

Hamilton County Jail Expansion Program

Final Draft Document

October 25, 2005



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Section 1. General Issues

This section provides information that relates to the facility as a whole as well as the organization of this document. This program reflects the development of a second facility at a separate location from HCJC.

Document Organization

This document is divided into the following sections, which relate to the various functional components of the jail:

- Section 2. Intake and Arraignment, which provides information about the intake and arraignment processes of inmates, including pre-trial release,
- Section 3. Admissions and Classification, which provides information about processes which occur following arraignment if the inmate is going to be housed,
- Section 4. Transportation and Release, which provides information about processes required to transport inmates (to court and/or out of the facility) and releases processes,
- Section 5. Security and Control, which provides information about facility security,
- Section 6. Inmate Housing, which provides information about the areas in which inmates are housed,
- Section 7. Health Services, which provides information about medical, mental health and substance abuse treatment services provided to the inmate population,
- Section 8. Inmate Programs, which provides information about the activities, such as recreation, education and religious services, provided to the inmate population,
- Section 9. Visitation, which provides information about family/social and professional visitation,
- Section 10. Support Services, which provides information about food service, laundry, commissary, janitorial services, and both Sheriff's and County maintenance services,
- Section 11 Administration, which provides information about administrative functions of the jail,
- Section 12. Staff Support, which provides information about services provided for staff, and
- Section 13. Pretrial Services, which provides information about the integration of Pretrial Services in the new facility, and
- Section 14. Courts, which provides information about video court and addresses issues associated with public access to arraignment, arraignment for out of custody defendants, and Mayor's Court facilities.

Each section is divided into the following sections:

- Goals for the component,
- Standards, which have a direct impact on the physical plant,
- Operational Preferences, which describes how the Sheriff's Office plans to operate the facility,
- Scenarios, which describe the flow of major activities, will be provided in the final document,

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- Spaces, which provides a brief description of the spaces required and provides a tabulation of square footage assigned to each room, and
- Adjacency Diagrams, which provide a graphic representation of the relationship among the spaces which have been identified, will be provided in the final document.

Goals

Goals for expansion of the jail are:

- To provide adequate space for secure inmate housing, which is appropriate to the classification and needs of inmates held,
- To provide basic services to all persons who are detained so that no inmate's condition deteriorates further while in custody,
- To focus programmatic resources on those inmates who will be released directly from jail into the community,
- To provide gender specific programming, in a discrete facility or facility component, which supports these programmatic efforts,
- To expand the degree to which the system provides effective release planning for inmates,
- To provide assessment services, which focus on risk and need, for all inmates,
- To expand the use of effective security technology to extend staff's ability to provide security, including various applications of video-technology, and
- To provide for the future by developing a facility which is flexible, expandable and adaptable.

Operational Preferences**Standards**

The facility will comply with the following standards:

- Bureau of Adult Detention Standards for Full-Service Jails. These are the **operating** standards for the facility. Many operating standards have implications for physical plant design. Rather than including the entire text of each standard, only sections that have implications for the physical plant are listed.
- National Commission on Correctional Health Care (NCCHC) Health Standards for Jails.

Code Compliance

The facility must comply with all applicable codes within the jurisdiction. Preferences with regard to life-safety systems are:

- ganged cell and smoke detectors.
- Wet sprinkler system in areas other than those designated for a dry sprinkler system (i.e., control rooms, kitchen, and computer rooms), with a delay preferred.
- No use of halon.
- Automatic alarm system, which enunciates in Central Control and the area used by Building Engineers.

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Inmate Management Style

The preferred style of inmate management for new housing will be direct supervision, in which staff are posted inside day space. This approach will complement the indirect style which follows from the Hamilton County Justice Center's (HCJC) podular remote design.

Inmate Movement Strategy

Preferences with regarding to movement vary by classification and activity. Inmate movement strategies vary with classification.

- Minimum security and some medium security inmates may move without escort. Circulation should facilitate the observation of this movement; inmate movement logging should be automated.
- Maximum security, some medium security and intake-status inmates may be restricted to escorted movement.
- Women should be housed in such a way that they can move freely, based on classification, through circulation corridors to which male inmates do not have access.

Material, Fixture, and Equipment Preferences

Durable, easy to clean materials which do not require painting are preferred. Material choices and design should result in a light, environmentally friendly facility. Good acoustics that minimize noise levels are essential; carpeting is acceptable in designated areas. The facility should be visually interesting with good signage, graphics, and appropriate color.

Type of furnishings and fixtures will vary with the classification held in each housing area, but will include:

- A mixture of fixed and moveable furnishings (Noryx preferred), based on the classification housed in the unit.
- Stainless steel combination fixtures.
- Correctional grade fixtures, consistent with the security level of the housing unit.

Site Preferences

Although no site has been selected for jail expansion, there is a clear benefit to development which would allow centralization of services at the HCJC location. These include:

- A secure connection to the Courts.
- Presence of other criminal justice and social services agencies in immediate proximity.
- Cost benefits associated with centralization of support and administrative services.
- Reduction in transportation costs and associated security risks.

There are several potential options which include:

- The adjacent former Board of Education parking lot.

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- The triangle site.
- Broadway Commons.
- South of 9th.
- Firehouse.

Design Preferences

The County has an opportunity to create a criminal justice campus at the HCJC and Court location. A design which results in a facility or facilities, which are linked via pedestrian bridges, similar to those between the north and south buildings of HCJC and between the south building and the Court, is preferred. It is preferable to develop a mid-rise facility which would allow the use of stairs, rather than elevators, for some inmate and staff movement. This would result in a facility or facilities which is no higher than HCJC.

Classifications Held

The facility will hold inmates in the following classifications:

- Males and females.
- Adults and juveniles.

Within each of these major groups, the facility will also provide for the following security designations:

- Maximum.
- Medium.
- Minimum.

In addition, the facility must provide specialized housing for inmates who are classified to:

- Disciplinary confinement.
- Administrative segregation.
- Medical status of two types: those recovering from illness or injury who require routine access to skilled medical care, and medical housing, which includes inmates who have chronic illnesses.
- Mental health housing, which provides multiple options for housing inmates with mental health problems.

The facility will provide specialized housing for two groups of inmates who are not yet classified:

- Intake housing where inmates are held prior to arraignment.
- Orientation housing where inmates are held for the first 24 hours after arraignment.

Basic working assumptions are:

- The facility will accommodate inmates currently held at Queensgate, Reading Road, and Turning Point.

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- The facility will provide a distinct, segregated component for female offenders so that their programming is distinct and separate from spaces used by male offenders. This could be a separate, but connected, facility on the Criminal Justice Campus. Moving women from HCJC will free up additional space for male offenders. Information about gender-specific programming and design is provided in Appendix A.
- The facility will provide specialized medical and mental health housing that is inadequate in both numbers and design, freeing up space in HCJC for male, maximum security inmates.
- The facility must also provide increased capacity for male inmates, primarily in the medium security classification.

Interaction within the Sheriff's Office and Other Agencies

Corrections staff interact regularly with staff from the following agencies:

- Pretrial Services Department.
- Public Defender's Office.
- Talbert House.
- County Building Engineer.

Within the Sheriff's Office, there are a variety of groups which meet routinely:

- Corrections management team (6-8 people).
- Section/team meetings (15-16 people).
- Medical, mental health, and classification staffings (8-10 people).

The Sheriff's Office lacks adequate meeting space for a number of these functions.

Access Issues

The current arrangement of buildings creates a number of problems for the public who are generally confused about where to access the building for routine functions: inmate visiting, bonding, etc. This is complicated by signage. It would be desirable to create:

- A single point of staff entry.
- A single point of public entry for professional visiting.
- A single point of public entry for family visiting.

This could also enhance building security.

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Tobacco-Free Facility

Any facility developed will be a tobacco-free facility. An area outside of the facility, out of public view, will be necessary for staff who smoke on break.

Summary of Spaces

Component #	Component	Subcomponent	Net SF	Circulation Factor	Gross SF
1	Intake	Sallyport	11,150	1.2	13,380
		All Other	8,940	1.54	13,770
2	Admissions & Classification	Admissions	6,540	1.54	10,070
		Property	4,305	1.54	6,630
3	Transportation & Release	Release Processing	1,565	1.54	2,410
		Transport Staging	2,725	1.54	4,200
		Court Holding	2,585	1.54	3,980
4	Security and Control	Central Control	3,900	1.54	6,010
5	Housing	Cell Housing	91,005	1.75	159,260
		Dormitory Housing	100,375	1.6	160,600
		Shared Housing Spaces	45,870	1.5	68,810
6	Health Care	Medical Clinic	6,420	1.54	9,890
		Medical Staff Access Zone	4,045	1.54	6,230
		Mental Health Clinic	1,580	1.54	2,430
		Mental Health Staff Access Zone	2,340	1.54	3,600
7	Programs	Inmate Access Zone	10,190	1.3	13,250
		Programs/Vocational Office Zone	1,165	1.54	1,790
8	Visitation	Jail Public Areas/Video Visit Center	5,045	1.4	7,060
		Special Visiting Suite	2,280	1.54	3,510
9	Support Services	Food Service	20,390	1.4	28,550
		Laundry	1,885	1.4	2,640
		Janitorial	7,065	1.4	9,890
		Commissary	2,520	1.4	3,530
		Vehicle Maintenance	3,265	1.4	4,570
		Maintenance Shop Area	3,345	1.4	4,680
		Maintenance Office Suite	1,370	1.54	2,110
10	Administration	Corrections Administration	3,840	1.54	5,910
11	Staff Support		12,530	1.4	17,540

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Component #	Component	Subcomponent	Net SF	Circulation Factor	Gross SF
12	Courts	Video Court	2,905	1.54	4,470
		Total Programmed	371,140		580,770
				Mechanical (8%)	46,460
				Total	627,230

This program assumes that a new facility is developed at a separate location from HCJC to provide for a total of 1,804 beds, 1,032 of which are replacement beds and 772 are new beds. This space program provides a total of 371,140 net square feet and will result in a total of 627,230 gross square feet.

Section 2. Intake and Arraignment

Goals

The following goals have been established for this function:

- To provide separate circulation for prisoners who are being brought to the facility for processing and arraignment.
- To create a more normalized environment during intake.
- To create a calm environment in which de-escalation, combined with a variety of options for holding prisoners, minimizes the tension in this area.
- To provide enough waiting/holding space to allow prisoners to wait 4-6 hours in this area rather than placing them in intake housing.
- To create a clear path for all functions so that cross-traffic is eliminated.
- To cross-train staff so that they can move anywhere in this area, admissions, or release to facilitate the timely movement of prisoners in this area.

Standards

5120:1-8-01 Reception and release.

- (A) Each full service jail, as defined in sections 5120:1-7-02(A)(1) of the Administrative Code, shall adhere to following standards regarding the reception and release of prisoners. Each full service jail shall implement policies and procedures, and produce documentation that evidences compliance with the following standards:
- (4) Prisoners shall be identified by photograph and/or identification bracelet during reception.
 - (5) Arrested persons shall be provided access to telephones.
 - (7) Prisoners with signs of untreated injury shall not be admitted prior to examination and/or treatment by qualified health care personnel.
 - (9) Prisoners shall be searched and all unauthorized items shall be confiscated. Confiscated items shall be listed in an inventory by objective description and secured.
 - (a) Money or any form of money shall be confiscated, counted in the prisoner's presence and secured.
 - (14) During reception, male and female prisoners shall not be placed in the same cell or unsupervised areas together.
 - (15) Processing and reception of juvenile prisoners shall be consistent with sections 2151.311 and 2151.312 of the Revised Code.
- (B) Seating shall be provided in holding areas, holding cells, housing cells, dormitories, dayrooms and eating areas for each prisoner.

Section 2. Intake and Arraignment

5120:1-8-04 Housing.

- (A) Full service jails shall provide prisoners with sufficient space. The facility shall maintain documentation regarding square footage and maximum occupancy figures for all housing and holding areas, and shall comply with the following minimum requirements:
- (1) Holding cells:
 - (a) Sixty square feet for one to three occupants with twenty square feet for each additional occupant up to a maximum of one hundred and twenty square feet (six occupants.)

5120:1-8-03 Security.

- (A) Each full service jail shall maintain the following minimum standards in regard to security of the facility.
- (2) A secure booking and release area.
 - (3) Temporary weapons storage lockers or other secure storage at each point of entrance to the jail's security perimeter.
- (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained.
- (1) In regard to jail security control equipment and devices:
 - (d) Storage areas for security and control devices shall be secured.
 - (2) All prisoners shall be searched whenever entering or leaving the jail's security perimeter.

Operational Preferences**Access to Intake**

The current vehicle sallyport is no longer large enough to accommodate the volume and types of vehicles used. Entry to the vehicle sallyport will use a pedestal-mounted intercom and ID reader, with vehicle and pedestrian doors controlled by Central Control. A drive through sallyport, which must be able to accommodate the following types of vehicle with an "always available" drive-through lane, is required:

- Automobiles, up to 20 waiting and the following parked Sheriff's Office vehicles: Coroner's Unit, Supervisor Vehicle, Transport Van.
- 15 person transport van.
- Fire/emergency vehicle.
- Ambulance, advanced life-support, high rise.
- Bluebird type 45 passenger bus.
- Transcorp type 48 passenger bus.

Section 2. Intake and Arraignment

Intake Processing Volumes

At current levels (45,000 annually), an average of approximately 125 intakes would occur in one day. However, intakes are not evenly distributed, and staff at the Sheriff's Office routinely report 150-200 intakes in a day. Each intake should take no more than one hour for a cooperative inmate. The Sheriff's Office has a process to control the volume and flow of prisoners into intake when there is an unusual level of arrests at one time.

Arresting Officer Areas

Arresting officers will generally come with completed paperwork; they will remain up until the point that the prisoner is searched. Alcohol testing does not occur at this facility. The goal is to have arresting officers back on the street within 15 minutes. During this time, corrections must confirm that arrest paperwork is accurate, complete an initial identification of the prisoner, complete an initial search of the prisoner and take pocket property, and determine if a medical clearance will be required. The design of this area (Pre-booking) should provide for basic officer needs, but restrict access to intake beyond this point.

Mini-Property (Initial Property)

Pocket property and coats are taken from prisoners in the Pre-booking area, with pocket property placed in a plastic bag, which is signed and placed in the Mini-Property storage area. Coats placed in a suitable container and placed in Mini-Property. In addition to taking items from the Pre-booking area, Mini-Property must also be able to accept and release items from an area to which the public have access. Mini-property completes a property inventory, which follows the inmate electronically when property is moved from Mini-Property to Property (see Section 3). Mini-Property has a complex set of adjacencies, requiring physical connections to the Public Lobby, Pre-booking, Release Processing, and (ideally) the Property Room. Because Mini-Property deals with all inmate funds, the inmate accounts section will be relocated from Jail Administration to this area.

Initial Search

Corrections staff perform an initial search of in-coming prisoners in the Pre-booking area. This search routinely includes a pat or strip search (consistent with State law), including a search of shoes, hats, and hair. Restraints are removed after an initial search, which includes the use of a hand-held metal detector. No walk-through detector is required, but space should be reserved for future, as yet undefined detection equipment. Since it is possible that some prisoners will be placed in a yellow uniform (suicide risk), a storage area for these uniforms is needed. Confidential space is required for both pat and strip searches of female prisoners.

Section 2. Intake and Arraignment

Identification

Prisoners will be positively identified in the Pre-booking area. This will include fingerprints and digital photographs. A minimum of two stations will be required. Identified inmates will be tracked by use of a wrist band.

Types of Holding Space Required

Prisoners brought to intake will require the following types of holding:

- Double entry holding cells, with access directly from the vehicle sallyport, for those who are combative (5% - 10% estimated by staff).
- Single holding cells of the following types: padded cell and seclusion type cell capable of holding a restraint chair.
- Open waiting space for cooperative inmates. This space will provide access to local and collect call telephones, restrooms, water, and TV.

Separation of Males and Females

Males and females will not be separated during the intake process other than in search areas and by internal seating separations and/or holding cell separations within intake. Processing will be combined through the point of waiting for bond. After that point, females will be processed separately.

Access to Other Individuals

Although prisoners will remain in intake for a relatively brief period of time, it is possible that they may need an area in which attorney or a specialized visit can occur. This area should provide for non-contact visitation, with a staff-controlled pass-through.

Intake Functions

Intake functions occur after the prisoner has been formally accepted and moved from Pre-booking to Intake. These functions are largely associated with entry of inmate information, formal identification of the prisoners, and pretrial release interviews and assessment. While records are generated at this location, records will be stored at a different location. Records are automated.

Duration of Inmate Stay in Intake

Inmates may remain in intake for 4-6 hours, if a release can be expedited during this period. Inmates who are going to be released will move to the release processing area for release processing. If the inmate is not going to be able to be released, he or she will move to intake housing, following completion of all intake activities. Inmates will go to arraignment from either intake or intake housing. They will

Section 2. Intake and Arraignment

wear their street clothing in intake housing unless clothing is taken for evidentiary purposes . Clothing could be stored before laundry or discarded based on individual circumstances. Some storage for jumpsuits is required in this area.

Staff Assigned to Intake

The following types of staff will routinely work in intake:

- Corrections officers.
- Supervisor.
- Data Entry Operators, who interview inmates, enter data, prepare releases.
- Property Clerks.
- Pretrial Release Interviewers.
- Health professional.
- Public Defender, who screens for indigence during the intake process.
- Court Clinic, who screens for mental health issues during the intake process.

In addition, other staff may be called into this area for a variety of assessments and other specialized activity.

Relationship of Intake Center, Central Warrants, Correctional Records Clerks, Clerk of Courts, and Arraignment Courts

The present Intake Center provides for connections among the Intake Center, Central Warrants, a section of the Sheriff's Office, Correctional Records Clerks, the Clerk of Courts, and the Arraignment Courts, which are discussed in Section 14 of this document.

Correctional records clerks do data entry for the courts. This paperwork includes copies of arrest affidavits and complaints; this group also advises the public about bail amounts. Any paperwork generated in intake by the Corrections Division will ultimately end up here; this group is the long-term repository of inmate records. This group has the strongest connection with the Admission and Classification function, which is described in Section 3; this group will be located with Admission and Classification functions. Any connection with Intake and Arraignment and Release will be electronic.

Central warrants is now connected to intake; this eliminates the need to wait for police agencies to obtain copies of the warrants. The preferred strategy for this function is to create an electronic interface between central warrants, pre-booking, intake, admissions and release.

The Clerk of Courts is responsible for taking bail and moving bond release paperwork between the Courts and the current Intake Center. The connection currently is accomplished by a pneumatic tube. This suggests that a similar connection method, including electronic, would work.

Section 2. Intake and Arraignment

The Arraignment Courts currently have physical adjacencies to both public spaces (which provides for out of custody arraignments) and the current intake center (which provides for in custody arraignments and the taking into custody of someone from the public). There appear to be two options to address this issue:

- The arraignment courts are relocated with the same physical connection to a replacement intake center as exists in the current.
- The courts move to video-arraignment for in-custody inmates.

Scenarios

Scenarios will be developed prior to finalizing this document.

Spaces

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
1.01	Vehicle Sallyport	1	11,150	11,150		2 bus parking at 60'x10', drive through lane and parking for 25 vehicles at 350 sf
1.02	Sallyport Storage	1	80	80		
<i>Pre-booking</i>						
1.03	Pre-booking	1	1,065	1,065		includes some additional circulation
	a seating				375	seating for 25 @15 sf
	b ID				260	2 full ID stations (photo and livescan, wrist band counter) @65 + 2 sets equipment @60
	c search alcove				130	2 cubicles @65, including counter
	d Staff workstation				40	
1.04	Strip Search Room	2	80	160		counter and search area
1.05	Arresting Officer Restroom	1	45	45		standard restroom
1.06	Holding Cells	3	70	210		Double entry, access from sallyport and pre-booking
1.07	Janitor Closet	1	35	35		
1.08	Triage	1	80	80		
1.09	Storage	1	80	80		
<i>Intake (Security and Pretrial Services Interviews)</i>						
1.10	Open Waiting	1	750	750		50 inmates at 15 sf, also used by pretrial
1.11	Open Waiting Restroom	2	45	90		1 should be accessible.
1.12	Intake Room	1	1,705	1,705		circulation = 1000
	a correctional interview stations				285	5 stations at 45 and 60 sf storage and circulation to open waiting, 1 accessible

Section 2. Intake and Arraignment

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
	b pretrial services interview stations				285	5 stations at 45 and 60 sf storage and circulation to open waiting, 1 accessible
	c pretrial services investigation stations				135	investigative stations 3 @45
1.13	Lieutenant Office	1	195	195		Shared office 3 workstations @65
1.14	Sergeant Office	1	270	270		Shared office, 6 workstations @45
1.15	Interview Room (Small)	4	60	240		
1.16	Multi-use Interview	1	150	150		6 persons @25
1.17	Triage	1	80	80		
1.18	Holding Cell (Individual)	10	60	600		
1.19	Mini Property Room	1	285	285		
	a valuables storage				60	250 inmates at .25 sf
	b staff workstation				105	3 counter workstations at 35 sf
	c pre-booking counter				40	
	d public-lobby counter				40	
	e release-path counter				40	
1.20	Inmate Accounts Supervisor	1	120	120		
1.21	Inmate Accounts Office	1	180	180		4 ws @45
1.22	Officer Restroom	2	45	90		
1.23	Janitor Closet	1	35	35		
1.24	Staff Restroom	2	45	90		
1.25	Staff Break Room	1	415	415		6 vending machines @15, utility, seating for 12 @25
<i>Intake Office Suite (Sheriff and Pretrial Services Intake Section)</i>						
1.30	Entry/Reception	1	185	185	60	circulation
	a seating				60	4 people at 15 sf
	b workstation				65	workstation
1.31	Intake Processing Supervisor	1	120	120		
1.32	Intake Processing Clerk Office	1	135	135		3 workstations @45
1.33	Intake Services Supervisor Office	1	120	120		
1.34	Pretrial Services Supervisor Office	1	120	120		
1.35	Casework Services Supervisor Office	1	120	120		

Section 2. Intake and Arraignment

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
1.36	Public Defender Office	1	135	135		3 workstations @45
1.37	Court Clinic Office	1	135	135		3 workstations @45
1.38	Medical/Mental Health Provider Office	1	135	135		3 workstations @45
1.39	Multi-use Office	1	135	135		3 workstations @45
1.40	Meeting Room	1	300	300		seating for 12 at 25 sf
1.41	Administrative Workroom	1	120	120		
	a	equipment			100	
	b	utility			20	
1.42	Office Supply Storage	1	40	40		
1.43	Staff Restroom	2	45	90		
Subtotal Intake				20,090		
						sallyport
						11,150
						all other
						8,940

This program provides space for all of elements of the Pretrial Services Department which are housed in intake within the secure perimeter of the facility.

Adjacency Diagrams

Adjacency diagrams will be developed prior to finalizing this document.

Section 3. Admissions and Classification

Goals

The following goals have been established for this function:

- To house inmates in the least restrictive housing which ensures their safety and the safety of others,
- To develop gender specific approach to classification,
- To identify and develop the types of programming most appropriate for individuals,
- To provide appropriate space for correctional record keeping,
- To complete an assessment of risk and need before inmates move from the admission and classification area to Orientation Housing,
- To restrict the amount and types of property which can be brought into the facility, and
- To treat all property as if it were evidence.

Standards

5120:1-8-01 Reception and release.

- (A) Each full service jail, as defined in sections 5120:1-7-02(A)(1) of the Administrative Code, shall adhere to following standards regarding the reception and release of prisoners. Each full service jail shall implement policies and procedures, and produce documentation that evidences compliance with the following standards:
- (9) Prisoners shall be searched and all unauthorized items shall be confiscated. Confiscated items shall be listed in an inventory by objective description and secured.
- (a) Money or any form of money shall be confiscated, counted in the prisoner's presence and secured.
- (11) Prisoners who are to be integrated with the general population and/or whose clothing is soiled or infested shall receive a shower and clean uniform clothing. ...
- (12) Prisoners confined for more than eight hours shall be:
- (a) Assigned a bed;
- (b) Provided with a mattress, blanket, bed linens and towels;
- (c) Provided with articles to maintain personal hygiene (toothbrush, toothpaste, feminine hygiene items and soap.)
- (14) During reception, male and female prisoners shall not be placed in the same cell or unsupervised areas together.
- (15) Processing and reception of juvenile prisoners shall be consistent with sections 2151.311 and 2151.312 of the Revised Code.
- (B) Seating shall be provided in holding areas, holding cells, housing cells, dormitories, dayrooms and eating areas for each prisoner.

Section 3. Admissions and Classification

5120:1-8-04 Housing.

- (A) Full service jails shall provide prisoners with sufficient space. The facility shall maintain documentation regarding square footage and maximum occupancy figures for all housing and holding areas, and shall comply with the following minimum requirements:
 - (1) Holding cells:
 - (a) Sixty square feet for one to three occupants with twenty square feet for each additional occupant up to a maximum of one hundred and twenty square feet (six occupants.)

5120:1-8-09 Medical.

- (C) Health-trained personnel shall perform a medical, dental and mental health receiving screening on each prisoner upon arrival at the jail. ...

Operational Preferences

Admission Activities

The sequence of admission activities is:

- Showers and clothing inventory,
- Initial assessment by the Sheriff's Office classification personnel,
- Medical screening by a health professional,
- Pretrial assessment for program eligibility, and
- Housing assignment.

The Sheriff's Office is interested in integrating a self-assessment tool into this process.

Separation of Male and Female Inmates

Male and female inmates are separated in the assessment process. Staff who are assigned to these functions should be able to interact with males or females.

Inmate Property

Inmates who have been returned from arraignment will be dressed into jail uniforms. Property which has been left in Mini-Property will be moved to the Admissions Processing area where Admitting staff will complete an automated clothing card. Clothing is stored in a separate area from valuables. Items taken include bulky items, with a suitcase being the largest item typically taken. Valuables and bulk

Section 3. Admissions and Classification

property can be stored together, adjacent to the clothing storage area. Clothing and property functions will be provided at both HCJC and the expansion facility.

Interviews and Assessments

Prior to leaving the Admissions Processing area, inmates will be interviewed and assessed by classification and health personnel. Assessment needs to occur at least twice - within the first 24-72 hours of being brought into the facility and at about 2 weeks following placement. For some individuals, it may need to be on-going. Assessment should include:

- Security level/risk,
- Mental health needs,
- Substance abuse assessment,
- Physical health needs,
- Educational, vocational history, including learning style and learning abilities,
- Housing,
- Family data/relationships, and social services involvement, and
- Financial assessment.

The level of assessment which appears appropriate at this time is to separate inmates who are “program eligible” from those who are not. Assessment teams will initiate assessment for “program eligible” inmates at this time with the ability to follow up with additional assessment later in the inmate’s incarceration as appropriate.

Shower

All inmates will receive a shower prior to leaving the processing area and will be issued a jail uniform, hygiene items and bedding.

Housing Assignment

Unless a specialized housing assignment is dictated by inmate behavior, all inmates will move to an orientation unit where they will be housed for a minimum of 24 hours prior to receiving a final housing assignment.

Scenarios

Scenarios will be developed prior to finalizing this document.

Section 3. Admissions and Classification

Spaces

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Admission Processing (Male)</i>						
2.01	Group Holding Cell - Male	2	225	450		15 inmates @15 sf
2.02	Inmate Restroom	1	45	45		
2.03	Shower Room (Male)	1	340	340	100	includes 100 sf for circulation
	a pass through				35	counter
	b shower stations				160	4 stations at 25 sf, 1 at 60 for accessibility
	c inmate toilet				45	includes 100 sf for circulation
2.04	Medical/Mental Health Triage	1	80	80		
2.05	Holding Cell (Individual)	2	60	120		
<i>Admission Processing (Female)</i>						
2.10	Group Holding Cell - Female	2	120	240		8 inmates @15 sf
2.11	Inmate Restroom	1	45	45		
2.12	Shower Room (Female)	1	290	290	100	includes 100 sf for circulation
	pass through			0	35	counter
	shower stations			0	110	2 stations at 25 sf, 1 at 60 for accessibility
	inmate toilet			0	45	includes 100 sf for circulation
2.13	Medical/Mental Health Triage	1	80	80		
2.14	Holding Cell (Individual)	1	60	60		
<i>Admission Processing (Shared)</i>						
2.15	Admissions Processing Room	1	1,500	1,500		includes 500 sf circulation
	a classification assessment station				225	5 stations @45
	b pretrial assessment station				225	5 stations @45
	c health screening station				225	5 stations @45
	d storage				60	counter for equipment
	e self-assessment counter				175	5 stations @35
	f CO workstation				90	2 stations (one on male, one on female side) @45
2.16	Housing Coordinator Office	1	100	100		
2.17	Admissions Sergeant Office	1	180	180		4 workstations @45
<i>Admissions Office Staff Area/Records</i>						
2.20	Entry/Reception	1	185	185	60	circulation
	a seating				60	4 people at 15 sf
	b workstation				65	workstation
2.21	Pretrial Services Assessment Team	1	325	325		5 workstations @65
2.22	Records Manager Office	1	120	120		

Section 3. Admissions and Classification

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
2.23	Classification Specialist Office	1	325	325		5 workstations @65
2.24	Multi-use Office	1	195	195		3 workstations @65
2.25	Correctional Records Supervisor	1	130	130		2 workstations @65
2.26	Meeting Room	1	200	200		seating for 8 at 25 sf
2.27	Correctional Records	1	830	830		14 workstations @45 sf & 10 file cabinets @20
2.28	Administrative Workroom	1	120	120		
	a equipment				100	
	b utility				20	
2.29	Office Supply Storage	1	40	40		
2.30	Staff Break Room	1	415	415		6 vending machines @15, utility, seating for 12 @25
2.31	Staff Restroom	2	45	90		
2.32	Janitor Closet	1	35	35		
Subtotal						6,540
<i>Property</i>						
2.30	Property Room/Clothing Storage	1	2,945	2,945		
	a clothing storage				2,000	2,000 inmates at 1 sf
	b staff workstation				105	3 counter workstations at 35 sf
	c washer/dryer rough-in				40	
	d clothing issue				500	2,000 inmates at .25 sf per inmate
	e bulk property storage				300	
2.31	Clothing Issue	1	500	500		2,000 inmates at .25 sf per inmate
2.32	Valuable/Bulk Property Storage	1	500			2,000 inmates at .25 sf per inmate
2.33	Court Dress-out	1	225	500		15 cubicles @15
2.34	Property Supervisor Office	2	100	200		
2.35	Officer Restroom	2	45	90		
2.36	Janitor Closet	2	35	70		
Subtotal Property						4,305
Total Admissions and Property				10,845		

Adjacency Diagrams

Adjacency diagrams will be developed prior to finalizing this document.

Section 4. Transportation and Release

Goals

The following goals have been established for this function:

- To provide separate circulation and space for inmates who are being transported (including to court) or being released.
- To facilitate the release of inmates to treatment agencies.

Standards

5120:1-8-01 Reception and release.

(B) Seating shall be provided in holding areas, holding cells, housing cells, dormitories, dayrooms and eating areas for each prisoner.

5120:1-8-04 Housing.

- (A) Full service jails shall provide prisoners with sufficient space. The facility shall maintain documentation regarding square footage and maximum occupancy figures for all housing and holding areas, and shall comply with the following minimum requirements:
- (1) Holding cells:
 - (a) Sixty square feet for one to three occupants with twenty square feet for each additional occupant up to a maximum of one hundred and twenty square feet (six occupants.)

Operational Preferences

Prisoner Transportation

The jail has responsibility for all local transportation of inmates, with the exception of mental health commitments, which are done by court services. Strategies which minimize the degree to which inmates have to be transported outside the facility to receive services are preferred.

Transport Weapon and Restraint Storage

Transport staff are armed, but no weapons are permitted inside the secure perimeter. As a result, transport staff will need dedicated gunlockers at the point in the Vehicle Sallyport at which they enter and leave the facility when on duty.

Section 4. Transportation and Release

Types of Holding Space Required

Prisoners being transported or released will require the following types of holding:

- Single holding cells.
- Multiple occupancy holding cells, capable of holding up to 6 inmates.

There must be adequate holding space to provide for separations of various classifications, “keep aways,” and individuals who are going to Court outside of the Courthouse. Prisoners who are being released will not mix with those who are going to Court, and prisoners who are being released to the community will not mix with those who are being released into the custody of another agency.

Court Staging

Inmates who are moving to court from the new facility will be staged through the current intake area of HCJC and then to Court Holding through the existing court connector. Inmates will remain in Court Holding for a period of time. Current non-arraignment court volume suggests that 100-150 people go to court on a daily basis. About 10 people per day go to court somewhere other than the Courthouse; this group is transported in a vehicle.

Arraignments can be estimated in the following manner. This analysis assumes an anticipated intake volume of 60,000 per year (165 per day average with normal peak daily volumes of 200 new intakes). Pretrial services current provides expedited releases for between 20% and 35% of inmates prior to arraignment. If pretrial services is able to provide expedited release to only 20% of intakes, then arraignment volume on an average day can be estimated at 132 arraignments and on a normal peak day of 160 arraignments.

Court Holding

This space should be located in the Courthouse, adjacent to the current Court Holding area. Current court holding capacity includes six single holding cells and three large holding areas. In theory, this area should house perhaps 65 inmates. Sheriff’s Office staff tabulated the number of inmates going to court for a thirty day period. On average 117 people went to court (not associated with arraignment); 15 were female and 102 were male. There is considerable variability in this number, since the high number was 161, 28 females and 144 males.

Release Processing and Volume

The Sheriff’s Office can, to some degree, control the timing of releases. Time expired releases are released between 5 and 6 AM; at present this includes an average of 15 people. It is in the interests of the Sheriff’s Office to release others as expeditiously as possible.

Section 4. Transportation and Release

Once it is determined at an inmate will be released, he or she will be moved to the release processing area. If they have been housed, the first stop prior to movement to release processing is to an area in which they return jail uniforms and property, put on their own clothing and pick up their valuables. Inmates then move to the release processing desk. The final step is to Mini-Property to pick up a check for any cash put in their inmate account. Inmates then leave the secure area through the designated release path for their type of release. Medications are treated like property and should, in fact, be with inmate property when it is released.

Release to the Community

Inmates who are being released to the community will be moved to the Release Processing area. If they are not in their personal clothes, they will pick up their personal clothing and valuables from Property, change in a small changing area, and return jail property. They will be able to pick up funds from a separate window on the exit path either immediately following release or on the morning of the next business day. Inmates who are being released to the community will leave the release area and move quickly to a point from which they can access the Public Lobby.

Release to Other Agency

Inmates who are being released into the custody of another agency will be moved to the Release Processing area after staff have completed all final records checks. If they are not in their personal clothes, they will pick up their personal clothing from Property, change in a small changing area (unless the transporting agency requires that prisoners be transported in their uniform, return jail property, and sign for all their items, including valuables. Property is taken by the other agency. Other agencies are responsible for restraint of the prisoner. Transporting officers and the prisoner leave the facility through the Vehicle Sallyport without passing through the Intake Area.

Processing and Release Staff

In addition to correctional staff who will work in this area, staff in the Processing and Release Section who enter court data for docketing purposes and release entries will work in this area.

Scenarios

Scenarios will be developed prior to finalizing this document.

Section 4. Transportation and Release

Spaces

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Release Processing</i>						
3.01	Open Release Waiting	1	225	225		15 inmates at 15 sf in each area
3.02	Open Waiting Restroom	2	45	90		1 should be accessible.
3.03	Release Processing Room	1	650	650		2 stations at 45 and 60 sf storage+500 sf circulation
3.04	Group Holding (Multiple)	4	120	480		each accommodates 6 inmates @20
3.05	Holding Cell (Individual)	2	60	120		
Subtotal Transportation and Release						1,565
<i>Transport Staging</i>						
3.07	Transport Staging	1	750	750		allows a group of 50 people at 15 sf to be in this area at one time
3.08	Holding Cell (Individual)	5	60	300		
3.09	Holding Cell (Group)	8	120	960		each accommodates 6 inmates at 20 sf
3.10	Officer Restroom	2	45	90		
3.11	Janitor Closet	1	35	35		
3.12	Transport Supervisor Office	1	150	150		
3.13	Transport Staff Officer	1	360	360		8 counter type workstations @45 sf
3.14	Transport Restraint Storage	1	80	80		
Subtotal Transport Staging						2,725
<i>Court Holding</i>						<i>These spaces should be provided in the Courthouse.</i>
3.20	Court Holding Control	1	200	200		
3.21	Holding Cell (Individual)	15	60	900		
3.22	Holding Cell (Group)	10	100	1,000		each accommodates 20 inmates
3.23	Officer Restroom	2	45	90		
3.24	Janitor Closet	1	35	35		
3.25	Supervisor Office	1	100	100		
3.26	Staff Office	1	180	180		4 counter type workstations @45 sf
3.27	Restraint Storage	1	80	80		
Subtotal						2,585
Subtotal Transportation and Release				7,620		

Adjacency Diagrams

Adjacency diagrams will be developed prior to finalizing this document.

Section 5. Security and Control

Goals

The following goals have been established for this function:

- To minimize the degree to which staff who do not work in corrections or whose work assignment does not occur inside the perimeter have access inside the secure perimeter,
- To restrict the degree to which items are taken inside the secure perimeter.,
- To provide a single point of public entry/egress for all pedestrian correctional staff traffic (other than Transport Officers),
- To isolate Central Control from high traffic areas,
- To focus Central Control activities on perimeter security, staff safety, and
- To provide a single point of public entry/egress for all visitors.

Standards

None

Operational Preferences

Perimeter Concept

Based on an urban location, the perimeter concept will be located at the walls of the facility. An attractive fence or wall may be used to denote private areas surrounding the facility, which should be restricted to public access.

Criteria for CCTV Use

CCTV is used:

- To verify identity associated with locations in which doors are operated remotely.
- To observe low use areas where no motion should typically occur.
- To support other security devices.
- For psychological deterrence.

Section 5. Security and Control

Use of Controls

HCJC has twenty-two control rooms, sixteen associated with housing areas, two central controls, an intake control, two visiting controls, and one kitchen control. The two central controls in HCJC were upgraded within the last two years, allowing them to be redundant. While this number of controls was typical of design in the 80's, today's designs tend to be less reliant on individual controls, particularly controls which must always be staffed, because they tend to be staff-inefficient. In this project, it would be desirable to minimize the number of control rooms in any new space and develop an approach which might allow a number of the existing controls to be replaced and/or collapsed.

Sheriff's Emergency Response Team (SERT)

Corrections has SERT to respond to various emergencies within corrections. SERT will need storage space for specialized equipment (helmets, shields).

Armory

Corrections needs an armory for rifles and handguns, chemical agents, and pepper guns. This must be located outside the secure perimeter.

Types of Security Spaces

Spaces within the building are organized into the three types of areas:

- *Public Areas*, such as the public lobby, to which the public may freely have access during normal business hours.
- *Controlled Access Areas*, such as jail administration, which are **outside** the secure perimeter of the facility, but which are not accessible to the public without the direct action of staff inside the controlled access area. Controlled access areas include jail administration, staff support areas, maintenance and mechanical spaces.
- *Secure Zones*, which are **inside** the building security perimeter. The wall, ceiling and floor structure of secure zones are hardened to prevent intrusion. Entry to an internal secure zone requires an action by Central Control and/or a local control station; local control stations **can not** control movement across the secure perimeter. Secure zones include security and control, booking, each housing unit, health care, inmate programs, food service, and laundry. Spaces within a zone may require additional hardening, i.e., central control located within the security and control zone.

Secure Perimeter

The secure perimeter is the primary security feature of the physical plant. Central Control will control all movement of vehicles across the security perimeter. An entry/exit control station will control all pedestrian entry/exit (other than pedestrian entry to the vehicle sallyport).

Section 5. Security and Control

Either control can halt activities of the other and either can assume responsibilities for the other. The security perimeter is three dimensional and includes walls, floors, and ceilings/roof deck. All entry/exit across the security perimeter requires an interlocking sallyport. Central Control must have the ability to override any interlock in an emergency.

Central Control must be able to verify the identity (either by direct eyesight or by camera) of persons requesting entry/exit across the secure perimeter. This requires a properly placed, dedicated camera and intercom at each side of all secure perimeter doors. All entry/exit doors to the secure perimeter are individually controlled from Central Control.

Any opening in the secure perimeter, including the HVAC system, must include a tool-resistant security barrier and be sized to prevent penetration of the perimeter or egress through these systems.

- In secure walls, ceilings and floors, openings shall not exceed 5 ½ inches in width.
- Any drains and pipes crossing the secure perimeter must include secure grating.
- All cable or electrical wiring outside the building shall be securely installed and fully encased.

The walls, floor, and roof structure/deck comprise the security perimeter. The facility needs to be designed to direct people toward the public areas of the facility and away from private areas. In some cases, this may result in the need for an additional wall or fencing.

There are at least three sallyports in the security perimeter:

- Intake Sallyport for transportation of prisoners,
- Loading Dock Sallyport for receiving supplies, and
- Main Sallyport for public and staff access into the secure areas. It is possible that staff may use a separate sallyport.

Perimeter Surveillance and Detection System

This is closed circuit television (CCTV) and supporting devices. Exterior cameras are placed in weather proof housings are located to view:

- Approaches to all pedestrian and vehicle entrances to the perimeter,
- Those walls and roof which are a part of or provide access to the secure perimeter.

Monitoring and control of exterior cameras occurs at Central Control. Cameras may be mounted on the structure itself or on a pole. Placement and/or supporting devices must restrict access to camera housing.

- If mounted on the structure, locate and protect the placement so that the camera housing can not become a means to climb onto or over the structure and protect the camera from lightening strikes.
- If mounted on a pole, locate and protect the placement so that the pole can not become a means to climb onto or over the structure and protect the camera from lightening strikes. If camera is located on a light pole, the light should not hinder camera view quality.

Section 5. Security and Control

Camera characteristics are discussed in a later section on CCTV.

Perimeter and Site Lighting

Site lights are directed down to maximize dark skies while maintaining security. Minimum lighting levels are controlled by photo sensors in the normal mode of operation. Consider security camera placement when locating lights or support structure so the light does not hinder viewing or picture quality.

Access Control Systems

These include the facility's door control system and a staff access system to facilitate staff entry and movement.

Door Control System

Central Control is responsible for locking/unlocking and monitoring the status of all perimeter security sallyports, stairwells and elevators, and other designated doors. Pedestrian entry/exit control operates pedestrian security vestibules and other designated doors within the secure perimeter.

- Doors within the perimeter which Central Control will routinely operate are:
 - Doors leading from secondary circulation corridors to the primary circulation corridor.
 - Zone access doors.
 - Corridor flow control doors.
- Central Control will not routinely operate, but should be able to operate in an emergency:
 - Emergency release of cell doors (group release by level of housing unit).
 - Doors operated by any other designated control point, such as the booking desk.
 - Any other doors controlled remotely.

Door controls on remotely operated doors indicate when doors are secure and when they are open. Central Control must be able to take power away from any other control panel or workstation. Other workstations can deactivate their panels as well as have the ability to disable their panel. Deactivation of a panel will automatically send an alarm to Central Control and activate a surveillance camera and the associated intercom. Only Central Control can activate a disabled panel. The intercom will continue to function when the control panel has been deactivated.

Housing locks must be able to be operated in different modes: individually, group release, release within a zone, group release with exclusions, etc.

- All locks shall fail secure. All remotely controlled locks also have key over-ride.

Section 5. Security and Control

- All locks shall recycle back to the locked position even though the door has not been opened and closed.

Staff Access System

The access system does not allow staff to cross the secure perimeter of the facility; it does allow authorized staff to move into controlled access areas and across security zones within the perimeter and in the non-secure area of the facility. The staff access system will provide staff with the ability to enter all non-housing unit security zones and controlled access areas, which do not need to be controlled by Central Control. The system will be programmable by the Department and will have a historical reporting system. Invalid attempts will alarm and print in Central Control.

The staff access system may be card, proximity or bio-metric or a combination. The system is programmable in ways that:

- Can restrict staff access to specific doors, such as the entry to administration being restricted to administrative staff after office hours.
- Logs the user and time of use of the access system so that operators can tell who has had access to a specific door/area and the time at which access or attempted access occurred.
- Allows on-site reprogramming to remove users quickly with minimal disruptions to remaining system users.
- Any door operated as a part of this system also has a key over-ride.
- Within the secure and public access areas of the facility, when used, readers are secured and mounted with security fasteners. In the controlled access area of the facility, readers are secured and mounted using standard commercial fasteners.

Communication Systems

The communications system includes facility intercoms. In addition, staff will use portable radios and telephones to communicate.

Facility Intercom System

The intercom system will provide for full duplex communication to all locations where it is installed. Unless otherwise designated, communication goes to Central Control. Security type installation is provided at push button stations. The general rule for installation is to install intercoms at:

- Each door operated by Central Control, on both sides of the door and in each sallyport or vehicle trap.
- Any remotely controlled door.
- Each door on both sides that are remotely operated.

Intercoms are integrated into the security system so that their activation, when acknowledged, automatically brings up the associated camera. In emergency mode, Central Control must be able to maintain any desired camera view on the primary monitor and divert routine requests to a secondary monitor or the second control console. Control of the intercoms is integrated into the security system at Central

Section 5. Security and Control

Control. All workstations shall have a headset that allows for hands free operation or use of a handset when privacy is required. Intercoms are located to the handle side of doors (away from hinges).

Telephone Systems

The facility provides for inmate telephones at the ratio of one telephone per eight inmates. Locate inmate telephones away from traffic areas, televisions, other phones and cell doors. Provide for a telephone disconnect feature at local panels in inmate housing areas, booking and other designated controls. The system provides for the ability to record any inmate telephone calls. (Multiple calls or one at a time.)

Staff Safety Systems

The facility has the following forms of officer safety systems.

- Correctional officers currently use a radio system for communication. A staff safety system which identifies the location where the alert has occurred is needed.
- A fixed distress call system is located in other areas of the facility used by non-correctional staff who do not carry radios and the public. At this time, locations are limited to professional visiting rooms, education, mental health, social services and other areas used by non-uniformed staff.

This system is integrated into the overall security system and annunciates in Central Control.

Video-Conferencing

The video conference system includes a variety of applications (video-court, tele-medicine, video-visitation, video-training, and video-conferencing capacity). In the future it is likely that this function will expand. A net-worked computer server(s) is connected through a switcher to each location where video-conferencing occurs. At each location where video-conferencing occurs, there is a computer monitor, computer camera, and integrated telephone or microphone. This system needs to be able to be connected to the internet and to a satellite down-link to access federal and state training.

Watchtour System

The system includes a net-worked computer server connected to each location where the watchtour system is located. The watchtour system will be located in each housing unit, on both ground and mezzanine levels (if applicable). The watchtour system will alert the Central Control operator if an officer misses a check. The watchtour system will be integrated with the staff access system so that one device operates both systems.

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Surveillance System

The surveillance system is closed circuit television. The CCTV system is installed in a way that facilitates movement of staff and inmates, safeguards staff and maintains security. CCTV is most effective when it is used to:

- Verify identity at locations which must be controlled and are not directly visible to Central Control.
- Respond to movement (from a motion detector when activated), a staff action (such as activating an intercom), or an alarm (a duress or distress alarm).
- For psychological deterrence.

All cameras are digital color cameras, which may be placed in secure housings, with cameras located at strategic points to assist staff in maintaining visual coverage. Selected camera capabilities should include 360° view capability, tilt, pan and zoom. Camera housings should not restrict the desired view. Housing selection will consider the size and shape of the area to be monitored, and the accessibility of the equipment (attention to the potential for vandalism and disabling the camera).

Monitors shall be located so as not to restrict viewing of adjacent areas. The operator must be able to view the monitors while seated to operate the controls. Provide sixteen screen capability for any monitors that are separate from the integrated security system monitor(s). All cameras shall provide for continuous digital recording. Recording can be transferred from the processor hard disk to a CD Rom. Provide a dedicated monitor for the DVD in Central Control. Provide a video switcher at each monitor that operates independent of other video switchers.

Staff can call any camera to any monitor, sequence cameras in order as desired and direct cameras to monitors as necessary. Monitoring of the cameras will occur in Central Control. At least four (4) 19" monitors and two (2) 25" color monitors will be required. Each monitor should be capable of showing multiple camera images at the same time. Normal operation would provide for one to sixteen simultaneous images. Monitors are able to be set to play a sequence of images or remain fixed at the operator's discretion. 19" monitors will be provided at a ratio of 1 monitor to every eight cameras. Monitors are ergonomically placed in the control, and located so that they do not block operator's direct visual ability and should be able to be viewed while the operator is using the control panel.

Cameras must be able to see the full height of any door to be seen as well as the associated intercom. All inmate corridors inside the secure perimeter should be capable of being viewed directly by Central Control and/or by CCTV. These cameras shall also view security zone doors.

Administrative oversight of in-facility cameras is required in at least one location outside the secure perimeter. It must be possible to see and control any camera from these locations.

Section 5. Security and Control

Systems Integration

The automated control system integrates automated emergency power systems, site lighting, door controls, the staff access system, intercoms, staff safety systems, CCTVs, and the fire alarm system. This level of integration maximizes flexibility while also maximizing the accountability for movement. The systems should be easily expandable to accommodate future systems. The Central Processing Unit (CPU) and each automated element of the system provide redundancy so that functionality is not lost in the event of computer system failure.

Controls are linked in a “user friendly” manner.

- Example 1. Activation of an intercom at a controlled door in the facility will automatically bring up the camera at the intercom when the intercom is acknowledged in Central Control. Both the intercom and door control are activated on a graphic computer screen. The camera automatically is activated to the primary monitor and/or computer screen.
- Example 2. Activation of a door alarm, alerts Central Control audibly and visually, and brings up the area on a camera, allowing control to assess the situation and determine an appropriate response.

Alarms or calls to the Central Control are a combination of light, sound and/or movement. The system provides a unique identifier for each type of alarm. The integrated security system should be a computer-based, net-worked system, which is protected by uninterruptable power sources (UPS). The control system is designed for ease of operation, using computer screens, and controlling doors, intercoms, camera and other controls as indicated in this program.

Physical Plant Security Systems and Hardening

Physical plant security systems are doors (including door equipment and frames), window frames, walls and partitions, glass, security fasteners, light fixtures and plumbing fixtures.

Door/Hardware

Inside the secure perimeter, including all sallyport doors, unless otherwise designated on the room sheets, Hollow Metal-Secure doors and frames will meet the following criteria:

- Flush mounted, detention grade hollow metal.
- All channels are flush.
- All doors except as designated by the user or in below will have tempered or security glass vision panels 5 ½" by 36" or multiples thereof, configured to prevent the passage of a 5 ½" inch object. They generally include the following glazing requirements:
 - Doors to utility spaces, restrooms, chases, and storage areas will not require vision panels.
 - 12 gauge security hollow metal doors use 60 minute glass in classroom size opening.
 - 14 gauge security hollow metal doors use 30 minute glass in classroom size opening.

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Hollow metal-secure doors are equipped with detention hardware which includes the following equipment: detention grade hinges, surface door pulls on the exterior of all cell doors and recessed handles on the inside of all cell doors, roller bolt beveled strikes, door position switch, silencers (except at cells), wall or floor mounted door stops (coordinated with handle and food pass locations), concealed closers, cylinder shields, escutcheon plates and other required trim (exterior doors), weatherstripping and thresholds (exterior doors), and food pass locations as identified by the user.

- Cell doors are either manually operated, kick-open sliders or manually operated swing doors, controlled as identified in the earlier section on access controls.
- Corridor doors in the secure area will be security doors, fully glazed top and bottom, glazed in a way to provide maximum visibility.

Door location and opening allows for the widest passage ensuring that a gurney with staff on both ends, food carts, laundry carts, etc. can pass through all areas. All security sallyports should be long enough to meet this requirement. Sidelights for doors will be the same construction and design as the door. Lock types will be specified during the design process. Access panels and other miscellaneous doors should be consistent with the security of the door to the room and the security level of the wall.

All hollow metal non-secure doors are 16 gauge with commercial hardware. All non-detention hardware shall be integrated with the County's keying strategy.

Windows and Window Frames

In the secure area, exterior security windows frames are detention grade, 12 gauge. Restrict the potential for vision from one group of cells to another. Where vision from one unit to another is an issue in the resulting design, angle vanes, obscure glazing, or arrange window to prevent visual communication from one unit to another. Windows are not operable. Maximum dimension of the window in one direction is 5 ½ inches. Select a cell window height that maximizes the use of wall for double bunking. Use non-pick glazing tape and sealant on the inmate side. The Sheriff's Office has expressed a preference for horizontal windows which are located high in the cell.

In the non-secure area, exterior windows and frames are commercial grade Hollow Metal or aluminum. In areas which are readily observable by the public, elevate windows to restrict views of work areas.

Interior window frames will vary as determined during design. Windows may be located as a side light or as an opening away from the door to maximize viewing into an area. Standardize window sizes as much as possible.

Wall Construction

There are various types of wall construction: masonry (concrete block), pre-cast modular concrete or steel units and non-masonry walls.

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- Masonry walls which comprise a part of the secure perimeter will consist of concrete block, reinforced with of number 4 rebar, 8" on center both horizontally and vertically. The cores will be filled solid with 3000 PSI grout. These walls will be carried from structure to structure and wall to wall, with appropriate reinforcing.
- At all points where a security wall is penetrated by ducts or other devices in excess of 8" square or 10" in diameter, provide tool-resistant security bars consisting of a minimum 10 gauge steel sleeve and 5/8 inch security bars welded to reduce the effective passage. This system must be securely anchored to the floor or wall where it is located. Note: the air resistance of these security grills will impact air exchanges so ducts must be sized accordingly. Opening shall not exceed 5" if one dimension exceeds eight inches.
- In areas such as shower areas, kitchen and laundry, where there is dampness and humidity, utilize materials and or finishes that will resist peeling, staining, and related problems.
- Non-masonry walls within the secure perimeter where inmates have access, are hardened to minimize damage from abrasion, indentation and penetration.

Ceilings

All ceilings in inmate accessible areas must be hard surface or securely clipped if a suspended ceiling is used. Ceiling type is related to ceiling height.

Glass and Glazing

Glass which is part of the secure perimeter needs to be maximum security. Where glass forms part of the secure perimeter, the glass must be 60-minute impact resistant and bullet resistant (9/16 inch glass clad polycarbonate). Security at internal security zones may be provided by 30-minute glass. This is a medium security condition. Security within a zone such as a housing dayroom to an adjacent recreation area may be 15-minute glazing. Glazing opening sizes should be standardized as much as possible.

Cell windows that are limited to a 5 ½ " opening only require 30 minute glass. Cell windows are located to minimize vision from one housing pod into another housing pod. Windows are located high in the cell to minimize opportunities to view the interior of the cell and to reduce the possibility of inappropriate inmate displays.

Security Fasteners

In areas that are accessible to inmates, all connections using fasteners, i.e., bolts or screws, are made using security "tamper resistant" fasteners. These will generally be of the center-pin "torx" type, or approved equal. All disciplines will utilize the same fastener in inmate accessible areas. All vent or duct covers must include security mesh or (other appropriate material) to enhance contraband control. All detention grade fasteners, vent and duct covers, etc. which can be reached by inmates and/or which are out of direct view of a continuously operated staff post must be suicide proof.

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Light Fixtures

Light fixtures in inmate accessible areas will be consistent with the other security equipment used within that area.

- Fixtures in cells and subdayrooms which are below a mezzanine level and on walls will be surface mounted or recessed with the appropriate level security fasteners, lenses, etc.
- Fixtures in the high ceiling areas of the Dayroom and which are not reachable by inmates, and other areas where security ceilings are required may be fully recessed, surface mounted or pendant mounted (providing indirect lighting).
- Minimum lighting levels are controlled from local control stations and Central Control.
- Corridor and sallyport lights are on a night light system so at least half of the light remain on at all times. Lights are controlled from Central Control.

Selected lights are on the emergency generator. All detention fixtures which can be reached by inmates and/or which are out of direct view of a continuously operated staff post must be suicide proof.

Plumbing Fixtures

Plumbing fixtures in maximum security cells and holding cells and other areas to which inmates have access are stainless steel combination units, wall or floor mounted. Staff and public toilets are vitreous china, wall-mounted commercial grade water closet and lavatory fixtures. The Sheriff's Office has expressed a preference for a centralized vacuum toilet system, such as the system marketed by Acorn Manufacturing and used in the Winnebago County Jail (Illinois).

Staff and public toilets will have a full complement of commercial grade toilet accessories, including, but not limited to: soap dispensers, toilet paper holders, paper towel dispensers or electric hand dryer, sanitary napkin dispensers/disposals (female staff and public toilet rooms only), waste receptacles, and mirrors. Public toilets will provide baby changing facilities.

All detention fixtures/accessories which can be reached by inmates and/or which are out of direct view of a continuously operated staff post must be suicide proof. Provide drinking fountains in all inmate areas. All staff areas will have electric water coolers, and all public waiting areas will have access to drinking fountains. All sprinkler heads within inmate accessible areas (below 12 feet) will be "suicide proof" and "tamper proof" detention type. All sprinkler heads used within the secure perimeter in areas which are not readily accessible to inmates must be recessed type, whether they are detention or commercial grade.

A sewer grinder may be required to prevent costly plumbing back-ups and repairs. In addition to the potential use of vacuum toilets, consider the connection between the combination unit and the wall, designing in a way to minimize the potential for constricting the pipe.

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Emergency Generator

Emergency power should be for designated portions and systems to be defined during the design process. Currently, there is one emergency generator per building. All lights, security controls, fire alarms, elevators and ventilation systems must be included in emergency generator capacity calculations. Transfer switches, distribution, and site transformers shall be completely duplex. The system should allow for automatic transfer in the event of a utility outage and shall transfer to service a building area outage due to a lost transformer. The generator shall be operational within 10 seconds of an outage. For all electronic security systems, it shall be supplemented with an uninterruptible power source (UPS) with a minimum of four hour duration.

HVAC

The entire facility is a sealed facility with climate control except for indoor/outdoor exercise areas and vehicle sallyport, which will require minimum heat levels and ventilation but no cooling. Each housing unit is a separate HVAC zone. Each security zone is a separate HVAC zone. Security bars shall be provided in ducts that cross internal security zones as indicated on the wall description. The facility will require a smoke evacuation system to remove smoke by zone.

Central control will require a separate HVAC system. All HVAC systems and controls are digital and a digital emergency management system is required. Consider the integration of UV technology in designated areas to minimize potential for spread of airborne pathogens, particularly in intake, health and kitchen areas.

Supervision of Line Staff and Operations

With the exception of Captains who are centralized in an office area within the perimeter, supervisory staff are decentralized and located in the area for which they have responsibility. Offices for Lieutenants and Sergeants are located within functional components. Housing is the largest component and has been divided in the following manner:

- Female Offender Program, whose correctional staff is supervised by a Captain, two Lieutenants (one on day and one on evening shift) and two sergeants on each shift with responsibility for the two housing groups in this Program Unit,
- Male Special Housing, whose correctional staff is supervised by a Captain, two Lieutenants (one on day and one on evening shift) and two sergeants on each shift with responsibility for the two housing groups in this Program Unit, and
- Male Medium and Program Housing, whose correctional staff is supervised by a Captain, three Lieutenants (one on each shift) and three sergeants on each shift, with responsibility for the three housing groups in this Program Unit.

Scenarios

Scenarios will be developed prior to finalizing this document.

Section 5. Security and Control

Spaces

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Central Control</i>						
4.01	Central Control Room	1	600	600		4 consoles at 150 sf
4.02	Central Control Restroom	1	60	60		
4.03	Central Control Equipment Room	1	300	300		
4.04	Central Control Sallyport	1	60	60		
4.05	Janitor Closet	1	35	35		
4.06	Inmate Phone Recording Room	1	300	300		
4.07	Facility Phone Room	1	150	150		
4.08	Professional Visiting/Staff Control	1	300	300		2 consoles at 150 sf
4.09	Pedestrian Control Restroom	1	60	60		
4.10	Janitor Closet	1	35	35		
4.11	Professional Visiting/Staff Control Sallyport	1	0	0		included in circulation
<i>SERT Staging</i>						
4.15	SERT Lockers	1	350	350		28 lockers at 12.5 sf
4.16	SERT Equipment Storage	1	80	80		
<i>Jail Shift Supervision</i>						
4.20	Entry/Reception	1	210	210	60	circulation
	a support staff workstation				90	administrative assistant workstation
	b seating				60	4 people at 15 sf
4.21	Captain Office	5	150	750		
4.22	Interview Room	1	100	100		
4.23	Meeting Room	1	300	300		12 occupants at 25 sf
4.24	Administrative Workroom	1	120	120		
	a equipment				100	
	b utility				20	
4.25	Restroom	2	45	90		
Subtotal Security and Control				3,900		

Adjacency Diagrams

Adjacency diagrams will be developed prior to finalizing this document.

Section 6. Inmate Housing

Goals

The following goals have been established for this function:

- To provide additional secure housing capacity which is consistent with the classification and security level of the population which must be held in a secure environment.
- To provide specialized housing environments for female offenders, inmates with medical and mental health needs of varying degree.

Standards

5120:1-8-04 Housing.

- (A) Full service jails shall provide prisoners with sufficient space. The facility shall maintain documentation regarding square footage and maximum occupancy figures for all housing and holding areas, and shall comply with the following minimum requirements:
- (2) Housing cells:
 - (a) Seventy square feet for single occupancy.
 - (b) One hundred square feet with seven feet least dimension for double occupancy, stacked bunks, one hundred and ten square feet with nine feet least dimension for double occupancy, single bunks.
 - (c) One hundred and forty five square feet with nine feet least dimension for triple occupancy, stacked bunk and single bunk; one hundred and seventy square feet with twelve feet least dimension for triple occupancy, single bunks.
 - (d) One hundred and eighty square feet with nine feet least dimension for quadruple occupancy, two stacked bunks, two hundred and fifteen square feet with twelve least dimension for quadruple occupancy, single bunks.
 - (3) Dormitory sleeping space:
 - (a) Fifty square feet per occupant.
 - (4) Dayspace:
 - (a) Thirty five square feet per number of occupants occupying the dayspace at one time. Minimum size of one hundred and five square feet.
- (B) Seating shall be provided in holding areas, holding cells, housing cells, dormitories, dayrooms and eating areas for each prisoner.
- (C) Single cells/rooms and multiple occupancy cells/rooms/dormitories shall provide the following:
- (1) Air circulation of twenty cubic feet of outside or recirculated filtered air per minute per occupant or as required by the local authority having jurisdiction. Documentation from a qualified source shall be maintained by the facility.

Section 6. Inmate Housing

- (2) Temperatures shall be maintained in a range between sixty-six to eighty degrees Fahrenheit.
- (3) Sanitation facilities shall include access to an operable flush toilet and lavatory with hot and cold potable water on a twenty-four hour a day basis without staff assistance.
- (D) In prisoner housing areas, the following shall be provided unless otherwise determined by local authority having jurisdiction:
 - (1) Toilet facilities at a minimum of one operable toilet for every twelve occupants.
 - (2) Shower facilities at a minimum of one operable shower for every twelve occupants. Water temperatures shall be controlled thermostatically in a range from one hundred and five to one hundred and twenty degrees Fahrenheit.
 - (3) One operable wash basin with hot and cold potable water for every twelve occupants.
 - (4) Noise levels shall not exceed seventy decibels in daytime and forty five decibels at night. Noise levels shall be documented using a sound level meter set to the A-scale (decibels.)
- (E) Natural light shall be provided in housing units, dorms, cells and/or dayspaces.
- (F) Male and female prisoners shall be separated by sight, sound, and touch.
- (G) Juvenile prisoners shall be separated by touch from adult prisoners.

5120:1-8-03 Security.

- (A) Each full service jail shall maintain the following minimum standards in regard to security of the facility.
 - (1) An established security perimeter. ...
 - (4) If installed, closed circuit televisions that are operational and preclude the monitoring of shower, toilet and clothing exchange areas.
 - (5) A two-way communications system between central control, staffed posts and prisoner occupied areas.
 - (6) Equipment necessary to maintain utilities, communications, security and fire protection in an emergency. ...
- (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained.
 - (13) In regard to a key control system:
 - (a) A key control center for storing working and/or daily issue keys that is inaccessible to unauthorized persons shall be maintained.
 - (d) There shall be a complete set of duplicate keys maintained outside the jail's security perimeter inaccessible to unauthorized persons but accessible for jail needs.
 - (f) Perimeter keys shall be prohibited from entering the jail's security perimeter except in an emergency.

Section 6. Inmate Housing

Operational Preferences**Housing Style**

The preferred housing style is podular, in which cells or dormitory sleeping areas, are clustered around a shared dayroom. The dayroom should be designed to eliminate blindspots. Single level housing is required for mental health, infirmary and medical housing. All other housing units, including dormitories, may be stacked.

The following classifications should be held in single occupancy cells:

- administrative segregation,
- disciplinary segregation,
- protective custody,
- maximum security (most), and
- those with health problems that require isolation from others.

The remainder of the population can be held in multiple occupancy. Dormitory style multiple occupancy is preferable to multiple occupancy cell housing. Windows in inmate cells and dormitories will be horizontal, located high in the cell to reduce the potential for communication between inmates in cells and passersby.

Housing Efficiencies

Housing units should be configured to maximize staffing efficiency. Since housing units can be up to 60 inmates in a direct supervision environment, then a grouping of 120 - 180 inmates per floor would be preferred. This would allow the potential sharing of some staff and spaces and also permit the development of a "unit management" concept.

Statutory Separations

The facility must provide for statutory separations of:

- Males and females.
- Adults and juveniles.

Dayroom Activities

The following activities/functions will be carried out in or immediately adjacent to dayrooms:

- Passive recreation (including television) in the dayroom.
- Meal service, in the dayroom, for some medium security and all maximum security inmates.

Section 6. Inmate Housing

- Telephone calls and video-visitation in the dayroom.
- Access to coffee and cold beverages, in the dayroom, for honor units only.
- Professional visiting, adjacent to housing units, with potential for sharing this space with other units.
- Individual and group activities, in multi-use space, adjacent to dayrooms, with potential for sharing of this space with other units.
- Active exercise, in indoor-outdoor space, adjacent to dayrooms, with potential for sharing of this space with other units.

Staff Services in Housing Areas

Staff need access to staff restrooms and some office space (to be defined) on each housing floor. At staff workstations, staff need access to a computer with the jail management system (JMS), telephone, radio, and storage.

Scenarios

Scenarios will be developed prior to finalizing this document.

Spaces**Housing Unit Configuration**

Housing Configuration	Unit	Cell Count	Single	Double	Four Person	Dorm Bed Count	Capacity	Cell Type
Female Housing								
<i>Female Housing Group 1 = 188</i>								
Mental health	1-A	16	16		4		32	Single (10) and 4 person cell (4)
Medical	1-B	24	16	8			32	Single/double (half and half)
Medical/Mental Health Transition	2-A	24	16	8			32	Single/double (half and half)
Intake/Special Management Female	2-B	32	32				32	Single
Unit 3/Orientation/Assessment	3	30		30			60	Double
<i>Female Housing Group 2 = 300</i>								
Female General Population	4					60	60	Dorm
Female General Population	5					60	60	Dorm
Female Program Housing	6					60	60	Dorm
Female Program Housing	7					60	60	Dorm
Unit 8 - Pre-Release	8					60	60	Dorm
Subtotal Female		126	80	46	4	300	488	
Male Housing								

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Housing Configuration	Unit	Cell Count	Single	Double	Four Person	Dorm Bed Count	Capacity	Cell Type
<i>Male Housing Group 1 = 144</i>								
Mental Health 1	1-A	24	24				24	Single
Mental Health 2	1-B	32	32				32	Single
Mental Health 3	1-C	32	32				32	Single
Mental Health 4	2-A	32	32				32	Single
Mental Health 5	2-B	16		16			32	Double
<i>Male Housing Group 2 = 144</i>								
Medical Housing 1	3-A	16		16			32	Double
Medical Housing 2	3-B	16		16			32	Double
Infirmery	4-A	24	24				24	Single
Medical Transition	4-B	28		28			56	Double
<i>Male Housing Group 3 = 240</i>								
Male Intake	5-A	60	60				60	
Male Intake	5-B	60	60				60	
Male Orientation	5-C	60	60				60	
Male Orientation	5-D	60	60				60	
<i>Male Housing Group 4 = 240</i>								
Male General Population	6-A					60	60	
Male General Population	6-B					60	60	
Male General Population	6-C					60	60	
Male General Population	6-D					60	60	
<i>Male Housing Group 5 = 180</i>								
Male General Population	7-A					60	60	
Male General Population	7-B					60	60	
Male Turning Point	7-C					60	60	
<i>Male Housing Group 6 = 180</i>								
Male Substance Abuse Treatment	8-A					60	60	
Male Inside Workers	8-B					60	60	
Male Inside Workers	8-C					60	60	
<i>Male Housing Group 7 = 180</i>								
Pre-release/Outside Details	9-A					60	60	
Pre-release/Outside Details	9-B					60	60	
Pre-release/Outside Details	9-C					60	60	
Subtotal males		460	384	76	0	780	1,316	
Total		586	464	122	4	1,080	1,804	
New and Replacement Beds Needed from Forecast							1,817	

Section 6. Inmate Housing

Housing Configuration	Unit	Cell Count	Single	Double	Four Person	Dorm Bed Count	Capacity	Cell Type
Total System Capacity							3,044	
Replacement Beds							1,032	
New Beds							772	

Space Program

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
Female Housing						
Housing Group 1						
<i>Unit 1-A - Mental Health Housing (32)</i>						
5.01	Single Cell	24	70	1,680		High observation area
5.02	Shower (standard)	3	25	75		
5.03	Shower (accessible)	1	45	45		
5.04	Toilet Room	1	80	80		2 toilets @25 and 2 sinks @15
5.05	Dayroom	1	1,360	1,360		
	a seating				1,120	
	b video visit/telephone area				100	4 stations @25 sf
	c utility counter				25	
	d utility counter				25	
	e officer station				80	
	f handwashing				10	
5.06	Subdayroom	2	280	560		8 occupants at 35
5.07	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.08	Janitor Closet	1	35	35		
5.09	Pod Storage	1	80	80		
5.10	Pod Sallyport	1	0	0		
5.11	Laundry Room	1	100	100		
subtotal						4,075
<i>Unit 1-B - Medical (32)</i>						
5.15	Single Cell	16	70	1,120		
5.16	Double Cell	8	110	880		Not stacked beds
5.17	Shower (standard)	3	25	75		
5.18	Shower (accessible)	1	45	45		
5.19	Dayroom	1	1,335	1,335		

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
	a seating				1,120	
	b video visit/telephone area				100	4 stations @25 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.20	Subdayroom	2	280	560		8 occupants at 35
5.21	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.22	Janitor Closet	1	35	35		
5.23	Pod Storage	1	80	80		
5.24	Pod Sallyport	1	0	0		
5.25	Laundry Room	1	100	100		
					subtotal	4,290
<i>Unit 2-A - Medical/Mental Health Transition (32)</i>						
5.30	Single Cell	16	70	1,120		
5.31	Double Cell	8	110	880		
5.32	Shower (standard)	3	25	75		
5.33	Shower (accessible)	1	45	45		
5.34	Dayroom	1	1,335	1,335		
	a seating				1,120	
	b video visit/telephone area				100	4 stations @25 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.35	Subdayroom	2	280	560		8 occupants at 35
5.36	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.37	Janitor Closet	1	35	35		
5.38	Pod Storage	1	80	80		
5.39	Pod Sallyport	1	0	0		
5.40	Laundry Room	1	100	100		
					subtotal	4,290
<i>Unit 2-B - Intake/Special Management (32)</i>						
5.45	Single Cell	32	70	2,240		
5.46	Shower (standard)	3	25	75		
5.47	Shower (accessible)	1	45	45		

Section 6. Inmate Housing

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.48	Dayroom	1	1,335	1,335		
	a seating				1,120	
	b video visit/telephone area				100	4 stations @25 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.49	Subdayroom	2	280	560		8 occupants at 35
5.50	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.51	Janitor Closet	1	35	35		
5.52	Pod Storage	1	80	80		
5.53	Pod Sallyport	1	0	0		
5.54	Laundry Room	1	100	100		
					subtotal	4,530
<i>Unit 3 - Orientation/Assessment (60)</i>						
5.55	Single Cell	60	70	4,200		
5.56	Shower (standard)	4	25	100		
5.57	Shower (accessible)	1	45	45		
5.58	Dayroom	1	2,315	2,315		
	a seating				2,100	
	b video visit/telephone area				100	4 stations @25 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.59	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.60	Janitor Closet	1	35	35		
5.61	Pod Storage	1	80	80		
5.62	Pod Sallyport	1	0	0		
5.63	Laundry Room	1	100	100		
					subtotal	6,935
<i>Female Housing Group 1 Shared</i>						
5.65	Staff Restroom	2	45	90		
5.66	Captain Office	1	150	150		
5.67	Lieutenant Office	1	120	120		
5.68	Sergeant Office	1	195	195		3 workstations at 65

Section 6. Inmate Housing

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.69	Officer Briefing Room	1	660	660		
	a seating				500	25 occupants at 20 sf
	b speaker area				40	
	c notice boards				40	
	d storage				40	
	e mail boxes				40	
5.70	Staff Break Room	1	415	415		6 vending machines @15, utility, seating for 12 @25
5.71	Maintenance Storage/Equipment Room	1	250	250		
5.72	Janitorial Services Storage	1	150	150		
5.73	Small Multi-use Room	1	300	300		12 occupants at 25
5.74	Large Multi-use Room	1	450	450		30 occupants at 15 sf
5.75	IT Service Room	1	100	100		
5.76	Housing Group Storage	1	400	400		
5.77	Laundry/Food Cart Staging	1	150	150		5 carts at 30 sf
5.78	Indoor-Outdoor Multi-use Exercise	1	1,500	1,500		
5.79	Indoor-Outdoor Multi-use Exercise Storage	1	40	40		
5.80	Multi-use Education	1	375	375		15 occupants at 25 sf
5.81	Multi-use Education/Counseling Storage	1	40	40		
5.82	Interview Room	3	60	180		
5.83	Case Manager Office	1	100	100		
5.84	Female Offender Program Staff Office	1	520	520		8 OB workstations at 65 sf
5.85	Female Offender Program Supervisor Office	1	100	100		
subtotal						6,285
Housing Group Subtotals						
	Subtotal Cell Housing					24,120
	Subtotal Dormitory Housing					0
	Subtotal Shared Use Space					6,285
Housing Group 2						
<i>Female General Population (60)</i>						
5.90	Dormitory Sleeping Area	1	3,000	3,000		
5.91	Shower (standard)	4	25	100		
5.92	Shower (accessible)	1	45	45		
5.93	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15
5.94	Dayroom	1	2,315	2,315		

Section 6. Inmate Housing

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
	a seating				2,100	
	b video visit/telephone area				100	4 stations @25 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.95	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.96	Janitor Closet	1	35	35		
5.97	Pod Storage	1	80	80		
5.98	Pod Sallyport	1	0	0		
5.99	Laundry Room	1	100	100		
					subtotal	5,935
<i>Female General Population (60)</i>						
5.100	Dormitory Sleeping Area	1	3,000	3,000		
5.101	Shower (standard)	4	25	100		
5.102	Shower (accessible)	1	45	45		
5.103	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15
5.104	Dayroom	1	2,315	2,315		
	a seating				2,100	
	b video visit/telephone area				100	4 stations @25 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.105	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.106	Janitor Closet	1	35	35		
5.107	Pod Storage	1	80	80		
5.108	Pod Sallyport	1	0	0		
5.109	Laundry Room	1	100	100		
					subtotal	5,935
<i>Female Program Beds (60)</i>						
5.110	Dormitory Sleeping Area	1	3,000	3,000		
5.111	Shower (standard)	4	25	100		
5.112	Shower (accessible)	1	45	45		
5.113	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15
5.114	Dayroom	1	2,315	2,315		

Section 6. Inmate Housing

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
	a seating				2,100	
	b video visit/telephone area				100	4 stations @25 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.115	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.116	Janitor Closet	1	35	35		
5.117	Pod Storage	1	80	80		
5.118	Pod Sallyport	1	0	0		
5.119	Laundry Room	1	100	100		
					subtotal	5,935
<i>Female Program Beds (60)</i>						
5.120	Dormitory Sleeping Area	1	3,000	3,000		
5.121	Shower (standard)	4	25	100		
5.122	Shower (accessible)	1	45	45		
5.123	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15
5.124	Dayroom	1	2,315	2,315		
	a seating				2,100	
	b video visit/telephone area				100	4 stations @25 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.125	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.126	Janitor Closet	1	35	35		
5.127	Pod Storage	1	80	80		
5.128	Pod Sallyport	1	0	0		
5.129	Laundry Room	1	100	100		
					subtotal	5,935
<i>Unit 8 - Pre-Release (60)</i>						
5.130	Dormitory Sleeping Area	1	3,000	3,000		
5.131	Shower (standard)	4	25	100		
5.132	Shower (accessible)	1	45	45		
5.133	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15
5.134	Dayroom	1	2,315	2,315		

Section 6. Inmate Housing

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
	a seating				2,100	
	b video visit/telephone area				100	4 stations @25 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.135	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.136	Janitor Closet	1	35	35		
5.137	Pod Storage	1	80	80		
5.138	Pod Sallyport	1	0	0		
5.139	Laundry Room	1	100	100		
					subtotal	5,935
<i>Female Housing Group 2 Shared</i>						
5.140	Staff Restroom	2	45	90		
5.141	Lieutenant Office	1	120	120		
5.142	Sergeant Office	1	195	195		3 workstations @65
5.143	Maintenance Storage/Equipment Room	1	250	250		
5.144	Janitorial Services Storage	1	150	150		
5.145	Small Multi-use Room	1	300	300		12 occupants at 25
5.146	Large Multi-use Room	1	450	450		30 occupants at 15 sf
5.147	IT Service Room	1	100	100		
5.148	Housing Group Storage	1	400	400		
5.149	Laundry/Food/Trash Cart Staging	1	150	150		5 carts at 30 sf
5.150	Indoor-Outdoor Multi-use Exercise	1	1,500	1,500		
5.151	Indoor-Outdoor Multi-use Exercise Storage	1	40	40		
5.152	Multi-use Education	1	375	375		15 occupants at 25 sf
5.153	Multi-use Education/Counseling Storage	1	40	40		
5.154	Interview Room	3	60	180		
5.155	Case Manager Office	1	100	100		
5.156	Female Offender Program Staff Office	1	520	520		8 OB workstations at 65 sf
5.157	Female Offender Program Supervisor Office	1	100	100		
					subtotal	5,060
Housing Group Subtotals						
					Subtotal Cell Housing	0

Section 6. Inmate Housing

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
Subtotal Dormitory Housing						23,740
Subtotal Shared Use Space						5,060
Male Housing						
Housing Group 1						
<i>Unit 1-A - Mental Health 1 Housing (24)</i>						
5.160	Single Cell	24	70	1,680		High observation area
5.161	Shower (standard)	1	25	25		
5.162	Shower (accessible)	1	45	45		
5.163	Dayroom	1	1,005	1,005		
	a				840	
	b				50	2 stations @25 sf
	c				25	
	d				80	
	e				10	
5.164	Subdayroom	2	210	420		6 occupants @35
5.165	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.166	Janitor Closet	1	35	35		
5.167	Pod Storage	1	80	80		
5.168	Pod Sallyport	1	0	0		
5.169	Laundry Room	1	100	100		
subtotal						3,450
<i>Unit 1-B - Mental Health 2 Housing (32)</i>						
5.170	Single Cell	32	70	2,240		High observation area
5.171	Shower (standard)	2	25	50		
5.172	Shower (accessible)	1	45	45		
5.173	Dayroom	1	1,285	1,285		
	a				1,120	
	b				50	2 stations @25 sf
	c				25	
	d				80	
	e				10	
5.174	Subdayroom	2	210	420		6 occupants @35
5.175	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.176	Janitor Closet	1	35	35		

Section 6. Inmate Housing

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.177	Pod Storage	1	80	80		
5.178	Pod Sallyport	1	0	0		
5.179	Laundry Room	1	100	100		
					subtotal	4,315
<i>Unit 1-C - Mental Health 3 Housing (32)</i>						
5.180	Single Cell	32	70	2,240		High observation area
5.181	Shower (standard)	2	25	50		
5.182	Shower (accessible)	1	45	45		
5.183	Dayroom	1	1,005	1,005		
	a				840	
	b				50	2 stations @25 sf
	c				25	
	d				80	
	e				10	
5.184	Subdayroom	2	210	420		6 occupants @35
5.185	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.186	Janitor Closet	1	35	35		
5.187	Pod Storage	1	80	80		
5.188	Pod Sallyport	1	0	0		
5.189	Laundry Room	1	100	100		
					subtotal	4,035
<i>Unit 2-A - Mental Health 4 Housing (32)</i>						
5.190	Single Cell	32	70	2,240		High observation area
5.191	Shower (standard)	2	25	50		
5.192	Shower (accessible)	1	45	45		
5.193	Dayroom	1	1,285	1,285		
	a				1,120	
	b				50	2 stations @25 sf
	c				25	
	d				80	
	e				10	
5.194	Subdayroom	2	210	420		6 occupants @35
5.195	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.196	Janitor Closet	1	35	35		

Section 6. Inmate Housing

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.197	Pod Storage	1	80	80		
5.198	Pod Sallyport	1	0	0		
5.199	Laundry Room	1	100	100		
					subtotal	4,315
<i>Unit 2-B - Mental Health 4 Housing (32)</i>						
5.200	Double Cell	16	110	1,760		High observation area
5.201	Shower (standard)	2	25	50		
5.202	Shower (accessible)	1	45	45		
5.203	Dayroom	1	1,285	1,285		
	a				1,120	
	b				50	2 stations @25 sf
	c				25	
	d				80	
	e				10	
5.204	Subdayroom	2	210	420		6 occupants @35
5.205	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.206	Janitor Closet	1	35	35		
5.207	Pod Storage	1	80	80		
5.208	Pod Sallyport	1	0	0		
5.209	Laundry Room	1	100	100		
					subtotal	3,835
<i>Male Housing Group 1 Shared</i>						
5.210	Staff Restroom	2	45	90		
5.211	Captain Office	1	150	150		
5.212	Lieutenant Office	1	120	120		
5.213	Sergeant Office	1	195	195		3 workstations at 65
5.214	Officer Briefing Room	1	660	660		
	a				500	25 occupants at 20 sf
	b				40	
	c				40	
	d				40	
	e				40	
5.215	Staff Break Room	1	415	415		6 vending machines @15, utility, seating for 12 @25
5.216	Maintenance Storage/Equipment Room	1	250	250		
5.217	Janitorial Services Storage	1	150	150		

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.218	Small Multi-use Room	1	300	300		12 occupants at 25
5.219	Large Multi-use Room	1	450	450		30 occupants at 15 sf
5.220	IT Service Room	1	100	100		
5.221	Housing Group Storage	1	400	400		
5.222	Laundry/Food/Trash Cart Staging	1	150	150		5 carts at 30 sf
5.223	Indoor-Outdoor Multi-use Exercise	1	1,500	1,500		
5.224	Indoor-Outdoor Multi-use Exercise Storage	1	40	40		
5.225	Interview Room	3	60	180		
5.226	Case Manager Office	1	100	100		
The Mental Health Clinic is associated with this housing group.						
					subtotal	5,250
Housing Group Subtotals						
					Subtotal Cell Housing	19,950
					Subtotal Dormitory Housing	0
					Subtotal Shared Use Space	5,250
Male Housing Group 2						
<i>Unit 3-A - Medical Housing 1 Housing (32)</i>						
5.230	Double Cell	16	110	1,760		Not stacked beds
5.231	Shower (standard)	3	25	75		
5.232	Shower (accessible)	1	45	45		
5.233	Dayroom	1	1,335	1,335		
	a				1,120	
	b				100	4 stations @25 sf
	c				25	
	d				80	
	e				10	
5.234	Subdayroom	2	280	560		8 occupants @35
5.235	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.236	Janitor Closet	1	35	35		
5.237	Pod Storage	1	80	80		
5.238	Pod Sallyport	1	0	0		
5.239	Laundry Room	1	100	100		
					subtotal	4,050

Section 6. Inmate Housing

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Unit 3-B - Medical Housing 2 Housing (32)</i>						
5.240	Double Cell	16	110	1,760		Not stacked beds
5.241	Shower (standard)	3	25	75		
5.242	Shower (accessible)	1	45	45		
5.243	Dayroom	1	1,335	1,335		
	a seating				1,120	
	b video visit/telephone area				100	4 stations @25 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.244	Subdayroom	2	280	560		8 occupants @35
5.245	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.246	Janitor Closet	1	35	35		
5.247	Pod Storage	1	80	80		
5.248	Pod Sallyport	1	0	0		
5.249	Laundry Room	1	100	100		
					subtotal	4,050
<i>Unit 4-A - Infirmary (24)</i>						
5.250	Single Cell	24	100	2,400		High observation area
5.251	Shower (standard)	1	25	25		
5.252	Shower (accessible)	1	45	45		
5.253	Dayroom	1	1,005	1,005		
	a seating				840	
	b video visit/telephone area				50	2 stations @25 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.254	Subdayroom	4	210	840		6 occupants @35
5.255	Tub Room	1	80	80		
5.256	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.257	Janitor Closet	1	35	35		
5.258	Pod Storage	1	80	80		
5.259	Pod Sallyport	1	0	0		
5.260	Laundry Room	1	100	100		

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
					subtotal	4,670
<i>Unit 4-B - Medical Transition Housing (56)</i>						
5.265	Double Cell	28	110	3,080		Not stacked beds
5.266	Shower (standard)	4	25	100		
5.267	Shower (accessible)	1	45	45		
5.268	Dayroom	1	1,360	1,360		
	a				1,120	
	b				125	5 stations @25 sf
	c				25	
	d				80	
	e				10	
5.269	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.270	Janitor Closet	1	35	35		
5.271	Pod Storage	1	80	80		
5.272	Pod Sallyport	1	0	0		
5.273	Laundry Room	1	100	100		
					subtotal	4,860
<i>Male Housing Group 2 Shared</i>						
5.275	Staff Restroom	2	45	90		
5.276	Security Supervisor Office	1	195	195		3 workstations at 65
5.277	Maintenance Storage/Equipment Room	1	250	250		
5.278	Janitorial Services Storage	1	150	150		
5.279	Small Multi-use Room	1	300	300		12 occupants at 25
5.280	Large Multi-use Room	1	450	450		30 occupants at 15 sf
5.281	IT Service Room	1	100	100		
5.282	Housing Group Storage	1	400	400		
5.283	Laundry/Food/Trash Cart Staging	1	150	150		5 carts at 30 sf
5.284	Indoor-Outdoor Multi-use Exercise	1	1,500	1,500		
5.285	Indoor-Outdoor Multi-use Exercise Storage	1	40	40		
5.286	Interview Room	3	60	180		
5.287	Case Manager Office	1	100	100		
5.288	Medical Needs Program Staff Office	1	520	520		8 OB workstations at 65 sf
5.289	Medical Needs Program Supervisor Office	1	100	100		

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
					subtotal	4,525
Housing Group Subtotals						
					Subtotal Cell Housing	17,630
					Subtotal Dormitory Housing	0
					Subtotal Shared Use Space	4,525
Male Housing Group 3						
<i>Unit 5-A - Male Intake 1 (60)</i>						
5.290	Single Cell	60	70	4,200		
5.291	Shower (standard)	4	25	100		
5.292	Shower (accessible)	1	45	45		
5.293	Dayroom	1	2,290	2,290		
	a seating				2,100	
	b video visit area				75	5 stations @15 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.294	Subdayroom	1	420	420		12 occupants @35
5.295	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.296	Janitor Closet	1	35	35		
5.297	Pod Storage	1	80	80		
5.298	Pod Sallyport	1	0	0		
5.299	Laundry Room	1	100	100		
					subtotal	7,330
<i>Unit 5-B - Male Intake 2 (60)</i>						
5.300	Single Cell	60	70	4,200		
5.301	Shower (standard)	4	25	100		
5.302	Shower (accessible)	1	45	45		
5.303	Dayroom	1	2,290	2,290		
	a seating				2,100	
	b video visit area				75	5 stations @15 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.304	Subdayroom	1	420	420		12 occupants @35

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.305	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.306	Janitor Closet	1	35	35		
5.307	Pod Storage	1	80	80		
5.308	Pod Sallyport	1	0	0		
5.309	Laundry Room	1	100	100		
					subtotal	7,330
<i>Unit 5-C - Male Orientation 1 (60)</i>						
5.310	Single Cell	60	70	4,200		
5.311	Shower (standard)	4	25	100		
5.312	Shower (accessible)	1	45	45		
5.313	Dayroom	1	2,290	2,290		
	a seating				2,100	
	b video visit area				75	5 stations @15 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.314	Subdayroom	1	420	420		12 occupants @35
5.315	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.316	Janitor Closet	1	35	35		
5.317	Pod Storage	1	80	80		
5.318	Pod Sallyport	1	0	0		
5.319	Laundry Room	1	100	100		
					subtotal	7,330
<i>Unit 5-D - Male Orientation 2 (60)</i>						
5.320	Single Cell	60	70	4,200		
5.321	Shower (standard)	4	25	100		
5.322	Shower (accessible)	1	45	45		
5.323	Dayroom	1	2,290	2,290		
	a seating				2,100	
	b video visit area				75	5 stations @15 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.324	Subdayroom	1	420	420		12 occupants @35

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.325	Attorney Confidential Teleconference	1	45	45		
5.326	Janitor Closet	1	35	35		
5.327	Pod Storage	1	80	80		
5.328	Pod Sallyport	1	0	0		
5.329	Laundry Room	1	100	100		
					subtotal	7,315
<i>Male Housing Group 3 Shared</i>						
5.330	Staff Restroom	2	45	90		
5.331	Lieutenant Office	1	120	120		
5.332	Sergeant Office	1	195	195		3 workstations at 65
5.333	Maintenance Storage/Equipment Room	1	250	250		
5.334	Janitorial Services Storage	1	150	150		
5.335	Small Multi-use Room	1	300	300		12 occupants at 25
5.336	Large Multi-use Room	1	450	450		30 occupants at 15 sf
5.337	IT Service Room	1	100	100		
5.338	Housing Group Storage	1	400	400		
5.339	Laundry/Food/Trash Cart Staging	1	150	150		5 carts at 30 sf
5.340	Indoor-Outdoor Multi-use Exercise	1	1,500	1,500		
5.341	Indoor-Outdoor Multi-use Exercise Storage	1	40	40		
5.342	Interview Room	3	60	180		
5.343	Case Manager Office	1	100	100		
5.344	Intake and Orientation Program Staff Office	1	520	520		8 OB workstations at 65 sf
5.345	Intake and Orientation Program Supervisor Office	1	100	100		
					subtotal	4,645
Housing Group Subtotals						
					Subtotal Cell Housing	29,305
					Subtotal Dormitory Housing	0
					Subtotal Shared Use Space	4,645
Male Housing Group 4						
<i>Unit 6-A - Male General Population (60)</i>						
5.350	Dormitory Sleeping Area	1	3,000	3,000		
5.351	Shower (standard)	4	25	100		
5.352	Shower (accessible)	1	45	45		

Section 6. Inmate Housing

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.353	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.354	Dayroom	1	2,275	2,275		
	a seating				2,100	
	b video visit area				60	4 stations @15 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.355	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.356	Janitor Closet	1	35	35		
5.357	Pod Storage	1	80	80		
5.358	Pod Sallyport	1	0	0		
5.359	Laundry Room	1	100	100		
					subtotal	5,895
<i>Unit 6-B - Male General Population (60)</i>						
5.360	Dormitory Sleeping Area	1	3,000	3,000		
5.361	Shower (standard)	4	25	100		
5.362	Shower (accessible)	1	45	45		
5.363	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.364	Dayroom	1	2,275	2,275		
	a seating				2,100	
	b video visit area				60	4 stations @15 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.365	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.366	Janitor Closet	1	35	35		
5.367	Pod Storage	1	80	80		
5.368	Pod Sallyport	1	0	0		
5.369	Laundry Room	1	100	100		
					subtotal	5,895

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Unit 6-C - Male General Population (60)</i>						
5.370	Dormitory Sleeping Area	1	3,000	3,000		
5.371	Shower (standard)	4	25	100		
5.372	Shower (accessible)	1	45	45		
5.373	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.374	Dayroom	1	2,275	2,275		
	a seating				2,100	
	b video visit area				60	4 stations @15 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.375	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.376	Janitor Closet	1	35	35		
5.377	Pod Storage	1	80	80		
5.378	Pod Sallyport	1	0	0		
5.379	Laundry Room	1	100	100		
					subtotal	5,895
<i>Unit 6-D - Male General Population (60)</i>						
5.380	Dormitory Sleeping Area	1	3,000	3,000		
5.381	Shower (standard)	4	25	100		
5.382	Shower (accessible)	1	45	45		
5.383	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.384	Dayroom	1	2,275	2,275		
	a seating				2,100	
	b video visit area				60	4 stations @15 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.385	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.386	Janitor Closet	1	35	35		
5.387	Pod Storage	1	80	80		
5.388	Pod Sallyport	1	0	0		

Section 6. Inmate Housing

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.389	Laundry Room	1	100	100		
					subtotal	5,895
<i>Male Housing Group 4 Shared</i>						
5.390	Staff Restroom	2	45	90		
5.391	Captain Office	1	150	150		
5.392	Lieutenant Office	1	120	120		
5.393	Sergeant Office	1	195	195		3 workstations at 65
5.394	Officer Briefing Room	1	960	960		
	a seating				800	40 occupants at 20 sf
	b speaker area				40	
	c notice boards				40	
	d storage				40	
	e mail boxes				40	
5.395	Staff Break Room	1	415	415		6 vending machines @15, utility, seating for 12 @25
5.396	Maintenance Storage/Equipment Room	1	250	250		
5.397	Janitorial Services Storage	1	150	150		
5.398	Small Multi-use Room	1	300	300		12 occupants at 25
5.399	Large Multi-use Room	1	450	450		30 occupants at 15 sf
5.400	IT Service Room	1	100	100		
5.401	Housing Group Storage	1	400	400		
5.402	Laundry/Food/Trash Cart Staging	1	150	150		5 carts at 30 sf
5.403	Indoor-Outdoor Multi-use Exercise	1	1,500	1,500		
5.404	Indoor-Outdoor Multi-use Exercise Storage	1	40	40		
5.405	Interview Room	3	60	180		
5.406	Case Manager Office	1	100	100		
5.407	Program Staff Office	1	520	520		8 OB workstations at 65 sf
5.408	Program Supervisor Office	1	100	100		
					subtotal	6,170
Housing Group Subtotals						
					Subtotal Cell Housing	0
					Subtotal Dormitory Housing	23,580
					Subtotal Shared Use Space	6,170

Section 6. Inmate Housing

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
Male Housing Group 5						
<i>Unit 7-A - Male General Population (60)</i>						
5.410	Dormitory Sleeping Area	1	3,000	3,000		
5.411	Shower (standard)	4	25	100		
5.412	Shower (accessible)	1	45	45		
5.413	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.414	Dayroom	1	2,275	2,275		
	a seating				2,100	
	b video visit area				60	4 stations @15 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.415	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.416	Janitor Closet	1	35	35		
5.417	Pod Storage	1	80	80		
5.418	Pod Sallyport	1	0	0		
5.419	Laundry Room	1	100	100		
					subtotal	5,895
<i>Unit 7-B - Male General Population (60)</i>						
5.420	Dormitory Sleeping Area	1	3,000	3,000		
5.421	Shower (standard)	4	25	100		
5.422	Shower (accessible)	1	45	45		
5.423	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.424	Dayroom	1	2,275	2,275		
	a seating				2,100	
	b video visit area				60	4 stations @15 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.425	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.426	Janitor Closet	1	35	35		
5.427	Pod Storage	1	80	80		

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.428	Pod Sallyport	1	0	0		
5.429	Laundry Room	1	100	100		
					subtotal	5,895
<i>Unit 7-C - Male Turning Point Program (60)</i>						
5.430	Dormitory Sleeping Area	1	3,000	3,000		
5.431	Shower (standard)	4	25	100		
5.432	Shower (accessible)	1	45	45		
5.433	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.434	Dayroom	1	2,275	2,275		
	a				2,100	
	b				60	4 stations @15 sf
	c				25	
	d				80	
	e				10	
5.435	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.436	Janitor Closet	1	35	35		
5.437	Pod Storage	1	80	80		
5.438	Pod Sallyport	1	0	0		
5.439	Laundry Room	1	100	100		
					subtotal	5,895
<i>Male Housing Group 5 Shared</i>						
5.440	Staff Restroom	2	45	90		
5.441	Lieutenant Office	1	120	120		
5.442	Sergeant Office	1	195	195		3 workstations at 65
5.443	Maintenance Storage/Equipment Room	1	250	250		
5.444	Janitorial Services Storage	1	150	150		
5.445	Small Multi-use Room	1	300	300		12 occupants at 25
5.446	Large Multi-use Room	1	450	450		30 occupants at 15 sf
5.447	IT Service Room	1	100	100		
5.448	Housing Group Storage	1	400	400		
5.449	Laundry/Food/Trash Cart Staging	1	150	150		5 carts at 30 sf
5.450	Indoor-Outdoor Multi-use Exercise	1	1,500	1,500		
5.451	Indoor-Outdoor Multi-use Exercise Storage	1	40	40		

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.452	Interview Room	3	60	180		
5.453	Case Manager Office	1	100	100		
5.454	Turning Point Program Staff Office	1	520	520		8 OB workstations at 65 sf
5.455	Turning Point Program Supervisor Office	1	100	100		
					subtotal	4,645
Housing Group Subtotals						
					Subtotal Cell Housing	0
					Subtotal Dormitory Housing	17,685
					Subtotal Shared Use Space	4,645
Male Housing Group 6						
<i>Unit 8-A - Male Substance Abuse Treatment (60)</i>						
5.460	Dormitory Sleeping Area	1	3,000	3,000		
5.461	Shower (standard)	4	25	100		
5.462	Shower (accessible)	1	45	45		
5.463	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.464	Dayroom	1	2,275	2,275		
	a				2,100	
	b				60	4 stations @15 sf
	c				25	
	d				80	
	e				10	
5.465	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.466	Janitor Closet	1	35	35		
5.467	Pod Storage	1	80	80		
5.468	Pod Sallyport	1	0	0		
5.469	Laundry Room	1	100	100		
					subtotal	5,895
<i>Unit 8-B - Male Inside Inmate Workers (60)</i>						
5.470	Dormitory Sleeping Area	1	3,000	3,000		
5.471	Shower (standard)	4	25	100		
5.472	Shower (accessible)	1	45	45		
5.473	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.474	Dayroom	1	2,275	2,275		

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
	a seating				2,100	
	b video visit area				60	4 stations @15 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.475	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.476	Janitor Closet	1	35	35		
5.477	Pod Storage	1	80	80		
5.478	Pod Sallyport	1	0	0		
5.479	Laundry Room	1	100	100		
					subtotal	5,895
<i>Unit 8-C - Male Inside Workers (60)</i>						
5.480	Dormitory Sleeping Area	1	3,000	3,000		
5.481	Shower (standard)	4	25	100		
5.482	Shower (accessible)	1	45	45		
5.483	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.484	Dayroom	1	2,275	2,275		
	a seating				2,100	
	b video visit area				60	4 stations @15 sf
	c utility counter				25	
	d officer station				80	
	e handwashing				10	
5.485	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.486	Janitor Closet	1	35	35		
5.487	Pod Storage	1	80	80		
5.488	Pod Sallyport	1	0	0		
5.489	Laundry Room	1	100	100		
					subtotal	5,895
<i>Male Housing Group 6 Shared</i>						
5.490	Staff Restroom	2	45	90		
5.491	Lieutenant Office	1	120	120		
5.492	Sergeant Office	1	195	195		3 workstations at 65
5.493	Maintenance Storage/Equipment Room	1	250	250		

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.494	Janitorial Services Storage	1	150	150		
5.495	Small Multi-use Room	1	300	300		12 occupants at 25
5.496	Large Multi-use Room	1	450	450		30 occupants at 15 sf
5.497	IT Service Room	1	100	100		
5.498	Housing Group Storage	1	400	400		
5.499	Laundry/Food/Trash Cart Staging	1	150	150		5 carts at 30 sf
5.500	Indoor-Outdoor Multi-use Exercise	1	1,500	1,500		
5.501	Indoor-Outdoor Multi-use Exercise Storage	1	40	40		
5.502	Interview Room	3	60	180		
5.503	Case Manager Office	1	100	100		
5.504	Substance Abuse Program Staff Office	1	520	520		8 OB workstations at 65 sf
5.505	Substance Abuse Program Supervisor Office	1	100	100		
subtotal						4,645
Housing Group Subtotals						
Subtotal Cell Housing						0
Subtotal Dormitory Housing						17,685
Subtotal Shared Use Space						4,645
Male Housing Group 7						
<i>Unit 9-A - Male Pre-release/Outside Details (60)</i>						
5.510	Dormitory Sleeping Area	1	3,000	3,000		
5.511	Shower (standard)	4	25	100		
5.512	Shower (accessible)	1	45	45		
5.513	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.514	Dayroom	1	2,275	2,275		
	a				2,100	
	b				60	4 stations @15 sf
	c				25	
	d				80	
	e				10	
5.515	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.516	Janitor Closet	1	35	35		
5.517	Pod Storage	1	80	80		

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.518	Pod Sallyport	1	0	0		
5.519	Laundry Room	1	100	100		
					subtotal	5,895
<i>Unit 9-B - Male Pre-release/Outside Details (60)</i>						
5.520	Dormitory Sleeping Area	1	3,000	3,000		
5.521	Shower (standard)	4	25	100		
5.522	Shower (accessible)	1	45	45		
5.523	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.524	Dayroom	1	2,275	2,275		
	a				2,100	
	b				60	4 stations @15 sf
	c				25	
	d				80	
	e				10	
5.525	Interview Room/Attorney Confidential Teleconference	1	60	60		
5.526	Janitor Closet	1	35	35		
5.527	Pod Storage	1	80	80		
5.528	Pod Sallyport	1	0	0		
5.529	Laundry Room	1	100	100		
					subtotal	5,895
<i>Unit 9-C - Male Pre-release/Outside Details (60)</i>						
5.530	Dormitory Sleeping Area	1	3,000	3,000		
5.531	Shower (standard)	4	25	100		
5.532	Shower (accessible)	1	45	45		
5.533	Toilet Room	1	200	200		5 toilets @25 and 5 sinks @15 (urinal substitution permitted)
5.534	Dayroom	1	2,275	2,275		
	a				2,100	
	b				60	4 stations @15 sf
	c				25	
	d				80	
	e				10	
5.535	Interview Room/Attorney Confidential Teleconference	1	60	60		

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
5.536	Janitor Closet	1	35	35		
5.537	Pod Storage	1	80	80		
5.538	Pod Sallyport	1	0	0		
5.539	Laundry Room	1	100	100		
subtotal						5,895
<i>Male Housing Group 7 Shared</i>						
5.540	Staff Restroom	2	45	90		
5.541	Lieutenant Office	1	120	120		
5.542	Sergeant Office	1	195	195		3 workstations at 65
5.543	Maintenance Storage/Equipment Room	1	250	250		
5.544	Janitorial Services Storage	1	150	150		
5.545	Small Multi-use Room	1	300	300		12 occupants at 25
5.546	Large Multi-use Room	1	450	450		30 occupants at 15 sf
5.547	IT Service Room	1	100	100		
5.548	Housing Group Storage	1	400	400		
5.549	Laundry/Food/Trash Cart Staging	1	150	150		5 carts at 30 sf
5.550	Indoor-Outdoor Multi-use Exercise	1	1,500	1,500		
5.551	Indoor-Outdoor Multi-use Exercise Storage	1	40	40		
5.552	Interview Room	3	60	180		
5.553	Case Manager Office	1	100	100		
5.554	Substance Abuse Program Staff Office	1	520	520		8 OB workstations at 65 sf
5.555	Substance Abuse Program Supervisor Office	1	100	100		
subtotal						4,645
Housing Group Subtotals						
Subtotal Cell Housing						0
Subtotal Dormitory Housing						17,685
Subtotal Shared Use Space						4,645
Total All Housing						237,250
Subtotal Cell Housing						91,005
Subtotal Dormitory Housing						100,375
Subtotal Housing Shared Spaces						45,870

Adjacency Diagrams

Adjacency diagrams will be developed prior to finalizing this document.

Section 7. Health Services

This section provides information about medical, dental, mental health, and substance abuse services provided in the facility.

Goals

The following goals have been established for this function:

- To provide the level of services required to allow inmates to leave the facility healthier than when admitted.
- To reduce the degree to which inmates are hospitalized to receive care by providing an infirmary for inmates who do not need acute care.
- To provide mental health housing designed to hold inmates with mental illness safely and humanely.

Standards

5120:1-8-09 Medical.

- (C) Health-trained personnel shall perform a medical, dental and mental health receiving screening on each prisoner upon arrival at the jail. ...
- (D) Qualified health care personnel shall complete a health appraisal for each prisoner within fourteen days after arrival at the jail.
- (E) The jail shall provide, or make provisions for, twenty-four hour emergency health care.
- (F) A physician and/or qualified health care professional conducts sick call:
 - (3) Five times per week for jails with an average daily population of two hundred or more.
- (L) The jail shall exercise proper management of pharmaceuticals and address the following:
 - (3) Secure storage and monthly inventory of all controlled substances, syringes and needles
- (N) The jail physician or a dentist shall provide prisoners with professional dental services as determined necessary.
- (P) The jail shall have a plan for identifying and responding to suicidal prisoners. The plan components shall include:
 - (4) Monitoring - The plan specifies the procedures for monitoring a prisoner who has been identified as potentially suicidal. A suicidal prisoner is checked at varied intervals not to exceed ten minutes. Regular documented supervision is maintained. Inmates are placed in a designated cell, all belongings removed, and other prevention precautions initiated as appropriate
- (Q) Emergency medical equipment and supplies, as determined by the jail physician shall be available at all times, inventoried monthly and replenished as needed.

Operational Preferences

Level of Services Provided

The following health services will be available within the facility:

- Screening, diagnostic, and some types of treatment.
- Infirmity care.
- Emergency care, pending arrival of emergency medical personnel.

Services include:

- First aid.
- Sick call.
- Medical screening.
- Clinics.
- Medical testing, primarily urine and blood tests.
- Treatment, appropriate to credentials of staff employed and the setting.
- Diagnostic testing, including X-ray.
- Specialty clinics, including orthopedics, OBGYN, hand clinic, physical therapy, podiatry, and oral surgery.
- Dentistry.
- Mental health services.
- Telemedicine.
- Pharmacy.
- Chronic care, including dialysis.

Health Staff

Health staff include:

- LPN and RN.
- Physician Assistant.
- Physician and contract specialty physicians.
- OBGYN Nurse practitioner
- Dentist.
- Psychiatrist.
- Psychiatric Social Workers.
- Medical Clerks.
- Medical Assistants.

Section 7. Health Services

- Pharmacy Techs.
- Dental Assistants
- Medical Administrator.
- Mental Health Administrator.
- Behavioral Specialists.

Health services (medical, mental health and dental) are provided by contract with CMS.

In Facility Clinic Visits, Triage and Distribution of Meds

Inmates will come to the In-Facility Clinic for treatment and evaluation. Up to 50 inmates may be at the In-Facility Clinic at one time. Triage will generally occur at or immediately adjacent to Housing Units. The system for distribution of medications will vary based on inmate classifications. Maximum and medium security inmates housed in HCJC will receive medications at their Housing Unit. Special needs inmates regardless of their housing location will generally receive their medications at their Housing Unit. Medium and minimum security inmates housed in the expansion facility will pick up their daily medications at a central distribution point when they move to food service areas.

Medical Storage

The medical area will require several specialized types of storage:

- Medical record storage (although records are being automated).
- Medical equipment storage (wheelchair, gurney, oxygen (portable), back board, walker, and crash cart).
- Medical supply storage.
- Medications storage.

Medications are dispensed and administered by health professionals, using unit dose, blister pacs.

Infirmery and Medical Housing

Infirmery and medical housing both require a close relationship with the In-Facility Clinic, but they differ in who is housed there. Inmates in medical housing will have chronic illnesses, such as diabetes, have significant disabilities, be temporary disabled (requiring the use of a wheelchair, etc.), or require the use of specialized equipment, such as oxygen, which should be piped into rooms, or sleep apnea machines. Inmates in the infirmery require access to nursing care on a routine basis.

Although all cells which include toilets have a negative pressure, infirmery housing must provide for a more rigorous method to prevent the recirculation of air as a means to restrict potential infections from airborne pathogens.

Management of Inmates with Mental Illness

In spite of a variety of programs which focus on diversion and case management of inmates with significant mental health issues, the facility will hold inmates who have mental health problems. Health care staff routinely use psychotropic drugs to assist in managing this population and will do “forced medications” when justified. Inmates housed in this area will require a variety of specialized cell types including:

- Padded cell.
- High observation cells.
- Low stimulation environment.
- Restraints, with the preferred method being a restraint chair.

Interactions with Other Agencies

Health staff frequently interact with the following agencies:

- Cincinnati Health Department
- TB Control,
- University Hospital.
- Mental Health Board.
- Private physicians.
- Court Clinic.
- Pharmacies.
- Veteran’s Administration.

Scenarios

Scenarios will be developed prior to finalizing this document.

Section 7. Health Services

Spaces

Health Care

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
Clinic (Inmate Access Areas)						
<i>Clinic (Male)</i>						
6.01	Entry/Waiting	1	325	325		
	a seating				225	15 occupants at 15 sf
	b CO workstation				65	workstation at 65 sf
	c check-in counter				35	waiting room side, to nurse station
6.02	Holding Cell (Group)	3	120	360		each accommodates 6 inmates at 20 sf
6.03	Nurses' Station	1	240	240		4 workstations with counter at 45, storage
6.04	Inmate Restroom - standard	1	45	45		
6.05	Inmate Restroom - accessible	1	60	60		
6.06	Exam Room	3	120	360		
6.07	Triage Room	1	80	80		
6.08	Treatment Room	1	150	150		
6.09	Dialysis Room	1	180	180		3 stations @60
6.10	Specialty Procedure Rooms	2	180	360		
6.11	Phlebotomy Room	1	120	120		
6.12	Dental Operatory	1	360	360		2 stations at 180
6.13	Dental Equipment Room	1	80	80		
6.14	Dental Storage Room	1	80	80		
6.15	Counseling Room	2	60	120		
6.16	Multi-use Office	1	90	90		2 workstations at 45
6.17	Staff Restroom	2	45	90		
6.18	Clean Utility	1	40	40		
6.19	Soiled Utility	1	60	60		
6.20	Biohazard Storage	1	60	60		
6.21	Lab	1	150	150		
6.22	Janitor Closet	1	35	35		
6.23	Supply Storage	1	200	200		
6.24	Medical Equipment Storage	1	200	200		
					subtotal	3,845

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Clinic (Female)</i>						
6.30	Entry/Waiting	1	250	250		
	a seating				150	10 occupants at 15 sf
	b CO workstation				65	workstation at 65 sf
	c check-in counter				35	waiting room side, to nurse station
6.31	Holding Cell (Group)	1	120	120		each accommodates 6 inmates at 20 sf
6.32	Nurses' Station	1	150	150		2 workstations with counter at 45, storage
6.33	Inmate Restroom - standard	1	45	45		
6.34	Inmate Restroom - accessible	1	60	60		
6.35	Exam Room	2	120	240		
6.36	Triage Room	1	80	80		
6.37	Treatment Room	1	150	150		
6.38	Telemedicine Exam	1	180	180		
6.39	Specialty Procedure Rooms	1	180	180		
6.40	Phlebotomy Room	1	120	120		
6.41	Dental Operatory	1	180	180		1 station
6.42	Dental Equipment Room	1	80	80		
6.43	Dental Storage Room	1	80	80		
6.44	Tub Room	1	80	80		
6.45	Counseling Room	1	60	60		
6.46	Female Offender Health Program Office	1	130	130		2 workstations at 65
6.47	Staff Restroom	2	45	90		
6.48	Clean Utility	1	40	40		
6.49	Soiled Utility	1	60	60		
6.50	Supply Storage	1	100	100		
6.51	Medical Equipment Storage	1	100	100		
					subtotal	2,575
Staff Access Zone						
6.60	Entry/Reception	1	155	155	60	circulation
	a seating				30	2 people at 15 sf
	b workstation				65	1 workstation at 65 sf
6.61	Administrative Work Room	1	120	120		
	a equipment				100	
	b utility				20	
6.62	Office Supply Storage	1	40	40		
6.63	Meeting Room	1	625	625		25 occupants at 25 sf

Section 7. Health Services

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
6.64	Staff Break	1	200	200		12 occupants at 15 sf, utility
6.65	Janitor Closet	1	35	35		
6.66	Male Staff Restroom	1	100	100		
6.67	Female Staff Restroom	1	120	120		
6.68	Health Care Staff Office	1	270	270		6 workstations at 45
6.69	Health Services Administrator Office	1	180	180		
6.70	Director of Nursing Office	1	150	150		
6.71	Assistant Director of Nursing Office	1	120	120		
6.72	Health Services Administrative Assistant Office	1	100	100		
6.73	Physician Office	1	150	150		
6.74	Physician Assistant Office	1	120	120		
6.75	Dental Office	1	150	150		
6.76	Multi-use Provider Office	1	180	180		4 workstations at 45
6.77	Pharmacy/Medication Cart Storage	1	860	860		6 carts @60, storage, sink
6.78	Medical Records	1	370	370		
	a				240	1000 linear feet of files, moveable system, scanning system
	b				90	2 workstations at 45
	c				40	
					subtotal	4,045
Total Clinic				6,420		
Total Staff Access				4,045		
Total Health Services				10,465		

Mental Health

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Clinic (Inmate Access Area)</i>						
6.5	Entry/Waiting	1	400	400		
	a				300	10 occupants at 15 sf
	b				65	workstation at 65 sf
	c				35	waiting room side, to nurse station
6.51	Holding Cell (Group)	2	120	240		each accommodates 6 inmates at 20 sf
6.52	Inmate Restroom - standard	1	45	45		

Section 7. Health Services

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
6.53	Inmate Restroom - accessible	1	60	60		
6.54	Interview Room	10	60	600		
6.55	Janitor Closet	1	35	35		
6.56	Supply Storage	1	200	200		
					subtotal	1,580
These spaces are associated with Male Housing Group 1						
<i>Mental Health Clinic (Staff Access Area)</i>						
6.60	Entry/Reception	1	480	480	60	circulation
	a seating				30	2 people at 15 sf
	b workstation				390	6 workstation at 65 sf
6.61	Administrative Work Room	1	120	120		
	a equipment				100	
	b utility				20	
6.61	Office Supply Storage	1	40	40		
6.62	Meeting Room	1	625	625		25 occupants at 25 sf
6.63	Staff Break	1	200	200		12 occupants at 15 sf, utility
6.64	Janitor Closet	1	35	35		
6.65	Male Staff Restroom	1	100	100		
6.66	Female Staff Restroom	1	120	120		
6.67	Mental Health Administrator Office	1				
6.68	Psychiatrist Office	2				
6.69	Mentally Ill Offender Program Staff Office	1	520	520		8 OB workstations at 65 sf
6.70	Mentally Ill Offender Program Supervisor Office	1	100	100		
Subtotal						2,340
Total Mental Health Services				3,920		

Adjacency Diagrams

Adjacency diagrams will be developed prior to finalizing this document.

Section 8. Inmate Programs

Goals

The following goals have been established for this function:

- To minimize inmate idleness.
- To the extent possible, provide programming that is appropriate to the needs of the inmate population.
- Develop an effective approach to re-entry that minimizes the potential that inmates who are released will return.
- To provide gender specific programming for both male and female inmates.
- To involve more outside agencies in the delivery of services to inmates, allowing the development of a “natural bridge” to the community.
- To separate male and female inmates in programs.

Standards

5120:1-8-02 Classification.

- (B) (3) Male and female prisoners are supervised if placed together for purposes of programming, transportation or other similar activities.

5120:1-8-11 Recreation and programming.

- (A) Exercise areas and equipment for prisoners shall be provided and the facility shall ensure that prisoners are offered at least one hour of exercise five days a week.
- (B) The facility shall provide for prisoner television viewing and table games.
- (C) The facility shall provide prisoner access to reading materials.
- (D) The facility shall provide prisoners with hygiene articles and mail supplies.
- (E) The facility shall provide the opportunity for alcohol and drug abuse treatment, academic training, psychological and social services and other community services.
- (F) Prisoners shall be permitted to practice a recognized religion subject to limitations prescribed by law.

Section 8. Inmate Programs

Operational Preferences**Program Delivery Strategy**

The delivery strategy for programs is mixed, depending on the activity and the classification of the inmates. Some mediums and all minimums should be able to move in the facility without escort to locations where programs are delivered. If stairs can be visible, movement can occur using stairs rather than elevators.

The following strategies are envisioned for specific programs:

- Active indoor-outdoor exercise, decentralized, adjacent to any new housing area.
- Passive recreation, decentralized at the dayroom.
- Commissary, decentralized for maximum and special needs, centralized for most mediums and all minimums, with automated transactions debiting inmate accounts.
- Recreational and law library, decentralized for maximum and special needs, centralized for most mediums and all minimums.
- Remedial education, decentralized, either in dayroom or in multi-use space adjacent to dayrooms.
- GED and specialized education, predominantly centralized for all inmates.
- Religious services, centralized or decentralized based on inmate classification.

Storage for program materials and supplies is associated with the areas in which programs are delivered.

Supervision of Inmates in Programs

Inmates are supervised in program areas based on their classification. The general strategy is to provide opportunities for intermittent, incidental supervision from corridors. Programs can be delivered by correctional or civilian staff, contractors and volunteers. The most common volunteer programs are AA/NA.

Inmate Labor

The Sheriff's Office currently uses inmate labor in food service, including Officer's Dining, laundry, maintenance, commissary, and cleaning (both inside and outside the secure perimeter). At least one area, vehicle maintenance/auto detailing, may provide a vocational component. The Sheriff's Office also provides for a variety of community services projects outside of the facility (work details). Space for work details is provided in Sheriff's Office Maintenance Spaces (See Section 10).

Section 8. Inmate Programs

Scenarios

Scenarios will be developed prior to finalizing this document.

Spaces

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Inmate Access Zone (Male)</i>						
7.01	Inmate Classroom	4	700	2,800		20 occupants @35 sf
7.02	Inmate Restroom	2	45	90		
7.03	Classroom Storage	4	40	160		
7.04	Educator Office	1	260	260		4 workstations @65
7.05	Computer Center	1	900	900		20 computer stations @45
7.06	Computer Center Storage	1	80	80		
7.07	Library/Media Center	1	750	750		
7.08	Release Planning Room	1	400	400		
7.09	Chapel	1	900	900		60 occupants @15
7.10	Chaplain Office	1	130	130		2 workstations @65
					subtotal	6,470
<i>Inmate Access Zone (Female)</i>						
7.20	Inmate Classroom	1	700	700		20 occupants @35 sf
7.21	Inmate Restroom	2	45	90		
7.22	Classroom Storage	1	40	40		
7.23	Educator Office	1	130	130		2 workstations @65
7.24	Computer Center	1	900	900		20 computer stations @45
7.25	Computer Center Storage	1	80	80		
7.26	Library/Media Center	1	500	500		
7.27	Release Planning Room	1	250	250		
7.28	Large Multi-use	1	900	900		60 occupants @15
7.29	Chaplain Office	1	130	130		2 workstations @65
					subtotal	3,720
					Subtotal Inmate Access Areas	10,190

Section 8. Inmate Programs

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Programs Office Zone</i>						
7.30	Entry/Reception	1	155	155	60	circulation
	a seating				30	2 people at 15 sf
	b workstation				65	workstation
7.31	Chaplain's Storage	1	40	40		
7.32	Multi-use Volunteer Office	1	270	270		6 workstations
7.33	Programs Supervisor Office	1	150	150		
7.34	Administrative Work Room	1	120	120		
	a equipment				100	
	b utility				20	
7.35	Office Supply Storage	1	40	40		
7.36	Staff Restroom	2	45	90		
7.37	Team Meeting Room	1	300	300		12 occupants at 25 sf
					subtotal	1,165
Total Programs				11,355		

Adjacency Diagrams

Adjacency diagrams will be developed prior to finalizing this document.

Section 9. Visitation

Goals

The following goals have been established for this function:

- To provide families the opportunity to visit as often as possible.
- To minimize potential introduction of contraband.
- To provide for contact visits for female offenders and their children.

Standards

5120:1-8-07 Visitation.

- (A) There is a secure visiting area that physically separates the prisoner and visitor with capability for two-way conversation and viewing through a 24" by 24" vision panel or provisions for video visitation.
- (B) The visitation area shall be equipped with seating.
- (C) There shall be documentation that lighting is twenty foot-candles, measured thirty inches above the floor.
- (E) Visitors shall register upon entry into the jail. ...
- (F) The jail shall provide general visitation hours that provide prisoners the opportunity for thirty minutes of visitation per week....
- (G) Written policy and procedures shall govern contact and special visits.
- (H) The jail shall establish visitor security controls to prevent contraband from entering the jail.

Operational Preferences

Visiting Preference

The preferred method for family visitation is video-visitation. This method should be provided as a retrofit in the existing HCJC. This will allow re-use of visitor elevators to address other movement needs, reduced impact on existing control rooms, reduced impact on staff who deal with visitation, and the re-use of space currently used for visiting for other potential program needs. It will also allow more flexibility in both when and how often visiting could occur. This analysis assumes that all 3,000 inmates are offered one hour of visiting per week, but that only 25% (750) receive a visitor during the week. If HCJC does visitation no more than four hours per day (28 hours per week), this would result in a need for 27 visiting stations to provide for this level of visiting.

Professional visitors may also use video-technology. It would facilitate attorney-client consultation, if video-stations could be available at the Public Defender's Office, Prosecutor's Office, and each Court.

Section 9. Visitation

For female offenders who have children, an option for contact visiting is required.

Visitors and Visitor Registration

A single point of public entry will serve professional visitors to the facility; a separate visitor entry point will serve family visitors. Visitor reception will be staffed by corrections personnel.

Up to 3 family members or friends can visit at one time. Visitors will need access to a visitor center, adjacent to a public area. This area should accommodate visitors who have children in strollers. A fifteen minute visit is preferred. Because of the selected method of visiting, no lockers will be required for visitors, other than the small number of visitors who will go inside the secure perimeter.

Professional Visiting

Professional visitors may require access to visiting areas inside the perimeter. If necessary, professional visitors can interview inmates at or adjacent to inmate housing areas. At least one area which is large enough to accommodate a parole hearing is required.

Scenarios

Scenarios will be developed prior to finalizing this document.

Spaces

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Jail Public Areas</i>						
8.01	Visitor Entry	1	0	0		exterior
8.02	Weather Vestibule	1	0	0		circulation
8.03	Public Lobby	1	1,555	1,555		
	a				1,200	80 visitors at 15 sf
	b				125	25 2 section tiers at 5 sf
	c				10	
	d				40	
	e				40	
	f				100	4 machines at 25
	g				40	
	Mini-property window (visitor side)					
8.04	Screening Station	1	160	160		

Section 9. Visitation

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
	a counter				40	
	b equipment				120	
8.05	Male Public Restroom	1	120	120		
8.06	Female Public Restroom	1	150	150		
8.07	Interview-Temporary Holding	1	80	80		
8.08	Janitor Closet	1	35	35		
8.09	Visitor Reception Control	1	255	255		3 workstations @65, storage (60)
					subtotal	2,355
<i>Video-Visitation Center</i>						
8.15	Open Video-Visitation Stations	1	2,465	2,465		40 visitor stations (2 occupants), 1 accessible (65). Each station at 45 sf. 10 multi-visitor stations (4 occupants @15 sf)
8.16	Confidential Video-Visitation Center	4	40	160		wall-mounted screen and telephone. Observable, but auditory privacy
8.17	Confidential Video-Visitation Center-accessible	1	65	65		
					subtotal	2,690
<i>Special Visitation Suite</i>						
8.20	Confidential Interview Room	4	100	400		
8.21	Parole Hearing Room	1	440	440		8 occupants @25, hearing area @240
8.22	Family Visitation Room	2	675	1,350		male and female
	a seating				400	16 occupants @25
	b child play area				250	
	c utility				25	
8.23	Restroom	2	45	45		
					subtotal	2,235
				Subtotal Visitation	7,325	

Adjacency Diagrams

Adjacency diagrams will be developed prior to finalizing this document.

Section 10. Support Services

Goals

The following goals have been established for this function:

- To simplify food service operations.
- To serve nutritional, appetizing meals.
- To facilitate receiving of materials and supplies.
- To enhance security in the kitchen.
- To provide appropriate work areas for maintenance personnel.
- To provide adequate storage for maintenance supplies and materials.
- To provide secure storage for janitorial supplies at designated locations within the secure perimeter.

Standards

5120:1-8-03 Security.

- (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained.
- (14) Toxic, corrosive and flammable substances and tools shall be:
- (a) Stored in a secure area;
 - (d) Accessible only to authorized persons.

5120:1-8-05 Sanitation and environmental conditions.

- (A) All areas of a full service jail shall be safe and sanitary, including the food service and laundry areas. Staff and prisoners shall have specific housekeeping responsibilities, which shall include, but are not limited to:
- (1) Daily cleaning of toilets, urinals, sinks, drinking facilities and showers in areas occupied by prisoners;
 - (2) Daily sanitation inspections;
 - (3) Regular maintenance and repairs.
- (B) All grounds, walkways, driveways and parking areas shall be illuminated at night.
- (E) The jails shall maintain documentation that the following standards are met with regard to interior lighting:
- (1) At least twenty foot-candles, measured thirty inches above the floor, in prisoner reading areas.
 - (2) At least fifteen foot-candles, measured thirty inches above the floor, in prisoner accessible areas.

Section 10. Support Services

- (3) Lighting in prisoner sleeping areas shall be reducible to between two and four foot-candles, measured thirty inches above the floor.
- (G) Supply and equipment storage areas shall be clean and orderly.
- (H) Each prisoner shall be provided the opportunity for a hot shower daily.
- (J) Shaving equipment and supplies shall be made available daily. ...

5120:1-8-10 Food service.

- (H) The jail shall maintain security within the kitchen area including accounting for utensils, controlling supply storage, supervising incoming supplies and daily disposal of garbage.

Operational Preferences

Food Service

Method

Food service is provided by a correctional food service contract. People who will work in the area include:

- Contract personnel.
- Corrections staff.
- Inmate workers.

A central food service area will serve the new facility; HCJC will maintain a full service kitchen. In addition, it is possible that a large food service area might include preparation of meals for others, such as “Meals on Wheels.” The central kitchen will prep entrees for all meals. A serving/warming kitchen which is large enough to do preparation of some cold items will be provided in the Female Offender Unit, adjacent to Female Central Dining.

Bakery Program

The facility should provide for a bakery capable of preparing bread, cakes, cookies and other baked goods. Female offenders will be able to work in the bakery program.

Delivery Strategy

Food service will use a mixed delivery strategy:

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- Decentralized pre-plated service for inmates in medical and mental health housing. The preferred cart must accommodate the Aladdin Tray System.
- Centralized cafeteria style service for medium and minimum males housed in expansion housing.
- Centralized cafeteria style service, with some preparation, for female offenders.

The facility will use insulated trays for meals that are delivered; meals to inmates confined to a cell may be served on styrofoam. The facility uses disposable cutlery.

Food Service Functions

The following food service functions will occur:

- Cooking and mixing.
- Staging for cafeteria style dining.
- Staging for decentralized pre-plated service.
- Staging for decentralized bulk service to female offender unit.
- Staging for staff dining.
- Baking.
- Dish, pan, pot, and utensil washing.
- Group hand-washing facilities which are visible in the general preparation area.
- Receiving orders.
- Menu planning.
- Special diet preparation.
- Record keeping.
- Inventory.

Officer's Dining

Staff who work in support services will be able to eat in Officers Dining. Female offenders currently work in Officer's Dining, which includes a grill, salad bar, as well as hot meals. Since this is located outside the secure perimeter, it is strongly suggested that access to this area be limited to staff who work in Corrections and have access to the secure perimeter. This should be located adjacent to the staff sallyport.

Culinary Arts

There is some interest in developing a culinary arts program which prepares inmates for food service employment. This could include creating an offender employment program as part of a re-entry program, by partnering with an appropriate restaurant group.

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Deliveries

Food service is a primary user of the loading dock. At present, the dock does not provide enough truck access (2 lanes, one of which is used by van which delivers meals). At present, storage areas are limited to a three day inventory, resulting in frequent deliveries. The desired delivery schedule is:

- Twice or three times weekly, for dry good, canned goods and meats.
- Two - three times per week for fruits and vegetables.
- Every other day for eggs, dairy products and bakery items.
- Monthly for paper products.

Interactions with Others

Food service personnel interact with:

- Medical staff.
- Security staff.
- Vendors.
- Contractor's own administrators.

Laundry*Service Delivery Method*

In-house staff, with the assistance of inmate workers, provide laundry services. Laundry is delivered to housing units in carts (preferred cart size will fit through standard door, and is less than 28" tall). The facility will not provide laundry services for any other facilities. Female offenders should be able to work in a laundry.

Laundry Storage

Working stocks of uniforms, bedding and towels will be stored adjacent to the laundry. Equipment in the current laundry is of good quality, and it appears that additional equipment can be added in the available space. A secondary stock of uniforms, bedding and towels will be needed near the admissions area, where new inmates shower before moving to the orientation unit. These carts should be stored at the housing units.

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Trash

Preferences

The facility currently has a compactor. Trash will be moved from housing units in 55 gallon wheeled trash cans. The facility will need a place that these can be power-washed; they can be stored adjacent to housing units.

Recycling

Recycling is not mandated, but some does occur. The most common items are office paper, which can be separated at the point at which it is generated and cardboard, which should go into a cardboard compactor.

Janitorial Services

Delivery Method

Janitorial services are delivered by in-house staff with the assistance of inmate workers. Inmate workers work in both secure and non-secure areas of the facility as well as on the grounds. The only areas which are not cleaned by inmate workers are control rooms and the pharmacy.

Space Needs

Space will be needed for:

- Storage of janitorial supplies.
- Janitor's closets in various locations in the facility.
- Storage of large items of equipment used to clean the facility (floor buffers, lifts, etc.)

Maintenance

Delivery Method

Maintenance will be completed by in-house personnel, County personnel, and contractors.

Issues and Concerns for Future Construction

The County Facilities Department has identified the following issues for future construction:

Section 10. Support Services

- Maintenance shafts should provide a straight vertical connection; access to these areas from inside the structure should be provided.
- Utility meters should be located in non-secure (but controlled access) areas.
- Demineralization units should be provided for domestic water supplies.
- There is a need for a trades shop area.
- There is a need for an area to store groundskeeping equipment including 2 large tractors, 2 small tractors, 3-4 small snowblowers, salt spreaders and 500 pounds of salt.
- All plumbing fixtures should have timers; consider some light fixtures in public or staff areas that are motion activated (, i.e., restrooms).
- Provide empty conduit in maintenance shafts and in all rooms which could potentially be used as office or staff work areas.
- Provide a method to allow expansion of chillers and emergency connection of external chillers.

Space Needs

Space will be needed for:

- Maintenance work in a variety of workshops. The most likely types of work shops will provide for welding/metal work, plumbing, electrical, and mattress repair.
- Building manager and staff assigned to the criminal justice campus.

Vehicle Maintenance*Vehicles Served*

Corrections and Court Services Divisions of the Sheriff's Office (both of which are located downtown) have a minimum of 95 vehicles. Vehicles are currently serviced, fueled, and maintained at Queensgate. Services include:

- Fueling.
- Oil and air filter changes.
- Tire rotation, with access to a compressor.
- Fluids, including antifreeze.
- Auto washing.
- Minor repair work.

This area could also serve as a vocational program by expanding services to include auto detailing.

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Interaction

Vehicle maintenance will interact frequently with Court Services.

Storage

The County has a central purchasing system for items, such as office supplies. Corrections can purchase from these sources. However, there will be a need to have adequate storage for correctional supplies, primarily toilet paper, mattresses, uniforms and cleaning supplies.

Scenarios

Scenarios will be developed prior to finalizing this document.

Spaces

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Food Service</i>						
9.01	General Preparation	1	2,515	2,515		
	a cooking (primary)				1,500	1,500 inmates at 1 sf
	b tray and cart storage				250	10 carts at 25 sf/cart (12 new units + 16 HCJC units)
	c CO open workstation				65	staff workstation
	d potwash				375	1,500 inmates at .25
	e group handwash				75	5 stations @15
	f serving line (Inmate worker side)				250	10 stations @25
9.02	General Preparation (Female)	1	1,390	1,390		
	a warming/prep				500	500 inmates at 1 sf
	b staging (decentralized dining)				250	500 inmates at .5
	c tray and cart storage				125	5 carts at 25 sf/cart (12 new units + 16 HCJC units)
	d CO open workstation				65	staff workstation
	e potwash				125	500 inmates at .25
	f group handwash				75	5 stations @15
	g serving line (Inmate worker side)				250	10 stations @25
9.03	Cook Office	1	120	120		2 ws plus files
9.04	Inmate Worker Break	1	600	600		40 occupants at 15 sf
9.05	Inmate Worker Restroom	2	45	90		
9.06	Staff Restroom	2	45	90		

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
9.07	Equipment Storage	1	120	120		
9.08	Dishwashing	1	2,240	2,240		
	a equipment				2,000	2,000 inmates at 1
	b secure storage				40	
	c tray can & cart wash				200	
9.09	Bakery	1	1,500	1,500		
9.10	Food Service Manager Office	1	150	150		
9.11	Dry Storage	1	2,000	2,000		2,000 at 1 sf
9.12	Cool Storage	1	1,000	1,000		2,000 at .5 per inmate
9.13	Frozen Food Storage	1	1,000	1,000		2,000 at .5 per inmate
9.14	Janitor Closet	1	80	80		
9.15	Male Central Dining	1	3,000	3,000		
	a seating				2,700	180 occupants @15
	b serving line (inmate side)				250	10 persons @25
	c tray return				50	
9.16	Female Central Dining	1	2,100	2,100		
	a seating				1,800	120 occupants @15
	b serving line (inmate side)				250	10 persons @25
	c tray return				50	
9.17	Officer's Dining	1	1,675	1,675		
	a vending				720	6 vending machines at 20
	b utility				40	
	c cold service area				200	
	d bus area				40	
	e seating				675	45 occupants at 15 sf
9.18	Staff Dining Male Restroom	1	100	100		
9.19	Staff Dining Female Restroom	1	120	120		
9.20	Staff Food Prep Area	1	500	500		
					subtotal	20,390
<i>Laundry</i>						
9.25	Laundry	1	935	935		
	a equipment				375	500 inmates at .75
	b soiled sorting & weighing				125	500 inmates at .25
	c clean folding area				125	500 inmates at .25
	d inmate break area				120	8 occupants at 15
	e cart storage				150	10 carts at 15 sf

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Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
	f safety area				40	
9.26	Laundry Storage	1	500	500		500 inmates at 1 sf
9.27	Chemical Storage	1	80	80		
9.28	Inmate Restroom	1	45	45		
9.29	Staff Restroom	1	45	45		
9.30	Laundry Office	1	180	180		4 ws at 45
9.31	Laundry Supervisor Office	1	100	100		2 OB ws at 65 sf
					subtotal	1,885
<i>Dock & Janitorial</i>						
9.35	Loading Dock	1	0	0		exterior fenced (2 bays @60x12, 1 @40x12)
9.36	Compactor	1	0	0		exterior
9.37	Recycle bins	1	0	0		exterior
9.38	Trash Staging Room	1	200	200		
9.39	Recycling	1	200	200		
9.40	Receiving	1	1,165	1,165		
	a temporary storage				750	
	b scales				50	
	c pallet wrap				100	
	d pallet storage				150	
	e workstation				35	counter type
	f screening				80	
9.41	Central Storage	1	5,000	5,000		
9.42	Janitorial Equipment Storage	1	500	500		
					subtotal	7,065
<i>Maintenance Shop Area</i>						
9.45	Maintenance Entry	1	0	0		
9.46	Maintenance Operations Shop	1	700	700		
	a bench area				240	4 benches at 60 sf
	b free-standing equipment				100	4 at 25
	c maintenance cart storage				40	2 carts at 20
	d storage bins				120	
	e workstations				180	4 @45
	f safety area				20	
9.47	Multi-use Staff Break	1	270	270		
	a seating				250	10 staff at 25
	b utility				20	

Section 10. Support Services

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
9.48	Welding/Machine Shop	1	750	750		
	a fabrication area				300	
	b welding equipment				300	
	c storage metal stock				130	overhead storage
	d safety area				20	
9.49	Restroom	2	45	90		
9.50	Toxic Flammable Storage	1	80	80		
9.51	Maintenance Storage	1	480	480		
9.52	Lighting Storage	1	80	80		
9.53	Janitor Closet	1	35	35		
9.54	Lock and Key Room	1	180	180		
9.55	Maintenance Operations Office	1	180	180		4 ws at 45
9.56	Work Detail Staging and Storage	1	500	500		accommodates 8 persons @25, plus storage
					subtotal	3,345
<i>Maintenance Office Suite</i>						
9.70	Entry Reception	1	250	250	60	circulation
	a workstations				130	1 workstation at 65 sf
	b waiting				30	2 people at 15 sf
	c file storage				30	2 lateral files
9.71	Building Manager Office	1	150	150		
9.72	Maintenance Supervisor Office	1	120	120		
9.73	Division Inspector Office	1	150	150		
9.74	Maintenance Office	1	130	130		2 workstations @ 65
9.75	Meeting Room	1	300	300		12 occupants @25
9.76	Administrative Workroom	1	120	120		
	a equipment				100	
	b utility				20	
9.77	Restrooms	2	45	90		
9.78	Coat Closet	1	20	20		
9.79	Office Supply	1	40	40		
					subtotal	1,370
<i>Vehicle Maintenance</i>						
9.80	Garage	1	1,370	1,370		
	a wash bay				300	
	b vehicle service bays				700	2 service bays @350
	c bench area				60	1 bench @ 60

Section 10. Support Services

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
	d large equipment				250	
	e safety area				60	
9.81	Materials Storage	1	500	500		
9.82	Garage Tool Storage	1	120	120		
9.83	Groundskeeping Storage	1	750	750		Parking for tractors, snow blowers, lifts, salt
9.84	Parking	1	0	0		4 spaces at 350 sf
9.85	Garage Office	1	130	130	60	2 workstations @65
9.86	Supervisor Office	1	100	100		
9.87	Multi-use Staff Break	1	170	170		
	a seating				150	6 staff at 25
	b utility				20	
9.88	Inmate Restroom	1	45	45		
9.89	Staff Restroom	1	45	45		
9.90	Janitor Closet	1	35	35		
subtotal						3,265
<i>Commissary</i>						
9.80	Commissary Supervisor Office	1	100	100		
9.81	Commissary Storage	1	1,000	1,000		
9.82	Commissary Assembly Area	1	1,240	1,240		
	a scanning stations				600	6 stations at 10x10
	b cart storage				240	16 carts at 15 sf
	c weekly/high-use storage				400	
9.83	Inmate Restroom	2	45	90		
9.84	Staff Restroom	2	45	90		
subtotal						2,520
Support Services				39,840		

Adjacency Diagrams

Adjacency diagrams will be developed prior to finalizing this document.

Section 11. Corrections Administration

Goals

The following goals have been established for this function:

- To develop a planning and research capacity within Corrections.
- To provide confidential work areas for administrative staff.
- To develop a mailroom which meets today's requirements.
- To locate administrative offices outside the secure perimeter.

Standards

None.

Operational Preferences

Mailroom

There are now anti-terrorism standards that relate to mailrooms. These include:

- Location on an exterior wall.
- No recirculation of air.

Mail for inmates and mail for staff go to different addresses, which are often confused. The Post Office delivers mail directly to the mailroom. Screening of mail will occur. The mail room needs to be immediately accessible off a public entry, with access to on-street parking for postal and UPS vehicles. A storage area for UPS, mail and other small deliveries is required.

Administrative Functions

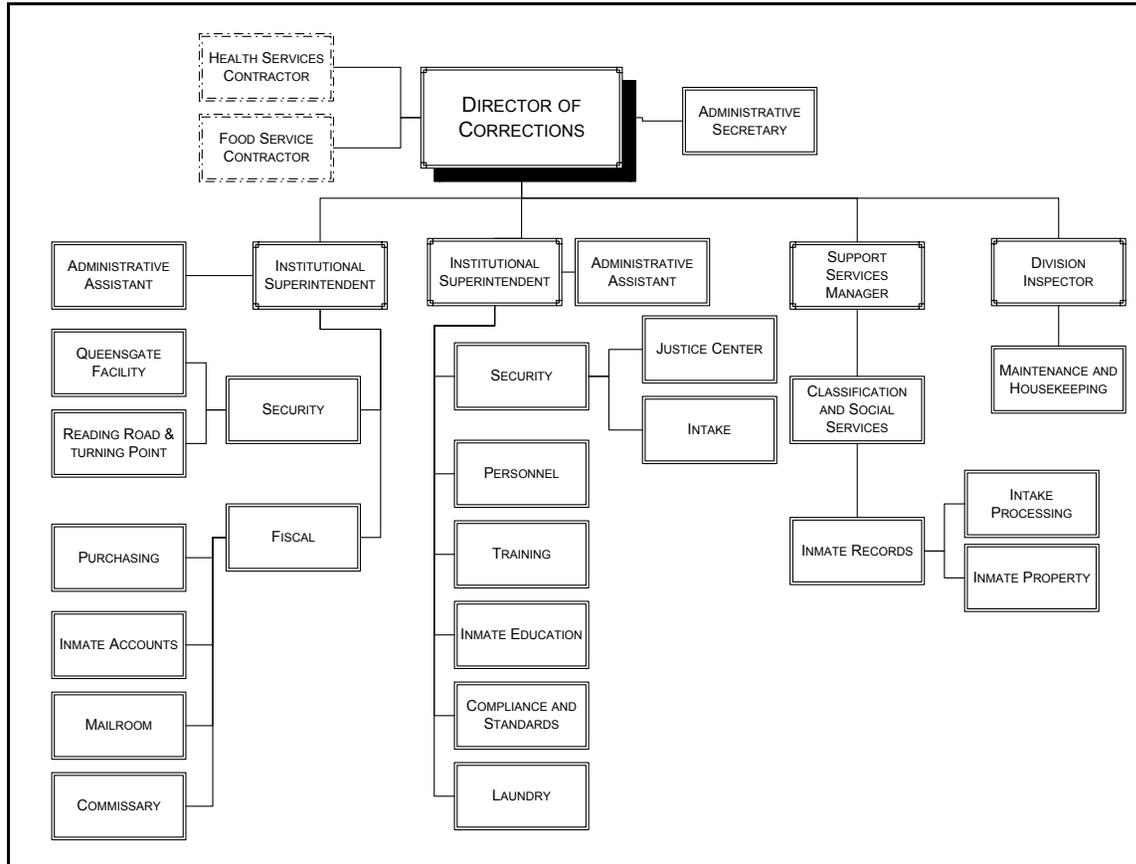
The current administrative area includes space for:

- Mailroom, which will be relocated.
- Inmate accounts, which will be relocated to be adjacent to Mini-Property.
- Purchasing.
- Legal.
- Sheriff's Office Personnel, which needs a separate public access point.

Section 11. Corrections Administration

Administration should not be the central point of public reception for the facility.

Organization Structure (Corrections Division)



The Corrections Division is one of seven divisions in the Sheriff's Office:

- Corrections Division, which is the focus of this analysis and which operates all adult detention facilities.
- The Administrative Division, which includes the Community Relations Section and the Fiscal Section.
- Technology/Integrity Division, which includes the Internal Affairs Section, the Information Systems Section and the Regional Electronics Computer Investigation Section.
- Records Division, which includes the Records Unit, the Warrants Unit, and the Identification Unit.
- Patrol Division, which provides police service to a number of unincorporated townships within Hamilton County.
- Organized Crime Division, which includes the Regional Narcotics Unit, the Special Operations Unit, the Intelligence Unit, and the Special Response Team.

- Court Services Division, which includes the Court Service Courthouse Section, the Process Unit, the K-9 Bomb Detection Unit, Juvenile/Domestic Relations Court Security Section, Execution Section, Fugitive Warrant Section, the Probate Unit and the Transportation Unit.

Section 11. Corrections Administration

Non-correctional Functions of the Sheriff's Office

Over time, a number of administrative and investigative functions have had to be located inside the secure perimeter because there is not enough space available in space currently used by the Sheriff's Office. These functions include:

- Employee services.
- Regional Electronic Crime Investigations Unit.
- Internal Affairs.
- Information Systems.

These are currently in space which was once inmate program space and correctional offices. These components should be relocated outside the secure perimeter and space they currently occupy revert to a correctional use. Some or all of these components may be relocated into space currently occupied by Corrections Administration at HCJC, which will be relocated to the new facility.

Scenarios

Scenarios will be developed prior to finalizing this document.

Spaces

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Corrections Administration</i>						
10.01	Entry/Reception	1	185	185	60	circulation
	a seating				60	4 people at 15 sf
	b workstation				65	workstation
10.02	Director Office	1	180	180		
10.03	Deputy Director Office	3	150	450		
10.04	Administrative Assistant Office	2	120	240		
10.05	Fiscal Manager Office	1	150	150		
10.06	Fiscal Office	1	180	180		4 ws @45
10.07	Personnel Director Office	1	150	150		
10.08	Director of Safety Office	1	150	150		
10.09	Executive Administrative Assistant	1	120	120		
10.10	Personnel Testing Room	1	270	270		6 test areas @45
10.11	Meeting Room	1	400	400		seating for 16 at 25 sf
10.12	Administrative Workroom	1	120	120		

Section 11. Corrections Administration

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
	a equipment				100	
	b utility				20	
10.13	Office Supply Storage	1	100	100		
10.14	Staff Restroom	2	45	90		
<i>Mail Room</i>						
10.15	Entry	1	0	0		
10.16	Mail Room	1	380	380		
	a screening area				80	
	b sorting area				300	
10.17	Mail Room Office	1	180	180		4 ws at 45
10.18	Staff Break Room	1	415	415		6 vending machines @15, utility, seating for 12 @25
10.19	Storage	1	80	80		
					subtotal	3,840
Total				3,840		

Adjacency Diagrams

Adjacency diagrams will be developed prior to finalizing this document.

Section 12. Staff Support

Goals

The following goals have been established for this function:

- To provide spaces that support the professional development of staff.
- To provide spaces that meet staff daily work needs.

Standards

None.

Operational Preferences

Staff Access

All staff who work in the facility should have a common, controlled entry point.

Staff Support Spaces

Staff will need the following spaces:

- Locker rooms, separate for male and female staff, with shower and toilet facilities.
- Lunch and break room, located outside the secure perimeter.
- Staff dining, located inside the secure perimeter, with access to the exterior.
- Officer briefing rooms, located inside the secure perimeter, are decentralized adjacent to spaces used by supervisors of these areas.
- Fitness area, located outside the secure perimeter, which may be associated with a self-defense training area.

Training

Corrections currently uses some classroom space inside the perimeter for training; this space was originally designed as inmate program space, which would be the best use in the long-term. Training space is needed outside the secure perimeter to allow its use by other staff who do not need access to the secure perimeter. A computer training area, located outside the secure perimeter, is needed to avoid bringing non-correctional personnel inside the perimeter for training. In addition, corrections needs access to an area in which self-defense training can occur.

Section 12. Staff Support

Scenarios

Scenarios will be developed prior to finalizing this document.

Spaces

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
<i>Staff Support</i>						
11.01	Staff Entry	1	0	0		in circulation
11.02	Weather Vestibule	1		0		in circulation
11.03	Male Staff Locker	1	3,520	3,520		
	a lockers				3,350	assumes 250 full size lockers at 12.5 sf and 30 2 locker units at 7.5 sf
	b showers				50	2 showers at 25
	c toilet				120	
11.04	Female Staff Locker	1	1,545	1,545		
	a lockers				1,375	assumes 80 full size lockers at 12.5 sf and 50 2 locker units at 7.5 sf
	b showers				50	2 showers at 25
	c toilet				120	
11.05	Janitor Closet	2	35	70		
11.06	Storage	1	250	250		
<i>Training</i>						
11.10	Staff Fitness Center	1	2,050	2,050		
	a cardio-vascular equipment				250	assumes 10 pieces at 25
	b strength training stations				750	assumes 15 stations at 50
	c weight and equipment storage				150	
	d mat exercise area				900	assumes 15 occupants at 60
11.11	Training Resource Center	1	695	695		
	a seating				200	8 occupants at 25
	b workstations				195	3 workstations at 65
	c materials storage, shelving				300	
11.12	Training Classroom - Large	1	1,375	1,375		55 occupants at 25 sf
11.13	Training Classroom - Small	2	625	1,250		25 occupants at 25 sf

Section 12. Staff Support

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
11.14	Computer Classroom	1	900	900		20 stations @45
11.15	Training Director Office	1	180	180		
11.16	Quartermaster Storage	1	500	500		
11.17	Training Staff Office	1	195	195		3 ws at 65 sf
Subtotal						12,530

Adjacency Diagrams

Adjacency diagrams will be developed prior to finalizing this document.

Section 13. Pretrial Services Department

The Pretrial Services Department provides services which need to be accessed by inmates who are in custody as well as defendants who are in the community. As a result, they will need space both inside and outside the secure perimeter.

Goals

The following goals have been established for this function:

- To collaborate with the Sheriff's Office on classification and release planning issues.
- To provide a "one-stop shop" for evaluation, assessment and case management services.
- To expedite interviewer access to defendants waiting to be interviewed for pretrial release.
- To provide a quiet, calm area in which these interviews can be discussed.
- To provide for confidentiality in the interview process, while enhancing security/safety for interview staff.
- To use technology to assist/facilitate release.

Standards

None.

Operational Preferences

Pretrial Release Interviews

Ideally, pretrial release interviews should take no longer than 20 minutes. The initial interview is followed by a period of verification of information. It is sometimes necessary to call an inmate back for additional information. During peak periods it should be possible to conduct 4 interviews simultaneously, with work areas for up to three additional personnel. Pretrial services may also interview inmates who are in custody for a variety of assessment services; interview rooms adjacent to housing should allow for pretrial services staff to access their computer systems from these locations.

The initial stage of assessment focuses on information needed prior to arraignment and whether the inmate may be eligible for any diversion or service program. Initial screenings at this time will typically include mental health, substance abuse and risk reduction (domestic violence).

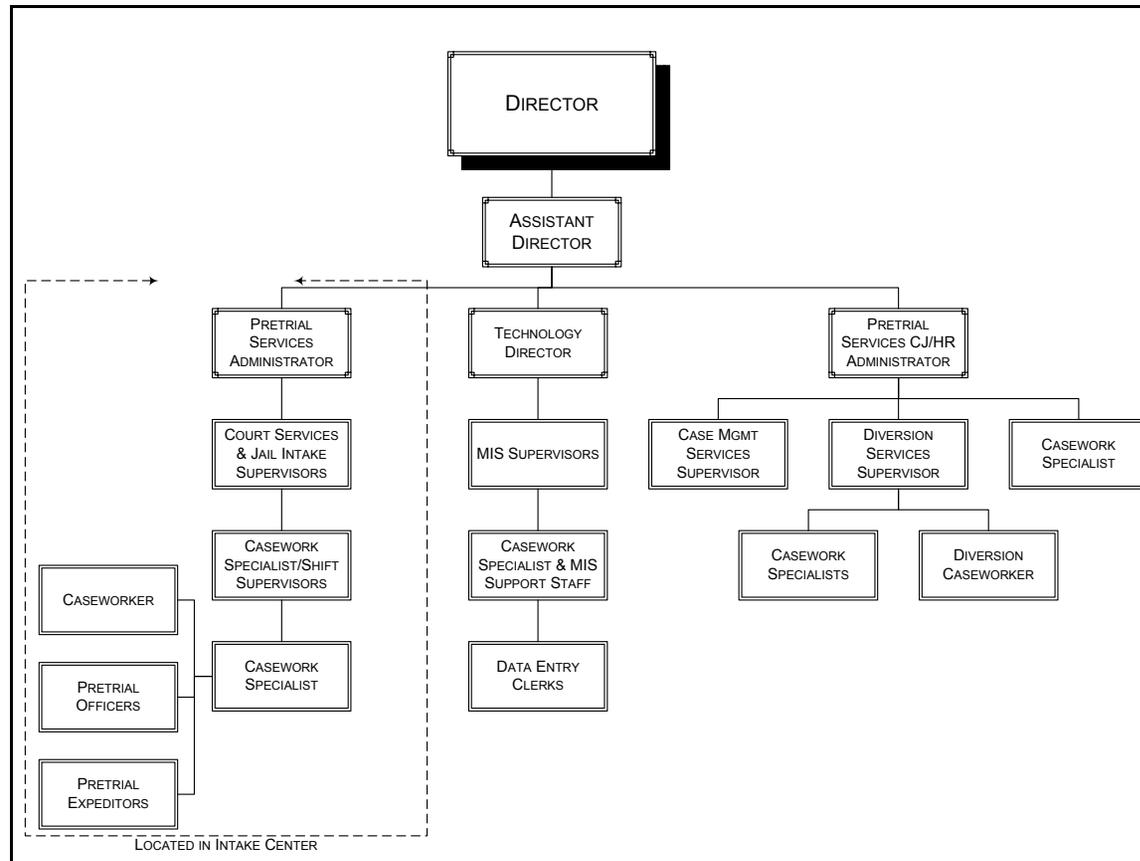
Section 13. Pretrial Services Department

Pretrial Jail Intake Staff Deployment

Pretrial release personnel provide services 24 hours a day, seven days a week. The busiest shift is the night shift, which typically will have three or four interviewers, three investigators and a supervisor. This staff also provides initial assessment services for a variety of alternative programs. Areas for these staff are described in Section 2 of this document.

Pretrial Work Areas and Records

Pretrial services uses electronic records; while there is a need for telephone, computer, printer, copier, scanner and a fax in the work area, there is minimal need for record storage, since records remain in the intake area only until moved to a central records area where they are scanned.



Organization Structure

There are three sections in the Pretrial Services Department:

- Pretrial Services Administration Unit, which includes jail intake and court services, including mental health court, drug court, FTA, MTM and EMU interventions.
- Technology Section, which manages the information system.
- Pretrial Services Community Justice and Human Resources Administration, which includes case management and diversion services.

Interaction with Other Agencies

Jail Pretrial Intake interacts with a significant number of other agencies. The most common interactions inside the secure perimeter are with:

Section 13. Pretrial Services Department

- The ID Section of the Sheriff's Office.
- Clerk of Courts, which includes a face to face interaction, only to time stamp documents (Pretrial Services can sign Temporary Protective Orders for judges).
- Sheriff's Office Personnel within the Corrections Division, in both intake and on the floors.
- Medical/mental health contractor.
- Attorneys, when at the jail.
- Arresting Officers.

Interactions also occur with:

- Court Clinic.
- Judges.
- Other sections of the Pretrial Services Department.

Pretrial Services needs access to an area in which a variety of meetings can occur; this needs to be outside the secure perimeter of the jail.

Diversion and Case Management Clients

Pretrial Services also sees individuals who are not in custody, typically those who are participating in a variety of diversion programs or who receive specialized services. Because of the current space configuration, many of these clients are interviewed in staff offices with potential resulting security and safety issues. A method to provide for check-in and interviews without using private office areas is preferable. These areas are currently accommodated in the south building of HCJC and will not relocate.

Scenarios

Scenarios will be developed prior to finalizing this document.

Spaces

Jail intake functions are included in Section 2.

Adjacency Diagrams

See Section 2.

Section 14. Courts

Goals

The following goals have been established for this function:

- To enhance security around initial court appearance,
- To minimize risk associated with court appearances for the public, defendants, court staff and security personnel,
- To expedite arraignment court processing, and
- To accommodate expanded court functions.

Standards

None.

Operational Preferences

Video Court

Court Administration has expressed a preference for video-court. The preferred method will result in the public, prosecutor, court personnel and the judge being present in a standard courtroom and the defendant, public defender, and correctional personnel being present in a video-courtroom within the secure perimeter.

Arraignment Court

Currently Courtrooms A and B in the south tower of the Justice Center provide for all initial appearances. Courtroom A is active from 9-12 (all felonies and county lock-ups) and 12:30 - 3 PM (all other lock-ups). Courtroom B is traffic active for arraignments from 1 - 3:30; the stay docket is heard in Courtroom B in the morning. This results in approximately 14 hours per day of arraignments, not counting the stay docket. No less than this level of arraignment volume should be expected. Courtrooms A and B will be maintained for out of custody arraignments and to serve as the location to which the public goes for in-custody arraignments.

Direct felony indictments are already heard by video-arraignment in room 121 of the Courthouse from 9-3.

Section 14. Courts

Expanded Court Function

At present, it appears very likely that the State of Ohio will move closer to a unified court system in which Mayor’s Courts are integrated into the County Court system. When this occurs in Hamilton County, there will be additional volume of traffic cases (currently estimated at 60,000 cases). Not all of these cases will result in a hearing. The current plan is to use Courtrooms A and B during hours when they are not in use for arraignment; this will include evening and potentially weekend court hours.

Scenarios

Scenarios will be developed prior to finalizing this document.

Spaces

Room #	Room Name	# of Rooms	NSF/ Room	Total NSF	NSF Subroom	Comment
Video-Arraignment						
13.01	Video-Arraignment Staging	1	1,555	1,555		
	a seating				1,250	50 cooperative inmates@25 sf
	b arraignment alcoves				240	1 per each expected courtroom @60
	c EMU workstation				65	
13.02	Public Defender Interview Room	2	60	120		
13.03	Public Defender Office	1	100	100		
13.04	Video-Arraignment Office	1	130	130		2 wd @65
13.05	Administrative Work Room	1	120	120		
	a equipment				100	
	b utility				20	
13.06	Video-Arraignment Equipment	1	100	100		
13.07	Holding Cell (Individual)	5	60	300		
13.08	Holding Cell (Group)	4	120	480		6 occupants @20 sf
Subtotal						2,905

Adjacency Diagrams

Adjacency diagrams will be developed prior to finalizing this document.

Appendix A. Gender Specific Programming and Design

Analysis of Developmental Domains

This section draws information from a presentation on gender competent programming provided by the PACE Center for Girls, focusing on the implications for the facility. Gender specific programming is structured around six developmental domains. The experiences of female clients in these domains leads to both programmatic and space strategies.

Physical Domain

Characteristic: Women experience significant changes in their bodies, at various times in their lives with significant shifts in hormonal levels. They receive mixed messages about their bodies and often nurture themselves in negative ways, i.e., eating disorders, drugs and sexual acting out). These result in significant health issues. Many have suffered sexual and other physical abuse. Many have high stress levels.

Strategies:

- The space needs to be physically safe, removing them from those who depend on them and away from the demands of males.
- Physical differences among body types and menstruation as a normal function should be reflected in the design of shower and toilet facilities; privacy in these functions is important.
- Dining should present opportunities to model good eating habits.
- Access to health services is more important for this population than males.
- Access to physical activities in which adolescents can experience the power in their bodies is important.

Emotional Domain

Characteristic: Women are emotional, quick to pick on each other and may speak without thinking. When trapped, many tend to run as a way of avoiding the situation. Most have been victimized and have a victim mentality. Most have experienced violence.

Strategies:

- Interventions must be based on individual strengths. This implies a broad spectrum of activities in which individuals can excel. Space needs to be flexible to accommodate these activities.
- Women need to learn how to talk through things and they need time to do it. This implies the need for space for private and quasi-private conversations which are somewhat removed from immediate living areas. These should probably not be bedrooms.
- Protect women from running away (physically - by having a strong perimeter - and emotionally - by providing areas in which girls can engage each other and staff).

Appendix A. Gender Specific Programming and Design

- Women can develop images of themselves throughout program and living spaces. These could be photo or art, but should reflect their diversity and the diversity of staff.
- Women need to be recognized when they succeed. Create spaces within living and program spaces for client recognition.

Sexual Domain

Characteristics: Sexual development is often confusing, particularly given mixed messages that are pervasive in the culture. Women may be emotionally needy and look for attention and love through sexual acting out. This increases the risk of pregnancy, STD's, sexual abuse and risky behavior. Behavior may "hide" feelings of shame and worthlessness.

Strategies:

- Make sure that women are safe from abuse and the potential negative consequences of their own behavior in this environment. This implies careful management of individual staff-client interactions and equally strong supervision of visiting activities.
- Make sure that the perimeter is intact and that it protects clients from intrusion from outside the program.
- Clinically address sexual abuse and victimization, which will require access to space which is acoustically and visually private from client living areas.
- Approach all search issues and spaces with sensitivity. Search areas need to provide for visual privacy, but yet not make the client being searched feel as if she has "no way out."

Intellectual DomainCharacteristics:

Many women have not had positive experiences in their educational development and lack self-confidence. Their reasoning at this stage of the game is influenced by their emotional experience.

Strategies:

- Educational programming is the key to women's empowerment and economic self-sufficiency.
- Create spaces within the classroom to promote cooperative learning experiences.
- Women need to see themselves in the educational experience to understand how it could be relevant to them. Focus educational programming on the history of women, using books and materials written by, for and about women.

Appendix A. Gender Specific Programming and Design

Family and Relationships Domain

Characteristics: Most women have experienced years of conflict within their family. Most families are troubled, with histories of incarceration, absence, out of home placements, substance abuse and a variety of negative characteristics. Nevertheless, whether present or absent, parents are important.

Strategies:

- Treatment may include a variety of family therapies. Create space which is used for this separate from visiting.
- Use visiting and other program activities to create positive interactions with families.

Spiritual Domain

Characteristics: Many women may be disconnected from their families, their roots and their faith. They lack a sense of the “grand scheme of things.”

Strategies:

- Create opportunities for spiritual growth through individual activities, such as reflection and reading, and group activities. These could occur in indoor and outdoor space.

Gender Specific Design Issues

Information about gender specific design issues is extrapolated from Design Considerations in the Building of Women's Prisons, by Scarlett V. Carp and Joyce A Davis, National Institute of Corrections Technical Assistance Project 89-P003, Monograph of the 1994 National Juvenile Female Offenders Conference, Chicago, Illinois, November 1994, and Women in Jail: Facility Planning Issues, by Gail L. Elias and Kenneth Ricci, National Institute of Corrections publication. In addition to a review of literature regarding gender specific design, the consultant toured two recently constructed facilities for young women and discussed gender specific design considerations with the personnel responsible for program delivery. The consultant has also integrated information from previous planning experience of adult female offender facilities.

Searches

All newly admitted youth will be searched consistent with statutes. Search areas need to provide for visual privacy, but yet not make the client being searched feel as if she has “no way out.” The search should include an option for shower either in the intake area or in housing.

Appendix A. Gender Specific Programming and Design

Scale of the Facility

The interior of the facility should have the normalized feel of a private school. This implies the need to avoid the use of two-story housing units with stacked sleeping rooms. Nevertheless, the space should feel open and airy. This area should maximize the use of natural light.

Size and Configuration of Housing Units

Women exhibit a strong desire for private space in their living areas and interact better in small groups. This implies the need for small “lounges” or “study” areas as well as a larger dayroom or “great room.” Each of the 20 bed units should be further subdivided into two ten bed sub-units with their own private space.

Specialized Needs in Housing Areas

Women need specialized space associated with their living areas. These include:

- An area in which women can do their personal laundry (some of the items laundered do not deal well with being dried in a drier and some may require ironing),
- An area for grooming and hair care, which includes hair driers and mirrors,
- An area for snacks and a beverage station, which permits limited food preparation,
- An area in which quiet activities, including studying, journaling, etc. can occur, and
- An area which affords privacy for some interviews.

Because of these specialized needs, the typical square footage required by standards in dayroom areas is not adequate for all of the functions required. These areas should be designed based on function rather than minimum square footage requirements.

Quality of Space and Furnishings

Materials, finishes and furnishings should create a “non-correctional” feel; consider the use of carpeting, upholstery, normal lighting, moveable, wood furniture, and wood doors. Natural light, environmentally safe and appropriate plants, and age appropriate graphics should be used. Room furnishings should provide options for flexibility and for some personalization of the space.

HVAC

There is some evidence that women are more sensitive to temperature. Consider strategies to provide for individual differences in heating and cooling needs.

Appendix A. Gender Specific Programming and Design

Suicide Risk

There is evidence that correctional populations have a higher risk of suicidal and self-destructive behavior than the population at large; there is additional evidence that women in correctional placements exhibit a high degree of risky behavior. As a result, facility equipment and fixtures, particularly sprinklers, grilles, difusers, etc. must minimize opportunities for suicides and suicide attempts.

Canteen Items Offered

Canteen includes the ordering, delivery and storage of items which may be purchased or earned by clients as part of their behavior management system. Traditionally canteens have offered candy and other high calorie, low nutritional value snack foods, which do not meet the needs of female offenders. Canteens should offer more healthy choices, including fruit, and low calorie snack and drink options.

Frequency and Type of Use of Health Services

Females tend to require and use health care services at rates very different from their male peers. As a result, ease of access to these spaces and enough space for these functions will be a concern. Additionally, women will need OB-GYN services as well as access to prenatal care.

Privacy and Sensitivity of Treatment/Mental Health Issues

Because many of the clients will have experienced sexual and physical abuse among other forms of victimization and because of the shame that tends to be attached to these areas, space which affords some auditory and visual privacy away from the living area will be required.

Beneficial Interaction with Staff

Both men and women benefit from positive interactions with staff. However, there is some evidence that suggests that women benefit from frequent interactions with staff members - particularly female staff members - even more than their male counterparts. As a result, opportunities to provide for interaction between clients and staff should be maximized. In addition to child care staff who work inside the unit, administrative and support staff need to be accessible to clients.

Educational Environment

Many women have not had positive experiences with traditional classroom settings. As a result, the spaces used for school should not replicate a traditional "learning" environment. Rather they should provide options for individuals who have alternate learning styles

Appendix A. Gender Specific Programming and Design

(experiential and concrete); they should more closely resemble special education classrooms in style and organization - with considerable flexibility to allow the furnishings and space to be re-arranged as needed.

Dedicated Educational Support Space

Ideally learning occurs outside of “normal school hours.” As a result, it is desirable to provide a library or media center and a computer learning lab which can be accessed at times when school is not in session.

Type of Vocational Programming

Vocational programs which have been seen as providing access to “traditionally female vocations” tend to prepare women for jobs which do not pay well; they tend to reinforce the cultural stereotypes that have failed to prepare these women for the option of being self-supporting instead of seeking out a male who will take care of them. The vocational programs identified should consider the availability and pay scale of jobs for which it provides training.

Importance of Outdoor Recreational Space

Outdoor space, which is natural in character (grass, not all paved), is important. It should be possible to provide for a variety of active and passive activities in this space. It is important that all clients spend some time outside every day.

Normalized Appearance of Building

The entry and the image of the building should be non-threatening, avoiding a blank, windowless facade that characterizes “correction” environments. The building itself should “fit” with other structures around it and the physical environment in which it is located.

Frequency of Visiting

Adult women tend to receive fewer visitors than their male counterparts.

Nature of Visitors

There are several specialized groups of visitors which have a disproportionate impact on women’s facilities.

- A proportion of the women will have children; the children may be with a parent or other relative or may be in foster placement. Provision needs to be made for visitation, and spaces used for these functions should not appear threatening to children. Children will feel more comfortable in space which is in some way furnished for them.

Appendix A. Gender Specific Programming and Design

- A proportion of the women will have family members or significant others who are in some way threatening to them. The visiting area should maximize opportunities for staff supervision of these visits if they are permitted.

Importance of Food Service

There is considerable evidence that suggests that food has special meaning to women. In institutions, women tend to be more interested in how the food is prepared, presented and served. Dining areas should accommodate small conversation groups, rather than long, institutional tables. Women need a lower calorie diet than their male counterparts, and are also more likely to request items, such as fruits and salad bars.

Sanitation and Hygiene

Appropriate disposal of feminine hygiene products; use of bio-bags.