	1.4	1.0	141	1.2	1.0	8	1.0	1.0	263	1.3	1.0	13.0%
OAR (1ST REV DUE TO OWI/PAC)	78	1.5	1.0	173	1.3	1.0	7	1.0	1.0	258	1.3	1.0	12.9%
THEFT	72	2.6	1.0	147	2.8	1.0	4	1.8	1.0	223	2.7	1.0	-7.7%
BAIL JUMPING – Misdemeanor	57	4.7	2.0	136	3.7	1.0	7	1.7	2.0	200	3.9	2.0	25.9%
RETAIL THEFT INTENT TAKE	74	2.4	1.0	99	1.7	1.0	6	1.5	1.5	179	2.0	1.0	41.0%
CRIMINAL DAMAGE TO PROPERTY	67	1.7	1.0	103	1.2	1.0	7	5.4	1.0	177	1.6	1.0	36.8%
VIO HARASSMENT INJUNCTION	24	1.4	1.0	117	1.6	1.0	2	1.5	1.5	143	1.5	1.0	-11.6%
DISORDERLY CONDUCT WITH WEAPON	45	1.5	1.0	74	1.6	1.0	8	1.3	1.0	127	1.5	1.0	-7.4%
BAIL JUMPING – Felony	35	13.7	5.0	49	4.4	3.0	1	4.0	4.0	85	8.3	4.0	208.9%
OPERATING WHILE INTOXICATED	4	1.8	1.0	66	1.8	1.0	2	5.0	5.0	72	1.9	1.0	-3.8%
VIO DOMESTIC ABUSE INJUNCTION	15	1.1	1.0	54	1.1	1.0	1	1.0	1.0	70	1.1	1.0	0.3%
POSSESS DRUG PARAPHERNALIA	7	1.0	1.0	54	1.4	1.0	1	2.0	2.0	62	1.4	1.0	-30.8%
POSSESSION OF THC	28	1.3	1.0	26	1.2	1.0	3	1.7	2.0	57	1.3	1.0	1.6%
POSSESSION OF COCAINE/BASE	17	2.1	1.0	31	1.3	1.0	2	1.0	1.0	50	1.6	1.0	55.7%
OPERATE W/O VALID LICENSE	16	1.6	1.0	30	1.1	1.0	2	1.0	1.0	48	1.3	1.0	42.0%
RETAIL THEFT	10	1.5	1.5	32	1.2	1.0	1	1.0	1.0	43	1.2	1.0	29.7%
OPERATING AFTER SUSPENSION	14	1.3	1.0	26	1.2	1.0	1	1.0	1.0	41	1.2	1.0	11.4%
Total	2,366	2.5	1.0	5,184	1.6	1.0	225	1.6	1.0	7,775	1.9	1.0	52.7%

Conclusions

This analysis presented a variety of comparisons which progressed in complexity from simple across the board representations of the data to more 'apples to apples' comparisons where charge nature and charge frequency were directly compared. In every single comparison, pretrial black inmates have longer lengths of stay than white inmates. The magnitude of the difference varies across these comparisons and indeed for specific charges.

There are a variety of limitations to this analysis. The data lack a clear view of criminal history and holds/detainers which may impact the observed differences. However, given the sample sizes involved, this analysis provides an indication that there are very real differences in terms of race and pretrial ALOS. If, for instance, the population of black pretrial inmates are disproportionately impacted by holds and detainers, there may be some systemic and economic issues at work. Similarly, we should not readily dismiss the reported differences due to not knowing specific criminal history information. One would hope that with the large samples of inmates used in this analysis, the median averages would still be a useful indicator of central tendency. If the higher median numbers for blacks are caused by criminal history differences alone, that fact by itself is quite useful. Future research should work to capture history and detainer data to confirm the dynamics reported here.

Demographic Analysis of Bail Amounts

Introduction

The Dane County Criminal Justice Length of Stay Workgroup's eighth recommendation focused on racial equity in order to evaluate whether the bail system is applied in a fair and equitable manner. This analysis attempts to shed light on this issue in a systematic fashion by comparing identical charges (and the resulting bail amounts) between black and white arrestees. The methodology is relatively straightforward: For every single individual charge that has a statistically appropriate number of black and white people, the average bail amounts are compared to evaluate whether or not they are similar. At the outset, it is necessary to acknowledge some shortcomings to this approach. First and foremost, without a reliable measure of criminal history, specifically the presence of past failures to appear for court events, it is difficult to assess why any two individuals may receive different terms of release. Second, with the available data, it was impossible to assess the relative affordability of similar bail amounts. In other words, while bail amounts may be the same for two individuals, the individuals could quite clearly have extremely different economic resources at hand to secure their release from custody. However, this analysis is valuable in that it evaluates whether there are systematic differences in the bail amounts for blacks vs. whites.

Methodology

Data for the analysis came from a series of files created in cooperation with the Dane County Sheriff's Office detailing a myriad of factors regarding each individual booked by the jail between 2011 and the end of 2015. In all of these records, a total of 703 different specific charges were utilized. 181 of these charges were used only a single time, such as 'Intentionally Directing a Laser to Disturb.' In order to make sure that any individual charge level comparison was statistically valid, individual charges were eliminated from the analysis if they did not have a sufficient number of both black and white persons charged. Exactly 100 charges emerged that had a sufficient number of people charged to allow a comparison. Bail amounts by race were then analyzed to determine individual and overall levels of statistically significant differences.

Results

Simple t-tests¹ as well as chi-square² analysis failed to indicate an overall statistically significant difference in the dollar amounts between black and white inmates for same charges. Overall, for the 100 charges, 58 had the same bail amounts on a median basis, 11 had higher median amounts for black inmates, and 31 had higher median amounts for white inmates. However, for these 100 charges, black inmates had higher LOS averages 83% of the time using the median and 90% of the time using the mean. Moreover, for the 58 charges where there were equal bail amounts, black inmates had higher average lengths of stay for 56 of them. In addition, the bottom-line averages, representing the average for all charges in the analysis sample, were 8% higher for blacks in terms of both the mean and the median.

Finally, the community workgroups asked for an indication of the utilization of signature bond vs. cash bail. 19% of black inmates and 19% of white inmates are released on

¹ A t-test is a simple statistical examination of two population means.

² A chi-square test compares observed data with what is expected theoretically.

signature bond. 42% of white inmates are released on cash bail as opposed to 24% of black inmates.

Conclusions

Despite the lack of ability to establish true profiles of individuals based on their criminal history including failures to appear, this analysis indicates that bail amounts were not significantly different from each other (statistically speaking) across race. However, the central issue does not appear to be one of inequitable setting of bail amounts (which are generally dictated by the bail schedule). Instead, the issue may indeed be affordability. In the charges where the bail amounts were the same, blacks had higher average lengths of stay 96.5% of the time. A deeper analysis that is able to compare similar inmates in terms of criminal history may help add more information to the issue. Perhaps the most significant finding is that, when given the same bail amounts, black inmates stay in custody longer at a significant rate.

Dane County Jail Probation Holds Analysis

Introduction

The Dane County Criminal Justice Length of Stay Workgroup makes several references to individuals who are held in the jail because of a probation or parole hold. Specifically, the seventh recommendation examines the need for monitoring who is on a probation hold while the ninth recommendation describes the need for understanding the nature of probation revocations. The purpose of this analysis is to examine this population to determine its impact on the jail's overall population.

Population Profile

Demographics

Of the 66,373 individuals booked into the jail between January 1, 2011 and December 31, 2015, 6,279, or 9.4%, had a probation hold and/or extended sanctions from probation and parole. These Violation of Probation (VOP) inmates constitute a key part of the Dane County Jail's population. Note that the figures below represent individuals booked into the jail and not statistics regarding the average daily population.

Figure II.10 – Dane County Jail Inmates VOP Inmates by Gender

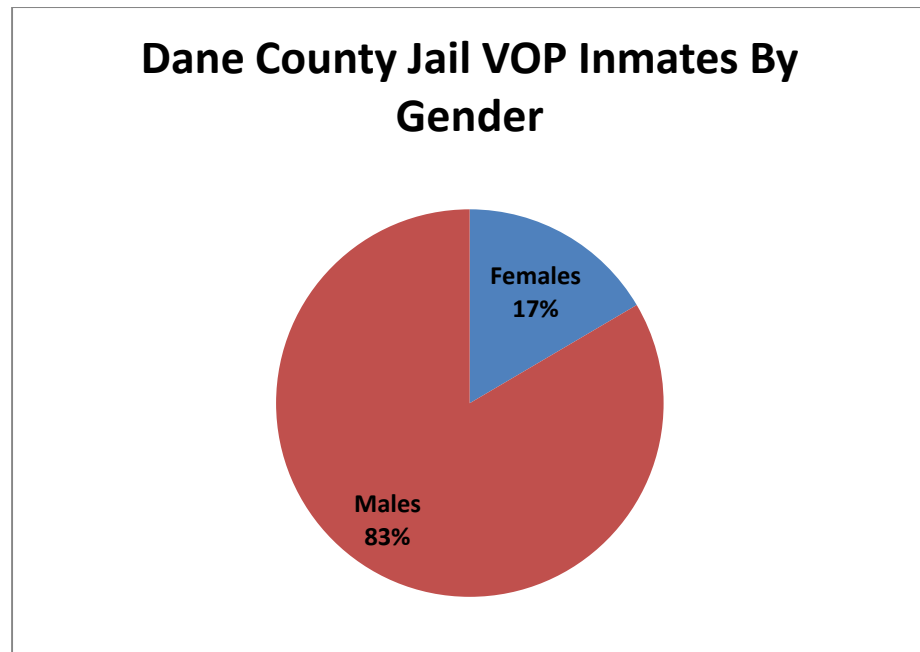
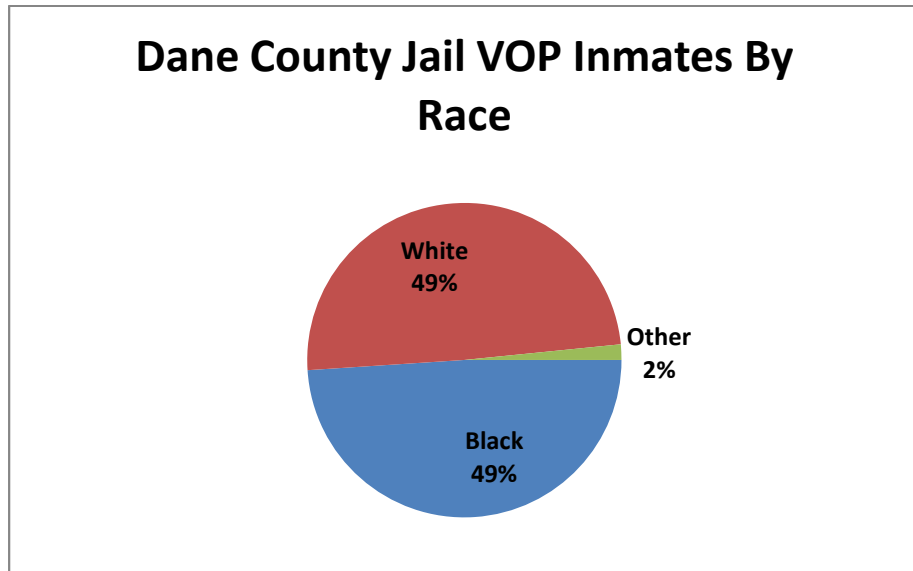


Figure II.11 – Dane County Jail VOP Inmates by Race

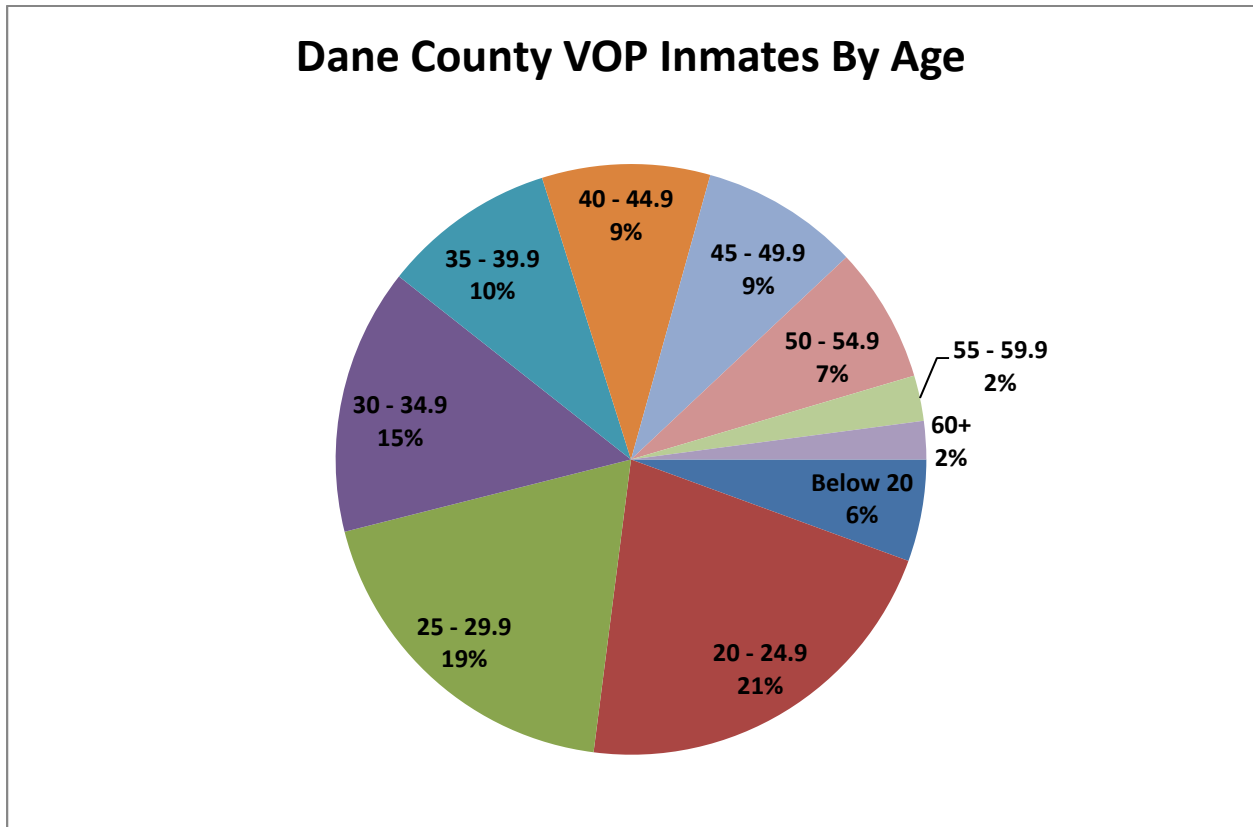


In terms of bookings, the probation/parole violation population differs significantly from the jail's population with lower than expected proportions of females and a higher proportion of black inmates. However, due to variations in Average Length of Stay (ALOS), the jail's average daily population's racial proportions are fairly close to the probation/parole violation numbers, with black inmates comprising approximately 45% of the population.

Table II.23 – Dane County Jail VOP Inmates by Age

Age Group	Number	%	Overall Population %
Below 20	352	5.6%	8.0%
20 - 24.9	1,352	21.4%	20.7%
25 - 29.9	1,201	19.1%	18.3%
30 - 34.9	918	14.6%	14.7%
35 - 39.9	599	9.5%	9.7%
40 - 44.9	581	9.2%	8.4%
45 - 49.9	547	8.7%	7.8%
50 - 54.9	467	7.4%	6.5%
55 - 59.9	157	2.5%	3.3%
60+	132	2.1%	2.6%
Total	6,306	100%	100.0%

Figure II.12 – Dane County Jail VOP Inmates by Age at Booking



Average Length of Stay

Table II.24 – Overall ALOS – VOP Inmates by Gender

	Males	Females	Total
Mean	20.8	15.6	20.0
Median	7	6	7
Inmates	5,241	1,038	6,279

Table II.25 – Overall ALOS – VOP Inmates by Race

	Black	White	Other	Total
Mean	22.3	18.1	11.7	20.0
Median	7	6	5	7
Inmates	3,076	3,103	100	6,279

As Table II.25 indicates, black inmates with probation holds appear to have a total mean ALOS which is approximately 23% higher than white inmates.

Evaluation of Probation/Parole Violation Population by Number of Charges

A key consideration when evaluating the impact of inmates held on probation and parole violation matters is the existence of other criminal charges. Inmates who are being held solely because of the probation or parole violation issue are often referred to as “VOP Only” inmates and they present special considerations for effective jail population management. Very often this individual is being held in connection with a possible technical violation. Table II.26 compares the number of VOP only inmates with inmates who have an additional charge. There is a higher proportion of black inmates in the population of individuals who have charges in addition to the probation violation.

Table II.26 – Number of VOP Inmates by Race

	Black		White		Other		Total	
VOP-Only	2,233	48%	2,329	50.1%	90	1.9%	4,652	74.1%
VOP + At Least One More Charge	843	51.8%	774	47.6%	10	0.6%	1,627	25.9%
Total	3,076	49.0%	3,103	49.4%	100	1.6%	6,279	100.0%

Meanwhile Table II.27 examines the ALOS of the VOP inmates by race and the number of charges. Several important factors are evident. First, the existence of another charge not surprisingly increases the inmate’s ALOS. Second, the ALOS for these inmates is higher than for inmates who have similar charges without the complication of a probation or parole matter. Third, the ALOS for black VOP - Only inmates is 16% higher than white VOP-Only inmates in terms of the mean and 20% higher for the median. Interestingly, the ALOS for the black VOP inmates who have more than the probation charge is also 16% higher than similarly situated white inmates.

Table II.27 – Average Length of Stay of VOP Inmates by Race

	Black		White		Other		Total	
	Mean	Median	Mean	Median	Mean	Median	Mean	Median
VOP Only	15.3	6	13.2	5	10.7	5	14.2	6
More Than 1 Charge	52.8	43	45.5	38	52.5	52.5	49.5	41
Total	22.3	7	18.1	6	11.7	5	20.0	7

An additional comparison was executed that compared the number of VOP Only bookings with all bookings by day of the week. Table II.28 shows the percentage of bookings per day of week between 2011 and the end of 2015. While there are differences in the percentages, the differences are not all that dramatic, and, in the case of Saturday and Sunday, are logical.

Table II.28 – VOP Only Bookings by Day of Week

	VOP Only Bookings	All Bookings
Sunday	7.9%	11.3%
Monday	15.4%	15.4%
Tuesday	17.2%	14.7%
Wednesday	17.9%	14.5%
Thursday	16.4%	17.5%
Friday	16.0%	15.2%
Saturday	9.2%	11.5%
Total	100.0%	100.0%

Finally, the impact of the VOP Only inmates on the jail's population was calculated by taking the number of jail days consumed by this group and divided by the number of days in the time period studied. In the end, 36 inmates on an average daily basis were incarcerated solely because of a probation or parole matter between 2011 and the end of 2015.

Conclusions

Inmates charged with a probation or parole violation present a variety of challenges and opportunities for jail population management. The bottom-line is that the number of inmates who are held in custody due solely to a probation or parole violation charge is somewhat lower than one would expect from a large urban jail due to a lower ALOS than for the overall population. This fact can be attributed to the discretion probation and parole officers have in releasing individuals as opposed to other criminal justice systems which require a judicial proceeding in order to effect release. As with other analyses of the jail's population, black inmates have higher average lengths of stay than similarly situated white inmates.

D. ALTERNATIVES TO ARREST AND INCARCERATION COMMITTEE WORKGROUP

Introduction

This section addresses the Alternatives to Arrest and Incarceration Committee Workgroup recommendations. Specifically, the consultant team was tasked with evaluating data and generating an analysis pertaining to four specific recommendations, as follows:

1. Volunteer programming – Use and strengthen volunteer programs to reduce involvement with the formal criminal (and juvenile) justice system(s).
2. Expand restorative justice models throughout Dane County.
3. Expand diversion services.
4. Implement a fugitive safe surrender program.

The first two recommendations are the responsibility of the community to address. The third recommendation regarding diversion is being addressed by the Arnold Foundation's work regarding pretrial release. However, this section presents an analysis estimating the potential impact of diversion efforts. This section of the analysis also evaluates the implementation of a Fugitive Safe Surrender Program/Event as a means of eliminating some of the outstanding and active warrants in Dane County. The recommendation also envisions eliminating incarceration for unpaid fines that may result from municipal ordinance violations.

Dane Jail Diversion Opportunities

Introduction

While the previous section identified general opportunities at the intersection of charge severity and charge type, independent of criminal history, this section examines some specific case processing issues and, in turn, addresses multiple recommendations of the Dane County Public Protection and Judiciary Committee workgroups. Utilizing a dataset that was manually constructed by judicial system and Dane County Sheriff's staff to crosswalk data, this analysis specifically identifies the impact of a possible diversion program and uses that impact to construct an alternative jail population forecast. This analysis also allows the researcher to assess some aspects of the individuals' criminal histories.

Process

The original dataset was a sample of 20% of cases initiated in 2013 which went to Initial Appearance. The 564 cases were then evaluated for suitability for diversion in a series of selection steps. Eliminating individuals with violent charges, sex offenders, people facing Federal charges, people with domestic violence charges that were masked as disorderly conduct charges, people with active detainers, people who were not actually in custody at the time of Initial Appearance, and having prior failures to appear narrowed the dataset to 137 individuals.

Clearly, the results of this analysis could be altered if it was determined that one of the above decisions was too cautious. However, these decisions were made in terms of maximizing public safety while attempting to relieve jail population pressure.

Table II.29 and Table II.30 provide racial and gender percentages for the data. It is interesting to note that in the original file, black inmates constituted 48% of the population. However, during the process outlined above, the proportion of black individuals decreased. Essentially, the elimination process removed individuals who are ineligible for pretrial release. In most of these steps, there were more blacks than whites with more severe criminal histories, more failures to appear and more severe charges.

Table II.29 – Racial Composition of Jail Diversion Analysis

Black		White		Other		Total	
50	36.5%	77	56.2%	10	7.3%	137	100%

Table II.30 – Gender Composition of Jail Diversion Analysis

Females		Males		Total	
30	21.9%	107	78.1%	137	100.0%

Meanwhile, the inmates are depicted by most serious charge category, in Table II.31.

Table II.31 – Jail Diversion Analysis Bookings by Day of Week

	Total	%
Drug	44	32.1%
Public Order	35	25.5%
Theft/Fraud	28	20.4%
Burglary	9	6.6%
DUI	9	6.6%
Weapon	8	5.8%
Other	4	2.9%
Total	137	100.0%

Assessing the Impact on the Jail's Population

The 137 inmates' case processing event dates were then analyzed to determine several key timeframes, namely, the time between booking and initial appearance and the time between initial appearance and release. The assumption behind this analysis is that Dane County, for inmates who are similarly situated to the 137 inmates in the final analysis group, could establish a release mechanism that allows inmates to be released at initial appearance. Therefore, any custody time after initial appearance is deemed possible for jail bed day savings (minus any sentence time that was present in the data). The 137 inmates had a total of 1,214 'extra' bed days after initial appearance. Applying the bed

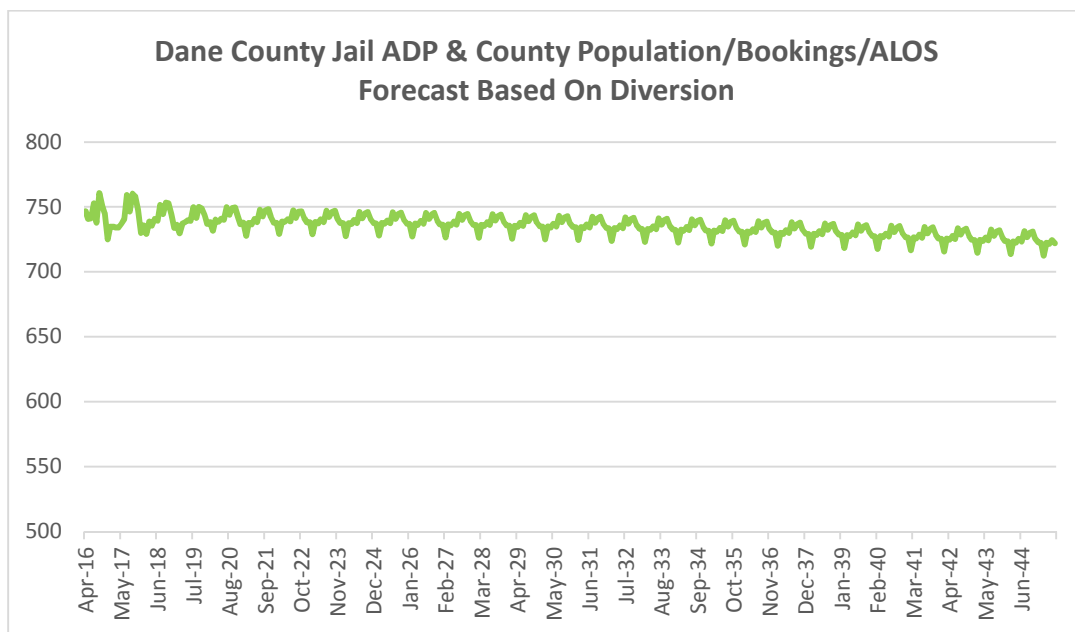
day logic to the overall population of cases results in an estimated savings of 6,070 bed days, or roughly 17 inmates on the average daily population.

Two relevant scenarios were tested. First, an assessment was made about the impact of holding initial appearance on weekends (the fourth recommendation of the Length of Stay Committee). The extra jail time in custody due to waiting for initial appearance on Mondays was calculated and applied to the logic used for the population above. The final impact on the average daily population was less than 5 inmates. Second, the median average time to initial appearance for the inmates in the study sample is 3 days. Several similar jurisdictions have implemented strategies that cut this median time to 2 days. Finding a way to reduce the lag time between booking and initial appearance, without adding weekend initial appearance sessions, would have an impact of reducing approximately 5 inmates on the jail’s average daily population. Obviously, there are barriers to reducing this time as several stakeholders in the criminal justice system face resource and staffing challenges. However, it is possible to explore and implement processing efficiencies which are revenue neutral by identifying barriers which slow down the time between arrest and initial appearance.

Forecasting the Impact on the Jail’s Population

Assuming that Dane County can establish a mechanism that reduces ALOS by speeding release at initial appearance, if not speeding up initial appearance itself, the population impact estimated above was modeled using the ARIMA methods used in the earlier under roof jail population forecasts. This new ‘jail diversion’ forecast assumes that the county’s overall population will still grow and bookings will stay stable. However, the county is able to find a way to implement programs that effectively reduce the jail’s population by 22 inmates. In addition, this forecast also assumes that the jail’s average length of stay is slightly reduced by one day, back to the levels experienced in 2012. These two assumptions appear to be reasonable and, statistically speaking, would slightly alter the forecast.

Figure II.13 – Jail Diversion Impact on Population Forecast



The forecast uses the reduced ALOS, stable bookings, growing county population, and an altered ADP, due to the quick reduction of 22 inmates off of each month's ADP, as predictors. The result is an actual reduction in the jail's population as opposed to the increase that many of these predictors contributed to in the second forecast in this report.

The overriding fact is that Dane County has done a commendable job of managing its jail population in the face of several competing concerns and obstacles. There are multiple diversion programs in active operation which together help keep the population from growing (keep in mind that the under roof jail population trend is relatively stable although it is seasonal). However, there is always room for improvement. Given this fact, the best opportunity for population reduction may actually be found in optimizing criminal justice case processing. Finding methods to achieve these sources of optimization require the cooperation and commitment of the various criminal justice entities. A key area that needs to be considered is building bridges between the information systems of the various agencies. This does not necessarily require formal and expensive system integration. The jail has a robust information management system and the ability to report information. Adding identifiers across system would enable analysts to provide systemwide views of data and processing and identify inefficiencies. Establishing case process oriented snapshots and distributing them to the players in the criminal justice system would be a first step that would help stakeholders identify problems and opportunities more quickly. Once that is achieved, the county can begin implementing a culture of continuous improvement based on data-driven decision making.

Fugitive Safe Surrender

Safe Surrender programs allow people to turn themselves in to authorities in a community setting, such as a church. These programs are not amnesty programs, but rather operate as a means for individuals to give themselves up to law enforcement in a manner that affords safety to all who are involved. A large number of jurisdictions have participated in this type of program, with approximately 50,000 fugitives peacefully surrendering in the last decade³. Most of the programs share some common aspects, such as attempting to avoid jail bookings for non-violent or non-felony offenses by having attorneys and criminal justice system staff present at the event. The United States Marshals Service estimates that approximately 90% of persons who surrender during these events do not go to jail because most persons who participate in these events are wanted for non-violent offenses. The Flannery & Kretschmar (2012) analysis of 20 cities' programs reported approximately 2% of fugitives end up in custody⁴.

While these programs are not amnesty programs and there are few national statistics available about the impact of these programs on jail populations, it is difficult to specify the expected effect on the Dane County Jail population. However, it was possible to analyze the outstanding warrants in Dane County to determine (absent criminal history information) how many warrants/people would be eligible for the program if it were ever attempted. In order to make that assessment, Dane County Sheriff's Office staff generated a list of all outstanding warrants in Dane County. This list was then processed to determine each person's most serious charge using the classification system described and utilized earlier in this document.

³ Marge Pitrof (July 15, 2015), Plans in motion for fugitive safe surrender program in Milwaukee, WUWM Radio.

⁴ Daniel J. Flannery & Jeff Kretschmar (2012), Fugitive Safe Surrender, *Criminology & Public Policy*, 11, 437-459.

Results

Table II.32 shows the results for all 5,241 active warrants on Dec 11, 2015, by most serious offense as well as by charge severity. This table does not account for charge enhancers that may be present in the warrants data within the Public Order category.

Table II.32 – Active Warrants by Offense Category and Charge Severity

Most Serious Offense Category	Charge Severity						Total	%
	Unknown	County Ordinance	Felony	Local Ordinance	Misd	Civil		
Violent	0	0	199	1	609	3	812	15.5%
Sex Offense	0	0	71	0	0	0	71	1.4%
Weapon	0	0	3	1	44	0	48	0.9%
Burglary	0	0	35	0	0	0	35	0.7%
Theft/Fraud	1	0	209	25	303	0	538	10.3%
Drug	0	0	133	14	129	6	282	5.4%
DUI	0	0	16	16	9	721	762	14.5%
Public Order	9	1	241	16	1,644	2	1,913	36.5%
Traffic	0	0	0	165	377	42	584	11.1%
Other	100	0	10	2	69	15	184	3.5%
Total	110	1	917	240	3,184	789	5,241	100.0%
%	2.1%	0.0%	17.5%	4.6%	60.8%	15.1%	100.0%	

Table II.33 takes the same data and highlights warrants that could theoretically be appropriate for a Safe Surrender event; 3,556 warrants fall into this category.

Table II.33 – Active Warrants by Offense Category in Light of Fugitive Safe Surrender

Most Serious Offense Category	Charge Severity						Total	%
	Unknown	County Ordinance	Felony	Local Ordinance	Misdemeanor	Civil		
Violent	0	0	199	1	609	3	812	15.5%
Sex Offense	0	0	71	0	0	0	71	1.4%
Weapon	0	0	3	1	44	0	48	0.9%
Burglary	0	0	35	0	0	0	35	0.7%
Theft/Fraud	1	0	209	25	303	0	538	10.3%
Drug	0	0	133	14	129	6	282	5.4%
DUI	0	0	16	16	9	721	762	14.5%
Public Order	9	1	241	16	1,644	2	1,913	36.5%
Traffic	0	0	0	165	377	42	584	11.1%
Other	100	0	10	2	69	15	184	3.5%
Total	110	1	917	240	3,184	789	5,241	100.0%
%	2.1%	0.0%	17.5%	4.6%	60.8%	15.1%	100.0%	

There exists very little data regarding what percentage of individuals with active warrants taking advantage of Fugitive Safe Surrender programs. While the raw numbers of individuals turning themselves in are regularly publicized, the number of active warrants for many jurisdictions is difficult to obtain. A 2014 program in Akron, Ohio, resulted in 1,548 people turning themselves in with the majority having their cases resolved on the same day⁵. News articles regarding the event note that approximately 22,000 warrants were active at the time (7%). In Nashville, Tennessee a 2015 event resulted in 86 people surrendering, with 38,000 active warrants at the time (less than 1%)⁶. What is not known, and cannot be deduced from available sources, is whether any of these resolutions resulted in any jail time for the surrendering individuals.

Hypothetical Analysis

If Dane County held a Fugitive Safe Surrender event over several days and 4% of the 3,556 individuals with non-violent non-felony active warrants actually surrender, 142 fugitives would be involved. The mean misdemeanor average length of stay is 13.4 days. On an average daily population basis for the jail, this would represent an impact of 5.2 inmates per day. In addition, keep in mind that fugitives may actually be detained based on certain circumstances. After all, merely running a Safe Surrender program does not mean that an individual's charges necessarily disappear altogether. In some cases, this process could result in jail sentences. Please note that the whole key to eliminating the number of outstanding warrants in Dane County and avoiding incarceration for unpaid fines resulting from ordinance violations (the basis for the workgroup recommendation) is to somehow achieve high participation in any Fugitive Safe Surrender program. Note also that the warrant data indicate that ordinance violations comprise only 4.6% of all warrants.

Summary

Fugitive Safe Surrender programs do not represent amnesty programs. The benefit of these programs is that they afford individuals who participate in them a safe alternative to surrender. While it is true that criminal justice systems can strive to resolve as many cases as possible on the same day, the impact on the jail's average daily population is minimal. These programs are innovative and represent the right thing to do on a number of levels. However, the chances of achieving significant meaningful and lasting jail population reduction from a Fugitive Safe Surrender program are remote.

⁵ WKYC Radio (June 29, 2014), 1,548 turn themselves in at safe surrender.

⁶ Ott, Kelsey (September 20, 2015) WREG.com Nearly 90 people wanted on outstanding warrants surrender in Nashville.

Mental Health Population Analysis

Introduction

The Dane County Jail, like all local jails in the United States, has a component of its inmate population with serious mental illness (SMI). The Mental Health, Solitary Confinement, and Incarceration Workgroup had 5 recommendations which need to be evaluated, specifically:

1. Remodel the current jail to reflect a more humane and modern facility.
2. Develop culturally relevant community-based crisis, assessment and resource center.
3. Increase the number and reach of mobile crisis response staff/teams.
4. Develop more culturally relevant and family centered outreach and engagement.
7. Reduce the length of time in solitary confinement and administrative segregation.

Recommendations 1 and 7 are specifically addressed by other sections of this report. Recommendations 2, 3, and 4 need to be exposed to community deliberation and are beyond the scope of the analyses in this document.

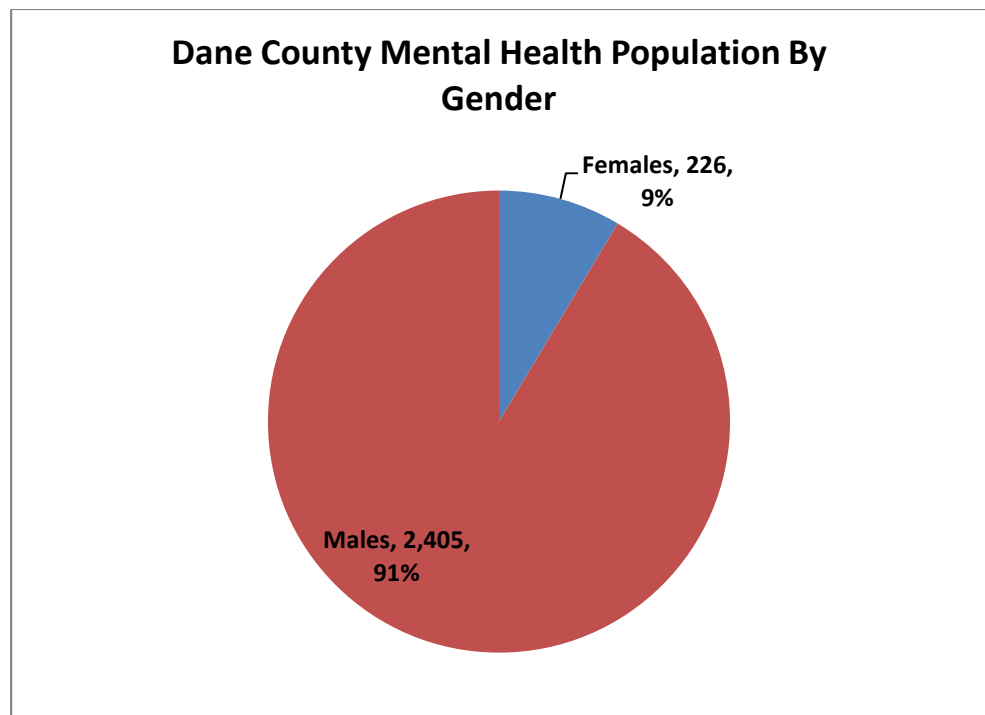
However, this section of the analysis informs all of the recommendations of the Mental Health, Solitary Confinement, and Incarceration Workgroup by providing a basic population profile of inmates with mental health issues, projecting the potential future trend of this population, and evaluating the potential impact of the workgroup recommendations. From the outset, it is acknowledged that it is very difficult to develop an accurate portrayal of this population's characteristics from just the jail data. In the end, two sets of information were used to provide information for this analysis. The first portion of data is based on a series of files produced by the Dane County Sheriff's Office that contain a variety of population factors dating back to January 1, 2011. These files were linked and merged and individuals with mental health issues were extracted from the master file according to appropriate classification codes. However, this set of data did not contain individuals who were in restrictive housing due to mental health issues. Thus, while this set of data provides excellent insight into a portion of the mental health population, it does not cover individuals who are quite likely to have more acute mental health issues. The second set of data attempted to give a full scope of the mental health population. In order to provide a better view of the size of the entire population with mental health issues (to enable population forecasting), the best available option became using the monthly number of individuals who were on psychotropic medications.

Population Profile

Demographics

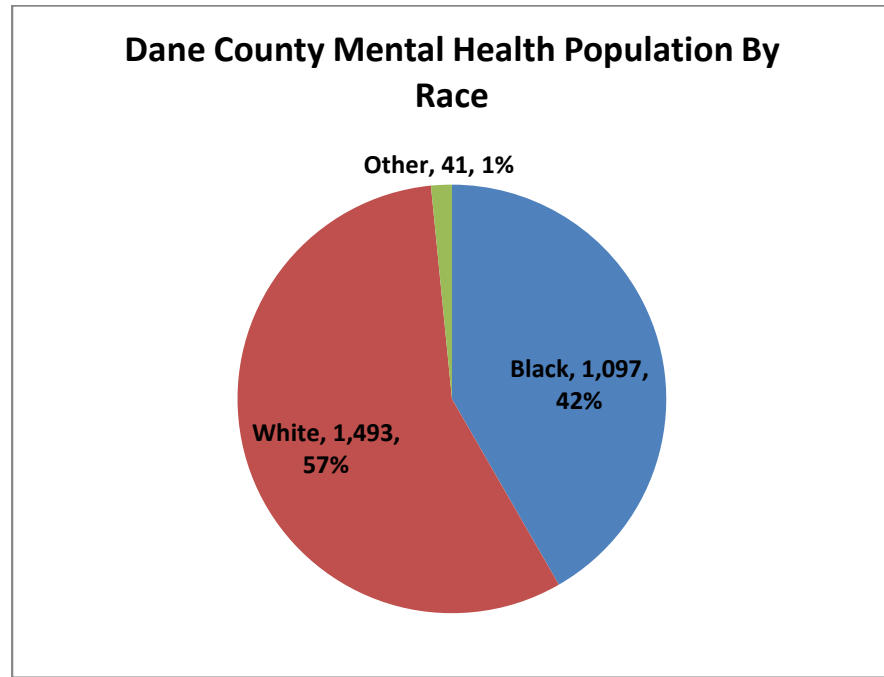
Of the 66,373 people in the master data file, 2,631 individuals were classified as having a mental health issue (4%) using a code in the jail's management system (discussed above). Note that this is not a reflection of the average daily population (ADP) which is discussed below. In addition, using pharmaceutical information tracking the monthly number of inmates (not the ADP) on psychotropic medications, we know that across the 5 years analyzed, about 20% of the individuals booked into the jail may have a mental health issue. The jail's average daily population of individuals taking psychotropic medications is much higher, primarily due to the fact that arrestees are frequently not current on their medications. In fact, 2016 data through October indicate that 38.4% of inmates are on psychotropic medications. Unfortunately, it does not appear possible to connect the pharmaceutical data with the jail data for analytical purposes, which would have enabled a more robust population profile. Instead, using the jail's operating system data, we can produce some basic profile information acknowledging that this does not represent the total population of individuals with mental health issues.

Figure II.14 – Dane County Mental Health Population by Gender



The gender proportion here is significantly different than that of the overall jail population, where females represent 21% of the individuals in the jail data.

Figure II.15 – Dane County Mental Health Population by Race



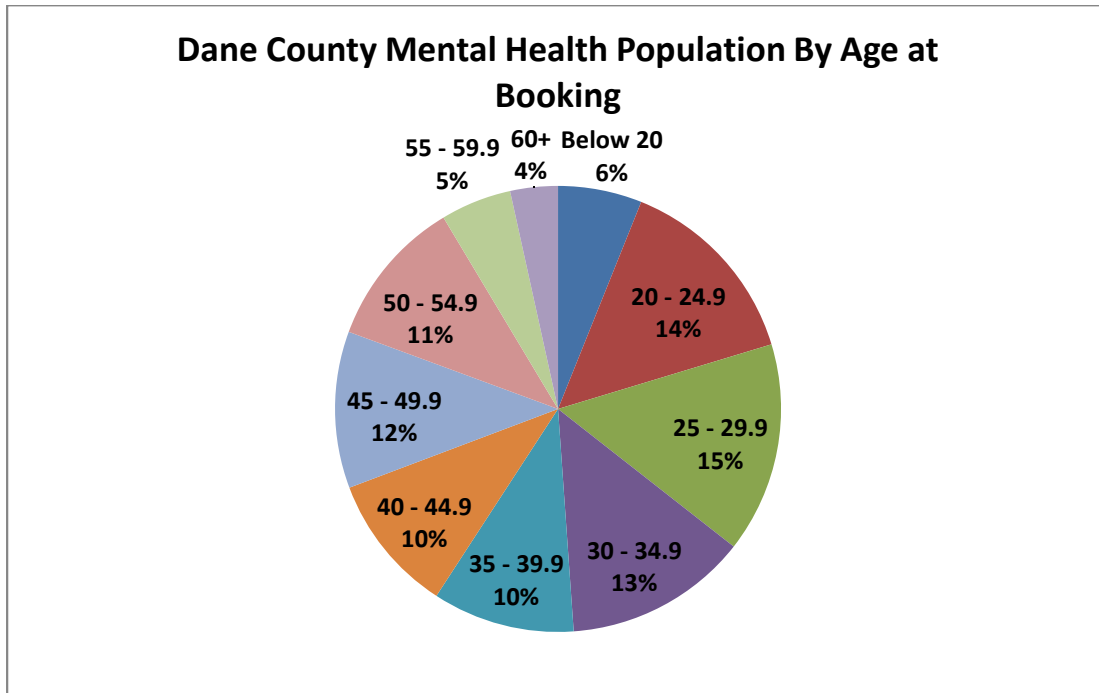
As with the gender proportions, there are differences in the mix of individuals in terms of race as well. In this case, there is a higher percentage of black inmates with mental health issues than their proportion in the overall numbers of individuals in the jail data (42% vs. 37%). Table II.34 presents the proportions by age group (the data represent the age of the inmate at booking).

Table II.34 – Inmates by Age at Booking

Age Group	Number	%
Below 20	160	6.1%
20 - 24.9	375	14.3%
25 - 29.9	401	15.2%
30 - 34.9	350	13.3%
35 - 39.9	271	10.3%
40 - 44.9	265	10.1%
45 - 49.9	299	11.4%
50 - 54.9	284	10.8%
55 - 59.9	135	5.1%
60+	91	3.5%
	2,631	100.0%

The population of inmates with mental health issues trends a bit older than the jail population. 28.7% of the overall jail population were under 25 years of age, whereas for this segment of the population it is only 20.4%. The median age of this population is 35, versus 31 for the overall inmate population.

Figure II.16 – Dane County Mental Health Population by Age at Booking



Average Length of Stay

As is the case with many jails across the country, inmates in the Dane County Jail who have mental health issues have a higher Average Length of Stay (ALOS) than the overall jail population. Specifically, the mean ALOS for this population is 36.9 days (58% higher than the overall jail population ALOS of 23.4 days) and the median (the midpoint of the data) is 8 days (twice the median for the overall population). Table II.35 examines inmates released between 2012 and 2015.

Table II.35 – ALOS for Inmates with Mental Health Issues

Release Year	Total		
	N	Mean	Median
2012	532	35.4	6
2013	551	44.0	8
2014	528	40.2	8
2015	545	38.9	9
Total	2,156	36.9	8

Table II.36 – ALOS for Inmates with Mental Health Issues by Race

	Black			White			Other			Total			Delta Between Black & White Mean ALOS
	N	Mean	Median	N	Mean	Median	N	Mean	Median	N	Mean	Median	
Total	1,097	40.4	10	1,493	33.7	6	41	58.9	6	2,631	36.9	8	19.9%

Note that the same patterns detected in the overall ALOS analysis are similar here. In terms of the median, black inmates with mental health issues stay 66.6% longer than white inmates. The mean ALOS for black inmates is 19.9% higher.

Most Serious Charge Analysis

Table II.37 details the most serious charge categories of the inmates with mental health issues. The table is sorted by frequency of the specific charge category, such that the majority of inmates in this part of the analysis carry a 'Supervision Violation' as their most serious charge.

Table II.37 – Inmates with Mental Health Issues by Most Serious Charge Category

Category	Total	%
Supervision Violation	657	25.0%
Violent	486	18.5%
Public Order	458	17.4%
Other	249	9.5%
Theft/Fraud	237	9.0%
Domestic Violence	142	5.4%
Drug	128	4.9%
DUI	125	4.8%
Weapon	67	2.5%
Burglary	38	1.4%
Sex Offense	33	1.3%
Traffic	11	0.4%
Total	2,631	100.0%

Table II.38 represents the ALOS data by race and most serious charge category.

Table II.38 – Inmates with Mental Health Issues by Most Serious Charge Category, Race, and ALOS

	Black			White			Other			Total			Delta Between Black & White Mean ALOS
	N	Mean	Median	N	Mean	Median	N	Mean	Median	N	Mean	Median	
Supervision Violation	309	18.7	8	343	18.4	8	5	5.6	6	657	18.4	8	1.6%
Violent	251	76.8	50	223	67.8	22	12	122.4	46.5	486	73.8	31.5	13.3%
Public Order	168	26.0	5	285	17.1	4	5	23.8	9	458	20.4	4	52.0%
Other	90	18.2	7	152	18.9	5.5	7	6.7	4	249	18.3	6	-3.7%
Theft/Fraud	109	58.1	15	124	42.8	8	4	102.8	92.5	237	50.9	12	35.7%
Domestic Violence	53	21.2	5	88	29.2	4	1	3.0	3	142	26.1	5	-27.4%
Drug	48	52.2	19	79	30.8	5	1	6.0	6	128	38.6	10.5	69.5%
DUI	23	42.8	6	100	37.0	5	2	3.5	3.5	125	37.6	6	15.7%
Weapon	24	39.8	5	43	56.7	9	0	0.0	0	67	50.7	6	-29.8%
Burglary	15	74.1	34	22	71.3	57.5	1	94.0	94	38	73.0	47.5	3.9%
Sex Offense	3	86.7	116	27	100.6	64	3	76.7	70	33	97.1	70	-13.8%
Traffic	4	3.3	3	7	52.6	2	0	0.0	0	11	34.6	3	-93.7%
Average	1,097	40.4	10	1,493	33.7	6	41	58.9	6	2,631	36.9	8	19.9%

In terms of specific charges, Table II.39 lists the Top 20 most frequent charges for inmates with mental health issues. These 20 individual charges account for 75% of the inmates involved in this part of the analysis. While disorderly conduct charge was first in the overall population analysis, it falls to fifth for this part of the analysis.

Table II.39 – Inmates with Mental Health Issues by Most Serious Individual Charge, Top 20 Most Frequent Charges

CHARGE	N	%
PROBATION VIOLATION	323	12.3%
PAROLE VIOLATION	264	10.0%
BATTERY	187	7.1%
WRIT	183	7.0%
DISORDERLY CONDUCT	123	4.7%
OPERATING WHILE INTOXICATED	93	3.5%
THEFT	84	3.2%
DOMESTIC VIOLENCE	75	2.9%
BAIL JUMPING - Misdemeanor	71	2.7%
EXTENDED SUPERVISION SANCTIONS	70	2.7%
RETAIL THEFT INTENT TAKE	56	2.1%
RESISTING OR OBSTRUCTING	53	2.0%
BATTERY-SUBST BODILY HARM	40	1.5%
POSSESS DRUG PARAPHERNALIA	40	1.5%
BAIL JUMPING - Felony	38	1.4%
CRIMINAL DAMAGE TO PROPERTY	38	1.4%
TRESPASS TO LAND	38	1.4%
BURGLARY BUILDING OR DWELLING	32	1.2%
POSS/CONSUME ALCOH BEV PUB ST	26	1.0%
CARRYING CONCEALED WEAPON	25	1.0%

Evaluation of Potential for Jail Population Reduction

Possible Custody Diversion Population

Using charge severity and the nature of the most serious offense enables the generation of the impact of a hypothetical scenario for reducing the number of inmates with mental health issues in the Dane County Jail. The analysis that follows identifies categories of inmates who could theoretically be diverted from jail (with no analysis of individual cases). This theoretical group is then analyzed to determine the impact in terms of jail days and the jail's average daily population. Table II.40 takes the most serious charge category and divides it by the severity level of that charge. The green-shaded cells represent opportunities for some sort of intervention to reduce the jail days involved due to the lower severity of charges. To be clear, this is a theoretical exercise and represents an absolute best case scenario. Not everyone falling into the green-shaded region could be diverted from custody, but it is fairly certain that the individuals in the other regions of the table would tend to lack suitability for diversion. Moreover, it should be noted that this analysis does not present an "additional" population of individuals who could theoretically be diverted from custody. These individuals are already included in the earlier overall population analysis.

Table II.40 – Mental Health Inmates by Most Serious Charge Category and Charge Severity

	Charge Severity						Total
	County Ordinance	Felony	Local Ordinance	Misdemeanor	Civil	Other	
Violent	0	268	2	209	7	0	486
Domestic Violence	10	8	2	119	2	1	142
Sex Offense	0	33	0	0	0	0	33
Weapon	3	7	0	57	0	0	67
Burglary	0	37	0	0	0	0	37
Theft/Fraud	1	69	15	150	0	2	237
Drug	1	67	6	52	0	2	128
DUI	1	5	9	3	91	16	125
Public Order	23	52	70	276	37	0	458
Traffic	0	0	1	10	0	0	11
Other	0	199	6	18	0	27	250
Supervision Violation	0	393	0	264	0	0	657
Total	39	1,138	111	1,158	137	48	2,631

Average Length of Stay

Table II.41 calculates the mean ALOS for the green-shaded areas identified in Table II.40.

Table II.41 – Mean ALOS by Selected Most Serious Charge Category and Charge Severity

	Charge Severity					Total
	County Ordinance	Local Ordinance	Misdemeanor	Civil	Other	
Drug	2	9.2	35.7	0	13	31.8
Other	0	2.3	5.8	0	---	5.5
Public Order	7.2	2.4	27.2	5.1	0	19.8
Theft/Fraud	3	14.9	46.2	0	0	42.6
Traffic	0	84	29.7	0	0	34.6
Average	6.8	5.5	33	5.1	13	28.4

Jail Days and Average Daily Population Calculation

Next, the jail days for the group are calculated by multiplying the number of individuals involved by the ALOS. For the purposes of this analysis, the calculation was completed using the mean and subsequently the median. The jail days calculation was then divided by the calendar days for the analysis (4 years times 365 days = 1,461) in order to produce the average daily population (ADP).

Utilizing the mean results in a best case scenario ADP reduction of 16 inmates. On its face, this seems small, but considering this analysis sets the ADP for this component of the mental health population under consideration at 60 inmates, it represents a 25% reduction. On a daily basis, the bulk of this reduction is from misdemeanants who have a most serious charge category of public order.

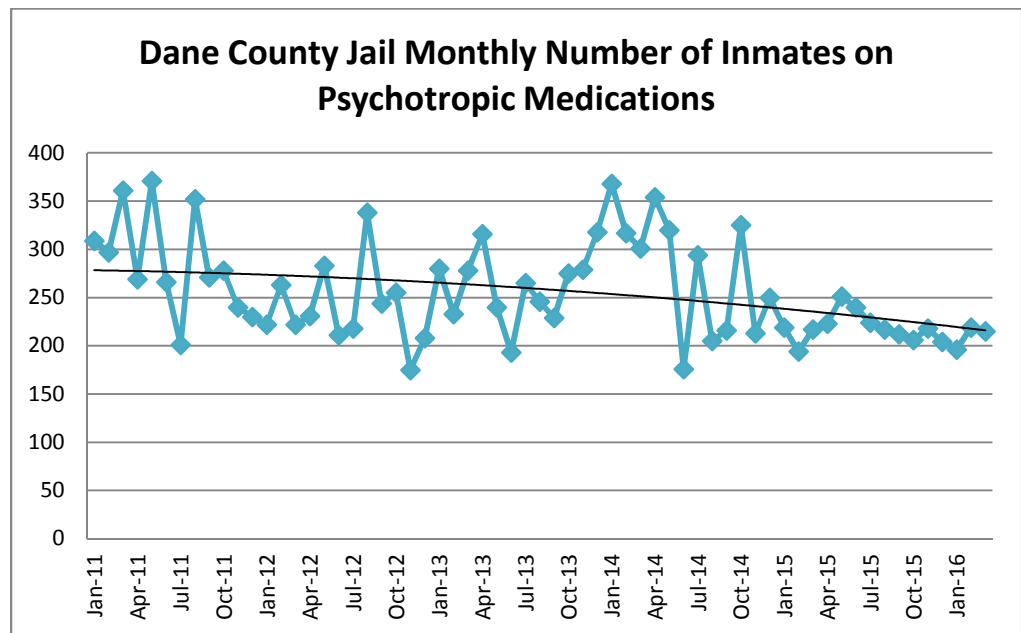
It must be remembered that the impact spelled out in this scenario unrealistically assumes complete diversion and jail avoidance for a population of people. In addition, the majority of jail days for the population of individuals with mental health issues are consumed by individuals with violent, sex offense, or weapons charges and felonies (43 days overall ALOS). In fact, consider that an individual with mental health issues charged with a felony sex offense has an ALOS of 97 days; violent felons have an ALOS of 86 days; weapons charges have 145 days.

Mental Health Population Forecast

In general, the best predictor of any trend's future is that trend's past. However, because of the connection between past behavior of a trend and expected future behavior, it should be noted that all forecasts are less accurate the further into the future one calculates. Thus, any jail population forecast using accepted time series analytical approaches could be expected to be highly accurate in the near term and less precise as time passes. Perhaps the biggest reason why is the fact that unforeseen population and public policy changes very often intervene into a given situation after the forecast is produced. Forecasts of any type are only as good as what is known when the forecast was produced and a relative absence of major events after production. Any forecast assumes that what was known about the status quo at the time the forecast is produced remains in place for the duration of the forecast.

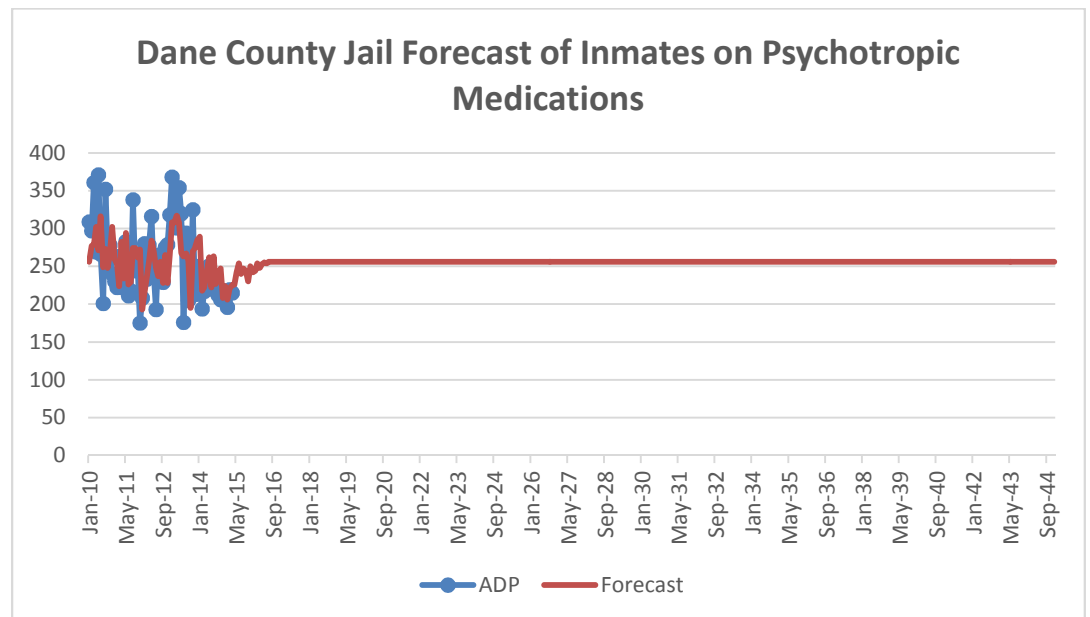
In order to understand the past trend of the Dane County Jail's mental health population, and knowing that the methodology used for identifying historical mental health inmates out of the jail's system represents an undercount, the decision was made to utilize the number of inmates who were on psychotropic medications. As mentioned earlier, this number is far more representative of the reality of this population while the institutional classification gives us only a glimpse of a portion of the individuals in this group. Therefore, using the number of inmates on psychotropic meds, the time series of this population was constructed. Figure II.17 shows the monthly number since January 2011. It is important to note that this is a monthly total figure, much like a bookings count, as opposed to an average daily population.

Figure II.17 – Monthly Number of Inmates on Psychotropic Medications



The monthly number of inmates on psychotropic medications was then modeled using Autoregressive Integrated Moving Averages procedure (ARIMA). Overall, despite the seasonal fluctuations in the numbers, the trend is flat at 256 inmates, roughly 20% of the forecast number of bookings during the same period of time. This result is very similar to what was produced in the comprehensive jail population forecast—a flat trend.

Figure II.18 – Population Forecast of Mental Health Inmates



Conclusions

Enhancing diversion opportunities in Dane County for individuals with mental health issues is certainly the right thing to do given the disparity in actual ALOS numbers between this population and the jail’s population as a whole. This analysis identifies the impact of a best case diversion program based on the nature and severity of the charges of individuals with mental health issues. While the overall numbers involved are not staggering, achieving even a fraction of this reduction would likely improve the forecast trend for this component of the jail’s population. Finally, it would be a good practice for the jail to maintain some fashion of daily mental health population statistics which could then be used to capture trends in the acuity levels of this population. Such a solution could be structured to avoid the undercount represented by the institutional classification tracking method as well as possible questions about the psychotropic medication data.

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III. HEALTH AND LIFE SAFETY ASSESSMENT OF CITY/COUNTY BUILDING JAIL

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For the full text of *Part I - Health and Life Safety Assessment of City/County Building Jail*, please see Appendix A.

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IV. OPERATIONAL AND ARCHITECTURAL PROGRAM AND PHYSICAL PLANT OPTIONS AND COSTS

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IV.a. OPERATIONAL AND ARCHITECTURAL PROGRAM OPTIONS

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A. INTRODUCTION

Much of the original information relative to the development of this operational and architectural program emanated from the tours, data analysis, interviews, and documents received and conducted in early 2013 and presented in the Masterplan.

The operational and architectural program (the Program) describes in detail how each jail component is to function as well as the hours of operation, security requirements, and net usable or assignable area (net square footage, nsf), and the departmental and overall gross square footage (gsf) for each component of a consolidated jail facility. In the summer of 2016, the consultant team held workshops with DCSO subject matter experts that guided development of the Program and describes how each component comprising the DCSO jail operations as well as the Sheriff's Office operation is to function.

Operational and space standards are derived from the American Correctional Association (ACA)¹ Wisconsin State Jail Standards,² Dane County office space guidelines and the consultant team's professional experience in programming similar facilities. A departmental grossing factor was applied to the total net square footage of each component to accommodate necessary circulation space within functions, wall thickness, and other unassigned areas that are part of the component. In a facility, additional square footage is also needed to accommodate major enclosed circulation (stairs and elevators) and mechanical rooms that relate to the overall facility rather than individual components, as well as the building structure and exterior "skin." This space is computed by applying a building gross factor to the sum of the individual building component gross square footage.

A summary of the operational and architectural requirements for the Dane County Jail is provided in this chapter. Each component area is described separately in operational terms in the operational program narrative, with the architectural space program for that area immediately following the narrative.

The operational and architectural program has been organized into the functional components, as follows:

- 1.000 Public Lobby
- 2.000 Administration
- 3.000 Visitation
- 4.000 Initial Appearance Court
- 5.000 Staff Support
- 6.000 Security Operations
- 7.000 Intake-Release
- 8.000 Housing - Adult Inmates
- 9.000 Housing - Youthful Inmates
- 10.000 Programs, Activities and Services
- 11.000 Jail Diversion/Bail Monitoring
- 12.000 Industries
- 13.000 Health Care Services
- 14.000 Foodservice

¹ ACA Performance-Based Standards for Adult Local Detention Facilities - 4th ed. June 2004. ACA 2016 Standards Supplement. November 2016.

² Wisconsin Legislature: Chapter DOC 350. (n.d.). Retrieved November 16, 2016, from https://docs.legis.wisconsin.gov/code/admin_code/doc/350. Chapter 302. (n.d.). Retrieved November 16, 2016, from <http://docs.legis.wisconsin.gov/statutes/statutes/302.pdf>

15.000	Laundry
16.000	Warehouse/Commissary
17.000	Maintenance/Central Plant
18.000	Parking
19.000	Dane County Sheriff's Office

Bed Capacity

The DCJ population projections indicate that by the year 2028, 905 inmate beds will be needed.³ Population projections indicate that 81.5% of inmates will be male and 18.5% will be female. Based on our programming and bed disaggregation discussions with the client team, the proposed design capacity for the consolidated DCJ will accommodate 944 inmates – 756 male and 188 female inmates. The current DCJ system comprises 1,013 beds.⁴ The proposed number of beds is a reduction of 69 in the current number of beds. The design number of beds, while higher than projected need, reflect the need to be efficient from a staffing perspective in terms of housing unit sizes as well as to accommodate architectural efficiencies in the planning and/or renovation of future jail space. Inmate housing at the DCJ will be provided for special populations, including mental health, medical, and restrictive housing. Many of these special populations are presently housed at the CCB, which will be closed once the new construction at the PSB site is completed.

The distribution of housing beds agreed to by the client team is displayed in Table IV.1. Male reception housing is the only housing component where the planned beds do not meet the projected bed need. To address this deficit, it is expected that DCJ will be able to move inmates to properly classified housing by expediting the classification process during those periods when demand exceeds bed capacity. It is also noted that the male general population (GP) inmates will be accommodated in one of the male GP housing pod types: GP, GP – Flex, and GP Huber.

Table IV.1 – Distribution of Housing Beds – Year 2028

Housing Category	No. Of Beds Needed	Cell Type	No. of Beds Per Pod	No. of Pods	Total Beds	Notes
Housing - Males						
Reception >8 Hours	87	Single/Dorm	64	1	64	Main pod plus 6 subpods; pending classification; main pod: 10 4-person cubicles (dorm); 5 subpods: 1 4-person cubicle per subpod; 1 subpod: 4 single cells
General Population (GP)	273	Double	64	4	256	32 double cells per pod
GP – Flex	64	Single/Double	64	1	64	Main pod plus 2 subpods; main pod: 24 double cells; 2 subpods: 8 single cells per subpod to serve Keep Separate, PC, etc., as needed
GP Huber	175	Dorm	64	3	192	16 4-person cubicles per pod
Medical Observation	37	Single	9	1	9	7 single cells; 2 negative pressure single cells w/ anteroom; all

³ Jail population statistics and forecasts were completed in 2016. Apart from this section, comprehensive reporting of this analysis is included as part of the full report

⁴ Source: Richelle Anhalt, DCSO Security Services Captain

						hospital beds; adjacent to and with direct observation from clinic
Medical GP		Dorm	28	1	28	7 4-person cubicles
Mental Health	95	Single/ Double	31	1	31	Pod comprises 2 subpods: 1. MH Acute: 10 single cells with 2 additional padded safety cells 2. MH Sub-acute: 15 single cells; 3 double cells
<ul style="list-style-type: none"> ▪ Acute ▪ Sub-acute 						
Mental Health GP		Single/ Double/ Dorm	32	2	64	4 single cells; 4 double cells; 5 4-person cubicles (dorm) per pod
Restrictive Housing (RH)	-	Single	24	1	24	Main pod plus 1 subpod; main pod: 20 single cells; 1 subpod: 4 single cells
Youthful Inmates	7	Single/ Double	24	1	24	Main pod plus 1 subpod; main pod: 10 double cells; 1 subpod: 4 single cells to serve Keep Separate, PC, etc., as needed; plus 2 safety cells
Total – Males			738		756	
Housing - Females						
Reception >8 Hours (29) GP Huber (18)	47	Single/ Dorm	48	1	48	Reception pod plus 2 subpods, and GP Huber pod; reception pod – pending classification; reception pod: 5 4-person cubicles; 1 subpod: 4 single cells; 1 flex subpod: 1 4-person cubicle (with access to both reception and GP Huber pods); GP Huber pod: 5 4-person cubicles
GP – Flex	59	Single/ Double	64	1	64	Main pod plus 2 subpods; main pod: 28 double cells; 2 subpods: 4 single cells per subpod to serve RH, Keep Separate, PC, etc., as needed
Medical Observation (3)	60	Single	3	1	3	2 single cells; 1 negative pressure single cell w/ anteroom; all hospital beds; adjacent to male medical observation for flexibility (male or female use)
Medical - Mental Health			Single/ Double/ Dorm	57	1	57
<ul style="list-style-type: none"> ▪ Medical GP (14) ▪ MH Acute (6) ▪ MH Sub-acute & MH GP (37) 						
Youthful Inmates	1	Single/ Double	16	1	16	Main pod plus 1 subpod; main pod: 6 double cells; 1 subpod: 4 single cells to serve Keep Separate, PC, etc., as needed; plus 2 safety cells
Total Females			167		188	
Total Beds			905		944	

Security Concept

Staff and inmate safety are paramount goals of the facility, as is protection of the community. Key security objectives are to prevent escape; protect inmates from each other and themselves (suicide prevention or other self-injurious behavior, and sexual or other physical assault); protect staff; and to facilitate communication with other staff, and electronic back-up systems.

The security concept of the facility is based upon a management approach that maximizes the ability and experience of staff and operational procedures, and also supports them through the use of construction, training, and technology in a well-designed facility. The facility's security perimeter is the last resort to prevent escapes, to reassure the community, and to keep out unauthorized people.

Emergency Evacuation

It is important to consider contingency plans to address major events during the planning process, especially those that may require an evacuation of the facility, in a manner that does not jeopardize security or the safety of inmates, staff, and the community. Not all emergency events will require a full-scale evacuation of the facility; most would only require relocation to another area of the DCJ or a partial evacuation. It is proposed that a continuum for evacuation be available dependent upon the type and severity level of the actual emergency. At one end of the continuum will be simple relocation from the event site to another separate smoke zone on the existing floor (only requiring horizontal movement within the building) with the option to relocate to a smoke zone on another floor (requiring vertical movement within the building). Should a full-scale evacuation of the main jail be required, inmates will be escorted to/through the inmate transport sallyport where they will board buses for transport to a designated location.

Electronic Integrated Security Systems Technology

While in some instances electronic security systems technology can be used to enhance the security level, in no instance should the use of electronic surveillance substitute for staff supervision and direct interaction.

There are some instances where electronic security systems technology is appropriate. Examples of appropriate usage of closed-circuit television (CCTV) are to monitor vehicular sallyports and pedestrian safety vestibules, and critical areas for suicide prevention. CCTV should be used for intermittent surveillance of certain hallways and other areas that do not need continual staff surveillance as well as in housing areas where the surveillance should be used to capture recorded video for later review by supervisors. Other uses of electronic security technology in the facility include those doors, windows, or spaces that should be controlled, alarmed and monitored. Consideration may be given to providing officers working in housing pods with handheld PDA's that can both control and monitor doors as well as communicate with the security intercom systems and the jail inmate management system. This will free the officer from his/her workstation, thereby enhancing the ability to provide direct supervision of the inmate population in an enhanced manner. The central control center will always have the capability of remotely unlocking emergency exit doors and key day to day internal doors using both intercoms and cameras to manage and view the door unlocking and relocking procedures.

On-line computer terminals (security management systems) will be placed in appropriate areas to ensure that needed information is readily available to staff involved in the decision-making process. Inmate tracking will be linked to the jail management system to identify where inmates are at any point in time using active tracking systems (e.g., bar code scanning, RFID, etc.). Biometrics (e.g., electronic fingerprints, retina scans, etc.) will be linked to the jail management systems and will be utilized to positively identify an inmate upon entry into DCJ, to identify inmates engaged in other processing activities and to positively identify inmates being released.

Finally, electronic technology will be used to ensure the safety of staff and inmates within the facility. Staff will carry a personal alarm device that will identify the location and call for assistance of any staff involved in an incident with an inmate that may require additional backup support. The life-safety systems within the facility will comply with all life safety code requirements and will include various electronic components, ranging from sprinkler and smoke alarm monitoring at the central control center, to monitoring of all egress pathways.

Perimeter Security

The facility perimeter of the downtown jail will be maximum security. Ingress and egress points in the security perimeter should be limited. Any break in the security perimeter should incorporate several integrated components, such as motor-driven gates, crash barriers/bollards, and closed circuit television (CCTV). The use of CCTV systems should be limited to areas that extend the visual capabilities of the operators in the central control center to identify vehicles or individuals seeking access to a control point. Where feasible within the constraints of the facility layout, direct observation of persons/vehicles entering the perimeter will be provided. Where direct observation is not provided, cameras must provide exceptional visibility of the perimeter access points.

Security should be present, but not obtrusive. Within the security perimeter, circulation should be facilitated, but controlled. Inmate movement between major zones will, for the most part, be in groups with staff escort or minimally through remote observation (e.g., CCTV). Excellent visual observation of circulation spaces will facilitate unaccompanied movement within each zone. Areas not in use should be zoned to allow them to be completely secured and closed off from inmate access.

Interior versus Perimeter Walls

The facility usage necessitates that all exterior walls of the facility be designed and constructed to maximum and/or high security standards, particularly since all inmates will be admitted and released from the DCJ. The variety of functions occurring within this security perimeter, however, may allow for the design and the construction of interior walls to be less secure and more cost effective, depending on the use of the space.

Standardization of Spaces

Office spaces are standardized to ensure that staff space sizes and furnishings are consistent with the level of activity that will occur in the offices. These guidelines, as described earlier, are displayed in Table IV.2.

Table IV.2 – Office Space Standards

TYPE	OCCUPANT	SIZE*	DESCRIPTION
Offices			
OF-1	Office: Sheriff	250 nsf	Desk, chair, file cabinets, credenza, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, table and seating for 4. Monitor connected to the jail security system and cable TV system. One outlet wired to the emergency generator. VHF radio transmission monitoring speaker with volume control and capability to switch between DCSO primary and backup channels.
OF-2	Office: Chief Deputy	225 nsf	Desk, chair, file cabinets, credenza, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, table and seating for 4. Monitor connected to the jail security system and cable TV system. One outlet wired to the emergency generator. VHF radio transmission monitoring speaker with volume control and capability to switch between DCSO primary and backup channels.
OF-3	Office: Captain	200 nsf	Desk, chair, file cabinets, credenza, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, visitor seating for 4. Monitor connected to the jail security system and cable TV system. One outlet wired to the emergency generator. VHF radio transmission monitoring speaker with volume control and capability to switch between DCSO primary and backup channels.
OF-4	Office: Private Manager; Lieutenant; Unit Manager; Nurse Manager	150 nsf	Desk, chair, file cabinets, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, visitor chairs (2). Monitor connected to the jail security system and cable TV system (Lieutenants' offices only).
OF-5	Office: Sergeant; Professional; Exec. Secretary; Investigators; Program Coordinator; Counselor; Nurse Supervisor	110 nsf	Desk, chair, file cabinets, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, visitor chairs (2).
OF-6	Office: Shared Professional	96 nsf	Semi-private office; 2 workstations, each with desk, chair computer, Wi-Fi, phone, file cabinet, shelving, visitor chairs (2); access to networked printer / copier / fax / scanner.
OF-7	Office: Shared Technical/Support	96 nsf	Semi-private office; 2 workstations, each with desk, chair computer, phone, file cabinet, shelving, visitor chair (1); access to networked printer / copier / fax.
Workstations			
WS-1	Workstation: Officer; Technical; Clerical Specialist	80 nsf	Desk with computer return, chair, file cabinet, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, visitor chair (1), half-height privacy panels (side light panels to be provided for daylight access).
WS-2	Workstation: Technical	64 nsf	Desk with computer return, chair, file cabinet, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, half-height privacy panels (side light panels to be provided for daylight access).
WS-3	Workstation: Clerical	48 nsf	Desk with computer return, chair, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, half-height privacy panels (side light panels to be provided for daylight access).
Conference			
CF-1	Large Conference (Seats 16-20)	500 nsf	Conference table with seating for 20, credenza, telephone, A/V storage closet or cabinetry; A/V equipment, projector, white boards; large monitor/TV; data line locations & receptacles in floors & walls; sound attenuation measures; pin up space, Wi-Fi, requisite wiring;

TYPE	OCCUPANT	SIZE*	DESCRIPTION
			VHF radio transmission monitoring speaker with volume control and capability to switch between DCSO primary and backup channels
CF-2	Medium Conference (Seats 8-12)	300 nsf	Conference table with seating for 12, credenza, telephone, A/V storage closet or cabinetry; A/V equipment, projector, white boards; large monitor/TV; data line locations & receptacles in floors & walls; sound attenuation measures; pin up space, Wi-Fi, requisite wiring; VHF radio transmission monitoring speaker with volume control and capability to switch between DCSO primary and backup channels.
CF-3	Small Conference (Seats 4-6)	150 nsf	Conference table with seating for 6; cabinetry; VHF radio transmission monitoring speaker with volume control and capability to switch between DCSO primary and backup channels.
Reception			
RW-1	Large Reception (Seats 10-12)	300 nsf	Comfortable seating, coffee or end tables, coat hooks/rack.
RW-2	Medium Reception (Seats 6-8)	200 nsf	Comfortable seating, coffee or end tables, coat hooks/rack.
RW-3	Small Reception (Seats 2-4)	100 nsf	Comfortable seating, coffee or end tables, coat hooks/rack.
Break Rooms			
BR-1	Large Break Room	250 nsf	2 tables with 4 chairs each, counter with sink, microwave, coffeemaker, refrigerator, and cabinetry.
BR-2	Small Break Room	150 nsf	1 table with 4 chairs, counter with sink, microwave, coffeemaker, refrigerator, cabinetry.

* All of the spaces are given in net square feet (nsf). Departmental and building grossing factors are applied to these square footages to account for wall thicknesses, circulation space, ducting space, etc.

Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act (PREA), a federal law enacted in 2003, was created to eliminate sexual abuse in confinement. In addition to providing federal funding for research, programs, training, and technical assistance to address the issue, the legislation mandated the development of national standards, which were developed by the National Prison Rape Elimination Commission. The final standards became effective on June 20, 2012, when they were published by the Department of Justice (DOJ) in the Federal Register.⁵

Germane to the planning process is §115.18 Upgrades to Facilities and Technologies of the PREA Standards: Prevention Planning – Prisons and Jails, which reads (in part):

1. When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the agency shall consider the effect of the design, acquisition, expansion, or modification upon the agency's ability to protect inmates from sexual abuse.
2. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency shall consider how such

⁵ <http://www.prearesourcecenter.org/training-technical-assistance/prea-essentials>

technology may enhance the agency's ability to protect inmates from sexual abuse.⁶

In addition, §115.14 Youthful Inmates of the PREA Standards: Prevention Planning – Prisons and Jails requires:

1. A youthful inmate shall not be placed in a housing unit in which the youthful inmate will have sight, sound, or physical contact with any adult inmate through use of a shared dayroom or other common space, shower area, or sleeping quarters.
2. In areas outside of housing units, agencies shall either:
 - a. maintain sight and sound separation between youthful inmates and adult inmates, or
 - b. provide direct staff supervision when youthful inmates and adult inmates have sight, sound, or physical contact.
3. Agencies shall make best efforts to avoid placing youthful inmates in isolation to comply with this provision. Absent exigent circumstances, agencies shall not deny youthful inmates daily large-muscle exercise and any legally required special education services to comply with this provision. Youthful inmates shall also have access to other programs and work opportunities to the extent possible.⁷

Architect's Responsibility

The architect of record is ultimately responsible for satisfying all applicable Wisconsin codes, regulations, and laws including, but not limited to building codes, life safety codes, OSHA regulations, Wisconsin environmental laws, and the Wisconsin and American Correctional Association (ACA) Jail Standards, the Americans with Disabilities Act (ADA Standards for Accessible Design), and the Prison Rape Elimination Act Standards. While the operational and architectural program may address some, or even a substantial portion of these requirements, these programs are in no way intended as an exhaustive identification of code and regulation issues. The architect of record is required to ensure that all legal design requirements are met.

Program Summary

Table IV.3 summarizes the facility space needs based on the operating and spatial requirements outlined throughout this document. The program square footage addresses the space needs to meet the infrastructure to support, and the square footage requirements to house, the mix of 944 inmates in the year 2028 described above.

Each space listed in the architectural space program is sized according to the net square footage (NSF) required for the function. Various "departmental" grossing factors were applied to the total net square footage of each subcomponent to accommodate necessary circulation space within specific functions, interior wall thicknesses, and other unassigned areas that are part of the component and yield the total gross square feet (GSF) for that component. The departmental grossing factors in a jail facility will vary depending on the functional component. Offices, which are typically located off a double loaded corridor are

⁶ <http://www.prearesourcecenter.org/training-technical-assistance/prea-101/prisons-and-jail-standards>

⁷ *id.*

more efficient and have less unassigned circulation space than a housing unit where sight lines are critical and additional circulation is required to enable an officer to supervise the unit and will, accordingly, have higher grossing factors. Additional square footage is also needed to accommodate major enclosed circulation between sub-components and mechanical rooms that relate to the overall facility rather than individual components, as well as the building structure and exterior “skin.” This space is computed by applying a building gross factor to the sum of the individual building component/departmental gross square footages.

Table IV.3 – Architectural Program Summary

#	Functional Area	NSF	GSF	Exterior SF	Notes
MAJOR COMPONENT					
1.000	PUBLIC LOBBY	3,546	4,922	0	
2.000	ADMINISTRATION	3,897	4,992	0	
3.000	VISITATION	4,660	6,428	0	
4.000	INITIAL APPEARANCE COURT	2,525	3,788	0	
5.000	STAFF SUPPORT	7,072	9,547	0	
6.000	SECURITY OPERATIONS	3,595	4,986	0	
7.000	INTAKE/RELEASE	18,714	24,321	0	
8.000	HOUSING - ADULT INMATES	92,693	150,107	9,750	Exterior spaces are fresh air exercise yards for housing pods - designed for year-round use
9.000	HOUSING - YOUTHFUL INMATES	9,685	15,169	1,500	Exterior spaces are fresh air exercise yards for housing pods - designed for year-round use
10.000	PROGRAMS & SERVICES	7,945	10,529	0	
11.000	JAIL DIVERSION	2,585	3,231	0	
12.000	INDUSTRIES	2,810	3,934	0	
13.000	HEALTH CARE SERVICES	28,976	44,616	14,125	Exterior spaces are fresh air exercise yards for Med/MH housing pods - designed for year-round use
14.000	FOODSERVICE	4,674	6,653	0	
15.000	LAUNDRY	1,860	2,790	0	
16.000	WAREHOUSE/ COMMISSARY	7,499	8,364	0	Service yard and receiving dock
17.000	MAINTENANCE/CENTRAL PLANT	7,447	8,392	0	
18.000	PARKING	0	0	8,880	
19.000	DANE COUNTY SO	31,054	42,016	17,300	
	SUBTOTAL	241,237	354,784	51,555	
	Building Gross Factor (15%)		53,218		Includes mechanical/electrical closets, building skin, major circulation, and building connectors
	TOTAL	241,237	408,002	51,555	

B. FUNCTIONAL COMPONENTS

1.000 Public Lobby

Introduction

The public lobby area will serve as the central reception point for all visitors to the Dane County Jail. Members of the public, official visitors, professionals, and volunteers will enter through the public lobby. Facility personnel may also enter through the public lobby, although they will likely enter the facility through a secure staff entrance. Inmates will enter through a separate, secure entrance (see section 7.000 Intake/Release), and will always be accompanied by law enforcement and/or facility personnel.

A 24 hour-accessible public lobby will be open during designated business/program hours. Staff may enter the facility 24 hours a day via card and/or biometric access. Administration areas will be open during standard business hours. The public lobby area will serve as an access point for entry to the facility's secure perimeter, visitation, the administration and staff support/training areas, and the mailroom. Entrance to those areas outside the secure perimeter should be designed for controlled access.

This area will be the public's first point of contact with the facility. The use of aesthetically pleasing colors and non-institutional materials is encouraged. While furnishings and surfaces should be as durable and maintenance-free as possible, the lobby area should project a comfortable and professional environment.

The public lobby spaces will be ADA-accessible. The public lobby will be furnished and equipped with enough seating capacity to accommodate the maximum number of visitors anticipated at any given time, lockers for storage of personal belongings, restrooms, public telephones, finance transaction kiosks that include an automated teller machine (ATM), and snack and beverage vending machines – which may be optional.

The public lobby component also includes the office, work, and support spaces for the future processing of incoming/outgoing mail.

Operational Program

1.100 Public Lobby

The public lobby should be easily accessible to public parking, and adjacent to the visitation area. The main door of the facility will open into a weather vestibule, through which all individuals will pass into the public lobby. The weather vestibule, which will control movement in and out of the building will be separated from the lobby by a set of double doors with security glazing that provides ready visibility of the weather vestibule from the public reception desk and possibly from central control, if the design permits.

During the day and evening hours, the front doors will be unlocked; for all other times, the outer front doors will be left unlocked and the inner front doors will be secured from unauthorized entry. Access to the public lobby when the lobby doors are locked will be via electric strike controlled at the public reception workstation, security screening, or central control and/or via card access and/or a biometric security system (authorized staff only). An intercom (with appropriate signage) located in the weather vestibule will allow

communication between persons requesting entrance into the facility and central control when the public reception/security screening position is not staffed.

It is preferable that the front door, as well as the vestibule door and walls, have an extensive amount of glazing to provide maximum visibility from the reception processing workstation/security screening and central control (at least through CCTV). This glazing should be reinforced to provide protection from impact of airborne debris. Exterior bollards, planters, and similar architectural features will prevent vehicles from approaching too closely to the building. A camera will be provided at the front door to ensure complete visibility of the area to be viewed on a monitor at central control.

The facility will be a non-smoking facility, with appropriate signage on the doors indicating that smoking materials are not to be brought into the facility. Ashtrays will be located a sufficient distance from the front doors to discourage smoking at the entrance, but to allow persons leaving their vehicles to extinguish their smoking materials safely.

A fully equipped workstation will provide the maximum visibility of the doors leading into and out of the public lobby areas, visitor waiting, and the secure perimeter. It is here that the purpose of the visitor is declared. The visitor may be required to register and display identification, and may be provided a queuing number (specific functions will have unique queuing designators, e.g., warrants = W#). In addition, queuing monitors are provided. The workstation will be fronted on both sides by counter space enabling records and documents to be easily signed.

Both professional and personal inmate visitors will register at the public reception workstation. A small queuing area for approximately two to three people will be provided in the vicinity of the public reception workstation. The public side of video visitation (personal visitors, professional visitors) and noncontact visit (professional visitors) booths will be accessed directly from the public lobby, while the public will access the contact visiting area through the visitor sallyport via the public lobby once they have completed security screening (see section 3.000 Visitation).

A bail transaction window will be accessible by the public without first having to clear security screening (see section 7.000 Intake/Release). The transaction window will have a sliding window that can be secured when personnel are not present at the workstation. A narrow counter space should be provided at the bail transaction window to allow for signing documents, etc. A small queuing area for approximately two to three people will be provided in the vicinity of bail transaction window.

Along the perimeter of the circulation space of the lobby will be a number of transaction windows, each designated for one of the following purposes – warrants; intake/release; and inmate property (see section 7.000 Intake/Release). Each transaction window will have a sliding window that can be secured when personnel are not present at the workstation, and will have visual and annunciated “*Now Serving #*” monitors, which are controlled by staff operating the respective transaction window. A narrow counter space should be provided at the transaction window to allow for signing (manually or digitally) documents, etc. A small queuing area for approximately two to three people will be provided in the vicinity of each window.

Accessible from the public lobby will be jail administration (see section 2.000 Administration); visitation (see section 3.000 Visitation); and the initial appearance court (see section 4.000 Initial Appearance Court). *If the Dane County Sheriff's Office operations remain in the same building as the Dane County Jail, as it is presently, the DCSO shall be*

accessible from the public lobby. All persons entering these areas must successfully complete security screening (see subsection 1.200 Security Screening) before gaining access to the facility beyond the public lobby.

An area of the public lobby, visible from the public reception workstation will be designated as a visitor waiting area; the waiting area should provide sufficient seating for approximately 50 visitors. The waiting area will include a space designated and equipped as a child's play area. Televisions will be provided in the waiting area to display informational programming and/or local channels, along with an area for display of public relations materials and noteworthy departmental achievements.

An alcove in the public lobby waiting area will include a finance kiosk so that visitors will be able to deposit funds directly into an inmate's account or a released inmate may obtain any remaining fund balance as well as a kiosk where visitors may register for or schedule visits. An ATM will be co-located within the kiosk alcove and available for use by the public and staff.

Generally speaking, no personal items will be permitted in the secure perimeter of the facility, although staff may bring clear containers in with them. At the discretion of the facility administration, official and professional visitors may be permitted to bring in small personal items or other items required for approved programs/activities or of necessity that may include items such as a handbag or briefcase. All items brought into the facility are to be security screened as described below in subsection 1.200 Security Screening.

A bank of lockers will be located within the public lobby, and visible to the public reception counter and central control (either by direct line of sight or CCTV) and available for visitor use. Visitors will leave their ID with the public reception officer prior to being issued a locker coin/token. Forty key-operated lockers of various sizes will be provided, whereby the visitor inserts a coin or token to open the locker, places the item into the locker, and removes the key from the locker. The key will remain in the visitor's possession until s/he returns to retrieve his/her items. Once the locker has been re-opened, the key remains in a fixed position in the lock so that it cannot be removed until a new token/coin is inserted. Upon retrieval of items stored in the locker, the visitor will receive his/her ID from the public reception officer.

Within the public lobby and easily accessible will be public restrooms, and a private lactation room. A wall-mounted ADA-accessible water cooler should be provided just outside the restrooms, two wall-mounted ADA-accessible public telephones, and a vending area should also be provided in a location convenient to the public access areas.

The public lobby will be the access point for service rooms designated for telephone/electronic equipment, inmate telephone equipment, and fire control. The fire control room will serve as the command center for a fire event providing space for fire control panels, a conference table and communications equipment, and easily accessible to outside agencies.

A janitor closet to service the entire component will also be located in this area.

1.200 Security Screening

Security screening will occur prior to authorizing access to the facility beyond the public lobby. Security screening will be separated from the public lobby functions by a wall, with security glazing, with a secure entry. Access to security screening will be via electric strike

controlled at the public reception workstation, security screening, or central control and/or via card access and/or a biometric security system (authorized staff only).

All visitors, including official visitors, professionals, and volunteers, will need to successfully pass through metal detection/security screening. Staff will be required to pass through security screening prior to assuming their assignments. An officer will be assigned to the public lobby to perform security screenings. When the public lobby is not staffed, staff will be dispatched from within the facility to perform security screening as required.

A queuing area – standing room only, will be provided for the security screening area. The space for the walk-through metal detector will be sufficiently sized for wheelchair circulation around the metal detector when required. Secure storage for handheld metal detectors and associated equipment must be provided. When a search of a visitor may be required, this will occur in a private area away from the view of others (e.g., in the public lobby restroom).

A package x-ray machine is also provided for scanning any items brought into the facility. Space is provided for a table for personal items bypass, and if necessary, personal item search. When an illegal or dangerous item/substance/weapon is discovered, the item will be confiscated in an appropriate manner by DCJ staff in accordance with established operating procedure. If the person possesses unauthorized items, the person will be directed to secure the item in the person's vehicle or other properly authorized location, and is subject to rescreening. Any person failing to successfully pass security screening will not be allowed access to the facility beyond the public lobby.

In addition, 10 weapons lockers will be provided for the storage of weapons of visiting law enforcement personnel; these lockers must be in direct sight and in close proximity to the security screening. Keys for unused weapons lockers remain inside the lockers to prevent loss of the keys or the key will remain in a fixed position in the lock so that it cannot be removed until the weapon is secured in the locker. No weapons or ammunition of any kind will be allowed inside the facility beyond the public lobby.

As an alternative, consideration may be given to incorporating this function within the existing courthouse security screening. Any consideration given to this option should include the impact this will have on the staff entrance function (see section 5.000 Staff Support) and how staff are screened as well as the screening of individuals seeking entrance to the DCJ during evening and weekend (and holiday) hours and other times the courthouse is closed.

1.300 Mail

The mailroom operates on a five-day basis, Monday through Friday excluding holidays. A controlled-access anteroom will provide access to the mailroom, and a secure mail entry vestibule will provide direct mailroom access from the exterior for the delivery of packages, e.g., UPS. Access into the actual mailroom will be controlled via a dual-access system, i.e., keypad and card/biometric access.

Incoming mail, which may also include FedEx and UPS packages, will be accepted at the service window that opens from the mailroom into the secure entry vestibule. Racks will be available for the staging of mail bins. Incoming mail will be screened for contraband, drugs, and dangerous contaminants. All mail is sorted into two categories – facility or inmate mail.

Facility mail is first separated by functional area, i.e., facility administration, program staff, security staff, etc., and forwarded to the functional area for further separation and distribution. There will be bulk mail slots/bins located within the mail anteroom for this purpose. The supervisor or designee for each functional area will be responsible for picking up the daily mail and distributing it to appropriate personnel. In addition, there will be mail slots for individual staff members; select form storage; and counter space for filling forms or completing mail in the mail anteroom.

Mailroom staff will open and inspect all pieces of incoming inmate mail, which may include property. Properly completed receipts along with money orders/cash will be forwarded to the appropriate department for processing and deposit into the inmate's account. Inmate property, once logged, will be picked up by the property officer for final processing and distribution. Inmate mail is separated according to assigned housing pod. When ready for distribution, mailroom staff will place screened inmate mail/property in the designated mail bin(s) in the anteroom, where the utility officer will pick up and deliver it to the respective housing pod. The housing pod officer will distribute it to the individual inmate. Mail may include notices from mailroom staff of the retention/return of rejected/prohibited mail items. Inmate confidential mail will be opened and inspected in the housing pod, in the presence of the inmate.

There will be a mailbox accessible from the mailroom anteroom where outgoing facility mail (including interdepartmental mail) may be deposited into a collection container located within the mailroom. During hours of operation, mailroom staff will collect outgoing mail and process it for mailing, assuring proper packaging and postage. Mailroom staff will place outgoing mail in the designated mail bin in the secure mail entry vestibule for pickup by the US Postal Service. Interdepartmental mail will be placed in the appropriate mail box/slot in the mail anteroom. Interdepartmental mail that is external to the DCJ, e.g., mail from jail administration to county human resources, will be placed in the designated mail box/slot in the mail anteroom, where the utility officer will retrieve and deliver it to the intended recipient (department).

Inmates will deposit properly addressed, stamped outgoing mail into a box in the dayroom provided for this purpose. Utility officers will collect outgoing inmate mail daily from each housing pod and deposit it within the designated mailbox for outgoing inmate mail, which deposits directly into a collections container located within the mailroom. During hours of operation, mailroom staff will process outgoing inmate mail, assuring proper packaging and postage. This may include data entry of postage charged for outgoing mail.

The mailroom will be fully functioning, which requires space for temporary storage of letters, magazines and newspapers, and a locked cabinet to store rejected inmate mail. The mailroom will be equipped with work tables for sorting mail, mail processing equipment (shredder, postage machine, scale, automated letter opener), shelving, bins, a staff workstation(s), and special ventilation, in the event that contaminated mail is brought into the facility.

The mailroom's air ventilation system will include an automatic air purifying system as well as an independent supply and exhaust, which is designed to eliminate dangerous airborne contaminants and irritating scents.

Other support spaces include office supply storage, printer/copier work alcove, staff restroom, trash alcove, and janitor closet.

Additional Design/Operational Considerations

This area of the facility is very busy, with a wide variety of users. The design must facilitate both visibility and clear circulation paths, and provide adequate sound attenuation. The public lobby should convey a professional and welcoming atmosphere, consistent with the public interface objectives of the DCJ.

Security screening should be situated such that there are clear sight lines with maximum visibility of the doors leading into and out of the public lobby areas – administration, visitation, lobby-release pedestrian sallyport, and initial appearance court. Security screening will be separated from the public lobby functions by a wall, with security glazing, with a secure entry. Access to security screening will be via electric strike controlled either at the public reception workstation, security screening station, or central control, and/or via card access and/or a biometric security system (authorized staff only).

The front doors of the lobby should be left unlocked during normal business hours, and locked at night with electronic controls and equipped with an intercom, glazed panel, or CCTV for appropriate monitoring when locked. Access to the public lobby when the lobby doors are locked will be via card or biometric access for staff and/or electric strike controlled at the public reception workstation/security screening and central control.

Entry into the secure perimeter will be provided by central control staff only. Although staff may access interior sallyport doors via card or biometric access, only central control staff can provide access into the exterior sallyport door. Access is provided into the sallyport only once central control staff has verified the identity and authority of the person seeking ingress or egress to/from the facility.

The mailroom will have an open floor plan design that will allow flexibility in positioning workspaces and equipment. The mailroom's air ventilation system will include an automatic air purifying system as well as independent supply and exhaust, which is designed to eliminate dangerous airborne contaminants and irritating scents.

1.000 Public Lobby

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
1.100 PUBLIC LOBBY						
1.101	Weather Vestibule	4	1	60 /area	60	ADA accessible; one set of double doors for weather insulation; extensive security glazing; includes CCTV and intercom for after-hours identification, electric door strike; exterior bollards, planters, etc.
1.102	Public Reception Workstation	1	1	60 /area	60	Public lobby reception workstation is standing height work desk/counter with space enabling records and documents to be easily signed; computer, telephone, standing height stool; finger scan; queuing monitor/system, etc.; visibility into area maximized; door controls - entrance, security screening; ADA accessible
1.103	Queuing - Public Reception	2-3	1	30 /area	30	Standing only
1.104	Video/Noncontact Visitation Booths	-	0	0 /area	0	See Section 3.000 Visitation
1.105	Bail Transaction Window - Public Side	1-2	1	60 /area	60	Securable sliding window. Counter space to allow for signing documents, etc. ADA accessible (associated with 7.000 Intake/Release)
1.106	Queuing - Bail Transaction Window	2-3	1	30 /area	30	Standing only
1.107	Public Warrants Transaction Window - Public Lobby	1-2	1	30 /area	30	Secure pass- and speak-through window into warrants/records room; counter space for signing (manually or digitally) or organizing documents; ADA accessible (associated with 7.000 Intake/Release)
1.108	Queuing - Public Warrants Transaction Window	2-3	1	30 /area	30	Standing only
1.109	Intake-Release Service Window - Public Side	1-2	1	60 /area	60	Securable sliding window. Counter space to allow for signing (manually or digitally) documents, etc. ADA accessible (associated with 7.000 Intake/Release)
1.110	Queuing - Intake-Release Service Window	2-3	1	30 /area	30	Standing only
1.111	Public Property Transaction Window - Public Lobby	1	1	30 /area	30	Securable sliding window; counter space for signing (manually or digitally) documents; ADA accessible (associated with 7.000 Intake/Release)
1.112	Queuing - Public Property Transaction Window	2-3	1	30 /area	30	Standing only
1.113	Waiting	50	1	15 /pers	750	Non-contact visit/official visit, admin appointment; TV; sound attenuation;
1.114	Waiting - Child's Play Area	6-8	1	100 /area	100	Colorful matting; cubbies; child table and chairs
1.115	Kiosk Alcove	1-2	3	40 /area	120	Alcove off the lobby; equipment for inmate finance system; visitor registration; ATM - electrical receptacles and data ports for future installation; depending on

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						available technology solutions, kiosks may be combined; ADA accessible
1.116	Public Lockers	40	1	5 /locker	200	Multiple-sized lockers (e.g., large and small); key-operated
1.117	Public Restroom	1	2	60 /area	120	ADA accessible; gender neutral; child changing table
1.118	Lactation Room	1-2	1	50 /room	50	ADA accessible; child changing table; comfortable seating
1.119	Water Cooler	1	1	6 /area	6	ADA accessible; wall-mounted; amount per code
1.120	Public Telephone	1	2	10 /area	20	ADA accessible
1.121	Vending Area	2-3	1	100 /area	100	
1.122	Telephone/Electronic Equipment Room	-	1	200 /area	200	Fiber optics telephone equipment, LAN servers, accessible by facility telephone coordinator and MIS staff, 2 WS-3
1.123	Inmate Telephone Equipment Room	-	1	150 /area	150	Fiber optics telephone equipment, file servers, accessible by telephone vendor; WS-3
1.124	Fire Control Room	-	1	200 /area	200	Fire control panels wall mounted; small conference table; phone lines; accessible to outside agencies
1.125	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
Subtotal Net Square Feet					2,506	
Grossing Factor					1.40	
Subtotal Gross Square Feet					3,508	
1.200 SECURITY SCREENING						
1.201	Security Queuing Area	10	1	5 /pers	50	The public lobby leads directly into security screening; security screening is separated from the public lobby functions by an extensive security glazed wall having a secure entry; queuing area - standing only
1.202	Metal Detection	1-2	1	100 /area	100	Path for wheelchair access around metal detection equipment; sized for wand searches if necessary so as not to block metal detection pass-through; table for personal items by-pass; package x-ray; secure shelving for storage for wand, etc.; door control - public lobby entry door and security screening door
1.203	Weapons Lockers	10	1	5 /locker	50	Key lock
Subtotal Net Square Feet					200	
Grossing Factor					1.40	
Subtotal Gross Square Feet					280	
1.300 MAIL						
1.301	Secure Mail Entry Vestibule	1	1	50 /area	50	Dutch-style door; lockable both levels; ramp to door; drive up area; adjacent to mail racks

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
1.302	Mail Racks	-	1	40 /area	40	Racks for staging mail bins and packages
1.303	Mail Anteroom	-	1	100 /area	100	Controlled access from the mailroom and from staff-controlled corridor; access to mail slots/bins; storage for select blank forms; counter space; 2 mailboxes - 1 designated for outgoing facility mail and 1 designated for outgoing inmate mail (collection containers located within mailroom)
1.304	Mailroom	1-2	1	400 /area	400	Work tables; mail processing equipment (shredder, postage machine, scale, automated letter opener); shelving; bins; 2 WS-3; collection containers for mail anteroom mailboxes; special air ventilation
1.305	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
1.306	Printer/Copier Work Alcove	-	1	100 /area	100	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins
1.307	Staff Restroom	1	1	50 /area	50	ADA-accessible; gender neutral
1.308	Trash Alcove	-	1	20 /area	20	Regular and recycled trash
1.309	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					840	
Grossing Factor					1.35	
Subtotal Gross Square Feet					1,134	
1.000 Total Interior Net Square Feet					3,546	
1.000 Total Interior Gross Square Feet					4,922	

2.000 Administration

Introduction

The administration office area serves facility administration staff, which includes the Captain of Security Services, and is located outside the secure perimeter and away from inmate and visitor movement. It is where day-to-day administration, staff, and administrative records, business and personnel activities will occur. The administration area is open during standard business hours, Monday through Friday. The administrative area has proximity to the public lobby, as it is the one area of the facility to experience the highest public interface, other than the public lobby.

Access to the administration area will be from the public lobby, and accessible from the staff entrance for facility staff. Ingress and egress for the administration area will be by card and/or biometric access or by electronic release by public reception or central control staff, to prevent casual access.

The Captain will serve as the jail administrator for the DCJ. The lieutenants and their immediate staff are responsible for the executive administration, coordination and implementation of the operations for the facility.

Even as a full-service facility, the following administrative functions and activities will continue to be a function of the Sheriff's Office and will be located with the Sheriff's administrative offices:

- Human Resources
- Personnel Records
- Information Systems Management
- Office of Standards and Professionalism

Support spaces for administrative offices include a conference room, records/files storage, copy and fax equipment, office supply storage, staff restrooms, staff break room and pantry area, and a janitor closet.

Operational Program

2.100 Facility Administration

Access to the facility administration area will be through the public lobby for visitors, and through the staff entrance for facility staff. Ingress and egress from the facility administration area will be controlled to prevent casual access by electronic release by either facility administration clerical staff, the public reception officer in the public lobby or central control, or by card and/or biometric access (authorized staff only). Although only authorized persons are allowed access to the facility administration area, inmate workers may be authorized to perform housekeeping services on a supervised, scheduled basis.

Within the administration area will be a waiting/reception area sized to accommodate two-four people, with comfortable seating and a coffee or end table for magazines, pamphlets, etc., and coat hooks (or rack).

A combination of private and shared offices, and open workstations will be provided for facility administration staff. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. This design will help in building a collaborative culture and promoting a consistent philosophical approach to operations. Office design and furniture and equipment will be commensurate with assigned responsibilities.

Office and/or workspace will be provided for the following positions and functions:

- Security Services Director – Captain
- Lieutenants
- Administrative Manager
- Reception/Clerical Specialist
- Bookkeeper
- Risk Management and Technology (Sgt.)
- Programs and Support (Sgt.)
- Accreditation Manager (Sgt.)
- Visitor Registration (see section 3.000 Visitation)
- Visiting Professionals/Expansion Office
- Information Technology & Telecommunications Specialist

The additional unassigned office will be provided for the future growth of the administration staff, and can be utilized by visiting professionals. This office can also serve as a small conference or interview room on an as-needed basis, until such time as it becomes permanently assigned office space.

Information technology and telecommunications staff will operate from a single office/workspace. Information technology staff office/workspace will include a worktable for repairing electronics, and a separate but adjacent room housing the computer equipment (e.g., file servers). This computer room should be secure from assault and unauthorized access to protect the computer equipment such as file servers, CD-ROM servers, database servers, gateways, wiring racks, communication hubs (possibly VOIP), and uninterruptible power supplies (UPS) housed within. The room will be fully glazed to provide visibility from the IT's workstation and worktable. Due to the nature of this equipment, special consideration must be given to environmental conditions and electrical specifications, including temperature and humidity control, surge suppression, and static-free surface treatments. Secure storage is required for spare computers, technology-related items, parts, etc.

Telecommunications staff office/workspace will also include a separate but adjacent room housing the telecommunications equipment (to include offender telephone equipment). The doors will be kept secured at all times, and accessed primarily by the authorized facility personnel, telephone company and contract staff. This will facilitate the maintenance and repair of vital electronic equipment, while maintaining security to this restricted area. The telecommunications equipment room must be large enough to accommodate fiber optic telephone equipment, file servers – telephone and data equipment racks. Equipment will be mounted on both plywood backboards and on floor-mounted racks.

A separate workroom will be provided for the repair of electronic equipment. This room should provide for dust and static-free work surfaces. This shop will be equipped with standing height workbenches, stool height seating, wall-mounted pegboard for storing tools,

soldering equipment, adequate outlets, and lighting, and lockable cabinets for storing electric tools or small items. As with the maintenance shops, the door leading into the electronics repair room should be card and/or biometric access, controlled and monitored from master control.

Uniforms for civilian personnel are issued by administration staff. A quartermaster supply room will be provided for a limited inventory of uniforms in sizes available for order. A changing room will be provided so civilian staff may determine their appropriate sizing prior to uniforms being purchased/issued.

2.200 Administration Support

Within the facility administration suite is a fully equipped executive conference room sized to accommodate up to 20 people. It is here that management meetings will occur. Meetings provide opportunities for staff to interact and foster meaningful, collaborative relationships that will assure the DCJ operations are consistent with the DCJ's established mission.

The executive conference room will have the furnishings and equipment necessary to serve as the incident command center/control room in case of a facility emergency. The conference room will be properly equipped and be capable of supporting a remote security electronics console to take over control of the facility's security electronics systems in an emergency. Adequate pinup space for floor plans of the facility and wall-mounted writing surface should be provided. Additionally, the room must have multiple phone lines at various locations (to enhance uninterrupted communication), computer terminals with access to security and life safety information, and be capable of supporting audio/visual presentations and have adequate counter space for radio chargers.

A second conference room will be available for individual or small group meetings, personnel hearings, as well as for interviews.

The conference rooms will be separated by a high-grade moveable acoustical partition, and each will be equipped and furnished commensurate with the type of activity/meetings anticipated. The executive conference room should be adjacent to or have direct access to the Security Services Captain's office.

The conference room should be located adjacent to the break room/pantry with a lockable pass-through from the pantry, and should have convenient access to the restrooms and the pantry.

On occasion there is a need for select authorized staff to observe and monitor live interviews occurring within the jail. In the event that this capability cannot be provided through a secure login on the computer, a properly equipped room designated for this purpose is provided.

A printer/copier work alcove having a networked copy/printer/scanner/fax combination unit, along with mail slots for incoming mail, requests, forms or other information appropriate for the users.

Within the facility administration suite will be secured file storage for general administrative records, office supply closet, wall-mounted water coolers, staff restrooms, and a janitor closet.

Additional Design/Operational Considerations

The administration area should utilize standard office construction. The door to this area of the building should have card and/or biometric access for authorized staff and electronic release capability by administration clerical, public reception and central control staff.

All private offices and conference rooms should be wired for Internet and intranet, and cable/satellite TV (all private offices may not be equipped with a TV, but should be equipped with appropriate cabling). All electrical circuits, lighting, and air conditioning in the administrative office area should be connected to the facility's emergency power generation system.

The two conference rooms shall be co-located, and separated by a high-grade acoustical partition.

2.000 Administration

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
2.100 OFFICES AND WORKSTATIONS						
2.101	Visitor Reception	2-4	1	100 /area	100	RW-3; door controls via card and/or biometric access and electronic strike doors controlled by the public reception officer, administration staff or central control
2.102	Security Services Captain	1	1	200 /office	200	OF-3; adjacent to Exec. Conference Room
2.103	Lieutenant	1	4	150 /office	600	OF-4
2.104	Administrative Manager	1	1	150 /office	150	OF-4
2.105	Clerical Specialist	1	1	80 /wkstn	80	WS-1; co-located with bookkeeper & visitor registration
2.106	Bookkeeper	1	1	80 /wkstn	80	WS-1; co-located with clerical specialist & visitor registration
2.107	Risk Mgmt/Technology (Sgt.)	1	1	110 /office	110	OF-5
2.108	Programs/Support (Sgt.)	1	1	110 /office	110	OF-5
2.109	Accreditation Manager (Sgt.)	1	1	110 /office + 50	160	OF-5; file storage sufficient for up to 8 file cabinets
2.110	Visitor Registration	1	1	80 /wkstn	80	WS-1; co-located with clerical specialist & bookkeeper (associated with 3.000 Visitation)
2.111	Expansion Offices/Visiting Professionals	1	1	96 /office	96	OF-6
2.112	Information Technology & Telecommunications Specialist	1	2	80 /wkstn	160	WS-1, adjacent to computer server room
2.113	Computer Server/Telephone /Electronic Room	-	1	150 /area	150	Computer server room, with temperature and humidity control, static-free surface treatments; glazing on walls' adjacent to IT workstation; video visitation audio/recording
2.114	Secure Storage	-	1	200 /area	200	Spare computers, parts, etc.

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
2.115	Electronics Repair Shop	1-2	1	250 /area	250	Worktable with dust and static control, shelving for storage, shadow board for tool storage, appropriate ventilation, eye wash station; 2 WS-3
2.116	Quartermaster Supply Room - Civilian	1-2	1	120 /area	120	Shelving
2.117	Quartermaster - Changing Room	1	1	40 /area	40	Bench seating; clothing hooks; mirror; located within quartermaster supply room
Subtotal Net Square Feet					2,686	
Grossing Factor					1.25	
Subtotal Gross Square Feet					3,358	
2.200 ADMINISTRATION SUPPORT						
2.201	Executive Conference/ Command Center	16-20	1	500 /area	500	CF-1: radio communications (including counter space for radio chargers), multiple phone lines, remote security electronics console; fire and smoke alarm/control panels, audio/video linkage, map storage & display; printer, copier, and fax; separated from smaller conference room by high-grade moveable acoustical partition; adjacent to or directly accessible from Security Captain's office
2.202	Conference Room	8-12	1	300 /area	300	CF-2: separated from executive conference room by moveable acoustical partition
2.203	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins
2.204	Secure File Storage	-	1	150 /area	150	Lateral file type filing system, separate and secure file storage for general administration files, work table
2.205	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
2.206	Water Cooler	-	1	6 /area	6	ADA accessible; wall-mounted; amount per code
2.207	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
2.208	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					1,211	
Grossing Factor					1.35	
Subtotal Gross Square Feet					1,635	
2.000 Total Interior Net Square Feet					3,897	
2.000 Total Interior Gross Square Feet					4,992	

3.000 Visitation

Introduction

Opportunities for visitation are provided in an effort to assist inmates in maintaining ties with their families and community. The visiting component should promote a positive and friendly environment and provide appropriate facilities for visitation. Visitors may include relatives, friends, and professional visitors such as attorneys, mental health professionals, government agencies, probation officers, law enforcement officers, outside clergy, etc.

The primary method for visiting inmates at the DCJ will be noncontact in nature via video visitation, with eligible inmates being authorized contact visits. Video visitation is the use of videoconferencing technology and software to allow inmates and visitors to visit at a distance, as opposed to face-to-face. It allows for expanded visiting opportunities without the need for additional staff, and affords approved visitors the opportunity to visit with an inmate conveniently from their home or office or from a properly equipped public computer. Video visitation equipment utilized for inmates' personal visits should be equipped with audio and video recording. The inmate-side of video visitation will be located within the housing pods; spaces associated with the inmate-side of video visitation is described and included in section 8.000 Housing – Adult Inmates.

Professional visits, such as attorney or clergy visits, may be done either via video visitation, noncontact, or in person, at the request of the professional and by permission of the facility. Such in-person visits will be held in a designated professional booth within the visitation area. The video visitation equipment will be integrated with the countywide area digital IP network in the county courts, District Attorney's office, Public Defender's office, etc.

Personal visitors must receive prior authorization before being allowed to visit with an inmate. Inmates' approved visiting list is limited to immediate family and friends (as defined and limited by established policy).

Visitors must schedule their visit in advance, either by computer or utilizing a telephone voice recognition system (IVR). The video visitation scheduling system should be tied into the inmate management system to ensure that scheduled visits, court appearances, medical appointments, and other requisite scheduling obligations do not conflict. The visiting schedule should be staggered, e.g., visits start every half hour, to better manage the utilization of the system at any given time. In other words, one half of the video visits will be scheduled to begin on the hour, and the other half will be scheduled to begin on the half hour or some other similar configuration.

The contact visiting area acts as an interstitial space, such that it is virtually located on the perimeter, although at no time are visitors permitted inside the facility, and access into the visiting room is from a pedestrian sallyport. Contact and noncontact, and video visitation will be in close proximity to each other to maximize efficient supervision of these areas.

Calculation of Video Visitation Demand

Interviews with representatives of the DCJ indicated that the current visitation policy permits three 45-minute visits per week per inmate for personal visiting. The three visits may be combined within a single visit based on space availability. Visits are currently held seven days per week, and with a limit of two adult visitors plus children per inmate. Approximately

30% of inmates currently receive visitors (noncontact visits) each week, although this is likely to increase because of the anticipated convenience to visitors for video visitation. For planning purposes and calculating visiting needs, it is assumed that 50% of the inmates will receive visitors and that 80% of these visitors will visit using a personal or public computer and the remaining 20% of visitors will actually come to the facility to visit via the video visitation stations located at the DCJ.

Specific visiting hours for public video visitation occurring at the DCJ have been tentatively established for five days per week, Wednesdays through Sundays, and will operate between the hours of 9 a.m. until 1 p.m., and 4 p.m. and 8 p.m. Thus, it is assumed that a total of 40 hours per week will be available for video visitation, with each visit lasting 45 minutes and an additional 15 minutes associated with directing visitors into and out of the video visitation area, and cleaning/checking the video visitation booths prior to the next visitors' arrival. However, it cannot be assumed that the visits will be spread out evenly over the 40 hours scheduled for visitation. Although visitors will be required to register for a visit in advance, it must be assumed that the highest demand for visiting times will be during the evening and weekend hours. Thus, a 20% peak demand factor is added to the number of visiting booths needed.

For planning purposes, the calculation for the video visitation space needs for those inmates not eligible for a contact visit was developed as shown in Table IV.4.

Table IV.4 – Calculation of Video Visitation Space Needs

Calculation of Video Visitation Space Needs	
Dane County Jail projected future capacity	944
Inmates eligible to receive visits	753 ⁸
Inmates who will receive visits (est.)	50%
Number of inmates who will receive visits (753 x 50%)	377
Length of visit period (45 min. visit + 15 min. for cleaning)	1 hour
Number of visits per week per inmate (est.)	2
Number inmate visiting hours per week (377 x 2)	753
Available video visitation hour periods (est.)	40
Number of visits per one-hour period (753 ÷ 40)	19
Peak demand factor (19 X 20%)	4
Number of visits per one-hour period with peaking factor (19 + 4)	23
Number of DCJ booths required for video visitation (23 x 20%)	5
Total capacity of video visitation	25

Based on the above analysis, it is recommended that video visitation be capable of handling at least 5 simultaneous visits at the DCJ facility itself, with 5 visitor video kiosk booths located at the DCJ. Twenty-five is the minimum number of visiting kiosks that should be available for inmates throughout the housing areas in order to accommodate both home and on-site video visits.

⁸ 753 = 944 (total number of projected beds) – 191 (projected Huber inmates [beds] who are eligible for contact visits). This calculation assumes 10% of Huber inmates will receive video visits. Calculation for Humber inmates not participating in video visitation: 212 Huber inmates (male: 192, female: 20) – 21 (10%) Huber inmates participating in video visitation = 191.

Calculation of Contact Visitation

Huber inmates are presently the only inmates eligible for contact visits. For planning purposes, DCJ representatives indicated that as part of an inmate behavior management plan, incentives would be included that afford non-Huber inmates the opportunity to earn the privilege of contact visits. Utilizing the same methodology used to calculate video visitation demand, calculations for contact visits were completed with the following assumptions:

1. 80% of Huber inmates will receive contact visits
2. 10% of remaining population will earn the privilege of contact visits

For planning purposes, the calculation for the contact visiting space needs was developed as shown in Table IV.5.

Table IV.5 – Calculation of Contact Visiting Space Needs

Calculation of Contact Visiting Space Needs	
Dane County Jail projected future Huber population	212 ⁹
Huber inmates to receive visits (80%)	170 ¹⁰
Dane County Jail projected future non-Huber population	732 ¹¹
Non-Huber inmates eligible to receive visits (10%)	73 ¹²
Number of inmates who will receive visits (170 + 73)	243
Length of visit period (45 min. visit + 15 min. for cleaning)	1 hour
Number of visits per week per inmate (est.)	2
Number inmate visiting hours per week (243 x 2)	486
Available contact visitation hour periods (est.)	40
Number of visits per one-hour period (486 ÷ 40)	12
Peak demand factor (12 X 20%)	2
Number of visits per one-hour period with peaking factor (12 + 2)	14
Total capacity of contact visitation	14

Based on the above analysis, it is recommended that visitation be capable of handling at least 14 simultaneous contact visits.

If future visitation exceeds the anticipated planned figures, inmate-visiting hours may need to be increased beyond eight hours per visiting day or the number of visiting days increased beyond the five days currently being planned.

⁹ 192 male Huber beds + 20 female Huber beds = 212 total Huber beds

¹⁰ 212 x 80% = 170

¹¹ 944 total projected beds - 212 projected Huber beds = 732 non-Huber beds

¹² 732 x 10% = 73

Operational Program

3.100 Visitor Reception

Personal Visitors

Prior to the first visit, all personal visitors must be prescreened and registered by the DCJ to be put on the inmates' approved visitors list. Inmates' approved visiting list is limited to immediate family members and friends (as defined and limited by established policy). The inmate is responsible for providing required information/documentation of prospective visitors requesting to be placed on the inmate's approved visitor list. If feasible, this function may be integrated with the kiosks located in the housing pods (see section 8.000 Housing – Adult Inmates). If approved, the visitor will be assigned an ID number.

Once approved, the visitor will be able to schedule visits via kiosk, computer, or telephone (IVR) as described above, utilizing the assigned ID number. When the visitor comes in for a visit, the visitor will undergo a fingerprint scan to ensure the correct identity. If a video visit occurs on-line, alternate means will be developed to positively confirm the identity of the visitor.

Visitors will approach the public reception workstation upon arrival to check in. Public reception will be staffed at all times that the visiting area is open. The public reception officer will complete visitor check in, with a utility officer assisting with visitor check-in, patrolling of the video visitation area, and searching of inmates and the visitation area. The visiting digital system ideally should be connected to the warrant management system so that any person having an outstanding arrest warrant may be properly identified and taken into custody.

If the inmate is eligible for the visit and once the visitor's identification has been verified, the personal visitor will be notified, assigned a visitation booth number (video or noncontact) or table number (contact), and will be asked to wait in the public lobby waiting area until called to the visitation area.

Professional Visitors

Professional visitors will approach the public reception workstation upon arrival to check in. Public reception will be staffed at all times that the visiting area is open. The public reception officer will complete visitor check in for professional visitors.

Upon identification verification and visit authorization, the professional visitor will be notified, assigned a visitation booth number (video or noncontact or contact) or visitation table number (if utilizing a personal visitor contact visitation table), and will be asked to wait in the public lobby waiting area until called to the visitation area.

3.200 Visitation

The public side of video visitation (personal visitors, professional visitors) and noncontact visit (professional visitors) booths will be accessed directly from the public lobby, while the public will access the contact visiting area through the visitor sallyport via the public lobby once they have completed security screening.¹³ The visitor pedestrian sallyport is sized to

¹³ Consideration may be given to integrating the visitor sallyport within the main pedestrian sallyport.

accommodate 10 visitors at a time. The visitor sallyport outer door will be controlled by central control and its inner door will be controlled by the visitation officer, security screening, or central control.

Personal Visits

Personal visits will last for 45 minutes, with a 15-minute allotment at the end of each visiting period for the visiting areas to be cleaned and the staging of the next group of visitors.

At the commencement of the visiting period, visitors will be allowed into their assigned visitation booth (video or non-contact) or to proceed to their assigned table.

At the conclusion of the visiting period, visitors will be notified of the termination of the visit either by an on-screen notification warning (video), by an announcement over the paging system (video, contact, noncontact), and/or by the visitation officer (video, contact, noncontact). Prior to visitors exiting, all inmates participating in a contact visit shall be accounted for and separated from the visitors. All visitors will leave the facility through the public lobby exit door, first retrieving any items they may have stored in the lockers.

The visitation officer will continuously monitor visits whenever inmates and visitors are present. It is essential that the officer rove the visiting areas on a frequent basis to provide adequate supervision. In addition, cameras should be strategically located to provide ongoing recorded coverage of the visiting areas.

Video Visitation – Personal

Space for eight video visitation booths to serve the jail will be provided for personal visits. Three of the booths will not be functional, yet will be configured with the necessary infrastructure for future use. Unless otherwise noted, the inmate-side of the video visit will occur within the housing unit or pod. The video visitation booths should be designed to provide visual and acoustical privacy from one booth to the next. This may be accomplished through the use of acoustical privacy wings and/or panels above head height, and arranging the booths in a staggered or offset manner so that there is no visual access from one booth into another. Maintaining sound privacy and reducing overall noise levels are critical design parameters for this area. A phone system (handsets) will be utilized for the auditory component of the video visit. Visits will be video- and audio-recorded.

A standard video visitation booth should provide seating for three people (one adult and two children, two adults and a child, etc.), as well as a viewing screen that can be seen from all three chairs, and can be easily viewed by the vision-impaired. Two video visitation booths will provide seating for two-four people (i.e., two adults and one-two children, two-four adults, etc.), as well as a viewing screen that can be seen from all four chairs, and can be easily viewed by the vision-impaired. These two booths must be ADA accessible.

There should be good sight lines from the public reception desk into the video visitation area.

Contact Visitation – Personal

The contact visitation area will contain 14 knee-height tables, along with enough seating to accommodate four-six people per table. The base of the table should have a base that will

restrict items being passed below the table. Seating should be portable and stackable in nature, which will minimize the space required for storage and allow for easier cleaning of the contact visitation area. The area should be configured such that the visitation officer may have clear sight of all activities occurring within this space. Furnishings should be comfortable while also providing adequate security, i.e., easy visibility, no cracks or crevices for hiding contraband, smooth finishes, etc.

Inmates will arrive for contact visitation through a separate entrance, most with a pass allowing self-movement, where they will pass through a secure door into a staging area that bridges the secure facility and the contact visitation area, and can accommodate up to 10 inmates as they await admittance into the contact visitation area. There will be a secure holding room accessible from the staging area for those inmates requiring separation or whose behavior presents a safety or security risk. Inmates will check in with the visitation officer, who will confirm the inmates' identity and visit and, once confirmed, direct them their assigned visiting area, i.e., table, group contact room, etc. The visitation officer will assume control of inmates under escort once the inmate's identity and visit has been confirmed. Once confirmed, the visitation officer will escort the inmate to his/her assigned visiting area.

Upon conclusion of a contact visit, inmates will be strip searched. Inmates subject to search will be directed to the search/exit staging area. Cubicles with a low wall or privacy screen/partition should be provided for the strip search. One inmate at a time will be escorted into a cubicle, strip searched, and dressed. Inmates requiring escort will be searched last; once searched, inmates will be directed to the clean waiting area or secure holding room pending escorted return to their assigned area.

Once searched, inmates will depart the visitation area through a separate exit, most with a pass allowing self-movement (issued by the search officer), where they will pass through a secure door (facility-side of staging area) in the search/exit staging area that bridges the secure facility and the contact visitation area, and can accommodate up to 10 inmates as they await a search prior to leaving the visitation area.

Video Visitation – Professional

The video visitation booths used for personal visits will also be designated for attorney video visits. Special hours may need to be established (e.g., 1:00 p.m. until 4:00 p.m.) for attorney visits, so as not to conflict with personal visits. Alternatively, a software solution may need to be created to manage the scheduling of video appointments to avoid potential conflicts between attorney and personal visits.

Noncontact Visitation – Professional

There will be six noncontact visitation booths provided for attorney/professional visits, with capacity for one inmate on the secure side and up to two visitors on the public side. Two of the noncontact booths must be ADA accessible, and oversized to permit wheelchair access. The non-contact booths should be designed to allow free talking through micro-holes that are integrated into the security frames surrounding the security glazing. The design will eliminate the need for any telephones or other means of electronic communications.

The noncontact booths will be wired for video- and audio-recording for those occasional instances a personal visit is conducted; yet, when used for attorney consultation, such consultations shall not be recorded. The noncontact visitation booth area will ideally be

designed in a linear fashion so as to allow for visibility of both the inmate and visitor sides by the visitation officer.

Upon conclusion of a noncontact visit, the visitation officer will provide eligible inmates with a pass to return to their assigned areas. Prior to releasing inmates from the area, the visitation officer will notify central control that the visiting period is over and inmates will be exiting the visitation area. Inmates requiring escort will remain in the inmate-side of the noncontact booth pending escorted return to their assigned area.

Contact Visitation – Professional

Five group contact visitation rooms will be provided for meetings and hearings involving social service and governmental agencies and individual inmates, and which may include the inmate's family members. Each room will be configured with a table and seating for six to eight people with a shackle bolt should the need to restrain the inmate be required, a telephone, and capacity for video- and audio-recording.

Professionals may opt to use contact visiting spaces designed for personal visits as space and time permits. If a personal contact visiting space is used for an attorney consultation, such consultations must not be recorded.

Upon conclusion of a contact visit, inmates will be strip searched using the same process as used in searching inmates following a personal contact visit described above.

3.300 Ancillary Visitation Spaces

A workstation for staff within the visitation area will be situated so as to maximize visual access to the entrance and into the distinct visitation spaces. However, it is essential that the officer does not remain stationary at the workstation, and instead, roves the area on a frequent basis.

Staff associated with processing and registering inmate visitors will be located in the administration suite (see section 2.000 Administration).

A recording/equipment room will be provided for the video visitation equipment. This room should include shelving racks for the equipment, and its own zone for temperature and humidity control, with emergency power backup. At the discretion of the DCJ, personal video visitations may be recorded. Controls for the video recording will be located at the visitation officer workstation. All video visitations should have recorded CCTV capacity (except for the video visitation rooms designated for professional/official visits), with the ability to view the video visitations on an as-needed basis either on-site in the recording room or possibly through password protected access in the DCSO intranet network. This recording room should have a workstation, with recording equipment tied in to the video visitation equipment, with the ability for real-time viewing. Adequate signage in the visitor waiting area and in the video visitation booths should be provided, indicating that recording of visits may occur. A locked door, with card and/or biometric access for authorized staff, should be provided into the recording/equipment room.

A room for the storage of video DVDs or sound-only CDs should be provided adjacent to the recording room. Enclosed shelving for DVDs and CDs, if necessary, should be provided for long-term storage. Alternatively, recording may occur on the hard drive of the CPU that

manages the system, although this could be a costlier solution. This storage room should have a locked door, with card and/or biometric access for authorized staff, from the recording/equipment room. The room should have adequate temperature and humidity control, with emergency power backup.

Within the visitation area will be a wall-mounted water fountain, staff, visitor, and inmate restrooms, a lactation room, and a janitor closet.

Additional Design/Operational Considerations

Since inmates utilize these facility components, security construction techniques must be utilized, including reinforced walls and security hardware.

Since the partition separating the public and the inmate sides of noncontact visiting is also the secure perimeter of the visiting area, it is critical that the partition separating the inmate and visitor extend to the ceiling slab, that any HVAC vents have secure grills, and that the masonry walls between the inmates and the visitors be fully grouted and reinforced. High security glazing must be provided, with both ballistic and attack capabilities, and frames must be designed to ensure that connections are not accessible and subject to tampering.

The primary physical security of the contact visiting room is at the visitation pedestrian sallyport and the inmate entrance. As the contact visiting area bridges the secure perimeter, walls, and other common partitions, e.g., ceilings above visiting rooms, must be fully secure. Consideration should be given to integrating the visitor sallyport with the main pedestrian sallyport to reduce the number of breaches in the secure perimeter.

All visiting areas should have recorded CCTV capacity. Cameras should be strategically located to provide ongoing recorded coverage of the area.

3.000 Visitation

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
3.100 VISITOR RECEPTION						
3.101	No Specialized Space	-	0	0 /area	0	See Section 1.000 Public Lobby
3.200 VISITATION						
3.201	Visitor Sallyport	1-10	1	100 /area	100	Outer door controlled by central control; inner door controlled by visitation officer or central control
<i>Video Visitation - Personal</i>						
3.202	Video Visitation Station (Standard)	1-4	7	40 /area	280	Visitor side to accommodate 2 adults plus children; accessible directly from the public lobby; visual and acoustical privacy and sound attenuation; phone system (handsets); video/audio recording capability; 3 booths will not be functional, yet will be configured with the necessary infrastructure for future use
3.203	Video Visitation Station - ADA	1-4	1	60 /area	60	Visitor side to accommodate 2 adults plus children; accessible directly from the public lobby; visual and acoustical privacy and sound attenuation; phone system (handsets); video/audio recording capability
<i>Contact Visitation - Personal</i>						
3.204	Contact Visitation Room	70	1	20 /pers	1,400	ADA-compliant; 14 low tables and loose chairs each seating 5; stackable chairs
3.205	Inmate Entrance/Queuing	1-10	1	200 /area	200	Bridges secure facility and contact visitation area; secure entrance door on facility side; bench seating
3.206	Secure Holding Room	1-4	4	70 /area	280	Bench seating; glazed cell front with cuff/leg-iron slot; visible from visitation work area; camera monitored; accessible from both inmate entrance/queuing and search/exit staging
3.207	Search/Exit Staging	1-10	1	200 /area	200	Bridges secure facility and contact visitation area; secure exit door on facility side; bench seating
3.208	Inmate Search Cubicle	1-2	2	40 /area	80	Low wall or privacy partition
3.209	Clean Waiting	1-6	1	100 /area	100	Bench seating
<i>Video Visitation - Professional</i>						
3.210	No specialized space	-	0	0 /area	0	
<i>Noncontact Visitation - Professional</i>						
3.211	Noncontact Booth	1-2	4	50 /area	200	Visitor side to accommodate 2 adults and accessible directly from the public lobby; sound insulated; free talking through micro-holes integrated into security frames; security glazing; lockable paper-pass; video/audio recording capability

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
3.212	Noncontact Booth - ADA	1-2	2	60 /area	120	Visitor side to accommodate 2 adults and accessible directly from the public lobby; sound insulated; free talking through micro-holes integrated into security frames; security glazing; lockable paper-pass; video/audio recording capability
<i>Contact Visitation - Professional</i>						
3.213	Group Contact Room	6-8	5	200 /area	1,000	ADA-compliant; tables and loose chairs each seating 6-8; shackle bolt; telephone; video/audio recording capability
Subtotal Net Square Feet					4,020	
Grossing Factor					1.40	
Subtotal Gross Square Feet					5,628	
3.300 ANCILLARY VISITATION SPACES						
3.301	Visitation Officer Workstation	1-2	1	64 /wkstn	64	WS-2; centrally located to facilitate visibility of entire visiting space, including entrances/exits
3.302	Visitor Registration	-	0	0 /wkstn	0	see Section 2.000 Administration
3.303	Visitation Recording/Equipment Room	1	1	150 /area	150	WS-3; recording equipment; AV equipment for real time viewing; racks for equipment; individually zoned for temperature and humidity control; card and/or biometric access
3.304	CD/DVD Storage	-	1	80 /area	80	Worktable; enclosed storage of CDs and DVDs; individually zoned for temperature and humidity control; adjacent or within visitation recording room; card and/or biometric access
3.305	Water Cooler	-	1	6 /area	6	ADA accessible; wall-mounted; amount per code
3.306	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
3.307	Visitor Restroom	1	2	50 /area	100	ADA accessible; gender neutral; baby changing station; locked, opened by visitation officer
3.308	Inmate Restroom	1	2	50 /area	100	ADA accessible; gender neutral; locked, opened by visitation officer
3.309	Lactation Room	1-2	1	50 /area	50	ADA accessible; child changing table; comfortable seating
3.310	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					640	
Grossing Factor					1.25	
Subtotal Gross Square Feet					800	
3.000 Total Interior Net Square Feet					4,660	
3.000 Total Interior Gross Square Feet					6,428	

4.000 Initial Appearance Court

Introduction

At a detainee's first appearance in court, the detainee is arraigned and a bail hearing is conducted. At arraignment, the criminal charges are formally read and the judge conducts a bail hearing, which may either confirm existing bail or establish new bail requirements. The judge may also release a detainee on personal recognizance with conditions of release that are monitored by pretrial release staff (e.g., electronic monitoring, GPS, substance abuse testing, etc.).

At present, in-custody initial appearance proceedings are conducted in a courtroom located within the DCJ on a daily basis, Monday through Friday, excluding holidays. Operationally, it requires that judges, attorneys, clerks, etc., travel to/from the courthouse to the initial appearance courtroom to conduct these proceedings. While this practice eliminates the need to transport detainees outside the jail, it inherently presents a number of safety and security risks, logistical concerns, and requires additional staff.

A key policy and facility planning decision has been made for in-custody first appearance matters to continue to be handled via an initial appearance court located at the DCJ. This approach benefits jail operations by eliminating or reducing the need to escort large numbers of inmates to the county courthouse and then to supervise them in holding cells and in the courtroom. However, it is also envisioned that conducting first appearance and other hearings via video conferencing may occur for those persons housed out of the county (i.e., state prison) or at the hospital. In order to preserve the future option for conducting first appearance and other hearings via video conferencing, the necessary technology infrastructure will be provided.

Operational Program

4.100 Initial Appearance Court

The initial appearance (IA) court will be accessible by members of the public via the public lobby (see section 1.000 Public Lobby), while inmates will access the court through a secure entrance directly from the jail. There should be secure access from the courthouse to the IA courtroom for the Judges and the District Attorney so that they need not pass through the public lobby. If design permits, two separate entrances/exits should be provided: one for judicial and court officials accessing the IA court, and one for the general public and media. The courtroom itself shall be secure to prevent the defendant from escaping.

Initial Appearance Court

Upwards of 40 inmates may appear in court during any scheduled period. This figure includes inmates who are held in the admissions area and those who are housed in reception housing who have not had their first appearance hearing. Only persons having business with the court will be allowed access to the IA courtroom. Members of the public and media may observe court proceedings as described below.

The IA court will be configured like a traditional courtroom in that the judge will work from behind a "bench" that fronts the courtroom. Access to the bench will be through an entrance located behind the bench.

Two podiums, one for use by the district attorney and one for use by the public defender/defense attorney, will be provided from which the respective position will present during a case's processing by the court. These podiums may be incorporated within the workspace identified for each of these functions below. The public defender's podium will be sized for two people to accommodate a public defender/defense attorney and an inmate.

Workspace will be provided for the following positions and functions:

- Court Clerk
- Court Reporter
- Court Aide
- Jail Records Clerk
- District Attorney (Assistant)
- Public Defender/Defense Attorney
- Pretrial Services
- Bailiff

Workspace design and furniture and equipment will be commensurate with assigned responsibilities. Special workspace design considerations include:

1. The court aide's workspace needs to include counter space for the signing of documents by inmates (capacity for electronic signatures), and ready access to the printer.
2. The public defender's workspace requires space for hardcopy files, which includes accommodating a file transport cart.
3. The judge's, district attorney's (podium), public defender's/defense attorney's (podium), and court reporter's workspace will be wired with a microphone that is integrated into the courtroom's sound/audio feed system.

Seating will be provided for defense attorneys and other officials awaiting their case to be heard.

Court Holding

Ideally, the reception housing areas will have a secure door leading from the housing pod directly into the IA courtroom; thus, eliminating the need for specialized court holding. Should that not be feasible, court holding will be made available.

At scheduled times, inmates will be escorted to the court holding area to await their first appearance hearing. Inmates will remain in the court holding area until their case is called and at that time, be escorted into IA court. Once the process is complete, the inmate will be escorted to his/her housing pod or to the inmate waiting area in intake. A utility officer will assist in supervising inmates awaiting a first appearance hearing, escorting inmates to/from IA court, and/or handling, on behalf of the jail, paperwork associated with initial appearance hearings.

There will be two secure group holding rooms and one individual holding room, each having a secure door from the facility side and a secure door from the courtroom side. This will allow for movement of inmates to the IA court without disrupting court proceedings in

progress. Generally, one group holding room will be designated males and one designated females. Depending on demand, secure group holding rooms can be used for either gender; however, not at the same time.

The secure holding rooms will be equipped with bench seating and a stainless-steel toilet/sink combination unit. The secure group holding rooms will hold up to ten seated persons. To the degree possible, secure holding rooms will be designed to minimize disruption to people in the IA court from loud yelling or banging on the door, and minimize communication with individuals in the IA court, while still providing maximum visibility from the bailiffs' work area, and will have capacity to be camera-monitored.

A sallyport connecting the jail and the IA court will provide access to/from the jail facility, and will be used for inmates who have completed their initial appearance and are being returned to the jail.

Public Viewing

Members of the public and media may attend first appearance court upon successfully completing security screening (see section 1.100 Public Lobby). Two spaces will be provided, one designated for general public and one designated for media.

The general public space will have generous glazing into the IA courtroom that will allow unobstructed viewing of IA court proceedings. The IA court proceedings will include a live audio feed into the public viewing area from the IA court. Two-way communication between the public viewing area and IA court will allow the court to hear from victims and/or witnesses, as needed.

Bench seating will be provided, as well as space to accommodate wheelchairs, to be used on a first-come, first-serve basis. On the infrequent occasion the public viewing does not have sufficient seating capacity, overflow seating will be available in the County courthouse via closed circuit television.

The media space will have generous glazing into the IA courtroom that will allow unobstructed viewing of IA court proceedings and a clear view of the defendant. The IA court proceedings will include a live audio feed into the media viewing area from the IA court. Bench seating will be provided, as well as space to accommodate wheelchairs, to be used on a first-come, first-serve basis. In addition, the media viewing area will be configured with the requisite wiring and cabling for recording the camera and audio feeds from the IA court.

Ancillary Initial Appearance Court Spaces

Within the IA Court will be interview rooms, a server room (camera and audio feed), office supply closet, printer/copier work alcove, coat racks, break room, a wall-mounted water fountain, restrooms, and a janitor closet.

Additional Design/Operational Considerations

The IA Court should be acoustically treated to reduce all sound attenuation. The broadcasting of the court proceedings must include equipment that is of the highest technical quality both in terms of audio feeds to the public area of the court as well as for

media feeds. Ceiling-mounted high-resolution cameras and high quality transmission lines and the requisite cabling and video/audio hook-ups must be provided.

Secure holding rooms should be designed to prevent disruption to people in the IA court from loud yelling or banging on doors, and the rooms should be designed to minimize any communication with individuals in the IA court, while still providing maximum visibility from the bailiffs' work area. Areas where inmates have access must be designed and configured to prevent escapes from custody.

Separate entries/exits and circulation paths for members of the public/media and for judges, district attorney, and court personnel should be provided/maintained.

4.000 Initial Appearance Court

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
4.100 INITIAL APPEARANCE COURT						
<i>Initial Appearance Court</i>						
4.101	IA Court Bench - Judge	1	1	150 /area	150	Judge's bench; chair; computer; shelving; telephone; Wi-Fi; access to networked printer/copier/fax/scanner; microphone integrated into audio feed system; requisite fiber optic cabling and transmission lines for video-conferencing - ceiling-mounted high resolution cameras, two-way communication, wall- or ceiling-mounted 55" (or larger) television (associated with 7.000 Intake-Release, and 8.000 Housing - Adult Inmates)
4.102	Podium - District Attorney	1	1	30 /area	30	Microphone integrated into audio feed system
4.103	Podium - Public Defender	1-2	1	40 /area	40	Microphone integrated into audio feed system
4.104	Court Clerk	1	1	80 /wkstn	80	WS-1
4.105	Court Reporter	1	1	80 /wkstn	80	WS-1
4.106	Court Aide	1	1	80 /wkstn	80	WS-1; proximal to networked printer/copier/fax/scanner
4.107	Court Aide - Inmate Side	1-2	1	20 /area	20	Counter space for signing documents; pad for electronic signatures
4.108	Jail Records Clerk	1	1	48 /wkstn	48	WS-3
4.109	District Attorney	1-2	1	80 /area	80	Work table; 2 chairs; Wi-Fi; access to networked printer/copier/fax/scanner
4.110	Public Defender	1-2	1	120 /area	120	Work table; 2 chairs; Wi-Fi; access to networked printer/copier/fax/scanner; file staging and file transport cart parking
4.111	Pretrial Services	1	1	48 /wkstn	48	WS-3
4.112	Bailiff	1-2	1	48 /wkstn	48	WS-3
4.113	Officials' Seating	6	1	10 /pers	60	ADA accessible; gender neutral
<i>Court Holding</i>						
4.114	Secure Holding - Group	1-10	2	150 /area	300	Bench seating, stainless steel toilet/sink unit with privacy screen (ADA accessible); glazed cell front; visible from bailiffs' work area; camera-monitored
4.115	Secure Holding - Individual	1	1	70 /area	70	ADA accessible; bench seating, stainless steel toilet/sink unit with privacy screen; glazed cell front; visible from bailiffs' work area; camera-monitored
4.116	IA Court Sallyport	1-3	1	100 /area	100	Bridges IA Court and secure facility
<i>Public Viewing</i>						
4.117	Public Viewing Room	40	1	10 /pers	400	Bench seating; space for 4 wheelchairs; generous glazing to afford unobstructed viewing of IA court; live audio feed from IA court; two-way communication between public viewing and IA court
4.118	Media Viewing Room	10	1	15 /pers	150	Bench seating; space for 2 wheelchairs; generous glazing to afford unobstructed viewing of IA court and clear view of

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						defendant; live audio feed from IA court; requisite wiring and cabling for recording camera and audio feeds from IA court
<i>Ancillary Initial Appearance Court Space</i>						
4.119	Interview Rooms	2-3	2	80 /area	160	Conference table, chairs; generous glazing
4.120	Camera/Audio Feed Server Room	1-2	1	120 /area	120	WS-3; recording equipment; AV equipment for real time feed; racks for equipment; individually zoned for temperature and humidity control; card and/or biometric access
4.121	Office Supply Storage	-	1	40 /area	40	Shelving
4.122	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins; shredder
4.123	Coat Rack	-	2	10 /area	20	One located behind bench; one located in beverage/snack room
4.124	Beverage/Snack Alcove	1-2	1	60 /area	60	Counter with sink, microwave, coffeemaker; mini-refrigerator; trash receptacle
4.125	Water Cooler	1	1	6 /area	6	ADA accessible; wall-mounted; amount per code
4.126	Restroom	1	2	50 /area	100	ADA accessible; gender neutral
4.127	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					2,525	
Grossing Factor					1.50	
Subtotal Gross Square Feet					3,788	
4.000 Total Interior Net Square Feet					2,525	
4.000 Total Interior Gross Square Feet					3,788	

5.000 Staff Support

Introduction

The primary emphasis of the DCJ facility is to safeguard the public, staff, and inmates while providing social and economic benefits to the citizens of Dane County. However, it is also important that the facility's physical plant and operations recognize the critical role that staff play in delivering quality services, and that appropriate emphasis be placed on addressing staff needs. Training and staff support amenities generally lead to enhanced programming and services, employee morale, increased staff retention, and compliance with standards. The staff support component includes the following functions: staff entrance, roll-call/briefings, training, staff lockers, fitness, and staff dining.

Operational Program

5.100 Staff Entrance

A staff entrance will be provided leading directly into the facility's staff-only areas. Because most of the staff support areas are located outside the secure perimeter, the staff entrance does not have to be a sallyport-type entrance, but rather a weather vestibule. In addition to providing entering and exiting staff with some degree of protection during inclement weather, the weather vestibule will provide for enhanced energy efficiency for the humidity and temperature controlled spaces in this portion of the facility. The exterior door will remain locked at all times to avoid unauthorized entrance. Staff will utilize a card access and/or biometric security system to unlock the door. Electrical outlets and cabling should be provided for the installation of a time clock, located adjacent to the weather vestibule.

The staff support area should be located adjacent to the public lobby (see section 1.000 Public Lobby), where staff will be able to expeditiously pass through the security screening and then access the main pedestrian sallyport described in section 6.000 Security Operations.

5.200 Roll Call/Briefings

There is presently no formal shift roll call or briefing conducted. Staff receives information germane to their work assignments via briefing emails, and review of jail and OIC logs. Should future policies require a formal roll call or briefing for oncoming staff, the training room will be utilized for this purpose.

Prior to reporting for duty, all staff working inside the secure perimeter will successfully pass security screening conducted in the public lobby.

5.300 Training

High quality training for all staff requires a well-developed training program, appropriate space, coordination of internal and external training programs, maintenance of staffs' training records and requirements for certifications, and adequate resources both to provide training and to relieve staff to attend such training.

While the majority of training will likely continue to occur off-site, having the ability to conduct training on-site will be available. The training room will be available for training new staff

and volunteers, and in-service training sessions for officers and other staff members. The room could also be used on a scheduled basis by others and thus, should be easily accessible from the public lobby.

The training room will be designed, furnished and equipped for classroom training, which will contain a podium area with a moveable lectern. The room should have audio and video equipment, with a large display screen, a projector, a VCR/DVD player/recorder, a speaker system, as well as slide and overhead projection capability. The room will also be equipped with bulletin boards for information display, and white boards (for marking) as display aid for presentations. Shelving for literature, training materials, leaflets, and other handouts will be provided. Easily accessible from the training room should be a fully equipped mock cell, and a secure storage closet for larger pieces of training equipment, easel pad stands, screens, mats, audio/visual equipment, additional chairs, etc.

A room adjacent to the training room will contain computer carrels for self-instruction and/or small class instruction, and for staff to check e-mail. This room should be designed with ten computer workstations. In addition, the room should be designed with double doors opening into the training room, so that the computers can be incorporated into a larger overall training program, or the doors can be closed (and locked), and the rooms can be used for separate functions. The computer room should have an additional, separate door that leads directly into the corridor.

Shared office space will be provided for use by the training staff. Storage space is provided for training materials. Maintenance of official personnel training records is a function of the Sheriff's Office – Executive Services.

A small staff break room, a printer/copier work alcove, staff restroom, and vending machines should be located in close proximity to the training room.

A centrally located janitor closet will service the staff training areas, as well as the fitness area and staff locker rooms.

5.400 Staff Lockers

The stress associated with corrections work and the physical requirements for adequate job performance support the need for well-designed space for staff to change into their uniforms, store their weather gear and to shower following an altercation or chemical agent exposure. Male and female locker/changing rooms are provided in the staff support area accessible via the staff entrance corridor, so that staff can deposit their personal belongings prior to going on their shift.

A total of 350 lockers are estimated for the DCJ for use by staff, with the assumption that approximately 125 (35%) of the lockers will be assigned to female staff, and 225 (65%) would be assigned to male staff. Unassigned lockers will be provided for PRN medical and mental health staff, law enforcement staff and authorized visitors to use the facility on a day-use basis, if desired. If the Sheriff's Offices are consolidated with the jail facility in one location/building, then the locker room as described in section 19.000 Dane County Sheriff's Office will be merged with the jail's staff locker rooms.

The doors to the locker rooms should remain locked at all times with card or biometric access for authorized staff only. The men and women's locker/changing rooms should

provide full-sized assigned lockers for facility staff. Five lockers shall remain unassigned in both locker rooms. Each locker will be sized to accommodate gear related to responding to a law enforcement situation, which includes the secure storage of a tactical vest, a long gun as well as a handgun. All lockers should be located close to the shower rooms. The locker rooms will provide benches to facilitate changing. Within the female locker room will be a lactation room.

Adjacent to each male and female locker/changing room is a shower area, with individual stall showers (one shower is ADA accessible) and an outer drying area. Appropriate ventilation and privacy paneling on the door is required for the showers. Located within or immediately adjacent to each shower room is a toilet/sink area providing ADA-accessibility. Each locker room area will be equipped with one wall-mounted hairdryer.

An alcove should be provided in each of the locker rooms to accommodate open cots for staff use during an extended emergency or weather-related incident. Cots designated for this purpose will be stored in a closet accessible from the alcove.¹⁴ Male and female locker/changing rooms should be directly adjacent to and accessible from the fitness room.

A centrally located janitor closet will service the staff locker rooms, as well as the staff training and fitness areas.

5.500 Fitness Area

The fitness room will be sized to accommodate 5-10 persons exercising simultaneously. Design, and furnishings and equipment of this space should provide for cardio-vascular and muscle-toning workouts. Some potential equipment types might include Stairmasters, ellipticals, exercycles, treadmills, Nautilus-type resistance training equipment, free weights, etc. The fitness room should be accessible directly from staff locker rooms.

A door must be provided into the fitness room directly from the hallway. The door should remain locked at all times, with card or biometric access for authorized employees and/or visitors. An additional door from inside the fitness area into the staff locker facilities should be provided, which remains locked at all times, with card or biometric access for DCJ staff.

A centrally located janitor closet will service the fitness area, as well as the staff training and staff locker rooms.

5.600 Staff Dining

Provisions for staff dining are described in section 14.000 Foodservice.

Additional Design/Operational Considerations

For staff support areas, standard office construction can be utilized. Access to restricted areas should be gained via a card access (authorized staff), biometric, or similar type of electronic locking system. All exterior doors should be kept locked at all times, with crash-bar type emergency egress. Doors into the staff-only areas (e.g., from the fitness area) should be kept locked at all times, with access by authorized staff only.

¹⁴ Linens will be obtained from the laundry services on an as-needed basis, and soiled linens returned to laundry services for laundering after each use.

The training room and training office should be wired for closed circuit and cable/satellite TV (these spaces may or may not be equipped with a TV, but should be equipped with appropriate cabling).

All electrical circuits and lighting in the training room should be connected to the facility's emergency power generation system.

The staff-support spaces should all utilize standard commercial construction. The doors to these rooms can utilize standard commercial grade hardware.

The doors leading from the staff only areas of the facility into the secure perimeter should be via a secure sallyport. The sallyport doors are operated only by central control.

The adjoining walls between the male and female locker rooms should not be a structural wall so that it may be easily demolished, if necessary, to reconfigure the size of each locker room to accommodate changes in the overall numbers in male and female staff.

5.000 Staff Support

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
5.100 STAFF ENTRANCE						
5.101	Staff Entrance Weather Vestibule	-	1	60 /area	60	Staff entrance door leading directly into staff-only areas; card or biometric access, weather vestibule, cable and outlets for time clock
Subtotal Net Square Feet					60	
Grossing Factor					1.35	
Subtotal Gross Square Feet					81	
5.200 ROLL CALL/BRIEFINGS						
5.201	No Specialized Space	-	0	0 /area	0	
5.300 TRAINING/LINE-UP ROOM (inside the security perimeter)						
5.301	Staff Training	25	1	25 /pers + 60	685	Adult learning desks or tables; chairs; A/V equipment & screen; dry erase and electronic whiteboards; phone; storage closet; shelving for training materials; lectern; requisite wiring for CCTV & cable/satellite TV
5.302	Mock Cell	1-2	1	80 /cell	80	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; "natural light;" "push-to-exit" call button
5.303	Storage	-	1	150 /area	150	Storage of training equipment/materials
5.304	Computer Lab	10	1	35 /carrel	350	Computer carrels; double doors opening into training/line-up room; separate door into hallway
5.305	FTO/Training Office	1-2	2	96 /office	192	OF-6; offices may be combined into a single space; requisite wiring for CCTV & cable/satellite TV
5.306	Storage	-	1	150 /area	150	Storage of training materials; located within training office
5.307	Break Room	6-8	1	250 /area	250	BR-1
5.308	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; recycling bins; shredder
5.309	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
5.310	Vending Alcove	-	0	0 /area	0	
5.311	Janitor Closet	-	0	0 /area	0	See 5.500 Fitness Area
Subtotal Net Square Feet					2,032	
Grossing Factor					1.35	
Subtotal Gross Square Feet					2,743	
5.400 STAFF LOCKERS						
5.401	Male Locker/ Changing Rooms - Assigned Lockers	220	1	10 /locker	2,200	Full-size lockers wide enough for hangers with built-in secure gun lockers; sized and configured to accommodate LE gear; changing space; benches; proximal to staff entrance; accessible from fitness room

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
5.402	Male Locker/ Changing Rooms - Unassigned Lockers	5	1	10 /locker	50	Full-size lockers wide enough for hangers with built-in secure gun lockers; sized and configured to accommodate LE gear; changing space; benches; proximal to staff entrance; accessible from fitness room
5.403	Female Locker/ Changing Rooms - Assigned Lockers	120	1	10 /locker	1,200	Full-size lockers wide enough for hangers with built-in secure gun lockers; sized and configured to accommodate LE gear; changing space; benches; proximal to staff entrance; accessible from fitness room
5.404	Female Locker/ Changing Rooms - Unassigned Lockers	5	1	10 /locker	50	Full-size lockers wide enough for hangers with built-in secure gun lockers; sized and configured to accommodate LE gear; changing space; benches; proximal to staff entrance; accessible from fitness room
5.405	Lactation Room	1-2	1	50 /room	50	ADA accessible; child changing table; comfortable seating; accessible from within the female locker room
5.406	Shower Rooms	5	2	40 /shwr +10	420	One designated males; one designated females; shower stall with drying area; ADA shower is 50 sf; accessible from respective locker room
5.407	Toilet/Sink Area	5	2	50 /toilet & sink +10	580	One designated males; one designated females; 5 toilets (urinals may be substituted for male bathroom per code, and adequate door clearance from edge of water closet), 4 sinks, and 1 ADA toilet and sink at 60 sf; wall-mounted hair dryer; accessible from respective locker room
5.408	Sleeping Alcove	5	2	35 /cot +40	430	One designated males; one designated females; includes cot storage closet; accessible from respective sleeping alcove
5.409	Janitor Closet	-	0	0 /area	0	See 5.500 Fitness Area
Subtotal Net Square Feet					4,980	
Grossing Factor					1.35	
Subtotal Gross Square Feet					6,723	
5.000		Total Interior Net Square Feet			7,072	
5.000		Total Interior Gross Square Feet			9,547	

6.000 Security Operations

Introduction

The mission of security operations is to provide for the safety and security of all staff, visitors, and inmates in the entire facility, and thus facilitate orderly operations and programming. This section includes perimeter security and entrances and exits through pedestrian sallyports; management of vehicle access for the purpose of admissions, inmate transfer/transport and the delivery of supplies and food; the operation of the central control room; keys; security and safety communications and surveillance; fire safety; and emergency response. Administrative space for security operations personnel is located in this component. Although the vehicle sallyport is a significant operational subcomponent of the security operations section, the functionality of this section is described in section 7.000 Intake-Release.

Breeches in the perimeter will be limited as much possible to ensure all persons entering and exiting the facility perimeter are accounted for and visually identified. To the degree feasible, these breeches should be limited to the main pedestrian sallyport, the vehicle sallyport, the service sallyport, and an additional entrance from the staff support areas into the secure perimeter, preferably via the main sallyport accessed from the public lobby. Card access and/or biometric means of identification will be provided at each access point to properly document all persons inside the facility.

Components of the security operations section are located within the interstitial space of the facility's secure perimeter with the exception of the security and SERT offices, which will be located adjacent to each other within the secure perimeter. The interstitial space includes areas such as central control, key storage, and the armory, which are neither within the secure perimeter nor outside of the secure perimeter; rather are within a stand-alone secure perimeter that bridges the two. No unauthorized staff or persons will be located in these areas unless for official business.

Investigations involving alleged criminal activity by inmates or internal investigations involving alleged staff misconduct are a part of detention facility operations. Investigators will utilize interview rooms located throughout the facility to conduct individual inmate interviews. Staff interviews may be conducted in interview rooms located within the administrative component or other to-be-determined location within the Sheriff's Office. Evidence¹⁵ shall be processed, handled and stored in accordance with established DCSO procedures.

Typically, security equipment such as keys, radios, and personal alarms will be located at each post and transferred between staff during shift changes. Utility staff, whose post is not at a fixed location, will obtain these security items from the security office or an electronic key control system located in this component.

¹⁵ Items that may be required for prosecution, or other controlled items that should be secured (e.g., weapons or drugs).

Operational Description

6.100 Main Pedestrian Sallyport

The main pedestrian sallyport is the primary entrance into the secure perimeter of the facility by staff, visitors, and other non-facility staff. All persons requesting entry into the secure perimeter must first successfully pass security screening, which is conducted in the public lobby (see section 1.000 Public Lobby). Everyone who has successfully passed security screening in the public lobby (e.g., staff, professional visitor, and volunteer) and entering the secure perimeter will pass through this sallyport. Before entry into the secure perimeter is authorized, staff and visitors will secure any weapons or ammunition in the weapons lockers located on the non-secure public lobby side of the main pedestrian sallyport (prior to security screening). Visitors to the facility administration office will be directed to this location by the public reception staff and will not enter the main pedestrian sallyport.

The main pedestrian sallyport will contain two doors. The outer door leads to the public lobby, while the inner door leads to the secure central spine of the facility. Central control will operate both doors. Access to and egress from the main pedestrian sallyport doors will be controlled by central control once verification of authorized entry/exit is made. An intercom (with appropriate signage) located on each side of the inner door will allow communication between people requesting entrance/exit to the main pedestrian sallyport and central control staff.

6.200 Security Offices

All security operations staff will be managed from a single location within the facility near central control. It will be set up in a suite style, with a common area, distinct spaces for shift sergeants. This space will function as the administration space for the security/housing operations component.

A shared office area with workstations will be provided and sized for four shift supervisors (sergeants) to work in the area at one time (though typically only two may be on shift at any given time). Space will be provided for lockable file cabinets so that each supervisor can be assigned an individual cabinet to store confidential documentation. Although the workstations may be shared, it should provide sufficient privacy for conducting staff coaching sessions.

A secure room with card and/or biometric access is provided where the recordings from cameras, the monitoring equipment, and/or live interviews may be reviewed and/or viewed/monitored. Within this room is a workstation from which supervisors can review use of force incidents, staffs' completion of wellbeing tours, etc.

Since the security operations suite will also be the initial area for coordinating a response to an incident occurring within the facility, a conference room is provided. It is here that initial directions and responses will be issued and coordinated. The official incident command center will be located in the facility administration's conference room (see section 2.000 Administration). Adequate pinup space for floor plans of the facility and wall-mounted writing surface should be provided. As such, a conference table with seating will be provided in this area. Additionally, the room must have multiple phone lines at various locations (to enhance uninterrupted communication), computer terminals with access to security and life safety information, fire alarm enunciator panels and be capable of supporting audio/visual

presentation and have adequate counter space for radio chargers. This area may also be used for meetings, small training groups, etc.

A secure records storage room will be located within the security operations suite for the retention of operation-related records, e.g., incident reports, shift commander reports, operations logs, etc.

The security office suite will include a work alcove containing a networked printer/copy/fax/scanner unit and Teletype and built-in shelving for forms and supplies.

Within security offices will be an office supply closet, a shared staff restroom, and a janitor closet.

6.300 Central Control

Central control is the focal point of daily facility operations by providing entry/exit access of the secure perimeter, exterior doors, and other high security doors and monitoring activities via camera throughout the facility. Central control will be located within its own security zone of the facility, and access into this area is strictly limited to authorized personnel.

Access to central control will be via a sallyport to further enhance security and minimize breaches of the core security systems operations. There should be very limited access into the central control sallyport other than during shift change or during emergency situations. The central control sallyport will contain two doors. The outer door leads to the secure central spine of the facility, while the inner door leads into central control. Central control will operate both doors. Access to and egress from the central control sallyport doors will be via electronic release by central control once verification of authorized entry/exit is made. An intercom (with appropriate signage) located on each side of the inner door will allow communication between people requesting entrance/exit to the central control sallyport and central control staff. CCTV cameras will be situated such that central control may view people entering/exiting the central control sallyport.

Central control will be laid out to provide easy maneuvering for the benefit of the assigned staffs' activities. Because central control will be a crucial and highly specialized 24-hour operation with specialized technological equipment, a separate HVAC system should be provided to ensure appropriate temperatures and uninterrupted climate control.

Activities within central control include:

- observation and control of all perimeter doors/exits (pedestrian and vehicle);
- monitoring of life safety and security alarm systems;
- control of internal movement into and out of major zones within the jail;
- making public address system announcements;
- maintaining radio communications and base station for internal transmissions and facility-based transports;
- monitoring of cameras throughout the DCJ;
- control of all secure perimeter sallyports; and
- ability to assume command of all locking doors within the facility, particularly in emergency situations.

The elevators shall no longer be operated solely by central control. While the elevators shall be self-operated by staff and inmates, central control will retain the ability to take over control and operate the elevators.

Central control will be staffed by at least one operator at all times, with an additional one to two operators assigned during periods of increased activity. Given the number of functions occurring in central control, the interior layout and counter designs must be provided in concert with the complete understanding of the full range of functions and design of security systems. Three redundant workstations, each having door control and communication capabilities must be provided to allow a second staff person to operate the necessary equipment during busy periods, restroom breaks, etc. The control consoles must be ergonomically designed, as staff will be assigned to this post for extended periods. The consoles should allow the operator to electronically control the actual height of the console to allow operation from either a standing or sitting position.

Counter space will include an area directly accessible by the control room operator for a security management system computer and printer, fire alarm system computer, and local area network computer. Monitoring of fire alarm, smoke and thermal detection, public address, radio and other mechanical and electrical systems is a key responsibility of staff assigned to central control. Adequate wall space for shelves must be provided for the fire alarm panels.

Central control must have excellent direct visibility of the main pedestrian sallyport so that positive identification of all persons entering and exiting the secure portion of the facility can be made. All persons who enter the facility are required to display proper identification (e.g., uniform, DCJ- or DCSO-issued identification or temporary pass with authorized escort staff). A card and/or biometric means of documenting all persons within the secure perimeter will be provided at all entry/exit points to ensure positive identification and an accounting of all persons in the facility. This security measure is not intended to authorize access into and out of the facility; rather it is a means of documenting persons physically in the perimeter. In the event of an emergency, central control will be able to print a list of all persons within the secure perimeter.

Positive identification of persons entering other pedestrian access points may be by remote, continuous-view CCTV; cameras and monitors will be in color to enhance visibility. CCTV will be event-activated with surveillance of key perimeter points. Care must be taken to avoid creating banks of monitors that are difficult to observe properly.

Secure pass- and talk-throughs will facilitate communication between people inside and outside central control, as well as allowing for the passage of papers, radios, and other items. The pass-/talk-throughs will allow for two-way communication with hands-free or remote activation, but should minimize extraneous noise that should not be carried into central control.

Digital recording will be provided for all cameras as required through a network to avoid stacks of recorders and to enhance later review of the recordings. Placement of all other cameras should be limited to those areas that are not under direct visual inspection by facility security staff, and/or high activity levels (e.g., recreation yards) with manual and event-activated monitoring and/or recording capabilities.

Specialized fire suppression systems should be provided in central control. Security panels and equipment must be selected with care to ensure durability. If allowed by code, a “dry” sprinkler type system should be selected over a wet system to minimize the potential of rendering the security system, equipment consoles, or computers inoperable because of water damage.

To support the self-sufficiency of the central control area, a staff restroom and a small beverage counter will be provided in this area to minimize staff traffic and changes in personnel accountability in central control. A beverage counter will have space for a coffeemaker, sink, small refrigerator, microwave, and cabinetry for condiments and napkins, utensils, etc.

An equipment room, adequately sized to house electronic equipment, an uninterrupted power source (UPS) that prevents interruption of electrical current, and computers will be installed adjacent to central control with card and/or biometric access for authorized staff or access provided by central control once identity of the person and authorization to enter is verified. In addition, this room will be accessible directly from central control. A special ventilation system may be needed for the equipment room. Appropriate grounding is required in this area to minimize the potential for the electronics to be impacted by static electricity build up.

Central control must be on the same level as the main circulation spine.

Within central control will be a janitor closet.

6.400 Cell Entry Team

Space will be provided for the Cell Entry Team (CET) to store and don their equipment and to prepare response plans in cases of emergencies. This area is located within the facility perimeter, but to the degree feasible, this area should be easily accessible from the staff support section, and in particular, the staff locker rooms.

The CET area will be an open area, or muster room. This is the primary location where staff will plan their tactical responses, and to write reports following an incident. White boards and bulletin boards should be located on the walls to aid the planning efforts. Shelving will be provided for storing architectural drawings, keying schedules and security systems specifications. Two computer workstations will be located in an alcove, with additional data lines and power receptacles available in the room for the use of additional computers, when needed.

Staff will change into one of the CET uniforms maintained by the department prior to responding to the incident. Two changing alcoves with benches and storage hooks/cubicles, one designated males and one designated females, will be available for changing into CET uniforms. Because of the varying sizes of staff who may respond to a given incident, an inventory of two sets of four-to-five CET uniforms of each size will be maintained so that there will be a clean set available while the other set is being laundered. Staff will change back into their duty uniforms following a response incident, depositing the soiled CET uniform in the soiled laundry cart. Soiled CET uniforms will be cleaned in the DCJ laundry facilities. Staff may change their clothes in the staff locker room or staff restroom. The staff restroom will be equipped with a shower and ventilation to the facility exterior to allow decontamination to occur if necessary. The shower will not require

additional space; rather it will be a showerhead within the restroom with appropriate drainage and eyewash station.

Equipment such as tactical vests, riot helmets, self-contained breathing apparatuses, and riot shields will be stored in the CET equipment room accessible from the muster room. This room will be equipped with a combination of shelving and cabinetry for storing various items. Some open space is required for storing riot shields. Oleoresin capsicum (OC) and Tasers may be stored here in addition to the armory and should be stored in an area that maximizes ventilation to the outside to avoid contamination of the area.

A beverage station equipped with a coffee maker, water cooler, microwave and half-height refrigerator are provided.

6.500 Armory

The armory will be a specially designed room located outside the secure perimeter within its own security zone and adjacent to the key room and central control. The armory should remain locked at all times, with a two-step access procedure (e.g., card access, pin codes, biometrics, etc.). Access to the armory will be via a sallyport, with the outer door being activated by central control after verifying the person's authority to enter, and the inner door operated by authorized personnel with key or card access and/or biometric access. Ideally, the armory door will be directly visible from central control.

The armory is for storage of the jail's firearms, ammunition, chemical agents, additional OC products, and other arsenal items. Additionally, all non-lethal weapons and emergency response equipment will be stored in the cell entry team area described above (see subsection 6.400 Cell Entry Team).

The armory requires special ventilation and humidity control, and should be equipped with smoke and fire detectors. This room should be equipped with shelving for non-lethal weapons, racks for secure storage and retrieval of the equipment. A work surface should be provided for routine cleaning and maintenance of the equipment. Adequately ventilated and secure space should be provided for chemical storage. A workstation will be located in this area for inventory and issuance.

Within the armory will be a staff restroom, utility sink, eyewash station, and chemical shower, all of which may be shared with the key storage/shop described below (see subsection 6.600 Key Storage/Shop).

6.600 Key Storage/Shop

A key storage/shop will be located outside the secure perimeter adjacent to the armory within a shared security zone. The key storage/shop should remain locked at all times, with a two-step access procedure. Access to the key storage/shop will be via a sallyport shared with the Armory, with the outer door being activated by central control after verifying the person's authority to enter, and the inner door operated by authorized personnel with key or card access and/or biometric access. Ideally, the key storage/shop door will be directly visible from central control.

The key storage room will be equipped to perform basic locksmith functions, i.e., cut new keys, repair locks, etc. The key storage/shop will have adequate counter space for a

computer and for key cutting machines for high security keys (other than paracentric) and commercial security keys. The counter space will also be used to conduct regular inventories of keys. Shelving will be provided for storing notebooks and key manufacturer information and data/cut sheets.

General use and emergency key rings will be well marked and stored on wall-mounted pegboards. Master keys and key blanks will be stored in a secure key cabinet with access via emergency key box or by the shift supervisor or key coordinator.

Generally, keys will be passed from shift to shift at assigned posts. Staff will be expected to inventory the keys prior to accepting control of the post. Keys may also be accessed in select strategically located electronic key control systems for utility or other staff that may not work 24/7 posts. Emergency keys will be issued from master control.

Within the key storage/shop will be a staff restroom, utility sink, and eyewash station, all of which will be shared with the armory described above (see subsection 6.500 Armory).

Additional Design/Operational Considerations

The central control components are the most secure areas within the facility. Central control will utilize extensive security construction, hardware, equipment, and technology. It will be designed with appropriate access control and monitoring capability. All transparent glazing in central control will be attack and ballistic resistant and with an interior polycarbonate layer or other substance to prevent spalling¹⁶. The configuration and physical layout of central control should minimize staff fatigue through environmental conditioning and ergonomics. All operator controls will be passive by design. This means that an operator's attention will be called to control or monitor a particular location only during a change state, such as when a secure door becomes unsecured an audible enunciation and visual cue occurs. In addition, automation will be used whenever practical, and within limits of acceptable security practices, thereby minimizing operator actions for internal (within the secure perimeter) building movement of staff.

Security systems should be selected based on appropriateness to the intended function, maintenance history, availability, and initial cost. Proprietary products and/or software should be limited. The use of standard off-the-shelf commercial products will maximize competitive procurement of the initial system, and minimize life cycle costs. Replacement and spare parts should be included with the initial purchase of security equipment to avoid future unavailability of these parts, if they become obsolete as technology becomes more sophisticated.

The storage areas designated for weapons and chemical agents require special ventilation and humidity control, and should be equipped with smoke and fire detectors.

All electrical circuits and lighting in these areas of the facility should be connected to the facility's emergency power generation system.

¹⁶ Spalling occurs when the impact of glazing or other substances that could shatter could result in projectiles that may impale staff working behind these areas.

6.000 Security Operations

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
6.100 MAIN PEDESTRIAN SALLYPORT						
6.101	Main Pedestrian Sallyport	1-10	1	200 /area	200	Doors leading to into the secure perimeter from the staff area and the public lobby
Subtotal Net Square Feet					200	
Grossing Factor					1.45	
Subtotal Gross Square Feet					290	
6.200 SECURITY OFFICES						
6.201	Shift Commander	4	1	80 /wkstn	320	One office shared by 4 people; 4 WS-1; securable file storage
6.202	Scheduler	1	1	80 /area	80	WS-1
6.203	Recording Viewing Room	1-3	1	150 /area	150	WS-3; racks for equipment; recording equipment; AV equipment including real time viewing, large screen monitor and speakers; requisite wiring, two-way communication with live interview location, table and 3 loose chairs; individually zoned for temperature and humidity control; card and/or biometric access
6.204	Conference Room	8-12	1	300 /area	300	CF-2; initial incident response coordination; pin-up space; wall-mounted writing surface; multiple phone lines; computer terminals; audio/visual equipment; fire alarm enunciator panels; counter space for radio chargers
6.205	Secure File Storage	-	1	80 /area	80	Shelving
6.206	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins; teletype
6.207	Office Supply Closet	-	1	40 /area	40	Secure storage; near printer/copier alcove
6.208	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
6.209	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					1,135	
Grossing Factor					1.25	
Subtotal Gross Square Feet					1,419	
6.300 CENTRAL CONTROL						
6.301	Central Control Sallyport	1-4	1	60 /area	60	CCTV
6.302	Central Control Room	1-3	1	300 /area	300	Includes 3 redundant security monitoring systems, alarm centers, intercoms, door controls, etc.; counter space for updating records/logs and personal alarm equipment, CCTV system, digital recording; wall space for shelving (fire alarm panels);

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						spare radios & chargers; public address; talk- and pass-through; separate HVAC system; specialized fire suppression system in central control; ergonomic design, electronic console height control; visibility into main pedestrian sallyport
6.303	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
6.304	Beverage Station	-	1	25 /area	25	Coffee maker, water cooler; microwave; half-height refrigerator.
6.305	Electronics Equipment Room	-	1	200 /area	200	Alarm switching equipment, power supplies, surge protectors, etc.; adjacent to central control; card and/or biometric access or by central control; direct access from central control; special ventilation; appropriate grounding
6.306	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					675	
Grossing Factor					1.45	
Subtotal Gross Square Feet					979	
6.400 CELL ENTRY TEAM (CET)						
6.401	CET Muster Room	4-10	1	350 /area	350	Conference seating for 10; wall mounted white boards and bulletin boards; storage for facility plans; additional data lines and power receptacles
6.402	Computer Alcove	1-2	1	100 /area	100	2 WS-3; Data lines and power receptacles
6.403	Changing Alcove	2-4	2	100 /area	200	Private; storage hooks/cubicles; one designated males; one designated females
6.404	CET Uniform Storage Alcove	-	1	100 /area	100	Soiled laundry carts; hanging racks for clean uniforms by size
6.405	Staff Restroom & Shower	1	1	50 /area	50	ADA accessible; gender neutral; shower head located in corner; ample drainage with sloped flooring; ventilation; eyewash station
6.406	CET Equipment Room	-	1	150 /area	150	Cubicles, shelving and cabinetry OC, Tasers, etc.; hooks for hanging gear; open space for shields; ventilation
6.407	Beverage Station	-	1	25 /area	25	Coffee maker, water cooler; microwave; half-height refrigerator
Subtotal Net Square Feet					975	
Grossing Factor					1.45	
Subtotal Gross Square Feet					1,414	
6.500 ARMORY						
6.501	Armory/Key Sallyport	1-2	1	80 /area	80	Security zone; two-step access procedure; visibility from central control; shared with 6.600 Key Storage/Shop
6.502	Weapons Storage / Workroom	-	1	200 /area	200	Two-step access procedure (e.g., card access, pin codes, biometrics); shelving,

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						racks and storage of chemical agents; non-lethal weapons; secure lethal weapons storage; work surface; special ventilation and humidity control; smoke and fire detection; WS-3; located adjacent to key storage/shop and central control
6.503	Staff Restroom	1	1	50 /area	50	ADA accessible; shared with 6.600 Key Storage/Shop
6.504	Utility Sink	-	1	20 /area	20	Shared with 6.600 Key Storage/Shop
6.505	Eyewash Station	-	1	20 /area	20	Shared with 6.600 Key Storage/Shop
6.506	Chemical Shower	1	1	40 /area	40	Shower with drying/dressing area; floor drains in both shower and dressing area
Subtotal Net Square Feet					410	
Grossing Factor					1.45	
Subtotal Gross Square Feet					595	
6.600 KEY STORAGE/SHOP						
6.601	Armory/Key Sallyport		0	0 /area	0	Associated with 6.500 Armory
6.602	Key/Locksmith Room	1-2	1	200 /area	200	Master key and blank key secure cabinetry; work table and stool; computer; key cutting machine; shelving; wall-mounted pegboards; located adjacent to armory
6.603	Staff Restroom	-	0	0 /area	0	Associated with 6.500 Armory
6.604	Utility Sink	-	0	0 /area	0	Associated with 6.500 Armory
6.605	Eyewash Station	-	0	0 /area	0	Associated with 6.500 Armory
Subtotal Net Square Feet					200	
Grossing Factor					1.45	
Subtotal Gross Square Feet					290	
6.000 Total Interior Net Square Feet					3,595	
6.000 Total Interior Gross Square Feet					4,986	

7.000 Intake/Release

Introduction

The Intake/Release component includes the law enforcement processing, initial assessment, booking, property, short-term holding, release for bail or from custody, transportation for courts or other reasons, and release/transfer to other areas of the facility. Thorough admissions processing is a critical component of jail operations; it is at this point that decisions are made regarding the legality of the commitment authority and, on the other end, the point at which decisions are made regarding the lawful authority to release individuals from custody.

The various populations managed in this area suggest that the design accommodate the range of holding requirements, from open waiting for the majority of inmates who will behave in accordance with the rules and regulations, to the most secure holding for those who exhibit irrational and dangerous behavior. In both cases, the environment should support reduced tension and create a calm, orderly, and secure process.

A vehicle sallyport is required for processing new arrestees and for receiving or transporting inmates from/to other facilities, including intra-agency transfers and the Department of Corrections. This enclosed sallyport provides security while inmates are being loaded/unloaded into security vehicles. To the degree feasible, a shared vehicle sallyport should be considered. Because the space for processing new arrestees does not accommodate inmate transportation, transport staging space will therefore be required. Immediate access from the transport staging area to the vehicle sallyport is paramount to minimize movement throughout the facility.

All new arrests will be processed through the intake-release area. Routine admissions and releases will involve new admissions, release from custody, transfer to other facilities, court appearances, medical appointments, etc. The facility rarely knows in advance when new inmates will be brought into the facility. The population data indicates a need to operate intake-release on a 24-hour/7-day per week basis. Regardless, inmates should be fully processed through intake procedures prior to being moved or housed beyond intake. Most inmates will be processed through this area in a two-hour time frame. While going through processing, these inmates will be given time (up to eight hours) to attempt to secure bail, and then will be taken to reception housing for classification and further processing.

Two health care screenings are conducted – a pre-receiving health screening and an intake health screening. The provision of health care services begins immediately in the form of an initial pre-receiving health (medical and mental health) screening window, which occurs outside the arrest processing area within the vehicle sallyport of the facility and continues until transfer to another facility or release into the community. It is anticipated that health care emergencies at intake will be rare; this will be accomplished by completing a pre-receiving health screening. This brief pre-receiving health screening will help to divert arrestees who are suffering from an acute or emergent medical or mental health condition requiring referral to a hospital. It also serves to proactively alert health care staff of any issues that they may face in the event that the arrestee is committed into custody.

The pre-receiving screening will be performed prior to the inmate being received in the facility, and the intake health care screening will be conducted in the arrest processing area. The pre-receiving screening process is conducted and completed jointly by the receiving

officer and arresting officer, observing and questioning an inmate about emergent health care issues.¹⁷ This screening is designed primarily to determine whether the arrestee should be admitted into the facility. The inmate will also be further screened at booking by health care staff including medical and mental history that identifies any current medical or mental health issues.

Inmate records management is a critical operational function, and records must be safeguarded to minimize the possibility of theft, loss, or destruction as well as unauthorized and improper disclosure of information. A central record file is maintained on each inmate, including commitment records, initial intake information, case information, release forms, program rules, etc., while case management and clinical staff maintain separate ongoing clinical records for inmates on their caseloads. Accessibility to central records from the intake-release area is critically important. Central records will be located in a secure location within the intake-release area.

To maximize the flexibility of use of the area, a number of different types of waiting areas are described herein. These areas can be used interchangeably for new intakes, for releases, and for court transports, depending on what the need is for each different group. However, no single space should be utilized for more than one group at a time, and at no time can incoming inmates come into contact with outgoing inmates. The different waiting areas include open waiting for 50, secure holding for 4, inebriated holding for 12, crisis cells for 2, and release open waiting for 10. Altogether, this area has the potential to hold 78 people.

The property storage area includes the holding area where inmate clothing and personal effects are collected and jail uniforms issued. A vault or secure room will be included for the holding of valuables. Every effort will be made to have family members take home as much personal belongings as possible, to minimize the storage needs.

Operational Program

7.100 Vehicle Sallyport

Transport vehicles, law enforcement vehicles, jail vehicles and emergency vehicles will enter the secure perimeter through the enclosed vehicle sallyport. The vehicle sallyport should be configured to accommodate both new admissions and routine and emergency transports. New admissions will be processed into the intake-release area; inmates undergoing transport will be processed into the transportation/conveyance area described below.

Authorized vehicles will approach the vehicle sallyport gates, at which point they pass onto a vehicle detector device that will automatically activate a camera, which in turn will show the vehicle and alert intake staff to its presence. Intake staff may confer with the driver and the driver with intake staff through the use of a weather-protected, pole-mounted two-way intercom/CCTV camera situated at an appropriate height and location to enable intake staff to view the driver and to verbally communicate without the driver needing to leave the vehicle.

¹⁷ The pre-receiving screening consists of a small number of questions and observations.

The covered and enclosed vehicle sallyport will have three lanes (including one drive-by lane, one drop-off lane, and sufficient parking spaces for 10 vehicles, e.g., 12-person van-sized vehicles). A temperature protected hose bib will be provided for the spray washing of vehicles. Outside the vehicle sallyport will be weather protected, pole-mounted intercom/CCTV cameras situated at an appropriate height and location to view the driver outside of and inside the vehicle sallyport, and leaving the sallyport. Additional cameras will be placed inside the sallyport. In these cases, either pan/tilt/zoom cameras will be required or two cameras will be required to monitor standard sized vehicles and buses.

The vehicle sallyport is equipped with two interlocking, motor driven, roll-up doors or hydraulic bi-fold doors, controlled by intake staff. Once intake staff authorizes the vehicle to enter the vehicle sallyport, the gates will be opened remotely and the vehicle will proceed into the vehicle sallyport and park in one of 10 angled parking spaces on the building side of the vehicle sallyport. Cameras must be located inside the vehicle sallyport facing the inside of the doors, and can be supplemented by electronic eyes on the inside of the entry door and the outside of the exit door, to ensure that the doors and vehicles are not damaged by premature closing by intake staff. The height and width of doors are sized to accommodate clearance for a passenger bus. The height and width of the travel lane must accommodate the size of standard emergency response vehicles. It is anticipated that fire trucks will access the facility from the rear of the building. However, in case of extreme emergency conditions, a tour bus-sized vehicle might be utilized for the emergency transport of inmates into or out of the facility. The doors should be sized with sufficient clearance height and width for this type of larger vehicle. Arrestees/Inmates are not expected to be in the vehicle sallyport without law enforcement or detention center escort. However, for security purposes and weather protection, the vehicle sallyport should be completely enclosed and properly ventilated.

In addition to the vehicle entrance, the vehicle sallyport will be accessible via a pedestrian entrance/exit. Intake staff, with backup by central control, will remotely control access to and egress from the vehicle sallyport through the pedestrian door, and/or via card access or biometric means (authorized staff only). An intercom (with appropriate signage) located on each side of the door will allow communication between people requesting entrance/exit to the vehicle sallyport and intake staff. CCTV cameras will be situated such that intake staff may view people entering/exiting the vehicle sallyport via the pedestrian entrance.

Weapons will not be permitted into the intake-release area, and thus must be secured prior to entry. Prior to entering either the intake or transport pedestrian sallyport, all weapons will be properly stored. Law enforcement officers will secure all weapons either inside their vehicle's trunk compartment or for those officers whose vehicle does not have a trunk, the vehicle sallyport will include individually keyed, wall-mounted gun lockers for the deposit of officers' weapons (lockers will be located with proximity to the intake-release and transport sallyports). In addition, a secure shotgun rack will be provided. The officer will secure the arrestee/inmate, then deposit his/her weapon in an individual weapon locker, and remove and retain the key with him/her until departing the facility.

Once the arrestee/inmate is properly secured and the officer's weapon properly stored, the law enforcement or transport official will activate a button that alerts intake staff who will direct the officer to the pre-receiving health screening window that is accessible from the vehicle sallyport or to open the door leading into either the intake pedestrian sallyport (see subsection 7.200 Arrest Processing) or the transport pedestrian sallyport (see subsection 7.500 Transportation). A camera is situated at this point to allow intake staff to view the

perimeter door prior to opening it. Egress from the facility will typically occur in reverse of the above process.

In case the arrestee had to be subdued with OC (or similar chemical) during the arrest, there will be a hand/eyewash station with an adjacent wall-mounted hand dryer/blower near the hose bib within the enclosed vehicle sallyport. The arrestee will be permitted to wash his/her hands and face at this location prior to entry into the facility. In addition, a decontamination shower and changing area will be available for use within or accessible from the vehicle sallyport.

All arrestees will be subject to a pre-receiving health screening completed jointly by the receiving officer and the arresting officer in the law enforcement area of intake. If there are any questions about the fitness of the detainee to be accepted into the facility, the officers will consult with the receiving nurse or social worker.

This screening is designed primarily to determine whether the arrestee should be admitted into the facility. Health care staff will decide at this point whether the physical/medical condition of the arrestee is satisfactory to accept admission. If not, the arresting officer will be directed to take the arrestee to the nearest emergency room for medical attention. A more detailed health screening will occur during the intake receiving process described below.

At this point, if the arrestee is cleared for acceptance into the facility and has prescription medications, the health care staff will collect and secure the arrestee's medication. Seating will be available near the pre-receiving health screening window for arrestees waiting to be screened by health care staff.

7.200 Arrest Processing

Intake Pedestrian Sallyport

Once the arrestee has cleared pre-receiving health care screening, the officer and arrestee will proceed to the intake pedestrian sallyport, which will contain three doors. One door will provide entry into and exit from the vehicle sallyport into the intake pedestrian sallyport; within the intake pedestrian sallyport one door will lead into the arrest processing area and the second door will lead into the intake-release area. Intake staff will operate the outer door, leading from the vehicle sallyport into the intake pedestrian sallyport, upon verification that the person is authorized entry/exit. Access to and egress from the inner doors of the intake pedestrian sallyport will be via remote electronic release controlled by intake and/or central control when an intake officer is not available, and once visual verification of authorized entry/exit is made. An intercom (with appropriate signage) located on each side of the inner door will allow communication between people requesting entrance/exit to the intake pedestrian sallyport and intake staff. CCTV cameras will be situated such that both intake staff and/or central control may view people entering/exiting the intake pedestrian sallyport.

As the arrestee is brought into the intake pedestrian sallyport, the intake officer will complete a preliminary pat search. The preliminary search is designed to locate and remove any contraband (e.g., drugs, weapons). Contraband and/or weapons will be turned over to the arresting officer for disposition. When there is reasonable belief an arrestee possesses

contraband, they may be subject to a strip search. Within the intake pedestrian sallyport will be strip search alcove, which provides requisite privacy.

The intake pedestrian sallyport should be large enough to accommodate six arrestees (seated on a bench having a cuff lock bar, used only when necessary) awaiting preliminary search (pat) with an area designed to conduct a pat search. Wall-mounted padding will be located on the wall where the search will be conducted. This will prevent major injuries should the inmate have to be subdued during the search process.

Arresting Officer Work Area

A work area for arresting officers is provided, accessible directly from the intake pedestrian sallyport. The arresting officer work area consists of verification of the arrestee's identity, pre-booking processing functions, data entry, and property removal.

The arresting officer work area will serve as an adjunct to the intake pedestrian sallyport leading from the vehicle sallyport or interstitial space whereby the arrestee is within the secure perimeter but still under the control and authority of the arresting agency. Arrestees remain in the custody of the arresting officer during this process. At no time will an arrestee be left unattended in the arrest processing area. Since the arrestees may be in an agitated state upon admission, the area should be free of sharp edges or other potentially injurious furnishings and fixtures. Additionally, cameras should be located throughout this area for recording of activities in emergency situations.

This practice allows the law enforcement officer to return to the street more quickly, and to minimize traffic into the intake-release area. The work area includes space for law enforcement officers to electronically write their reports and complete any necessary additional paperwork relating to the arrest, as well as an interview room and a breath alcohol testing room. Data entered into the system should automatically populate the jail management system.

Upon entering this area, the arresting officer will approach the pre-admission transaction window, which provides efficient communication between the arresting officer and intake staff. It is at this window that the arrestee will be subject to the Fast ID¹⁸ identification system whereby officers can determine if the arrestee is known to the Wisconsin AFIS index finger database system. A corresponding workstation/office will be located on the intake-release side of the window and shall contain the necessary furnishings and equipment to complete the identified task.

In some cases, an arrestee is brought to the DCJ on an outstanding arrest warrant. Dane County is the central repository for all warrants issued throughout the County. Warrants are issued and processed on a 24-hour/7-day basis. Individuals arrested as a result of an active arrest warrant will be processed through the arrest processing area. The warrants transaction window is where the arresting officer shall execute the warrant (see subsection 7.300 Intake-Release Processing).

¹⁸ Fast ID use biometric technology to capture the index fingerprints of a person to provide real-time identification of an arrested person who is in the Wisconsin AFIS index finger database. The system does not query the FBI's AFIS or other databases. Source: <https://wilenet.org/html/cib/manuals-forms/manuals/Ident%20manual.pdf> (p.629)

Within the arrest processing area will be a finance kiosk, located adjacent to the pre-admission transaction window, with capacity to receive deposits of new arrestees and issue receipts for money collected.

Space for the arresting officer to complete required reports, including required probable cause-related documents, will be provided in the area where arrestees are seated awaiting processing. Bench seating will be provided for the arrestees to sit. Bench seating will accommodate up to 12 arrestees. Arrestees will generally remain seated in this area to await each stage of the arrest processing. Two TV's will be provided, one in English and one in Spanish, to broadcast instruction videos and/or other suitable programming. This will allow the officers to observe arrestees at all times. Arrestees whose behavior is noncompliant or who exhibit irrational and dangerous behavior will be immediately admitted to the intake-release area and held in a secure holding room for safekeeping while the arresting officer secures admission to the facility.

A standing height work counter space for law enforcement and stools will be located to maximize observation of the arrestees. Behind the counter space will be wall-mounted shelving for storing forms required for arrestee booking and paperwork required by the various user agencies when the forms cannot be generated electronically. The counters will be equipped with computers and shared printers and a telephone. The space should provide for an element of privacy for officers to concentrate but not lose visibility of the arrestees. If necessary, arrestees will be asked to step up to the counter and/or sit on a small stool with a cuff bar (to be used only when necessary) to answer questions. Inmates will be staged in open waiting and will approach the officer work counter at the direction of the arresting officer.

An interview room is provided for those law enforcement officers who require privacy in questioning/interviewing arrestees.

Breath Alcohol Testing (BAT)

People arrested for driving while intoxicated may be brought to the DCJ to determine their level of intoxication. A room, accessible from the arresting officer work area, with an intoxilyzer testing station will be provided. The BAT room will have visibility from the arresting officer work area, but out of view of arrestees waiting to be processed and being observed by the arresting officer. The equipment will be located on a counter approximately three and one-half feet above the floor. Ample outlets and lockable cabinetry will be provided for storing the intoxilyzer and video recording equipment that are required in this area. Two molded plastic seats will be located in this area; one for the intoxilyzer operator and one that is secured to the floor for the arrestee being tested. The intoxilyzer instrument ideally is enclosed in a protective casing, with only the breath tube exposed to arrestee handling. These areas are camera-monitored and will be provided with negative pressure ventilation exhausted to the outside for the purpose of maintaining the calibration of the intoxilyzer. The BAT room should be designed as a long rectangular room, which will allow the arrestee to walk a prescribed distance while on camera to be viewed for sobriety. An evidence closet for the storage of DVD's for up to five years needs to be provided. A spare intoxilyzer may be stored here as well. A storage closet will be provided within the testing room for storing supplies, forms, gloves, etc.

Within the BAT room will be one workstation for a BAT technician and/or law enforcement officer to perform work duties aside from actual intoxilyzer testing, such as clerical work,

“viewing or duplicating recordings” and sorting documents. The workstation will consist of a computer with a shared printer. In addition, there should be space for a sorting table/counter.

Once all law enforcement processing is completed, the arresting officer will return to the pre-admission transaction window and provide the intake officer with all requisite commitment documents and related paperwork. At this point, the inmate is committed to the DCJ, and intake-release processing will commence.

After the inmate has been processed by the arresting officer and accepted into the facility as an inmate, the arresting officer will depart the facility. Departure from the intake-release area will be via the intake pedestrian sallyport, where the arresting officer obtains any secured weapon from the locker in the vehicle sallyport, enters his/her vehicle and proceeds to the vehicle sallyport door to leave the facility, which will be opened by intake staff.

Arrest Processing Ancillary Spaces

Within the arrest processing area, a law enforcement officer/staff restroom, a storage closet, and janitor closet will also be provided. An arrestee toilet will be located adjacent to the open waiting area, and will have a low privacy wall in compliance with PREA separating the toilet from the open waiting area.

7.300 Intake and Release Processing

Upon completion of arrest processing and within the intake pedestrian sallyport, the intake officer will conduct a second pat search of the arrestee and take possession of the arrestee and escort him/her into the booking area.

Inmates who self-report (aka To-Be's) to the DCJ as a result of a court order, shall be admitted via the public lobby through the intake/public lobby pedestrian sallyport, which will lead from the public lobby into the intake processing area. Intake staff will operate all of the intake/public lobby pedestrian sallyport doors, upon verification that the person is authorized entry/exit. The doors of the intake/public lobby pedestrian sallyport will be operated via remote electronic release controlled by intake and/or central control. The inner doors will be operated by intake or central control when an intake officer is not available, and the outer door will be operated by central control once visual verification of authorized entry/exit is made. An intercom (with appropriate signage) located on each side of the sallyport doors will allow communication between people requesting entrance/exit to the intake/public lobby pedestrian sallyport and intake staff and/or central control. CCTV cameras will be situated such that central control may view people entering/exiting the intake/public lobby pedestrian sallyport.

When an inmate who is self-reporting to the DCJ is brought into the intake /public lobby pedestrian sallyport, the intake officer will complete a preliminary pat search. The preliminary search is designed to locate and remove any contraband (e.g., drugs, weapons). Contraband and/or weapons will be retained and turned over to the intake supervisor for disposition, which may include processing of a new criminal charge.

The intake/public lobby pedestrian sallyport should contain an area designed to conduct a pat search. Wall-mounted padding will be located on the wall where the search will be

conducted. This will prevent major injuries should the inmate have to be subdued during the search process.

Upon admission to the intake processing area, the inmate may also be subject to a full body scanning system that is used to determine if the inmate is concealing contraband. This system must be located so that the adjacent security measures, e.g., rebar, etc., do not interfere with their ability to effectively screen inmates. The booking area includes an open waiting area, individual and group secure holding rooms, fingerprinting and photographing, staff offices, medical triage and mental health screening, and access to many of the functions that may occur during or immediately following booking processing. Adjacency to the property room and records section is essential since these functions work in conjunction with the booking process.

The open booking area will provide for maximum supervision of the inmates in this area. Distinct seating areas will provide a sense of containment without the use of physical barriers. Inmates will be permitted to sit in the open areas and wait to be called to the various functions. While seated, inmates may watch the orientation video and select television programs, and if necessary, they may use restroom facilities or make telephone calls to attempt to make bail. The ancillary offices, workstations and other functions required for booking processing will be located, to the degree feasible, so that they surround the open waiting area. This will help to provide secondary observation of the area.

The area will be supervised by the operations staff assigned to the area including escort/utility staff that will continuously monitor the booking area. A booking coordinator will manage the overall coordination of the intake processing function. The booking coordinator will monitor the length of time inmates have waited to complete the booking processing and ensure that all inmates are processed in a timely fashion. All inmates brought into or taken out of the booking area will be brought to the attention of the booking coordinator.

The intake officer will escort newly admitted inmates into an open waiting area or place the inmate in a holding room (inmates who are acting out, high profile inmates/charges, inmates refusing to undergo processing), where the inmate will await further processing.

Prior to entering the intake-release area, inmates will have previously undergone identification verification, and a pre-receiving health screening (see subsections 7.100 Vehicle Sallyport; 7.200 Arrest Processing). Workstations/offices will be located on the intake-release side of each window and each shall contain the necessary furnishings and equipment to complete the identified task.

Upon admittance to intake processing, the intake officer will remove any valuables/money from the inmate, and seal it in a pouch with a tamperproof seal; the inmate will sign a document certifying that the content of the valuables/money pouch is correct. Valuable/Money property will remain in the temporary staging area until it is determined the inmate will be processed into the facility or is released prior to that point. Self-sealing property bags will be used to secure inmate property removed at this point. Counter space is provided in front of the property workstation whereby items may be collected and inventoried or photographed, with space for signing the property receipt. A secure storage bin for the temporary holding of inmates' valuables will be located within the intake processing area. As such, the valuable property processing workstation will be camera monitored to avoid questions of impropriety when dealing with money and valuables. To the

degree possible, arresting officers (other than DCJ staff) will take bulk property with them to avoid DCJ having to store large amounts of property.

Open Waiting

The open waiting area provides seating for up to 50 inmates who are compliant and are waiting to be processed or who have already completed the booking process. Most inmates will be held in the open waiting area, where they can call family members, bail agents, etc., and use the restroom if necessary. These inmates are the ones who comply with staff instructions, and do not pose a threat to staff or other inmates. The open waiting area shall contain tandem seating with back support and secured to the floor along with wall- or ceiling-mounted televisions where inmates can wait in a more normalized environment for their processing into facility housing or release on bond. A television will serve as a distraction during the processing period, and will also allow for the showing of a jail orientation and/or first appearance court orientation video.

Telephones will be located in the open waiting area adjacent to and accessible from the open seating area, so that inmates can make local calls to family, friends, and/or attorneys to secure release and a ride. Restrooms, visible from the intake processing stations, will be located adjacent to the open waiting area. Male or female inmates may use these restrooms. These restrooms will not require staff to open the door, but will have “occupied” signage above the door that illuminates and also enunciates at the booking desk and will continue to send a tone alert every 90 seconds until the inmate vacates the restroom. In addition, a running time timer will be activated upon locking of the restroom and will display above the occupied restroom until such time the room is unlocked and vacated. These restrooms will be located in an alcove arrangement that will prevent casual observation by others of the person using the facility, but to provide sufficient visibility by staff to monitor the area for misbehavior.

A video visitation kiosk will be provided in the open waiting area for inmates who are undergoing processing to speak with their legal representative or authorized visitor. This kiosk is intended to facilitate inmates making bond or to permit attorneys to meet with their clients without having to enter the secure perimeter and particularly to avoid having non-facility staff in the booking area. An interview room is located in the intake processing area, which will be configured to accommodate future court proceedings conducted via video conferencing (see 4.000 Initial Appearance Court).

Secure Holding

In addition to the open waiting area, there are four additional waiting areas: secure holding, crisis cells, inebriated holding, and release open waiting. The secure holding is described below, while the other areas are described in ensuing sections.

While the operating assumption should be that inmates are permitted to wait in the open waiting area, secure holding rooms will be provided either for new commitments who require separation from other inmates or whose behavior necessitates that they not await processing in the open waiting area, and/or to separate groups who may not come into contact with one another. The secure holding rooms will be equipped with bench seating and a stainless-steel toilet/sink combination unit with a privacy partition that complies with PREA. While intended for single occupancy, the secure holding rooms could hold up to four seated persons if necessary. A cuff pass with a lockable cover or shutter on the outside of

the door will be provided on the secure holding room doors to permit potentially volatile inmates to put their hands through the cuff pass, and then be handcuffed prior to opening the door. A telephone is provided within the secure holding room to facilitate the bonding process. Telephones will be controlled from the intake processing stations. To the degree possible, secure holding rooms will be designed to minimize disruption to other people in the area from loud yelling or banging on the door, and minimize communication with inmates in the open waiting area, while still providing maximum visibility from the booking work areas, and will have capacity to be camera-monitored.

Crisis cells will be available, each with a low concrete platform, no sharp edges, a stainless-steel toilet/sink combination unit with a privacy partition that complies with PREA, and a glazed cell front with cuff slot. These cells are designed as single occupancy and must be visible from the booking work areas.

In addition, inebriated holding rooms will be located in this area. These rooms will each have four beds and a stainless-steel toilet/sink combination unit, and should include a floor drain, and surfaces and fixtures that are easily washable.

Female inmates may be held in the open waiting area, in one of the individual cells, or another available holding area.

Intake Processing

The intake process includes collecting admissions data and information, photo-identification, fingerprinting, DNA sample collection, medical and mental health screenings, and initial classification screening. For ease in identifying inmates who have not completed specific intake processes, a monitor will display each newly admitted inmate and the intake processes yet to be completed.

Consistent with accomplishing intake processing, the intake-release area must include a work area, located to provide the maximum visibility of the doors leading into and out of the area and all inmate waiting and holding areas, and will provide access to the inmate records via a secure transaction window. Fully equipped workstations will face the open waiting areas and have access to the controls associated with the intake vehicle and pedestrian sallyport doors, cameras, and intercoms and telephones. Staff at the intake processing work area may either process one inmate all the way through the steps sequentially or, depending on workload, will call inmates to the workstation as they are prepared to perform a particular function on that inmate. The workstation area must allow for the full range of processing functions to be performed on a wheelchair-bound inmate without minimizing visibility to the areas described above, and need to include privacy panels that allow inmates to relate sensitive information without being overheard by others in the area.

It is assumed that inmates will be fingerprinted using an automated fingerprint identification system (Live Scan), which is forwarded to the WI Crime Information Bureau. Additional space is provided for an ink print fingerprint station for taking palm prints, and providing a backup manual system in the event the AFIS is not fully operational. A hand washing station is provided adjacent to the fingerprint station. This station will be equipped with a sink, mounted waterless cleansing solution, paper towel dispenser and trashcan. A backdrop with height markers and lighting for digitally photographing inmates will be provided in close proximity to the fingerprinting station; a counter-or ceiling-mounted camera will be used for this purpose. The digital image may also be taken through the AFIS equipment.

In addition, an elevated central workstation will be designated for coordinating and recording activities that occur within the intake-release area. This workstation will be of such a height that a person need not sit down to utilize the service counter. It is here that intake-release activities will be recorded and activity logs maintained, that official population counts and housing assignments will be maintained, etc. This workstation should be easily accessible to the records room.

Office space will be provided for the intake-release supervisor. Office design and furniture and equipment will be commensurate with assigned rank and responsibilities.

Once the admissions data and information have been collected and the inmate has been fingerprinted and photographed, the inmate may be released according to the committal documentation either on his/her own recognizance or if the inmate has the requisite bail money and meets applicable release conditions. If necessary, the inmate will be afforded additional opportunities to make a local telephone call to secure bail money or a ride. If the inmate is eligible for immediate release (eight hours or less), s/he will wait in the open waiting area until such time as final release is completed.

Bail is determined on a charge-based matrix established by the court. Bail may be posted by the inmate directly or by family or friends using cash or credit card, in person or online. The bail clerk accepts bail payments from a dedicated workstation that is accessible directly from intake processing and has a secure transaction window that is accessible from the 24-hour bail lobby. The 24-hour bail lobby will be accessible directly from the street and monitored by central control. This space must include provisions for the secure safekeeping of money that has been processed and yet to be deposited at the bank.

Inmates who do not comply with staff expectations of acceptable behavior will be held in a holding room until such time that they are moved to reception housing, released from DCJ, or their behavior complies with expectations.

Initial Health Screenings

As part of intake processing, a health screening will be conducted on all inmates admitted to the jail to determine if there are health care issues that may require medical or mental health attention prior to being housed in reception housing.¹⁹ In addition, health care staff will further screen and monitor inmates who were flagged as having medical or mental health concerns at the initial pre-receiving screening during arrest processing. The health care staff assigned to this area will also be available to respond to any medical problems that arise in the overall admissions and reception housing areas. This may include providing insulin, snacks, or supplemental hydration as necessary. An intake health screening will be conducted in an area located within the intake processing area.

The medical and mental health screening rooms will be directly accessible from the intake processing area and adjacent or proximal to the pre-receiving health care screening workstation.

The mental health screening room will be divided by a barrier that allows for visual and verbal communication between the mental health practitioner and the inmate. It will have

¹⁹ A history and physical examination will be completed after inmates have made their first court appearance and will be conducted in the medical component (13.000).

ample glazing into the intake processing area for visibility while also providing acoustical privacy.

Health care practitioners will use the medical screening room to provide screenings or immediate health care to inmates in need (e.g., wound care). The room will be equipped so that in-depth examinations may be completed prior to inmates being moved to reception housing. This medical intake/triage area should be secured when not in use, but will also have window openings into the intake processing area for visibility while also providing acoustical privacy. Either within or adjacent to the medical screening room, will be a closet where limited medical supplies, a limited number of secured medications, and an emergency response bag may be stored.

Pretrial Services

While DCJ does not presently screen newly admitted inmates for pretrial release, a workstation will be provided for future use within the intake processing area for this purpose. At this workstation, a pretrial services representative may interview inmates to determine whether the inmate presents a risk of flight and/or to the community's safety. This information will be provided to judicial officials for consideration while making release decisions and/or in establishing conditions for release. This workstation shall contain the necessary furnishings and equipment to complete pretrial services tasks. Inmates will be called to the workstation and sit across a counter to be interviewed.

Inmate Records – Warrants

The inmate records area will be the primary location for the storage of active and inactive inmate records and will be located with the warrants function, which is presently a function of the Sheriff's Office – Support Services.

A central record file is maintained on each inmate, including commitment records, initial intake information, case information, release forms, program rules, etc., while case management and clinical staff maintain separate ongoing clinical records for inmates on their caseloads.

Inactive inmate records contain historical information related to arrests, bonds, classification, detainers, property inventories, previous incarceration(s) history card, etc. This information is accessed for a variety of purposes, primarily for inquiries related to jail credits – length of stay. DCJ will continue its current practice of digitizing inactive files. Therefore, limited space is planned for inactive records.

The records area will also contain staff workstations and a worktable for processing files for storage. Secure pass- and speak-through window should be provided into the intake processing area. A separate office is provided for the Records Supervisor.

The warrants area will serve as the repository for warrants and associated processing of warrants. The warrants area will contain staff workstations and a worktable for processing warrants. A secure pass- and speak-through window serving the arrest processing area will be used for law enforcement to confirm and process active warrants on arrestees. A secure public transaction window serving the public lobby will be provided for the delivery/receipt/return of new or executed warrants. Executed warrants will be digitally

copied for the Sheriff's Office record and the original returned to the issuing court. Storage for active warrants is provided.

Access to the records/warrants room will be from the public lobby through a secure door having a biometric- or card-access type locking mechanism. In addition, the records/warrant room will be accessible from the intake processing area via a sallyport, for those times that the records/warrants room is not staffed. The records/warrants door side of the records/warrants sallyport will be controlled by central control and intake staff will control the intake processing door side of the records/warrants sallyport.

Initial Classification

In addition to the health screening, specially trained intake staff will perform the initial classification screening to determine if there are any special management considerations, which will be conducted electronically.

An interview/classification workstation for this purpose will be located adjacent to the intake processing stations, and will include a storage alcove for forms, files, and materials required for the assessment process, for the determination of appropriate housing for the inmate. The workstation area must afford access for a wheelchair-bound inmate without minimizing visibility to the intake processing areas, and need to include privacy panels that allow inmates to relate sensitive information without being overheard by others in the area.

Release Processing

All final releases from secure areas of the facility will be processed in the intake-release component. While many of the functions and spaces of intake and release are the same, just in reverse, these areas should be operated so contact between newly committed inmates and inmates being released is minimized.

Inmates who are being released prior to being fully processed into the facility will be processed for release in the intake processing area. Inmates who have been fully processed into the facility will be processed for release in the release processing area. The release processing area for inmates is accessible through a separate distinct portal and is located adjacent and accessible to the property component and the release/public lobby pedestrian sallyport, and includes a transaction window to the release processing station located in the intake-release area.

When informed of a pending release from custody, the records clerk will process the necessary papers, verify release authorization, contact medical/mental health staff to secure medications and any referral information, etc., check for warrants or detainers, and notify the property room and housing unit staffs of an inmate's pending release. The property staff will stage the inmate's property for change out. Ideally, the records staff will be able to inform persons involved in release processing through electronic means.

The administrative process of releasing inmates will occur in the intake-release area from a release processing workstation that has a secure transaction window into the inmate release processing area. This transaction window will provide easy communication between intake staff and inmates being processed for release. This area will be configured on the secure side in such a manner as to avoid unnecessary and inadvertent visibility into the intake-release area from the inmate release processing area.

All inmates being processed for final release will retrieve, if applicable, any property, linens and uniforms provided by the DCJ during their stay from their housing unit and any personal property, and will be escorted by security staff to the inmate release processing area. At this point, the inmate will await final release processing in a designated waiting area (e.g., open release waiting).

Once the administrative activities of the release process have been completed, the inmate will be directed to property where the inmate will retrieve and change into his/her personal clothing in the release changing area, and receive any remaining personal property and valuables retained by the facility. The inmate will sign for receipt of his/her personal property (see subsection 7.400 Property/Shower/Search). Although this function is located at the property component, it should be located so that it is easily accessible to the release/public lobby pedestrian sallyport. The expectation is that inmates undergoing intake will not come in contact with inmates undergoing release.

The release open waiting area located in the inmate release processing area, which should be located adjacent to the release/public lobby pedestrian sallyport and within line of sight of the release processing area, is an open staging area for those inmates who are pending or have completed the final release process. The release waiting area provides seating utilizing benches with back support secured to the floor. A pay telephone is provided to aid inmates in securing a ride upon release. In addition, a finance kiosk is located in the inmate release processing area for released inmates to obtain a debit card for any funds remaining in their commissary account.

A process of verifying identification will occur before the inmate is released. This verification will occur visually and by interview (asking the inmate a series of identifying questions from the inmate's file), and having the inmate submit to the Fast ID identification scanner for verification of identity. Once the inmate's identity has been verified, the intake staff will remove the inmate's identification wristband, and activate the inner doors to the release/public lobby pedestrian sallyport from which the inmate is then free to leave the facility. The outer door of the release/public lobby pedestrian sallyport will be controlled by central control.

Ancillary Intake-Release Processing Spaces

A meal staging area will be provided with cart storage, counter and sink, refrigerator, and beverage staging, for those inmates requiring meals. Meals are prepared in the kitchen, are bagged or pre-proportioned in covered disposable containers/trays, and brought to the intake-release area per applicable health code standards for food temperature. The meals staging area must be located so that it is easily accessible from the open waiting area.

Other support spaces include a staff break room, office supply storage, printer/copier work alcove, staff restrooms, trash alcove, and janitor closet.

7.400 Property/Shower/Search

The property function, like booking/records, includes many functions and has a relationship to several different subcomponents. The property section includes the temporary storage of property, the long-term property storage, and the shower/search functions. This area will be located to provide easy access to perform property exchanges for both the intake and the release of inmates.

The spread of contaminants in the property room is a significant concern for any facility. Since all new arrests are processed through this area, appropriate negative pressure ventilation and mechanical systems separate from all other areas of the facility is important.

Intake Property/Shower/Search

All property removed from an inmate will be inventoried in the inmate's presence; the inventory sheet must include the inmate's signature (a digital signature is preferred). A copy of all receipts will be placed in the inmate record generated during this process as described below.²⁰

Four hours is considered a reasonable period to attempt bail/bond given the need to keep inmates processing through intake as quickly as possible. The inmate may be permitted to stay in admissions for longer periods if there is assurance of imminent payment and release. In no case should an inmate wait in admissions for longer than eight hours. If the inmate is not likely to obtain release, he/she will be processed further into the facility (e.g., classification and medical and mental health evaluation) and, therefore, their property will be stored in a permanent area.

An inmate's valuable and loose property received upon admission into the intake processing area will be retrieved and transferred to the property staging area when it is determined that the inmate is to be fully processed into the facility. Before transferring this property to the property staging area, property staff will confirm that the property is still sealed. If the seal is broken, the property staff will have the inmate verify the contents. If an inmate intends to release any property, he/she must release it in its entirety.

The intake property staging area, accessed via the intake property transaction window, bridges the property storage area and the inmate shower/search room. Within the property storage area, will be space specifically designated for property staging near the intake property transaction window, which will be utilized on a short-term basis while the inmate completes final processing into the facility.

The inmate's clothing will be removed and inventoried by the property staff and the escort staff during the showering process. The property staff will be located at the intake property transaction window that is shared with the shower/search area but without visibility into the shower stalls. The staff workstation will be located on the property room side of the window, and a counter space is provided in front of the window on the shower/search area side whereby items may be collected and inventoried, with space for signing the property receipt (a digital signature is preferred). Escort staff will hand the property to the property staff who will log the property retained in the automated system. It is during this period that staff will open and inventory the valuable and loose property received during the admission processing. Ideally, all property will be digitally recorded (photographed) in the inmate record and activity in this area camera recorded to prevent false claims regarding lost property. It is recommended that the inmate's property and valuables be shrink-wrapped prior to being secured. This will both guarantee there is no tampering, as well as eliminate any odors in the clothing property room.

²⁰ Inmate receipts and/or records may be electronically maintained.

Within the shower/search room will be a finance kiosk, located adjacent to the intake property transaction window, with capacity to receive deposits of newly admitted inmates and issue receipts for money collected.

Shower areas with private changing space, will be provided for inmates to remove their personal clothing, shower, and change into a facility uniform. All new arrestees will take showers before being placed in a housing unit. The shower should be equipped with privacy panel/café style doors to provide adequate security of the shower area (i.e., observation), while still maintaining the privacy of the inmate. Bench seating will be available for inmates awaiting property processing. While both male and female inmates will use the shower/search areas, only one gender will be in the area at a given time.

In case an inmate has to be subdued with OC (or similar chemical) during the booking process, there will be a hand/eyewash station with an adjacent wall-mounted hand dryer/blower located adjacent to or part of the shower/changing area.

In addition to storing inmate property, this is also the distribution point for issuance of a single facility uniform to the inmate. Distribution of facility property to inmates, including bedding, hygiene kits, uniforms, etc., will occur in the inmate's assigned housing unit. A storage area for uniforms and shower shoes will be located in close proximity to the shower area. Shower shoes will be exchanged for inmates' shoes and footwear. Inmates will sign for property received and taken at the intake property transaction window. Since the property will be inventoried electronically, the system should provide for an inmate to digitally sign the property receipt.

Space for clothing and valuable storage will accommodate up to 1,000 inmates, which includes space for unclaimed property. The inmate's property will be stored in a garment bag (the tamperproof pouch containing the inmate's valuable property will be stored in the garment bag). Heavily soiled inmate personal property will be washed prior to being placed in the garment bag, so that they are not placed into storage in a manner that will create a health hazard. A washer/dryer will be provided in the property area for this purpose. Bulk storage of large items will be on racked shelves.

The property room should be designed to economize space (e.g., hanging bags, self-cradling containers/totes, etc.), with sufficient capacity for a mechanized conveyance system (e.g., a heavy duty electronically controlled conveyor clothing rack) that will allow staff to efficiently store, and pull inmate property.

Once the inmate has been processed into the facility and has been issued a uniform, they should not come into contact with inmates in the intake or release areas that have not been processed for entry into the secure portion of the facility. These inmates will wait in open waiting unless secure holding is warranted until facility staff escort them to the reception housing or other specialized housing unit determined by the results of the initial classification. These group holding rooms will allow for the staging of inmates awaiting transfer to a housing unit from coming into contact with others who have not been security screened/searched to prevent the passage of contraband, and may also be used to stage inmates awaiting transport outside the facility or groups of inmate preparing for final release. Secure group holding rooms will be equipped with bench seating and a stainless-steel toilet/sink combination unit. These holding rooms may also be used for separating inmates being prepared for transportation to another facility/location.

A restroom, visible from the property processing areas, will be located conveniently to the release and property open waiting areas. Male or female inmates may use this restroom. The restrooms will not require staff to open the door, but will have “occupied” signage above the door that illuminates and also enunciates at the release and property processing desks.

Release Processing

As inmates are undergoing release processing, they will be taken to the release changing area in the inmate release processing area that is located adjacent to the property component. The release property staging area, accessed via the release property transaction window, bridges the property room and the release changing room. Release changing rooms will be provided where inmates will receive their personal clothing from the property staff through the release property transaction window similar to the intake property transaction window described above. It is here that uniforms and linens will be accounted for before being placed in the soiled laundry cart. Other items (such as books, etc.) being returned will be given to the property officer and placed on designated shelving within the property room for security staff to return to their proper location.

A staff workstation will be located on the property room side of the window, and a counter space is provided in front of the window on the release changing area side whereby items may be returned and accounted for, with space for signing receipt of property returned (a digital signature is preferred). Staff should have notified the property staff of the imminent release; therefore, the property should be hung on a rack located near the release property transaction window awaiting the arrival of the inmate. Once the inmate changes into his/her personal clothing, the inmate will return the facility clothing, including return of issued undergarments, to the property staff who will place the facility property in a laundry cart for laundering. The inmate will then return to the release waiting area for further processing. While both male and female inmates will use the release changing area, only one gender will be in the area at a given time.

A designated storage area within the property room will be provided for clothing and property belonging to inmates who have been released from custody but have not retrieved their items. The DCJ must ensure that released inmate property is promptly removed from the active storage areas, and that all necessary efforts are made to return the property to the released person or to arrange for appropriate disposal. Those items not retrieved after 30 days will be properly disposed of, with usable items being donated to charity or disposed of administratively.

Public Property Transactions

On occasion members of the public may be authorized to either drop off personal clothing or allowed property for an inmate, or pick up personal clothing or property belonging to an inmate. Within the property component will be a transaction window for this purpose, which bridges the public lobby and the property room.

A staff workstation will be located on the property room side of the window, and a counter space is provided in front of the window on the public lobby side whereby items may be received/released and accounted for, with space for signing receipt of property released (a digital signature is preferred). Inmates should have received proper authorization for the release or receipt of personal property, which includes notification of such to the property

staff; therefore, property being released should be hung on a rack located near the public property transaction window in preparation for its release.

During scheduled times, members of the public will approach the public property transaction window and press a buzzer that signals within the property room their presence at the window. Staff will respond to the signal in a timely manner and process the property transaction. Depending on workload, the public property transaction window may remain opened and staffed during select hours.

Ancillary Property/Shower/Search Spaces

Office space within the property area will be provided for the property manager.

Within the property component is a copy/file/fax alcove, staff restrooms, storage for supplies, and a janitor closet.

All components of property storage will be self-contained within a single area. The entry door into this area should be kept locked when not in use, with a card and/or biometric-access type locking mechanism and remote operation from the staff side of the property transaction windows. The property transaction windows will serve as a processing station when property is being collected and/or released. If design permits, a third property window shall be accessible from the public lobby. It is here that an inmate who is released from court may retrieve personal property and valuables. The entire property room will be equipped with its own ventilation system that vents directly to the building exterior.

7.500 Transportation (Conveyances)

The courthouse may be accessed from the DCJ without exiting the perimeter, through a secure tunnel that connects the jail with the county courthouse. Most inmates will be escorted directly from their housing pods down the elevators and through the secure connection to the courthouse secure holding areas. However, there will still be a need to transport inmates to other county facilities, DOC facilities, medical and mental health appointments, pre-arranged off-site appointments, transfers to other criminal justice agencies, etc. Presently, scheduled inmate transports are a function of the Sheriff's Office-Support Services, while unscheduled and emergency inmate transports are handled by DCJ personnel.

Inmates preparing for, or returning from a transport will be staged in the open waiting area or in the group holding rooms designated for property/transportation (see subsection 7.400 Property/Shower/Search), and will be separated based on inmates' classifications and custody levels. To the degree feasible, inmate transports will be scheduled to avoid a high number of inmates in the property/transportation staging area at one time. Equally important is that inmates leaving the facility have minimal contact with inmates who are arriving at the facility. Because it is expected that this will be a scheduled, time-limited activity, the use of the property/transportation holding rooms will be managed such that inmates being transported will not come into contact with other inmates in the intake-release area.

Transport Pedestrian Sallyport

Inmates will be taken from the transport staging area into the vehicle sallyport through the transport pedestrian sallyport. Likewise, inmates returning to the facility will be taken from

the vehicle sallyport into the transport staging area through the transport pedestrian sallyport. The transport pedestrian sallyport will contain two doors. One door will provide entry into and exit from the vehicle sallyport into the transport pedestrian sallyport; within the transport pedestrian sallyport the second door will lead into the transport staging area. Central control will operate both the outer door that leads from the vehicle sallyport and the inner door that leads from the transport staging area inside the facility into the transport pedestrian sallyport, upon verification that the person is authorized entry/exit. The inner transport pedestrian sallyport door may also be accessed via card access or biometric means (authorized staff only). An intercom (with appropriate signage) located on each side of the doors will allow communication between people requesting entrance/exit to the transport pedestrian sallyport and central control. CCTV cameras will be situated such that central control may view people entering/exiting the transport pedestrian sallyport.

A FAST ID scanner will be located within the transport pedestrian sallyport so that inmates' identities can be verified prior to releasing or accepting the inmates. The sallyport should be sized to accommodate a metal detector. The metal detector system must be located so that the adjacent security measures (e.g., rebar, etc.) do not interfere with its ability to effectively screen inmates.

The transport pedestrian sallyport should be large enough to accommodate inmates seated on a bench with an area designed to conduct a pat search. Wall-mounted padding will be located on the wall where the search will be conducted. This pedestrian sallyport will be the staging area for group transports and where application of transport restraints and/or pat searches may occur. This sallyport leads into the vehicle sallyport.

Transportation Management

A transport work area with fully equipped workstations will be located adjacent to the transport staging area (secure group holding rooms). This work area is for the staff in charge of inmate transportation to plan their transports, logs trips, etc., and for secure storage of transport restraints (both Sheriff's Office and DCJ transport staff). The workstations will have good visibility into the transport staging area. Court logs, vehicle records, and other transportation information will be maintained in this area. Wall-mounted, secure storage cabinetry will be used to store restraint equipment (leg- and wrist-restraints, belly chains, and group restraints) necessary to transport inmates, and pinup space is provided for large-scale maps. Workspace will be provided for the transport clerk who is responsible for coordinating conveyances. The transport work area will be secured with a card-access type locking mechanism.

The transport clerk will notify the housing pod officer of those inmates who will be transported. Such notification may be made electronically and shall not be provided so far in advance that inmates are made aware and have opportunity to compromise transport security. Utility staff will escort inmates to the transport staging area where the transport officer will check them in.

Inmate property that is to be transported with the inmate will be placed in the property staging area located in the property room (located on the admissions side). Since notification is sometimes made several days in advance, property can be prepared and staged in this area. This area may also be used to stage property brought to the facility that is waiting to be stored in the property room once staff can be made available. Inmates authorized to wear their personal clothing prior to transport will be permitted to change in

the shower/changing area described previously in subsection 7.400 Property/Shower/Search.

Once all inmates scheduled for transport (trip) are assembled, they shall proceed under escort to the transport pedestrian sallyport. It is here that each inmate's identity is verified using the FAST ID scanner, the inmate is pat searched and, if required, restraints applied. Inmates will board the transport vehicle within the vehicle sallyport. Once everything is ready and secured, the transport officer driving the transport vehicle proceeds to the vehicle sallyport door to leave the facility, which will be opened by central control. The functions of returning an inmate to the facility via vehicle transport are the same as those when an inmate is being prepared for transport, just in reverse.

Additional Design/Operational Considerations

The perimeter pedestrian sallyport doors (vehicle and transport) leading into and out of the arrest processing/intake-release and transport staging areas should be interlocked, with control from the intake-release area and/or central control. The perimeter of this area must have doors and frames that are constructed of security hollow metal (12 gauge); the walls should be reinforced both vertically and horizontally, and the glazing specified to withstand potential attempts at intrusion. All locks must be high-grade security hardware, with card and/or biometric access for staff for non-perimeter doors.

All holding rooms must be designed to provide for maximum visibility for supervision purposes, while maintaining privacy from cell to cell. Glass-clad polycarbonate is not to be specified for holding rooms due to the maintenance problems associated with the tempered glass cladding being fractured by inmates acting out within the cells. Because security is an important issue in those cell areas and because bar grilles cannot be used (due to the risk of suicide), a polycarbonate product (e.g., Margard) should be used, despite the propensity for scratching. A sacrificial layer of polycarbonate, which can be readily replaced, should be provided on the inmate side of all cells with glazing. Since scratching is likely over time, the CCTV camera should be located inside the cell mounted in the ceiling and/or high on the walls, and disguised to appear as vents, light fixtures, or other common wall/ceiling devices. Appropriate ventilation and light levels (with direct or indirect access to daylight) are required. Cell doors should be at least 12-gauge security hollow metal, with electro-mechanical security locks. Cell wall construction should be commensurate with the hardware and glazing being specified.

The entire property room will be equipped with its own ventilation system that vents directly to the building exterior.

CCTV should be used in the perimeter sallyports and to monitor the holding areas when direct supervision by an officer cannot be maintained. These cameras should be on a real-time digital video recording system.

7.000 Intake-Release

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
7.100 VEHICLE SALLYPORT						
7.101	Vehicle Sallyport	-	1	6,000 /area	6,000	Enclosed garage with 3 lanes (including 1 drive by lane & 1 drop-off lane and 1 parking lane); covered and enclosed, ventilation; sized to accommodate a passenger/tour bus; travel lane to accommodate standard emergency response vehicles; 2 interlocking, motor driven, roll-up doors or hydraulic bi-fold doors (clearance for a tour bus) controlled by central control; 10 angled parking spaces; hose bib; 2 set of 12 wall-mounted individually keyed gun lockers with proximity to intake and transportation entrances; enclosed and secured shotgun rack; vehicle detector device; weather protected, pole-mounted intercom/CCTV devices situated at appropriate heights and locations to view the driver outside of the vehicle sallyport and inside the sallyport; accessible via pedestrian entrance/exit with intercom on both sides, doors operated by intake, central control and/or biometrics; transportation staff weapons cabinets; hand/eyewash station with an adjacent wall-mounted hand dryer/blower; decontamination shower and changing area; ADA accessible
7.102	Pre-receiving Health Screening Transaction Window - LE/Arrestee Side	1-2	2	30 /area	60	Arrestee pre-receiving health screening; securable sliding window; counter space for signing documents; acoustical privacy; recording cameras; ADA accessible (associated with 7.300 Intake-Release)
7.103	Queuing - Pre-receiving Health Screening Transaction Window	2-3	1	10 /pers	30	Bench seating
Subtotal Interior Square Feet					6,090	
Grossing Factor					1.00	
Subtotal Gross Square Feet					6,090	
7.200 ARREST PROCESSING						
<i>Intake Pedestrian Sallyport</i>						
7.201	Intake Pedestrian Sallyport	1-6	1	200 /area	200	Secure door providing access from the vehicle sallyport to the receiving area; bench with cuff bar; wall mounted padding; bench seating; outer door operated by intake staff, inner door by electronic remote release from intake and/or Central Control; intercom both sides of doors; CCTV

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
7.202	Intake Pedestrian Sallyport - Search Alcove	2	1	40 /area	40	Directly accessible from intake pedestrian sallyport; requisite privacy; hand sink
<i>Arresting Officer Work Area</i>						
7.203	Pre-admission Transaction Window - LE/Arrestee Side	1-2	1	30 /area	30	Securable sliding window; counter space for signing documents; ADA accessible (associated with 7.300 Intake-Release)
7.204	Queuing - Pre-admission Transaction Window	2-3	1	30 /area	30	Standing only
7.205	Warrants Transaction Window - Arrest Processing Side	1-2	1	30 /area	30	Securable sliding window; counter space for signing documents; ADA accessible (associated with 7.300 Intake-Release)
7.206	Finance Kiosk	1	1	40 /area	40	Electrical receptacles and data ports for kiosk
7.207	Arresting Officer Work Area	1	4	40 /area	160	Standing height counter space with stool; wall-mounted shelving (form storage); computer; shared printers; telephone; degree of privacy having visibility to open waiting; arrestee fixed stool in front/opposite officer's work space
7.208	Arrestee Open Waiting	12	1	10 /pers	120	Bench Seating; LED display and public address system for probable cause hearing queue; cuff bar with a portion of the seating if required, recording cameras; two TV's
7.209	Interview Room	2-4	1	100 /area	100	Table and loose chairs for up to 4 people, privacy to prevent casual observation of room occupants by other arrestees; fixed video recording; equipment storage
<i>Breath Alcohol Testing (BAT)</i>						
7.210	BAT Room	2-4	1	250 /area	250	Counter - 3.5' height; 1 breathalyzer equipment (BAT units), protective casing; ample outlets; lockable cabinetry; molded plastic seats - fixed seats with cuff lock for arrestee; camera-monitoring; video recording equipment; negative pressure ventilation; WS-3 for BAT technician/LEO; table/counter for sorting documents; evidence closet (DVD's); supply storage closet; audio/video conferencing; ADA accessible; rectangular-shaped room
<i>Arrest Processing Ancillary Spaces</i>						
7.211	LEO/Staff Restroom	1	2	50 /area	100	ADA accessible; gender neutral
7.212	Storage Closet	-	1	60 /area	60	For storing gloves, forms, etc.
7.213	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
7.214	Arrestee Toilet	1	2	50 /area	100	Low privacy wall viewable from open waiting; ADA accessible; gender neutral

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
Subtotal Interior Square Feet					1,300	
Grossing Factor					1.45	
Subtotal Gross Square Feet					1,885	
7.300 INTAKE-RELEASE PROCESSING						
7.301	Intake / Public Lobby Pedestrian Sallyport	1-2	1	100 /area	100	Secure door providing access from the public lobby to the intake area; wall mounted padding; doors operated by electronic remote release from intake staff and/or central control; intercom both sides of doors; CCTV
7.302	Search Area	1-2	1	200 /area	200	Full body scan
7.303	Pre-receiving Health Screening Transaction Window	1	1	100 /area	100	Securable sliding window; standing height counter space with stool; wall-mounted shelving (form storage); computer; shared printer; telephone; acoustical privacy; BP gauge; glucose scan; temporary secure medication storage (associated with 7.100 Vehicle Sallyport); close proximity to Heath Care Exam/Triage Room (see 7.323)
7.304	Pre-admission Transaction Window	1	1	50 /area	50	Securable sliding window; standing height counter space with stool; wall-mounted shelving (form storage); Fast ID identification terminal; computer; shared printer; telephone; acoustical privacy (associated with 7.200 Arrest Processing)
7.305	Valuable Property Collection/Temporary Staging	1	1	75 /area	75	WS-4; self-sealing tamperproof property bags; counter space for signing documents; camera; photographing of property; secure storage bin; recording cameras; ADA accessible
7.306	Queuing - Valuable/Money Property Collection	2-3	1	30 /area	30	Standing only
Open Waiting						
7.307	Open Waiting - Intake	30	1	20 /pers	600	Tandem seating with back support secured to the floor; visible from booking work area; television; queuing monitor; ADA-accessible telephones
7.308	Inmate Restroom	1-2	2	100 /area	200	Illuminated "occupied" signage prompted by motion sensor; alert tone to processing workstation; running time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring; ADA accessible; one designated males; one designated females
7.309	Video Visitation Station	1	1	40 /area	40	1 station for attorney video visits; ADA accessible

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
7.310	Interview/Video Conference Room	2-4	1	150 /area + 50	200	Table and loose chairs for up to 4 people; phone; panic alarm; wireless network or docking station; privacy to prevent casual observation of room occupants by other inmates; fixed video recording; television (wall-mounted or secure cabinet); sound-attenuation, two-way communication courtroom; ceiling-mounted high resolution camera; computer with electronic signature; telephone; printer/copier/fax; fiber optic cabling/transmission lines; equipment storage (associated with 4.000 Initial Appearance Court and 8.000 Housing)
<i>Secure Holding</i>						
7.311	Individual Holding Room	1-4	4	80 /room	320	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; telephone; glazed cell front with cuff/leg-iron slot; prevent casual observation from open waiting; visible from booking work area; camera monitored
7.312	Crisis Room	1	2	80 /room	160	Low concrete platform (no sharp edges), stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; prevent casual observation from open waiting; visible from booking work area, telephone
7.313	Inebriated Holding Room	4	3	60 /pers	720	Four beds, stainless steel toilet/sink unit, glazed cell front with cuff/leg-iron slot; prevent casual observation from open waiting; visible from booking work area, telephone; floor drain
<i>Intake Processing</i>						
7.314	Intake Processing Stations	1	3	48 /area	144	WS-3; stool on inmate side; intake processing counter facing inmate open waiting, Fast ID scanner; controls to intake vehicle and pedestrian sallyport doors, cameras, intercoms, telephones, etc.; acoustical privacy panels; ADA accessible on both sides; large monitor for displaying inmates' yet-to-be completed intake processes (one station may be co-located with pre-admission transaction window)
7.315	Inmate Records Transaction Window - Intake Processing Side	1-2	1	30 /area	30	Securable sliding window; counter space for signing documents; ADA accessible
7.316	AFIS Station (Live Scan)	2	1	40 /area	40	1 AFIS machine; backdrop with height markers and lighting for photographing inmates

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
7.317	Fingerprint Station	2	1	25 /area	25	WS-4: Counter for back-up ink thumb and palm printing and printer; built in storage for fingerprint cards; waterless hand cleaner and paper towel dispensers; sink and large trash bin; ADA accessible
7.318	Photograph Station	1	1	50 /area	50	WS-4; counter- or ceiling-mounted camera; printer; lighting and appropriate backdrop; backdrop with height markers
7.319	Booking Coordinator	1	1	64 /wkstn	64	WS-2; centrally located to all processing functions; elevated workstation; accessible to records room
7.320	Intake-Release Supervisor	1-2	1	96 /office	96	OF-6
7.321	Bail Clerk	1	1	80 /area	80	WS-1; transaction window to bail lobby vestibule; securable sliding window; counter space for signing documents; includes money safe
7.322	Bail Lobby	1-4	1	120 /area	120	ADA accessible; includes CCTV and intercom for afterhours identification; electric door strike; bench seating; telephone; directly accessible from the street; monitored by central control
<i>Initial Health Screenings</i>						
7.323	Health Care Exam/Triage Room	1-2	1	120 /area	120	For health assessment and exams prior to moving inmates to receiving housing; acoustical privacy; sink; moveable privacy screen; exam table; vision chart; sphygmomanometer, otoscope, ophthalmoscope attached to wall, scale with height measure; refrigerator, storage including locked medical cabinets for limited emergency meds; storage for emergency response bags, located near toilets; visible from intake processing; adjacent or proximal to pre-receiving health care screening
7.324	Mental Health Screening Room	2	1	150 /area	150	Divided by barrier that allows for open vision and verbal communication between the mental health practitioner and inmate; acoustical privacy; visible from intake processing; each side accessible through a separate door; panic button; generous glazing into intake processing area; chair on inmate side; WS--2 on staff side; adjacent or proximal to pre-receiving health care screening
7.325	Medical Storage	-	1	40 /area	40	Shelving for limited medical supplies
<i>Pretrial Services</i>						
7.326	Pretrial Services Interview (Future)	1	1	50 /wkstn	50	WS-3; requisite wiring for NCIC and WI-SBI terminals
<i>Inmate Records - Warrants</i>						
7.327	Inmate Records	-	1	250 /area	250	Card- or biometric-access; space saver filing system for active inmate records,

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						incident reports, shift reports, etc.; worktable; scanner; secure pass- and speak-through window into intake processing area; located with warrants
7.328	Records Clerks	1	3	64 /wkstn	192	WS-2; located with inmate records room
7.329	Records Supervisor	1	1	110 /office	110	OF-5
7.330	Warrants	-	1	200 /area	200	Card- or biometric-access; space saver filing system for active warrants; worktable; scanner; secure pass- and speak-through windows into public lobby and arrest processing area; located with inmate records
7.331	Warrants Clerks	1	5	64 /wkstn	320	WS-2; located with warrants
7.332	Records/Warrants Room Sallyport	1-2	1	64 /area	64	Doors operated by electronic remote release from intake staff and/or central control; intercom both sides of doors; CCTV
<i>Initial Classification</i>						
7.333	Initial Classification Screening	1	2	64 /area	128	WS-2; panels for acoustical privacy; ADA accessible on both sides; adjacent to intake-release processing workstations
7.334	Classification Storage Alcove		1	40 /area	40	Shelving for forms, files and assessment materials
<i>Release Processing</i>						
7.335	Release / Public Lobby Pedestrian Sallyport	1-2	1	100 /area	100	Secure door providing access from the public lobby to the inmate release processing; doors operated by electronic remote release from intake staff and/or central control; intercom both sides of doors; CCTV
7.336	Release Processing Station	1-2	1	64 /area + 50	114	WS-2; Transaction window - securable sliding window; counter space for signing documents; Fast ID identification scanner; configured to limit visibility from inmate release processing into intake-release area
7.337	Release Processing Transaction Window - Inmate Side	1-2	1	30 /area	30	Securable sliding window; counter space for signing documents; ADA accessible
7.338	Queuing - Transaction Window, Inmate Side	2-3	1	30 /area	30	Standing only
7.339	Open Waiting - Inmate Release Processing	10	1	20 /pers	200	Tandem seating with back support secured to the floor; visible from release and property processing work areas; adjacent to intake-release/public lobby pedestrian sallyport; ADA-compliant telephone
7.340	Finance Kiosk	1	1	40 /area	40	Electrical receptacles and data ports for kiosk
<i>Ancillary Intake-Release Processing Spaces</i>						
7.341	Meal Staging	-	1	180 /area	180	Includes beverage station, cart storage, counter and sink, refrigerators; refuse

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						disposal; easily accessible to open waiting area
7.342	Break Room	1-4	1	150 /area	150	BR-2; serves intake, property, transport staff
7.343	Office Supply Storage	-	1	40 /area	40	Secure storage
7.344	Printer/Copier Work Alcove	1	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins
7.345	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
7.346	Trash Alcove	-	1	10 /area	10	In workstation area; regular and recycled trash; cans to be built-in, not millwork
7.347	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					6,217	
Grossing Factor					1.45	
Subtotal Gross Square Feet					9,015	
7.400 PROPERTY/SOWER/SEARCH						
<i>Intake Property/Shower/Search</i>						
7.401	Intake Property Staging	1	1	250 /area	250	CCTV recording/monitoring of this location; racks for property garment bags; shrink-wrap equipment; space for sealed valuable/loose property bags; photographing of property; sealer/shrink wrap (associated with 7.500 Transportation)
7.402	Intake Property Transaction Window - Property Side	1	1	50 /area	50	WS-4; standing height stool; securable sliding window; one bulk property pass; located within intake property staging that is within property storage
7.403	Intake Property Transaction Window - Shower/Change Side	1	1	30 /area	30	Securable sliding window; counter space for signing (manually or digitally) documents; ADA accessible; located within shower/changing area
7.404	Queuing - Intake Property Transaction Window	2-3	1	30 /area	30	Standing only
7.405	Finance Kiosk	1	1	40 /area	40	Electrical receptacles and data ports for kiosk
7.406	Shower/Search Room	1-5	1	250 /area	250	Bench seating for 4; 3 individual shower/changing cubicles - shower with outer drying area/clothing exchange, café style doors; 1 ADA-compliant shower/changing cubicle (sized to accommodate authorized strip searches; hand/eyewash station with an adjacent wall-mounted hand dryer/blower; access to intake property transaction window

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
7.407	Clothing Storage for Issue	-	1	100 /area	100	Open shelving for storage of clean facility clothing issue, uniforms, and shower shoes.
7.408	Property Storage Room	2	1	2,000 /area	2,000	Central access point for property function; secure access (card or biometric access); mechanical hanging racks for clothing bags (retrofit belt mechanism for 1,000 bags), lockers, shelving; separate storage for unclaimed property; 2 WS-4
7.409	Washer/Dryer	-	1	100 /area	100	Plumbing and electrical hookups; lint filters and appropriate exhaust; located within property storage
7.410	Open Waiting - Property/Transport	10	1	20 /pers	200	Tandem seating with back support secured to the floor; visible from property processing area; television
7.411	Group Holding Room - Property/Transport	6	2	100 /area	200	Bench seating, stainless steel toilet/sink unit, glazed cell front with cuff/leg-iron slot; prevent casual observation from open waiting; visible from property processing area
7.412	Inmate Restroom	1	1	50 /area	50	ADA accessible; gender neutral
<i>Release Processing</i>						
7.413	Release Property Staging	1	1	150 /area	150	CCTV monitoring of this location; racks for property garment bags
7.414	Release Changing	1-4	1	200 /area	200	Individual cubicles with café style doors, ADA accessible; located near release area.
7.415	Release Property Transaction Window - Property Side	1	1	48 /area	48	WS-3; standing height stool; securable sliding window; one bulk property pass; located within release property staging that is within property storage
7.416	Release Property Transaction Window - Changing Side	1	1	30 /area	30	Securable sliding window; counter space for signing (manually or digitally) documents; ADA accessible; located within release changing area
7.417	Queuing - Release Property Transaction Window	2-3	1	30 /area	30	Standing only
7.418	Soiled Property Storage	-	1	50 /area	50	Laundry carts, shelving for misc. returned items; located within release property staging
<i>Public Property Transactions</i>						
7.419	Public Property Transaction Processing Station	1-2	1	64 /area + 50	114	WS-2; Transaction window - securable sliding window; counter space for signing documents; configured to limit visibility from public lobby into property room
<i>Ancillary Property/Shower/Search Spaces</i>						
7.420	Property Supervisor	1	1	110 /office	110	OF-5
7.421	Printer/Copier Alcove	1	1	100 /area	100	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; file cabinets; recycling bins
7.422	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
7.423	Office Supply Storage	-	1	100 /area	100	Shelving and open space

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
7.424	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Interior Square Feet					4,372	
Grossing Factor					1.45	
Subtotal Gross Square Feet					6,339	
7.500 TRANSPORTATION						
<i>Transport Pedestrian Sallyport</i>						
7.501	Transport Pedestrian Sallyport	1-10	1	200 /area	200	Secure door providing access from the transport staging area and vehicle sallyport; doors operated by electronic remote release from Central Control (authorized staff may access inner door via card or biometric means); intercom both sides of doors; CCTV; bench seating; wall-mounted padding, FAST ID scanner
<i>Transportation Management</i>						
7.502	Transport Work Area	5	1	64 /wkstn + 75	395	One office; 5 WS-2; file cabinets; observation of transport staging area (shared with property waiting); secured with card-access type locking mechanism; pin-up space for maps - WI and WI counties; printer/copier alcove with recycling bins
7.503	Transport Equipment Storage	-	1	60 /area	60	Wall-mounted, secure cabinetry; storage of shackles, cuffs, cuff belts, etc.
7.504	Transport Clerk	1	1	80 /wkstn	80	WS-1; located within transport work area
7.505	Temporary Property Storage	-	0	0 /area	0	Associated with 7.400 Property/Shower/Search
Subtotal Interior Square Feet					735	
Grossing Factor					1.35	
Subtotal Gross Square Feet					992	
7.000 Total Interior Net Square Feet					18,714	
7.000 Total Interior Gross Square Feet					24,321	

8.000 Housing – Adult Inmates

Introduction

The DCJ population projections indicate that by the year 2028, 905 inmate beds will be needed.²¹ Population projections indicate that 81.5% of inmates will be male and 18.5% will be female. The current DCJ system comprises 1,013 beds. The proposed number of beds is actually a reduction of 69 beds. Accordingly, the new design capacity for the DCJ will accommodate 944 inmates – 756 male and 188 female inmates. Inmate housing at the DCJ will be provided for special populations, including mental health, medical, and restrictive housing. Many of these special populations are presently housed at the CCB, which will be closed once the new construction at the PSB site is completed.

The distribution of inmate housing beds agreed to by the client team is displayed in Table IV.6.

Table IV.6 – Distribution of Inmate Housing Beds – Year 2028

Housing Category	No. Of Beds Needed	Cell Type	No. of Beds Per Pod	No. of Pods	Total Beds	Notes
Housing - Males						
Reception >8 Hours	87	Single/Dorm	64	1	64	Main pod plus 6 subpods; pending classification; main pod: 10 4-person cubicles (dorm); 5 subpods: 1 4-person cubicle per subpod; 1 subpod: 4 single cells
General Population (GP)	273	Double	64	4	256	32 double cells per pod
GP – Flex	64	Single/Double	64	1	64	Main pod plus 2 subpods; main pod: 24 double cells; 2 subpods: 8 single cells per subpod to serve Keep Separate, PC, etc., as needed
GP Huber	175	Dorm	64	3	192	16 4-person cubicles per pod
Medical Observation	37	Single	9	1	9	7 single cells; 2 negative pressure single cells w/ anteroom; all hospital beds; adjacent to and with direct observation from clinic
Medical GP		Dorm	28	1	28	7 4-person cubicles
Mental Health	95	Single/Double	31	1	31	Pod comprises 2 subpods: 1. MH Acute: 10 single cells with 2 additional padded safety cells 2. MH Sub-acute: 15 single cells; 3 double cells
<ul style="list-style-type: none"> ▪ Acute ▪ Sub-acute 						
Mental Health GP		Single/Double/Dorm	32	2	64	4 single cells; 4 double cells; 5 4-person cubicles (dorm) per pod
Restrictive Housing (RH)	-	Single	24	1	24	Main pod plus 1 subpod; main pod: 20 single cells; 1 subpod: 4 single cells

²¹ Jail population statistics and forecasts were completed in 2016. Apart from this section, comprehensive reporting of this analysis is included as part of the full report.

Housing Category	No. Of Beds Needed	Cell Type	No. of Beds Per Pod	No. of Pods	Total Beds	Notes
Youthful Inmates	7	Single/Double	24	1	24	Main pod plus 1 subpod; main pod: 10 double cells; 1 subpod: 4 single cells to serve Keep Separate, PC, etc., as needed; plus 2 safety cells
Total – Males			738		756	
Housing - Females						
Reception >8 Hours (29) GP Huber (18)	47	Single/Dorm	48	1	48	Reception pod plus 2 subpods, and GP Huber pod; reception pod – pending classification; reception pod: 5 4-person cubicles; 1 subpod: 4 single cells; 1 flex subpod: 1 4-person cubicle (with access to both reception and GP Huber pods); GP Huber pod: 5 4-person cubicles
GP – Flex	59	Single/Double	64	1	64	Main pod plus 2 subpods; main pod: 28 double cells; 2 subpods: 4 single cells per subpod to serve RH, Keep Separate, PC, etc., as needed
Medical Observation (3)	60	Single	3	1	3	2 single cells; 1 negative pressure single cell w/ anteroom; all hospital beds; adjacent to male medical observation for flexibility (male or female use)
Medical - Mental Health <ul style="list-style-type: none"> ▪ Medical GP (14) ▪ MH Acute (6) ▪ MH Sub-acute & MH GP (37) 		Single/Double/Dorm	57	1	57	Pod comprises 3 subpods: 1. Medical GP: 3 double cells; 2 4-person cubicles 2. MH Acute: 6 single cells plus 1 padded safety cell 3. MH Sub-acute & MH GP: 7 single cells; 5 double cells; 5 4-person cubicles (dorm)
Youthful Inmates	1	Single/Double	16	1	16	Main pod plus 1 subpod; main pod: 6 double cells; 1 subpod: 4 single cells to serve Keep Separate, PC, etc., as needed; plus 2 safety cells
Total Females					188	
Total Beds			905		944	

Although there are some physical differences in the housing areas (e.g., subpods, single cells for segregation, and double cells for general population), the housing pods are designed to provide maximum flexibility for housing inmates within the facility. For example, it is difficult to account for the fluctuations in the population distribution that may occur (e.g., males-females, various security/custody classifications, and the various special needs/management classifications).

When practical, housing pods will be operated following the principles of direct supervision where the housing officer is in charge of a housing pod with up to 64 inmates. The number

of inmates in a housing pod is based on the ability of one officer being able to manage an appropriate number of inmates while also performing administrative and operational tasks required in the pod (e.g., conducting searches of the pod, documenting housing pod activities, etc.).

In direct supervision, housing officers are responsible for controlling the behavior of inmates in their pod, keeping negative behavior to a minimum by reducing tension, and encouraging positive interactions. To ensure that the officer retains control, challenges to the officer's leadership must be dealt with quickly and effectively, and may result in the offending inmate's immediate removal from that pod to a more restrictive housing pod.

The housing officer does not work alone, but as part of a team. The team consists of classification specialists, program staff, and shift supervisors. Well-trained and motivated staff are essential to guarantee a professional, safe, consistent, and positive approach to the operation of the facility. Essential to the success of this facility is the relationship between staff and inmates at all levels. Communication should be open, honest, professional, and collaborative.

Operating a direct supervision facility improves the overall operation. However, the housing officers are the primary managers of the housing pods, and cannot leave their post to perform duties outside of a housing pod. "Movement" staff, often referred to as utility officers, generally perform escort and other utility functions. Measures can be employed to avoid overloading the utility officers with unnecessary duties. These measures also benefit direct supervision because they support the notion of an inmate's fundamental needs being met within the pod. These measures may include allowing more unescorted movement to programs, services, and activities within specified zones. The facility perimeter is secure; therefore, inmates who comply with the rules and regulations do not necessarily need to be escorted to all locations within the secure perimeter. On the other hand, inmates who would otherwise require escort to various locations due to their security risk or behavior can instead have these services brought to the unit (e.g., commissary, individual counseling).

Additional measures to increase staff efficiency include placing as many operations in the direct supervision housing pod as possible. For example, where possible, recreation yards are accessed directly from the housing pod. Telephones are placed in the housing pod (consistent with the current operation), and access can be afforded to inmates for a longer period of time. The same is true for placing video visitation kiosks in the housing pods, which will afford inmates greater opportunities for visitation through extended visiting hours. These measures reduce the workload of the utility officer, which allows the facility operation to focus more on the safety and security components of the DCJ.

All staff must diligently embrace the principles of direct supervision, from the administrator to the line officer. Without this commitment, the general population pod will be difficult to manage and may not yield the benefits found in direct supervision housing (e.g., safer, cleaner, quieter housing pods).

The housing areas have a number of design considerations that must be incorporated into the basic design and layout of the housing pods. Housing areas with mezzanines are preferable where possible and where the classification of the inmate allows this, although careful consideration must be given to ensure that the design does not permit inmates the ability to congregate above or behind officer workstations. Maximum visibility by the assigned housing officer is a primary concern. Spaces must be as open as possible to

prevent, easily detect, and quickly respond to any assault or sexual abuse or incidents of self-injury.

Within each housing pod, all cells or sleeping areas will have access to natural light accessed through a window in the cell.²² Dayroom spaces should be designed in a manner to prevent any visual access between inmates and the public outside the facility. In other words, the public should not be able to view into housing areas or, conversely, inmates should not be able to communicate with the public.

All housing pod dayrooms will be camera monitored and recorded in real-time. Although this monitoring is not intended to diminish the need for staff supervision, it will provide for recording of any incidents that may occur.

Dayrooms will be provided with an inmate information/transaction kiosk, with touch screen technology. This will provide inmates the ability to conduct various transactions such as accessing information on personal court and visiting schedules, view commissary transactions, submit commissary orders, submit sick call request, etc., thereby relieving the housing officer of many individual requests.

The programs and activities area for inmates will be primarily decentralized and located in close proximity to the housing pods to minimize travel distances, particularly with inmates who will travel by pass. These areas should be designed to provide maximum flexibility of use, in order to respond effectively to changing uses and program requirements. These areas are expected to be busy throughout the day. Since inmates will utilize them heavily, utility officers will monitor the program areas when they are in use. Again, these spaces must be as open as possible to prevent, easily detect, and quickly respond to any assault or sexual abuse or incidents of self-injury.

As with all areas of the facility, the design and construction of the housing must meet the standards of the American Correctional Association, and the Wisconsin Jail Standards.

Operational Program

This section describes the operations for all the inmate housing areas with the exception of medical and mental health housing, which is described in section 13.000 Health Care Services.

Description of Housing Pods – Overview

The following operational considerations and practices will be the foundation from which all housing pods will be constructed. Any alteration, variation, or adaptation to this foundation is described in the individual housing sections detailed below.

Cells, dayrooms, and other housing pod spaces are constructed with materials and outfitted with furnishings and fixtures commensurate with the assigned population's security classification and special needs considerations. Spaces with an ADA accessible designation shall be configured and furnished so as to provide the requisite mobility and/or accessibility features.

²² Consistent with ACA 2012 Standards Supplement 4-ALDF-1A-15 & 16.

Access to the housing pod will be provided through a housing pod pedestrian sallyport. The housing pod pedestrian sallyport will contain three doors. One door will provide entry into and exit from the circulation hallway into the housing pod pedestrian sallyport; within the housing pod pedestrian sallyport the second door will lead into the housing pod. Central control will operate the outer door leading from the common hallway into the housing pod pedestrian sallyport upon verification that the person is authorized entry/exit. Access to and egress from the inner door of the housing pod pedestrian sallyport into the housing pod will be via electronic door release strike controlled by the housing officer once visual verification of authorized entry/exit is made. Security staff cards (only) will be programmed with direct access into the housing pod via the housing pod pedestrian sallyport so that they can respond quickly to an emergency in the pod. A third door located within the housing pod pedestrian sallyport will lead into the interview/staging room. The housing officer electronically controls access to this room. An intercom located on each side of the inner doors will allow communication between people requesting entrance/exit to the housing pod pedestrian sallyport and housing pod staff and central control. Upon entry/exit of the housing pod, inmates are subject to a pat search.

Inmate cells will typically be accessible during the day and evening hours. Cells will be locked during the night hours, but will be equipped with a staff call "push-to-exit" button for inmates to exit their cell when enabled and authorized by the housing officer, or when inmates need to contact the housing officer in case of emergency. If the doors are set as secured, the "push-to-exit" button will operate as a staff call button, which sends an alert tone to the housing pod control panel. If the housing officer does not respond to the call within the designated time, the call will be directed to central control, where it will enunciate as an unacknowledged call-in.

Minimally, each cell shall have a bunk, toilet, sink, mirror, desk/writing surface, seat, and clothing and personal property storage/hooks. The number of ADA-accessible cells will comply with applicable Federal regulations, and will be located proximal to the shower area.

All cells will have access to natural light and where feasible, will have an exterior window.²³ While inmates may have the ability to control their assigned cell's lighting and sanitary fixtures, water and lighting shut-offs will also be located at the officer's workstation. Careful consideration must be given to the design of cells to limit sharp edges and opportunities for inmates to attempt suicide from vents, sprinkler heads, plumbing fixtures, doorknobs, etc.

Showers will be of sufficient number to comply with Wisconsin Jail and ACA Standards and required codes, which require one shower per 12 inmates, and which will also stipulate the requisite number of ADA-accessible showers.²⁴ Extra care must be taken to provide adequate drainage to avoid water runoff from this shower. Each individual shower stall includes a private outer area for drying/dressing. The showerheads should be suicide resistant and, ideally, will be recessed. The shower stalls facing the dayroom should have shower curtains and café-type doors that allow visibility of the head and feet and comply with PREA. Floor drains will be located in both the shower and dressing areas. Inmate razors will be securely stored and will be issued upon request (i.e., once per day during designated issue and collection times) and collected following use.

²³ ACA Standards 4-ALDF-1A-16R

²⁴ ACA Standards 4-ALDF-4B-09

The dayroom (to include subpods), which is centralized to the cells, will provide the amount of space and furnishings sufficient to seat the maximum number of persons who may be allowed in the dayroom at a given time, including staff, at tables with seating. The dayroom will be equipped with sound-attenuating measures. The dayroom will have access to natural light.

Within the dayroom, telephones will be provided, with at least one telephone that is ADA accessible. The telephone system will have the capacity to receive voicemail messages for specific inmates who will be able to retrieve the messages upon entering a unique code. Where feasible, multiple television areas will be located in the dayroom in a manner that causes the least disruption to other inmates. Additionally, inmates will be expected to use FM receivers associated with the television to avoid issues of volume control. The housing pod officer will issue FM receiver headsets when the inmate is issued his/her uniforms, linens, etc. (see below). An additional quiet reading area will be located as part of the open dayroom, but separate from the primary activity areas (e.g., tables and television). Space will be designated for a book cart, whereby the contents are routinely refreshed to provide new reading materials.

Mounted on the wall or under a counter within the dayroom will be four boxes with keyed, hinged lids and slots wide enough to accept a business envelope or folded file folder. One box will be designated for outgoing U.S. mail; its contents will be collected when the designated utility officer arrives each day with the mail delivery. One box in each dayroom will be designated medical requests, which will be picked up by the by health care staff on a daily basis. Other boxes may be used for communication to staff, grievances, etc.

Multifunction kiosks will be provided within the dayroom on a 1:16 ratio. Key functions occurring via the kiosks include commissary and video visitation. One additional kiosk that does not have video visitation functionality will be provided. Should kiosks not be available, commissary kiosks will be provided at the ratio of 1:32 and video visitation kiosks will be provided at the ratio of 1:16.

Commissary orders will be placed and received on a scheduled basis. Inmates may place their commissary orders using the transaction kiosk or tablet. Ideally, the commissary system will be interfaced with the jail management system. Additional kiosk-based activities will include submission of grievances and requests, intra-jail communications, release date lookup, etc. In lieu of kiosks, tablets may be used for multiple purposes with the same functionality as the kiosks above including the ability to submit requests and grievances, viewing PREA video, law library research, submitting commissary orders, and even telephone calls, etc. For the tablets, a recharging/storage station (secure cabinetry) with adequate outlets and shelving should be provided adjacent to the officer's workstation.

Personal visits and many professional visits may be conducted via video visitation. Capabilities for using headsets may be considered to aid in minimizing noise associated with visits as well as acoustical side panels between each kiosk.

An alcove with a carrel station located within the dayroom will be provided for legal research and will also provide inmates the opportunity to send and receive electronic communications from family, friends, and professionals through a secure server. This space will allow inmates to access a secure web-based, or intra-agency legal research system via CD-ROM or a closed intranet web based system. Inmates may opt to print materials obtained electronically to a networked printer located in the decentralized programs center.

Inmates will be charged a per page fee that will be deducted from their account at the time the print order is placed; indigent inmates will be authorized a set number of free pages during a specified period of time for printing legal materials, e.g., 10 free pages per month. All incoming/outgoing electronic communication is subject to censorship based on legitimate institutional interests of order and security. Expanding technology and an anticipated increase in demand for electronic communications, the space and infrastructure to support such stations is provided on a 1:16 ratio basis.

A separate multipurpose space will be provided for specialized activities deemed appropriate by the housing officer or scheduled by the program staff, which may include AA and NA meetings (and similar programs). The multipurpose space with clear visibility into it, should be located in close proximity to the housing officer's workstation to enhance supervision, but also located away from the eating area. The room should be equipped for real-time broadcast distribution and storage cabinetry. The majority of programs and counseling services will occur in the adjacent shared program spaces.

Accessible directly from both the housing pod pedestrian sallyport and the housing pod will be an interview/staging room where program/treatment providers or facility staff may interview inmates in a confidential setting. Inmates may be staged here prior to being escorted for court or transports. Authorized staff may access this room via card reader. The interview room will be sized to accommodate up to four people seated, and will have sufficient windows to allow for observation by the housing pod officer. The interview/staging room will also have a video visitation kiosk that is to be utilized for attorney video visits, with the attorney located at a remote video visitation booth, and the inmate afforded a private video visit in the interview room. It is important to note that the interview room cannot be utilized for other purposes while the video visitation kiosk is in use. This area may also be used for medical triage to minimize the number of escorted movements from the unit or to distribute medication. As such, secure cabinetry and a securable transaction window between the interview/staging room and the housing pod dayroom will be provided. There will be a water cooler located in the dayroom proximal to the transaction window for use during distribution of medications.

Inmates will typically eat their meals at tables located in the dayroom. A food cart alcove will be provided for staging food carts and dispensing trays. The alcove will be equipped with counter space, sink with instant hot water, microwave, beverage station, appropriate electrical outlets and storage cabinets for a supply of napkins, disposable eating utensils, condiments, etc. The food cart alcove will be sized to accommodate a food cart. The door to the housing pod will be sized wider than standard to permit passage of food carts. An adjacent trash alcove will be provided.

Inmates' uniforms and personal items (including jail-issued undergarments), along with all institutional items, such as sheets, towels, blankets, mattresses and pillows, will be issued by the housing officer within the housing pod. A storage closet with shelving is required for uniforms, linens, blankets, mattresses and other items issued in sufficient quantities to meet demand. Disinfectant wipes for the mattresses will be located in this closet for cleaning mattresses prior to a new inmate occupant or at other times deemed appropriate.

Inmates' uniforms and personal items (including undergarments), along with all institutional items, such as sheets, towels, blankets, mattresses and pillows will be washed in the DCJ's centralized laundry (may be contracted service). Linens and uniforms will be exchanged on a one-for-one basis. Issued clothing will be secured in mesh bags and taken to the

centralized laundry for washing, and then returned the following day. Inmates will be permitted to retain enough personal laundry to have sufficient changes of underclothing (see section 15.000 Laundry).

Outdoor exercise will be provided adjacent to the housing pod, and inmates will be permitted to freely access the outdoor exercise facilities during scheduled times. Direct access to the exercise yard is through a door located in the housing pod dayroom. The outdoor exercise yard will be sized to accommodate a portion of the housing pod population, and should be provided with a garage door-type enclosure with light panels to allow the exercise yards to be used year-round. These areas will provide opportunities for both non-contact and individual physical exercise outdoors, and may include passive activities such as board games and will be equipped with tables and seating. All inmates will be permitted outdoor exercise one hour per day, seven days per week, although that figure will likely be exceeded, at least for general population inmates, who will have essentially unfettered access during non-programmed times of the day due to the location of the exercise yards. To the degree possible, the building itself will provide the boundaries of the outdoor exercise yard. Security fencing and/or security mesh must be designed to prevent unauthorized persons (e.g., the public) from observing or throwing contraband into the exercise yards. The common wall between the exercise yard and the dayroom will be glazed to the maximum extent possible to afford unobstructed views to the exercise yard for the officer in the housing pod. Direct access to the exercise yard is through a door located in the dayroom. Outdoor exercise yards will be equipped with appropriate physical exercise equipment.

Space will be provided in the housing pod to accommodate a fully equipped workstation for the housing officer, which will be located within the dayroom such that it provides optimal visibility into the dayroom and of all cells. The workstation will include a computer, door controls, fire and smoke enunciation, and override for telephones, lighting, electric receptacle, and water controls, and stool. Security equipment/supplies will be integrated into the officer workstation. Logbooks, post orders, and a portable phone will be the primary items maintained at this location. These items can be secured in lockable cabinetry. The workstation will be equipped with a mechanism for securing the control panel (most likely a touch screen device) to prevent inmate tampering when the housing officer is away from the workstation. A flat screen PC monitor will be at the workstation for the officer to access the jail management system. The PC itself should be accessible but secured in a cabinet under the work surface. To the degree feasible, staff will be equipped with a personal data assistant (PDA) sized wireless device that will allow them to operate door controls such as the inner sallyport door and the cell doors in the pod. The PDA will have a bar scanner to help track inmates and may have telephonic capability as well. Space must be identified proximal to the housing officer's workstation for an emergency first-aid kit, an AED, and secure storage of staffs' personal items (coat, lunch box, and purse/briefcase).

Because there will be occasion whereby an inmate may not retain all accumulated personal property (e.g., due to privilege suspension), a closet for secure property storage bins containing inmate property will be provided.

Within the housing pod a staff restroom, supply closet, storage closet for the exercise yard equipment, and janitor closet (one on each level, if applicable) will be provided.

8.100 Male Reception (>8 Hours)

Newly admitted inmates are separated from the rest of the population pending completion of classification, a process that assesses individual inmates' risk and needs and identifies any special considerations in terms of custodial and programmatic care that may be present. Inmates pending a first appearance in court will also be housed with this population.

The reception (>8 hours) housing pod is comprised of one main pod and six subpods for a total pod capacity of 64 inmates.

Main Pod

The main pod is comprised of 10 4-person cubicles (bottom bunks are ADA accessible) for a capacity of 40 inmates.

Subpod – Dorm (A, B, C, D, E)

Each subpod is comprised of 1 4-person cubicle (bottom bunks are ADA accessible) for a capacity of 4 inmates.

Subpod – Cells (F)

The subpod is comprised of 4 single-occupancy cells (1 cell is ADA accessible) for a capacity of 4 inmates.

Within the dayroom will be secure private conference booths, each contains a secure transaction window that provides efficient communication between the inmate and classification staff. It is at these windows that initial inmate classification interviews will be conducted. Corresponding workstations/offices will be located on the classification side of each window and each shall contain the necessary furnishings and equipment to complete the identified task. It is in these booths (classification side) that the public defender's office staff may interview inmates prior to initial appearance court.

The multipurpose room will be configured to accommodate future court proceedings conducted via video conferencing (see 4.000 Initial Appearance Court). No additional housing pod alteration, variation, or adaptation is required from that which was described in *Description of Housing Pods – Overview*.

Male Reception (>8 Hours) Pod Operations

All inmates will enter the pod via the housing pod pedestrian sallyport, which will open into the main pod dayroom. The subpods will be accessed from the main pod dayroom through a secured door that is operated via electronic release controlled by the housing officer or for authorized staff by card or biometric access. An intercom will be located on the inner side of the door to allow communication with the housing staff.

The housing pod will be operated, and configured and furnished similarly to other general population housing units. Unless otherwise noted, inmates housed in the subpod will access housing pod components (e.g., legal research kiosk/tablet) located in the main pod dayroom

on a scheduled basis. The design should provide good visibility into all areas within the main pod and subpods.

The subpod will contain a dayroom, and toilet and shower areas. Within the dayroom will be space or an alcove and furnishings for dining, telephones, and television viewing.

A food alcove is not required for the subpod since the food cart will be brought into the main pod dayroom and the housing officer will distribute trays individually. Inmates will generally eat in their dayrooms.

Nursing staff may conduct medication rounds directly in the subpod so that visual observation of the inmate and his surroundings can be made, or the inmate will be escorted to the medication distribution window accessible from the main dayroom.

Inmates in the subpod will be provided access to programs and services. When programs and services that are provided require space, the program spaces in or accessible from the main pod dayroom will generally be utilized.

Inmates assigned to the subpod shall utilize the same outdoor exercise yard as the main pod, which will be accessed on a scheduled basis to prevent inmates requiring separation from coming into contact with others. Ideally, a door will lead directly from the subpods into the exercise yard.

8.200 Male General Population

General population inmates are recognized as individuals who do not present significant risk to the safety of themselves or others or the security of the institution. In a direct supervision environment, inmates are considered general population unless the need for specialized housing is identified through the classification process or indicated by the inmate's behavior.

The general population housing pod is comprised of 32 double-occupancy cells (1 is ADA accessible) for a total pod capacity of 64 inmates.

No housing pod alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

8.300 Male General Population – Flex

The male inmate population has on occasion the need to separate from the general population those inmates who must be kept separate and/or require protective custody; yet, the number of inmates requiring this special housing does not warrant full-size housing pods designated for these purposes. Accordingly, a male general population housing pod will include two subpods contained within the larger, overall housing pod (main pod) for this purpose. When not needed for separation purposes, the subpod entry doors may be left unsecured, which will allow inmates housed in the subpods to be subsumed within the main pod. This housing pod has capacity for a total of 64 inmates. Staff assigned to this housing pod must be mindful that it is possible that all security classifications will be managed within this pod.

Main Pod

The main pod is comprised of 24 double-occupancy cells (1 is ADA accessible) for a capacity of 48 inmates.

Subpods – Flex (A, B)

Each subpod is comprised of 8 single-occupancy cells (1 is ADA accessible) for a capacity of 8 inmates.

Male General Population Flex Housing Pod Operations

All inmates will enter the pod via the housing pod pedestrian sallyport, which will open into the main pod dayroom. The subpod will be accessed from the main pod dayroom through a secured door that is operated via electronic release controlled by the housing officer or for authorized staff by card or biometric access. An intercom will be located on the inner side of the door to allow communication with the housing staff.

The housing pod will be operated, and configured and furnished similarly to other general population housing units. Unless otherwise noted, inmates housed in the subpod will access housing pod components (e.g., legal research kiosk/tablet) located in the main pod dayroom on a scheduled basis. The design should provide good visibility into all areas within the main pod and subpod.

The subpod will contain a dayroom, and toilet and shower areas. Within the dayroom will be space or an alcove and furnishings for dining, telephones, television viewing, commissary orders, and video visitation.

A food alcove is not required for the subpod since the food cart will be brought into the main pod dayroom and the housing officer will distribute trays individually. Inmates will generally eat in their dayrooms.

Nursing staff may conduct medication rounds directly in the subpod so that visual observation of the inmate and his surroundings can be made, or the inmate will be escorted to the medication distribution window accessible from the main dayroom.

Inmates in the subpod will be provided access to programs and services. When programs and services that are provided require space, the program spaces in or accessible from the main pod dayroom will generally be utilized.

Inmates assigned to the subpod shall utilize the same outdoor exercise yard as the main pod, which will be accessed on a scheduled basis to prevent inmates requiring separation from coming into contact with others. Ideally, a door will lead directly from the subpod into the exercise yard.

No additional housing unit alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

8.400 Male General Population – Huber

Wisconsin statute 303.08 “Huber Law;” Employment of County Jail Prisoners provides that any person sentenced to a county may be granted the privilege of leaving the jail during

necessary and reasonable hours for any number of identified purposes. Inmates afforded this privilege are considered general population inmates and are recognized as individuals who do not present significant risk to the safety of themselves or others or the security of the institution. Unique to this population is the increased risk that contraband could be passed into the facility due to opportunity or pressure exerted by others should these inmates be housed in general population. For these reasons, access to the core facility by inmates assigned to this pod will be limited. Operational practices, when practical and feasible, will facilitate meeting the needs of these inmates without them having to access the larger facility.

Inmates authorized to pursue a community-based Huber activity will enter/exit the building through a designated exterior secure entry/exit vestibule/sallyport – Huber sallyport (see subsection 8.800 Huber Entry/Exit Vestibule/Sallyport).

The Huber general population housing pod is comprised of a dormitory with 16 four-person cubicles for a total pod capacity of 64 inmates. The pod will be designed such that it has ready access to the Huber sallyport and minimizes contact and interaction with other inmates. Male Huber inmates will be housed in the male GP Huber housing pod unless a health care condition requires specialized housing such as medical or mental health housing.

The dormitory will have four-person cubicles – 16 cubicles total for males. Cubicles will have bunks, a desk/writing surface, seat, clothing and personal property storage/hooks, and natural light.

Generally, the behavior of Huber inmates will not present a threat to safety and security, and will be well controlled within the structured setting the housing environment will provide. However, there is occasion whereby a situation presents itself where removal of the inmate or isolating two agitated inmates is the best strategy for maintaining safety and security within the housing pod. For these situations, two rooms with good visibility from the housing pod officer's workstation will be provided within the pod for temporarily segregating an inmate from others until the inmate's behavior no longer requires segregation or the threat to the inmate has been eliminated. The rooms, intended for short-term use, will have a bunk, toilet, sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks.

The pod will have common restroom facilities having the requisite number of toilets and sinks, and mirrors.

Foodservice, laundry, commissary, legal research, and video visitation occur directly in the housing pod.

DCJ health care staff will monitor the health care of inmates assigned to this pod and these inmates may be authorized to obtain health care directly within the community.

For those programs and services that cannot be delivered directly in the housing pod, arrangements may be made authorizing inmates to attend approved programs and services within the community or within the larger facility.

No additional housing unit alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

8.500 Male Restrictive Housing

Inmates in restrictive housing present a security/safety threat to the facility or others or fail to consistently recognize their ability to adjust and follow the jail's rules and regulations. Restrictive housing may also include pre-hearing detention for those inmates pending resolution of a disciplinary action.

Inmates may be assigned to restrictive housing as part of a sanction imposed after having been found to be in violation of jail rules and regulations.

Regardless of the reason, whenever an inmate is placed in restrictive housing, mental health staff and medical staff will be contacted to ensure that there are no mental health and/or medical contraindications for the inmate to be placed in restrictive housing. Inmates assigned to restrictive housing will have their status regularly reviewed to mitigate concerns associated with the harmful aspects of extended cell confinement.

The restrictive housing pod is comprised of one main pod and one subpod for a total pod capacity of 24 inmates.

Main Pod

The main pod is comprised of 20 single-occupancy cells (1 is ADA accessible) for a capacity of 20 inmates.

Subpod – Cells (A)

The subpod is comprised of 4 single-occupancy cells (1 is ADA accessible) for a capacity of 4 inmates.

Inmates in restrictive housing generally retain the same access to programs, services, activities, etc., as the general population; these may only be restricted to the extent necessary to maintain safety and security.

Inmates in restrictive housing due to a disciplinary sanction do not retain the same access to programs, services, activities, etc., as the general population. Designed as a deterrent to future misconduct, restrictive housing for this purpose may suspend or limit privileged programs, services, and activities, while continuing to provide access to entitled programs, services and activities, albeit, perhaps, on a more limited basis.

Inmates in restrictive housing may be required to eat their meals in their assigned cell, while inmates assigned to restrictive housing as part of a disciplinary sanction will eat their meals in their assigned cells.

Cell furnishing shall be security grade. Cells shall also include a drinking fountain, and cell doors shall be equipped with a food pass and cuff pass.

For the showers, a security door will be required at the entrance to the outer dressing area with vision panels or security screens that will allow a view of the head and feet of the inmate in the shower. The door to the showers can be secured if necessary, and will include a cuff pass so that inmates who are violent can be restrained within the secure shower prior to opening the door.

One of the telephones will be portable, which will provide the opportunity for telephone calls by those inmates whose access to the dayroom is restricted. In addition, one of the kiosks shall be portable to allow for use by inmates whose access to the dayroom is restricted. The non-video visitation kiosk is not provided in the restrictive housing pod.

Male Restrictive Housing Pod Operations

All inmates will enter the pod via the housing pod pedestrian sallyport, which will open into the main pod dayroom. The subpod will be accessed from the main pod dayroom through a secured door that is operated via electronic release controlled by the housing officer or for authorized staff by card or biometric access. An intercom will be located on the inner side of the door to allow communication with the housing staff.

The housing pod will be operated, and configured similarly to other general population housing units, while there will be greater use of fixed/secure furnishings. Unless otherwise noted, inmates housed in the subpod will access housing pod components (e.g., legal research kiosk/tablet) located in the main pod dayroom on a scheduled basis. The design should provide good visibility into all areas within the main pod and subpod.

The following alterations, modifications, or adaptations will apply:

1. Cell furnishing shall be security grade. Cells shall also include a drinking fountain, and cell doors shall be equipped with a food pass and cuff pass.
2. For the showers, a security door will be required at the entrance to the outer dressing area with vision panels or security screens that will allow a view of the head and feet of the inmate in the shower. The door to the showers can be secured if necessary, and will include a cuff pass so that inmates who are violent can be restrained within the secure shower prior to opening the door.
3. One of the telephones will be portable, which will provide the opportunity for telephone calls by those inmates whose access to the dayroom is restricted.
4. The video visitation kiosk shall be portable to allow for use by inmates whose access to the dayroom is restricted.

The subpod will contain a dayroom, and toilet and shower areas. Within the dayroom will be space or an alcove and furnishings for dining, telephones, television viewing, commissary orders, and video visitation.

A food alcove is not required for the subpod since the food cart will be brought into the main pod dayroom and the housing officer will distribute trays individually. Inmates will generally eat in their dayrooms.

Nursing staff may conduct medication rounds directly in the subpod so that visual observation of the inmate and his surroundings can be made, or the inmate will be escorted to the medication distribution window accessible from the main dayroom.

Inmates in the subpod will be provided access to programs and services. When programs and services that are provided require space, the program spaces in or accessible from the main pod dayroom will generally be utilized.

Inmates assigned to the subpod shall utilize the same outdoor exercise yard as the main pod, which will be accessed on a scheduled basis to prevent inmates requiring separation from coming into contact with others. Ideally, a door will lead directly from the subpod into the exercise yard.

No additional housing unit alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

8.600 Female Reception (>8 Hours) & General Population – Huber

Newly admitted inmates are separated from the rest of the population pending completion of classification, a process that assesses individual inmates' risk and needs and identifies any special considerations in terms of custodial and programmatic care that may be present. Inmates pending a first appearance in court will also be housed with this population.

Wisconsin statute 303.08 "Huber Law;" Employment of County Jail Prisoners provides that any person sentenced to a county may be granted the privilege of leaving the jail during necessary and reasonable hours for any number of identified purposes. Inmates afforded this privilege are considered general population inmates and are recognized as individuals who do not present significant risk to the safety of themselves or others or the security of the institution. Unique to this population is the increased risk that contraband could be passed into the facility due to opportunity or pressure exerted by others should these inmates be housed in general population. For these reasons, access to the core facility by inmates assigned to this pod will be limited. Operational practices, when practical and feasible, will facilitate meeting the needs of these inmates without them having to access the larger facility.

Inmates authorized to pursue a community-based Huber activity will enter/exit the building through a designated exterior secure entry/exit vestibule/sallyport – Huber sallyport (see subsection 8.800 Huber Entry/Exit Vestibule/Sallyport).

To optimize economies of scale, the housing needs for females in these two population groups will be met through a single housing pod configured to accommodate the respective housing requirements. The reception (>8 hours) component of the housing pod is comprised of a main pod and two subpods (one of the subpods will also serve GP Huber inmates), and the GP Huber component of the pod is comprised of a single main pod for a total pod capacity of 48 inmates. The pod will be designed such that the housing pod pedestrian sallyport provides separate and direct access to both the reception and Huber sections of the pod. The location of this housing pod should have ready access to the Huber sallyport (see subsection 8.800 Huber Entry/Exit Vestibule/Sallyport) and minimizes contact and interaction with other inmates.

Main Pod – Reception

The main reception pod is comprised of 5 4-person cubicles (1 cubicle – bottom bunks are ADA accessible) for a capacity of 20 inmates.

Subpod – Reception (A)

The subpod is comprised of 4 single-occupancy cells (1 is ADA accessible) for a capacity of 4 inmates. When not needed for separation purposes, the subpod entry door may be left unsecured, which will allow inmates housed in the subpod to have free access to the main pod dayroom.

Subpod – Flex (B)

The subpod is comprised of 1 4-person cubicle (bottom bunks are ADA accessible) for a capacity of 4 inmates. This subpod will have two secure doors – one that accesses the reception dayroom and one that accesses the GP Huber dayroom. When not needed for separation purposes, one of the subpod entry doors may be left unsecured, which will allow inmates housed in the subpod to have free access to the pod's designated dayroom, i.e., either the Reception main pod dayroom or GP Huber main pod dayroom.

Main Pod – GP Huber

The main GP Huber pod is comprised of 5 4-person cubicles (1 cubicle – bottom bunks are ADA accessible) for a capacity of 20 inmates.

Female Reception/General Population – Huber Housing Pod Operations

All inmates will enter the pod via the housing pod pedestrian sallyport, which will have doors that open into the main pod dayroom of each pod component – one each for reception and GP Huber. The subpod will be accessed from the main pod dayroom through a secured door that is operated via electronic release controlled by the housing officer or for authorized staff by card or biometric access. An intercom will be located on the inner side of the sallyport door to allow communication with the housing staff.

The interview/staging room that is accessible from the pod pedestrian sallyport will bridge both the reception and Huber components of the pod, having direct access from each component. In addition, there will be a securable transaction window from this room into each component.

Foodservice, laundry, commissary, legal research, and video visitation occur directly in the main pod of each respective housing component.

DCJ health care staff will monitor the health care of inmates assigned to this pod and Huber inmates may be authorized to obtain health care directly within the community.

Within the reception main pod dayroom will be a secure private conference booth, it contains a secure transaction window that provides efficient communication between the inmate and classification staff. It is at this window that the initial inmate classification interview will be conducted. A corresponding workstation/office will be located on the classification side of each window and shall contain the necessary furnishings and equipment to complete the identified task. It is in this booth (classification side) that the public defender's office staff may interview inmates prior to initial appearance court.

The housing pod will be operated, and configured and furnished similarly to other general population housing units. Unless otherwise noted, inmates housed in the subpod will access

housing pod components (e.g., legal research kiosk/tablet) located in the main pod dayroom on a scheduled basis. The design should provide good visibility into all areas within the main pod and subpod.

The subpod will contain a dayroom, and toilet and shower areas. Within the dayroom will be space or an alcove and furnishings for dining, telephones, and television viewing.

A food alcove is not required for the subpod since the food cart will be brought into the main pod dayroom and the housing officer will distribute trays individually. Inmates will generally eat in their dayrooms.

Nursing staff may conduct medication rounds directly in the subpod so that visual observation of the inmate and her surroundings can be made, or the inmate will be escorted to the medication distribution window accessible from the main dayroom.

Inmates in the subpod will be provided access to programs and services. When programs and services that are provided require space, the program spaces in or accessible from the main pod dayroom will generally be utilized. Arrangements may be made authorizing Huber inmates to attend approved programs and services within the community or within the larger facility.

Inmates assigned to the subpod shall utilize the same outdoor exercise yard as the main pod, which will be accessed on a scheduled basis to prevent inmates requiring separation from coming into contact with others. Ideally, a door will lead directly from the subpod into the exercise yard.

No additional housing unit alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

8.700 Female General Population – Flex

General population inmates are recognized as individuals who do not present significant risk to the safety of themselves or others or the security of the institution. In a direct supervision environment, inmates are considered general population unless the need for specialized housing is identified through the classification process or indicated by the inmate's behavior.

The female inmate population has, on occasion, the need to separate from the general population those inmates who must be kept separate, require protective custody, and/or are assigned to restrictive housing;²⁵ yet, the number of inmates requiring this special housing does not warrant full-size housing pods designated for these purposes. Accordingly, the female general population housing pod will include two subpods contained within the larger, overall housing pod (main pod) for this purpose. When not needed for separation purposes, the subpod entry doors may be left unsecured, which will allow inmates housed in the subpods to be subsumed within the main pod. This housing pod has

²⁵ Inmates in restrictive housing present a security/safety threat to the facility or others or fail to consistently recognize their ability to adjust and follow the jail's rules and regulations. Restrictive housing may also include pre-hearing detention for those inmates pending resolution of a disciplinary action. Inmates may be assigned to restrictive housing as part of a sanction imposed after having been found to be in violation of jail rules and regulations.

capacity for a total of 64 inmates. Staff assigned to this housing pod must be mindful that it is possible that all security classifications will be managed within this pod.

Main Pod

The main pod is comprised of 28 double-occupancy cells (1 is ADA accessible) for a capacity of 56 inmates.

Subpod – Flex (A, B)

Each subpod is comprised of 4 single-occupancy cells (1 is ADA accessible) for a capacity of 4 inmates.

Female General Population – Flex Housing Pod Operations

All inmates will enter the pod via the housing pod pedestrian sallyport, which will open into the main pod dayroom. The subpods will be accessed from the main pod dayroom through a secured door that is operated via electronic release controlled by the housing officer or for authorized staff by card or biometric access. An intercom will be located on the inner side of the door to allow communication with the housing staff.

The main housing pod will be operated, and configured and furnished similarly to other general population housing units. Unless otherwise noted, inmates housed in a subpod will access housing pod components (e.g., legal research carrel) located in the main pod dayroom on a scheduled basis. The design should provide good visibility into all areas within the main pod and subpods.

The subpods will contain a dayroom, and toilet and shower areas. Within the subpod dayrooms will be space or an alcove and furnishings for dining, telephones, television viewing, commissary orders, and video visitation.

A food alcove is not required for the subpods since the food cart will be brought into the main pod dayroom and the housing officer will distribute trays individually. Inmates will generally eat in their dayrooms with the exception of inmates assigned to restrictive housing. Inmates in restrictive housing may be required to eat their meals in their assigned cell, while inmates in restrictive housing due to a disciplinary sanction will eat their meals in their assigned cells.

Nursing staff may conduct medication rounds directly in the subpods so that visual observation of the inmate and her surroundings can be made, or the inmate will be escorted to the medication distribution window accessible from the main dayroom.

Inmates in the subpods will be provided access to programs and services. When programs and services that are provided require space, the program spaces in or accessible from the main pod dayroom will generally be utilized.

Inmates in restrictive housing generally retain the same access to programs, services, activities, etc., as the general population; these may only be restricted to the extent necessary to maintain safety and security.

Inmates in restrictive housing due to a disciplinary sanction do not retain the same access to programs, services, activities, etc., as the general population. Designed as a deterrent to future misconduct, restrictive housing for this purpose may suspend privileged programs, services and activities, while continuing to provide access to entitled programs, services, and activities, albeit on a more limited basis.

Inmates assigned to a subpod shall utilize the same outdoor exercise yard as the main pod, which will be accessed on a scheduled basis to prevent inmates requiring separation from coming into contact with others.

The following alterations, modifications, or adaptations will apply to the subpods:

1. Cell furnishing shall be security grade. Cells shall also include a drinking fountain, and cell doors shall be equipped with a food pass and cuff pass.
2. For the showers, a security door will be required at the entrance to the outer dressing area with vision panels or security screens that will allow a view of the head and feet of the inmate in the shower. The door to the showers can be secured if necessary, and will include a cuff pass so that inmates who are violent can be restrained within the secure shower prior to opening the door.
3. The telephone will be portable, which will provide the opportunity for telephone calls by those inmates whose access to the dayroom is restricted.
4. The video visitation kiosk shall be portable to allow for use by inmates whose access to the dayroom is restricted.

No additional housing unit alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

8.800 Huber Entry/Exit Vestibule/Sallyport

Inmates authorized to pursue a community-based Huber activity will enter/exit the building through an exterior secure entry/exit vestibule/sallyport (Huber sallyport) designated for this purpose, which has outer and inner doors controlled by the Huber sallyport officer or central control. Staff may have card or biometric access. An intercom and CCTV will be used to monitor and authorize entry/exit. The Huber sallyport will lead directly into circulation space that is proximal to the Huber housing pods and is considered a restricted area for non-Huber inmates.

Huber inmates leaving or returning to the facility will check in with the Huber sallyport officer, who will verify the inmate's identity via biometric means and log the inmate in/out of the facility. The officer will confirm the inmate's authorization to leave the facility by checking the electronic roster of approved appointments. If confirmation is not made, the officer will attempt to contact the appropriate staff member to ascertain the appointment's status. Failing confirmation, the officer will direct the inmate to return to his/her housing pod and will notify the Huber housing pod officer of the returning inmate. Any denials to leave the facility shall be properly documented. An officer workstation is provided for this purpose. Seating is provided for inmates awaiting processing in/out of the facility.

On a scheduled basis, officers will complete the exchange, release or receipt of inmates' personal clothing with a family member or friend. This is limited to personal clothing used for an authorized Huber purpose. Secure storage lockers will be provided for the temporary storage of inmate personal clothing slated for exchange, release or receipt.

Inmates going into the community will change from their jail uniform into personal clothing. Soiled uniforms will be placed in the soiled laundry cart and the inmate will be issued a clean uniform upon return to the facility. A laundry room with washers and dryers, soap vending machine, and irons and ironing boards will be available for inmates on a scheduled basis to clean personal clothing worn while in the community. Upon return to the facility, inmates shall be subject to strip search. A room designated for these purposes will be within the Huber sallyport. The male search/changing room with private search/changing rooms will include 200 assigned lockers for storage of inmates' personal clothing and work items, seating for 30 Huber inmates to change into and out of their street clothing, and a shower. The female search/changing room with private search/changing rooms will include 40 assigned lockers for storage of inmates' personal clothing and work items, seating for 12 Huber inmates to change into and out of their street clothing, and a shower. There will be storage for an adequate supply of clean uniforms and a staging area for soiled laundry.

The Huber sallyport will include a staff restroom, inmate restrooms, trash alcove, and janitor closet.

8.900 Decentralized Programs and Activities Center – Overview

The decentralized programs and activities centers will serve inmates by providing space for educational and treatment activities decentralized to the housing areas to facilitate inmate participation in programs with minimal movement throughout the facility. The decentralized program space will be located in the circulation areas adjacent to a cluster of up to, generally, four housing pods.

Inmates will make a request to participate in any program or service offered in the facility. The programs coordinator will receive these requests and coordinate eligible inmates' participation. If a program/service is at capacity, the eligible inmate will be placed on a waiting list to be processed on a first-come first-served basis.

Each decentralized programs and activities center associated with this component will provide the spaces necessary to meet the programmatic needs for inmates assigned housing within a designated zone (area). Ideally, all inmate programming will be held within the housing zone. However, the realities of inmate needs as well as space and program leader efficiencies, suggest that in some cases, inmates may need to be scheduled for programs in a different housing zone or centrally.

Most inmates will travel to the programs and activities center via individual pass, or they will travel by individual or group escort. Utility officers will monitor movement in the circulation corridor and will make periodic checks of these centers to verify inmates' authorization to be in the area. Careful scheduling must be employed to coordinate start times incrementally so that large numbers of inmates are not entering and leaving the program centers at the same time. Seating will be available for inmates who arrive just prior to the scheduled program; this seating will be located adjacent to the program centers with good visibility from the program security officer workstation.

The programs and activities centers will contain multipurpose rooms/classrooms divided by acoustical, moveable partitions (so that two rooms can be made into a larger classroom when necessary – e.g., religious programming), a computer education room, and a hair care room. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the program security officer's workstation. This workstation will be configured and furnished commensurate with assigned tasks and responsibilities. In addition, an office will be provided in this area for the floor supervisor conveniently located to the housing pods and programs and activity center, with access to and observation of the floor corridor area.

The large multipurpose rooms/classrooms will be designed and furnished similarly to traditional adult education classrooms. Each of the classrooms will be equipped with CCTV capabilities to allow for programs to be aired live or videotaped for later showing in the housing units. Secure storage for supplies and expensive instructional materials such as audio-visual equipment will be provided in this area. The medium-sized multipurpose rooms/classrooms will be designed and furnished for small group activities. Additional rooms will be provided, which are designed and equipped for conducting interviews (professional counselors, classification interviews, program leaders, and volunteers) when it is not conducive to conduct the interview in the inmate's assigned housing pod. These interview rooms will provide the requisite privacy to prevent casual observation of room occupants by other inmates. One of the interview rooms will be configured/wired for audio and video recording.

An additional classroom, designated as the computer education classroom, will be wired and designed to accommodate inmates working at individual computer terminals within carrels offering some limited acoustical privacy. A centralized software system with appropriate file servers will be required to serve this classroom, and is to be located in a secure room immediately adjacent to the computer education classroom. Trained volunteers can be effectively used to supplement teachers to assist inmates assigned to the computer-assisted learning programs.

Generous glazing in the programs and activity rooms on the walls adjoining the circulation corridor and/or central location of the programs and activities area will enhance supervision without disrupting the programmed activities. Conveniently located to all the multipurpose rooms/classrooms and interview rooms will be space to store stacking chairs that will be used throughout the programs and activities areas. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored – will be more cost effective than outfitting each room for the maximum number of anticipated participants.

A fully equipped and furnished triage/examination room with secure storage for the medication cart will be provided in the programs and activities center to minimize movement throughout the facility of inmates undergoing health care assessment. Inmates newly admitted to the facility may receive their history and physical examination in this area. Additionally, inmates will be seen for sick call on a scheduled basis. Inmates will make a written request to be seen by health care staff, and initial triage will occur in this area prior to having to visit the medical clinic. Medication will be distributed within the housing pods from medications carts, which will have designated storage space within this area.

Inmates will be brought to the triage/examination area where they will sit on bench seating just outside of the triage/examination room to maximize efficiency. A medical work area will

be provided for nursing staff to conduct their charting and for files to be created. A technician can also be assigned to this area to assist the nurse. Once the initial history is obtained, the inmate will be taken to the examination room for further physical assessment. This will allow two inmates to undergo processing at one time. If deemed necessary, the inmate will be scheduled for sick call to see the physician or a specialist.

A hair care area will be provided where inmates with scheduled appointments can receive hair care services during scheduled activities periods. The hair care area will meet all State health care and sanitary regulations. All haircuts will be scheduled in advance. It is preferable that a contracted hairstylist will perform hair care services. The haircutting shop should be located in an area where it can be easily supervised by facility staff. Bench seating will be located outside the hair care area for inmates who are awaiting scheduled appointments.

No chemicals will be used in the haircutting process, with the exception of non-chemical rinses. Any need for chemical hair treatment will be for medical purposes only, e.g., to treat head lice, scalp ailments, etc., and will be conducted on a case-by-case basis in the clinic area.

A shared office shall be provided for program leaders, volunteers, etc., to work privately before, after or in between program sessions.

Within the decentralized programs center is a printer/copier work alcove (which will also be used for printing of inmates' legal materials), staff restroom, inmate restroom, and janitor closet.

Additional Design/Operational Considerations

The male GP Huber housing pods and the female reception & GP Huber housing pod will have ready access to the Huber Entry/Exit Vestibule/Sallyport.

No exterior window openings in the cells shall be greater than five inches wide. Glazing will be security grade. All special management cell doors will be out-swinging and remotely operated and constructed of 12-gauge security hollow metal with a 12-gauge security frame, and will contain observation panels for officer checks. Locking systems will be electronic wide jamb security locks. A secure speaker diaphragm will be provided in each cell. General population cell doors can be 14-gauge security hollow metal or reinforced solid core wood doors.

Access to the inner general population sallyport door of the housing areas may be via card and/or biometric access for select staff. An intercom on the outside of the door, connected to the workstation, will provide appropriate communication capability and should be used to announce entry into the unit. Central control will have override control of both the inner and outer doors of the sallyport in emergencies.

No exterior window openings in the general population cells shall be greater than five inches wide. Glazing will be security grade. All general population cell doors will be out-swinging and remotely operated and constructed of solid wood or 14-gauge security hollow metal with a 14-gauge security frame, and will contain observation panels for housing officer checks. Locking systems may be electronic narrow jamb security locks. A secure speaker diaphragm and push-to-exit/call button will be provided in each cell.

The housing officer should have a master key to all cells in the housing pods. Central control will also have single point override control of these doors in the event of an emergency.

Cameras will be located throughout the living areas, which will allow for either continual time-lapse digital video recording or upon activation of a duress alarm. While the number of cameras should be minimized, coverage of all common areas is critical.

The showers and toilets in general population housing should not be equipped with locking mechanisms. Privacy panels compliant with PREA shall be provided for the showers in these units. Secure full height doors with vision panels and cuff-passes should be provided in the restrictive housing units. The showerheads should be suicide resistant and ideally will be recessed.

Toilets and sinks will be detention grade stainless steel in high security housing areas such as restrictive housing and acute mental health housing.

Toilets having a toilet seat and sinks will be detention grade vitreous china in medium security housing areas such as general population and medical housing.

Toilets having a toilet seat and sinks will be standard commercial grade in low security housing areas such as Huber general population.

All video visitation kiosks should be connected into the County's wide area network into all the County court buildings, State Attorney's and Public Defender's offices.

All electrical circuits, lighting and mechanical systems in these areas of the facility should be connected to the facility's emergency power generation system.

All recreation yards shall include floor drains, and camera monitoring at the officer's workstation.

Security within the programs and activities area/centers will be limited to controlling access to the area using a card and/or biometric access system or other staff-controlled security system. Within this area, general office construction will be employed.

Generous glazing in these rooms on the walls adjoining the circulation corridor will enhance supervision without disrupting the classroom activities.

8.000 Housing – Adult Inmates

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
8.100 MALE RECEPTION (>8 Hours) [64 beds per pod; 1 pod]						
<i>Main Pod: Male Reception (>8 Hours) [40 beds]</i>						
8.101	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by central control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
8.102	Dormitory	4	9	160 /cubicle	1,440	4-person cubicles (bunks stacked 2 high); desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
8.103	ADA Dormitory	4	1	160 /cubicle	160	4-person cubicles (bunks stacked 2 high) - only bottom bunks designated as ADA, desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
8.104	Inmate Restroom	1-4	1	200 /area	200	Detention grade: 4 toilets with PREA-compliant privacy partitions, 4 sinks; 4 mirrors; ADA accessible
8.105	Shower/Changing	1	5	40 /area	200	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.106	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.107	Dayroom/Dining/TV	40	1	35 /pers	1,400	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 40 at mealtimes; sound attenuation measures; natural light; 5 telephones (1 ADA-accessible phone); 2 TV areas with seating for 10, FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
8.108	Classification Conference Booth - Inmate Side	1	2	40 /area	80	Transaction window - glazed with pass-through and speak-through; counter space for signing documents; acoustical privacy; ADA accessible (associated with 10.200 Classification)
8.109	Multi-function Kiosk	-	3	40 /area	120	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.110	ADA Multi-function Kiosk	-	1	50 /area	50	Portable kiosk (requisite cabling/power, etc.); video visitation; headset; acoustical side panels; commissary; automated transaction station; for use in subpods as needed
8.111	ADA Multi-function Kiosk (No Video Visiting)	-	1	50 /area	50	Commissary; automated transaction station; in lieu of multifunction kiosk, tablets may be utilized - secure cabinetry containing recharging station with adequate number of receptacles (located adjacent to officer workstation)
8.112	Computer Carrel	-	3	40 /area	120	Legal research; electronic communications
8.113	ADA Computer Carrel	-	1	50 /area	50	Legal research; electronic communications

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
8.114	Multipurpose/Video Conference Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities - television (wall-mounted or secure cabinet); sound-attenuation, two-way communication courtroom, ceiling-mounted high resolution camera, computer with electronic signature, telephone, printer/copier/fax, fiber optic cabling/transmission lines; equipment storage; supply storage cabinets (associated with 4.000 Initial Appearance Court and 7.000 Intake-Release)
8.115	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.116	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.117	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.118	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.119	Outdoor Exercise Yard	30-40	1	750 /area	(750)	Exterior space; direct access from housing pod; tempered heat - minimum 50 degrees; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; equipment storage
8.120	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.121	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.122	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.123	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
8.124	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.125	Storage Closet	-	1	50 /area	50	Exercise items
8.126	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subpod A - Dorm: Male Reception (>8 Hours) [4 beds]</i>						
8.127	ADA Dormitory	4	1	160 /cubicle	160	4-person cubicles (bunks stacked 2 high) - only bottom bunks designated as ADA, desk/writing surface, seating, clothing and under bed personal storage/hooks; natural

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
						light; suicide resistant fixtures/design; low-height partition separates each cubicle
8.128	Inmate Restroom	1	1	50 /area	50	Detention grade: 1 toilet with PREA-compliant privacy partition, 1 sink; 1 mirror; ADA accessible
8.129	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.130	Dayroom/Dining/TV	4	1	35 /pers	140	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA-accessible phone; 1 TV area with seating for 4; FM receivers; natural light; door leading into exercise yard
<i>Subpod B - Dorm: Male Reception (>8 Hours) [4 beds]</i>						
8.131	ADA Dormitory	4	1	160 /cubicle	160	4-person cubicles (bunks stacked 2 high) - only bottom bunks designated as ADA, desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
8.132	Inmate Restroom	1	1	50 /area	50	Detention grade: 1 toilet with PREA-compliant privacy partition, 1 sink; 1 mirror; ADA accessible
8.133	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.134	Dayroom/Dining/TV	4	1	35 /pers	140	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA-accessible phone; 1 TV area with seating for 4; FM receivers; natural light; door leading into exercise yard
<i>Subpod C - Dorm: Male Reception (>8 Hours) [4 beds]</i>						
8.135	ADA Dormitory	4	1	160 /cubicle	160	4-person cubicles (bunks stacked 2 high) - only bottom bunks designated as ADA, desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
8.136	Inmate Restroom	1	1	50 /area	50	Detention grade: 1 toilet with PREA-compliant privacy partition, 1 sink; 1 mirror; ADA accessible
8.137	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.138	Dayroom/Dining/TV	4	1	35 /pers	140	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 4 at mealtimes;

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						sound attenuation measures; natural light; 1 ADA compliant phone; 1 TV area with seating for 4; FM receivers; natural light; door leading into exercise yard
<i>Subpod D - Dorm: Male Reception (>8 Hours) [4 beds]</i>						
8.139	ADA Dormitory	4	1	160 /cubicle	160	4-person cubicles (bunks stacked 2 high) - only bottom bunks designated as ADA, desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
8.140	Inmate Restroom	1	1	50 /area	50	Detention grade: 1 toilet with PREA-compliant privacy partition, 1 sink; 1 mirror; ADA accessible
8.141	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.142	Dayroom/Dining/TV	4	1	35 /pers	140	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA compliant phone; 1 TV area with seating for 4; FM receivers; natural light; door leading into exercise yard
<i>Subpod E - Dorm: Male Reception (>8 Hours) [4 beds]</i>						
8.143	ADA Dormitory	4	1	160 /cubicle	160	4-person cubicles (bunks stacked 2 high) - only bottom bunks designated as ADA, desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
8.144	Inmate Restroom	1	1	50 /area	50	Detention grade: 1 toilet with PREA-compliant privacy partition, 1 sink; 1 mirror; ADA accessible
8.145	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.146	Dayroom/Dining/TV	4	1	35 /pers	140	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA compliant phone; 1 TV area with seating for 4; FM receivers; natural light; door leading into exercise yard
<i>Subpod F - Cells: Male Reception (>8 Hours) [4 beds]</i>						
8.147	Single Occupancy Cell	1	3	80 /cell	240	1 bunk, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door equipped with food pass and cuff pass
8.148	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
8.149	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.150	Dayroom/Dining/TV	4	1	200 /area	200	Centralized to cells; exceeds the minimum dayroom size requirement in accordance with ACA standards due to cell dimensions; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA-accessible phone; 1 TV area with seating for 4; FM receivers; natural light; door leading into exercise yard
Subtotal Net Square Feet					7,520	
Grossing Factor					1.65	
Subtotal Gross Square Feet					12,408	
Subtotal Exterior Square Feet					(750)	
8.200 MALE GENERAL POPULATION [64 beds per pod; 4 pods]						
8.201	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by central control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
8.202	Double Occupancy Cell	2	31	80 /cell	2,480	2 bunks, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
8.203	ADA Double Occupancy Cell	2	1	100 /cell	100	2 bunks (not stacked), stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
8.204	Shower/Changing	1	5	40 /area	200	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.205	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.206	Dayroom/Dining/TV	64	1	35 /pers	2,240	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 64 at mealtimes; sound attenuation measures; natural light; 6 telephones (1 ADA-accessible phone); 2 TV areas with seating for 20, FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
8.207	Multi-function Kiosk	-	3	40 /area	120	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.208	ADA Multi-function Kiosk	-	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
8.209	ADA Multi-function Kiosk (No Video Visiting)	-	1	50 /area	50	Commissary; automated transaction station; in lieu of multifunction kiosk, tablets may be utilized - secure cabinetry containing recharging station with adequate number of receptacles (located adjacent to officer workstation)
8.210	Computer Carrel	1	3	40 /area	120	Legal research; electronic communications
8.211	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.212	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
8.213	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.214	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.215	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.216	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.217	Outdoor Exercise Yard	40-50	1	750 /area	(750)	Exterior space; direct access from housing pod; tempered heat - minimum 50 degrees; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; equipment storage
8.218	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.219	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.220	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.221	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
8.222	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.223	Storage Closet	-	1	50 /area	50	Exercise items
8.224	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subtotal Net Square Feet</i>					6,480	
<i>Grossing Factor</i>					1.65	
<i>Subtotal Gross Square Feet</i>					10,692	
<i>Subtotal Exterior Square Feet</i>					(750)	
<i>Subtotal 4 Pods - Interior Net Square Feet</i>					25,920	

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
Subtotal 4 Pods - Interior Gross Square Feet					42,768	
Subtotal 4 Pods - Exterior Square Feet					(3,000)	
8.300 MALE GENERAL POPULATION - FLEX [64 beds per pod; 1 pod]						
<i>Main Pod: Male General Population [48 beds]</i>						
8.301	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by central control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
8.302	Double Occupancy Cell	2	24	80 /cell	1,920	2 bunks, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
8.303	ADA Double Occupancy Cell	2	1	100 /cell	100	2 bunks (not stacked), stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
8.304	Shower/Changing	1	4	40 /area	160	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.305	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.306	Dayroom/Dining/TV	48	1	35 /pers	1,680	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 48 at mealtimes; sound attenuation measures; natural light; 5 telephones (1 ADA-accessible phone); 2 TV areas with seating for 15, FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
8.307	Multi-function Kiosk	1	3	40 /area	120	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.308	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.309	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station; in lieu of multifunction kiosk, tablets may be utilized - secure cabinetry containing recharging station with adequate number of receptacles (located adjacent to officer workstation)
8.310	Computer Carrel	1	3	40 /area	120	Legal research; electronic communications
8.311	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.312	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
8.313	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
						outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.314	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.315	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.316	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.317	Outdoor Exercise Yard	30-40	1	750 /area	(750)	Exterior space; direct access from housing pod; tempered heat - minimum 50 degrees; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; equipment storage
8.318	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.319	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.320	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.321	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
8.322	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.323	Storage Closet	-	1	50 /area	50	Exercise items
8.324	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
Subpod A: Male Flex [8 beds]						
8.325	Single Occupancy Cell	1	7	80 /cell	560	1 bunk, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door equipped with food pass and cuff pass
8.326	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
8.327	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.328	Dayroom / Dining / TV / Multi-function Kiosk	8	1	400 /area	400	Centralized to cells; exceeds the minimum dayroom size requirement in accordance with ACA standards due to cell dimensions; heavy/durable 4-person tables, seating for 8 at

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						mealtimes; sound attenuation measures; natural light; 1 ADA-accessible phone; 1 TV area with seating for 4; FM receivers; ADA kiosk (video visitation; headsets; acoustical side panels; commissary; automated transaction station); natural light; door leading into exercise yard
Subpod B: Male Flex [8 beds]						
8.329	Single Occupancy Cell	1	7	80 /cell	560	1 bunk, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door equipped with food pass and cuff pass
8.330	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
8.331	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.332	Dayroom / Dining / TV / Multi-function Kiosk	8	1	400 /area	400	Centralized to cells; exceeds the minimum dayroom size requirement in accordance with ACA standards due to cell dimensions; heavy/durable 4-person tables, seating for 8 at mealtimes; sound attenuation measures; natural light; 1 ADA-accessible phone; 1 TV area with seating for 4; FM receivers; ADA kiosk (video visitation; headsets; acoustical side panels; commissary; automated transaction station); natural light; door leading into exercise yard
Subtotal Net Square Feet					7,520	
Grossing Factor					1.65	
Subtotal Gross Square Feet					12,408	
Subtotal Exterior Square Feet					(750)	
8.400 MALE GENERAL POPULATION - HUBER [64 beds per pod; 3 pods]						
8.401	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by central control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
8.402	Dormitory	4	14	160 /cubicle	2,240	4-person cubicles (bunks stacked 2 high); desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
8.403	ADA Dormitory	4	2	160 /cubicle	320	4-person cubicles (bunks stacked 2 high) - only bottom bunks designated as ADA, desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
8.404	Single Occupancy Short-term Segregation Room	1	1	80 /cell	80	1 bunk, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to officer workstation

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
8.405	ADA Single Occupancy Short-term Segregation Room	1	1	90 /cell	90	1 bunk, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to officer workstation
8.406	Shower/Changing	1	5	40 /area	200	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.407	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.408	Inmate Restroom	1-5	1	250 /area	250	Detention grade: 4 toilets with PREA-compliant privacy partitions, 2 urinals, 6 sinks; 6 mirrors; ADA accessible
8.409	Dayroom/Dining/TV	64	1	35 /pers	2,240	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 64 at mealtimes; sound attenuation measures; natural light; 6 telephones (1 ADA-accessible phone); 2 TV areas with seating for 20, FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
8.410	Multi-function Kiosk	1	3	40 /area	120	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.411	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.412	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station; in lieu of multifunction kiosk, tablets may be utilized - secure cabinetry containing recharging station with adequate number of receptacles (located adjacent to officer workstation)
8.413	Computer Carrel	1	3	40 /area	120	Legal research; electronic communications
8.414	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.415	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
8.416	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.417	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.418	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.419	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.420	Outdoor Exercise Yard	40-50	1	750 /area	(750)	Exterior space; direct access from housing pod; tempered heat - minimum 50 degrees; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
						exercise yard; glazing to maximize visibility from the housing pod; equipment storage
8.421	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.422	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.423	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.424	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
8.425	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.426	Storage Closet	-	1	50 /area	50	Exercise items
8.427	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subtotal Net Square Feet</i>					6,880	
<i>Grossing Factor</i>					1.65	
<i>Subtotal Gross Square Feet</i>					11,352	
<i>Subtotal Exterior Square Feet</i>					(750)	
<i>Subtotal 3 Pods - Interior Net Square Feet</i>					20,640	
<i>Subtotal 3 Pods - Interior Gross Square Feet</i>					34,056	
<i>Subtotal 3 Pods - Exterior Square Feet</i>					(2,250)	
8.500 MALE RESTRICTIVE HOUSING [24 beds per pod; 1 pod]						
<i>Main Pod: Male Restrictive Housing [20 beds]</i>						
8.501	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by central control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
8.502	Single Occupancy Cell	1	19	80 /cell	1,520	1 bunk, security grade furnishings: stainless steel toilet/sink (privacy screen), drinking fountain, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door with food pass and cuff pass
8.503	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, security grade furnishings: stainless steel toilet/sink (privacy screen), drinking fountain, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door with food pass and cuff pass; proximal to shower area
8.504	Shower/Changing	1	1	40 /area	40	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; security door having cuff pass and vision

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
						panels or security screens with view of head/feet of inmate in shower - may be secured, if necessary
8.505	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; security door having cuff pass and vision panels or security screens with view of head/feet of inmate in shower - may be secured, if necessary
8.506	Dayroom/Dining/TV	20	1	35 /pers	700	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 20 at mealtimes; sound attenuation measures; natural light; 2 telephones (1 ADA-accessible portable phone); 2 TV areas with seating for 5; FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
8.507	Multi-function Kiosk	1	1	40 /area	40	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.508	ADA Multi-function Kiosk	1	1	50 /area	50	Portable kiosk (requisite cabling/power, etc.); video visitation; headset; acoustical side panels; commissary; automated transaction station
8.509	Computer Carrel	1	1	40 /area	40	Legal research; electronic communications
8.510	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.511	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
8.512	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.513	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.514	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.515	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.516	Outdoor Exercise Yard	10-15	1	750 /area	(750)	Exterior space; direct access from housing pod; tempered heat - minimum 50 degrees; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; equipment storage
8.517	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.518	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
8.519	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.520	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
8.521	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.522	Storage Closet	-	1	50 /area	50	Exercise items
8.523	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subpod A: Male Restrictive Housing [4 beds]						
8.524	Single Occupancy Cell	1	3	80 /cell	240	1 bunk, security grade furnishings: stainless steel toilet/sink (privacy screen), drinking fountain, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door with food pass and cuff pass
8.525	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, security grade furnishings: stainless steel toilet/sink (privacy screen), drinking fountain, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door with food pass and cuff pass; proximal to shower area
8.526	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.527	Dayroom / Dining / TV / Multi-function Kiosk	4	1	400 /area	400	Centralized to cells; exceeds the minimum dayroom size requirement in accordance with ACA standards due to cell dimensions; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA-accessible phone; 1 TV area with seating for 4; FM receivers; portable ADA kiosk (requisite cabling; video visitation; headsets; acoustical side panels; commissary; automated transaction station); natural light; door leading into exercise yard
Subtotal Net Square Feet					4,340	
Grossing Factor					1.65	
Subtotal Gross Square Feet					7,161	
Subtotal Exterior Square Feet					(750)	
8.600 FEMALE RECEPTION (>8 Hours) & GENERAL POPULATION - HUBER [48 beds per pod; 1 pod]						
8.601	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Four doors; outer door controlled by central control, inner pod doors and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
Main Pod: Female Reception [20 beds]						
8.602	Dormitory	4	4	160 /cubicle	640	4-person cubicles (bunks stacked 2 high); desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
8.603	ADA Dormitory	4	1	160 /cubicle	160	4-person cubicles (bunks stacked 2 high) - only bottom bunks designated as ADA, desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
8.604	Shower/Changing	1	2	40 /area	80	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.605	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.606	Inmate Restroom	1-4	1	200 /area	200	Detention grade: 4 toilets with PREA-compliant privacy partitions, 3 sinks; 3 mirrors; ADA accessible
8.607	Dayroom/Dining/TV	28	1	35 /pers	980	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 28 at mealtimes; sound attenuation measures; natural light; 3 telephones (1 ADA-accessible phone); 2 TV areas with seating for 8, FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
8.608	Classification Conference Booth	1	1	40 /area	40	Transaction window - glazed with pass-through and speak-through; counter space for signing documents; acoustical privacy; ADA accessible (associated with 9.200 Classification)
8.609	Multi-function Kiosks	1	3	40 /area	120	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.610	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.611	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station; in lieu of multifunction kiosk, tablets may be utilized - secure cabinetry containing recharging station with adequate number of receptacles (located adjacent to officer workstation)
8.612	Computer Carrel	1	3	40 /area	120	Legal research; electronic communications
8.613	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.614	Multipurpose Room	8	1	20 /pers +50	210	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
8.615	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from both the reception and GP Huber housing pods; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; 2 securable transaction windows between room and housing pod dayroom - one for reception and one for GP Huber
8.616	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.617	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.618	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
8.619	Outdoor Exercise Yard	15-20	1	750 /area	(750)	Exterior space; direct access from housing pod; tempered heat - minimum 50 degrees; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; equipment storage
8.620	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.621	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.622	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.623	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
8.624	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.625	Storage Closet	-	1	50 /area	50	Exercise items
8.626	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subpod A: Female Reception [4 beds]</i>						
8.627	Single Occupancy Cell	1	3	80 /cell	240	1 bunk, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
8.628	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
8.629	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.630	Dayroom/Dining/TV	4	1	200 /area	200	Centralized to cells; exceeds the minimum dayroom size requirement in accordance with ACA standards due to cell dimensions; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA-accessible phone; 1 TV area with seating for 4; FM receivers; natural light; door leading into exercise yard
<i>Subpod B: Female Flex [4 beds]</i>						
8.631	ADA Dormitory	4	1	160 /cubicle	160	4-person cubicles (bunks stacked 2 high); desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
8.632	Inmate Restroom	1	1	50 /area	50	Detention grade: 1 toilet with PREA-compliant privacy partition, 1 sink; 1 mirror; ADA accessible
8.633	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.634	Dayroom/Dining/TV	4	1	35 /pers	140	Centralized to cells; accessible from both the reception and GP Huber main pods; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person table, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA-accessible phone; 1 TV area with seating for 4; FM receivers; natural light; door leading into exercise yard
<i>Main Pod: Female GP Huber [20 beds]</i>						
8.635	Dormitory	4	4	160 /cubicle	640	4-person cubicles (bunks stacked 2 high); desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
8.636	ADA Dormitory	4	1	160 /cubicle	160	4-person cubicles (bunks stacked 2 high) - only bottom bunks designated as ADA, desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
8.637	Shower/Changing	1	2	40 /area	80	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.638	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.639	Inmate Restroom	1-4	1	200 /area	200	Detention grade: 4 toilets with PREA-compliant privacy partitions, 3 sinks; 3 mirrors; ADA accessible
8.640	Dayroom/Dining/TV	28	1	35 /pers	980	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 28 at mealtimes; sound attenuation measures; natural light; 3 telephones (1 ADA-accessible phone); 2 TV areas with seating for 8, FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
8.641	Multi-function Kiosks	1	2	40 /area	80	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.642	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.643	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station; in lieu of multifunction kiosk, tablets may be utilized - secure cabinetry containing recharging station with adequate number of receptacles (located adjacent to officer workstation)
8.644	Computer Carrel	1	2	40 /area	80	Legal research; electronic communications

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
8.645	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.646	Multipurpose Room	8	1	20 /pers +50	210	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
8.647	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.648	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.649	Outdoor Exercise Yard	8-12	1	750 /area	(750)	Exterior space; direct access from housing pod; tempered heat - minimum 50 degrees; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; equipment storage
8.650	Storage Closet	-	1	50 /area	50	Exercise items
8.651	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
Subtotal Net Square Feet					7,400	
Grossing Factor					1.65	
Subtotal Gross Square Feet					12,210	
Subtotal Exterior Square Feet					(1,500)	
8.700 FEMALE GENERAL POPULATION - FLEX [64 beds per pod; 1 pod]						
<i>Main Pod - Female General Population [56 beds]</i>						
8.701	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by central control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
8.702	Double Occupancy Cell	2	27	80 /cell	2,160	2 bunks, toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
8.703	ADA Double Occupancy Cell	2	1	100 /cell	100	2 bunks (not stacked), toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
8.704	Shower/Changing	1	4	40 /area	160	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.705	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.706	Dayroom/Dining/TV	56	1	35 /pers	1,960	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 56 at mealtimes; sound attenuation measures; natural light; 5 telephones (1 ADA-accessible phone); 2 TV areas with seating for 15, FM receivers; reading area; wall-mounted boxes for mail and

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light; if a mezzanine design - dayroom space will also be provided on the mezzanine level
8.707	Multi-function Kiosk	1	3	40 /area	120	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.708	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.709	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station; in lieu of multifunction kiosk, tablets may be utilized - secure cabinetry containing recharging station with adequate number of receptacles (located adjacent to officer workstation)
8.710	Commissary Order/Inmate Information Station	1	2	40 /area	80	Automated transaction station
8.711	Video Visitation	1	3	40 /area	120	Video visitation kiosks; headsets; acoustical side panels
8.712	ADA Video Visitation	1	1	50 /area	50	Video visitation kiosks; headsets; acoustical side panels
8.713	Computer Carrel	1	3	40 /area	120	Legal research; electronic communications
8.714	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.715	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
8.716	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.717	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.718	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.719	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.720	Outdoor Exercise Yard	40-50	1	750 /area	(750)	Exterior space; direct access from housing pod; tempered heat - minimum 50 degrees; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; equipment storage
8.721	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.722	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.723	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.724	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
8.725	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.726	Storage Closet	-	1	50 /area	50	Exercise items
8.727	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subpod A: Female Flex [4 beds]</i>						
8.728	Single Occupancy Cell	1	3	80 /cell	240	1 bunk, security grade furnishings: stainless steel toilet/sink (privacy screen), drinking fountain, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door with food pass and cuff pass
8.729	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, security grade furnishings: stainless steel toilet/sink (privacy screen), drinking fountain, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door with food pass and cuff pass; proximal to shower area
8.730	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; security door having cuff pass and vision panels or security screens with view of head/feet of inmate in shower - may be secured, if necessary
8.731	Dayroom / Dining / TV / Multi-function Kiosk	4	1	200 /area	200	Centralized to cells; exceeds the minimum dayroom size requirement in accordance with ACA standards due to cell dimensions; heavy/durable 4-person table, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA-accessible portable phone; 1 TV area with seating for 4; FM receivers; portable ADA kiosk (requisite cabling; video visitation; headsets; acoustical side panels; commissary; automated transaction station); natural light
<i>Subpod B: Female Flex [4 beds]</i>						
8.732	Single Occupancy Cell	1	3	80 /cell	240	1 bunk, toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; secure furnishings; cell door with food pass and cuff pass
8.733	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, toilet/sink, mirror (privacy screen), desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area; secure furnishings; cell door with food pass and cuff pass
8.734	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; security door having cuff pass and vision panels or security screens with view of head/feet of inmate in shower - may be secured, if necessary
8.735	Dayroom / Dining / TV / Multi-function Kiosk	4	1	200 /area	200	Centralized to cells; exceeds the minimum dayroom size requirement in accordance with ACA standards due to cell dimensions; heavy/durable 4-person table, seating for 4 at

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						mealtimes; sound attenuation measures; natural light; 1 ADA-accessible portable phone; 1 TV area with seating for 4; FM receivers; portable ADA kiosk (requisite cabling; video visitation; headsets; acoustical side panels; commissary; automated transaction station); natural light
Subtotal Net Square Feet					7,250	
Grossing Factor					1.65	
Subtotal Gross Square Feet					11,963	
Subtotal Exterior Square Feet					(750)	
8.800 HUBER ENTRY/EXIT VESTIBULE/SALLYPORT						
8.801	Entrance Vestibule (Huber Sallyport)	2-4	1	80 /area	80	Outer and inner doors controlled by Huber sallyport officer or central control; staff access by card reader; intercom and CCTV
8.802	Huber Sallyport Officer Workstation	1	1	48 /wkstn	48	WS-3; biometric identification
8.803	Inmate Waiting	1-15	1	10 /pers	150	Bench seating
8.804	Temporary Property Storage	5	1	10 /locker	50	Secure storage locker; proximal to officer workstation
8.805	Male Search/Changing Room	20-30	1	500 /area	500	Used for searches of inmates and clothing changes upon entry into/release from the facility for Huber purposes; includes 200 assigned half-height lockers for inmates' personal clothing and work items; bench seating
8.806	Male Search Alcove	2	2	40 /area	80	Cubicle with privacy panel; within the search/changing room
8.807	ADA Male Search Shower	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing area; shower curtains and café doors for privacy; within search/changing room
8.808	Female Search/Changing Room	10-12	1	200 /area	200	Used for searches of inmates and clothing changes upon entry into/release from the facility for Huber purposes; includes 40 assigned half-height lockers for inmates' personal clothing and work items; bench seating
8.809	Female Search Alcove	2	2	40 /area	80	Cubicle with privacy panel; within the search/changing room
8.810	ADA Female Search Shower	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing area; shower curtains and café doors for privacy; within search/changing room
8.811	Clean Uniform Storage	-	1	100 /area	100	Supply of clean uniforms; shelving
8.812	Soiled Uniform Storage	-	1	40 /area	40	Laundry carts
8.813	Laundry Room	1-6	1	250 /area	250	Commercial grade washers (6) and dryers (6); soap vending machine; 2 irons and 2 ironing boards
8.814	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
8.815	ADA Inmate Restroom	1	2	50 /area	100	ADA accessible; gender neutral
8.816	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.817	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					1,888	
Grossing Factor					1.50	
Subtotal Gross Square Feet					2,832	

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
8.900 DECENTRALIZED PROGRAMS AND ACTIVITIES CENTER						
8.901	Inmate Seating Area	10	1	10 /pers	100	Bench seating; adjacent to program center
8.902	Program Officer Station	1	1	60 /area	60	Standing height work desk/counter; stool; daily needs storage; control panel for doors; computer; visibility into the area maximized
8.903	Floor Supervisor	1	1	110 /office	110	OF-5; access to and visibility of circulation corridor
8.904	Multi-Purpose/ Classrooms	20	2	25 /pers + 50	1,100	Teacher station, narrow 2-person learning tables, sturdy molded plastic chairs, white board, cabled for video learning; fiber optics; computer carrel with CD-ROM or closed intranet web-based capabilities; classrooms separated by moveable acoustical partition; CCTV capabilities; Wi-Fi enabled
8.905	Secure Supply & AV Storage	-	1	80 /area	80	Adjustable shelves; storage bins; ample floor space for larger items
8.906	Multipurpose/ Counseling Rooms	8	2	200 area	400	Loose chairs; video-conferencing capacity; fiber optics
8.907	Interview Room	2-3	2	80 /area	160	Conference table, chairs; one room configured/wired for audio and video recording and live viewing
8.908	Computer Classroom	10	1	35 /pers + 50	400	Teacher station and storage; fiber optics; computer carrels; adjacent to library
8.909	Secure Server Room	-	1	100 /area	100	Adjacent to computer classroom
8.910	Storage	-	1	80 /area	80	Open space for stacking chairs
8.911	Triage/Examination Room	1-2	1	110 /area	110	Lockable cabinets; privacy screens; exam tables; sink with hot/cold water; BP equipment; charting desk; stool; computer; work counter; locked specimen storage; “sharps” container; refrigerator; data ports/lines; emergency generator backup for all electrical; visitor chair
8.912	Medication Cart Storage	-	1	60 /area	60	Cart storage
8.913	Bench Seating - Medical	5	1	5 /pers	25	Located outside of medical work area
8.914	Medical Charting	1-2	1	64 /area	64	WS-3; requisite privacy for obtaining medical history
8.915	Hair Care Room	2	1	170 /area	170	Haircutting chair; hair washing sink; tempered glass mirror; secure cabinetry; extra electrical outlets; bench seating
8.916	Bench Seating - Hair Care	5	1	5 /pers	25	Located outside of hair care area
8.917	Shared Office	1	1	96 /office	96	OF-6
8.918	Printer/Copier Work Alcove	1-2	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins
8.919	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral; located convenient to offices/workstations
8.920	Inmate Restroom	1	2	50 /area	100	ADA accessible; gender neutral; wall-mounted water fountain outside restrooms; one restroom located in corridor just outside of this component and the other located adjacent to the triage room
8.921	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Subtotal Net Square Feet</i>					3,405	
<i>Grossing Factor</i>					1.40	
<i>Subtotal Gross Square Feet</i>					4,767	

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
					10,215	Assumes 3 centers
					14,301	Assumes 3 centers
	8.000			Total Interior Net Square Feet	92,693	
	8.000			Total Interior Gross Square Feet	150,107	
	8.000			Total Exterior Square Feet	(9,750)	

9.000 Housing – Youthful Inmates

Introduction

Wisconsin statute 938.02 requires that a person 17 years of age or less who is being investigated or prosecuted for an alleged violation of a state or federal criminal law or any civil law or municipal ordinance will be tried as an adult and confined in an adult jail. According to this statute, all 17-year olds arrested for any offense, regardless of whether the offense was violent or nonviolent, are automatically treated as adults for purposes of trial and detention; we refer to this group as “youthful inmates.” Wisconsin is one of 17 states that consider youthful inmates to be adults, and allows them to be housed together with adults in jail facilities.

PREA standards require that:

1. A youthful inmate shall not be placed in a housing unit in which the youthful inmate will have sight, sound, or physical contact with any adult inmate through use of a shared dayroom or other common space, shower area, or sleeping quarters.
2. In areas outside of housing units, agencies shall either:
 - a. maintain sight and sound separation between youthful inmates and adult inmates, or
 - b. provide direct staff supervision when youthful inmates and adult inmates have sight, sound, or physical contact.
3. Agencies shall make best efforts to avoid placing youthful inmates in isolation to comply with this provision. Absent exigent circumstances, agencies shall not deny youthful inmates daily large-muscle exercise and any legally required special education services to comply with this provision. Youthful inmates shall also have access to other programs and work opportunities to the extent possible.

Dane County officials have opted to build housing for youthful inmates that will include additional bed capacity. In the short-term, the increased capacity may generate revenue by boarding youthful inmates from other counties. In the long-term, this housing should be designed in a manner to be converted into adult housing if the need to house youthful inmates is no longer needed.

The distribution of youthful inmate housing beds agreed to by the client team is displayed in Table IV.7.

Table IV.7 – Distribution of Youthful Inmate Housing Beds – Year 2028

Housing Category	Cell Type	No. Of Beds Per Pod	No. Of Pods	Total Beds	Notes
Housing – Males					
Youthful Inmates	Single/ Double	24	1	24	Main pod plus 1 subpod; main pod: 10 double cells; 1 subpod: 4 single cells to serve Keep Separate, PC, etc., as needed; plus 2 safety cells
Total – Males				24	
Housing – Females					
Youthful Inmates	Single/ Double	16	1	16	Main pod plus 1 subpod; main pod: 6 double cells; 1 subpod: 4 single cells to serve Keep Separate, PC, etc., as needed; plus 2 safety cells
Total Females				16	
Total Beds				40	

Operational Program

The American Correctional Association standards require a specialized direct supervision housing unit having no more than incidental sight or sound contact with adult inmates, plus a classification plan that determines the level of risk and program needs developmentally appropriate for adolescents, and adequate program space to meet the physical, social, and emotional needs of youthful inmates that allows for personal interactions and group activities.²⁶

All youthful inmates will be housed in these specialized housing pods except when a violent, predatory youthful inmate poses an undue risk of harm to others within the specialized pod or when a qualified medical or mental health specialist documents that the youthful inmate would benefit from placement outside the unit.²⁷ Should a youthful inmate not meet criterion for housing in the youthful inmate housing pod, DCJ officials shall make alternate housing arrangements with another agency.

Staff assigned to these housing pods must be mindful that it is possible that all security classifications will be managed within the same pod, and assigned staff should receive specialized training related to interacting and managing developing adolescents.

Youthful inmates will be processed into the facility in the intake/release area (see section 7.000 Intake/Release). During these periods, adult inmates will be removed from the area and youthful inmates given priority in processing, and will then be moved to designated housing for youthful inmates. During those times that a youthful inmate is escorted or in a section of the jail where adult inmates are present, the youthful inmates will be under the

²⁶ ACA. Performance-Based Standards for Adult Local Detention Facilities, 4th ed. June 2004. 4-ALDF-2A-37 through 42.

²⁷ ACA Standard 4-ALDF-2A-38.

direct supervision of staff and the adult inmates will be cleared from the area prior to the arrival of the youthful inmate(s).

Two youthful inmate housing pods are planned; one designated for males and one designated for females.

Description of Housing Pods – Overview

The following operational considerations and practices will be the foundation from which youthful inmate housing pods will be constructed. Any alteration, variation, or adaptation to this foundation is described in the individual housing sections detailed below.

Youthful inmate housing pods must have sight and sound separation from adult inmates.

Cells, dayrooms, and other housing pod spaces are constructed with materials and outfitted with furnishings and fixtures commensurate with the assigned population's security classification and special needs considerations. Spaces with an ADA designation shall be configured and furnished so as to provide the requisite mobility and/or accessibility features.

Youthful inmate cells will typically be accessible during the day and evening hours. Cells will be locked during the night hours, but will be equipped with a staff call "push-to-exit" button for youthful inmates to exit their cell when enabled and authorized by the housing officer, or when youthful inmates need to contact the housing officer in case of emergency. If the doors are set as secured, the "push-to-exit" button will operate as a staff call button, which sends an alert tone to the housing pod control panel. If the housing officer does not respond to the call within the designated time, the call will be directed to central control, where it will enunciate as an unacknowledged call-in.

Minimally, each cell shall have a bunk, toilet, sink, mirror, desk/writing surface, seat, and clothing and personal property storage/hooks. The number of ADA-accessible cells will comply with applicable Federal regulations, and will be located close to the shower area.

All cells will have access to natural light and where feasible, will have an exterior window.²⁸ While youthful inmates may have the ability to control their assigned cell's lighting and sanitary fixtures, water and lighting shut-offs will also be located at the officer's workstation. Careful consideration must be given to the design of cells to limit sharp edges and opportunities for youthful inmates to attempt suicide from vents, sprinkler heads, plumbing fixtures, doorknobs, etc.

Showers will be of sufficient number to comply with Wisconsin Jail and ACA Standards and required codes, which require one shower per 12 youthful inmates, and which will also stipulate the requisite number of ADA-accessible showers.²⁹ Extra care must be taken to provide adequate drainage to avoid water runoff from this shower. Each individual shower stall includes a private outer area for drying/dressing. The showerheads should be suicide resistant and, ideally, will be recessed. The shower stalls facing the dayroom should have curtains/doors that allow visibility of the head and feet and comply with PREA. Floor drains will be located in both the shower and dressing areas. Youthful inmate razors will be

²⁸ ACA Standards 4-ALDF-1A-16R

²⁹ ACA Standards 4-ALDF-4B-09

securely stored and will be issued upon request (i.e., once per day during designated issue and collection times) and collected following use.

The dayroom, which is centralized to the cells, will provide the amount of space and furnishings sufficient to seat the maximum number of persons who may be allowed in the dayroom at a given time, including staff, at tables with seating. The dayroom will be equipped with sound-attenuating measures. The dayroom will have access to natural light.

Within the dayroom, telephones will be provided, with at least one telephone that is ADA accessible. The telephone system will have the capacity to receive voicemail messages for specific youthful inmates who will be able to retrieve the messages upon entering a unique code. Where feasible, multiple television areas will be located in the dayroom in a manner that causes the least disruption to other youthful inmates. Additionally, youthful inmates will be expected to use FM receivers associated with the television to avoid issues of volume control. The housing pod officer will issue FM receiver headsets when the youthful inmate is issued his/her uniforms, linens, etc. (see below). An additional quiet reading area will be located as part of the open dayroom, but separate from the primary activity areas (e.g., tables and television). Space will be designated for a book cart, whereby the contents are routinely refreshed to provide new reading materials.

Mounted on the wall or under a counter within the dayroom will be four boxes with keyed, hinged lids and slots wide enough to accept a business envelope or folded file folder. One box will be designated for outgoing U.S. mail; its contents will be collected when the designated utility officer arrives each day with the mail delivery. Other boxes may be used for communication to staff, grievances, medical requests, etc.

Multifunction kiosks will be provided within the dayroom on a 1:16 ratio. Key functions occurring via the kiosks include commissary and video visitation. One additional kiosk that does not have video visitation functionality will be provided. Should kiosks not be available, commissary kiosks will be provided at the ratio of 1:32 and video visitation kiosks will be provided at the ratio of 1:16.

Commissary orders will be placed and received on a scheduled basis. Youthful inmates may place their commissary orders using the transaction kiosk. Ideally, the commissary system will be interfaced with the jail management system. Additional kiosk-based activities will include submission of grievances and requests, intra-jail communications, release date lookup, etc.

Personal visits and many professional visits may be conducted via video visitation, although for youthful inmates, contact visits are encouraged to maintain family ties while incarcerated. Capabilities for using headsets for video visitation may be considered to aid in minimizing noise associated with visits as well as acoustical side panels between each kiosk.

An alcove with a carrel station located within the dayroom will be provided for legal research and will also provide youthful inmates the opportunity to send and receive electronic communications from family, friends, and professionals through a secure server. This space will allow youthful inmates to access a secure web-based, or intra-agency legal research system via CD-ROM. Youthful inmates may opt to print materials obtained electronically to a networked printer located in the decentralized programs center. Youthful inmates will be charged a per page fee that will be deducted from their account at the time the print order

is placed; indigent youthful inmates will be authorized a set number of free pages during a specified period of time for printing legal materials, e.g., 10 free pages per month. All incoming/outgoing electronic communication is subject to censorship based on legitimate institutional interests of order and security. Expanding technology and an anticipated increase in demand for electronic communications, the space and infrastructure to support such stations is provided on a 1:16 ratio basis.

A separate multipurpose space will be provided for specialized activities deemed appropriate by the housing officer or scheduled by the program staff, which may include self-help substance abuse counseling (and similar programs). The multipurpose space with clear visibility into it, should be located in close proximity to the housing officer's workstation to enhance supervision, but also located away from the eating area. The room should be equipped for real-time broadcast distribution and storage cabinetry. The majority of programs and counseling services will occur in the adjacent shared program spaces.

Accessible directly from both the housing pod pedestrian sallyport and the housing pod will be an interview/staging room where program/treatment providers or facility staff may interview youthful inmates in a confidential setting or youthful inmates are staged prior to being escorted for court or transports. Authorized staff may access this room via card reader. The interview room will be sized to accommodate up to four people seated, and will have sufficient windows to allow for observation by the housing pod officer. The interview/staging room will also have a video visitation kiosk that is to be utilized for attorney video visits, with the attorney located at a remote video visitation booth, and the youthful inmate afforded a private video visit in the interview room. It is important to note that the interview room cannot be utilized for other purposes while the video visitation kiosk is in use. This area may also be used for medical triage to minimize the number of escorted movements from the unit or to distribute medication. As such, secure cabinetry and a securable transaction window between the interview/staging room and the housing pod dayroom will be provided. There will be a water cooler located in the dayroom proximal to the transaction window for use during distribution of medications.

Youthful inmates will typically eat their meals at tables located in the dayroom. A food cart alcove will be provided for staging food carts and dispensing trays. The alcove will be equipped with counter space, sink with instant hot water, microwave, beverage station, appropriate electrical outlets and storage cabinets for a supply of napkins, disposable eating utensils, condiments, etc. The food cart alcove will be sized to accommodate a food cart. The door to the housing pod will be sized wider than standard to permit passage of food carts. An adjacent trash alcove will be provided.

Youthful inmates' uniforms and personal items, along with all institutional items, such as sheets, towels, blankets, mattresses and pillows, will be issued by the housing officer within the housing pod. A storage closet with shelving is required for uniforms, linens, blankets, mattresses and other items issued in sufficient quantities to meet demand. Disinfectant wipes for the mattresses will be located in this closet for cleaning mattresses prior to a new youthful inmate occupant or at other times deemed appropriate.

Youthful inmates' uniforms and personal items (including undergarments), along with all institutional items, such as sheets, towels, blankets, mattresses and pillows will be washed in the DCJ's centralized laundry (may be contracted service). Linens and uniforms will be exchanged on a one-for-one basis. Issued clothing will be secured in mesh bags and taken to the centralized laundry for washing, and then returned the following day. Youthful inmates

will be permitted to retain enough personal laundry to have sufficient changes of underclothing (see section 15.000 Laundry).

Outdoor exercise will be provided adjacent to the housing pod, and youthful inmates will be permitted to freely access the outdoor exercise facilities during scheduled times. Direct access to the exercise yard is through a door located in the housing pod dayroom. The outdoor exercise yard will be sized to accommodate a portion of the housing pod population, and should be provided with a garage door-type enclosure with light panels to allow the exercise yard to be used year-round. These areas will provide opportunities for both non-contact and individual physical exercise outdoors, and may include passive activities such as board games and will be equipped with tables and seating. All youthful inmates will be permitted outdoor exercise one hour per day, seven days per week, although that figure will likely be exceeded, at least for general population youthful inmates, who will have essentially unfettered access during non-programmed times of the day due to the location of the exercise yards. To the degree possible, the building itself will provide the boundaries of the outdoor exercise yard. Security fencing and/or security mesh must be designed to prevent unauthorized persons (e.g., the public) from observing or throwing contraband into the exercise yards. The common wall between the exercise yard and the dayroom will be glazed to the maximum extent possible to afford unobstructed views to the exercise yard for the officer in the housing pod. Direct access to the exercise yard is through a door located in the dayroom. Outdoor exercise yards will be equipped with appropriate physical exercise equipment.

Space will be provided in the housing pod to accommodate a fully equipped workstation for the housing officer, which will be located within the dayroom such that it provides optimal visibility into the dayroom and of all cells. The workstation will include a computer, door controls, fire and smoke enunciation, and override for telephones, lighting, electric receptacle, and water controls, and stool. Security equipment/supplies will be integrated into the officer workstation. Logbooks, post orders, and a portable phone will be the primary items maintained at this location. These items can be secured in lockable cabinetry. The workstation will be equipped with a mechanism for securing the control panel (most likely a touch screen device) to prevent youthful inmate tampering when the housing officer is away from the workstation. A flat screen PC monitor will be at the workstation for the officer to access the jail management system. The PC itself should be accessible but secured in a cabinet under the work surface. To the degree feasible, staff will be equipped with a personal data assistant (PDA) sized wireless device that will allow them to operate door controls such as the inner sallyport door and the cell doors in the pod. The PDA will have a bar scanner to help track youthful inmates and may have telephonic capability as well. Space must be identified proximal to the housing officer's workstation for an emergency first-aid kit, an AED, and secure storage of staffs' personal items (coat, lunch box, and purse/briefcase).

Because there will be occasion whereby a youthful inmate may not retain all accumulated personal property (e.g., due to privilege suspension), a closet for secure property storage bins containing youthful inmate property will be provided.

Within the housing pod a staff restroom, supply closet, storage closet for the exercise yard equipment, and janitor closet (one on each level, if applicable) will be provided.

9.100 Youthful Inmate Housing Sallyport

Access to the housing pod will be provided through a shared housing pod pedestrian sallyport. The housing pod pedestrian sallyport will contain four doors. One door will provide entry into and exit from the circulation hallway into the housing pod pedestrian sallyport; within the housing pod pedestrian sallyport there are two doors, one that will lead into the male housing pod and one that will lead into the female housing pod. Central control will operate the outer door leading from the common hallway into the housing pod pedestrian sallyport upon verification that the person is authorized entry/exit. Access to and egress from the inner door of the housing pod pedestrian sallyport into the housing pod will be via electronic door release strike controlled by the housing officer once visual verification of authorized entry/exit is made. Security staff cards (only) will be programmed with direct access into the housing pod via the housing pod pedestrian sallyport so that they can respond quickly to an emergency in the pod. A fourth door located within the housing pod pedestrian sallyport will lead into the interview/staging room. The housing officer electronically controls access to this room. An intercom located on each side of the inner doors will allow communication between people requesting entrance/exit to the housing pod pedestrian sallyport and housing pod staff and central control. Upon entry/exit of the housing pod, youthful inmates are subject to a pat search.

9.200 Male Youthful Inmate Housing

The male youthful inmate population has, on occasion, the need to separate from the general population those youthful inmates who must be kept separate and/or require protective custody; yet, the number of youthful inmates requiring this special housing does not warrant a separate housing pod designated for these purposes. Accordingly, a male youthful inmate housing pod will include a subpod contained within the larger, overall housing pod (main pod) for this purpose. When not needed for separation purposes, the subpod entry door may be left unsecured, which will allow youthful inmates housed in the subpod to be subsumed within the main pod. This housing pod has capacity for a total of 24 youthful inmates. Staff assigned to this housing pod must be mindful that it is possible that all security classifications will be housed/managed within this pod.

Main Pod – General Population

The main pod is comprised of 10 double-occupancy cells (1 is ADA accessible) for a capacity of 20 youthful inmates.

Within the main pod are two safety cells. These are “temporary” beds to be used for short periods in order to provide appropriate stabilization and safety. These cells are not for permanent placement; the goal will be to use these cells for short durations (two to four hours) to stabilize youthful inmates so that they can return to their assigned cell; the placement in a safety cell due to a mental health issue will require a mental health provider order. The safety cells will be high security beds that are directly observable from the staff workstation. The safety cells will have walls and floor fitted with fire resistive and non-toxic rubberized product and a flushing floor drain with controls outside of the cell. A modular suicide-resistant fixed bed, will be provided to encourage the inmate to sit or lay and relax. There will be full glazing on the secure door with a food/cuff pass and directly observable from the staff workstation. There will be a small subdayroom that serves both safety cells that is fully glazed and allows observation into the cells.

Subpod – Flex (A)

The flex subpod is comprised of 4 single-occupancy cells (1 is ADA accessible) for a capacity of 4 youthful inmates.

Male Youthful Inmate Housing Pod Operations

All youthful inmates will enter the pod via the housing pod pedestrian sallyport, which will open into the main pod dayroom. The subpod will be accessed from the main pod dayroom through a secured door that is operated via electronic release controlled by the housing officer or for authorized staff by card or biometric access. An intercom will be located on the inner side of the door to allow communication with the housing staff.

Unless otherwise noted, youthful inmates housed in the subpod will access housing pod components (e.g., legal research carrel) located in the main pod dayroom on a scheduled basis. The design should provide good visibility into all areas within the main pod and subpod.

The subpod will contain a dayroom, and a shower area. Within the dayroom will be space or an alcove and furnishings for dining, telephones, television viewing, commissary orders, and video visitation.

A food alcove is not required for the subpod since the food cart will be brought into the main pod dayroom and the housing officer will distribute trays individually. Youthful inmates will generally eat in their dayrooms.

Nursing staff may conduct medication rounds directly in the subpod so that visual observation of the youthful inmate and his surroundings can be made, or the youthful inmate will be escorted to the medication distribution window accessible from the main dayroom.

Youthful inmates in the subpod will be provided access to programs and services. When programs and services that are provided require space, the program spaces in or accessible from the main pod dayroom will generally be utilized.

Youthful inmates assigned to the subpod shall utilize the same outdoor exercise yard as the main pod, which will be accessed on a scheduled basis to prevent inmates requiring separation from coming into contact with others. Ideally, a door will lead directly from the subpod into the exercise yard.

The following alterations, modifications, or adaptations will apply to the subpod:

1. Cell furnishing shall be security grade. Cells shall also include a drinking fountain, and cell doors shall be equipped with a food pass and cuff pass.
2. For the showers, a security door will be required at the entrance to the outer dressing area with vision panels or security screens that will allow a view of the head and feet of the youthful inmate in the shower. The door to the showers can be secured if necessary, and will include a cuff pass so that youthful inmates who are violent can be restrained within the secure shower prior to opening the door.

3. The telephone will be portable, which will provide the opportunity for telephone calls by those youthful inmates whose access to the dayroom is restricted.
4. The video visitation kiosk shall be portable to allow for use by youthful inmates whose access to the dayroom is restricted.

No additional housing pod alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

9.300 Female Youthful Inmate Housing

The female youthful inmate population has, on occasion, the need to separate from the general population those youthful inmates who must be kept separate and/or require protective custody; yet, the number of youthful inmates requiring this special housing does not warrant a separate housing pod designated for these purposes. Accordingly, a female youthful inmate housing pod will include a subpod contained within the larger, overall housing pod (main pod) for this purpose. When not needed for separation purposes, the subpod entry door may be left unsecured, which will allow youthful inmates housed in the subpod to be subsumed within the main pod. This housing pod has capacity for a total of 16 youthful inmates. Staff assigned to this housing pod must be mindful that it is possible that all security classifications will be housed/managed within this pod.

Main Pod – General Population

The main pod is comprised of 6 double-occupancy cells (1 is ADA accessible) for a capacity of 12 youthful inmates.

Within the main pod are two safety cells. These are “temporary” beds to be used for short periods in order to provide appropriate stabilization and safety. These cells are not for permanent placement; the goal will be to use these cells for short durations (two to four hours) to stabilize youthful inmates so that they can return to their assigned cell; the placement in a safety cell due to a mental health issue will require a mental health provider order. The safety cells will be high security beds that are directly observable from the staff workstation. The safety cells will have walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain with controls outside of the cell. A modular suicide-resistant fixed bed, will be provided to encourage the inmate to sit or lay and relax. There will be full glazing on the secure door with a food pass and directly observable from the staff workstation. There will be a small subdayroom that serves both safety cells that is fully glazed and allows observation into the cells.

Subpod – Flex (A)

The flex subpod is comprised of 4 single-occupancy cells (1 is ADA accessible) for a capacity of 4 youthful inmates.

Female Youthful Inmate Housing Pod Operations

All youthful inmates will enter the pod via the housing pod pedestrian sallyport, which will open into the main pod dayroom. The subpod will be accessed from the main pod dayroom through a secured door that is operated via electronic release controlled by the housing

officer or for authorized staff by card or biometric access. An intercom will be located on the inner side of the door to allow communication with the housing staff.

Unless otherwise noted, youthful inmates housed in the subpod will access housing pod components (e.g., legal research carrel) located in the main pod dayroom on a scheduled basis. The design should provide good visibility into all areas within the main pod and subpod.

The subpod will contain a dayroom, and a shower area. Within the dayroom will be space or an alcove and furnishings for dining, telephones, television viewing, commissary orders, and video visitation.

A food alcove is not required for the subpod since the food cart will be brought into the main pod dayroom and the housing officer will distribute trays individually. Youthful inmates will generally eat in their dayrooms.

Nursing staff may conduct medication rounds directly in the subpod so that visual observation of the youthful inmate and her surroundings can be made, or the youthful inmate will be escorted to the medication distribution window accessible from the main dayroom.

Youthful inmates in the subpod will be provided access to programs and services. When programs and services that are provided require space, the program spaces in or accessible from the main pod dayroom will generally be utilized.

Youthful inmates assigned to the subpod shall utilize the same outdoor exercise yard as the main pod, which will be accessed on a scheduled basis to prevent youthful inmates requiring separation from coming into contact with others. Ideally, a door will lead directly from the subpod into the exercise yard.

The following alterations, modifications, or adaptations will apply to the subpod:

1. Cell furnishing shall be security grade. Cells shall also include a drinking fountain, and cell doors shall be equipped with a food pass and cuff pass.
2. For the showers, a security door will be required at the entrance to the outer dressing area with vision panels or security screens that will allow a view of the head and feet of the youthful inmate in the shower. The door to the showers can be secured if necessary, and will include a cuff pass so that youthful inmates who are violent can be restrained within the secure shower prior to opening the door.
3. The telephone will be portable, which will provide the opportunity for telephone calls by those youthful inmates whose access to the dayroom is restricted.
4. The video visitation kiosk shall be portable to allow for use by youthful inmates whose access to the dayroom is restricted.

No additional housing pod alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

9.400 Youthful Inmate Programs and Activities Center

A decentralized programs and activities center, similarly configured as those provided for adult inmates, will serve youthful inmates by providing space for educational and treatment activities decentralized to the housing pod to facilitate youthful inmate participation in programs with minimal movement throughout the facility. The youthful inmate program spaces will be located in the circulation areas adjacent to the youthful inmate housing pods.

Youthful inmates will make a request to participate in any program or service offered in the facility. The programs coordinator will receive these requests and coordinate eligible youthful inmate's participation. If a program/service is at capacity, the eligible youthful inmate will be placed on a waiting list to be processed on a first-come first-served basis.

The programs and activities center will provide the spaces necessary to meet the programmatic needs of youthful inmates.

Most youthful inmates will travel to the programs and activities center via individual pass, or they will travel by individual or group escort. Utility officers will monitor movement in the circulation corridor and will make periodic checks of the center to verify youthful inmates' authorization to be in the area. Seating will be available for youthful inmates who arrive just prior to the scheduled program; this seating will be located adjacent to the program centers with good visibility from the program security officer workstation.

The programs and activities center will contain multipurpose rooms/classrooms divided by acoustical, moveable partitions (so that two rooms can be made into a larger classroom when necessary – e.g., religious programming), a computer education room, and a hair care room. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the program security officer's workstation. This workstation will be configured and furnished commensurate with assigned tasks and responsibilities.

The large multipurpose rooms/classrooms will be designed and furnished similarly to traditional education classrooms. Each of the classrooms will be equipped with CCTV capabilities to allow for programs to be aired live or videotaped for later showing in the housing units. Secure storage for supplies and expensive instructional materials such as audio-visual equipment will be provided in this area. The medium-sized multipurpose rooms/classrooms will be designed and furnished for small group activities. Additional rooms will be provided, which are designed and equipped for conducting interviews (professional counselors, classification interviews, program leaders, and volunteers) when it is not conducive to conduct the interview in the youthful inmate's assigned housing pod. These interview rooms will provide the requisite privacy to prevent casual observation of room occupants by other youthful inmates. One of the interview rooms will be configured/wired for audio and video recording.

An additional classroom, designated as the computer education classroom, will be wired and designed to accommodate youthful inmates working at individual computer terminals within carrels offering some limited acoustical privacy. A centralized software system with appropriate file servers will be required to serve this classroom, and is to be located in a secure room immediately adjacent to the computer education classroom. Trained volunteers can be effectively used to supplement teachers to assist youthful inmates assigned to the computer-assisted learning programs.

Generous glazing in the programs and activity rooms on the walls adjoining the circulation corridor and/or central location of the programs and activities area will enhance supervision without disrupting the programmed activities. Conveniently located to all the multipurpose rooms/classrooms and interview rooms will be space to store stacking chairs that will be used throughout the programs and activities areas. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored – will be more cost effective than outfitting each room for the maximum number of anticipated participants.

A fully equipped and furnished triage/examination room with secure storage for the medication cart will be provided in the programs and activities center to minimize movement throughout the facility of youthful inmates undergoing health care assessment. Youthful inmates newly admitted to the facility may receive their history and physical examination in this area. Additionally, youthful inmates will be seen for sick call on a scheduled basis. Youthful inmates will make a written request to be seen by health care staff, and initial triage will occur in this area prior to having to visit the medical clinic. Medication will be distributed within the housing pods from medications carts.

Youthful inmates will be brought to the triage/examination area where they will sit on bench seating just outside of the triage/examination room to maximize efficiency. A medical work area will be provided for nursing staff to conduct their charting and for files to be created. A technician can also be assigned to this area to assist the nurse. Once the initial history is obtained, the youthful inmate will be taken to the examination room for further physical assessment. This will allow two youthful inmates to undergo processing at one time. If deemed necessary, the youthful inmate will be scheduled for sick call to see the physician or a specialist.

A hair care area will be provided where youthful inmates with scheduled appointments can receive hair care services during scheduled activities periods. The hair care area will meet all State health care and sanitary regulations. All haircuts will be scheduled in advance. It is preferable that a contracted hairstylist will perform hair care services. The haircutting shop should be located in an area where it can be easily supervised by facility staff. Bench seating will be located outside the hair care area for youthful inmates who are awaiting scheduled appointments.

No chemicals will be used in the haircutting process, with the exception of non-chemical rinses. Any need for chemical hair treatment will be for medical purposes only, e.g., to treat head lice, scalp ailments, etc., and will be conducted on a case-by-case basis in the clinic area.

A shared office shall be provided for program leaders, volunteers, etc., to work privately before, after or in between program sessions.

Within the decentralized programs center is a printer/copier work alcove (which will also be used for printing of youthful inmates' legal materials), staff restroom, youthful inmate restroom, and janitor closet.

Additional Design/Operational Considerations

Access to the inner housing sallyport door of the youthful inmate housing pods may be via card and/or biometric access for select staff. An intercom on the outside of the door,

connected to the workstation, will provide appropriate communication capability and should be used to announce entry into the unit. Central control will have override control of both the inner and outer doors of the sallyport in emergencies.

The youthful inmate housing pods will be designed and constructed such that they may at some future time be readily converted into a single housing pod. If possible, adjacent walls should not be structural. An access door between the two housing pods will afford DCJ the option of a single officer providing supervision during overnight hours.

No exterior window openings in the general population cells shall be greater than five inches wide. Glazing will be security grade. All general population cell doors will be out-swinging and remotely operated and constructed of solid wood or 14-gauge security hollow metal with a 14-gauge security frame, and will contain observation panels for housing officer checks. Locking systems may be electronic narrow jamb security locks or wider jamb security locks. A secure speaker diaphragm and push-to-exit/call button will be provided in each cell.

The housing officer should have a master key to all cells in the housing pods. Central control will also have single point override control of these doors in the event of an emergency.

Cameras will be located throughout the living areas, which will allow for either continual time-lapse digital video recording or upon activation of a duress alarm. While the number of cameras should be minimized, coverage of all common areas is critical.

The showers and toilets in youthful inmate housing should not be equipped with locking mechanisms. Privacy panels compliant with PREA shall be provided for the showers in these units. Secure full height doors with vision panels and cuff/food-passes should be provided in the subpods of these housing pods. The showerheads should be suicide resistant and ideally will be recessed.

Toilets and sinks will be detention grade stainless steel in the subpods and safety cells.

Toilets having a toilet seat and sinks, which will be detention grade vitreous china in the main housing pod.

All video visitation kiosks should be connected into the County's wide area network into all the County court buildings, State Attorney's and Public Defender's offices.

All electrical circuits, lighting and mechanical systems in these areas of the facility should be connected to the facility's emergency power generation system.

All recreation yards shall include floor drains, and camera monitoring at the officer's workstation.

Security within the programs and activities area/center will be limited to controlling access to the area using a card and/or biometric access system or other staff-controlled security system. Within this area, general office construction will be employed.

Generous glazing in these rooms on the walls adjoining the circulation corridor will enhance supervision without disrupting the classroom activities.

9.000 Housing – Youthful Inmates

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
9.100 YOUTHFUL INMATE HOUSING SALLYPORT						
9.101	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Four doors; outer door controlled by central control, both inner doors and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
Subtotal Net Square Feet					80	
Grossing Factor					1.65	
Subtotal Gross Square Feet					132	
9.200 MALE YOUTHFUL INMATE [24 beds per pod; 1 pod]						
<i>Main Pod: Male Youthful Inmate GP [20 beds]</i>						
9.201	Double Occupancy Cell	2	9	80 /cell	720	2 bunks, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
9.202	ADA Double Occupancy Cell	2	1	100 /cell	100	2 bunks (not stacked), stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
9.203	Safety Cell	1	2	80 /cell	160	Walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain, controls outside of the cell; modular suicide-resistant fixed bed, full glazing on the secure door; food pass on door.
9.204	Shower/Changing	1	1	40 /area	40	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
9.205	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; shower curtains and café doors for privacy; floor drains in both shower and dressing areas
9.206	Dayroom/Dining/TV	20	1	35 /pers	700	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 20 at mealtimes; sound attenuation measures; natural light; 3 telephones (1 ADA-accessible phone); 1 TV areas with seating for 10; FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						interview/staging room transaction window; natural light
9.207	Multi-function Kiosk	1	1	40 /area	40	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
9.208	ADA Multi-function Kiosk	1	1	50 /area	50	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
9.209	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
9.210	Computer Carrel	1	1	40 /area	40	Legal research; electronic communications
9.211	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
9.212	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
9.213	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
9.214	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
9.215	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
9.216	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
9.217	Outdoor Exercise Yard	8-12	1	750 /area	(750)	Exterior space; direct access from housing pod; tempered heat - minimum 50 degrees; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; equipment storage
9.218	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool;

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
9.219	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
9.220	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
9.221	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
9.222	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
9.223	Storage Closet	-	1	50 /area	50	Exercise items
9.224	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subpod A: Male Youthful Inmate - Flex [4 beds]</i>						
9.225	Single Occupancy Cell	1	3	80 /cell	240	1 bunk, security grade furnishings: stainless steel toilet/sink (privacy screen), drinking fountain, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door with food pass and cuff pass
9.226	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, security grade furnishings: stainless steel toilet/sink (privacy screen), drinking fountain, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door with food pass and cuff pass; proximal to shower area
9.227	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; security door having cuff pass and vision panels or security screens with view of head/feet of inmate in shower - may be secured, if necessary
9.228	Dayroom / Dining / TV / Multi-function Kiosk	4	1	200 /area	200	Centralized to cells; exceeds the minimum dayroom size requirement in accordance with ACA standards due to cell dimensions; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA compliant portable phone; 1 TV area with seating for

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						4; FM receivers; portable ADA kiosk (requisite cabling; video visitation; headsets; acoustical side panels; commissary; automated transaction station); natural light
Subtotal Net Square Feet					3,520	
Grossing Factor					1.65	
Subtotal Gross Square Feet					5,808	
Subtotal Exterior Square Feet					(750)	
9.300 FEMALE YOUTHFUL INMATE 16 beds per pod; 1 pod]						
Main Pod: Female Youthful Inmate GP [12 beds]						
9.301	Double Occupancy Cell	2	5	80 /cell	400	2 bunks, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
9.302	ADA Double Occupancy Cell	2	1	100 /cell	100	2 bunks (not stacked), stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
9.303	Safety Cell	1	2	80 /cell	160	Walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain, controls outside of the cell; modular suicide-resistant fixed bed, full glazing on the secure door; food pass on door.
9.304	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
9.305	Dayroom/Dining/TV	12	1	35 /pers	420	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 12 at mealtimes; sound attenuation measures; natural light; 2 telephones (1 ADA compliant phone); 1 TV area with seating for 8; FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
9.306	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
9.307	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station; in lieu of multifunction kiosk, tablets may be utilized - secure cabinetry containing recharging station with

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
						adequate number of receptacles (located adjacent to officer workstation)
9.308	Computer Carrel	1	1	40 /area	40	Legal research; electronic communications
9.309	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
9.310	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
9.311	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
9.312	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
9.313	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
9.314	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
9.315	Outdoor Exercise Yard	8-12	1	750 /area	(750)	Exterior space; direct access from housing pod; tempered heat - minimum 50 degrees; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; equipment storage
9.316	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
9.317	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
9.318	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
9.319	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
9.320	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
9.321	Storage Closet	-	1	50 /area	50	Exercise items
9.322	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subpod (A): Female Youthful Inmate - Flex [4 beds]</i>						
9.323	Single Occupancy Cell	1	3	80 /cell	240	1 bunk, security grade furnishings: stainless steel toilet/sink (privacy screen), drinking fountain, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door with food pass and cuff pass
9.324	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, security grade furnishings: stainless steel toilet/sink (privacy screen), drinking fountain, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door with food pass and cuff pass; proximal to shower area
9.325	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; security door having cuff pass and vision panels or security screens with view of head/feet of inmate in shower - may be secured, if necessary
9.326	Dayroom / Dining / TV / Multi-function Kiosk	4	1	200 /area	200	Centralized to cells; exceeds the minimum dayroom size requirement in accordance with ACA standards due to cell dimensions; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA-accessible portable phone; 1 TV area with seating for 4; FM receivers; portable ADA kiosk (requisite cabling; video visitation; headsets; acoustical side panels; commissary; automated transaction station); natural light
Subtotal Net Square Feet					2,840	
Grossing Factor					1.65	
Subtotal Gross Square Feet					4,686	
Subtotal Exterior Square Feet					(750)	
9.400 YOUTHFUL INMATE PROGRAMS AND ACTIVITIES CENTER						
9.401	Inmate Seating Area	10	1	10 /pers	100	Adjacent to program center
9.402	Program Officer Station	1	1	60 /area	60	Standing height work desk/counter; stool; daily needs storage; control panel for doors; computer; visibility into the area maximized
9.403	Multi-Purpose/ Classrooms	12	3	25 /pers + 50	1,050	Teacher station, narrow 2-person learning tables, sturdy molded plastic chairs, white board, cabled for video learning; fiber

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						optics; computer carrel with CD-ROM capabilities; classrooms separated by moveable acoustical partition; CCTV capabilities; Wi-Fi enabled
9.404	Secure Supply & AV Storage	-	1	80 /area	80	Adjustable shelves; storage bins; ample floor space for larger items
9.405	Multipurpose/ Counseling Rooms	6-8	2	200 area	400	Loose chairs; video-conferencing capacity; fiber optics
9.406	Interview Room	2-3	2	80 /area	160	Conference table, chairs; one room configured/wired for audio and video recording and live viewing
9.407	Computer Classroom	10	1	35 /pers + 50	400	Teacher station and storage; fiber optics; computer carrels; adjacent to library
9.408	Secure Server Room	1	1	100 /area	100	Adjacent to computer classroom
9.409	Storage	-	1	80 /area	80	Open space for stacking chairs
9.410	Triage/Examination Room	1-2	1	110 /area	110	Lockable cabinets; privacy screens; exam tables; sink with hot/cold water; BP equipment; charting desk; stool; computer; work counter; locked specimen storage; "sharps" container; refrigerator; data ports/lines; emergency generator backup for all electrical; visitor chair
9.411	Medication Cart Storage	1	1	60 /area	60	Cart storage
9.412	Bench Seating - Medical	5	1	5 /pers	25	Located outside of medical work area
9.413	Medical Charting	1-2	1	64 /area	64	WS-3; requisite privacy for obtaining medical history
9.414	Hair Care Room	2	1	170 /area	170	Haircutting chair; hair washing sink; tempered glass mirror; secure cabinetry; extra electrical outlets; bench seating
9.415	Bench Seating - Hair Care	5	1	5 /pers	25	Located outside of hair care area
9.416	Shared Office	1	1	96 /office	96	OF-6
9.417	Printer/Copier Work Alcove	1-2	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins
9.418	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral; located convenient to offices/workstations
9.419	Inmate Restroom	1	2	50 /area	100	ADA accessible; gender neutral; wall-mounted water fountain outside restrooms; one restroom located in corridor just outside of this component and the other located adjacent to the triage room
9.420	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					3,245	
Grossing Factor					1.40	
Subtotal Gross Square Feet					4,543	

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
		9.000	Total Interior Net Square Feet		9,685	
		9.000	Total Interior Gross Square Feet		15,169	
		9.000	Total Exterior Square Feet		(1,500)	

10.000 Programs and Services

Introduction

The program and services component includes those areas associated with all inmate programs and services, work programs, and the volunteer programs. To the degree possible, spaces will be shared to reduce space inefficiencies while maintaining the integrity of the intended function.

Programs will be offered to inmates that are appropriate for their needs and lengths of stay. These will include academic education, skills development, religious programs, and various treatment programs. In addition, inmates will be provided access to both legal and recreational library books/resources. Industries programs may also be provided as described in section 12.000 Industries.

Before inmates are assigned to programs and services, a determination of each inmate's risk (level of dangerousness) and needs (conditions and services necessary to maintain the inmate's physical and psychological wellbeing) must be made. This is accomplished through an appropriate inmate classification system. An effective classification system is objective – based on a consistent set of criteria, and a systematic method of applying the criteria to classification decisions. Inmate classification (risk and needs assessment) provides the foundation for an inmate's behavior management plan (assignment to programs and services). The risk and needs assessment is conducted during a face-to-face classification interview. Often this requires following up on criminal history information (i.e., convictions or dismissed charges, etc.), mental health history, and information relating to previous incarcerations.

The administrative and support component of this function will be located centrally and with easy access by staff, professionals, and volunteers. A card or biometric access system may be used to control movement in and out of this area.

While the programs and services area will be primarily decentralized and located in close proximity to the housing pod to minimize travel distances, there will continue to be programs delivered in a central location, e.g., religious, vocational education, etc. The decentralized programs areas should be designed to provide maximum flexibility of use, in order to respond effectively to changing uses and program requirements. The program areas are expected to be busy throughout the day. Utility officers will monitor the centralized program areas when they are in use.

Although programming will be based on an assessment of the needs of the inmate population, programming may include the following:

- Educational Programs
- Anger Management
- Treatment Programs
- Therapeutic Treatment Community
- AA and NA Programs
- Substance Abuse Education
- Religious Programs and Studies
- Individual Religious Programming

ACA standards (4-ALDF-5A-01, 03, 04, & 09, 4-ALDF-5B-06, and 4-ALDF-5C-17) require that programming be offered in the areas of substance abuse, mental health, library recreation, education, and religion.

Both traditional classroom instruction and computer-based education will be offered. Volunteers will be expected to supplement the contract adult education teachers, particularly in areas of life skills.

Substance abuse counseling services will be provided on a volunteer basis. A substance abuse counselor, along with volunteers, may be utilized to provide small and large group counseling services, such as AA and NA meetings.

Routine mental health counseling will be provided by the contracted provider, including additional services provided by social worker(s) and clinician(s).

Religious services must include an assessment of actual inmates' religious preferences, and services must reflect the actual needs of the population. If possible, the programs coordinator should recruit an individual to serve as a coordinating chaplain to facilitate religious services for the full range of denominations. The chaplain will be responsible for identifying appropriate religious personnel for each requested denomination. The chaplain will also be available to provide individual or group counseling and/or services.

Program personnel (including volunteers) should be cross-trained in inmate behavior management. These persons can support utility officers through observation, not supervision, during program activities. Inmates will generally receive programming in their respective zones. On a case-by-case basis, inmates could be permitted to attend programs in a different zone. Ideally, real-time video feeds will permit inmates to observe/participate in programs outside of their zone program area.

Operational Program

10.100 Administration

Programs and services administration for this component will provide coordination and oversight of programs, activities, and services provided at the DCJ. Offices will be provided for administration, educational, counseling and other staff necessary to offer programs, activities, and services as described in this document.

A combination of private and shared offices, and open workstations will be provided for program administration staff, religious leaders, academic teachers, treatment providers, activity specialists, volunteers, and others providing programs and services for inmates. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed.

Within the programs administration area, office space will be provided for the following positions and functions:

- Director of Programs (includes Program Volunteer Coordinator)
- Inmate Workforce Coordinator
- Reentry Coordinator/Program Manager
- Huber Counselor

- Probation and Parole
- Chaplain
- Academic Education
- Vocational Education
- Intern
- Clerical

Office design and furniture and equipment will be commensurate with assigned responsibilities. In addition, unassigned semi-private office(s) will be provided for future growth of programs.

Staff and authorized service providers and volunteers will enter the facility through the public lobby, check-in with public reception staff, and proceed through the main pedestrian sallyport to the programs and activities area. Prior to going to the designated program or activity area, all non-facility staff will check in at the programs and activities administration office to sign in for record keeping purposes, and obtain program participant lists and/or supplies necessary for the program. Located near programs reception waiting and the programs clerk workstation will be space where program leaders and volunteers can check in and obtain program schedules and sign-up sheets, with counter space for making notes or filling out paperwork. The door to the suite will be secured. A card or biometric access, or other staff-controlled system may be used to control movement in and out of this area. Only staff is authorized in this area, although inmate workers will be authorized to perform housekeeping services on a scheduled basis.

Adequate storage for maintaining individual programs' supplies, materials, and equipment will be provided, which will include secure storage for supplies and expensive instructional materials such as audio-visual equipment.

A printer/copier work alcove having a networked copy/printer/scanner/fax combination unit, along with mail slots for incoming mail, requests, forms or other information appropriate for the users.

The programs and services administration area will include a conference room, break room, office supply closet, staff restroom, and janitor closet.

10.200 Classification

Classification services shall serve to identify the level of risk and need for individual inmates, thereby providing a basis for housing and programming decisions. In addition, staff assigned to classification services will process and manage inmate grievances and inmate discipline.

A combination of private and shared offices, and open workstations will be provided for classification staff. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. The classification suite should be located with the conference booths described below. Within the classifications services area, office space will be provided for the following positions and functions:

- Classification Supervisor
- Classification Specialist

- Inmate Grievance Coordinator
- Inmate Discipline Coordinator
- Clerical

Office design and furniture and equipment will be commensurate with assigned responsibilities.

The door to the suite will be secured. A card or biometric access, or other staff-controlled system may be used to control movement in and out of this area. Only staff is authorized in this area, although inmate workers will be authorized to perform housekeeping services on a scheduled basis.

Inmates will be formally classified following their initial appearance in court. Classification staff will conduct classifications eight hours per day Monday through Saturday. If this level of service does not meet demand, additional hours and/or staff will be added to accommodate demand. Inmates will be interviewed in private conference booths, which bridge the classification services suite and reception housing (see section 8.000 Housing – Adult Inmates). For those inmates moved to specialized housing prior to classification, classification staff will interview the inmate in one of the interview rooms located in the inmate's housing pod.

Public defenders who interview inmates prior to IA court will use one of the classification conference booths. Public defenders will access these booths through the classification suite.

No specialized space is required for reclassification interviews, inmate grievance reviews or inmate disciplinary hearings. These activities will occur in the interview or multipurpose space within the housing pods or interview or multipurpose space within the decentralized programs and activities centers.

Classification records, and inmate grievance and disciplinary records are maintained electronically; therefore, specialized records storage space is not required.

The classification area will include a conference room, printer/copier work alcove, office supply closet, staff restroom, and janitor closet.

10.300 Library

Offering inmates a range of reading materials helps to combat idleness and boredom, provides a positive leisure activity, provides information for self-help and reentry, and eases the stress of incarceration.

A fully stocked, furnished and equipped, centrally located library will be available for inmates on a privilege basis. Ideally, the library will be a branch of the County Public Library system. Inmates who have not earned the privilege of accessing the central library will access recreational library materials from book carts maintained within each housing pod.

Recreational library services will encompass a range of reading materials, including primarily leisure reading resource materials, current periodicals, and newspapers. The intent of this component is to provide inmates with a positive opportunity to read, or study or research materials with the appropriate and necessary resources available to assist them

in such efforts. The library will be configured such that reading materials are maintained on shelving arranged against the wall and/or on shelving not exceeding five feet high so as to not interfere with internal sight lines and supervision.

Reading and research areas will be provided within the library, which will include tables that accommodate up to four seated inmates each, and individual lounge seating.

Legal research will rely, in large part, on the use of a CD-ROM or web-based computerized legal research system. Carrels within the housing pods will provide inmates with ample opportunity to conduct legal research. However, additional legal research carrels will be located in the library. Legal research terminals may be used by inmates, staff, and/or volunteer paralegals aiding in the methods of conducting legal research. Specific legal research books not available via the computer will be maintained in the central library.

Within the library area will be a librarian workstation and workroom. The librarian workstation will be centrally located to enable viewing of all areas of the library, but also be adjacent to the workroom so that the workstation can be observed when the staff is in the workroom. The workroom will primarily be used to inventory and store recreation and general library materials received through the inter-library system or donated from the public. A book cart will be stored in the library workroom and will be used to stage updated reading materials (books, periodicals, and magazines) for distribution throughout the housing pods. The central server for the CD-ROM system will be located in the library workroom.

The library area will include a printer/copier work alcove, supply closet, staff restroom, inmate restroom, and janitor closet.

10.400 Central Programs and Activities Center

While most programs will occur within the decentralized programs and activities centers (see section 8.000 Housing – Adult Inmates), the realities of inmate needs as well as space and program leader efficiencies, suggest that in some cases, inmates may need to be scheduled for programs in a centralized location.

Most inmates will travel to the central programs and activities areas via individual pass, although others will travel by individual or group escort. Utility officers will monitor movement in the circulation corridor and will make periodic checks of these areas to verify inmates' authorization to be in the area(s). Careful scheduling must be employed to coordinate start times incrementally so that large numbers of inmates are not entering and leaving the program centers at the same time. Seating will be available for inmates waiting to be admitted to programs, this seating will be in a secure room located adjacent to the program areas with good visibility from the program security officer workstation. This workstation will be configured and furnished commensurate with assigned tasks and responsibilities.

The central programs and activities area will contain multipurpose rooms/classrooms. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the program security officer's workstation. Religious services and studies, pastoral counseling, and similar activities typically will take place in one of the multipurpose rooms specifically designated for this purpose.

The large multipurpose rooms/classrooms will be designed and furnished similarly to traditional adult education classrooms. Secure storage for supplies and expensive instructional materials such as audio-visual equipment will be provided in this area. Each of the classrooms will be equipped with CCTV capabilities to allow for programs to be aired live or videotaped for later showing in the housing units. The medium-sized multipurpose rooms/classrooms will be designed and furnished for small group activities.

Computers are used as the primary delivery method or are used to augment program delivery for many programs and activities offered at the DCJ. To enhance the flexibility for their use, laptop computers with Wi-Fi access will be acquired and stored in a secure location that is central to the programs area and checked out for specific programs on an as needed basis. In addition, wireless printers will be made available. A centralized software system with appropriate file servers will be required to serve the Wi-Fi-capable computers, and is to be located in a secure room proximal to the central classrooms.

Chaplain prayer services will be provided in the decentralized program centers. Individualized counseling will occur in the housing pod interview rooms. Visiting chaplains may need to store their literature or other religious materials in a secure location. All items brought into the facility are subject to search. Religious articles will be stored in a designated closet adjacent to the multipurpose room designated for religious-based services and activities.

Generous glazing in the programs and activity rooms on the walls adjoining the circulation corridor and/or central location of the programs and activities area will enhance supervision without disrupting the classroom activities. Conveniently located to all the multipurpose rooms/classrooms and interview rooms will be space to store stacking chairs that will be used throughout the programs and activities areas. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored – will be more cost effective than outfitting each room for the maximum number of anticipated participants.

Within the central programs and activities area will be an unassigned office (for use by visiting professionals, volunteers, etc.), printer/copier work alcove, staff restroom, inmate restroom, water cooler, and janitor closet.

Additional Design/Operational Considerations

Security within the programs and activities area/centers will be limited to controlling access to the area using a card and/or biometric access system or other staff-controlled security system. Within this area, general office construction will be employed.

The classification suite is adjacent to reception housing and includes the conference booths that bridge the classification suite and reception housing.

Generous glazing in the program classrooms on the wall adjoining the circulation corridor and/or central location of the programs and activities area will enhance supervision without disrupting the classroom activities.

10.000 Programs and Services

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
10.100 ADMINISTRATION						
10.101	Director of Programs	1	1	150 /office	150	OF-4
10.102	Inmate Workforce Coordinator	1-2	1	96 /office	96	OF-6
10.103	Reentry Coordinator / Program Manager	1-2	1	96 /office	96	OF-6
10.104	Huber Counselor	1-2	2	96 /office	192	OF-6
10.105	Probation and Parole	1-2	1	96 /office	96	OF-6
10.106	Chaplain Work Area/Storage	2	1	200 /area	200	2 WS-2; lockable cabinets for individual religious practitioners
10.107	Academic Education	1-4	1	325 /area	325	4 WS-2; includes files and storage
10.108	Vocational Education	1-2	1	96 /office + 50	146	OF-6; includes files
10.109	Programs Clerical Specialist	1	1	80 /wkstn	80	WS-1
10.110	Intern	1-2	1	96 /office	96	OF-6
10.111	Unassigned Semi-Private Office	1-2	1	96 /office	96	OF-6
10.112	Reception/Waiting	2-4	1	100 /area	100	RW-3
10.113	Volunteer Work Area	1-2	1	80 /area	80	Program schedules; bulletin board; sign-in sheets; counter space for making notes.
10.114	Transitions Program Case Managers	2	1	150 /office	150	OF-5; includes files
10.115	Program Storage	-	1	100 /area	100	A/V equipment, program materials, records, office supplies; shelving
10.116	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins
10.117	Conference Room	8-12	1	300 /area	300	CF-2; video conferencing capacity
10.118	Break Room	1-4	1	150 /area	150	BR-2
10.119	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
10.120	Staff Restroom	1	0	0 /area	0	ADA accessible; one designated males; one designated females
10.121	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					2,608	
Grossing Factor					1.25	
Subtotal Gross Square Feet					3,260	
10.200 CLASSIFICATION						
10.201	Classification Supervisor	1	1	110 /office	110	OF-5
10.202	Classification Specialist	1	6	80 /wkstn	480	WS-1
10.203	Inmate Grievance Coordinator	1	1	80 /wkstn	80	WS-1

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
10.204	Inmate Discipline Coordinator	1	1	80 /wkstn	80	WS-1
10.205	Classification Clerical Specialist	1	1	80 /wkstn	80	WS-1
10.206	Male Classification Conference Booth - Classification Side	1	2	40 /booth	80	Transaction window - glazed with pass-through and speak-through; counter space for signing documents; acoustical privacy; ADA accessible; bridges male reception housing & classification suite (associated with 8.000 Housing)
10.207	Female Classification Conference Booth - Classification Side	1	1	40 /area	40	Transaction window - glazed with pass-through and speak-through; counter space for signing documents; acoustical privacy; ADA accessible; bridges female reception housing & classification suite (associated with 8.000 Housing)
10.208	Conference Room	4-6	1	150 /area	150	CF-3
10.209	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins
10.210	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
10.211	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
10.212	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					1,355	
Grossing Factor					1.25	
Subtotal Gross Square Feet					1,694	
10.300 LIBRARY						
10.301	Open Shelving	8	1	500 /area	500	Low shelving so as to not obscure visibility
10.302	Reading Area	10	1	15 /pers	150	Tables with 4 seats; lounge seating
10.303	Legal Research Carrels	1	2	35 /area	70	Legal research computer workstations
10.304	Librarian Workstation	1	1	80 /area	80	Standing height work desk/counter; stool; daily needs storage; computer; visibility into the area maximized; adjacent to workroom
10.305	Workroom	-	1	120 /area	120	Temporary book storage; counter space for marking books; space for book cart
10.306	Central Server	-	1	150 /area	150	Central server for legal access computer
10.307	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; recycling bins
10.308	Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
10.309	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
10.310	Inmate Restroom	1	1	50 /area	50	ADA accessible; gender neutral

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
10.311	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					1,325	
Grossing Factor					1.40	
Subtotal Gross Square Feet					1,855	
10.400 CENTRAL PROGRAMS CENTER						
10.401	Seating Room	20	1	10 /pers	200	Secure room proximal to program areas with good visibility from officer workstation
10.402	Program Security Workstation	1	1	60 /area	60	Standing height work desk/counter, stool, daily needs storage, control panel for doors, computer; visibility into the area maximized
10.403	Multipurpose/ Classrooms	20	2	25 /pers + 50	1,100	Teacher station, narrow 2-person learning tables, sturdy molded plastic chairs, white board, cabled for video learning; fiber optics; computer carrel with CD-ROM capabilities; CCTV capabilities; Wi-Fi enabled; generous glazing on walls adjoining circulation corridor; 1 room designated for religious services
10.404	AV Storage	-	1	100 /area	100	Adjustable shelves, storage bins, ample floor space for larger items
10.405	Multipurpose/Counseling Rooms	8	2	200 area	400	Loose chairs; fiber optics; generous glazing on walls adjoining circulation corridor
10.406	Computer Storage	-	1	100 /area	100	Adjustable shelves; storage for laptop computers and wireless printers
10.407	Secure Server Room	-	1	100 /area	100	Adjacent to classroom
10.408	Religious Program Storage	-	1	80 /area	80	Located adjacent to multipurpose room designated for religious services; adjustable shelves; storage bins; ample floor space for larger items; rolling cart
10.409	Storage	-	1	100 /area	100	Open space for stacking chairs.
10.410	Unassigned Office	1-2	1	96 /office	96	OF-6
10.411	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; recycling bins
10.412	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females; located convenient to program spaces
10.413	Inmate Restroom	1	2	50 /area	100	ADA accessible; gender neutral
10.414	Water Cooler	1	1	6 /area	6	ADA accessible; wall-mounted; adjacent to inmate restroom
10.415	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						without mildewing; glazing on doors for easy viewing inside, one located in the circulation space outside of the central program area
<i>Subtotal Interior Square Feet</i>					2,657	
<i>Grossing Factor</i>					1.40	
<i>Subtotal Gross Square Feet</i>					3,720	
10.000	<i>Total Interior Net Square Feet</i>			7,945		
10.000	<i>Total Interior Gross Square Feet</i>			10,529		

11.000 Jail Diversion

Jail diversion is a community-based program operated by the DCJ whereby eligible inmates are conditionally released to live and work in the community while under electronic monitoring in lieu of being housed at the jail.

Operational Program

11.100 Jail Diversion

Inmates accepted into the program are required to, amongst other things, attend a program orientation, wear an electronic monitoring device, report in regularly with program staff, submit to periodic urinalysis testing, pay a weekly program fee, if required, and submit to home/work checks within the community.

A public entrance will be provided leading directly into the jail diversion program reception area, which should be easily accessible to the public parking area and proximal to the public lobby. The entrance will open into a weather vestibule that will be separated from the jail diversion reception area by a set of double doors with sufficient glazing to provide ready visibility of the weather vestibule from the reception desk and possibly from central control, if the design permits.

During scheduled hours, the front doors will be unlocked; for all other times, the outer front doors will be left unlocked and the inner front doors will be secured from unauthorized entry. Access to the reception area when the vestibule doors are locked will be via electric strike controlled at the reception workstation or central control and/or via card access and/or a biometric security system (authorized staff only). An intercom (with appropriate signage) located in the weather vestibule will allow communication between persons requesting entrance into the area and central control when the reception position is not staffed.

The reception area will have comfortable seating and provide access to public restrooms. It is here that individuals having business with the jail diversion program or bail monitoring program (see subsection 11.200 Bail Monitoring) will check in within reception staff. Jail diversion reception staff will be located within the jail diversion program suite with a transaction window accessible from the reception area.

A combination of private and shared offices, and open workstations will be provided for jail diversion staff. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. Within the jail diversion program area, office space will be provided for the following positions and functions:

- Jail Diversion Supervisor
- Jail Diversion Deputy
- Case Manager/Social Worker
- Clerical

Office design and furniture and equipment will be commensurate with assigned responsibilities.

The door to the suite will be secured. A card or biometric access, or other staff-controlled system may be used to control movement in and out of this area. While primary access to the suite will be via the reception area, a secondary staff-only access door may be provided from within the DCJ, dependent upon final design.

Specialized space will be provided for each of the following program functions/activities:

- Program orientation
- Interviews
- UA sample collection
- UA sample and supply storage
- GPS/Electronic monitoring device activation/storage

Jail diversion deputies require specialized lockers to store duty gear and weapons. Access to the locker area will be by card and/or biometric access (authorized staff only). These lockers may be co-located with DCJ staff lockers (see section 5.000 Staff Support).

A printer/copier work alcove having a networked copy/printer/scanner/fax combination unit, along with mail slots for incoming mail, requests, forms or other information appropriate for the users.

Within the jail diversion program area will be records storage, office supply closet, staff restroom, break room, and janitor closet.

Additional Design/Operational Considerations

The jail diversion program requires capacity for numerous telephone lines being using simultaneously.

The jail diversion program requires the building construction or location be conducive to activating GPS and electronic monitoring devices.

The public entrance for the jail diversion program should be adjacent to the public lobby.

11.000 Jail Diversion

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
11.100 JAIL DIVERSION						
11.101	Entrance Weather Vestibule	1-4	1	60 /area	60	ADA accessible; double doors for weather insulation; extensive reinforced glazing; includes CCTV and intercom for afterhours identification; electric door strike; card or biometric access
11.102	Reception Waiting	10-12	1	300 /area	300	RW-1; door controls via card and/or biometric access and electronic strike doors controlled by the reception staff or central control
11.103	Public Restroom	1	2	50 /area	100	ADA accessible; gender neutral
11.104	Reception Staff (Clerical Specialist)	1	1	80 /area	80	WS-1; transaction window to reception waiting; securable sliding window; counter space for signing documents; includes money safe and capability to receive electronic payments
11.105	Jail Diversion Director	1	1	110 /office	110	OF-5
11.106	Jail Diversion Deputy	1	6	80 /wkstn	480	WS-1
11.107	Case Manager / Social Worker	1	1	80 /wkstn	80	WS-1
11.108	Clerical Specialist	1	3	80 /wkstn	240	WS-1
11.109	Orientation Conference Room	8-12	1	300 /area	300	CF-2
11.110	Interview Room	2-3	2	80 /area	160	Conference table, chairs
11.111	Inmate Restroom (UA Collection)	1	2	50 /area	100	ADA accessible; gender neutral; hand air dryer; mirror
11.112	UA Sample/Supply Storage	-	1	60 /area	60	Full-size refrigerator; secure cabinetry; work counter; file cabinet
11.113	GPS Activation/Storage	-	1	120 /area	120	WS-3; secure cabinetry for device storage; capacity for satellite connectivity to activate device; full glazing for easy viewing on inside
11.114	Jail Diversion Lockers	10	1	10 /locker	100	Full-size lockers wide enough for hangers with built-in secure gun lockers; locker access via secure door (card and/or biometric access, authorized staff only); may be co-located with DCJ staff lockers (see 5.000 Staff Support)
11.115	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins
11.116	Records Storage	-	1	40 /area	40	File cabinets
11.117	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
11.118	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
11.119	Break room	1-4	0	0 /area	0	BR-2
11.120	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						without mildewing; glazing on doors for easy viewing inside
<i>Subtotal Net Square Feet</i>					2,585	
<i>Grossing Factor</i>					1.25	
<i>Subtotal Gross Square Feet</i>					3,231	
11.000	<i>Total Interior Net Square Feet</i>			2,585		
11.000	<i>Total Interior Gross Square Feet</i>			3,231		

12.000 Industries

Introduction

The provision of work opportunities is an important component of effective inmate and facility management. Work programs are a productive outlet for inmates where they can learn new job skills and establish positive work habits. Compensation for some jobs can provide victim restitution or help support the inmate's family. Inmate labor can also reduce staffing needs for specific support services and may be a source of revenue for the jail.

Jail industries are work programs characterized by the production of goods or delivery of services for public or private customers. Traditional jail industry involves the production of goods or provision of services for use by the jail or other government agencies. Inmates may be paid a wage for the work, a portion of which comes back to the facility to offset incarceration costs or may be used to supplement victim assistance funds. Jail industry work opportunities are directed toward:

- developing productive work habits and job skills;
- increasing the likelihood of employment upon release;
- posing little or no cost to the County;
- providing inmates the opportunity to earn money to pay restitution, and help defray County expenses through payments of room and board and other service costs; and
- reducing inmate idleness and boredom.

This program is designed for a "clean" industry, one that involves no heavy machinery or special ventilation (e.g., data entry, furniture kit assembly, garment assembly, etc.). Because the industry (or industries) has not been selected, the industry space will afford flexibility so that during any given period, the industry space can be easily adapted to accommodate the chosen industry.

Both male and female inmates who meet program eligibility requirements will be allowed to participate in the industries program based upon space availability.

Operational Program

12.100 Industries

As part of a program plan, eligible inmates may be assigned to the industries program. These inmates will be considered low risk and qualified for work opportunities. The chosen industry will provide a structured environment for learning and practicing new work skills, and will operate on a scheduled basis under the direct supervision of security staff. Program capacity may range from six to 12 inmates.

Inmates will report to the industry room at the scheduled time and check in with the security officer who will complete a security screening of the inmate. The officer's workstation will be located near the entrance to the industry room and will have full, unobstructed visibility of all work areas.

Within the industry work area will be adequate, appropriate space for the following functions:

- Material storage
- Preparation of raw materials
- Production area sized to accommodate up to 12 inmates
- Finished product storage and display

Additional spaces required include:

- Secure tool storage
- Machine and equipment parts storage and repair

Many industries have an educational component that involves classroom training. A multipurpose room furnished and equipped as an adult education classroom and sized to accommodate 12 students plus the instructor will be provided. The classroom should be wired and outfitted for distance learning via video and/or satellite transmission of programming. The classroom will be accessible from the work area and shall have generous glazing to allow excellent visibility into/from the classroom/work area.

The industry program will be coordinated and directed by an industry manager, who may be a civilian. Located within the work area and near the classroom is an office designated for the industry manager. Office design and furniture and equipment will be commensurate with assigned responsibilities.

Within the industry area will be a staff restroom, inmate restroom, water cooler, and janitor closet.

Additional Design/Operational Considerations

Security within the industries area will be limited to controlling access to the area using a card and/or biometric access system or other staff-controlled security system. Within this area, general office construction will be employed.

Generous glazing in the classroom on the walls adjoining the work area will enhance supervision without disrupting the classroom activities.

12.000 Industries

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
12.100 INDUSTRIES						
12.101	Security Screening	2-4	1	50 /area	50	Sufficient space for wheel chair access around metal detector
12.102	Officer's Desk/Metal Detection	1-2	1	64 /wkstn	64	WS-2; near entrance with full unobstructed visibility of work areas
12.103	Material Storage	1-5	1	200 /area	200	Shelving
12.104	Material Preparation	1-5	1	200 /area	200	Large, sturdy table
12.105	Production Area	15	1	64 /pers	960	Workstations
12.106	Finished Product	1-2	1	400 /area	400	Shelving, table for sorting
12.107	Tool Storage	-	1	80 /area	80	Secured area (fenced in); shadow board
12.108	Machine Parts Storage & Repair	1-2	1	200 /area	200	Work table; shelving; lockable cabinet
12.109	Multipurpose Room	12	1	25 /pers + 50	350	Teacher station; narrow 2-person learning tables (collapsible); sturdy molded plastic chairs; white board; shelves/bookcases; cabled for video learning; computer carrel with CD-ROM capabilities; CCTV capabilities; bulletin board; ample electrical outlets; accessible from work area; generous glazing walls adjoining the circulation corridor
12.110	Industry Manager	1	1	110 /office	110	OF-5
12.111	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
12.112	Inmate Restroom	1	2	50 /area	100	ADA accessible; gender neutral
12.113	Water Cooler	1	1	6 /area	6	ADA accessible; wall-mounted; amount per code
12.114	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					2,810	
Grossing Factor					1.40	
Subtotal Net Square Feet					3,934	
12.000		Total Interior Net Square Feet			2,810	
12.000		Total Interior Gross Square Feet			3,934	

13.000 Health Care Services

Introduction

The health care services section includes the space necessary to support the delivery of services to meet the medical, dental, and mental health needs of the inmate populations to be housed in the consolidated DCJ. Health care services provided will be acute (non-life threatening), sub-acute, chronic care clinics and health maintenance services.

Health care should be provided in compliance with HIPAA regulations and in accordance with Wisconsin Jail Standards, as well as American Correctional Association standards and with those of the National Commission on Correctional Health Care (NCCHC). Health care services at the current three facilities (CCB, PSB, and Ferris Center) are currently accredited by NCCHC.

The provision of health care services begins immediately in the form of an initial pre-receiving health (medical and mental health) screening window, which occurs outside the arrest processing area within the vehicle sallyport of the facility and continues until transfer to another facility or release into the community. It is anticipated that health care emergencies at intake will be rare; this will be accomplished by completing a pre-receiving health screening. This brief pre-receiving health screening will help to divert arrestees who are suffering from an acute or emergent medical or mental health condition requiring referral to a hospital. It also serves to proactively alert health care staff of any issues that they may face in the event that the arrestee is committed into custody.

Medical Services

Medical services provided at the DCJ will include special housing units for short-term medical observation, medical housing, and outpatient medical including physical examinations, triage, sick call, chronic care clinics and medication services. Inmates will receive scheduled health care in the clinic and in triage/examination rooms associated with the housing pods as required.

Given the spread of infectious disease such as tuberculosis, hepatitis B, MRSA and HIV among the general population, it is expected that there will be a risk of infectious disease among the inmates in the facility. Inmates with infectious airborne diseases will be housed in negative pressure cells located in medical observation. Any serious wounds or life-threatening conditions will be treated at a local hospital.

Mental Health Services

The provision of mental health services will include special housing units for acute, sub-acute, and special housing for inmates with serious, persistent mental illnesses or intellectual or developmental disabilities who are too vulnerable to be placed in general population. The designated mental health housing pods will be located in the DCJ and will serve all inmates in the care and custody of the Dane County Sheriff's Office. In addition, mental health services will include psychiatric medication management, crisis intervention and stabilization, and counseling to be provided in the jail.

Inmates with acute mental illnesses who have not been stabilized with medication and crisis intervention and whose illness manifests serious behavior disorders or risks to themselves

or others, will be assessed for transfer to hospital level care at an appropriate mental health facility.

Dental Services

Routine dental services will be provided at the facility. Specialty dental care and oral surgery will be provided either on-site or off-site by a contract and/or private provider, depending on the nature of the dental condition.

Operational Program

13.100 Administration/Support Spaces

Health Care Administrative services will be located within the secure perimeter and include medical records and a limited number of offices and support spaces. This area will be located contiguous with the clinic and medical observation housing.

Offices

Offices will be located to improve efficiency for management of staff and proximity to the most acute patient inmates.

Key office spaces include:

- Health Care Administrator
- Physician
- Dentist
- Director of Nursing
- Psychiatrist
- Psychiatric Nurse
- Director/Mental Health Services
- Discharge Planner
- Health Services Administrative Assistant
- Expansion medical and mental health offices

A health care staff workroom with workstations will be provided for health care professionals – nurses, mental health professionals, contracted providers who deliver services on-site. While it would be ideal to have all health care offices in a central location adjacent to the clinic, an alternative is to have mental health personnel in office spaces located near or within mental health housing pods.

All office spaces will be networked to a shared printer/copier located in an alcove with supply storage.

Medical Records

Sufficient medical records storage for active and inactive records for inmates who have been released from the system will be accessible from the clinic and the triage/examination rooms located in the individual programs and activities centers. It is vital that an Electronic Medical Record (EMR) storage and retrieval system be provided that allows ready access to the records, regardless of the physical location of the paper records. This secure room,

accessed only by authorized medical personnel, will be equipped with a worktable, secure storage limited active records, and a scanner. A workstation for medical records staff will also be located in this area.

The EMR is entirely functional, although there are currently a number of medical records stored in other spaces throughout the CCB and PSB that must be archived for 10 years. Given that there are a number of current paper medical records currently in storage, there will be no need for medical records storage after 10 years from the implementation of the EMR. In the interim, the County, or its health care vendor, should digitize all supplemental paper health reports/records into the EMR as they are received to avoid the necessity of long-term paper record storage.

Ancillary Spaces

One conference room sized for up to 20 people will be provided for health care staff meetings and teleconferencing.

Staff lockers are provided in this area so that health care staff may securely store personal medical equipment (i.e., stethoscopes) that should not be transported into/out of the facility on a daily basis.

The health care administrative/support area includes staff restrooms, break room, and a janitor's closet that will be shared with staff in the clinic and medical and mental health housing.

13.200 Clinical Services

Clinical services will consist of the following functions:

- Pre-receiving and admissions screening
- History and physical
- Sick call
- Mental health assessment and counseling
- Medication administration
- Specialized treatment
- Clinics: general and chronic care
- Dental services

Admissions Screening

Two health care screenings are conducted in the earliest stages of admittance to the facility – prior to arrest processing and then during the booking process. For this purpose, there should be a transaction window into the sally port, with a workstation (see section 7.000 Intake/Release), and an adjacent triage/exam room, which opens directly into the open waiting area of the detention receiving area.

The pre-receiving health screening will be performed during arrest processing prior to the inmate being received into the facility. The pre-receiving health screening process will be completed by the receiving officer by asking an arrestee a few pertinent questions about

emergent health care issues.³⁰ This initial screening is designed primarily to determine whether the arrestee has a health condition requiring immediate medical attention that precludes admission into the facility. When necessary, the receiving nurse or psychiatric social worker will make the decision whether to send the arrestee to a hospital for further medical clearance in which case the arresting officer will drive his arrestee to the nearest emergent care center.

After the arrest processing and transfer of custody to the jail and the inmate is subsequently admitted into the Intake area, the inmate will be subject to a two-part health assessment screening, designed to identify acute and chronic health conditions. Nursing staff will complete the medical history and assessment. This health assessment screening will include a review of the pre-receiving health screening and current medical and dental status (communicable diseases, substance withdrawals, major medical problems, and current medications), vital signs, height, and weight. Following the medical assessment, a mental health assessment will be completed by a psychiatric social worker. The mental health screening will include review of mental health treatment, hospitalizations, medication, current suicide or homicide ideas, history of suicide attempts. The mental health assessment may require that the inmate be transferred immediately to one of the new mental health pods (see below) for further observation and/or treatment.

History and Physical

If the inmate cannot post bond or be released on his/her own recognizance they will be housed in reception housing.

A medical history and physical examination will be conducted in the clinic area (or alternately in the triage/exam rooms located in decentralized housing programs and activities centers; see section 8.000 Housing – Adult Inmates) on all inmates within 14 days of admission. This should include a review of the pre-receiving health screening, the receiving health care assessment, dental screening, a physical examination, mental health assessment, and diagnostic testing as ordered by the physician or other medical provider (PA/NP) or the health care authority. Annual physicals will be conducted on any inmate who has remained in the jail for a year. Physicals will also be conducted as needed for inmates whose medical condition requires more frequent examinations.

Sick Call

Sick call triage is conducted daily in the triage/examination room located in the programs and activities centers or if security demands in the housing pod, for segregation and acute mental health inmates. Inmates will submit a written request outlining in as much detail as practical, the nature of the need for medical attention, which will in turn be reviewed by the nurse on a daily basis. The nurse will review the request, and visit the inmates in their designated housing programs and activities center to assess the medical complaint and respond with an appropriate nursing protocol. If necessary, the nurse will schedule an emergent or routine clinic appointment with a medical provider for further evaluation or treatment.

³⁰ The pre-receiving screening consists of a small number of questions and observations.

Mental Health

Mental health services will be provided for those inmates in the jail population and those inmates with persistent symptoms of mental illness who are housed in mental health housing pods. Mental health services will be provided in, the interview/staging space located in the housing pod sallyport, in the programs and activities area interview room, or in the clinic.

Medication Distribution

Medications will be administered on a bedside or cell-front basis for those offenders in the medical observation, acute/subacute mental health, and restrictive housing.

Administration of medications to those offenders with special medical or mental health housing needs will occur from a medication cart located within the housing unit adjacent to a water cooler or from a transaction window located in the Sallyport or in some pods in an interview room/staging area. When the cart enters the medication distribution point, each inmate will step forward to the cart area when his/her name is called, and take the medication with a cup of water.

Medications for general population inmates will be administered from the transaction window for each respective housing pod. A water cooler will be adjacent to the transaction window.

The nurse administering the medications will check to make sure that the medication was indeed consumed.

All medication carts should be equipped with a lockable top, so that the medications can be secured during transport. Medication carts will be stored in the secure medication storage area located in the clinic.

Clinic

The clinic will be accessed by offenders via the clinic entrance, where they will approach the reception desk and be directed to an exam room or, once processed into the clinic, directed to the open waiting area. Offenders with medical clinic or mental health appointments will share waiting spaces. Offenders, who due to classification or behavioral issues require separation, will be scheduled accordingly. Offenders escorted to the clinic in restraints will be seen immediately. Careful scheduling will be incorporated so that offenders from the different housing pods are not in the clinic at the same time. Two ADA-accessible offender restrooms will be located in the clinic – one in the waiting area and one adjacent to the phlebotomy alcove. Staff will control access to the restroom.

An officer will be stationed at the security workstation whenever there are offenders in the waiting area and/or holding cell. The security workstation, in addition to controlling access and egress from the clinic, will be situated so as to have direct lines of visibility to the waiting areas and the entrance to all exam rooms. The security workstation will be adjacent to the nurse workstation; each will have designated workspace.

A nurses' workstation in the clinic will be located to receive offenders into the clinic, but also to easily access all areas of the central support spaces, the clinic, and medical

observation beds. As offenders arrive at the clinic they will be checked in with the medical officer described above, and will then report to the nurses' station so they can be directed to the appropriate exam rooms. Alternatively, offenders may be directed by the medical officer to sit in the open waiting area and provide the name(s) of the offenders to be seen to the nurse. The nurses' workstation will be located so that offenders and staff cannot arbitrarily observe medical records located on the nurses' station. Once offenders are received and any medical records that are ancillary to the electronic medical record (EMR) are pulled, they will be directed via nursing staff to the appropriate examination room for treatment.

Specialized Treatment. The clinic will include the telemedicine capacity to help reduce the number of specialty clinics held on-site and off-site. It is assumed that treatment for sexually transmitted diseases, dermatology, psychiatry, optometry, dentistry, orthopedic, wound care, and minor procedures (e.g., suturing) may occur on-site. The provision of telemedicine hardware in the clinic (discussed below) will facilitate the provision of these, and additional, services at the Jail, thereby reducing the number of transports for medical reasons. Due to special equipment requirements, specialty ophthalmological services, oral surgery, and comprehensive physical therapy may occur off-site.

Examination Rooms. There will be four exam rooms in the clinic for sick call, primary care, and health assessments located in close proximity to maximize staff efficiency. The examination rooms will contain lockable cabinets for supplies, a sink, exam table, wall mounted diagnostic equipment, overhead lighting for examinations, a stool for the practitioner, and a workstation for EMR. All exam rooms will have generous amounts of glazing on walls and doors to promote visibility from the officer's/nurse's station for the safety of practitioners; portable privacy screens should be used when offenders are required to disrobe as part of an examination. One general exam room will be equipped for telemedicine, which can be connected via secure audio/video hook-ups either to specialty clinics at local hospitals or similarly equipped community providers.

Each of the exam rooms will be equipped for both general examinations as well as specialized treatment.

One specialized treatment room will be equipped for emergencies, trauma, suturing and wound care. It will be immediately accessible from the waiting room; equipped to provide emergency treatment and routine wound care. The exam table will be accessible from four sides. This exam/treatment room will also be designated for x-rays and should have lead-lined walls for the use of portable and digital x-rays, and orthopedic care.

One of the general exam/treatment rooms is designated for general treatment, women's health care, optometry screening, and physical therapy assessment. In addition, a small physical therapy alcove with observation by security, will allow offenders to perform prescribed home exercise programs (HEP) to assist with recovery.

Phlebotomy Alcove. There will be a phlebotomy alcove located near the exam rooms and adjacent to one of the inmate restrooms with a pass through for lab specimens. The alcove will include equipment for drawing laboratory specimens (routine lab work will be analyzed off-site), and equipped with a work counter, a securable specimen storage, "sharps" container, and an under counter refrigerator with small freezer for specimen holding. This alcove should also have locked storage for reagent strips, urine specimen receptacles, vacuum tubes for blood draws and sharps. A wall-secured eyewash station will be located

on the wall in the alcove. When a courier is scheduled to pick up the laboratory specimens, they will be packaged for transport and taken to a securable pick-up box for holding until the courier arrives. At that time the specimens will be passed to the courier via the transaction window that faces the Sallyport.

Charting. A small charting area will be adjacent to the exam rooms.

Inmate Restroom. An ADA-accessible restroom and a water cooler will be located adjacent to the examination rooms for use by offenders. Staff will control access to the restroom. This restroom will be provided adjacent to the phlebotomy alcove described above and will include a pass-through for specimens to be passed directly to the alcove to maximize privacy.

Medication Storage. Space will be provided in the clinic for medication and medication cart storage. Medication storage must be secured and located to facilitate movement of medication through direct and secure routes to the housing units. It is intended that all medications will be distributed from a transaction window adjacent to the housing sallyport except for medical observation, acute and subacute mental health, and restrictive housing.

Locked cabinetry will be provided for over the counter (bulk) supplies. A secondary double-locked cabinet within the medication storage room will be provided for controlled medications. A refrigerator with freezer will be provided for the cold storage of medications, as needed. A work counter for processing medications and sink will also be provided. Fax machine and EMR work stations should be available to process ordering medications. Space is required for up to six medication carts.

The medication storage room will be designed so walls are constructed from the floor slab to the underside of the building structure above. One door to this space will be accessed from behind the clinic nurse's station and an additional door will be accessed from the service area or service corridor (thus permitting deliveries from contract pharmacies).

The doors will be monitored with an enunciation device from the nurse's station and in master control. The doors will be controlled by authorized card access in combination with a biometric or pin-code device (e.g., finger identifier).

Clean and Dirty Utility, Janitor Closet. Clean and dirty utility rooms will be provided, as will a janitor's closet to serve the clinic service areas. Space for the temporary storage of biohazard materials is required. These items will be bagged and kept in a specially marked locked box/closet in the dirty utility room to await the arrival of the contracted biohazard disposal company, or removal to the centralized biohazard storage room located in the warehouse (see section 16.000 Warehouse/Commissary). The location of this temporary storage needs to be out of the direct path of offenders and staff, and should be adjacent to and within view of the nurse's station. Both the clean and dirty utility rooms will have a sink; the dirty utility room will also have a hopper sink.

Interview Rooms. There will also be two interview rooms sized for up to four people and equipped with an EMR workstation, four chairs, and locked cabinets. There will be acoustical and sight privacy. One of the interview rooms will be equipped with telemedicine for psychiatry and or crisis evaluations.

Mental health offices will be assigned in either the mental health treatment units or program and activities center or in the health care administration area.

Dental Services. Dental services will be provided to inmates on a regularly scheduled and an as-needed basis, so as to maintain good health. Dental services will be provided in an open bay two chair operator. There should be a provision for privacy between chairs via a pulled curtain or divider. There will be the ability to take digitalized x-rays in this area.

Dental will be provided space for digitalized x-ray equipment and instrument sterilization station. Air compressors will be located in an adjacent closet. Lockable cabinets and drawers will be provided for dental instruments and supplies. Clean and dirty utility rooms will be accessible to the dental suite.

While the design of this area should reflect a standard dental setting, it must also be capable of being secured and be in a highly visible location so that supervision can be provided by the corrections officer assigned to the clinic area. Extensive glazing will facilitate observation by custody staff, and low dividing walls between dental chairs will allow for security separation when more than one offender is in an operator.

Storage. Two large secure storage rooms are provided for medical equipment, supplies.

Description of Medical and Mental Health Housing – Overview

Designated medical and mental health housing will be provided for the following populations: medical observation, medical housing, acute mental health, sub-acute mental health, and mental health/intellectually delayed/disability housing. Table IV.8 outlines the recommended distribution of health care beds through the year 2028.

Table IV.8 – Distribution of Health Care Beds – Year 2028

Housing Category	Cell Type	No. of Beds Per Pod	No. of Pods	Total Beds	Notes
Housing – Males					
Medical Observation	Single	9	1	9	7 single cells; 2 negative pressure cells w/ anteroom; all hospital beds; adjacent to and with direct observation from clinic
Medical GP	Dorm	28	1	28	7 4-person cubicles; proximal to medical observation and clinic; 2 cubicles flexible to house stepdown medical observation
Mental Health <ul style="list-style-type: none"> ▪ Acute ▪ Sub-acute 	Single	31	1	31	Pod comprises 2 subpods: <ol style="list-style-type: none"> 1. MH Acute: 10 single cells with 2 additional padded safety cells 2. MH Sub-acute: 15 single cells; 3 double cells
Mental Health GP	Single/ Double/ Dorm	32	2	64	4 single cells; 4 double cells; 5 4-person cubicles (dorm) per pod
Subtotal – Males				132	
Housing – Females					
Medical Observation	Single	3	1	3	2 single cells; 1 negative pressure single cell w/ anteroom; all hospital beds; adjacent to male medical observation for flexibility (male or female use)
Medical – Mental Health <ul style="list-style-type: none"> ▪ Medical GP ▪ MH Acute ▪ MH Sub-acute ▪ MH GP 	Single/ Double/ Dorm	57	1	57	Pod comprises 3 subpods: <ol style="list-style-type: none"> 1. Medical GP: 3 double cells; 2 4-person cubicles; one flexible cubicle to house stepdown medical observation 2. MH Acute: 6 single cells plus 1 padded safety cell 3. MH Sub-acute & MH GP: 7 single cells; 5 double cells; 5 4-person cubicles (dorm)
Subtotal Females				60	
Total Beds				192	

The following operational considerations and practices will be the foundation from which all medical and mental health housing pods will be constructed. Any alteration, variation, or adaptation to this foundation is described in the individual housing sections detailed below.

Cells, dayrooms, and other housing pod spaces are constructed with materials and outfitted with furnishings and fixtures commensurate with the assigned population’s security classification and special needs considerations. Spaces with an ADA-accessible designation shall be configured and furnished so as to provide the requisite mobility and/or accessibility features.

Access to the housing pod will be provided through a housing pod pedestrian sally port, whose outer door is controlled by central control and whose inner door is controlled by the pod officer. Depending on the population served by the housing and individualized treatment plans, the inmate cells will be accessible during the day and evening hours. When cells are locked, they will be equipped with a staff call "push-to-exit" button for inmates to exit their cell when enabled and authorized by the housing officer, or when inmates need to contact the housing officer in case of emergency. If the doors are set as secured, the "push-to-exit" button will operate as a staff call button, which sends an alert tone to the housing pod control panel. If the housing officer does not respond to the call within the designated time, the call will be directed to central control, where it will enunciate as an unacknowledged call-in.

Minimally, each cell shall have a bed, toilet, sink, mirror, desk/writing surface, seat, and clothing and personal property storage/hooks. The number of ADA-accessible cells will comply with applicable code, and will be located proximal to the shower area.

All cells will have access to natural light and where feasible, will have an exterior window.³¹ While inmates may have the ability to control their assigned cell's lighting and sanitary fixtures, water and lighting shut-offs will also be located at the officer's workstation. Careful consideration must be given to the design of cells to limit sharp edges and opportunities for inmates to attempt suicide from vents, sprinkler heads, plumbing fixtures, doorknobs, hooks, bed poles, etc.

Showers will be of sufficient number to comply with Wisconsin Jail and ACA standards, and required codes, which require one shower per 12 inmates, and which will also stipulate the requisite number of ADA-accessible showers.³² Extra care must be taken to provide adequate drainage to avoid water runoff from this shower. Each individual shower stall includes a private outer area for drying/dressing. The showerheads should be suicide resistant and, ideally, will be recessed. The shower stalls facing the dayroom should have shower curtains and café-type doors that allow visibility of the head and feet and comply with PREA. Floor drains will be located in both the shower and dressing areas. Inmate razors will be securely stored and will be issued upon request (i.e., once per day during designated issue and collection times) and collected following use.

The dayroom (to include subpod dayrooms), which is centralized to the cells, will provide the amount of space and furnishings sufficient to seat the maximum number of persons who may be allowed in the dayroom at a given time, including staff, at tables with seating. There will be a water cooler located near the housing pod pedestrian sally port door for use during distribution of medications. The dayroom will be equipped with sound-attenuating measures. The dayroom will have access to natural light.

Within the dayroom, telephones will be provided, with at least one telephone that is ADA accessible. The telephone system will have the capacity to receive voicemail messages for specific inmates who will be able to retrieve the messages upon entering a unique code. Additionally, inmates will be expected to use FM receivers associated with the television to avoid issues of volume control. The housing pod officer will issue FM receiver headsets when the inmate is issued his/her uniforms, linens, etc. An additional quiet reading area will be located as part of the open dayroom, but separate from the primary activity areas (e.g.,

³¹ ACA Standards 4-ALDF-1A-16R

³² ACA Standards 4-ALDF-4B-09

tables and television). Space will be designated for a book cart, whereby the contents are routinely refreshed to provide new reading materials.

Mounted on the wall or under a counter within the dayroom will be four boxes with keyed, hinged lids and slots wide enough to accept a business envelope or folded file folder. One box will be designated for outgoing U.S. mail; its contents will be collected when the designated utility officer arrives each day with the mail delivery. Other boxes may be used for communication to staff, grievances, etc. One box in each dayroom should be designated for Sick Call request forms for those inmates who are unable or unwilling to use the kiosk to submit their requests. These sick call requests will be picked up by the medication administration nurse when in the housing pod to pass medications.

Multifunction kiosks will be provided within the dayroom on a 1:16 ratio. Key functions occurring via the kiosks include commissary and video visitation. One additional multifunction kiosk that does not have video visitation functionality will be provided. Should multifunction kiosks not be available, commissary kiosks will be provided at the ratio of 1:32 and video visitation kiosks will be provided at the ratio of 1:16.

Commissary orders will be placed and received on a scheduled basis. Inmates may place their commissary orders using the multifunction transaction kiosk or tablet. Ideally, the commissary system will be interfaced with the jail management system. Additional kiosk-based activities will include submission of grievances and requests, intra-jail communications, release date lookup, etc. In lieu of kiosks, tablets may be used for multiple purposes with the same functionality as the kiosks above including the ability to submit requests and grievances, viewing PREA video, law library research, submitting commissary orders, and even telephone calls, etc. For the tablets, a recharging/storage station (secure cabinetry) with adequate outlets and shelving should be provided adjacent to the officer's workstation.

All personal visits and many professional visits will be conducted via video visitation. The aforementioned kiosk will be provided for this purpose. Capabilities for using headsets may be considered to aid in minimizing noise associated with visits as well as acoustical side panels between each kiosk. Portable video visitation kiosks shall be available in sufficient number to meet the visitation demands of those populations with movement restrictions, e.g., limited mobility, acute mental health, etc. Fixed video visitation kiosks within the dayroom should be provided for those housing pods designated for inmates whose access to the dayroom is maximized.

An alcove with a carrel station located within the dayroom will be provided for legal research and will also provide inmates the opportunity to send and receive electronic communications from family, friends, and professionals through a secure server. This space will allow inmates to access a secure web-based, or intra-agency legal research system via CD-ROM or a closed intranet web based system. Inmates may opt to print materials obtained electronically to a networked printer located in the decentralized programs center. Inmates will be charged a per page fee that will be deducted from their account at the time the print order is placed; indigent inmates will be authorized a set number of free pages during a specified period of time for printing legal materials, e.g., 10 free pages per month. All incoming/outgoing electronic communication is subject to censorship based on legitimate institutional interests of order and security. Expanding technology and an anticipated increase in demand for electronic communications, the space and infrastructure to support such stations is provided on a 1:16 ratio basis.

Accessible directly from both the housing pod pedestrian sallyport and the housing pod will be an interview/staging room where program/treatment providers or facility staff may interview inmates in a confidential setting. Inmates may be staged here prior to being escorted for court or transports. Authorized staff may access this room via card reader. The interview room will be sized to accommodate up to four people seated, and will have sufficient windows to allow for observation by the housing pod officer. The interview/staging room will also have a video visitation kiosk that is to be utilized for attorney video visits, with the attorney located at a remote video visitation booth, and the inmate afforded a private video visit in the interview room. It is important to note that the interview room cannot be utilized for other purposes while the video visitation kiosk is in use. This area may also be used for medical triage to minimize the number of escorted movements from the unit or to distribute medication. As such, secure cabinetry and a securable transaction window between the interview/staging room and the housing pod dayroom will be provided. There will be a water cooler located in the dayroom proximal to the transaction window for use during distribution of medications.

Depending on the inmate population, meals may be eaten in individual cells or at tables located in the dayroom. A food cart alcove will be provided for staging food carts and dispensing trays. The alcove will be equipped with counter space, sink with instant hot water, microwave, appropriate electrical outlets and storage cabinets for a supply of napkins, disposable eating utensils, condiments, etc. The food cart alcove will be sized to accommodate a food cart. The door to the housing pod will be sized wider than standard to permit passage of food carts. An adjacent trash alcove will be provided.

Inmates' uniforms and personal items (including jail-issued undergarments), along with all institutional items, such as sheets, towels, blankets, mattresses and pillows, will be issued by the housing officer within the housing pod. A storage closet with shelving is required for uniforms, linens, blankets, mattresses and other items issued in sufficient quantities to meet demand. Disinfectant wipes for the mattresses will be located in this closet for cleaning mattresses prior to a new inmate occupant or at other times deemed appropriate.

Inmates' uniforms and personal items (including undergarments), along with all institutional items, such as sheets, towels, blankets, mattresses and pillows will be washed in the DCJ's centralized laundry (may be contracted service). Linens and uniforms will be exchanged on a one-for-one basis. Issued clothing will be secured in mesh bags and taken to the centralized laundry for washing, and then returned the following day. Inmates will be permitted to retain enough personal laundry to have sufficient changes of underclothing (see section 15.000 Laundry).

Outdoor recreation will be provided adjacent to the housing pod, and inmates will be permitted to access the outdoor recreation facilities for periods of time designated in their treatment plans and during scheduled times. The exterior exercise yard will be sized to accommodate a portion of the housing pod population. The outdoor recreation yard should be provided with a garage door-type cover with light panels. Inmates will be permitted outdoor exercise one hour per day, some of the mental health population may require an escort while in the outdoor exercise yard – this will be documented in the individual's treatment plan. The building itself will provide the boundaries of the outdoor exercise yard. The common wall between the exercise yard and the dayroom will be glazed to the maximum extent possible to afford unobstructed views to the exercise yard for the officer in the housing pod. Direct access to the exercise yard is through a door located in the dayroom. Outdoor recreation yards will be equipped with appropriate exercise equipment.

Space will be provided in the housing pod to accommodate a fully equipped workstation for the housing officer, which will be located within the dayroom such that it provides optimal visibility into the dayroom and of all cells. The workstation will include a computer, door controls, fire and smoke enunciation, and override for telephones, lighting, electric receptacle, and water controls, and stool. Security equipment/supplies will be integrated into the officer workstation. Logbooks, post orders, and a portable phone will be the primary items maintained at this location. These items can be secured in lockable cabinetry. The workstation will be equipped with a mechanism for securing the control panel (most likely a touch screen device) to prevent inmate tampering when the housing officer is away from the workstation. A flat screen PC monitor will be at the workstation for the officer to access the jail management system. The PC itself should be accessible but secured in a cabinet under the work surface. To the degree feasible, staff will be equipped with a personal data assistant (PDA) sized wireless device that will allow them to operate door controls such as the inner sallyport door and the cell doors in the pod. The PDA will have a bar scanner to help track inmates and may have telephonic capability as well. Space must be identified proximal to the housing officer's workstation for an emergency first-aid kit, an AED, and secure storage of staffs' personal items (coat, lunch box, and purse/briefcase).

Because there will be occasions whereby an inmate may not retain all accumulated personal property (e.g., due to privilege suspension), a closet for secure property storage bins containing inmate property will be provided.

13.300 Male and Female Medical Observation Housing – 12 Beds

Direct medical observation beds are provided for inmates who require skilled nursing care on a 24-hour/7-day basis or who must be separated from the population due to a medical isolation requirement. Medical observation beds are for inmates who require short-term observation for alcohol and other drug withdrawals, who are recovering from surgeries, acute illnesses, or acute exacerbations from chronic illnesses.

The male and female medical observation housing pod is comprised of 12 ADA-accessible single-occupancy rooms for a total pod capacity of 12 inmates. The cells, generally, will be designated as follows:

- Male: 9 ADA-accessible single-occupancy rooms
- Female: 3 ADA-accessible single-occupancy rooms

Inmates who are in medical observation beds are suffering acute exacerbations of chronic health conditions that require closer medical observation and/or nursing care (e.g., withdrawal from alcohol or other drug addictions, diabetes, exacerbations of asthma, post-surgical observation, neurochecks or due to need for medical isolation) to ensure that they don't eat or drink prior to a study or surgical procedure. Medical observation for acute conditions should be adjacent to and observable from the clinic nursing and officer workstations.

Inmates will be admitted to medical observation housing by medical order or for 24-hour observation by nursing. The medical observation will be staffed with nursing staff on a 24-hour/7-day basis whenever an inmate patient has been admitted to this area. The direct observation beds are intended for inmates who require skilled nursing care or who must be separated from the general or medical population of inmates due to their medical condition. However, the use of all medical beds will be flexible based on the clinical

demands of the population. All observation beds will be single. There will be no mezzanine in this housing area, and no stacked bunks should be considered, as this would provide opportunities for suicide attempts.

The configuration of the medical observation housing is unique due to the adjacency requirements of the direct medical observation for both male and female inmates. Since both medical observation and medical housing beds require close proximity to medical staff, it would be optimal to have these areas adjacent to each other to increase staff efficiency. Ideally, the footprint of the facility may be sufficient to accommodate the entire medical component on one level of the facility.

There will be nine male and three female medical observation beds. These beds should be contiguous, thus allowing flexible male/female use of all beds. It is anticipated that the demand for medical observation beds will not increase; it is also anticipated that medical observation beds will continue to be used for short periods of time, ideally not more than 24 hours. A moveable divider will separate the males from the females. All medical observation beds are single rooms with hospital beds. Showers are currently located directly across from the medical observation rooms.

Three negative pressure cells are to be provided, two for males and one for females. One pair of isolation rooms will be provided for males; one additional isolation room will be provided for females. Additionally, these negative pressure rooms should be designed to provide a measure of privacy for use of the toilet, showering and dressing, without compromising safety. These inmates will be housed in an area where they can be directly observed by medical staff and security staff to provide for their safety and the safety of others.

The male isolation rooms will be accessed from a shared anteroom; the female isolation room will have a small anteroom. Each anteroom will contain a small utility counter with a hand washing sink, a space for a soiled linen hamper, and shelving for gowning materials and other medical supplies. Staff will be able to view into the direct observation room from the anteroom through an observation window.

The isolation rooms will be equipped with special air filtration systems (e.g., negative and positive pressure systems or at least a HEPA filtration system).

In addition, seven male and two female single-occupancy observation rooms are necessary for observation of ill inmates and to allow for the maximum housing flexibility. Within each room will be a small toilet with a lavatory. Two ADA-accessible showers will be provided for the nine single-occupancy observation rooms. The three isolation rooms and the additional nine single-occupancy rooms will be equipped with at least four electrical outlets for medical equipment such as oxygenators, C-pap, and Bi-pap machines. Each room will have an electrical hospital bed, an over the bed table, writing surface and chair. A toilet and lavatory will be provided in each room. An ADA-accessible shower will be provided in each of the isolation rooms. Nurse call with two-way capability will be provided in each room and an emergency pull station for nurse call will be provided in the showers.

Because the inmates will not be staying very long in this level of medical observation, separate dayroom space, activities, or program space is not provided. Access for inmates who request telephones, visitation and other special services will be considered on a case-

by-case basis. Inmates requiring inpatient stays will be transferred to an appropriately secure medical facility.

Inmates in medical observation beds are expected to eat their meals either in bed or chair side.

Medications and treatments will be provided bedside by the nursing staff.

When there is an inmate housed in the medical observation, it will be necessary to post an officer in the area for the duration of their stay. A female inmate will require a female officer.

Clean linen, medical supply and equipment storage, clean and soiled utility, and janitor's closet are shared with the clinic.

13.400 Male Medical Housing – 28 Beds

Inmates will be housed for either short- or long-term stays in the medical housing unit. Inmates who require short-term observation or alcohol and other drug withdrawals but who do not require direct medical observation will be housed in this unit until stable enough to return move to general population. Inmates with chronic medical conditions who require close proximity due to fragility (e.g., asthma, diabetes, cardiovascular diseases), or frailty (elderly or requiring some assistance with activities of daily living) will also be housed here. Medical staff will determine when an inmate is admitted to or discharged from a medical housing unit. These inmates are usually not bed-bound; however, the seriousness of their condition requires that they be housed in a location where medical care is immediately available.

An examination/triage room will be adjacent to or within the dayroom of the male medical housing unit for easy accessibility for medically compromised inmates who require frequent treatments, dressing changes, etc.

The male medical housing pod is comprised of a dormitory with 7 four-person ADA-accessible cubicles for a total pod capacity of 28. Two of these four-person cubicles will be used primarily for short-term medical housing; however, all use will be flexible based on the clinical demands of the population.

Medical personnel will not staff the medical housing pod. Nursing staff will make rounds of the unit, administer medications, and provide any necessary treatments in the program and activities center medical triage/exam rooms.

This pod should allow good visibility throughout and should be on a single level. All areas must provide space for movement with assistive devices such as wheelchairs, walkers, crutches, and canes.

Proximal supply and equipment storage areas must be sized to accommodate stretchers, emergency medical equipment, wheelchairs, and other assistive devices. These can be shared with the clinic or with medical observation housing.

Adjacent or proximal clean and dirty linen rooms should be easily accessible from the medical housing pod.

Medical housing inmates will share the decentralized programs and activities center with other mobile inmates from the adjacent pods.

13.500 Male Acute and Sub-Acute Mental Health Housing – 31 Beds

Subpod A – Acute Mental Health Care Subpod [10 beds plus 2 additional safety cells]

Acute mental health housing is used to stabilize inmates who are admitted to the facility and who are exhibiting mental health symptoms, including psychotic symptoms, suicide/homicide ideation, or inability to control aggressive and/or impulsive behaviors. The goal of this pod is to provide for the stabilization of these inmates to allow for step-down to the subacute subpod. Sub-acute and/or mental health housing will be considered the interim step-down units (see subsections 13.500 and 13.600).

A subpod of 10 mental health acute single cells, one of which is ADA accessible, will be co-located adjacent to the mental health sub-acute subpod.

Inmates who will be housed in the acute subpod have acute symptoms of serious mental illness or suicide ideation, and their behavior is impulsive and labile. These inmates need a high level of supervision, a highly structured environment, and intensive treatment.

Two safety cells will be located within the acute mental health housing subpod. These are “temporary” beds to be used for short periods in order to provide appropriate stabilization and safety. The safety cells will be designated for secure observation of inmates with mental illnesses who are in acute crisis and/or actively psychotic. The overall goal of these cells is to stabilize individuals experiencing acute psychological symptoms, extreme suicide ideation or individuals whose failure to take psychiatric medications is severely inhibiting their ability to function or interact with staff or inmates in a safe manner. These cells are not for permanent placement. The goal will be to use these cells for short durations (two to four hours) to stabilize inmates so that they can return to their assigned single cell. Placement in a safety cell will require a mental health provider order. The safety cells will have walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain with controls outside of the cell. A modular suicide-resistant fixed bed, will be provided to encourage the inmate to sit or lay and relax. There will be full glazing on the secure door with a food pass and directly observable from the staff workstation. There will be a small subdayroom that serves both safety cells that is fully glazed and allows observation into the cells.

Mental health staff will be assigned to work directly in the combined acute and sub-acute mental health pod. A mental health office will be located within the housing pod accessible from the dayroom. A fully equipped workstation is provided within the office.

Acute mental health beds should be located adjacent to the clinic and not located on a mezzanine level.

Individual treatment plans (determined by a team of mental health, security and medical staff) will determine movement and privileges, such as how often and how long inmates will be in the dayroom. Access to the dayroom will be limited to no more than two to four appropriately stabilized inmates at a given time. The same team will determine on an individual basis the level of security and/or restraints required when the inmate is outside of the cell. It is anticipated that once the dayroom is well tolerated and the level of security

restraint is significantly reduced, the inmate will be moved to the sub-acute mental health unit. Because of the threat posed to the safety and security of staff and other inmates, inmates in this status have limited movement or privileges. This is driven by their individual treatment plans, and may be locked down for many hours of the day. However, individualized treatment plans should encourage progressive out-of-cell time toward stabilization and the ability to move to a lower level of care such as sub-acute or stable mental health general population pod.

Where feasible, a television area will be located in the dayroom with the TV out of the reach of inmates, and sound attenuated in a manner that causes the least disruption to other inmates.

Initial access to outdoor recreation will be by escort and if necessary, with ambulatory restraints, approved by the treatment team and ordered by the mental health provider. The treatment team will determine progressive access to outdoor recreation time. The ability to handle outdoor recreation time, unescorted, restraint free dayroom time with other inmates within the dayroom, and medication and treatment compliance will be indicators that the individual may be ready to move to the sub-acute mental health subpod.

Cell contents may be limited and will be determined by the treatment team and documented in the individualized treatment plan.

Dayroom kiosks, carrels, and the food alcove should be able to be secured and accessed when needed. The pod officer will control the access to these services.

A shared acute and subacute small multipurpose room sized for 4-6 persons will be available for structured group or individual activities within the dayroom. This space should have full visibility from the officer's station.

Inmates are not expected to be housed in the acute mental health housing subpod for extended stays. Once inmates are not acutely symptomatic or present a danger to themselves or others, they will be moved to sub-acute care or mental health general population housing and provided further stabilization services.

Although it is not anticipated that inmates in the acute mental health subpod will be high users of the decentralized programs and activities center, it will be shared with other medical and/or mental health pods on the same floor.

No additional housing unit variation is required from that which was described in *Description of Medical and Mental Health Housing – Overview*.

Subpod B – Sub-acute Mental Health [21 beds]

A sub-acute mental health subpod is transitional housing for inmates who are either in crisis or have serious symptoms of mental illnesses. Inmates may be housed in this subpod initially after screening/evaluation in detention receiving, from general population for more observation, or be step-downed from the acute mental health housing subpod for further stabilization. Inmates may also be stepped-up into acute mental health housing if behavior or symptoms require that level of management. The length of stay in this subpod will vary based on the functional level of the individual. The goal of treatment will be to progress toward stability with the ability to function in general population or mental health general

population housing. However, some inmates may stay within this housing throughout their incarceration due to symptom acuity and/or vulnerability that would prevent adjustment to a general population housing unit. Mental Health staff will make the decision about admissions and discharges from this subpod.

Males in the mental health sub-acute subpod will be housed adjacent to the acute subpod and proximal to the clinic. The sub-acute mental health housing unit is comprised of 15 single-occupancy cells and three double cells for a total capacity of 21 inmates. The double cells will be used for inmates who are progressing toward mental health general population housing.

The treatment team, comprised of security staff, health care staff, and program staff, will make the decisions about how much out of cell time and access to activities for each inmate based on their ability to tolerate groups of other inmates. However, the treatment plans should encourage progressive out-of-cell time toward stabilization and the ability to move to a mental health general population pod.

Ideally the combined acute and subacute housing should be located on one floor. If tiered, inmates with a history of suicide attempts or self-harm should be housed on the lower tier.

Individual treatment plans (determined by a team of mental health, security and medical staff) will determine movement and privileges, such as how often and how long inmates will be in the dayroom. Access to the dayroom will be limited to no more than six to ten appropriately stabilized inmates on each side of the pod at a given time.

Inmates in the sub-acute mental health subpod may be labile and have periods of time when they are restricted to their cell to maximize their safety and that of others.

While some inmates may spend extended periods of time in this unit, others will stabilize and move to either mental health general population pod or general population housing.

The multidisciplinary treatment team will determine progressive access to outdoor recreation time. The ability to handle unescorted outdoor recreation time; unlimited dayroom time with other inmates within the dayroom; and medication and treatment compliance will be indicators that the individual may be ready to move to the stable mental health pod.

Cell contents may be limited and will be determined by the treatment team and documented in the individualized treatment plan.

No additional housing unit variation is required from that which was described in *Description of Medical and Mental Health Housing – Overview*.

Shared Areas

The shared areas of the male acute and sub-acute mental health housing pod, serving both subpods, consist of a variety of spaces and functions, including:

- Officer workstation
- Legal research carrels
- Outdoor exercise
- Video visitation and transaction kiosk

- Janitor Closet
- Staff Restroom
- Multipurpose Room
- Mental Health Staff Office
- Interview Room

Dayroom kiosks, carrels, and the food alcove should be able to be secured and provide access when needed. The pod officer will control the access to these services.

Mental health staff will be assigned to work directly in the combined acute and sub-acute mental health pod. A mental health office will be located within the housing pod accessible from the dayroom. A fully equipped workstation is provided within the office.

A shared acute and subacute small multipurpose room sized for 6-8 persons will be available for structured group or individual activities within the dayroom. This space should have full visibility from the officer's station.

Inmates in the subpod will generally eat at tables in the dayroom. However, the treatment team may determine that an inmate needs to be restricted to cell-based meals for a limited period of time.

13.600 Male (General Population) Mental Health Housing – 64 beds

The mental health housing pods provide for safe housing of inmates with serious and persistent symptoms of mental illness or who have intellectual and developmental disabilities (IDD). These inmates do not require the higher levels of observation or the more intensive mental health services provided in an acute or sub-acute mental health housing pod, but they remain too vulnerable to be housed in a general population setting. Male Mental Health GP housing is comprised of two 32 bed pods each with 4 single-occupancy cells, 4 double-occupancy cells, and five 4-person cubicles (dorm) for a total capacity of 64 inmates. Ideally, these beds should be located proximal to the acute/sub-acute mental health pod.

If this is a two-tiered unit, inmates with history of suicide attempts or self-harm should be housed on the lower tier. In order to reduce the stimulation that can occur with this number of inmates who can be loud or who have difficulty maintaining control in large groups of people. A low wall should be created to act as a sound buffer and reduce stimulation in the dayroom area only, but still allow the officer full visibility and access to all cells.

The inmates housed in the mental health subpods should have access to all programs and services available to the general population although in some circumstances programmatic accommodations will need to be made. Cell contents, access to telephones, kiosks, video visitation, commissary, personal visits, meals, outdoor recreation etc., should be consistent with that afforded the general population.

Inmates will access mental health, medical treatment, and other services and programs from the programs and activities center designated to be shared with this housing pod. It is anticipated that this area will be actively used and that programs and activities that are provided will meet the needs of inmates who have stable, but serious mental illnesses and/or intellectual and developmental disabilities.

No additional housing unit variation is required from that which was described in *Description of Medical and Mental Health Housing – Overview*.

13.700 Female Housing – Medical & Mental Health – 60 beds

The female inmate population has the same medical and mental health needs requiring special housing and separation that the male inmate population has. The number of inmates requiring special housing does not warrant full-size housing units designated for a single purpose. A single housing pod for female inmates is provided with three subpods contained within the larger overall pod to meet specialized medical and mental health needs. The subpods permit more than one special needs population to be located separately but adjacent to one another so that there are staff efficiencies for security, medical and mental health staff. Therefore, this unit should be located adjacent to the clinic. These housing subpods, similar to the pods described in previous subsections, are separated by levels of glazing with a staff station located with visibility into all areas. This design is responsive to the ever-changing population fluctuations by allowing one of the units to expand into the other if necessary, while still retaining staffing efficiencies.

The total capacity for the female medical and mental health housing unit is 60 inmates with a total of 17 medical and 47 mental health beds.

The female medical and mental health housing pod is provided with three subpods contained within the larger, overall pod to serve the needs for medical and mental health general population housing.

Mental health staff will be assigned to work directly in the combined medical and mental health pod. A mental health office will be located within the housing pod accessible from the dayroom.

A small multipurpose room will also be located within the dayroom of the mental health subpods.

A shared small multipurpose room sized for 6-8 persons will be available for structured group or individual activities within the dayroom. This space should have full visibility from the officer's station.

Each of the subpods will be designed consistent with the male medical and mental health housing pods. Care should be taken to maximize safety. However, consistent with best practices, the design, operational management, and treatment must incorporate gender responsive considerations and approaches that meet the unique needs of women.

Because supervision of this pod is by one housing officer, the housing officer's workstation should allow full visibility into all subpods. Glazing should be used in such a manner as to limit visibility for the inmates in one subpod into the other subpods.

Subpod A – Medical Housing [14 beds]

One subpod designated for medical housing is comprised of three double cells and two 4-person cubicles (dorm). One of the four-occupancy cubicles will be used primarily for short term medical housing for females who are detoxing from alcohol and other drugs, but who do not require 24/7 direct nursing observation. Consistent with the male housing subpod,

flexible use of beds will be maintained based on the clinical demands of the population. The female medical housing subunit will function and operate similarly to the male medical housing pod previously described (see subsection 13.400).

Inmates will be housed for either short- or long-term stays in the medical housing unit. Inmates who are recovering from surgeries, acute illnesses, or acute exacerbations from chronic illnesses will be housed in this unit until stable enough to return to general population. Inmates with chronic medical conditions who require close proximity due to fragility (e.g., asthma, diabetes, cardiovascular diseases), or frailty (elderly or requiring some assistance with activities of daily living) will also be housed here. Medical staff will determine when an inmate is admitted to or discharged from a medical housing unit.

Medical personnel will not staff the medical general population housing unit. Nursing staff will make rounds of the unit, administer medications, and provide any necessary treatments in the medical triage/exam rooms located in the adjacent program and activity center.

This pod should allow good visibility throughout. This pod should be located on the lower level in order to house the most fragile inmates and those inmates requiring special accommodations. All areas must provide space for movement with assistive devices such as wheelchairs, walkers, crutches, and canes. ADA-accessible cells will be available throughout the general population housing units and will continue to be used by those inmates who require only environmental accommodations to meet their disabilities but who do not require a medical assisted living environment.

Inmates housed in the medical housing pod will have cell contents, access to telephones, visitation, interview rooms, outdoor recreation, and access to programs and activities as those who are in general population and as tolerated by their physical condition. It is anticipated that a number of these inmates may have dietary restrictions and therefore may have restrictions placed on their commissary access. It would be ideal if these restrictions/limitations were managed electronically through the kiosk ordering system.

Medical housing inmates will share the decentralized programs and activities center with the other inmates with medical and mental health housing needs. No additional housing unit variation is required from that which was described in *Description of Medical and Mental Health Housing – Overview*.

Subpod B – Acute Mental Health Care Subpod [6 beds plus 1 additional safety cell]

The female acute mental health care housing subunit will function and operate similarly to the male acute mental health care medical housing unit previously described (see subsection 13.500). One subpod designated for acute mental health is comprised of six single-occupancy cells plus one safety cell. Inmates will be housed in the acute pod who have acute symptoms of serious mental illness or suicide ideation and their behavior is still impulsive and labile. A small sub-dayroom with sound attenuation should be adjacent to the cells of these inmates. These inmates need a high level of supervision, a highly structured environment, and intensive treatment.

One safety cell will be located within the acute mental health housing pod. This is a “temporary” bed to be used for short periods in order to provide appropriate stabilization and safety. The safety cell will be designated for secure observation of inmates with mental illnesses who are in acute crisis and/or actively psychotic. The overall goal of these cells is

to stabilize individuals experiencing acute psychological symptoms, extreme suicide ideation or individuals whose failure to take psychiatric medications is severely inhibiting their ability to function or interact with staff or inmates in a safe manner. These cells are not for permanent placement. The goal will be to use these cells for short durations (two to four hours) to stabilize inmates so that they can return to their assigned single cell. Placement in a safety cell will require a mental health provider order. The safety cells will be directly observable from the staff workstation.

Individual treatment plans (determined by a team of mental health, security and medical staff) will determine movement and privileges, such as how often and how long inmates will be in the dayroom. The same team will determine on an individual basis the level of security and/or restraints required when the inmate is outside of the cell. It is anticipated that once the dayroom is well tolerated and the level of security restraint is significantly reduced, the inmate will be moved to the sub-acute mental health unit. Because of the threat posed to the safety and security of staff and other inmates, inmates in this status have limited movement or privileges. This is driven by their individual treatment plan. However, individualized treatment plans should encourage progressive out-of-cell time toward stabilization and the ability to move to a step-down unit such as sub-acute or stable mental health general population pod.

Initial access to outdoor recreation will be by escort and if necessary, with ambulatory restraints, approved by the treatment team and ordered by the mental health provider. The treatment team will determine progressive access to outdoor recreation time. The ability to handle outdoor recreation time, unescorted, restraint free dayroom time with other inmates within the dayroom, and medication and treatment compliance will be indicators that the individual may be ready to move to the sub-acute mental health pod.

Cell contents may be limited and will be determined by the treatment team and documented in the individualized treatment plan.

These inmates will have access to shared dayroom kiosks, carrels, and the food alcove when needed. The pod officer, driven by treatment plan, will control the access to these services.

Inmates are not expected to be housed in the acute mental health housing pod for extended stays. Once inmates are not acutely symptomatic or do not present a danger to themselves or others, they will be moved to sub-acute care or mental health general population housing and provided further stabilization services.

Access to the dayroom will be limited to no more than two appropriately stabilized inmates at a time.

Since this is acute mental health population, with potential for self-harm and suicidal behaviors, this subpod should be located on the lower tier.

No additional housing unit variation is required from that which was described in *Description of Medical and Mental Health Housing – Overview*.

Subpod C – Sub-acute and Stable Mental Health [37 beds]

A shared subpod for 37 inmates with sub-acute or chronic symptoms of mental illness and/or intellectual or developmental disabilities housing is comprised of 7 single-occupancy cells, 5 double occupancy cells and five 4-person cubicles (dorms) to allow for maximum flexibility for these two subpopulations.

Mental health staff will be assigned to work directly in the combined acute and sub-acute mental health pod. A mental health office will be located within the housing pod accessible from the dayroom.

Mental health staff will be assigned to work directly in the combined sub-acute and GP mental health pod. A mental health office will be located within the housing pod accessible from the dayroom.

The female mixed sub-acute and mental health housing will function and operate similarly to the male sub-acute and general population mental health housing units previously described (see subsection 13.500 and 13.600). This unit is transitional housing for inmates who are either in crisis or have serious mental illnesses with persistent symptoms that preclude their ability to function in a general population pod.

If this is a two-tiered unit, inmates with subacute symptoms, a history of suicide attempts or self-harm should be housed on the lower tier.

The multidisciplinary treatment team will determine how much out of cell time and access to activities each inmate will receive based on their ability to tolerate groups of other inmates. However, the treatment plans should encourage progressive out-of-cell time toward stabilization and the ability to move to a stable mental health general population pod.

Individual treatment plans will determine movement and privileges, such as how often and how long inmates will be in the dayroom. Access to the dayroom will be limited to no more than 16-20 appropriately stabilized inmates at a given time.

Inmates with sub-acute symptoms may be labile and have periods of time when they are restricted to their cell to maximize their safety and that of others.

The multidisciplinary treatment team will determine progressive access to outdoor recreation time. The ability to handle unescorted outdoor recreation time, unlimited dayroom time with other inmates within the dayroom, and medication and treatment compliance, and stable behavior for a consistent period of time will be indicators that the individual may be ready to move to general population housing.

While some inmates may spend extended periods of time in this unit, others will stabilize and move to general population housing.

Cell contents may be limited on an individualized basis and will be determined by the treatment team and documented in the individualized treatment plan.

Dayroom kiosks, carrels, and the food alcove should be able to be secured and provide access when needed. The pod officer will control the access to these services.

Inmates in the pod will generally eat at tables in the dayroom. However, the treatment team may determine that an inmate needs to be restricted to cell-based meals for a limited period of time.

No additional housing unit alteration, variation, or adaptation is required from that which was described in *Description of Medical and Mental Health Housing – Overview*.

Shared Areas

The shared areas of the female medical and mental health housing unit, serving all three subpods, consist of a variety of spaces and functions, including:

- Storage areas that include space to store stretchers, emergency medical equipment, wheelchairs, and other assistive devices
- Officer workstation
- Legal research carrels
- Outdoor exercise
- Video visitation and transaction kiosk
- Janitor Closet
- Staff Restroom / Locker
- Small multipurpose room
- Mental health office

13.800 Health Care Housing Decentralized Program and Activities Center

The decentralized programs and activities center will serve inmates by providing space for educational and treatment activities decentralized to the housing areas to facilitate inmate participation in programs with minimal movement throughout the facility. Each decentralized programs and activities center associated with this component will provide the spaces necessary to meet the programmatic needs for inmates assigned housing within a designated zone (area).

Designated inmates will access mental health, medical treatment, and other services and programs from the programs and activities center designated for this housing pod. It is anticipated that the programs and activities center will be used primarily by medical housing and mental health sub-acute and mental health general population inmates. Programs and activities should meet the specialized treatment needs of these populations. Since this program and activity center will be shared by male and female inmates, scheduling will be of utmost importance.

Most inmates will travel to the decentralized programs and activities centers either directly from their assigned housing pod or by individual or group escort. A circulation corridor shall connect the decentralized programs and activities center with the associated housing pod(s). Generous glazing in the circulation corridor into the housing pod(s) will allow for enhanced monitored movement and supervision of inmates by both the utility officer and housing pod officer. Careful scheduling must be employed to coordinate start times incrementally so that inmates are not entering and leaving the program centers all at the same time. Seating will be available for inmates who arrive just prior to the scheduled program or interview; this seating will be located within the circulation corridor.

Supervision of these areas will be by the housing officer, namely when there is direct access from the housing pod.

Each decentralized programs and activities center will contain:

- Multipurpose room/classroom
- Interview room
- Storage
- Triage/Examination room
- Shared Office
- Mental Health Office

A large multipurpose room/classroom will be designed and furnished similarly to traditional adult education classrooms. Generous glazing on the walls adjoining the circulation corridor of the programs and activities area will enhance supervision without disrupting the classroom activities.

Additional rooms will be provided which are designed and equipped for conducting interviews (professional counselors, classification interviews, program leaders, and volunteers) when it is not conducive to conduct the interview in the inmate's assigned housing pod. These rooms shall provide the requisite privacy to prevent casual observation of room occupants by other inmates.

Secure storage for supplies and expensive instructional materials, such as audio-visual equipment, will be provided in this area.

Conveniently located to the multipurpose rooms/classrooms and interview rooms will be space to store stacking chairs that will be used throughout the programs and activities center. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored – will be more cost effective than outfitting each room for the maximum number of anticipated participants.

A fully equipped and furnished triage/examination room with secure storage for the medication cart will be provided in the programs and activities center to minimize movement throughout the facility of inmates undergoing health care assessment. Inmates newly admitted to the facility may receive their history and physical examination in this area. Additionally, inmates will be seen for sick call on a scheduled basis. Inmates will make a written request to be seen by health care staff.

A shared office shall be provided for program leaders, volunteers, etc., to work privately before, after or in between program sessions.

Within the decentralized programs center is a staff restroom, an inmate restroom, and a janitor closet.

Additional Design/Operational Considerations

The primary security consideration in the health services component is inmate supervision (particularly in the clinic area), and control of dangerous substances and instruments. An officer will be stationed at the security desk in the clinic during clinic hours, and another

officer will be stationed in the medical observation component any time an inmate is housed for observation that is located within the clinic. Examination rooms should be equipped with observation panels. Glazing need not be extensive, but should be security grade.

The front door to the health services area will have card and/or biometric access and intercoms on each side. During clinic hours, the nurse or officer at the workstation will answer the intercom. When the clinic closes, the intercom will forward to central control. Controls for the clinic entry will be located at the nurse's station and at the officers' security station.

Medication storage will have a locked door, and will be for staff use only. It is recommended that the door remain locked at all times. A card reader and biometric access with pin-code system will monitor who is accessing the pharmacy at any given time. If desired, an enunciator can be incorporated into the locking system, to alert central control whenever someone unauthorized enters the medication storage area. In addition, the medication storage will be designed so that the walls are constructed from the floor slab to the underside of the building structure.

Electrical circuits and lighting in these areas of the facility should be connected to the facility's emergency power generation system.

Medical observation and mental health stabilization cells will be constructed to maximum security standards, as they will be designed to house any custody level as may be necessary.

Hand washing stations will be strategically located throughout the clinic area.

Medical and mental health housing will be single tiered, on one level.

13.000 Health Care Services

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
13.100 ADMINISTRATION SUPPORT SPACES						
13.101	Health Services Administrator	1	1	200 /area	200	OF-3
13.102	Psychiatrist	1	1	110 /office	110	OF-5
13.103	Director MH Services	1	1	150 /office	150	OF-4
13.104	MH Social Worker	2	1	110 /office	110	OF-5
13.105	Future MH Staff Office	2	2	96 /office	192	OF-6
13.106	Physician	1	1	110 /office	110	OF-5
13.107	Dentist	1-2	1	110 /office	110	OF-5
13.108	Director of Nursing	1	1	150 /office	150	OF-4
13.109	Psychiatric Nurse	1	1	96 /office	96	OF-6
13.110	Future Med. Office	1	1	96 /office	96	OF-6
13.111	Admin. Assistant	1	1	110 /office	110	OF-5
13.112	Medical Records Clerk	1	1	64 /area	64	WS-2 within medical records
13.113	Medical Records Storage	2	1	150 /area	150	Work table, secure storage for limited active records; scanner;
13.114	Printer/Copier Alcove	1	1	75 /area	75	Copier, printer, fax; work counters; built-in shelving for forms; linear in design
13.115	Break Room	1-5	1	150 /area	150	BR-2; 20 small lockers, ice dispensing machine
13.116	Conference room	16-20	1	500 /area	500	CF-1; Adjacent to break room with moveable wall.
13.117	Staff Restroom	1	2	50 /area	100	ADA accessible; gender neutral
13.118	ADA Shower	1	1	60 /area	60	ADA accessible for decontamination with adjacent anteroom with shelving for towels, clean scrubs.
13.119	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing, glazing on doors for easy viewing inside.
Subtotal Net Square Feet					2,573	
Grossing Factor					1.35	
Subtotal Gross Square Feet					3,474	
13.200 OUTPATIENT/CLINIC SERVICES						
13.201	Pedestrian Sallyport	1-5	1	100 /area	100	Inner door controlled by security desk, outer door controlled by central control; sized for gurney transports
13.202	Waiting Area (Open)	8	1	10 /pers	80	Bench seating, TV

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
13.203	Secure Waiting	2	1	50 /area	50	Visible from security workstation
13.204	Officer Workstation	1	1	80 /area	80	WS-1: Phone, computer; adjacent to waiting area with full visibility to exam rooms
13.205	Reception and Nursing Station	1	1	64 /wkst n	64	WS-2 with securable transaction window to provide direction to the offenders; to review and note provider orders. Central hum of the clinic
13.206	MH/Med Interview	1-2	2	80 /area	160	Table with four chairs; glazed front with telemedicine access.
13.207	General Examination Room	2-3	3	110 /room	330	Lockable cabinets, privacy screens, exam tables, sinks, diagnostic equipment attached to wall (otoscope, ophthalmoscope, sphygmomanometer), work station for records review/charting, stool, phone, computer, work counter, locked specimen storage, "sharps" container, refrigerator, data ports/lines, phone, emergency generator back-up for all electrical. All exam rooms with phlebotomy chair.
13.208	Telemedicine/ Triage/Trauma Specialized Treatment Examination Room	2-3	1	100 /room + 50	150	Telemedicine equipped with camera, video equipment; Lockable cabinets, privacy screens, exam table that can be accessed from 4 sides; diagnostic equipment attached to wall (otoscope, ophthalmoscope, sphygmomanometer), sink, workstation for records review/charting, stool, computer, work counter, locked specimen storage, "sharps" container, refrigerator, OB/GYN equipment, portable x-ray, with lead-lined walls, ceiling-mounted lighting, data ports/lines, phone, emergency generator back-up for all electrical
13.209	Phlebotomy Alcove	1	1	80 /area	80	Work Counter, locked specimen storage, securable space for "sharps" container, specimen labels and packaging and a refrigerator/freezer for specimen holding, phlebotomy chair. Specimen pass through from adjacent inmate restroom.
13.210	Dental Exam Room	2	1	100 /wkst n + 30	130	Two dental chairs, work counter, sink, lockable cabinets, digital x-ray for panorex & bitewing, hand/eyewash station; air compressor closet; instrument sterilization, workstation/computers and diagnostic equipment. Air compressor closet with sound attenuation.
13.211	Physical Therapy Exercise	2-3	1	100 /area	100	Visible alcove for PT home exercise Program practice. One chair, railing along one side, small locked cabinet to store HEP supplies and towels.

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
13.212	Medical Supply Storage	1	1	100 /area	100	Adjustable shelving, some with bins for medical supplies.
13.213	Medication Storage	1	1	400 /area	400	Secure storage of medications, double-locked narcotics cabinet and 6 medication carts, 3 work stations (med orders/check-in meds) with work counter, sink, refrigerator
13.214	Medical Equipment Storage	-	2	150 /area	300	Shelving, floor space for wheelchair and gurney, canes, crutches and other assistive devices
13.215	Charting Area	2	1	96 /wkst n	96	Standing height work counter; 2 networked WS-3
13.216	Clean Utility	-	1	80 /area	80	Adjustable shelves for linens/gowns, ice machine
13.217	Dirty Utility	-	1	80 /area	80	Counter with sink, hopper SINK, adjustable shelves, bins; temporary secured biohazard storage
13.218	Janitor's Closet	1	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing, glazing on doors for easy viewing inside.
13.219	Staff Restroom	1	1	50 /area	50	Gender neutral restroom
13.220	Inmate Restroom	1	2	50 /area	100	ADA accessible; wall-mounted water fountain outside restroom, one located adjacent to exam room designated for specimen collection with pass through.
Subtotal Net Square Feet					2,570	
Grossing Factor					1.35	
Subtotal Gross Square Feet					3,470	
13.300	MALE AND FEMALE MEDICAL OBSERVATION [12 beds]					
13.301	Pedestrian Sallyport	1-5	1	80 /area	80	Three doors; outer door controlled by central control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors sized for gurney transports
13.302	Shared Nursing and Housing officer Workstation	2	1	80 /wkst n	160	WS-1 (one each for officer and nurse) Standing height work desk/counter, hydraulic stool; visibility into the unit is maximized; separate workstations with dedicated lines.
13.303	Food Cart Alcove	-	1	120 /area	120	Sink, instant-hot water, ice machine, countertop, storage cabinets, microwave, cart storage; beverage station; electrical outlets
13.304	Trash Alcove	-	1	20 /area	20	
13.305	Female ADA Cell-Isolation	1	1	200 /cell	200	With negative pressure; commode, sink, shower, privacy curtain, hospital bed, at

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
						least 4 electrical outlets; generator back-up
13.306	Female Isolation Anteroom	1	1	100 area	100	Anteroom with sink, storage for gowns and other isolation equipment.
13.307	Female Observation Cell	1	2	150 /cell	300	Hospital bed, over bed table, one chair, commode, sink, privacy curtain, at least 4 electrical outlets
13.308	Male ADA Cell-Isolation	1	2	200 /cell	400	Hospital bed, over bed table, one chair, commode, sink, shower, privacy curtain, at least 4 electrical outlets; generator back-up
13.309	Male Isolation Anteroom	1	1	100 /area	100	Shared anteroom with sink, storage for gowns and other isolation equipment.
13.310	Male Observation Cell	1	7	150 /cell	1,050	Hospital bed, over bed table, one chair, commode, sink, privacy curtain, at least 4 electrical outlets; generator back-up
13.311	ADA Shower	1	2	50 /area	100	Ability to wheel-in wheelchair, double shower head, hand-held adjustable height spray, grab bars, seat, privacy panel, outer drying/dressing area, provide in two locations for separation
Subtotal Net Square Feet					2,630	
Grossing Factor					1.40	
Subtotal Gross Square Feet					3,682	
13.400 MALE MEDICAL HOUSING [28 beds; 1 pod]						
13.401	Pedestrian Sallyport	1-5	1	80 /area	80	Three doors; outer door controlled by central control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors sized for gurney transports
13.402	Housing officer Workstation	1	1	80 /area	80	Maximum visibility into dayroom, cells, support and interview spaces, standing-height workstation - counter space, workstation, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
13.403	Staff Restroom/Locker	1	1	60 /area	60	ADA accessible; locker may be in restroom
13.404	Food Cart Alcove	-	1	120 /area	120	Sink, countertop, refrigerator, cabinets, microwave, cart storage; beverage station
13.405	ADA Dormitory	4	7	215 /cubicle	1,505	4-person cubicles (bunks not stacked); desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle; should be located on lower tier

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
13.406	Dayroom/Dining	28	1	35 /pers	980	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 28 at mealtimes with accommodations for wheelchairs; sound attenuation measures; natural light; 3 telephones (1 ADA compliant phone); 2 TV areas with seating for 20, FM receivers; reading area; wall-mounted boxes for mail and other communications with one designated for sick call requests; book cart; vending machines; water cooler located in close proximity to interview/staging room transaction window;
13.407	Inmate Restroom	1-4	1	200 /area	200	Detention grade: 4 toilets with PREA-compliant privacy partitions, 4 sinks; 4 mirrors; ADA accessible
13.408	Shower/Changing	1	2	40 /area	80	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
13.409	ADA Shower	1	1	50 /area	50	Double shower head, hand-held adjustable height spray, grab bars, seat, privacy panel, outer drying/dressing area, provide in two locations for separation
13.410	Integrated Transaction/Video Visitation Kiosk	1	1	40 /area	40	Kiosk with automated transaction station, video visitation; headsets' acoustical panels.
13.411	ADA Integrated Transaction/Video Visitation Kiosk	1	1	50 /area	50	Kiosk with automated transaction station, video visitation headsets; acoustical side panels, w/c accessible
13.412	Computer Carrel	1	4	40 /area	160	Legal research
13.413	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
13.414	Examination Room	1-3	1	110 /area	110	Lockable cabinets, privacy screens, exam tables, sinks, diagnostic equipment attached to wall (otoscope, ophthalmoscope, sphygmomanometer), work station for records review/charting, stool, phone, computer, work counter, locked specimen storage, "sharps" container, refrigerator, data ports/lines, phone, emergency generator back-up for all electrical. Phlebotomy chair.
13.415	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station;

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						electrical outlets; storage cabinets; food cart staging
13.416	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
13.417	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
13.418	Outdoor Exercise Yard	15-20	1	750 /area	(750)	Exterior space; direct access from housing pod; tempered heat - minimum 50 degrees; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; equipment storage
13.419	Property Storage Bins	-	1	20 /area	20	Lockable stacked bins; adjacent to officer's station; 1:10 ratio
13.420	Storage Closet	-	1	50 /area	50	Exercise items
13.421	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing, glazing on doors for easy viewing inside
Subtotal Net Square Feet					3,975	
Grossing Factor					1.40	
Subtotal Gross Square Feet					5,565	
Subtotal Exterior Square Feet					(750)	
13.500 MALE ACUTE AND SUB-ACUTE MENTAL HEALTH HOUSING [31 beds plus 2 safety cells; 1 pod]						
<i>Subpod A: Male Acute Mental health [10 beds plus 2 safety cells]</i>						
13.501	Single Occupancy Cells	1	9	80 /cell	720	Low solid modular bed secured to floor, secure mounted writing surface, stainless steel combination toilet/sink (privacy screen), under bed storage, seating, breakaway hooks, natural light; lower level of the housing unit; staff call button; food pass on door floor drains located outside every two cells; Safety of tier must be addressed to prevent jumping or other suicide attempts.
13.502	ADA Single Occupancy Cell	1	1	90 /cell	90	Solid secured bed with no under bed space, secure mounted writing surface, stainless steel toilet/sink (privacy screen), storage, seating, natural light; removable grab bar; staff call button; food pass on door
13.503	Safety Cell	1	2	80 /cell	160	Walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain, controls outside of the cell; a modular fixed suicide resistant bed, full

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
						glazing on the secure door; food pass on door.
13.504	Safety Cell Subdayroom	1-2	1	75 /area	75	Fully glazed subdayroom with sound attenuation. Each cell door opening into the subdayroom with one exit into the dayroom. One TV mounted out of reach of inmates; small fixed table with two fixed stools.
13.505	ADA Compliant Shower	1	1	50 /area	50	Ability to wheel-in wheelchair; double shower head, cubicle with outer drying/dressing area, café doors for privacy
13.506	Sub-Dayroom/Dining/TV	10	1	35 /pers	350	Meets the minimum dayroom size requirement in accordance with ACA standards; one heavy/durable 4-person table, seating for 10 for mealtimes, 2 TV areas with seating for 4, reading area, wall-mounted mail boxes one designated for Sick Call requests, 4 telephones, FM receivers; sound attenuation measures, water cooler located near interview room transaction window
<i>Subpod B: Male Sub-acute Mental Health [21 beds]</i>						
13.507	Single Occupancy Cells	1	14	80 /cell	1,120	Bunk, secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, no hooks, natural light; staff call button; suicide resistant
13.508	ADA Single Occupancy Cell	1	1	90 /cell	90	Bunk, secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, no hooks, natural light; removable grab bar; staff call button
13.509	Double Occupancy Cells	2	3	80 /cell	240	2 bunks, secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, no hooks, natural light; upper level of the housing unit; staff call button.
13.510	Subpod Dayroom/Dining/TV	21	1	35 /pers	735	Meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 21 for mealtimes, 2 TV areas with seating for 6, reading area, wall-mounted mail boxes, 2 telephones, FM receivers; sound attenuation measures; water cooler located in close proximity to the interior sallyport door. Semi divided with glazing that does not inhibit officer visibility or access but reduces stimulation.
13.511	Shower/Changing	1	1	40 /area	40	Cubicles with drying/dressing area; café doors for privacy

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
13.512	ADA Shower/Changing	1	1	50 /area	50	Ability to wheel in a wheelchair; double shower head, cubicle with outer drying/dressing area, café doors for privacy
	<i>Shared Areas</i>					
13.513	Housing Unit Pedestrian Sallyport	1-10	1	80 /area	80	Outer door controlled by central control; inner door controlled by housing officer; staff access by card reader; large enough to stage one food cart and allow circulation
13.514	Housing Officer Workstation	1	1	100 /area	100	Raised standing height work desk/counter, stool, secure razor drawer, daily needs storage, control panel for doors, computer; visibility into the unit maximized; visibility into the adjacent interview room, data port/line, emergency generator back-up power
13.515	Integrated Transaction/Video Visitation Kiosk	1	3	40 /area	120	Alcove with securable kiosk for transactions and video visitation
13.516	Legal Research Carrel	1	1	40 /area	40	Securable computer carrel
13.517	Storage Closet	-	1	80 /area	80	Shelving & cabinet storage for housing unit supplies (e.g., toilet paper, hygiene kits, etc.), linens, uniforms, mattresses.
13.518	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing, glazing on doors for easy viewing inside, one per level
13.519	Staff Restroom with Locker	1	1	60 /area	60	ADA accessible; small locker to secure personal property such as lunch bag
13.520	Multipurpose Room	6-8	1	20 /pers + 50	210	Sized for small 6-8 person groups, glazing on walls for good visibility
13.521	Mental Health Staff Office	1-2	1	96 /office	96	OF-6; visibility into the unit maximized, especially into safety cells
13.522	Interview Room	2-4	1	120 /area	120	Accessed directly from sallyport. Table and loose chairs for up to 4 people, panic alarm; privacy to prevent casual observation of room occupants by other inmates.
13.523	Outdoor Exercise Yard	4-12	1	750 /area	(750)	Shared with acute subpod. Glazing to maximize visibility; tempered heat - minimum 50 degrees; covered for inclement weather exercise; sized for half-court basketball or walking; exterior space
Subtotal Net Square Feet					4,706	
Grossing Factor					1.65	
Subtotal Gross Square Feet					7,765	
Subtotal Exterior Square Feet					(750)	
13.600	MALE MENTAL HEALTH HOUSING [32 beds per pod; 2 pods]					

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
13.601	Single Occupancy Cells	1	3	80 /cell	240	Bunk, secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, breakaway hooks, natural light; staff call button.
13.602	ADA Single Occupancy Cell	1	1	90 /cell	90	Bunk, secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, breakaway hooks, natural light; removable grab bar; staff call button
13.603	Double Occupancy Cells	2	4	80 /cell	320	2 bunks, secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, breakaway hooks, natural light; upper level of the housing unit; staff call button.
13.604	Dormitory	4	5	160 /cubicle	800	4-person cubicles (bunks stacked 2 high); desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
13.605	Dayroom/Dining/TV	32	1	35 /pers	35	Meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 64 for mealtimes with semi-separation for 2 groups of up to 32 to reduce stimulation but allow for full visibility, 2 TV areas with seating for 10, reading area, wall-mounted mail boxes, 4 telephones, FM receivers; sound attenuation measures; water cooler located in close proximity to the interior sallyport door. Semi split to be accomplished with glazing that does not inhibit officer visibility or access to all 64 cells. Water cooler adjacent to interview room transaction window.
13.606	Housing Unit Pedestrian Sallyport	1-10	1	80 /area	80	Outer door controlled by central control; inner door controlled by housing Officer; staff access by card reader; large enough to stage two food carts and allow circulation; pass-through and speak-through adjacent to interior door.
13.607	Interview/Staging Room	2-4	1	150 /area	150	Table and loose chairs for up to 4 people, panic alarm, kiosk; accessible from the sallyport; transaction window
13.608	Inmate Restroom	1-2	1	150 /area	150	Detention grade: 2 toilets with PREA-compliant privacy partitions, 2 sinks; 2 mirrors; ADA accessible
13.609	Shower/Changing	1	2	40 /area	80	Cubicles with drying/dressing area; café doors for privacy
13.610	ADA Shower	1	1	50 /area	50	Ability to wheel in a wheel chair; double shower head, cubicle with outer drying/dressing area, café doors for privacy

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
13.611	Food Cart Alcove	-	1	120 /area	120	Sink, countertop, refrigerator, cabinets, microwave, cart storage; beverage station
13.612	Trash Alcove	-	1	20 /area	20	
13.613	Transaction and Video Visitation Kiosk	1	1	40 /area	40	Alcove with automated transaction station with integrated video visit equipment
13.614	Legal Research Carrel	1	1	40 /area	40	Computer carrel
13.615	Storage Closet	-	1	80 /area	80	Shelving & cabinet storage for housing unit supplies (e.g., toilet paper, hygiene kits, etc.), linens, uniforms, mattresses.
13.616	Housing Officer Workstation	1	1	100 /area	100	Raised standing height work desk/counter, stool, secure razor drawer, daily needs storage, control panel for doors, computer; visibility into the unit maximized; visibility into the adjacent interview room, data port/line, emergency generator back-up power
13.617	Staff Restroom / Locker	1	1	60 /area	60	ADA accessible; officer locker to store personal items such as a lunch bag may be located within or adjacent to staff restroom
13.618	Outdoor Exercise Yard	4-12	1	750 /area	(750)	Shared with acute subpod. Glazing to maximize visibility; tempered heat - minimum 50 degrees; covered for inclement weather exercise; sized for half-court basketball or walking; exterior space
<i>Subtotal Net Square Feet</i>					2,455	
<i>Grossing Factor</i>					1.65	
<i>Subtotal Gross Square Feet</i>					4,051	
<i>Subtotal Exterior Square Feet</i>					(750)	
<i>Subtotal 2 Pods - Interior Net Square Feet</i>					4,910	
<i>Subtotal 2 Pods - Interior Gross Square Feet</i>					8,102	
<i>Subtotal 2 Pods - Exterior Square Feet</i>					(1,500)	
13.700 FEMALE MEDICAL/MENTAL HEALTH HOUSING [57 beds; 1 pod]						
<i>Subpod A: Female Medical GP [14 beds]</i>						
13.701	Double Occupancy Cells	2	2	100 /cell	200	2 bunks (not stacked), secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, breakaway hooks, natural light; upper level of the housing unit; staff call button.
13.702	ADA Double Occupancy Cell	2	1	100 /cell	100	2 bunks (not stacked), secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, breakaway hooks, natural light; removable grab bar, lower level of housing
13.703	Dormitory	4	2	215 /cubicle	430	4-person cubicles (bunks not stacked); desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle; lower level of the housing unit

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
13.704	Inmate Restroom	1-2	1	150 /room	150	Detention grade: 2 toilets with PREA-compliant privacy partitions, 2 sinks; 2 mirrors; ADA accessible
13.705	Sub Dayroom/dining	14	1	35 /pers	490	Sized for the sub-pod (14 inmates); television
13.706	Shower/Changing	1	1	40 /area	40	Cubicles with drying/dressing area; café doors for privacy
13.707	ADA Compliant Shower	1	1	50 /area	50	Ability to wheel in a wheelchair; double shower head, cubicle with outer drying/dressing area, café doors for privacy
<i>Subpod B: Female Acute Mental Health [6 beds]</i>						
13.708	Single Occupancy Cells	1	5	80 /cell	400	Low modular suicide resistant fixed bed, secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, no hooks, natural light; lower level of the housing unit
13.709	ADA Single Occupancy Cell	1	1	90 /cell	90	Secure suicide resistant bed with no under bed space, secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, no hooks, natural light; removable grab bar, on lower tier
13.710	Safety Cell Sub Dayroom	2	1	35 /pers	70	Fully glazed subdayroom with sound attenuation. Each cell door opening into the subdayroom with one exit into the dayroom. One TV mounted out of reach of inmates; small fixed table with two fixed stools.
13.711	Safety Cells	1	2	80 /cell	160	Walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain, controls outside of the cell.
13.712	Acute Subdayroom	6	1	35 /pers	210	Sized for full sub-pod (6 inmates); television; with noise attenuation
13.713	ADA Shower	1	1	50 /area	50	Ability to wheel in a wheelchair; double shower head, cubicle with outer drying/dressing area, café doors for privacy
<i>Subpod C: Female Mental Health Sub-Acute/Mental Health GP [37 beds]</i>						
13.714	Single Occupancy Cells	1	6	80 /cell	480	Bunk, secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, breakaway hooks, natural light; subacute beds on lower level of the housing unit
13.715	ADA Single Occupancy Cell	1	1	90 /cell	90	Bunk, secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, breakaway hooks, natural light; removable grab bar; lower level if tiered
13.716	Double Occupancy Cells	2	5	100 /cell	500	2 bunks (not stacked), secure mounted writing surface, stainless steel toilet/sink (privacy screen), under bed storage, seating, breakaway hooks, natural light;

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
						upper level of the housing unit; staff call button.
13.717	Dormitory	4	5	160 /cubicle	800	4-person cubicles (bunks stacked 2 high); desk/writing surface, seating, clothing and under bed personal storage/hooks; natural light; suicide resistant fixtures/design; low-height partition separates each cubicle
13.718	Inmate Restroom	1-4	1	200 /area	200	Detention grade: 4 toilets with PREA-compliant privacy partitions, 4 sinks; 4 mirrors; ADA accessible
13.719	Shower/Changing	1	3	40 /area	120	Cubicles with drying/dressing area; café doors for privacy
13.720	ADA Compliant Shower	1	1	50 /area	50	Ability to wheel in a wheelchair; double shower head, cubicle with outer drying/dressing area, café doors for privacy
13.721	Dayroom/Dining/TV	12	1	35 /pers	420	Meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for up to 37 for mealtimes, 2 TV areas with seating for 10, reading area, wall-mounted mail boxes, 6 telephones, FM receivers; sound attenuation measures, water cooler located in close proximity to the interior sallyport door
<i>Female Shared Spaces</i>						
13.722	Housing Unit Pedestrian Sallyport	1-10	1	80 /area	80	Outer door controlled by central control; inner door controlled by housing officer; staff access by card reader; large enough to stage one food cart and allow circulation
13.723	Interview/Staging Room	2-3	1	150 /area	150	Table and loose chairs for up to 4 people, panic alarm, transaction window; accessible from the sallyport
13.724	Food Cart Alcove	-	1	120 /area	120	Sink, countertop, refrigerator, cabinets, microwave, cart storage; beverage station
13.725	Trash Alcove	-	1	20 /area	20	
13.726	Integrated Transaction/Video Visitation Kiosk	1	3	40 /area	120	Commissary and other transaction and integrated video visitation kiosk
13.727	Legal Research Carrel	1	1	40 /area	40	Computer carrel
13.728	Storage Closet	-	1	80 /area	80	Shelving & cabinet storage for housing unit supplies (e.g., toilet paper, hygiene kits, etc.), linens, uniforms, mattresses.
13.729	Clean Utility	-	1	80 /area	80	Adjustable shelves
13.730	Dirty Utility	-	1	80 /area	80	Counter with sink, adjustable shelves, bins; temporary biohazard storage
13.731	Temporary Property Storage	-	1	50 /area	50	Shelving for temporary storage of bags of inmate property.

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
13.732	Multipurpose Room	-	1	170 /area	170	Visible from housing officer station; sink
13.733	Mental Health Staff Office	1-2	1	96 /office	96	OF-6; visibility into the unit maximized, especially into safety cells
13.734	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
13.735	Housing Officer Workstation	1	1	60 /area	60	Raised standing height work desk/counter, stool, secure razor drawer, daily needs storage, control panel for doors, computer; visibility into the unit maximized; visibility into the adjacent interview room, data port/line, emergency generator back-up power
13.736	Staff Restroom/Locker	1	1	60 /area	60	ADA accessible; officer locker to store personal items such as a lunch bag may be located within or adjacent to gender neutral staff restroom
13.737	Outdoor Exercise Yard	10-12	1	500 /area	(500)	Glazing to maximize visibility; covered for inclement weather exercise; tempered heat - minimum 50 degrees; sized for half-court basketball or walking; exterior space
Subtotal Net Square Feet					6,346	
Grossing Factor					1.65	
Subtotal Gross Square Feet					10,471	
Subtotal Exterior Square Feet					(500)	
13.800 COMBINED HEALTH CARE HOUSING DECENTRALIZED PROGRAM AND ACTIVITIES CENTER						
13.801	Seating Area	5	1	10 /pers	50	
13.802	Multipurpose Room	10	1	20 /pers + 50	250	Teacher station, narrow 2-person learning tables (collapsible), chairs, white board, shelves/bookcases, bulletin board, cabled for video learning; computer carrel with CD-ROM capabilities; CCTV capabilities; glazing on walls adjoining circulation corridor; sink.
13.803	Multipurpose Room	6	1	20 /pers + 50	170	Teacher station, narrow 2-person learning tables (collapsible), chairs, white board, shelves/bookcases, bulletin board, cabled for video learning; computer carrel with CD-ROM capabilities; CCTV capabilities; glazing on walls adjoining circulation corridor.
13.804	Interview Room	2-4	2	120 /area	240	Table and loose chairs for up to 4 people, panic alarm; privacy to prevent casual observation of room occupants by other inmates.
13.805	Supply/Equipment Storage	-	1	80 /area	80	

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
13.806	Storage	-	1	80 /area a	80	Stacking chairs.
13.807	Triage/Examination Room	1-2	1	150 /area a	150	Lockable cabinets, privacy screens, exam table, sink with hot/cold water, diagnostic equipment attached to wall (otoscope, ophthalmoscope, sphygmomanometer), workstation for record review/charting, stool, work counter, locked specimen storage, "sharps" container, refrigerator, data ports/lines, emergency generator back-up for all electrical, visitor chair; temporary medication cart storage
13.808	Shared Office	1-2	1	96 /office	96	OF-6
13.809	Discharge Planner Office	1-2	1	110 /office	110	OF-5
13.810	Janitor Closet	-	1	40 /area a	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing, glazing on doors for easy viewing inside
Subtotal Net Square Feet					1,266	
Grossing Factor					1.65	
Subtotal Gross Square Feet					2,089	
13.000 Total Interior Net Square Feet					28,976	
13.000 Total Interior Gross Square Feet					44,616	
13.000 Total Exterior Square Feet					(14,125)	

14.000 Foodservice

Introduction

The goal of the foodservices operation is to provide nutritionally adequate meals on a daily basis that are prepared and served under sanitary conditions at a reasonable cost. Special issues related to foodservices include the following:

- Food procurement, preparation, and storage
- Menu review to ensure dietary allowances for basic nutrition are met
- Special diets to meet religious and health requirements
- Sanitation for food storage and production
- Use of inmate labor
- Foodservice record keeping

The foodservice area will supply all of the needs for the Sheriff's Department. The anticipated population is 944 inmates. Currently all meals are prepared off site by another County Department's civilian staff and delivered.

Meals will be produced in accordance with a cycle menu (with seasonal variations). A registered dietitian will develop menus that meet or exceed the allowances of the Recommended Dietary Requirements as set for by the U.S. Federal Government. Consideration should be given to establishing the menu plan so that it qualifies for reimbursement of youthful inmate meals through the USDA Food and Nutrition Service.³³ Special therapeutic diets may be ordered and/or approved by a licensed physician, and dietary modifications will be consistent with religious requirements and current Jail policies. Special diet meals will be pre-assembled and labeled appropriately after assembly for distribution.

Inmate labor, under the direction and supervision of a trained professional staff, will serve as the primary workforce in the kitchen. Three meals, including at least two hot meals, will be served daily. Headcounts for meals are conducted with sufficient time prior to the meal to determine the number of trays to prepare. The kitchen will be sized and configured to assemble trays for distribution to the housing units within a period of one hour per meal period.

All inmate meals will be served in the housing pod dayrooms on sectioned insulated self-covering food trays. The trays will be portioned uniformly and swiftly in the production kitchen to maintain temperature, portion, and cost control capability. Thermal trays will be placed in food carts and transported to the various housing areas and returned upon conclusion of the meal. This will allow food temperature in the trays to be maintained at 140 degrees.

The kitchen will have storage areas for cold and frozen foods, dry goods storage, food production, meal and tray assembly, cart storage and staging, scullery (pots and dishwashing), cart washing, office space and other support spaces, such as a loading dock

³³ National School Lunch Program (NSLP). (n.d.). Retrieved November 16, 2016, from <http://www.fns.usda.gov/nslp/national-school-lunch-program-nslp>

and staging area. Additionally, external areas will be established for waste collection (see section 16.000 Warehouse/Commissary).

Storage needs will include dry, frozen (-10 degrees) and refrigerated (35-39 degrees) storage.

To the degree possible, inmates will be afforded opportunities to perform some meaningful duties in the foodservice department. The skills inmates develop in foodservices are highly marketable: thus these inmates will be in a better position to successfully reintegrate into the community. These programs will consist of various curriculum and offer certifications presentable to a prospective employer. One program to be included is Serv-Safe, a nationally recognized certification for foodservice workers.

Operational Description

14.100 Foodservice Storage, Office, Restrooms, Break/Training Room

An enclosed office with clear sight lines and visibility over the kitchen will be provided for the foodservice manager. The foodservice coordinators will share a centrally located work center with the security officer.

Inmates who work in the foodservice area will eat their meals in the designated inmate training/dining room during scheduled work hours. This room will also be used as a training room for culinary arts.

The exhaust system should be sufficiently sized and equipped to filter, grease particulates, and steam-borne particulates. The exhaust system to be efficient should be controlled by sensors that control the exhaust fan speed to an infinite sensor. Systems that offer off, on and or off, on or idle are not recommended.

A sharps control shadow board will be located within the manager's office. Logs that show the date, time and the item issued and to whom, are to be used as a method of control over sharps. Security staff should check the log at a minimum three times per day including all shift changes.

The facility will need three primary types of *storage*: frozen, refrigerated and dry. The frozen storage will primarily be for meat and vegetable items, and hold 21 days of frozen goods. A single compartment for frozen items is sufficient for the quantities required. The refrigerated area will hold primarily, milk, fresh vegetables, fruit, and opened perishable items. The refrigerated area will also be used to thaw meat items prior to the production process. Since the very nature of these items is a short "shelf life," a 5-day storage is preferred to enforce the frequent rotation of these products. A two compartment is the minimum required for refrigerated space to allow for meats and vegetables to be stored separately, and prepared and raw items to assist in separation for cross contamination concerns. Dry storage (items not requiring refrigeration or frozen temperatures) is where all other items used in the production of meals are stored. Canned goods, cereals, pasta's, etc., will be stored in the dry storage area. Twenty to twenty-five (20-25) days of inventory is sufficient for operational needs. Paper goods, such as utensils and emergency service supplies will be stored in the dry storage area. Shelving and dunnage racks in all storage areas, will all *be welded wire shelving* because of the short lifespan and ease of destruction by inmate workers.

Adjacent to this area is the loading dock to ensure swift efficient handling of food items, and convenience to the production areas where to items will enter the production process (see section 16.000 Warehouse/Commissary).

14.200 Production

The design of the kitchen should facilitate the one-way movement of product from one end of the kitchen (incoming) to the other (outgoing) end of the meal preparation process.

The pre-production area is for handling food items received but not yet service ready. Vegetables are washed and cut, cans and cases are opened, meats are panned or sliced, and bakery items are mixed and panned. Work tables with two compartment sinks for washing vegetables, and open work tables are required for this area for panning items prior to final preparation or service. Cold items such as salads are prepared in this area. Additional equipment requirements are a mixer, slicer, and vegetable cutter and can opener.

All items that are served hot are prepared in this area. Ingredient components are also prepared in this area; one example is pasta for salad. It is essential that the equipment in this area be sized sufficiently to produce the items on the menu. Steam jacketed kettles and convection ovens are the workhorses in a corrections kitchen. All items baked or boiled (most of the menu items) are prepared utilizing these primary pieces of equipment. An essential component of the corrections menu is the casserole item. Beef macaroni, chili macaroni, spaghetti and meat sauce all require a minimum of two kettles to prepare these menu items. The pasta is cooked in one kettle and the meat and sauce in the other. One of the kettles should be sized sufficiently to accommodate the mixing of the components of the casserole. A floor trough under the kettles and tilt skillet is required to sufficiently carry the water to the drain. Ovens are used for baked goods and many entrées such a patty type menu items. Grills are used most often for breakfast items; pancake(s) and French toast are the two most common menu items. Grilled sandwiches are typically less frequent in the menu rotation but are prepared on the grill. A tilt skillet or skittle is a dual use piece of equipment. It can boil or simmer items, and can grill menu items and offers redundancy if one of the kettles or grills have a mechanical failure. A four-burner stove is needed for preparing small quantities of items required for special diets; a convection oven base for the stove provides some redundancy. A bakery for preparing the facility's needs for breads, muffins, cookies and cakes is an area within the hot production area. Required equipment includes rack ovens, proofers, divider rounders and mixers with multiple bowls. An exhaust hood with fire suppression is required for all cooking equipment. The adjacencies for this area are complex. Required adjacencies are pre-preparation, tray line, frozen and refrigerated storage, and sanitation.

Equipment sized for the lower volume demand of special diets is required. The anticipated population requiring special diets is estimated to be 15 percent of the inmate population.

All meals served will be assembled in an assembly line manner. A special non-motorized conveyor (gravity fed) with hot wells and insulated cold wells are integral to the assembly line. Self-covering insulated trays are placed on to one end of the serving line and "roll" or pass down the middle of a two-sided service area. The rollers are removable and are in lengths no longer than twenty inches to enable them to be washed in the dish machine. The tray assembly unit shall have a single point of connection for the hot food wells incorporated within the unit. The unit will have large casters with brakes to allow for efficient floor cleanup.

A hot food warming cabinet to hold prepared foods at the proper temperature for service to the assembly line should be located in this area.

An ice machine for cold beverages is located near the tray assembly area. Trays once assembled are placed onto food carts with bulk beverages for distribution to the housing areas.

The tray assembly area should be located convenient to the cooking area and the kitchen service door(s). Clean carts ready for loading and or distribution should be located in close efficient proximity to the tray line.

14.300 Sanitation

The cleaning and sanitizing of all soiled trays and delivery equipment will be processed in the kitchen, but away from the food assembly areas. The kitchen design must be carefully laid out so that returning soiled trays and carts not cross the paths of outgoing clean trays and carts. Washing areas will be established for pot washing, cup washing, tray washing, and for cart washing. All items are pre-scraped and large food particulate removed prior to being loaded into the dishwashers. Floor troughs with non-skid grating should be provided in these areas. An area designated for the storage of dirty carts will be provided adjacent to the washing areas. The cleaning and sanitizing area must be equipped with maximized ventilation.

Trash receptacles will be provided in the food production area and scullery for food waste. The receptacles will be emptied at the end of each food production shift. Food waste will be processed in an area specifically designed for composting equipment. Composting equipment shall have the capability and capacity to process a single day's waste into compost within a 24-hour span. Finished compost will be then transported in covered mobile containers to the loading dock for disbursement.

A room adjacent to the loading dock and accessible from the kitchen will be provided for staging of trash with chutes accessing a trash compactor. Within the staging room will be an area for washing trash cans/receptacles. Recyclables will be staged on the loading dock

14.400 Staff Dining

Staff dining and breaks will occur in a staff dining room inside the security perimeter. A refrigerator will be provided so that staff can bring their own meals to the facility. All meals that are brought in will pass through security screening.

Meals will be available for purchase. Menu for the staff will be limited to sandwiches, salads, and made to order grill items. A section of the serving line shall be reserved for a salad bar. A small servery equipped with a griddle top on a freezer stand, and a steam table well, for preparation of a limited menu will be provided. A single door reach in refrigerator for holding menu ingredients for daily demand is located within the servery. This servery staffed with inmate labor shall not be visually accessible to the staff seating area. Staff will render payment via debt card or other electronic means, as cash transactions are problematic.

Meals will be served on disposable service ware. This includes cups, plates, and cutlery. Inmate labor will provide periodic cleaning of the tabletops, chairs and other service equipment and fixtures in the staff dining room.

The staff dining area, located adjacent to the facility kitchen, will be able to accommodate 36 with tables with loose chairs for up to six people each, a vending alcove, a counter with a sink, microwave, and coffeemaker, refrigerator, and cabinetry.

14.500 Foodservice Loading Dock

Drivers delivering food including milk, perishables and fresh produce will approach the facility's loading dock sallyport (see section 16.000 Warehouse/Commissary) and notify central control of their arrival. Once central control allows access for approved deliveries, the vehicle will proceed through the loading dock service gate to the foodservice loading dock.

The kitchen will be separated from the truck loading dock by a delivery staging area that serves as a secure sallyport, which will also serve as a secure staging area between the loading dock on the exterior of the building and the kitchen, where inmate workers will be working. The delivery staging area will be equipped with interlocking doors, so that when a truck is unloading its contents into the staging area, the doors into the kitchen are closed and locked, and when the items in the staging area are being moved either into the central storage area or somewhere else in the facility, the doors to the truck loading dock are closed and locked. This will prevent inmate workers from accessing the truck loading dock, unless they are specifically authorized to do so, and are under the supervision of a staff member.

The weather protected loading dock will include three loading bays, for tractor-trailers and for smaller delivery trucks, a dock leveler, and a ramp to grade from the dock. The third bay will be for efficient access to the trash compactor. The loading dock will be equipped with motorized or hydraulic doors. A secure man-door leading from the ramp should be provided from the dock into the staging area.

Ideally, trash will be collected and separated from recyclables and deposited through a chute directly into the dumpster/trash compactor located on the loading dock (see subsection 14.100 Foodservice Storage, Office, Restrooms, Break/Training Room). Recyclables will be staged on the loading dock and taken away by a vendor for recycling disposal. There will be a cardboard compactor and composting box sitting on the loading dock.

Additional Design/Operational Considerations

The meal preparation kitchen will be designed with clear and open sight lines across the space. Tall equipment will be placed on walls, low tables, and other low equipment placed in the center of the room. Care will be taken to eliminate the potential for blind corners and crevices between equipment. There should be no hiding places. No interior partitions higher than three and one-half feet should be used. Secured shadow boards should be provided to store and inventory sharp kitchen implements.

Equipment will be selected for its potential longevity and durability. Heavy duty, simple items with few or no superfluous parts will be used as the criteria for equipment selection.

Entry and exit from the kitchen should be controlled either by central control or via card and/or biometric access for authorized staff. The interior of the kitchen should be constructed of durable materials, ideally with stainless steel wainscoting. The ceiling of the kitchen should be washable and ideally be a security grade hung ceiling.

Any inmate workers should be closely supervised at all times. In addition, attention should be given to the prevention of pilfering of supplies. All areas should be secured when not in use. Coolers and freezers shall have locking bars specifically designed for corrections use.

The kitchen should be equipped with its own ventilation system that is separate and apart from the ventilation system utilized in other areas of the facility. Vents for the cooking and cleaning areas of the kitchen should be directed toward the building exterior, to reduce the amount of particulates released into the ventilation system. In addition, temperature control is an important issue for all food preparation and storage areas, as heat and humidity control would help to extend the shelf life of the food product. The architects and engineers should address this issue during the design process. Ideally, this area should be separately zoned for heating and cooling from other areas of the facility, so that kitchen staff can regulate the temperature in the kitchen areas. In addition to the ventilation system, wall or ceiling mounted air circulators (not fans) should be provided at strategic locations to provide kitchen workers with sufficient air movement.

Freezer rooms should maintain –10 degrees to not more than 0 degrees Fahrenheit. Cooler rooms should maintain 34 to 39 degrees Fahrenheit. Guardrails should be installed in front of all walls to protect the cold room assembly walls from pallets and moving vehicles. Protective bumpers should be placed throughout the DCJ to protect walls and doors from damage by food carts moving through the jail.

All exterior entrances and exits to the kitchen should be provided with air curtains and ultraviolet bug “zapper” lights for pest control.

14.000 Foodservice

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
14.100 FOODSERVICE STORAGE, OFFICE, RESTROOMS, BREAK/TRAINING ROOM						
14.101	Dry Storage	-	1	250 /area	250	Stainless interior/exterior with tread plate. All welded shelving and dunnage racks
14.102	Refrigerated Storage	-	2	150 /area	300	Stainless interior/exterior with tread plate. All welded shelving and dunnage racks
14.103	Frozen Storage	-	1	200 /area	200	Stainless interior/exterior with tread plate. All welded shelving and dunnage racks
14.104	Foodservice Office	1	1	110 /area	110	OF-5; knife control;
14.105	Inmate Restroom	1	1	50 /area	50	ADA accessible; entrance door to have visual access to foodservice area
14.106	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral; locate staff restroom with access from within office area
14.107	Inmate Break/Training Room	15	1	15 /pers	15	Tables & chairs; hand sink
Subtotal Net Square Feet					975	
Grossing Factor					1.40	
Subtotal Gross Square Feet					1,365	
14.200 PRODUCTION						
14.201	Prep tables and Prep tables with sinks	-	1	250 /area	250	Stainless steel work tables with sinks. Slicer, mixer, vegetable chopper. Hand sink
14.202	Hood line and equipment	-	1	700 /area	700	Exhaust hood with fire suppression, 3 100-gal. kettles, 1 60-gal. kettle, 1 combi oven, 4 burner range(diets), griddles. 3 Cooks tables with single sink. Hand Sink
14.203	Bakery	-	1	280 /Area	280	2 Double-rack rotating ovens, Proofers, Divider/rounder, work table with sink. Mixer with additional mixing bowls.
14.204	Trayline	-	1	275 /area	275	Gravity Feed manual tray line with 4 hot wells per side, 2 insulated wells per side. Hot and cold holding equipment
14.205	Clean Cart	18	1	12 /cart + 50	266	Clean cart staging
Subtotal Net Square Feet					1,771	
Grossing Factor					1.40	
Subtotal Gross Square Feet					2,479	
14.300 SANITATION						
14.301	Pot and Pan Cleaning	-	1	120 /area	120	3 compartment sink, with integral scrap collector. Shelving for pan storage
14.302	Dishmachine	-	1	220 /area	220	Tray washer with dryer, additional sink tank rack machine, soiled dish table, clean dish tables
14.303	Soiled Cart	18	1	12 /cart + 50	266	Soiled cart staging
14.304	Cart Wash	-	1	80 /area	80	Sloped floor to drain, floor trough at entrance, hose reel. Stainless interior wall coverings
14.305	Trash Alcove	-	1	20 /area	20	Regular and recycled trash
14.306	Chemical storage	-	1	80 /area	80	Shelving, additional required ventilation

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
14.307	Janitors Sink	-	1	12 /area	12	Raised lip floor mounted with faucet
14.308	Broom and Mop Storage	-	1	40 /area	40	Wall mounted mop storage unit
Subtotal Net Square Feet					838	
Grossing Factor					1.40	
Subtotal Gross Square Feet					1,173	
14.400 STAFF DINING						
14.401	Seating Area	36	1	20 /pers	720	Tables & chairs (6 per table); hand sink
14.402	Vending machines	3	1	30 /unit	90	Soda, snack, refrigerated
14.403	Convenience Counter	-	1	30 /area	30	Microwave, sink, under counter storage
14.404	Staff restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females; locate staff restroom with access from the staff dining room
14.405	Meal Service Area	-	1	150 /area	150	Griddle on freezer base, steam table (2 well), Sandwich counter, salad bar, exhaust hood with fire suppression, hand sink. Double door reach in refrigerator. No - visual access to seating area, if inmate labor used. Adjacency, in close proximity to foodservice for support/supervision.
Subtotal Net Square Feet					1,090	
Grossing Factor					1.50	
Subtotal Gross Square Feet					1,635	
14.500 FOODSERVICE LOADING DOCK						
14.501	No Specialized Space	-	0	0 /area	0	See 14.000 Warehouse/Commissary
14.000 Total Net Square Feet					4,674	
14.000 Total Gross Square Feet					6,653	

15.000 Laundry

Introduction

The laundry will function five days per week, one shift per day. Additional hours could be added in the future to handle additional laundry loads, if needed.

Laundry services provide for the provision of clean clothing, towels, and washcloths twice per week, and clean bed linens once per week. It is estimated that adult inmates generate approximately 13 pounds of laundry per week per person. Inmates will be provided with cleaning/sanitizing agents necessary to clean their pillows and mattresses on a weekly basis. The central laundry will also service the needs of foodservice, laundering their white uniforms, and utility rags.

The central laundry will be equipped with washers, dryers, folding tables, a mending area, sorting areas, soiled laundry holding, cart parking, chemical storage, a clean laundry storage area, and a clothing/uniform inventory room. Every effort should be made to ensure that soiled laundry does not come into contact with clean laundry, including surfaces that are touched by soiled laundry.

Inmates will be afforded opportunities to perform duties in the laundry component. The work skills they develop in laundry services are marketable in the outside world, thus these inmates will be in a better position to successfully reintegrate into the community.

The laundry area will be in proximity to the foodservice area, as to facilitate management and oversight of the laundry by a General Services Manager with responsibility for both departments. Ideally, the foodservice and laundry office is adjoined space with access to both working areas, and visual access into both areas from a single office.

Operational Program

Each inmate entering the facility will receive two uniforms, two sheets, two towels, one face cloth, and one blanket. On a scheduled basis, twice weekly for inmate uniforms and personal items, towel, and washcloth, and once weekly for bed linens, items will be exchanged on a one-for-one basis. Undergarments will be issued in accordance with current facility policy. Blankets will be washed monthly. Pursuant to the posted schedule, each inmate will be responsible for the collection, sorting, bagging and surrender of his or her soiled laundry. Personal laundry (e.g., underwear and socks) will be placed in individual mesh bags with corresponding identification tag, and secured with a laundry tie. Safety blankets and smocks will be handled in accordance with facility policy and procedure.

The housing officer will supervise laundry exchange within the housing pod, which is conducted by civilian staff. A shelved rolling cart containing clean uniforms (array of sizes), towels and washcloths or bed linens shall be the distribution point for clothing/linen exchange. Inmates will turn in soiled items on a one-for-one exchange basis. Staff will inspect items turned in for contraband before placing into a laundry cart designated for soiled items. Discovered contraband will be handled in accordance with established operating procedures. Inmate workers, under staff supervision, will transport the clean and soiled carts to/from the housing pod/central laundry.

Laundry items from foodservice and other areas including uniforms, aprons, and rags will be sorted by type and soil content and kept separate from the laundry collected from the rest of the facility.

Huber inmates both male and female with privileges for self-laundry will sign up for available times. Laundry soap will be dispensed via a vending machine within the area.

15.100 Laundry Room

The anticipated “load” for each inmate is 12 -14 lbs. per week.

Each housing unit will have a designated day for pickup and return of inmate laundry. Laundry will consist of sheets, towels, inmate uniforms, undergarments, and blankets.

Soiled uniforms, blankets, sheets, and towels will be gathered and transported. Personal laundry, undergarments, will be placed in mesh bags, and transported and laundered in the mesh bag. These mesh bags will contain an inmate identifier to return the personals back to the same inmate. Inmates will change clothing twice per week. Sheets no less than twice per month, and blankets once per month.

Soiled laundry will be brought into the centralized laundry area in laundry carts. The carts will be clearly labeled (or color coded) that the contents of the cart is for soiled laundry only. Carts for clean laundry are similarly labeled that they are designated for clean laundry only. The carts are not interchangeable; soiled laundry carts cannot be used for clean laundry, and vice versa.

Laundry carts will be used to take soiled items to the laundry. Laundry is not to be shaken, which may spread contamination. All biologically contaminated laundry will be handled according to the special handling mandates of the Center for Disease Control (CDC) Guideline for Isolation Precautions and the Occupational Safety and Health Administration (OSHA) regulation for Blood Borne Pathogens. One small washer will be used to wash contaminated laundry separately from general laundry.

Soiled laundry will be kept apart from the clean laundry. The laundry room should be arranged in a linear fashion, so that soiled laundry enters at one end of the laundry area, and clean laundry exits at the opposite end. Laundering is to be sorted by item category: towels, face cloths, bed linens, whites (depending on soil content), uniforms, and blankets (depending on soil content). A deep soak sink will be provided for stained items that need soaking.

Chemicals will be locked in a chemical storage area adjacent to and behind the washer-extractors with an automatic feed into each machine. Shelving and appropriate ventilation to the exterior will be provided for the chemical storage room. The chemical storage room should be equipped with an epoxy-sealed concrete floor, a containment curb, and floor drain. The equipment associated with the laundry such as an ozone generator may be stored within the chemical storage room.

Clean laundry is to be stored by item type, color and size on labeled carts with shelving. Inmate workers under the supervision of facility staff will transport clean laundry to the housing pods for redistribution.

In close proximity to the laundry room is a cart washing area. This room will be equipped with a hose, and epoxy-coated concrete floor with a floor trough or drain, and cart cleaning equipment (such as a spray arm hose attachment, soap dispenser, etc.). Adjacent to the cart washing room will be a cart storage area for clean carts.

Heavily contaminated mattresses or those that are suspected to be infested with vermin will be considered bio-hazardous. It is recommended that any contaminated mattresses and/or pillows be wrapped in plastic sheeting (for mattresses) or encased in a plastic bag (for pillows) in the housing area, and transported to the laundry area for disinfecting. An area for sanitizing and disinfecting will be provided.

15.200 Washers/Dryers/Folding

As soiled textiles enter the laundry area, items will be taken to an open sorting area, where they will be sorted appropriately into baskets and weighed. The washing/extracting and drying machines will be arranged in a straight line. The dryers should be compartmentalized in a fire-rated area, and placed on an outside wall for proper ventilation. The floor of the laundry room will be an epoxy-sealed concrete floor, with floor drains so that the floor can be hosed down in case of a chemical spill. A concrete trough, sized to accept all drainage from all machines simultaneously, will be located behind the equipment. A lint filter will be provided to collect 90% of the lint prior to exhausting outside the building. Carts, baskets and shelving will be provided to facilitate efficient operation of the laundry. The washers will be positioned on a pad, raised two to three inches above the finished floor.

The washing area will consist of three large washers, and one small washer for special loads. A large trough drain with a lint screen located behind the washers is required. Large capacity hard mounted washers require a raised concrete pad no less than 9 inches to properly anchor the machines.

The dryers, 4 large and one small, sized to correspond with the washers, will be located directly across from the washers for efficient transfer from wash to drying. The dryers will be equipped with individual fire suppression equipment. An additional lint collector with fire suppression designed to further reduce the discharged lint particulate will be located behind the dryers with an access door for routine cleanout and machine maintenance.

A separate laundry room with commercial grade washers and dryers will be located in the Huber processing area to allow Huber inmates on a scheduled basis to clean personal clothing worn while in the community. (see subsection 8.800 Huber Entry/Exit Vestibule/Sallyport).

Stainless steel mobile tables for folding clean laundry should be located near the dryer area and in close proximity to the clean previously circulated linen area.

Storage for excess linens and pre-assembled bedding rolls for incoming inmates will be in the folding area.

A small table with sewing machine will be included in folding area the room to facilitate the repair of damaged clothing or the labeling of new clothing. Needles for the sewing machine will be stored in the office. Broken needles will be disposed in a sharps container.

An office is provided for the laundry manager, and will have visibility over the laundry area. This office is to be shared with a laundry officer if assigned. Within the laundry room is a staff restroom, and an inmate restroom.

Additional Design/Operational Considerations

Equipment will be selected for its potential longevity, inherent to the simplistic design. Heavy duty, simple items with few or no superfluous parts will be used as the criteria for equipment selection.

Security within the laundry area will be limited to controlling access to the area using a card access system for authorized staff. Within the area, commercial warehouse grade construction will be employed.

Any inmate workers should be closely supervised in these areas to guard against unauthorized access to restricted areas. In addition, attention should be given to the prevention of pilfering of supplies. All areas should be secured when not in use.

15.000 Laundry

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
15.100 LAUNDRY ROOM						
15.101	Soiled Cart	10	1	16 /cart	160	Incoming carts with soiled laundry
15.102	Deep Soak Sink	-	1	40 /area	40	Raised lip floor mounted with faucet
15.103	Chemical Storage	-	1	100 /area	100	Shelving, additional required ventilation
15.104	Ozone Generation Equipment	-	1	80 /area	80	Ozone equipment with OSHA required detector
15.105	Clean Cart	10	1	16 /cart	160	Outgoing carts with clean laundry
15.106	Cart/Mattress Wash	-	1	80 /area	80	Floor slope to drain, wall mounted hose unit, with sanitizing dispensing unit.
Subtotal Net Square Feet					620	
Grossing Factor					1.50	
Subtotal Gross Square Feet					930	
15.200 WASHERS/DRYING/FOLDING						
15.201	Washers	-	1	200 /area	200	3 100lb large washers; 1 30lb small washer; 1 soak sink; trough with lint collector
15.202	Dryers	-	1	450 /area	450	4 150lb. large capacity reversing dryers to match washers; 1 50lb. small dryer to match capacity of small washer; lint collector; air compressor
15.203	Folding tables	-	3	60 /area	180	3 stainless steel mobile folding tables with under shelf, hand sink, sewing machine.
15.204	Linen/Bed Kit Storage	-	1	150 /area	150	3 stainless steel mobile folding tables with under shelf, hand sink, sewing machine.
15.205	Sewing Repair	1	1	50 /area	50	Sewing machine table mounted.
15.206	Laundry Manager Office	1	1	110 /office	110	OF-5; Note this area may be joined with foodservice office for shared management of both areas
15.207	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
15.208	Inmate Restroom	1	1	50 /area	50	ADA accessible; gender neutral
Subtotal Net Square Feet					1,240	
Grossing Factor					1.50	
Subtotal Gross Square Feet					1,860	
15.000		Total Net Square Feet			1,860	
15.000		Total Gross Square Feet			2,790	

16.000 Warehouse/Commissary

Introduction

The warehouse provides a central area for the receipt and distribution of all institution goods, supplies, and materials. The warehouse component includes the centralized facility storage area, commissary, and the service yard/loading dock. All supplies and goods that enter the institution will first be processed through a staging area sallyport adjacent to the loading dock and then stored in central storage or in the foodservices area, which are located inside the security perimeter.

Within the warehouse, separate storage areas will be provided for institutional supplies, and general institutional storage. A separate area will incorporate commissary processing and storage.

Commissary is available for eligible inmates to purchase approved items not provided by the facility. Inmates will access commissary services once weekly. The commissary operation is currently managed by a contracted off-site provider.

Inmate workers will be utilized in the warehouse, so provisions must be made to provide separation from the storage areas where the inmate workers are located from the truck loading/unloading operations. This separation will be accomplished through the use of a staging area for deliveries that will also serve as a means of securing inmates who work in the warehouse through the use of interlocking doors.

Operational Description

16.100 Warehouse

The warehouse supervisor will manage the overall warehouse operation, including coordination of deliveries for all food, commissary, institutional supplies, and medical supplies. However, representatives from foodservice, health services, commissary, etc., will be present for the receipt of deliveries pertaining to their operations, and will be responsible for the inspection of their deliveries.

The warehouse supervisor will have an office with windows overlooking the central storage area, the loading dock and staging areas. The warehouse supervisor will also have a pass through leading to the loading dock and an operable window into the staging area, for the receipt and processing of delivery paperwork. When deliveries are made, the warehouse supervisor is responsible for contacting the pertinent division within the facility for the inspection and receipt of its deliveries. Adjacent to the warehouse supervisor's office will be a work area for one central storage clerk. An officer workstation will be centrally located to observe warehouse operations, especially where the majority of inmate worker activity occurs. Additional workstations (WS-3) are recommended for future expansion and/or for use by inmate workers.

The central storage component must be sized to ideally maintain a 30-day supply of goods, as most bulk items are purchased presently in "just-in-time" mode. Space should be provided to make some bulk purchases on a monthly basis to take advantage of better pricing as well as federal surpluses should they be available. The warehouse area will be

divided into several storage sub-components that will be separately secured and alarmed to assure controlled and supervised access. These areas include:

- Central storage, for the storage of bulk items (e.g., inventories of blankets, linens, uniforms, mattresses, attic stock, spare furniture etc.)
- Institutional supplies (such as toilet paper, hygiene supplies, etc.)
- Office paper & office supplies
- Cleaning and janitorial supplies
- Chemical products storage
- Emergency food supply

The central storage area should contain separate storage areas for short-term storage (e.g., office supplies, forms, paper goods, chemicals, etc.) and long-term storage, e.g., uniforms, linens, equipment, etc. Adequate separation must be provided for certain types of items, such as food supplies and chemicals/cleaning supplies. Separation can be as simple as designated shelving for certain items, or the use of chain link fencing for the cordoning off of areas for other items.

Chemicals and cleaning supplies must be stored in a well-ventilated area that is separate from all other stored items, and preferably separated by solid walls.

Warehouse spaces will be temperature controlled to assure the proper storage of all items to be maintained. The central storage area requires special provisions for temperature and humidity regulation, smoke and fire suppression, contamination protection, and vermin control. Card access to the storage room will be limited to authorized staff.

It is recommended that the storage areas be well organized, to provide for easy storage and retrieval of items by the various user groups (i.e., paper, institutional forms, copier supplies, etc., be stored in the same general area; linens and uniforms be stored in the same vicinity; cleaning supplies be stored in the same area, etc.).

A fenced in storage area will be provided to store inmate personal property that has been abandoned in the inmate property room in intake. After 30 days, the property will be inventoried and then donated to charity (e.g., Good Will). Work tables should be provided for sorting and boxing property.

Special equipment may include a battery-operated forklift and pallet jacks. All storage should be palletized with an appropriate rack storage system, three pallets high. Aisle widths will be wide enough for a forklift.

The central storage area will be separated from the truck loading dock by a delivery staging area that will also serve as a secure staging area between the loading dock on the exterior of the building, and the central warehouse, where inmate workers will be working (see subsection 16.300 Receiving Loading Dock).

A conference room in this area can be utilized by maintenance personnel if necessary. This is a multipurpose room designed to provide space for sales people, visitors, vendors, staff meetings, etc. A side table will provide a suitable surface for informational materials and/or a refreshment area. White boards on the wall will provide for posting display materials, writing informational information, and for audio/visual screens (including a computer-linked projector). A small, lockable closet or a lockable storage cabinet should be provided for A/V

equipment and supplies. The conference room should be located adjacent to the break room/pantry with a lockable pass-through, and should have convenient access to the restrooms and the pantry. The conference rooms should also be adjacent or have ready access to the Warehouse Supervisor's office.

Within the warehouse area will be staff restrooms, a staff break room, inmate worker restroom, and an inmate break room, and a janitor closet.

16.200 Commissary

Commissary will be a contracted service with a private vendor. Eligible inmates are offered commissary services once weekly on a scheduled basis. Inmates will order commissary products by submitting orders using the kiosks located within the housing pods. Pre-packaged (bagged/labeled) commissary orders will be delivered and pre-sorted by housing pod and staged in the commissary room, which will provide storage space for 4-5 distribution carts and work tables. The vendor will be responsible for distributing commissary orders directly to the inmate via the interview/staging room in the housing pod with the housing pod officer providing security oversight.

16.300 Receiving Loading Dock

Deliveries will be conveyed via the receiving loading dock, and processed for acceptance through the delivery staging area. The receiving loading dock will include three loading bays, two sized for tractor-trailers and smaller delivery trucks, and a third bay for a compactor, all with weather protection, a dock leveler, and a ramp to grade from the dock. These bays will also serve the maintenance area. The loading dock will be equipped with motorized or hydraulic doors. A secure man-door will have card and/or biometric access for authorized staff, with an enunciator and redundant controls in central control, leading from the dock into the staging area.

A delivery staging area will also serve as a secure staging area between the receiving loading dock on the exterior of the building, and the central warehouse, where inmate workers will be working. The delivery staging area will be equipped with interlocking doors, so that when a truck is unloading its contents into the staging area, the doors into the central warehouse are closed and locked. When the items in the staging area are being moved either into the central storage area or somewhere else in the facility, the doors to the truck loading dock are closed and locked. This will prevent inmate workers from accessing the truck loading dock, unless they are specifically authorized to do so and are under the supervision of a staff member. The staging area will be equipped with tables for sorting and inspecting deliveries, and will be sufficiently sized to accommodate a full load from a tractor trailer (e.g., approximately 30 pallets).

Emergency vehicles from local fire departments and other emergency vehicles may also enter through this area, depending on the need. In accordance with local fire code, there will be enough area to allow for oversized emergency vehicles to turn around in order to exit. In addition, dedicated fire lanes may be utilized as well.

Additional Design/Operational Considerations

Lighting within the warehouse should be provided at a minimum of 40-foot candles and should be 24 inches above the highest pallet shelf when loaded. Doors should be motor

driven or hydraulic sliding units at an eight-foot height and minimum eight-foot width. Bollards should be positioned about each door for protection when closed or open.

All storage will be palletized, with an appropriate rack storage system three pallets high. Aisle widths should be wide enough for a forklift. The receiving/loading dock area should provide adequate space for a 55-foot tractor-trailer trucks to unload goods onto a well-lit dock. The receiving loading dock and staging areas are at a 48" height from grade. One of the bays should be sized for a smaller delivery-truck sized vehicle. The third bay will be for the trash compactor pick up. Air screens are to be provided at all three bays to help maintain a pest free environment

All doors leading to spaces within the warehouse building should be equipped with a card and/or biometric access system and alarm devices when not in use. The central control room should monitor enunciation of the alarm. Closed-circuit television should be provided for the vehicle loading area and monitored from central control.

The use of standard warehouse type construction for these components is appropriate. The floors can be finished concrete, the walls concrete block or a similar material, and the ceiling, in most instances, can be exposed structural systems with a standard roof deck. The warehouse should be equipped with fire, smoke and carbon monoxide alarm systems, enunciated both within the area and within central control.

16.000 Warehouse/Commissary

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
16.100 WAREHOUSE						Note: outside secure perimeter
16.101	Warehouse Supervisor	1	1	110 /office	110	OF-5, window overlooking warehouse, adjacent to pedestrian door at loading dock; operable window into staging area
16.102	Warehouse Clerk Workstation	1	1	64 /wkstn	64	WS-2
16.103	Officer Workstation	1	1	64 /wkstn	64	WS-2
16.104	Future Expansion/ Inmate Worker Workstation	1	2	48 /wkstn	96	WS-3
16.105	Central Storage	-	1	3,000 /area	3,000	30-day general facility storage for bulk items and attic stock, furniture, and emergency food supply; palletized rack storage system (3 high); subdivided into separate storage areas by chain link fence; separate storage for cleaning supplies and paint with separate ventilation and solid wall; accommodate a forklift
16.106	Inmate Property Disposal	1-2	1	225 /area	225	Fenced in area with shelving and worktables
16.107	Conference Room	4-6	1	150 /area	150	CF-3; shared by the warehouse and commissary staff; may be used by maintenance staff as well
16.108	Staff Restroom	1	2	50 /area	100	ADA accessible; gender neutral
16.109	Staff Break Room	-	1	150 /area	150	BR-2
16.110	Inmate Restroom	1	1	50 /area	50	ADA accessible; gender neutral
16.111	Inmate Break Room	-	1	150 /area	150	BR-2; inmates will eat their meals here as well
16.112	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets; ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; located in the circulation space
Subtotal Net Square Feet					4,199	
Grossing Factor					1.20	
Subtotal Gross Square Feet					5,039	
16.200 COMMISSARY						Note: inside secure perimeter
16.201	Distribution cart storage	-	1	250 /area	250	4-5 distribution carts and work tables
Subtotal Net Square Feet					250	
Grossing Factor					1.10	
Subtotal Gross Square Feet					275	
16.300 RECEIVING LOADING DOCK						Note: Outside secure perimeter
16.301	Truck Loading/ Receiving Dock	-	1	1,500 /area	1,500	Sized for tractor-trailer truck access; 3 bays for 2 tractor trailers and/or smaller trucks and 1 bay for access to the compactor; ramp; dock leveler; weather enclosed; secure man-door leading to staging area with card/biometric access and enunciator/redundant controls in central control

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
16.302	Delivery Staging Area	-	1	900 /area	900	Sized for battery operated forklift and pallet jacks, tables for sorting and inspecting delivers, secure interlocked doors, temperature & humidity control
16.303	Trash Staging		1	250 /area	250	For holding trash prior to transfer to dumpster; sized to also accommodate two 150-gallon grease drums, ventilated directly to exterior
16.304	Dumpster/trash compactor	-	1	200 /dumpster	200	Adjacent to the loading dock; hose bib
16.305	Cardboard Compactor/Composting/ Grease can storage	-	1	200 /area	200	A cardboard compactor, composting box and grease cans will sit on the loading dock. Everything will be picked up by a vendor on a scheduled basis.
Subtotal Interior Square Feet					3,050	
Grossing Factor					1.00	
Subtotal Gross Square Feet					3,050	
16.000 Total Interior Net Square Feet					7,499	
16.000 Total Interior Gross Square Feet					8,364	

17.000 Maintenance/Central Plant

Introduction

This component includes the maintenance area, the maintenance storage area, and other building support. The maintenance area will provide an on-site work and tool storage area located outside the secure perimeter, to be accessed by the DCJ and Dane County Facilities Management personnel. This area will be located in proximity to the loading dock associated with the warehouse/commissary (section 16.000 Warehouse/Commissary). As this space is located outside the secure perimeter, the maintenance area would require very close access into the secure perimeter. The maintenance area will have card and/or biometric access for authorized staff, with an enunciator and redundant controls in central control for external entrance doors.

The building support area also includes the mechanical rooms for the building, including the boiler room, the air handlers, air conditioning units, hot water heaters, etc. This equipment may be co-located in a single room in the facility, or various components may be in various locations throughout the facility, depending on the facility design. Some components may be located on the exterior of the building or on the roof. Thus, other than an allocation for a central plant, all other mechanical areas are part of the building net-to-gross factor, and are not included as separate line items in the architectural program.

Operational Description

17.100 Maintenance Shop/Stockroom

There should be a parking area adjacent to the maintenance shop, sized for both vehicles and trucks, for maintenance personnel, vendors, and maintenance visitors. This parking area is described in section 18.000 Parking.

A conference room that can accommodate up to 6 people will be located within the warehouse/commissary area and maintenance staff will have access to this room as well, when needed.

Maintenance staff will also have access to the break room/pantry in the warehouse/commissary area.

As much as possible, repair work will be provided by maintenance staff. It is important to note that a licensed member of the trade should conduct non-routine maintenance and maintenance work governed by code requirements. If no one on staff is licensed for a particular maintenance or repair project, then a specialist should be hired on an as-needed basis.

A large workshop will be provided for general maintenance tasks. Specialty maintenance including carpentry, HVAC equipment repair work, electric and plumbing repair, and lock repair will not be performed in this workshop, but off-site. The maintenance workshop will be equipped with standing height workbenches, stool height seating, wall-mounted pegboard for storing tools, and lockable cabinets for storing electric tools or small items. Appropriate outlets, ventilation and fixtures (e.g., eyewash station) will be provided. The door leading into the maintenance shop should have card and/or biometric access for authorized staff.

The Facilities Management Supervisor will have a workstation within the workshop. The workshop should also include a layout table, flat files, and a CAD station.

Located adjacent to the workshop work area is a copy/work room. The copy/work room will contain a copier, fax machine, networked printer, paper shredder, shelving, and work table. Adjacent to this room will be a supply closet for office supplies.

A secure storage area adjacent to the maintenance shop will provide shelf and peg board storage for appropriate power and hand tools for routine maintenance activities. Tools should be stored in a shadow board-type of storage system, so that tools can be retrieved and stored easily, and missing tools will be readily apparent. The door leading into the tool storage room should be card and/or biometric access, controlled and monitored from central control.

All maintenance supplies and goods that enter the facility will first be processed through the warehouse/commissary loading dock, described above. The loading dock will serve as the receiving point for maintenance supplies. A maintenance staff member will be on hand during maintenance supply deliveries to receive and inspect the deliveries. A maintenance stock room should be located as close to the loading dock as is feasible by the design of the facility. However, the stockroom must also be adjacent to the maintenance shop area. Primary storage of maintenance supplies will be off-site and brought to the DCJ as required.

Separate storage areas, with solid walls and lockable doors, must be provided for chemical storage and for paint. Both of these rooms should have special ventilation directed toward the exterior, and a dry fire suppression system (if permitted by code).

Within the maintenance shop will be a staff restroom, wall-mounted water fountains, a janitor closet, and separate storage for cleaning equipment, i.e., buffer, vacuum cleaners, etc.

17.200 Satellite Maintenance Shop (Inside the Secure Perimeter

A small maintenance repair room will be located within the secure perimeter of the facility, but away from inmate areas. This repair room will be utilized for small item repair, for jobs that can be done quickly, and for jobs that can be accomplished utilizing the non-specialized tools available on a tool cart. This room will be utilized only on an as-needed basis. The room will be equipped with a workbench (sized for a door to lay flat), a slop sink, eyewash station, telephone, computer, and data lines. Within the satellite repair room will be tool cart storage room, with storage for 3 mobile tool cribs/carts.

Tool carts entering the facility must be inspected. The sallyport into the secure perimeter will be oversized to accommodate the cart inspection.

Proximal to the satellite maintenance shop will be a janitor closet.

All of these rooms must be equipped with card or biometric access security systems for authorized staff. The locking systems will be monitored and controlled by central control.

17.300 Central Mechanical Plant

If it is determined that there be a central mechanical plant, it will house the heating plant and chillers for the facility, and the domestic hot water supplies. It will also provide the central energy supply for the facility and the emergency generator. This area must be subdivided so that heating equipment is in one area, cooling equipment in another area, and generators in a third area. Care must be taken to keep circulator pumps and other heat-sensitive equipment away from any heat-generating source. Appropriate heat ventilation and exhaust fans should be utilized as necessary to reduce heat loads. Electrical conduits, plumbing chases, ductwork, etc., should be color-coded for easy identification.

This area has vital equipment for the essential operations of the facility, and the environment should be as clean and as dust-free as possible. Any insulating materials, wall and floor finishes, ceiling treatments, etc., should be sealed to eliminate flaking and be as easy to maintain as possible.

Outside access should be provided to the mechanical equipment to allow maintenance workers, who may be private contractors, escorted access into that area. This area should be located outside the secure perimeter.

Additional Design/Operational Considerations

The use of standard commercial/warehouse construction for these components is appropriate for the areas located outside the security perimeter. The floors can be finished concrete, the walls concrete block or a similar material, and the ceiling, in most instances, can be exposed structural systems with a standard roof deck. The central plant should be equipped with fire, smoke and carbon monoxide alarm systems, enunciated both within the area and within central control. If permitted by Code, a dry fire suppression system should be utilized in this area, to prevent the shorting out of electrical systems through the use of water.

The central plant equipment should be located above the level of any potential flooding. If feasible and more economical to construct, architectural design and engineering solutions, such as watertight construction, can be utilized to provide protection of this area during a flood condition.

The maintenance workshop should be located in close proximity to the warehouse, to facilitate the sharing of the loading dock and conference space.

Access to all components will be by card and/or biometric access, and monitored and controlled by central control.

17.000 Maintenance/Central Plant

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
17.100 MAINTENANCE SHOP/STOCKROOM		Note: outside secure perimeter				
17.101	Maintenance Workshop	2-4	1	1,000 /area	1,000	WS-1 for the Maintenance Supervisor; standing height workbenches; stool height seating; wall-mounted pegboard for storing tools; lockable cabinets; CAD workstation; flat files; appropriate outlets, ventilation, and fixtures; eyewash station; card/biometric access
17.102	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; recycling bins
17.103	Supply Closet	-	1	40 /area	40	Office supply storage; shelving; near printer/copier alcove
17.104	Secure Tool Storage	-	1	150 /area	150	Shelf and pegboard storage for power and hand tools; card/biometric access, controlled and monitored by central control
17.105	Maintenance Stockroom	-	1	400 /area	400	Attic Stock and spare parts; hardware inventory; adjacent to the maintenance shops and loading dock
17.106	Chemical Storage	-	1	100 /area	100	Special ventilation directly to exterior, dry fire suppression system; open into the maintenance shop
17.107	Paint Storage	-	1	100 /area	100	Special ventilation directly to exterior, dry fire suppression system; open into the maintenance shop
17.108	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
17.109	Water Cooler	-	2	6 /area	12	1 ADA accessible, amount per code
17.110	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on door for easy viewing inside
17.111	Cleaning Equipment	-	1	40 /area	40	Buffer, vacuum cleaners, etc.; glazing on door for easy viewing inside
Subtotal Net Square Feet					2,007	
Grossing Factor					1.20	
Subtotal Gross Square Feet					2,408	
17.200 SATELLITE MAINTENANCE SHOP		Note: inside the secure perimeter				
17.201	Sallyport	1-4	1	150 /area	150	Provides direct access into the secure perimeter for maintenance staff
17.202	Satellite Maintenance Shop and Cart Storage	1-2	1	250 /area	250	Workbench (sized for a door to lay flat), shelving, slop sink, eyewash station, phone, computer, data lines; storage of 3 tool/crib carts
17.203	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on door for easy viewing inside

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
<i>Subtotal Net Square Feet</i>					440	
<i>Grossing Factor</i>					1.10	
<i>Subtotal Gross Square Feet</i>					484	
17.300 CENTRAL MECHANICAL PLANT						
17.301	Mechanical Plant	-	1	5,000 /area	5,000	Heaters, chillers, hot water heaters, ventilation system
<i>Subtotal Net Square Feet</i>					5,000	
<i>Grossing Factor</i>					1.10	
<i>Subtotal Gross Square Feet</i>					5,500	
17.000		<i>Total Interior Net Square Feet</i>			7,447	
17.000		<i>Total Interior Gross Square Feet</i>			8,392	

18.000 Parking

Introduction

The DCJ is a public building serving many interests and needs; law enforcement agencies bringing arrestees for judicial processing, initial appearance court, and jail diversion, plus all services and activities related to the safe and secure detention of persons committed to the DCJ. Vehicle parking is needed for employees, official visitors and inmate visitors.

The site layout should prevent vehicles from pulling up close to the building. This can be accomplished through the use of architectural elements, landscaping, bollards, concrete planters, and other attractive and dignified exterior treatments that will keep vehicles an acceptable distance from the building.

Given the site's limited size, a parking deck to meet the DCJ's future parking requirements should be considered.

Operational Program

18.100 Parking

The public lobby entrance should be the facility's "front door," easily accessible from the street, sidewalk, and public parking areas. There should be a passenger drop-off adjacent to the main door into the facility, with signage indicating that that the area is for drop-offs only, and parking at this location is prohibited.

Members of the public and visitors to the facility may park either in the County's parking ramp or in permitted street parking spaces.

There should be on-site parking for contractors and professional visitors. Six professional visitor/contractor vehicle parking spaces are provided.

18.200 Staff/Facility Parking

Staff Vehicles

Parking spaces will be available for staff parking in the County ramp parking area.

Facility Vehicles

There should be on-site parking for facility vehicles. A card-access gate should control the entrance to the facility vehicle parking lot. This gate can be accessed either by a sliding gate or a rotating arm gate, that is activated by card access for authorized staff. When an officer or staff member comes to the gate, he/she can open the gate via a card and a card reader box positioned at driver height. It is preferable to have the gate monitored by a CCTV with an intercom to central control, with central control having the capability of remotely operating the gate if necessary. If a law enforcement officer from another jurisdiction requires access to the area and does not have a card, he/she can contact central control via the intercom co-located with the card reader box. The central control operator can view the vehicle on the CCTV, and open the gate electronically.

Sixteen facility vehicle parking spaces are provided for jail administration, conveyance, jail diversion, temporary parking for staff on official business, and facility service (maintenance) vehicles.

In addition, it is anticipated that two conveyance vehicles and one jail van will be parked in the vehicle sallyport.

Additional Design/Operational Considerations

The card/reader, intercom, and CCTV equipment should be pole-mounted and weather protected. The CCTV cameras should be situated so as to provide a clear and unobstructed view of the vehicle and the driver. The vehicular lift arm or gates should be card activated.

The staff parking area ideally will be enclosed with chain link-type fencing. This will prevent vandalism of official vehicles and unauthorized access to secure areas of the facility. Access through the staff parking lot perimeter fencing will be via a sliding vehicular access gate or lift arm.

In the event, the DCJ is constructed on a greenfield site, provisions for staff and public parking will be required.

18.000 Parking

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
18.100 PARKING						
18.101	Vehicle Parking - Contractor/Professional Visitor	-	6	300 /area	(1,800)	
Subtotal Exterior Square Feet					(1,800)	
18.200 STAFF/FACILITY PARKING						
18.201	Vehicle Access Gate	-	1	80 /area	(80)	Card access for authorized staff CCTV pole-mounted cameras; intercom; remote operation by central control
18.202	Facility Vehicle Parking - Cars	-	15	300 /space	(4,500)	1 - jail administration; 4 - jail lieutenant; 1 - administrative manager; 3 - jail diversion; 3 - conveyance; 3 - staff on official business (temporary)
18.203	Facility Vehicle Parking - Conveyance	-	3	400 /space	(1,200)	12-person vans
18.204	Facility Vehicle Parking - Conveyance	-	1	500 /space	(500)	21-passenger bus
18.205	Facility Vehicle Parking - Maintenance	-	2	400 /space	(800)	Sized for service trucks
Subtotal Exterior Square Feet					(7,080)	
18.000 Total Exterior Square Feet					(8,880)	

19.000 Dane County Sheriff's Office

Introduction

This section of the program document is intended to provide general planning guidelines to anticipate site design and space requirements for those Dane County Sheriff's Office (DCSO) functions currently operating from the Public Safety Building (PSB). Much of the original information relative to the development of the operational scenarios and architectural program contained in this section emanated from the tours, data analysis, interviews, and documents received and conducted in early 2013 and presented in the Masterplan.

During the week of July 18, 2016, the consultant team held interview sessions with key representatives from the DCSO. The purpose of these interviews was to discuss identified changes in the operational and architectural requirements of a consolidated jail facility³⁴ and the Sheriff's Office functions currently occurring within the PSB. While the Sheriff's Office is comprised of four divisions, the security services division, which is responsible for jail operations, is addressed earlier in this document since future jail operations administrative spaces will be located within the consolidated jail facility (see section 2.000 Administration).

The operational scenarios that follow are an assessment of the basic issues, options and alternatives required for meeting the needs of the DCSO. Decisions made during the ongoing planning process will impact the way these DCSO functions will operate.

The macro operating scenarios for the DCSO as outlined in this section are organized into the following functional components:

- 19.100 Public Lobby/Reception
- 19.200 Executive Services
- 19.300 Field Services
- 19.400 Support Services
- 19.500 Law Enforcement Staff Support
- 19.600 Parking

Operational Scenarios

19.100 Public Lobby/Reception

The public lobby serves as the central reception point for all visitors to the DCSO.³⁵ Members of the public and official visitors enter through the public lobby. Facility personnel may also enter through the public lobby, although they may also enter the facility through the secure staff entrances.

³⁴ It is the goal of the County to consolidate jail operations currently occurring at the Public Safety Building, County Building, and the Ferris Center in a single facility. This consolidation may require relocating DCSO operations currently occupying the 2nd floor of the PSB. Should the DCSO operations remain within the DCJ, all visitors will first enter through the DCJ public lobby and be subject to security screening (see section 1.000 Public Lobby). In the event that the DCSO operations are relocated to a stand-alone site, provisions for security screening should be considered as part of the planning process.

³⁵ This public lobby/reception area may be a distinct and separate lobby and not part of the public lobby described in the DCJ operational program portion of this report (see section 1.000 Public Lobby).

1. The lobby will be open during normal business hours. Access to the lobby when the lobby doors are locked will be via card access and/or a biometric security system (authorized staff only). Because this is a busy area with a variety of users, the design must facilitate both visibility and clear circulation paths and provide adequate sound attenuation.
2. Visitors will check in with reception staff at the reception transaction window. The reception transaction window should offer protection against an active shooter situation. Reception staff (support services staff) provides general reception services for the following DCSO divisions – executive services, field services, and support services.
3. In addition to visitor reception, transaction windows will be provided for the following purposes:
 - Records
 - Civil Process

The transaction windows should offer protection against an active shooter situation.

4. The public lobby should be non-institutional and welcoming with comfortable seating, restrooms, a lactation room, a water cooler, and a telephone/electronic equipment room.

19.200 Executive Services

The Executive Services division is responsible for employee related services including recruitment, background investigations, hiring, training, scheduling, payroll, benefits, promotions, resignations, and retirements.

Executive Services Administration

1. Access to the executive services administration area will be through the DCSO public lobby. The public reception staff will notify executive services administration staff that they have a visitor and will direct the visitor to the correct location after the visitor shows ID, registers him/herself and receives a visitor's pass. Ingress and egress from the executive services administration area will be controlled to prevent casual access by electronic release by public reception staff or by card and/or biometric access (authorized staff only). Although only authorized persons are allowed access to the executive services area, inmate workers may be authorized to perform housekeeping services on a supervised, scheduled basis.³⁶
2. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. This design will help in building a collaborative culture and promoting a consistent philosophical approach to operations.

³⁶ This practice would continue only if the DCSO is co-located with the DCJ.

3. Within the executive services administration area will be a waiting/reception area sized to accommodate two-four people, with comfortable seating and a coffee or end table for magazines, pamphlets, etc., and coat hooks (or rack).
 - Visitors are processed by reception staff that work from a dedicated workstation that has a secure transaction window that is accessible from the public lobby (see subsection 19.100 Public Lobby).
4. A combination of private and shared offices, and open workstations will be provided for executive services administration staff. Office design and furniture and equipment will be commensurate with assigned responsibilities.

Office and/or workspace will be provided for the following positions and functions:

- Sheriff, with private restroom
 - Sheriff's Executive Assistant
 - Chief Deputy
 - Executive Services Captain
 - Executive Services Administrative Manager
 - Professional Standards Lieutenant
 - Training
 - Recruitment
 - Background Investigator
 - Scheduling (proximal to OIC)
 - Payroll
 - Accounts Payable
 - Budget Analyst
 - Public Information Officer (PIO)
 - Clerical Specialist
 - Officer-in-Charge
 - Visiting Professionals/Expansion Office
5. Officer-in-Charge (OIC) is a position/function that is responsible for coordinating after-hours response to situations that arise both in field services and in the jail. Access to the OIC spaces shall be from the public lobby and executive services administration suite.

While a shared space, each OIC will have his/her own assigned workstation. In addition, a fully equipped workstation with radio transmission and CAD capabilities will be provided and used as the operations center (ops center) to fulfill OIC duties.

An interview room will be provided for private meetings that arise due to the sensitive nature of a given situation/matter or when individual counseling is necessary.

6. Storage is provided for active records and files. For planning purposes, inactive and/or archived records will be digitized in the future. Consequently, no archival storage of records/files is provided or planned. Storage for active records and files is provided for the following record types:
 - Recruitment
 - Personnel (health)

- Personnel (non-health)
- Payroll
- Scheduling
- Training
- Evidence and Investigative

Personnel (non-health), training, and evidence and investigative files will be stored in a secured manner, and may be co-located.

Personnel (health) records will be securely stored separate from all other records.

Access to secure records/files storage will be by card access and/or biometric security system (authorized staff only).

A workroom is provided for the digitization and disposal of inactive records, which includes a work area that has a scanner, shredder, worktable, computer workstation, trash and recycling bins.

Executive Services Administration Support

7. Conference room space is provided as follows:

- Large executive conference room proximal to the Sheriff's office.
- Conference room accessible from both the public lobby and the executive services administration suite. It is here that press conferences will be conducted. This conference room will be used for training, and will also serve as a safe room. It will be designed to provide refuge for staff in the event of an active shooter situation, and will provide direct access to restrooms, and a secure long-gun locker with capacity for three-four guns.

8. Interview rooms are provided for private meetings.

9. With the exception of badges, all duty equipment inventory and issue for sworn personnel will be relocated to the law enforcement training center. No designated storage for duty equipment is planned.

10. The executive services administration area will include a mailroom, printer/copier work alcove, office supply storage, pantry/break room, staff restrooms, water cooler, trash alcove, and janitor closet.

19.300 Field Services

Field Services is responsible for duties associated with enforcing applicable laws within the county. Functionally, the majority of activities associated with field services occur in the community and/or in one of three precincts located throughout the county. The Northeast precinct is located in the Village of Windsor, the Southeast precinct located in the Town of Pleasant Springs, and the West precinct located in the Town of Middleton.³⁷

³⁷ http://danedocs.countyofdane.com/webdocs/pdf/shrf/2011_Annual_Report.pdf

Field services functions currently operating from the PSB include:

- Field Services Administration
- Investigative Services
- MATE
- Freeway Team

Field Services

1. Access to the field services area will be through the DCSO public lobby. The public reception staff will notify field services personnel that they have a visitor and will direct the visitor to the correct location after the visitor shows ID, registers him/herself and receives a visitor's pass. Ingress and egress from the field services area will be controlled to prevent casual access by electronic release by public reception staff or by card and/or biometric access (authorized staff only). Although only authorized persons are allowed access to the field services area, inmate workers may be authorized to perform housekeeping services on a supervised, scheduled basis.³⁸
2. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. This design will help in building a collaborative culture and promoting a consistent philosophical approach to operations.
3. A combination of private and shared offices, and open workstations will be provided for field services staff. Office design and furniture and equipment will be commensurate with assigned responsibilities.

Office and/or workspace will be provided for the following positions and functions:

- Field Services Captain
 - Field Services Lieutenant
 - Field Services Administrative Manager
 - Crime Analyst
 - Investigator Sergeant
 - Investigators
 - Traffic Sergeant
 - MATE Officers
 - Freeway Team Officer
 - Clerk Typist (Lead Steno)
 - Clerk Typist (Steno)
 - Clerical Specialist
 - Visiting Professional/Expansion Office
4. On occasion field deputies are temporarily assigned to work in the PSB. An office designated for these deputies for use on a short-term basis is provided.

³⁸ This practice would continue only if the DCSO is co-located with the DCJ.

5. Major cases oftentimes require a centralized command post from which to direct investigative staff and resources. Because a major case can take extended periods of time to resolve, a dedicated command post is provided, which includes at a minimum:
 - Conference room with seating capacity for 20
 - Sound attenuation measures
 - Multiple data line locations and receptacles (both floor and wall)
 - Multiple large monitors/TV
 - Wi-Fi; requisite wiring
 - Extensive display/exhibit wall space
6. Designated interview rooms are provided; one room, a softer victim friendly space, designated for victims/witnesses and two rooms, harder bare bones spaces, designated for suspects. Each interview room is soundproof, and has a separate entrance/exit so that victims and suspects do not have the opportunity to come in contact (either directly, visually, or audibly).
7. The audio and video recording of victim and suspect interviews may be observed/listened to in real-time from a remote interview monitoring room. In addition, A/V links should provide real-time viewing of the proceedings via desktop computers for the investigators and/or authorized persons utilizing a coded protection system to prevent unauthorized viewing. Within the remote interview monitoring room will be a workstation where authorized staff may listen to inmate telephone calls.
8. A room designated and specially designed for the administration of polygraph exams will be provided. While a discontinued practice currently, it is the DCSO's intention to administer polygraph exams once the necessary resources and certified personnel may be obtained.

Field Services Support

9. A general-purpose conference room will be provided. This conference room will be used for training, and will also serve as a safe room. It will be designed to provide refuge for staff in the event of an active shooter situation, and will provide direct access to restrooms, and a secure long-gun locker with capacity for three-four guns.
10. Three printer/copier work alcoves will be provided; one is designated for supervisory staff, one is designated for general field services, and one is designated for steno services.
11. Secure file records storage rooms having card access and/or biometric security system (authorized staff only) will be provided for investigative records and patrol services records.
12. The field services area will include office supply storage, equipment storage, pantry/break room, staff restrooms, water cooler, trash alcove, and janitor closet.

19.400 Support Services

Support services primary responsibilities include court security, civil process, court services, conveyances and extraditions, child support enforcement, foreclosures, records, warrants,

vehicles and equipment, crime scene unit, technology, task force. It also provides support to all other divisions within the DCSO, including jail operations.

Support services functions currently operating from the PSB include:

- Support Services Administration
- Child Support Enforcement
- Civil Process
- Conveyances, Extraditions, Court Services
- Evidence Storage/Processing
- Records (law enforcement, jail)
- Technology
- Warrants

The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. This design will help in building a collaborative culture and promoting a consistent philosophical approach to operations.

Support Services Administration

1. Access to the support services area will be through the DCSO public lobby. The public reception staff will notify support services staff that they have a visitor and will direct the visitor to the correct location after the visitor shows ID, registers him/herself and receives a visitor's pass. Ingress and egress from the support services area will be controlled to prevent casual access by electronic release by public reception staff or by card and/or biometric access (authorized staff only). Although only authorized persons are allowed access to the support services area, inmate workers may be authorized to perform housekeeping services on a supervised, scheduled basis.³⁹
2. A combination of private and shared offices, and open workstations will be provided for support services administration staff. Office design and furniture and equipment will be commensurate with assigned responsibilities.

Office and/or workspace will be provided for the following positions and functions:

- Support Services Captain
- Support Services Lieutenant
- Support Services Administrative Manager
- Visiting Professional/Expansion Office

Child Support Enforcement

3. Office space is provided for child support enforcement. Office design and furniture and equipment will be commensurate with assigned responsibilities.

Civil Process

4. Office space is provided for civil process. Office design and furniture and equipment will be commensurate with assigned responsibilities.

³⁹ This practice would continue only if the DCSO is co-located with the DCJ.

Office and/or workspace will be provided for the following positions and functions:

- Civil Process Coordinator
 - Civil Process Servers
 - Civil Process Clerks
 - Civil Executions
5. The civil process clerk workstations will each include a transaction window into the DCSO public lobby to receive and issue civil process documents. The transaction windows should offer protection against an active shooter situation.
 6. Sheriff's Sales (public foreclosure auctions) will be conducted in the conference/safe room designated for support services, which will also be accessible from the DCSO public lobby. An adjacent closet is provided for chair and table storage.

Conveyances, Extraditions, Court Services

7. Conveyances are a function that is closely correlated with the jail operation's function of inmate transportation. Movement of inmates outside the jail is conducted on both a scheduled and an unscheduled basis. Presently, scheduled inmate transports are a function of the DCSO's support services, while unscheduled inmate transports are a function of the DCJ. As was agreed to by the Sheriff's executive team, this function will be located within the consolidated jail facility. The associated operational and space programs for the conveyance function are described in section 7.000 Intake/Release.
8. Office space is provided for the vehicles and equipment coordinator.
9. A shared office is provided for extraditions and court services. Office design and furniture and equipment will be commensurate with assigned responsibilities. No other specialized space is required.
10. Office space is provided for citations, which should be proximal to court services.

Evidence Storage/Processing

11. The crime scene unit (CSU) officers process crime scenes, which include documenting the scene and the identification, collection and preservation of evidence. Evidence must be properly documented, collected, preserved and stored.
12. Office and/or workspace will be provided for the following positions and functions:
 - CSU Officers (proximal to investigators)
 - Evidence Coordinator
 - Evidence Technicians

Office design and furniture and equipment will be commensurate with assigned responsibilities.

13. Spaces associated with evidence storage/processing include:
 - Secure evidence drop off
 - Evidence storage

- Evidence lab
- Evidence vehicle garage

Secure Evidence Drop Off

14. Secure evidence drop off will be via a “night deposit box” system, where after logging in the evidence in a chain-of-custody logbook or computer, the evidence is placed into a locked box accessible from the non-secure side (e.g., evidence drop-off) of the evidence storage area or, during business hours, may be transferred directly to the evidence technician via a secure transaction window that bridges the evidence drop-off and the evidence storage room. Because certain evidence must be refrigerated, there will be some refrigerated drop off lockers. A reverse system will be implemented for those times when evidence is checked out.
15. Access to the evidence drop-off shall be directly from short-term law enforcement parking via a secure door with card access and/or biometric security system (authorized staff only). Designated short-term parking should be available as close as possible to the evidence drop-off to facilitate evidence transfers. The evidence drop-off should be camera monitored/recorded.
16. The evidence drop-off will contain a computer, camera, currency scanner/counter, worktables, evidence packaging, and a utility sink. In addition, space should be provided for air-dry lockers for officers bringing in evidence that may have blood or other “wet stains.
17. The evidence drop-off area will include a printer/copier work alcove, supply closet, restroom, trash alcove, and janitor closet.

Evidence Storage

18. A secure evidence storage room will be provided and should be sufficiently sized to store two years of evidence, plus all evidence in unsolved active cases, all evidence in cases currently on active judicial rosters, all cases where the appeals process has not yet been exhausted, and storage for evidence to be disposed. It is here where evidence technicians will retrieve evidence deposited into the evidence lockers that bridge the evidence storage room and evidence drop-off, process and then store it. Access to the evidence storage room is by card access and/or biometric security system (authorized staff only). The evidence storage room must be camera monitored/recorded.
19. Evidence storage room requirements include:
 - General storage – large items, several evidence items related to a single case
 - Refrigerated storage – DNA samples, blood samples, rape kits, etc.
 - Secure storage – firearms and other weapons
 - Safe – currency and other valuables
 - Secure storage – illegal drugs
20. The evidence storage room area will include evidence processing equipment; printer/copier work alcove, supply closet, staff restroom, utility sink, trash alcove, and janitor closet.

Evidence Lab

21. A secure evidence lab will be provided and should be a dust-free, clean room for conducting forensic analyses. The evidence lab will be appropriately configured and equipped to conduct photograph, fingerprint, and blood analyses. Accessible from the evidence lab is a secure chemical storage cabinet. Access to the evidence lab is by card access and/or biometric security system (authorized staff only). The evidence lab may be camera monitored/recorded.
22. A shared office and/or workspace will be provided for the evidence lab technicians. Within the office/workspace will be an AFIS terminal, flat-bed scanner, live camera to monitor/computer, and copy stand.
23. The evidence lab area will include a powder dry cabinet, six vented lockers, supply closet, trash alcove, and janitor closet.

Evidence Vehicle Garage

24. Presently, vehicles and other large items are processed for evidence and/or stored at the PSB and at the DCSO facility located at Saddlebrook. For planning purposes and due to space limitations in the downtown area, it is assumed that the Saddlebrook facility will be the primary location where vehicles and other large items will be processed for evidence and/or stored.
25. For minor investigatory purposes, e.g., dusting, prints, a vehicle evidence bay will be provided at the DCSO headquarters' offices.
26. It is further assumed that the evidence vehicle garage at Saddlebrook will be reconfigured and renovated (or replaced) to incorporate the following features and/or space requirements:
 - Secure facilities
 - Vehicle hoist
 - Adjustable lighting (to include blackout)
 - Sized for 360° vehicle photographs
 - Sterile environment
 - Pattern analysis (e.g., blood)
 - Evidence storage, i.e., vehicles, bicycles, large items (e.g., wall sections)
 - Temperature and humidity controlled
 - Special ventilation

Records

27. Law enforcement records are maintained by DCSO staff who also process requests for public records. Commonly requested requests include arrest records, police reports, mug shots, photos, videos, and criminal histories. A secure records room is provided with access to secure records/files storage by card access and/or biometric security system (authorized staff only). Within the records room will be a printer/copier work alcove.

28. Workspace is provided for records clerks located within the records room. The record clerk workstations will each include a transaction window into the DCSO public lobby to receive and issue records requests. The transaction windows should offer protection against an active shooter situation.
29. Located with the records clerk component is a workstation for the law enforcement records technician who is responsible for digital evidence transfers/copies.

Technology

30. Office and/or workspace will be provided for the following positions and functions:

- Systems Administrator
- Information Technology Coordinator

Office design and furniture and equipment will be commensurate with assigned responsibilities.

31. The information technology coordinator and the technical projects officer, while duties and responsibilities are distinct, are responsible for the various technologies in use within the DCSO and the DCJ. A shared secure technology workroom is provided, with features that include the following:

- Worktables
- Wi-Fi
- Cellular reception
- Multiple network boards
- Infrastructure (wiring closets)
- Radio communication
- Exterior access
- Tool storage
- Computer equipment
- Wiring racks
- Communication hubs
- Uninterruptable power supplies

Within the technology workroom will be a workstation for use by the Enterprise IT Specialist, a County employee assigned to the DCSO.

32. Secure storage for spare devices, parts, etc., is provided.
33. The Forensics Video Analyst is responsible for forensic video, image and audio comparison and analysis. The specialized space for this function requires it to be:
 - Soundproof
 - Windowless
 - Special ventilation
 - Humidity controlled

Spaces provided for the forensic analyst include:

- Photo shoot
- Group video monitoring
- Private meetings with detectives
- Temporary evidence storage

Warrants

34. Warrants is a function that is closely correlated with the jail operation's function of intake/release. When a person is arrested on a warrant, the warrant must be confirmed and executed prior to the arrestee's admission to the Dane County Jail (DCJ). Accordingly, the warrants area will be located adjacent to jail records and intake/release, but outside of the secure perimeter. This area will have a separate public lobby access as well. The associated operational and space programs for the warrant function are described in section 7.000 Intake/Release.

Support Services Support

35. A general-purpose conference room accessible from the DCSO public lobby will be provided. This conference room will be used for Sheriff's Sales, and will also serve as a safe room. It will be designed to provide refuge for staff in the event of an active shooter situation, and will provide direct access to restrooms, and a secure long-gun locker with capacity for three-four guns.
36. Two printer/copier work alcoves will be provided; one is designated for support services administrations, and one is designated for general support services and will be centrally located to its primary users.
37. The support services area will include office supply storage, pantry/break room, staff restrooms, water cooler, trash alcove, and janitor closet.

19.500 Law Enforcement Staff Support

It is important to recognize the critical role that staff plays in delivering quality services, and that appropriate emphasis be placed on addressing staff needs. Training and staff support amenities generally lead to enhanced programming and services, employee morale, increased staff retention and compliance with established standards and laws. The staff support component includes the following functions: staff entrance, in-service training, staff dining, and staff lockers – fitness.

Staff Entrance

1. A secure staff entrance will be provided with card access.

In-service Training

2. A fully equipped training room sized to accommodate 50 people will be provided.
3. The staff training area will include a printer/copier work alcove, staff restrooms, vending alcove, and janitor closet.

Staff Dining

4. Staff meals may be provided through the DCJ's foodservice operation (see section 14.000 Foodservice).
5. A pantry/break room equipped with tables and chairs, counter with sink, microwave, coffeemaker, refrigerator, and cabinetry is provided in each of the DCSO divisions for staff use. The break area affords staff the opportunity to relax and unwind.

Staff Lockers – Fitness

Note: *If the DCSO operations remain in the same building as the DCJ, as it is presently, the spaces assigned for staff lockers and fitness may be integrated within the same spaces designed for the DCJ. This would reduce the space needs for these functions as many spaces could be consolidated into a single area.*

6. Male and female locker/changing rooms are provided in the staff support area accessible via the staff entrance corridor, so that staff can deposit their personal belongings prior to going on their shift. The doors to the locker rooms are to remain locked at all times with card and/or biometric access for authorized staff only.
7. A total of 225 assigned lockers are estimated for the DCSO for use by staff, with the assumption that approximately 135 (60%) of the lockers will be assigned to male staff, and 90 (40%) would be assigned to female staff. Unassigned lockers will be provided for authorized visitors to use the facility on a day-use basis, if desired. Each locker will be sized to accommodate gear related to responding to a law enforcement situation, which includes the secure storage of a tactical vest, a long gun as well as a handgun.
8. Within the female locker room will be a lactation room.
9. An alcove should be provided in each of the locker rooms to accommodate open cots for staff use during an extended emergency or weather-related incident. Cots designated for this purpose will be stored in a closet accessible from the alcove.⁴⁰
10. Adjacent to each male and female locker/changing room is a shower area, with individual stall showers (one shower is ADA accessible) and an outer drying area. Located within or immediately adjacent to each shower room is a toilet/sink area providing ADA accessibility.
11. Locker /changing rooms should be directly adjacent to and accessible from the fitness room.
12. A dedicated fitness room for staff will be equipped with multi-station exercise and aerobic fitness equipment, as well as free weights. This space will be sized to accommodate at least 10 personnel.
13. A centrally located janitor closet will service the staff locker rooms, as well as the fitness areas.

⁴⁰ Linens will be provided by the DCJ.

19.600 Parking

Vehicle parking is needed for employees, public, contractors and official visitors.

Public Parking

1. Members of the public and visitors to the facility may park either in the County's parking ramp or in permitted street parking spaces.
2. There should be on-site parking for contractors and professional visitors. Six professional visitor/contractor vehicle parking spaces should be provided.

Staff/Facility Vehicles

3. Designated staff parking on-site will be available for the following positions:
 - Sheriff
 - Undersheriff
 - Executive Services Captain
 - Executive Services Lieutenant
 - Field Services Captain
 - Field Services Lieutenant
 - Support Services Captain
 - Support Services Lieutenant
 - Professional Standards Lieutenant
 - EOD Lieutenant
 - Fleet Manager
 - ISB Sergeant
 - Patrol Sergeant (Traffic)

If feasible, parking spaces should be available for the following positions:

- Administrative Managers (3)
- Investigators (20)
- Future Growth (2)

Parking spaces for remaining staff will be available in the County ramp parking area. However, as the planning process progresses, consideration should be given to creating parking for investigators, who presently park in the County ramp parking area.

4. Designated DCSO parking on-site will be available for the following functions:
 - Backgrounds (3)
 - Building Squad #66 (4)
 - Child Support (1)
 - Civil Process (4)
 - Crime Scene Unit (2)
 - Dive Truck (1)
 - EOD – Bomb Squad (1)
 - Evidence Drop Off (1)
 - Freeway Service (2)

- Hostage Negotiation Team (1)
- Investigator (3)
- MATE (3)
- Mobile Command Unit (1)
- Official DCSO Business (3)
- Special Events (1)
- Support (1)
- Training (2)
- Future Growth (1)

Additional Design/Operational Considerations

Public Lobby

The public lobby area is very busy, with a wide variety of users. The design must facilitate both visibility and clear circulation paths, and provide adequate sound attenuation. The operation of the transaction windows should be easy to open and shut from the staff side of the window, and should be made secure to eliminate tampering and/or manipulation from the public side. In addition, transaction windows should provide protection against an active shooter situation.

Executive Services

The administration area should utilize standard office construction. The entry into this functional component should have card and/or biometric access for authorized staff and electronic release capability by administration clerical, public reception and OIC staff.

All private offices and conference rooms should be wired for Internet and intranet, and cable/satellite TV (all private offices may not be equipped with a TV, but should be equipped with appropriate cabling). All electrical circuits, lighting, and air conditioning in the administrative office area should be connected to the facility's emergency power generation system.

The executive services safe rooms must be able to withstand an assault from weapons, such as guns and rifles as well as airborne toxins, and natural disasters such as tornados. The walls, ceiling, and door of the safe room should withstand assault penetrations as well as wind pressure and resist penetration by windborne objects or falling debris. The connections between all parts of the safe room should be strong enough to resist separation by wind. The safe room should have communications equipment to contact both DCSO and local law enforcement authorities. There should also be a monitor for external security cameras and an alarm system. The safe room should have cabinetry stocked with basic emergency and survival items such as a flashlight, blankets, a first-aid kit, water, packaged food, self-defense tools, firearms, and gas masks. A toilet should be accessible directly from the safe room. Consideration should be given to designating one of the conference rooms as a safe room and configuring it as such.

Field Services

The field services area should utilize standard office construction. The entry into this functional component should have card and/or biometric access for authorized staff and

electronic release capability by administration clerical, public reception and OIC staff. Standard commercial grade hardware can be used.

All private offices and conference rooms should be wired for Internet and intranet, and cable/satellite TV (all private offices may not be equipped with a TV, but should be equipped with appropriate cabling).

Separate entries/exits and circulation paths for victims and suspects must be provided/maintained. There should be a secure access pathway for in-custody inmates being interviewed by field services investigators.

The field services safe rooms must be able to withstand an assault from weapons, such as guns and rifles as well as airborne toxins, and natural disasters such as tornados. The walls, ceiling, and door of the safe room should withstand assault penetrations as well as wind pressure and resist penetration by windborne objects or falling debris. The connections between all parts of the safe room should be strong enough to resist separation by wind. The safe room should have communications equipment to contact both DCSO and local law enforcement authorities. There should also be a monitor for external security cameras and an alarm system. The safe room should have cabinetry stocked with basic emergency and survival items such as a flashlight, blankets, a first-aid kit, water, packaged food, self-defense tools, firearms, and gas masks. A toilet should be accessible directly from the safe room. Consideration should be given to designating one of the conference rooms as a safe room and configuring it as such.

Support Services

Unless otherwise noted, the support services area should utilize standard office construction. The entry into this functional component should have card and/or biometric access for authorized staff and electronic release capability by administration clerical, public reception and OIC staff.

The operation of the transaction windows should be easy to open and shut from the staff side of the window, and should be made secure to eliminate tampering and/or manipulation from the public side. In addition, transaction windows should provide protection against an active shooter situation.

All private offices and conference rooms should be wired for Internet and intranet, and cable/satellite TV (all private offices may not be equipped with a TV, but should be equipped with appropriate cabling).

The wireless system infrastructure should be sufficient to support use of field radios, cellular telephones and Wi-Fi throughout the building without experiencing dead spots.

The evidence lab and storage room represent one of the most secure areas of the Sheriff's Office facility. Although standard office construction can be utilized within this area, the exterior walls of this area need to be the highest grade of security constructions, as well as doors leading into this area need to be the highest grade of security hardware. Access to all areas including the evidence drop off area should be restricted to designated staff only having card access and biometric verification.

The evidence lab and storage room should have its own ventilation system, ducted directly to the exterior of the building. Special humidity and temperature control must be provided, particularly in the evidence storage area.

The support services safe rooms must be able to withstand an assault from weapons, such as guns and rifles as well as airborne toxins, and natural disasters such as tornados. The walls, ceiling, and door of the safe room should withstand assault penetrations as well as wind pressure and resist penetration by windborne objects or falling debris. The connections between all parts of the safe room should be strong enough to resist separation by wind. The safe room should have communications equipment to contact both DCSO and local law enforcement authorities. There should also be a monitor for external security cameras and an alarm system. The safe room should have cabinetry stocked with basic emergency and survival items such as a flashlight, blankets, a first-aid kit, water, packaged food, self-defense tools, firearms, and gas masks. A toilet should be accessible directly from the safe room. Consideration should be given to designating one of the conference rooms as a safe room and configuring it as such.

Law Enforcement Staff Support

If it is determined that the DCSO executive, field and support services division will remain in the PSB, a number of the staff support spaces could be considered for integration with similar DCJ spaces, e.g., staff lockers – fitness.

For staff support areas standard office construction can be utilized. Access to restricted areas should be gained via a card access (authorized staff), biometric, or similar type of electronic locking system. All exterior doors should be kept locked at all times, with crash-bar type emergency egress. Doors into the staff-only areas (e.g., from the fitness area) should be kept locked at all times, with access by authorized staff only.

The training room should be wired for closed circuit and cable/satellite TV, and Wi-Fi (these spaces may or may not be equipped with a TV, but should be equipped with appropriate cabling).

All electrical circuits and lighting in the training/line-up room should be connected to the facility's emergency power generation system.

The staff-support spaces should all utilize standard commercial construction. The doors to these rooms can utilize standard commercial grade hardware.

DCSO Parking

As the planning process progresses, DCSO parking should be considered in conjunction with the DCJ parking requirements and spaces consolidated when feasible and practical.

19.000 Dane County Sheriff's Office

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
19.100 PUBLIC LOBBY/RECEPTION						
19.101	Reception Waiting	6-8	1	200 /area	200	RW-2; sound attenuation
19.102	Reception Transaction Window - Public Lobby Side	1-2	1	60 /area	60	Securable sliding window; counter space to allow for signing documents, etc.; ADA accessible; protection against active shooter situation; requires adjacency to records and civil process transaction windows (associated with subsection Executive Services Administration)
19.103	Queuing - Reception, Public Lobby Side	2-3	1	30 /area	30	Standing only
19.104	Records Transaction Window - Public Lobby Side	1-2	2	60 /area	120	Securable sliding window; counter space to allow for signing documents, etc.; ADA accessible; protection against active shooter situation; requires adjacency to reception and civil process transaction windows (associated with 19.400 Support Services)
19.105	Queuing - Records, Public Lobby Side	2-3	2	30 /area	60	Standing only
19.106	Civil Process Transaction Window - Public Lobby Side	1-2	2	60 /area	120	Securable sliding window; counter space to allow for signing documents, etc.; ADA accessible; protection against active shooter situation; requires adjacency to reception and records transaction windows (associated with 19.400 Support Services)
19.107	Queuing - Civil Process Transaction Window, Public Lobby Side	2-3	2	30 /area	60	Standing only
19.108	Public Restroom	1	2	50 /area	100	ADA accessible; gender neutral; child changing station
19.109	Lactation Room	1-2	1	50 /room	50	ADA accessible; child changing table; comfortable seating
19.110	Water Cooler	1	1	6 /area	6	ADA accessible; wall-mounted; amount per code
19.111	Telephone/Electronic Equipment Room	1	1	150 /area	150	Fiber optics telephone equipment; file servers; accessible to telephone and computer personnel; desk; chair; computer workstation
Subtotal Net Square Feet					956	
Grossing Factor					1.40	
Subtotal Gross Square Feet					1,338	
19.100		Total Interior Net Square Feet			956	
19.100		Total Interior Gross Square Feet			1,338	
19.200 EXECUTIVE SERVICES						
<i>Executive Services Administration</i>						
19.201	Reception Waiting	2-3	1	100 /area	100	RW-3

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
19.202	Reception Staff	1	1	80 /area	80	WS-1; large phone console; TTY; adjustable height work surface; personal storage; securable sliding window; protection against active shooter situation; wall-mounted shelving (form storage); acoustical privacy (associated with 19.100 Public Lobby/Reception)
19.203	Sheriff	1	1	250 /office	250	OF-1
19.204	Sheriff's Restroom	1	1	50 /area	50	ADA accessible; accessible directly from Sheriff's office
19.205	Sheriff's Executive Assistant	1	1	110 /office	110	OF-5
19.206	Chief Deputy	1	1	225 /office	225	OF-2
19.207	Executive Services Captain	1	1	200 /office	200	OF-3
19.208	Administrative Manager	1	1	150 /office	150	OF-4
19.209	Professional Standards (Lt)	1	1	150 /office	150	OF-4
19.210	Training (Lt)	1	1	150 /office	150	OF-4
19.211	Recruitment (Dep)	1	1	80 /wkstn	80	WS-1; co-located with background investigator
19.212	Background Investigator (Dep)	4	1	240 /area	240	3 WS-1; co-located with recruitment
19.213	Scheduling	3	1	240 /area	240	3 WS-1; proximal to OIC
19.214	Payroll	3	1	240 /area	240	3 WS-1
19.215	Accounts Payable	1	1	110 /office	110	OF-5
19.216	Budget Analyst	1	1	110 /office	110	OF-5
19.217	PIO	1	1	110 /office	110	OF-5
19.218	Clerical Specialist	1	1	80 /wkstn	80	WS-1; supports scheduling, payroll, training
19.219	Visiting Professional/ Expansion	1	2	110 /office	220	OF-5
19.220	Officer-in-Charge (OIC)	2-4	1	320 /area	320	4 WS-1; co-located with OIC Ops Center; generous glazing on walls; proximal to scheduling; access from public lobby and executive services suite
19.221	OIC Ops Center	1	1	80 /wkstn	80	WS-1; adjustable height work surface; radio transmitter; CAD; monitor connected to the jail security system and cable TV system; VHF radio transmission monitoring speaker with volume control and capability to switch between DCSO primary and backup channels; co-located with OIC
19.222	OIC Interview Room	1-3	1	100 /area	100	Table and loose chairs; adjacent to OIC
19.223	Recruitment Storage	-	1	50 /area	50	Adjustable shelving
19.224	Personnel (health) Records Storage	-	1	150 /area	150	Adjustable shelving; card access or biometric security system
19.225	Payroll/Scheduling Records Storage	-	1	200 /area	200	Space saver filing system; card access or biometric security system
19.226	Personnel (non-health) / Training / Evidence &	-	1	300 /area	300	Space saver filing system; computer workstation; worktable; card access or biometric security system

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
	Investigative Records Storage					
19.227	Records Archival Workroom	1-2	1	150 /area	150	Worktable with computer workstation; heavy-duty, high-speed scanner; heavy-duty shredder; recycle bins; trash bins;
Subtotal Net Square Feet					4,245	
Grossing Factor					1.40	
Subtotal Gross Square Feet					5,943	
<i>Executive Services Administration Support</i>						
19.228	Executive Conference Room	8-12	1	300 /area	300	CF-2; proximal to Sheriff's office
19.229	Conference/Safe Room	15-20	1	300 /area	300	CF-3; podium, flags, DCSO backdrop for press conferences; microphone capable; accessible from public lobby and executive services administration suite; structurally & environmentally resistant to weapon, airborne toxins, and natural disasters; communications equipment; monitor security cameras and alarm system; cabinetry for basic emergency/survival items; first aid kit
19.230	Safe Room-Restroom	1	2	50 /area	100	ADA accessible; gender neutral; accessible from within the conference/safe room
19.231	Safe Room-Long-gun Locker	-	2	15 /area	30	Secure gun locker located with capacity for three-four guns
19.232	Interview Room	2-4	1	100 /area	100	Table and loose chairs; recording capability
19.233	Mailroom	1-2	1	100 /area	100	Worktable; mail sorting bins; mail stamping equipment; mail slots; mail supply storage
19.234	Printer/Copier Work Alcove	-	1	100 /area	100	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins
19.235	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
19.236	Break Room	4-8	1	250 /area	250	BR-1
19.237	Staff Restroom	2-3	2	120 /area	240	One designated males; one designated females; 2 toilets (adequate door clearance from edge of water closet), 2 sinks; 1 toilet/1 sink to be ADA accessible
19.238	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
19.239	Water Cooler	-	1	6 /area	6	ADA accessible; wall-mounted; amount per code
19.240	Trash Alcove	-	1	20 /area	20	Regular and recycled trash
19.241	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					1,676	

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
Grossing Factor					1.35	
Subtotal Gross Square Feet					2,263	
19.200		Total Interior Net Square Feet			5,921	
19.200		Total Interior Gross Square Feet			8,206	
19.300 FIELD SERVICES						
<i>Field Services Administration</i>						
19.301	Field Services Captain	1	1	200 /area	200	OF-3
19.302	Field Services Lieutenant	1	1	150 /office	150	OF-4; VHF radio transmission monitoring speaker with volume control and capability to switch between DCSSO primary and backup channels.
19.303	Field Services Administrative Manager	1	1	150 /office	150	OF-4; VHF radio transmission monitoring speaker with volume control and capability to switch between DCSSO primary and backup channels.
19.304	Crime Analyst	1	1	110 /office	110	OF-5
19.305	Investigator Sergeant	2	1	96 /office	96	OF-6
19.306	Investigator	15	1	80 /wkstn	80	15 WS-1; includes 2 unassigned workstations
19.307	Traffic Sergeant	1	1	110 /office	110	OF-5
19.308	MATE	1-3	1	240 /area	240	3 WS-1; includes MATE Sgt.
19.309	Freeway Team	1-2	1	96 /office	96	OF-6
19.310	Clerk Typist (Lead Steno)	1	1	110 /office	110	OF-5
19.311	Clerk Typist (Steno)	3-6	1	560 /area	560	7 WS-1
19.312	Clerical Specialist	1	1	80 /wkstn	80	WS-1
19.313	Visiting Professional/Expansion	1	2	110 /office	220	OF-5
19.314	Patrol Deputy	1	1	320 /area	320	4 WS-1; temporary assignment to PSB
19.315	Major Case Command Post	10-20	1	700 /area	700	Conference table with seating for 20; credenza; telephone; polycom-type system; cell phone booster; 2 large monitors/TVs; A/V storage with cabinetry; A/V equipment; projector; multiple white boards; multiple data line locations and receptacles in floors & walls; sound attenuation measures; extensive display/exhibit wall space; Wi-Fi; requisite wiring; shelving/cases for case binders
19.316	Interview Room - Victim	2-4	1	160 /area	160	Soft finishes; table; moveable chairs; child interview area with toys and small furnishings; adjustable lighting; configured/wired for audio and video recording and real-time viewing; soundproof; sound attenuation (for clarity of recording); entry/exit separate from suspects' entry/exit
19.317	Interview Room - Suspect	2-4	2	120 /area	240	Table; 1 fixed chair; 2 moveable chairs; adjustable lighting; configured/wired for audio and video recording and real-time

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						viewing; soundproof; sound attenuation (for clarity of recording); entry/exit separate from victims' entry/exit
19.318	Remote Interview Monitoring	3-6	1	120 /area	120	WS-3; stackable seating for 6; 2 large-screen monitors and speakers; headsets capability of tuning into both interview rooms (victim and suspect); requisite wiring; two-way communication with live interview location
19.319	Inmate Telephone Monitoring	1	1	64 /wkstn	64	WS-2; requisite monitoring equipment; headset; located within remote interview monitoring room
19.320	A/V Recording Equipment/Storage	-	1	100 /area	100	Special ventilation; humidity control; shelving
19.321	Polygraph Room	1-2	1	120 /area	120	Table and seating for 2; secure cabinetry; requisite wiring; configured/wired for audio and video recording
Subtotal Net Square Feet					4,026	
Grossing Factor					1.25	
Subtotal Gross Square Feet					5,033	
Field Services Support						
19.322	Conference/Safe Room	25-30	1	600 /area	600	CF-1; structurally & environmentally resistant to weapon, airborne toxins, and natural disasters; communications equipment; monitor security cameras and alarm system; cabinetry for basic emergency/survival items; first aid kit
19.323	Safe Room-Restroom	1	1	50 /area	50	ADA accessible; gender neutral; accessible from within the conference/safe room
19.324	Safe Room-Long-gun Locker	-	2	15 /area	30	Secure gun locker located with capacity for three-four guns
19.325	Printer/Copier Work Alcove	-	3	75 /area	225	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins; one designated supervisory staff; one designated general field services; one designated and co-located with clerk typists - steno
19.326	Secure File Storage	-	2	150 /area	300	Lateral file type filing system; shelving for major case binders (investigative file room only); work table; WS-3; one designated for investigations; one designated for patrol services
19.327	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
19.328	Equipment Storage	-	1	110 /area	110	Secure cabinetry; shelving
19.329	Break Room	4-8	1	250 /area	250	BR-1
19.330	Staff Restroom	2-3	2	120 /area	240	One designated males; one designated females; 2 toilets (adequate door clearance from edge of water closet), 2

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						sinks; 1 toilet/1 sink to be ADA accessible
19.331	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
19.332	Water Cooler	-	1	6 /area	6	ADA accessible; wall-mounted; amount per code
19.333	Trash Alcove	-	1	20 /area	20	Regular and recycled trash
19.334	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					1,961	
Grossing Factor					1.35	
Subtotal Gross Square Feet					2,647	
	19.300	Total Interior Net Square Feet			5,987	
	19.300	Total Interior Gross Square Feet			7,680	
19.400 SUPPORT SERVICES						
<i>Support Services Administration</i>						
19.401	Support Services Captain	1	1	200 /office	200	OF-3
19.402	Support Services Lieutenant	1	2	150 /office	300	OF-4
19.403	Support Services Sergeant	1	1	110 /office	110	OF-5
19.404	Support Services Administrative Manager	1	1	150 /office	150	OF-4
19.405	Visiting Professional/ Expansion	1	2	110 /office	220	OF-5
Subtotal Net Square Feet					980	
Grossing Factor					1.40	
Subtotal Gross Square Feet					1,372	
<i>Child Support Enforcement</i>						
19.406	Child Support Enforcement Officers	1-2	1	96 /office	96	OF-6
Subtotal Net Square Feet					96	
Grossing Factor					1.40	
Subtotal Gross Square Feet					134	
<i>Civil Process</i>						
19.407	Civil Process Coordinator	1	1	80 /wkstn	80	WS-1; co-located with civil process clerks and civil process servers
19.408	Civil Process Servers	6	1	64 /wkstn	384	WS-2; co-located with civil process coordinator and civil process clerks
19.409	Civil Process Clerks	2	1	64 /wkstn + 50	178	WS-2; 2 securable sliding transaction windows; protection against active shooter situation; acoustical privacy; data bank access; safe; co-located with civil process coordinator and civil process servers (associated with 17.200 Field Services)
19.410	Civil Executions	1-2	1	96 /office	96	OF-6

#	Components	Persons or Units/Area	# of Areas	Space Standard	NSF	Notes
Subtotal Net Square Feet					738	
Grossing Factor					1.25	
Subtotal Gross Square Feet					923	
<i>Conveyances, Extraditions, Court Services</i>						
19.411	Conveyances - No Specialized Space	-	0	0 /area	0	See Jail Program Section 7.000 Intake/Release
19.412	Vehicle & Equip Coordinator	1	1	96 /office	96	OF-6
19.413	Extradition Coordinator	1	1	80 /wkstn	80	WS-1; shared office with court services
19.414	Court Services	2	1	80 /wkstn	160	WS-1; shared office with extraditions
19.415	Citation Clerk	1-2	1	96 /office	96	OF-6; proximal to court services
Subtotal Net Square Feet					432	
Grossing Factor					1.25	
Subtotal Gross Square Feet					540	
<i>Evidence Storage/Processing</i>						
19.416	CSU Officers	2-4	1	320 /office	320	4 WS-1; shared office; proximal to investigators
19.417	Evidence Coordinator	1	1	80 /wkstn	80	WS-1; shared office; located with evidence technicians; located within a specially vented office within evidence storage
19.418	Evidence Technician	3	1	64 /wkstn	192	WS-2; shared office; located with evidence coordinator; located within a specially vented office within evidence storage
19.419	Evidence Drop-off (ED)	1-3	1	200 /area	200	Exterior access; computer; digital camera; currency scanner/counter; worktables; utility sink; adjustable lighting; wall-mounted evidence drop off lockers - varying sizes, including refrigerated lockers (officer side), air-dry lockers; self-locking; secure transaction window into evidence storage room; card access or biometric security system; CCTV monitored/recorded
19.420	ED Printer/Copier Work Alcove	-	1	75 /area	75	Printer/copier/fax/scanner; work counters; built-in shelving for forms
19.421	ED Supply Closet	-	1	40 /area	40	Shelving
19.422	ED Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
19.423	ED Trash Alcove	-	1	20 /area	20	Regular and recycled trash
19.424	ED Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
19.425	Evidence Storage Room (ESR)	2-3	1	3,000 /area	3,000	WS-3; stainless steel worktable; shelving; automated space saver rolling shelf system; separate, secure storage areas; walk-in refrigerator; walk-in freezer; caged area for bicycles/large bulky items; double-locked secure drug storage; multiple safes; temperature

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						and humidity control; special ventilation direct to exterior; secure transaction window into evidence vestibule; card access or biometric security system; CCTV monitored/recorded
19.426	ESR Evidence Processing	1-2	1	150 /area	150	WS-3; worktable; utility sink; digital camera; currency scanner/counter; adjustable lighting
19.427	ESR Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms
19.428	ESR Supply Closet	-	1	40 /area	40	Shelving
19.429	ESR Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
19.430	ESR Trash Alcove	-	1	20 /area	20	Regular and recycled trash
19.431	ESR Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
19.432	Evidence Lab	1-2	1	300 /area	300	Stainless steel worktable; shelving; microscope; camera; tripod; secure chemical storage; tool storage; sink; eye wash station; temperature and humidity control; special ventilation direct to exterior; card access or biometric security system; CCTV monitored/recorded
19.433	Evidence Lab Technician Workroom	1-3	1	400 /area	400	3 WS-1; AFIS terminal; flat-bend scanner; live camera; copy stand; worktables; storage cabinetry
19.434	Lab Supply Closet	-	1	40 /area	40	Shelving
19.435	Lab Trash Alcove	-	1	20 /area	20	Regular and recycled trash
19.436	Lab Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
19.437	Secure Evidence Vehicle Bay	2-3	1	400 /area	400	Sterile environment; adjustable lighting; special ventilation
Subtotal Net Square Feet					5,592	
Grossing Factor					1.40	
Subtotal Gross Square Feet					7,829	
Records						
19.438	Law Enforcement Records Room	-	1	500 /area	500	Space-saver type filing system
19.439	Printer/Copier Work Alcove	-	1	75 /area	75	High-speed printer/copier/fax/scanner; shredder; work counters; built-in shelving for forms; recycling bins; located within law enforcement records room
19.440	Law Enforcement Records Clerks	4	1	64 /wkstn + 50	306	WS-2; 4 securable sliding transaction windows; protection against active

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						shooter situation; acoustical privacy; data bank access; safe; within law enforcement records room (associated with 18.3.000 Field Services)
19.441	Law Enforcement Records Technician	1	1	150 /area	150	WS-1; DVD/CD copy machine; 3 computers; 2 monitors; shelving; acoustical privacy; within law enforcement records room (associated with 19.300 Field Services)
Subtotal Net Square Feet					1,031	
Grossing Factor					1.25	
Subtotal Gross Square Feet					1,289	
Technology						
19.442	Systems Administrator	1	1	110 /office	110	OF-5; direct access to technology workroom
19.443	IT Coordinator	1	1	110 /office	110	OF-5; direct access to technology workroom
19.444	Technology Workroom	1-3	1	300 /area	300	Long worktables; Wi-Fi; cellular reception; multiple network boards; infrastructure (wiring closets); radio communication; exterior access; tool storage; computer equipment; wiring racks; communication hubs; uninterruptable power supplies; humidity controlled; special ventilation; secure access via card access and/or biometric security system
19.445	Enterprise IT Specialist	1	1	110 /office	110	OF-5
19.446	Technology Storage	-	1	250 /area	250	Spare devices and parts; shelving; humidity controlled; special ventilation; proximal to technology workroom; secure access via card access and/or biometric security system
19.447	Forensic Video Analyst	1	1	200 /area	200	WS-1; secure access via card access and/or biometric security system; soundproof; windowless; special ventilation; humidity controlled; workbench; multiple monitors; Wi-Fi; shelving; suspended/access flooring; group viewing of monitors
19.448	Photo Shoot	1-2	1	100 /area	100	Backdrop; adjustable lighting; outlets; located within forensic video analyst office
19.449	Forensic Video Interview Room	2-4	1	100 /area	100	Table and loose chairs; proximal to forensic video analyst office
19.450	Forensic Video Evidence Storage	-	1	100 /area	100	Secure access via card access and/or biometric security system; special ventilation; humidity control; shelving; accessible from within forensic video analyst office
Subtotal Net Square Feet					1,380	
Grossing Factor					1.40	
Subtotal Gross Square Feet					1,932	

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
<i>Warrants</i>						
19.451	No Specialized Space	-	0	0 /area	0	See Section 7.000 Intake/Release
<i>Support Services Support</i>						
19.452	Conference/Safe Room	30-40	1	600 /area	600	Stackable seating for 40; collapsible tables; telephone, A/V storage closet or cabinetry; A/V equipment, projector, white boards; large monitor/TV; data line locations & receptacles in floors & walls; sound attenuation measures; pin up space, Wi-Fi, requisite wiring; VHF radio transmission monitoring speaker with volume control and capability to switch between DCSO primary and backup channels; structurally & environmentally resistant to weapon, airborne toxins, and natural disasters; communications equipment; monitor security cameras and alarm system; cabinetry for basic emergency/survival items; first aid kit; podium; microphone capable; accessible from public lobby
19.453	Safe Room-Restroom	1	1	50 /area	50	ADA accessible; accessible from within the conference/safe room
19.454	Safe Room-Long-gun Locker	-	2	15 /area	30	Secure gun locker located with capacity for three-four guns
19.455	MP Storage Closet	-	1	150 /area	150	Storage dollies for chairs and tables; accessible from conference/safe room - Sheriff's Sales
19.456	Printer/Copier Work Alcove	-	2	75 /area	150	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins; one designated support services administration; one designated general support services and centrally located
19.457	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
19.458	Break Room	4-8	1	250 /area	250	BR-1
19.459	Staff Restroom	2-3	2	120 /area	240	One designated males; one designated females; 2 toilets (adequate door clearance from edge of water closet), 2 sinks; 1 toilet/1 sink to be ADA accessible (60 sf)
19.460	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
19.461	Water Cooler	-	1	6 /area	6	ADA accessible; wall-mounted; amount per code
19.462	Trash Alcove	-	1	20 /area	20	Regular and recycled trash
19.463	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					1,626	

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
Grossing Factor					1.25	
Subtotal Gross Square Feet					2,033	
19.400		Total Interior Net Square Feet			11,875	
19.400		Total Interior Gross Square Feet			16,051	
19.500 LAW ENFORCEMENT STAFF SUPPORT						
<i>Staff Entrance</i>						
19.501	Staff Entrance Weather Vestibule	-	1	80 /area	80	Staff entrance door; card or biometric access, weather vestibule, cable and receptacle for time clock
Subtotal Net Square Feet					80	
Grossing Factor					1.35	
Subtotal Gross Square Feet					108	
<i>Training Room</i>						
19.502	Staff Training	50	1	25 /pers + 60	1,310	Adult learning desks or tables; chairs; A/V equipment & screen; dry erase and electronic whiteboards; phone; storage closet; shelving for training materials; lectern; requisite wiring for CCTV & cable/satellite TV; multiple wall and floor electrical outlets and data lines; Wi-Fi
19.503	Storage	-	1	150 /area	150	Storage of training equipment/materials
19.504	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; recycling bins
19.505	Staff Restroom	2-3	2	120 /area	240	One designated males; one designated females; 2 toilets (adequate door clearance from edge of water closet), 2 sinks; 1 toilet/1 sink to be ADA accessible (60 sf)
19.506	Staff Restroom	1	1	50 /area	50	ADA accessible; gender neutral
19.507	Vending Alcove	-	1	100 /area	100	
19.508	Janitor Closet	-	0	0 /area	0	Associated with Staff Lockers/Fitness (see below)
Subtotal Net Square Feet					1,925	
Grossing Factor					1.35	
Subtotal Gross Square Feet					2,599	
<i>Staff Dining</i>						
19.509	Staff Dining - No Specialized Space	0	0	0 /area	0	See Section 14.000 Foodservice
<i>Staff Lockers/Fitness</i>						
19.510	Men's Locker/ Changing Rooms - Assigned Lockers	135	1	10 /locker	1,350	Full-size lockers wide enough for hangers with built-in secure gun lockers; sized and configured to accommodate LE gear; changing space; benches; proximal to staff entrance; accessible from fitness room
19.511	Men's Locker/ Changing Rooms - Unassigned Lockers	5	1	10 /locker	50	Full-size lockers wide enough for hangers with built-in secure gun lockers; sized and configured to accommodate LE gear; changing space; benches;

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
						proximal to staff entrance; accessible from fitness room
19.512	Women's Locker/ Changing Rooms - Assigned Lockers	90	1	10 /locker	900	Full-size lockers wide enough for hangers with built-in secure gun lockers; sized and configured to accommodate LE gear; changing space; benches; proximal to staff entrance; accessible from fitness room
19.513	Women's Locker/ Changing Rooms - Unassigned Lockers	5	1	10 /locker	50	Full-size lockers wide enough for hangers with built-in secure gun lockers; sized and configured to accommodate LE gear; changing space; benches; proximal to staff entrance; accessible from fitness room
19.514	Shower Rooms	5	2	40 /shower +10	420	One designated males; one designated females; shower stall with drying area; ADA shower is 50 sf; accessible respective from locker room
19.515	Toilet/Sink Area	5	2	50 /toilet & sink +10	520	One designated males; one designated females; 5 toilets (urinals may be substituted for male bathroom per code; adequate door clearance from edge of water close), 5 sinks, ADA toilet and sink is 60 sf; wall-mounted hair dryer; accessible from respective locker room
19.516	Lactation Room	1-2	1	50 /room	50	ADA accessible; child changing table; comfortable seating; accessible from within the women's locker room
19.517	Sleeping Alcove	1-5	2	35 /cot +40	430	One designated males; one designated females; includes cot storage closet; accessible from respective locker room
19.518	Fitness Room	10	1	50 /pers	500	Exercise equipment; locked door (card or biometric access) to corridor; lockable door with card access to staff-only area (locker rooms)
19.519	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
Subtotal Net Square Feet					4,310	
Grossing Factor					1.40	
Subtotal Gross Square Feet					6,034	
19.500		Total Interior Net Square Feet			6,315	
19.500		Total Interior Gross Square Feet			8,741	
19.600 PARKING						
<i>Public Parking</i>						

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
19.601	Vehicle Parking - Contractor/Professional Visitor	-	6	300 /area	(1,800)	
Subtotal Exterior Square Feet					(1,800)	
Staff/Facility Parking						
19.602	Staff Vehicle Parking	-	13	300 /space	(3,900)	
19.603	DCSO Vehicle Parking - Cars	-	35	300 /space	(10,500)	
19.604	DCSO Vehicle Parking - Evidence Drop Off	-	1	300 /space	(300)	Located near evidence drop-off to facilitate evidence transfers
19.605	DCSO Vehicle Parking - Specialty Vehicles	-	2	400 /space	(800)	Mobile Command Unit; Dive Truck
Subtotal Exterior Square Feet					(15,500)	
19.600					Total Exterior Square Feet	(17,300)
19.000					Total Interior Net Square Feet	31,054
19.000					Total Interior Gross Square Feet	42,016
19.000					Total Exterior Square Feet	(17,300)

IV.b. PHYSICAL PLANT OPTIONS AND COSTS

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A. INTRODUCTION

The consultants were tasked with developing two options for replacement of the CCB Jail at the existing Public Safety Building (PSB) site. For each option and their respective iterative steps (phases), and at the completion of construction, the physical plant would meet the requirements of the revised program statement as allowed by the site and building limitations.

Every effort was made to accommodate the needs and requirements of the Jail system within the confines of the existing PSB building and property. However, certain concessions and limitations have to be realized. Many of the spaces laid out in the schematic programming are smaller than what the program recommended. In addition, some functional areas are fragmented due to space constraints. These reductions create inefficiencies and may potentially increase staffing. However, ultimately the plan options of fitting the program on the existing site were realized in the overall scheme.

Each of the two options presented use existing Dane County owned property as well as adjacent properties on West Wilson Street and Carroll Street. Phase 1 of each Option provides for the replacement of the CCB Jail, with new and appropriate housing of all inmates. In addition, Phase 1 of the options also provides specialized medical and mental health space and some additional programming space. The programming space included in Phase 1 of the options includes dedicated spaces within the housing units, which reduces the inmate movement throughout the facility, as well as decentralized programming and activities space.

Phase 2 of each option completes the Jail system's physical plant needs to comply with the Masterplan and to conform to national standards and practices for the housing of inmates.¹

Overview – Option 1

Phase 1 incorporates an addition to the PSB by adding four (4) floors to the top of the existing building, which was originally designed to accommodate this expansion. The second floor will be remodeled to accommodate programmed inmate housing units. Phase 2 incorporates an addition on adjacent properties on West Wilson Street (the Sheriff's Office surface lot and 112 West Wilson Street) to provide additional and expanded programmed space. In addition, it relocates the Sheriff's Office, which was displaced during Phase 1, back to the PSB site.

The objective of this option is to maximize the structural capacity of the PSB by the addition of the four (4) floors. The design uses these floors to provide housing and programming space, including specialized medical and mental health housing that would be best served by the ability allowed by new construction. The eighth and ninth floors are specifically designed for medical, mental health and restrictive housing units and associated program space using the maximum amount of natural sunlight.

Upon completion of Phase 1, all inmates housed in the DCJ System would be moved to the PSB site, allowing the closure of both the CCB and the Ferris Center. While this phase does not meet the full program, key critical needs areas are addressed to include:

¹ ACA Performance-Based Standards for Adult Local Detention Facilities - 4th ed. June 2004. ACA 2016 Standards Supplement. November 2016.

- Specialized housing units for short-term medical observation, medical housing, and outpatient medical service spaces to include physical examinations, triage, sick call, chronic care clinics, dental and medication services.
- Specialized housing units for acute, subacute, and for inmates with serious, persistent mental illnesses or intellectual or developmental disabilities who are too vulnerable to be placed in general population. Outpatient mental health programs and service spaces to include psychiatric medication management, crisis intervention and stabilization, and individual and group counseling.
- Restrictive Housing, to only be used as a last resort for inmates who present a security/safety threat to the facility or others or fail to consistently adjust their behavior and follow the jail's rules and regulations with an increased opportunity for out of cell time for counseling, programs, exercise, visitation, and eating in small congregate numbers.
- Specialized housing for Youthful inmates with an increase in programming opportunities and recreation.
- An overall increase in programming space to address inmate programming needs, such as academic education, skills development, religious programs, and various treatment programs.

For the purposes of this report, it has been assumed that the design and construction of Phase 2 would not be directly sequential to Phase 1. This would allow the County time to ascertain the need for Phase 2 and evaluate the impact of criminal justice reform on the jail's needs.

Should acquiring the property at 112 West Wilson Street be deemed unacceptable, an alternative Phase 2 addition, that does not use the property, would require either a taller building addition or construction over the access ramp of the Dane County Courthouse. In either case, these alternatives may result in a loss in efficiencies in terms of both cost and adjacency of programmed spaces.

Overview – Option 2

Phase 1 incorporates an addition on adjacent properties on West Wilson Street (the Sheriff's Office surface lot, 112 W. Wilson Street, and 222 Carroll Street) to accommodate all programmed inmate housing units as replacement of the CCB Jail. Phase 2 incorporates space to return the Sheriff's Office to the PSB site.

Upon completion of Option 2 - Phase 1, all inmates housed in the DCJ would be moved to the PSB site, allowing the closure of both the CCB and the Ferris Center. In addition, all inmate housing units and programming spaces are realized. **As with Option 1, it is assumed that Phase 2 would not be directly sequential to Phase 1, thereby, allowing the County time to ascertain the need for Phase 2 and evaluate the impact of criminal justice reforms on the jail's needs.**

For either option, the displacement of the Sheriff's Office and costs associated with relocating and returning the Sheriff's Office to the PSB site are unavailable and outside the scope of this report.

B. OPTION 1 SPECIFICS – (See corresponding Option 1 diagrams below)

This option maximizes the structural capacity of the PSB site through the addition of the four (4) floors the original building was designed to accommodate. Construction of these floors provides both housing and programming space. Of specific note, the eighth and ninth floor additions are designed to provide for the maximum amount of natural sunlight for the medical, mental health and restrictive housing units and their associated program space.

The sub-basement floor in Phase 1 remains largely unchanged. In Phase 2, space is provided for laundry, foodservice, and a rework of DSCO parking and evidence storage.

The basement floor in Phase 1 remains largely unchanged with the exception of expanding security operations into existing maintenance space and remodeling storage into jail diversion space. Phase 2 expands staff support into existing warehouse space, and locates a portion of Jail administration into Jail diversion space. The Phase 2 addition relocates displaced warehouse and receiving and expands security operations.

The first floor in Phase 1 expands intake/release and Jail administration into some area occupied by reception housing, and provides space for Jail diversion for staff/client contact with separate entry. Phase 2 relocates Jail administration to the fourth floor addition to allow expansion of initial appearance court (IAC), visitation, and the public lobby. In addition, it provides a separate Huber entry/exit and changeover space in the displaced intake/release space. In addition provides space to expand intake/release and provide space for industries.

The second floor in Phase 1 relocates the Sheriff's Office to a remote location (to be determined). The second floor will be remodeled for reception housing, female general population, and Huber space and provides areas for programs and services. The Phase 2 addition relocates the full programmed spaces for youthful inmate housing and programming to this floor.

The third floor in Phase 1 has minimal remodeling to change from six dorm housing units to four housing units of 48-beds each. Ancillary space would be remodeled for a decentralized program and activities center. Phase 2 would require some minimal remodeling to change from four dorm-style Huber housing units to two dorm-style Huber housing units of 64-beds each per full program. The addition provides space for a 64-beds Huber housing unit comprised of cells and decentralized program and activities center. Jail Diversion, whose clients are comprised of Huber inmates, are also accommodated on this floor to improve efficiency.

The fourth floor in Phase 1 remodels the six dorm housing units to two general population housing units of 64-beds each. Ancillary spaces would be remodeled for the decentralized program and activities center. The Phase 2 addition provides the full programmed space for Jail Administration and provides for partial space for the Sheriff's Office. Additional floors will provide the balance of the Sheriff's Office programmed spaces. Alternative options to providing programmed space for the Sheriff's Office at the PSB site could include

remodeling a floor of the vacated CCB Jail or constructing an off-site permanent facility at some other location.

The fifth floor in Phase 1 builds out the floor of the mechanical penthouse to provide expanded mechanical and maintenance space as well as youthful inmates housing. This area is at reduced capacity due to the limited space available. Phase 2 relocates the youthful inmate housing and provides for additional mechanical and maintenance space as well as programmed space for the Sheriff's Office.

The new sixth floor addition in Phase 1 provides general population housing as well as decentralized program & activities center. The Phase 2 addition would accommodate additional Sheriff's Office programmed space.

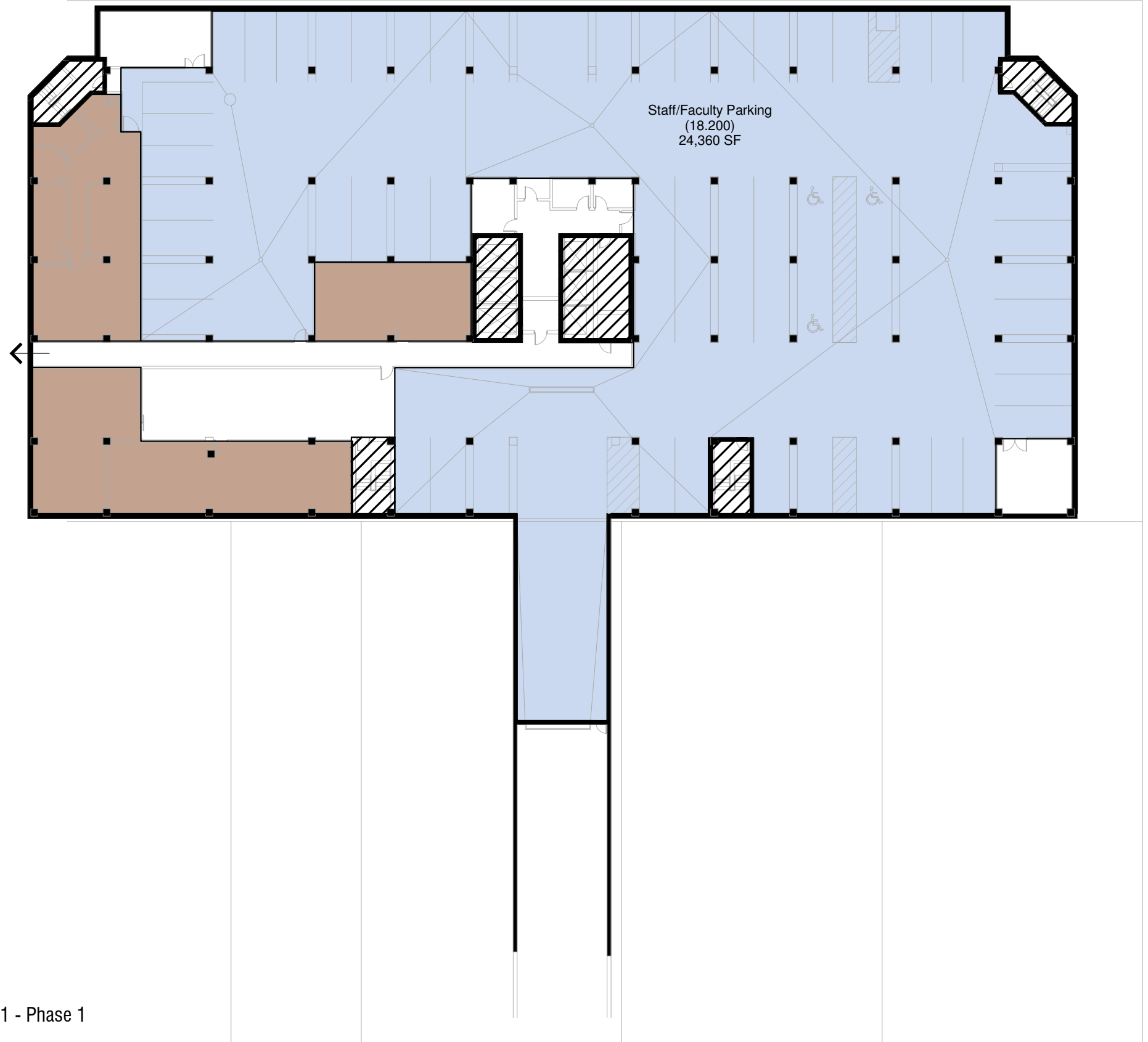
The new seventh floor addition in Phase 1 is comprised of a male and female general populations flex housing with a decentralized program & activities center area.

The new eighth floor addition in Phase 1 provides mental health general population housing along with associated decentralized program and services for inmates and medical/mental health administrative support services. In addition, restrictive housing would be located on this floor.

The new ninth floor addition in Phase 1 provides medical and mental health housing along with outpatient clinical services and medical/mental health administrative support services.

OPTION 1, PHASE 1

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Sub-Basement Floor Plan - Option 1 - Phase 1
DCSO Jail - PSB Renovation - Option 1v9
December 5, 2016

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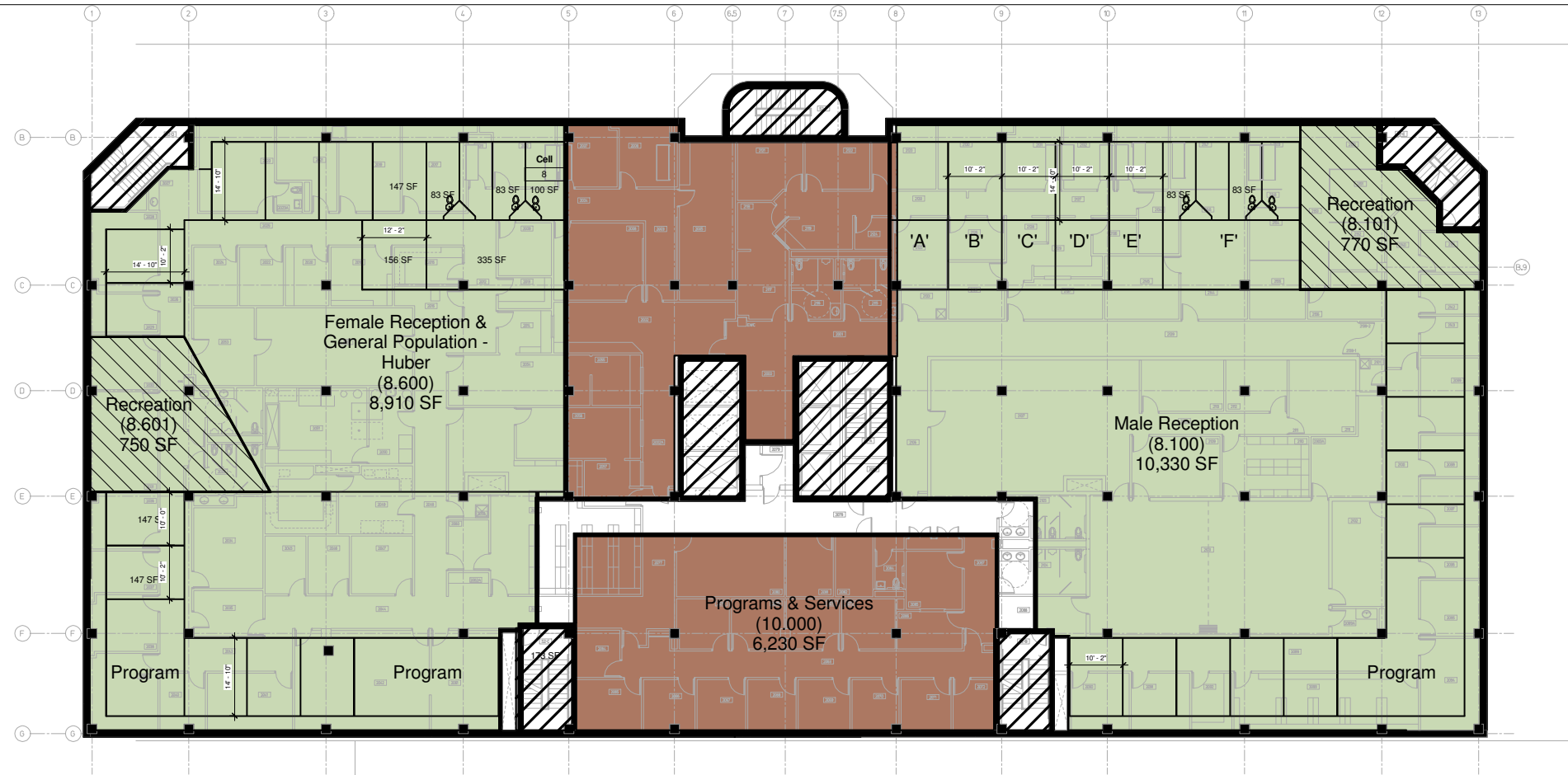
Basement Floor Plan - Option 1 - Phase 1
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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First Floor Plan - Option 1 - Phase 1
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

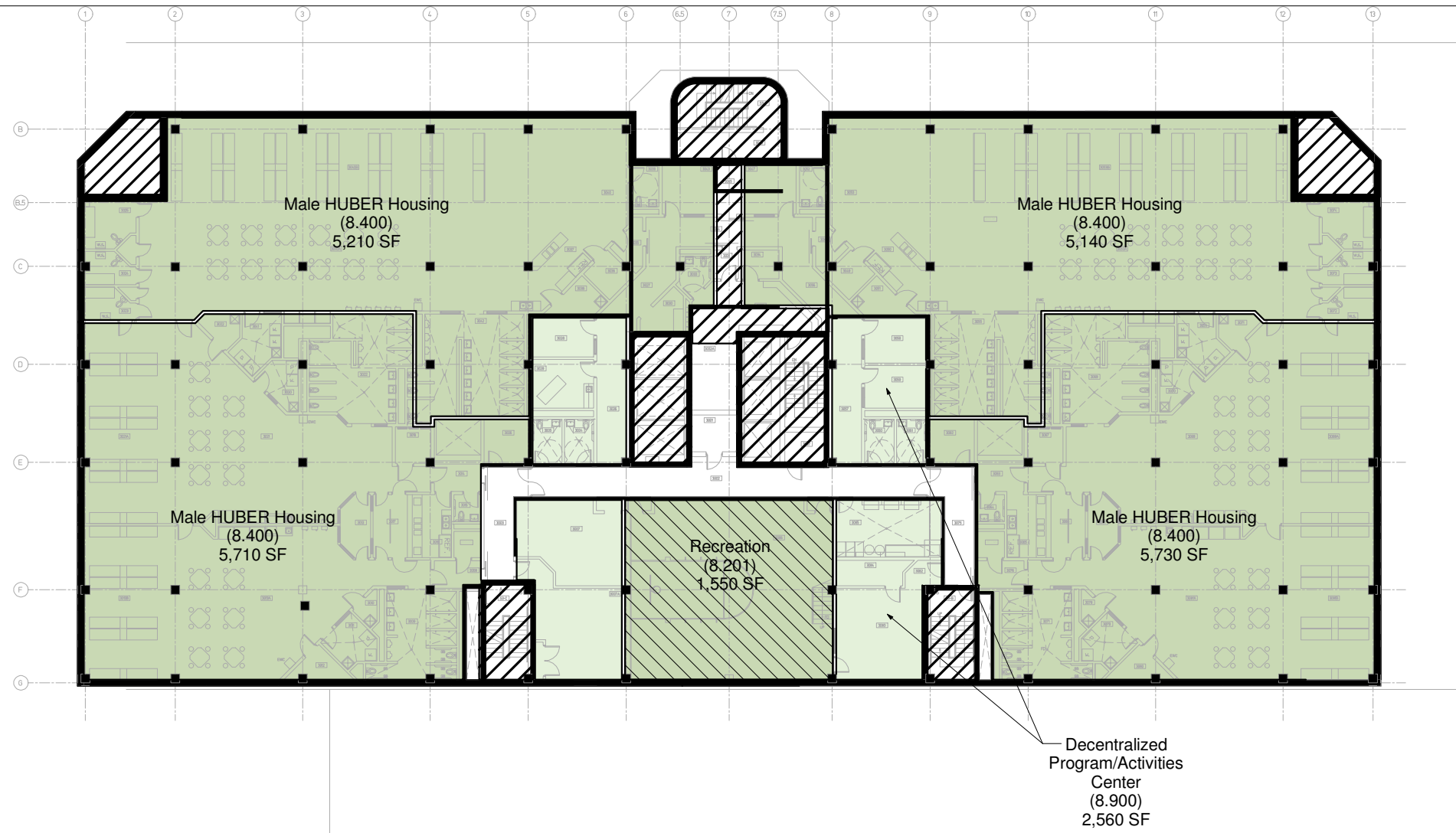
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Second Floor Plan - Option 1 - Phase 1
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

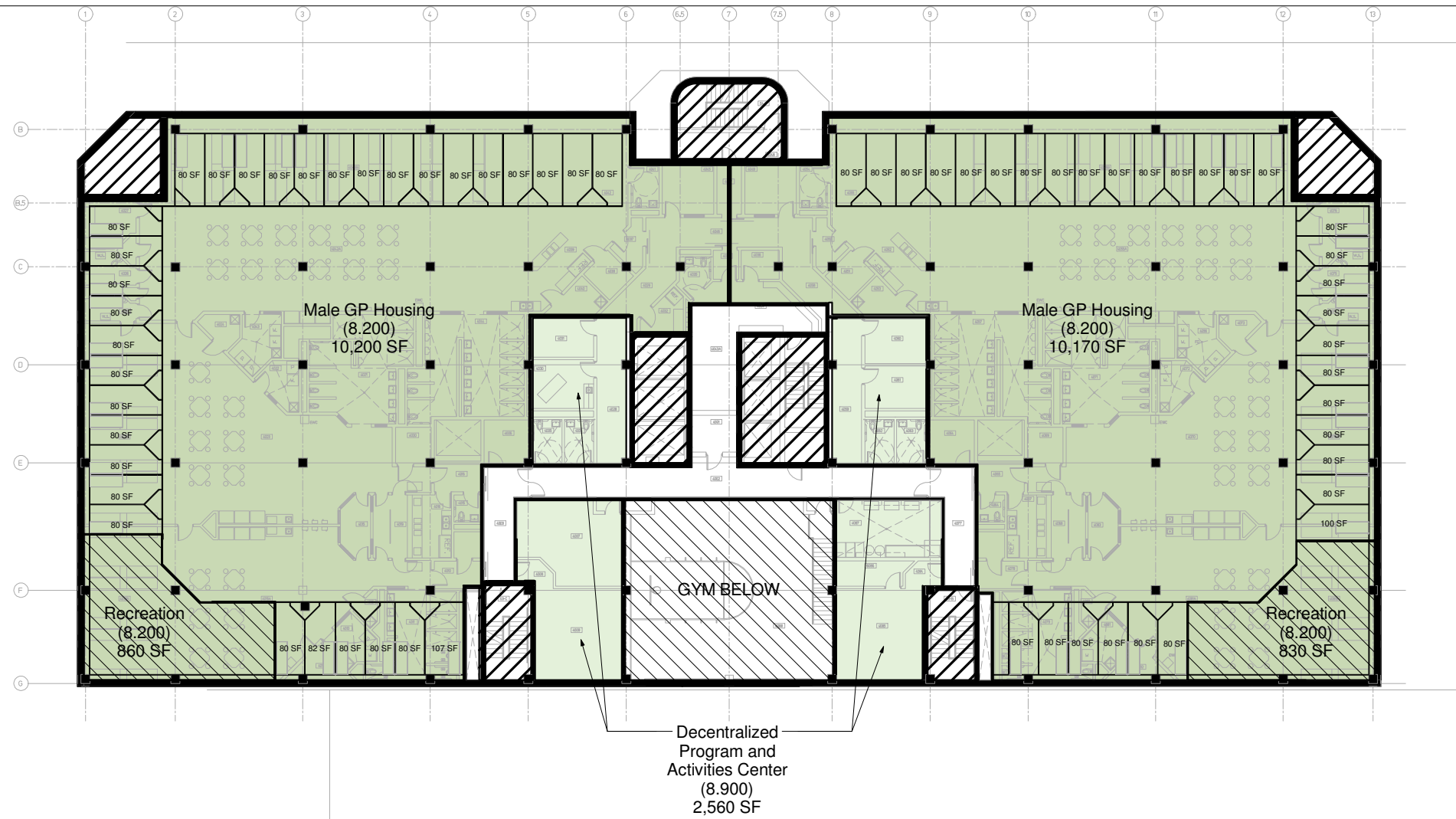
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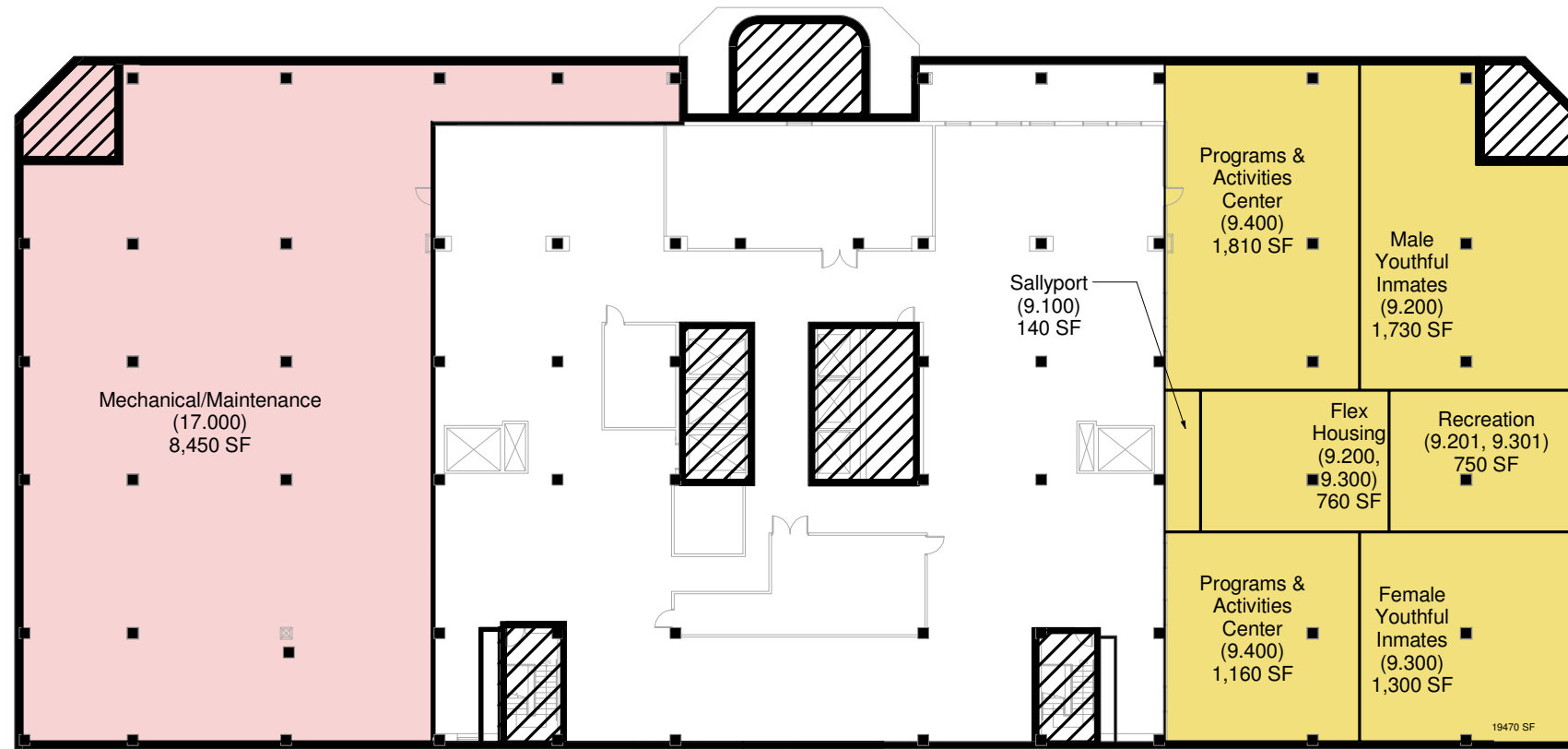
Third Floor Plan - Option 1 - Phase 1
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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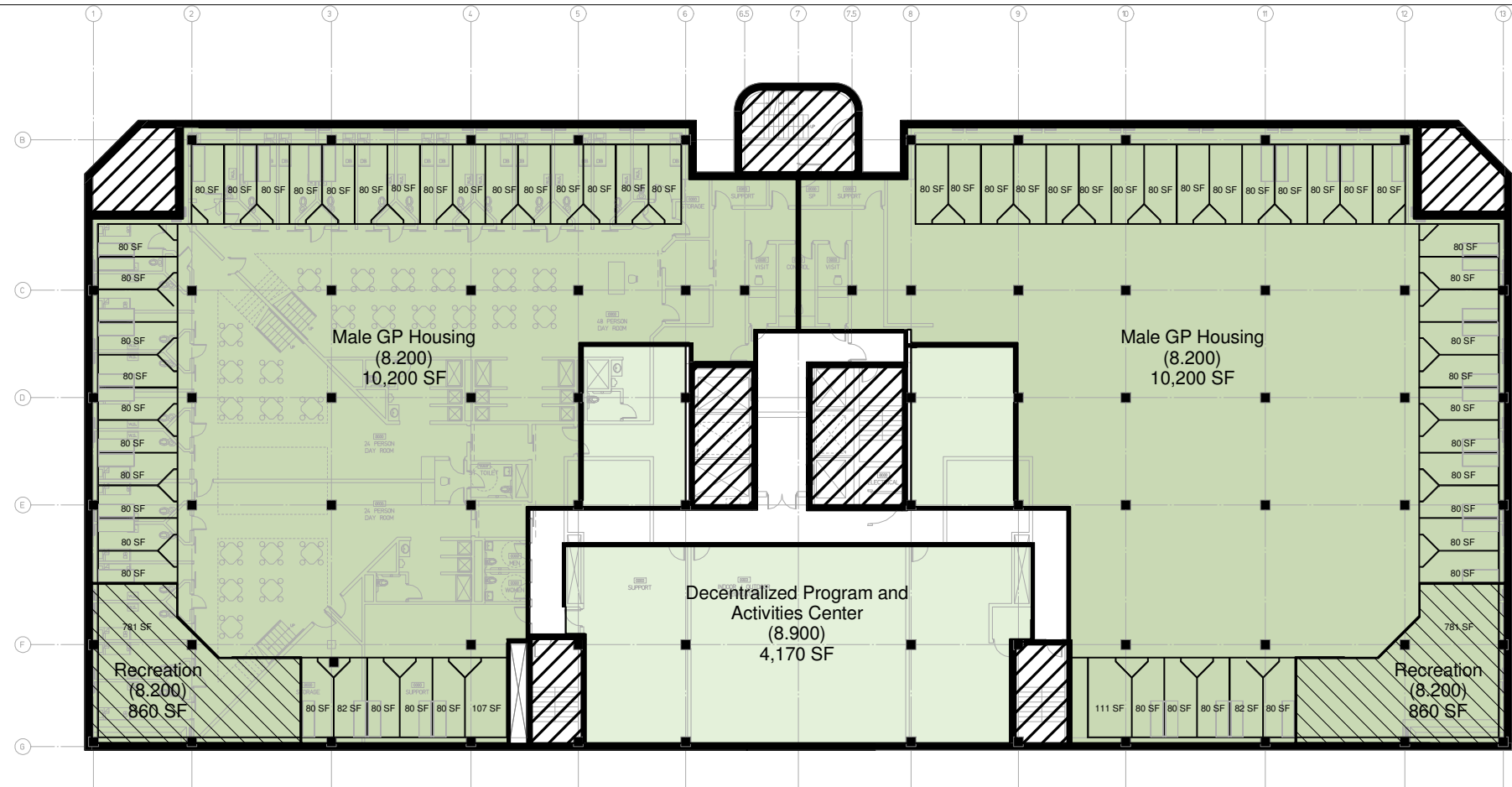
Fourth Floor Plan - Option 1 - Phase 1
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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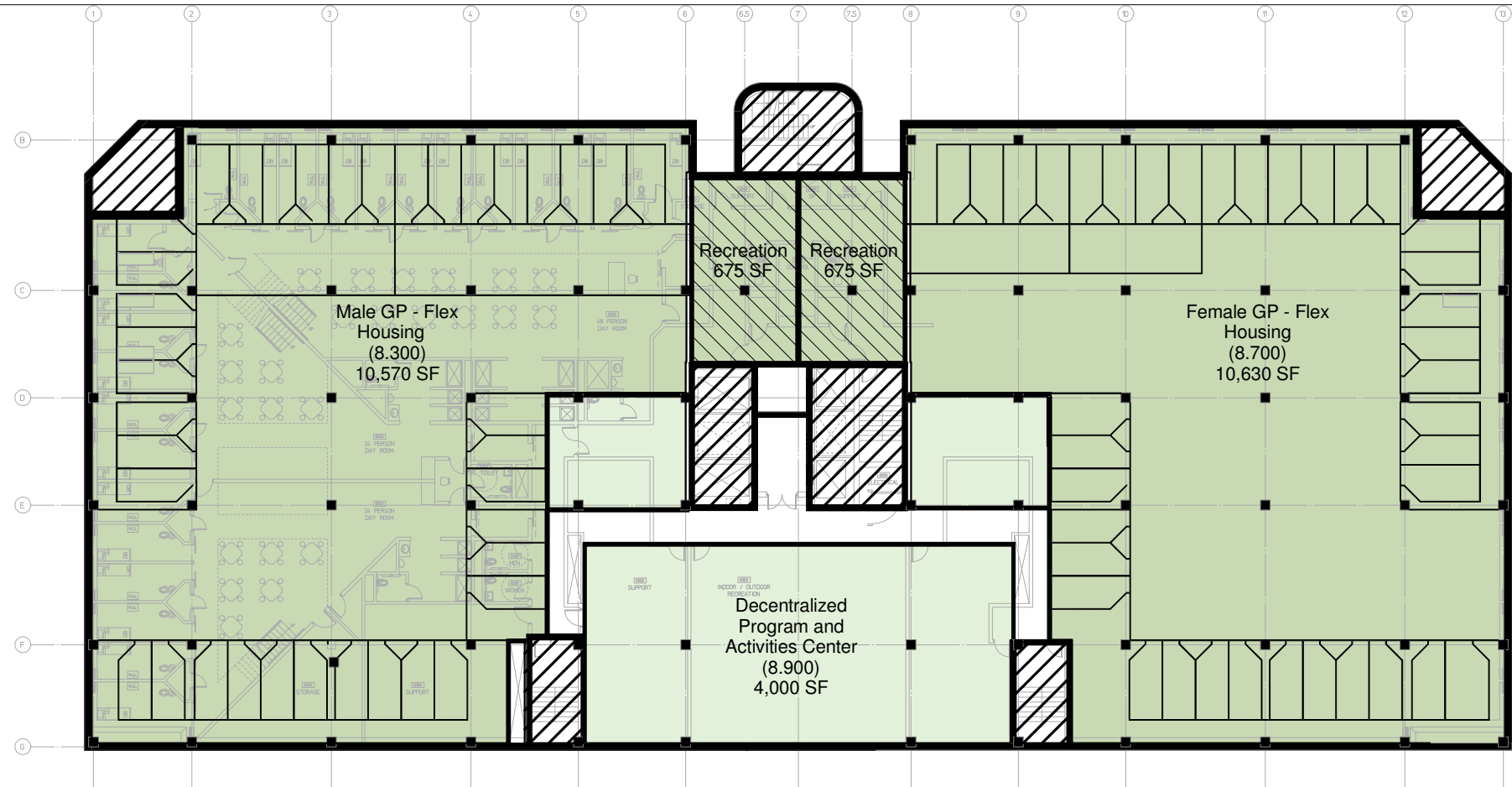
Fifth Floor Plan - Option 1 - Phase 1
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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Sixth Floor Plan - Option 1 - Phase 1
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

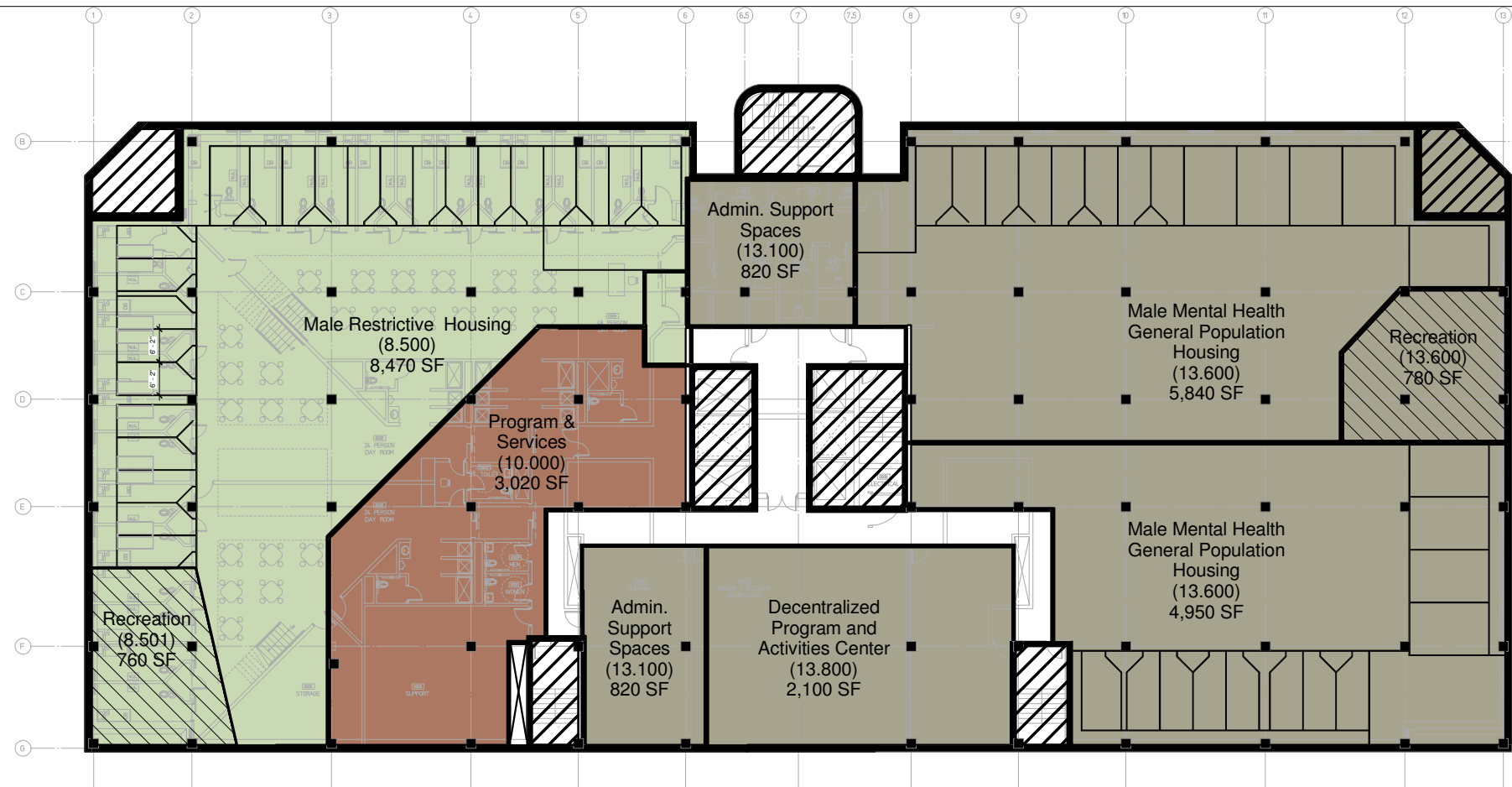
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Seventh Floor Plan - Option 1 - Phase 1
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

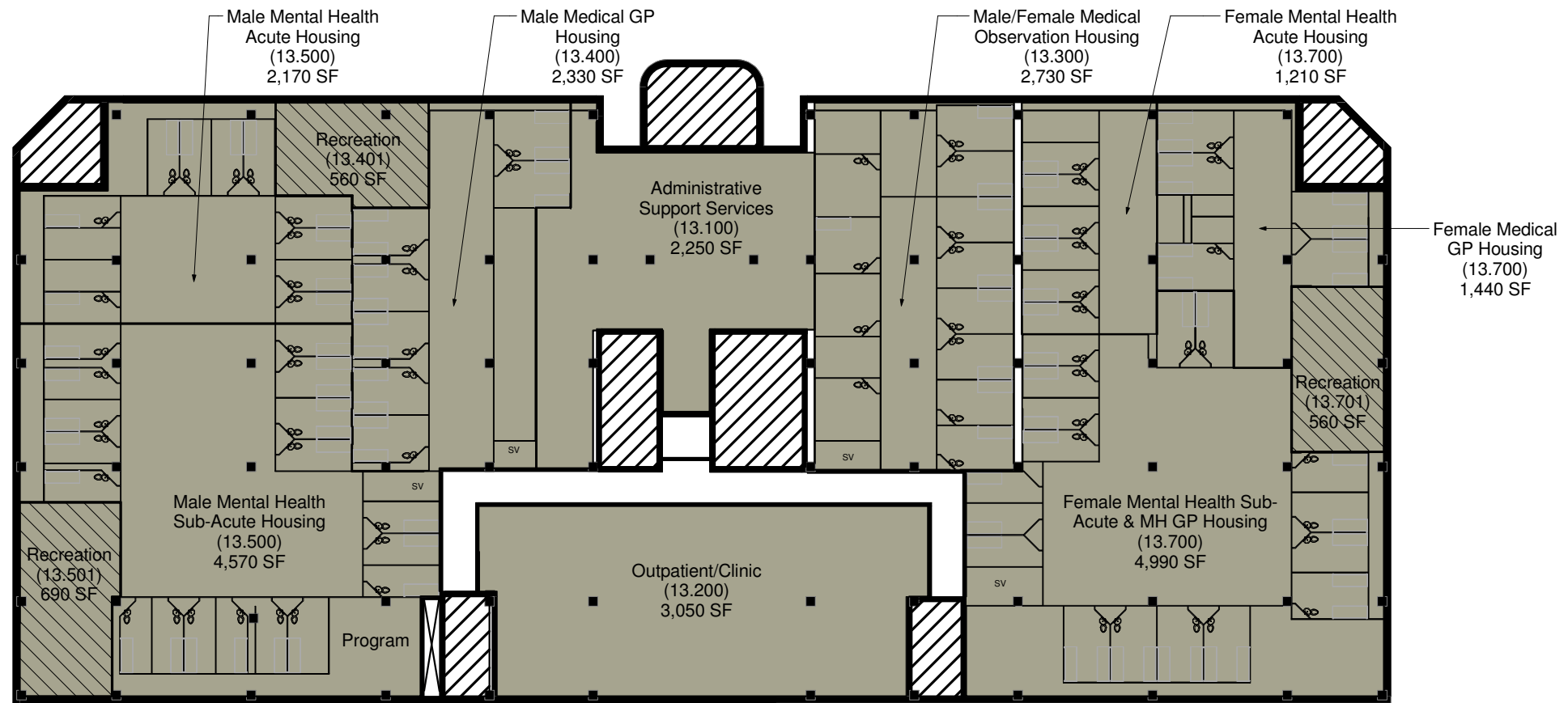
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Eighth Floor Plan - Option 1 - Phase 1
 DCSO Jail - PSB Renovation - Option 1v9
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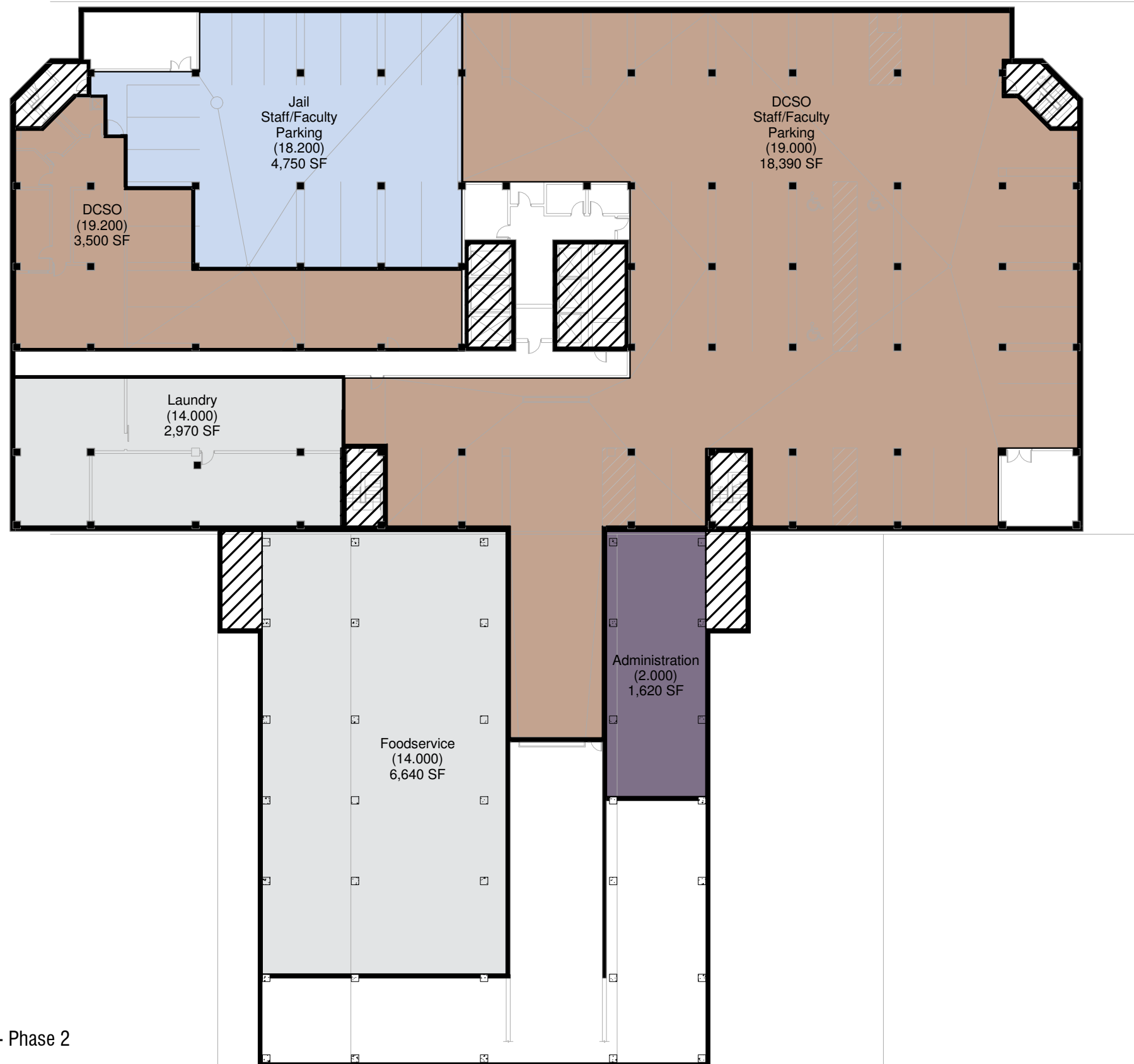


Ninth Floor Plan - Option 1 - Phase 1
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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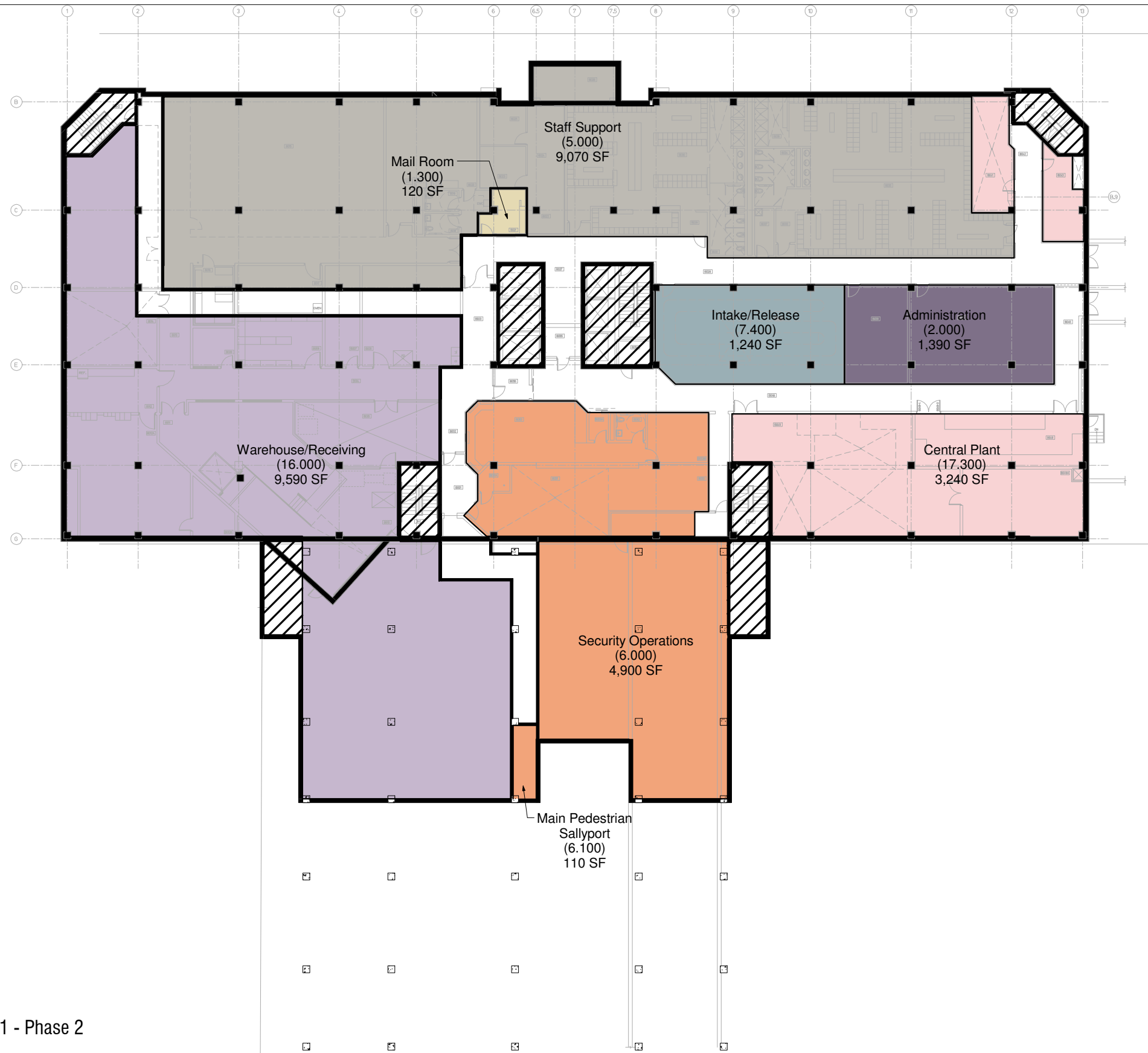
OPTION 1, PHASE 2

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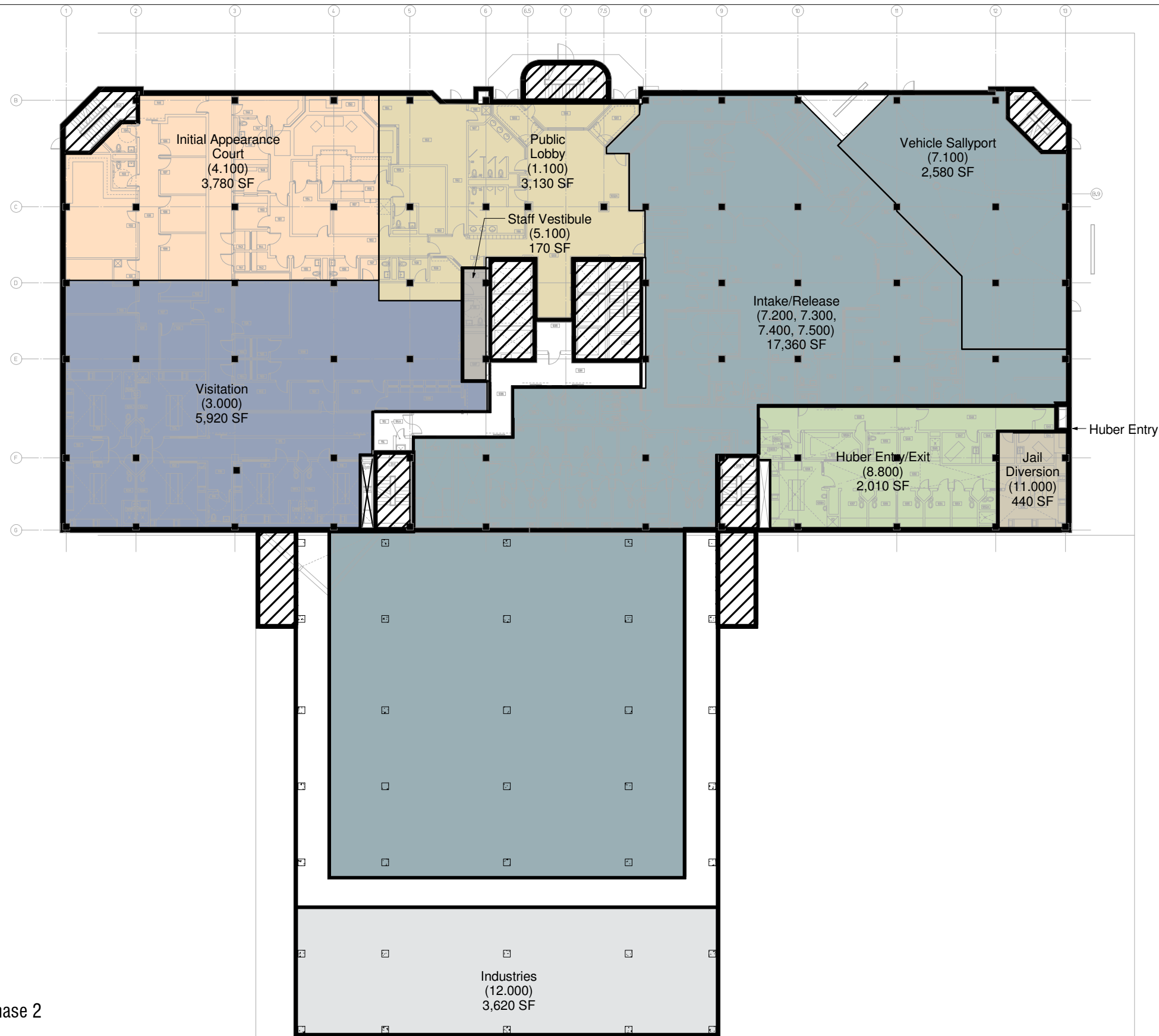
Sub-Basement Floor Plan - Option 1 - Phase 2
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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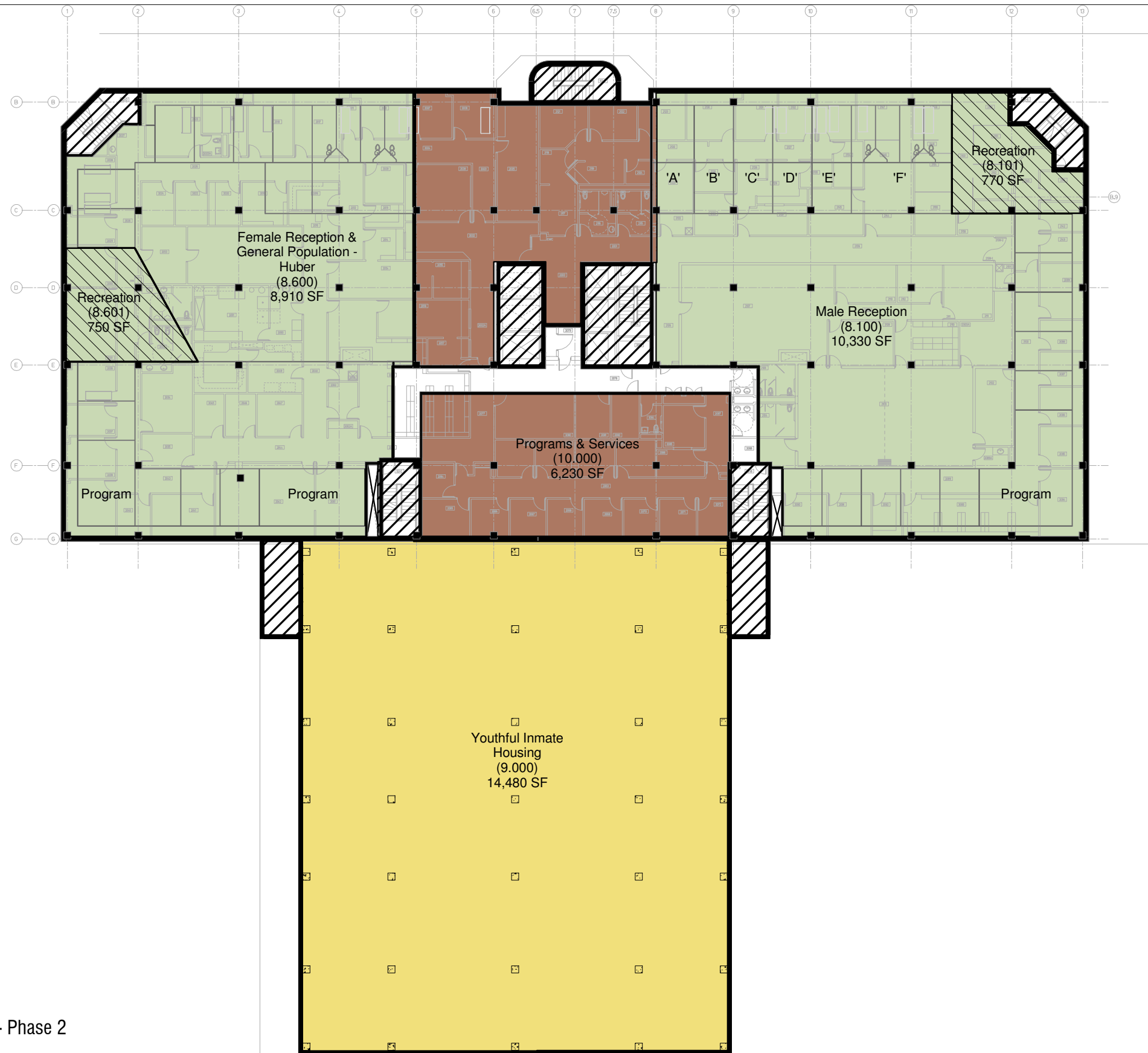
Basement Floor Plan - Option 1 - Phase 2
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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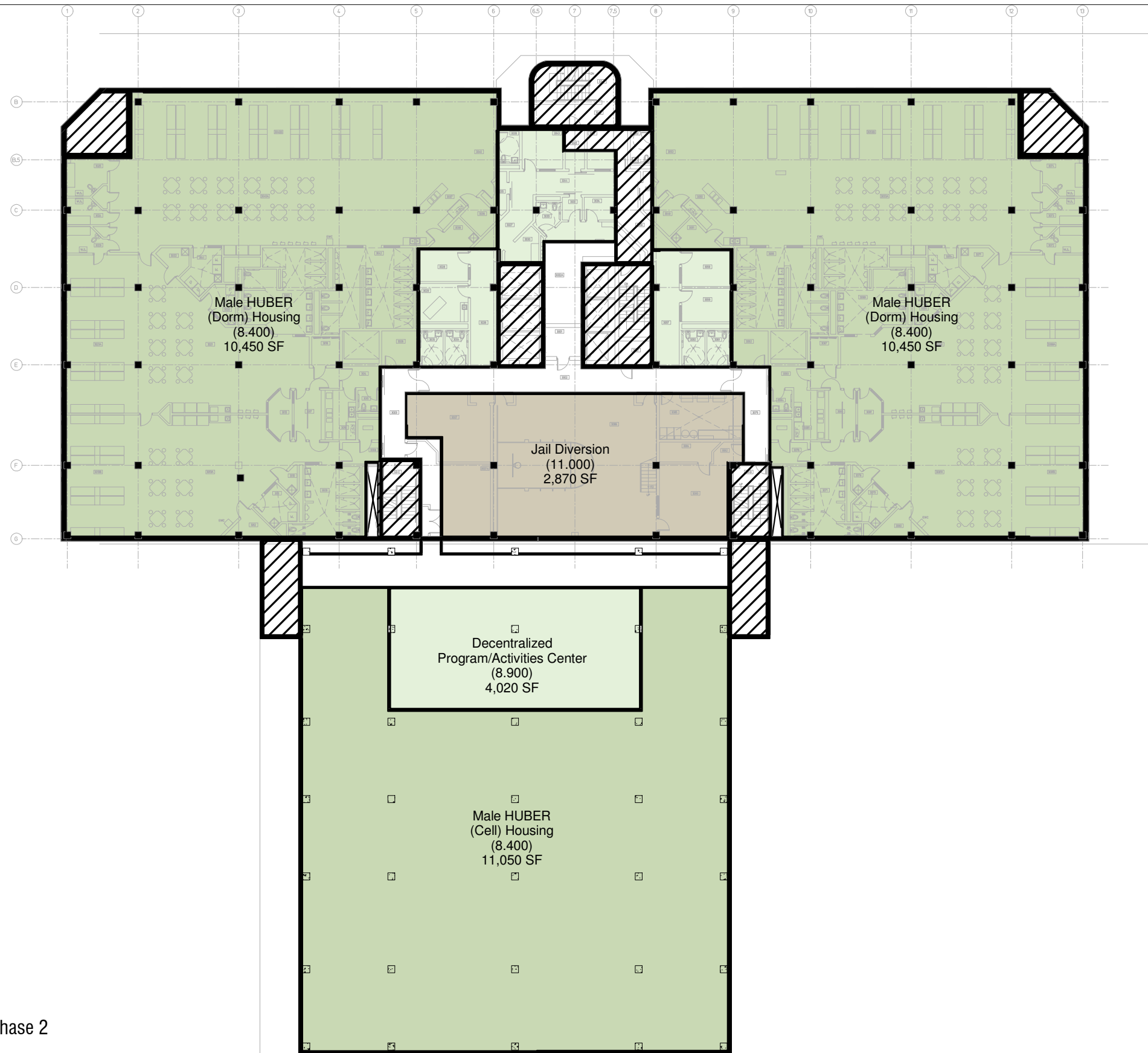
First Floor Plan - Option 1 - Phase 2
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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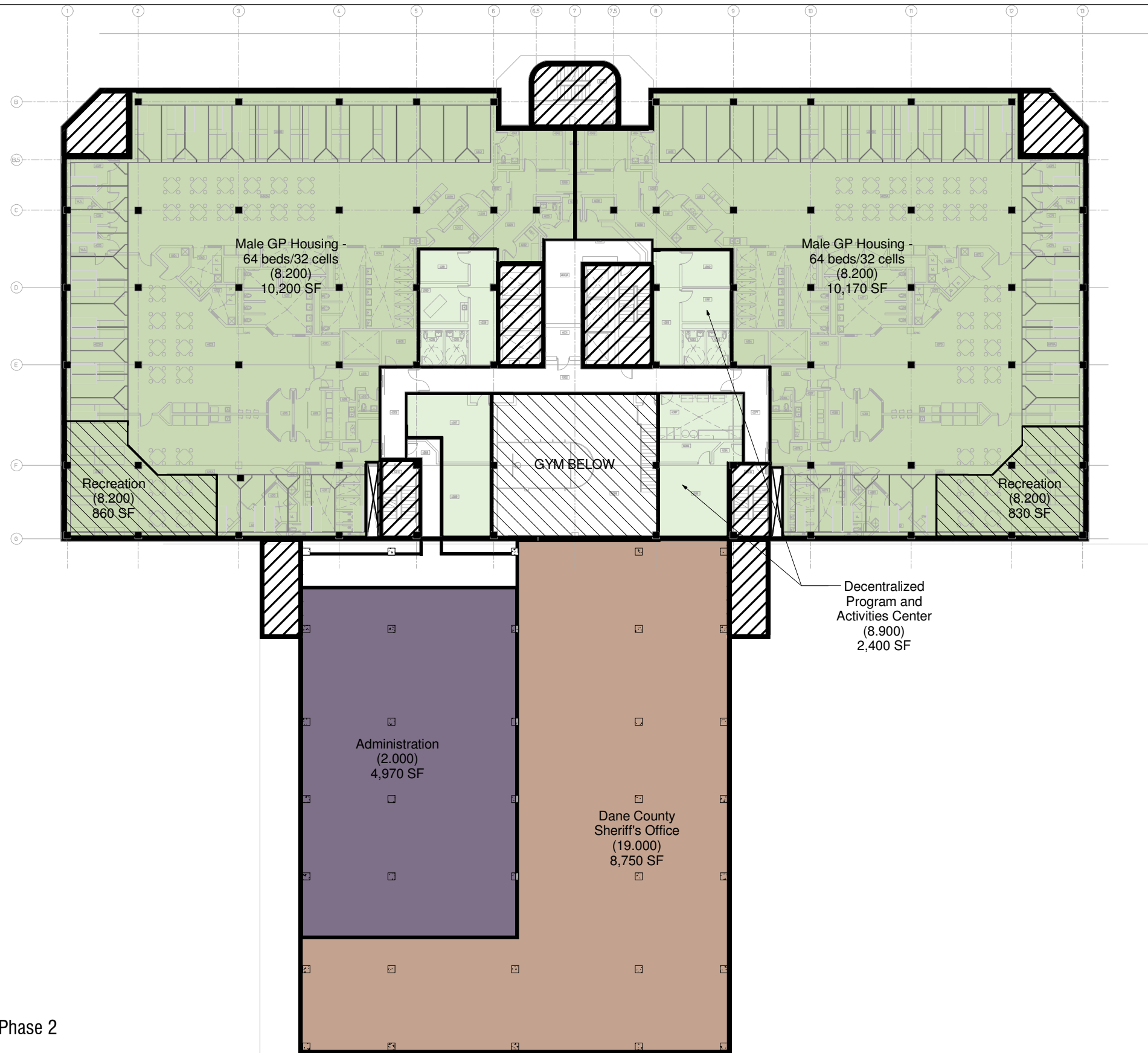
Second Floor Plan - Option 1 - Phase 2
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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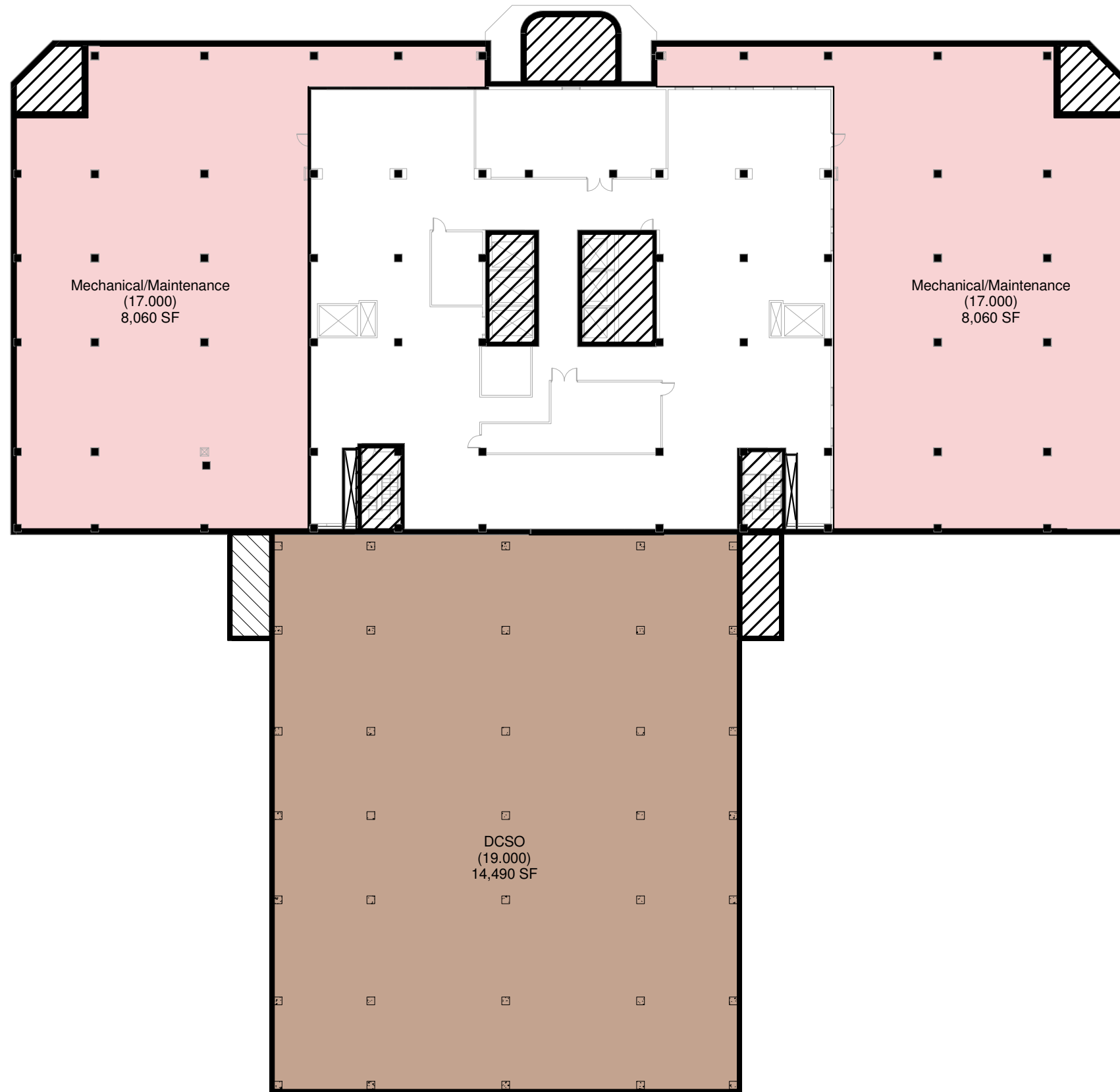
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 DCSO Jail - PSB Renovation - Option 1v9
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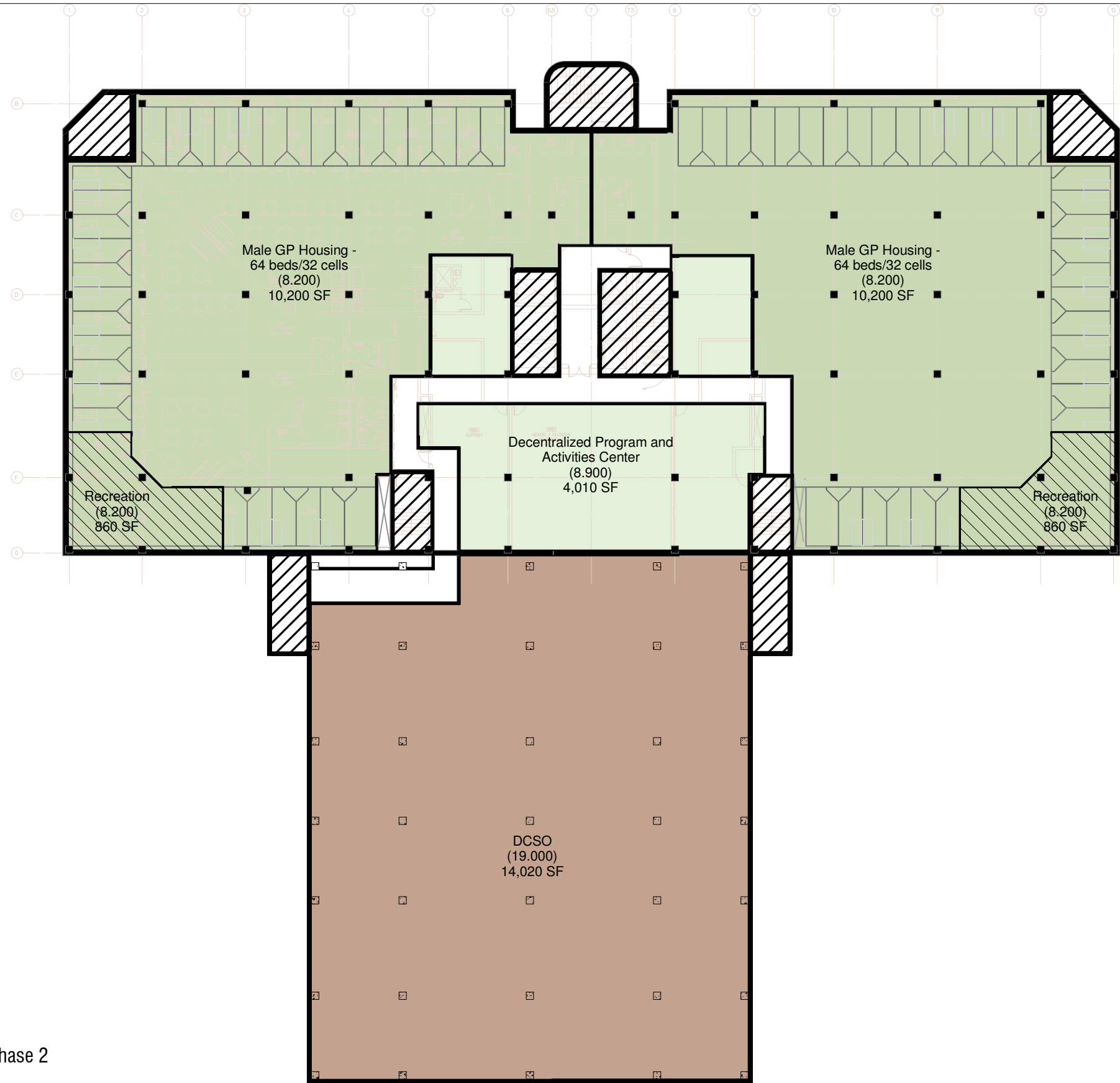
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 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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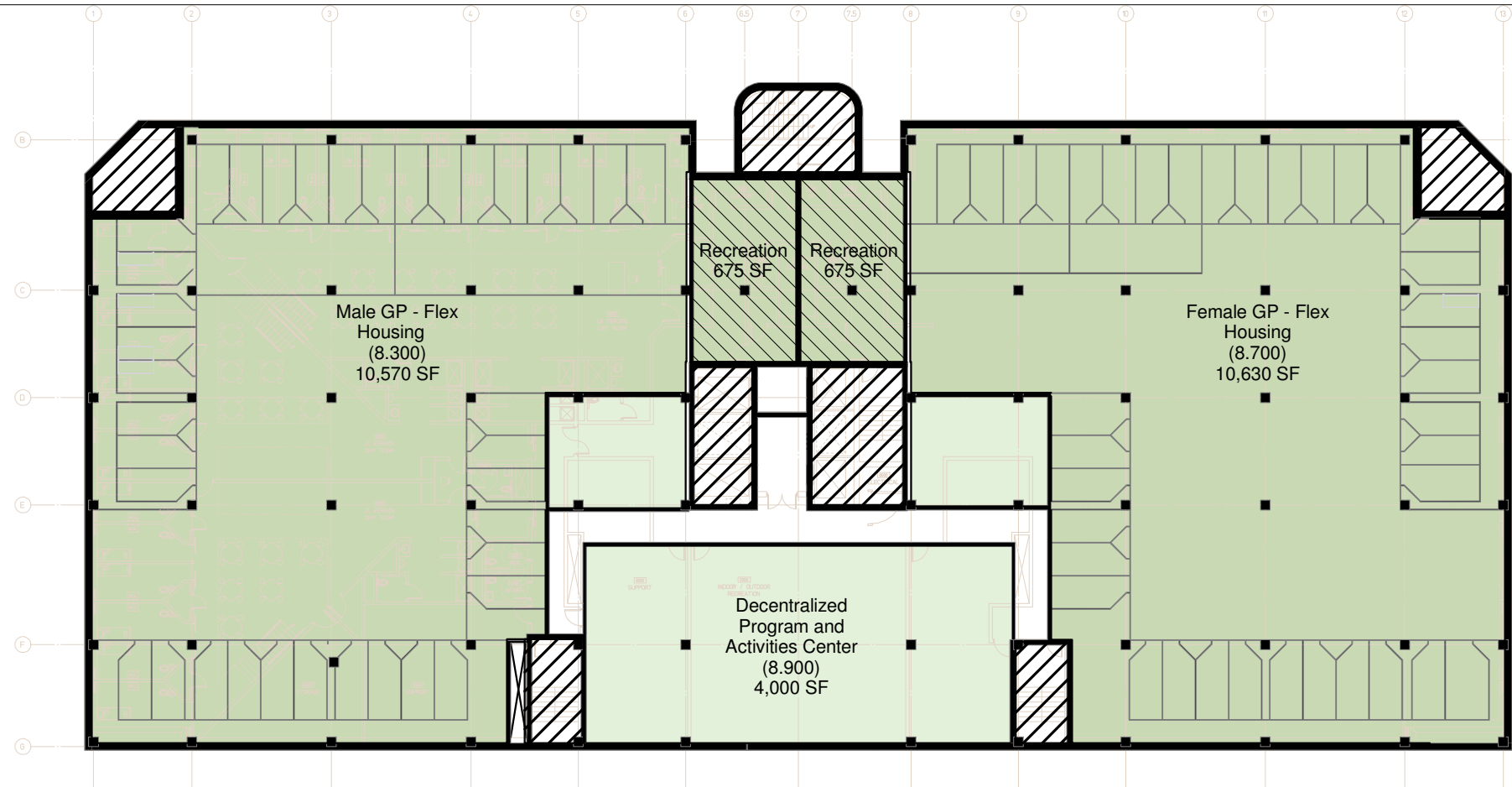
Fifth Floor Plan - Option 1 - Phase 2
DCSO Jail - PSB Renovation - Option 1v9
December 5, 2016

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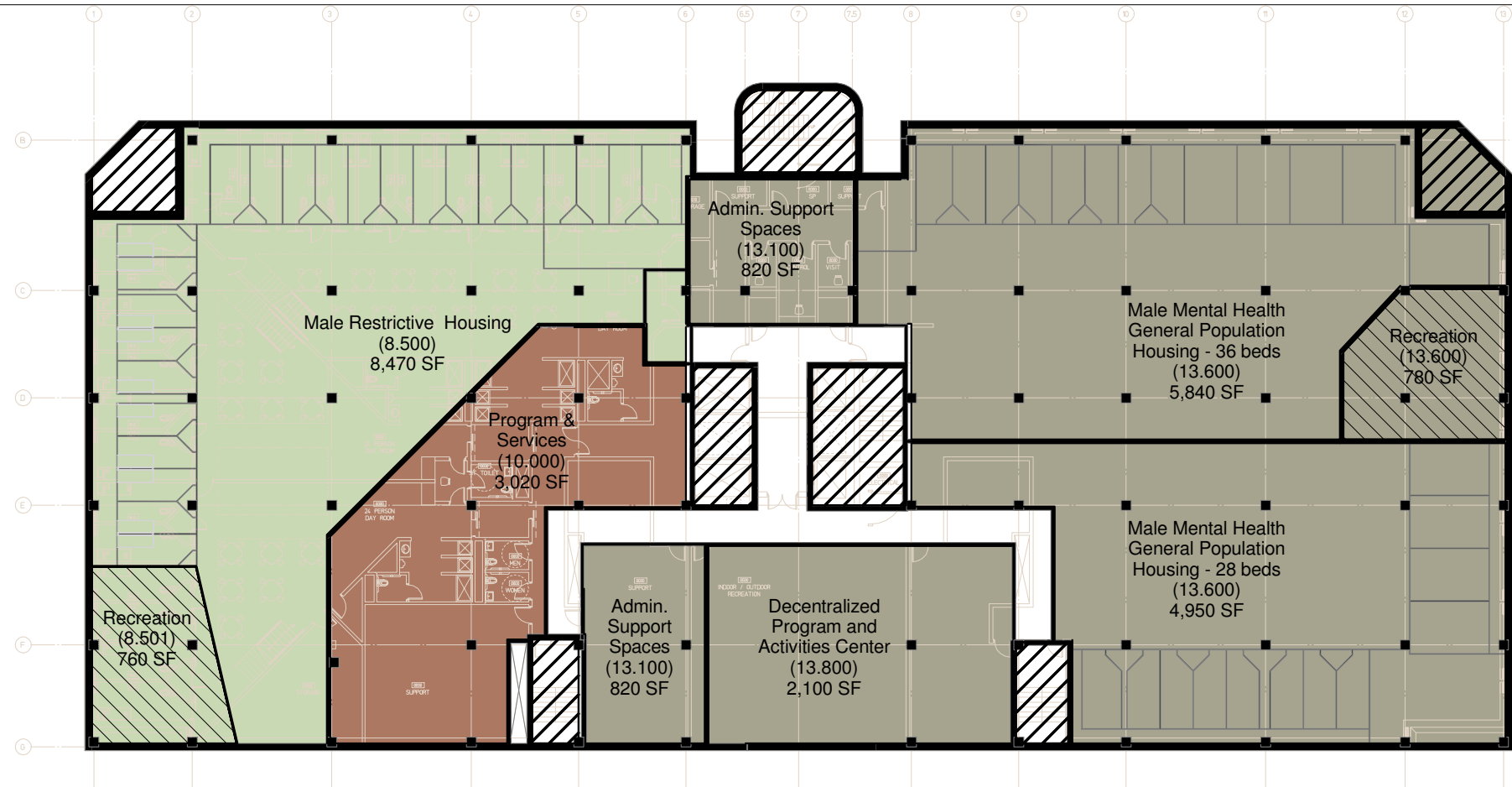
Sixth Floor Plan - Option 1 - Phase 2
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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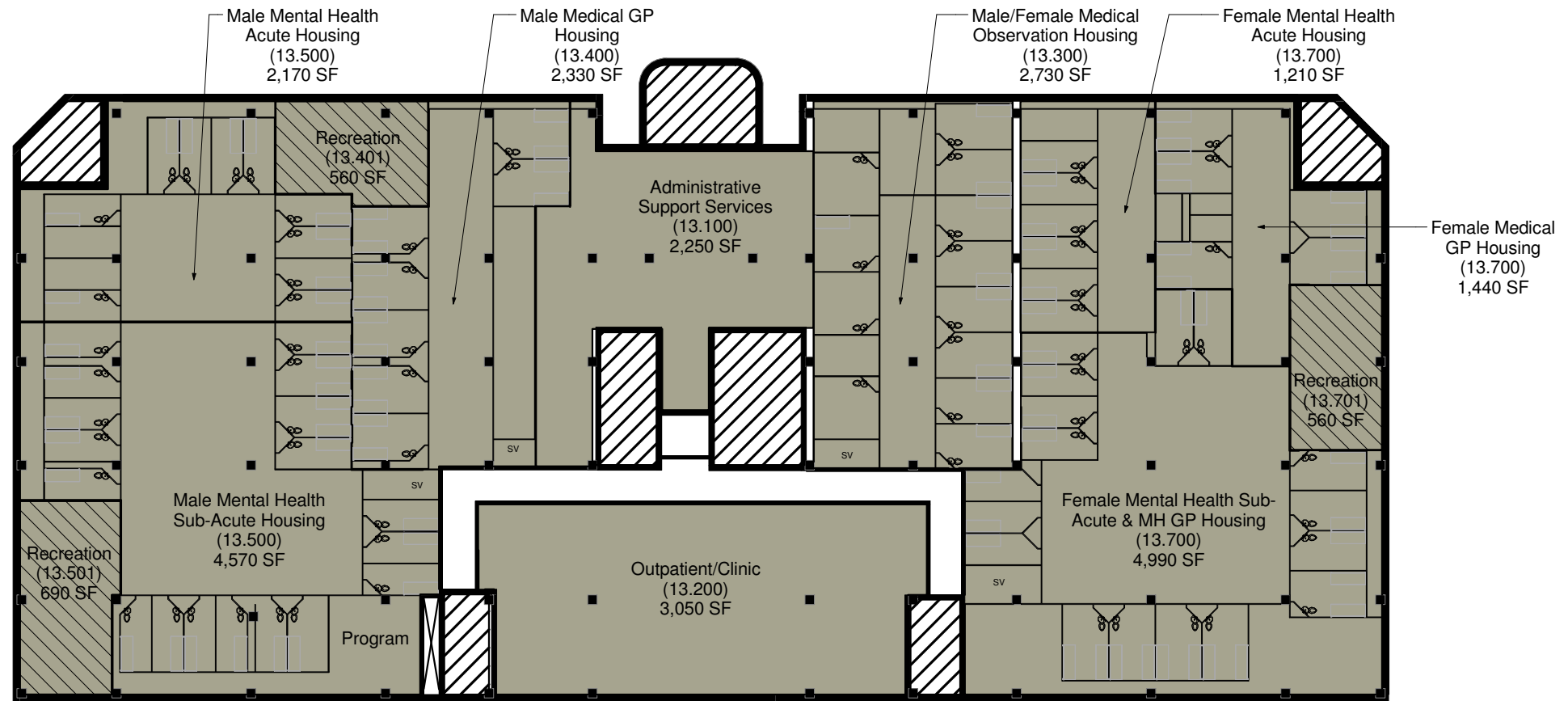
Seventh Floor Plan - Option 1 - Phase 2
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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Eighth Floor Plan - Option 1 - Phase 2
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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Ninth Floor Plan - Option 1 - Phase 2
 DCSO Jail - PSB Renovation - Option 1v9
 December 5, 2016

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#	Component	Program NSF	Grossing Factor	Program GSF	Design GSF	Delta	Notes
1.000	Public Lobby						
1.100	Public Lobby	2,506	1.40	3,508	1,970		
1.200	Security Screening	200	1.40	280			
1.300	Mail	840	1.35	1,134	110		basement floor
	Total:	3,546		4,922	2,080	2,842	
2.000	Administration						
2.100	Offices & Workstations	2,686	1.25	3,358			
2.200	Administration Support	1,211	1.35	1,635			
	Total:	3,897		4,992	4,830	162	
3.000	Vistation						
3.100	Vistor Reception	-	-	-			No specialized space.
3.200	Visitation	4,020	1.40	5,628			
3.300	Ancillary Vistation Spaces	640	1.25	800			
	Total:	4,660		6,428	2,320	4,108	
4.000	Initial Appearance Court						
4.100	Initial Appearance Court	2,525	1.50	3,788			
	Total:	2,525		3,788	2,720	1,068	
5.000	Staff Support						
5.100	Staff Entrance	60	1.35	81	170		first floor
5.200	Roll Call/Briefings	-	-	-			No specialized space.
5.300	Training/Line-Up Room	2,032	1.35	2,743			
5.400	Staff Lockers	4,980	1.35	6,723	5,900		
	Total:	7,072		9,547	6,070	3,477	
6.000	Security Operations						
6.100	Main Pedestrian Sallyport	200	1.45	290	130		
6.200	Security Offices	1,135	1.25	1,419			
6.300	Central Control	675	1.45	979	2,030		
6.400	Cell Entry Team (CET)	975	1.45	1,414			
6.500	Armory	410	1.45	595			
6.600	Key Storage/Shop	200	1.45	290			
	Total:	3,595		4,986	2,160	2,826	
7.000	Intake/Release						
7.100	Vehicle Sallyport	6,090	1.00	6,090	2,580	3,510	
7.200	Arrest Processing	1,300	1.45	1,885	10,460		
7.300	Intake-Release Processing	6,217	1.45	9,015	-		
7.400	Property/Shower/Search	4,372	1.45	6,339	1,240		basement property room
7.500	Transportation	735	1.35	992			
	Total:	18,714		24,321	14,280	10,041	
8.000	Housing-Adult Inmates						
8.100	Male Reception	7,520	1.65	12,408	10,330		(>8 hours)
	Outdoor Exercise Yard			750	770		
8.200	Male General Population	6,480	1.65	10,692	10,200		fourth floor
	Outdoor Exercise Yard			750	860		
8.200	Male General Population	6,480	1.65	10,692	10,170		fourth floor
	Outdoor Exercise Yard			750	830		
8.200	Male General Population	6,480	1.65	10,692	10,200		sixth floor
	Outdoor Exercise Yard			750	860		
8.200	Male General Population	6,480	1.65	10,692	10,200		sixth floor
8.201	Outdoor Exercise Yard			750	860		
8.300	Male General Population - Flex	7,520	1.65	12,408	10,570		[64 beds per pod; 1 pod]
8.301	Outdoor Exercise Yard			750	675		
8.400	Male General Population - Huber	6,880	1.65	11,352	5,210		[64 beds per pod; 3 pods]
	Outdoor Exercise Yard			750	1,550		
8.400	Male General Population - Huber	6,880	1.65	11,352	5,140		
	Outdoor Exercise Yard			750			
8.400	Male General Population - Huber	6,880	1.65	11,352	5,730		Exterior SF: 2250
	Outdoor Exercise Yard			750			

#	Component	Program NSF	Grossing Factor	Program GSF	Design GSF	Delta	Notes
8.500	Male General Population - Huber				5,710		
8.501	Male Restrictive Housing	4,340	1.65	7,161	8,470		[24 beds per pod; 1 pod]
8.600	Female Reception & General Population - Huber	7,400	1.65	12,210	8,910		FR: (>8 hours) GP-Huber: [48 beds per pod; 1 pod]
8.601	Outdoor Exercise Yard			1,500	750		
8.700	Female General Population - Flex	7,250	1.65	11,963	10,630		[64 beds per pod; 1 pod]
8.701	Outdoor Exercise Yard			750	675		
8.800	Huber Entry/Exit Vestibule/Sallyport	1,888	1.50	2,832			
8.900	Decentralized Programs/Activities Center	3,405	1.40	4,767	5,120		third & fourth floor
8.900	Decentralized Programs/Activities Center	3,405	1.40	4,767	4,170		sixth floor
8.900	Decentralized Programs/Activities Center	3,405	1.40	4,767	4,000		seventh floor
	Total:	92,693		150,107	124,760	25,347	
9.000	Housing - Youthful Inmates						
9.100	Youthful Inmate Housing Sallyport	80	1.65	132	140		
9.200	Male Youthful Inmate	3,520	1.65	5,808	1,730		[16 beds per pod; 1 pod]
9.201	Recreation				750		Shared with 9.300
9.300	Female Youthful Inmate	2,840	1.65	4,686	1,300		[8 beds per pod; 1 pod]
9.301	Recreation						Shared with 9.101
9.400	Youthful Inmate - Flex				760		
9.400	Youthful Inmate Programs & Activities Center	3,245	1.40	4,543	2,970		
	Total:	9,685		15,169	7,650	7,519	Total Exterior SF 1500
10.000	Programs & Services						
10.100	Administration	2,608	1.25	3,260	6,230		3 areas on the 2nd and 7th Floors
10.200	Classification	1,355	1.25	1,694			
10.300	Library	1,325	1.40	1,855			
10.400	Central Programs Center	2,657	1.40	3,720	3,020		
	Total:	7,945		10,529	9,250	1,279	
11.000	Jail Diversion				1,390		
11.100	Jail Diversion	2,585	1.25	3,231	1,070		
	Total:	2,585		3,231	2,460	771	
12.000	Industries						
12.100	Industries	2,810	1.40	3,934			
	Total:	2,810		3,934	0		
13.000	Health Care Industries						
13.100	Administration Support Spaces	2,573	1.35	3,474	3,890		
13.200	Outpatient/Clinic Services	2,570	1.35	3,470	3,050		
13.300	Male & Female Medical Observation	2,630	1.40	3,682	2,730		[12 beds]
13.400	Male Medical GP Housing	3,975	1.40	5,565	2,330		[28 beds] Subtotal Exterior SF: 750
13.401	Outdoor Exercise Yard			(750)	560		
13.500	Male Acute & Sub-Acute Mental Health Housing	4,706	1.65	7,765	6,740		31 beds plus 2 safety cells. Subtotal Exterior SF 750.
13.501	Outdoor Exercise Yard			(750)	690		
13.600	Male Mental Health GP Housing	2,455	1.65	4,051	5,840		
13.600	Male Mental Health GP Housing	2,455	1.65	4,051	4,950		
13.601	Outdoor Exercise Yard			(750)	780		
13.700	Female Medical/Mental Health Housing	6,346	1.65	10,471	7,640		[57 beds] Subtotal Exterior SF: 500.
13.701	Outdoor Exercise Yard			(750)	560		

#	Component	Program NSF	Grossing Factor	Program GSF	Design GSF	Delta	Notes
13.800	Combined Health Care Housing Decentralized Program & Activities Center	1,266	1.65	2,089	2,100		
	Total:	28,976		44,616	39,270	5,346	Total Exterior SF 2750
14.000	Foodservice						
14.100	Foodservice Storage, Office, Restrooms, Break/Training Room	975	1.40	1,365			
14.200	Production	1,771	1.40	2,479			
14.300	Sanitation	838	1.40	1,173			
14.400	Staff Dining	1,090	1.50	1,635			
14.500	Foodservice Loading Dock						No specialized space.
	Total:	4,674		6,653	0		
15.000	Laundry						
15.100	Laundry Room	620	1.50	930			
15.200	Washers/Dryers/Folding	1,240	1.50	1,860			
	Total:	1,860		2,790	0		
16.000	Warehouse/Commissary						
16.100	Warehouse	4,199	1.20	5,039	6,890		
16.200	Commissary	250	1.10	275			
16.300	Receiving Loading Dock	3,050	1.00	3,050	2,290		
	Total:	7,499		8,364	9,180	-816	
17.000	Maintenance/Central Plant						
17.100	Maintenance Shop/Stockroom	2,007	1.20	2,408			
17.200	Satellite Maintenance Shop	440	1.10	484			
17.300	Central Mechanical Plant	5,000	1.10	5,500	8,450		excludes existing mechanical penthouse
	Total:	7,447		8,392	11,690	-3,298	
18.000	Parking						
18.100	Parking	-	-	(1,800.00)			Subtotal Exterior SF: 1800
18.200	Staff/Facility Parking	-	-	(7,080.00)			Subtotal Exterior SF: 5580
	Total:	-	-	(8,880.00)	24,360		Total Exterior SF: 7380
19.000	Dane County Sheriff's Office						
19.100	Public Lobby/Reception	956	1.40	1,338			
19.200	Executive Services (ExServ)						
19.201	ExServ Administration	4,245	1.40	5,943			
19.228	ExServ Administration Support	1,676	1.35	2,263			
19.300	Field Services						
19.301	Field Services Administration	4,026	1.25	5,033			
19.322	Field Services Support	1,961	1.35	2,647			
19.400	Support Services						
19.401	Support Services Administration	980	1.40	1,372			
19.406	Child Support Enforcement	96	1.40	134			
19.407	Civil Process	738	1.25	923			
19.411	Conveyances, Extraditions, Court Services	432	1.25	540			
19.416	Evidence Storage/Processing	5,592	1.40	7,829	1,340		
19.438	Records	1,031	1.25	1,289			
19.442	Technology	1,380	1.40	1,932			
19.451	Warrants						No specialized Space
19.452	Support Services Support	1,626	1.25	2,033			
19.500	Law Enforcement Staff Support						
19.501	Staff Entrance Weather Vestibule	80	1.35	108			
19.502	Training Room	1,925	1.35	2,599			
19.509	Staff Dining						No Specialized Space
19.510	Staff Lockers/Fitness	4,310	1.40	6,034			
19.600	Parking						
19.601	Public Parking			(1,800.00)			Subtotal Exterior SF: 1800

Dane County Jail Sheriff's Office
 Operational Architectural Program - Option 1

#	Component	Program NSF	Grossing Factor	Program GSF	Design GSF	Delta	Notes
19.602	Staff Facility Parking			(15,500.00)			Subtotal Exterior SF: 15500 Total Exterior SF: 17300
	Total:	32,174		43,416	1,340		

C. OPTION 2 SPECIFICS – (See corresponding Option 2 diagrams below)

This option uses County owned property and the two adjacent properties (222 Carroll Street & 112 West Wilson Street) for an addition to the PSB. The addition provides a footprint similar to the existing PSB, allowing for the simplified layout of the housing units. This option also provides less of a height impact on surrounding buildings as well as added efficiencies of a shorter/wider building compared to a high-rise.

The sub-basement floor in the Phase 1 addition provides for expansion of the Sheriff's Office underground parking and accommodates Jail Diversion. The remaining areas remain largely unchanged. Phase 2 provides space for foodservice and laundry, relocates Jail Diversion, and results in a rework of the Sheriff's Office parking and evidence storage areas.

The basement floor in Phase 1 addition expands security operations, relocates the maintenance shop, provides male and female reception housing units, and relocates warehouse and receiving/loading dock. Phase 1 remodels storage space into partial jail administration space and expands staff support space in warehouse space no longer used. The basement floor of Phase 2 remains unchanged.

The first floor in the Phase 1 addition expands intake/release, accommodates Jail administration, and provides mezzanine areas for male and female reception housing units. Phase 1 relocates Jail administration to the first floor addition to allow expansion of initial appearance court (IAC), visitation, and the public lobby. A Huber entry/exit and changeover space is created and space for industries is provided. A space for Jail Diversion staff/client contact with separate entry is also provided in this Phase. Phase 2 relocates Jail Administration to seventh floor addition to accommodate industries.

The second floor in the Phase 1 relocates the Sheriff's Office to a remote location (to be determined) and the floor is remodeled for male medical and mental health general population housing, male and female medical observation, associated administrative support services, and decentralized programs and services. The Phase 1 addition accommodates male mental health housing, female medical and mental health housing and outpatient/clinical services as well as jail programs and services. The second floor of Phase 2 remains unchanged.

The third floor in Phase 1 remodels the six dorm housing units to two dorm-style Huber housing units of 64-beds each. Ancillary space would be remodeled for decentralized program and activities center. The Phase 1 addition provides one cell-style Huber housing unit, and male and female general population flex housing unit with mezzanine housing on the fourth floor. The third floor of Phase 2 remains unchanged.

The fourth floor in Phase 1 remodels the six dorm housing units to two general population housing units of 64-beds each. Ancillary space would be remodeled to a decentralized program and activities center. The Phase 1 addition provides mezzanine housing for male and female general population flex housing unit along with additional decentralized programs and services space. The fourth floor of Phase 2 remains unchanged.

The fifth floor in Phase 1 keeps the mechanical penthouse unchanged. The Phase 1 addition accommodates male restrictive housing, male and female youthful inmate housing and the associated decentralized programs and activities center. Additional mechanical and

maintenance space for the addition is also located here. The fifth floor of Phase 2 remains unchanged.

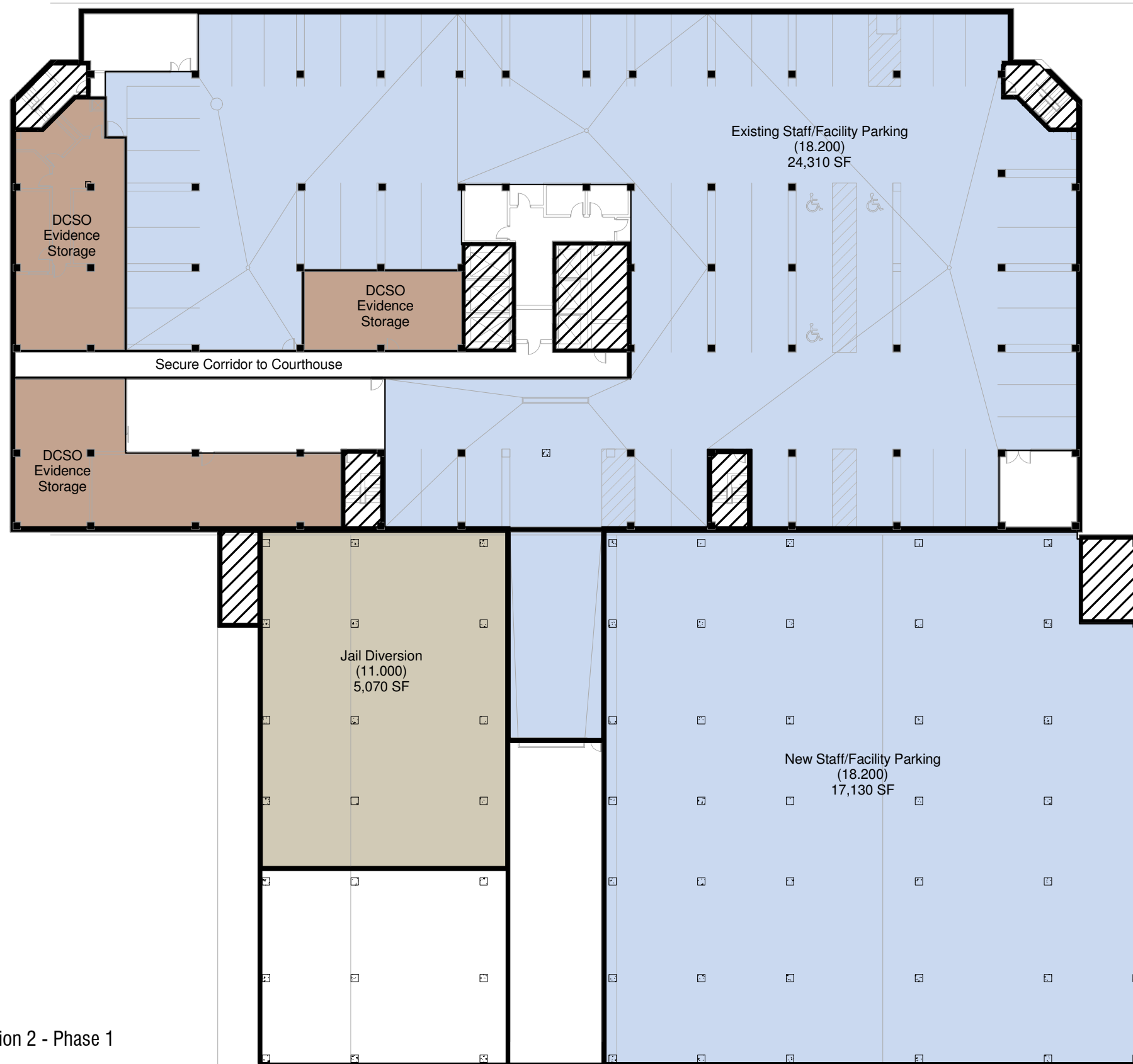
The sixth floor in the Phase 1 addition accommodates two male general population housing units and the associated decentralized programs and activities center as well as Jail diversion spaces. The sixth floor of Phase 2 remains unchanged.

The seventh floor in the Phase 2 addition accommodates the relocated Jail administration and partial program spaces of the Sheriff's Office.

The eighth floor in the Phase 2 addition accommodates the balance of the program spaces of the Sheriff's Office.

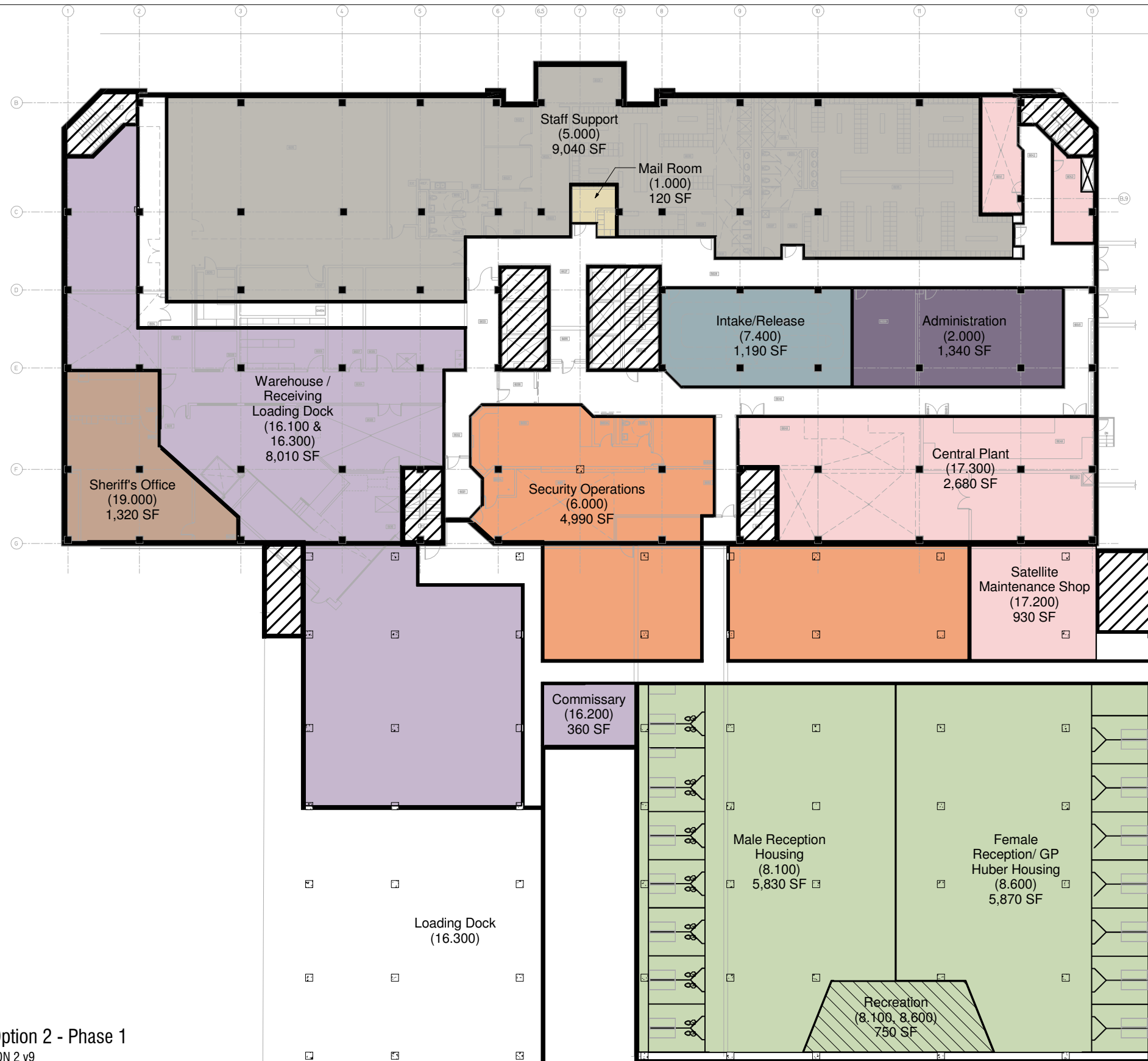
OPTION 2, PHASE 1

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Sub-Basement Floor Plan - Option 2 - Phase 1
 DCSO Jail - PSB Renovation - OPTION 2 v9
 December 5, 2016

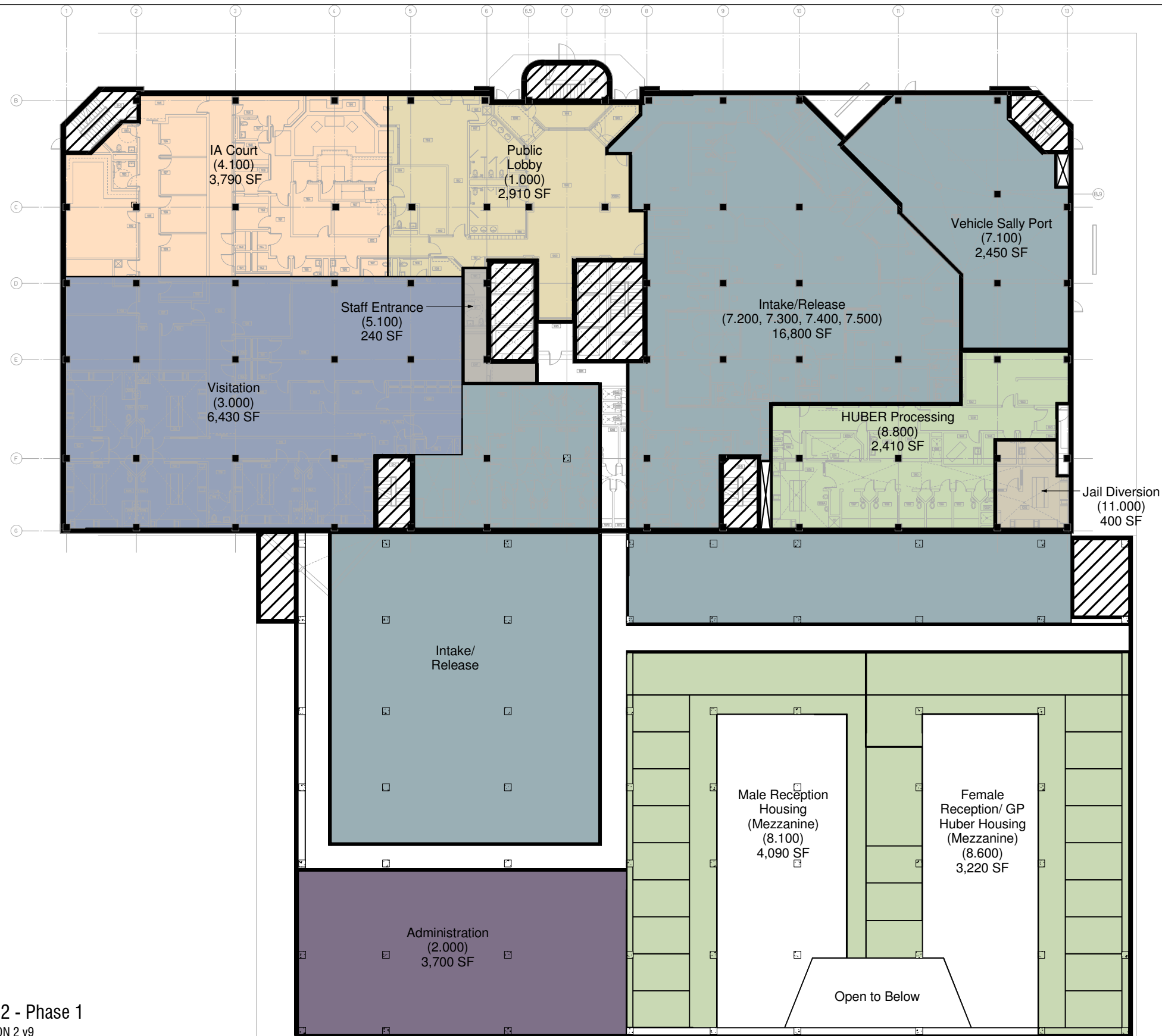
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Basement Floor Plan - Option 2 - Phase 1

DCSO Jail - PSB Renovation - OPTION 2 v9
December 5, 2016

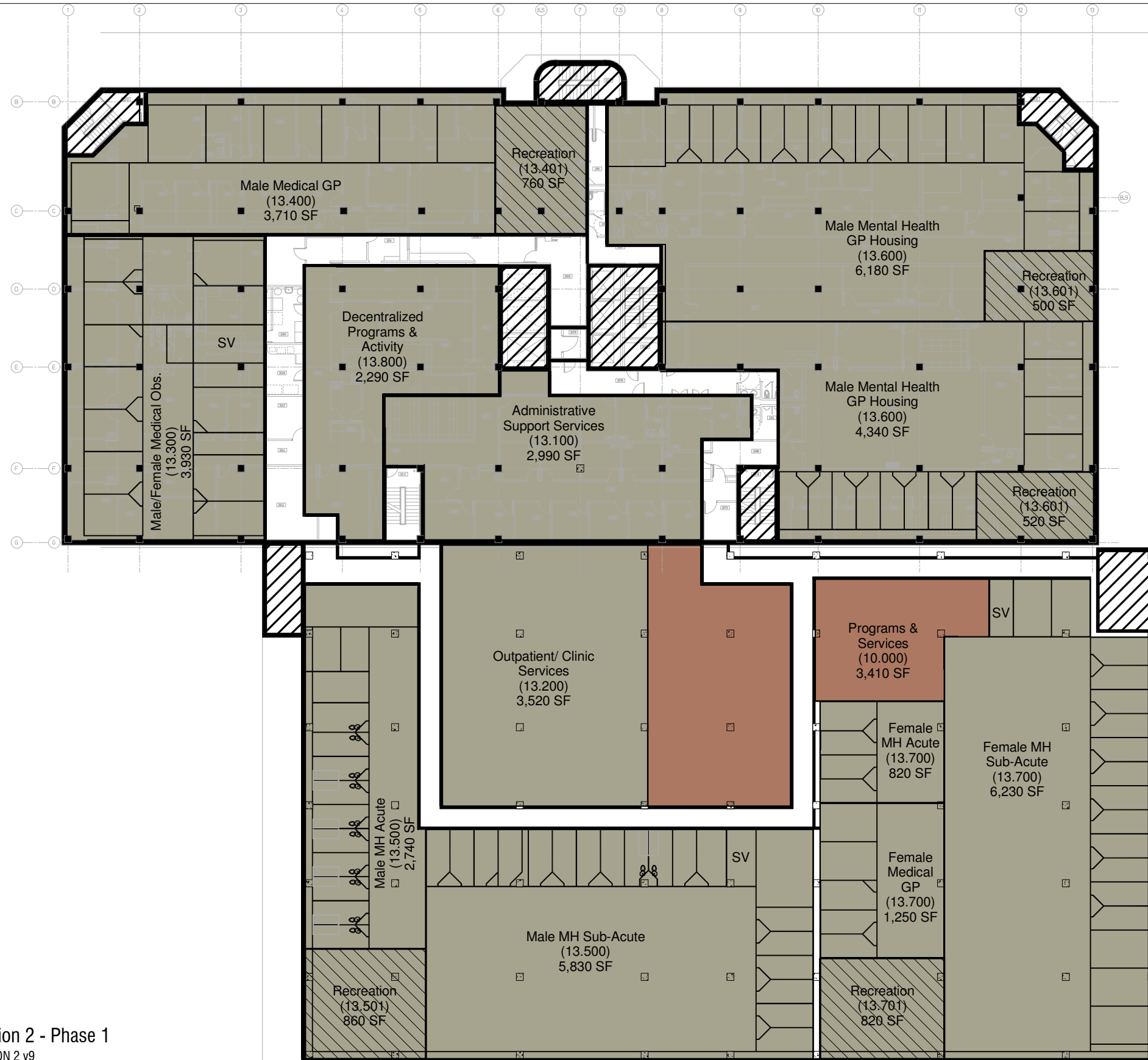
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First Floor Plan - Option 2 - Phase 1

DCSO Jail - PSB Renovation - OPTION 2 v9
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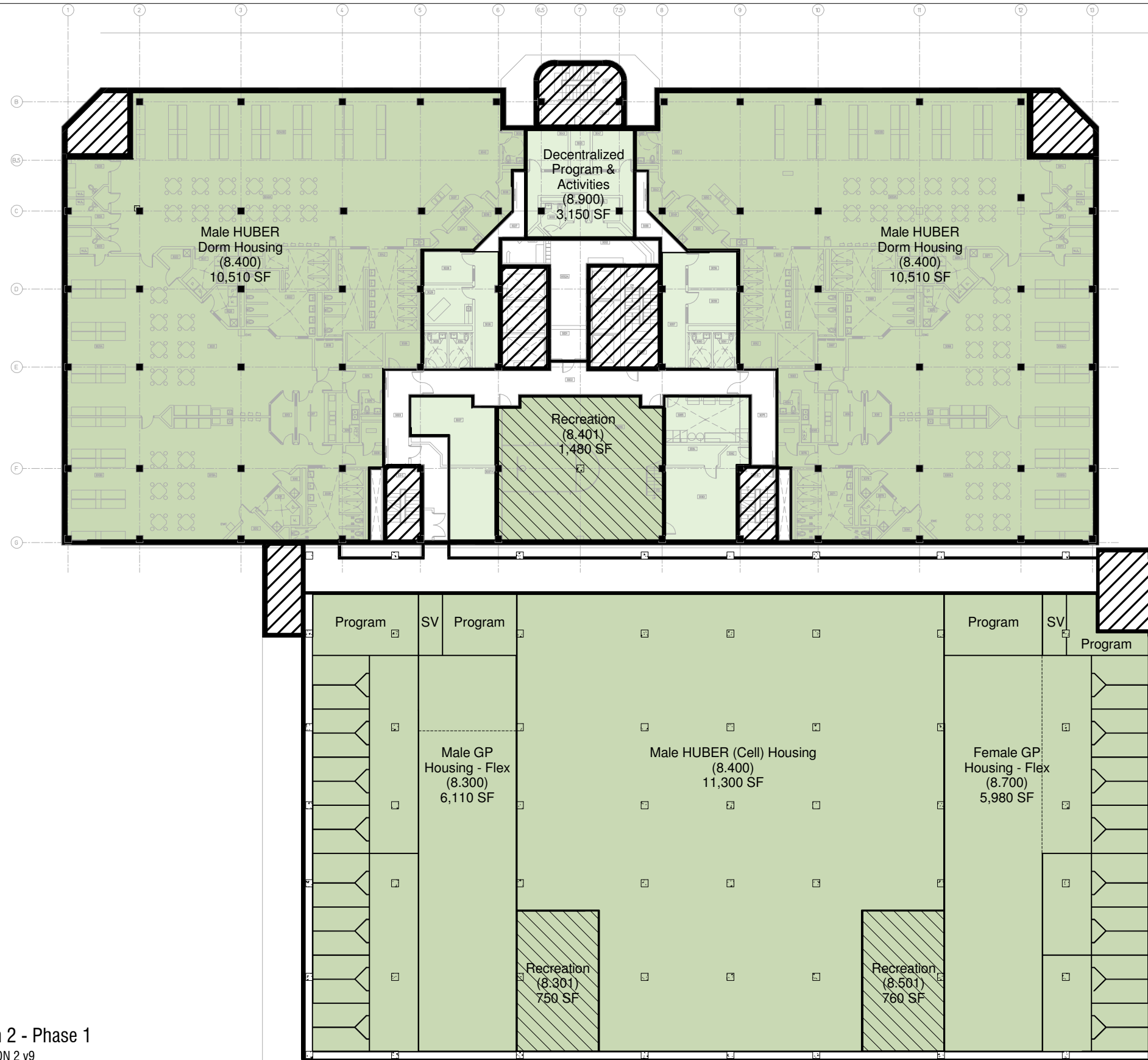
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Second Floor Plan - Option 2 - Phase 1

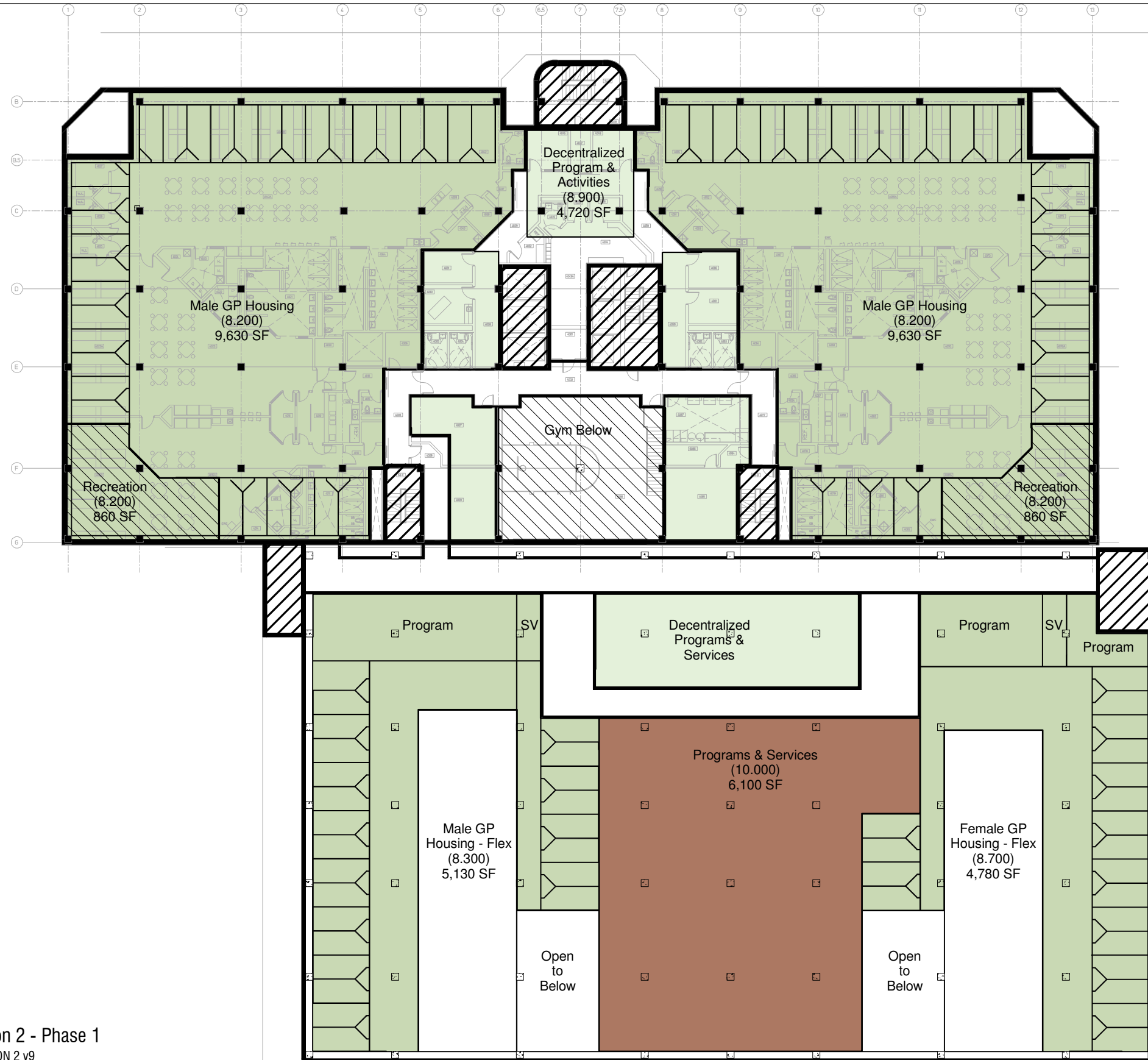
DCSO Jail - PSB Renovation - OPTION 2 v9
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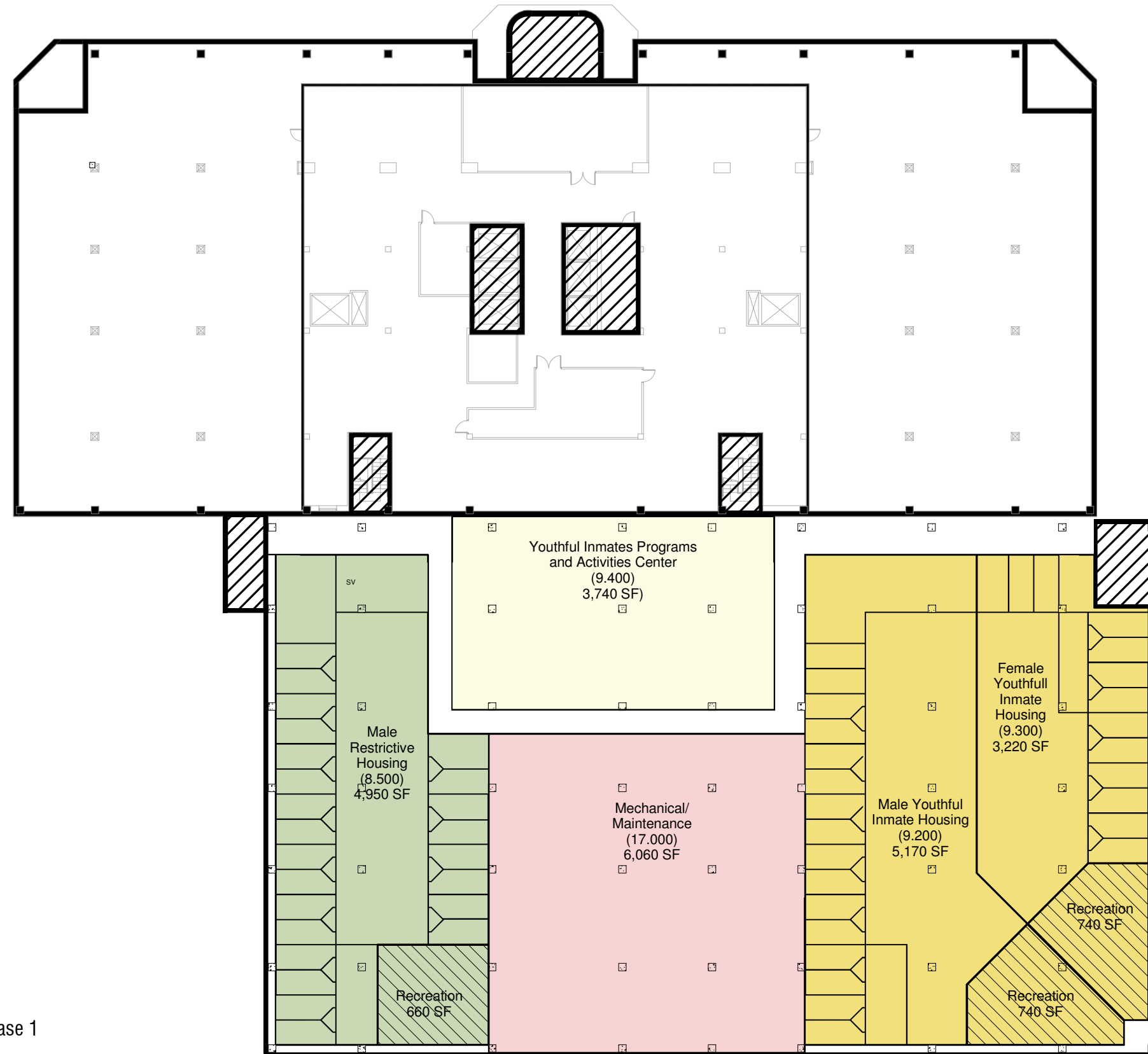
Third Floor Plan - Option 2 - Phase 1
 DCSO Jail - PSB Renovation - OPTION 2 v9
 December 5, 2016

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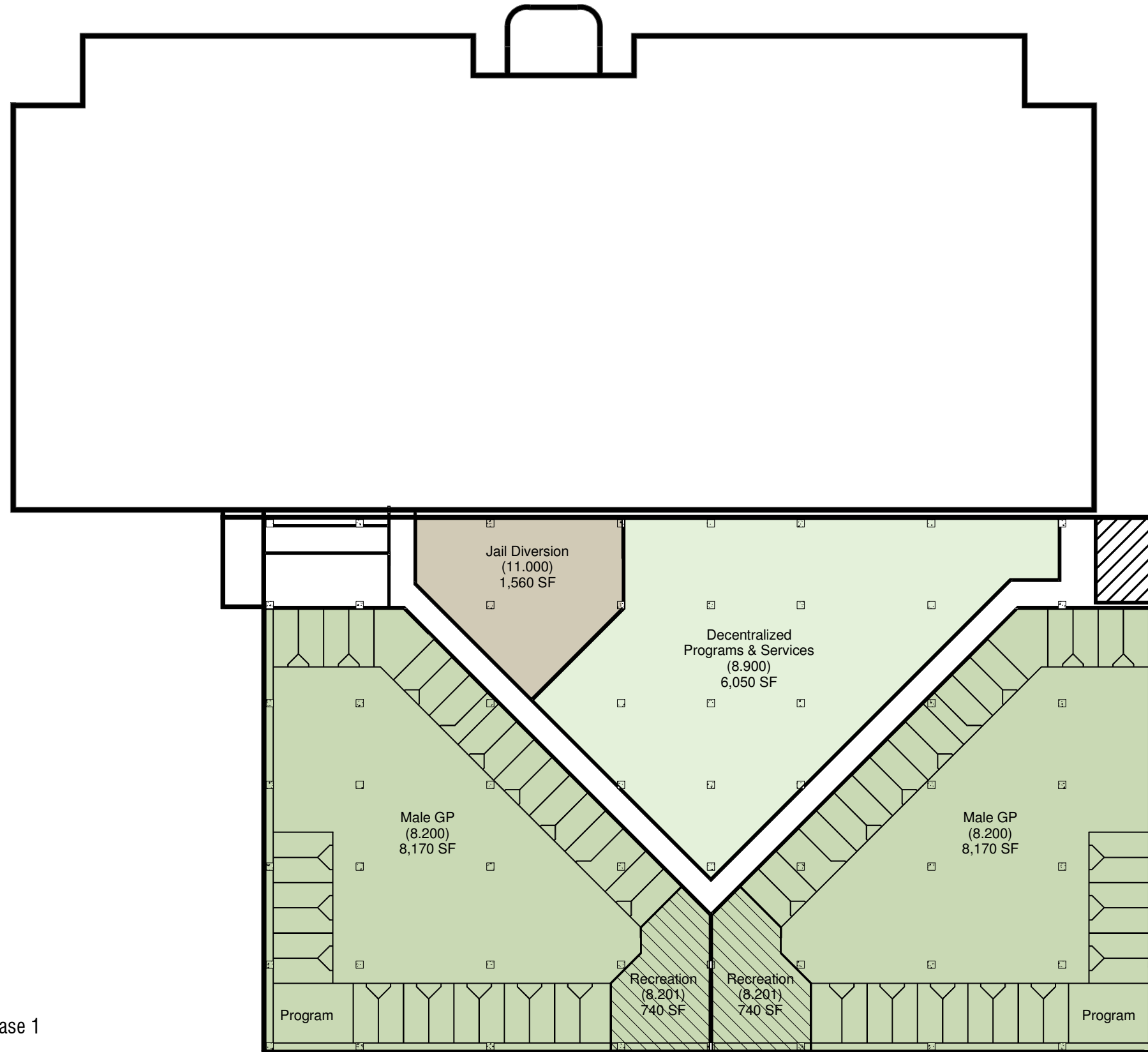
Fourth Floor Plan - Option 2 - Phase 1
 DCSO Jail - PSB Renovation - OPTION 2 v9
 December 5, 2016

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Fifth Floor Plan - Option 2 - Phase 1
 DCSO Jail - PSB Renovation - OPTION 2 v9
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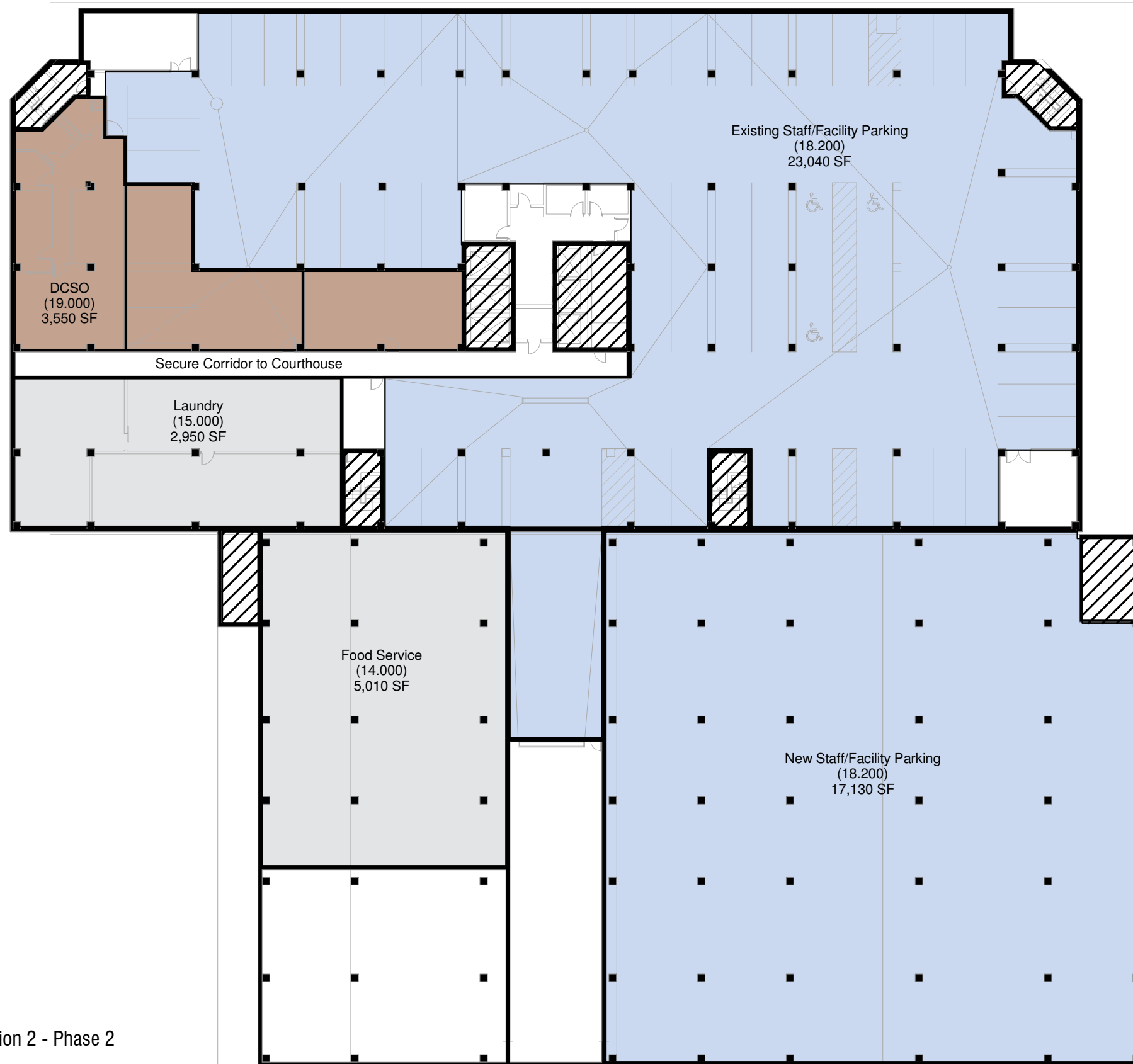


Sixth Floor Plan - Option 2 - Phase 1
 DCSO Jail - PSB Renovation - OPTION 2 v9
 December 5, 2016

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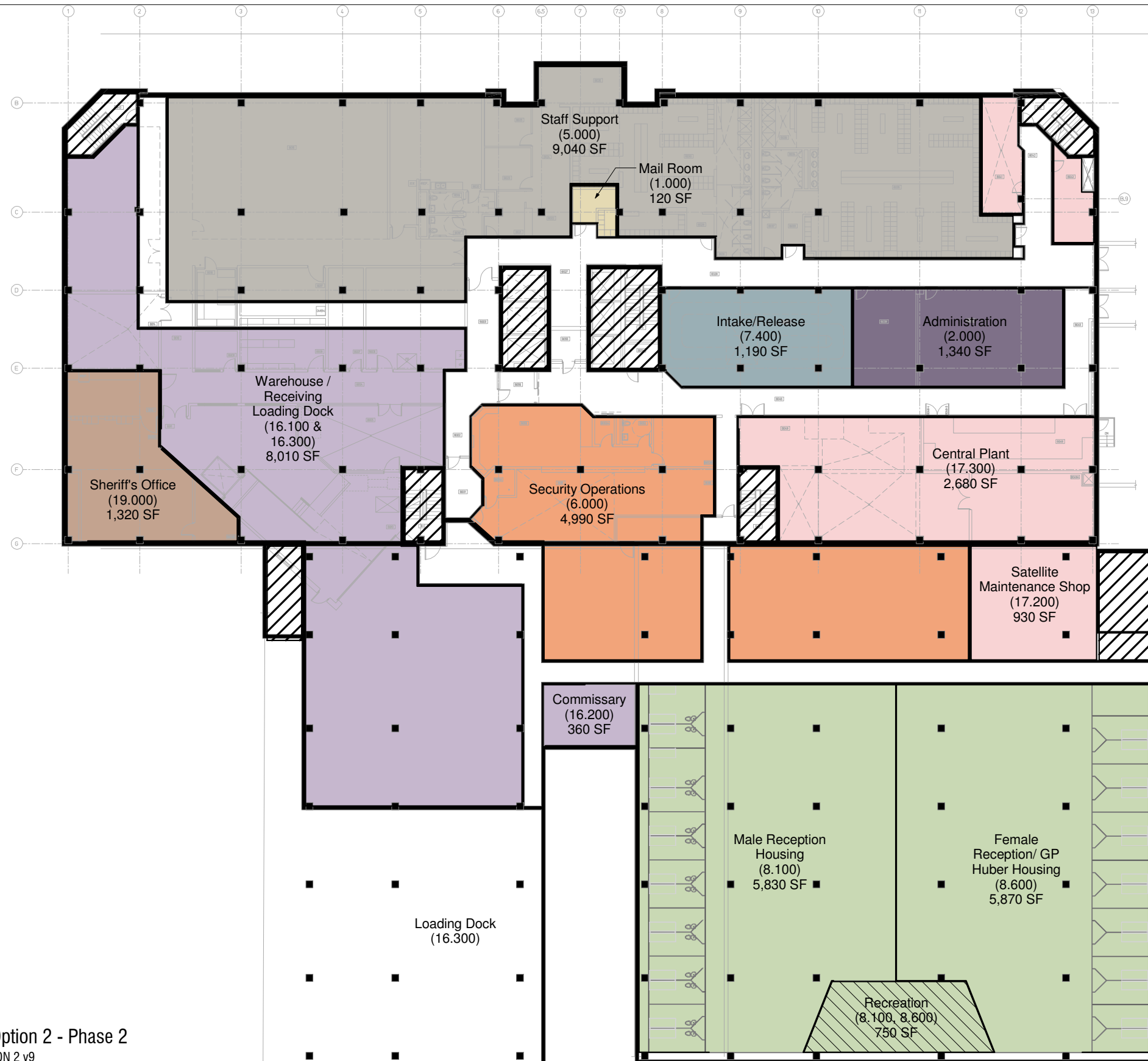
OPTION 2, PHASE 2

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Sub-Basement Floor Plan - Option 2 - Phase 2
 DCSO Jail - PSB Renovation - OPTION 2 v9
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Basement Floor Plan - Option 2 - Phase 2

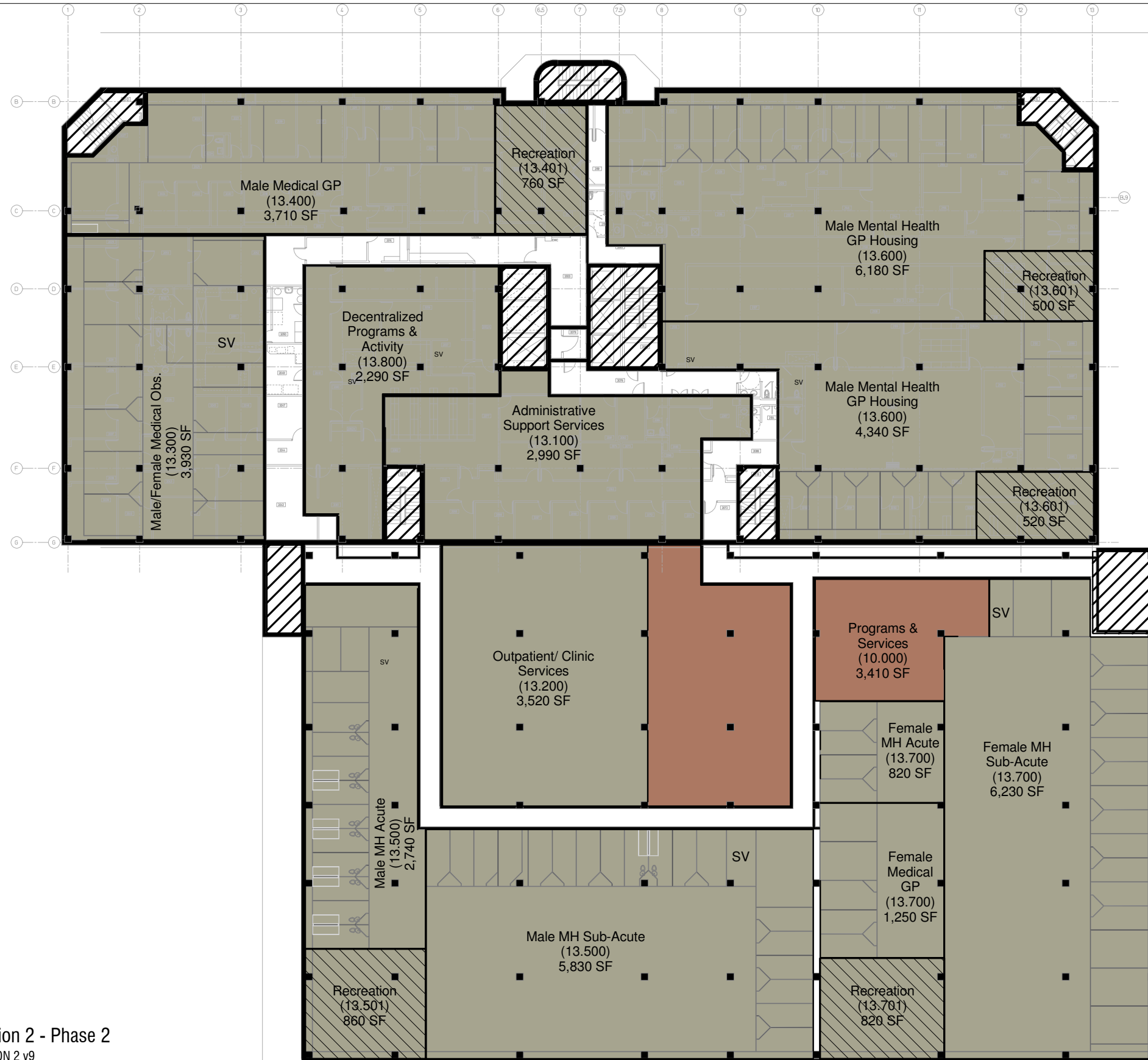
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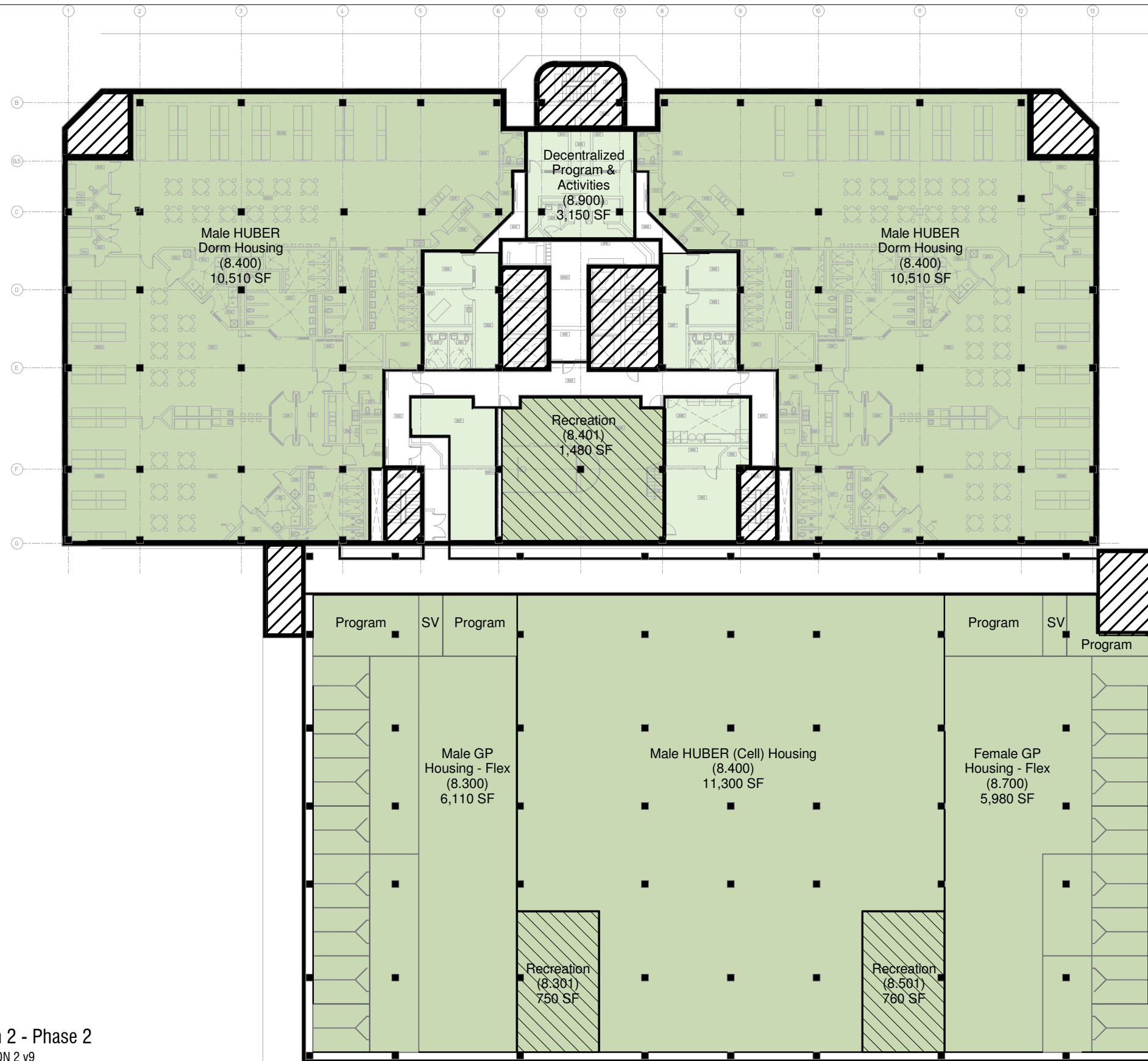
First Floor Plan - Option 2 - Phase 2
 DCSO Jail - PSB Renovation - OPTION 2 v9
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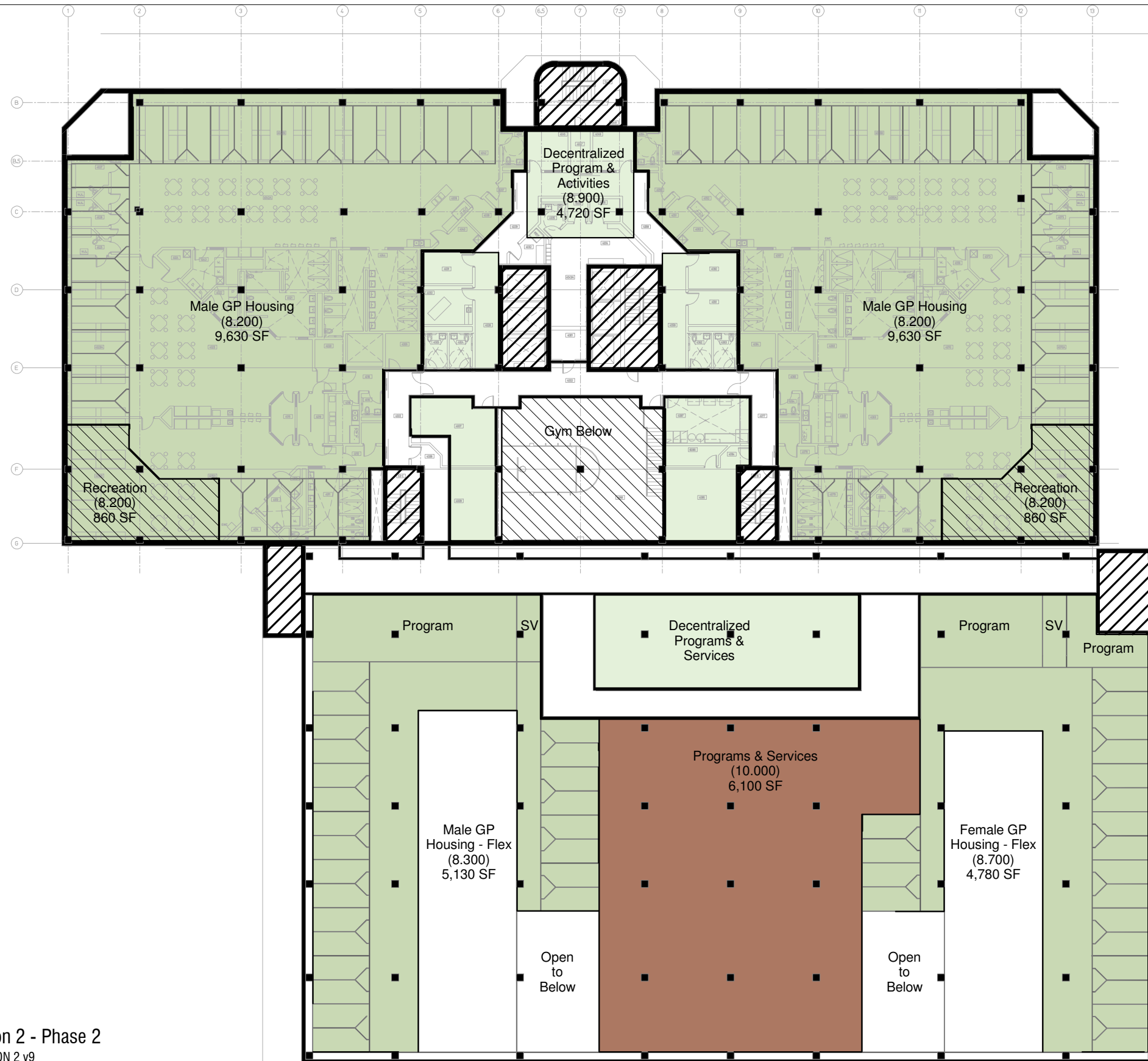
Second Floor Plan - Option 2 - Phase 2
 DCSO Jail - PSB Renovation - OPTION 2 v9
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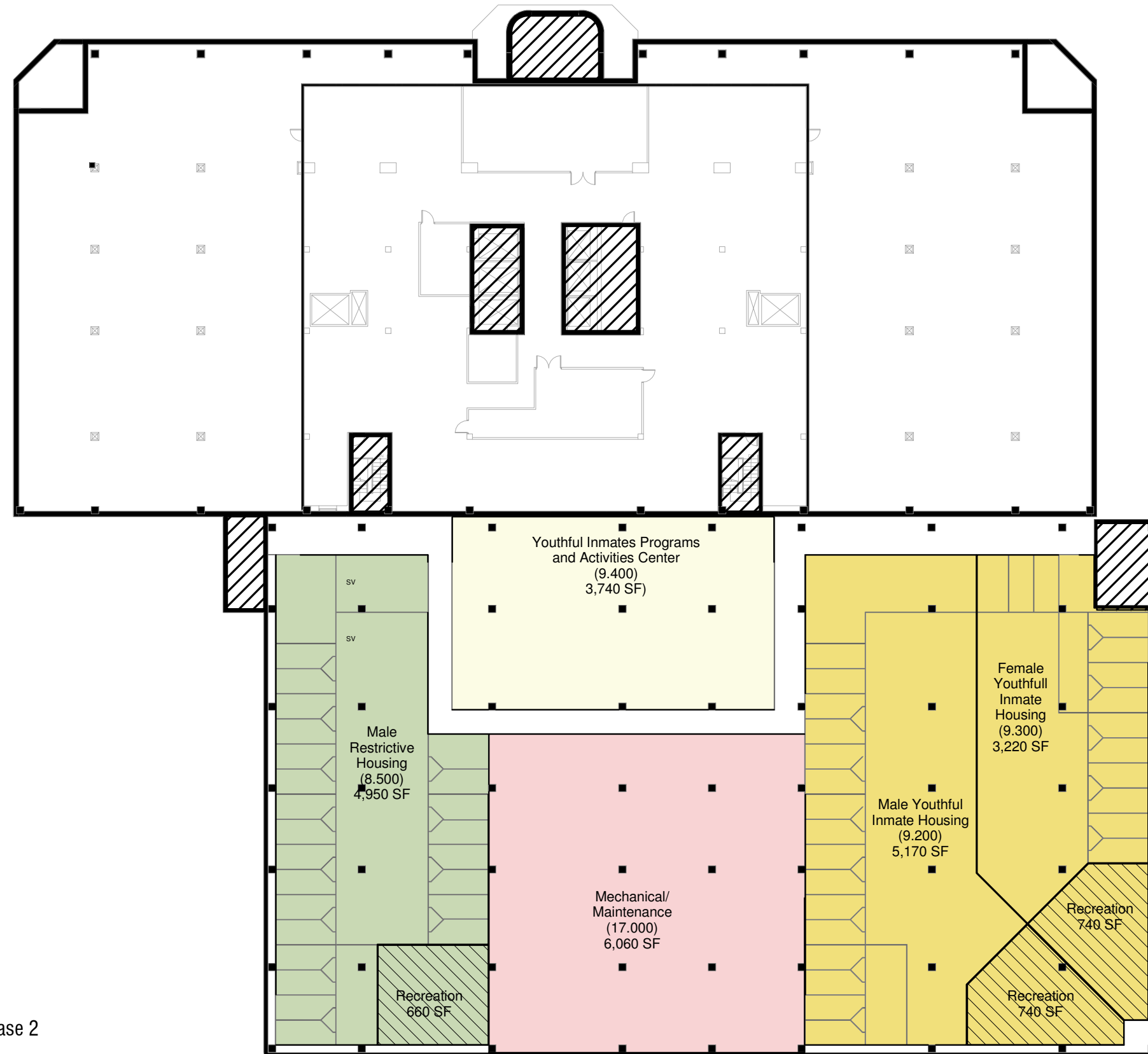
Third Floor Plan - Option 2 - Phase 2
 DCSO Jail - PSB Renovation - OPTION 2 v9
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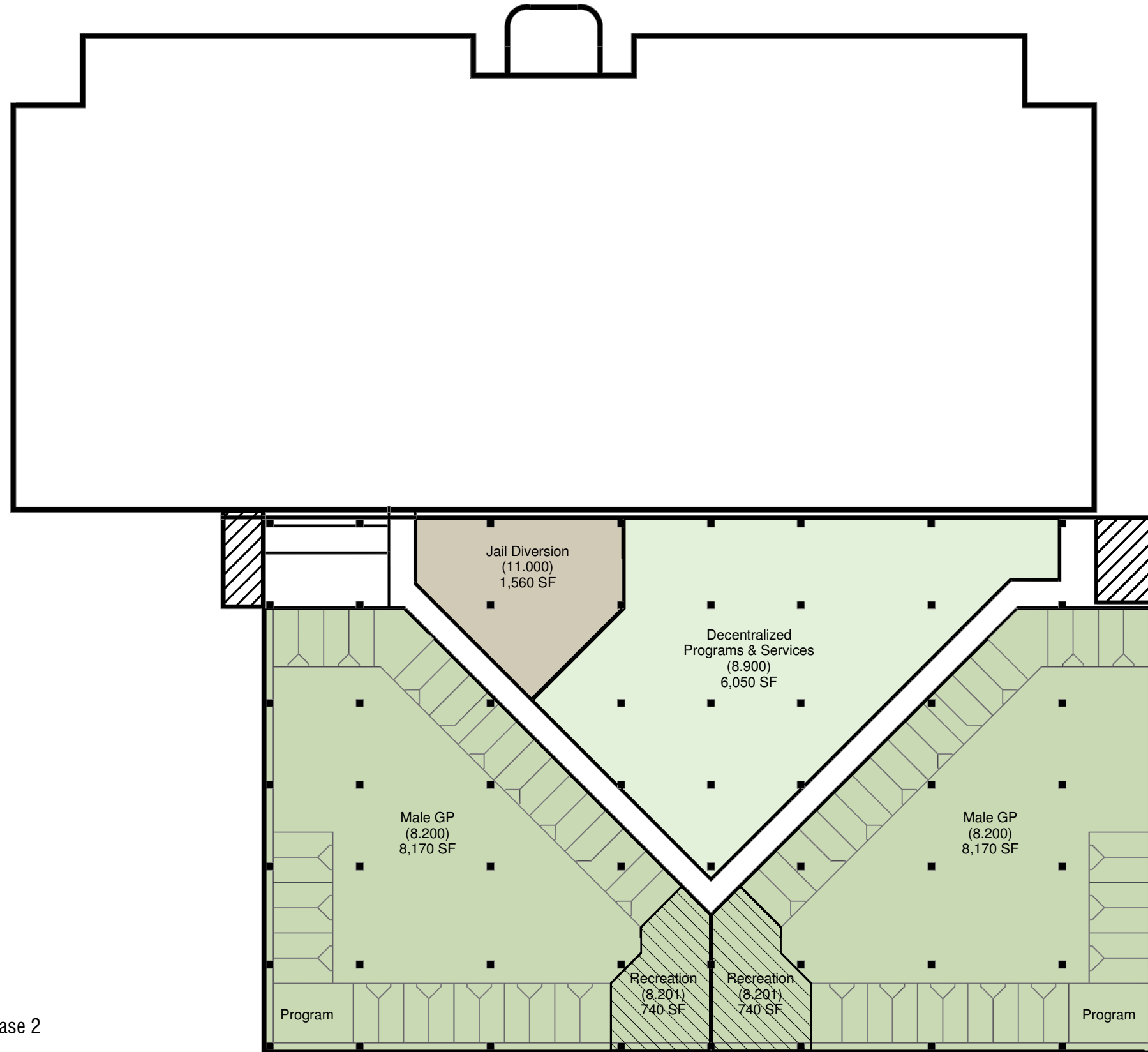
Fourth Floor Plan - Option 2 - Phase 2
 DCSO Jail - PSB Renovation - OPTION 2 v9
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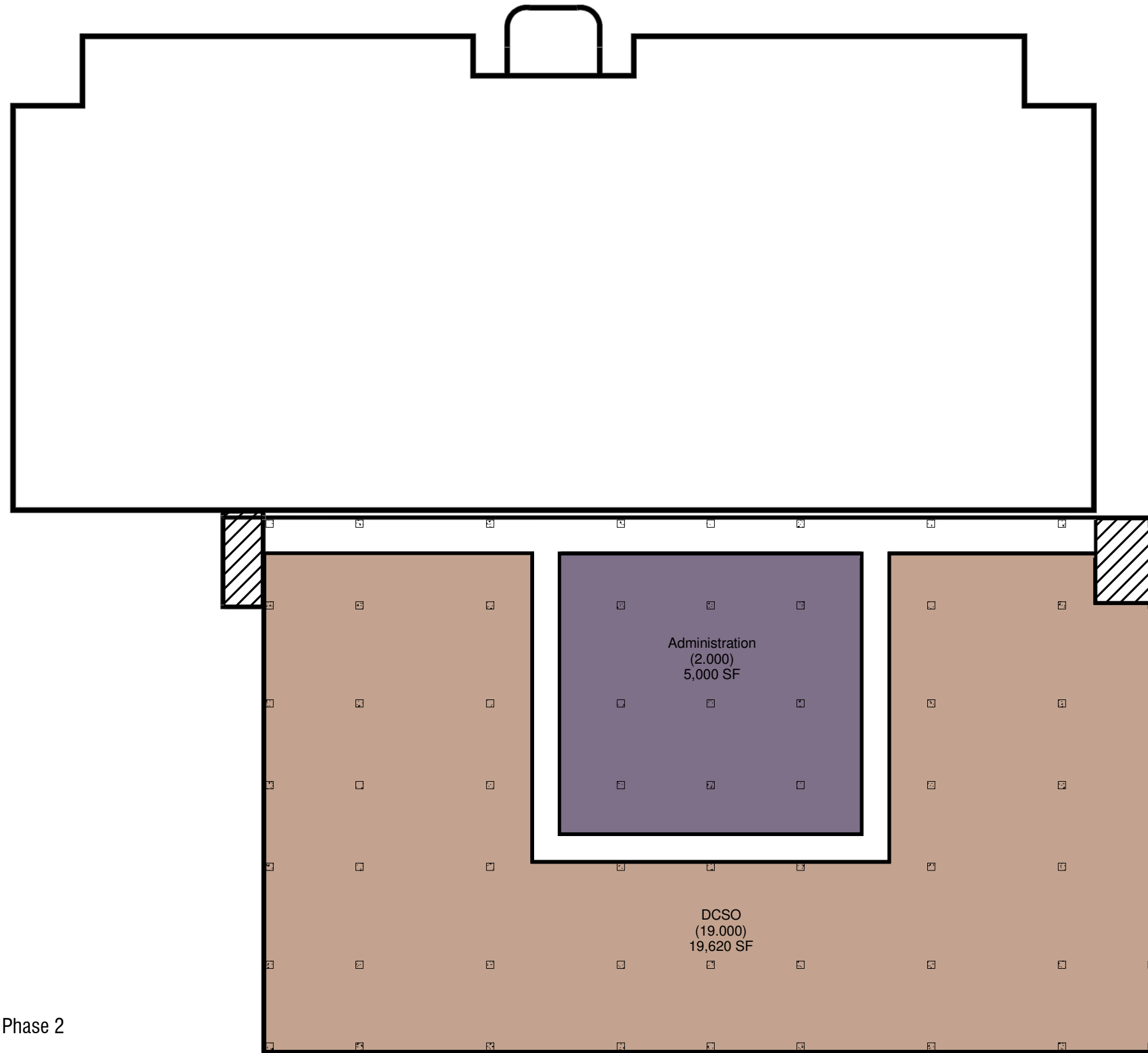
Fifth Floor Plan - Option 2 - Phase 2
 DCSO Jail - PSB Renovation - OPTION 2 v9
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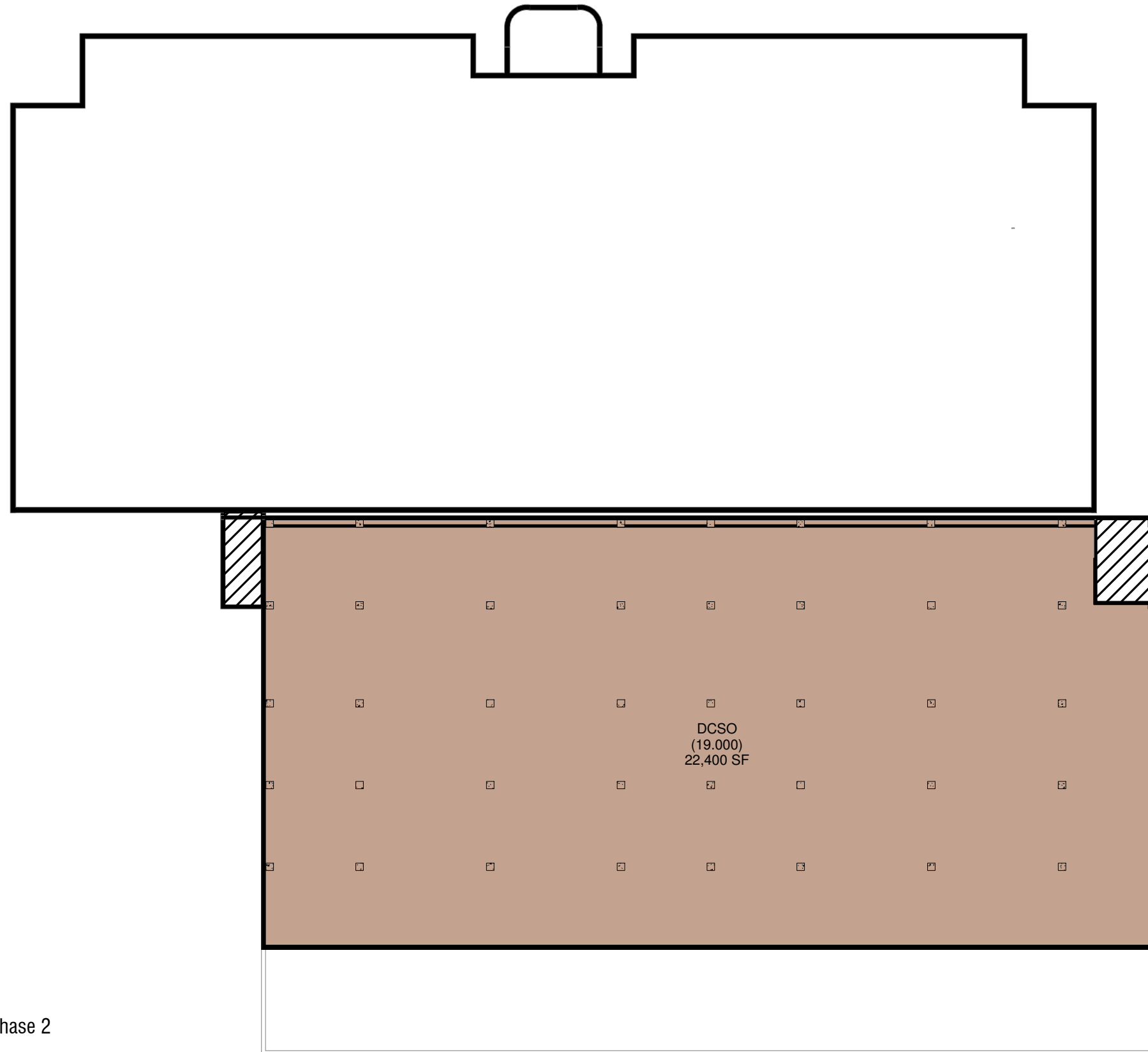
Sixth Floor Plan - Option 2 - Phase 2
 DCSO Jail - PSB Renovation - OPTION 2 v9
 December 5, 2016

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Seventh Floor Plan - Option 2 - Phase 2
DCSO Jail - PSB Renovation - OPTION 2 v9
December 5, 2016

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Eighth Floor Plan - Option 2 - Phase 2
DCSO Jail - PSB Renovation - OPTION 2 v9
December 5, 2016

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#	Component	Program NSF	Grossing Factor	Program GSF	Design GSF	Delta	Notes
1.000	Public Lobby				1,910		
1.100	Public Lobby	2,506	1.40	3,508			
1.200	Security Screening	200	1.40	280			
1.300	Mail	840	1.35	1,134	120		
	Total:	3,546		4,922	2,030	2,892	
2.000	Administration				4,920		
2.100	Offices & Workstations	2,686	1.25	3,358			
2.200	Administration Support	1,211	1.35	1,635			
	Total:	3,897		4,992	4,920	72	
3.000	Vistation				3,680		
3.100	Vistor Reception	-	-	-			No specialized space.
3.200	Visitation	4,020	1.40	5,628			
3.300	Ancillary Vistation Spaces	640	1.25	800			
	Total:	4,660		6,428	3,680	2,748	
4.000	Initial Appearance Court						
4.100	Initial Appearance Court	2,525	1.50	3,788	2,730		
	Total:	2,525		3,788	2,730	1,058	
5.000	Staff Support						
5.100	Staff Entrance	60	1.35	81			
5.200	Roll Call/Briefings	-	-	-			No specialized space.
5.300	Training/Line-Up Room	2,032	1.35	2,743			
5.400	Staff Lockers	4,980	1.35	6,723			
	Total:	7,072		9,547	0	9,547	
6.000	Security Operations				4,990		
6.100	Main Pedestrian Sallyport	200	1.45	290			
6.200	Security Offices	1,135	1.25	1,419			
6.300	Central Control	675	1.45	979			
6.400	Cell Entry Team (CET)	975	1.45	1,414			
6.500	Armory	410	1.45	595			
6.600	Key Storage/Shop	200	1.45	290			
	Total:	3,595		4,986	4,990	-4	
7.000	Intake/Release						
7.100	Vehicle Sallyport	6,090	1.00	6,090	2,450		
7.200	Arrest Processing	1,300	1.45	1,885	11,930		
7.300	Intake-Release Processing	6,217	1.45	9,015	-		
7.400	Property/Shower/Search	4,372	1.45	6,339	1,200		
7.500	Transportation	735	1.35	992	-		
	Total:	18,714		24,321	15,580	8,741	
8.000	Housing-Adult Inmates						
8.100	Male Reception	7,520	1.65	12,408	9,960		(>8 hours)
8.101	Outdoor Exercise Yard			750	750		
8.200	Male General Population	6,480	1.65	10,692	8,170		[64 beds per pod; 4 pods]
8.201	Outdoor Exercise Yard			750	740		
8.200	Male General Population	6,480	1.65	10,692	8,170		Subtotal 6 Pods Exterior SF: 4500
8.201	Outdoor Exercise Yard			750	740		
8.200	Male General Population	6,480	1.65	10,692	10,510		
8.201	Outdoor Exercise Yard			750			
8.200	Male General Population	6,480	1.65	10,692	10,510		
8.201	Outdoor Exercise Yard			750			
8.300	Male General Population - Flex	7,520	1.65	12,408	9,370		[64 beds per pod; 1 pod]
8.301	Outdoor Exercise Yard			750	780		
8.400	Male General Population - Huber	6,880	1.65	11,352	4,970		[64 beds per pod; 3 pods]
8.401	Outdoor Exercise Yard			750			
8.400	Male General Population - Huber	6,880	1.65	11,352	5,540		
8.401	Outdoor Exercise Yard			750			
8.400	Male General Population - Huber	6,880	1.65	11,352	4,970		Exterior SF: 2250
8.401	Outdoor Exercise Yard			750			

#	Component	Program NSF	Grossing Factor	Program GSF	Design GSF	Delta	Notes
8.400	Male General Population - Huber				5,540		
8.500	Male Restrictive Housing	4,340	1.65	7,161	5,800		[24 beds per pod; 1 pod]
8.501	Outdoor Exercise Yard			750	870		
8.600	Female Reception & General Population - Huber	7,400	1.65	12,210	9,140		FR: (>8 hours) GP-Huber: [48 beds per pod; 1 pod]
8.601	Outdoor Exercise Yard			1,500			See Male Reception
8.700	Female General Population - Flex	7,250	1.65	11,963	7,570		[64 beds per pod; 1 pod]
8.701	Outdoor Exercise Yard			750	730		
8.800	Huber Entry/Exit Vestibule/Sallyport	1,888	1.50	2,832			
8.900	Decentralized Programs/Activities Center	3,405	1.40	4,767	4,700		
8.900	Decentralized Programs/Activities Center	3,405	1.40	4,767	3,150		
Total:		89,288		145,340	108,070	37,270	
9.000	Housing - Youthful Inmates						
9.100	Youthful Inmate Housing Sallyport	80	1.65	132			
9.200	Male Youthful Inmate	3,520	1.65	5,808	1,900		[24 beds per pod; 1 pod]
9.201	Recreation				650		Shared with 9.300
9.300	Female Youthful Inmate	2,840	1.65	4,686	1,270		[16 beds per pod; 1 pod]
9.301	Recreation				650		Shared with 9.101
	Youthful Inmate - Flex				650		
9.400	Youthful Inmate Programs & Activities Center	3,245	1.40	4,543	4,020		
Total:		9,685		15,169	9,140	6,029	Total Exterior SF 1500
10.000	Programs & Services				9,850		3 areas on the 2nd and 7th Floors
10.100	Administration	2,608	1.25	3,260			
10.200	Classification	1,355	1.25	1,694			
10.300	Library	1,325	1.40	1,855			
10.400	Central Programs Center	2,657	1.40	3,720			
Total:		7,945		10,529	9,850	679	
11.000	Jail Diversion				3,520		
11.100	Jail Diversion	2,585	1.25	3,231			
Total:		2,585		3,231	3,520	-289	
12.000	Industries						
12.100	Industries	2,810	1.40	3,934			
Total:		2,810		3,934	0		
13.000	Health Care Industries						
13.100	Administration Support Spaces	2,573	1.35	3,474	2,990		
13.200	Outpatient/Clinic Services	2,570	1.35	3,470	3,520		
13.300	Male & Female Medical Observation	2,630	1.40	3,682	3,930		[12 beds]
13.400	Male Medical Housing	3,975	1.40	5,565	3,710		[28 beds] Subtotal Exterior SF: 750
13.401	Outdoor Exercise Yard			(750)	760		
13.500	Male Acute & Sub-Acute Mental Health Housing	4,706	1.65	7,765	8,570		31 beds plus 2 safety cells. Subtotal Exterior SF 750.
13.501	Outdoor Exercise Yard			(750)	860		
13.600	Male Mental Health GP Housing	2,455	1.65	4,051	6,180		[64 beds] 2 semi-split subpods of 32 beds each.
13.601	Outdoor Exercise Yard				490		
13.600	Male Mental Health GP Housing	2,455	1.65	4,051	4,870		
13.601	Outdoor Exercise Yard			(750)	520		
13.700	Female Medical/Mental Health Housing	6,346	1.65	10,471	8,300		[57 beds] Subtotal Exterior SF: 500.
13.701	Outdoor Exercise Yard			(750)	820		

#	Component	Program NSF	Grossing Factor	Program GSF	Design GSF	Delta	Notes
13.800	Combined Health Care Housing Decentralized Program & Activities Center	1,266	1.65	2,089	2,290		
	Total:	28,976		44,616	44,360	256	Total Exterior SF 2750
14.000	Foodservice						
14.100	Foodservice Storage, Office, Restrooms, Break/Training Room	975	1.40	1,365			
14.200	Production	1,771	1.40	2,479			
14.300	Sanitation	838	1.40	1,173			
14.400	Staff Dining	1,090	1.50	1,635			
14.500	Foodservice Loading Dock						No specialized space.
	Total:	4,674		6,653	0		
15.000	Laundry						
15.100	Laundry Room	620	1.50	930			
15.200	Washers/Dryers/Folding	1,240	1.50	1,860			
	Total:	1,860		2,790	0		
16.000	Warehouse/Commissary						
16.100	Warehouse	4,199	1.20	5,039	5,930		
16.200	Commissary	250	1.10	275	360		
16.300	Receiving Loading Dock	3,050	1.00	3,050	3,400		
	Total:	7,499		8,364	9,690	-1,326	
17.000	Maintenance/Central Plant						
17.100	Maintenance Shop/Stockroom	2,007	1.20	2,408			
17.200	Satellite Maintenance Shop	440	1.10	484	930		
17.300	Central Mechanical Plant	5,000	1.10	5,500	2,680		
	Total:	7,447		8,392	3,610	4,782	
18.000	Parking						
18.100	Parking	-	-	(1,800.00)			Subtotal Exterior SF: 1800
18.200	Staff/Facility Parking	-	-	(7,080.00)	41,490		Subtotal Exterior SF: 5580
	Total:	-	-	(8,880.00)	41,490		Total Exterior SF: 7380
19.000	Dane County Sheriff's Office						
19.100	Public Lobby/Reception	956	1.40	1,338			
19.200	Executive Services (ExServ)						
19.201	ExServ Administration	4,245	1.40	5,943			
19.228	ExServ Administration Support	1,676	1.35	2,263			
19.300	Field Services						
19.301	Field Services Administration	4,026	1.25	5,033			
19.322	Field Services Support	1,961	1.35	2,647			
19.400	Support Services						
19.401	Support Services Administration	980	1.40	1,372			
19.406	Child Support Enforcement	96	1.40	134			
19.407	Civil Process	738	1.25	923			
19.411	Conveyances, Extraditions, Court Services	432	1.25	540			
19.416	Evidence Storage/Processing	5,592	1.40	7,829	1,990		
19.438	Records	1,031	1.25	1,289			
19.442	Technology	1,380	1.40	1,932			
19.451	Warrants						No specialized Space
19.452	Support Services Support	1,626	1.25	2,033			
19.500	Law Enforcement Staff Support						
19.501	Staff Entrance Weather Vestibule	80	1.35	108			
19.502	Training Room	1,925	1.35	2,599			
19.509	Staff Dining						No Specialized Space
19.510	Staff Lockers/Fitness	4,310	1.40	6,034			
19.600	Parking						
19.601	Public Parking			(1,800.00)			Subtotal Exterior SF: 1800

Dane County Jail Sheriff's Office
 Operational Architectural Program - Option 2

#	Component	Program NSF	Grossing Factor	Program GSF	Design GSF	Delta	Notes
19.602	Staff Facility Parking			(15,500.00)			Subtotal Exterior SF: 15500 Total Exterior SF: 17300
	Total:	32,174		43,416	1,990		

D. SEQUENTIAL STEPS TO MEET 2016 UPDATED JAIL STUDY AND MASTERPLAN

The design and construction of the remodeled jail requires multiple sequential steps (phases) to allow the jail to remain functional and operational as well as safe and secure for staff and inmates.

Option 1, Phase 1 begins with the expansion of the fifth floor (mechanical penthouse) out to the existing footprint as well as the additions of the sixth through ninth floors. When completed, inmates from the CCB Jail and the PSB fourth floor housing would be relocated to the new housing units. After inmates are relocated to the new housing, the fourth floor would be remodeled to accommodate general population housing. Upon completion of this step, the inmates from third floor would move to the fourth floor and the Sheriff's Office would be relocated to a remote location to allow for work to be completed on the second and third floors. After this step is completed, the remaining inmates from the CCB Jail as well as the William H. Ferris Center would be relocated to the appropriate housing in the PSB, allowing for the closing of the Ferris Center. The next step would be the remodeling the PSB first, basement and sub-basement floors for the rework of the programmed spaces. **When this work is completed, all inmates within the jail system would be located at the PSB site.**

Option 1, Phase 2 begins with the addition to the parking lot on the West Wilson Street side of the PSB and the property at 112 West Wilson Street. The addition allows for the relocation of Jail Administration to the addition and provides space for expansion of the public lobby, inmate intake & receiving, initial appearance court, visitation, staff support areas, and security operations. The addition also brings the Sheriff's Office back to the PSB site, provides an additional Huber dorm to allow them to be used as 64-bed housing units, provides housing for Youthful Inmates as programmed, and adds additional programming space.

Option 2, Phase 1 begins with the addition on the Wilson Street side of the PSB, incorporating the Sheriff's Office surface lot and the properties at 112 W. Wilson Street and 222 Carroll Street. The addition provides space for increased staff parking, Jail Diversion, inmate housing to meet the program, remodeled and new space for medical and mental health housing, and increased space for expansion of the lobby, initial appearance court, visitation, and the intake/release areas. After this step is completed, inmates from the CCB Jail as well as the William H. Ferris Center would be relocated to the appropriate housing at the PSB site and the Ferris Center would be closed. The next step includes the remodeling of the PSB first, basement and sub-basement floors for the rework of the programmed spaces to expansion of lobby, initial appearance court, visitation, and intake/release areas. **When this work is completed, all inmates within the jail system would be located at the PSB site.**

Option 2, Phase 2 constructs the upper floor of the addition that would provide space for the relocated Jail administration and the Sheriff's Office.

E. OPINION OF PROBABLE COST

A Project Budget is a detailed, time-phased estimate of all resource costs for the project. Typically the budget is developed in stages, from an initial concept estimate to a detailed estimate to a completed, approved project budget.

The method used for most estimates is to fully define and understand the scope, quantify the scope, and apply costing to the scope, which can then be summed to a total cost. Proper documentation and review are also important. A Conceptual Opinion of Probable Cost may employ various means of cost estimating. The basic characteristics of effective estimating include: clear identification of task, availability of historical data, uni-format (standard of the construction industry) for the estimate, provision for program uncertainties, recognition of inflation, recognition of excluded costs, and revision of estimates for significant program changes. Application of best practices helps ensure a high-quality estimate.

Estimates are prepared by differing methods to support the planning process. One way to determine those estimates is by determining the resources needed (e.g., the amount of construction material quantities that are required) and then multiplying the estimated construction material quantities by the corresponding unit cost. One advantage of estimates is that it allows for the segregation of quantities and costs. This way they can be updated separately as new information becomes available. They can also be tracked separately allowing decision makers to make better informed decisions about the project during the conceptual phase.

An estimating contingency provides for unknown costs which are indicated as likely to occur by experience, but are not identifiable. The estimating contingency is built into the Opinion of Probable Construction Cost. Generally more contingency is needed for earlier estimates due to the higher uncertainty of estimate accuracy.

The Opinion of Probable Construction Cost, based on the concept drawings included in this study, is for general information only and is subject to changing scope, quality of the project, the changing nature of market conditions, the unpredictability of construction bids and changing client requirements. The estimate includes an inflation adjustment of 8.4% that assumes construction would start by June 2018. The consultant does not warrant or represent that bids or negotiated prices will not vary from the Owner's Project Budget or from any estimate of Construction Cost.

It is highly recommended that the Owner carry an 'Owners Contingency' throughout the project. In the Concept phase, with a renovation and addition as well as being a fully functional jail on a tight site, the recommended Owner Contingency is 10%. This contingency can be reduced as the project proceeds through design, bidding and bid award.

Project costs, often referred to as "soft cost", is a construction industry term for an expense item that is not considered direct construction cost. Typically for a project of this size, the Opinion of Probable Project Cost uses 15% of the construction cost for an estimate of the soft cost.

Soft costs included in the concept design estimate could include the following:

- Movable Fixtures, Furnishings & Equipment
- Architect-Engineer Fees
- Topographic & Utility Survey
- Soils Investigation
- Reproduction of Drawings & Specifications
- Governmental Plan Review Fees (Urban Design Commission, City of Madison Review, Department of Corrections, and others)
- Testing During Construction
- Special Consultants
- Infrastructure & Environmental Assessment Costs
- Telephone Equipment
- Technology / Computer Equipment
- A/V Equipment
- Owner's Insurance during Construction
- Relocation and Move-in Expenses (as they relate to Inmate Relocation and Jail Shakedown & Move-in)
- Financing Costs
- Bonding Fees
- Post-construction Expenses

Not included in these costs are:

- Land Acquisition
- Sheriff's Office Relocation and Moving Expenses
- Owner Transition Costs
- Owner Project Administration

As the Opinion of Probable Construction Costs was developed and the schematic level designs considered, cost saving measures are already being implemented. Some of the major cost savings included are the use of steel structural framing, insulated metal panel on steel framing exterior envelope in lieu of masonry construction, and steel detention walls in lieu of concrete masonry unit (CMU), and lower floor to ceiling heights than the maximum 14-foot allowed. As the County moves forward with the project, the design will continually be refined and assessed to identify potential cost saving measures.

OPTION 1

The Opinion of Probable Construction Cost, Inflation Contingencies, and Soft Costs for Option 1, Phase 1 is: \$ 90.4 Million.

Should the County determine that Phase 2 is needed, the Opinion of Probable Construction Cost, Inflation Contingencies, and Soft Costs for Option 1, Phase 2 is: \$61.7 Million.

Owner Transition (1.5%) and Project Administration (1%) costs are estimated allowances, however actual costs may vary.

Table IV.9 – Option 1 Opinion of Probable Project Costs

OPTION 1	Probable Construction Cost	Inflation Adjustment (8.4%)	Owner Contingency (10%)	Soft Cost (15%)	Owner Transition & Project Admin.	Total Project Cost
Phase 1 – CCB/FC Replacement	\$65.0M	\$5.5M	\$7.1M	\$10.6M	\$2.2M	\$90.4M
Phase 2 – Full Program Build	\$44.5M	\$3.7M	\$4.8M	\$7.2M	\$1.5M	\$61.7M
TOTAL						\$152.1M

OPTION 2

The Opinion of Probable Construction Cost, Inflation Contingencies, and Soft Costs for Option 2, Phase 1 is: \$140.9 Million.

Should the County determine that Phase 2 is needed, the Opinion of Probable Construction Cost, Inflation Contingencies, and Soft Costs for Option 2, Phase 2 is: \$23.6 Million.

Table IV.10 – Option 2 Opinion of Probable Project Costs

OPTION 2	Probable Construction Cost	Inflation Adjustment (8.4%)	Owner Contingency (10%)	Soft Cost (15%)	Owner Transition & Project Admin.	Total Project Cost
Phase 1 – CCB/ FC Replacement	\$101.4M	\$8.5M	\$11.0M	\$16.5M	\$3.5M	\$140.9M
Phase 2 – Full Program Build	\$17.0M	\$1.4M	\$1.8M	\$2.8M	\$0.6M	\$23.6M
TOTAL						\$164.5M

Comparative Cost Estimates

It should be noted here, that the two options presented in the 2014 Needs Assessment and Master Plan Study (Masterplan) only included Opinion of Probable Construction Costs, and not Owner contingency, soft costs and Owner transition and project administration costs. The Opinion of Probable Construction Cost for Option A was estimated to be in the range of \$121M - \$134M, and Option B was estimated to be \$122 - \$135M. In discussion with County Officials, we were asked to provide a more thorough accounting of all costs that would be included in the project. For comparison, we have included the two options with associated contingencies, escalation, inflation and soft costs. **However, the options in the Masterplan are not exact direct comparisons, since they included different scopes and building concepts.**

Option A - Masterplan

A Greenfield site within 10 miles of downtown Madison for all Dane County Sheriff's Office services and a new Jail.

Option B - Masterplan

Addition and renovation of the PSB for the Sheriff's Office and Jail services. The addition would be located within the current PSB parking lot and the space above the access ramp to the Courthouse as well as four floors above the PSB. The sixth and seventh floor renovation of the CCB for office space would be a separate project and not included in the construction costs. The Ferris Center property would be surplus.

Table IV.11 – Comparative Cost Estimates between Option A and B of Masterplan, versus Options 1 & 2 of the 2016 Study Option 1 Opinion of Probable Project Costs

	Masterplan Option A – Greenfield Site	Masterplan Option B – PSB Addition & Renovation	2016 Study Option 1, Phase 1	2016 Study Option 1, Phase 2	2016 Study Option 2, Phase 1	2016 Study Option 2, Phase 2
Construction Cost (includes estimating contingency)	\$111.3M - \$123.2M	\$112.2M - \$124.1M	\$65.0M	\$44.5M	\$101.4M	\$17.0M
Escalation	\$9.7M - \$10.8M	\$9.8M - \$10.9M	\$5.5M	\$3.7M	\$8.5M	\$1.4M
Subtotal	\$121M - \$134M	\$122M - \$135M	\$70.5M	\$48.2M	\$109.9M	\$18.4M
Owner Contingency	\$6.1M - \$6.7M	\$6.1M - \$6.8M	\$7.1M	\$4.8M	\$11.0M	\$1.8M
Soft Costs	\$18.8M - \$20.8M	\$19.0M - \$21.0M	\$10.6M	\$7.2M	\$16.5M	\$2.8M
Subtotal	\$145.9M - \$161.5M	\$147.1 - \$162.8M	\$88.2M	\$60.2M	\$137.4M	\$23.0M
Owner Transition Costs (1.5%)	\$2.2M - \$2.4M	\$2.2M - \$2.4M	\$1.3M	\$0.9M	\$2.1M	\$0.4M
Owner Project Administration (1%)	\$1.5M - \$1.6M	\$1.5M - \$1.6M	\$0.9M	\$0.6M	\$1.4M	\$0.2M
Total	\$149.7M - \$165.5M	\$150.8M - \$166.8M	\$90.4M	\$61.7M	\$140.9M	\$23.6M

Table IV.12 – Soft Cost Percentage Estimates

	2014	2016
Architectural/Engineering Fee	7.75%	7.75%
Furniture, Fixtures & Equipment	5%	5%
Survey	0.80%	0.25%
Legal Fees	1%	1%
Owner's Insurance	1%	1%
Total	15.55%	15.00%

General Notes

- The comparison between 2014 Options and 2016 Options are not directly related regarding scope, so they are only an approximation between each other.
- Masterplan option estimates A&B were given in ranges in the original study, due to the fact that they were very conceptual. The 2016 estimates are based on a more defined scope and therefore are not submitted as a range.
- Escalation for the Masterplan options was at 8.8%. 8.4% has been used for the 2016 Study options.
- Owner Contingency for the Masterplan was 5%. We have increased it to 10% for the 2016 Study options, due to the complexities associated with expansion and remodeling on a downtown site.
- Soft costs for the Masterplan were not originally included, however have been added at 15.55% for the scope in that report. Soft costs for the 2016 Study options have been reduced to 15%, due to decreased Surveying need for the 2 options.
- Owner Transition and Project Administration costs have been estimated. These costs may differ for Dane County.
- Land acquisition costs and expenses related to moving the Sheriff's Office have been excluded, as they were not part of the scope of the project.

V. PRELIMINARY STAFFING PLAN AND OPERATING COSTS

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A. PRELIMINARY STAFFING PLAN

Introduction

The overarching focus of financial concern associated with the development of new or additional jail bed space is generally on the capital cost consequences – the cost of construction. However, over the course of the financing timeframes of such projects, operating costs will constitute 90% or more of the associated expenditures; staffing typically represents fully 75-80% of those costs. As such, in order to provide decision makers with a balanced and comprehensive perspective of budget considerations, operating costs must be considered as well.

With the proposed renovation/expansion of the existing Dane County Public Safety Building (PSB), comes the reality that additional staff may be required to operate the future Dane County Jail (DCJ) safely and securely. The preliminary staffing plan (and associated post coverage plans), which looks at the future DCJ, will prove helpful to Dane County officials and the Mead & Hunt/PBA/Potter Lawson team as the planning process moves forward and plans are developed to meet the future correctional needs of Dane County.

The preliminary post coverage plans depict the deployment of staff necessary to carry out operations based on meeting the needs associated with the jail having a combined bed capacity of 944 inmates, which is expected to accommodate the adult and youthful inmate populations through the year 2028.

This staffing plan and the accompanying budget must be considered *very preliminary* in nature. There is no design at this juncture and detailed discussions have yet to occur relative to critical issues such as consolidation of functions. This plan is intended solely to provide Dane County with an initial reading concerning possible staffing requirements and order of magnitude associated costs.

The staffing figures are based on the operational discussions that have occurred with Dane County Sheriff's Office representatives. They also reflect the detailed operational and architectural program outlined in the *Dane County Jail and Sheriff's Office – Operational and Architectural Program* report (the Program).¹ In addition, the proposed staffing plan and operating budgets are based on an ideal design configuration that consolidates all functions and services in a single location. The proposed options may require additional personnel due to phasing the facility construction and/or the constraints and challenges of renovating and expanding existing structures.

Before proceeding with actual allocation and budgeting of staff for the proposed DCJ, additional work must occur during the next stage of the facility development process. This includes calculation of a shift relief factor (SRF, aka NAWH²) that will accurately represent the actual availability of DCJ staff to work during the course of a year, taking into account absences due to days off, sick leave, FMLA,³ and other factors. Additionally, a more refined staffing plan must be developed once the design progresses and actual floor plans are

¹ Pulitzer/Bogard & Associates, LLC *in association with* Mead & Hunt, Inc. and Potter Lawson. Lido Beach, NY. November 2016.

² NAWH = Net Annual Work Hours

³ FMLA = Family Medical Leave Act

available. These steps will help to assure County officials that any staffing plan put into operation will reflect efficient, effective, sound correctional practice.

This report discusses the preliminary operational costs and staff deployment associated with the future DCJ as outlined in the *Dane County Jail and Sheriff's Office – Operational and Architectural Program* report (the Program).⁴ It includes the following:

- The assumptions underlying the preliminary staffing plans developed for the proposed jail.
- The definition of what and how a shift relief factor (NAWH) is applied in the development of a staffing plan (i.e., the provision to ensure scheduled post coverage for a jail accounting for all forms of days off and absences).
- The preliminary post coverage for the future DCJ outlining by functional component the associated posts/positions and level of coverage.
- A summary of proposed staffing and associated costs.
- Assumptions used in developing an operating budget for the future DCJ.

Net Annual Work Hours

Net Annual Work Hours (NAWH),⁵ a process for calculating and expressing staffs' availability to work is based on a model supported by the National Institute of Corrections.

NAWH represents the number of hours that staff is actually available to work at their assigned post, based on the contracted number of hours per year (e.g., 40 hours per work week x 52.14 weeks per year⁶ = 2,086 hours), *minus* the average number of hours the average staff person is away from his/her primary post assignment per year. An accurate NAWH for each job classification requires information on all possible time off and differential assignment categories. NAWH is a more sensitive calculation method because it is based on hours rather than days, and it lends itself to different shift configurations better than does an SRF calculation. Different classifications of employees will have different NAWH because of the amount of vacation time or training time that is allotted and used.

Some posts can be left vacant temporarily during an employee's absence; other posts must be staffed at all times during a single shift, more than one shift, or certain days of the week. To determine how many people are needed to fill each post, it is necessary to calculate how many hours each year the average employee is actually available to work (i.e., the NAWH). The total number of hours of coverage needed annually for each job assignment is then divided by the NAWH for employees in that job classification to determine the number of full-time equivalent (FTE) staff required to provide the necessary coverage. For example, if a post is covered on a 24-hour/7-day basis, or 8,760 hours per year, and a single person assigned to the post is available 1,752 hours per year (NAWH), five FTE staff will be needed to provide the desired coverage ($8,760 \div 1,752 = 5.0$).

⁴ Pulitzer/Bogard & Associates, LLC *in association with* Mead & Hunt, Inc. and Potter Lawson. Lido Beach, NY. November 2016.

⁵ Liebert, Dennis and Rod Miller. *Staffing Analysis Workbook for Jails 2nd Ed.* Washington, 2001.

⁶ $365 \text{ days per year} \div 7 \text{ days per week} = 52.14 \text{ weeks per year}$

The preliminary staffing plan identifies both recommended post assignments for unrelieved assignments (e.g., Huber Counselor whose position is unfilled when they are on leave or otherwise unavailable) as well as the relieved assignments (posts) that require coverage even in the absence of assigned staff – these posts must be manned at all scheduled times (e.g., central control).

The job classifications that require relief coverage and their corresponding NAWH, which have been provided by DCJ officials, are outlined in Table V.1.

Table V.1 – Job Classification NAWH Schedule

Job Classification	Net Annual Work Hours ⁷
Lieutenant	1,447
Sergeant	1,400
Deputy III	1,356
Deputy I-II	1,372
Classification Specialist	1,675
Jail Clerk	1,468
Security Support Specialist	1,655

Preliminary Staffing Plan Assumptions – Future

The preliminary staffing plan is informed by current practices and reflects enhanced service delivery and reduced liability. The plan reflects sound correctional practices and strives to maximize cost effectiveness.

The preliminary staffing plan is generally based on and follows the organization of the Program, which describes in detail how each component is to function, as well as the hours of operation and security requirements. The plan supports and expands on the current inmate management approach employed at the DCJ (i.e., direct supervision).

The assumptions described below provide an overview of each functional area in the jail as it relates to implications for staffing. The detailed preliminary post coverage plan and operational costs are included later in the report. Both the assumptions, the detailed post coverage plan, and the operational cost analysis reflect the Program. This then serves as a baseline to determine the staffing and operational costs that support the two capital options and phasing that have been proposed.

1.000 Public Lobby

1. The public lobby, which will serve as the central reception point for all visitors to the jail, will be accessible on a 24-hour/7-day basis, and be staffed on a 16-hour/7-day basis. During the 16 hours of coverage, there will be a second deputy scheduled for 8 hours during visitation hours to assist with receiving/supervising visitors/inmates. When the public lobby is not staffed, staff will be dispatched from within the facility to receive visitors and perform security screening as required.

⁷ NAWHs were calculated based on data from years 2012 through 2015 data. Source: Richelle Anhalt, DCSO Security Services Captain.

2. All persons entering the jail will be security screened, including individuals seeking access to the Sheriff's Office and the initial appearance court.
3. Staff will be required to pass through security screening prior to assuming their assignments. The Shift Commander will assign additional staff during peak periods, such as shift change.
4. Staff will process mail five days per week, excluding holidays.

2.000 Administration

5. The Security Services Captain will serve as the jail administrator. Three lieutenants and their immediate staff are responsible for the coordination and implementation of the operations for the jail. A lieutenant will be assigned to each of the following areas of responsibility: 1) security, 2) programs/treatment services, and 3) compliance/contractual and PREA.

Note: The Security Services Division presently has three lieutenant positions. It is anticipated that a fourth lieutenant will be allocated in the FY17 budget, and will be responsible for PREA and life/health safety. This position is not reflected in the preliminary staffing plan.

6. The preliminary staffing plan provides for an Accreditation Manager and Information Technology and Telecommunications Specialists.
7. In the absence of the Mail Clerk, the clerical specialists assigned to classification and programs will assume responsibility for processing the mail as an added duty.
8. Sheriff's Office staff that is presently assigned to perform the following DCJ administrative functions will continue to do so in the future. Accordingly, they are not reflected in the preliminary staffing plan and include:
 - Human Resources
 - Personnel Records
 - Investigative Services
 - Information Systems Management
 - Office of Standards and Professionalism
9. It is assumed that the County's Department of Administration – Information Management will experience a corresponding increase in information technology (IT) and telecommunications specialists, which will be necessary to provide the requisite technology support for the new DCJ. If dedicated IT personnel are not realized, the DCJ will need to adjust the proposed staffing for the new DCJ to include IT specialists.

3.000 Visitation

10. The primary method for visiting inmates at the DCJ will be noncontact in nature via video visitation, with eligible inmates being authorized contact visits.

11. Inmates' personal visits will be held Wednesdays through Sundays. Professionals seeking a contact visit may visit during regular visitation hours, or on Monday and Tuesday during the dayshift.
12. Staff will be assigned to visitor registration and scheduling, and coordination and supervision of the visitation component.
13. A Reception/Security Screening Officer will assist in visitor check-in, patrolling of the video visitation area, and searching inmates and the visitation area.

4.000 Initial Appearance Court

14. Initial appearance court will function as it presently does.
15. No staff is associated specifically for this function within the preliminary staffing plan. A Utility Officer will assist in supervising inmates awaiting initial appearance court, escorting inmates to/from the initial appearance court, and/or handling, on behalf of the jail, paperwork associated with initial appearance hearings.
16. A Jail Record Clerk may, on behalf of the jail and as a part of his/her regularly scheduled duties, attend initial appearance proceedings.

5.000 Staff Support

17. Staff will be required to successfully pass through security screening in the public lobby.
18. The Administrative Services Division is responsible for overall staff training. However, the Security Lieutenant is responsible for ensuring jail staff, including contract staff, receive mandated jail-related training. The preliminary staffing plan provides for a full-time training specialist assigned to the Security Services Division.
19. The Training Specialist will serve as the jail's designated Armorer and Key/Locksmith Officer, which will be an added duty (see section A.2. Preliminary Staffing Plan Assumptions – 6.000 Security Operations).
20. The preliminary staffing plan provides sufficient staffing to allow officers assigned to a post that must be continuously staffed to take one 30-minute meal break and two 15-minute respite breaks per shift. Staff assigned to other posts will assist in providing staff breaks (e.g., Utility Officer, Floor Supervisor).

A number of posts can be self-relieving (e.g., control room staff, admissions staff), or shut down during the scheduled break period (e.g., program security post can be closed daily between 12 Noon and 12:30 p.m.).

6.000 Security Operations

21. The Shift Commander (lieutenant) will be responsible for overall day-to-day shift operations of the jail. This represents a modification in the current command structure that presently has a sergeant responsible for overall shift operations. This change in rank becomes necessary due to the need for supervisors who are responsible for shift operations in specific/specialized functional areas (e.g., intake/release, housing units, etc.).

22. Central control will be staffed with two operators on a 16-hour/7-day basis, and will be operated by a single operator on nightshift, seven days per week. The Shift Commander may assign additional staff during periods of increased activity.
23. The Cell Entry Team (CET) is comprised of specially trained staff, for which CET is an added duty rather than a full-time assignment.
24. The Training Specialist is designated as the Armorer and the Key/Locksmith Officer to manage the armory and the keys and locks for the DCJ (see section A.2. Preliminary Staffing Plan Assumptions – 5.000 Staff Support).
25. A cadre of utility officers is provided to perform inmate escorts and provide back up to various functions during periods of high volume (e.g., shift-change security screening, medical escort, initial appearance court, foodservice - meal trays, laundry, commissary), or provide coverage during unscheduled periods, respond to emergencies, and to provide relief for staff breaks.

7.000 Intake/Release

26. The intake/release area will function somewhat similarly to the current operation, albeit with some new functional elements. This component includes law enforcement processing (including pre-receiving health screening), booking, property, short-term holding, release for bail, transportation for court or other reasons, and release/transfer from/into the jail.
27. DCJ staff will complete pre-admission processing for all new arrestees at the time they are brought into the arrest processing area. Pre-admission processing will include pat searches, arrestee identification verification, and money collection. A pre-receiving health screening will be conducted and completed jointly by the Receiving Officer and the Arresting Officer prior to admission into the law enforcement processing area.
28. Because the intake/release function is one of the areas where the jail's risk exposure is greatest, the preliminary staffing plan provides for an Intake Supervisor on a 24-hour/7-day basis. The Intake Supervisor has responsibility for day-to-day intake/release operations, providing guidance and direction to intake/release staff, and assisting as necessary.
29. The Booking Coordinator is responsible for monitoring and coordinating intake/release shift activities in a manner that results in the proper processing of inmates being admitted into and/or released from the jail in a timely manner, maintaining accurate records and logs, and supplementing intake/release staff in completion of their assigned duties. The preliminary staffing plan provides for the Booking Coordinator on a 24-hour/7-day basis.
30. Booking/Release Clerks are responsible for administrative/data entry tasks associated with inmates' admission and release into/from the jail, while the Security Support Specialists are responsible for the collection of fingerprints and photographs. The bail clerk function will be an added duty for the Booking/Release Clerks.
31. The warrants function is a function of the Sheriff's Office - Support Services and, therefore, associated staff is not reflected in the preliminary staffing plan.

32. The Civilian Supervisor is responsible for overseeing records, accuracy of data entry, etc., as well as providing performance supervision of civilian personnel assigned to the intake/release function. The Intake Supervisor and Booking Coordinator may direct daily activities of civilian staff in as much as such direction contributes to the efficient operation of the intake/release area.
33. Pretrial services will be provided by contract personnel and, therefore, not reflected in the preliminary staffing plan.
34. Select intake staff will be specially trained to perform the initial classification screening to determine if there are any special management and/or housing considerations. Staff must be scheduled in a manner that ensures the presence of a qualified staff person to conduct initial classification screenings on each shift.
35. Scheduled inmate transports are a function of the Sheriff's Office - Support Services and, therefore, associated staff is not reflected in the preliminary staffing plan. The Shift Commander will assign on-duty staff as needed to handle unscheduled and emergency inmate transports. Data should be collected and analyzed to determine whether designating staff specifically for this purpose is warranted.

8.000 Housing - Adult Inmates

36. The housing pods have been grouped into housing units. A housing unit is a cluster of housing pods that, generally, are served by a single decentralized programs and activities center.
37. Three housing units are planned to accommodate the adult population. The housing units (HU) include the following:
 - HU1: Male/Female Medical Observation, Male Medical, Male Acute/Subacute, Male General Population (GP) Mental Health, Female Medical/Mental Health, and Female GP Flex – 256 total beds⁸
 - HU2: Male GP, Male GP Flex, and Male Restrictive Housing – 344 total beds
 - HU3: Male Reception, Female Reception/GP Huber, Male GP Huber, and Male and Female Youthful Inmates - 344 total beds⁹
38. Table V.2 outlines the recommended housing units and associated bed distribution for inmates based on the Program and projected 2028 bed needs.

⁸ HU1 must be proximal to the health services clinic and intake/release

⁹ Male and female reception housing is assumed to be proximal to the classification function

Table V.2 – Distribution of Housing Beds, Adults - Year 2028

Housing Category	No. Of Pods	Total Beds	Space Program Number
Housing Unit 1		256	
Male Medical Observation ¹⁰	-	9	13.300
Female Medical Observation ¹⁰	-	3	13.300
Male Medical	1	28	13.400
Male Acute/Subacute	1	31	13.500
Male GP Mental Health	2	64	13.600
Female Medical/Mental Health	1	57	13.700
Female GP Flex	1	64	8.700
Housing Unit 2		344	
Male GP	4	256	8.200A-D
Male GP Flex	1	64	8.300
Male Restrictive Housing	1	24	8.500
Housing Unit 3		344	
Male Reception (>8 Hours)	1	64	8.100
Female Reception & GP Huber	1	48	8.600
Male GP Huber	3	192	8.400A-C
Male Youthful Inmates ¹¹	1	24	9.200
Female Youthful Inmates ¹¹	1	16	9.300
Total Beds		944	

39. When practical, the housing pods will be operated following the principles of direct supervision with a Housing Officer in charge of a housing pod with up to 64 inmates.
40. Unit Supervisors (sergeant) will be responsible for directing daily operations of assigned housing units. A Unit Supervisor will provide backup to the housing officers as necessary, monitor common corridors, and provide guidance and direction to unit staff. The preliminary staffing plan provides for three Unit Supervisors.
41. The preliminary staffing plan provides for a Utility Officer assigned to each housing unit on a 24-hour/7-day basis to provide backup to the housing officers as necessary, monitor common corridors, inmate escort, assist the Housing Officer during peak activity periods, provide meal/respice breaks, etc.

Because many of the inmates assigned to HU1 are special needs and require specialized services, and are staff intensive to supervise (i.e., acute mental illness, seriously persistently mentally ill, high custody, etc.), the preliminary staffing plan

¹⁰ Male and female medical observation beds are discussed in section A.2. Preliminary Staffing Plan Assumptions – 13.000 Health Care Services

¹¹ Male and female youthful inmate beds are discussed in section A.2. Preliminary Staffing Plan Assumptions – 9.000 Youthful Offenders. Housing for youthful inmates will be a separate and distinct housing unit. For purposes of unit supervision, it will be considered part of HU3

provides an additional Utility Officer assigned to HU1 during the dayshift to accommodate the increased demands generated by this population.

42. Although the HU1 male acute/subacute mental health and the HU1 female medical/mental health housing pods are small, one officer will be assigned to each housing pod because of the unpredictable nature of the population and its need for more staff intensive services. As noted under health care, a mental health professional will also be assigned to this area (see section A.5. Staffing Assumptions and Recommendations – Health Care Services).
43. The assumption is that the male medical housing pod and the medical observation beds (see section A.2. Preliminary Staffing Plan Assumptions – 13.000 Health Care Services) will be co-located, though each area is separate and distinct. The preliminary staffing plan provides a single officer to supervise both areas on a 24-hour/7-day basis.
44. In the decentralized program centers, adjacent to and designed to serve the housing unit, the Utility Officer assigned to the housing unit will also provide security supervision and coordinate activities and movement within the decentralized program center.

9.000 Housing - Youthful Inmates

45. Housing for youthful inmates, both male and female, are configured as a single housing unit, albeit on a smaller scale than planned for adult inmates.
46. The housing pods designated for youthful inmates will be grouped into a single housing unit, which will be served by a dedicated decentralized programs and activities center. Table V.3 outlines the recommended bed distribution for the youthful inmate housing unit.

Table V.3 – Distribution of Housing Beds, Youthful Inmates - Year 2028

Housing Category	No. Of Pods	Total Beds	Space Program Number
Male Youthful Inmate Flex	1	24	9.200
Female Youthful Inmate Flex	1	16	9.300
Total Beds		40	

47. The housing pods will be operated following the principles of direct supervision.
48. For purposes of unit supervision, the youthful inmate housing unit is considered part of HU3 (see section A.2. Preliminary Staffing Plan Assumptions – 8.000 Housing) and, therefore, will be the responsibility of the Unit Supervisor responsible for HU3 operations.
49. The preliminary staffing plan provides for a Utility Officer assigned to the youthful inmate housing unit on a 24-hour-7-day basis to provide backup to the housing officers as necessary, monitor common corridors, inmate escort, assist the Housing Officer during peak activity periods, provide meal/respice breaks, etc.

50. It is anticipated that there will be a heavy emphasis on programming for youthful inmates, with many youthful inmates engaged in intensive educational programs. In the decentralized program center, adjacent to and designed to serve the youthful inmate housing unit, the Utility Officer assigned to the youthful inmate housing unit will provide security supervision and coordinate activities and movement within the youthful inmate housing decentralized program center. The Madison Metropolitan School District provides the teachers who will be providing education classes and services for youthful inmates. Accordingly, these positions are not reflected in the preliminary staffing plan.

10.000 Programs and Services

51. The delivery of programs will be through contract or volunteer program staff. Industries programs will also be provided and associated staffing is described in section A.2. Preliminary Staffing Plan Assumptions – 12.000 Industries.

52. The Programs Director has oversight responsibility for programs, work release, inmate discipline, and inmate grievances, and will serve as the program volunteer coordinator.

53. Hours for conducting programs within the centralized programs areas will be eight hours, five days per week to reflect Dane County's commitment to expanding and increasing programs and services being made available to all inmates. It is recommended that these hours encompass both daytime and evening hours, which is when inmates who are unavailable during the day are available to participate and/or program volunteers have availability to provide services. Security staff is assigned on an 8-hour/5-day basis to provide security supervision and coordinate activities and movement associated with the central programs areas, including the central library.

54. In the decentralized program centers, constructed adjacent to and designed to serve the housing units, Utility Officers are assigned to provide security supervision and coordinate activities and movement within a housing cluster (see section A.2. Preliminary Staffing Plan Assumptions – 8.000 Housing-Adult).

55. With an anticipated Huber population of upwards of 200 (approx.), three Huber Counselors are assigned to work with the Huber inmates. It is expected that counselors will collaborate with classification staff and program delivery personnel to determine appropriate program placements for individual inmates. In addition, the preliminary staffing plan provides for an Inmate Workforce Coordinator who develops and places inmates, including those individuals in the jail diversion program, in volunteer work situations within the community.

56. The Program Manager has responsibility for performing administrative, lead worker, and professional work related to pre- and post-release reentry services, working in collaboration with internal and external services to meet the programmatic needs of inmates.

57. It is assumed that the Reentry Coordinator will continue to be funded through the County's Department of Human Services and, therefore, is not reflected in the preliminary staffing plan.

Note: It is anticipated that in FY17, the Reentry Coordinator position as well as the requisite funding will be transferred from the County's Department of Human Services budget to that of the Sheriff's Office's Security Services Division budget.

58. Clerical staff will be assigned to support programs and classification. This position supports programs by tracking program activities, filing, reception, volunteer registrations, etc., and supports classification by tracking classification activities (e.g., review dates, reclassification hearings), filing, reception, volunteer registrations, etc.
59. Management of inmate behavior is a key component of jail safety and security. Critical to this is properly assessing the risk and needs of each inmate individually so that decisions regarding housing assignments, supervision levels, program placement and access to services is done in a manner that safeguards the individual inmate, other inmates, staff, and the public, and ensures facility security.
60. The preliminary plan provides staff responsible for conducting classifications, classification reviews, hearings, and appeals. In addition, classification staff will determine eligibility and coordinate non-Huber inmates' participation in programs and services. Inmate classifications will be conducted a minimum of eight hours, seven days per week. For Monday through Friday, the preliminary staffing plan provides for 16 hours of coverage during the dayshift, and 8 hours of coverage during the evening shift.
61. The preliminary staffing plan recognizes and provides the capacity to respond to inmate management-related issues (i.e., inmate discipline, inmate grievances, etc.). This allows the DCJ to respond to these issues in a timely manner thereby providing a prompt, appropriate response to inappropriate inmate behavior in a structured way, and resolving complaints and problems in a way that reduces litigation and potential liability.
62. The preliminary staffing plan provides supervisory oversight for both the classification and grievances/discipline functions.

11.000 Jail Diversion

63. The jail diversion program will operate as it presently does.

12.000 Industries

64. Jail Industries is a new function planned for the jail. Since there is no established jail industry, new staff will be required to create and start the jail industries programs. It is assumed that personnel and startup costs associated with jail industries will be funded through grants and/or the inmate benefit account. It should be the goal of the program to be self-funding through revenues generated by the sale of goods and services. Therefore, associated staff is not reflected in the preliminary staffing plan.

13.000 Health Care Services

65. It is assumed that contracted professionals will provide health care services, including medical, mental health, and dental (see section A.5. Staffing Assumptions and Recommendations – Health Care Services).

66. The majority of health care services, which includes triage and medication administration, may be provided within the housing pods or the decentralized program and activities centers, and the HU Utility Officer will provide security supervision and coordination.
67. Medical observation beds for both males and females are assumed to be adjacent to the clinic. In addition, there is an assumption that the male medical housing pod and the medical observation beds will be co-located, though each area is separate and distinct. The preliminary staffing plan provides a single officer to supervise both areas on a 24-hour/7-day basis (see section A.2. Preliminary Staffing Plan Assumptions – 8.000 Housing-Adult Inmates). Table V.4 outlines the medical observation beds.

Table V.4 – Medical Observations Beds - Year 2028

Housing Category	No. Of Pods	Total Beds	Space Program Number
Male Medical Observation	1	9	13.300
Female Medical Observation	1	3	13.300
Total Beds		12	

68. A Clinic Officer will provide the security for the clinic, which will operate 12 hours per day (7 am – 7 pm) in addition to emergency response as needed.
69. Consistent with PREA standards and based on the proposed configuration and location of the medical observation beds, a male officer will supervise male inmates housed in medical observation and a female officer will supervise female inmates housed in medical observation.

This requirement will be met depending upon the inmates' genders that are occupying medical observation beds. For example, if inmates of both genders are occupying medical observation beds, between security and health care staff, there must be one male and one female staff member on duty.

70. A Utility Officer is assigned to the clinic on a 12-hour/7-day basis (8 hours dayshift, 4 hours evening shift) to provide escort services for sick call for multiple providers and nurses. This position will also provide relief and support to the Clinic Officer.

14.000 Foodservice

71. The foodservice component will supply all inmate meals for the jail. Food will be prepared three times daily in a central kitchen using inmate labor presumably under the direction of contracted facility staff.¹² Food trays are prepared and delivered to individual housing pods. Dining for most inmates is in the dayroom space although inmates in lockdown status may be required to eat in their cells.
72. The Foodservice Director, who is proposed to be a contracted professional, will direct and supervise inmate workers assigned to the kitchen, and will also direct and

¹² While the preliminary staffing plan assumes foodservice will be a contracted service, staffing for foodservice will need to be re-evaluated should this service not be outsourced.

supervise inmate workers assigned to the laundry (see section A.2. Preliminary Staffing Plan Assumptions – 15.000 Laundry).

73. The preliminary staffing plan provides for a Kitchen/Laundry Officer on a 16-hour/7-day basis to provide intermittent security supervision of the kitchen and laundry, which will include checks/searches for contraband (see section A.2. Preliminary Staffing Plan Assumptions – 15.000 Laundry).
74. Utility officers will supervise inmate workers as they transport food trays to/from the housing units where housing unit staff will be responsible for distribution/collection of meal trays. This will include spot checking carts/trays for contraband.

15.000 Laundry

75. The laundry will operate five days per week, one shift per day.
76. Using inmate labor, all institutional and inmate personal laundry will be washed in the central laundry. Laundry services provide for the provision of clean clothing, towels and washcloths twice per week, and clean bed linens once per week.
77. The Foodservice Director will direct and supervise inmate workers assigned to the laundry (see section A.2. Preliminary Staffing Plan Assumptions – 14.000 Foodservice).
78. The Kitchen/Laundry Officer will provide intermittent security supervision of the laundry area, including checks/searches for contraband (see section A.2. Preliminary Staffing Plan Assumptions – 14.000 Foodservice). Utility officers will supervise inmate workers as they transport clean and/or soiled carts to/from the housing pod/central laundry and spot check carts for contraband. The Housing Officer will supervise laundry exchange within the housing pod.

16.000 Warehouse/Commissary

79. The warehouse/commissary component for the jail includes the facility's central storage area, commissary staging, and the service yard/loading dock, and will operate five days per week, one shift per day. All supplies and goods that enter the institution will first be processed through the warehouse.
80. The Warehouse Coordinator will manage the overall warehouse operation, including coordination of deliveries for all food, commissary, institutional supplies, and medical supplies, and is also responsible for distributing product throughout the jail. The Warehouse Coordinator is supported by the Warehouse Clerk, who is responsible for managing and tracking delivery records.
81. The preliminary staffing plan assumes the Warehouse Coordinator and Environmental Coordinator will be cross-trained.
82. The Warehouse/Maintenance Officer provides security supervision for activities associated with the warehouse/commissary function, particularly during deliveries, and the maintenance function (see section A.2. Preliminary Staffing Plan Assumptions – 17.000 Maintenance/Central Plant).

83. It is assumed that commissary will continue as a contracted service. No staff is associated specifically for commissary within the preliminary staffing plan.

17.000 Maintenance/Central Plant

84. The maintenance/central plant component for the jail includes maintenance and housekeeping, and other building support.
85. It is assumed that maintenance will continue to be a function of the County Facilities Management Department and, therefore, staff are not reflected in the preliminary staffing plan.
86. The preliminary staffing plan provides for an Environmental Coordinator who is responsible for ensuring the jail is properly cared for and maintained in a clean and sanitary manner. The Environmental Coordinator is responsible for overseeing and directing inmate worker work assignments and periodic supervision of inmate workers throughout the day.

Note: Developing a sanitation training program for inmates provides inmates with job skills that can be transferred into employment opportunities upon release and provides potential savings to the County if the inmate worker program is expanded to perform services that are currently contracted.

87. The Environmental Coordinator will be trained to serve as the jail's Life-Safety Officer, and will also be responsible for fire safety and will also conduct drills in coordination with designated DCJ staff.
88. The Warehouse/Maintenance Officer provides security supervision of the maintenance function and for activities associated with the warehouse/commissary function (see section A.2. Preliminary Staffing Plan Assumptions – 16.000 Warehouse/Commissary).
89. The Environmental Coordinator, in collaboration with the Warehouse Coordinator, directs the daily work activities of the Warehouse/Maintenance Officer, a position shared between the warehouse/commissary and maintenance functions.
90. The preliminary staffing plan assumes the Warehouse Coordinator and Environmental Coordinator will be cross-trained.

18.000 Parking

91. No staff is associated with this function.

Preliminary Post Coverage Plans – Future¹³

A post coverage plan depicts the deployment of staff and coverage needs necessary to maintain appropriate levels of safety and security and to provide coverage for the various activities that occur in a facility. It identifies the minimum number and type of staff required. Table V.5 outlines the staffing proposed for the jail. This table is organized into 11 columns with the terms defined below:

¹³ Calculations were completed in MS Excel using numbers with two decimal places. As a result, totals may not add due to rounding

- **Functional Post/Position** – brief descriptor of a specific position, post assignment or function.
- **Job Class** – personnel category designation of staff assigned to the post/position (i.e., Captain, Deputy, Civilian, etc.)¹⁴
- **Day Shift** (8 Hrs) – the number of personnel hours required to cover the designated duty post on the dayshift (e.g., 7 am – 3 pm.)
- **Evening Shift** (8 Hrs) – the number of personnel hours required to cover the designated duty post on the evening shift (e.g., 3 pm - 11 pm.)
- **Night Shift** (8 Hrs) – the number of personnel hours required to cover the designated duty post on the nightshift (e.g., 11 pm – 7 am.)
- **Number of Days per Week** – the number of days per week this duty post must be staffed.
- **Number of Hours per Week** – the sum total of the personnel hours per post multiplied by the number of days per week coverage is required.
- **Number of Hours of Coverage Per Year** – the sum of the number of personnel hours required to staff the post, without accounting for days off, vacations, sick leave, etc.
- **Post Relief** – indicates whether the duty post must be staffed in the absence of the person assigned.
- **Net Annual Work Hours (NAWH)** – the total hours the average employee is available for work per year.
Note: 2,086 hours was used to represent the total hours available for a full-time employee for those positions that do not require relief; though in reality, the actual amount of availability may be less for a position due to total contracted hours. For example, deputies work 1,950 hours annually.
- **Total FTE**¹⁵ – the total number of personnel necessary to provide the required coverage per year that this duty post must be staffed.

¹⁴ Capt = Captain, AdMgr = Administrative Manager, Lt = Lieutenant, Sgt = Sergeant, Dep III = Deputy III, Dep = Deputy I-II, SecSS = Security Support Specialist, J Clerk = Jail Clerk, Civ = Civilian

¹⁵ FTE = Full-time equivalent

Table V.5 – Preliminary Post Coverage Plan

Functional Post/Position	Job Class	Total Hours Day Shift	Total Hours Evening Shift	Total Hours Night Shift	No. of Days per Week	No. of Hours per Week	No. Hrs. Coverage per Year	Post Relief	NAWH	Total FTE
1.000 Public Lobby										
Reception/Security Screening	Dep	8	8	0	7	112	5,840	Y	1,372	4.3
Reception/Security Screening	Dep	4	4	0	5	40	2,086	Y	1,372	1.5
Mail Clerk	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Public Lobby Total		20	12	0						6.8
<i>Public Lobby Staff per Shift</i>		2.5	1.5	0.0						
2.000 Administration										
Security Services Commander	Capt	8	0	0	5	40	2,086	N	2,086	1.0
Security	Lt	8	0	0	5	40	2,086	N	2,086	1.0
Programs/Treatment Services	Lt	8	0	0	5	40	2,086	N	2,086	1.0
Compliance/Contractual/PREA	Lt	8	0	0	5	40	2,086	N	2,086	1.0
Administrative Manager	AdMgr	8	0	0	5	40	2,086	N	2,086	1.0
Bookkeeper	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Risk Mgmt/Technology	Sgt	8	0	0	5	40	2,086	N	2,086	1.0
Accreditation Manager	Sgt	8	0	0	5	40	2,086	N	2,086	1.0
Project & Program Assistant	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Visitor Registration (see 3.000)	Dep	0	0	0	0	0	0	N	2,086	0.0
Administration Total		72	0	0						9.0
<i>Administration Staff per Shift</i>		9.0	0.0	0.0						
3.000 Visitation										
Visitor Registration	SecSS	8	0	0	5	40	2,086	N	2,086	1.0
Visitation Officer	Dep	8	4	0	5	60	3,128	Y	1,372	2.3
Visitation Officer	Dep	8	0	0	2	16	834	Y	1,372	0.6
Visitation Total		24	4	0						3.9
<i>Visitation Staff per Shift</i>		3.0	0.5	0.0						
4.000 Initial Appearance Court										
No associated positions		0	0	0	0	0	0	N	2,086	0.0
Initial Appearance Court Total		0	0	0						0.0
<i>IA Court Staff per Shift</i>		0	0	0						
5.000 Staff Support										
Training Specialist	Dep III	8	0	0	5	40	2,086	N	2,086	1.0
Staff Support Total		8	0	0						1.0
<i>Staff Support Staff per Shift</i>		1.0	0.0	0.0						
6.000 Security Operations										
Shift Commander	Lt	8	8	8	7	168	8,760	Y	1,447	6.1
Central Control	SecSS	16	16	8	7	280	14,599	Y	1,655	8.8
Armorer (see 5.000 Trng Spec)	Dep III	0	0	0	0	0	0	N	2,086	0.0
Key/Locksmith (see 5.000 Trng Spec)	Dep III	0	0	0	0	0	0	N	2,086	0.0
Utility Officer	Dep	32	32	24	7	616	32,118	Y	1,372	23.4
Security Operations Total		56	56	40						38.3
<i>Security Operations Staff per Shift</i>		7.0	7.0	5.0						

Functional Post/Position	Job Class	Total Hours Day Shift	Total Hours Evening Shift	Total Hours Night Shift	No. of Days per Week	No. of Hours per Week	No. Hrs. Coverage per Year	Post Relief	NAWH	Total FTE
7.000 Intake/Release										
Intake/Release Supervisor	Sgt	8	8	8	7	168	8,760	Y	1,400	6.3
Booking Coordinator	Dep III	8	8	8	7	168	8,760	Y	1,356	6.5
Intake Officer-Security	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
Booking/Release Clerk	J Clerk	16	16	16	7	336	17,519	Y	1,468	11.9
Booking Prints & Photos	SecSS	8	8	8	7	168	8,760	Y	1,655	5.3
Property/Shower	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
Property Clerk	SecSS	8	8	8	7	168	8,760	Y	1,655	5.3
Civilian Supervisor	Civ	0	8	0	5	40	2,086	N	2,086	1.0
Records Clerk	J Clerk	8	0	0	7	56	2,920	Y	1,468	2.0
Intake/Release Total		72	72	64						51.0
<i>Intake/Release Staff per Shift</i>		9.0	9.0	8.0						
8.000 Housing-Adult Inmates										
<i>Housing Unit 1</i>										
Unit Supervisor-HU1	Sgt	8	8	8	7	168	8,760	Y	1,400	6.3
13.300 Male/Female Medical Obs	Dep	4	4	4	7	84	4,380	Y	1,372	3.2
13.400: Male Medical	Dep	4	4	4	7	84	4,380	Y	1,372	3.2
13.500: Male Acute/Subacute	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
13.600: Male GP Mental Health	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
13.600: Male GP Mental Health	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
13.700 Female Medical/Mental Health	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
8.700: Female GP Flex	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
Utility Officer-HU1	Dep	16	8	8	7	224	11,679	Y	1,372	8.5
<i>Housing Unit 2</i>										
Unit Supervisor-HU2	Sgt	8	8	8	7	168	8,760	Y	1,400	6.3
8.200A: Male GP	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
8.200B: Male GP	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
8.200C: Male GP	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
8.200D: Male GP	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
8.300: Male GP Flex	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
8.500: Male Restrictive Housing	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
Utility Officer-HU2	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
<i>Housing Unit 3</i>										
Unit Supervisor-HU3	Sgt	8	8	8	7	168	8,760	Y	1,400	6.3
8.100: Male Reception	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
8.600: Fem Reception/GP Huber	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
8.400A: Male GP Huber	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
8.400B: Male GP Huber	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
8.400C: Male GP Huber	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
Utility Officer-HU3	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
Housing-Adult Inmates Total		192	184	184						148.6
<i>Housing-Adult Staff per Shift</i>		24.0	23.0	23.0						
9.000 Housing-Youthful Inmates										
9.200 Male GP Flex	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
9.300 Female GP Flex	Dep	8	8	8	7	168	8,760	Y	1,372	6.4

Functional Post/Position	Job Class	Total Hours Day Shift	Total Hours Evening Shift	Total Hours Night Shift	No. of Days per Week	No. of Hours per Week	No. Hrs. Coverage per Year	Post Relief	NAWH	Total FTE
Utility Officer-Youthful Inmates	Dep	8	8	8	7	168	8,760	Y	1,372	6.4
Housing-Youthful Inmates Total		24	24	24						19.2
<i>Housing-Youthful Staff per Shift</i>		3.0	3.0	3.0						
10.000 Programs and Services										
Director of Programs	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Inmate Workforce Coordinator	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Huber Counselor	Civ	16	0	0	5	80	4,171	N	2,086	2.0
Huber Counselor	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Program Manager	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Clerical-Programs & Classification	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Classification/Grievance Supervisor	Sgt	8	0	0	5	40	2,086	N	2,086	1.0
Classification Specialist (Mo-Fr)	Civ	16	8	0	5	120	6,257	Y	1,675	3.7
Classification Specialist (Sa-Su)	Civ	8	0	0	2	16	834	Y	1,675	0.5
Grievance/Discipline Officer	Civ	16	0	0	5	80	4,171	N	2,086	2.0
Security-Central Programs	Dep	4	4	0	5	40	2,086	Y	1,372	1.5
Programs and Services Total		108	12	0						15.8
<i>Programs & Services Staff per Shift</i>		13.5	1.5	0.0						
11.000 Jail Diversion										
Jail Diversion (JD) Director	Sgt	8	0	0	5	40	2,086	N	2,086	1.0
JD Deputy	Dep	24	24	0	5	240	12,514	N	2,086	6.0
JD Case Manager	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Clerical Specialist	Civ	16	0	0	5	80	4,171	N	2,086	2.0
JD Scheduling	SecSS	8	0	0	5	40	2,086	N	2,086	1.0
Jail Diversion Total		64	24	0						11.0
<i>Jail Diversion Staff per Shift</i>		8.0	3.0	0.0						
12.000 Industries										
No associated positions		0	0	0	0	0	0	N	2,086	0.0
Industries Total		0	0	0						0.0
<i>Industries Staff per Shift</i>		0.0	0.0	0.0						
13.000 Health Care Services										
Clinic Officer	Dep	8	4	0	7	84	4,380	Y	1,372	3.2
Utility Officer - Clinic	Dep	8	4	0	7	84	4,380	Y	1,372	3.2
Medical/MH Housing (see 8.000)		0	0	0	0	0	0	N	2,086	0.0
Health Care Services Total		16	8	0						6.4
<i>Health Care Services Staff per Shift</i>		2.0	1.0	0.0						
14.000 Foodservice										
Kitchen/Laundry Officer	Dep	8	4	4	7	112	5,840	Y	1,372	4.3
Foodservice Total		8	4	4						4.3
<i>Foodservice Staff per Shift</i>		1.0	0.5	0.5						
15.000 Laundry										
Laundry Officer (see 14.000)		0	0	0	0	0	0	N	2,086	0.0
Laundry Total		0	0	0						0.0
<i>Laundry Staff per Shift</i>		0.0	0.0	0.0						

Functional Post/Position	Job Class	Total Hours Day Shift	Total Hours Evening Shift	Total Hours Night Shift	No. of Days per Week	No. of Hours per Week	No. Hrs. Coverage per Year	Post Relief	NAWH	Total FTE
16.000 Warehouse/Commissary										
Warehouse Coordinator	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Warehouse Clerk	SecSS	8	0	0	5	40	2,086	N	2,086	1.0
Warehouse/Maintenance Officer	Dep	8	0	0	5	40	2,086	Y	1,372	1.5
Warehouse/Commissary Total		24	0	0						3.5
<i>Warehouse/Comm. Staff per Shift</i>		3.0	0.0	0.0						
17.000 Maintenance/Central Plant										
Environmental Coordinator	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Maintenance Officer (see 16.000)		0	0	0	0	0	0	N	2,086	0.0
Maintenance/Central Plant Total		8	0	0						1.0
<i>Maintenance/CP Staff per Shift</i>		1.0	0.0	0.0						
18.000 Parking										
No associated positions		0	0	0	0	0	0	N	2,086	0.0
Parking Total		0	0	0						0.0
<i>Parking Staff per Shift</i>		0.0	0.0	0.0						
TOTALS										319.6

Staffing Summary – Current and Future¹⁶

A total of 319.6 staff is anticipated to operate the jail as described in the Program and to accommodate the future 2028 inmate population. Table V.6 compares staffing levels for the baseline current staffing with projected staffing for the new DCJ. The tables and narrative that follow clarify where the differentials are occurring.

Table V.6 – Dane County Jail FTE Staffing Summary¹⁷

	Staff
Baseline – Current Staffing	288.1
Projected Staffing	319.6

In comparing the current number of staff with the preliminary staffing plan, the differences in the number of positions are being driven primarily by:

1. Specialized housing for inmates requiring medical and mental health services.
2. Expanded programs and services with a focus on serving all inmates.

¹⁶ Calculations were completed in MS Excel using numbers with two decimal places. As a result, totals may not add due to rounding

¹⁷ The baseline and projected staff includes jail diversion

3. Operation of a youthful inmate housing unit.
4. An increase in the number of lieutenants and sergeants, which reflects the need for additional supervisors necessary to oversee operations of the jail and, in particular, the housing units. This is accomplished by increasing the current rank of the Shift Commander from sergeant to lieutenant. The supervisors responsible for the housing units, intake/release, and jail diversion carry the rank of sergeant.
5. Specialized positions that do not currently exist (e.g., Grievance/Discipline Officer, Training Specialist [Armorer, Key/Locksmith Officer], Accreditation Manager, Director of Programs, and Environmental Coordinator).

Table V.7 summarizes the total number of staff associated with each functional component described in the Program, and compares the difference between the current and projected staff.

Table V.7 – Staffing Summary by Functional Component

Section No.	Functional Component	FTE		Delta
		Current	Projected	
1.000	Public Lobby	1.0	6.8	5.8
2.000	Administration	5.0	9.0	4.0
3.000	Visitation	7.1	3.9	-3.2
4.000	Initial Appearance Court	0.0	0.0	0.0
5.000	Staff Support	1.0	1.0	0.0
6.000	Security Operations	30.2	38.3	8.1
7.000	Intake/Release	67.9	51.0	-16.9
8.000	Housing – Adult Inmates	149.9	148.6	-1.3
9.000	Housing – Youthful Inmates	0.0	19.2	19.2
10.000	Programs & Services	13.0	15.8	2.8
11.000	Jail Diversion	10.5	11.0	0.5
12.000	Industries	0.0	0.0	0.0
13.000	Health Care Services	1.5	6.4	4.9
14.000	Foodservice	0.0	4.3	4.3
15.000	Laundry	0.0	0.0	0.0
16.000	Warehouse/Commissary	1.0	3.5	2.5
17.000	Maintenance/Central Plant	0.0	1.0	1.0
18.000	Parking	0.0	0.0	0.0
TOTALS		288.1¹⁸	319.6	31.5

¹⁸ This includes 29 Task Force Deputies (Deputy I-II) allocated to the Support Services Division who are assigned, as necessary, to provide post relief in the DCJ. It also includes 1 FTE, which represents the 2 LTE that presently fulfill the mail clerk function. Source: Richelle Anhalt, DCSO Security Services Captain

Table V.8 compares staffing levels by job classification.

Table V.8 – Dane County Jail FTE Staffing Summary by Job Classification

Job Classification	Current FTE	Projected FTE	Delta
Security Services Captain	1.0	1.0	0.0
Administrative Manager	1.0	1.0	0.0
Lieutenant	3.0	9.1	6.1
Sergeant	14.8	29.0	14.2
Deputy III	6.5	7.5	1.0
Deputy I-II	193.0	213.5	20.5
Jail Clerk	14.8	13.9	-0.9
Security Support Specialist	36.0	22.4	-13.6
Civilian	18.0	22.2	4.2
Total	288.1¹⁹	319.6	31.5

Staffing Assumptions and Recommendations – Health Care Services

It is assumed that the health care services component provides all jail-based health care services to inmates at the Dane County Jail as described in the Program, which described in detail how health care is to function. These staffing assumptions and recommendations reflect the Program, which supports and expands the current health care services provided at the DCJ.

1. The health care vendor will provide administrative personnel to manage the provisions of health services to inmates including a Health Services Administrator, Director of Nursing, Medical Director, and Mental Health Director, who are supported by an Administrative Assistant.
2. The current vendor has fully implemented ERMA (proprietary electronic medical record). Medical records technicians provide medical records support (i.e., scanning hard copy records).
3. Two health screenings will be conducted in the earliest stages of admittance to the facility – a brief screening prior to admission to identify any medical or mental health conditions that may not be able to be treated within the jail. Once admitted, in-depth intake screenings are completed by a registered nurse (R.N.) for medical conditions and by a master-level Psychiatric Social Worker for mental health conditions on a 24-hour basis.
4. Preliminary staffing provides for psychiatry on-site five days per week and a full-time Discharge Planner to assist with reentry to the community.
5. A Dentist will continue to be on-site twice per week and will be supported by a Dental Assistant who will be on-site three days per week.

¹⁹ Id.

6. The preliminary staffing plan has R.N. staffing on a 24-hour/7-day basis to:
 - provide skilled nursing services and supervision of licensed practical nurse (L.P.N.) and certified nursing assistant (C.N.A.) staffing;
 - staff the clinic during the 12 hours that it is scheduled to be open for provider appointments, triage, sick call and related tasks;
 - respond to any emergencies outside of scheduled hours;
 - provide supervision of the medical observation beds; and
 - conduct the medical health care intake assessment.
7. The preliminary staffing plan has L.P.N. staffing on a 24-hour/7-day basis to support the R.N. in the clinic and medical observation beds, distribute medications throughout the facility, complete prescribed medical treatments, and other related tasks.
8. The use of C.N.A.s is limited in the preliminary staffing plan to assist in the clinic (vital signs, weights, and other preliminary tasks) and to assist medical observation and medical housing patients with activities of daily living.
9. Masters-level Psychiatric Social Worker staffing is provided on a 24-hour/7-day basis to provide initial intake assessments, outpatient clinic appointments for mental health services for general population inmates, and mental health treatment to those inmates housed in acute, subacute, and mental health housing pods.
10. Table V.9 outlines the recommended staffing positions and coverage hours necessary to provide health care services described in the Program.

Table V.9 – Preliminary Health Care Staffing Plan

Functional Post/Position	Total Hours Day Shift	Total Hours Evening Shift	Total Hours Night Shift	No. of Days per Week	No. of Hours per Week	No. of Hours per Year	Total FTE
13.000 Health Care Services							
Health Services Administrator	8	0	0	5	40	2,086	1.0
Administrative Assistant	4	0	0	5	20	1,043	0.5
Medical Records Clerk	8	0	0	2	16	834	0.4
Medical Records Clerk	4	0	0	3	12	626	0.3
Medical Records Clerk	0	8	0	4	32	1,668	0.8
Medical Records Clerk	0	4	0	1	4	209	0.1
Medical Director	10	0	0	4	40	2,086	1.0
Director of Nursing	8	0	0	5	40	2,086	1.0
Registered Nurse (RN)	24	16	16	7	392	20,439	9.8
RN - Booking	8	8	8	7	168	8,760	4.2
Licensed Practical Nurse (LPN)	40	40	16	7	672	35,038	16.8
Certified Nursing Assistant	8	8	8	7	168	8,760	4.2
Mental Health Director	8	0	0	5	40	2,086	1.0
Psychiatrist	5	0	0	5	25	1,304	0.6
Psychiatric LPN	8	0	0	5	40	2,086	1.0
MHP-Psych. Social Worker	24	24	16	7	448	23,359	11.2
Discharge Planner	8	0	0	5	40	2,086	1.0
Dentist	8	0	0	2	16	834	0.4
Dental Assistant	8	0	0	3	24	1,251	0.6
Health Care Services Total							55.9
<i>Health Care Services Staff per Shift</i>	23.9	13.5	8.0				

11. Table V.10 compares current health care staffing levels and recommended health care staffing levels by position.

Table V.10 – Health Care Services FTE Staffing Summary by Position

Job Classification	Current FTE	Projected FTE	Delta
Health Services Administrator	1.0	1.0	0.0
Administrative Assistant	0.5	0.5	0.0
Medical Records Technician	1.9	1.6	-0.3
Medical Director	1.0	1.0	0.0
Director of Nursing	1.0	1.0	0.0
Registered Nurse	8.6	14.0	5.5
Licensed Practical Nurse	10.1	16.8	6.7
Certified Nursing Assistant	1.0	4.2	3.2
Mental Health Director	1.0	1.0	0.0
Psychiatrist	0.4	0.6	0.2
Psychiatric Nurse (LPN)	1.0	1.0	0.0
Psychiatric Social Worker	7.0	11.2	4.2
Discharge Planner	1.0	1.0	0.0
Dentist	0.4	0.4	0.0
Dental Assistant	0.6	0.6	0.0
Total	36.5	55.9	19.5

12. In comparing the current number of health care staff with the preliminary staffing plan for health care services, the difference in the number of positions is being driven primarily by:
- Medical observation beds that allow closer supervision of inmates who are undergoing drug and alcohol withdrawal protocols, facilitate the use of intravenous fluids and antibiotics, neuro-checks, and recovery from hospitalization. Medical observation beds may eliminate or reduce the length of stay for some hospitalizations.
 - Housing developed specifically for acute and subacute mental health symptoms and conditions, including closer observation of those inmates who are on suicide watch.
 - Designated housing for inmates who have short- or long-term chronic health conditions that require timely access to medical staff to stabilize those conditions.
 - Increasing population of inmates who have medical, mental health, and substance abuse conditions that require treatment within the facility.
 - Specialized housing for youthful inmates who require additional mental health services.

B. OPERATING COSTS²⁰

Current and projected future costs are based on 2015 dollars, the most recent year that actual expenditures were available for comparison purposes. The ADP of 757 was used to calculate the current costs. To develop a parallel calculation for the future costs, the same ADP of 757 was used.²¹

Operating Costs Assumptions – Current²²

The current operating costs are premised on those costs directly associated with inmates committed into the custody and care of the DCJ, and who are occupying a bed within one of its facilities. It does not include costs associated with inmates who have been conditionally released into the community and who remain under the supervision of the DCJ, such as those inmates participating in the jail diversion program.

Personnel

1. Personnel costs reflect the 29 Task Force Deputies (Deputy I-II) allocated to the DCSO Support and Administrative Services Divisions who are assigned, as necessary, to provide post relief in the DCJ. These costs amount to \$2,901,247.²³
2. Personnel costs of \$973,252 associated with the jail diversion program have been excluded from the cost calculations since inmates in this program do not occupy a jail bed. Personnel costs were based on the average annual compensation cost (salary and benefits) for the job classifications assigned to the jail diversion program. In addition, the compensation costs for the lieutenant responsible for jail diversion were not included, as this position is responsible for more than jail diversion.

Health Care Services

3. No unique assumptions were made related to current health care services costs.

Foodservice

4. No unique assumptions were made related to current foodservice costs.

Laundry

5. No unique assumptions were made related to current laundry costs.

Maintenance

6. No unique assumptions were made related to current maintenance costs. However, it should be noted that the full costs of maintenance for the current DCJ system are not fully reflected. Maintenance is provided by County personnel and is funded separately

²⁰ Calculations were completed in MS Excel using numbers with two decimal places. As a result, totals may not add due to rounding

²¹ The ADP of 757 represents the ADP for 2015, and reflects the number of inmates who were occupying a bed within one of the DCJ facilities. Source: Richelle Anhalt, DCSO Security Services Captain

²² Personnel and operating costs provided by Richelle Anhalt, DCSO Security Services Captain

²³ Total compensation for these positions was calculated using the 2015 average DI-II (department-wide) annual compensation cost of \$100,043. 29 DI-II x \$100,043 = \$2,901,247

from the jail. At the time of this report, maintenance costs for the DCJ were not available.

Operations

7. Operations costs of \$319,974, which are associated with the jail diversion program, have been excluded from the cost calculations²⁴ since inmates in this program do not occupy a jail bed.

Operating Costs Assumptions – Future

The projected operating costs for the new DCJ reflect the Program.

Personnel

1. For purposes of calculating projected total compensation costs (salary and benefits), the following methodology was used:
 - Actual annualized compensation costs were applied for positions that are currently occupied by a single staff person and where the actual compensation costs were available (e.g., Security Services Captain, Administrative Manager, Bookkeeper, and Inmate Workforce Coordinator).
 - For those proposed positions that are currently occupied by multiple staff, the average annualized compensation costs for the applicable pay grade were applied to the positions.
 - For those proposed positions that are new, Dane County officials provided the applicable pay grade and corresponding entry-level annualized compensation cost, which was then applied to the position.
 - For those positions listed in Table V.11, the average compensation²⁵ was applied to a respective position up to the number of positions currently authorized. For the differential in the number of projected positions remaining (New FTE), the corresponding entry-level annualized compensation cost was applied.

Table V.11 – Compensation Costs, Average and Entry-Level

Job Classification	Pay Grade	Total Projected FTE	Current FTE	Average Compensation	New FTE	Entry-Level Compensation
Lieutenant	O19	9.1	3.0	\$152,817	6.1	\$127,152
Sergeant	O17	29.0	14.8	\$138,797	14.2	\$117,659
Deputy III	L16	7.5	6.5	\$107,727	1.0	\$98,130
Deputy I-II	L15	213.5	193.0	\$93,582	20.5	\$76,861

²⁴ 2015 Expenditures: \$319,974 = \$9,513 SHRFSEC30928 (Drug Screening) + \$47,282 SHRFSEC30940 (Electronic Monitoring-POS) + \$263,179 SHRFSEC30941 (Electronic Monitoring POS-Camp).

²⁵ The average compensation was calculated for staff assigned to the DCSO Security Division

- Compensation costs do not include staff assigned to jail diversion. Table V.12 outlines the estimated future personnel costs associated with jail diversion based upon the preliminary staffing plan.

Table V.12 – Estimated Jail Diversion Personnel Costs, Future

Pay Grade	Position	Job Class ²⁶	FTE	Annual Compensation	Total Compensation
O17	Jail Diversion (JD) Director	Sgt	1.0	\$138,797	\$138,797
L15	JD Deputy	Dep	6.0	\$93,582	\$561,492
SW20	JD Case Manager	Civ	1.0	\$106,696	\$106,696
G15	Clerical Specialist	Civ	2.0	\$82,115	\$164,230
G10	JD Scheduling	SecSS	1.0	\$71,435	\$71,435
	Total		11.0		\$1,042,650

Health Care Services

- Health care services are currently contracted by Dane County from Correct Care Solutions, LLC (CCS). The contract agreement²⁷ is that CCS provides staff as outlined in the contract staffing table or adjustments will be made to the County on an hour-for-hour basis for actual documented hours worked and assessed at 100% of the average hourly rate. In addition, the contract is written as a per diem per inmate fee, which for 2015 is calculated at \$16.67, and based on an ADP of 784 inmates occupying a bed within one of the DCJ facilities. The variable per diem applies to the monthly ADP as follows:

"PROVIDER will rebate to Dane County variable per diem amount times monthly ADP below 734 inmates. PROVIDER will charge Dane County variable per diem amount times monthly ADP above 834 inmates."²⁸

- The health care contract is not broken into budget line items such as personnel, pharmaceuticals, medical equipment and supplies, or subcontracts for radiology, lab tests, or other line items factors.
- The health care contract does include average salaries per position, but it does not include specific salaries per position, as this information is considered proprietary. The contract also does not include any increases in the number of health care positions for escalating ADPs over the lifetime of the contract.
- The 2015 health care contract was premised on a per inmate per diem of \$16.67 applied to an ADP of 784, which equals \$4,770,287 annually.
- There is a line item in the DCJ budget for Medical Exams and/or Expenses, which is an area for inmate care as well as for other expenses such as equipment. Dane County has taken the position that the Sheriff's Office is the payer of last resort, with the expectation that every avenue available to recoup costs will be explored before the

²⁶ Sgt = Sergeant; Dep = Deputy I-II; Civ = Civilian; SecSS = Security Support Specialist

²⁷ Source: County of Dane, Purchase of Services Agreement # 11323 between the County of Dane and Correct Care Solutions, LLC.

²⁸ Id.

Sheriff's Office is expected to pay.²⁹ For the purposes of this report it is assumed that this amount will remain the same. The amount expended in 2015 (\$60,577) is included in calculating future health care costs.

7. Based on the average salaries per position included in the contract, there is an increased personnel cost associated with the staffing for a facility that serves more inmates and increases the level of care and special housing provided for those inmates with medical and mental health care needs. The additional health care personnel being proposed increases health care personnel costs by \$974,250.
8. Based on these assumptions, the future health care costs accommodating an ADP of 757, total \$5,805,114. Table V.13 outlines the calculations used to determine the future health care costs.

Table V.13 – Health Care Costs, Future

Estimated Future Costs	Costs
2015 Health care budget	\$4,770,287
Medical exams/expense	\$60,577
Increased personnel costs	\$974,250
Estimated future health care cost	\$5,805,114

Foodservice

9. Providing meals through an in-house foodservice vendor has the added benefit whereby the preparation of meals can be combined with an inmate training program designed to develop viable job skills. In addition to providing vocational training for inmates, substantial savings can be realized with the use of inmate labor. These savings will come from a reduction in labor costs. Additional savings may be realized by using this labor source to produce menu items from scratch. Menu items that can be labor intensive but low cost, can replace some current menu selections. These items typically have higher inmate acceptability.
10. Contracted foodservice supplemented by inmate labor is assumed. Foodservice costs are assumed at \$1.18/meal per inmate inclusive of all staffing costs or \$3.54/day per inmate.³⁰
11. The cost of transportation of prepared meals can be eliminated with production and service within the jail.

Laundry

12. Providing laundry through an in-house service through a contracted vendor has the added benefit whereby performing duties associated with cleaning institutional and personal laundry can be combined with an inmate training program designed to

²⁹ Based on Wisconsin Statute 302.38 Medical care of prisoners. Source: Richelle Anhalt, DCSO Security Services Captain

³⁰ Source: Pulitzer/Bogard & Associates, LLC. in association with Mead & Hunt, Inc. Dane County Jail System Needs Assessment and Master Plan - Laundry, Commissary and Food Services Needs Assessment Report. Lido Beach, NY. July 2013.

develop viable job skills. In addition to providing vocational training for inmates, substantial savings can be realized with the use of inmate labor.

13. Contracted on-site laundry services using inmate labor is assumed. Laundry costs are assumed at \$0.17/day per inmate.³¹

Maintenance

14. Maintenance is assumed at the same per diem as current costs. Dane County officials indicate that the maintenance budget has been consistently overspent in recent years. In anticipation that greater efficiency of systems will be realized and fewer repairs required, the present cost is assumed without any expectation that this budget item will be overspent in future years.

Operations

15. Operations costs, which include items such as supplies, radios, inmate programming and services, utilities, insurances, etc., are assumed to represent the same percentage of the overall budget that they presently do, which for FY15 is calculated to be 1.9 percent. This will accommodate the increase in supplies necessary to meet the needs of the inmate population.
16. As with the current costs, operations costs associated with the jail diversion program are not reflected in the future operations costs.

Operating Costs – Current and Future

Table V.14 compares the current and projected operating costs. The table is broken out into six major cost categories:

- Personnel
- Health care
- Foodservice
- Laundry
- Maintenance
- Operations

Based on these assumptions, the projected operating costs are \$36,881,795. While Table V.14 illustrates an operating budget that is \$1.6M more than current costs, it is important to note that it provides for enhanced treatment and programmatic services delivery. Should the inmate population grow, greater efficiencies and increased cost savings may be realized.

³¹ Id.

Table V.14 – Dane County Jail Operating Costs, Current and Future

Cost Center	Current Budget	Future Budget
Personnel	\$26,975,036	\$29,196,092
Health Care	\$4,826,134	\$5,805,114
Foodservice	\$2,500,996	\$978,120
Laundry	\$150,273	\$46,972
Maintenance	\$144,756	\$143,679
Operations	\$675,423	\$711,819
Budget Total	\$35,272,618	\$36,881,796

C. OPTIONS³²

The County has considered options for a facility that will realize the Program. The two options – Option 1 and Option 2 – presented in this report were evaluated based on the operational and architectural programs as well as the associated preliminary staffing plan and projected future costs developed for the Program. Both options maintain the DCSO and DCJ presence downtown and expand the PSB by increasing the building's footprint using the PSB's parking lot, expanding the building vertically, and/or acquiring land adjacent to the PSB. These options keep the DCSO and DCJ operations within a single building.

Construction of each option has been divided into two phases. Using the preliminary staffing plan and projected future costs developed for the Program as a foundation, adjustments were made considering the phasing for each of the two options. For both options, it is assumed in Phase 2 that the full Program will be realized.

While not an exhaustive post-by-post staffing analysis, for each option and corresponding phases under consideration, an examination of staffing and operating costs was conducted to identify necessary adjustments to the preliminary staffing plan and operating costs developed for the Program.

Staffing and Operating Costs – Option 1

Staffing Plan Assumptions – Option 1

Option 1: Phase 1

Unless otherwise noted, the post coverage plan outlined in the preliminary staffing plan developed for the Program are assumed for Option 1 – Phase 1.

1. Public Lobby: the public lobby will operate in its presently designated space without any extensive remodel or expansion, which does not include reception or security screening. This will eliminate staff assigned to the reception/security screening post.
2. Visitation: visitation will be conducted in its presently designated space without any extensive remodel or expansion. The present space does not accommodate the anticipated future need. The future space assumed 40 hours of visiting hours per week. To meet anticipated demand, additional hours for visiting will be required, resulting in the need for additional staff. Staff assigned to visitation will be available on a 16-hour/7-day basis. This requires an additional 1.4 FTE.
3. Security Operations: the preliminary staffing plan was premised on a single-level facility, which facilitates movement throughout a facility, especially during emergent situations when a rapid response is required. With a multilevel design, such as the Option 1 Phase 1 presents, it is anticipated that additional escort/utility staff will be necessary to assist in movement of inmates throughout the facility and to provide the ability to immediately respond to situations that might arise throughout the facility. This will require two additional Deputy I-II on a 16-hour/7-day basis (day and evening shifts), and one additional Deputy I-II on an 8-hour/7-day basis (nightshift).

³² Calculations were completed in MS Excel using numbers with two decimal places. As a result, totals may not add due to rounding

4. Housing – Adults:
 - 8.400 GP Huber – Huber housing requires four instead of three dorms, which requires an additional Deputy I-II on a 24-hour/7-day basis.
 - For the Huber housing pods, inmates will recreate in a central recreation yard. Inmates assigned to medical observation will also recreate in a central recreation yard. This will require two Deputy I-II on an 8-hour/7-day basis to escort and supervise inmates participating in recreation
5. Housing – Youthful Inmates: given the reduction in the number of inmates being served and the Phase 1 space configuration, the housing pod officers will provide intermittent supervision of the program areas. This will eliminate staff assigned to the utility officer-youthful inmates post.
6. Foodservice: foodservice will continue to be provided by the County's Consolidated Food Service. This will eliminate staff assigned to the kitchen/laundry officer security post.

Table V.15 summarizes the proposed adjustments to the preliminary staffing plan during Phase 1. This represents a net increase of 6.3 FTE, bringing the total staff to 325.9 FTE.

Table V.15 – Option 1: Phase 1 Preliminary Staffing Plan Adjustments, Summary

Position	Total FTE
Deputy I-II	5.2
8.400D: Male GP Huber	6.4
Kitchen/Laundry Officer	(4.3)
Reception/Security Screening	(5.8)
Recreation Officer	4.3
Utility Officer	10.6
Utility Officer-Youthful Inmates	(6.4)
Visitation Officer	0.3
Security Support Specialist	1.1
Visitor Registration	1.1
Total	6.3

Option 1: Phase 2

Unless otherwise noted, the post coverage plan outlined in the preliminary staffing plan developed for the Program are assumed for Option 1 – Phase 2. Phase 2 realizes the various functional components outlined in the Program in a more comprehensive manner than was attainable in Phase 1.

7. Security Operations: the preliminary staffing plan was premised on a single-level facility, which facilitates movement throughout a facility, especially during emergent situations when a rapid response is required. With a multilevel design, such as the Option 1 Phase 2 presents, it is anticipated that additional escort/utility staff will be necessary to assist in movement of inmates throughout the facility and to provide the

ability to immediately respond to situations that might arise throughout the facility. This will require two additional Deputy I-II on a 16-hour/7-day basis (day and evening shifts), and one additional Deputy I-II on an 8-hour/7-day basis (nightshift).

8. Housing – Adults:

- For the Huber housing pods, inmates will recreate in a central recreation yard. Inmates assigned to medical observation will also recreate in a central recreation yard. This will require two Deputy I-II on an 8-hour/7-day basis to escort and supervise inmates participating in recreation

Table V.16 summarizes the proposed adjustments to the preliminary staffing plan during Phase 2. This represents a net increase of 14.9 FTE, bringing the total staff to 334.5 FTE.

Table V.16 – Option 1: Phase 2 Preliminary Staffing Plan Adjustments, Summary

Position	Total FTE
Deputy I-II	14.9
Recreation Officer	4.3
Utility Officer	10.6
Total	14.9

Operating Costs Assumptions – Option 1

The Phase 1 and 2 projected costs for Option 1 are based on 2015 dollars, the most recent year that actual expenditures were available for comparison purposes. Unless otherwise noted, the assumptions used to calculate the projected operating costs based on the Program are used to calculate the projected operating costs for Option 1 – Phase 1 and Phase 2. When the operating cost is premised on an ADP basis, it is assumed that the ADP is 757.

Option 1: Phase 1

1. The compensation costs calculated for the Program serve as the baseline personnel costs for Phase 1. The personnel costs associated with adjustments made to the preliminary staffing plan were applied to the baseline. In Phase 1, personnel costs increased \$475,827.³³
2. Foodservice as envisioned in the Program is not available in Phase 1. Foodservice will continue to be provided by the County's Consolidated Foodservice, and costs will be calculated using the current per diem of \$9.05/inmate.
3. Laundry as envisioned in the Program is not available in Phase 1. Laundry will continue as a contracted service, and costs will be calculated using the current per diem of \$0.54/inmate.

³³ Entry-level compensation was applied to positions that were considered new FTE

Option 1: Phase 2

- The compensation costs calculated for the Program serve as the baseline personnel costs for Phase 2. The personnel costs associated with adjustments made to the preliminary staffing plan were applied to the baseline. In Phase 2, personnel costs increased \$1,145,009.³⁴

Operating Costs Summary – Option 1

Table V.17 compares Option 1's Phase 1 and Phase 2 projected staffing and operating costs. The table is broken out into the six major cost categories identified earlier in this report.

Based on the operating assumptions outlined, the operating budget for Phase 2 is \$977K less than the Phase 1 operating budget. In large part, this difference can be attributed to the in-house foodservice and laundry services that are part of Phase 2. The projected Phase 2 costs of the new DCJ would in effect be 2.5 percent more efficient in terms of expenditures than Phase 1.

Table V.17 – Dane County Jail Option 1 Summary, Phase 1 and Phase 2

Cost Center	Phase 1 Budget	Phase 2 Budget
Personnel	\$29,671,919	\$30,341,101
Health Care	\$5,807,852	\$5,805,114
Foodservice	\$2,500,560	\$978,120
Laundry	\$149,205	\$46,972
Maintenance	\$143,679	\$143,679
Operations	\$753,210	\$734,352
Budget Total	\$39,026,424	\$38,049,338

Staffing and Operating Costs – Option 2*Staffing Plan Assumptions – Option 2**Option 2: Phase 1*

Unless otherwise noted, the post coverage plan outlined in the preliminary staffing plan developed for the Program are assumed for Option 2 – Phase 1.

- Security Operations: the preliminary staffing plan was premised on a single-level facility, which facilitates movement throughout a facility, especially during emergent situations when a rapid response is required. With a multilevel design, such as the Option 2 Phase 1 presents, it is anticipated that additional escort/utility staff will be necessary to assist in movement of inmates throughout the facility and to provide the ability to immediately respond to situations that might arise throughout the facility. This will require two additional Deputy I-II on a 16-hour/7-day basis (day and evening shifts), and one additional Deputy I-II on an 8-hour/7-day basis (nightshift).

³⁴ Id.

2. Housing – Adults: For the Huber housing pods, inmates will recreate in a central recreation yard. Inmates assigned to medical observation will also recreate in a central recreation yard. This will require two Deputy I-II on an 8-hour/7-day basis to escort and supervise inmates participating in recreation
3. Foodservice: foodservice will continue to be provided by the County's Consolidated Food Service. This will eliminate staff assigned to the kitchen/laundry officer security post.

Table V.18 summarizes the proposed adjustments to the preliminary staffing plan during Phase 1. This represents a net increase of 10.6 FTE, bringing the total staff to 330.2 FTE.

Table V.18 – Option 2: Phase 1 – Preliminary Staffing Plan Adjustments, Summary

Position	Total FTE
Deputy I-II	10.6
Kitchen/Laundry Officer	(4.3)
Recreation Officer	4.3
Utility Officer	10.6
Total	10.6

Option 2: Phase 2

Unless otherwise noted, the post coverage plan outlined in the preliminary staffing plan developed for the Program are assumed for Option 2 – Phase 2. Phase 2 realizes the various functional components outlined in the Program in a more comprehensive manner than was attainable in Phase 1.

4. Security Operations: the preliminary staffing plan was premised on a single-level facility, which facilitates movement throughout a facility, especially during emergent situations when a rapid response is required. With a multilevel design, such as the Option 2 Phase 2 presents, it is anticipated that additional escort/utility staff will be necessary to assist in movement of inmates throughout the facility and to provide the ability to immediately respond to situations that might arise throughout the facility. This will require two additional Deputy I-II on a 16-hour/7-day basis (day and evening shifts), and one additional Deputy I-II on an 8-hour/7-day basis (nightshift).
5. Housing – Adults: For the Huber housing pods, inmates will recreate in a central recreation yard. Inmates assigned to medical observation will also recreate in a central recreation yard. This will require two Deputy I-II on an 8-hour/7-day basis to escort and supervise inmates participating in recreation

Table V.19 summarizes the proposed adjustments to the preliminary staffing plan during Phase 2. This represents a net increase of 14.9 FTE, bringing the total staff to 334.5 FTE.

Table V.19 – Option 2: Phase 2 – Preliminary Staffing Plan Adjustments, Summary

Position	Total FTE
Deputy I-II	14.9
Recreation Officer	4.3
Utility Officer	10.6
Total	14.9

Operating Costs Assumptions – Option 2

The Phase 1 and 2 projected costs for Option 2 are based on 2015 dollars, the most recent year that actual expenditures were available for comparison purposes. Unless otherwise noted, the assumptions used to calculate the projected operating costs based on the Program are used to calculate the projected operating costs for Option 2 – Phase 1 and Phase 2. When the operating cost is premised on an ADP basis, it is assumed that the ADP is 757.

Option 2: Phase 1

1. The compensation costs calculated for the Program serve as the baseline personnel costs for Phase 1. The personnel costs associated with adjustments made to the preliminary staffing plan were applied to the baseline. In Phase 1, personnel costs increased \$817,864.³⁵
2. Foodservice as envisioned in the Program is not available in Phase 1. Foodservice will continue to be provided by the County's Consolidated Food Service, and costs will be calculated using the current per diem of \$9.05/inmate.
3. Laundry as envisioned in the Program is not available in Phase 1. Laundry will continue as a contracted service, and costs will be calculated using the current per diem of \$0.54/inmate.

Option 2: Phase 2

4. The compensation costs calculated for the Program serve as the baseline personnel costs for Phase 2. The personnel costs associated with adjustments made to the preliminary staffing plan were applied to the baseline. In Phase 2, personnel costs increased \$1,145,009.³⁶

Operating Costs Summary – Option 2

Table V.20 compares Option 2's Phase 1 and Phase 2 projected staffing and operating costs. The table is broken out into the six major cost categories identified earlier in this report.

Based on the operating assumptions outlined, the operating budget for Phase 2 is \$1.3M less than the Phase 1 operating budget. In large part, this difference can be attributed to the in-house foodservice and laundry services that are part of Phase 2. The projected

³⁵ Entry-level compensation was applied to positions that were considered new FTE

³⁶ Id.

Phase 2 costs of the proposed DCJ would in effect be 3.4 percent more efficient in terms of expenditures.

Table V.20 – Dane County Jail Option 2 Summary, Phase 1 and Phase 2

Cost Center	Phase 1 Budget	Phase 2 Budget
Personnel	\$30,013,956	\$30,341,101
Health Care	\$5,805,114	\$5,805,114
Foodservice	\$2,500,560	\$978,120
Laundry	\$149,205	\$46,972
Maintenance	\$143,679	\$143,679
Operations	\$759,887	\$734,352
Budget Total	\$39,372,401	\$38,049,338

Staffing and Operating Costs– Dane County Adjustments ³⁷

A number of factors could serve to decrease the projected future staffing levels and/or operating costs, either in the long-term or on a temporary basis. In discussion with Dane County Officials, there is a strong likelihood that a number of positions outlined may be reduced, not be authorized, or other provisions are envisioned to fulfill the need. In addition, it is anticipated that revenue may be generated by housing youthful inmates from other WI jurisdictions. The projected operating budget for each phase of the two options proposed were adjusted to reflect these factors.

Staffing Adjustments

In discussion with Dane County Officials, there is strong likelihood that positions outlined in each of the Options' phases may be reduced, not be authorized, or other provisions are envisioned to fulfill the need. These are outlined below.

Option 1 position adjustments include:

1. The present practice of having the Officer-in-Charge (OIC) be responsible for jail operations will continue provided clerical support to perform the scheduling function is allocated. These positions would be funded as part of the Sheriff's Office Field Services Division. (Phase 1 and Phase 2)
2. The HU1 Supervisor will provide supervisory coverage for HU2. (Phase 1 and Phase 2)
3. The Intake Supervisor will provide supervisory coverage for HU3 during the nightshift. (Phase 1 and Phase 2)
4. A single Housing Officer will provide supervision of both male and female youthful inmate housing pods during the nightshift. (Phase 2)

³⁷ Information contained in this section reflects the material, assumptions, data, and calculations that were presented previously in this report

5. A lieutenant will be assigned to coordinate the warehouse/commissary, environmental, and maintenance functions as an added duty. (Phase 1 and Phase 2)
6. Security supervision for the foodservice, laundry, warehouse/commissary, and maintenance functions will be provided by a single officer. (Phase 1 and Phase 2)
7. Reception and security screening will not be implemented. (Phase 2)

Option 2 position adjustments include:

8. The present practice of having the Officer-in-Charge (OIC) be responsible for jail operations will continue provided clerical support to perform the scheduling function is allocated. These positions would be funded as part of the Sheriff's Office Field Services Division. (Phase 1 and Phase 2)
9. The HU1 Supervisor will provide supervisory coverage for HU2. (Phase 1 and Phase 2)
10. The Intake Supervisor will provide supervisory coverage for HU3 during the nightshift. (Phase 1 and Phase 2)
11. A single Housing Officer will provide supervision of both male and female youthful inmate housing pods during the nightshift. (Phase 1 and Phase 2)
12. A lieutenant will be assigned to coordinate the warehouse/commissary, environmental, and maintenance functions as an added duty. (Phase 1 and Phase 2)
13. Security supervision for the foodservice, laundry, warehouse/commissary, and maintenance functions will be provided by a single officer. (Phase 1 and Phase 2)
14. Reception and security screening will not be implemented. (Phase 1 or Phase 2)

Option 1 and Option 2 Adjustments Summary

Table V.21 outlines by phase the positions that have been adjusted by Dane County for Option 1 and Option 2.

Table V.21 –Dane County Adjustments to Staffing Plan – Option 1and Option 2

Position	Option 1		Option 2	
	Phase 1	Phase 2	Phase 1	Phase 2
Lieutenant	6.1	6.1	6.1	6.1
Shift Commander	6.1	6.1	6.1	6.1
Sergeant	9.3	9.3	9.3	9.3
Accreditation Manager	1.0	1.0	1.0	1.0
Unit Supervisor-HU2	6.3	6.3	6.3	6.3
Unit Supervisor-HU3	2.1	2.1	2.1	2.1
Deputy I-II	32.8	32.8	30.7	32.8
9.300 Female GP Flex	-	2.1	2.1	2.1
Reception/Security Screening	-	5.8	5.8	5.8
Recreation Officer	2.1	2.1	2.1	2.1
Utility Officer	21.3	21.3	21.3	21.3
Warehouse/Maintenance Officer	+0.6	1.5	+0.6	1.5
Civilian	2.0	2.0	2.0	2.0
Environmental Coordinator	1.0	1.0	1.0	1.0
Warehouse Coordinator	1.0	1.0	1.0	1.0
Total	40.2	50.2	48.1	50.2

Foodservice

The County has elected to maintain the present provision of food service through Consolidated Food Service. This does not impact Phase 1 of either Option 1 or Option 2. This increases the adjusted budget by \$1.5M in both Option 1 Phase 2 and Option 2 Phase 2.

Laundry

The County has elected to maintain the present provision of laundry through a third-party vendor. This does not impact Phase 1 of either Option 1 or Option 2. This increases the adjusted budget by \$102K in both Option 1 Phase 2 and Option 2 Phase 2.

Youthful Inmates

The youthful inmate housing unit was oversized in its program and design in order to provide economies of scale, and may also serve to generate revenue by housing youthful inmates from throughout the State. It is assumed that inmates from other jurisdictions will occupy at least 65 percent of the youthful inmate beds. For purposes of this exercise, an average per diem board rate of \$55 is used to calculate the revenue likely to be generated by the renting of youthful inmate beds.³⁸

Option 1: It is anticipated that the County would generate revenue of \$361,350³⁹ annually in Phase 1, and \$521,950⁴⁰ annually in Phase 2.

³⁸ \$55 per diem was determined to be the average board rate based on a survey conducted of jurisdictions within Wisconsin during May 2016. Source: Richelle Anhalt, DCSO Security Services Captain

³⁹ Youthful inmate annual revenue calculation = number of beds x per diem x 365 days. Number of youthful inmate beds = 28. Calculation: 18 beds x \$55 per diem x 365 days = \$361,350 annual revenue

⁴⁰ Youthful inmate annual revenue calculation = number of beds x per diem x 365 days. Number of youthful inmate beds = 40. Calculation: 26 beds x \$55 per diem x 365 days = \$521,950 annual revenue

Option 2: It is anticipated that the County would generate annually revenue of \$521,950⁴⁰ annually in both Phase 1 and Phase 2.

Option 1

Collectively these factors serve to reduce the projected operating costs for Option 1 by \$4.1M and \$3.4M annually, (Phase 1 and Phase 2, respectively). Tables V.22 and V.23 outline the impact these factors have on the projected staffing levels and operating costs previously calculated. In addition, in this scenario, the operating costs are \$379K and \$660K (Phase 1 and Phase 2, respectively) under the current DCJ's operating costs of \$35,272,618, and the staffing levels call for 2.4 in Phase 1 and 3.8 in Phase 2 fewer staff than the current total of 288.1.

Table V.22 – Staffing and Operating Costs Adjusted – Option 1: Phase 1 adjusted these next two table (not in revisions mode)

	Staff	Total Beds	Operating Costs	Per Diem ⁴¹
Projected Phase 1	325.9	932	\$39,023,632	\$141.23
Modified Positions ⁴²	(40.2)		(\$3,768,574)	
Foodservice			\$0	
Laundry			\$0	
Youthful Inmate Housing Revenue			(\$361,350)	
Net Impact Total	285.7	932	\$34,893,709	\$126.29

Table V.23 – Staffing and Operating Costs Adjusted – Option 1: Phase 2

	Staff	Total Beds	Operating Costs	Per Diem ⁴¹
Projected Phase 1	334.5	944	\$38,049,338	\$137.71
Modified Positions ⁴²	(50.2)		(\$4,539,702)	
Foodservice ⁴³			\$1,522,441	
Laundry ⁴⁴			\$102,233	
Youthful Inmate Housing Revenue			(\$521,950)	
Net Impact Total	284.3	944	\$34,612,359	\$125.27

Option 2

Collectively these factors serve to reduce the projected operating costs for Option 2 by \$4.9M and \$3.4M annually (Phase 1 and Phase 2, respectively). Tables V.24 and V.25 outline the impact these factors have on the projected staffing levels and operating costs previously calculated. In addition, in this scenario, the operating costs are \$798K and \$660K (Phase 1 and Phase 2, respectively) under the current DCJ's operating costs of \$35,272,618, and the staffing levels call for 6 in Phase 1 and 3.8 in Phase 2 fewer staff than the current total of 288.1.

⁴¹ Per diem was calculated based on ADP of 757 inmates

⁴² Entry-level compensation was applied to modified positions that were part of the preliminary staffing plan and were considered new FTE and are not part of the present FTE staff complement; the average compensation was applied to any remaining positions

⁴³ \$1,552,441 = \$9.05 (current foodservice per diem) – \$3.54 (projected foodservice per diem) x 365 days x 757 ADP

⁴⁴ \$102,233 = \$0.54 (current laundry per diem) – \$0.17 (projected laundry per diem) x 365 days x 757 ADP

Table V.24 – Staffing and Operating Costs Adjusted – Option 2: Phase 1 adjusted these next two table (not in revisions mode)

	Staff	Total Beds	Operating Costs	Per Diem ⁴¹
Projected Phase 1	330.2	944	\$39,372,401	\$142.50
Modified Positions ⁴²	(48.1)		(\$4,376,130)	
Foodservice			\$0	
Laundry			\$0	
Youthful Inmate Housing Revenue			(\$521,950)	
Net Impact Total	282.1	944	\$34,474,321	\$124.77

Table V.25 – Staffing and Operating Costs Adjusted – Option 2: Phase 2

	Staff	Total Beds	Operating Costs	Per Diem ⁴¹
Projected Phase 1	334.5	944	\$38,049,338	\$137.71
Modified Positions ⁴²	(50.2)		(\$4,539,702)	
Foodservice ⁴³			\$1,522,441	
Laundry ⁴⁴			\$102,233	
Youthful Inmate Housing Revenue			(\$521,950)	
Net Impact Total	284.3	944	\$34,612,359	\$125.27

Staffing and Operating Costs Comparisons – Current, Option 1, and Option 2

Table V.26 summarizes and compares the current DCJ's staffing and operating costs with Option 1 and Option 2's projected staffing and operating costs. It also summarizes and compares the current DCJ's staffing and operating costs with Option 1 and Option 2's projected staffing and operating costs as adjusted by Dane County Officials.

The adjusted operating budget for each phase of the two options proposed is less than the current DCJ operating budget, with differences ranging from \$379K to \$798K.

The Dane County adjusted budget assumes that the County will continue to maintain the present provision of foodservice through Consolidated Food Service, and laundry through a third-party vendor. While this decision has no impact in Phase 1 of either Option 1 or Option 2, should the County elect to provide meals and laundry through in-house foodservice and laundry vendors, additional saving of \$1.5M (foodservice) and \$102K (laundry) may be realized. Phase 2 of both options includes sufficient space to provide these services in the facility. In addition, bringing these services in-house has the added benefit whereby the preparation of meals and laundering services can be combined with inmate training programs designed to develop viable vocational skills as well as providing opportunities for eligible inmates to earn sentence reduction credits, thereby reducing jail time.

Table V.26 – Staffing and Operating Costs Comparison – Current DCJ, Option 1, and Option 2 again, updated chart (not in revisions mode)

	Current DCJ	Option 1		Option 2	
		Phase 1	Phase 2	Phase 1	Phase 2
Option 1 and Option 2 Projections					
Budget	\$35,272,618	\$39,023,632	\$38,049,338	\$39,372,401	\$38,049,338
Total Staff	288.1	325.9	334.5	330.2	334.5
Dane County Adjustments					
Budget	\$35,272,618	\$34,893,709	\$34,612,359	\$34,474,321	\$34,612,359
Total Staff	288.1	285.7	284.3	282.1	284.3
Current DCJ – Projected Savings	-	(\$378,909)	(\$660,259)	(\$798,297)	(\$660,259)

VI. ACKNOWLEDGEMENTS

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ACKNOWLEDGEMENTS

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Joe Parisi, Dane County Executive

Josh Wescott, Chief of Staff

Carlos Pabellon, Chief Administrative Officer and Director of Administration

Public Protection and Judiciary Committee

Workgroup Committee's on:

Mental Health and Solitary Confinement

Alternative to Arrest and Incarceration

Length of Stay

Dane County Sheriff's Office

Sheriff David Mahoney

Chief Deputy Jeff Hook

Captain Richelle Anhalt

Lt. Kurt Pierce

Michelle De Forest

Lt. Brian Mikula

Lt. Chuck Immel

Sgt. Mark Olson

Sgt. Mica Weber

Deputy Matt Gueldner

Karianne Kundert

Health Services Administrator, Brittany Wiersma

And all the county staff and board members that have helped us to understand and address the issues of the entire Jail Security System and the services particular to Dane County.

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VII. APPENDICES

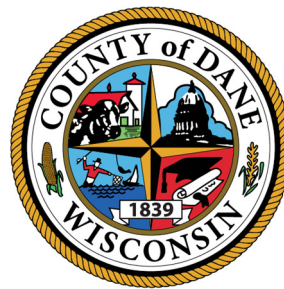
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APPENDIX A

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Dane County Jail and Sheriff's Office

Part I – Health and Life Safety Assessment of City/County Building Jail



Report prepared by

**Mead
& Hunt**

In association with



May 2016: revised December 2016

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I. EXECUTIVE SUMMARY

A. INTRODUCTION

Through a competitive selection process, the team of Mead & Hunt, Inc. Potter Lawson, Inc. and Pulitzer Bogard & Associates, LLC (Consultants) were selected to perform a detailed analysis of the City County Building Jail (CCB) to identify and make recommendations to mitigate life and health safety concerns in the CCB. In addition, the consultants were tasked with evaluating the current environment and make recommendations to reduce or greatly eliminate the use of solitary confinement and provide recommendations for bringing the jail into compliance with the Prison Rape Elimination Act (PREA).

Part 2 of this report, yet to be completed, will analyze the cost of adjusting the 2014 Master Plan, allowing for independently or sequentially addressing issues, to bring the jail system up to current jail standards, applicable state and federal codes and regulations, and inmate health and safety needs. In Part 2, the consultants are charged with presenting two (2) options for upgrading the CCB Jail and PSB Jail and/or eliminating the use of the CCB and consolidating operations at the PSB Site.

Prior to moving forward with this portion of the report, the County must decide whether or not it is viable to continue the use of the CCB. While the total costs and implications of renovating the CCB are not entirely forecastable, many of these costs and implications have been identified in Part 1 of this study and can serve to guide the discussion on how to proceed.

Finally, Part 2 of the analysis will evaluate the final recommendations of the Public Protection and Judiciary Workgroups (Mental Health and Solitary Confinement, Length of Stay, and Alternatives to Arrest and Incarceration) released in September 2015. Predicted reductions in jail population resulting from the recommendations will be incorporated into the two options presented.

B. HEALTH AND LIFE SAFETY

The original CCB Jail opened in 1954 and occupied the sixth and seventh floors on the east side of the building. The jail was built in linear fashion with cellblocks facing into a common security corridor. The jail utilizes intermittent indirect supervision that includes bar/grille separation between staff and inmates. In 1985, a vertical expansion project expanded the Jail to the west side of the building and continued the linear design. Except for some minor renovations, the original construction remains. Each new part of the facility was constructed to meet the standards and practices of the industry at the time of construction without bringing the existing portions up to the same standards and practices.

The CCB serves as the Dane County Jail System's maximum security facility and has a total of 365 beds and is comprised of 50 cellblocks and two dormitory style housing units. The cellblocks range from 3 cells to 8 cells. All cells are designated as single occupancy with a bunk, toilet, and sink. Twenty-four (24) cells are designated by the jail as restrictive housing.

During the analysis of the CCB, significant problems, issues, and conditions, many of which threaten the health and life safety of those living, working and volunteering in the CCB, were identified. These include, but are not limited to:

- The linear indirect supervision model has not been accepted as a design/management style since the 1970s. The linear design facility makes

observation, both visually and audibly, difficult. In addition, the intermittent indirect model of supervision limits sightlines and observation of inmates throughout the CCB, compromising staff and inmate safety.

- The linear design of the facility poses a challenge for the management of inmates. The number and location of the cells make it impractical for direct supervision. Most of the cells are not within view of the deputies which increases the opportunity for and/or the likelihood of abuse or violence amongst inmates.
- The ability of the staff to provide regular well-being checks where inmates are personally observed by Jail staff at staggered intervals is problematic due to the layout of the facility and the additional duties required of the deputies.
- The CCB is in need of continuous repair and service due to the age of the building.
- Many systems are outdated and/or nearing the end of their usable life. Repairs are made more difficult as parts are hard to find and/or are obsolete.
- Housing alternatives for the special needs population is extremely limited. Cellblocks are used for different housing types based on the needs of the day,
- Of the 338 existing cells, 117 do not meet the current, applicable DOC standard which required 35 square feet of unencumbered floor space. In addition, the size of the CCB dayrooms do not meet the current DOC 350 standards. Renovating the existing cellblocks to provide the required sizes for cells and dayrooms would result in a reduction of one to two cells per cellblock.
- With the linear design of the CCB, life safety issues are of a risk to the safety of staff and inmates. This includes exiting of inmates in the case of a catastrophic event (fire, smoke, weather), the ability to unlock cells, cellblocks, corridors and exit doors in a timely manner.
- There are currently eight (8) cellblocks, or 48 cells, that exceed the maximum travel distance to an exit access.
- There are 24 cellblocks, or 172 cells, that exceed the maximum travel distance to a smoke barrier.
- An exit access corridor shall be separated from other parts of the building by walls having not less than a 1-hour fire resistive rating. The current arrangement of the jail does not have a compliant exit access corridor due to open bar grille cellblock fronts.
- The 6th floor visitation area is located beyond the maximum allowed travel distance to an exit.
- The power operated sliding doors and power operated locks for swinging door on the east side of the CCB are required to be operable by a manual release mechanism at the door and either emergency power or a remote mechanical operating release. The east side of the CCB does not meet this requirement.
- The door assemblies separating the 1950's jail from the 1980's jail do not meet the fire resistive construction requirements to be a horizontal exit.
- A stairwell pressurized system is required in the CCB since it is a high-rise building. Such a system does not exist.
- The existing building does not have an adequate smoke control system that meets today's standards.
- An event requiring an evacuation of the eastside of the jail during a power failure is both time consuming and problematic as cell doors have to be individually released.
- The gang release system on the eastside of the jail has been problematic both mechanically and electrically resulting in inmates being trapped in their cells for

- prolonged periods of time.
- The original door hardware remains in place and requires continual maintenance and repair. Parts are often unavailable and have to be manufactured. The existing door hardware is well beyond usable life expectancy. Continued use is potentially hazardous.
- Existing bars and grill fronts should be replaced to reduce the potential of suicide.

C. PREA COMPLIANCE IN THE CCB

The Prison Rape Elimination Act (PREA), a federal law enacted in 2003, seeks to prevent, detect, and respond to sexual abuse in confinement facilities.¹ PREA national standards (PREA standards) were released by the U.S. Department of Justice in 2012, and are intended to operationalize what it means to prevent, detect, and respond to sexual abuse within a correctional environment. PREA standards apply equally to locally operated facilities such as lockups, jails, juvenile detention centers, and locally operated residential community confinement facilities.

PREA imposes certain financial consequences on states and local facilities that house state or federal inmates that do not comply with the standards. Because of its agreement to house federal inmates, DCSO is subject to direct financial consequences for noncompliance with PREA standards. In addition, failure to comply with PREA standards exposes DCSO to civil liability related to its obligation under federal and Wisconsin constitutions to provide safety for those individuals in their custody.

While PREA standards cover many aspects of correctional operations, the focus for this phase of the project (Phase I) is to determine how the City-County Building's (CCB) physical plant impacts PREA compliance and to develop solutions to effectuate compliance by the DCSO. The observations and concerns presented have been informed by observations made on site, interviews, DCSO PREA status/assessment reports, and the PREA standards. The report includes a discussion of key findings that affect PREA compliance, and addresses areas within the CCB that present risk for sexual abuse, i.e., locations where inmates are together unsupervised (e.g., cellblocks, programs, recreation, movement), and isolated areas where sexual abuse can occur undetected (e.g., storage closets, janitor closets, kitchen coolers, offices, bathrooms).

The CCB, as presently designed and configured, makes compliance with PREA standards challenging and costly. Its linear design, small cellblocks (4-8 beds, average), poor sightlines, and blind spots will require additional staff, modifications/adjustments to operational practices, and/or physical plant modifications/renovations in order to mitigate PREA compliance-related issues. Present staffing levels are not adequate to perform basic routine jail operations such as timely wellness checks, provision of programs and recreation, etc., and, therefore, are insufficient to assure completion of activities/tasks related to PREA compliance such as routine supervision of programs/services (e.g., recreation, visitation, education), youthful inmate services/activities, camera monitoring, inspection of unoccupied areas, inmate work areas (e.g., kitchen, laundry), etc.

The 25 recommendations presented focus primarily on operational practices, staffing, and capital improvement strategies to mitigate the physical plant conditions that adversely

¹ Public Law 108-79, 108th Congress. "Prison Rape Elimination Act of 2003." September 4, 2003.

impact the DCSO's ability to comply with the PREA standards. Prior to funding and implementing these recommendations, a thorough vetting of each recommendation will be necessary to ensure that accurate cost information and operational implications are established; particularly since a number of the recommendations are included within or are impacted by recommendations made elsewhere in this report.

D. RESTRICTIVE HOUSING

In response to the Workgroup on Mental Health, Solitary Confinement and Incarceration two recommendations, the consultant team toured the CCB and PSB facilities operated by the DCSO and reviewed a large number of operational procedures and practices as well gathered new statistics regarding the utilization of "solitary confinement," or restrictive housing as the preferred and more accurate term. The use and overuse of restricted housing has been a major topic of concern throughout the U.S. in recent months. As a result, we reviewed and incorporated the recommended approaches proposed in numerous reports and position statements from the Department of Justice, the American Bar Association, the American Correctional Association, the Society of Correctional Physicians and several large counties who are making great strides in reducing restrictive housing in their jail systems.

The report includes a discussion of a number of current DCSO policy and practice issues that affect the use of restrictive housing (RH) , including who is subject to such placement, for how long and according to what criteria. This analysis presented concerns that vague placement criteria, excessive staff discretion, insufficient review criteria and a lack of appropriate housing options for inmates suffering from serious mental illness may all be contributing to excessive use of restrictive housing and even, inadvertently, to some disparate impacts affecting inmates of color. These concerns were largely borne out by an extensive data analysis that documented the numbers of restrictive housing placements by reasons such as disciplinary or mental health placements, and also cross-analyzed these factors against the race of the inmates placed. The report includes a large number of policy, operational and physical plant recommendations that can potentially remedy most of the concerns raised. The majority of these can likely be implemented in a relatively brief period of time, with the exception of creating an appropriate physical environment which will require either extensive renovations of existing space and/or new construction.

The key findings of the data analysis, based on a randomly drawn statistically valid sample of RH placements over a two (2) year period, are as follows:

- RH inmates spend a mean of 11 days and median of 5 days in RH with mental health inmates having the highest length of stay.
- Disciplinary sanctions and AC²-Behavioral determinations together constitute one third of all placements.
- Suicide watch/observation, AC Review Mental health, and medical observation together comprise some 42% of all placements, each of which

² Administrative Confinement

would be more appropriately managed in a non-punitive, treatment oriented environment rather than RH.

- The three most frequent reasons for Disciplinary RH were failure to follow rules, disrespect and causing a disturbance, which carried average lengths of stay of approximately 4.5 days.
- While Black inmates comprise 45% of RH placements, they constitute 58% of disciplinary placements and 55% Of AC-Behavioral placements.
- 58% of RH placements had a MH diagnosis; 78% of those with a mental health diagnoses are diagnosed with Anxiety, Bipolar, Depressive and Psychotic Disorders, or Schizophrenia.

E. COST SUMMARY

HEALTH AND LIFE-SAFETY

After exhaustive review of the facility from the architectural elements, to the mechanical, electrical, technology and security systems, our team has developed a list of immediate and intermediate recommendations. We have structured the recommendations by calling them “LSC” and “ISC”. Recommendations that are labeled LSC are **immediate** Life Safety and Health issues which have code and cost implications. Recommendations that are labeled ISC are intermediate Life Safety and Health issues which will need to be addressed if the County extends the life of the CCB beyond 2 ½ years.

The report highlights twenty-three (23) LSC recommendations and forty (40) ISC recommendations. **The reader needs to take note here that these recommendations cannot be exclusive and taken ala carte.** Each recommendation is a result of either: a Life-safety issue; a Health issue; a code compliancy issue or as a result of failed or failing systems.

If it is the intent of the County to discontinue the CCB Jail, significant upgrades will still be required.

The cost for the LSC recommendations	= \$18,147,988
The cost for the ISC recommendations	= \$ 8,491,000
The total cost for all recommendations	= \$26,638,988

It is important to note that should the County decide to renovate the CCB, these recommendations are not part of an overall concept of renovating the CCB. The cost and concepts will be determined in Part 2 of this study.

These costs are not all-inclusive. For example, they do not include the costs of any major renovation and the costs associated with the loss of use resulting from such a project. In addition, based on our professional experience, we know that any substantial renovation of the CCB will require that the facility be brought up to today's standards and will result in a loss of bed space that cannot be absorbed by the Dane County Jail System. It is highly probable that the 1950's jail will require remediation of hazardous materials such as asbestos and lead. These cost and the associated costs of loss of use have not been captured in this section of the report. In addition, design fees, soft costs associated with developing a major project including but not limited to project management, owner's construction contingency, FF&E (fixtures, furnishing & equipment including communication, data, telephone systems, radio systems, and antennae), site survey, geotechnical investigation, material testing and inspections, property acquisition (if

required), permitting, State plan review fees, UDC review, legal fees, owner's insurance during construction, transition costs and owner's project administration are not captured or factored into even the most basic of projects. Finally, the \$18.1 M in LSC and the \$8.5 M in ISC costs do not reflect the variable nature of quantifying these costs. While some staffing impacts have been identified, the full impact has not been fully developed and will require further study. Finally, a number of recommendations have a cost component that is listed as To Be Determined (TBD) and may be contingent upon the completion of a corresponding action.

PREA

The operational and capital costs associated with the 25 recommendations made for gaining compliance with the PREA standards within the CCB are \$19.8M. Of the \$19.8M, there is \$16.5M in recurring costs annually. As an illustration, this amounts to \$162.5M over a 10-year period. However, the \$19.8M does not reflect the variable nature of quantifying these costs. Specifically, a number of recommendations that have a capital cost component, have the cost listed as 'TBD-Future,' which means it is contingent upon completion of a corresponding action in order to establish the actual cost. In addition, for some recommendations, options for implementation are provided. Once a specific option is implemented, a reduction in either the operating and/or capital costs estimate may be realized.

RESTRICTIVE HOUSING

There are several operational expenditures regarding increased staffing that are recommended for immediate implementation. It is estimated that the associated annual recurring costs to hire the needed staffing proposed to support implementation of the restrictive housing recommendations is \$910,220. Capital costs are to be determined as the jail capital needs are defined in the next phase of the study.

Cost Summary

Cost for the LSC recommendations	= \$18,147,988
Cost for the ISC recommendations	= \$ 8,491,000
Cost for PREA recommendations	= \$19,800,000
Cost for Restrictive Housing	= \$ 910,000
Total cost of all recommendations	= \$47,348,988

F. CONCLUSION

In considering a course of action, we encourage you to not only consider the information found within this study, but look to other documentation regarding the challenges presented by the CCB.

In March of 2014, the County's insurance provider, Wisconsin Municipal Mutual Insurance Company contracted with a private consultant, All About Jails, to conduct a Risk Analysis of the Dane County Jail. The consultant's letter and subsequent report to Captain Richelle Anhalt on May 15, 2014 highlighted a number of areas of concern. Particular challenges noted included:

- The operational readiness of the CCB doors pose a challenge. There is significant risk and exposure to Dane County if cell doors do not operate during real emergencies.
- The most significant challenges facing Dane County are the housing and care of mentally ill offenders combined with an aging facility (CCB) that presents a number of issues in housing and care of offenders.
- The CCB in the traditional linear design of the 1950's uses "metal bars" for cells to separate corrections deputies from the inmate housing units. These bars are a significant risk for inmates harming themselves.
- The linear design of the CCB makes it difficult to implement an inmate behavioral management plan and will require an update to the staffing plan to allow for implementation of this model.

One "critical" finding is indicated in the report.

"The City County Building (CCB) – Outdated physical plant, and model of remote/intermittent observation and supervision, may increase Dane County's exposure to litigation over inmate self harm."

Recommendation – Continue with space study to determine how to replace this building, or research major renovations to comply with current and evolving practices in Jail Operations and Corrections.

As part of the 2015 Annual Jail Inspection, Inspector Nathan White, noted several observations and concerns regarding the CCB in his letter dated February 23, 2016. They included the following:

- The long-standing practice of keeping the control station doors open in the CCB. Regardless of whether they are left open as a matter of convenience, or for staff to adequately hear down the hallways (given the poor sightlines of a linear-style jail), this is not a sound correctional practice.
- The age of the plumbing system, particularly on the east side of the CCB, makes it difficult for maintenance staff to readily find replacement parts. Consequently, plumbing fixtures are pirated from one cell to fix another rendering the pirated cell inoperable for a period of time.
- The lack of appropriate meeting space and the logistics of moving inmates of a higher security class results in mental health staff conducting assessments through the bars or doors at the front of each cellblock compromises the integrity of such encounters. The possibility of other inmates and staff overhearing the conversation results in a reluctance to share information during the assessment.
- Due to limited recreation space and the logistics of moving a higher security population, inmates in the CCB reported only having monthly access to the recreation area (opposed to weekly access in the PSB).
- Inmates in need of special housing for medical or mental health issues (e.g. uncooperative booking, intoxicated, withdrawal, illness, injury, suicide watch, etc.) are housed in various segregation cells between the two buildings. Some of the segregation cells were not designed for long-term housing (e.g. no adjacent dayroom space, lack of natural light, etc.) while others have poor sightlines for maintaining enhanced observation. The limited amount, design, and

configuration of these cells impacts staffs' ability to interact with and supervise this vulnerable population.

- There continues to be situations where staff are unable to open a cellblock door. On January 21, 2016, deputies were conducting a standard lock inspection when a malfunction occurred with the manual override on a 6th floor housing unit. An inmate was essentially trapped in his cell for approximately 5 hours until maintenance personnel were able to fix the issue. The consistent operability of these locking mechanisms is paramount to the safety and security of the facility.

Inspector White concludes:

“These shortfalls, in part, illustrate how antiquated the facility is and how operating a jail in three separate buildings (one of which is 60 years old) poses ongoing logistical and operational challenges. The ability of the Sheriff's Office to appropriately manage risk in this environment continues to be compromised and is creating a potentially liable situation for the county.”

As Correctional Design professionals, we see inefficiencies and inadequate conditions at similar facilities on a regular basis. However, with the City County Building (CCB) Jail, stakeholders should be extremely cautious in considering long term use of this building as a medium/maximum security Jail. Several reasons bring us to this conclusion.

As stated within the context of the report, there are some significant problems, issues, and conditions with the CCB. The linear supervision model has not been an accepted design/management style since the 1970s. Due to this style, the physical structure and the condition of the existing building, it will be extremely difficult and costly to modify it into a current workable model. Even with a complete and total renovation, there is a lack of necessary functions and programmatic necessities, due to space limitations. The age of the building, outdated technology, and poor physical conditions of the building, result in numerous risks and hazards to the staff, inmates, and volunteers. A few of those are:

- Inmate and staff safety and security risks during a potential fire/smoke event.
- The need to manufacture parts for locks, security panels, and plumbing fixtures that are no longer available.
- Costly and time consuming repairs.
- Fail-safe functions at doors that are not operational for life safety exiting, both for inmates and staff.
- Staffing inefficiencies created by the floor housing arrangement (linear style) and physical limitations of the building.
- Likely existence of hazardous materials (asbestos, lead paint, lead in the water).

There have been several recent examples that highlight the potential for loss of life including doors that may not open in emergencies. Lack of smoke control, bar/grille doors and walls provide an opportunity for suicide. In addition, inadequate and unsafe exiting in an emergency expose the County to further liability.

If a major renovation of the CCB Jail is determined to be viable, the work would require DOC approval. The DOC has grandfathered non-compliance with its standards within the Jail for years. However, it is assumed that any renovation work within the Jail must meet current DOC 350 Standards.

Any major renovation project at the CCB Jail would fall short of meeting the operational, staffing and treatment goals presented in the DCSO Needs Assessment and Master Plan Study dated June 2014. When considering remodeling and revitalizing the existing CCB Jail, one should consider the extreme cost of physical modifications, reduced capacity and increased staffing. There will also be considerable cost to board inmates at an alternative facility during construction. It is likely that each side of the facility be closed in stages and inmates boarded to proceed with construction. While any building can be remodeled, it really comes down to what is the value and cost-benefit of doing so.

As stated within the report, many health and life safety issues that currently exist need immediate action before a significant event happens. In the case of the CCB Jail, it is our professional opinion that the health and life safety issues that currently exist and the large capital and operating expenses that it would take to bring this building up to current standards and codes, to include PREA, will not be of overall benefit to Dane County and the Sheriff's Office. Therefore, we believe Dane County should not consider extending the life of the CCB Jail, but should work towards getting out of the building with due haste.

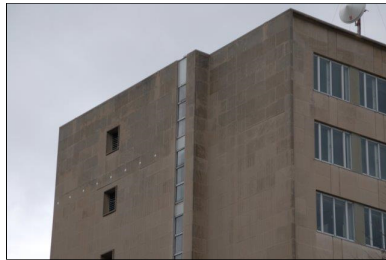
II a. PART 1 – HEALTH AND LIFE SAFETY

A. INTRODUCTION

The Dane County Jail System is comprised of three locations, the Public Safety Building (PSB), the 6th and 7th floors of the City-County Building (CCB), and the William H. Ferris Center (FC). Part I of this assessment concentrates on the health and life safety issues present at the CCB, as well as the Prison Rape Elimination Act (PREA) issues and areas of solitary confinement in the current environment as they relate to the CCB Jail.

The City-County Building is a seven story building originally design by Holabird & Root and built in the mid-1950s. The building occupies an entire city block between Doty Street and Wilson Street, and Martin Luther King Jr. Boulevard and Carroll Street. The plan of the building forms an “H” shape. The main entrance to the City/County Building is from Martin Luther King Jr. Boulevard. The ground floor is occupied by the City of Madison Police Department with entrances at Wilson Street and Carroll Street. Underground parking occupies the garage floor along with electrical and mechanical space. Dane County and the City of Madison occupy the floors from the basement to the fifth floors. Mechanical penthouses occupy the floor above the jail where there is a great deal of heavy mechanical equipment, including large potable water tanks and boiler tanks.

The jail occupies approximately 42,500 gross square feet on the 6th floor and approximately 38,500 gross square feet on the 7th floor of the CCB. The original jail occupied the 6th and 7th floors on the east side of the CCB. Inmate housing is arranged on each floor utilizing intermittent supervision model that includes bar grille separation between staff and inmates. Except for some minor renovations, the original construction remains. In 1985, the CCB Vertical Expansion project expanded the jail to the west, utilizing the existing linear design, and increased the jail size and population on the 6th and 7th floors. This expansion continued the intermittent supervision model with metal truss-reinforced steel panel partitions and ceilings.



6th and 7th Floors at Southeast Corner of CCB

A portion of the CCB Jail floors were renovated in 2000, renovation of the vacated booking space, the addition of CCB central control and special needs cellblocks, and adding visitation space, segregation housing and program space.

B. HOUSING

Jail housing has a rated capacity of 365 beds, comprised of 50 cellblocks configured as intermittent, indirect supervision cellblocks with a range of 3 to 8 cells, and two dormitory housing units. All cells are designated as single occupancy, with one bunk, lavatory, and water closet (toilet). Within the facility, 42 cellblocks and dorms are designated for males with an aggregate bed count of 305 and 10 cellblocks are designated for females with an aggregate bed count of 60. Actual distribution of male and female housing varies based on actual ratio of inmates. **Of the total bed count, 24 cells designated as administrative segregation or isolation which are remotely located, makes it difficult for observation.** (See Figures II a.1 & II a. 2)



Figure II a.1
CCB Sixth Floor – Existing Space Layout

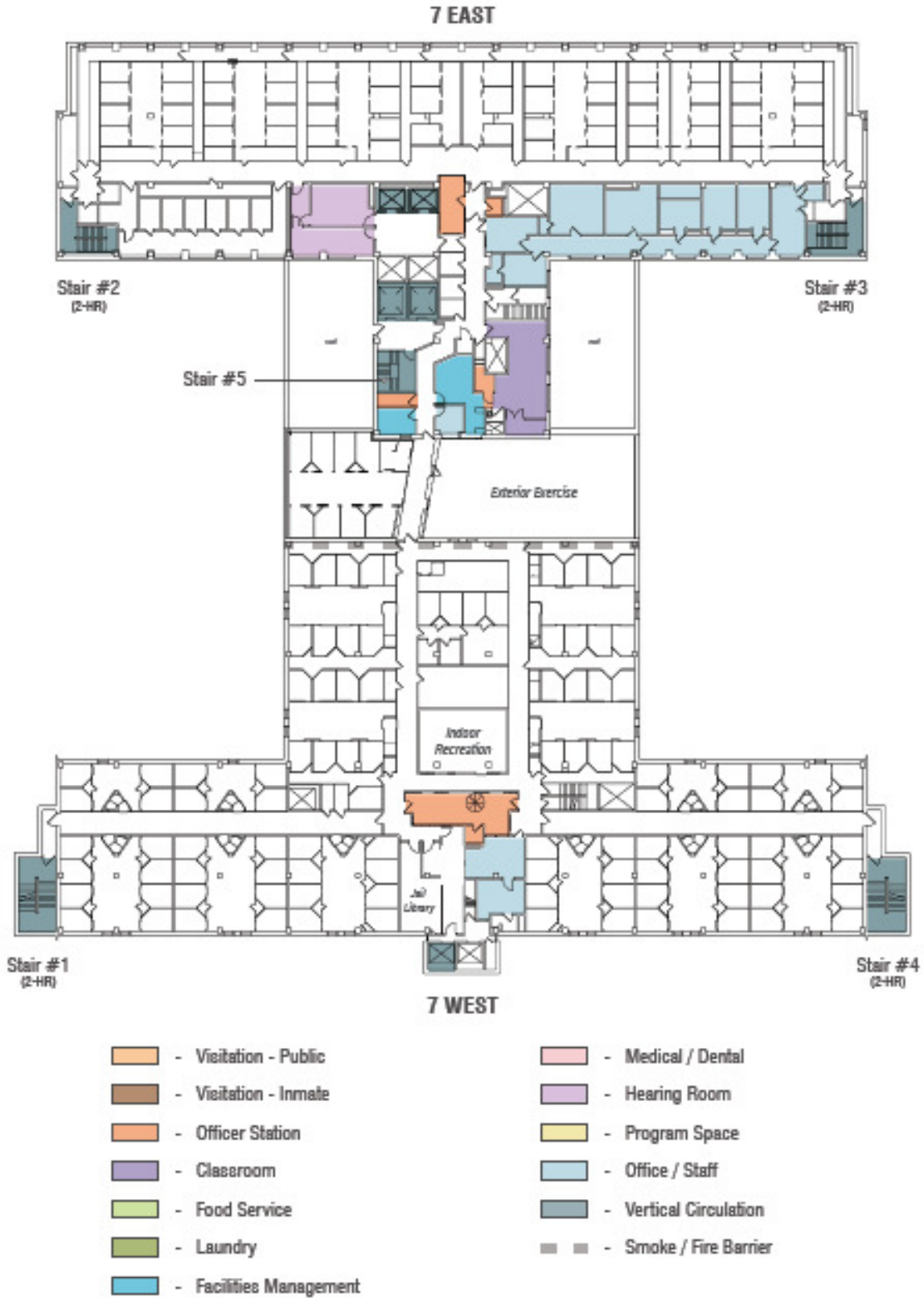


Figure II a.2
CCB Seventh Floor – Existing Space Layout

The cellblocks and cells are configured in a linear design (intermittent surveillance design) off of a security corridor. The number and location of the cellblocks makes it impractical for direct supervision. Consequently, most of the cellblocks are not within view of an officer, increasing opportunities for and/or the likelihood of abuse and violence amongst inmates. The two dorms are configured to provide a sleeping area with bunks with a common day area with tables and seating, television, telephone, toilets and showers.

When the CCB was originally constructed and subsequently added to, the size of the cells was designed per the Department of Corrections (DOC) Code at the time of construction. The minimum size was based on each cell being at least 5-1/2 feet wide and 7-1/2 feet long, to include a bunk, lavatory, and water closet (toilet).

Cells in the 1954 section of the jail are typically 51 total square feet and appear to meet the DOC standard at the time of construction but would not meet the current DOC 350 (Register August 2014 No. 704, effective September 1, 2014). The current standard requires 35 square feet of unencumbered floor space for single occupancy. The current DOC 350 standard defines unencumbered space as usable floor space that is not encumbered by furnishing or fixtures. An acceptable typical cell size would be a minimum 53 total square feet.

Cells in the 1985 section of the Jail are typically between 51.5 and 59 square feet and appear to meet the DOC standard at the time of construction. The majority of cells would meet the current DOC 350, Register August 2014, standard of 35 square feet of unencumbered floor space requirement, except for those cells that are 51.5 square feet.

Of the 338 existing cells that are available, 117 cells are non-conforming by current DOC standards.

The 1954 and 1985 sections of the Jail provided dayrooms accessible from the cells in the cellblocks. The applicable DOC standard at the time of construction did not have a requirement for the dayroom size. The current DOC 350 (Register August 2014) standard for the size of the dayroom would require a reduction in the number of inmates in some cellblocks, based on the current DOC requirement of 35 square feet of space for each inmate.

To renovate existing cellblocks to provide required sizes for cells and dayrooms, there would be a reduction of 1-2 cells per cellblock. Design of cellblocks would be reviewed as part of Part 2 of the Study.

The linear design model used for the cellblocks is a challenge for the management of inmates. The ability of the staff to provide regular well-being checks where inmates are personally observed by Jail staff at staggered intervals is problematic.

Staff duties are intensive due to the layout of the Jail and reduce staff available on each shift to perform additional work associated with inmate well-being checks. Though not ideal, there is a 2-hour inmate lock-down between first and second shift that allows the staff to perform duties that were not completed during the shift because of inmate well-being checks.

The four floor control stations are located at the east and west sides of the Jail floors. All of the floor control station rooms are vulnerable. When the room is occupied, the doors are left open to allow audible surveillance of the corridor and cellblocks. These control stations contain door control switches, various equipment, and sensitive information. The unsecured

doors allow inmates to observe/monitor staff activity in the rooms which compromises safety and security.

Housing options for Special Needs, Disciplinary Segregation, and Medical inmates are limited. Cellblocks are used for different housing types, from general population to restrictive housing, based on the needs of the day. This does not allow for housing to be inmate classification specific and poses challenges for the classification of inmates.

In addition, intake and receiving inmates are placed in the CCB as needed for overflow due to limited receiving space at the Public Safety Building. This is not sound practice as inmates are at their most vulnerable and highest risk of self-harm following admission into the facility.

The east side of the CCB was opened in 1954 and the west side was opened in 1985. Neither were designed for accessibility. The federal requirements for barrier-free design took effect on construction that commenced after January 26, 1992. Portions of the Jail have been renovated since 1992 and have been constructed in such a manner that they are readily accessible to and usable by individuals with disabilities.

Under the 2010 ADA Standards for accessible design that has been incorporated into the State of Wisconsin Building Code, existing spaces that are altered shall comply with the applicable requirements of standards, including the accessible routes to the altered area. Current compliance with ADA requirements is limited to one cell.

The east side of the CCB has bar grille fronts and doors throughout the cellblocks. This poses a challenge to provide a safe environment for the staff and inmates. Staff conducts private and confidential interviews with inmates at the cellblock fronts which can be overheard by other inmates and staff. This condition changes the quality of the interview and the information exchanged between staff and inmate as well as a concern with HIPAA Privacy Rule Compliance. The openness of the cell fronts also poses a significant risk for inmates to harm themselves (as a potential tie off point for suicide), as well as an opportunity to barricade themselves in their cell or cellblock.

Generally, the built environment and finishes in the CCB are in need of continuous repair and service due to the age of the building. There have been numerous repairs during the past three years that range from detention lock and sliding device repair to plumbing part replacements. These are made more difficult as parts are hard to find or are no longer available. The maintenance staff has to make available materials work or create the part that is no longer manufactured for each condition. (See Section 1 of Appendix for list of Work Orders)

The renovation of surface finishes over the years has created inappropriate conditions. An example is the paint over glazed block in a shower. This paint is peeling away from the glazed block, presenting an ingestion hazard for inmates attempting self-harm. In addition, black stains, believed to be mold, were noted in grout joints on the walls outside of the shower.

Recent Critical Events

In late April of 2016 two separate incidents occurred which highlight the difference in management style between direct supervision and indirect remote supervision. In one of the direct supervision housing units, an inmate approached the deputy and gave the deputy a book and told her to look inside. Upon opening the book, the deputy found a folded up

note that read, “I would like to see you going home to your kids safe every night.” Inside was a straight saw blade approximately four inches in length.

Less than a week later, during cell inspections in the CCB, an inmate locked a deputy into a cell. The inmate then took a weapon, fashioned out of a Scrabble tile holder, out of his sock and told the deputy not to do anything stupid. Deputies verbalized with the inmate and ultimately were able to get him to comply and secure him with any one getting hurt. The investigation revealed that the inmate prematurely closed the cell door. Had he not, a deputy could have been seriously injured or killed. The inmate had revealed to cellmates his desire to kill a law enforcement officer. Fearing for their safety none of his cellmates had an opportunity to come forward to alert staff.

These two incidents highlight the difference between direct and indirect supervision. In a direct supervision environment, the on-duty deputy is in the housing unit with the inmates. This provides an opportunity for the deputy to develop a professional relationship with the inmates that is based on mutual respect and trust.

In a linear facility that uses indirect remote supervision, such as the CCB, this opportunity is lost. Barriers between inmates and staff precludes the development of this professional relationship and creates an “Us vs. Them” mentality.

C. BUILDING CODE AND STANDARDS

The Building Codes and Standards that are applicable to remodeling, renovation, and new work associated with the jail consist of NFPA 101 – Life Safety Code, 2015 Edition, Wisconsin Administrative Code Chapter SPS 361 which references the 2009 International Building Code (IBC) subject to modifications specified within Chapters SPS 361 & 362, and the Wisconsin Administrative Code DOC 350 - Jails. The following are excerpts and commentary from the Codes and Standards as they applied to the current environment within the CCB.

Life Safety Code

The goal of the Life Safety Code, per NFPA 101, 2015 Edition, is *to provide an environment for occupants that is reasonably safe from fire by protection of occupants that are not intimate with the initial fire development and improvement of the survivability of occupants intimate with the initial fire development* [NFPA 4.1.1]. *An additional goal is to provide life safety during emergencies that can be mitigated using methods comparable to those used in case of fire* [NFPA 4.1.2].

The objectives for the Life Safety Code for the existing building are to provide a *structure to protect occupants who are not familiar with the initial fire development for the time needed to evacuate, relocate, or defend in place*. It will also provide *systems utilized to achieve the goals above that are effective in mitigating the condition for which they are being used, shall be reliable, shall be maintained to the level at which they were designed to operate, and shall remain operational* [NFPA 4.2].

The CCB is classified as a Detention and Correctional Occupancy [NFPA 6.1.7.1] with requirements for the occupancy located in Chapter 23 for Existing Detention and Correctional Occupancies.

The building consists of multiple occupancies including enclosed parking, City of Madison

offices, Dane County offices, City Council and County Board Chambers, and the Jail. The separation of occupancies [NFPA 6.1.14.4.1] between the CCB and the lower floors of the building is to be a 2-hour fire-resistive assembly with no reduction due to the presence of a fire sprinkler system. The rated construction assembly and fire suppression system required are currently provided.

Means of Egress [NFPA 3.3.172, Chapter 7] is a continuous and unobstructed way of travel from any point in a building to a public way consisting of three separate and distinct parts, the exit access, the exit, and the exit discharge. The components of the means of egress are discussed in subsequent section.

The jail as classified under Chapter 23 for Existing Detention and Correctional Occupancies, states that *“All detention facilities shall be maintained and operated to minimize the possibility of a fire emergency”* [NFPA 23.1.1.2.1]. It states further that *“Because the safety of all occupants in detention facilities cannot be adequately ensured solely by the dependence on evacuation of the building, their protection from fire shall be provided by appropriate arrangement of facilities; adequate, trained staff; and development of operating, security, and maintenance procedures. Those procedures included design, construction and compartmentation; provision for detention, alarm, and extinguishment; fire preventing and planning for the isolation of fire and transfer of occupants to areas of refuge, for evacuation of the building, or for protection of the occupants in place; and provision of security to the degree necessary for the safety of the public and the occupants of the building”* [NFPA 23.1.1.2.2].

Per the Classification of Occupancy, the resident user category group for the jail is Use Condition IV – Impeded Egress [NFPA 23.1.2.1.4], *“defined as a condition under which free movement is restricted from an occupied space, and remote-controlled release is provided to allow movement from all sleeping rooms, activity spaces, and other occupied areas within the smoke compartment to another smoke compartment”*. To be classified as Use Condition IV [NFPA 23.1.2.2], *“The arrangement, accessibility, and security of the release mechanism(s) used for emergency egress shall be such that the minimum available staff, at any time, can promptly release the locks.”*

The existing building meets the minimum construction requirements [NFPA 23.1.6.1] for Use Condition IV which is limited to building construction type I for a high-rise, sprinklered building.

The occupant load, in number of occupants for whom means of egress and other provisions are required, is determined on the basis of the occupant load factor of 120 sf/person or as the maximum probable occupant load of the space under consideration, whichever is greater.

The arrangement for the means of egress requires that every sleeping room have a door leading directly to an exit access corridor [NFPA 23.2.5.1] or one adjacent room, such as a dayroom, that is used for access to an exit. An exit access corridor shall be separated from other parts of the building by walls having not less than a 1-hour fire-resistive rating [7.1.3.1]. The current arrangement of the jail does not have a compliant exit access corridor.

Recommendations

LSC – R8.a: Upgrade existing cellblock and cell doors from bar grille to detention hollow metal door.

Rec #	Description	Methodology	Cost
LSC - R8.a	Upgrade to determine Hollow Metal Door Doors and Frames	Reduce Suicide potential Replace existing bar grille doors and frames that are non-compliant.	\$650,000

LSC – R6.a: Upgrade existing cellblock and cell fronts from bar grille to detention hollow metal wall system.

Rec #	Description	Methodology	Cost
LSC - R6.a	Upgrade to determine hollow metal wall system.	Replace open bar grille cellblock fronts with solid fronts to provide an exit access corridor. IBC 1018.1, NFPA 23.2.5.1	\$835,000

LSC – R8.a: Upgrade existing cellblock and cell doors from bar grille to detention hollow metal door.

A common path of travel [NFPA 23.2.5.3] shall not exceed 100-ft within smoke compartments protected throughout by an approved automatic sprinkler system.

Travel distance [NFPA 23.2.6.3] between any room door required as an exit access and an exit or smoke barrier shall not exceed 150-ft in buildings protected throughout by an approved automatic sprinkler system. The current plan of the jail does not meet this travel distance requirement to either an exit or a smoke barrier. (See Figure II.a.3 and II.a.4)

Travel distance [NFPA 23.2.6.5] between any point in a room and an exit access and an exit or smoke barrier shall not exceed 200-ft in buildings protected throughout by an approved automatic sprinkler system. The current plan of the jail does not meet this travel distance requirement to either an exit or a smoke barrier. (See Figure II.a.3 and II.a.4)

There are no provisions in the IBC where the exit distance requirement is to either the exit or smoke barrier as noted in the Life Safety Code [NFPA 23.2.6.3 and 23.2.6.5]

Recommendations

If the County determines that they would continue the use of the CCB, the following recommendations would need to be completed:

LSC – R1a and R1b: Discontinue use of 24 cellblocks (172 beds) that are located beyond required travel distance to smoke barrier and review staff deployment plan. (Refer to Figures II a.3 and II a.4.)

Rec #	Description	Methodology	Cost
LSC - R1.a			\$3,452,900

	Discontinue use of cells that exceed the maximum travel distance to a smoke barrier; loss of use for affected cells	There are 24 housing units that exceed the maximum travel distance to a smoke barrier; total of 172 cells - loss of use requires boarding inmates at another correctional facility	
LSC - R1.b	Assess staffing resources in the context of the decrease in number of cells available for use due to not meeting maximum travel distance to a smoke barrier	DCSO Administration to review staff deployment plan	\$0

LSC – R2a and R2b: Discontinue use of 8 cellblocks (48 beds) that are located beyond required travel distance to exit and review staff deployment plan. (Refer to Figures II a.3 and II a.4.)

Rec #	Description	Methodology	Cost
LSC - R2.a	Discontinue use of cells that exceed the maximum travel distance to an exit access; loss of use for affected cells	There are 8 housing units that exceed the maximum travel distance to an exit access; total of 48 cells - loss of use requires boarding inmates at another correctional facility	\$963,600
LSC-R2.b	Assess staffing resources in the context of the decrease in number of cells available for use due to not meeting maximum travel distance to an exit access	DCSO Administration to review staff deployment plan	\$0

LSC – R2c: Discontinue use of 6th floor noncontact visiting that is located beyond required travel distance to exit and review staff deployment plan.

Rec #	Description	Methodology	Cost
LSC-R2.c	Discontinue use of the 6th floor noncontact visitation area	DCSO Administration to review visitation utilization and determine whether, with a modification in scheduling, the present CCB 'female' visiting area can accommodate all CCB visits	\$0

Or,

If the County determines that they should discontinue the use of the CCB, the following recommendations should be completed in the short duration of use:

LSC – R4: Convert exit stairways 1, 2, 3, & 4 into smoke barriers to provide additional smoke compartment locations.

Rec #	Description	Methodology	Cost
LSC-R4	Provide travel distance to smoke barrier from cellblocks not in compliance.	Convert stairs into smoke compartments to provide additional smoke compartment locations. IBC 408.6.1, NFPA 23.2.6.3, NFPA 23.2.6.5	\$6,000

LSC – R5: Upgrade the wall construction between the 1954 and 1985 areas to 2-hr rated fire barrier to decrease travel distance to required exit, i.e. horizontal exit.

Rec #	Description	Methodology	Cost
LSC-R5	Provide travel distance to horizontal exit from cellblocks not in compliance.	Create fire barrier at wall between 1953 and 1998 building to decrease travel distance. NFPA 23.2.6.3, NFPA 23.2.6.5	\$18,800

Wisconsin Administrative Code

Wisconsin Administrative Code Chapter SPS 361 shall be used which references the 2009 International Building Code (IBC) subject to modifications specified within Chapters SPS 361 & 362. It should be noted that the Wisconsin Administrative Code is to be revised in 2017 to the 2015 International Building Code and would possibly be the prevailing code for any jail design and construction.

The Occupancy Classification of the Jail is Group I-3, Occupancy Condition 4 [IBC 308.4.4]. Occupancy shall include buildings in which free movement is restricted from an occupied space. Remote-controlled release is provided to permit movement from sleeping units, activity spaces and other occupied areas within the smoke compartment to other smoke compartments.

The Construction Classification is Type 1B [IBC 602.2] which has the following fire-resistive rating requirements:

Primary structural frame	2-hour
Exterior bearing walls	2-hour
Interior bearing walls	2-hour
Floor construction and secondary members	2-hour
Roof construction and secondary members	1-hour
Exterior nonbearing partitions	0-hour
Interior nonbearing partitions	0-hour

The general building height and area limitations [IBC 503.1] based on the Occupancy Classification and the Type of Construction noted above provides the allowable building area to be unlimited and the allowable height to be 11-stories or 160-feet. The existing building currently is within the limits of these standards.

The general approach to fire safety and evacuation within the jail is a defend-in-place philosophy. The first option is a horizontal evacuation to an adjacent smoke compartment. The second option is a vertical evacuation to remote location or out of the building. The difficulty associated with evacuation is the need to maintain security. Fire protection and life safety features must be provided in order to achieve an acceptable level of protection without interfering with the operation of the jail and the need to maintain security.

The egress doors [IBC 408.4] are permitted to be locked in accordance with the use condition. Doors from a refuge area to the exterior are permitted to be locked with a key in lieu of remote release locking method. The keys to unlock the exterior doors shall be available at all times and the locks shall be operable from both sides of the door. Currently, the egress path has a minimum four doors that require unlocking, all of which have separate keys.

The use of remote release of locks on doors in a means of egress [IBC 408.4.1] shall be provided with a reliable means of operation to release locks on all required doors. Currently, the Jail is provided with emergency power which provides reliable operation of the locks. The arrangement, accessibility, and security of the release mechanisms required for egress shall be such that with the minimum available staff at any time, the lock mechanisms are capable of being released within 2 minutes. The means of operating the remote release locks must be external to the housing unit so staff is not required to enter the unit to release the locks. Currently, the west side of the CCB has remote release cabinets located at each cellblock and cell door that releases all locks within the time constraints.

The provision for remote unlocking of occupied rooms is not required [IBC 408.4.1, Exception] provided that not more than 10 locks are necessary to be unlocked in order to move (all) occupants from one smoke compartment to a refuge area within 3 minutes. The opening of the necessary locks shall be accomplished with not more than 2 separate keys. The time period of 3 minutes is presumed by code to be a reasonable staff response time to a fire/smoke emergency, considering the intended staff levels of the facility. Excessive delay in releasing locks put the occupants at additional risk. Currently, the east side of the Jail at Cellblock 719 has more than the minimum 10 manually-operated locks which do not meet the Code requirement.

Power-operated sliding doors and power-operated locks for swinging doors [IBC 408.4.2] shall be operable by a manual release mechanism at the door, and either emergency power or a remote mechanical operating release shall be provided. Currently the west side of the jail is provided with emergency power to the electrical door control system. The east side of the jail is an exception to this provision.

Doors remotely unlocked under emergency conditions shall not automatically relock when closed [IBC 408.4.4], unless a specific action is taken at the remote location to enable doors to relock.

Any vertical opening [IBC 408.5] shall be protected by a shaft enclosure in accordance with IBC Section 708. However, shaft enclosures are not required in buildings equipped with an automatic sprinkler system for a stairway that is not a portion of a means of egress [IBC

Section 708.2] protected by fire barrier between floors [IBC Section 708.2, Exception 2.1].The interior communicating stair and “dumbwaiter” on the east side of the CCB and the control station communicating spiral stair on the west side of the CCB are not provided with a shaft enclosure which are acceptable.

Occupancies shall have a smoke barrier [IBC 408.6] to divide every story occupied by inmates for sleeping, or any other story having an occupant load of 50 or more inmates, into at least two smoke compartments. The exception to this provision provides an alternative to movement into a smoke compartment that affords free, unobstructed access through a horizontal exit where the defend-in-place provisions are not needed. This option would allow inmates to exit to the stairways as part of the emergency evacuation procedure. The maximum number of residents or inmates in any smoke compartment [IBC 408.6.1] shall be 200. Each of the jail floors are divided into two smoke compartments with the smoke barrier partition located at the wall separating the original building and the vertical expansion. Each compartment houses less than 200 occupants.

The travel distance to a door in a smoke barrier from any room door [IBC 408.6.1] required as exit access shall not exceed 150-feet. The travel distance to a door in a smoke barrier from any point in a room shall not exceed 200-feet. Current travel distances to the smoke barrier are not met. To correct the violation, the study’s recommendation would be to use the existing enclosed stairway as a smoke compartment for those occupants located beyond the travel distance noted.

There are no provisions in the IBC where the exit distance requirement is to either the exit or smoke barrier as noted in the Life Safety Code [NFPA 23.2.6.3 and 23.2.6.5]

Recommendations

If the County determines that they would continue the use of the CCB, the following recommendations would need to be completed:

LSC – R1a and R1b: Discontinue use of 24 housing units (172 beds) that are located beyond required travel distance to smoke barrier and review staff deployment plan. (Refer to Figures II a.3 and II a.4)

Rec #	Description	Methodology	Cost
LSC-R1.a	Discontinue use of cells that exceed the maximum travel distance to a smoke barrier; loss of use for affected cells	There are 24 housing units that exceed the maximum travel distance to a smoke barrier; total of 172 cells - loss of use requires boarding inmates at another correctional facility	\$3,452,900
LSC-R1.b	Assess staffing resources in the context of the decrease in number of cells available for use due to not meeting maximum travel distance to a smoke barrier	DCSO Administration to review staff deployment plan	\$0

Or,

If the County determines that they should discontinue the use of the CCB, the following recommendations should be completed in the short duration of use:

LSC – R4: Convert exit stairways 1, 2, 3, & 4 into smoke compartments to provide additional emergency evacuation locations. A refuge area of at least 6-net square feet per inmate shall be provided on each side of smoke barrier [IBC 408.6.2] for the total number of inmates in the adjacent smoke compartments. The space shall be readily available wherever the inmates are moved laterally across the smoke barrier in an emergency evacuation. Current procedure is to provide space in the corridors of each smoke compartment for occupants being moved into those areas before evacuation from the CCB.

A description of the means of egress and evacuation procedures is described in section below.

The subdivision of cellblocks [408.8] is intended to separate areas where occupants may be asleep from other activity areas since people are more vulnerable to a fire emergency. The cellblocks consists of the sleeping areas and any contiguous day room, group activity space and other common spaces where inmates are housed. The separation requirements are based on the relative evacuation difficulty as determined by the occupancy condition.

Within the Jail [IBC 408.8.1, Occupancy Condition 4], each sleeping area shall be separated from the adjacent common spaces by a smoke-tight partition where travel distance from the sleeping area through the common space to the corridor exceeds 50-feet. Currently the travel distance to the corridor is acceptable and therefore the smoke-tight partition requirement is not applicable. On the east side of the CCB, common spaces shall be separated from the corridor by a smoke-tight partition. Recommend that cell fronts, housing unit front and back would be renovated to provide a smoke-tight partition.

Rec #	Description	Methodology	Cost
LSC-R4	Provide travel distance to smoke barrier from cellblocks not in compliance.	Convert stairs into smoke compartments to provide additional smoke compartment locations. IBC 408.6.1, NFPA 23.2.6.3, NFPA 23.2.6.5	\$6,000

Recommendations

LSC – R8.a: Upgrade existing housing unit and cell doors from bar grille to detention hollow metal door.

Rec #	Description	Methodology	Cost
LSC - R8.a	Upgrade Hollow Metal Door Doors and Frames	Reduce Suicide potential. Existing hollow metal doors and frames are obsolete	\$650,000

LSC – R6.a: Upgrade existing housing unit and cell fronts from bar grille to detention hollow metal wall system.

Rec #	Description	Methodology	Cost
LSC-R6.a	Replace bar grille construction at cellblock fronts.	Replace open cellblock fronts with solid fronts to provide an exit access corridor. IBC 1018.1, NFPA 23.2.5.1	\$835,000

The aggregate area of openings in the solid room face [IBC 408.8.3] shall not exceed 120 square inches. All openings including door undercuts, food pass, cuff ports and grilles shall be included in the aggregate area. Openings shall not be more than 36-inches above the floor. The openings are required to be close to the floor to minimize the potential for smoke to pass through the opening. We recommend that cell fronts within the CCB Jail would be renovated to provide a solid face.

Recommendations

LSC – R8.a: Upgrade existing cellblock and cell doors from bar grille to detention hollow metal door. Door openings in partitions [IBC 408.8.4] required to be smoke-tight shall be substantial and of construction that will resist the passage of smoke. Latches and door closers are not required on cell doors. It is anticipated that the door lock would secure the door in the closed position.

Currently the west side of the CCB has non-openable and not readily breakable windows, therefore the floors would be considered a windowless building. Windowless buildings [IBC 408.9] shall be provided with an engineered smoke control system to provide a tenable environment for exiting from the smoke compartment in the area of fire origin for each windowless smoke compartment. Currently, this smoke compartment does not have an engineered smoke control system.

Currently the east side of the CCB has windows that are operable and use as part of the smoke evacuation process. The windows are operable and located outside of the secured perimeter of the cellblocks. Smoke is exhausted out of the area through the barred opening in the housing units through the opened windows. If the cell fronts and backs are provided with solid room faces, the windowless building [IBC 408.9] provisions would be required and an engineered smoke control system would be needed.

Rec #	Description	Methodology	Cost
LSC - R8.a	Upgrade Hollow Metal Door Doors and Frames	Reduce Suicide potential. Existing hollow metal doors and frames are obsolete	\$650,000

Recommendations

LSC – R7.a: Replace fixed windows with operable windows.

Rec #	Description	Methodology	Cost
LSC-R7.a	Replace windows with operable units on east	Replace windows with operable units	\$250,000

	portion of CCB to remove Windowless Building requirements		
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Or,

LSC – R7.b: Provide engineered smoke control system.

Rec #	Description	Methodology	Cost
LSC-R7.b	Provide engineered smoke control system as required by Windowless Building requirement	Existing building does not have a smoke control system.	\$3,000,000

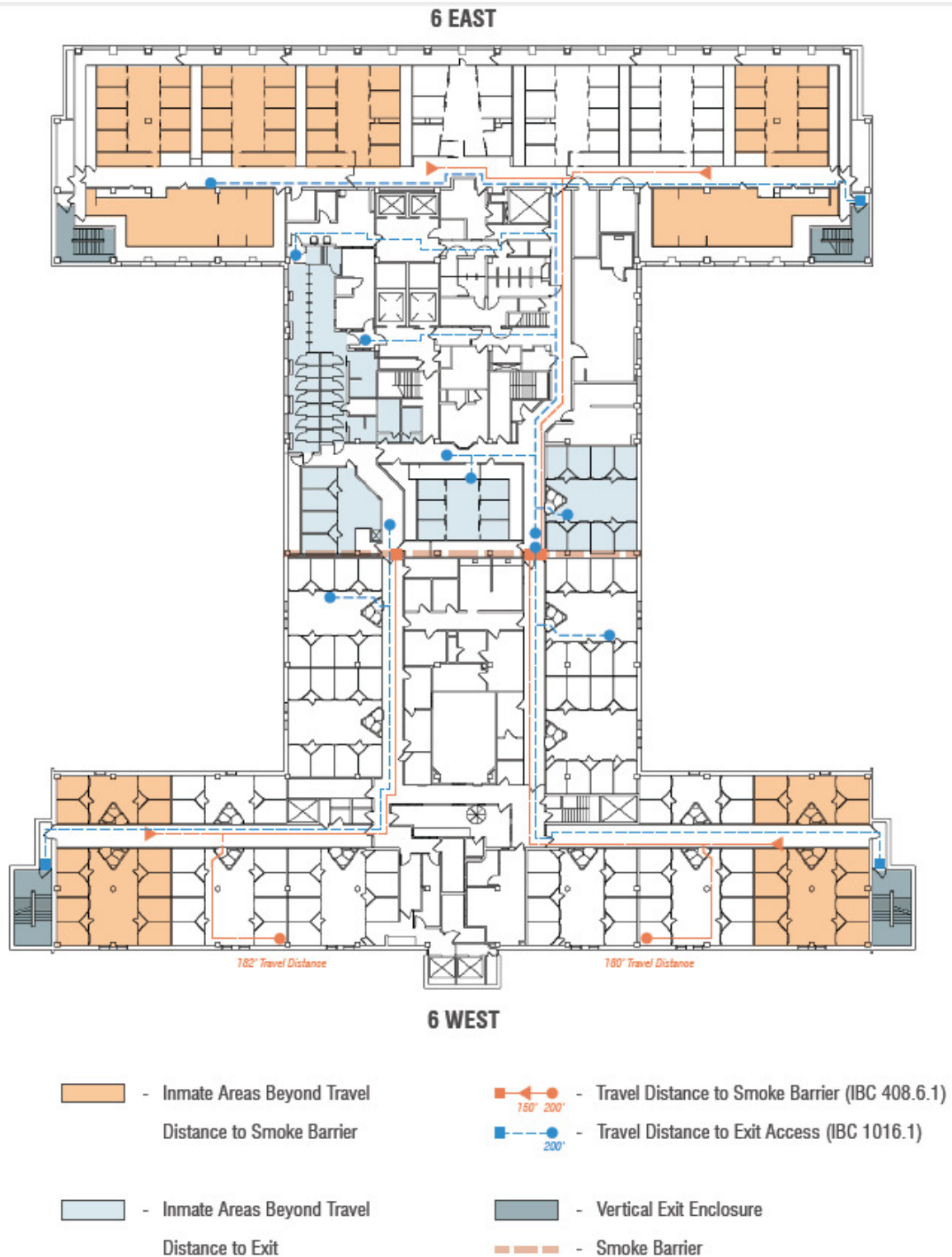


Figure II a.3
CCB Sixth Floor – Access Diagram

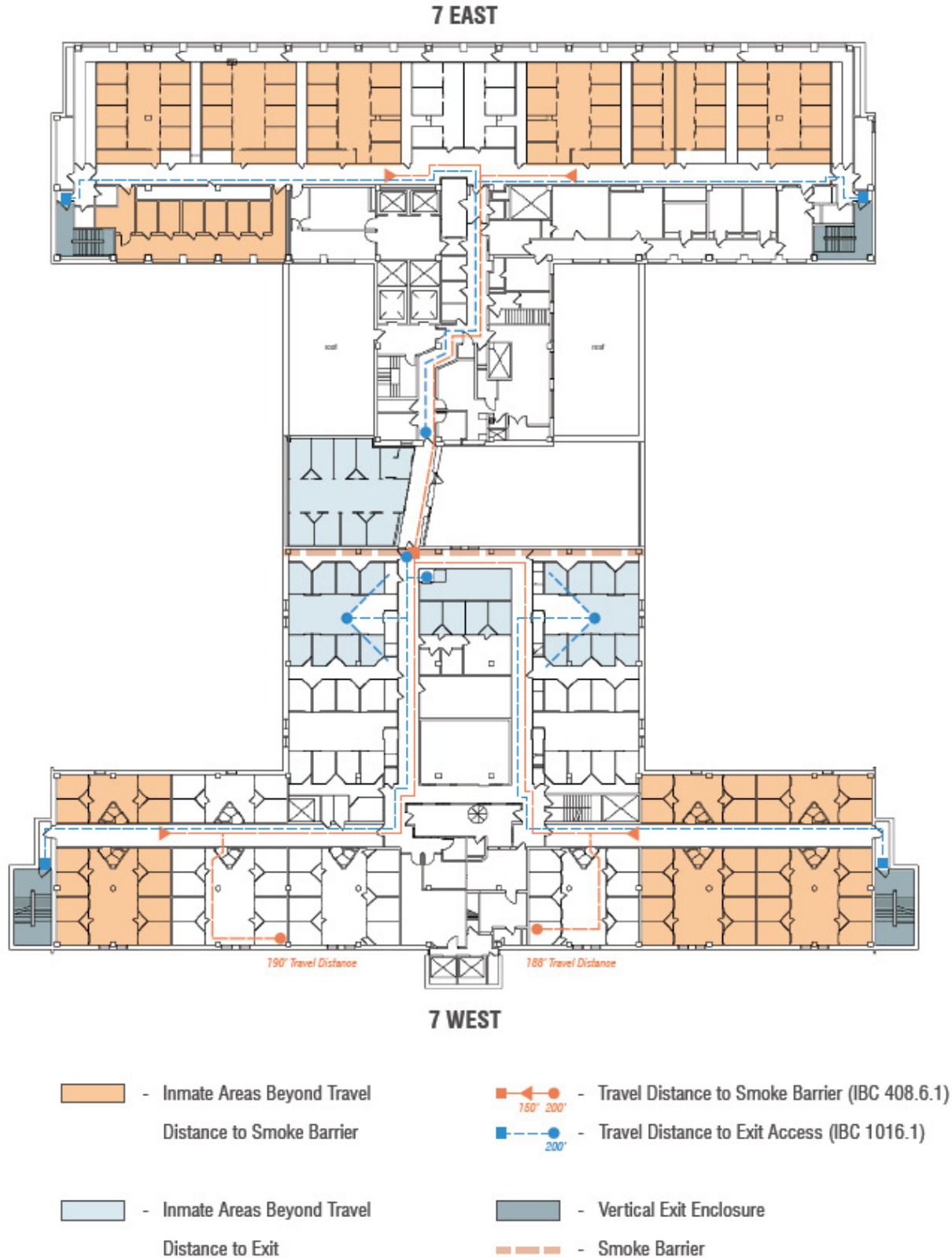


Figure II a.4
CCB Seventh Floor – Access Diagram

Means of Egress

The means of egress [IBC 1002.1, NFPA 3.3.172] are established as the primary method for protection of people in buildings and are comprised of three components, exit access, exit, and exit discharge. The information below addresses the issues related to the means available to relocate or evacuate occupants. (See figures II a. 3 & II a. 4.)

Exit access [IBC 1002.1, NFPA 3.3.84] is that portion of the means of egress system that leads from any occupied portion of the building to an exit serving the floor area. The exit access begins at the furthest points within each space and ends at the entrance to the exit.

The common path of egress travel is that portion of the exit access which the occupants are required to travel before two separate and distinct paths of egress to two exits are available [IBC 1002.1]. The common path of egress travel distance [IBC 1014.3] shall not be more than 100-feet. Areas that have a single exit [IBC Table 1015.1] shall have a maximum occupant load of 10 within I-3 occupancy. Currently the common path of egress travel distance and the maximum occupant load are acceptable.

At least one elevator will be required as part of the required means of egress [IBC 1007.2.1]. The exception to this requirement is if the building is equipped throughout with an automatic sprinkler system and the floor is provided with a horizontal exit. The elevators that are on an accessible route shall be accessible [IBC 1109.6].

Locking arrangements in Jails [IBC 1008.1.9.9] are to be such that doors in means of egress serving spaces occupied by persons whose movements are controlled for security reasons shall be permitted to be locked when equipped with egress control devices which shall unlock manually and by a signal from a constantly attended location. Other options would be by activation of an automatic sprinkler system, or activation of an approved manual alarm box which are not applicable to the Jail operations. It is recommended that the doors at the vertical exit enclosures that currently are operated manually only be provided with a signal from a constantly attended location

The maximum length of exit access travel distance from the most remote point within a story along the natural and unobstructed path of egress travel to a vertical exit enclosure shall not exceed 200-feet when provided with a complete fire suppression system [IBC 1016.1]. Currently the length of exit access to areas within the CCB does not meet the travel distance. Recommend that the existing smoke barrier be updated to a 2-hr fire-resistive fire barrier, the partition would then be considered a horizontal exit and the exit access travel distance would be acceptable.

There are no provisions in the IBC where the exit distance requirement is to either the exit or smoke barrier as noted in the Life Safety Code [NFPA 23.2.6.3 and 23.2.6.5]

Recommendations

If the County determines that they would continue the use of the CCB, the following recommendations would need to be completed:

LSC – R1a and R1b: Discontinue use of 24 cellblocks (172 beds) that are located beyond required travel distance to smoke barrier and review staff deployment plan. (Refer to Figures II a.3 and II a.4)

Rec #	Description	Methodology	Cost
LSC-R1.a	Discontinue use of cells that exceed the maximum travel distance to a smoke barrier; loss of use for affected cells	There are 24 housing units that exceed the maximum travel distance to a smoke barrier; total of 172 cells - loss of use requires boarding inmates at another correctional facility	\$3,452,900
LSC-R1.b	Assess staffing resources in the context of the decrease in number of cells available for use due to not meeting maximum travel distance to a smoke barrier	DCSO Administration to review staff deployment plan	\$0

LSC – R2a and R2b: Discontinue use of 8 cellblocks (48 beds) that are located beyond required travel distance to exit and review staff deployment plan. (Refer to Figures II a.3 and II a.4)

Rec #	Description	Methodology	Cost
LSC-R2.a	Discontinue use of cells that exceed the maximum travel distance to an exit access; loss of use for affected cells	There are 8 housing units that exceed the maximum travel distance to an exit access; total of 48 cells - loss of use requires boarding inmates at another correctional facility	\$963,600
LSC-R2.b	Assess staffing resources in the context of the decrease in number of cells available for use due to not meeting maximum travel distance to an exit access	DCSO Administration to review staff deployment plan	\$0

LSC – R2c: Discontinue use of 6th floor noncontact visiting that is located beyond required travel distance to exit and review staff deployment plan.

Rec #	Description	Methodology	Cost
LSC-R2.c	Discontinue use of the 6th floor noncontact visitation area	DCSO Administration to review visitation utilization and determine whether, with a modification in scheduling,	\$0

		the present CCB 'female' visiting area can accommodate all CCB visits	
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Or,

If the County determines that they should discontinue the use of the CCB, the following recommendations should be completed in the short duration of use:

LSC – R4: Convert exit stairways 1, 2, 3, & 4 into smoke barriers to provide additional smoke compartment locations.

Rec #	Description	Methodology	Cost
LSC-R4	Provide travel distance to smoke barrier from cellblocks not in compliance.	Convert stairs into smoke compartments to provide additional smoke compartment locations. IBC 408.6.1, NFPA 23.2.6.3, NFPA 23.2.6.5	\$6,000

LSC – R5: Upgrade wall construction between the 1954 and 1985 areas to 2-hr rated fire barrier to decrease travel distance to required exit, i.e. horizontal exit.

Rec #	Description	Methodology	Cost
LSC-R5	Provide travel distance to horizontal exit from cellblocks not in compliance.	Create fire barrier at wall between 1953 and 1998 building to decrease travel distance. NFPA 23.2.6.3, NFPA 23.2.6.5	\$18,800

Exit [IBC 1002.1, NFPA 3.3.83] is that portion of a means of egress system which is separated from other interior spaces of the building by fire-resistive construction and opening protectives as required to provide a protected path of egress travel between the exit access and the exit discharge. In the case of the CCB, the exit includes vertical exit enclosures.

Vertical exit enclosures that lead to a public way from the CCB are located at the four corners of the building. At these exits there is a manual controlled secure perimeter door that leads to a corridor to the enclosed exit stairway. The current exit width of the door is 36-inches which allows for a maximum of 120 occupants through each door opening. An area of refuge would not be required at exit stairway in building equipped throughout with an automatic sprinkler system.

Corridors [IBC 1002.1] are an enclosed exit access component that defines and provides a path of egress travel to an exit. The code regulates corridors because they serve as principal elements of travel in means of egress systems. Corridor enclosures are to provide fire protection to occupants as they travel to confined path to an exit. Within the CCB, corridors walls [IBC Table 1018.1] are to be 1-hour fire-resistance rated construction. The CCB currently has open bar cell fronts and metal truss walls which do

not meet the requirements of the corridor. Recommend that the corridors [IBC 1018.1] be renovated to provide a 1-hour fire-resistive rated construction.

Recommendations

LSC – R8.a: Upgrade existing cellblocks and cell doors from bar grille to detention hollow metal door.

Rec #	Description	Methodology	Cost
LSC - R8.a	Upgrade Hollow Metal Door Doors and Frames	Reduce Suicide potential. Existing hollow metal doors and frames are obsolete	\$650,000

LSC – R6.a: Upgrade existing cellblocks and cell fronts from bar grille to detention hollow metal wall system

Rec #	Description	Methodology	Cost
LSC-R6.a	Replace bar grille construction at cellblock fronts.	Replace open cellblock fronts with solid fronts to provide an exit access corridor. IBC 1018.1, NFPA 23.2.5.1	\$835,000

Exit discharge [IBC 1002.1] is that portion of a means of egress system between the termination of an exit and a public way. The exit discharge will typically begin when the occupants reach the exterior at or very near grade level and will provide a path of travel away from the building. Currently, the exit discharge is acceptable as part of the means of egress system. Typically exiting of the jail occupants occurs in stages to allow staff and other law enforcement agencies to contain inmates when evacuated.

Luminous egress path markings [IBC 1024.1] delineating the exit path shall be provided having occupied floors located more than 75 feet above the lowest level of fire department vehicle access. Improved safety for occupants negotiating stairs during egress is provided by improving the visibility of stair treads, landings, perimeter demarcation lines, and handrails under emergency conditions. Currently luminous egress path markings are not provided at the vertical exit enclosures.

Recommendation:

LSC – R9: Provide luminous markings at exit path within vertical exit enclosure.

Horizontal exits within Group I-3 occupancies [IBC 1025.1, NFPA 3.3.83.1] are permitted to comprise 100-percent of the exits required for Jail occupancies. Due to travel distances to an exit, the current CCB requires the partition between the east side and the west side to be a horizontal exit. The CCB appears to have a horizontal exit construction at the sixth and seventh floors. The door assemblies do not meet the fire-resistive construction requirements and would need to be renovated to utilize the wall as a horizontal exit.

There are no provisions in the IBC where the exit distance requirement is to either the exit or smoke barrier as noted in the Life Safety Code [NFPA 23.2.6.3 and 23.2.6.5]

Rec #	Description	Methodology	Cost
LSC-R9	Provide luminous egress path markings at exit paths with vertical exit enclosures.	IBC 1024.1	\$96,000

Recommendations

If the County determines that they would continue the use of the CCB, the following recommendations would need to be completed:

LSC – R2a and R2b: Discontinue use of 8 cellblocks (48 beds) that are located beyond required travel distance to exit and review staff deployment plan. (Refer to Figures II a.3 and II a.4)

Rec #	Description	Methodology	Cost
LSC-R2.a	Discontinue use of cells that exceed the maximum travel distance to an exit access; loss of use for affected cells	There are 8 housing units that exceed the maximum travel distance to an exit access; total of 48 cells - loss of use requires boarding inmates at another correctional facility	\$963,600
LSC-R2.b	Assess staffing resources in the context of the decrease in number of cells available for use due to not meeting maximum travel distance to an exit access	DCSO Administration to review staff deployment plan	\$0

LSC – R2c: Discontinue use of 6th floor noncontact visiting that is located beyond required travel distance to exit and review staff deployment plan.

Rec #	Description	Methodology	Cost
LSC-R2.c	Discontinue use of the 6th floor noncontact visitation area	DCSO Administration to review visitation utilization and determine whether, with a modification in scheduling, the present CCB 'female' visiting area can accommodate all CCB visits	\$0

Or,

LSC – R5: Upgrade the wall construction between the 1954 and 1985 areas to 2-hr rated

fire barrier to decrease travel distance to required exit, i.e. horizontal exit.

LSC – R5: Upgrade the wall construction between the 1954 and 1985 areas to 2-hr rated fire barrier to decrease travel distance to required exit, i.e. horizontal exit.

Rec #	Description	Methodology	Cost
LSC-R5	Provide travel distance to horizontal exit from cellblocks not in compliance.	Create fire barrier at wall between 1953 and 1998 building to decrease travel distance. NFPA 23.2.6.3, NFPA 23.2.6.5	\$18,800

Evacuation Procedures

The primary evacuation plan for fire/smoke events are horizontal evacuation routes through a smoke barrier to the east and west smoke compartments of the CCB Jail. The doors at the smoke barrier partition are opened for operational necessity which would require use of a hold-open device and an automatic closing device connected to the operation of a smoke detector, loss of power to the smoke detector or hold-open device, or other fire-alarm function [IBC 715.4.8.3]. The doors in the current smoke barrier do not have either the hold-open device or the closing device required per Life Safety Code.



Door at Smoke Barrier

Horizontal evacuation into an adjacent smoke zone is the preferred method to move inmates in the case of an event per the Security Services Manual “Emergency Evacuation of the Jail” policy and procedure.

When moving inmates from one smoke compartment to the next, the evacuation areas would consist of the corridors and exit stairways where the inmates would be contained. Multi-purpose rooms that are vacant would provide better holding area, but the current jail lacks these types of spaces.

The evacuation process of moving inmates from housing units to safe locations also requires additional staff time. Cell doors on the east side when there is a complete loss of power, require manually removing the sliding door device cover, dis-engaging the locking column and then sliding the door open. **During an event requiring evacuation, this operation becomes time-consuming and problematic.** To allow staff to become more efficient during the evacuation process, a full-time life safety/fire safety coordinator position, who would be responsible for coordinating fire drills, drafting emergency evacuation procedures, conducting fire inspections, and other related activities would be recommended.

Recommendations

LSC – R3a: Provide Life Safety/Fire Safety Coordinator.

Segregation units are in remote locations which require more staff during evacuation of inmates from these units.

Rec #	Description	Methodology	Cost
LSC-R3.a	Fund 1 FTE Life Safety/Fire Safety Coordinator	Life Safety/Fire Safety Coordinator will have the rank of lieutenant or higher; average annual compensation cost for lieutenant (\$157,188)	\$157,188

Emergency Evacuation Exercise

On December 12, 2013, the jail conducted an emergency evacuation exercise of cellblocks 620 and 621. The intent of the exercise was to provide the jail's medical contractor an opportunity to exercise a simulated emergency for accreditation purposes. It also provided an opportunity to give the Dane County Sheriff's Office staff "hands-on" practice in evacuation, identify a time frame for evacuating a portion of the jail, and quantify the resources needed. The drill was designed to simulate a "worst case" scenario under "optimal conditions." The incorporation of "optimal conditions" allowed the Dane County Sheriff's Office to focus exclusively on the performance of multiple procedures and avoid other "externalities" that would reduce the deputies' focus on evacuating the jail.

The scenario began with a power outage to the CCB Jail without back-up power to the cellblock door control systems. This was followed by smoke entering the 6th floor of the jail. At the supervisor's command, staff was to don self-contained breathing apparatus (SCBAs) and evacuate cellblocks 620 and 621 moving them laterally to the west side of the building.

The start of the exercise was delayed approximately one hour due to mechanical failure of the 620 panel in opening cells E and G. As a result, "inmate" volunteers were placed in the dayroom rather than the cells. Deputies experienced no real problems manually overriding the cell doors in cellblock 620. Problems were encountered in evacuating cellblock 621. Deputies tried for approximately 3 minutes to override and open cell B. After no success, they proceeded to cell C. It took approximately 2 minutes to override that door. They then went back to cell B and were ultimately able to open the door. At cell F, however, they ran into significant problems. The Deputies were unable to open the security cover for the panel for cell F. Facilities management was on scene due to the initial mechanical failure at the start of the exercise and had to drill the screw head and use a cutoff tool to get the screw out to open the cover. Once the cover was removed the deputies were ultimately able to open the door and the inmate was released approximately 20 minutes after the first attempt to open the cell. **If this had been a real emergency requiring a full evacuation of the entire floor, it is questionable whether it is possible to evacuate all the inmates. The last inmate arrived at the lateral staging area approximately 25 minutes after the start of the exercise. Additional time would be required to evacuate the entire wing in substantially more staff time.**

This exercise highlighted areas of concern. Facilities Management (DCFM) has done an excellent job of addressing issues as they occur but this has become increasingly difficult due to the age of the facility and availability of parts. DCFM is not staffed 24/7. For the exercise, optimal conditions were present and maintenance was on hand to assist. **In addition, leverage is required for overriding the doors. Shorter deputies have to climb the bars, in full gear in order to gain the leverage required to override the system.**

A fire-suppression system is provided throughout the entire building. In addition, the CCB is provided with approximately 17 SCBA's with 5 spare air tanks. The SCBAs provide a limited air supply, but offered no fire protection. In an emergency situation requiring the evacuation of an entire wing, the supply of air is not sufficient. There are 3 AED's within the CCB, one on each floor and one in the medical office.

D. DOOR HARDWARE

The original door hardware remains in place with continued maintenance required to keep the devices and locks in operating condition.

Some recent examples, but not all inclusive, of the door repairs include the following:

- During standard lock inspections in January, 2016, a malfunction occurred at cell door with the electronically release and manual override in a cellblock on the 6th floor.
- Cellblock 621 Outer Door: Door was not opening, potentially trapping eight inmates. CCB Staff would have had to attempt to over-ride in an emergency, assuming the door would slide.
- Cell Door 623E: Door was sticking closed, potentially trapping inmate inside. CCB Staff would have had to attempt to over-ride in an emergency, assuming the door would slide.
- Cell Door 625F: During monthly lock inspection checks of the manual over-ride system, door would not open manually. The door also could not be opened with the control panel after the attempted over-ride. The cell was occupied. Facility Maintenance had to drill out the screws to remove the overhead covers to get the door to open.
- Cell Door 622A: Door was not opening properly, potentially trapping inmate inside. CCB Staff would have had to attempt an over-ride in an emergency, assuming the door would slide.
- Cell Door 710C: Door was "jimmied" by inmate using half of a checkerboard to open his cell door. The inmate demonstrated how he did this while the plate was removed. The problem was fixed after an adjustment was made to the sensor.
- Cell Doors 721D, 722C, and 726D: During lock inspection, as part of the cell override system, the screws were stripped and Facilities Management responded and drilled the screws out in order to remove the over-ride plate screws. Had there been a loss of power, deputies would not have been able to perform the door over-ride procedure and 3 inmates would have been trapped.



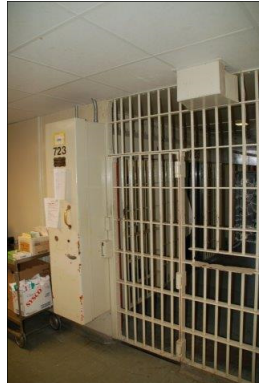
Cell front sliding device



Sliding device manual release

- Cell Door 625F: Door was inoperable with an inmate locked inside.

- Cell Door 726C: Door was sticking and cannot be opened all the way, potentially locking inmate in cell. CCB staff would have had to attempted over-ride in an emergency, assuming the door would slide.
- While CCB staff was completing monthly lock inspection, the following items were noticed in reference to cell over-rides. Block 626 Cell C screw had been installed at an angle and would not move in or out. Block 624, Cell F and Block 622, Cell C override levers would not move to open the doors.



East wing bar grille cellblock fronts

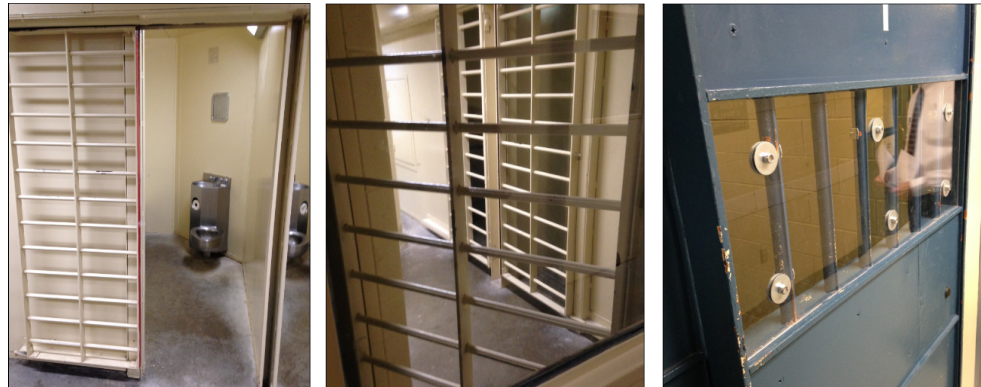


West wing metal panel cellblock fronts

WI DOC 350.18 requires the jail to conduct well-being checks of inmates to ensure the safety and security of the inmates and staff. Procedures shall provide that all inmates are personally observed by staff at staggered intervals. Due to linear design of the cellblocks and the indirect supervision of inmates, the deputies are only able to see into the dayrooms of the cellblocks. The limited sightline into the cellblocks and other assigned duties hamper the staff's ability to complete these checks in a timely manner as dictated by the code.

E. DETENTION EQUIPMENT SYSTEM

Detention Door System



The existing detention door system consists of a combination of detention-grade hollow metal doors, tool-resistant steel grille doors, and grille doors equipped with poly carbonate viewports. Detention hollow metal door and wall system would also deter pass through and storage of contraband between the inmate populace.

Steel grille doors are no longer recommended by the Wisconsin Department of Corrections as they present a suicide risk.

Recommendations

If it is the intent of the County to discontinue the CCB Jail, significant upgrades will still be required. At a minimum, the detention bar grille cell fronts, day room doors and fronts will be changed to hollow metal doors and solid walls. The detention door hardware and electronics will require changing.

LSC – R6.b: Upgrade dayroom fronts with detention-grade metal walls will reduce risk of inmate suicide while protecting staff during guard tours, food distribution, and security surveillance.

Rec #	Description	Methodology	Cost
LSC-R6.b	Replace bar grille construction at cellblock fronts.	Replace open cellblock fronts with solid fronts to provide an exit access corridor. IBC 1018.1, NFPA 23.2.5.1	\$835,000

LSC – R6.c: Due to renovation of the east side jail, inmates will have to be transported and housed elsewhere.

Rec #	Description	Methodology	Cost
LSC-R6.c	Renovate East to replace bar grille cell fronts and locks (LSC-R6.b, LSC-R8.a and LSC-R8.d)	The whole eastside of the building will need to be vacated, due to the toxic fumes and hazardous material remediation during construction	\$1,386,000

LSC – R6.d: Due to renovation of west side jail, inmates will have to be transported and housed elsewhere.

Rec #	Description	Methodology	Cost
LSC-R6.d	Renovate West to replace bar grille cell fronts and locks (LSC-R6.b, LSC-R8.a and LSC-R8.d)	The whole west side of the building will need to be vacated, due to the toxic fumes and hazardous material remediation during construction	\$2,227,500

LSC – R8.a: Upgrade existing dayroom doors and fronts from bar grille to detention hollow metal wall.

Rec #	Description	Methodology	Cost
LSC - R8.a	Upgrade Hollow Metal Doors and Frames	Reduce Suicide potential. Existing hollow metal doors and frames are obsolete	\$650,000

LSC – R8.b: Upgrade door hardware and electronics

Rec #	Description	Methodology	Cost
LSC-R8.b	Upgrade detention door hardware and electronics	Existing door hardware is well beyond usable life expectancy and continued use is potentially hazardous	\$400,000

Door Controls and Electronics



Detention Hardware System

The existing door control and monitoring system consists of a combination of electro-mechanical and mechanical detention locks controlled locally by a local control panel and mechanical gang release system.

Existing gang release cabinets are equipped with red/green rocker switches used for local door control. Door status can only be monitored when the cabinet is in the open and unlocked position. The local door control system is not integrated with the touch screen control system remote emergency gang release on the east side of the facility.

The gang release system has been problematic both mechanically and electrically. Inmates have become trapped in their cells for prolonged periods of time. In certain areas, the only way to release an inmate from a cell that no longer operates electrically is to remove a cover at the top of the sliding device and insert a release key to manually lift the lock bar in order to open the door. Shorter staff are unable to reach and lift the release mechanism.

All doors with electrified hardware are equipped with manual key override. Door position switches and latch bolt indication switches are used to monitor the secured status of all detention doors.

Electrified detention locks relock upon closing, even in an emergency condition.

Door control power supplies are equipped with on-board battery back-up. The door control and monitoring system is on emergency power and distributed uninterruptable power supply (UPS) system.

Recommendations

LSC – R8.b: Detention locks of this vintage have been discontinued. Parts are no longer available for servicing and maintenance. Due to the fact that there is a potential for loss of life due to malfunctioning detention locks, we recommend replacement of all electronic detention locking hardware.

Rec #	Description	Methodology	Cost
LSC - R8.b	Upgrade door hardware and electronics	Existing door hardware is well beyond usable life expectancy and continued use is potentially hazardous	\$400,000

LSC – R8.c: State and National Building Codes require any electrified detention lock released under an emergency condition not to relock upon closing. All electrified detention swing doors in the CCB Jail building should be upgraded with half-cycle motor locks to comply with this code requirement.

Rec #	Description	Methodology	Cost
LSC - R8.c	Replace existing swing door half-cycle motor locks	Existing swing doors	\$200,000

Consideration should also be given to equip high use doors with local electric key switches or card readers to gain operational efficiencies.



Detention Window System

The existing detention window system consists of a combination of tool-resistant steel barred openings with security screens and a stand-alone security screen system. The security screens are manufactured by Kane Manufacturing – Kane, PA.

Detention windows on the west side of the building are equipped with bars and are non-operable.

Detention windows on the east side of the building are not equipped with bars and are operable.

Detention windows on both the east and west sides of the building are equipped with security screens.

Recommendations

LSC – R7.a: Wisconsin State Jail Standard DOC-350.03 requires all exterior windows in excess of 5-1/2” detention openings to be equipped with steel bars to prevent escape.

Rec #	Description	Methodology	Cost
LSC-R7.a	Replace windows with operable units on east portion of CCB to remove Windowless Building requirements	Replace windows with operable units	\$250,000

The existing security screen and steel bar system are difficult to open due to age and some stripping and is also difficult to clean, which can present a health and life safety hazard.

ISC – R1.b: It would be our recommendation to upgrade all exterior windows with an insulated security metal window system with bars concealed in steel mullions 6” O.C. The security metal windows should be fabricated to meet or exceed the following minimum performance criteria:

ASTM E283 – Air Infiltration Test
Maximum air infiltration .37 CFM/ Ft. of crack length with pressure differential across the window unit of 1.57 PSF.

ASTM E331 – Water Penetration Test
No water penetration for 15 minutes when the window is subjected to a rate of flow of 5 gal. /hr./sq. ft. with differential pressure across the window unit of 2.86 PSF.

ASTM F1592 – Impact Test
Must withstand a minimum of 600 blows at each impact location (1200 total blows per frame).

Rec #	Description	Methodology	Cost
ISC - R1.b	Replace all exterior windows with insulated security metal window system	More secure, more natural light	\$900,000

The glazing and panels shall remain in place. No damage to the extent that forcible entry can be achieved. No weld joints or the entire frame joint shall completely separate. The wall anchoring shall retain the frame in place throughout the test procedure to the extent that forcible entry cannot be achieved.

Detention Furnishings System



Existing bunks in the CCB are free standing and equipped with weep holes. Free standing bunks with weep holes are problematic since they present a suicide risk. Inmates have been known to tie their clothes and blankets off to the bunk and strangle themselves.

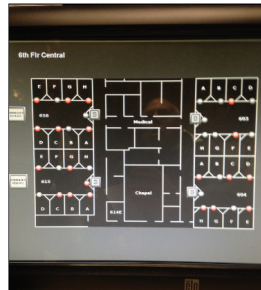
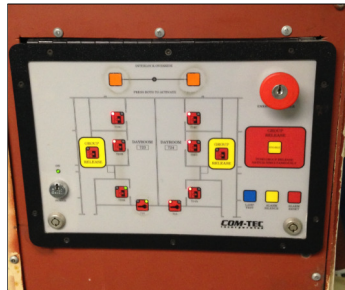
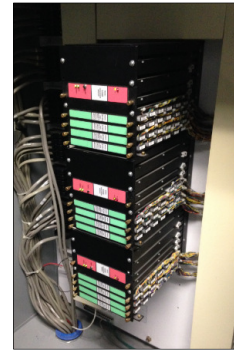
Recommendations

LSC – R8.d: Upgrade all furnishings in cells with a suicide-resistant detention furnishing system to impede inmates with the ability to tie articles off to any of the equipment in areas of indirect supervision. Consideration should be given to equip cells with a bookshelf and desk.

Rec #	Description	Methodology	Cost
LSC - R8.d	Replace existing bar doors with metal	Reduce Suicide potential	\$2,100,000

Security Electronics System

Door Control and Monitoring System



The existing door control and monitoring system consists of a combination of push button controls, local red/green rocker switches, membrane control panels, and a touch screen door control system.

Door position switches and latchbolt indication switches are used to monitor the secured status of all detention doors.

The local door control system does not maintain a history of door alarms, which prevents staff from reviewing problematic doors.

In the event of a power outage, Security Electronics equipment rooms are equipped with rack (or room) mounted UPS's so the Security system can run on battery backup during the time necessary to start up generators. The door control and monitoring system is not powered by a centralized building UPS.

A door control system upgrade is currently under design and construction by SGTS – Verona, WI. The scope of said upgrade remains under consideration.

Recommendations

ISC – R2.a: Provide touch screen controls interfaced to non-proprietary industrial PLC processor through the use of mechanical relays.

Rec #	Description	Methodology	Cost
ISC - R2.a	Provide upgrade to existing door control and monitoring systems: UPS and CRAC units	Provides upgrade to be code compliant and current technology	\$250,000

Equip door control workstations with 24" (wide screen) touch screens run with the latest version of Wonderware, Indusoft or Intellution software. Provide (3) quadrants on the side of the touch screen workstation for automatic call-up of cameras for door control, elevator control, intercom control and duress alarms. Provide proximity card reader stations at each touch screen workstation for officer log-in privileges.

Equip existing electronic equipment closet with emergency power and centralized UPS backup. Equip main security electronics closet with CRAC unit to condition and humidify the space in order to extend the useful life of the electronic components within.

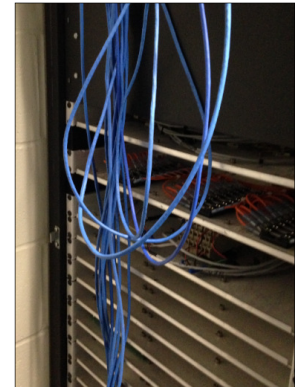
ISC – R2.b: Equip entire door control system with history logging capabilities for record reporting of every action on the system with both time and date stamp. The history logging feature reduces County liability by creating accurate incident reports.

Rec #	Description	Methodology	Cost
ISC - R2.b	Provide touch screen controls and history logging capability	Provides easily maintained and reliable door control system, as well as reporting function	\$250,000

All detention locks can be controlled remotely from either Master Control or a Satellite control workstation. Consideration should be given to equip high frequency doors with local electric key switches or card readers to gain operational efficiencies.

Integrate local door control system with touch screens at Master Control for remote unlocking of doors in the event of an emergency on the east side. The door controls on the west side can be opened remotely.

Consideration should be given to equip linear dayroom cellblocks with wireless door control solutions. Equip officers with hand-held PDA's that allow them to control doors, control utilities, and answer intercom calls wirelessly.



Door Control Intercom System

The existing door control intercom system is analog-based with “cage-type” electronic voice communication control boards and industrial grade amplifier. The equipment is outdated, difficult to maintain and susceptible to failure.

There are no provisions for inmates to communicate with staff other than to “yell out” their issues. This causes anxiety among the inmates within the cellblocks and adjacent locations. To alleviate the issue, intercoms for inmate use should be provided.

Recommendations

ISC – R3: Recommend upgrading to digital voice communication system. A digital voice communication system would allow pre-programmed messages to be played within the facility with the ability to relay standard facility procedures and regulations. A digital voice communication system would also provide digital clarity.

Rec #	Description	Methodology	Cost
ISC - R3	Upgrade to digitally controlled voice system with threshold monitoring	Provides increased communication, standardization and awareness	\$70,000

Provide sound threshold monitoring for use in cellblock dayrooms.



Local Intercom System

Officer workstations at the CCB are equipped with an independent local intercom system to allow communication between workstations. The system has outlived its useful life. Parts are no longer available for equipment of this vintage.

Recommendations

ISC – R4: Recommend integrating communication between officer workstations with the new touch screen control system currently under installation by SGTS – Verona, WI.

Rec #	Description	Methodology	Cost
ISC - R4	Provides communication between work stations	Allows for integration and better communication between officers	\$30,000



Duress Alarm System

The existing CCB includes a distributed hard-wired duress alarm system. Duress alarms are used by both correctional and non-correctional personnel to signal Master Control in the event of an emergency. These alarms provide a quick way to alert partners of an issue and is a gross motor skill as opposed to keying the alarm on their radio.

Recommendations

ISC – R5: Recommend installing under counter flip-down type duress alarm switches at all officer workstations. Activation of duress alarm to automatically shut down local touch screen, annunciate a duress condition, and transfer controls to Master Control. Also, equip all areas utilized by non-correctional personnel (nurse's office, chapel, activities area) with duress alarms.

Rec #	Description	Methodology	Cost
ISC - R5	Provides non-jail personnel to alert Master Control of emergencies	Protection of non-jail personnel	\$50,000



Video Surveillance System

The existing video surveillance system consists of analog cameras. The analog cameras are equipped with encoders and run through a digital video management system. Video is recorded to existing NVR's. Viconnet video management software is utilized.

The existing analog video surveillance system is installed with coaxial cable. The analog cameras and coaxial cable systems are out of date and susceptible to failure. Video resolution is poor. The analog camera system is in need of upgrade and replacement. Equipment of this vintage is considered antiquated by today's correctional standards. It is evident that the display of the video has deteriorated by blurry camera images (compared to modern digital quality). New cameras are recommended for improved identification of inmates and staff.

Recommendations

ISC – R6: Recommend upgrading video surveillance system from analog to digital. Replace existing coaxial cable infrastructure with new category cable to each camera location. Provide category cable infrastructure to allow camera system to be true IP.

Rec #	Description	Methodology	Cost
ISC - R6	Replace outdated analog cameras and cable with new digital system	The analog systems are antiquated and problematic. Newer systems provide much better resolution and functionality	\$250,000

Provide additional camera coverage in all dayrooms and areas of remote door control. Integrate video surveillance system with voice communication system for automatic camera call-up upon activation of intercom call.

Upgrade of the video surveillance system should be of quality to provide the following minimum system performance:

- 1080p display resolution
- Seamless live video streaming at 30fps
- 90 days of network storage capacity (per camera) at 15fps
- Instantaneous camera call-up

Consideration should be given to drive the video surveillance system on its own parallel Security network. An independent Security network will provide a point of demarcation to improve overall system performance and maintainability.

There are over 20 existing exterior cameras viewed from Central Control. Consideration can be given to write a video analytic script that would alarm if the public enters any restricted areas within the building.

There is more liability in corrections today, than there was when this facility was originally designed. In today's current marketplace, a greater emphasis is placed on the effectiveness of the video surveillance system to protect the County from incidents that occur during normal operation. Modern correctional designs include a multitude of cameras (with superior image quality) to provide a digital record of incidents as they occur.

Inmate Visitation System



The CCB does not currently utilize a video visitation solution. All inmate visitation is done using the non-contact visitation method. Visitors are escorted to visitation booths and conduct visits with telephone handsets.

The existing local intercom system at non-contact visitation includes a combination of hardwired handsets.

Communication between the public and inmates is accomplished through the use of hand-held local intercom phones. Inmate visits are recorded via analog means, which is problematic when trying to playback and find specific information upgrading to a new digital system will provide increase audio and visual monitoring for security and safety.

Recommendations

ISC – R7: Upgrade existing non-contact inmate visitation system with new video visitation solution. Implementation of video visitation technology would allow for remote visitation of inmates from any computer with web access. The video visitation system would also be used by Public Defenders for remote private visits with inmates.

Rec #	Description	Methodology	Cost
ISC - R7	Install new video visitation system	Currently, the jail does not have a video visitation system. A new system could increase security and free staff up to do other duties. New technology such as the use of tablet PCs should be explored.	\$900,000 Recommended, but not required

Provide privacy switches to record visits except those between inmates and attorneys. Video visitation technology has potential for increased revenue streams should the County choose to implement charges for remote video visits. Implementation of a video visitation solution also increases staff safety and operational efficiency.

Inmate Television System



The CCB utilizes a cable inmate television system. Cable television signals are distributed through a series of flat screen monitors distributed to the various dayroom throughout the facility. Deputies are able to cut power to televisions from the control booth for remote on/off control. The inmate television system does not have the ability to playback pre-recorded messages.

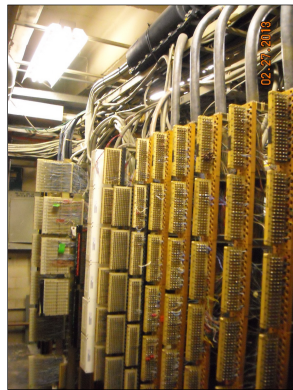
Recommendations

ISC – R8: Upgrade existing inmate television system with digital technology. Reuse existing coaxial cable infrastructure. Integrate inmate televisions with Security touch screen system for playback of pre-recorded video messages such as HIPPA, PREA, and facility rules/regulations. Allow remote changing of channels from the touch screen workstations.

Rec #	Description	Methodology	Cost
ISC - R8	Upgrade existing system with digital technology	Currently analog systems will become obsolete, and therefore will need to be replaced with digital.	\$300,000

Telecommunications Systems

Incoming Communications Services



MDF (Main Distribution Frame)

A mix of copper and fiber optic cabling feed the City/County building through the equipment room on the ground floor. Voice and data services for both the City of Madison and Dane County are co-located in this room. As with many buildings of this age, there is a significant quantity of legacy high-pair-count copper cabling terminated on a true MDF (main distribution frame). Further investigation would be required to know exactly how much of this copper cabling is still in use as both the city and county have migrated to VoIP (voice over internet protocol) telephony services. As new telecommunications services have been added to the building through this room, the existing and legacy services do not appear to have been maintained or removed. As such, newer cabling appears to have been routed in a haphazard manner with little regard to cable identification or management. The type, quantity and routing of incoming copper and fiber to the room would require an extensive study and interviews with both city and county IT staff. At some point, this legacy cabling should be removed to reduce the amount of contaminants produced in the event of a fire. Many of the legacy backbone cables that are terminated on the old voice frames appear to be lead-shielded cables and should be removed as they pose a health hazard to personnel working in this room.

In general, the ground floor equipment room is inadequate to function as anything but an entrance facility; the use of this space for servers and other network electronics is not recommended due to the lack of environmental controls including cooling and filtration. The space is dirty and has not been well maintained.

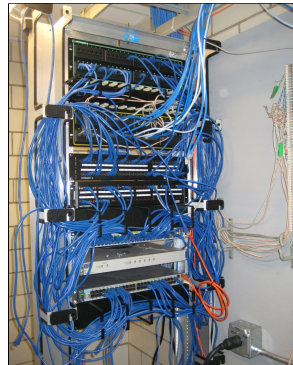
Although the Durrant drawings of this facility (dated 12/6/99) indicate a new riser for telephone, security, and CCTV cabling, the actual conduit and riser pathway was not found in the locations shown on the drawings. Due to the steel ceiling construction of the 6th and 7th floor Jail facility, the actual routing of conduits containing voice / data / security and /or CCTV could not be verified.

Recommendations

ISC – R9.a: Remove the abandon and legacy cabling and frames.

Rec #	Description	Methodology	Cost
ISC - R9.a	Remove existing legacy incoming cabling and frames	Helps reduce contaminants and helps increase usable space	\$60,000

Voice/Data Horizontal Cabling



Seventh floor telecommunications room

There is very little voice/data cabling on the 6th and 7th floors and most of it is dedicated to the duty stations with a small amount of data serving the Madison Schools classroom located in the south-central part of the 7th floor. The telecommunications room serving the 6th and 7th floors is located adjacent to the classroom and contains two (2) two-post equipment racks. The cabling observed appears to be older (multi-mode fiber and Category 5) but adequately installed, terminated and in good condition.

Recommendations

ISC – R9.b: Replace as new technology becomes available and of value to the operations of the facility.

Rec #	Description	Methodology	Cost
ISC - R9.b	Replace Voice/Data as new technology needs arise	Helps to increase speed and operability	\$20,000

Inmate Voice Distribution



Inmate telephone cutoff switches

In the deputy control rooms, there are individual cutoff switches for each inmate cellblock that are located on backboards and allow the Deputies to control phone service to each cell. The cabling and associated cross-connect blocks are exposed within the control room and therefore subject to incidental damage.

Recommendations

ISC – 9.c: Replace or upgrade to provide protection.

Rec #	Description	Methodology	Cost
ISC - R9.c	Upgrade and replace inmate voice distribution system	Will help staff communication	\$5,000

CATV (Cable Television)



CATV Cutoff Switch



Seventh Floor CATV Distribution

A small amount of CATV distribution cabling is located in an electrical room near the 7th floor Madison Schools classroom and also in the 7th floor deputy control room. It appears the coaxial cables from these locations are distributed above the steel ceilings to the inmate cells. Presumably the feed for the CATV service originates in the ground floor entrance facility, but as noted above, the riser pathway(s) could not be traced. Deputy escorts noted that there were cutoff switches for the televisions in various locations on the 6th and 7th floors.

Recommendations

ISC – R9.d: May need to be replaced as new (pay on demand/ for use streaming video) services become available. Would need to be replaced with a new cable media.

Rec #	Description	Methodology	Cost
ISC - R9.d	Upgrade Cable Television from analog to digital	New technology will force cable infrastructure to be replaced	\$18,000

Security (non-secure side)



Access Control System



Proximity Card Reader

Access control for the non-secure areas of the facility is controlled by a Superterm system from Continental Instruments. One panel was observed in the basement and appeared to be controlling four doors. Wiring in the cabinet indicates at least one more cabinet in the system but it was not observed. A Motorola FlexPass proximity card reader is installed at the east penthouse entrance on the 7th floor. With proper maintenance, this system should last for at least another ten years.

Fire Alarm



Building FACP (Ground Floor)

A Simplex 4100U Fire Alarm Control Panel (FACP) is located in the shop area of the ground floor. This panel has been upgraded to include voice EVAC (emergency voice/alarm communications), however the EVAC is not active on the second floor juvenile detention area or the 6th and 7th floor jail as mandated by IBC [907.2.13]

Facilities staff reported that the original notification appliances are horn/strobes that are being replaced with speaker/strobes (in support of the EVAC system) as areas of the building are being renovated.

A separate Simplex 4100 FACP installed in Central Control on the 6th floor serves the initiating devices and notification appliances for the 6th and 7th floor jail. An annunciator for this FACP is located in the 6th floor west duty station. The 6th and 7th floor FACP is monitored by the ground floor FACP for the entire building.

The system is 20 years old and near its technical life expectancy. With regular maintenance and upgrades, the fire alarm systems shall be expected to be reliable and last another ten years

Recommendations

ISC – R10: Replace devices as they fail.

Rec #	Description	Methodology	Cost
ISC - R10	Fire Alarm system will require maintenance and replacement of devices	Existing system should be expected to last up to 10 years, however devices will fail and require replacement	\$15,000

Radio System



East Roof Antenna

The east penthouse contains RF (radio frequency) distribution equipment from the antenna array located on the roof of the east penthouse. The distribution equipment provides in-building coverage for the Sheriff's 800 MHz radio systems. Also located on the east penthouse roof is an emergency alert siren.

A curious enclosure is present in the east penthouse. With a 480VAC power service and a single coaxial microwave cable output, the function of this enclosure is not known. The Deputy and staff escorts did not have any information regarding this enclosure. Further investigation will be required to establish the use and need of this system.



East Penthouse Microwave Enclosure

Fifth Floor Data Center



While not part of the scope of this project, a walk-through of the fifth floor county data center was made to investigate the terminus of the fiber optic cabling for the 7th floor telecommunications room and the Public Safety Building entrance facility (see below).

In general, the routing and management of cable (primarily fiber optic) into and out of the room and cable management in the equipment cabinets is sub-standard, but functional. The distribution of conditioned (cold) air was inconsistent throughout the room and the presence of numerous cardboard 'baffles' confirms that airflow is a concern in the room.

The room is also cluttered; cables, boxes, and documentation are littering the floors and work surfaces. As this space is a shared resource for both Dane County and the City of Madison it is CRITICAL that it be protected from unplanned electrical outages, water, dust and construction vibrations. Any electrical outages will need to be planned in advance to eliminate causing damage to the systems.

Recommendations

Due to the fact that this data center is a mission critical area for the jail and City of Madison functions (and directly below the 6th floor jail), protection from flooding is highly recommended.

LSC – R10: Protect the data center by creating a “No construction Zone” above and around the Data center. Provide water catch curbing on floors above the data center and dust curtains on all walls around the data center.

Rec #	Description	Methodology	Cost
LSC - R10	Install secondary water proof ceiling, curbing and dust curtains	Mission critical area that requires high level of protection	\$150,000

ISC – R11: Relocate the Data center to an off-site location. While this option is very expensive it provides a higher level of security and “up-time”.

Rec #	Description	Methodology	Cost
ISC - R11	Relocation of data center	Since the data center is mission critical and located directly below jail cells, which are susceptible to flooding, relocation is recommended.	\$3,500,000 Recommended but not required although there is high risk

F. MECHANICAL / ELECTRICAL SYSTEMS

HVAC

The 6th and 7th floor west is served by a single air handler with a heat recovery module on the Penthouse level. The primary source of heat for this facility is steam obtained from the State’s Capital Heat & Power (CH&P) plant. This steam is used directly in the air handler steam heating coil serving the 6th and 7th floors. The East side of the jail uses steam wall fin. Steam is also used on the West side (1983) to heat water via a steam-to-hot water convertor located on the penthouse level. This type of equipment generally has an approximate 30 year lifespan but can last 40+ years if well maintained. The steam convertor and hot water pumps appear to be in good condition. Steam condensate is collected in condensate return pumps and returned to the CH&P. Many of these condensate pumps are showing signs of corrosion and wear. The expected lifespan for these types of pumps is 25 years. **The majority of this equipment is 32 years old or**

more, indicating that they are near or beyond their normal life expectancy.



Steam to Hot Water Converter and Pumps



Steam Condensate Receiver and Pump

The primary source of cooling for this facility is (1) 438 Ton and (1) 332 Ton centrifugal chiller on the sub-basement level. Chillers of this type have an expected lifespan of 40+ years with regular maintenance. These chillers are approximately 16 years old and should not need replacement for many years. Both chillers are served by (2) roof mounted cooling towers. Depending on water treatment and maintenance, cooling towers like these have lifespans of 30+ years. Generally the PVC fill for these cooling towers will require replacement after 20 years of operation. The chilled water and condenser water pumps serving these systems are in good condition and should last 10-20 more years with regular maintenance.

The 6th and 7th floor west is served by a single air handler with a heat recovery module on the Penthouse level. This is a constant volume air handling unit containing a glycol run-around loop heat recovery coil, steam face-and-bypass heating coil, a chilled water coil and supply fan. The heat recovery air handling unit consists of a glycol run-around heat recovery coil, exhaust fan, and base-mounted glycol circulating pump. The air handler and heat recovery module are original to the vertical expansion and are approximately 32 years old. The air handler and heat recovery module appear in reasonable condition but will most likely require replacement in the next 10-15 years. Equipment of this type with proper maintenance and filter changes will last 40+ years. The devices associated with the air handlers such as control valves and dampers all have lifespans around 25 years. These devices are generally simple to replace and can be replaced as they fail. The ductwork and insulation associated with these systems are in fair condition and should last the life of the facility or until the air handler is replaced. Many of the supply and exhaust grilles throughout the 6th and 7th floors are dirty and/or in bad condition and would perform better if replaced.

The 6th and 7th floor east is served by a new single air handler that is about 16 years old. Miscellaneous ventilation for toilet exhaust and other spaces is provided by original, individual exhaust fans, most of which are on the penthouse level. The west jail AHU has a return fan in addition to the supply fan. These fans will generally last 40+ years due to the rugged construction that was common 60 years ago. These fans have likely undergone several parts replacements and repairs over the years. Clearly these fans have a very limited life expectancy.



Air Handling Unit and Heat Recovery Pump



Air Handling Unit in Penthouse

The control system for the west side air handling equipment is a digital/pneumatic system that has been replaced since the original installation. The system devices appear in good condition and the building staff does not report any problems with the control system. This system should serve the air handling unit until it is replaced, when a complete digital/electronic control system would be appropriate.



Temperature Control Panel



Return Fan

The ductwork distribution system on the 6th and 7th floor's west side is largely original, the east side (1955) and west side (1984). The west side distribution is largely original (1983). The system on this side is constant volume with hot water reheat coils in lined ductwork. The controls have been upgraded within the last 6 years to completely digital devices, mapped to the building automation system.

The east side ductwork distribution system is largely original (1955) with few remodeling projects. The 2000 project included the same replacement of a small percentage of the branch ductwork. The system on this side is constant volume but without reheat, meaning that the only temperature controlled zones are those associated with the perimeter hot water heating baseboard system. This results in inadequate temperature control in the spaces.

Operational issues have been reported regarding the HVAC systems. Ventilation related problems include dust complaints, general air circulation quantity, and inadequate exhaust ventilation in the shower rooms. Air temperature and humidity has been a continual issue with complaints of being too hot, too cold, or high humidity. This would be expected considering the type and age of the HVAC system, especially on the east side.

The current smoke control system for 7th floor west is original to 1983. This system was not required at that time so it exceeded the code requirement. The system was designed with one AHU serving two floors with zone dampers tied into the fire system and stairwell relief. Interlocks with damper control of both air handling units was also incorporated to complete the smoke sequence. There have been no changes made to this smoke control system and

it is fully functional as designed in 1983. While not code compliant by today's standards, it does provide for a greater level of safety than no system at all. The most significant concern is the lack of a pressurized stairwell which would prevent smoke from entering the stairwell, which would provide safe evacuation of the floors.

The east side of the jail is not equipped with a smoke control system as it is a much older portion of the building. This portion of the jail has numerous operable windows on both floors. They are standard single pane glass and could also be considered easily breakable, however not an acceptable means of smoke removal by today's standards.

The stairwell smoke vents on the west side are not currently code compliant. **A stairwell pressurization system is required in the CCB, on both sides, since it is classified as a "high-rise" building.** A pressurization system prevents smoke from entering the stairwell to provide a safe egress route from the building. The east side has neither of these systems in place.

Recommendations

HVAC

If it is the intent of the County to discontinue the CCB Jail, then changes are required. At a minimum, the stairwell smoke control management system must be installed.

LSC – R7.b: Provide stairwell smoke control management system.

Rec #	Description	Methodology	Cost
LSC - R7.b	Install code compliant stairwell smoke control management system.	The smoke control system is in adequate.	\$150,000

If it is the intent of the County to continue use of the CCB, then a total building (east & west) engineered smoke control system will be code required.

LSC – R7.c: Provide engineered smoke control system as required by windowless building requirements.

Rec #	Description	Methodology	Cost
LSC - R7.c	Existing building does not have adequate smoke control system.	Provide code compliant, engineered smoke control system	\$3,000,000

LSC – R7.d: Clean ducts and duct louvers through-out CCB Jail.

Rec #	Description	Methodology	Cost
LSC - R7.d	Clean ducts and duct louvers throughout CCB Jail	Ducts and louvers are extremely dirty and unhealthy	\$280,000

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If it is the intent of the County to continue the use of the CCB, the following HVAC modifications will be required:

ISC – R12.a: Modify ventilation ductwork to extend to the face of the new cell fronts.

ISC – R12.b: Install new maximum security grilles at each modified penetration.

Rec #	Description	Methodology	Cost
ISC - R12.a	Modify ventilation ductwork due to cell rework	Ductwork will required to be modified as a result of modifying the cells from bars to solid steel	\$30,000
ISC - R12.b	Install maximum security grilles	Remodeled ductwork and cells will require new security grilles	\$55,000

HVAC system components which are aged out and not expected to last for the next 5 to 10 years and therefore would need to be replaced include:

ISC – R12.c: Steam condensate receiver and pumps

ISC – R12.d: Hot water heating pumps

ISC – R12.e: East penthouse exhaust fans

ISC – R12.f: East temperature controls

Rec #	Description	Methodology	Cost
ISC - R12.c	Steam condensate receiver and pumps	Aged out	\$35,000
ISC - R12.d	Hot water heat pumps	Aged out	\$35,000
ISC - R12.e	East penthouse exhaust fans	Aged out	\$55,000
ISC - R12.f	East temperature controls	Aged out	\$45,000

Existing Systems and Components that will result in code violations and/or Health Life Safety violations due to the renovation but would not be able to be implemented due to the need to vacate the floors and perform significant HVAC system modifications throughout:

1. Increase cell, toilet, and shower exhaust volumes to code minimums or more (a 50% increase).
2. Add temperature control zones to provide space temperatures within an acceptable range.

3. Smoke control system for EAST side.

Plumbing

The plumbing system for this building was constructed with two systems. One for the original building construction built in the 1950's and the other for the vertical expansion West half of building floors 4th through 7th built in the 1980s.

Plumbing Code

Chapter SPS 381, 382, and 384 of the 2012 Wisconsin Administrative Plumbing Code shall govern any design and construction of the plumbing system within the jail.

Existing Plumbing Systems

The domestic water is supplied from the east mechanical room located on the ground floor. A duplex domestic booster system supplies water from the ground floor to the east penthouse where two 3500 gallon domestic water holding tanks are located. These tanks are pressurized to 45 psi with a dedicated air compressor. The water is then piped from these tanks to the entire building except the vertical expansion floors 4th through 7th. The vertical expansion floors are served by a triplex booster pump located in a pump room on the west side of the garage floor. Both of these pumping systems are original equipment. The duplex booster system serving the original (1955) building is approximately 60 years old one of the pump motors was replaced approximately 10 years ago and the other approximately 20 years ago, The triplex pump for the west side was replaced about 15 years ago the cla-valves were rebuilt approximately 5 years ago. The expected life of a domestic water boosting system is 35 to 40 years.

Domestic hot water is supplied to the original building from two steam fired heat exchangers, the hot water is stored in one 150 gallon storage tank and distributed to the building at approx. 115 °F. 115 °F hot water is not adequate to serve laundry and kitchens. **105 °F hot water is not adequate to serve laundry and kitchens. The water temperature should be in the range of 140°F to 160°F in these areas.** The existing system is not set up to provide multiple water temperature for inmate showering, kitchen facilities or laundries. To provide adequate temperatures to the serving kitchens and laundries the water heaters would be set to between 140°F and 160°F, if this is done then we would need to install mixing valves at each sink, shower, and lavatory sink accessible to the public and inmates to prevent scalding.

Domestic water is softened through a Hellenbrand twin alternating system located north of the domestic water heaters, this system is approx. 7 years old and is in good condition. Expected life for the domestic water heating system and the water softening system is approximately 20 - 25 years.

Domestic water is supplied to the west vertical expansion thru a twin alternating water softener (Ecodyne) and pumped to the west vertical expansion floors 4th thru 7th and up to domestic water heaters located in the west penthouse. The domestic water heating system is comprised of two (2) 625,000 BTU heaters and one (1) 300 gallon storage tank which only serves 4th through 7th floors of the vertical expansion. One of these water heaters was replaced in 2011 and the other in 2007. The storage tank is original to the vertical expansion making it approximately 35 years old.

The two 3500 gallon domestic water storage tanks located in the east penthouse are original to the building and are approximately 60 years old. These tanks were blasted and recoated

approximately 13 years ago. The tanks are approaching or past there expected life span of 55 to 60 years.

The majority of the domestic water and sanitary systems throughout 6th and 7th floors are predominately copper for water piping having a predicted life span of 50+ years and cast iron for sanitary piping with a predicted life span of 50 to 100+ years. Portions of these piping systems do wear out and need to be replace through out there expected life.

Portions of the 6th and 7th floors have been remodeled replacing fixtures and piping with new.

Many of the original fixtures are still in service approaching there predicted life. Many of these fixtures faucets are no longer manufactured making it difficult to find repair parts.

The plumbing system in this building appears to be well maintained. Fixtures, equipment, and piping systems have been repaired or replaced as problems occur to maintain services. The plumbing work orders for 2015 were quite extensive. The problems ranged from broken faucets handles, pipes leaking, hot and cold water issues throughout the 6th and 7th floors, sink water not turning off, washing machine is not getting any water, toilets not flushing properly and many more items, numbering a total of 419.

Just the labor to assess and repair each of these items at a minimum would be between 1,200 to 2,000 men hours costing approximately \$100,000 to \$150,000 not including materials. It is apparent by the extreme number of work orders that these systems are at their usable expected life and are considered 'aged out'.

Testing of the existing domestic water system has revealed higher lead content in the drinking water. It has been determined that the source of lead in the water is due to the dissimilar metals used in construction. All of the water mains are constructed of galvanized steel pipe with brass and cast iron valves incorporated into the piping system. Numerous takeoffs from the system have been constructed of copper adding to the electronegativity issue causing the leaching of lead into the domestic water system. Lead mitigation and filtering is recommended.

Beyond the west side addition, the plumbing systems serving the 6th and 7th floors have had only few minor additions or remodels over the life of the building. The vertical expansion approximately 15% of the 6th and 7th floors cells, updated the serving kitchen, laundry, and addition of standard cells and only one (1) ADA cell.



Existing East Building Domestic Water Booster Pump (Original to Building)



Existing East Building Domestic Water Booster Pump (Original to Building)



Existing West Vertical Expansion Domestic Water Booster Pump System



Existing West Expansion Water Softeners (Original to Expansion)



Cell Chase Showing Uninsulated Domestic Water Piping. Code Requires Domestic Water Piping to be insulated.



Existing 3500 Gallon/Ea. Domestic Water Storage Tanks East Penthouse

Fire Protection

The fire protection system is original to the building. The fire pump and motor is approximately 60+ years old. In general the predicted life of a fire pump is 25 to 35 years old. The original fire protection system was done using fire hose cabinets with 1 ½" to 2" fire hoses throughout the building.

In 1980 when the vertical expansion was added the fire protection system was modified to include standpipes in stair wells and a sprinkler system throughout the building including 6th and 7th floors.



Existing Fire Pump and Jockey Pump East Building

Recommendations

If it is the intent of the County to continue the use of the CCB, the following plumbing modifications are recommended.

ISC – R13.a: Replace Triplex domestic water booster pump serving vertical expansion: replace with a variable speed triplex skid mounted system.

ISC – R13.b: Replace Duplex Domestic water booster pump serving 1954 building: replace with triplex skid mounted variable speed system.

ISC – R13.c: Replace west building vertical expansion water softener.

ISC – R13.d: Replace out dated flushometers and faucets on 6th and 7th floors (East) fixtures.

ISC – R13.e: Replace and upgrade east side detention grade fixtures on 6th and 7th floor. This could cost in the range of \$3,500 to \$4,000 per fixture, depending on selected options such as electronic controls, faucet and flushometer controls, towel holders, paper holders, pinned cleanouts etc. would also add to the cost of each fixture.

ISC – R13.f: Replace (2) 3500 gallon domestic water storage tanks located in east penthouse: replace with (14) 500 gallon compression tanks.

ISC – R13.g: In order to put a cost on reducing or eliminating the lead content in the drinking water there needs to be an extensive investigation done to determine where all the lead piping is located and what else may be contributing to the lead problem.

ISC – R13.h: Replacement of the fire protection system on 6th floor.

Rec #	Description	Methodology	Cost
ISC - R13.a	Replace Triplex domestic water booster pump (west building)	Aged out	\$65,000
ISC - R13.b	Replace duplex domestic water booster pump (1954 building)	Aged out	\$80,000
ISC - R13.c	Replace west water softener	Aged out	\$35,000
ISC - R13.d	Replace outdated flushometers and faucets (East)	Aged out	\$70,000
ISC - R13.e	Replace East detention grade fixtures	Aged out. Cost depends on accessories (controls, towel and paper holders, pinned cleanouts, etc)	\$975,000
ISC - R13.f	Replace (2) 3500 gallon domestic	Existing units have aged out. Replace with 14 smaller insulated	\$80,000

		water storage tanks (East)	compression tanks. Cost includes demo of existing tanks	
ISC-R13.g	Thorough testing of existing water for lead and contaminants	Further investigation is required to determine where there may be lead within the buildings water system		\$20,000
ISC - R13.h	Replace the existing fire protection system (6th floor)	Aged out		\$340,000
ISC - R13.i	Replace the existing fire protection system (7th floor)	Aged out		\$308,000

ISC – R13.i: Replacement of the fire protection system on 7th floor.

Electrical Power Distribution

The installed normal utility and emergency/standby electrical power distribution systems have been upgraded through a number of projects since the original building was built. The three (3) main normal utility switchboards contain fusible service disconnecting means and feeder distribution. They are located in the ground floor electrical room and are fed from the Madison Gas & Electric vault. These switchboards were replaced in 1999 which would indicate that they are 16 years old. Overall condition of these switchboards shows they have been well maintained since installation. Typical life expectancy is 30 years. Based on observed equipment condition and readily available replacement components, a life cycle of 40+ years is expected for major electrical distribution components for this facility.

The main 480Y/277 volt (V), 3 phase, 4 wire switchboard is rated 4000A, and the two (2) main 208Y/120V, 3 phase, 4 wire switchboards are rated 3000A. Through field observations, this main distribution equipment has mounting space and ampere capacity to accommodate additional loads.



400A, 480Y/277V Switchboard (Ground Floor Electrical Room)



3000A, 208Y/120V West Switchboard (Ground Floor Electrical Room)



300A, 208Y/120V East Switchboard (Ground Floor Electrical Room)

Normal Power

The lighting and power panelboards on the 6th and 7th floor is a mix of original (1947), replaced panelboards (1999) and upgrades to the emergency panels (2001). Although when observed they appeared in fair condition. The life expectancy for panelboards and circuit breakers is typically 30 years. Other than the panelboards installed in 1947 which are beyond their normal life expectancy. The panelboards install in 1999 and 2001 with the availability of replacement breakers should last an additional 10 plus more years with regular maintenance. However spare breaker capacity for additional loads on the 6th and 7th floors appear limited.



Panels 7/X and 7/XE (Seventh Floor West) Installed in 2001.

Emergency Supply Systems (EPSS) Two independent emergency power supply systems (EPSS) serve 6th and 7th floor. The main EPSS is a 260 KW generator located in the penthouse. The generator and respective distribution was installed in the 1984 Vertical Expansion project. The second EPSS is a 60 kW diesel generator set located in the basement. This unit is original equipment install in 1954. In 2001 under a building panelboard replacement project the respective distribution equipment located on the floor was upgraded and/or

replaced. The typical life expectancy of a well maintained standby generator set can last approximately 10,000 to 30,000 hours. Other than the panelboards installed in 1984 which are beyond their normal life expectancy. The panelboards install in 1999 and 2001 with the availability of replacement breakers should last an additional 10 plus more years with regular maintenance.



260 kW Packaged Generator Set (Penthouse Generator Room)

400A Enclosed Circuit Breaker and ATS #2 (East Wall Generator Room)

Lighting and Controls

In the 1954 (East) building, the lighting and lighting controls on the 6th and 7th floor consists of lighting fixtures and controls from the original construction and replacement of fixture and controls upgraded in a renovation project in 1999. Primarily the fixtures located within the cellblock dayrooms, cells, dorms and service corridors are the original fixtures. The fixtures located in the service corridors and the dorms are outdated and the lamp source (incandescent) is becoming obsolete and should be replaced. The fixtures in the cells and cellblock dayrooms based on observations appear to be in fair condition. The typical life expectancy of fixtures is 40 years. The fixtures within the 1954 building dayrooms and cells although appear to be in fair condition based on observation are beyond their life expectancy and should be replaced. Additionally, the lighting controls are beyond their life expectancy as well and do not meet the current DOC 350 standards for health and wellbeing. The fixtures and lighting controls upgraded in the 1999 project appeared to be in good condition and could last another 10 years. It was noted at the time of the observation that in 2014 a ballast and lamp replacement project replaced the existing ballast and lamps with high performance energy saving ballast and lamps throughout the floor.

In the 1984 (West) section the lighting and controls on the 6th and 7th floor consists of lighting fixtures and controls original to the 1984 construction. Based on observations, the fixtures appear to be in good condition. The typical life expectancy of fixtures is 40 years. While the fixtures are approximately 32 years old they should last an additional 10 plus more years with regular maintenance.

Several of the fixtures in the service corridors on the 7th floor between the cells are becoming outdated and the lamp source (incandescent) is becoming obsolete.

Recommendations

Recommendation 1 - Immediate Mitigation of Health and Life-Safety Issues

No immediate electrical issues required.

Recommendation 2 – Interim Solution

To support the work described regarding maintaining the CCB in the short term, the following electrical modifications will be required:

ISC – R14.a: Replace outdated panelboards in the 1984 addition.

ISC – R14.b: Replace original and outdated lighting and controls in the 1954 building 6th and 7th floor.

Rec #	Description	Methodology	Cost
ISC - R14.a	Replace outdated panelboards (1984 addition)	Aged out	\$30,000

ISC - R14.b	Replace original and outdated lighting and controls (1954 building)	Aged out	\$50,000
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G. STRUCTURAL

The exterior cladding on the original building is limestone. The west 6th and 7th floor addition is clad in precast to match the limestone. Windows are framed in aluminum. Most windows appear to be original.

Within the east wing stairwells, there appears to be significant cracks visible in the concrete beams at the 6th and 7th floors.

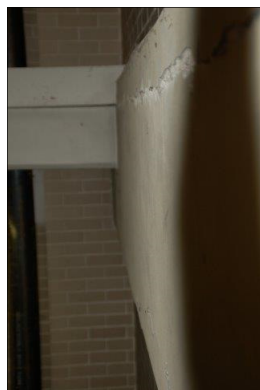


Southeast Stairwell



Southeast Stairwell

The beam on the west side of the east stairwell was in poor condition with very large cracks and spalling. However, none of the brick infill was cracked, only the concrete beams appear to have cracks.



Southeast Stairwell



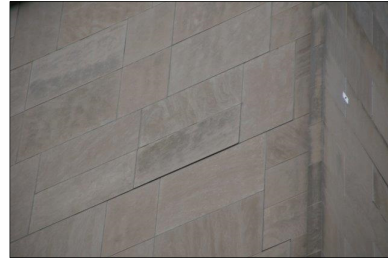
Southeast Stairwell

There is less noticeable cracking on the lower (1st – 5th) floors. The original building design drawings show the stairs to be supported by concrete encased steel frame. Thus concrete casing on the steel would serve as fire protection and/or aesthetics. Further, more detailed investigation would be required to submit the exact cause and effect of the cracking. On the Wilson Street side, it is evident that some of the stone cladding panels between the 6th and 7th floors were protruding outward and had been bolted in place. We also noted some

cracking in the exterior stone panels.

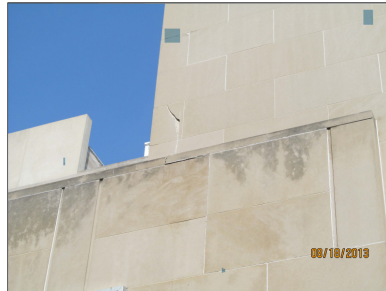


South Elevation Showing Repair



East Wing Showing Panel Damage

On the roof it appears that caulking of joints in the stone coping was either severely deteriorated or no longer exists. The mortar joint below the stone coping was also severely deteriorated. We were able to remove the mortar by hand, which was found to be wet and chalky. The inside of the wall was wet and it is apparent that water is getting into the masonry walls through the coping. It was noted that there is no through wall flashing below the coping, and no means for the water to get out of the wall once it is in. This poor condition of the parapet wall was found to be similar for the entire eastern wing of the building. While on the roof, we also noted bubbling of the EPDM roof membrane where shower stalls are located below. This usually indicates vapor drive from the inside of the building to the outside.

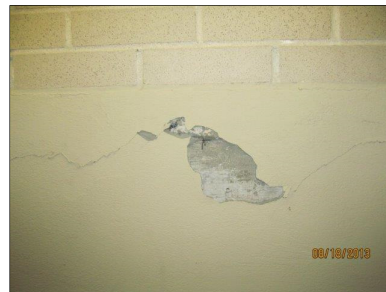


Parapet Damage

In the Doty Street stairwell, several cracks in the concrete beams were noted, although not as severe as the Wilson Street side. However, there is a severe crack in the fourth floor which will need to be investigated further and likely repaired.



Stairwell Structural Damage



Stairwell Structural Damage

In summary, we believe water is getting into the masonry walls through the open coping joints in the parapet and travels down the cavity between the brick wythes and the stone cladding panels. Since there is no means for the water to get out, it is suspected the water ponds on top of the concrete beams. Then, either the water is causing corrosion of the

encased steel or creating frost heave within the concrete casing. It is believed this ponded water may be the cause of the protruding stone panels between the 6th and 7th floors; the trapped water (and potentially ice) causes outward pressure on the stone panels. This trapped water is likely corroding the stone panel connectors as well.

It should be noted that at the time of publishing this report, the County has budgeted for a capital project to repair the concrete in the stairwells.

It has also been observed that there is an issue with the columns in the basement parking area. The surface of the columns is concrete, however the design drawings show structural steel columns only. Presumably these columns are concrete encased structural steel. On the bottom few feet of each edge on the columns there are steel angles. These angles appear rusty and appear to be 'pack rusting' away from the concrete. It is likely that this is not a structural issue. Regardless the construction of the column is not completely clear. Thus additional investigation is recommended to determine the exact construction of the columns and effect of the corrosion.

H. MISCELLANEOUS

Existing elevators are original to each building construction. It was reported that they are problematic with their age and require continuous maintenance and repair.

The County also has a project budgeted to modernize four of six elevators within the CCB. While this project will help to update some of the elevators, it does not modernize the elevator on the west side of the building, which is exclusive use to the jail. The elevator modernizations will also not make them large enough for stretcher evacuation use.

ISC – R15.a: Replace elevators.

Rec #	Description	Methodology	Cost
ISC - R15.a	Elevators are original and in need of replacement	Elevators are vital to the operation of a high-rise building.	\$ 300,000.00

Exiting for special needs inmates are staff intensive, requiring at least 2 staff members reducing the time for the egress process.

Standpipes located in the stairwells present a possible control issue with fire-fighting staff if they are needed in the event of an evacuation.

On the east wing, control of doors is primarily electronic. If power goes out, the deputy must override each cell by removing a Torx head screw at the sliding device cover above each cell door (approximately 8-feet above the floor), remove a panel, and activate a manual release. This must typically be done 9 times per cell block. (See photo 2). Refer to LSC-R8.b

Fire doors must be manually closed, as there are no automatic closers on the doors. The Building Code requires the doors to be closed at all times if not connected to the fire alarm system. Operationally, the doors are kept open by jail staff due to the difficulty the deputies have with supervision of the inmates.

The public area for visiting has no egress route other than through the jail. If a fire event occurred, it would require the jail staff to bring the public into the jail and possibly egress with the inmates. Operational issue to resolve.

Existing personnel alarms (call for assistance) throughout the jail are unreliable. Wiring has been reworked over the years and the calls don't always identify the correct location. It was reported that the retrofitting of the existing wiring and cables would be very costly to complete. Refer to ISC-R5.

West wing cells can be unlocked from a central location or at each block. It was reported that the manual overrides have often been found to be inoperable during testing. Refer to ISC-R2.

Medical bio-hazard has no controlled storage. Operational issue to resolve.

Due to the layout of the jail, control of people in the jail is staff intensive. With civilian program coordinators moving to various areas of the jail, it is difficult to account for the exact number of people in the jail at any time. Operational issue.

Security doors around the control room need to remain open so staff can hear inmates, but allows access to electronic door controls to inmates cells that can be unlocked from this location. Operational and physical plant issue.

The segregation units are located a long ways away from the control room making it difficult for staff to monitor high-risk inmates. Layout of the jail cannot be changed without significant remodeling.

I. HAZARDOUS MATERIALS

Due to the age of the building and lack of work that has taken place in the years since the buildings were constructed, ECM materials (asbestos and lead paint) may be present in the metal ceiling panel, floor tile, paint and pipe insulation within the east side of the Jail. Any work that would disturb these materials would require remediation of adjacent ECM materials. We would recommend that a hazardous material survey be completed to determine the scope of remediation required if any renovation work is contemplated within the Jail. Extent of remediation work and costs will be determined by the amount of remodeling, locations and type of hazard.

Recommendations:

ISC-R15.b Remediation of the CCB Hazardous Materials

ISC-R15.c Loss of use of the CCB jail and inmate shipping and boarding costs

Rec #	Description	Methodology	Cost
ISC - R15.b	Remediation	Lead (Paint and Pipe), Asbestos	TBD
ISC – R15.c	Loss of Use	Due to renovation, the inmates will have to be transported and housed elsewhere	TBD

Recent water studies have shown high rates of lead in the domestic water system. Refer to the plumbing section above for additional information and recommendations.

J. OPINION OF PROBABLE COSTS

Please see the attached LSC and ISC Recommendations that follow this page.

Health Life Safety Cost Analysis

Recommendations labeled "LSC" are immediate Life Safety and Health issues which have code and cost implications
LSC = Life Safety & Health Cost

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
LSC-R1.a	Do not exceed the maximum travel distance to a smoke barrier	Discontinue use of cells that exceed the maximum travel distance to a smoke barrier; loss of use for affected cells	There are 24 housing units that exceed the maximum travel distance to a smoke barrier; total of 172 cells - loss of use requires boarding inmates at another correctional facility	172 inmates × \$55/average per diem × 365 days = \$3,452,900	\$3,452,900	Yes	6W: 606, 607, 612, 613; 6E: 619, 620, 621, 622, 626, 627; 7W: 705, 706, 707, 708, 712, 713; 7E: 719, 720, 721, 722, 725, 726, 727, 728
LSC-R1.b	Do not exceed the maximum travel distance to a smoke barrier	Assess staffing resources in the context of the decrease in number of cells available for use due to not meeting maximum travel distance to a smoke barrier	DCSO Administration to review staff deployment plan	N/A	\$0	No	Any adjustment/modification in staff deployment should be consistent with the results of the staffing analysis recommended elsewhere in this report (see PREA section)
LSC-R2.a	Do not exceed the maximum travel distance to an exit access	Discontinue use of cells that exceed the maximum travel distance to an exit access; loss of use for affected cells	There are 8 housing units that exceed the maximum travel distance to an exit access; total of 48 cells - loss of use requires boarding inmates at another correctional facility	48 inmates × \$55/average per diem × 28 days = \$963,600	\$963,600	Yes	6W: 601, 602, 617; 7W: 701, 703, 716, 717
LSC-R2.b	Do not exceed the maximum travel distance to an exit access	Assess staffing resources in the context of the decrease in number of cells available for use due to not meeting maximum travel distance to an exit access	DCSO Administration to review staff deployment plan	N/A	\$0	No	Any adjustment/modification in staff deployment should be consistent with the results of the staffing analysis recommended elsewhere in this report (see PREA section)
LSC-R2.c	Do not exceed the maximum travel distance to an exit access	Discontinue use of the 6th floor noncontact visitation area	DCSO Administration to review visitation utilization and determine whether, with a modification in scheduling, the present CCB 'female' visiting area can accommodate all CCB visits	N/A	\$0	No	

Health Life Safety Cost Analysis

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
LSC-R3.a	Life Safety/Fire Safety Coordinator	Fund 1 FTE Life Safety/Fire Safety Coordinator	Life Safety/Fire Safety Coordinator will have the rank of lieutenant or higher; average annual compensation cost for lieutenant (\$157,188)	Annual compensation cost for a lieutenant = \$157,188	\$157,188	Yes	
LSC-R4	Provide additional smoke compartments	Provide travel distance to smoke barrier from cellblocks not in compliance.	Convert stairs into smoke compartments to provide additional smoke compartment locations. IBC 408.6.1, NFPA 23.2.6.3, NFPA 23.2.6.5		\$6,000	No	Stairs 1, 2, 3 & 4
LSC-R5	Provide horizontal fire barrier	Provide travel distance to horizontal exit from cellblocks not in compliance.	Create fire barrier at wall between 1953 and 1998 building to decrease travel distance. NFPA 23.2.6.3, NFPA 23.2.6.5		\$18,800	No	
LSC-R6.a	Provide an exit access corridor.	Upgrade to determine Hollow Metal Wall System	Replace open bar grille cellblock fronts with solid fronts to provide an exit access corridor. IBC 1018.1, NFPA 23.2.5.1	linear foot calculation	\$835,000	No	corridor bar grille replacement only . Cell bar grille replacement in LSC-R6.b cost
LSC-R6.b	Reduce openings in in solid room face (east)	Replace bar grille doors at cell fronts.	Replace open cell fronts with solid fronts. IBC 408.8.3		\$1,350,000	No	
LSC-R6.c	Renovate East to replace bar grille cell fronts and locks (LSC-R6.b, LSC-R8.a and LSC-R8.d)	Due to renovation the inmates will have to be transported and housed elsewhere	The whole east side of the building will need to be vacated, due to the toxic fumes and hazardous material remediation during construction	East side - 140 inmates x \$55/day x 180 days	\$1,386,000	No	East side only (6th and 7th Floors)
LSC-R6.d	Renovate West to replace bar grille cell fronts and locks (LSC-R6.b, LSC-R8.a and LSC-R8.d)	Due to renovation the inmates will have to be transported and housed elsewhere	The whole west side of the building will need to be vacated, due to the toxic fumes and hazardous material remediation during construction	West side - 225 x \$55/day x 180 days	\$2,227,500	No	West side only (6th and 7th Floors)

Health Life Safety Cost Analysis

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
LSC-R7.a	Replace windows with operable units on east portion of CCB to remove Windowless Building requirements		Replace windows with operable units		\$250,000	No	
LSC-R7.b	Add Stairwell (4) smoke control	Need to add stairwell smoke control management system to each of 4 stairwells	The smoke control system not functional and not currently code compliant	Based on square footage	\$75,000	No	
LSC-R7.b	Provide engineered smoke control system as required by Windowless Building requirement	Existing building does not have a smoke control system.	Provide code compliant, engineered smoke control system		\$3,000,000	No	Building would need to be shut down by wing (East side, then West side)
LSC - R7.c	Clean ducts and duct louvers throughout CCB Jail	Ducts and louvers are extremely dirty and unhealthy		\$2.00/sf x \$140,000	\$280,000	Yes	Clean once every 5 years
LSC - R8.a	Detention Door System	Upgrade to determine Hollow Metal Doors and Frames	Reduce Suicide potential. Existing bar grille doors and frames that are non-compliant	various quantities	\$650,000	No	
LSC - R8.b	Detention Door Hardware	Upgrade door hardware and electronics	Existing door hardware is well beyond usable life expectancy and continued use is potentially hazardous	various quantities	\$400,000	No	
LSC - R8.c	Swing Door Upgrades	Replace existing swing door half-cycle motor locks	Existing swing doors		\$200,000	No	
LSC - R8.d	Detention Sliding Door System	Replace existing bar doors with metal	Reduce Suicide potential	various quantities	\$2,100,000	No	
LSC - R8.e	Detention Furnishings	Replace cell bunks, stools, desks	Reduce Suicide potential	various quantities	\$550,000	No	
LSC-R9	Luminous egress path markings	Provide luminous egress path markings at exit paths with vertical exit enclosures.	IBC 1024.1		\$96,000	No	
LSC-R10	Fifth Floor Data Center	Install secondary water proof ceiling, curbing and dust curtains	Mission critical area that requires high level of protection		\$150,000	No	Needs to be coordinated with the City of Madison
SUB - TOTAL					\$18,147,988		

Health Life Safety Cost Analysis

**Recommendations labeled "ISC" are Health and Life Safety issues which will be need to be addressed if the County extends the life of the CCB beyond 2 1/2 years
It is important to note that should the County decide to renovate the CCB, these recommendations are not part of an overall concept of renovating the CCB.
The cost and concepts will be determined in Part 2 of this study.**

ISC = Intermediate Safety Cost

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
ISC - R1	Detention doors, windows, walls, ceilings						
ISC - R1.a	Detention Glazing System	Install glazing for better sight lines throughout CCB	Helps to prevent suicides, rape, contraban	Various quantities	\$500,000	No	
ISC - R1.b	Detention Window System	Replace all exterior windows with insulated security metal window system	More secure, more natural light	Various quantities	\$900,000	No	
ISC - R1.c	Detention Metal Wall System	Replace existing metal bar walls with new metal wall system	Helps prevent suicide, reduces stray noise, more secure	Various quantities	\$1,665,000	No	Cell bar grille wall replacements only. Corridors covered in LSC - R6.a.
ISC - R1.d	Detention Security Ceiling System	Replace existing ceiling system	Existing ceiling system is falling appart due to age and abuse	Sq. Ft. costs for both East and West	\$900,000	No	
ISC - R2	Door Control and Monitoring System						
ISC - R2.a	Door Control and Monitoring System	Provide upgrade to existing door control and monitoring systems: UPS and CRAC units	Provides upgrade to be code compliant and current technology		\$250,000	No	
ISC - R2.b		Provide touch screen controls and history logging capability	Provides easily maintained and reliable door control system, as well as reporting function		\$250,000	No	
ISC - R3	Door Control Intercom	Upgrade to digitally controlled voice system with threshold monitoring	Provides increased communication, standardization and awareness		\$70,000	No	
ISC - R4	Local Intercom System	Provides communication between work stations	Allows for integration and better communication between officers		\$30,000	No	

Health Life Safety Cost Analysis

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
ISC - R5	Duress Alarm	Provides non-jail personnel to alert Master Control of emergencies	Protection of non-jail personnel		\$50,000	No	
ISC - R6	Video Surveillance	Replace outdated analog cameras and cable with new digital system	The analog systems are antiquated and problematic. Newer systems provide much better resolution and functionality.		\$250,000	No	
ISC - R7	Inmate Visitation System	Install new video visitation system	Currently, jail does not have a video visitation system. A new system could reduce staffing, increase security and provide a potential revenue source.		\$900,000	No	
ISC - R8	Inmate Television System	Upgrade existing system with digital technology	Currently analog systems will become obsolete, and therefore will need to be replaced with digital.			No	\$300,000 Recommended, but not required
ISC - R9	Telecommunications Systems						
ISC - R9.a	Telecommunications Systems	Remove existing legacy incoming cabling and frames	Helps reduce contaminants and helps increase usable space	na	\$60,000	No	
ISC - R9.b	Telecommunications Systems	Replace Voice/Data as new technology needs arise	Helps to increase speed and operability	na	\$20,000	No	
ISC - R9.c	Telecommunications Systems	Upgrade and replace inmate voice distribution system	Will help staff communication		\$5,000	No	
ISC - R9.d	Telecommunications Systems	Upgrade Cable Television from analog to digital	New technology will force cable infrastructure to be replaced	na	\$18,000	No	
ISC - R10	Fire Alarm System	Fire Alarm system will require maintenance and replacement of devices	Existing system should be expected to last up to 10 years, however devices will fail and require replacement	30 devices per year x \$500 each	\$15,000	Yes	
ISC - R11	Fifth Floor Data Center	Relocation of data center	Since the data center is mission critical and located directly below jail cells, which are susceptible to flooding, relocation is recommended.	Estimated cost of creating alternative Data Center space, with equipment		No	\$3,500,000 Recommended but not required. Need to coordinate with City of Madison

Health Life Safety Cost Analysis

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
ISC - R12		HVAC					
ISC - R12.a	HVAC	Modify ventlation ductwork due to cell rework	Ductwork will required to be modified as a result of modifying the cells from bars to solid steel	Based on number of cells to be modified	\$30,000	No	
ISC - R12.b	HVAC	Install maximum security grilles	Remodelled ductwork and cells will require new security grilles	Based on number of cells to be modified	\$55,000	No	
ISC - R12.c	HVAC	Steam condensate receiver and pumps	Aged out	square foot cost	\$35,000	No	
ISC - R12.d	HVAC	Hot water heat pumps	Aged out	Estimated based on number of pumps	\$35,000	No	
ISC - R12.e	HVAC	East penthouse exhaust fans	Aged out	Estimated based on number of fans	\$55,000	No	
ISC - R12.f	HVAC	East temperature controls	Aged out	Estimated based on number of control points	\$45,000	No	
ISC - R13		Plumbing					
ISC - R13.a	Plumbing	Replace Triplex domestic water booster pump (west building)	Aged out	Unit pricing	\$65,000	No	
ISC - R13.b	Plumbing	Replace duplex domestic water booster pump (1954 building)	Aged out	Unit pricing	\$80,000	No	
ISC - R13.c	Plumbing	Replace west water softener	Aged out	Unit pricing	\$35,000	No	
ISC - R13.d	Plumbing	Replace outdated flushometers and faucets (East)	Aged out	Unit pricing	\$70,000	No	
ISC - R13.e	Plumbing	Replace East detention grade fixtures	Aged out. Cost depends on accessories (controls, towel and paper holders, pinned cleanouts, etc)	\$4000/unit	\$975,000	No	
ISC - R13.f	Plumbing	Replace (2) 3500 gallon domestic water storage tanks (East)	Existing units have aged out. Replace with 14 smaller insulated compression tanks. Cost includes demo of existing tanks	Unit pricing	\$80,000	No	

Health Life Safety Cost Analysis

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
ISC - R13.g	Plumbing	Thorough testing of existing water for lead and contaminants	Further investigation is required to determine where there may be lead within the buildings water system	Vendor cost estimate	\$20,000	Yes	Annual testing would be much less cost than extensive testing
ISC - R13.h	Plumbing	Replace the existing fire protection system (6th floor)	Aged out	\$8/sq ft x 42,500 sq ft	\$340,000	No	
ISC - R13.i	Plumbing	Replace the existing fire protection system (7th floor)	Aged out	\$8/sq ft x 38,500 sq ft	\$308,000	No	
ISC - R14		Electrical					
ISC - R14.a	Electrical	Replace outdated panelboards (1984 addition)	Aged out	Unit pricing	\$30,000	No	
ISC - R14.b	Electrical	Replace original and outdated lighting and controls (1954 building)	Aged out	Unit pricing	\$50,000	No	
ISC - R15		Miscellaneous					
ISC - R15.a	Elevators are original and in need of replacement	Elevators are vital to the operation of a high-rise building, particularly for emergency use and accessibility (stretcher)		\$150,000 per elevator	\$300,000.00	No	

II b. PREA COMPLIANCE REPORT

A. INTRODUCTION

The Prison Rape Elimination Act (PREA), a federal law enacted in 2003, seeks to prevent, detect, and respond to sexual abuse in confinement facilities.¹ In addition to providing federal funding for research, programs, training, and technical assistance to address the issue, the legislation mandated the development of national standards, which were developed by the National Prison Rape Elimination Commission. PREA national standards were released by the U.S. Department of Justice in 2012.

PREA standards apply equally to locally operated facilities such as lockups, jails, juvenile detention centers, and locally operated residential community confinement facilities. PREA imposes certain financial consequences on states, and local facilities that house state or federal inmates that do not comply with the standards. The Dane County Sheriff's Office (DCSO) presently has an agreement to house up to 30 federal inmates a year and received revenue of \$857,000 in 2015 for this purpose.² As a result, DCSO is subject to direct financial consequences for noncompliance with PREA standards.

In addition, failure to comply with PREA standards exposes DCSO to civil liability related to its obligation under federal and Wisconsin constitutions to provide safety for those individuals in their custody. The U.S. Court of Appeals, Second Circuit, in its *Crawford v. Cuomo* (No. 14-969[2nd Cir. 2015]) decision, noted that societal standards of decency regarding sexual abuse and its harmful consequences have evolved and cited PREA as one of the sources reflective of the, "clearest and most reliable objective evidence of contemporary values."³ The *Crawford* case is significant because it is the first court decision to refer to PREA.⁴

While PREA standards cover many aspects of correctional operations, the focus for this phase of the project (Phase I) is to determine how the City-County Building's (CCB) physical plant impacts PREA compliance and to develop solutions to effectuate compliance by the DCSO. Areas within the CCB that present risk for sexual abuse include those areas where inmates are together unsupervised (e.g., cellblocks, programs, recreation, movement), and isolated areas where sexual abuse can occur undetected (e.g., storage closets, janitor closets, kitchen coolers, offices, bathrooms).

The Public Safety Building and Ferris Center will each be evaluated for PREA compliance as part of the Phase II work of this project, and in the context of any renovations of the PSB that may be recommended as well as the recommendations regarding the future of the Ferris Center.

DCSO PREA Compliance Efforts

The DCSO's efforts-to-date demonstrate a proactive approach to PREA standards compliance. One critical accomplishment is the certification of Deputy Matthew Gueldner as a PREA compliance auditor. This enables the department to make meaningful informed decisions about how best to modify its operations and the physical plant to foster necessary compliance. As reported by DCSO, its PREA compliance efforts include:

¹ Public Law 108-79, 108th Congress. "Prison Rape Elimination Act of 2003." September 4, 2003.

² Source: Jeffrey Hook, DCSO Chief Deputy

³ FindLaw's United States Second Circuit case and opinions. (n.d.). Retrieved April 12, 2016, from <http://caselaw.findlaw.com/us-2nd-circuit/1710252.html>

⁴ Grossman, L. P. (2016, March/April). PREA and Compliance. *AMERICAN Jails*, XXX, 8-13.

- Periodic self-assessment audits
- Staff awareness – newsletters, training
- Inmate awareness – posters, inmate handbook, abuse reporting hotline
- Volunteer and contractor awareness – training, updated jail access screening process
- Policy and procedure revisions and development
- Screening of inmates for risk of victimization or abusiveness (note: without a corresponding increase in staffing) and separating the risk classes to the extent possible given the current physical plant.
- Physical plant modifications – cameras, shower curtains, privacy curtains
- Physical separation of inmates under 18 from adult inmates – to the extent possible
- Implementation of a transgender housing plan
- Agency outreach with community stakeholders such as Dane County Rape Crisis Center, Madison Outreach (LGBTI), Dane County Community Coordinated Sexual Assault Response Group

B. SUMMARY OF APPLICABLE PREA STANDARDS

PREA standards where a facility's physical plant impacts an agency's ability to comply with PREA include:

- §115.11 Zero tolerance of sexual abuse and sexual harassment; PREA coordinator
- §115.13 Supervision and monitoring
- §115.14 Youthful inmates
- §115.15 Limits to cross-gender viewing and searches
- §115.18 Upgrades to facilities and technologies
- §115.42 Use of screening information
- §115.43 Protective custody

§115.11 Zero tolerance of sexual abuse and sexual harassment; PREA coordinator: requires an agency to mandate zero tolerance toward all forms of sexual abuse and harassment, and to employ or designate an upper-level, agency-wide PREA coordinator. In addition, where the agency operates more than one facility, each facility will have a designated PREA compliance manager.

§115.13 Supervision and monitoring: requires adequate levels of staffing and, where applicable, video monitoring, to protect inmates against sexual abuse. In determining adequate staffing levels, consideration – at a minimum – is given to findings of inadequacy from internal or external oversight bodies, the facility's physical plant, composition of the inmate population, number and placement of supervisory staff, institutional programs occurring on a particular shift, State or local laws, regulations, or standards, and prevalence of substantiated and unsubstantiated incidents of sexual abuse. Particular attention is to be paid to the physical plant whereby the design results in 'blind spots' or areas where staff or inmates may be isolated, and the availability of video monitoring.

§115.14 Youthful inmates: youthful inmates⁵ will be housed such that there is no sight, sound, or physical contact with adult inmates. Outside of the housing unit, sight and sound separation between youthful inmates and adult inmates shall be maintained unless under

⁵ Youthful inmate means any person under the age of 18 who is under adult court supervision and incarcerated or detained in a prison or jail

direct staff supervision.⁶

§115.15 Limits to cross-gender viewing and searches: cross-gender strip searches or cross-gender visual body cavity searches are not generally permitted. Except in exigent circumstances or when incidental to routine cell checks, cross-gender viewing of inmates performing bodily functions, bathing, and clothing changes shall be avoided. Staff of the opposite gender is required to announce their presence when entering an inmate housing unit.

§115.18 Upgrades to facilities and technologies: when installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, consideration will be given to how such technology enhances the agency's ability to protect inmates from sexual abuse.

§115.42 Use of screening information: information gleaned from the risk screening will inform housing, bed, work, education, and program assignments with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive.

§115.43 Protective custody: inmates at high risk for sexual victimization shall not be placed in involuntary segregated housing unless an assessment of all available alternatives has been made, and a determination has been made that there is no available alternative means of separation from likely abusers. Inmates placed in segregated housing shall have access to programs, privileges, education, and work opportunities to the extent possible. Periodic reassessment of the inmate's continued need for separation from the general population is required.

C. KEY OBSERVATIONS AND CONCERNS

The observations and concerns presented here have been informed by observations made on site, interviews, DCSO-generated PREA status/assessment reports, and the PREA standards.

CCB Overview

The CCB occupies the sixth and seventh floors of the City-County Building. It has two main housing wings (east and west) for each of the two floors, which on the sixth floor have been designated as 6 East (6E) and 6 West (6W), and on the seventh floor as 7 East (7E) and 7 West (7W). The east wing was occupied in 1954, and the west wing in 1985.⁷ The CCB has a total of 365 inmate beds distributed amongst 52 cellblocks and dormitories, and 10 isolation cells.

The 6E has 79 beds, and comprises 7 cellblocks and 2 dormitories. Capacity for each of the 7 cellblocks ranges from 6 to 8 inmates – all cells are single occupancy. In addition, there are 2 dorms (619 and 627), each with capacity to house 12 and 14 inmates,

⁶ As defined by the PREA standards, *direct staff supervision* means that security staff are in the same room with, and within reasonable hearing distance of, the resident or inmate. *Security staff* means employees primarily responsible for the supervision and control of inmates . . . in housing units, recreational areas, dining areas, and other program areas of the facility

⁷ Source: Richelle Anhalt, DCSO Security Services Captain

respectively.

The 6W has 117 beds, and comprises 17 cellblocks and 3 isolation cells. Capacity for each of the 17 cellblocks ranges from 4 to 8 inmates – all cells are single occupancy.

The 7E has 60 beds, and comprises 9 cellblocks and 6 isolation cells. Capacity for each of the 9 cellblocks ranges from 3 to 8 inmates – all cells are single occupancy.

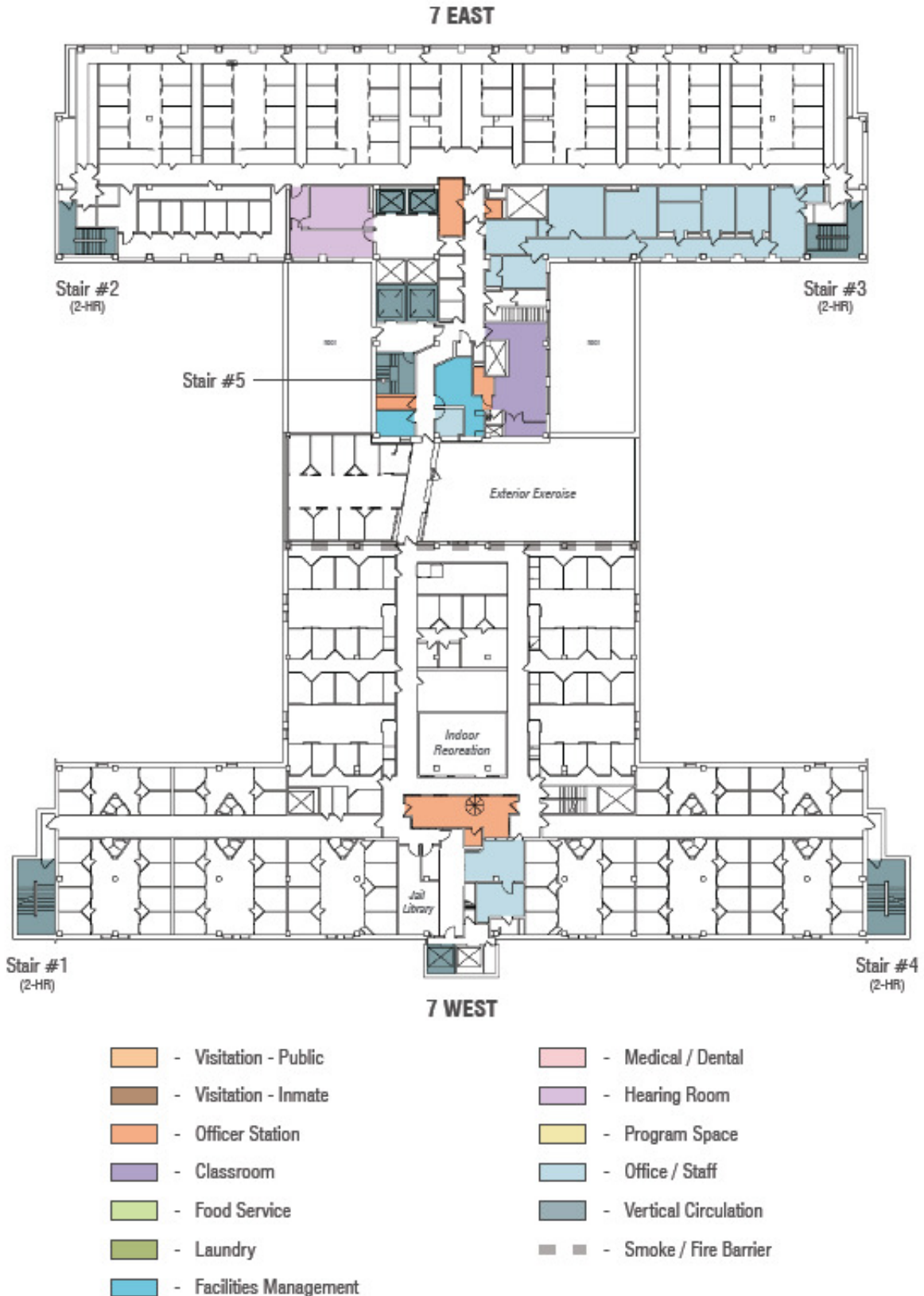
The 7W has 109 beds, and comprises 16 cellblocks and 1 isolation cell. Capacity for each of the 16 cellblocks ranges from 4 to 8 inmates – all cells are single occupancy.

Figures A and B graphically represent the sixth and seventh floors that comprise the CCB.

Figure A. CCB – Sixth Floor



Figure B. CCB – Seventh Floor



The basic deployment plan for security staff assigned to the CCB is reflected in Table A.

Table A. Existing CCB Staff Deployment Plan, 2016

Post	Day Shift	Evening Shift	Night Shift	Days/Week
Lieutenant	1	0	0	5
Sergeant	1	0	0	5
6 East	2	2	2	7
6 West	3	3	2	7
7 East	2	2	2	7
7 West	3	3	3	7
Wellness/Utility	1	0	0	7
Recreation	1	0	0	5
Visitation	1	1	0	7
Special Duty	1	0	0	5
Control	1	1	0	7

The CCB, as presently designed and configured, makes compliance with PREA standards challenging and costly. Its linear design, small cellblocks (4-8 beds, average), poor sightlines, and blind spots will require additional staff, modifications/adjustments to operational practices, and/or physical plant modifications/renovations in order to mitigate PREA compliance-related issues.

PREA Compliance Issues

This section summarizes identified PREA compliance issues for the CCB, and is organized by the primary relevant PREA standard. Where the issue implicates other PREA standards, these standards are listed in parentheses. These findings were informed by observations made on-site, interviews conducted, DCSO PREA status/assessment reports, and the PREA standards.

§115.11 Zero tolerance of sexual abuse and sexual harassment; PREA coordinator

PREA standard §115.11 requires the agency to employ or designate an upper-level, agency-wide PREA coordinator with sufficient time and authority to develop, implement, and oversee agency efforts to comply with the PREA standards. The DCSO recently named a Shift Operations Lieutenant as the PREA coordinator, and the associated responsibilities are an added duty. It is estimated that ten percent of the Lieutenant's time is used for PREA-related activities/functions.⁸ Considering DCSO is still in the early stages of its compliance efforts, four hours per week dedicated to PREA standards compliance is inadequate when considering the magnitude of the associated workload – developing, implementing, and overseeing the agency efforts to comply with the PREA standards for all of its facilities.

In addition, because DCSO operates three facilities (PSB, CCB, and FC), each facility is required to have a designated PREA compliance manager who has direct access to the Security Services Captain and the agency's PREA coordinator. The PREA compliance manager is responsible for leading, coordinating, guiding, and monitoring successful implementation of policies and procedures that comply with the PREA standards within

⁸ Source: Richelle Anhalt, DCSO Security Services Captain

his/her assigned facility. At this time, there is no designated PREA compliance manager at each facility (PSB, CCB, FC). Success of DCSSO's efforts to prevent, detect, and respond to sexual abuse is directly related to the close monitoring of individual facilities' practices.

§115.13 Supervision and monitoring

1. The CCB's physical design and configuration of linear cellblocks obstructs viewing of inmates by staff (cells, showers, dayrooms), creating blind spots and hindering active supervision of the inmate population.

The most fundamental goal of every jail is to maintain a safe and secure environment for inmates, staff, and visitors. Effectively managing inmate behavior is critical to achieving this goal. Traditionally, jails have sought to control inmates solely through physical containment, namely, hardware – locks, steel doors, security glass, and alarm systems. Staff safety was believed to depend on maintaining physical barriers between staff and inmates. In the absence of staff management of inmate behavior, however, the emphasis on physically containing inmates has failed to keep jails secure. To be safe and secure, jail staff must actively supervise and manage inmate behavior.

The CCB employs intermittent supervision to monitor and manage inmate behavior. This approach, which is reactive in nature, leaves inmates unsupervised for extended periods. Direct supervision, which posts a deputy directly within a housing unit and is a proactive approach to managing inmate behavior, is not practical in the CCB. Nor is it feasible due to the small numbers of inmates housed in each individual housing unit, and the configuration of the housing areas. Particularly in light of the inability to provide direct supervision in the CCB, a comprehensive inmate behavior management (IBM) plan, of which supervising inmates is an integral component, is critical to effectively and safely managing the inmate population.⁹

2. Critical to the success of a jail's IBM is having adequate staff. Adequate staff has been defined as having the *right number* (and *type*) of staff in the *right place*, at the *right time*, doing the *right thing*.¹⁰ Present staffing levels are not adequate to perform basic routine jail operations such as timely wellness checks, provision of programs and recreation, etc., and, therefore, are insufficient to assure completion of activities/tasks related to PREA compliance such as routine supervision of programs/services (e.g., recreation, visitation, education), youthful inmate services/activities, camera monitoring, inspection of unoccupied areas, inmate work areas (e.g., kitchen, laundry), etc.
3. Inmates are afforded time together in the dayroom of their respective cellblocks without direct observation by corrections staff. In addition, during specified periods, there is unrestricted, unsupervised access to the common-use shower located within the housing unit's sallyport.

⁹ An IBM plan consists of six essential elements: assessing risk and needs of inmates; assigning inmates to housing; meeting inmates' basic needs; defining and conveying expectations; supervising inmates; and keeping inmates productively occupied. Source: Martin, M. D., & Rosazza, T. A. (2004). *Resource Guide for Jail Administrators*. Washington, DC (320 First St., NW, Washington 20534): U.S. Dept. of Justice, National Institute of Corrections.

¹⁰ B. Krauth. *Staff/Inmate Ratios: Why It's So Hard To Get To The Bottom Line* (Washington, DC: U.S. Department of Justice, National Institute of Corrections, 1988), p.3.

To prevent the sexual victimization of inmates who may be attacked in a cell that is out of the view/hearing of staff, there is a rule that only the assigned inmate will be in their respective cell. There is no means to ensure this occurs since locking inmates out of their cells is not an option because there is no toilet accessible from within the dayroom.

4. The location and configuration of the following program/service areas do not support routine supervision of inmates by deputies. Inmates are escorted to the designated area only to be left unsupervised – either with other inmates or with the ability to move undetected within and/or between areas.
 - Chapel
 - Classrooms
 - Kitchen
 - Laundry/Linen storage
 - Mental health office suite
 - Outdoor recreation
 - Visitation
5. In 25 of the cellblocks, the center shower blocks visibility into the housing unit from the common corridor, creating blind spots and thereby increasing opportunities for inmates to be sexually victimized.¹¹
6. In 14 of the cellblocks, the shower area is isolated from and not visible from the dayroom.¹² These areas do not have glazing on the common corridor wall and without ready immediate access to the cellblocks, a deputy's ability to see the number of inmates in the shower area at any given time is restricted.
7. While the DCSO has installed privacy curtains and split-view shower curtains¹³ in a number of cellblocks, which provide visibility of a person's head/feet, there remain a number of showers that have solid curtains that prevent a deputy from ascertaining how many people may be in a single shower. (§115.15 Limits to cross-gender viewing and searches)
8. Because of the door locking mechanisms presently in use, staff does not have ready access to the cellblocks, which is necessary to foster meaningful interactions between staff and the inmate population. In order to gain entrance, the cellblocks each have two doors that can only be locked/unlocked from the common corridor. Consequently, two deputies are required each time entry to a housing unit is made. One deputy to unlock/lock the door and prevent inmates from exiting the unit, and the second deputy to enter the unit to conduct a wellness check and/or perform another activity. Staff access individual general population cellblocks approximately once per hour.¹⁴
9. Housing unit 617 (4 beds) located on 6W provides for no direct observation either from the common corridor – solid walls with no glazing, or the unit entrance – the unit entry door is solid with a small covered vision panel. Nor is there visibility to see the number

¹¹ **6W**: 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616; **7W**: 705, 706, 707, 708, 709, 710, 711, 712, 713, 714

¹² **6W**: 601; **6E**: 620, 621, 625, 626; **7W**: 703, 704, 715, 716; **7E**: 720, 721, 722, 725, 728

¹³ Split-view shower curtains afford a view of the person's head and feet

¹⁴ Inmates on suicide watch are checked every 15 minutes

of inmates in the shower area at any given time.

10. There are areas that, without proper visibility or vision panels, become prime areas where sexual victimization/abuse can occur undetected. A number of these areas were observed to be unsecured, heightening the potential for sexual victimization. These include:
 - Janitor closets
 - Storage rooms
 - Offices
 - Interview rooms
 - Kitchen walk-in cooler door (solid)
 - Unoccupied areas (e.g., housing catwalks, nonfunctioning rooms)
11. The toilet area in the inmate male staging area located in the visitation area, as configured, creates a blind spot that is not readily observable by staff. Because of the floor-to-ceiling partition, staff has to fully enter the room to ascertain the presence of someone in the toilet area.
12. In the laundry room, there is an easily accessible dead-spot behind the dryer that is large enough for more than a single person to move about, and that cannot be detected when a person is positioned in front of the dryer; thereby increasing the potential for sexual victimization.
13. The indoor recreation room and chapel both have ample glazing that could afford casual viewing from the common corridor. However, the glazing in the indoor recreation room has a mirrored tint that impedes visibility into the area, and the chapel has window shades that are drawn preventing casual observation of the area. Security staff is not assigned to these areas when inmates are present.

§115.14 Youthful inmates

14. Youthful inmates, generally and as required by the PREA standards, are housed such that there is no sight, sound, or physical contact with adult inmates. When there is a single youthful inmate in custody, the DCSO may house the youthful inmate with an adult inmate in an effort to minimize the detrimental effect isolation has on a person.
15. Youthful inmates as well as those inmates under the age of 21 years are provided access to educational services by the Madison Metropolitan School District. Provision of these services is presently provided in a classroom setting that puts both population groups together simultaneously. This practice is allowed by PREA standards provided it occurs under “direct staff supervision,”¹⁵ which is not presently the case; only the educator is present during programming. (§115.13 Supervision and monitoring)
16. Youthful inmates attend visits at the same time as adult inmates without the benefit of direct supervision by security staff. (§115.13 Supervision and monitoring)

¹⁵ As defined by the PREA standards, *direct staff supervision* means that security staff are in the same room with, and within reasonable hearing distance of, the resident or inmate. *Security staff* means employees primarily responsible for the supervision and control of inmates . . . in housing units, recreational areas, dining areas, and other program areas of the facility

§115.15 Limits to cross-gender viewing and searches

17. In 26 of the cellblocks located in 6W and 7W, inmates must enter/exit the shower within full view of the housing unit entry door and the common corridor – there is no private area to disrobe or dress.¹⁶ Depending on the gender of staff on duty, violations of the PREA privacy standard may occur. (§115.13 Supervision and monitoring)
18. A number of cameras encompass areas where inmates shower, perform bodily functions, and/or change clothing. PREA standards restrict cross-gender viewing of these activities except in exigent circumstances or when such viewing is incidental to routine cell checks. (§115.18 Upgrades to facilities and technologies)
 - a. Digitally obscuring restricted areas would eliminate issues related to cross-gender viewing. However, doing so will cover most of the camera viewing area and render ineffective the purpose of camera monitoring – namely, monitoring/observing inmate behavior/actions.
 - b. The CCB control room post – when staffed – has responsibility to monitor the CCB cameras. Also, these same cameras may be viewed by authorized personnel from any computer station located within the CCB, and from three locations within the PSB (jail sergeants' office, central control, and Move 3 office). Consequently, opposite gender viewing of cameras may violate PREA privacy standards.

§115.18 Upgrades to facilities and technologies

19. The DCSO has increased the use of camera monitoring technology in its efforts to prevent the occurrence of sexual abuse and to monitor the inmate population. Presently, there are 148 cameras throughout the CCB. There are 40 cameras located in 6E, 34 in 6W, 36 in 7E, and 38 in 7W. Of the 148 cameras, 39 are located within individual cells.¹⁷ (§115.13 Supervision and monitoring; §115.15 Limits to cross-gender viewing and searches)
 - a. The CCB Control, which is only staffed 16 hours per day (this is a civilian staff person post), has the ability to view the camera monitors in the CCB. However, the primary responsibility for this post is the operation of security doors throughout the CCB, and not camera monitoring. There are three monitors displaying upwards of 40 different cameras (out of 136 cameras), with the ability to isolate a given camera when needed/warranted.
 - b. There is no plan outlining what cameras will be monitored in real time or a schedule that identifies individual cameras that will be monitored during specified periods (e.g., outdoor recreation camera during recreation periods) or a schedule that identifies individual cameras that will be periodically reviewed. Cameras are primarily utilized reactively – post incident review.
 - c. Even with the significant number of cameras, there are notable gaps in camera coverage.

¹⁶ **6W**: 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616; **7W**: 701, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714

¹⁷ Source: Richelle Anhalt, DCSO Security Services Captain

§115.42 Use of screening information:

20. The CCB has a number of cellblocks whereby inmates who are vulnerable to sexual victimization may be housed separately from those who are deemed to be sexually abusive.
21. The lack of program spaces negatively impacts the availability of work, education, and program assignments for this vulnerable population. As is often the case, inmates at risk for sexual victimization participate in programs and visitation together with inmates deemed to be sexually abusive. In addition, there is a lack of appropriate spaces to conduct confidential interviews, counseling, PREA discussions, etc.

§115.43 Protective custody:

22. There are a number of cellblocks in the CCB whereby inmates requiring protective custody may be housed separately from the general population; yet, there is no space nearby or dedicated for programs and services to serve protective custody inmates. Access to program and service areas require that protective custody inmates be escorted within view of inmates who may pose a threat to them.

Recommendations

The PREA standards are intended to operationalize what it means to prevent, detect, and respond to sexual abuse within a correctional environment. How agencies operationalize these standards and gauge compliance with them are varied and take many forms resulting in inconsistent application of the PREA standards. To that end, there are legal issues that impact jail efforts to comply with the PREA standards that remain unresolved, and will require agencies to be attuned to and monitor evolving changes in the application of the PREA standards in a jail setting.

The recommendations presented in this section focus primarily on operational practices, staffing, and capital improvement strategies to mitigate the physical plant conditions that adversely impact the DCSO's ability to comply with the PREA standards, and are organized by the primary relevant PREA standard. Recommendations are categorized as follows:

- Operational Practices (OP)
- Operational Costs (OC)*
- Capital Costs (CC)*

*In order to further promote a safe correctional environment and to mitigate DCSO's liability exposure, the operational and capital costs associated with implementation of the ensuing recommendations should be included in the County's next budget cycle.

The primary PREA standard and corresponding recommendations are presented below, and outline activities associated with implementing the recommendations. Table D cross-references each recommendation and provides detailed descriptions of the basic steps necessary to achieve the recommendations, cost methodologies and calculations, and ongoing cost implications (e.g., one-time or recurring costs). This table may be found at the conclusion of this section. The recommendations are numbered sequentially from R1 through R24. Within each recommendation there are either operational practices, operational costs (including staffing costs), or capital cost implications or a combination

depending on the issue. They too are numbered sequentially in order of appearance, (e.g., OP-01, OP-02).

§115.11 Zero tolerance of sexual abuse and sexual harassment; PREA coordinator

R1. Fund a full-time PREA coordinator position. Once the CCB PREA standard compliance efforts have been established and stabilized, the time allocated for this function should be reassessed. (R1-OC-01)

Rec #	Description	Methodology	Cost
R1-OC-01	Fund 1 FTE PREA Coordinator	PREA Coordinator will have the rank of lieutenant or higher; average annual compensation cost for lieutenant (\$157,188)	\$157,188

R2. Establish and fund the PREA manager position at the CCB. At a minimum, this should be a half-time position. Once the CCB PREA standard compliance efforts have been established and stabilized, the time allocated for this function should be reassessed. (R2-OC-02)

Rec #	Description	Methodology	Cost
R2-OC-02	Fund ½ FTE PREA Manager for CCB from within existing staffing allocation; coverage for time away from scheduled duties will be via overtime	Overtime calculated for 20 hours/week at Deputy I-II average overtime compensation rate (\$57.10/hour)	\$59,555

§115.13 Supervision and monitoring

- R3. Expand staff resources to:
- a. Enable more direct observation of inmates by staff, and meaningful interaction between staff and inmates in the housing units prevent incidents of sexual victimization.
 - i. Develop and implement an inmate behavior management (IBM) plan that outlines staff duties/responsibilities associated with actively supervising inmates. (R3-OP-01, R3-OP-02)
 - ii. Train staff on the IBM plan. (R3-OC-03, R3-OC-04)
 - iii. Fund additional security staff whose responsibility will be to make rounds, beyond the staff conducting wellness checks, with the purpose of actively supervising inmates in their assigned area consistent with the IBM plan. This will act as a deterrent to inappropriate conduct, and enable a quicker staff response in the event an inmate is being victimized between wellness checks. This will require 54.9 full-time equivalent (FTE) deputies. Coverage for this purpose is outlined in Table B. (R3-OC-05)

Table B. 2. Staffing Expansion - Inmate Behavior Management Plan

Post	Day Shift	Evening Shift	Night Shift	Days per Week	Post Relief	Total FTE
6 East	2	2	1	7	Yes	10.6
6 West	3	3	2	7	Yes	16.9
7 East	2	2	1	7	Yes	10.6
7 West	3	3	2	7	Yes	16.9

- b. Fund additional security staff to monitor and supervise inmate movement, inmate participation in programs/activities, foodservice and laundry operations, and unattended closets/rooms/areas. (R3-OC-06, R3-OC-07)
- i. Identify locations where glazing or vision panels in doors and walls in inmate program, support, activity, and storage areas are required to facilitate viewing from common corridors and/or for quick inspection. (R3-OC-08, R3-CC-01)

Rec #	Description	Methodology	Cost
R3-OP-01	Develop and implement an inmate behavior management (IBM) plan	DCSO Administration to establish plan	N/A
R3-OP-02	Modify policy and procedure, and post orders to reflect the IBM plan and staff duties/responsibilities associated with actively supervising inmates	DCSO Administration to make necessary policy changes	N/A
R3-OC-03	Initial training for staff (including supervisors) on the IBM plan	Initial training - 24 hours. Estimated 235 staff assigned to CCB; coverage for time away from scheduled duties to attend training will be via overtime for Sgt, DIII, and DI-II	\$330,416
R3-OC-04	Annual refresher training for staff on the IBM plan	Annual refresher training - 4 hours. Estimated 235 staff assigned to CCB; coverage for time away from scheduled duties to attend training will be via overtime for Sgt, DIII, and DI-II	\$55,069
R3-OC-05	Fund security staff to provide additional D I-II FTEs for both day and evening shifts for 6E & 7E (2 deputies each floor) and 6W & 7W (3 deputies each floor); and to provide additional D I-II FTEs for night shift for 6E & 7E (1 deputy each floor) and 6W & 7W (2 deputies each floor) on a 7 day/week basis	It requires 10.6 FTE for each east wing per floor, and 16.9 FTE for each west wing per floor, for a total of 54.9 FTE. Costs for 54.9 Deputy I-II FTE calculated at average annual compensation rate (\$103, 704)	\$5,696,655
R3-OC-06	Fund a staffing analysis - using National Institute of Corrections methodology - to include all 3 facilities (PSB, CCB, FC); staffing recommendations made elsewhere in this report should be considered in the context of this staffing analysis	Professional contract to conduct a comprehensive staffing analysis of the DCSO Security Division	\$140,000
R3-OC-07	Based on results of R3-OC-06, adjust authorized staffing levels consistent with results of the staffing analysis	DCSO Administration to update staffing plan to reflect staffing analysis results as well as making adjustments to the staffing allocations/budgets; to be funded as part of regular budget cycle	TBD-Future
R3-OC-08	Identify doors/walls that require installation of glazing or vision panels	Professional contract to identify areas that are not readily visible by staff, and to develop budget for capital improvements to install glazing or vision panels	\$10,000

Rec #	Description	Methodology	Cost
R3-CC-01	Installation of glazing or vision panels in areas that are not readily visible by staff	Based on results of assessment conducted in R3-OC-08, DCSO Administration to develop budget for capital improvements to install glazing or vision panels; capital improvements to be funded as part of regular budget cycle	TBD-Future

- R4. Vacate a cell in each of the 49 cellblocks that does not have a common toilet, and designate for use as dayroom toilet to facilitate securing cell doors at all times to prevent opportunities for sexual victimization, affording scheduled access in/out of individual cells.¹⁸ (R4-OC-09)

Rec #	Description	Methodology	Cost
R4-OC-09	Vacate a cell and designate it for use as the dayroom toilet, which will allow for instituting the policy that cell doors will be secured at all times, affording inmates scheduled access in/out of their cells	There are 49 cellblocks that do not have a designated dayroom toilet. Permanent loss of cell use - boarding of a single inmate at another correctional facility	\$983,675

- R5. In addition to vacating a cell for use as the dayroom toilet (see R4), modify 25 west wing cellblocks by removing the center shower and converting the vacated cell in each housing unit to a shower/toilet area with the requisite privacy, and installing glazing to afford visibility from common corridor. This will vastly improve visibility into the cellblocks. (R5-OC-10, R5-CC-02)

- a. Alternatively, staff each housing unit with a staff person on a 16 hours per day/7 days per week basis. (R5-OC-11)

Rec #	Description	Methodology	Cost
R5-OC-10	Loss of cellblock use during center shower removal	25 cellblocks; estimated 6 week shutdown per housing unit; total of 166 cells - loss of cell use requires boarding inmates at another correctional facility	\$383,460
R5-OC-11	If center shower is not removed, post a deputy directly in each cellblock that has a center shower on a 16 hour/7 day basis	There are 25 cellblocks that have a center shower and would require a deputy to be assigned; 105.6 Deputy I-II FTE costs calculated at average annual compensation rate (\$103,704)	\$10,951,142
R5-CC-02	Remove center shower and convert one cell in each cellblock to a shower/toilet area with requisite privacy, install glazing on common corridor wall	There are 25 cellblocks where a center shower would be removed and a cell converted to a shower/toilet area; cost associated with loss of cell use reflected in R4-OC-09 (\$501,875)	\$1,013,050

- R6. Modify 14 cellblocks by moving the shower location and installing glazing (as needed) to afford visibility from the common corridor into the shower area.¹⁹ (R6-OC-12, R6-CC-03)

¹⁸ **6W**: 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617; **6E**: 620, 621, 622, 623, 624, 625, 626; **7W**: 701, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717; **7E**: 720, 721, 722, 723, 724, 725, 726, 727, 728

¹⁹ **6W**: 601; **6E**: 620, 621, 625, 626; **7W**: 703, 704, 715, 716; **7E**: 720, 721, 722, 725, 728

Rec #	Description	Methodology	Cost
R6-OC-12	Loss of cellblock use during shower relocation and installation of glazing	14 cellblocks; estimated 7 week shutdown per housing unit; total of 110 cells - loss of cell use requires boarding inmates at another correctional facility	\$296,450
R6-CC-03	Move shower locations and install glazing as needed to provide visibility from common corridor	There are 14 cellblocks where the shower is isolated and not observable from common corridor	\$237,000

- R7. Complete installation of privacy curtains and replacement of solid-panel shower curtains with split-view shower curtains. (R7-OP-03)

Rec #	Description	Methodology	Cost
R7-OP-03	Complete replacement of solid shower curtains with split-view curtains and installation of privacy curtains	Presently in progress	N/A

- R8. Retrofit the outer doors to 48 housing unit sallyports to allow for remotely controlled electronic operation.²⁰ The inner sallyport doors of these cellblocks may be key-operated manually (or by card access). This approach would eliminate the need for two deputies to operate the sallyport to enter/exit the housing unit, and thereby allowing a single deputy to perform this task. This will reduce the number of deputies required for this function by 25.2 FTE, and will make them available for reassignment to duties being recommended elsewhere in this report. (R8-OC-13, R8-OC-14 R8-CC-04)

Rec #	Description	Methodology	Cost
R8-OC-13	Once cellblock locking mechanisms have been retrofitted, discontinue practice requiring 2 deputies to conduct wellness checks. This will reduce from 2 to 1, the number of deputies required for this function (which occurs approx. once an hour), and will make the remaining deputy available for reassignment to duties being recommended elsewhere in this report	Reducing by 1 the number of deputies required to conduct wellness checks equates to 6.3 FTE per wing per floor for a total reduction of 25.2 FTE. Cost savings for 25.2 Deputy I-II FTE calculated at average annual compensation rate (\$103,704)	(\$2,613,341)
R8-OC-14	Once cellblock locking mechanisms have been retrofitted, expand hours for CCB control room post responsible for door control from a 16 hours/7 day basis to 24 hours/7 day basis	Increasing the number of deputies required to provide 24 hour/7day coverage in CCB control for door control equates to 2.1 FTE. Cost for 2.1 Deputy I-II FTE calculated at average annual compensation rate (\$103,704)	\$217,778
R8-CC-04	Retrofit outer doors to cellblock sallyports to allow for remotely controlled electronic operation; inner sallyport doors may be key-operated manually	There are 48 cellblocks that would require retrofitted locking mechanisms. The average cost for replacing a lock includes the price of the lock and installation, and integration with security electronics	\$336,000

²⁰ **6W:** 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616; **6E:** 620, 621, 622, 623, 624, 625, 626; **7W:** 701, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717; **7E:** 720, 721, 722, 723, 724, 725, 726, 727, 728. Note: it is assumed that use of 601G and 601H will be discontinued

- R9. Install ample glazing to afford deputies direct observation into 6W housing unit 617 from common corridor. (R9-OC-15, R9-CC-05)

Rec #	Description	Methodology	Cost
R9-OC-15	Loss of cellblock use during installation of glazing in common corridor walls in 6W-617	Estimated 1 week shutdown; 4 cells - loss of cell use requires boarding inmates at another correctional facility	\$1,540
R9-CC-05	Install glazing in common corridor walls in 6W-617		\$28,000

- R10. Secure unoccupied spaces when not in use or no one is present (e.g., janitor closet). (R10-OP-04)
- Conduct hourly inspections to ensure unoccupied rooms/areas are locked. (R10-OP-05)
 - Identify and install camera/motion detector alarms in unoccupied areas (e.g., catwalk, nonfunctioning rooms). (R10-OC-16, R10-CC-06)

Rec #	Description	Methodology	Cost
R10-OP-04	Modify policy and procedure to require that all unoccupied spaces are secured when not in use or no one is present	DCSO Administration to make necessary policy changes	N/A
R10-OP-05	Modify policy and procedure, and post orders to require designated staff post(s) to conduct hourly inspection to ensure unoccupied rooms/areas inmates are locked	DCSO Administration to make necessary policy changes	N/A
R10-OC-16	Identify unoccupied areas that are isolated or limited use for installation of camera/motion detector alarms (e.g., catwalk, nonfunctioning rooms)	Professional contract to identify unoccupied areas that are isolated or limited use for installation of camera/motion detector alarms, and to develop budget for capital improvements install motion detector alarms, to include integration with security electronics and cameras; cost associated with professional contract reflected in R21-OC-21	N/A
R10-CC-06	Based on results of R10-OC-16, install camera/motion detector alarms in unoccupied areas that are isolated or limited use (e.g., catwalk, nonfunctioning rooms)	DCSO Administration to develop budget for capital improvements to install camera/motion detector alarms, to include integration with security electronics and cameras; capital improvements to be funded as part of regular budget cycle	TBD-Future

- R11. Install vision panel in kitchen walk-in cooler door. (R11-CC-07)

Rec #	Description	Methodology	Cost
R11-CC-07	Install vision panel in kitchen walk-in cooler door		\$1,500

- R12. Replace the floor-to-ceiling partition in the inmate male staging toilet area located in the visitation area with a half-height privacy partition to provide ready visibility into the area. (R12-CC-08)

Rec #	Description	Methodology	Cost
R12-CC-08	Replace floor-to-ceiling partition with half-height privacy partition in inmate male staging toilet area (visitation)		\$6,100

R13. Seal off the dead-spot behind the dryer. (R13-CC-09)

Rec #	Description	Methodology	Cost
R13-CC-09	Seal off the dead-spot behind the dryer		\$3,400

R14. Remove mirrored tint from glazing in indoor recreation. (R14-CC-10)

Rec #	Description	Methodology	Cost
R14-CC-10	Remove mirrored tint from glazing in indoor recreation		\$11,300

R15. Remove the window shades in the chapel when inmates are present. (R15-OP-06)

Rec #	Description	Methodology	Cost
R15-OP-06	Remove the window shades in the chapel	DCSO Maintenance to remove window shade	N/A

§115.14 Youthful inmates

R16. Do not house youthful and adult inmates together in the same housing unit (R16-OC-17)

Rec #	Description	Methodology	Cost
R16-OC-17	Do not house youthful and adult inmates together in the same cellblock; when only a single youthful inmate is in custody, board at another correctional facility	Based on 2015 data provided, it is estimated that there are 77 days per year when there is only a single youthful inmate in custody; average per diem (est.) = \$55	\$4,235

R17. Conduct programs and visitation and other activities where youthful inmates are with adult inmates by either

- a. Scheduling educational services, visits, etc. for youthful inmates separately from adult inmates; (R17-OP-07) or
- b. Assigning a deputy to provide direct supervision whenever youthful inmates are together with adult inmates. (R17-OC-18)

Rec #	Description	Methodology	Cost
R17-OP-07	Schedule programs, visits, etc. for youthful inmates separately from adult inmates	DCSO to negotiate w/ Madison Metropolitan School District (MMSD) for additional hours in order to provide separate programming times for youthful and adult inmates; DCSO to modify visits and activity schedule	N/A
R17-OC-18	Fund a Deputy I-II to provide direct supervision when youthful inmates attend programs, visits, etc. with adult inmates;	10 hours (est.) per week that services are provided requiring direct supervision; Overtime calculated for 10 hours/week at	\$29,749

Rec #	Description	Methodology	Cost
	coverage will be provided on an as-needed basis via overtime	Deputy I-II average overtime compensation rate (\$57.10/hour)	

R18. Repurpose an unused or abandoned space within the CCB for use by youthful inmates for large muscle exercise (R18-OC-19, R18-OC-20, R18-CC-11).

Rec #	Description	Methodology	Cost
R18-OC-19	Identify suitable unused or abandoned space to be converted for use by youthful inmates for large muscle exercise	Identify area suitable for use by youthful inmates for exercise, and develop budget for capital improvements to repurpose area for large muscle exercise - to be completed by existing staff and DCSO maintenance; coverage for time away from scheduled duties will be via overtime	\$1,205
R18-OC-20	Fund additional staff to supervise youthful inmates' daily large muscle exercise	Youthful inmates to receive 1 hour of large muscle exercise per day; 3 sessions per day requiring 15 minutes either side of each 1-hour session for moving inmates to/from exercise area; it takes 1.2 Deputy I-II FTE to provide movement/supervision of this function; costs for 1.2 Deputy I-II FTE calculated at average annual compensation rate (\$103,704)	\$124,445
R18-CC-11	Based on results of R18-OC-19, identify necessary capital improvements to space identified for use by youthful inmates for large muscle exercise	DCSO Administration to develop budget for capital improvements to make the identified space functional; capital improvements to be funded as part of regular budget cycle	TBD-Future

§115.15 Limits to cross-gender viewing and searches

R19. Install split-view privacy curtains in front of the shower area in 26 cellblocks to provide the requisite privacy for inmates to disrobe or dress. 21 (R19-CC-12)

Rec #	Description	Methodology	Cost
R19-CC-12	Install split-view privacy curtains in front of shower area to provide privacy to disrobe or dress	There are 26 cellblocks that require installation of privacy curtains; average price of privacy curtain includes installation	\$10,000

R20. Prevent routine viewing of cameras by opposite gender staff of inmates performing bodily functions, bathing, and clothing changes by either

- a. Modifying camera angles to ensure requisite privacy; (R20-OP-08) and/or
- b. Discontinue the practice of opposite gender staff viewing of cameras where these activities may be observed. (R20-OP-09)

Rec #	Description	Methodology	Cost
R20-OP-08	Identify cameras that capture inmates performing bodily functions, bathing, or	DCSO Administration to identify cameras needing adjustment; DCSO	N/A

²¹ **6W**: 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616; **7W**: 701, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714

Rec #	Description	Methodology	Cost
	clothing changes - adjust camera angle to provide requisite privacy	technology/maintenance staff to adjust camera angles	
R20-OP-09	Modify policy and procedure to discontinue practice of routine viewing of cameras depicting inmates performing bodily functions, bathing, and clothing changes; exceptions to the policy should be clearly outlined	DCSO Administration to make necessary policy changes	N/A

§115.18 Upgrades to facilities and technologies

R21. A full assessment to determine the location for additional cameras (and personnel to monitor) is required; for planning purposes, an estimated 25% increase in camera coverage is assumed. (R21-OC-21, R21-OC-22, R21-CC-13)

Rec #	Description	Methodology	Cost
R21-OC-21	Conduct a full assessment to determine additional locations in the CCB requiring cameras	Professional contract to identify additional locations requiring cameras, and to develop budget for capital improvements to install cameras, to include integration with security electronics and camera/motion detector alarms; cost includes professional contract outlined in R10-OC-16	\$45,000
R21-OC-22	Assess staffing resources to determine the additional staff required to provide effective monitoring of cameras	DCSO Administration to assess available staffing resources; at a minimum, assign a Security Support Specialist (SecSS) on a 24-hour/7-day basis for this purpose; 5.3 SecSS FTE required for this function; costs for 5.3 SecSS FTE calculated at average annual compensation cost (\$74,669)	\$395,746
R21-CC-13	Install cameras as indicated by the results of the camera assessment (see R21-OC-21)	Assumed 25% increase in the present 136 cameras = 34 cameras. The average cost of new cameras includes the price of the camera and installation, and integration with security electronics	\$221,000

R22. Develop a plan and schedule for monitoring cameras, identifying which cameras should be viewed in real time and those that will be subject to routine post-recording review. (R22-OP-10)

Rec #	Description	Methodology	Cost
R22-OP-10	Evaluate the purpose for each camera, and designate both an observation level for it (e.g., real time, intermittent, continuous, routine post-recording review), and the staff position responsible for monitoring the camera	DCSO Administration to establish plan	N/A

§115.42 Use of screening information

R23. Conduct an inmate programs and services assessment to ascertain need and availability of programs and services for each population group. Based on results, repurpose unused/abandoned spaces to fill unmet needs. (R23-OC-23, R23-CC-14)

Rec #	Description	Methodology	Cost
R23-OC-23	Conduct an inmate programs and services needs assessment based on each population group	DCSO Administration to coordinate a needs assessment study that would include development of assessment and data collection instrument; analyze data; develop recommendations; define staff and program provider requirements, and, based on results, assess unused or abandoned spaces that can be repurposed to meet identified needs including budget for implementation; includes costs associated with programs and services needs assessment outlined in R25-OC-24	\$60,000
R23-CC-14	Budget for necessary capital improvements for repurposed spaces based on results of needs assessment recommended in R23-OC-23	Based on results of needs assessment, DCSO Administration to develop budget for capital improvements to make spaces functional; capital improvements to be funded as part of regular budget cycle	TBD-Future

- R24. Discontinue the practice of inmates at risk for sexual victimization participating in programs and visitation together with inmates deemed to be sexually abusive. (R24-OP-11)

Rec #	Description	Methodology	Cost
R24-OP-11	Modify policy and procedure to discontinue practice of inmates at risk for sexual victimization participating in programs and visitation together with inmates deemed to be sexually abusive either by creating separate scheduling or providing direct staff supervision	DCSO Administration to make necessary policy changes	N/A

§115.43 Protective custody

- R25. Conduct an inmate programs and services assessment to ascertain need and availability of programs and services for protective custody inmates. Based on results, repurpose unused/abandoned spaces to fill unmet needs. (R25-OC-24, R25-CC-15)

Rec #	Description	Methodology	Cost
R25-CC-15	Budget for necessary capital improvements for repurposed spaces based on results of assessment recommended in R25-OC-24	DCSO Administration to develop budget for capital improvements to make spaces functional; capital improvements to be funded as part of regular budget cycle	TBD-Future
R25-OC-24	Conduct an inmate programs and services needs assessment for protective custody inmates	DCSO Administration to coordinate a needs assessment study that would include development of assessment and data collection instrument; analyze data; develop recommendations; define staff and program provider requirements, and, based on results, assess unused or abandoned spaces that can be repurposed to meet identified needs including budget for implementation; costs associated with programs and services needs assessment reflected in R23-OC-23	N/A

D. PREA RECOMMENDATIONS – COSTS IMPLICATIONS

The cost estimates presented in Table C are intended to provide a magnitude of order view of the expenditures that will be required to bring the CCB into compliance with the PREA standards. All costs are projected estimates and are reflected in 2016 dollars. Prior to funding and implementing these recommendations, a thorough vetting of each recommendation will be necessary to ensure that accurate cost information and operational implications are established; particularly since a number of the recommendations are included within or are impacted by recommendations made elsewhere in this report. For example, recommendation R8-CC-04 calls for retrofitting sallyport doors, which is also included as a recommendation within the Health and Life Safety section of this report.

The operational and capital costs associated with the 25 recommendations made for gaining compliance with the PREA standards within the CCB are \$19.8M. Of the \$19.8M, there is \$16.5M in recurring costs annually. As an illustration, this amounts to \$162.5M over a 10-year period.

However, the listed \$19.8M does not reflect the variable nature of quantifying these costs. Specifically, a number of recommendations that have a capital cost component, have the cost listed as 'TBD-Future,' which means it is contingent upon completion of a corresponding action in order to establish the actual cost. In addition, for some recommendations, options for implementation are provided. Once a specific option is implemented, a reduction in either the operating and/or capital costs may be realized.

Table C. Recommendation Costs by Category

Category	Comment	Recurring Costs		Grand Total
		No	Yes	
Operational Costs				
R1-OC-01			\$157,188	
R2-OC-02			\$59,555	
R3-OC-03		\$330,416		
R3-OC-04			\$55,069	
R3-OC-05			\$5,696,655	
R3-OC-06		\$15,064		
R3-OC-07	Contingent on results of R3-C06		TBD-Future	
R3-OC-08		\$10,000		
R4-OC-09			\$983,675	
R5-OC-10	Not required if R5-OC-11 is implemented	\$383,460		
R5-OC-11	Not required if R5-CC-02 is implemented		\$10,951,142	
R6-OC-12		\$296,450		
R8-OC-13	Requires implementation of R8-CC-04		(\$2,613,341)	
R8-OC-14	Requires implementation of R8-CC-04		\$217,778	
R9-OC-15		\$1,540		
R10-OC-16	Cost included in R21-OC-21	N/A		
R16-OC-17			\$4,235	
R17-OC-18	Not required if R17-OP-07 for separate programming is instituted		\$29,749	
R18-OC-19		\$1,205		
R18-OC-20			\$124,445	
R21-OC-21	Includes R10-OC-16 cost	\$45,000		
R21-OC-22			\$395,746	
R23-OC-23	Includes R25-OC-24 cost	\$60,000		
R25-OC-24	Cost included in R23-OC-23	N/A		
	Boarding inmates: staffing and logistical support ²²		\$469,505	
Operating Costs Total		\$1,143,135	\$16,531,401	\$17,674,537
Capital Costs				
R3-CC-01	Contingent on results of R3-OC-08	TBD-Future		
R5-CC-02	Not required if R5-OC-11 is implemented; cost for loss of cell use included in R4-OC-09	\$1,013,050		
R6-CC-03		\$237,000		
R8-CC-04		\$336,000		
R9-CC-05		\$28,000		
R10-CC-06	Contingent on results of R10-OC-16	TBD-Future		
R11-CC-07		\$1,500		
R12-CC-08		\$6,100		
R13-CC-09		\$3,400		
R14-CC-10		\$11,300		
R18-CC-11	Contingent on results of R18-OC-19	TBD-Future		

²² It is assumed that 3 Deputies, working 8 hours/day 5 days/week, are required to manage the movement of inmates – 1 Deputy to coordinate scheduling inmate movement, and 2 Deputies to transport inmates. This equates to 4.5 FTE. 4.5 FTE = 8 hours × 5 days × 52.14 weeks ÷ 1,382 (D I-II NAWH). 4.5 FTE × \$103,704 = \$469,505/year (est.)

Category	Comment	Recurring Costs		Grand Total
		No	Yes	
R19-CC-12	Not required if R5-CC-02 is implemented	\$10,000		
R21-CC-13		\$221,000		
R23-CC-14	Contingent on results of R23-OC-23	TBD-Future		
R25-CC-15	Contingent on results of R25-OC-24	TBD-Future		
	Security staff to provide supervision of renovations/work crews ²³	\$216,113		
Capital Costs Total		\$2,083,463	N/A	\$2,083,463
Grand Total		\$3,226,598	\$16,531,401	\$19,758,000

²³ It is assumed that 2 Deputies, working 10 hours/day 4 days/week for a period of 36 weeks, are required to provide security supervision for proposed PREA-related capital improvements. This equates to 2.1 FTE. 2.1 FTE = 10 hours × 4 days × 36 weeks ÷ 1,382 (D I-II NAWH). 2.1 FTE × \$103,704 = \$216,113/year (est.)

Table D. Recommendations by PREA Standard and Category

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
§115.11 Zero tolerance of sexual abuse and sexual harassment; PREA coordinator							
R1-OC-01	PREA Coordinator	Fund 1 FTE PREA Coordinator	PREA Coordinator will have the rank of lieutenant or higher; average annual compensation cost for lieutenant (\$157,188)	Annual compensation cost for a lieutenant = \$157,188 (est.)	\$157,188	Yes	Staff provided for in this recommendation should be considered in the context of the staffing analysis recommended in R3-OC-06
R2-OC-02	PREA Manager	Fund ½ FTE PREA Manager for CCB from within existing staffing allocation; coverage for time away from scheduled duties will be via overtime	Overtime calculated for 20 hours/week at Deputy I-II average overtime compensation rate (\$57.10/hour)	20 hours × 52.14 weeks = 1,043 hours. 1,043 hours × \$57.10 = \$87,935 (est.)	\$59,555	Yes	52.14 weeks = 365 days ÷ 7 days; Staff provided for in this recommendation should be considered in the context of the staffing analysis recommended in R3-OC-06
§115.13 Supervision and monitoring							
R3-OP-01	Inmate supervision - IBM	Develop and implement an inmate behavior management (IBM) plan	DCSO Administration to establish plan	N/A	N/A	No	
R3-OP-02	Inmate supervision - IBM	Modify policy and procedure, and post orders to reflect the IBM plan and staff duties/responsibilities associated with actively supervising inmates	DCSO Administration to make necessary policy changes	N/A	N/A	No	
R3-OC-03	Inmate supervision - IBM	Initial training for staff (including supervisors) on the IBM plan	Initial training - 24 hours. Estimated 235 staff assigned to CCB; coverage for time away from scheduled duties to attend	24 hours × applicable compensation rate (est.); regular compensation rate used for following job classifications: Capt, Lt,	\$330,416	No	Hourly compensation rate (number of staff): Capt - \$79.59 (1); Lt - \$75.57 (3); Sgt - \$75.32 (16); Admin Mgr - \$52.13 (1); DIII -

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
			training will be via overtime for Sgt, DIII, and DI-II	Admin Mgr, Class/Hearing; overtime compensation rate used for following job classifications: Sgt, DIII, DI-II			\$62.86 (8); DI-II - \$57.10 (200); Class/Hearing - \$46.82 (6)
R3-OC-04	Inmate supervision - IBM	Annual refresher training for staff on the IBM plan	Annual refresher training - 4 hours. Estimated 235 staff assigned to CCB; coverage for time away from scheduled duties to attend training will be via overtime for Sgt, DIII, and DI-II	4 hours × applicable compensation rate (est.); regular compensation rate used for following job classifications: Capt, Lt, Admin Mgr, Class/Hearing; overtime compensation rate used for following job classifications: Sgt, DIII, DI-II	\$55,069	Yes	Hourly compensation rate (number of staff): Capt - \$79.59 (1); Lt - \$75.57 (3); Sgt - \$75.32 (16); Admin Mgr - \$52.13 (1); DIII - \$62.86 (8); DI-II - \$57.10 (200); Class/Hearing - \$46.82 (6)
R3-OC-05	Inmate supervision	Fund security staff to provide additional D I-II FTEs for both day and evening shifts for 6E & 7E (2 deputies each floor) and 6W & 7W (3 deputies each floor); and to provide additional D I-II FTEs for night shift for 6E & 7E (1 deputy each floor) and 6W & 7W (2 deputies each floor) on a 7 day/week basis	It requires 10.6 FTE for each east wing per floor, and 16.9 FTE for each west wing per floor, for a total of 54.9 FTE. Costs for 54.9 Deputy I-II FTE calculated at average annual compensation rate (\$103,704)	FTE = total hours of coverage per day × number days per week post(s) is(are) covered × 52.14 weeks ÷ 1,382 (D I-II NAWH). 54.9FTE × \$103,704 = \$5,696,655/year (est.)	\$5,696,655	Yes	Staff provided for in this recommendation should be considered in the context of the staffing analysis recommended in R3-OC-06
R3-OC-06	Inmate supervision	Fund a staffing analysis - using National Institute of Corrections methodology - to include all 3 facilities (PSB, CCB, FC); staffing recommendations made elsewhere in this report should be considered in the context of this staffing analysis	Professional contract to conduct a comprehensive staffing analysis of the DCSO Security Division	Professional contract (est.)	\$140,000	No	

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
R3-OC-07	Inmate supervision	Based on results of R3-OC-06, adjust authorized staffing levels consistent with results of the staffing analysis	DCSO Administration to update staffing plan to reflect staffing analysis results as well as making adjustments to the staffing allocations/budgets; to be funded as part of regular budget cycle	N/A	TBD-Future	Yes	
R3-OC-08	Increased visibility	Identify doors/walls that require installation of glazing or vision panels	Professional contract to identify areas that are not readily visible by staff, and to develop budget for capital improvements to install glazing or vision panels	Professional architect/engineer for 80 hours @ \$125/hour = \$10,000 (est.)	\$10,000	No	
R3-CC-01	Increased visibility	Installation of glazing or vision panels in areas that are not readily visible by staff	Based on results of assessment conducted in R3-OC-08, DCSO Administration to develop budget for capital improvements to install glazing or vision panels; capital improvements to be funded as part of regular budget cycle	N/A	TBD-Future	No	
R4-OC-09	Inmate supervision - dayroom toilet	Vacate a cell and designate it for use as the dayroom toilet, which will allow for instituting the policy that cell doors will be secured at all times, affording inmates scheduled access in/out of their cells	There are 49 cellblocks that do not have a designated dayroom toilet. Permanent loss of cell use - boarding of a single inmate at another correctional facility	1 inmate × \$55/average per diem × 365 days = \$20,075/year; Permanent loss of cell use - boarding of a single cellblocks = \$983,675 (est.)	\$983,675	Yes	6W: 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617; 6E: 620, 621, 622, 623, 624, 625, 626; 7W: 701, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717; 7E: 720, 721, 722, 723, 724, 725, 726, 727, 728

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
R5-OC-10	Inmate supervision - center shower (removed)	Loss of cellblock use during center shower removal	25 cellblocks; estimated 6 week shutdown per housing unit; total of 166 cells - loss of cell use requires boarding inmates at another correctional facility	166 inmates × \$55/average per diem × 42 days = \$383,460 (est.)	\$383,460	No	Multiple cellblocks may be shut down simultaneously; see R5--CC-02 for specific units
R5-OC-11	Inmate supervision - center shower (not removed)	If center shower is not removed, post a deputy directly in each cellblock that has a center shower on a 16 hour/7 day basis	There are 25 cellblocks that have a center shower and would require a deputy to be assigned; 105.6 Deputy I-II FTE costs calculated at average annual compensation rate (\$103,704)	FTE = total hours of coverage per day × number days per week post(s) is(are) covered × 52.14 weeks ÷ 1,382 (D I-II NAWH). 105.6 FTE × \$103,704 = \$10,951,142/year (est.)	\$10,951,142	Yes	6W: 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616; 7W: 705, 706, 707, 708, 709, 710, 711, 712, 713, 714; staff provided for in this recommendation should be considered in the context of the staff provided for in R3-OC-05 and the staffing analysis recommended in R3-OC-06
R5-CC-02	Inmate supervision - center shower (removed)	Remove center shower and convert one cell in each cellblock to a shower/toilet area with requisite privacy, install glazing on common corridor wall	There are 25 cellblocks where a center shower would be removed and a cell converted to a shower/toilet area; cost associated with loss of cell use reflected in R4-OC-09 (\$501,875)	Capital cost est.	\$1,013,050	No	6W: 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616; 7W: 705, 706, 707, 708, 709, 710, 711, 712, 713, 714
R6-OC-12	Increased visibility	Loss of cellblock use during shower relocation and installation of glazing	14 cellblocks; estimated 7 week shutdown per housing unit; total of 110 cells - loss of cell use requires boarding inmates at another correctional facility	110 inmates × \$55/average per diem × 49 days = \$84,700 (est.)	\$296,450	No	Multiple cellblocks may be shut down simultaneously; see R6-CC-03 for specific units
R6-CC-03	Increased visibility	Move shower locations and install glazing as needed to provide visibility from common corridor	There are 14 cellblocks where the shower is isolated and not observable from common corridor	Capital cost est.	\$237,000	No	6W: 601; 6E: 620, 621, 625, 626; 7W: 703, 704, 715, 716; 7E: 720, 721, 722, 725, 728

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
R7-OP-03	Increased visibility	Complete replacement of solid shower curtains with split-view curtains and installation of privacy curtains	Presently in progress	N/A	N/A	No	
R8-OC-13	Cellblock locks	Once cellblock locking mechanisms have been retrofitted, discontinue practice requiring 2 deputies to conduct wellness checks. This will reduce from 2 to 1, the number of deputies required for this function (which occurs approx. once an hour), and will make the remaining deputy available for reassignment to duties being recommended elsewhere in this report	Reducing by 1 the number of deputies required to conduct wellness checks equates to 6.3 FTE per wing per floor for a total reduction of 25.2 FTE. Cost savings for 25.2 Deputy I-II FTE calculated at average annual compensation rate (\$103,704)	6.3 FTE = 24 hours × 7 days × 52.14 weeks ÷ 1,382 (D I-II NAWH). 25.2 FTE (6.3 FTE × 4) × \$103,704 = \$2,613,341/year (est.)	(\$2,613,341)	Yes	Staff reduction outlined in this recommendation should be considered in the context of the staffing analysis recommended in R3-OC-06
R8-OC-14	Cellblock locks	Once cellblock locking mechanisms have been retrofitted, expand hours for CCB control room post responsible for door control from a 16 hours/7 day basis to 24 hours/7 day basis	Increasing the number of deputies required to provide 24 hour/7day coverage in CCB control for door control equates to 2.1 FTE. Cost for 2.1 Deputy I-II FTE calculated at average annual compensation rate (\$103,704)	2.1 FTE = 8 hours × 7 days × 52.14 weeks ÷ 1,382 (D I-II NAWH). 2.1 FTE × \$103,704 = \$217,778/year (est.)	\$217,778	Yes	Staff provided for in this recommendation should be considered in the context of the staffing analysis recommended in R3-OC-06, and staff recommended for camera monitoring in R21-OC-22
R8-CC-04	Cellblock locks	Retrofit outer doors to cellblock sallyports to allow for remotely controlled electronic operation; inner sallyport doors may be key-operated manually	There are 48 cellblocks that would require retrofitted locking mechanisms. The average cost for replacing a lock includes the price of the lock and installation, and	Capital cost est.	\$336,000	No	6W : 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616; 6E : 620, 621, 622, 623, 624, 625, 626; 7W : 701, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715,

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
			integration with security electronics				716, 717; <u>ZE</u> : 720, 721, 722, 723, 724, 725, 726, 727, 728
R9-OC-15	Increased visibility	Loss of cellblock use during installation of glazing in common corridor walls in 6W-617	Estimated 1 week shutdown; 4 cells - loss of cell use requires boarding inmates at another correctional facility	4 inmates × \$55/average per diem × 7 days = \$1,540 (est.)	\$1,540	No	
R9-CC-05	Increased visibility	Install glazing in common corridor walls in 6W-617		Capital cost est.	\$28,000	No	
R10-OP-04	Secure unoccupied spaces	Modify policy and procedure to require that all unoccupied spaces are secured when not in use or no one is present	DCSO Administration to make necessary policy changes	N/A	N/A	No	
R10-OP-05	Secure unoccupied spaces	Modify policy and procedure, and post orders to require designated staff post(s) to conduct hourly inspection to ensure unoccupied rooms/areas inmates are locked	DCSO Administration to make necessary policy changes	N/A	N/A	No	
R10-OC-16	Secure unoccupied spaces	Identify unoccupied areas that are isolated or limited use for installation of camera/motion detector alarms (e.g., catwalk, nonfunctioning rooms)	Professional contract to identify unoccupied areas that are isolated or limited use for installation of camera/motion detector alarms, and to develop budget for capital improvements install motion detector alarms, to include integration with security electronics and cameras; cost associated with professional contract reflected in R21-OC-21	See R20-OP-12	N/A	No	

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
R10-CC-06	Secure unoccupied spaces	Based on results of R10-OC-16, install camera/motion detector alarms in unoccupied areas that are isolated or limited use (e.g., catwalk, nonfunctioning rooms)	DCSO Administration to develop budget for capital improvements to install camera/motion detector alarms, to include integration with security electronics and cameras; capital improvements to be funded as part of regular budget cycle	N/A	TBD-Future	No	
R11-CC-07	Increased visibility	Install vision panel in kitchen walk-in cooler door		Capital cost est.	\$1,500	No	
R12-CC-08	Inmate supervision	Replace floor-to-ceiling partition with half-height privacy partition in inmate male staging toilet area (visitation)		Capital cost est.	\$6,100	No	
R13-CC-09	Increased visibility	Seal off the dead-spot behind the dryer		Capital cost est.	\$3,400	No	
R14-CC-10	Increased visibility	Remove mirrored tint from glazing in indoor recreation		Capital cost est.	\$11,300	No	
R15-OP-06	Increased visibility	Remove the window shades in the chapel	DCSO Maintenance to remove window shade	N/A	N/A	No	
§115.14 Youthful inmates							
R16-OC-17	Youthful inmates - housing	Do not house youthful and adult inmates together in the same cellblock; when only a single youthful inmate is in custody, board at another correctional facility	Based on 2015 data provided, it is estimated that there are 77 days per year when there is only a single youthful inmate in custody; average per diem (est.) = \$55	77 days × \$55/average per diem = \$4,235 (est.)	\$4,235	Yes	
R17-OP-07	Youthful inmates - programs	Schedule programs, visits, etc. for youthful inmates separately from adult inmates	DCSO to negotiate w/ Madison Metropolitan School District (MMSD) for additional hours in order to provide separate	N/A	N/A	No	Educational services for youth presently funded by MMSD. Not anticipated that additional funding by DCSO would be required

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
			programming times for youthful and adult inmates; DCSO to modify visits and activity schedule				should separate programming for youthful and adult inmates be implemented. Source: Richelle Anhalt, DCSO Security Services Captain
R17-OC-18	Youthful inmates - programs	Fund a Deputy I-II to provide direct supervision when youthful inmates attend programs, visits, etc. with adult inmates; coverage will be provided on an as-needed basis via overtime	10 hours (est.) per week that services are provided requiring direct supervision; Overtime calculated for 10 hours/week at Deputy I-II average overtime compensation rate (\$57.10/hour)	10 hours × 52.14 weeks = 521 hours. 521 hours × \$57.10 = \$29,749 (est.)	\$29,749	Yes	On average, educational services are provided 6 hours per week. Inmates may receive 2 45-minute visits per week. It is assumed that youthful inmates will receive visits on a scheduled basis - 3 hours per week will be designated for youthful inmates.
R18-OC-19	Youthful inmates - recreation	Identify suitable unused or abandoned space to be converted for use by youthful inmates for large muscle exercise	Identify area suitable for use by youthful inmates for exercise, and develop budget for capital improvements to repurpose area for large muscle exercise - to be completed by existing staff and DCSO maintenance; coverage for time away from scheduled duties will be via overtime	Overtime calculated for 16 hours at Sergeant average overtime compensation rate (\$75.32/hour) (est.)	\$1,205	No	
R18-OC-20	Youthful inmates - recreation	Fund additional staff to supervise youthful inmates' daily large muscle exercise	Youthful inmates to receive 1 hour of large muscle exercise per day; 3 sessions per day requiring 15 minutes either side of each 1-hour session for moving inmates to/from exercise area; it takes 1.2 Deputy I-II FTE to provide movement/supervision of	1.2 FTE = 4.5 hours × 7 days × 52.14 weeks ÷ 1,382 (D I-II NAWH). 1.2 FTE × \$103,704 = \$124,445/year (est.)	\$124,445	Yes	Staff provided for in this recommendation should be considered in the context of the staffing analysis recommended in R3-OC-06

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
			this function; costs for 1.2 Deputy I-II FTE calculated at average annual compensation rate (\$103,704)				
R18-CC-11	Youthful inmates - recreation	Based on results of R18-OC-19, identify necessary capital improvements to space identified for use by youthful inmates for large muscle exercise	DCSO Administration to develop budget for capital improvements to make the identified space functional; capital improvements to be funded as part of regular budget cycle	N/A	TBD-Future	No	
§115.15 Limits to cross-gender viewing and searches							
R19-CC-12	Cross-gender viewing	Install split-view privacy curtains in front of shower area to provide privacy to disrobe or dress	There are 26 cellblocks that require installation of privacy curtains; average price of privacy curtain includes installation	Capital cost est.	\$10,000	No	<u>6W</u> : 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616; <u>7W</u> : 701, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714
R20-OP-08	Cross-gender viewing	Identify cameras that capture inmates performing bodily functions, bathing, or clothing changes - adjust camera angle to provide requisite privacy	DCSO Administration to identify cameras needing adjustment; DCSO technology/maintenance staff to adjust camera angles	N/A	N/A	No	
R20-OP-09	Cross-gender viewing	Modify policy and procedure to discontinue practice of routine viewing of cameras depicting inmates performing bodily functions, bathing, and clothing changes; exceptions to the policy should be clearly outlined	DCSO Administration to make necessary policy changes	N/A	N/A	No	
§115.18 Upgrades to facilities and technologies							

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
R21-OC-21	Cameras	Conduct a full assessment to determine additional locations in the CCB requiring cameras	Professional contract to identify additional locations requiring cameras, and to develop budget for capital improvements to install cameras, to include integration with security electronics and camera/motion detector alarms; cost includes professional contract outlined in R10-OC-16	Security electronics engineer for 300 hours @ \$150/hour = \$45,000 (est.)	\$45,000	No	Should be conducted in conjunction with R10-OC-16
R21-OC-22	Cameras	Assess staffing resources to determine the additional staff required to provide effective monitoring of cameras	DCSO Administration to assess available staffing resources; at a minimum, assign a Security Support Specialist (SecSS) on a 24-hour/7-day basis for this purpose; 5.3 SecSS FTE required for this function; costs for 5.3 SecSS FTE calculated at average annual compensation cost (\$74,669)	5.3 FTE = 24 hours × 7 days × 52.14 weeks ÷ 1,648 (SecSS NAWH). 5.3 FTE × \$74,669 = \$395,746/year (est.)	\$395,746	Yes	Assessing staffing resources for camera monitoring should be considered in the context of the staffing analysis recommended in R3-OC-06
R21-CC-13	Cameras	Install cameras as indicated by the results of the camera assessment (see R21-OC-21)	Assumed 25% increase in the present 136 cameras = 34 cameras. The average cost of new cameras includes the price of the camera and installation, and integration with security electronics	\$6,500 per camera; 34 cameras × \$6,500/camera = \$221,000 (est.)	\$221,000	No	
R22-OP-10	Cameras	Evaluate the purpose for each camera, and designate both an observation level for it (e.g., real time, intermittent, continuous,	DCSO Administration to establish plan	N/A	N/A	No	Should be conducted in conjunction with R21-OC-21

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
		routine post-recording review), and the staff position responsible for monitoring the camera					
§115.42 Use of screening information							
R23-OC-23	Programs/Services	Conduct an inmate programs and services needs assessment based on each population group	DCSO Administration to coordinate a needs assessment study that would include development of assessment and data collection instrument; analyze data; develop recommendations; define staff and program provider requirements, and, based on results, assess unused or abandoned spaces that can be repurposed to meet identified needs including budget for implementation; includes costs associated with programs and services needs assessment outlined in R25-OC-24	Professional contract for 400 hours @ \$150/hour = \$60,000. (est.)	\$60,000	No	Should be conducted in conjunction with R25-OC-24
R23-CC-14	Programs/Services	Budget for necessary capital improvements for repurposed spaces based on results of needs assessment recommended in R23-OC-23	Based on results of needs assessment, DCSO Administration to develop budget for capital improvements to make spaces functional; capital improvements to be funded as part of regular budget cycle	N/A	TBD-Future	No	Should be conducted in conjunction with R25-CC-15
R24-OP-11	Programs/Services	Modify policy and procedure to discontinue practice of inmates at risk for sexual victimization	DCSO Administration to make necessary policy changes	N/A	N/A	No	

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
		participating in programs and visitation together with inmates deemed to be sexually abusive either by creating separate scheduling or providing direct staff supervision					
§115.43 Protective custody							
R25-OC-24	Programs/Services	Conduct an inmate programs and services needs assessment for protective custody inmates	DCSO Administration to coordinate a needs assessment study that would include development of assessment and data collection instrument; analyze data; develop recommendations; define staff and program provider requirements, and, based on results, assess unused or abandoned spaces that can be repurposed to meet identified needs including budget for implementation; costs associated with programs and services needs assessment reflected in R23-OC-23	See R22-OP-15	N/A	No	Should be conducted in conjunction with R23-OC-23
R25-CC-15	Programs/Services	Budget for necessary capital improvements for repurposed spaces based on results of assessment recommended in R25-OC-24	DCSO Administration to develop budget for capital improvements to make spaces functional; capital improvements to be funded as part of regular budget cycle	N/A	TBD-Future	No	Should be conducted in conjunction with R23-CC-14

II c. RESTRICTIVE HOUSING REPORT

INTRODUCTION

In September 2015, the County's "Workgroup on Mental Health, Solitary Confinement and Incarceration" issued a report that included a series of recommendations for action and follow-up relative to the multiple areas within the Group's purview. Included among these recommendations were two that pertained to concerns about the use of "Solitary Confinement." The two recommendations are summarized here:

#1

- Major renovations for housing of inmates with special needs (medical, mental health, substance abuse, developmentally disabled)
- Provide needed space for programming
- *Eliminate Solitary Confinement*

#2

- Reduce frequency and duration of solitary confinement and administrative confinement
- Work toward goal of eliminating solitary confinement
- Review policies
- Establish baseline data measures
- Establish reduction goals
- Reduce harmful impact on special needs inmates
- Assess disparate racial impact

In response to the Work Group's stated concerns and recommendations, the County authorized the Sheriff's Office to enter into a contract to prepare a data analysis, reviewing current policies and practices, reviewing current best practices, standards, research and national trends.

This chapter of the Part 1 Report addresses the following:

- A. Summaries of key research and national standards regarding segregation of inmates
- B. Policies Review and Observations from our February 9-11, 2016 tours of the jail areas in the City County Building (CCB) and Public Safety Building (PSB)
- C. Discussion of the methodology and statistical findings obtained via an extensive data collection and analysis effort
- D. Recommendations
- E. Additional resources

Although the County Workgroup has employed the term "Solitary Confinement" in its discussions and recommendations, we will instead use the term "Restrictive Housing," which we maintain is a better description of the range of practices and statuses in place in the Dane County Jails. This is also the nationally accepted term as promulgated by the soon to be published ACA standards on restrictive housing and as defined by the Department of Justice¹. We will also use the term "segregated" to describe the process of an inmate placed in or held in Restrictive Housing (RH). RH would be inclusive of the different placement reasons and housing circumstances, which includes those imposed as discipline, but also

¹ "U.S. Department of Justice Report and Recommendations Concerning the Use of Restrictive Housing," Final Report, January 2016

placements falling within the very broad category of Administrative Confinement (AC).

Administrative Confinement, which by state standards and agency policy is supposed to be a “non-punitive” status. Agency policy includes a list of 12 reasons that can result in an inmate placed on Administrative Confinement status, including mental health concerns, medical reasons, requirements to protect vulnerable inmates, and patterns of generally disruptive behavior not necessarily attributable to mental health issues. As will be discussed elsewhere, many of the RH placements made per AC policy, are as a result of the lack of appropriate housing alternatives such as infirmaries for medically ill inmates, properly designed behavioral health housing units (cellblocks), specialized housing for inmates needing protection from others, etc.

Solitary confinement may also not be a particularly apt term because not all inmates in RH are actually isolated from others and some share cellblocks with others.

A. SUMMARIES OF KEY RESEARCH AND NATIONAL STANDARDS REGARDING SEGREGATION OF INMATES

Introduction: Restrictive Housing: Jails vs. Prisons

Much of the literature related to the use of restricted housing focuses on prisons instead of jails. It is important to understand that there is a significant difference in the populations that they serve. It is also important to understand that different jurisdictions use a number of names, that can confuse the issue, for the facility that serves as a local jail including: adult detention center, county or city correctional facility, county or city prison and county or city lock-up.

There are many differences between jails and prisons that impact the use of restricted housing in jails.

1. Jail populations include a high number of individuals who are newly arrested, intoxicated on alcohol and /or drugs, have serious mental illness, have substantial medical problems and who are shocked to find themselves in jail.
2. Jail populations consist of pre-adjudicated detainees who have not been found guilty of breaking laws, inmates who are serving local sentences (generally less than one year) and (in some situations) inmates who have received prison sentences who are waiting for transfer to state or federal institutions. This results in an ever changing population that must be managed in a facility with a restricted number of beds and cells.
3. Some jails, such as Dane County, do not have special housing for detainees/inmates with serious mental illnesses, developmental disabilities, either acute or chronic medical problems, or those that have a demonstrated history of threatening the safety and security of the facility.
4. Jails cannot shut their door or refuse to accept additional detainees because they are over-crowded.

Reports, Research, and Resulting Change

The use and overuse of restricted housing has been a major topic of concern throughout the U.S. in recent months. As a result, numerous reports and position statements have emerged. The following excerpts are those thought to be most relevant to jails and to Dane County concerns.

1. U.S. Department of Justice, Report and Recommendations Concerning the Use of Restrictive Housing, January 2016

On July 14, 2015, President Barack Obama directed that this study be completed “Not simply to understand how, when and why correctional facilities isolate certain prisoners from the general inmate populations, but also to develop strategies for reducing the use of this practice throughout our nation’s criminal justice system.”

DOJ concluded that there are occasions when correctional officials have no choice but to segregate inmates from the general population, typically when it is the only way to ensure the safety of inmates, staff and the public, stating, “But as a matter of policy, we believe strongly this practice should be used rarely, applied fairly, and subjected to reasonable constraints.”

This Report² includes 50 Guiding Principles which are intended as best practices for correctional facilities across the American Criminal justice system that are designed to serve as a roadmap for correctional systems seeking direction of future reforms, and address a range of topics including the use of disciplinary segregation, protective custody and long-term preventive segregation; the conditions of confinement in restrictive housing, and the treatment of certain categories of inmates including: juveniles under age of 18, young adults age 18 to 24, inmates with medical needs, pregnant women, LGBTI inmates and inmates with mental illness. Although all of these guiding principles are important, those most specific to the concerns of Dane County are described.

DOJ Guiding Principle: Inmates with Serious Mental Illness

Generally, inmates with serious mental illness (SMI) should not be placed in restrictive housing unless the inmate presents such an immediate and serious danger that there is no reasonable alternative, or a qualified mental health practitioner determines that such placement is not contraindicated, the inmate is not a suicide risk and that the inmate does not have active psychotic symptoms. In disciplinary circumstances, that lack of responsibility for the misconduct due to mental illness or mitigating factors related to the mental illness do not contraindicate disciplinary segregation.

Inmates with SMI who are diverted from restrictive housing should be placed in a clinically appropriate alternative form of housing, such as a secure mental health unit or other residential psychology treatment program.

If an inmate with SMI is placed in restrictive housing, mental health staff should conduct a mental health consultation at the time of the inmate’s placement in restrictive housing; the inmate should receive intensive, clinically appropriate mental health treatment for the entirety of the inmate’s placement in restrictive housing; and the inmate should receive

² U.S. Department of Justice (January 2016) Report and Recommendations Concerning the Use of Restrictive Housing.

opportunities for in-cell and out-of-cell therapeutic activities and additional unstructured out-of-cell time, to the extent such activities can be conducted while ensuring the safety of the inmate, staff, other inmates, and the public. At least once per week, a multidisciplinary committee of correctional officials should review the inmate's placement in restrictive housing. At least once per week, a qualified mental health practitioner, assigned to supervise mental health treatment in the restricted housing unit, should conduct face-to-face clinical contact with the inmates, to monitor the inmate's mental health status and identify signs of deterioration. After 30 days in restrictive housing, the inmate should be removed from restrictive housing unless the warden of the facility certified that transferring the inmates to an alternative housing is clearly inappropriate. In making this determination, the warden should consult with mental health staff, who should contact a psychological evaluation of the inmate beforehand.

There are additional guiding principles for regular evaluation and contact between mental health staff and all inmates in restrictive housing to ensure that any sign of SMI or mental status deterioration is identified.

DOJ Guiding Principle: Juveniles (Under 18 at Time of Adjudication)

Juveniles should not be placed in restrictive housing. In very rare situations, a juvenile may be separated from others as a temporary response to behavior that poses a serious and immediate risk of physical harm to any person. Even in such cases, the placement should be brief, designed as a "cool down" period, and done only in consultation with a mental health professional.

DOJ Guiding Principle: Young Adults (Age 18-24 at Time of Conviction)

All correctional staff should receive training on young adult brain development and appropriate de-escalation tactics. Training should incorporate reliable, evidence-based science. Correctional systems should incorporate developmentally responsive policies and practices for young adults, and as resources allow, implement modified therapeutic housing communities with wrap-around programming in order to reduce the number of incidents that result in placement in restrictive housing.

Correctional officials should strive to limit the use of restrictive housing whenever possible and to the extent used, to limit the length of inmates' stay and to identify services—including group educational and therapeutic services—that can safely participate in while in restrictive housing.

DOJ Guiding Principle: Inmates with Medical Needs

All inmates in restrictive housing should have access to appropriate medical care, including emergency medical care. When an institution lacks the capacity to provide appropriate medical care to an inmate in restrictive housing, that inmate should be transferred to an appropriate facility where he or she can receive necessary treatment.

2. Research: Rikers Island Jails, New York City

An empirical study performed by the NYC Bureau of Correctional Health Services (CHS) of the NYC Department of Health and Mental Hygiene examined the stressors and characteristics of inmates who spend time in solitary confinement and who also commit self-harm acts. The purpose of the study was "to better understand the complex risk factors

associated with self-harm and consider whether patients might be better served with innovative approaches to their behavioral issues.” The study analyzed data from all jail admissions that occurred between January 1, 2010 and October 31, 2013 counting only acts of self-harm committed during that time period. A number of findings in the study resulted in the following conclusions:

- Length of stay in jails, serious mental illness, solitary confinement and young age are important and independent predictors of self-harm in jail.
- NYC Department of Correction and the Department of Health and Mental Hygiene announced a plan to eliminate the practice of solitary confinement for inmates with SMI.
- Inmates with serious mental illness who violate rules will be placed in clinical settings where they will receive a high level of individual and group therapy aimed at promoting treatment adherence and prosocial behaviors.
- NYC’s plan also restructured the approach to punishment for inmates with mental illness whose illness is not categorized as “serious” such as those with mild to moderate behavioral problems and those with personality disorders. These inmates will be managed in a setting designed to provide tangible incentives such as increasing time out of cell and reduction in the length of solitary confinement for engagement with programming and following jail rules.

Recent Changes in Jail Restrictive Housing Policies and Practices

1. NYC Department of Correction

NYC’s Department of Corrections recently eliminated the use of solitary confinement for 16- and 17-year-olds on Riker’s Island and plans to eliminate the use of restrictive housing for all inmates 21 years of age and younger.

2. Westchester County, New York

The Westchester County Department of Corrections has stopped housing 16 and 17 year olds in the Special Housing Unit (SHU) and has developed alternative methods for managing these minors within the facility that includes additional out-of-cell time.

3. Hampden County, Massachusetts

The Hampden County Correctional Center (HCCC) in Massachusetts reported to DOJ that they have taken steps to reform segregated housing “an overused jail within a jail.” In developing reforms, they focused on staff buy-in, in part by forming a multidisciplinary committee to draft and propose changes to the Disciplinary Segregation/Special Management Unit. This ten month process resulted in the following changes for HCCC:

There is increased use of alternative sanctions to increase the ability of staff to respond to infractions without placing prisoners in disciplinary segregation.

Segregation unit reforms including: new programming, positive reinforcement for good behavior, preemptive steps to combat mental decompensation, and supportive re-entry planning for return to general population cellblocks. A good time policy has been developed that allows inmates in disciplinary segregation to reduce their sentence through good behavior. HCCC reported that they increased out of cell time through the use of an exercise cell with medicine balls, a stationary bike, and MP3 players loaded with correctional

programs, soundscapes, guided meditation, and music. There is also no use of segregation as a sanction for behavioral problems stemming from prisoner's mental illnesses. In addition, they have established a separate mental health crisis short term unit and created step down units to allow inmates to move from segregation to general population.

Supporting Standards and Position Statement

1. American Bar Association Standards for Segregated Housing (2011)³

Correctional authorities should be permitted to segregate some inmates for their protection and/or that of staff and other inmates, but not deprive them of items/services necessary for maintenance of psychological and physical well-being.

No extreme isolation should occur including sensory deprivation, lack of contact with others, enforced idleness, minimal out of cell time or lack of outdoor recreation.

All prisoners placed in segregation should be provided with meaningful forms of mental, physical, and social stimulation depending upon individual assessment of risks, needs and reason for placement. Stimulation should include in-cell programming for inmates not permitted to leave, additional out of cell time considering size of cell and length of time in segregation, exercise in presence of other inmates, daily face-to-face interaction with both uniformed and civilian staff, access to radio or TV, maximum out of cell time, cells 80 sf that are observable by staff and suicide resistant, and closely monitor inmate refusals to eat, attend programs or out of cell time.

2. Society of Correctional Physicians Position Statement⁴

"The Society of Correctional Physicians (SPC) acknowledges that prolonged segregation of inmates with serious mental illness, with rare exceptions, violates basic tenets of mental health treatment. Inmates who are seriously mentally ill should be either excluded from prolonged segregation status (i.e., beyond 4 weeks) or the conditions of their confinement should be modified in a manner that allows for adequate out-of-cell structured therapeutic activities and adequate time in an appropriately designed outdoor exercise area. SCP further recommends that correctional systems provide mental health input into the disciplinary process in order to appropriately shunt some of the inmates into active mental health housing and programming rather than disciplinary segregation when the mental condition is a mitigating factor in the commission of the infraction."

3. American Correctional Association (ACA)⁵

In early 2016, the American Correctional Association proposed changes to many of the Adult Local Detention Facilities, 4th Edition Standards related to restrictive housing. There is a Restrictive Housing Committee that is reviewing the proposed changes. It is anticipated that the changes that effect restrictive housing will be made public within the coming months. Highlights from the proposed changes include (*changes in italics*):

³ American Bar Association (2011) Standards for Criminal Justice, Treatment of Prisoners, 3rd Ed.

⁴ Retrieved 3/19/16 from <http://societyofcorrectionalphysicians.org/resources/position-statements/restricted-housing-of-mentally-ill-inmates>

⁵American Correctional Association (January, 2016). Proposed Revisions to Performance-Based Standards for Adult Local Detention Facilities, 4th Edition (2004).

- The primary proposed language change is from “segregation” to “restrictive” housing throughout the standards.
- Any necessary or immediate placement in *restrictive* housing will be approved, denied, or modified within 24 hours by an appropriate and higher authority.
- *Identification of the type of observation (minimal to constant) is determined and documented on a log by a qualified mental health professional during regular hours or medical staff after hours.*
- Inmates in *restrictive* housing receive *weekly visits* from members of the program staff.
- Staff assigned, on a regular basis to work directly with inmates in restrictive housing are selected based on criteria that includes *specialized training*.
- Inmates in *restrictive* housing have access to *medical and behavioral health services*.
- *Stepdown programs for release from restrictive housing.*

B. POLICIES REVIEW, OBSERVATIONS & CONCERNS

From February 9-10, 2016 we toured the 6th and 7th floors of the City County Building (CCB) and the PSB and interviewed staff representing behavioral health, medical health, security, and discipline.

1. *Too many inmates in AC status due to vague and overly broad policy.* Agency policy 602.04 for AC includes a list of 12 circumstances that jail supervisors may refer to when making the decision to place inmates on AC. The circumstances that fall under the umbrella of AC are extremely disparate, ranging from inmates having lice, to having “emotional difficulties serious enough to constitute a danger to themselves or others, to inmates needing protection, to those who generally display “violent, disruptive, and/or uncontrollable” behavior. Many of the descriptors of these circumstances are vague and grouping them all under the AC term tends to blur the very real distinctions between them relative to treatment needs and security responses.
2. *Although Administrative Confinement is defined by state standards and agency policy as being non-punitive, in fact all inmates on AC status are housed in punitive conditions, both in terms of the physical environment and lack of out of cell and recreation opportunities.* AC inmates are housed in the same general locations and physical environment as those inmates segregated in RH as a result of a disciplinary sanction. As is the case with inmates in RH due to disciplinary reasons, AC inmates are severely limited in terms of out of cell time (only one hour out of cell per day), access to recreation (no outdoor recreation and extremely limited or no indoor exercise), and no participation in programs. All RH inmates, regardless of whether they are segregated for AC or not, are housed in a harsh environment with little space and natural light. Inmates on AC for protection reasons are treated the same in terms of out of cell time and limited privileges as those considered dangerous, chronic rule violators.
3. *The category of AC-Behavioral, particularly as it appears in the computer documentation, is a particularly vague one with a large number of inmates being placed for that reason.* AC-Behavioral is the reason for placement for a significant portion of RH placements (11%) and inmates spend an average (median) of 6.5 days in that status. It is a necessary category as there are inmates who are chronic rule violators and dangerous who can properly be classified in this category. However,

while the underlying behavior should be considered by classification staff upon re-admission, it should not be cause for an automatic placement upon re-admission, even if for a relatively short time.⁶ And while permitted by state regulations,⁷ line deputies should identify and document behavior violations and patterns to supervisors, but should not be empowered to recommend that inmates be placed on a restrictive housing status (the AC Sergeant does have to issue the approval). Moreover, there should be a clear requirement for weekly segregation reviews, with criteria for behavior that will allow the inmates to earn their way out of the status.

4. *Inmates are placed in RH for disciplinary reasons without any notice of the possible sanctions for violation of jail rules.* There are policies that define the parameters of sanctions for major violations (607.04) and for minor violations (607.03) and there is a long list of rules included in the Inmate Handbook; however, nowhere in policy or the Inmate Handbook is there an explanation as to which rules would be considered major or minor violations subjecting the inmates to the sanctions for that category of offense. Not only does this present due process concerns, but it also means that line staff and first level supervisors have substantial discretion to arbitrarily decide on the degree of punishment that can be meted out for a particular jail rule violation.
5. *Most rule violations are dealt with informally, with inmates not receiving a due process disciplinary hearing before a formal officer or board even if the sanction decided upon is one involving segregation in RH.* Even when faced with serving time in restrictive housing, inmates generally agree to waive their hearing and any rights to call witnesses, cross examine witnesses, submit documents, etc. with no apparent benefit other than to expedite the process to see it through to completion. While there are benefits to some informal disciplinary processes for very minor offenses, that degree of informality for offenses that can carry up to 10 days in RH, raises concerns about arbitrary and inconsistent sanctions.
6. *Inmates remain in AC status, often for long periods of time, with vague segregation review criteria.* A sergeant currently conducts a review of all AC status inmates weekly, which is a reasonable timeframe for such reviews. While review of the inmate's behavior as documented in the jail log may be part of this review, there is no apparent criteria to guide the decision making process as it concerns whether to continue the AC status and for how long. There are also weekly mental health RH rounds for all inmates in RH, which can reasonably serve the function of a review and possible status change, particularly for those inmates in RH for mental health reasons. In addition, medical staff conduct cell-side assessments with each inmate three times a week, which could serve as a review that could result in a change of status for those inmates in RH for medical reasons.
7. *Conditions for juveniles held in jail pending adult charges are poor and practices, while well intentioned, frequently violate PREA.* CCB's 6th and 7th floors are an extremely

⁶ Inmates who are discharged from the facility on A/C are temporarily placed in isolation upon their return until the hearing and classification staff can conduct their primary classification and/or housing and A/C review. DCSO reports that this occurs typically within 24 hours.

⁷ DOC 350.350.25(2)

poor physical environment for adult inmates, let alone for a juvenile facing serious charges. Moreover, when there is only one juvenile, he is housed with a young adult rather than housing him alone out of a legitimate concern for the youth literally being isolated. This practice, however, violates PREA standards, which prohibit the housing of any person under 18 with one 18 or older.

8. *Supervision of inmates in RH is insufficient due to poor layouts in the CCB and insufficient staffing.* CCB is the only available and viable location for restrictive housing now as the PSB is not designed for this population due to dormitory housing or other factors. Poor or no visibility from officer stations and entirely inadequate sight lines from corridors into RH cell blocks in the CCB's 6th and 7th floors results in inadequate supervision of inmates in RH housing. The configuration of housing areas on those floors makes supervision virtually impossible, and hourly safety/wellness rounds are too infrequent and too obvious to the inmates as to serve their intended purpose. Extremely low staffing deployment on these two floors is an impediment to being able to increase the frequency of rounds, and results in practices such as officers frequently recording their rounds without physically entering cell blocks (relying on inmates waving their arms through the bars so the officers can see they are alive); this practices severely limits officers' ability to verify that inmates are safe and limits their ability to detect contraband and potential hazards.
9. *The CCB is an unsafe environment for inmates with mental illness, which is the case for 78% of males and 92% of female inmates admitted to RH.* According to the data presented in section C below, the vast majority of inmates segregated in RH are on the mental health caseload at the time of placement. This includes inmates who are placed as a direct result of their illness but also others who are placed for disciplinary, medical or protection reasons. The lack of visibility, infrequent rounds, and cell fronts with bars and cells that are not suicide resistant creates an environment that is not safe in general, but particularly for those inmates with mental illness.
10. *In some cases, there is no medical or mental health assessment before an inmate is admitted to segregation.* Mental health stated during interviews that they are sometimes contacted for input but not on any regular basis. NCCHC Standard J-E-09 requires that there is at least a health record review to determine if there are any contraindications for restrictive housing placement. Mental Health is *always* contacted if an inmate is being put on Suicide Watch or Observation.
11. *Privacy for mental health treatment is challenging due to the housing configurations, limited program space or private interview rooms in the CCB.* In addition, both medical and mental health rounds in the CCB take place at the doorway. Because of limited privacy, these encounters are not conducive to inmates offering concerns or symptoms that may indicate deteriorating health conditions. In addition, this is a HIPAA violation. Moving inmates to a private space such as an interview room is possible, but seldom occurs due to the lack of escort staffing within the CCB. Inmates who have symptomatic serious mental illnesses have only limited therapeutic opportunities when they are housed in the CCB. Those who are more stable, are classified as minimum or medium security, and are able to be housed in the special needs unit at the PSB and have more opportunities for individual and group therapy.
12. *There are no appropriate mental health or medical housing units (cellblocks) within the CCB or PSB to meet the more acute treatment needs such as an infirmary,*

detoxification housing, acute mental health or sub-acute mental health treatment needs. Many inmates with special mental health or medical housing treatment needs are currently housed in restrictive housing within the CCB with limited contact with others, limited out of cell time, and often for extended periods of time. The CCB is the most restrictive environment, while inmates who have acute or subacute symptoms of mental illness have difficulty living in the PSB's dormitory style units that are not conducive to inmates who are actively psychotic, have auditory hallucinations or who are aggressive as a result of their symptoms.

13. *Suicide watch in CCB is conducted by officers who make 15-minute safety rounds, which may be insufficient, despite being ineffectively supplemented by closed circuit camera.* While rounds are made every fifteen minutes, this frequency does not meet the interactive needs of inmates who are intending self-harm. And while there are cameras employed in selected cells to supplement officers' making rounds, the cameras are frequently not monitored because deputies are not constantly in a position to do so and because cameras cannot replace staff when it comes to a function like suicide watch where inmates need regular human interaction that is more likely to result in identifying increasing risk of suicide or deteriorating mental status.
14. *Once an offender has been arrested and brought to the jail, there is limited opportunity to place an individual in need of psychiatric hospitalization or alternative acute mental health services to a more appropriate setting.* The Dane County jail and its medical and mental health staff do have relationships with local hospitals as well as a relationship with Journey Mental Health, the state designated gate keeper to crisis and hospital beds. Approximately one to two detainees are transferred each month.
15. *There is limited ADA accessibility and few accommodations in housing for inmates who have mobility, sight or hearing disabilities within the jail.* Although accommodations for medical equipment are made, there are no appropriate accommodations for an individual who requires special medical beds or are blind. However, the presence of medical appliances, can and do comprise the safety and security of the facilities.

C. RESEARCH FROM DANE COUNTY DATA

The County's Working Group Recommendation 7 identified a need to establish some baseline data about the frequency and duration of RH. The Group recommended that baseline data be measured so that performance measures could be established as it relates to reducing the use and length of time that inmates are placed in RH. In addition, the Group suggested that there be a review of "disparate impact on inmates of color and the harmful impact on individuals with mental health, substance abuse, developmental disability, or health issues."

To those ends, the consultants, working collaboratively with DCSO staff, conducted an extensive data collection and analysis to attempt to address the issues raised by the Working Group.

The sample for the restrictive housing analysis was assembled in several steps. First, Dane County staff generated a list of all inmates who were housed in a restrictive housing location across a two-year period. This resulted in the production of over dozen large data files which included every RH assignment during an inmate's incarceration. Second, consultant's staff

synthesized/combined the files into a master data file. In the process, the housing assignment information was de-duplicated. Third, a random sample of 115 inmates was drawn from the master file and checked for representativeness against known statistics such as race and gender. The random sample was then sent back to Dane County to acquire a range of details about the circumstances surrounding the inmate's assignment to an RH location such as the reasons for the assignment, the mental health status of the inmate, and any notable timeline events during the assignment. In some cases, selected inmates were eliminated from the analysis because their assignment to a given location did not correspond to a time period when the location in question was classified as restrictive housing.⁸ After a staff intensive and time-consuming effort on the part of DCSO and medical/mental health staff to manually retrieve and hand check the data, the completed file containing 106 cases was transmitted back to the consultants for analysis. The consultants removed 12 cases from the sample that represented very short-term placements that could not be considered RH placements;⁹ this resulted in a net sample of 94 cases. Simple frequencies were cross-tabulated.

Overview of sample

- A random statistically valid sample of 94 out of 15,911 RH placements over a two-year period
- 40 of 94 inmates had more than one reason driving their placement, resulting in 146 total placements
- Margin of error +/- 10% with 95% confidence level
- Sample 44.3% Black/54.7% White
- All segregation placements: 42% Black/55% White
- Average Daily Jail Population in 2015 was 44% Black and 54% White

Reason for Restrictive Housing Placement

- Disciplinary sanctions and AC-Behavioral together constitute one third of all placements.
- The other most frequent reasons for RH placement were suicide watch/observation, AC Review Mental health, and medical observation that together comprise some 42% of all placements and each of which would be more appropriately managed in a non-punitive, treatment oriented environment rather than RH.

⁸ All long-term restrictive housing presently occurs within the CCB. While there are some restrictive housing cells adjacent to Intake within the PSB, those inmates are there primarily for short-term stays associated with the admission process.

⁹ Several cases of medical observation (1), suicide watch (5), detoxification (5) and mental health observation (1) were removed from the sample due to very brief length of stay, most likely in the booking/admission area.

	Total	
Disciplinary Sanction	34	23.3%
Suicide Watch/Observation	21	14.4%
AC Review - Mental Health	20	13.7%
Medical Observation	20	13.7%
AC Review – Behavioral	18	12.3%
Medical Segregation	11	7.5%
Mental Health Observation	8	5.5%
AC Review – Voluntary	4	2.7%
Detox Observation	4	2.7%
Mental Health Segregation	4	2.7%
Pre-Hearing Detention	1	0.7%
Protective Custody	1	0.7%
Total	146	100.0%

Average Length of Stay by Placement Reason

- Inmates spend an average of 12.7 days in AC Review-Behavioral RH status
- Inmates spend an average of 5.7 days in disciplinary segregation status
- Inmates spend an average of 19.2 days in AC Review-Mental Health RH status
- Inmates spend an average of 29.5 days in Mental Health Segregation RH Status
- Inmates spend an average of 11.6 days in Suicide Watch/Observation RH Status

	Mean	Median	N
AC Review – Behavioral	12.7	6.5	18
AC Review - Mental Health	19.2	9.5	20
AC Review – Voluntary	22.8	6.5	4
Detox Observation	9.8	7.5	4
Medical Observation	7.5	5	20
Medical Segregation	4.8	3.5	11
Mental Health Observation	6.4	5	8
Mental Health Segregation	29.5	3	4
Pre-Hearing Detention	3	3	1
Protective Custody	23	23	1
Suicide Watch/Observation	11.6	6	21
Disciplinary Sanction	5.7	4	34
Total	11	5	146

Most Frequent Disciplinary Charges

- Of the inmates in RH as a disciplinary sanction, more than half had multiple disciplinary charges.
- Black inmates are disproportionately placed in RH for offenses including failure to follow rules, disrespect and causing a disturbance, which are the more subjective charges.
- White inmates are more frequently charged with more serious and more objective charges of assault on staff, possession of contraband and covering a camera.

Most Significant Charge	Black	White	Other	Total
Failure to Follow Rules	7	5		12
Disrespect	4	2		6
Causing Disturbance	6			6
Staff Assault/Battery		3		3
Contraband		2		2
Threats	2			2
Covering Camera		1		1
Arguing	1			1
Disorderly			1	1
Total	20	13	1	34

Average Length of Stay by Most Serious Disciplinary Charge

- The three most frequent reasons for Disciplinary RH were failure to follow rules, disrespect and causing a disturbance, which carried average lengths of stay of 4.42 days, 5 days and 5.33 days.
- On average, Blacks served far longer sanctions than did White inmates for failure to follow rules and disrespect, the sole charges received by inmates of both races.

By Mean	Black	Other	White	Total	N
Failure to follow rules	5.57	0	2.8	4.42	12
Disrespect	6	0	1	5	6
Disturbance	5.33	0	0	5.33	6
Staff assault/battery	0	0	8	8	3
Contraband	0	0	10	10	2
Threats	21	0	0	21	2
Arguing	2	0	0	2	1
Covering camera	0	0	1	1	1
Disorderly	0	5	0	5	1
Total	6.21	5	5	5.72	34

Reason for Restrictive Housing, By Race

- While Black inmates comprise 45% of RH placements, they constitute 58% of disciplinary placements and 55% Of AC-Behavioral placements.
- White inmates are far more likely to be in RH due to mental health or medical reasons
- While Black inmates comprise 45% of RH placements, they constitute 75% of Mental Health Segregation Placements

	Black	White	Other	Total
Disciplinary Sanction	58.8%	38.2%	2.9%	100.0%
Suicide Watch/Observation	38.1%	61.9%	0.0%	100.0%
Medical Observation	45.0%	55.0%	0.0%	100.0%
AC Review - Mental Health	35.0%	65.0%	0.0%	100.0%
AC Review – Behavioral	55.6%	44.4%	0.0%	100.0%
Medical Segregation	54.5%	45.5%	0.0%	100.0%
Mental Health Observation	25.0%	75.0%	0.0%	100.0%
Detox Observation	0.0%	100.0%	0.0%	100.0%
AC Review – Voluntary	50.0%	50.0%	0.0%	100.0%
Mental Health Segregation	75.0%	25.0%	0.0%	100.0%
Pre-Hearing Detention	0.0%	100.0%	0.0%	100.0%
Protective Custody	0.0%	100.0%	0.0%	100.0%
Total	45.9%	53.4%	0.7%	100.0%

Mental Health Data

- 95% of females and 78% of male admissions were on the mental health caseload at time of admission to RH

On Mental Health Caseload?	Female	Male	Total
Yes	95.5%	77.8%	81.9%
No	4.5%	22.2%	18.1%
Total	100.0%	100.0%	100.0%

- 79% of Black inmates and 84% of White inmates were on the MH caseload at the time they were admitted to segregation

On Mental Health Caseload?	Asian	Black	White	Total
Yes	100.0%	78.6%	84.3%	81.9%
No		21.4%	15.7%	18.1%
Total	100.0%	100.0%	100.0%	100.0%

- Top three MH diagnoses were depressive disorder, anxiety, schizophrenia (total 39.3%)

MH Diagnostic Code	Female	Male	Total	%
Depressive Disorder	4	12	16	17.0%
Anxiety Disorder	5	6	11	11.7%
Schizophrenia Disorder	2	8	10	10.6%
ADHD	0	4	4	4.3%
Mood Disorder	3	2	5	5.3%
Bipolar Disorder	1	2	3	3.2%
Psychotic Disorder	1	1	2	2.1%
PTSD	0	1	1	1.1%
None	6	36	42	44.7%
Total	22	72	94	100.0%

- 80% (8 out of 10) of inmates diagnosed with schizophrenia who were placed in restrictive housing were Black

MH Diagnostic Code by Race	Black	White	Other	Total	%
Depressive Disorder	4	11	1	16	17.0%
Anxiety Disorder	7	4	0	11	11.7%
Schizophrenia Disorder	8	2	0	10	10.6%
ADHD	1	3	0	4	4.3%
Mood Disorder	1	4	0	5	5.3%
Bipolar Disorder	1	2	0	3	3.2%
Psychotic Disorder	1	1	0	2	2.1%
PTSD	0	1	0	1	1.1%
None	19	23	0	42	44.7%
Total	42	51	1	94	100.0%

- 61 placements had no MH diagnosis
- 58% (85 of 146 placements) had a mental health diagnosis
- 59% (19 out of 32 placements) of discipline admissions also had a MH diagnosis; four of which had a diagnosis of schizophrenia
- 50% (9 out of 18 placements) AC-Behavioral admissions had a MH diagnosis
- 33% (3 out of 9 placements) AC-Behavioral admissions had a MH diagnosis of schizophrenia

	No Diagnostic Code		ADHD		Anxiety Disorder		Bi Polar Disorder		Depressive Disorder		Mood Disorder		Psychotic Disorder		PTSD		Schizophrenia Disorder		Total	
AC Review - Behavioral	9	14.8%	0	0.0%	2	11.1%	1	14.3%	1	4.5%	1	8.3%	0	0.0%	1	100.0%	3	20.0%	18	12.3%
AC Review - Mental Health	7	11.5%	1	16.7%	1	5.6%	1	14.3%	1	4.5%	3	25.0%	2	50.0%	0	0.0%	4	26.7%	20	13.7%
AC Review - Voluntary	4	6.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	4	2.7%
Administrative Segregation	1	1.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	6.7%	2	1.4%
Detox Observation	1	1.6%	0	0.0%	1	5.6%	0	0.0%	2	9.1%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	4	2.7%
Disciplinary Sanction	13	21.3%	1	16.7%	7	38.9%	1	14.3%	2	9.1%	3	25.0%	1	25.0%	0	0.0%	4	26.7%	32	21.9%
Medical Observation	10	16.4%	0	0.0%	3	16.7%	1	14.3%	4	18.2%	1	8.3%	1	25.0%	0	0.0%	0	0.0%	20	13.7%
Medical Segregation	3	4.9%	0	0.0%	2	11.1%	1	14.3%	4	18.2%	1	8.3%	0	0.0%	0	0.0%	0	0.0%	11	7.5%
Mental Health Observation	3	4.9%	0	0.0%	1	5.6%	2	28.6%	0	0.0%	2	16.7%	0	0.0%	0	0.0%	0	0.0%	8	5.5%
Mental Health Segregation	2	3.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2	13.3%	4	2.7%
Pre-Hearing Detention	1	1.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	0.7%
Protective Custody	1	1.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	0.7%
Suicide Watch/Observation	6	9.8%	4	66.7%	1	5.6%	0	0.0%	8	36.4%	1	8.3%	0	0.0%	0	0.0%	1	6.7%	21	14.4%
Total	61	100.0%	6	100.0%	18	100.0%	7	100.0%	22	100.0%	12	100.0%	4	100.0%	1	100.0%	15	100.0%	146	100.0%

14.8% of those without a diagnostic code are housed for AC Review - Behavioral

Totals to 146 due to multiple placement reasons

Includes everyone lacking a diagnostic code

Disparate Impact Conclusions

The data analysis revealed some indicia that suggest a disparate impact on people of color relative to RH placements. Among the factors that correlate with a disparate impact are:

- While Black inmates comprise 45% of RH placements, they constitute 58.8% of disciplinary placements and 55% of AC-Behavioral (chronic behavioral problem) placements.
- Black inmates are disproportionately placed in RH for offenses including failure to follow rules, disrespect and causing a disturbance, which are the more subjective charges.
- Black inmates spent significantly longer time in RH than did White Inmates for the same disciplinary charges.
- Black inmates with schizophrenia comprised 80% of inmates with schizophrenia who were placed in RH, although inmates with schizophrenia comprised only 10.6% of RH placements.

These observations are not in any way attributed to an intentional policy or practice as it relates to disparate treatment, but they do raise questions about how policies and practices may be inadvertently bringing about such results. There may be multiple explanations for these findings and all should be fully explored, including the degree to which prior institutional behavior of inmates in the sample may have affected the actual placements reflected in the data.

Efforts to explain these findings can possibly be found in the prior discussion of disciplinary practices and policies, particularly those concerns that reflected a lack of clear standards or criteria for decision making, substantial discretion, or an absence of due process. Each of these findings has the potential to create intended or unintended disparate impact, and should be carefully reviewed to determine the degree to which it may be occurring:

- Inmates are placed in RH for disciplinary reasons without any notice of the possible sanctions for violation of jail rules.
- Most rule violations are dealt with informally, with inmates not appearing before a neutral hearing officer or board even if the sanction decided upon is one involving segregation in RH.
- Inmates remain in AC status, sometimes for long periods of time, with vague segregation review criteria.

Mental Health / Special Needs Inmate Impact Conclusions

- 85 of 146 RH placements (58.2%) had a mental health diagnosis
- 66 of 85 RH placements (77.6%) with mental health diagnoses are diagnosed with Anxiety, Bipolar, Depressive and Psychotic Disorders, or Schizophrenia.
- 59% (19 out of 32 placements) of discipline admissions also had a MH diagnosis; four of which had a diagnosis of schizophrenia
- 50% (9 out of 18 placements) AC-Behavioral admissions had a MH diagnosis
- 33% (3 out of 9 placements) of those in AC-Behavioral review had a MH diagnosis of schizophrenia

These observations do raise questions about how policies, practice and the limited

treatment and housing options available at the jail may drive the decisions concerning placement in RH of persons with mental illness. There may be multiple explanations for these findings, including factors related to access to treatment in the community and decisions made across the criminal justice system related to difficulty finding appropriate responses to offenders with mental illnesses. All possible factors should be fully explored.

Efforts to explain these findings can possibly be found in the prior discussion of housing and treatment challenges within the jail. In particular, the lack of appropriate resources to meet the treatment needs of offenders who have significant symptomatology of mental illnesses:

- There are no appropriate mental health or medical housing units (cellblocks) within the CCB or PSB that meet the more acute treatment needs such as an infirmary, detoxification housing, acute mental health or sub-acute mental health treatment needs.
- Many inmates with special mental health or medical housing treatment needs are currently housed in restrictive housing within the CCB with limited contact with others, limited out of cell time, and often for extended periods of time.
- While suicide watch rounds in the CCB are made every fifteen minutes, this does not meet the human interaction needs of inmates who are intending self-harm and cameras are an inadequate form of supplemental observation since deputies are infrequently in a position to view the monitors.
- Once an offender has been arrested and brought to the jail, there is limited opportunity to place an individual in need of psychiatric hospitalization or alternative acute mental health services to a more appropriate setting. Approximately one to two detainees are transferred each month.

D. RECOMMENDATIONS

The majority of recommendations below can be implemented immediately as they are operational in nature. The physical plant recommendations will likely need to wait until major renovations and/or additions to the PSB can occur.

1. Modify the current Administrative Confinement policy 602.04 with specific policies, conditions of confinement and criteria for each restrictive housing category listed below:
 - Disciplinary Housing
 - Pre-hearing status
 - Protective custody (including PREA vulnerable)
 - Administrative segregation (including PREA predator)
 - Secure mental health
 - Medical observation
 - Voluntary
2. Modify Jail Rules Policy 607.01 to include a disciplinary scale that classifies rule violations by seriousness and includes a schedule of potential sanctions and conditions of confinement attached to each level of infraction:
 - Provide only limited term, minor sanctions for non-violent minor offenses, e.g., “disrespect”

- Consider disciplinary segregation as a last option, reserved for major violations
 - Continue to limit disciplinary segregation as a sanction to ten days arising out of any single incident, as per State Standards.
 - Count pre-hearing segregation time as time served toward any sanction.
 - Allow for good time to reduce disciplinary segregation time.
 - Establish clear parameters on line staff disciplinary authority and require supervisory review/sign off, within three hours for any minor discipline meted out.
3. Modify Policy 607.04 Formal Discipline for Serious Violations of Jail/Huber Rules and Policy 607.03 Informal Discipline for Minor Violations of Jail Rules to reflect the disciplinary scale set forth in a modified Policy 607.01 above.
 4. Update the Inmate Handbook to reflect the new disciplinary sanctions scale.
 5. Limit hearing waivers to minor sanctions that carry a sanction of 24 hours or less. Although permitted by State Code 350, do not allow for waivers for rule violations that will be classified as “major” once DCSO establishes a disciplinary scale (see Recommendation #2 above).

Rec #	Description	Methodology	Cost
R5	Fund 1 FTE Hearing Officer	Hearing Officer will have the rank of sergeant or higher; average annual compensation cost for sergeant (\$142,816)	\$142,816

6. Limit the use of pre-hearing segregation to cases involving major security violations and documented instances where such confinement is absolutely necessary for safety and security.
7. Create a RH review process, with multi-disciplinary staff participation, that includes specific criteria for reviews, behavioral contracts with inmates and guidelines for release to general population.
8. Based on the number of inmates who have mental illnesses and who are placed in restricted housing, mental health staff should be contacted by either classification or corrections staff to ensure that there are no mental health contraindications for the inmate to be placed in restrictive housing. Medical staff should be contacted to ensure that there are no medical contraindications for any inmate who is being placed into restricted housing.
9. Maximize out of cell opportunities for all restrictive housing categories by:
 - Increasing dayroom access to as many as 12 hours a day depending on type of housing status
 - Operate protective custody units as general population re: out of cell time and all privileges
 - Provide RH access to indoor and outdoor exercise areas at least three times a week by expanding staffing and operating those areas seven days a week, 12 hours a day.
 - Put TVs in all RH units

Rec #	Description	Methodology	Cost
R9	Fund Recreation Deputy for CCB on a 12-hour/7-day basis	The number of deputies required to provide 12-hour/7-day coverage for purposes of supervising recreation equates to 3.2 FTE. Cost for 3.2 Deputy I-II FTE calculated at average annual compensation rate (\$103,704)	\$331,853

10. Increase staffing on the CCB's 6th and 7th floors to allow for more frequent rounds for all RH inmates.

Rec #	Description	Methodology	Cost
R10	Fund security staff to provide additional DI-II FTEs to make more frequent rounds of restrictive housing cellblocks to afford frequent, regular interaction with inmates	The recommended staff are included in the staffing recommendation in the report's PREA section (see R3-OC-05)	Included in PREA R3-OC-05 (\$5,696,655)

11. When making safety/security rounds, require deputies to physically enter all RH housing areas and insert the "pipe" at a location within each dayroom area that would require passing by all cells.
12. Clarify in policy and continue to limit the use of AC-Behavior (Administrative Segregation) to chronic and violent rule violators who threaten safety and security of the facility and to sexual predators.
 - Establish a contract with any such inmates identifying specific behavioral expectations that will lead to increased privileges and potentially transition back to general population.
 - Develop step-down units with regular mental health programming, increased expectations and responsibility to encourage movement toward general housing.
13. Establish Mental Health Secure Units using the smaller 4-person cellblocks. Develop behavioral expectations for living in this unit that uses incentives to gradually increase privileges.
 - Increase individual out of cell time as tolerated, gradual opportunities to interact with another inmate in the same cellblock outside the cell (depending on MH input for mixture and individual tolerance.)
 - Taking medication or increasing compliance with medication or other individualized incentives, such as active participation in programming, can be developed for their individualized treatment plan.

Rec #	Description	Methodology	Cost
R13	Fund security staff specifically designated to supervise inmates housed in the mental health secure units being recommended on a 16-hour/7-day basis	The number of deputies required to provide 16-hour/7-day coverage for purposes of supervising the mental health secure units equates to 4.2 FTE. Cost for 3.2 Deputy I-II FTE calculated at average annual compensation rate (\$103,704)	\$435,557

14. Develop step down units from secure mental health units toward moving to special needs congregate pods.
 - Develop behavioral expectations toward movement to less restrictive housing unit.
 - Develop in-unit mental health programming.

Presently appropriate space to achieve this recommendation does not exist at the CCB or at any of the remaining two jail facilities. New spaces will need to be designed and constructed as part of a renovation and/or expansion plan for the future needs of the jail system

15. Increase the availability of special needs housing for inmates who have either medical or mental health treatment needs (congregate pods) that can provide access to both individual and group treatment in a private setting.
16. Continue to educate the community and others about the dearth of appropriate treatment environments (including housing, staffing, programming, etc.) within the jail setting.
17. Make arrangements with the juvenile detention facility to house minors charged with adult offenses in lieu of housing them in the CCB.

ADDITIONAL RESOURCES

<http://www.safealternativestosegregation.org/resources/juveniles-in-segregated-housing>

<http://www.safealternativestosegregation.org/resources/seggregated-housing-jails>

<http://www.safealternativestosegregation.org/resources/seggregated-housing-mental-health>

<http://www.safealternativestosegregation.org/resources/view/doj-report-restrictive-housing>

<http://www.safealternativestosegregation.org/resources/view/nasw-brief-social-work>

Restrictive Housing Recommendations – Staffing Costs Implications

Table A presents the cost estimates associated with the staffing proposed to support implementation of the restrictive housing recommendations. Each staffing recommendation should be considered in the context of the staffing analysis being recommended in the report's PREA section (see R3-OC-06). Cost estimates are in 2016 dollars. Prior to funding and implementing these recommendations, a thorough vetting of each recommendation will be necessary to ensure that accurate cost information and operational implications are established.

Table A. Staffing Costs Implications

Recommendation	Comment	Recurring Costs
R5: Hearing Officer		\$142,816
R9: Recreation Deputy		\$331,853
R10: Inmate supervision – RH	Cost included in PREA recommendation R3-OC-05	N/A
R13: Inmate supervision – MH		\$435,557
Grand Total		\$910,226

Table B cross-references each of the recommendations from Table A and provides detailed descriptions of each staffing recommendation, cost methodologies and calculations, and annual cost implications.

Table B. Recommendations – Description and Cost Calculations

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Notes
R5	Hearing Officer	Fund 1 FTE Hearing Officer	Hearing Officer will have the rank of sergeant or higher; average annual compensation cost for sergeant (\$142,816)	Annual compensation cost for a lieutenant = \$142,816 (est.)	\$142,816	Staff provided for in this recommendation should be considered in the context of the staffing analysis recommended in the report's PREA section (see R3-OC-06)
R9	Recreation Deputy	Fund Recreation Deputy for CCB on a 12-hour/7-day basis	The number of deputies required to provide 12-hour/7-day coverage for purposes of supervising recreation equates to 3.2 FTE. Cost for 3.2 Deputy I-II FTE calculated at average annual compensation rate (\$103,704)	3.2 FTE = 12 hours × 7 days × 52.14 weeks ÷ 1,382 (D I-II NAWH). 3.2 FTE × \$103,704 = \$331,853/year (est.)	\$331,853	52.14 weeks = 365 days ÷ 7 days/week; Staff provided for in this recommendation should be considered in the context of the staffing analysis recommended in the report's PREA section (see R3-OC-06)
R10	Inmate supervision - restrictive housing	Fund security staff to provide additional DI-II FTEs to make more frequent rounds of restrictive housing cellblocks to afford frequent, regular interaction with inmates	The recommended staff are included in the staffing recommendation in the report's PREA section (see R3-OC-05)	N/A	TBD-Future	Staff provided for in this recommendation should be considered in the context of the staffing analysis recommended in the report's PREA section (see R3-OC-06)
R13	Inmate supervision - mental health housing	Fund security staff specifically designated to supervise inmates housed in the mental health secure units being recommended on a 16-hour/7-day basis	The number of deputies required to provide 16-hour/7-day coverage for purposes of supervising the mental health secure units equates to 4.2 FTE. Cost for 3.2 Deputy I-II FTE calculated at average annual compensation rate (\$103,704)	4.2 FTE = 16 hours × 7 days × 52.14 weeks ÷ 1,382 (D I-II NAWH). 4.2 FTE × \$103,704 = \$435,557/year (est.)	\$435,557	Staff provided for in this recommendation should be considered in the context of the staffing analysis recommended in the report's PREA section (see R3-OC-06)

III. ACKNOWLEDGEMENTS

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Lt. Kurt Pierce

Michelle De Forest

Lt. Brian Mikula

Lt. Chuck Immel

Sgt. Mark Olson

Sgt. Mica Weber

Deputy Matt Gueldner

Karianne Kundert

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And all the county staff and board members that have helped us to understand and address the issues of the City County Building (CCB), the entire jail system and the services particular to Dane County.

The primary focus of this chapter is to identify and assess current Sheriff's Office and jail operations and space utilization within the Public Safety Building (PSB) and City/County.

IV. APPENDICES

SECTION 1 – 2015 JAIL WORK ORDERS

Craft	Location	WOID	Transaction Description	Request Description	Request Date	Actual Completion
Air Conditioning	City-County Building	15813	Mike Miller	please turn off kitchen heat. it is making the kitchen very hot. kitchen workers are complaining, thank you	10/14/2015	12/8/2015
Appliance Repair	City-County Building	11521	Jim Deyoung	the television in cell block 704 was pushed off the stand, breaking it. the cable cord was stripped and remains attached to the cable outlet in the cell block, need a new tv and cable cord.	3/9/2015	3/9/2015
Appliance Repair	City-County Building	11558	Jim Deyoung	We have lost pressure in the water pick of the dentist office. We can not see patients while its down. If we could hae some one come help trouble shoot ASAP we would appreciate it. It takes at least a day to get the repair man in sometimes longer.	3/11/2015	3/12/2015
Appliance Repair	City-County Building	12233	Jim Deyoung	728 is stating they can not change the channels or adjust the volume or turn off the TV.	4/16/2015	4/16/2015
Appliance Repair	City-County Building	12257	Karl Westphal	712 the TV is broken and needs to be replaced sgt olson is notified and approved	4/17/2015	4/17/2015
Appliance Repair	City-County Building	12355	Jim Deyoung	thank you TV channel buttons not working properly.	4/22/2015	4/28/2015
Appliance Repair	City-County Building	12437	Jim Deyoung	The dishwasher in the CCB kitchen on the 6th floor is leaking water where the dishes enter the machine. Apparently it only leaks when the water is running and the dishes are going through it. It has been leaking for at least 3-4 days. Potentially a rubber piece under the machine is missing or loose.	4/27/2015	4/27/2015
Appliance Repair	City-County Building	12685	Karl Westphal	One of the mounting bolts on the tv bracket is broken, inmates report the tv speakers are not working too.	5/7/2015	5/8/2015
Appliance Repair	City-County Building	13312	Jim Deyoung	buttons on the T.V. in the cellblock do not work	6/9/2015	6/10/2015
Appliance Repair	City-County Building	13729	Jim Deyoung	Not sure if you have gotten this one yet but the TV in 605 needs to be replaced.	7/1/2015	7/1/2015
Appliance Repair	City-County Building	13860	Jim Deyoung	Television in 710 is having issues. Static in picture and interference with sound.	7/7/2015	7/12/2015
Appliance Repair	City-County Building	14089	Mark Snyder	the coffee maker in 4E works sporadically. Sometimes it works fine other time it doesn't engage or create hot water.	7/20/2015	7/20/2015
Appliance Repair	City-County Building	14353	Jim Deyoung	There is a pipe on top of the dish-washer that leaks pretty good when there is a load of dishes getting washed. The pipe has alot of lime buildup at the connection.	7/31/2015	8/3/2015
Appliance Repair	City-County Building	14487	Karl Westphal	The pressure washer is located in the PSB booking sally port. The "wand" ie: handle part isn't working. It seems clogged as I can tell water is making it to the handle. It needs to be cleaned out w/ a air compressor or something... or its just broke. Please fix. :-)	8/7/2015	8/7/2015
Appliance Repair	City-County Building	14581	Jim Deyoung	The refridgerator is running at 55 degrees.	8/13/2015	8/13/2015
Appliance Repair	City-County Building	15198	Jim Deyoung	the corner of the food cart is broken off on top. We just need two screws and screw it back on please.	9/14/2015	9/14/2015
Appliance Repair	City-County Building	15737	Jim Deyoung	Could we get a new TV for block 711. The previous was damaged and removed from the block a few days ago. Thanks	10/9/2015	10/9/2015
Appliance Repair	City-County Building	16555	Jim Deyoung	An inmate worker informed me that the dishwasher is not functioning correctly. He believes the water pressure is too high and the regulator and filter needs to be checked. He also mentioned that the gate in the inside center of the dishwasher is hard to slide open and shut.	11/18/2015	11/19/2015
Appliance Repair	City-County Building	16954	Jim Deyoung	Thank you. The drain bin under the coffee maker is at an angle and needs to be realigned and secured. Might be a broken clip or bracket. Will not drain properly in its current condition.	12/9/2015	1/14/2016
Ceiling Tile	City-County Building	14050	Jim Deyoung	Ann Mental Health request to file request. Water Leaks from ceiling in CSS office next to 7 East. Door Frame stated 7082.	7/17/2015	7/20/2015
Ceiling Tile	City-County Building	14884	Jim Deyoung	a cart hit the "panic button" on wall by 721. put tile back in ceiling and also screw button to wall please and thanks	8/29/2015	8/31/2015
Ceiling Tile	City-County Building	15530	Jim Deyoung	There is a leak in the ceiling on the right side of the doorframe entering the 7West floor. Currently the leak is being moped up with towels. It appears to be a slow leak.	9/29/2015	10/9/2015
Ceiling Tile	City-County Building	15963	Karl Westphal	While completing a fire inspection with Madison Fire, they requested that the ceiling tile, above the door way just past cellblock 717, heading towards 7 East needs to be put back in place. The tile is curently still present, just slid back.	10/22/2015	11/9/2015
Ceramic Tile	City-County Building	12254	Jim Deyoung	The shower tile is peeling and tile grout is coming out. the showers were done three years ago and I believe they are still under warranty. Attention is needed as it is getting worse.	4/17/2015	5/22/2015
Custodial	City-County Building	12047	Mark Snyder	trying to figure out who is responsible for the red hazard can in the garage of the CCB and need to know who to contact, is full to the brim and becoming a hazard itself. Feel free to just call me at 7E.	4/8/2015	4/9/2015
Custodial	City-County Building	13803	Karl Westphal	The 3rd sink in the bathroom seems to be stopped up.	7/6/2015	7/6/2015
Desk Repair	City-County Building	10370	Karl Westphal	The nurse has a cart she would like put together.	1/12/2015	1/14/2015
Desk Repair	City-County Building	12917	Jim Deyoung	The desk nearest the office door has a shelf which is supposed to be attached to the desk top. But at least one screw has come loose and the shelf is unstable.	5/20/2015	11/9/2015
Doors and Hardware	City-County Building	10210	Jim Deyoung	Cellblock 704 cell F - The motor for the door continues to run and had a slight burning odor. (door currently in open position, power off) need repair ASAP.	1/5/2015	1/6/2015
Doors and Hardware	City-County Building	10245	Jim Deyoung	606 out lock didn't shut (Jim was here2:25 pm) might be lock issue	1/6/2015	1/6/2015
Doors and Hardware	City-County Building	10268	Jim Deyoung	The inner door (1' door) will not open and close. It is currently in the open position which will allow us to move inmates in and out of the cellblock as needed.	1/7/2015	1/7/2015
Doors and Hardware	City-County Building	10466	Jim Deyoung	The inner door in 620 does not fully closed.	1/15/2015	1/16/2015

Doors and Hardware	City-County Building	10468	Jim Deyoung	Cell door 623 F is difficult to close.	1/15/2015	1/21/2015
Doors and Hardware	City-County Building	10499	Jim Deyoung	Sliding door on cell E extremely difficult to move. I believe it is off it's track.	1/17/2015	1/21/2015
Doors and Hardware	City-County Building	10681	Jim Deyoung	Door of 7 East Conference Room #2 (through which inmates enter) shows secure even though it's unsecured.	1/27/2015	1/29/2015
Doors and Hardware	City-County Building	10683	Jim Deyoung	Cell D in Block 621 will lock but does not show secure in the control panel.	1/27/2015	1/29/2015
Doors and Hardware	City-County Building	11172	Jim Deyoung	the inner door doesn't open all the way.	2/19/2015	2/19/2015
Doors and Hardware	City-County Building	11360	Jim Deyoung	The inner door makes a horrible high pitch noise while opening and closing.	3/1/2015	3/6/2015
Doors and Hardware	City-County Building	11414	Karl Westphal	The cell door in cell block 620G locks closed and opens but the panel shows a blinking red light and will not go to green when the door is closed, needs to be looked at ASAP for security reasons. Thanks! Deputy Hanusiewicz, 6-East Jail	3/3/2015	3/3/2015
Doors and Hardware	City-County Building	11606	Karl Westphal	This cell door keeps cycling and will not shut properly. Can you please look at it. The inmate that was in the cell was moved out so that it can be repaired. 621 Cell D door. Thank you	3/13/2015	3/13/2015
Doors and Hardware	City-County Building	11952	Jim Deyoung	Outer doors to Cellblocks 606 and 607 make a screeching sound while opening/closing, which is disruptive in the middle of the night. 607 is the worse of the two.	4/2/2015	4/2/2015
Doors and Hardware	City-County Building	12593	Mark Snyder	The inner door of block 622 has been making a buzzing/humming noise while open, as if the motor isn't switching off. This has been going on since at least Sunday. It did shut off (when fully open) once this morning, but it made a loud click when it did so.	5/4/2015	5/4/2015
Doors and Hardware	City-County Building	12594	Mark Snyder	The door to cell 622F doesn't open when the button is pushed, unless someone pulls on the door while the button is pressed.	5/4/2015	5/4/2015
Doors and Hardware	City-County Building	12814	Jim Deyoung	The door to cell 620G locks closed, but the light on the control panel won't turn green. It flashes red. Also, the door will not lock in the open position.	5/14/2015	5/14/2015
Doors and Hardware	City-County Building	12866	Karl Westphal	Hi there!! Someone removed all of the screws to the door know on the staff bathroom in the rec office. Can you please replace them? The door still works but all screws are gone. Thanks! Merrill :)	5/18/2015	5/18/2015
Doors and Hardware	City-County Building	13009	Jim Deyoung	The door to 709 E is not opening on its own. When you flip the lever on the control panel, the door moves approximately 2 inches. It took 3 deputies lifting and pulling the door, to get it open enough for the i/m in the cell to get out.	5/26/2015	5/27/2015
Doors and Hardware	City-County Building	13010	Jim Deyoung	Door 6E18B on 6 East leading in to the jail in the CCB does not unlatch when clicked on the control panel. You can hear the motor make a buzzing sound, but the door does not unlatch.	5/26/2015	5/27/2015
Doors and Hardware	City-County Building	13049	Jim Deyoung	Inner door to cellblock 611 has no power and can only be opened manually. Please check ASAP. The open and close button does not work.	5/28/2015	5/29/2015
Doors and Hardware	City-County Building	13095	Jim Deyoung	The inner slider of cellblock 626 will not close. If you manually close the door it will open but not close. Door is currently open. Please fix at your earliest convenience.	5/30/2015	6/1/2015
Doors and Hardware	City-County Building	13112	Jim Deyoung	The doors for 623 E and F are hard to open and close. They stick while sliding.	6/1/2015	6/1/2015
Doors and Hardware	City-County Building	13291	Jim Deyoung	The outer door will not secure to cell block #709. If you could please look at it at your earliest convenience.	6/9/2015	6/9/2015
Doors and Hardware	City-County Building	13397	Jim Deyoung	Door from Elevators to 6E not responding to Control panel. Door buzzes, Latch does not release.	6/14/2015	11/9/2015
Doors and Hardware	City-County Building	13459	Jim Deyoung	The I door on 606 quit work on my 2:15 check	6/16/2015	6/16/2015
Doors and Hardware	City-County Building	13606	Jim Deyoung	The door for cell 623E is locked in the open position and will not move.	6/24/2015	6/24/2015
Doors and Hardware	City-County Building	13984	Jim Deyoung	The door for cellblock 709-A, is sticking when the release switch is engaged. Someone has to pull on the door when the switch is pressed in order for it to open. Slides freely after that.	7/14/2015	7/14/2015
Doors and Hardware	City-County Building	14026	Jim Deyoung	The beds in 625 F & G share a common wall. When the beds are in use there is a LOT of flex on the bed. ie: when cell 'F' moves on the bed, cell 'G' bunk will move a good 4"-5" inches up and down.	7/16/2015	7/27/2015
Doors and Hardware	City-County Building	14360	Jim Deyoung	Cell door to cell 709F does not close securely. When door is physically closed, the light in the control box shows red.	7/31/2015	8/3/2015
Doors and Hardware	City-County Building	14376	Jim Deyoung	The "I" door for 615 does not work. The motor will run but the door will not open.	8/2/2015	8/3/2015
Doors and Hardware	City-County Building	14729	Karl Westphal	Cell E door does not pop open when open at the panel. could someone plz replace the keyhook/ add an additional hook in the 717 control box?	8/20/2015	8/21/2015
Doors and Hardware	City-County Building	15115	Karl Westphal	The I-Door for 603 will not stop running until we disconnect the power	9/10/2015	9/11/2015
Doors and Hardware	City-County Building	15124	Jim Deyoung	The lock to unlock the cellblock door is very hard to open/close and the key gets stuck mid-way, going both directions.	9/10/2015	9/10/2015
Doors and Hardware	City-County Building	15545	Jim Deyoung	The door to cell D in cell block 613 is locked shut but shows unsecured. The light in the lock box temporarily will show secure when it is shut but then immediately shows unsecured.	9/29/2015	10/9/2015
Doors and Hardware	City-County Building	15656	Karl Westphal	Please replace all of the old locksets in cell 602 with the new Best locksets	10/5/2015	10/6/2015
Doors and Hardware	City-County Building	15789	Mark Snyder	Please replace all of the old locksets in cell 602 with the new Best locksets	10/13/2015	10/14/2015

Doors and Hardware	City-County Building	15803	Mark Snyder	The inner handle of 602F fell off- does not appear to have been tampered with. The handle is in the 6West office.	10/13/2015	10/19/2015
Doors and Hardware	City-County Building	15925	Karl Westphal	Atty Booth 1 is missing two screws. can these please be replaced? They are missing from the ceiling area of the booth.	10/20/2015	10/21/2015
Doors and Hardware	City-County Building	16005	Jim Deyoung	the cell door continues to cycle unless it is locked open or closed.	10/24/2015	10/26/2015
Doors and Hardware	City-County Building	16057	Karl Westphal	The outer door to 713 is getting very sticky or hard to open(or I'm getting very weak) non the less could you at it.	10/27/2015	10/27/2015
Doors and Hardware	City-County Building	16151	Jim Deyoung	The food slot in cellblock 623C (bottom food slot) does not open. Can you please look at it as it is a segregation door that sometimes requires the use of the bottom food slot.	11/1/2015	11/3/2015
Doors and Hardware	City-County Building	16176	Karl Westphal	Carl, screws loose on door	11/2/2015	11/2/2015
Doors and Hardware	City-County Building	16201	Jim Deyoung	one of the brackets to the bottom food slot in 717 cell D was removed. The food is not operable at the moment. The bracket is missing a screw and we have it in the control room. Thanks Matteson 7West	11/3/2015	11/10/2015
Doors and Hardware	City-County Building	16210	Jim Deyoung	The six east door to the deputy office lock sometimes sticks, therefore shutting the door sometimes does not lock. Safety Hazard.	11/4/2015	11/9/2015
Doors and Hardware	City-County Building	16521	Jim Deyoung	727 Door C does not always pop open when the button is pressed. The light will change, the door will sound like it popped but unless pulled hard when the button is pressed door does not unlatch fully.	11/17/2015	11/18/2015
Doors and Hardware	City-County Building	16753	Karl Westphal	Lock mechanism occasionally sticks and outer door will not secure. Thanks!	11/30/2015	11/30/2015
Doors and Hardware	City-County Building	16787	Jim Deyoung	624 Cell F Control Panel is flashing red and cannot be cleared.	11/30/2015	12/1/2015
Doors and Hardware	City-County Building	16907	Karl Westphal	The 1095 door outside the secure elevators across from staging on the 1st floor of the PSB keeps cycling and will not stay closed.	12/7/2015	12/7/2015
Doors and Hardware	City-County Building	16968	Jim Deyoung	The outer door of 721 does not consistently lock. In order to get it to stay locked the mechanism has to be cycled through several times.	12/9/2015	12/10/2015
Doors and Hardware	City-County Building	17123	Jim Deyoung	Shower curtain needs to be zip tied to rod.	12/17/2015	12/18/2015
Doors and Hardware	City-County Building	17175	Jim Deyoung	The outer door J for 624 is opening up by itself door is closed and will reopen a few minutes later	12/21/2015	12/22/2015
Doors and Hardware	City-County Building	17176	Jim Deyoung	When the cell doors are closed for the cell of each inmate in the cell blocks are showing they are still open but when checked the doors are secure. The panels are not giving us accurate reading of what is secure and unsecure.	12/21/2015	12/22/2015
Electrical	City-County Building	10177	Jim Deyoung	The door light in cellblock in 620 f light stays red even when the door is secured. Not sure if this has already been addressed.	1/4/2015	1/5/2015
Electrical	City-County Building	11448	Jim Deyoung	Dayroom light out in 714. Thanks.	3/5/2015	3/6/2015
Electrical	City-County Building	11478	Jim Deyoung	The tv in 726 is very blurry. Tried minor "fixes" but still is blurry.	3/6/2015	3/11/2015
Electrical	City-County Building	12060	Mark Snyder	While replacing my old surge protectors, my MMSD computer tech noticed that the problem is actually the OLD outlet in my classroom. The issue seems to be that plugs do not get a snug fit and fall out easily (which explains the problems I've been having with losing electricity to computers on that wall). Any assistance would be appreciated. Thanks, Teacher Deb	4/9/2015	4/9/2015
Electrical	City-County Building	12064	Karl Westphal	Water in the walls by the card reader, it fried the wires to the card reader and reader was replaced by SGTs. Please find out where the water is coming from and get it to stop before it fries these wires. When card reader was replaced, wires were corroded.	4/9/2015	4/30/2015
Electrical	City-County Building	12316	Karl Westphal	721 cell A light is out.	4/21/2015	4/21/2015
Electrical	City-County Building	12508	Karl Westphal	The cell light is out for cell G in 721.	4/30/2015	5/1/2015
Electrical	City-County Building	12825	Karl Westphal	The bottom portion of the outlet above the countertop stopped working. The breaker was not tripped. The top portion still works.	5/14/2015	5/15/2015
Electrical	City-County Building	12963	Jim Deyoung	The panic alarm button in the hallway by blocks 625 & 626 was broken off by a laundry cart.	5/22/2015	5/22/2015
Electrical	City-County Building	12988	Jim Deyoung	catwalk ceiling light is burnt out by 720	5/26/2015	5/27/2015
Electrical	City-County Building	13325	Karl Westphal	I have been informed by an attorney that the phone in booth 10 is not working. The attorney stated that he could not hear his client. I have been informed that ICS does not service the attorney booth phones in PSB visitation.	6/10/2015	6/11/2015
Electrical	City-County Building	13496	Jim Deyoung	The duress alarms outside of cellblock 609, 608, and 607 do not work when they are pressed. They are the emergency alarms. Can you please look at these to fix the malfunction. Thank YOU!	6/18/2015	6/18/2015
Electrical	City-County Building	13825	Jim Deyoung	The television in 627 has some issues with the power cord. It appears to have come loose from some internal connections and now the tv will not work.	7/6/2015	7/7/2015
Electrical	City-County Building	13894	Jim Deyoung	The four cell doors in 706 magically popped open at 12:18 am on 7/9/15. The doors were closed by a deputy. It happened again at 1:22 am. The power was turned off. At 4:45 am the door for cell C would not open with the switch, it had to be manually overridden so it would open. Thanks.	7/9/2015	7/9/2015

Electrical	City-County Building	13927	Jim Deyoung	Inmate worker is complaining of the 2 circuits that keep tripping in the kitchen. They are located by dishwasher and large toaster.	7/10/2015	7/27/2015
Electrical	City-County Building	14161	Jim Deyoung	I have an extension cord that needs the female end replaced. The insulation covering the two wires near the plug have ripped.	7/22/2015	7/22/2015
Electrical	City-County Building	14791	Jim Deyoung	The receptacle that they plug the cord into on the steam table has come lose and some wires are exposed. Can you please tighten.	8/25/2015	8/25/2015
Electrical	City-County Building	15043	Jim Deyoung	The announcement or speaker system is turned down to low. You can barely hear the announcements being made to the various Cell blocks in this wing on the 6 West side.	9/6/2015	9/10/2015
Electrical	City-County Building	15215	Jim Deyoung	The light in 613 A is burned out for during the day.	9/15/2015	9/18/2015
Electrical	City-County Building	15691	Jim Deyoung	TV coaxial cable is damaged. TV will not work.	10/7/2015	10/9/2015
Electrical	City-County Building	16188	Jim Deyoung	The I door for 612 does not operate at all. It is currently in the open position, when the switch is toggled nothing happens and no noise is heard. Please repair as soon as possible. Thank you	11/2/2015	11/3/2015
Electrical	City-County Building	16447	Karl Westphal	The TV in cellblock 605 has a faulty cable connection on the TV itself. Please replace the TV at your earliest convenience.	11/13/2015	11/14/2015
Electrical	City-County Building	16571	Jim Deyoung	The box for the intercom by door 7064A is loose. I suspect it gets hit by laundry and food carts going in/out of 7 East. That door is to the sallyport to the public lobby.	11/19/2015	11/19/2015
Electrical	City-County Building	17074	Jim Deyoung	The outlet for the TV in cellblock 712 is not working. It is definitely an outlet problem and not a TV problem. TV works fine otherwise.	12/15/2015	12/18/2015
Electrical	City-County Building	17178	Jim Deyoung	The light is burned out for 624G cell.	12/21/2015	12/22/2015
Elevators	City-County Building	10310	Mark Snyder	We were unable to take Elevator #3 to the 7th floor and since then it seems it is not moving to any other floor either. Thank you!	1/8/2015	1/13/2015
Equipment Maintenance	City-County Building	10183	Jim Deyoung	620 H cell door would not open via the push buttons had to manually open the door with some effort.	1/5/2015	1/5/2015
Equipment Maintenance	City-County Building	10204	Jim Deyoung	cell block 711, control switch for cell E broke off. needs replacement.	1/5/2015	1/6/2015
Equipment Maintenance	City-County Building	10314	Jim Deyoung	625 shower curtain. We have a new curtain that needs to be installed.	1/9/2015	1/9/2015
Equipment Maintenance	City-County Building	10840	Jim Deyoung	The phone in attorney booth #1 near 6 east does not work. I was advised by J Kosubucki to put in maintenance request for this issue.	2/4/2015	2/11/2015
Equipment Maintenance	City-County Building	11146	Jim Deyoung	The shower curtain rod in 708 has come down and needs to be re-installed. Can you fix it when you get a chance. Thanks, Maguire 7West	2/18/2015	2/18/2015
Equipment Maintenance	City-County Building	11375	Jim Deyoung	the shower rod is broken on one end and needs replacing. thank you.	3/2/2015	3/6/2015
Equipment Maintenance	City-County Building	11597	Jim Deyoung	wheel on door has been fixed.	3/12/2015	3/12/2015
Equipment Maintenance	City-County Building	11602	Karl Westphal	The control/alarm panel is showing "alarm" but is not showing a location. It does not respond when the reset button is pressed, and immediately begins making a tone. It is currently silenced. Central Control was notified and they have no alarms on their end. Can you please check this?	3/12/2015	3/13/2015
Equipment Maintenance	City-County Building	11608	Karl Westphal	Inmates need a new cable cord for their tv. it comes out easily.	3/13/2015	3/13/2015
Equipment Maintenance	City-County Building	11741	Karl Westphal	Outer plexiglass cover of the camera case has been broken and needs to be replaced.	3/19/2015	3/20/2015
Equipment Maintenance	City-County Building	11935	Jim Deyoung	723B The door is closed but it is not registering on the control panel.	3/31/2015	4/1/2015
Equipment Maintenance	City-County Building	11936	Jim Deyoung	725A the door will not close or lock open.	3/31/2015	4/1/2015
Equipment Maintenance	City-County Building	12777	Karl Westphal	There are new Caster wheels for the nursing medical carts located in the 1st floor PSB medical office. They need to be placed on the carts for 3rd and 4th floor located in the 1st floor psb nursing office and the 6th and 7th floor CCB carts located in the 6th floor CCB nursing office. I am told the worse one is the 7th floor cart and should take priority.	5/12/2015	5/14/2015
Equipment Maintenance	City-County Building	13442	Jim Deyoung	The I door in 606 will not open electronically it has to be opened manually.	6/15/2015	6/16/2015
Equipment Maintenance	City-County Building	13779	Jim Deyoung	Cellblock 725 has a dayroom TV that seems to have a short in the cable cord. Can someone replace the cable cord when possible? Thanks!	7/3/2015	7/3/2015
Equipment Maintenance	City-County Building	13905	Jim Deyoung	***Jim has taken care of this for me- thank you!!** Please tighten the basketball backboard in the outdoor recreation area. thanks! (Merrill :)	7/9/2015	7/12/2015
Equipment Maintenance	City-County Building	14185	Jim Deyoung	Cellblock 724 is in need of having some velcro strips installed for their shower curtain. Can someone please install some velcrow strips in the track when possible? There are velcrow strips in the deputy office. Thanks!!	7/23/2015	7/24/2015
Equipment Maintenance	City-County Building	14547	Jim Deyoung	The cell door to 613D is not functioning properly. Most times I try to shut the door to lock it, it will not secure. On occasion it does secure but once opened again it does the same thing all over again. Can you come check it again please.	8/11/2015	8/11/2015
Equipment Maintenance	City-County Building	15482	Jim Deyoung	We need a TV installed in 715, the block is being turned into an A/C Block.	9/28/2015	9/28/2015
Equipment Maintenance	City-County Building	15633	Karl Westphal	The lever for the TV control in cellblock 604 snapped off when I was attempting to turn the television control off. It is located in the 604 control box that controls the tv outlet.	10/4/2015	10/5/2015

Equipment Maintenance	City-County Building	15750	Mark Snyder	The control switch for cell A in the cell door control box broke off. Still able to open door with all door switch.	10/9/2015	10/14/2015
				Hi there! The arm pads on the leg lift station in the indoor recreation area are secured by two thin straps near the base of where the pads rest. These straps need to be fastened down as they are coming loose. Additionally, can we please get all of the nuts and bolts tightened in the indoor rec area (on the equipment) as we are starting to utilize it more with the colder weather coming in. Thank you!! Merrill :)		
Equipment Maintenance	City-County Building	15888	Mark Snyder	The door to cell F in 616 does not unlock from the control box unless someone pulls on the door at the same time as the lock switch being activated. The same holds if the manual override is applied as well.	10/19/2015	10/19/2015
Equipment Maintenance	City-County Building	15982	Karl Westphal	Coax on TV is bent and so is the box connector causing intermittent connection. Thanks	10/23/2015	10/23/2015
Equipment Maintenance	City-County Building	16190	Jim Deyoung	I found the connector peice from the TV in cell block 715 sitting on the TV stand. The cable is just shoved into the opening of the TV.	11/3/2015	11/9/2015
Equipment Maintenance	City-County Building	16192	Jim Deyoung	Can you please blow out the motor area of the floor buffer? We have been blowing circuits and the motor area is in need of cleaning.	11/3/2015	11/9/2015
Equipment Maintenance	City-County Building	16202	Jim Deyoung	Thank you!! Merrill :)	11/3/2015	11/16/2015
Equipment Maintenance	City-County Building	16628	Jim Deyoung	The control panel for this cellblock indicates that cell D is unsecure when it is secured. The cell door needs to be slammed in order for the panel to indicate it is secure.	11/20/2015	11/23/2015
				The foot cart for the 7th floor (the stainless steel one with the heating elements) should be inspected. An inmate worker showed me the extension cord for it, and the plastic on the plug is slightly singed & melted around one of the holes where it plugs into the cart. The inmate worker said it wasn't like that yesterday. Thank you, Dep. Carlson We tried using the cord, but it started to smell of burnt plastic after a few minutes. I unplugged it Carlson		
Equipment Maintenance	City-County Building	16795	Jim Deyoung	I am being told that the tv that is currently in 621 cannot change the channels due to the buttons being broken.	12/1/2015	12/2/2015
Equipment Maintenance	City-County Building	17353	Jim Deyoung	Please replace the non-slip strips on the base of the shower stall. An inmate also slipped and fell.	12/30/2015	1/5/2016
Flooring	City-County Building	10312	Karl Westphal	625 cell G - hot water to sink not working	1/9/2015	1/10/2015
Flooring	City-County Building	10313	Jim Deyoung	by door 7082 in the Mental Health hallway on 7 east - there are a few floor tiles that are totally loose and can be picked up. Can you please glue them down. Thank you much.	1/9/2015	1/9/2015
Flooring	City-County Building	11115	Jim Deyoung	Please respond to 623 cell A camera broken with glass shard still in camera. please remove camera glass	2/17/2015	3/6/2015
Glass/Window Repairs	City-County Building	10642	Karl Westphal	Please respond to 623 cell A camera broken with glass shard still in camera. please remove camera glass	1/26/2015	2/18/2015
Glass/Window Repairs	City-County Building	10642	Karl Westphal	The cameras in cells #623A & B on 6 East need to have silicone placed around them.	1/26/2015	2/18/2015
Glass/Window Repairs	City-County Building	11094	Jim Deyoung	The plexiglass shield on the security cameras of cells 726 B and C have glue smeared on them and the surface is scratched. We are not able to monitor properly the inmates housed in there. They need to be replaced. Thank you, 7East	2/16/2015	2/18/2015
Glass/Window Repairs	City-County Building	14305	Jim Deyoung	cell b and cell e need to be recaulked around camera. Sgt was in and refocused them and thus had to remove camera housing. It now needs to be sealed again.	7/29/2015	8/25/2015
Glass/Window Repairs	City-County Building	15608	Karl Westphal	The camera lense is completely blurry and not able to be cleaned to see into cell 717C. I am not sure if it is damaged where it needs to be replaced but I do know that it has been tried to be cleaned and we are still not able to view into the cell via the camera. Can you please replace the camera lense if at all possible? Thank you very much!	10/2/2015	10/5/2015
Glass/Window Repairs	City-County Building	16327	Jim Deyoung	Cellblock 727A has a burnt out cell light. Can someone replace this when possible? Thanks.	11/9/2015	11/16/2015
Grounds	City-County Building	17095	Jim Deyoung	623c's push button for water doesn't work most of the time. When pressed nothing happens. Maintenance was here but problem was not known at time until 2 minutes ago. Sorry	12/16/2015	12/16/2015
Heating/Ventilation /Air Condition	City-County Building	13143	Jim Deyoung	Cell block #602 dayroom and individual cells are very warm. If you could check the temp please.	6/2/2015	6/4/2015
Heating/Ventilation /Air Condition	City-County Building	16032	Mike Miller	Cell 602E extremely warm compared to other cells, and requires the door to stay open now to reduce the heat.	10/26/2015	12/8/2015
Heating/Ventilation /Air Condition	City-County Building	16166	Mike Miller	Residents of 602 reporting the temperature is to high. During a security check I have noticed the sauna like heat in the block. The casing of the back radiator is very hot.	11/2/2015	12/8/2015
Heating/Ventilation /Air Condition	City-County Building	16607	Mike Miller		11/20/2015	12/8/2015

Heating/Ventilation /Air Condition	City-County Building	16773	Karl Westphal	Cellblocks #619 & #620 are complaining of cold water in the shower and sinks. I believe it was just adjusted due to complaints of it being scalding hot. Can you please look again and see if there is a happy medium. Thank you.	11/30/2015	11/30/2015
Key and Lock	City-County Building	10213	Jim Deyoung	Keys get stuck in lock when opening/closing outer door. cell block 607. Please check. Thanks	1/5/2015	1/6/2015
Key and Lock	City-County Building	10277	Jim Deyoung	Switch for opening door stays on once door is opened, causing door motor to continue cycling. Swith is manually being put in center to disactbate for now.	1/7/2015	1/8/2015
Key and Lock	City-County Building	10350	Jim Deyoung	Main lock to cell block is very hard to open. Cover has loose screws.	1/11/2015	1/22/2015
Key and Lock	City-County Building	10548	Jim Deyoung	The lock for 717 appears broken and the cell has been rendered inoperable until repaired.	1/20/2015	2/11/2015
Key and Lock	City-County Building	10578	Jim Deyoung	Lock on 623 lock box sticks halfway when resecuring the box.	1/21/2015	1/22/2015
Key and Lock	City-County Building	10734	Mark Snyder	Our keys for the secure elevator (one on the left as you face them) will not go in all of the way, making it inoperable.	1/30/2015	2/3/2015
Key and Lock	City-County Building	11361	Jim Deyoung	One key will not open the cotrol box for 708. It's the key on the slive ring with the yellow lock.	3/1/2015	3/6/2015
Key and Lock	City-County Building	11772	Jim Deyoung	The door on booth#22 doesn't alarm when pushed/pulled while it is still secured. Inmates often try to push the door when they're in the booth and it sets off the alarm for that door, which is the way it should be, but for some reason this door doesn't alarm. Thank you.	3/22/2015	3/24/2015
Key and Lock	City-County Building	11851	Mark Snyder	lock on outside door is difficult to use.	3/26/2015	3/27/2015
Key and Lock	City-County Building	12687	Karl Westphal	The bottom food slot is able to be open when an inmate kicks at it.	5/7/2015	5/8/2015
Key and Lock	City-County Building	13498	Jim Deyoung	the door between the north hallway and shower is very hard to open. It is functional but with several tries and is finicky.	6/18/2015	6/18/2015
Key and Lock	City-County Building	13660	Jim Deyoung	The outer door lock on 605 is stuck in the open postion. The l is currently closed.	6/26/2015	6/26/2015
Key and Lock	City-County Building	13721	Jim Deyoung	The first door entering the 6E sally port from the secure elevator area does not secure. Door can be pushed or pulled open without being controlled by central control.	7/1/2015	7/1/2015
Key and Lock	City-County Building	13956	Karl Westphal	The lock on the fire door in the hallway between cellblocks 617 and 601 (right outside the 6W visitation door) is not working properly. Multiple keys were tried and multiple keys are able to turn the lock approx. 1/4 turn, but none of the keys works to completely turn the lock, not even the correct key. Please repair or replace the locking mechanism in this door. Thank you!	7/13/2015	7/13/2015
Key and Lock	City-County Building	14716	Mark Snyder	Inmate side door #6e74 Booth 25 in ccb visitation will not secure. You can pull on the handle and the door will open and will not lock. This used for inmates talking to their attorney and if not locked they could get out and walk around. If not repaired it will cut down on the attorney booths to use.	8/19/2015	8/21/2015
Key and Lock	City-County Building	15265	Jim Deyoung	In fire stairwell 3 the ground level exit door does not open. It makes the fire stairwell unuseable.	9/17/2015	9/18/2015
Key and Lock	City-County Building	15341	Jim Deyoung	The cell door to #602G is locked and cannot be opened with the key. The inmate is currently out of the cell but cannot enter.	9/21/2015	9/21/2015
Key and Lock	City-County Building	15342	Jim Deyoung	The door between 601 and 617 is closed and will not open. If you could please look at this door as soon as possible as it is heavily used.	9/21/2015	9/21/2015
Key and Lock	City-County Building	15471	Jim Deyoung	The outer door lock to cell block 603 is not operating smoothly. The key must be in the complete opposite position and then the door must be forcefully pulled open.	9/27/2015	9/28/2015
Key and Lock	City-County Building	15677	Jim Deyoung	The outer door on cellblock 721 will not shut/lock. The angled latch that slides into the door when you close it is stuck in the frame and won't pop out, so it doesn't engage the door to lock it. Please fix ASAP as the cellblock is full and we don't have room to move them anywhere else. Thank you!	10/7/2015	10/9/2015
Key and Lock	City-County Building	15697	Jim Deyoung	Lock mechanism feels loose, and can take multiple attempts to engage/disengage.	10/8/2015	10/9/2015
Key and Lock	City-County Building	16097	Jim Deyoung	The panic alarm button on the wall across from cellblock 726 is broken and needs to be fixed immediately. The button falls out of its housing with the lightest touch. Also the control room panel does not reset.	10/29/2015	10/29/2015
Key and Lock	City-County Building	16229	Jim Deyoung	The lock for the outer door of cellblock 611 is very difficult to turn it has been worked on at least twice since sunday. It has not been satisfactorily fixed.	11/4/2015	11/19/2015
Key and Lock	City-County Building	16271	Jim Deyoung	need lock on small fridge in back room of clinic	11/6/2015	11/17/2015
Key and Lock	City-County Building	16496	Jim Deyoung	728 outer door has malfunctioned ie: its dead RIP outer door. If you cant fix please advise asap and SGTS will need to be contacted.	11/16/2015	11/16/2015
Key and Lock	City-County Building	16540	Jim Deyoung	The lock for the outer door of 721 was malfunctioning. The bolt wouldn't extend out, so the door wouldn't secure. Jim was up here. He inspected & lubed it.	11/18/2015	11/18/2015
Key and Lock	City-County Building	16560	Jim Deyoung	During our monthly lock inspection, the manual override was discovered to not work on 7 West, Cellblock 709, Cell H. Thank you!	11/19/2015	11/19/2015
Key and Lock	City-County Building	16748	Jim Deyoung	First shift informed us that the black lockbox in the jail library is not securing properly.	11/29/2015	1/27/2016
Key and Lock	City-County Building	17024	Jim Deyoung	The main lock on 611 turns hard when opening or closing.	12/13/2015	12/14/2015

				Unable to open 724 cellblock door electronically. "sgts" were in yesterday and were redoing all the doors. Several doors not working or switched around. I think they are the ones that have to fix it and they are being notified as well Thanks		
Key and Lock	City-County Building	17134	Jim Deyoung	7 east	12/18/2015	12/22/2015
Lighting	City-County Building	10158	Jim Deyoung	All 4 lights do not work when placed on dim. They do work when put on bright.	1/2/2015	1/2/2015
Lighting	City-County Building	10186	Jim Deyoung	dayroom light out 613	1/5/2015	1/5/2015
Lighting	City-County Building	10195	Jim Deyoung	7 East, Cellblock 721, Cell B's light is out and needs to be replaced.	1/5/2015	1/6/2015
Lighting	City-County Building	10235	Jim Deyoung	light out	1/6/2015	1/6/2015
Lighting	City-County Building	10363	Jim Deyoung	The light in Cellblock 726A of the 7E Wing is out.	1/12/2015	1/12/2015
Lighting	City-County Building	10437	Jim Deyoung	Maintenance order requested for cellblock 717 cells 717B and 717C for the lights. It is completely blacked out and you cannot see into the cellblock with the lights on dim at all. No inmates are currently housed in there but this is a big safety and security concern if they are housed in there where they need to be monitored via camera because you also cannot view anything via the cctv monitor. Thanks	1/15/2015	1/16/2015
Lighting	City-County Building	10510	Jim Deyoung	601 cell C's light is out.	1/18/2015	1/21/2015
Lighting	City-County Building	10521	Jim Deyoung	light out. cell is dark and occupied	1/19/2015	1/21/2015
Lighting	City-County Building	10522	Jim Deyoung	light is out and cell is dark. currently unoccupied.	1/19/2015	1/21/2015
Lighting	City-County Building	10630	Karl Westphal	The light in 712 E is not currently working.	1/25/2015	1/26/2015
Lighting	City-County Building	10787	Jim Deyoung	Dayroom light in cell block 601 is out	2/3/2015	4/28/2015
Lighting	City-County Building	10919	Jim Deyoung	light burnt out	2/9/2015	2/9/2015
Lighting	City-County Building	10999	Jim Deyoung	Light flickers on and off constantly.	2/11/2015	2/12/2015
Lighting	City-County Building	11054	Jim Deyoung	Light is burnt out in 712H. Can you replace when you get a chance. Thanks, Maguire	2/14/2015	2/16/2015
Lighting	City-County Building	11067	Jim Deyoung	Cellblock 611, cell G: Cell light flickers/strobes while on dim	2/15/2015	2/16/2015
Lighting	City-County Building	11083	Jim Deyoung	The light in cell G in 728 is out.	2/16/2015	2/16/2015
Lighting	City-County Building	11084	Jim Deyoung	light in catwalk behind 726 is out. Thanks	2/16/2015	2/16/2015
Lighting	City-County Building	11234	Karl Westphal	The light is out in cell 721H.	2/23/2015	2/23/2015
Lighting	City-County Building	11315	Jim Deyoung	Light is out in 601 E.	2/26/2015	3/2/2015
Lighting	City-County Building	11445	Jim Deyoung	The light in cell F is burnt out and needs to be replace. Thanks in advance.	3/4/2015	3/6/2015
Lighting	City-County Building	11450	Jim Deyoung	The light in cell block 722, cell C is burnt out.	3/5/2015	3/6/2015
Lighting	City-County Building	11455	Jim Deyoung	Light bulb burnt out.	3/5/2015	3/6/2015
Lighting	City-County Building	11510	Jim Deyoung	There is a ceiling light burnt out in the 7 East catwalk by cellblock 723.	3/9/2015	3/9/2015
Lighting	City-County Building	11516	Jim Deyoung	The light is out in cell 722A. It's being fixed right now, this work order is just for the record.	3/9/2015	3/9/2015
Lighting	City-County Building	11540	Jim Deyoung	Light is totally burnt out when switch is put on dim.	3/10/2015	3/10/2015
Lighting	City-County Building	11569	Jim Deyoung	The ceiling light in the dayroom closest to the back of the cellblock (over the dayroom table) is burnt out in cellblock 728 on 7 East.	3/12/2015	3/19/2015
Lighting	City-County Building	11573	Jim Deyoung	The light is burned out in cell 625D and needs to be replaced. Thanks.	3/12/2015	3/12/2015
Lighting	City-County Building	11579	Jim Deyoung	please fix the light in the closet we store razors in. it is right outside of cellblock 617. right now it is flickering. thank you.	3/12/2015	3/12/2015
Lighting	City-County Building	11674	Jim Deyoung	The light in stairwell 1 on 7 West is burnt out and it appears as though it somehow fell onto the floor. There are glass shards all over the landing.	3/16/2015	3/17/2015
Lighting	City-County Building	11850	Mark Snyder	Shower light flickering	3/26/2015	3/27/2015
Lighting	City-County Building	11861	Mark Snyder	Needs a new lightbulb. Light is completely dead.	3/27/2015	3/30/2015
Lighting	City-County Building	11910	Jim Deyoung	The light in the stairwell is still out. I know it was an issue a while ago with water getting into the light fixture.	3/31/2015	3/31/2015
Lighting	City-County Building	11929	Jim Deyoung	The light bulb in 728B is out.	3/31/2015	4/1/2015
Lighting	City-County Building	12050	Jim Deyoung	The light by 619 (in the catwalk) area outside of the shower there is a light out. Can you replace it please. Hi,	4/9/2015	4/9/2015
Lighting	City-County Building	12242	Karl Westphal	One of the light bulbs out in the dayroom is burnt out and needs to be replaced. Thank you	4/16/2015	4/17/2015
Lighting	City-County Building	12246	Karl Westphal	There is a ceiling light that is burnt out in the 7 East catwalk by cellblock 722.	4/17/2015	4/17/2015
Lighting	City-County Building	12251	Karl Westphal	There is several, well ok four of six lights out on the public lobby outside of the hearing rooms. the lights are the smaller round ones.	4/17/2015	4/21/2015
Lighting	City-County Building	12634	Jim Deyoung	625F cell light is inoperative. Please repair.	5/5/2015	5/6/2015
Lighting	City-County Building	12639	Jim Deyoung	614E night light does not work (out).	5/6/2015	5/6/2015
Lighting	City-County Building	12752	Karl Westphal	The light in cellblock 711, cell C, does not work due to the inmate punching the wall (not the light).	5/11/2015	5/12/2015
Lighting	City-County Building	12867	Karl Westphal	Light in 717 cell B is burnt out. If we can have someone replace that would be great. Thanks.	5/18/2015	5/18/2015
Lighting	City-County Building	12904	Jim Deyoung	Cell light is out	5/19/2015	5/20/2015
Lighting	City-County Building	13029	Jim Deyoung	The light in cell 720D is burnt out.	5/27/2015	5/27/2015
Lighting	City-County Building	13035	Jim Deyoung	The light in this cell is flickering.	5/27/2015	5/28/2015
Lighting	City-County Building	13055	Jim Deyoung	The light in cell C of 620 is burnt out. Please replace at your convenience. Thank you.	5/28/2015	5/29/2015
Lighting	City-County Building	13343	Jim Deyoung	Cellblock 715 E & G low lights off switch does not work.	6/10/2015	6/11/2015
Lighting	City-County Building	13386	Karl Westphal	Cell Light Bulb burnt out	6/12/2015	6/22/2015

Lighting	City-County Building	16703	Karl Westphal	The light in 710B flickers rapidly.	11/25/2015	11/25/2015
Lighting	City-County Building	16704	Karl Westphal	The light in 711D is fine when it's on bright, but doesn't work at all on dim.	11/25/2015	11/25/2015
Lighting	City-County Building	16766	Karl Westphal	The cell light in #622A is out.	11/30/2015	11/30/2015
Lighting	City-County Building	16791	Jim Deyoung	There is a light out behind cell block 722 in the catwalk.	12/1/2015	12/1/2015
Lighting	City-County Building	16850	Jim Deyoung	Light in cell H is burnt out	12/3/2015	12/3/2015
Lighting	City-County Building	17186	Jim Deyoung	There are about 10 light bulbs that are burned out in the catwalk. Please replace when you have time. Thank you.	12/21/2015	12/22/2015
Locker Repair	City-County Building	11435	Jim Deyoung	The lock box for the hearing room shackles is hard to open with the newer type of 607 key.	3/4/2015	4/8/2015
Locker Repair	City-County Building	12926	Mark Snyder	The lock for the basement exit door on stairwell 1 (madison parking lot) is extremely loose.	5/21/2015	5/21/2015
Locker Repair	City-County Building	16696	Karl Westphal	The hot water in 603B doesn't want to shut off on its own when the button is pushed.	11/24/2015	11/25/2015
Painting	City-County Building	13609	Karl Westphal	The far shower in C-wing has holes from a previous soap dispenser mount. Water is getting behind the surround. Several showers throughout the wings have similar issues. In some cases the wall anchors are exposed allowing for potential water to leak through them. Please check this out when you have time. Thank you.	6/24/2015	6/27/2015
Pest Control	City-County Building	12248	Karl Westphal	Inmates complaining of bugs and odor from shower drain in 603 shower.	4/17/2015	4/17/2015
Pest Control	City-County Building	13062	Karl Westphal	Reports of silver fish and spiders	5/28/2015	5/31/2015
Pest Control	City-County Building	13548	Jim Deyoung	bug/gnat problem in this cell block.	6/20/2015	6/22/2015
Pest Control	City-County Building	16630	Jim Deyoung	Inmate complaint of silverfish insect inside the cellblock.	11/21/2015	11/23/2015
Plumbing	City-County Building	10149	Jim Deyoung	Water is seeping out from the plumbing area between cell A and B. Coming out into dayroom and both cells at a slow rate.	1/1/2015	1/2/2015
Plumbing	City-County Building	10178	Jim Deyoung	The sink in 608A is not draining.	1/5/2015	1/5/2015
Plumbing	City-County Building	10182	Jim Deyoung	624 D the hot water is not working in the sink.	1/5/2015	1/6/2015
Plumbing	City-County Building	10185	Jim Deyoung	The sink in 615 H is backed up and not draining.	1/5/2015	1/5/2015
Plumbing	City-County Building	10187	Jim Deyoung	sink plugged 609 A	1/5/2015	1/5/2015
Plumbing	City-County Building	10196	Jim Deyoung	cellblock 717 cell B, the toilet is not flushing.	1/5/2015	1/5/2015
Plumbing	City-County Building	10202	Jim Deyoung	The large industrial coffee maker in the CCB 6E kitchen is leaking onto the floor from a hose in the back of the machine. Is there any way you can please have someone come to service/repair this?	1/5/2015	1/5/2015
Plumbing	City-County Building	10219	Jim Deyoung	Toilet is not flushing.	1/5/2015	1/6/2015
Plumbing	City-County Building	10226	Jim Deyoung	the sink is stuck on and running	1/6/2015	1/6/2015
Plumbing	City-County Building	10264	Jim Deyoung	Mental health offices' bathroom; the sink will not stop dripping.	1/7/2015	1/8/2015
Plumbing	City-County Building	10291	Jim Deyoung	608 sink plunger please two cells need it	1/8/2015	1/8/2015
Plumbing	City-County Building	10295	Jim Deyoung	625 g not enough water pressure to sink	1/8/2015	1/8/2015
Plumbing	City-County Building	10341	Jim Deyoung	The water fountain outside of the 6 East control room is not draining properly. Can you please look at it. Thanks!	1/10/2015	1/21/2015
Plumbing	City-County Building	10351	Jim Deyoung	Drinking fountain stays on for several minutes before shutting off.	1/11/2015	1/12/2015
Plumbing	City-County Building	10352	Jim Deyoung	Inmate said that his sink is clogged.	1/12/2015	1/12/2015
Plumbing	City-County Building	10382	Jim Deyoung	occupants of 715 D and 715 H complain of their sinks not draining.	1/12/2015	1/14/2015
Plumbing	City-County Building	10383	Jim Deyoung	toilet not flushing.	1/12/2015	1/14/2015
Plumbing	City-County Building	10414	Jim Deyoung	The ladies in 726 advise that the shower drains very slow. Can you check it when you get a chance. Thanks. Matt Maguire	1/14/2015	1/14/2015
Plumbing	City-County Building	10430	Jim Deyoung	Whole cell block is complaining of no hot water	1/14/2015	1/16/2015
Plumbing	City-County Building	10432	Jim Deyoung	The toilet in cell C, Cell block 717 is leaking.	1/14/2015	1/16/2015
Plumbing	City-County Building	10465	Jim Deyoung	Toilet is reported to not be flushing properly.	1/15/2015	1/30/2015
Plumbing	City-County Building	10519	Jim Deyoung	I/M stated toilet in cell 625 B does not flush.	1/19/2015	1/21/2015
Plumbing	City-County Building	10520	Jim Deyoung	The cold water of the inmates water fountain in 715A is not working. When the button is pushed nothing happens.	1/19/2015	1/25/2015
Plumbing	City-County Building	10523	Jim Deyoung	The inmates hot water in cell 708H will not shut off. Currently the hot water to the fountain has been shut off to stop it from running.	1/19/2015	1/21/2015
Plumbing	City-County Building	10545	Jim Deyoung	The sink in cell B of the 719 segregation blocks is plugged. I attempted to plunger it with a sink plunger w/out success.	1/20/2015	1/22/2015
Plumbing	City-County Building	10557	Jim Deyoung	Toilets are overflowing in cellblock #622. Please respond to floor as soon as possible. Thanks.	1/21/2015	1/21/2015
Plumbing	City-County Building	10558	Jim Deyoung	601H... The water is off. Any reason why? It smells BAD, not just gross, but more like I'm going to puke all over... PLEASE help.	1/21/2015	1/22/2015
Plumbing	City-County Building	10589	Jim Deyoung	Is there something to pour down the shower drain. inmate state some feces went down drain. (disinfectant) etc. inmate used our cleaning solution today.	1/22/2015	1/25/2015
Plumbing	City-County Building	10604	Karl Westphal	Also sink drain to cell 6 26 E is slow to drain drinking water not working at all. seg space is running low due to two other cells being out of order long term (door lock and camera).	1/22/2015	1/23/2015
Plumbing	City-County Building	10605	Karl Westphal	When attempting to restore water in the plumbing chase between 625 and 626 the toilets on both sides began to over flow. 8 cells are affected by lack of water.	1/23/2015	1/23/2015
Plumbing	City-County Building	10634	Karl Westphal	There is water leaking near the washing machines in the laundry room. The service people came in to fix the machine on the right and it didn't help now it is still leaking. can you advise where the water is coming from so we can service appropriate item.	1/26/2015	1/26/2015
Plumbing	City-County Building	10640	Karl Westphal	sink is clogged	1/26/2015	1/26/2015
Plumbing	City-County Building	10643	Karl Westphal	623 a clogged toilet please fix	1/26/2015	1/26/2015
Plumbing	City-County Building	10655	Karl Westphal	Toilet will not drain.	1/26/2015	1/28/2015

Plumbing	City-County Building	10659	Jim Deyoung	Per 2014 Dane County Public Health report, the hand sinks located in the food services areas of this facility are equipped with short faucet handles. The hand sinks should be using a functional non-hand operated faucet. To demonstrate whether or not a faucet in non-hand operated: Food staff should be able to use the back of their wrist to turn it off. Please contact Sgt. Sondreal(266-7455) with the likely costs and time table.	1/27/2015	4/27/2015
Plumbing	City-County Building	10663	Jim Deyoung	There is a small leak/ drip coming from the light/ceiling outside of 601 G/H	1/27/2015	1/29/2015
Plumbing	City-County Building	10669	Jim Deyoung	plumbing 623 plumbing water is coming out for the pipes in plumbing chase when 623 F flushes the toilet. Water currently turned off.	1/27/2015	1/29/2015
Plumbing	City-County Building	10672	Jim Deyoung	The urinal in cellblock #627 is starting to back up.	1/27/2015	2/3/2015
Plumbing	City-County Building	10673	Jim Deyoung	The hot water in cell #625E is not working. The cold water is barely coming out.	1/27/2015	1/29/2015
Plumbing	City-County Building	10693	Jim Deyoung	The toilet in #623F is not working. There is currently an inmate housed in there if you can look into at your earliest convenience	1/28/2015	1/29/2015
Plumbing	City-County Building	10695	Karl Westphal	The hot water in 708A sticks on. It has been turned off until repaired.	1/28/2015	1/29/2015
Plumbing	City-County Building	10700	Jim Deyoung	617 cell C's sink is draining very slowly.	1/28/2015	1/29/2015
Plumbing	City-County Building	10703	Jim Deyoung	sink in cell a is clogged thank you	1/28/2015	1/29/2015
Plumbing	City-County Building	10726	Jim Deyoung	I/MS' stating the water doesn't work quite as well. It takes a couple of attempts to get the water working.	1/29/2015	2/11/2015
Plumbing	City-County Building	10732	Jim Deyoung	Toilet in 721-F is acting up and will not flush.	1/30/2015	1/30/2015
Plumbing	City-County Building	10774	Jim Deyoung	The toilet will not flush in cell G.	2/2/2015	2/2/2015
Plumbing	City-County Building	10807	Jim Deyoung	The sink in #626E is clogged.	2/3/2015	2/4/2015
Plumbing	City-County Building	10817	Jim Deyoung	Slow draining sink. Thanks.	2/4/2015	2/4/2015
Plumbing	City-County Building	10848	Jim Deyoung	Toilet does not flush in cell block 610 cell A.	2/4/2015	2/5/2015
Plumbing	City-County Building	10857	Jim Deyoung	The floor drain in the hallway between #602 & #603 is clogged and has standing water around it creating a hazard.	2/5/2015	2/5/2015
Plumbing	City-County Building	10866	Jim Deyoung	624 h water is bubbling up vs down the drain	2/5/2015	2/6/2015
Plumbing	City-County Building	10870	Jim Deyoung	The toilet in cell 717- H is plugged up. It was plunged and this still did not resolve the issue.	2/5/2015	2/6/2015
Plumbing	City-County Building	10945	Jim Deyoung	717 E toilet is clogged.	2/9/2015	2/10/2015
Plumbing	City-County Building	10974	Jim Deyoung	Sink will not drain.	2/11/2015	2/11/2015
Plumbing	City-County Building	10981	Jim Deyoung	The toilet in 722E flushes slowly.	2/11/2015	2/11/2015
Plumbing	City-County Building	10986	Jim Deyoung	The sink in 722B drains slowly.	2/11/2015	2/11/2015
Plumbing	City-County Building	10998	Jim Deyoung	I/m claims his sink runs and is very close to overflowing before it shuts back off.	2/11/2015	2/12/2015
Plumbing	City-County Building	11001	Jim Deyoung	Toilet is leaking.	2/11/2015	2/12/2015
Plumbing	City-County Building	11011	Jim Deyoung	The button on the control panel inside the lock box keeps flashing red as if it is in alarm. The door is functional but the alarm will not reset.	2/12/2015	2/16/2015
Plumbing	City-County Building	11014	Jim Deyoung	The small suction pump in the dental office is leaking water into the medical office. If it can be looked at Friday between 7A-3P staff will be there to assist. Thanks.	2/12/2015	2/13/2015
Plumbing	City-County Building	11062	Jim Deyoung	Cold water in cellblock 623 cell F only has a very short burst of water coming out.	2/15/2015	2/16/2015
Plumbing	City-County Building	11070	Jim Deyoung	Steaming hot shower. temp adjust please.	2/16/2015	2/18/2015
Plumbing	City-County Building	11108	Jim Deyoung	719 C toilet is clogged.	2/16/2015	2/18/2015
Plumbing	City-County Building	11153	Jim Deyoung	606 cold water temperature	2/18/2015	2/18/2015
Plumbing	City-County Building	11161	Jim Deyoung	Low water pressure on sink. Low priority.	2/19/2015	2/19/2015
Plumbing	City-County Building	11203	Karl Westphal	605 cell D. there seems to be some water leaking from underneath the toilet/sink fixture.	2/20/2015	2/23/2015
Plumbing	City-County Building	11244	Karl Westphal	inmate has no hot water to his sink in 605 cell d	2/23/2015	2/23/2015
Plumbing	City-County Building	11247	Karl Westphal	TOILETS IN CELLBLOCK 622 and 623 are OVERFLOWING!!	2/23/2015	2/23/2015
Plumbing	City-County Building	11253	Jim Deyoung	I/m states toilet won't flush.	2/23/2015	2/25/2015
Plumbing	City-County Building	11316	Jim Deyoung	Sink does not stop running.	2/26/2015	2/27/2015
Plumbing	City-County Building	11329	Jim Deyoung	607 is asking that the water be turned up in the shower.	2/27/2015	2/27/2015
Plumbing	City-County Building	11364	Jim Deyoung	Cell block 607 cell H the toilet is leaking along with an Ammonia smell.	3/2/2015	3/26/2015
Plumbing	City-County Building	11376	Jim Deyoung	cell a has a slow drain and cell c has no hot water. thank hou.	3/2/2015	3/9/2015
Plumbing	City-County Building	11391	Karl Westphal	Toilet plugged in seg cell G	3/2/2015	3/3/2015
Plumbing	City-County Building	11395	Karl Westphal	The water fountain in deputy control station is slow to drain and the water does not seem to get very cold. The compressor does not turn on which leads me to believe the cooling unit isn't working. Somebody removed our bottled water so this is a priority.	3/3/2015	3/3/2015
Plumbing	City-County Building	11443	Jim Deyoung	Inmate's toilet is clogged and needs to be fixed.	3/4/2015	3/9/2015
Plumbing	City-County Building	11444	Jim Deyoung	Thank you.	3/4/2015	3/10/2015
Plumbing	City-County Building	11468	Jim Deyoung	612h hot water wont turn off.	3/4/2015	3/10/2015
Plumbing	City-County Building	11513	Jim Deyoung	The sink in cell A is apparently leaking onto the floor.	3/5/2015	3/6/2015
Plumbing	City-County Building	11513	Jim Deyoung	The toilet in 722E doesn't flush properly. It doesn't drain quickly, and it looks like there's not enough water pressure.	3/9/2015	3/9/2015
Plumbing	City-County Building	11548	Jim Deyoung	Inmate in 601G - toilet is overflowing he just got in there and has not put anything in it. please fixASAP as cell is occupied.	3/10/2015	3/11/2015
Plumbing	City-County Building	11552	Jim Deyoung	Toilet leaks when sink is on	3/10/2015	3/12/2015
Plumbing	City-County Building	11568	Jim Deyoung	Inmate in Cellblock 608 Cell F claims his hot water runs for approximately 15 minutes after each use without shutting off.	3/12/2015	3/12/2015
Plumbing	City-County Building	11590	Karl Westphal	toilet is backing up when flushed.	3/12/2015	3/13/2015
Plumbing	City-County Building	11607	Mark Snyder	Yesterday 1st toilet overflowed. After it was plunged it overflowed again. Toilet currently taped off. No current water issue.	3/13/2015	3/13/2015
Plumbing	City-County Building	11609	Karl Westphal	The inmates in 622 cells E-H advise they have little/no hot water pressure after having the toilets fixed a week ago or so. Thanks.	3/13/2015	3/13/2015

				In cell block 720 on 7 East, the toilets in cell blocks A, B, C and D are backed up, nearly overflowing and will not flush properly. These cell blocks will not be able to be occupied until they function properly. Thank you for your help.		
Plumbing	City-County Building	11676	Jim Deyoung		3/16/2015	3/17/2015
Plumbing	City-County Building	11691	Jim Deyoung	Inmate in 603 W cell G has a leaky sink	3/17/2015	3/31/2015
Plumbing	City-County Building	11692	Jim Deyoung	Toilet is clogged. Attempted to use the plunger with no luck	3/17/2015	3/18/2015
				Inmates have been complaining for over a week that their shower temperature is ice cold. I did test it just now. it was warm for approx two seconds then remained ice cold for duration.		
Plumbing	City-County Building	11706	Jim Deyoung		3/18/2015	3/19/2015
Plumbing	City-County Building	11717	Jim Deyoung	Clogged toilet in 624 H. Unable to fix with a plunger.	3/18/2015	3/19/2015
Plumbing	City-County Building	11720	Jim Deyoung	I/M stated his water button is not working.	3/19/2015	3/19/2015
				719 A/B/C all have water condensating or collecting on the floor of these cells. No inmates have attempted flooding, rather it appears to be emanating from the sink area. Thanks!		
Plumbing	City-County Building	11742	Karl Westphal		3/19/2015	3/20/2015
Plumbing	City-County Building	11751	Karl Westphal	The water from the 723 shower doesn't get warm, but the sinks have warm water.	3/20/2015	3/20/2015
Plumbing	City-County Building	11762	Karl Westphal	The toilet water will not go down. Attempted to plunge..but will not plunge out.	3/20/2015	3/20/2015
				723C hot or cold water is malfunctioning. Hot water doesnt work and cold water doesnt have enough pressure to push the water out...it only dribbles. Please look into this when you have time. Thanks!		
Plumbing	City-County Building	11773	Karl Westphal		3/22/2015	3/23/2015
				There appears to be a leak coming from the plumbing chase that is affecting cells 719A,B and C. There is standing water in the plumbing chase near these three cells. Also, When cell B flushes water seeps into her cell from the inner wall. Thank you		
Plumbing	City-County Building	11792	Karl Westphal		3/23/2015	3/23/2015
				727A stated toilet water is up to the top of the toilet. Please come check		
Plumbing	City-County Building	11830	Jim Deyoung		3/25/2015	3/25/2015
				Cell 607 H water will not stop running. The button appears to be locked in place. The water was turned off.		
Plumbing	City-County Building	11837	Mark Snyder		3/26/2015	3/27/2015
Plumbing	City-County Building	11880	Jim Deyoung	Sink in 625 B is draining very slowly.	3/30/2015	3/30/2015
Plumbing	City-County Building	11909	Jim Deyoung	Toilet is clogged/slow to flush. 601 c	3/31/2015	3/31/2015
Plumbing	City-County Building	11917	Jim Deyoung	toilets 725 and 724 backed up please look thx	3/31/2015	3/31/2015
Plumbing	City-County Building	11922	Jim Deyoung	Toilet in mental health area continues to run after flushing it. Apparently this has happened recently.	3/31/2015	3/31/2015
Plumbing	City-County Building	11934	Jim Deyoung	The right sink button is inoperative in 623F. Please repair.	3/31/2015	4/1/2015
				An inmate notified me there was water coming from his toilet/sink area. He said it only happens every now and then, but it leaks onto the floor. There is not a substantial amount of water, but it can easily be seen on the ground.		
Plumbing	City-County Building	11950	Jim Deyoung		4/1/2015	4/2/2015
				The toilet does not flush properly- could someone have a look please?		
Plumbing	City-County Building	11974	Jim Deyoung		4/3/2015	4/3/2015
Plumbing	City-County Building	12003	Jim Deyoung	703 c sink wont shut off thx	4/6/2015	4/7/2015
				705 cell D, sink hotwater runs. Hot water currently shut off.		
Plumbing	City-County Building	12042	Jim Deyoung		4/8/2015	4/10/2015
Plumbing	City-County Building	12055	Jim Deyoung	725 cell c is complaining of no hot water in her cell	4/9/2015	4/9/2015
Plumbing	City-County Building	12069	Jim Deyoung	Hot water reported not working in the cell	4/9/2015	4/10/2015
Plumbing	City-County Building	12094	Jim Deyoung	722 cell F said she flushed a pad and the toilet is backed up	4/10/2015	4/10/2015
Plumbing	City-County Building	12098	Jim Deyoung	The shower in 723 has poor water pressure. The water trickles out.	4/10/2015	4/15/2015
				Toilet to the right in 619 will randomly flush.		
Plumbing	City-County Building	12108	Jim Deyoung		4/12/2015	4/15/2015
				Thanks		
Plumbing	City-County Building	12113	Jim Deyoung	The water is not working in cell B, block 608. The water button is stuck in and is not working	4/12/2015	4/15/2015
				toilet keeps running in the mental health bathroom.		
Plumbing	City-County Building	12117	Jim Deyoung		4/13/2015	4/13/2015
Plumbing	City-County Building	12231	Jim Deyoung	725 G toilet does not flush very well. it flushes just not a good swirl if you know what i mean.	4/16/2015	4/16/2015
Plumbing	City-County Building	12247	Karl Westphal	601A toilet is plugged. Inmate attempted to unplug with plunger to no avail.	4/17/2015	4/17/2015
				The shower will not stay running, when turned on it only stays on for seconds then shuts off.		
Plumbing	City-County Building	12259	Karl Westphal		4/17/2015	4/17/2015
Plumbing	City-County Building	12313	Karl Westphal	Toilet clogged. Thanks.	4/21/2015	4/21/2015
				Block 728 cell H, toilet backed up, no room to move inmate.		
Plumbing	City-County Building	12315	Karl Westphal		4/21/2015	4/21/2015
				The cold water in cell E of cellblock 709 would not shut off. The water to the cell is currently turned off and the inmate was moved to a different cell.		
Plumbing	City-County Building	12356	Jim Deyoung		4/22/2015	4/23/2015
Plumbing	City-County Building	12376	Jim Deyoung	The water tap is shooting water over the edge of sink.	4/23/2015	4/27/2015
Plumbing	City-County Building	12432	Jim Deyoung	715 Cell D sink is clogged.	4/27/2015	4/27/2015
Plumbing	City-County Building	12433	Jim Deyoung	inmate's cold water does not work. the hot water works just fine.	4/27/2015	4/27/2015

				The dishwasher on 6east is leaking. Could you please send a repairperson? Thanks, Winrich We would like someone to please look at this to see if something just needs to be tightened before we call Hobart. Please let me know if I need to call service. Thanks Deuce 6 East		
Plumbing	City-County Building	12440	Jim Deyoung		4/27/2015	4/27/2015
				maintenance, The toilet in cell 624A is somewhat plugged. A plunger was used in an attempt to unclog it, but it was unsuccessful. The toilet does flush a little, but it's clear there is still an obstruction. Joe Tarnowski 6 East	4/27/2015	4/27/2015
Plumbing	City-County Building	12451	Jim Deyoung		5/5/2015	5/6/2015
Plumbing	City-County Building	12635	Jim Deyoung	clogged sink in 728 C. Will not drain.		
				Karl addressed the problem, however the toilets backing up in 720 cells E-H and 721 cells A-D. thank you	5/7/2015	5/7/2015
Plumbing	City-County Building	12679	Karl Westphal		5/7/2015	5/8/2015
Plumbing	City-County Building	12684	Karl Westphal	inmate reports the hot water in 706-D does not work.	5/7/2015	5/8/2015
Plumbing	City-County Building	12688	Karl Westphal	The toilet in 717-C is unable to flush. Thank you.	5/7/2015	5/8/2015
Plumbing	City-County Building	12782	Karl Westphal	The sink is of draining and the hot water runs too long.	5/12/2015	5/13/2015
				Toilet maybe leaking from wall mount as there is a puddle of water coming from the wall behind toilet.	5/13/2015	5/14/2015
Plumbing	City-County Building	12794	Karl Westphal		5/16/2015	5/18/2015
Plumbing	City-County Building	12853	Karl Westphal	Toilet won't flush in cell block 721 cell B		
				The Sink in 719 shower will not shut off, continues to run cold water causing the sink to overflow. The water is currently turned off in back closet.	5/17/2015	5/18/2015
Plumbing	City-County Building	12856	Karl Westphal		5/18/2015	5/18/2015
Plumbing	City-County Building	12863	Karl Westphal	The sink in cell 719-B is clogged.		
				The shower button is not working in the 722 cell block shower. Pushing the button does not do anything.	5/20/2015	5/20/2015
Plumbing	City-County Building	12912	Jim Deyoung		5/20/2015	5/20/2015
Plumbing	City-County Building	12918	Jim Deyoung	Toilet in 610 C does not flush.		
				Hello, can we have someone come take a look at 703 cell E plumbing for toilet and sink. Water not working in this specific cell. There may have been a past work order sent for this cell. Cellblock currently vacant however anticipating occupancy. Thanks	5/20/2015	5/20/2015
Plumbing	City-County Building	12919	Jim Deyoung			
				sink seems to be clogged as it takes a long time to drain according to the inmate	5/21/2015	5/21/2015
Plumbing	City-County Building	12925	Jim Deyoung			
Plumbing	City-County Building	12936	Jim Deyoung	Button for cold water on sink does not work. No cold water when button is pressed.	5/21/2015	5/21/2015
				The hot water button for the sink in 614 A does not work. You can disregard this order as Jim just fixed this while he was on 6 west fixing 602 and 612.	5/21/2015	5/21/2015
Plumbing	City-County Building	12942	Jim Deyoung		5/22/2015	5/22/2015
Plumbing	City-County Building	12970	Jim Deyoung	Water leaks on the cell walls when toilet is being flushed.		
				The toilet in 721B will not flush, nothing happens when button is pressed.	5/27/2015	5/27/2015
Plumbing	City-County Building	13028	Jim Deyoung			
				The sink in cellblock 703, cell A, would not shut off and was running continuously. The water was shut off, as it was about to flood over and would not drain either. Cell A and B are currently not able to be used due to the water for both cells being turned off.	5/27/2015	5/28/2015
Plumbing	City-County Building	13037	Jim Deyoung		5/27/2015	5/28/2015
Plumbing	City-County Building	13038	Jim Deyoung	Toilet will not flush	5/28/2015	5/28/2015
Plumbing	City-County Building	13045	Jim Deyoung	607 C sink drains slowly, clogged.	5/28/2015	5/29/2015
				The sink in cell block 710 cell B isn't draining and might need to be plunged.	5/28/2015	5/29/2015
Plumbing	City-County Building	13051	Jim Deyoung			
				The toilet in cell block 717 cell F needs to be plunged and/or the trap checked. The water level does adjust when flushed but not correctly.	5/28/2015	5/29/2015
Plumbing	City-County Building	13054	Jim Deyoung			
Plumbing	City-County Building	13059	Karl Westphal	The hot water does not work in cell G of cellblock 624. Water does not get hot. Thank you.	5/28/2015	5/31/2015
				601 C toilet does not flush completely. May be a partial clog.	5/28/2015	6/4/2015
Plumbing	City-County Building	13060	Jim Deyoung		5/29/2015	5/31/2015
Plumbing	City-County Building	13064	Karl Westphal	Low Priority. Sink drains slowly/clogged.		
				The toilet in cell 721B will not flush, when the button is pressed nothing happens etc.	5/29/2015	5/31/2015
Plumbing	City-County Building	13067	Karl Westphal		5/29/2015	5/31/2015
Plumbing	City-County Building	13083	Karl Westphal	The toilet in cell 721B is not working.		
				Water runs too long.	5/31/2015	6/1/2015
Plumbing	City-County Building	13107	Jim Deyoung			
				The sink in cell #704H is draining very slow. If you could look at when you have time.	6/1/2015	6/1/2015
Plumbing	City-County Building	13120	Jim Deyoung		6/4/2015	6/4/2015
Plumbing	City-County Building	13183	Jim Deyoung	Low priority. Sink in cell drains slowly.		
				725-E-F-G-H toilets are starting to back up like the main is plugged. Inmates were told not to flush until maintenance can come. If the toilets back up we have very limited space to move inmates. High priority.	6/4/2015	6/4/2015
Plumbing	City-County Building	13185	Jim Deyoung			
				The sink is clogged in 620 B as in Boy	6/4/2015	6/4/2015
Plumbing	City-County Building	13186	Karl Westphal			
				704 cell c stated he has no hot water, d stated the sink is clogged up. Please come fix.	6/4/2015	6/4/2015
Plumbing	City-County Building	13212	Karl Westphal			
				The sink in the deputy station is leaking water all over the bathroom floor.	6/9/2015	6/9/2015
Plumbing	City-County Building	13309	Jim Deyoung			
				Cellblock 612 cell D sink faucet keeps running when the button is pushed.	6/10/2015	6/10/2015
Plumbing	City-County Building	13322	Jim Deyoung		6/10/2015	6/11/2015
Plumbing	City-County Building	13340	Jim Deyoung	toilet would not flush. Jim took care of it. all good.		

Plumbing	City-County Building	13345	Jim Deyoung	612 D is stating he is not getting any cold water. He recently didn't have hot water, which was fixed. Now has no cold water.	6/11/2015	6/11/2015
Plumbing	City-County Building	13349	Jim Deyoung	Hot water button for the sink in cell D of cellblock 612 sticks. The water keeps running.	6/11/2015	6/11/2015
Plumbing	City-County Building	13351	Jim Deyoung	The toilet in 616H does not flush properly. Waste does not go down the pipe.	6/11/2015	6/11/2015
Plumbing	City-County Building	13356	Jim Deyoung	The sink in #701D is not draining properly.	6/11/2015	6/11/2015
Plumbing	City-County Building	13470	Jim Deyoung	Sink will not drain.	6/16/2015	6/18/2015
Plumbing	City-County Building	13473	Jim Deyoung	I/m reported that his hot water works, but his cold water and toilet do not.	6/17/2015	6/18/2015
Plumbing	City-County Building	13497	Jim Deyoung	The sink in cellblock 612A is clogged. Can you please take a look at it.	6/18/2015	6/18/2015
Plumbing	City-County Building	13521	Jim Deyoung	The sink is clogged. A plunger was used but did not remedy the problem. 716 G	6/18/2015	6/23/2015
Plumbing	City-County Building	13536	Jim Deyoung	Toilet clogged in 601-G	6/19/2015	6/19/2015
Plumbing	City-County Building	13598	Jim Deyoung	Toilets in cell block 624 A/B/C/D overflowing. Sgt Ziesch notified.	6/23/2015	6/24/2015
Plumbing	City-County Building	13602	Jim Deyoung	in closet - no water pressure and soap pump doesn't work	6/24/2015	6/24/2015
Plumbing	City-County Building	13612	Jim Deyoung	sink slow to drain	6/24/2015	6/24/2015
Plumbing	City-County Building	13649	Karl Westphal	the toilet in 711 Cell E is not working. Please come fix Thanks	6/26/2015	6/26/2015
Plumbing	City-County Building	13652	Jim Deyoung	Cell 719B has a water leak along the right side wall/floor. it appears to be water seeping up into the cell through the grout. Unsure what the water source is from. The currently has no inmates occupying it. Can someone please come and take a look at this when possible? Thanks!	6/26/2015	7/1/2015
Plumbing	City-County Building	13652	Jim Deyoung	Cell 719B has a water leak along the right side wall/floor. it appears to be water seeping up into the cell through the grout. Unsure what the water source is from. The currently has no inmates occupying it. Can someone please come and take a look at this when possible? Thanks!	6/26/2015	7/1/2015
Plumbing	City-County Building	13677	Jim Deyoung	601 C has a clogged toilet. He tried plunging it twice to no avail. It sounded like the plunger was working, but when it flushed, the water would not go down.	6/29/2015	6/29/2015
Plumbing	City-County Building	13680	Jim Deyoung	Inmate's sink in 724 B is clogged. She said it has been clogged for a while, but it progressively getting worse.	6/29/2015	6/29/2015
Plumbing	City-County Building	13694	Jim Deyoung	The inmates in cell block 624 are saying that the toilets in cells A,B,C,D are having problems going down when flushed. Could someone please check this out.		
Plumbing	City-County Building	13702	Karl Westphal	Thanks	6/29/2015	6/29/2015
Plumbing	City-County Building	13702	Karl Westphal	Cell 603F sink continues to run 10-15 minutes after the button is depressed.	6/30/2015	7/10/2015
Plumbing	City-County Building	13705	Jim Deyoung	The toilet in cellblock 608 E is running for a very long time after it has been flushed.	6/30/2015	6/30/2015
Plumbing	City-County Building	13835	Jim Deyoung	Sink is slow to drain.	7/6/2015	7/7/2015
Plumbing	City-County Building	13851	Jim Deyoung	The sink was running slow in 603 cell c and d. Jim was already in the block regarding another issue and fixed both sinks. Issue already addressed	7/7/2015	7/7/2015
Plumbing	City-County Building	13852	Jim Deyoung	The toilets in cell block 623 (cells E and F) and block 624 (cells A, B, C, D) are overflowing. The water to them has been shut off for the time being.	7/7/2015	7/7/2015
Plumbing	City-County Building	13865	Jim Deyoung	The showers in 710 and 714 dont work. No water comes out. We dont have a wrench to turn them on. We have to do hours out for the inmates, who are all on A/C.	7/8/2015	7/9/2015
Plumbing	City-County Building	13878	Jim Deyoung	712F sink doesn't work 716C toilet doesn't work	7/8/2015	7/12/2015
Plumbing	City-County Building	13882	Jim Deyoung	The toilet is backing up and plunging has apparently not been enough to get it to flow.	7/8/2015	7/9/2015
Plumbing	City-County Building	13912	Jim Deyoung	Sink in cell 713A has insufficient pressure. Water reportedly barely trickles out.	7/9/2015	7/12/2015
Plumbing	City-County Building	13955	Karl Westphal	The water faucet in 706B is not working properly. Takes a very long time to turn off...at least 10 minutes.	7/13/2015	7/13/2015
Plumbing	City-County Building	13957	Karl Westphal	the water faucet in cell F is stuck and will not shut off. Tried shutting water off. Did not fix problem when water was turned back on.	7/13/2015	7/13/2015
Plumbing	City-County Building	13959	Karl Westphal	water is not coming out of the hose in the cleaning closet. just a slow trickle.	7/13/2015	7/13/2015
Plumbing	City-County Building	13978	Jim Deyoung	Inmates cell toilet is backing up. Can this please be snaked?	7/13/2015	7/14/2015
Plumbing	City-County Building	13983	Jim Deyoung	Toilet in cell F will not drain	7/13/2015	7/14/2015
Plumbing	City-County Building	13989	Jim Deyoung	The toilets in cell block 624 A-D are not going down when flushed. The inmates in the block say that the toilets are close to overflowing.	7/14/2015	7/14/2015
Plumbing	City-County Building	14004	Jim Deyoung	The toilets for Cells 624 A-D are stopped up again. We probably need to have the line cleared again.	7/15/2015	7/15/2015
Plumbing	City-County Building	14017	Jim Deyoung	The toilet is plugged and needs to be looked at. It was plunged and that does not fix the issue. Please look at it when you have a chance as space is of an issue. Thanks!	7/16/2015	7/16/2015
Plumbing	City-County Building	14042	Jim Deyoung	Water is leaking onto the floor from the sink/toilet unit. Unknown where it is actually coming from.	7/17/2015	7/20/2015
Plumbing	City-County Building	14077	Jim Deyoung	The toilet in 611 Cell E runs for several minutes after flushing. Also the button for the toilet sprays water when pressed. Apparently it is a two hour fix. If it is possible to schedule the repair during the 2:00 pm lockdown it would work better from deputy's ability to be in monitoring inmates during the repair.	7/18/2015	7/27/2015
Plumbing	City-County Building	14116	Jim Deyoung	Cell 710D sink is clogged and does not drain.	7/20/2015	7/21/2015
Plumbing	City-County Building	14117	Jim Deyoung	Cell 710A reports no hot water.	7/20/2015	7/21/2015
Plumbing	City-County Building	14120	Jim Deyoung	Toilet in 623F will not flush.	7/21/2015	7/21/2015
Plumbing	City-County Building	14121	Jim Deyoung	Pipe in the plumbing cabinet is leaking at a seam.	7/21/2015	7/21/2015
Plumbing	City-County Building	14159	Jim Deyoung	sink is not draining	7/22/2015	7/22/2015

Plumbing	City-County Building	14163	Jim Deyoung	The water flow in the water closet is very low. Inmate workers tried to hook up the pressure washer to clean some of the cellblocks and were having difficulty getting enough water pressure to clean. Thanks! Merrill :)	7/22/2015	7/22/2015
Plumbing	City-County Building	14164	Jim Deyoung	There is a water leak in the laundry room near between the south most washer and the slop sink. The inmate workers have been unable to determine where it is coming from but there has been water the last several days. Thanks! Merrill :)	7/22/2015	7/22/2015
Plumbing	City-County Building	14206	Jim Deyoung	The toilet in cell 601B is plugged and I was unable to clear it with the toilet plunger.	7/23/2015	7/24/2015
Plumbing	City-County Building	14210	Jim Deyoung	Cellblock 716, cell A. Water in the sink runs continuously and wont shut off. Currently have the main water shut off for the cell.	7/24/2015	7/24/2015
Plumbing	City-County Building	14245	Jim Deyoung	The sink in cell E of cellblock 609 on 6 West is clogged and will not drain.	7/27/2015	7/27/2015
Plumbing	City-County Building	14246	Jim Deyoung	The sink in cell B of cellblock 615 on 6 West is clogged and will not drain.	7/27/2015	7/27/2015
Plumbing	City-County Building	14256	Jim Deyoung	Toilets are overflowing again in 623 E & F and 624 A, B, C, D	7/27/2015	7/28/2015
Plumbing	City-County Building	14279	Jim Deyoung	Toilet backing up and flushing very slow. Thanks.	7/29/2015	7/29/2015
Plumbing	City-County Building	14280	Jim Deyoung	Water will not stop running in cell 625C.	7/29/2015	7/29/2015
Plumbing	City-County Building	14306	Jim Deyoung	the toilets in the cellblock are flushing slow, like there is a blockage somewhere.	7/29/2015	8/3/2015
Plumbing	City-County Building	14334	Jim Deyoung	The toilet in 601G on 6 West is clogged. We attempted to plunge it, but it still overflowed. This cell is a priority at this time due to needing it for a specific inmate with behavioral issues. Thank you!	7/31/2015	7/31/2015
Plumbing	City-County Building	14338	Jim Deyoung	726 a toilet up to top back up problem please check thanks	7/31/2015	7/31/2015
Plumbing	City-County Building	14385	Jim Deyoung	clogged sink 701A	8/3/2015	8/3/2015
Plumbing	City-County Building	14412	Jim Deyoung	Inmates in 608 are stating the water temp is too hot.	8/4/2015	8/5/2015
Plumbing	City-County Building	14420	Jim Deyoung	Slow draining toilet and light out in 704 H. Possible duplicate request? Has been on the board since 7-23, no one here seems to know anything about it.	8/4/2015	8/5/2015
Plumbing	City-County Building	14421	Jim Deyoung	Note on board says "toilet out". Possible duplicate request? Has been on the board since 7-21, no one here seems to know anything about it.	8/4/2015	8/6/2015
Plumbing	City-County Building	14432	Jim Deyoung	The hot water will not stop running in 707B. I secured the hot water by closing the valve in the plumbing chase.	8/4/2015	8/5/2015
Plumbing	City-County Building	14439	Jim Deyoung	The Vacuum Breaker is leaking. Jim looked at it but it STILL NEEDS REPAIR. Thank you. T. Algiers	8/5/2015	8/6/2015
Plumbing	City-County Building	14482	Karl Westphal	Cellblock 626 Cells A-D toilet's continue to rise when other toilets are flushed. Currently on verge of flooding cellblock.	8/7/2015	8/7/2015
Plumbing	City-County Building	14519	Karl Westphal	Toilets in 624 A, B, C, D just about overflow when 623 D, E, F flushes their toilets.	8/9/2015	8/10/2015
Plumbing	City-County Building	14542	Jim Deyoung	clogged sink in 714b.	8/11/2015	8/11/2015
Plumbing	City-County Building	14562	Jim Deyoung	Sinks water pressure	8/11/2015	8/14/2015
Plumbing	City-County Building	14565	Jim Deyoung	Clogged sink	8/12/2015	8/14/2015
Plumbing	City-County Building	14566	Jim Deyoung	701A has a clogged sink.	8/12/2015	8/13/2015
Plumbing	City-County Building	14576	Jim Deyoung	toilet in ccb control is cloged	8/12/2015	8/13/2015
Plumbing	City-County Building	14579	Jim Deyoung	the sink in 603B needs adjusted, hot and cold water trickle down into sink.	8/13/2015	8/14/2015
Plumbing	City-County Building	14580	Jim Deyoung	garbage disposal stopped working causing the sink to back up.	8/13/2015	8/14/2015
Plumbing	City-County Building	14644	Jim Deyoung	Inmate claims his toilet is not flushing when the button is pushed.	8/16/2015	8/27/2015
Plumbing	City-County Building	14666	Jim Deyoung	The toilet in 607E flushes, but doesn't drain properly. This prevents the waste in the toilet to be flushed out.	8/17/2015	8/18/2015
Plumbing	City-County Building	14687	Karl Westphal	clogged sink	8/18/2015	8/19/2015
Plumbing	City-County Building	14689	Jim Deyoung	toilets in 724 water level raising to top can you take a look please 725 might be too thanks	8/18/2015	8/18/2015
Plumbing	City-County Building	14691	Karl Westphal	When the inmate flushes his toilet in cell 609B it continues flush for 10 to 15 minutes before it stops.	8/18/2015	8/19/2015
Plumbing	City-County Building	14700	Karl Westphal	The sink in 708 H is plugged. Are you able to take a look at it to unplug it. Thanks	8/19/2015	8/19/2015
Plumbing	City-County Building	14703	Karl Westphal	l/ms sink at inspection was full of water. Sink will not drain. Thank you.	8/19/2015	8/19/2015
Plumbing	City-County Building	14709	Karl Westphal	The water fountain in cellblock 619 is not draining properly. Please address this at your leasure. Thank you.	8/19/2015	8/19/2015
Plumbing	City-County Building	14732	Karl Westphal	The cold water in cell C is not working.	8/20/2015	8/21/2015
Plumbing	City-County Building	14787	Jim Deyoung	Inmates in 625 A-D report that the water pressure is low in their sinks. Could you come take a look? Thanks! Toilet is not flushing. The button gets pressed but the water doesn't run. Please take a look.	8/24/2015	8/25/2015
Plumbing	City-County Building	14805	Jim Deyoung	Thank you.	8/25/2015	8/26/2015
Plumbing	City-County Building	14807	Jim Deyoung	The sink in 709 D is clogged.	8/26/2015	8/26/2015
Plumbing	City-County Building	14830	Jim Deyoung	Toilet clogged.	8/26/2015	8/27/2015
Plumbing	City-County Building	14831	Jim Deyoung	Toilet clogged.	8/26/2015	8/27/2015
Plumbing	City-County Building	14848	Jim Deyoung	Toilet is flooding and water is not receding .	8/27/2015	8/28/2015
Plumbing	City-County Building	14849	Jim Deyoung	Sink water sprays over sink, inside plumbing chase cabinet, water sprays as well.	8/27/2015	8/28/2015
Plumbing	City-County Building	14850	Jim Deyoung	Sink does not drain	8/27/2015	8/28/2015

Plumbing	City-County Building	14859	Jim Deyoung	toilet is clogged, bowl will not empty	8/28/2015	8/28/2015
Plumbing	City-County Building	14860	Jim Deyoung	toilet clogged, bowl slow to empty	8/28/2015	8/28/2015
Plumbing	City-County Building	14892	Jim Deyoung	The shower to cell block 603 was running continuously. The hot water was turned off to that shower and it stopped. Please see to this at your convenience. Thanks!	8/30/2015	8/31/2015
Plumbing	City-County Building	14906	Jim Deyoung	needs a sink snaked, sink blocked	8/31/2015	8/31/2015
Plumbing	City-County Building	14918	Jim Deyoung	719 segregation 7 east needs to be looked at ...all cells reaching to overflow point toilets thanks	8/31/2015	9/1/2015
Plumbing	City-County Building	14927	Jim Deyoung	Cells A-D are stating the water levels are getting backed up when the toilets are flushed. The toilets are 'bubbling up' The water levels appear normal in all the cells as of now. Possibly some foreign object that shouldnt be down the drain impeding water flow?	8/31/2015	9/1/2015
Plumbing	City-County Building	14933	Jim Deyoung	cell a-c have 723 and all the ones e-h in 722 are bubbling and will not flush. are going to overflow soon.	9/1/2015	9/1/2015
Plumbing	City-County Building	14948	Jim Deyoung	toilet is overflowing or stopped up. Cellblock is filled to maximum at the time.	9/1/2015	9/1/2015
Plumbing	City-County Building	14959	Jim Deyoung	604 E. the hot water is consistently running. i cut the water to the sink to try and stop the issue. the hot water button may be stuck. water is currently off to the sink	9/1/2015	9/2/2015
Plumbing	City-County Building	14960	Jim Deyoung	Toilet isn't working.	9/1/2015	9/2/2015
Plumbing	City-County Building	14964	Jim Deyoung	The toilet will flush however not all debris are going down instead it just spins around and has to be flushed a number of times. Location 617 Cell D.	9/2/2015	9/2/2015
Plumbing	City-County Building	14978	Jim Deyoung	no hot water.	9/2/2015	9/3/2015
Plumbing	City-County Building	14983	Jim Deyoung	Cell 607F Cold side sink water valve is not turning off. Tried to reset, but still stays on. Water turned off at the main valve in the plumbing chase.	9/3/2015	9/3/2015
Plumbing	City-County Building	14988	Jim Deyoung	Sink in 617 B is clogged and has a very slow drawing, needed to have it unclogged.	9/3/2015	9/3/2015
Plumbing	City-County Building	15020	Jim Deyoung	707 G has leak from G/H wall area. All water is in cell G.	9/4/2015	9/25/2015
Plumbing	City-County Building	15055	Jim Deyoung	The cold water is hardly coming out and the sink is not draining.	9/8/2015	9/10/2015
Plumbing	City-County Building	15059	Jim Deyoung	Cell F in cell block 609 on 6West needs to have the toilet plunged or snaked. It doesn't flush well. Slowly drains also.	9/8/2015	9/14/2015
Plumbing	City-County Building	15087	Jim Deyoung	The water was running in this cell continually throughout 2nd shift for roughly 4+ hours. Water has since been shut off.	9/9/2015	9/10/2015
Plumbing	City-County Building	15103	Jim Deyoung	The toilet is not flushing, attempted to clear it with a plunger but it was unsuccessful.	9/9/2015	9/10/2015
Plumbing	City-County Building	15104	Jim Deyoung	605B is continually flushing and will not shut off. No overflow issues. Water was turned off in the plumbing chase and then turned back on. Seemed to remedy the situation temporarily, however it is taking a long time for the toilet to shut off. Inmate states that this happened before and then the toilet continued to run and would not shut off for approximately 45 minutes.	9/9/2015	9/10/2015
Plumbing	City-County Building	15109	Jim Deyoung	Toilet not working at all.	9/10/2015	9/10/2015
Plumbing	City-County Building	15112	Jim Deyoung	the showers in 706 & 707 will not stop running	9/10/2015	9/10/2015
Plumbing	City-County Building	15125	Karl Westphal	report of toilets backing up between cell blocks 624 and 623	9/10/2015	9/10/2015
Plumbing	City-County Building	15141	Karl Westphal	725-D toilet is plugged.	9/11/2015	9/11/2015
Plumbing	City-County Building	15165	Jim Deyoung	The showers are running non stop in both 706 and 707. They were possibly fixed yesterday, but both are running again.	9/12/2015	9/14/2015
Plumbing	City-County Building	15217	Jim Deyoung	706 and 707 still do not have hot water. this is the 3rd day the showers have either been off or the hot water doesn't work.		
Plumbing	City-County Building	15217	Jim Deyoung	There are too many issues up on 7west for us to keep dealing with this hassle. please fix asap.		
Plumbing	City-County Building	15217	Jim Deyoung	Thank you.	9/15/2015	9/18/2015
Plumbing	City-County Building	15234	Jim Deyoung	Sink in cell B is full of water and wont drain.	9/15/2015	9/18/2015
Plumbing	City-County Building	15277	Jim Deyoung	In cell block 612 between cells E and F in the plumbing chase there is a loud clunk/banging noise everytime the toilet in cell E is flushed.	9/17/2015	9/18/2015
Plumbing	City-County Building	15289	Jim Deyoung	C728 - Toilets in cells E, F, G, and H are backing up to the point of almost overflowing.	9/17/2015	9/18/2015
Plumbing	City-County Building	15294	Jim Deyoung	Sewer backed between cellblock 725 and 726. The toilets are currently full to the brim. Inmates instructed not to use the restroom.	9/18/2015	9/18/2015
Plumbing	City-County Building	15302	Jim Deyoung	When the toilet in cell 725F is flushed, it will stop flushing. I was able to get it to stop by closing and opening the valve, but the problem doesn't go away. When flushed again, it still will not stop.	9/18/2015	9/18/2015
Plumbing	City-County Building	15352	Jim Deyoung	Need help! overflowing toilet!	9/21/2015	9/21/2015
Plumbing	City-County Building	15387	Jim Deyoung	Toilet overflowing when flushed.	9/22/2015	9/23/2015
Plumbing	City-County Building	15393	Jim Deyoung	Toilets are bubbling up possible obstruction from a large wipe. Water will be shut off.	9/23/2015	9/23/2015
Plumbing	City-County Building	15400	Jim Deyoung	toilets are bubbling and slow to drain between 624 and 625 wall. It just started doing this within past 15 minutes and reported by different inmates from 624 and 625. thank you.	9/23/2015	9/23/2015
Plumbing	City-County Building	15432	Karl Westphal	713 C the sink is draining slowly and the flush button for the toilet leaks.	9/25/2015	9/25/2015
Plumbing	City-County Building	15448	Karl Westphal	IN cellblock 713 D the sink drains slow and the flush button for the toilet leaks	9/25/2015	9/25/2015
Plumbing	City-County Building	15517	Jim Deyoung	hot water button stuck in cell. continuously running. currently turned off for now.	9/28/2015	9/29/2015
Plumbing	City-County Building	15532	Jim Deyoung	The shower in cell block #605 is leaking out on to the floor in the hallway.	9/29/2015	11/9/2015
Plumbing	City-County Building	15550	Jim Deyoung	624 cells A-D toilets are close to overflowing.	9/29/2015	10/9/2015

Plumbing	City-County Building	15553	Mark Snyder	The bubbler in the lobby area will buzz occasionally. The buzz is quite loud. Not sure if it indicating something bigger or not but at a minimum is quite annoying.	9/30/2015	10/6/2015
Plumbing	City-County Building	15599	Karl Westphal	Cellblock 624 Cells A-D have very little water pressure when toilets are flushed and sinks are turned on.	10/2/2015	10/2/2015
Plumbing	City-County Building	15607	Karl Westphal	Karl was here but inmates had said problem was taken care of. Problem is back, toilets are slow to flush and are bubbling.	10/2/2015	10/2/2015
Plumbing	City-County Building	15632	Karl Westphal	The sink is slow to drain.	10/4/2015	10/6/2015
Plumbing	City-County Building	15655	Karl Westphal	The hot water is off due to a leak in cell A in cell block 611. Would you be able to inspect the water leak.	10/5/2015	10/6/2015
Plumbing	City-County Building	15659	Karl Westphal	The valve for the cold water button in 615 C is sticking and allowing the water to run for longer than it should. Thank you.	10/5/2015	10/6/2015
Plumbing	City-County Building	15661	Karl Westphal	Hot water button in 707 G will not turn on the hot water	10/6/2015	10/6/2015
Plumbing	City-County Building	15664	Karl Westphal	One of the water buttons on the sink in cell 725F does not work. The water does not turn on when the button is pushed.	10/6/2015	10/6/2015
Plumbing	City-County Building	15676	Jim Deyoung	The toilets in cell 722 E-H water level rises when one toilet is flushed. They have not overflowed yet.	10/6/2015	10/9/2015
Plumbing	City-County Building	15696	Jim Deyoung	621 A sink is not draining well.	10/7/2015	10/9/2015
Plumbing	City-County Building	15740	Mark Snyder	The third toilet going into the 3l bathroom is overflowing when flushed. There does not seem to be any visuable blockage for the over flow.	10/9/2015	10/12/2015
Plumbing	City-County Building	15742	Jim Deyoung	Inmate in 717 claiming his toilet won't drain when flushed. Very slow and not all material goes down the toilet	10/9/2015	10/9/2015
Plumbing	City-County Building	15790	Karl Westphal	704-A's hot water continues to run. we went into plumbing chase and fiddled with it so it would stop. still sticks though.	10/13/2015	10/13/2015
Plumbing	City-County Building	15801	Karl Westphal	Water from the sink is brown.	10/13/2015	10/14/2015
Plumbing	City-County Building	15802	Karl Westphal	The toilets in 624 A-D are yet again nearing an over flow. If they actually overflow, the water will be shut off.	10/13/2015	10/14/2015
Plumbing	City-County Building	15812	Karl Westphal	Toilet is backed up.	10/14/2015	10/16/2015
Plumbing	City-County Building	15814	Karl Westphal	The toilet in seg cell #601H on 6 West is not flushing.	10/14/2015	10/16/2015
Plumbing	City-County Building	15847	Karl Westphal	Inmate's sink in 710C is not draining properly.	10/16/2015	10/16/2015
Plumbing	City-County Building	15855	Karl Westphal	it's turned off but the toilets are high and ready to spill over. clogged line again.	10/16/2015	10/16/2015
Plumbing	City-County Building	15883	Mark Snyder	cellblock 619 - The shower drain is apparently clogged resulting in standing water.	10/19/2015	10/19/2015
Plumbing	City-County Building	15903	Karl Westphal	Cellblock 607, cell E has a sink that the water continuously runs. Can someone please fix this when possible.	10/19/2015	10/21/2015
Plumbing	City-County Building	15910	Karl Westphal	Shower head in 727 is not functioning properly.	10/20/2015	10/21/2015
Plumbing	City-County Building	15952	Karl Westphal	The sink in cell #617C is clogged.	10/22/2015	10/22/2015
Plumbing	City-County Building	15956	Karl Westphal	Inmates in cell block #617 are complaining of the shower being hot and it continually runs.	10/22/2015	10/22/2015
Plumbing	City-County Building	15983	Karl Westphal	The toilets in 702 C and D are backed up. When one toilet flushes, the other one fills up.	10/23/2015	10/23/2015
Plumbing	City-County Building	15986	Karl Westphal	Cell 608B has a clogged sink.	10/23/2015	10/26/2015
Plumbing	City-County Building	15989	Karl Westphal	6 West bathroom in the deputy office has a sink that continuously runs. Can someone fix this when possible? Thanks.	10/23/2015	10/30/2015
Plumbing	City-County Building	16015	Jim Deyoung	water in sink dribble out. No stream for both hot and cold.	10/25/2015	10/26/2015
Plumbing	City-County Building	16017	Jim Deyoung	The sink water does not work. When you push the water buttons nothing happens. The toilet flushes. The other cells have no issues with their water.	10/25/2015	10/26/2015
Plumbing	City-County Building	16033	Jim Deyoung	Inmate in cell #615A is complaining that there is no hot water in his cell.	10/26/2015	10/26/2015
Plumbing	City-County Building	16037	Jim Deyoung	Toilet will not flush, when button pushed all you hear is water running	10/26/2015	10/26/2015
Plumbing	City-County Building	16052	Karl Westphal	609C Sink is not draining.	10/27/2015	10/27/2015
Plumbing	City-County Building	16054	Karl Westphal	Administration is requesting shower floor drains in 6 East cellblocks be "Snaked" rootered to prevent possible obstruction of debris	10/27/2015	11/3/2015
Plumbing	City-County Building	16113	Jim Deyoung	There may be a clogged pipe between cellblock 720 E,F,G,H and 721 A,B,C. When someone in 720 flushes their toilet the toilets in 721 bubble up with sewage and visa versa when 721 flushes then the toilets in 720 bubble up.	10/29/2015	10/29/2015
Plumbing	City-County Building	16162	Karl Westphal	Toilet in 602 G is having plumbing issues and is backed up.	11/1/2015	11/2/2015
Plumbing	City-County Building	16168	Karl Westphal	The sink in 601D is draining very slowly and might have some blockage. Please see this at your convenience. Thanks!	11/2/2015	11/2/2015
Plumbing	City-County Building	16169	Karl Westphal	The toilet in cell #623A is not flushing. It is currently occupied.	11/2/2015	11/2/2015
Plumbing	City-County Building	16177	Karl Westphal	cell block #624. Cells a-d toilets are bubbling up and ready to overflow if you could look at it as soon as possible.	11/2/2015	11/2/2015
Plumbing	City-County Building	16213	Jim Deyoung	621(sinks and showers.) and 624(sinks) have no hot water.	11/4/2015	11/9/2015
Plumbing	City-County Building	16219	Jim Deyoung	Toilet in 710C won't stop flushing	11/4/2015	11/4/2015
Plumbing	City-County Building	16264	Karl Westphal	When flushed the toilet bowl will fill with water and over time slowly drain leaving what was originally in the bowl not flushed.	11/5/2015	11/6/2015
Plumbing	City-County Building	16326	Jim Deyoung	The toilet in cell C 717 does not flush. The water is tured on, there may be a problem with the air line for the toilet in the plumb chase.	11/9/2015	11/9/2015
Plumbing	City-County Building	16352	Jim Deyoung	Slow drain in sink	11/9/2015	11/10/2015
Plumbing	City-County Building	16354	Karl Westphal	please increase water pressure at drinking fountain.	11/9/2015	11/10/2015
Plumbing	City-County Building	16363	Jim Deyoung	The button on the toilet flushing does not work.	11/10/2015	11/10/2015
Plumbing	City-County Building	16383	Jim Deyoung	The shower drain in 721 is clogged.	11/11/2015	11/11/2015
Plumbing	City-County Building	16453	Karl Westphal	The toilets in cellblock #625 E-H and #626 A-D are starting to back up if you could please check for blockage.	11/13/2015	11/14/2015

Plumbing	City-County Building	16471	Jim Deyoung	Cell block 717 cell E toilet leaks when flushed.	11/16/2015	11/16/2015
Plumbing	City-County Building	16473	Jim Deyoung	The bubbler in 716G on 7W is only working part of the time and won't work when the button is pushed other times.	11/16/2015	11/16/2015
Plumbing	City-County Building	16512	Karl Westphal	The sink in cell 708B on 7W was not draining. I plunged the sink and a foul smelling black substance/grit come up into the sink through the drain (it almost appeared to be flies/maggots and mold). The sink eventually drained slowly but needs to be snaked and drained to breakup whatever is growin in it.	11/17/2015	11/17/2015
Plumbing	City-County Building	16541	Jim Deyoung	Inmates in 721 are reporting no hot water in their cells and that the shower only gets lukewarm.	11/18/2015	11/18/2015
Plumbing	City-County Building	16557	Jim Deyoung	Toilet base is leaking all over the floor in this cell.	11/18/2015	11/23/2015
Plumbing	City-County Building	16572	Jim Deyoung	727 says the cold wate doesn't come out of the sink well enough to drink please look thx	11/19/2015	11/23/2015
Plumbing	City-County Building	16578	Karl Westphal	725 g states the flushing of g makes the cells shake and is very loud. please check thx	11/19/2015	11/19/2015
Plumbing	City-County Building	16589	Karl Westphal	Cells D, E, and G all are having issues with the toilets. The sinks in all these cells work fine, but the toilets are so longer functioning. We currently have no other area to house these inmates. Thank you!	11/20/2015	11/20/2015
Plumbing	City-County Building	16590	Karl Westphal	Cell block 603 cell D has not hot water.	11/20/2015	11/20/2015
Plumbing	City-County Building	16606	Karl Westphal	Resident of 601 H reporting a lack of hot and cold water. When resident depresses the button for cold water it will not stay on. Resident reports all water coming out warm but not getting any hotter or colder	11/20/2015	11/20/2015
Plumbing	City-County Building	16644	Jim Deyoung	609 E has a slow leak from under his sink. Inmate is able to keep the water at bay with a towel currently. Please address at your earliest convenience	11/22/2015	11/25/2015
Plumbing	City-County Building	16662	Karl Westphal	603 cell A the cold water will not shut off in his sink. I has to drain sink manually by using a cup to bail the water into the toilet. Please address at your convenience.	11/23/2015	11/23/2015
Plumbing	City-County Building	16663	Jim Deyoung	The toilet is not flushing properly in 717 G. My partners were in the plumbing chase and got it to work for a short while, but now not flushing again. If this could be addressed as soon as possible as 717 segregation is full. Thank you	11/23/2015	11/25/2015
Plumbing	City-County Building	16671	Karl Westphal	7 East, 720 north side of cell block (cells A-D) toilets all nearby flood/over flow when one of the 4 flushes.	11/23/2015	11/24/2015
Plumbing	City-County Building	16673	Karl Westphal	The water button sticks in Cell E, Cellblock 603. Thanks.	11/24/2015	11/24/2015
Plumbing	City-County Building	16689	Jim Deyoung	The sink in cell 719 B does not drain and appears to be plugged. Thank you.	11/24/2015	11/24/2015
Plumbing	City-County Building	16692	Karl Westphal	Requesting maintenance on the toilet in Cell A of cellblock 716. It is not working. Thank you.	11/24/2015	11/25/2015
Plumbing	City-County Building	16693	Karl Westphal	Requesting maintenance on the toilet in Cell G of 717. It is not working. Thank you.	11/24/2015	11/25/2015
Plumbing	City-County Building	16694	Karl Westphal	The 717 C toilet almost overflows when flushed	11/24/2015	11/25/2015
Plumbing	City-County Building	16695	Karl Westphal	The hot water in cellblock 603 A will not shut off on its own and had to be shut off from the plumbing chase.	11/24/2015	11/25/2015
Plumbing	City-County Building	16701	Karl Westphal	The water from the tap runs for an irregular time. Sometimes it shuts off after a few seconds, other times it runs for several minutes.	11/25/2015	11/25/2015
Plumbing	City-County Building	16702	Karl Westphal	Yesterday afternoon the hot water in 714E was stuck on. I shut it off from the chase, then turned it back on and it still ran. I shut it off again. Today, I turned it back on and it seems to function properly. But you might want to check it.	11/25/2015	11/25/2015
Plumbing	City-County Building	16710	Karl Westphal	The water in cell A in cell block 603 is running out very slowly when the button is depressed. This is for both the hot and cold water. Could someone please come and take a look at this.	11/25/2015	11/25/2015
Plumbing	City-County Building	16737	Jim Deyoung	toilet in 609 E vibrates and make a loud noise every time it is flushed. Can be heard from the deputy station	11/29/2015	12/10/2015
Plumbing	City-County Building	16749	Karl Westphal	Faucet is running constantly	11/29/2015	11/30/2015
Plumbing	City-County Building	16754	Karl Westphal	The sink in cell 706B will not drain.	11/30/2015	11/30/2015
Plumbing	City-County Building	16775	Karl Westphal	The toilets in #624 cells A-D are backing up again. Water turned off.	11/30/2015	11/30/2015
Plumbing	City-County Building	16789	Jim Deyoung	The water in the showers is not warming up. All inmates are complaining that the water is freezing.	11/30/2015	12/1/2015
Plumbing	City-County Building	16797	Jim Deyoung	It appears that the washing machine is not getting any water.	12/1/2015	12/1/2015
Plumbing	City-County Building	16818	Jim Deyoung	The toilet and sink in cell E are both clogged and overflowing. Area was cleaned up.	12/1/2015	12/2/2015
Plumbing	City-County Building	16820	Jim Deyoung	Toilets in 623 D, E, F & 624 A,B,C,D are slowly overflowing, water shut off for now.	12/2/2015	12/2/2015
Plumbing	City-County Building	16829	Jim Deyoung	Plugged sink in 717B.. if we can have someone come fix that would be great. thankyou	12/2/2015	12/2/2015
Plumbing	City-County Building	16845	Jim Deyoung	The sink in cell 719 E is clogged. Could you please come take a look at it? Thanks!	12/2/2015	12/3/2015
Plumbing	City-County Building	16848	Jim Deyoung	Inmate in cell 601G says that there is no cold water coming from his sink.	12/3/2015	12/3/2015
Plumbing	City-County Building	16849	Jim Deyoung	Toilet Sink does not offer cold water, only hot water has been coming out of the sink, no matter which way the nob's are turned.	12/3/2015	12/3/2015
Plumbing	City-County Building	16855	Jim Deyoung	No cold water in any of the cells.	12/3/2015	12/8/2015
Plumbing	City-County Building	16860	Jim Deyoung	No cold water in 725 (left side) and all of 728	12/3/2015	12/10/2015
Plumbing	City-County Building	16860	Jim Deyoung	No cold water in 725 (left side) and all of 728	12/3/2015	12/10/2015
Plumbing	City-County Building	16862	Jim Deyoung	The hot water in 703 C and G is not coming out at all.	12/3/2015	12/4/2015
Plumbing	City-County Building	16863	Jim Deyoung	626 H - Cold water in cell is not working.	12/4/2015	12/8/2015
Plumbing	City-County Building	16865	Jim Deyoung	Water in shower in cell block 621 is constantly cold.	12/4/2015	12/8/2015
Plumbing	City-County Building	16866	Jim Deyoung	the toilet in 626e does not flush, please repair when you have time. thank you	12/4/2015	12/8/2015
Plumbing	City-County Building	16878	Jim Deyoung	the water for the shower 622 is not working, attempted to figure it out but cannot find where it is turned off	12/4/2015	12/8/2015
Plumbing	City-County Building	16894	Jim Deyoung	Sink would not shut off.	12/7/2015	12/8/2015

Plumbing	City-County Building	16918	Jim Deyoung	Water fountain in cell would not turn off once activated. Water is currently turned off in the cell. Please repair. Thank you.	12/7/2015	12/8/2015
Plumbing	City-County Building	16920	Jim Deyoung	Toilets in 623 - cells D, E, F are backed up. Water is shut off to all three toilets.	12/8/2015	12/8/2015
Plumbing	City-County Building	16922	Jim Deyoung	Sink in Cell A is not draining.	12/8/2015	12/8/2015
Plumbing	City-County Building	16945	Jim Deyoung	728 e-h. sink water is warm again. no cold at all.	12/9/2015	12/22/2015
Plumbing	City-County Building	16945	Jim Deyoung	728 e-h. sink water is warm again. no cold at all.	12/9/2015	12/22/2015
Plumbing	City-County Building	16950	Jim Deyoung	toilet in cell D 717 is not flushing. Thanks	12/9/2015	12/10/2015
Plumbing	City-County Building	16994	Jim Deyoung	One of the pipes along the catwalk area/windows in 619 that leads into the ceiling appears to be leaking hot water and also appears to be dripping hot, melted black plastic. It is one of the pipes that is closest to the 619 restroom area.	12/11/2015	1/8/2016
Plumbing	City-County Building	17003	Karl Westphal	The toilets are backing up in #624 A-D again. Water is currently off.	12/11/2015	12/11/2015
Plumbing	City-County Building	17026	Jim Deyoung	626 cell H does not have any cold water.	12/13/2015	12/14/2015
Plumbing	City-County Building	17029	Jim Deyoung	Cellblocks on 7 East are complaining that they do not have cold water. This has been an ongoing issue. Today's complaints have been from cellblocks 720 and 725. Can someone please check into this when possible? Thanks.	12/13/2015	12/22/2015
Plumbing	City-County Building	17029	Jim Deyoung	Cellblocks on 7 East are complaining that they do not have cold water. This has been an ongoing issue. Today's complaints have been from cellblocks 720 and 725. Can someone please check into this when possible? Thanks.	12/13/2015	12/22/2015
Plumbing	City-County Building	17033	Jim Deyoung	sink in 721-H will not turn off when the right button is pressed. Must turn off water supply in the plumbing chase to get water to stop running.	12/13/2015	12/14/2015
Plumbing	City-County Building	17035	Jim Deyoung	Cells 626H & 625D have not had cold water coming out of their faucets for over a week. Not sure if this issue has been addressed before.	12/14/2015	12/14/2015
Plumbing	City-County Building	17059	Jim Deyoung	7 WEST. 717-cell F. Toilet clogged and does not flush properly.	12/14/2015	12/16/2015
Plumbing	City-County Building	17073	Jim Deyoung	Water runs for a long time before shutting off. Sink does not overflow, but does fill up a little. Please adjust water flow on sink.	12/15/2015	12/16/2015
Plumbing	City-County Building	17082	Jim Deyoung	Toilet is not draining.	12/15/2015	12/16/2015
Plumbing	City-County Building	17083	Jim Deyoung	There is no hot water in the showers.	12/15/2015	12/16/2015
Plumbing	City-County Building	17085	Jim Deyoung	The toilet won't flush in cell 722H	12/16/2015	12/16/2015
Plumbing	City-County Building	17086	Jim Deyoung	A previous inmate in 623C clogged the sink. Tried plunging it and it did not work. Water is dark, but looks like it may be clogged with wet toilet paper and/or cereal.	12/16/2015	12/16/2015
Plumbing	City-County Building	17094	Jim Deyoung	Cellblock 720, cells A,B,C,D toilets are plugged and about to overflow. Can someone please check the plumbing pin? My guess is that because yesterday was canteen day, someone flushed a wrapper of some sort. Ladies informed to avoid flushing toilets if possible until maintenance can check the pipes. Thanks.	12/16/2015	12/16/2015
Plumbing	City-County Building	17114	Jim Deyoung	the guys in 621 are complaining that there is no hot water in the shower.	12/17/2015	12/18/2015
Plumbing	City-County Building	17121	Jim Deyoung	inmates are complaining that the water is not cold in the sinks.	12/17/2015	12/22/2015
Plumbing	City-County Building	17136	Jim Deyoung	Inmate in 617D reports his sink is clogged.	12/18/2015	12/18/2015
Plumbing	City-County Building	17139	Jim Deyoung	Inmate states that when he pushes button on sink in cell to get water, the water keeps running.	12/18/2015	12/18/2015
Plumbing	City-County Building	17207	Jim Deyoung	Toilets are overflowing, again. Water is turned off.	12/22/2015	12/23/2015
Plumbing	City-County Building	17213	Jim Deyoung	The shower in 621 is not getting hot. I had the inmates run it for a few minutes and tested the temp with my hand. The water is cool to the touch. Please repair when you have time.	12/23/2015	12/23/2015
Plumbing	City-County Building	17292	Mark Snyder	The sink is clogged and drains slowly. Located in the 7West breakroom area towards the back of the breakroom area.	12/28/2015	1/4/2016
Restrooms	City-County Building	10360	Jim Deyoung	601 shower has no hot water	1/12/2015	1/12/2015
Restrooms	City-County Building	10843	Jim Deyoung	The sink in the CCB Sergeants Office/bathroom is backed up.	2/4/2015	2/5/2015
Restrooms	City-County Building	11398	Karl Westphal	The handle for hot water in the bathroom sink in the Mental Health Office on 7 East (Room 7062) is nearly impossible for me to turn (I am unable to turn it on). Someone suggested that the handle needs a new cartridge (not my trouble-shooting, but that of someone in 'the know' about such). Thanks!	3/3/2015	3/3/2015
Restrooms	City-County Building	11771	Karl Westphal	The privacy curtains on the first two stalls in the 3"1" bathroom are falling off frequently due to the wear and tear of velcro straps. Thank you.	3/22/2015	3/23/2015
Restrooms	City-County Building	12699	Karl Westphal	The shower curtain holder in 712 is broke on one side. The cellblock is currently vacant however if we can have someone come fix that would be great.	5/8/2015	5/8/2015
Restrooms	City-County Building	13164	Mark Snyder	A faucet handle broke off one of the sinks in the B-Wing bathroom on the 1st floor of the Ferris Center.	6/2/2015	6/3/2015
Restrooms	City-County Building	13436	Jim Deyoung	no HOT water... please check 621 C	6/15/2015	6/16/2015
Restrooms	City-County Building	13599	Jim Deyoung	The majority of showers on 6 West contain black mold/mildew in the sally port shower areas. When possible please inspect and spray with bleach solution. Some of the worst blocks are 610, 611, 612, 613 and 614. Thank You.	6/23/2015	6/24/2015
Restrooms	City-County Building	15203	Jim Deyoung	There is no hot water in 707/706 showers.	9/14/2015	9/18/2015
Restrooms	City-County Building	15203	Jim Deyoung	There is no hot water in 707/706 showers.	9/14/2015	9/18/2015
Restrooms	City-County Building	15267	Jim Deyoung	paper towel dispenser broken and unusable, needs replacement.	9/17/2015	9/21/2015
Restrooms	City-County Building	15269	Jim Deyoung	toilets in 624 are backing up	9/17/2015	9/18/2015
Restrooms	City-County Building	17052	Jim Deyoung	sink water is not turning off, rotating the handle doesn't turn off the water either This may be the 3rd request, but her sink is FULL !! Please come visit and fix	12/14/2015	12/16/2015

Restrooms	City-County Building	17140	Jim Deyoung	toilet will NOT flush and its FULL	12/18/2015	12/18/2015
Signage	City-County Building	11695	Jim Deyoung	Toilet doesn't flush. Went into the plumbing chase to reset toilet, but couldn't find a button to do so. Inmate said she'd flushed several times, and the toilet stopped.	3/18/2015	3/18/2015
Signage	City-County Building	14876	Mark Snyder	Can you please post a handwashing sign in kitchen area?	8/28/2015	9/1/2015
Smoke Detector	City-County Building	11744	Karl Westphal	dirty smoke detector 601 cell d 6 west	3/19/2015	3/20/2015
Smoke Detector	City-County Building	11881	Jim Deyoung	DIRTY SMOKE DETECTOR - 6E 625 CELL C	3/30/2015	3/30/2015
Smoke Detector	City-County Building	11964	Jim Deyoung	Bad smoke detector in 722 Cell D	4/2/2015	4/3/2015
Smoke Detector	City-County Building	12034	Jim Deyoung	Dirty smoke detector 620 A	4/8/2015	4/8/2015
				Cell 621-H has a dirty smoke detector.		
Smoke Detector	City-County Building	12466	Jim Deyoung	Thank you for your time S3 Pelowsky	4/28/2015	4/28/2015
Smoke Detector	City-County Building	12612	Jim Deyoung	There is a smoke or carbon monoxide detector in the 6th floor laundry room. I suspect it has a low battery as it beeps about once every minute.	5/5/2015	5/5/2015
Smoke Detector	City-County Building	12831	Karl Westphal	Dirty smoke detector alarm went off for cell 722 E. Alarm acknowledged and aborted. Still showing up on 6 East and possibly CCB control panel as not resetting.	5/15/2015	5/15/2015
Smoke Detector	City-County Building	15594	Karl Westphal	Smoke detector for central control keeps going off. Cell 728E is the cause	10/1/2015	10/2/2015
Smoke Detector	City-County Building	16021	Jim Deyoung	Dirty smoke detector 620 cell A	10/26/2015	10/26/2015
Smoke Detector	City-County Building	16387	Jim Deyoung	THE FIRE PANEL IS REPORTING A DIRTY SMOKE DETECTOR ON 7EAST SOUTHEAST CORRIDOR.	11/11/2015	11/11/2015
Smoke Detector	City-County Building	16646	Jim Deyoung	Received smoke alarm trouble for 626A & dayroom dirty smoke detector if you could check on it please.	11/22/2015	11/23/2015
Wall Mounting	City-County Building	11289	Jim Deyoung	Please remove the "talkaphone" from the wall it is no longer used. Mount the large black lockable cabinet to the wall. The wall is marked. The "talkaphone" is currently in the way by about 2-3 inches. if you have any questions please contact Sgt. Olson in the CCB or me.	2/25/2015	2/25/2015
Wall Mounting	City-County Building	12682	Karl Westphal	At your earliest convenience we need to have the Bag for one of the SCBA'S hanging on the wall removed to get repaired.	5/7/2015	5/7/2015
Wall Mounting	City-County Building	13022	Jim Deyoung	Maintenance, I will need to take one of the red air pack covers in for repairs on 7W. It is the one on the south side of the control room closest to cellblock 709. Could you please remove it from the wall and place everything including the red cover inside the control room. Thanks. Joe Tarnowski 7 West	5/27/2015	5/27/2015
Wall Mounting	City-County Building	13641	Jim Deyoung	There is a new clock to be hung up in the exam room in the 6 West Nursing office.	6/25/2015	6/26/2015
Wall Mounting	City-County Building	14665	Jim Deyoung	We have a new manual pencil sharpener thats needs to be installed in the dayroom of 627 (the old one broke). The new one is in the 6 East deputy station. Thank you!	8/17/2015	8/18/2015
Wall Mounting	City-County Building	14854	Jim Deyoung	Can we get the hand sanitizer mounted to the wall outside of 717. IT was only attached by adhesive and it is wearing off.	8/28/2015	8/28/2015
Wall Mounting	City-County Building	14870	Jim Deyoung	more like removal. Is it possible to remove the clock hanging from the ceiling outside cell block 711? It doesnt work and it hangs really low.	8/28/2015	8/31/2015
Wall Mounting	City-County Building	15397	Jim Deyoung	Sgt Olson requested that all the televisions mounted in the cell blocks on 7-East be moved down to a lower position. They are currently too high to be seen while sitting at the dayroom tables.	9/23/2015	11/9/2015
Wall Mounting	City-County Building	15540	Jim Deyoung	One of the red air pack covers for 7 East has been repaired and returned. It is currently in the 7 East Control room and just needs to be remounted to the wall. It will be obvious which air pack it belongs to; any questions, just ask the 7 East Deputies. Thanks. J. Tarnowski	9/29/2015	10/9/2015
Wall Mounting	City-County Building	15779	Karl Westphal	Request security buttons located outside of cellblock 623 be relocated to a location adjacent from current location. Also remove and re-locate two air packs that is obstructing view from control room towards cellblock 627 to the wall adjacent control room down hallway towards cellblock 620.	10/12/2015	10/12/2015
Wall Mounting	City-County Building	15964	Karl Westphal	While completing a fire inspection with Madison Fire, they requested that the green oxygen tank in the cell entry room, be secured to one of the shelves in the room. He said a chain, rope, or bungy cord would be sufficient, to keep it from falling over.	10/22/2015	10/22/2015
Wall Mounting	City-County Building	16034	Jim Deyoung	6 West needs to have a forms holder mounted on the wall outside the control room.	10/26/2015	10/29/2015
Wall Mounting	City-County Building	16056	Karl Westphal	need to have a wall file attached to the wall by the linin bucket on the north side of the control room.	10/27/2015	10/27/2015
Wall Mounting	City-County Building	17325	Jim Deyoung	We are in need of a hook or screw to be mounted in the Public visitation area. It will be for a standard wall clock.	12/29/2015	1/6/2016

APPENDIX B

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Mitigation Report for the City/County Building Jail

For the

Dane County Sheriff's Office

Final Report - August 2016



Report prepared by



In association with



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A. INTRODUCTION

The Part I – Health and Life Safety Assessment of the City/County Building (CCB) Jail concentrated on the health and life safety issues present at the CCB, the Prison Rape Elimination Act (PREA), and solitary confinement (restrictive housing) in the current environment as they relate to the CCB Jail. After careful consideration of the study facts, the Public Protection & Judiciary Committee (PP&J) of the Dane County Board concluded that the County should take steps to discontinue the use of the CCB Jail to house inmates.

Working towards the decommissioning of the CCB Jail, many health and life safety problems that currently exist are in need of immediate action. A workgroup comprised of County stakeholders and correctional design professionals reviewed and discussed the recommendations of the Part I Preliminary Report to determine a strategy to mitigate some of the more serious issues. The workgroup recommended that the following short-term solutions be completed to mitigate potential hazards to people living and working in the CCB Jail.

The workgroup also evaluated options for mitigating previously identified deficits in the CCB's efforts to achieve compliance with the PREA standards. The Dane County officials reviewed the consultants' recommendations and decided on the following initial step in moving the CCB towards PREA compliance in a manner that reflects the County's decision to decommission the CCB.

It should be noted that the minor changes to the CCB outlined here are merely a 'Band-Aid' to resolve some of the most significant problems, and in no way should be considered a long term solution or fix. The remodeling and repairs suggested within this report assume that the County will continue moving quickly toward a solution to get inmates out of the CCB Jail as soon as possible. Any delay in moving out of the CCB Jail will continue to increase the risk and exposure of staff and inmates regarding health and life safety.

As Correctional Design professionals, we see inefficiencies and inadequate conditions at similar facilities on a regular basis. However, with the City County Building (CCB) Jail, stakeholders should be extremely cautious in considering long term solutions for this building as a medium/maximum security Jail. Several reasons bring us to this conclusion.

As stated in the Part 1 Preliminary Report, there are some significant problems, issues, and conditions with the CCB Jail. The linear supervision model has not been an accepted design/management style since the 1970s. Due to the physical structure of the existing building, this model has been perpetuated as it cannot be modified without a complete and total renovation.

Examples of potential loss of life risks include doors that do not open in emergencies; as well as inadequate and unsafe exiting for staff and inmates in case of fire. In addition, the age of the building, outdated technology, and poor physical conditions of the building gives rise to numerous risks and hazards to the staff and inmates. A few of those are:

- Inmate and staff security risks during potential fire/smoke event.
- The need to manufacture parts for locks, security panels, and plumbing fixtures that are no longer available.
- Costly and time consuming repairs.
- Fail-safe functions at doors that are not operational for life safety exiting, both for inmates and staff.
- High levels of staffing due to inefficiencies created by the floor housing arrangement. Staffing is one of the most expensive costs, year after year.
- Likely existence of hazardous materials (asbestos and lead).

The Jail System has no current capacity to absorb all the inmates located in the CCB. While this design and construction is occurring, the CCB Jail would require renovation work to provide a safe and secure environment for staff and inmates. A new or remodeled facility will be required to house inmates currently

located in the CCB Jail.

While PREA standards cover many aspects of correctional operations, the mitigation plan presented in this document focuses primarily on operational practices, staffing, and capital improvement strategies to mitigate the City County Building's (CCB) physical plant conditions that adversely impact the DCSO's ability to comply with the PREA standards. It should be noted that this plan will not bring the CCB into compliance with PREA; rather the plan is a means to potentially help reduce the County's exposure.

PREA standards where a facility's physical plant impacts an agency's ability to comply with PREA include:

- §115.11 Zero tolerance of sexual abuse and sexual harassment; PREA coordinator
- §115.13 Supervision and monitoring
- §115.14 Youthful inmates
- §115.15 Limits to cross-gender viewing and searches
- §115.18 Upgrades to facilities and technologies
- §115.42 Use of screening information
- §115.43 Protective custody

Refer to Figures I a.1 & I a.2 for diagrams of the CCB Jail.



- | | |
|---|--|
| - Visitation - Public | - Medical |
| - Visitation - Inmate | - Hearing Room |
| - Officer Station | - Program Space |
| - Classroom / Library | - Mental Health Office |
| - Food Service | - Vertical Circulation |
| - Laundry | - Smoke / Fire Barrier |

Figure I a.1
CCB Sixth Floor – Existing Space Layout



Figure I a.2
CCB Seventh Floor – Existing Space Layout

B. RECOMMENDATIONS AND COMMENTARY

i. Health and Life Safety

Travel distance to Exit Discharge and Smoke Compartments / Floor Evacuation:

Recommendation:

LSC – R4: Convert exit stairways 1, 2, 3 & 4 into smoke barriers to provide additional smoke compartment locations. A refuge area of at least 6-net square feet per inmate shall be provided on each side of smoke barrier [IBC 408.6.2] for the total number of inmates in the adjacent smoke compartments. The space shall be readily available wherever the inmates are moved laterally across the smoke barrier in an emergency evacuation. Current procedure is to provide space in the corridors of each smoke compartment for occupants being moved into those areas before evacuation from the CCB.

Rec #	Description	Methodology	Cost
LSC-R4	Provide travel distance to smoke barrier from cellblocks not in compliance.	Convert stairs into smoke compartments to provide additional smoke compartment locations. IBC 408.6.1, NFPA 23.2.6.3, NFPA 23.2.6.5	\$6,000

LSC – R5: Upgrade the wall construction between the 1954 and 1985 areas to 2-hr rated fire barrier to decrease travel distance to required exit, i.e. horizontal exit.

Rec #	Description	Methodology	Cost
LSC-R5	Provide travel distance to horizontal exit from cellblocks not in compliance.	Create fire barrier at wall between 1954 and 1985 building to decrease travel distance. NFPA 23.2.6.3, NFPA 23.2.6.5	\$18,800

Commentary:

A common path of travel [NFPA 23.2.5.3] shall not exceed 100-ft within smoke compartments protected throughout by an approved automatic sprinkler system.

Travel distance [NFPA 23.2.6.3] between any room door required as an exit access and an exit or smoke barrier shall not exceed 150-ft in buildings protected throughout by an approved automatic sprinkler system. The current plan of the Jail does not meet this travel distance requirement to either an exit or a smoke barrier. (See Figure Ia.3 and Ia.4)

Travel distance [NFPA 23.2.6.5] between any point in a room and an exit or smoke barrier shall not exceed 200-ft in buildings protected throughout by an approved automatic sprinkler system. The current plan of the Jail does not meet this travel distance requirement to either an exit or a smoke barrier. (See Figure Ia.3 and Ia.4).

There are no provisions in the IBC where the exit distance requirement is to either the exit or smoke barrier as noted in the Life Safety Code (NFPA 23.2.6.3 and 23.2.6.5).

Horizontal evacuation into an adjacent smoke zone is the preferred method to move inmates in the case of an event per the Security Services Manual "Emergency Evacuation of the Jail" policy and procedure. The evacuation plan for fire/smoke events consist of horizontal evacuation routes through a smoke barrier to the adjacent smoke compartments of the CCB. The doors at the smoke barrier partition are opened for operational necessity which would require use of a hold-open device and an automatic closing device connected to the operation of a smoke detector, loss of power to the smoke detector or hold-open device, or other fire-alarm function [IBC 715.4.8.3]. The doors in the current smoke barrier do not have either the hold-open device or the closing device required per Life Safety Code.

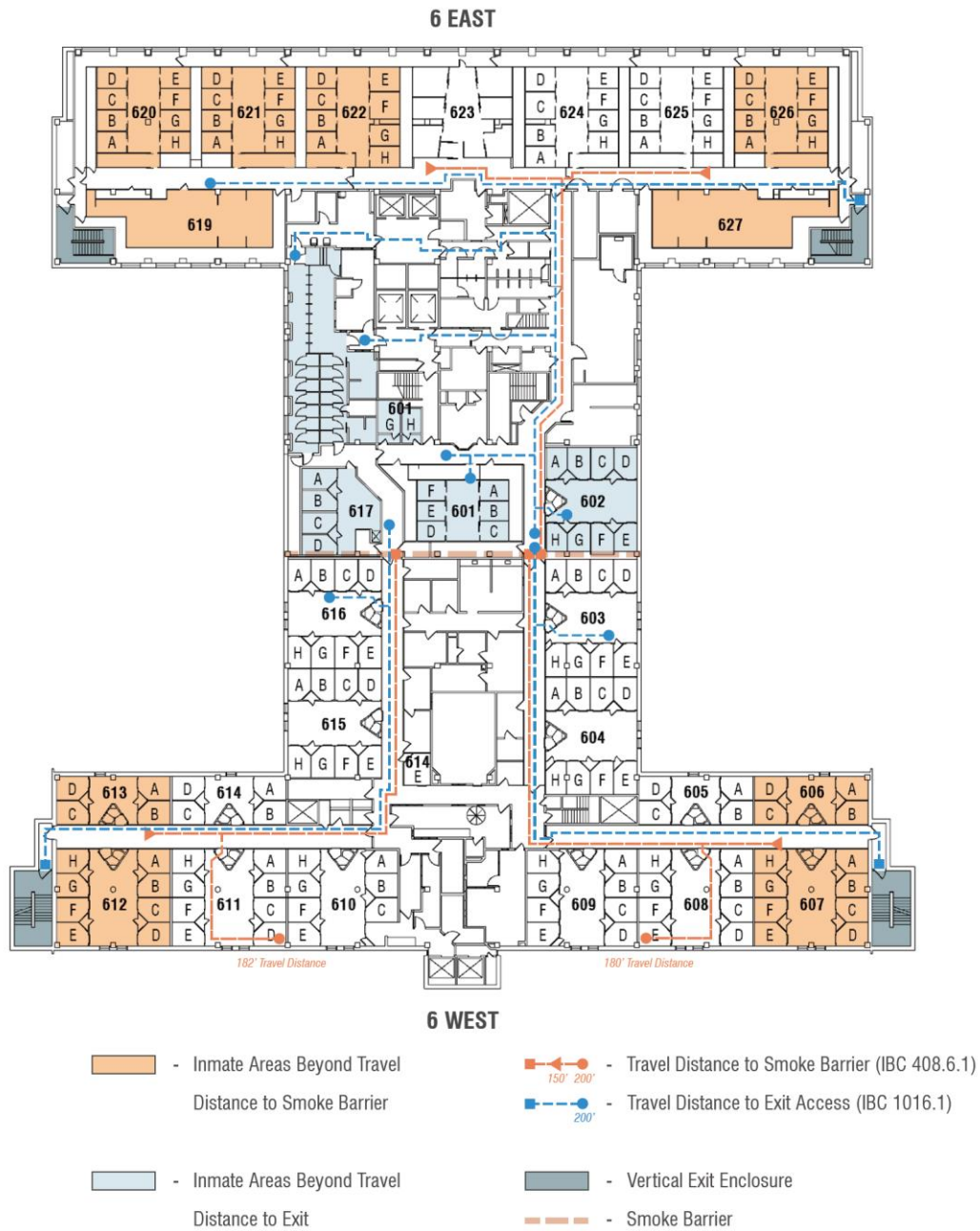
When moving inmates from one smoke compartment to the next, the evacuation areas would consist of the corridors and exit stairways where the inmates would be contained. The evacuation process of moving inmates from housing units to safe locations also requires additional staff time. Cell doors on the east side, when there is a complete loss of power, require manually removing the sliding door device cover, dis-engaging the locking column and then sliding the door open. **During an event requiring evacuation, this operation becomes time-consuming and problematic.**

Exit [IBC 1002.1, NFPA 3.3.83] is that portion of a means of egress system which is separated from other interior spaces of the building by fire-resistive construction and opening protectives as required to provide a protected path of egress travel between the exit access and the exit discharge. In the case of the CCB, the exit includes vertical exit enclosures.

Horizontal exits within Group I-3 occupancies [IBC 1025.1, NFPA 3.3.83.1] are permitted to comprise 100-percent of the exits required for Jail occupancies. Due to travel distances to an exit, the current CCB requires the partition between the east side and the west side to be a horizontal exit. The CCB appears to have a horizontal exit construction at the sixth and seventh floors. The door assemblies do not meet the fire-resistive construction requirements and would need to be renovated to utilize the wall as a horizontal exit.

Vertical exit enclosures that lead to a public way from the CCB are located at the four corners of the building. At these exits there is a manual controlled secure perimeter door that leads to a corridor to the enclosed exit stairway. The current exit width of the door is 36-inches which allows for a maximum of 120 occupants through each door opening. An area of rescue assistance would not be required at exit stairway in building equipped throughout with an automatic sprinkler system.

Refer to the Sixth and Seventh Floor Access Diagrams below:



CCB Sixth Floor - Access Diagram

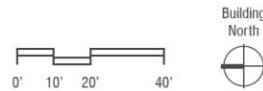


Figure I a.3
CCB Sixth Floor - Access



CCB Seventh Floor - Access Diagram

Figure I a.4
CCB Seventh Floor – Access Diagram

Evacuation Procedures:

Recommendation:

LSC – R3a: Provide Life Safety/Fire Safety Coordinator, contingent on funding for this position.

Rec #	Description	Methodology	Cost
LSC-R3.a	Fund 1 FTE Life Safety/Fire Safety Coordinator	Life Safety/Fire Safety Coordinator will have the rank of lieutenant or higher; average annual compensation cost for lieutenant (\$138,990)	\$130,890/year

Note: Salary information provided by DCSO, using 2016 compensation cost to calculate staffing

Commentary:

Horizontal evacuation into an adjacent smoke zone is the preferred method to move inmates in the case of an event per the Security Services Manual “Emergency Evacuation of the Jail” policy and procedure.

When moving inmates from one smoke compartment to the next, the evacuation areas would consist of the corridors and exit stairways where the inmates would be contained. The evacuation process of moving inmates from housing units to safe locations also requires additional staff time. Cell doors on the east side, when there is a complete loss of power, require manually removing the sliding door device cover, dis-engaging the locking column and then sliding the door open. **During an event requiring evacuation, this operation becomes time-consuming and problematic.**

The full-time Life Safety/Fire Safety coordinator position, which would be responsible for coordinating fire drills, drafting emergency evacuation procedures, conducting fire inspections, and other related activities would make staff more efficient during the evacuation process.

Door Controls and Electronics:

Recommendations:

LSC – R8.b: Replacement of locks and sliding devices, due to the fact that there is a potential for loss of life due to malfunctioning detention locks.

Rec #	Description	Methodology	Cost
LSC-R8.b	Upgrade detention door hardware and electronics	Existing door hardware is well beyond usable life expectancy and continued use is potentially hazardous	\$400,000

LSC – R8.c: All electrified detention swing doors in the CCB should be upgraded with half-cycle motor locks to comply with requirement.

Rec #	Description	Methodology	Cost
LSC - R8.c	Replace existing swing door half-cycle motor locks	Existing swing doors	\$200,000

Commentary:

The existing door control and monitoring system consists of a combination of electro-mechanical and mechanical detention locks and sliding devices controlled locally by a local control panel and mechanical gang release system.

Existing gang release cabinets are equipped with red/green rocker switches used for local door control. Door status can only be monitored when the cabinet is in the open and unlocked position. The local door control system on the East side is not integrated with the touch screen control system remote emergency gang release. The West side does integrate with the touch screen system.

The gang release system is critical to ensure inmate are not trapped during an emergency situation.

In certain areas, the only way to release an inmate from a cell that no longer operates electrically is to remote a cover at the top of the sliding device and inserts a release key to manually lift the lock bar in order to open the door. Some staff are unable to reach and lift the manual release mechanism within the cellblock without something to stand on.

All doors with electrified hardware are equipped with manual key override. Door position switches and latch bolt indication switches are used to monitor the secured status of all detention doors.

Electrified detention locks will relock upon closing, even in an emergency condition.

Door control power supplies are equipped with on-board battery back-up. The door control and monitoring system is on emergency power and distributed uninterruptable power supply (UPS) system.

Detention locks of this vintage have been discontinued. Parts are no longer available for servicing and maintenance.

State and National Building Codes require any electrified detention lock released under an emergency condition not to relock upon closing. All electrified detention swing doors in the CCB building should be upgraded with half-cycle motor locks to comply with this code requirement.

Consideration should also be given to equip high use doors with local electric key switches or card readers to gain operational efficiencies.

Floor Smoke Evacuation:

Recommendation:

LSC – R7.a: Replace selected fixed windows with operable windows at West side of CCB Jail to remove the windowless building requirements.

Rec #	Description	Methodology	Cost
LSC-R7.a	Replace windows with operable units on west portion of CCB to remove Windowless Building requirements	Replace windows with operable units	\$250,000

LSC – R7.b: Provide stairwell Smoke Control management system at the four corner Stair Enclosures.

Rec #	Description	Methodology	Cost
LSC - R7.b	Install code compliant stairwell smoke control management system.	The smoke control system is non-existent.	\$75,000

Commentary:

The west side of the CCB has non-openable and not readily breakable windows, therefore the floors would be considered a windowless building. Windowless buildings [IBC 408.9] shall be provided with an engineered smoke control system to provide a tenable environment for exiting from the smoke compartment in the area of fire origin for each windowless smoke compartment. Currently, this smoke compartment does not have an engineered smoke control system.

The east side of the CCB has windows that are operable and use as part of the smoke evacuation process. The windows are operable and located outside of the secured perimeter of the cellblocks. Smoke is exhausted out of the area through the barred opening in the housing units through the opened windows. If the cell fronts and backs are provided with solid room faces, the windowless building [IBC 408.9] provisions would be required and an engineered smoke control system would be needed.

Luminous Egress Path Markings:

Recommendation:

LSC – R9: Provide luminous markings at exit path within vertical exit enclosure.

Rec #	Description	Methodology	Cost
LSC-R9	Provide luminous egress path markings at exit paths with vertical exit enclosures.	IBC 1024.1	\$96,000

Commentary:

Exit discharge [IBC 1002.1] is that portion of a means of egress system between the termination of an exit and a public way. The exit discharge will typically begin when the occupants reach the exterior at or very near grade level and will provide a path of travel away from the building. Currently, the exit discharge is acceptable as part of the means of egress system. Typically exiting of the Jail occupants occurs in stages to allow staff and other law enforcement agencies to contain inmates when evacuated.

Luminous egress path markings [IBC 1024.1] delineating the exit path shall be provided having occupied floors located more than 75 feet above the lowest level of fire department vehicle access. Improved safety for occupants negotiating stairs during egress is provided by improving the visibility of stair treads, landings, perimeter demarcation lines, and handrails under emergency conditions. Currently luminous egress path markings are not provided at the vertical exit enclosures.

HVAC Maintenance:

Recommendation:

LSC – R7.c: Clean ducts and duct louvers/grilles throughout CCB Jail.

Rec #	Description	Methodology	Cost
LSC - R7.c	Clean ducts and duct louvers throughout CCB Jail	Ducts and louvers are extremely dirty and un-healthy	\$280,000

Commentary:

The duct distribution system should be cleaned periodically to provide a clean, efficient system for the movement of air throughout the CCB Jail to improve the health of staff and inmates.

The ductwork distribution system on the CCB Jail floors is largely original (1954 and 1985) with few remodeling projects. Operational issues have been reported regarding the HVAC systems. Ventilation related problems include dust complaints, general air circulation quantity, and inadequate exhaust ventilation in the showers. Air temperature and humidity has been a continual issue with complaints of being too hot, too cold, or high humidity. This would be expected considering the type and age of the HVAC system, particularly on the east side of the CCB Jail.

Video Surveillance:

Recommendation:

ISC – R6: Recommend upgrading video surveillance system from analog to digital. Replace existing analog cameras with new digital cameras and upgrade coaxial cable infrastructure with new category cable to each camera location.

R20-OP-08: Prevent routine viewing of cameras by opposite gender staff of inmates performing bodily functions, bathing, and clothing changes by modifying camera angles to ensure requisite privacy. See recommendation ISC-R6, which replaces analog cameras with digital cameras that will have the capability of obscuring areas where inmates perform bodily functions, bathing, and clothing changes.

R21-OC-21: A full assessment to determine the location for additional cameras (personnel to monitor cameras not included) is required; for planning purposes, an estimated 25% increase in camera coverage is assumed. (R21-OC-21, R21-CC-13) This issue is resolved by implementation of ISC-R6, which upgrades the video surveillance system.

Rec #	Description	Methodology	Cost
ISC - R6	Replace outdated analog cameras and cable with new digital system with upgraded software for motion detection activated call up.	The analog systems are antiquated and problematic. Newer systems provide much better resolution and functionality	\$250,000
R20-OP-08	PREA Recommendation	Identify cameras that capture inmates performing bodily functions, bathing, or clothing changes – adjust camera angle to provide requisite privacy	See ISC-R6
R21-OC-21	PREA Recommendation	Conduct a full assessment to determine additional locations in the CCB requiring cameras/motion detector alarms. Costs include software upgrade of ISC-R6 to motion detection cameras.	\$250,000

Commentary:

There is more liability in corrections today than there was when this facility was originally designed. In today's current marketplace, a greater emphasis is placed on the effectiveness of the video surveillance system to protect the County from incidents that occur during normal operation. Modern correctional designs include a multitude of cameras (with superior image quality) to provide a digital record of incidents as they occur.

Provide additional camera coverage in all dayrooms and areas of remote door control. Integrate video surveillance system with voice communication system for automatic camera call-up upon activation of intercom call.

Fire Alarm System:

Recommendation:

ISC – R10: Replace Fire Alarm devices as they fail, until CCB Jail is decommissioned. Estimated 3 year process.

Rec #	Description	Methodology	Cost
ISC - R10	Fire Alarm system will require maintenance and replacement of devices	Existing system should be expected to last up to 10 years, however devices will fail and require replacement	\$45,000

Other Health Safety Recommendations:

Recommendation:

ISC – R13.g: In order to put a cost on reducing or eliminating the lead content in the drinking water there needs to be an extensive investigation done to determine where all the lead piping is located and what else may be contributing to the lead problem.

Rec #	Description	Methodology	Cost
ISC - R13.g	Thorough testing of the existing water system for lead and contaminants	Further investigation is required to determine where there may be lead within the existing water system. Mitigation or treatment may be necessary	\$20,000

Commentary:

Since meeting with County Officials, the Sheriff's Office in collaboration with the Department of Administration collected 20 random sample of water in the City-County Building Jail, five (5) per wing of the building. Three (3) of those sample were slightly elevated and tested above the EPA's Actionable limit of 15 parts per billion for lead. All samples collected were a first-draw samples. All three of the cells with slightly elevated lead levels were vacant at the time of testing; one had been vacant for forty-one (41) days prior to testing. At the time of this report, comprehensive testing is being done to test the drinking water supply in the jail. In the interim, at the recommendation of Public Health, inmates have been notified to run the water for one to two minutes or until cold. In addition, they have been advised not to consume the hot water.

Based on the results of the water testing, additional mitigation may be required. The cost of intensive investigation, mitigation and treatment have not been captured as part of the costs outlined in this report.

LSC-R10: Due to the fact that this data center is a mission critical area for the jail and City of Madison functions (and directly below the 6th floor jail), protection from flooding is highly recommended. Protect the data center by creating a “No construction Zone” above and around the Data center. Provide water catch curbing on floors above the data center and dust curtains on all walls around the data center.

This work needs to be coordinated and shared between the City of Madison and Dane County and would be handled as a separate project from the mitigation project.

Rec #	Description	Methodology	Cost
LSC - R10	Install secondary water proof ceiling, curbing and dust curtains	Mission critical area that requires high level of protection	\$150,000

ii. PREA

The primary PREA standard and corresponding mitigation strategies selected for implementation by Dane County are presented below, and reflect the corresponding recommendation number from the original PREA compliance report (May 2016).¹ The primary PREA standard and corresponding recommendations are presented below, and outline activities associated with implementing the recommendations. Table A cross-references each recommendation and provides detailed descriptions of the basic steps necessary to achieve the recommendations, cost methodologies and calculations, and ongoing cost implications (e.g., one-time or recurring costs). This table may be found at the conclusion of this section.

Zero tolerance of sexual abuse and sexual harassment: PREA coordinator (\$115.11)

Recommendation:

R1-OC-01: Fund a full-time PREA coordinator position.

Rec #	Description	Methodology	Cost
R1-OC-01	Fund 1 FTE PREA Coordinator	PREA Coordinator will have the rank of lieutenant or higher; average annual compensation cost for lieutenant (\$130,890)	\$130,890

Note: Salary information provided by DCSO, using 2016 compensation cost to calculate staffing

R2-OC-02: Establish and fund a full-time PREA manager position at the CCB. This deviates from the original recommendation that assumed a half-time PREA manager position. In making this position full time, the position will also be utilized to achieve implementation of recommendation R17-OC-18, which requires direct staff supervision when youthful inmates are attending programs/activities with adult inmates. At a minimum, 20 hours per week should be dedicated for CCB PREA compliance efforts.

¹ Mead & Hunt in association with Potter Lawson and Pulitzer/Bogard & Associates, LLC. (2016). Dane County Jail and Sheriff's Office: Part I – Health and Life Safety Assessment of City/County Building Jail, Preliminary Report, Section II b. PREA Compliance Report.

Rec #	Description	Methodology	Cost
R2-OC-02	Fund 1 FTE PREA Manager for the CCB with a minimum of 20 hours per week dedicated for CCB PREA compliance, and remaining time providing direct supervision when youthful inmates attend programs, visits, etc. with adult inmates	PREA Manager will have the rank of Deputy I-II; average annual compensation cost for Deputy I-II (\$103,704)	\$103,704

Supervision and monitoring (\$115.13)

R3-OP-01: Expand staff resources to:

- a. Enable more direct observation of inmates by staff as meaningful interaction between staff and inmates in the cellblocks can prevent incidents of sexual victimization.
 - i. Develop and implement an Inmate Behavior Management (IBM) plan that outlines staff duties/responsibilities associated with actively supervising inmates. (R3-OP-01, R3-OP-02)
 - ii. Train staff on the IBM plan. (R3-OC-03, R3-OC-04)
- b. Modify operational practices to enhance existing security staffs' ability to monitor and supervise inmate movement, inmate participation in programs/activities (e.g., recreation, chapel, education), foodservice and laundry operations, and unattended closets/rooms/areas. This deviates in that the original recommendation sought a comprehensive staffing analysis. (R3-OC-07)

Rec #	Description	Methodology	Cost
R3-OP-01	Develop and implement an Inmate Behavior Management (IBM) plan	DCSO Administration to establish plan	N/A
R3-OP-02	Modify policy and procedure, and post orders to reflect the IBM plan and staff duties/responsibilities associated with actively supervising inmates	DCSO Administration to make necessary policy changes	N/A
R3-OC-03	Initial training for staff (including supervisors) on the IBM plan	Initial training - 24 hours. Estimated 235 staff; coverage for time away from scheduled duties to attend training will be via overtime for Sgt, DIII, and DI-II	\$330,416
R3-OC-04	Annual refresher training for staff on the IBM plan	Annual refresher training - 4 hours. Estimated 235 staff; coverage for time away from scheduled duties to attend training will be via overtime for Sgt, DIII, and DI-II	\$55,069
R3-OC-07	Modify operational practices to enhance security staffs' ability to monitor and supervise inmates as well as securing all unattended closets/rooms/areas	DCSO Administration to make necessary policy changes	N/A

R7-OP-03: Complete installation of privacy curtains and replacement of solid-panel shower curtains with split-view shower curtains.

Rec #	Description	Methodology	Cost
R7-OP-03	Complete replacement of solid shower curtains with split-view curtains and installation of privacy curtains	Presently in progress	N/A

R9-OC-05: Install ample glazing to afford deputies direct observation into 6W housing unit 617 from common corridor.

Rec #	Description	Methodology	Cost
R9-OC-15	Loss of cellblock use during installation of glazing in common corridor walls in 6W-617	Estimated 1 week shutdown; 4 cells -loss of cell use requires boarding inmates at another correctional facility; cost associated with boarding inmates will be calculated as part of overall CCB Mitigation construction/renovation project	N/A
R9-CC-05	Install glazing in common corridor walls in 6W-617		\$28,000

R10-OP-04: Secure unoccupied spaces when not in use or no one is present (e.g., janitor closet).

R10-OP-05: Conduct hourly inspections to ensure unoccupied rooms/areas are locked.

Rec #	Description	Methodology	Cost
R10-OP-04	Modify policy and procedure to require that all unoccupied spaces are secured when not in use or no one is present	DCSO Administration to make necessary policy changes	N/A
R10-OP-05	Modify policy and procedure, and post orders to require designated staff post(s) to conduct hourly inspection to ensure unoccupied rooms/areas inmates are locked	DCSO Administration to make necessary policy changes	N/A

R11-CC-07: Install vision panel in kitchen walk-in cooler door.

Rec #	Description	Methodology	Cost
R11-CC-07	Install vision panel in kitchen walk-in cooler door		\$1,500

R13-CC-09: Seal off the dead-spot behind the dryer.

Rec #	Description	Methodology	Cost
R13-CC-09	Seal off the dead-spot behind the dryer		\$3,400

R14-CC-10: Remove mirrored tint from glazing in indoor recreation.

Rec #	Description	Methodology	Cost
R14-CC-10	Remove mirrored tint from glazing in indoor recreation		\$11,300

R15-OP-06: Remove the window shades in the chapel.

Rec #	Description	Methodology	Cost
R15-OP-06	Remove the window shades in the chapel	DCSO Maintenance to remove window shade	N/A

Youthful inmates (\$115.14)

R17-OP-07: Conduct programs and visitation and other activities where youthful inmates are with adult inmates by either

- a. Scheduling educational services, visits, etc. for youthful inmates separately from adult inmates; (R17-OP-07) or

- b. Assigning a deputy to provide direct supervision whenever youthful inmates are together with adult inmates. (R17-OC-18)

Rec #	Description	Methodology	Cost
R17-OP-07	Schedule programs, visits, etc. for youthful inmates separately from adult inmates	DCSO to negotiate w/ Madison Metropolitan School District (MMSD) for additional hours in order to provide separate programming times for youthful and adult inmates; DCSO to modify visits and activity schedule	N/A
R17-OC-18	Fund a Deputy I-II to provide direct supervision when youthful inmates attend programs, visits, etc. with adult inmates	The duties associated with this position will be assumed by the CCB PREA Manager; cost associated with PREA Manager (DI-II) reflected in RC-OC-02 (\$103,704)	N/A

Limits to cross-gender viewing and searches (§115.15)

R20-OP-08: Prevent routine viewing of cameras by opposite gender staff of inmates performing bodily functions, bathing, and clothing changes by

- a. Modifying camera angles to ensure requisite privacy. (R20-OP-08)

COST: See recommendation ISC-R6, which replaces analog cameras with digital cameras that will have the capability of obscuring areas where inmates perform bodily functions, bathing, and clothing changes.

Rec #	Description	Methodology	Cost
R20-OP-08	Identify cameras that capture inmates performing bodily functions, bathing, or clothing changes - adjust camera angle to provide requisite privacy	DCSO Administration to establish a plan	N/A

Upgrades to facilities and technologies (§115.18)

R21-OC-21 & R21-OC-13: A full assessment to determine the location for additional cameras (personnel to monitor cameras not included) is required; for planning purposes, an estimated 25% increase in camera coverage is assumed. This issue is resolved by implementation of ISC-R6, which upgrades the video surveillance system.

Rec #	Description	Methodology	Cost
R21-OC-21	Conduct a full assessment to determine additional locations in the CCB requiring cameras/motion detectors alarms	See recommendation ISC-R6	N/A
R21-CC-13	Install cameras as indicated by the results of the camera assessment (see R21-OC-21)	See recommendation ISC-R6	N/A

R22-OP-10: Develop a plan and schedule for monitoring cameras, identifying which cameras should be viewed in real time and those that will be subject to routine post-recording review.

Rec #	Description	Methodology	Cost
R22-OP-10	Evaluate the purpose for each camera, and designate both an observation level for it (e.g., real time, intermittent, continuous, routine post-recording review), and the staff position responsible for monitoring the camera	DCSO Administration to establish plan	TBD

Use of screening information (§115.42)

R24-OP-11: Ensure inmates at risk for sexual victimization to not participate in programs and visitation together with inmates deemed to be sexually abusive.

Rec #	Description	Methodology	Cost
R24-OP-11	Modify policy and procedure to ensure inmates at risk for sexual victimization do not participate in programs and visitation together with inmates deemed to be sexually abusive either by creating separate scheduling or providing direct staff supervision	DCSO Administration to make necessary policy changes	N/A

C. IMPLEMENTATION PLAN

Construction Implementation Plan

Recommendation:

Divide the Sixth and Seventh floors into six construction work zones per floor that can be separated from continuous Jail activities and reduce the number of relocated inmates that would be required for construction.

Commentary:

The designation of zones within the CCB Jail for construction would be created to allow construction to occur within areas that would minimize inmate relocation. The zones would be sized to allow contractors to work in areas separated from inmate traffic and allow the minimal number of inmates to be relocated.

With materials having a long lead time for submittals, manufacturing, and delivery, construction would not begin until materials are procured. Opinion of probable project time of 70 weeks is recommended. This time frame would provide 20 weeks for material procurement, construction duration of 48 weeks which allows the contractor 4 weeks in each construction zone, and 2 weeks for project close-out.

Construction work would be scheduled to allow contractors a minimal time frame within each work zone based on them having materials available within the Madison metropolitan area. Materials will be procured and delivered to staging area before work would be constructed. The contractor would be able to schedule the work in a timely manner.

Inmate Relocation Implementation Plan

Recommendation:

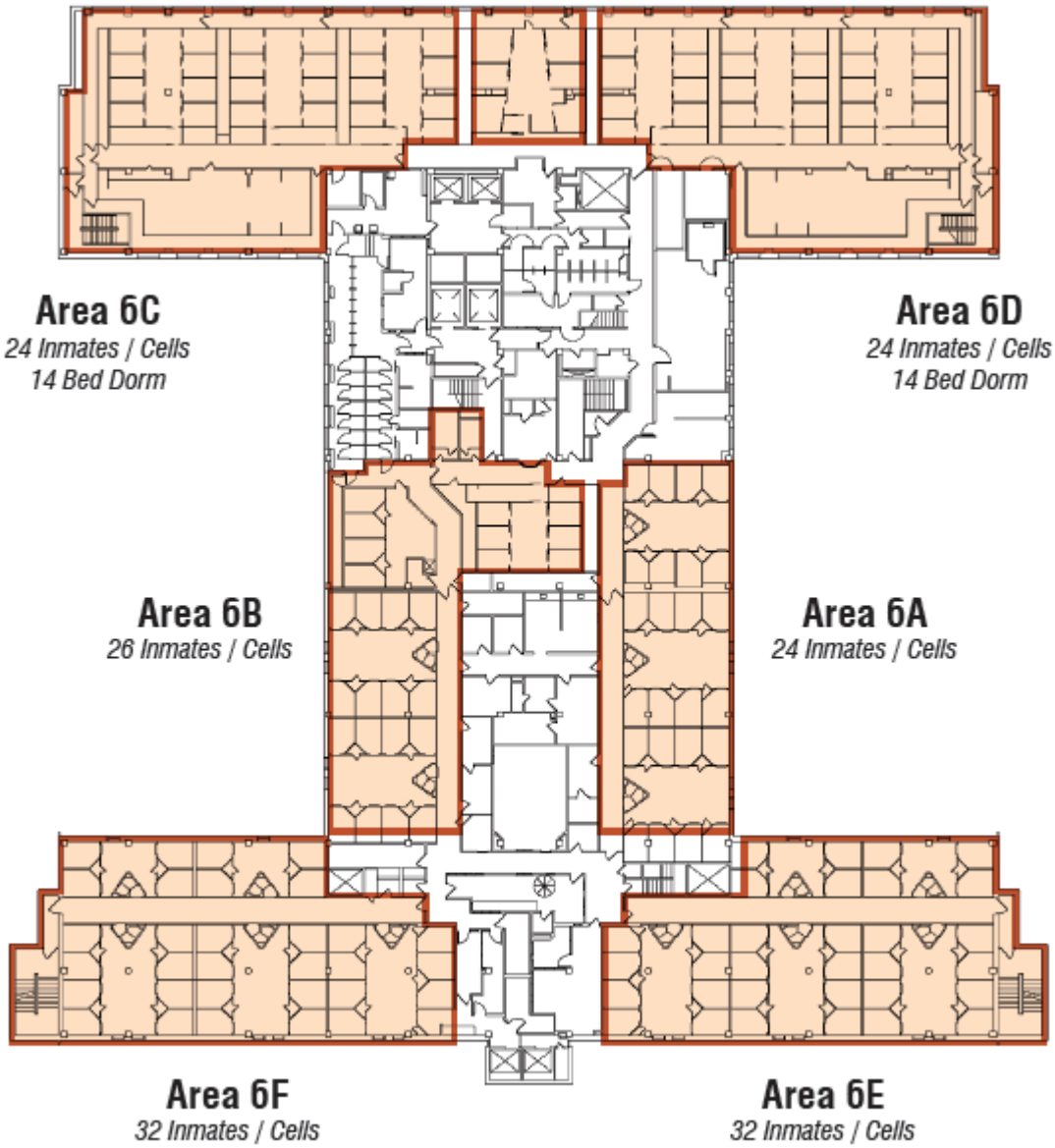
Make every effort to relocate inmates within the existing Jail System, if classification allows, to open space for construction to occur. It is better for the inmates and their families to keep inmates within the Jail System in the county that they reside.

Commentary:

In reviewing possible scenarios for the relocation of inmates, cost for staffing, contract services, and inmate boarding are to be considered. Options that have been discussed would include boarding with agencies outside Dane County or housing within the current Jail System.

Boarding inmates at agencies outside of the Dane County has multiple components that include cost of boarding inmates, transportation cost, cost of staff during transportation, and other possible unknown expenses. Other considerations of boarding inmates outside of Dane County are the cost to the family of inmates, visitation with family members, and other community issues.

See Figures I a.5 and I a.6 for diagram of Mitigation Plan below:



CCB Sixth Floor - Mitigation

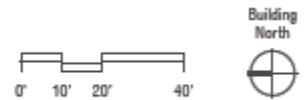
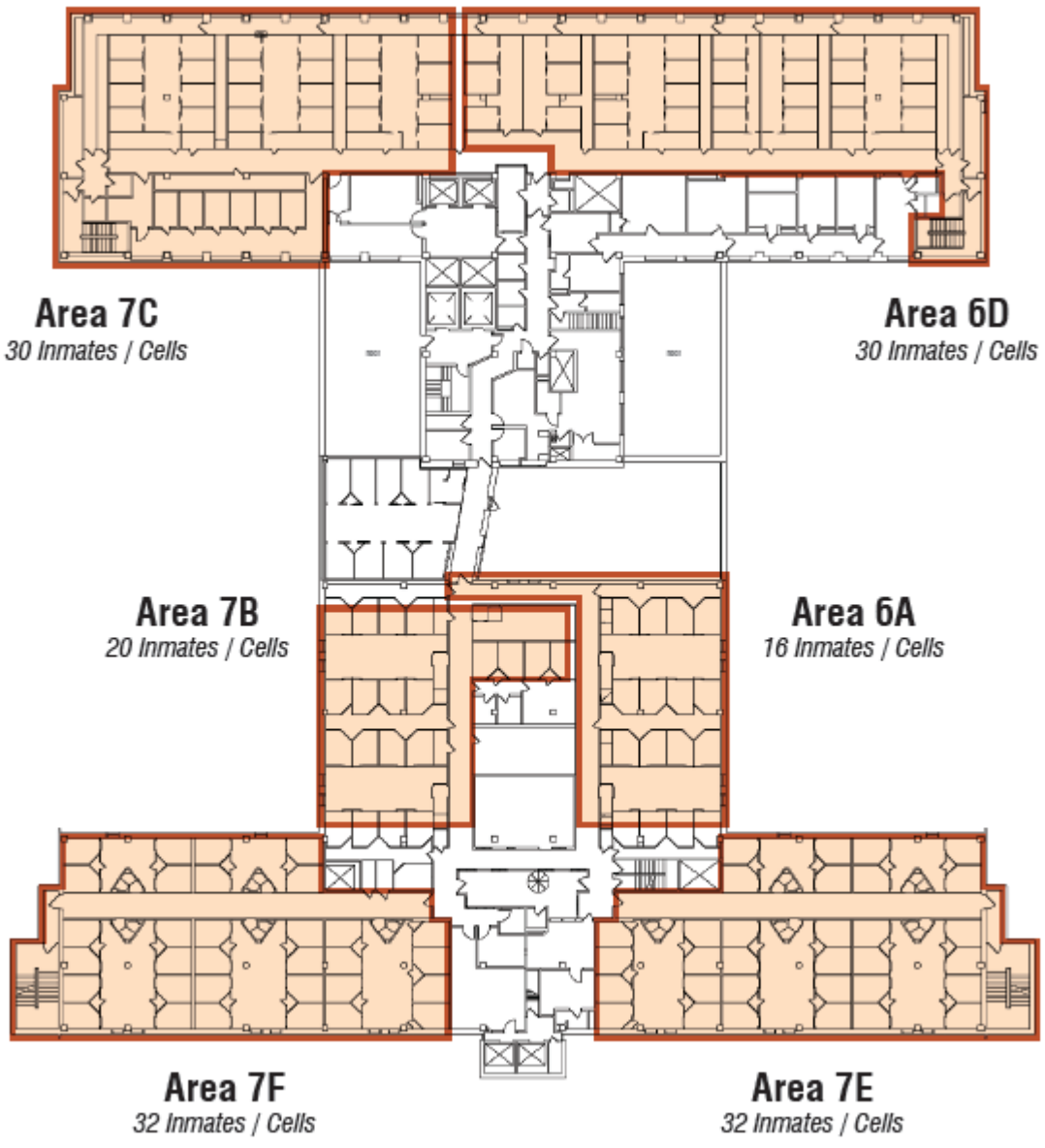


Figure I a.5
CCB Sixth Floor – Mitigation



CCB Seventh Floor - Mitigation

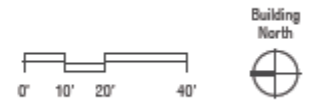


Figure I a.6
CCB Seventh Floor – Mitigation

D. OPINION OF PROBABLE COSTS

i. Opinion of Probable Capital Cost

Opinion of probable capital cost for the work is based on preliminary concept design discussions with stakeholders and professional opinion of the consultants. Contingencies at this very high level of design are strongly recommended, especially for a complex project type as this. Estimating and construction contingency percentages should both be carried. For this type project, at this level of discussion, an estimating contingency of 15% and a construction contingency of 17.5% is standard. Additionally an inflation adjustment of 7.9% of the construction costs is recommended, as bidding conditions and pricing are on the increase.

The construction project will be difficult due to the parameters of: working in and around a 7x24x365 occupied jail; a building that has little to no extra space within the CCB where a contractor could stage equipment, materials and tools; and one or two shift construction. These parameters will cost the project a premium, which we list as staging costs in the table below. These costs could be in the range of \$100k to \$300k.

Due to the available work shifts and periods of the jail operations, it is anticipated that the contract will be working more than just 8-5 shifts. Therefore, we have included an additional second shift premium of \$50,000 in the cost.

Additional inflation should be considered if bidding and construction occurs after June 2017.

Breakdowns of costs are as follows:

Rec #	Recommendation	Cost
LSC-R4	Provide smoke compartment at exit stairways:	\$6,000
LSC-R5	Replace horizontal exit doors:	\$18,800
LSC- R7.a	Replace fixed window with operable window with screens:	\$250,000
LSC-R7.b	Provide stair smoke control system:	\$75,000
LSC-R7.c	Clean HVAC ducts and louvers:	\$280,000
LSC-R8.b	Replacement of cellblock and cell door sliding devices:	\$400,000
LSC-R8.c	Replace electrified detention door locks in exit access:	\$200,000
LSC-R9	Luminous marking at building vertical exit enclosure:	\$96,000
LSC-R10	Fifth Floor Data Center – Coordinate with City to protect with water proofing. Estimated cost is \$150,000, and will be a separate project.	See comments
ISC-R6	Video Surveillance – Replace outdated analog cameras and cable with digital	\$250,000
R20-OP-08	Identify cameras that capture inmates performing bodily functions, bathing, or clothing changes – adjust camera angle to provide requisite privacy	See ISC-R6.
R21-OC-21	Conduct a full assessment to determine additional locations in the CCB requiring cameras/motion detector alarms. Costs include software upgrade of ISC-R6 to motion detection cameras.	\$250,000
ISC-R10	Fire Alarm System – maintenance and replacement of failed devices over 3 year period	\$45,000
ISC-R13.g	Testing of water for lead and contaminants	\$20,000

R9-CC-05	Install glazing in common corridor walls 6W-617	\$28,000
R11-CC-07	Install vision panel in kitchen walk-in cooler door	\$1,500
R13-CC-09	Seal off dead-spot behind dryer	\$3,400
R14-CC-10	Remove mirrored tint from glazing in indoor recreation	\$11,300
	Staging Costs could be in the range of \$100k to \$300k	\$300,000
	Contractor 2 Shift Premium	\$50,000
	Sub-total	\$2,285,000
	Estimating Contingency at 15%	\$342,750
	Construction Contingency at 17.5%	\$399,875
	Inflation adjustment at 7.9% for work beginning June 2017	\$180,515
	Estimated Construction Cost	3,208,140
	Inmate Boarding - 32 inmates X \$55/day = \$1,760/day X 365day	\$642,400
	Total	\$3,850,540

Additional costs for this project may include: design fees, public works fees, hazardous materials mitigation, soft costs associated with the management of the project, etc. Soft costs include, among other things, owner's construction contingency, FF&E (fixtures, furnishing & equipment), site survey, geotechnical investigation, material testing and inspections, permitting, State plan review fees, legal fees, Owner's insurance during construction, staff time and external support associated with the project and owner's administration of the project.

ii. Opinion of Probable Additional County Costs, (based on this type and complexity of project).

Cost Item	Responsibility	Potential Cost	Notes	Cost
Engaging Architect/Engineer for Design	Dane County Sheriff/County	% of Construction plus contingencies	typically 10%, depending on difficulty, new construction or remodeling	\$320,814
Pre-Design (Scoping)	A/E		2% of total A/E fee	
Preliminary Design	A/E		3% of total A/E fee	
Schematic Design	A/E		5% of total A/E fee	
Design Documents	A/E		30% of total A/E fee	

Construction Documents	A/E		35% of total A/E fee	
Bidding Assistance	A/E and County		2% of total A/E fee	
Construction Administration	A/E and County		23% of total A/E fee	
City of Madison Review	A/E and County	\$10k - \$18k	Review time, additions to the project which were not expected.	\$18,000
City of Madison Engineering Review	A/E and County	\$5k - \$8k		\$8,000
City of Madison Fire Department Review	A/E and County	\$2k-\$5k	They often add items to the project, which cost the owner. Per MFD based on square footage. The GSF of the CCB is 81,000 SF	\$5,000
Plan Commission Review	A/E and County	\$5k - \$8k		\$8,000
DOC Jail Inspector Fees	Dane County Sheriff		Unknown if they charge	\$0
Public Works Fee	County	2.0%	Based on discussion with Scott Carlson, Public Works	\$100,000
Insurance Costs	County	\$2,783.30	Builders Risk will get rolled into the costs when submitted for bid. Not for the design costs. Includes Total Capital Costs and staging and Contingency based on a rate of 0.066 cents per \$100	\$2,800
			TOTAL	\$462,614

It should be noted that costs associated with boarding inmates during physical plant renovations, and with providing security supervision of renovations/work crews are reflected within the costs being presented for life safety code-related capital improvements. All costs are projected estimates and are reflected in 2016 dollars. Prior to funding and implementing these recommendations, a thorough vetting of each recommendation will be necessary to ensure that accurate cost information and operational implications are established; particularly since a number of the recommendations are included within or are impacted by recommendations made elsewhere.

iii. Opinion of Probable Staffing and Relocation Cost

Costs Assumptions: The following boarding, inmate transportation, and security supervision costs are premised on the following:

1. The Sheriff's Office will, to the extent possible, absorb inmates in other areas of the Dane County Jail System for the duration of the construction project.
2. At any given time, up to 32 inmates will be boarded at another correctional facility.
3. Construction will occur in a single construction zone on a single floor at a time.
4. Construction crews will work 8 hours/day, 5 days/week. An alternate scenario (#2) would allow the construction crew to work 2 shifts of 8 hours/day, 5 days/week.

Two alternatives were explored regarding placement of inmates in the affected construction zones. The first alternative would consist of boarding inmates within County facilities. This would require transportation, additional staff supervision, and expanded medical and mental health coverage requiring negotiation with the Sheriff's Office medical and mental health contract provider for the duration of the construction work. Even if these measures were taken, it is unlikely that all inmates in the construction zones could be absorbed in the current Jail System. Some inmate boarding would likely be necessary. The jail population is diverse and fluid making it difficult to determine how many inmates can be housed within the system and how many will require boarding at other facilities. Therefore, costing of this scenario was not done.

The second alternative would consist of boarding inmates out of the County and would require boarding and transportation cost for 12 months. Boarding cost were calculated using an average of \$55/day times 32 inmates for the duration of the construction work. Based on the number of inmates, inmate transportation would only be required 3 days per week. Costs therefore are calculated using: three (3) deputies at 8 hours/day, 3 days per week for the duration of the construction work.

Scenario 1: The scenario would consist of boarding inmates out of the County that would require boarding and transportation cost for 12 months for a full year construction period. This scenario assumes that the construction is being performed over 1 shift each day, for a duration of 12 months. Boarding cost would use an average of \$55/day by 32 inmates for the duration of the construction work. Transportation cost would use three (3) deputies at 8 hour day, 3 days a week for the duration of the construction work.

Inmate Boarding: 32 Inmates x \$55/day = \$1,760/day. \$1,760/day x 365 days = **\$642,400.**

Inmate Transportation: It is assumed that 3 Deputies, working 8 hours/day 3 days/week, are required to manage the movement of inmates, one (1) Deputy to coordinate scheduling inmate movement, and two (2) Deputies to transport inmates. This equates to 2.4 FTE's at an estimated cost of \$250,024. [2.4 FTE x \$103,704 = **\$250,024**]

Calculation:

1 Deputy Position will be non-relieved = .6 FTE. [6 FTE = 8 hours x 3 days x 52.14 weeks ÷ 2,086 (Non-relieved NAWH)]

2 Deputy Positions that will be relieved = 1.8 FTE. [1.8 FTE = 16 hours x 3 days x 52.14 weeks ÷ 1,382 (D I-II NAWH)]

The opinion of probable staffing and relocation cost for Scenario 1 would be \$892,424.

Scenario 2: The scenario would consist of boarding inmates out of the County that would require boarding and transportation cost for 8 months. This scenario assumes that the construction is being performed over 2 shifts each day, for a reduced duration of 8 months. Boarding cost would use an average of \$55/day by 32 inmates for the duration of the construction work. Transportation cost would use three (3) deputies at 8 hour day, 3 days a week for the duration of the construction work.

Inmate Boarding: 32 Inmates x \$55/day = \$1,760/day. \$1,760/day x 240 days = **\$422,400.**

Inmate Transportation: It is assumed that 3 Deputies, working 8 hours/day 3 days/week, are required to manage the movement of inmates, one (1) Deputy to coordinate scheduling inmate movement, and two (2) Deputies to transport inmates. This equates to 2.4 FTE at an estimated cost of \$250,024. [2.4 FTE x \$69,136 = **\$165,936**]

The opinion of probable staffing and relocation cost for Scenario 2(alternate) would be \$588,336

Construction Security Supervision:

For both scenarios, staff will be required to provide supervision of both the construction workers and any inmates that might be in the vicinity. This will include escorting construction workers to and from the work zones, coordinating with other County staff, and other miscellaneous duties.

Scenario 1: Assumes 2 Deputies, working 8 hours/day, 5 days/week for a period of 12 months, are required to provide security supervision for the proposed capital improvements. This equates to 3 FTE (8 hours × 5 days × 52.14 weeks ÷ 1,382 [D I-II NAWH] = 3 FTE).

Based on an estimated compensation of \$103,704 a year, for the 3 deputies, staffing cost would be approximately **\$311,112**.

Scenario 2: Assumes 2 Deputies, working 8 hours/day, 5 days/week for a period of 8 months, are required to provide security supervision for the proposed capital improvements. This equates to 3 FTE (8 hours × 5 days × 52.14 weeks ÷ 1,382 [D I-II NAWH] = 3 FTE).

Based on an estimated compensation of \$103,704 for 8 months for the 3 deputies, staffing cost would be approximately **\$207,408**.

Proposed Design and Construction Schedule:

PROJECT MILESTONES	DUE DATE
Mitigation Report to DCSO	29-Aug-16
Introduction to Dane County	6-Sep-16
Review/Approval by Dane County Board	22-Sept-16
Mead & Hunt Notice to proceed	23-Sep-16
Schematic Design completion	7-Nov-16
Design Documents completion	4-Jan-17
Construction Documents completion	15-Mar-17
Bidding	25-Apr-17
Construction Start	1-Jun-17
Substantial Completion	1-Feb-18

iv. Opinion of Probable Operating Costs

Category	Comment	Recurring Costs		Grand Total
		No	Yes	
Operational Costs				
LSC-R3.a	Fund 1 FTE Life Safety/Fire Safety Coordinator who will have the rank of lieutenant or higher.		\$130,890	
R1-OC-01	Fund 1 FTE PREA Coordinator who will have the rank of lieutenant or higher.		\$130,890	
R2-OC-02	Fund 1 FTE PREA Manager, with the rank of DI-DII, for the CCB with a minimum of 20 hours per week dedicated for CCB PREA compliance, and remaining time providing direct supervision when youthful inmates attend programs, visits, etc. with adult inmates.		\$103,704	

Category	Comment	Recurring Costs		Grand Total
		No	Yes	
R3-OC-03	Initial training (24 hours) for staff, including supervisors, on the IBM plan.	\$330,416		
R3-OC-04	Annual refresher training (4 hours) for staff on the IBM plan		\$55,069	
R21-OC-21	The Sheriff's Office should evaluate the purpose for each camera, and designate both an observation level for it (e.g., real time, intermittent, continuous, routine post-recording review), and the staff position(s) responsible for monitoring the cameras.		TBD	
	Fund 2.4 FTE Deputy I-II positions to manage the movement of inmates boarded out of county during the Construction Project.	\$250,024		
	Fund 3 FTE Deputy I-II positions to 2 Deputy I-II positions working 8 hours/day, 5 days/week for a period of 12 months to provide security supervision for the proposed capital improvements	\$311,112		
Operating Costs Total		\$891,552	\$420,553	\$1,312,105

Scenario 2: Should the successful contractor have the capacity to run 2 shifts, staff time required for inmate transportation and security supervision for the proposed capital project would be reduced, resulting in a net reduction of non-recurring costs of **\$187,792** (Reduction of \$84,088 for movement of inmates and of \$103,704 for security supervision).

Table A. Recommendations by Category

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
Health & Life Safety Recommendations							
LSC-R4	Provide additional smoke compartments	Provide travel distance to smoke barrier from cellblocks not in compliance.	Convert stairs into smoke compartments to provide additional smoke compartment locations. IBC 408.6.1, NFPA 23.2.6.3, NFPA 23.2.6.5		\$6,000	No	
LSC-R5	Provide horizontal fire barrier	Provide travel distance to horizontal exit from cellblocks not in compliance.	Create fire barrier at wall between 1953 and 1998 building to decrease travel distance. NFPA 23.2.6.3, NFPA 23.2.6.5		\$18,800	No	
LSC-R7.a	Replace windows with operable units on east portion of CCB to remove Windowless Building requirements		Replace windows with operable units		\$250,000	No	
LSC-R7.b	Add Stairwell (4) smoke Control	Need to add stairwell smoke control management system to each of 4 stairwells	The current smoke control system not functional and not code compliant	Based on square footage	\$75,000	No	
LSC - R7.c	Clean ducts and duct louvers throughout CCB Jail	Ducts and louvers are extremely dirty and unhealthy		\$2.00/sf x 140,000sf	\$280,000	No	
LSC - R8.b	Detention Door Hardware	Upgrade door hardware and electronics	Existing door hardware is well beyond usable life expectancy and continued use is potentially hazardous	various quantities	\$400,000	No	

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
LSC - R8.c	Swing Door Upgrades	Replace existing swing door half-cycle motor locks	Existing swing doors at exit access corridors and stair enclosures.		\$200,000	No	
LSC-R9	Luminous egress path markings	Provide luminous egress path markings at exit paths with vertical exit enclosures.	2009 IBC 1024.1		\$96,000	No	
LSC-R10	Fifth Floor Data Center	Install secondary water proof ceiling, curbing and dust curtains	Mission critical area that requires high level of protection		\$150,000	No	Coordinate with City to protect with water proofing. Estimated cost is \$150,000, and will be a separate project.
ISC - R6	Video Surveillance	Replace outdated analog cameras and cable with new digital system	The analog systems are antiquated and problematic. Newer systems provide much better resolution and functionality		\$250,000	No	
ISC - R10	Fire Alarm System	Fire Alarm system will require maintenance and replacement of devices	Existing system should be expected to last up to 10 years, however devices will fail and require replacement	30 devices per year x \$500 each, over 3 years = \$45k	\$45,000	Yes	
ISC - R13.g		Thorough testing of existing water for lead and contaminants	Further investigation is required to determine where there may be lead within the buildings water system		\$20,000	Yes	See comments above regarding recent activities by the Sheriff's Office
§115.11 Zero tolerance of sexual abuse and sexual harassment; PREA coordinator							
R1-OC-01	PREA Coordinator	Fund 1 FTE PREA Coordinator	PREA Coordinator will have the rank of lieutenant or higher; average annual compensation cost for lieutenant (\$130,890)	Annual compensation cost for a lieutenant = \$130,890 (est.)	\$130,890	Yes	

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
R2-OC-02	PREA Manager	Fund 1 FTE PREA Manager for the CCB with a minimum of 20 hours per week dedicated for CCB PREA compliance.	PREA Manager will have the rank of Deputy I-II; average annual compensation cost for Deputy I-II (\$103,704)	Annual compensation cost for a lieutenant = \$103,704 (est.)	\$103,704	Yes	This position will also be responsible for supervising programs/activities where youthful and adult inmates are together (see R17-OC-18)
§115.13 Supervision and monitoring							
R3-OP-01	Inmate supervision - IBM	Develop and implement an inmate behavior management (IBM) plan	DCSO Administration to establish plan	N/A	N/A	No	
R3-OP-02	Inmate supervision - IBM	Modify policy and procedure, and post orders to reflect the IBM plan and staff duties/responsibilities associated with actively supervising inmates	DCSO Administration to make necessary policy changes	N/A	N/A	No	
R3-OC-03	Inmate supervision - IBM	Initial training for staff (including supervisors) on the IBM plan	Initial training - 24 hours. Estimated 235 staff; coverage for time away from scheduled duties to attend training will be via overtime for Sgt, DIII, and DI-II	24 hours × applicable compensation rate (est.); regular compensation rate used for following job classifications: Capt, Lt, Admin Mgr, Class/Hearing; overtime compensation rate used for following job classifications: Sgt, DIII, DI-II	\$330,416	No	Hourly compensation rate (number of staff): Capt - \$79.59 (1); Lt - \$75.57 (3); Sgt - \$75.32 (16); Admin Mgr - \$52.13 (1); DIII - \$62.86 (8); DI-II - \$57.10 (200); Class/Hearing - \$46.82 (6)
R3-OC-04	Inmate supervision - IBM	Annual refresher training for staff on the IBM plan	Annual refresher training - 4 hours. Estimated 235 staff; coverage for time away from scheduled duties to attend training will be via overtime for Sgt, DIII, and DI-II	4 hours × applicable compensation rate (est.); regular compensation rate used for following job classifications: Capt, Lt, Admin Mgr, Class/Hearing; overtime compensation rate used for following job classifications: Sgt, DIII, DI-II	\$55,069	Yes	Hourly compensation rate (number of staff): Capt - \$79.59 (1); Lt - \$75.57 (3); Sgt - \$75.32 (16); Admin Mgr - \$52.13 (1); DIII - \$62.86 (8); DI-II - \$57.10 (200); Class/Hearing - \$46.82 (6)

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
R3-OC-07	Inmate supervision	Modify operational practices to enhance security staffs' ability to monitor and supervise inmates as well as securing all unattended closets/rooms/areas	DCSO Administration to make necessary policy changes	N/A	N/A	Yes	
R7-OP-03	Increased visibility	Complete replacement of solid shower curtains with split-view curtains and installation of privacy curtains	Presently in progress	N/A	N/A	No	
R9-OC-15	Increased visibility	Loss of cellblock use during installation of glazing in common corridor walls in 6W-617	Estimated 1 week shutdown; 4 cells - loss of cell use requires boarding inmates at another correctional facility; cost associated with boarding inmates will be calculated as part of overall CCB Mitigation construction/ renovation project		N/A	No	
R9-CC-05	Increased visibility	Install glazing in common corridor walls in 6W-617		Capital cost est.	\$28,000	No	
R10-OP-04	Secure unoccupied spaces	Modify policy and procedure to require that all unoccupied spaces are secured when not in use or no one is present	DCSO Administration to make necessary policy changes	N/A	N/A	No	
R10-OP-05	Secure unoccupied spaces	Modify policy and procedure, and post orders to require designated staff post(s) to conduct hourly inspection to ensure unoccupied rooms/areas inmates are locked	DCSO Administration to make necessary policy changes	N/A	N/A	No	
R11-CC-07	Increased visibility	Install vision panel in kitchen walk-in cooler door		Capital cost est.	\$1,500	No	
R13-CC-09	Increased visibility	Seal off the dead-spot behind the dryer		Capital cost est.	\$3,400	No	

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
R14-CC-10	Increased visibility	Remove mirrored tint from glazing in indoor recreation		Capital cost est.	\$11,300	No	
R15-OP-06	Increased visibility	Remove the window shades in the chapel	DCSO Maintenance to remove window shade	N/A	N/A	No	
§115.14 Youthful inmates							
R17-OP-07	Youthful inmates - programs	Schedule programs, visits, etc. for youthful inmates separately from adult inmates	DCSO to negotiate w/ Madison Metropolitan School District (MMSD) for additional hours in order to provide separate programming times for youthful and adult inmates; DCSO to modify visits and activity schedule	N/A	N/A	No	Educational services for youth presently funded by MMSD. Not anticipated that additional funding by DCSO would be required should separate programming for youthful and adult inmates be implemented. Source: Richelle Anhalt, DCSO Security Services Captain
R17-OC-18	Youthful inmates - programs	Fund a Deputy I-II to provide direct supervision when youthful inmates attend programs, visits, etc. with adult inmates	The duties associated with this position will be assumed by the CCB PREA Manager; cost associated with PREA Manager (DI-II) reflected in RC-OC-02 (\$103,704)		N/A	No	This position will also serve as the CCB's PREA Manager (see R2-OC-02)
§115.15 Limits to cross-gender viewing and searches							
R20-OP-08	Cross-gender viewing	Identify cameras that capture inmates performing bodily functions, bathing, or clothing changes - adjust camera angle to provide requisite privacy	DCSO Administration to identify cameras needing adjustment; DCSO technology/maintenance staff to adjust camera angles	N/A	N/A	No	Recommendation ISC-R6 will replace analog cameras with digital cameras that will have capability to obscure specific areas from being viewed
§115.18 Upgrades to facilities and technologies							
R21-OC-21	Cameras	Conduct a full assessment to determine additional locations in the CCB requiring cameras	See recommendation ISC-R6	N/A	250,000	No	
R21-CC-13	Cameras	Install cameras as indicated by the results of the camera	See recommendation ISC-R6	N/A	N/A	No	

Rec #	Recommendation	Description	Methodology	Calculation	Cost	Recurring Annual Costs	Notes
		assessment (see R21-OC-21)					
R22-OP-10	Cameras	Evaluate the purpose for each camera, designate both an observation level for it (e.g., real time, intermittent, continuous, routine post-recording review) and the staff position responsible for monitoring the camera	DCSO Administration to establish plan	TBD	N/A	No	Should be conducted in conjunction with R21-OC-21
§115.42 Use of screening information							
R24-OP-11	Programs/Services	Modify policy and procedure to discontinue practice of inmates at risk for sexual victimization participating in programs and visitation together with inmates deemed to be sexually abusive either by creating separate scheduling or providing direct staff supervision	DCSO Administration to make necessary policy changes	N/A	N/A	No	