

# Dane County Jail and Sheriff's Office

## Needs Assessment and Master Plan

### Final Report



Report prepared by

**Mead  
& Hunt**

In association with

**B**ULITZER  
& ASSOCIATES, LLC  
**B**OGARD

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### Dane County Sheriff's Office

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Chief Deputy Jeff Hook

Captain Richelle Anhalt

Captain Jeff Teuscher

Lt. Gordon Bahler

And all the county staff and board members that have helped us to understand and address the issues of growth and the security services system particular to Dane County.



## I. EXECUTIVE SUMMARY





## A. INTRODUCTION

Through a competitive selection process, the team of Mead & Hunt, Inc. and Pulitzer Bogard & Associates, LLC (Consultant) were selected to perform an analysis and study of the Huber and Treatment Facility Needs. On December 10, 2012, the County signed a contract and the work commenced.

Based on existing historical jail population data, the Consultant developed a Needs Assessment Study as well as a Pre-Architectural Components Study of the Huber and Treatment Facility. After a thorough investigation of those needs, it was determined by the County to provide a full and comprehensive study of the entire Security Services System as needed. Amendment No. 01 was signed May 30, 2013 to expand the scope of the study.

The full study included analysis of all three buildings within the Dane County Sheriff's Office Security Services system; Public Safety Building (PSB), Ferris Center (FC), and City/County Building (CCB). The study also developed cost-effective systematic operating solutions as well as potential operating cost savings and a long-term implementation plan.

The goal in assisting Dane County in conducting a comprehensive Jail Study was to gather and impartially assess the current and future needs of the Dane County Jail (DJC) system. The conclusion was to make recommendations regarding facilities and operational needs and provide master planning options that address the long term requirements for the Sheriff's Office and Jail. The objective of these recommendations is to allow the facilities to operate efficiently, and to help plan for the implementation of appropriate and timely building solutions to provide for the needs of Dane County as it continues to grow. The following areas were reviewed:

### Needs Assessment

- Evaluate existing facilities based on physical plant, adjacency and legal requirements
- Conduct inmate population forecasts for fifteen years, in five-year increments using historical jail population data
- Profile projected jail inmates by classification type and special needs
- Analyze defendant processing through the system related to special needs and intake and its impact on the jail population
- Recommend enhancement of mental health/medical and intake housing
- Examine trends in the criminal justice system related to special needs and report on best practices that can be implemented by Dane County
- Analyze current methods of Food service and Laundry services and prepare a cost-benefit analysis of providing in-house services
- Identify key operational changes in Law Enforcement functions for the Sheriff's Office

### Pre-Architectural Components Study

- Develop a comprehensive operational philosophy for a Jail facility that will accommodate all anticipated jail population beds including all inmate categories and security classifications as well as special needs housing, identifying types of beds and treatment space needed based on needs assessment study.
- Conduct a facility assessment of current facilities (PSB, CCB, and FC) to determine feasibility of relocating some or all of the functions described in the Needs Assessment Study. Provide "space fit" recommendations.
- Develop comprehensive space needs for a facility that will accommodate special needs, intake, pretrial and sentenced inmates.
- Develop adjacency requirements for each recommended area.
- Develop operations scenarios and detailed architectural space programming for functions described.
- Provide a building life-safety code analysis for the Jail facilities.
- Create initial staffing plan for suggested changes.
- Evaluate the operational impact and costs of all options.
- Evaluate the impact of proposed/recommended changes in the present system, with emphasis on impact on the Jail population management plan, staffing and contracted services.
- Develop an overall construction and project cost estimate.
- Provide a preliminary macro staffing and operating budget for up to 2 concept options.
- Develop a potential cost per square foot for each area and an opinion of Probable Construction Cost for the entire Jail System.

## B. INMATE POPULATION PROFILE AND PROJECTIONS

A comprehensive analysis was developed that examined the profile of the Dane County Jail populations with a special focus on offenders with medical and mental health needs. Daily jail population statistics are directly affected by the numbers of admissions and lengths of stay (LOS). Minor changes in either or both of these two factors can have an enormous impact on the daily or "stock" population. As such, a careful and comprehensive examination of the complex interplay between the various factors that affect population is crucial to understand correctional population dynamics and to be able to reasonably project future populations.

The Wizard projection software used to develop the forecasts of the Dane County Jail population mimics the flow of persons through the county's system over a twenty-year forecast horizon. The projection model tracked the county's pretrial/court and sentencing structure and the flow of inmates to and from the Jail, and looked at a wide array of data that have both a direct and indirect impact on inmate population growth.

For example, Figure E.1 looks at external factors affecting jail populations and compares arrest rates, District Attorney cases, and the historical at-risk population as one example of the data that was analyzed.

Figure E.1. Historical Dane County Arrest and At-Risk Population, 2001 – 2011

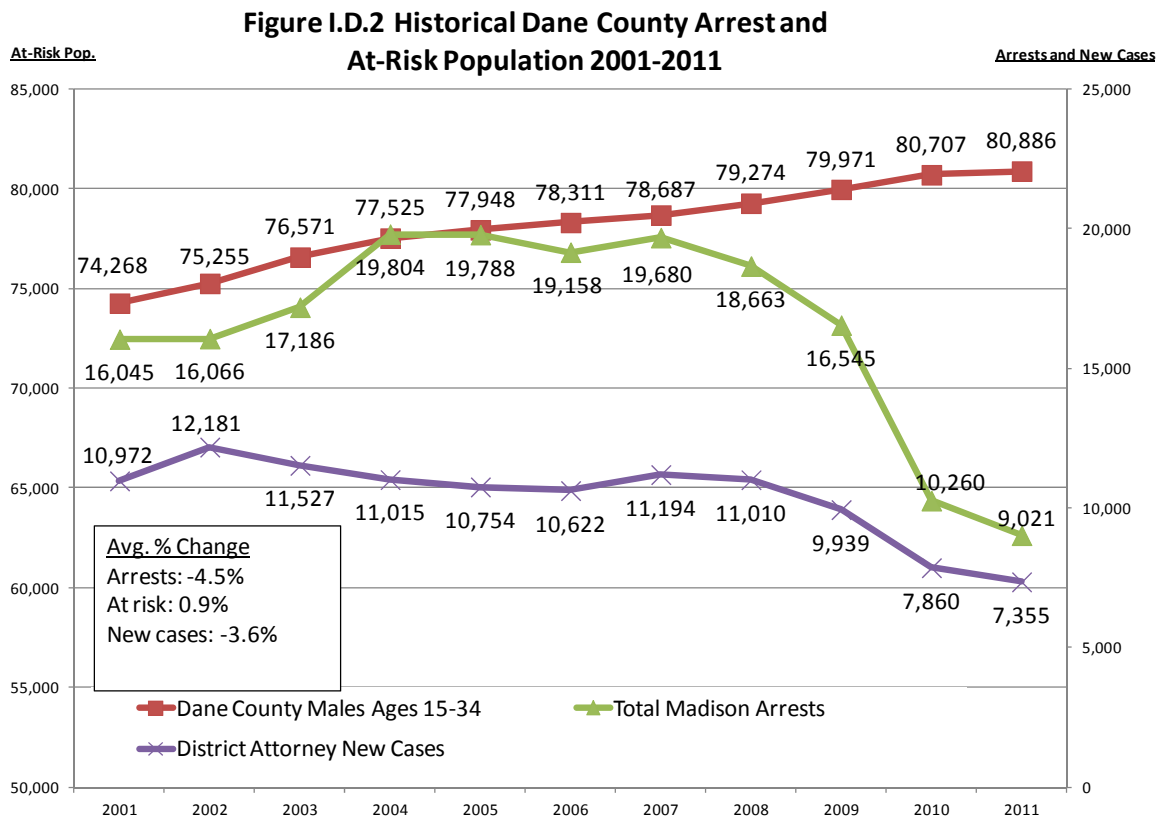
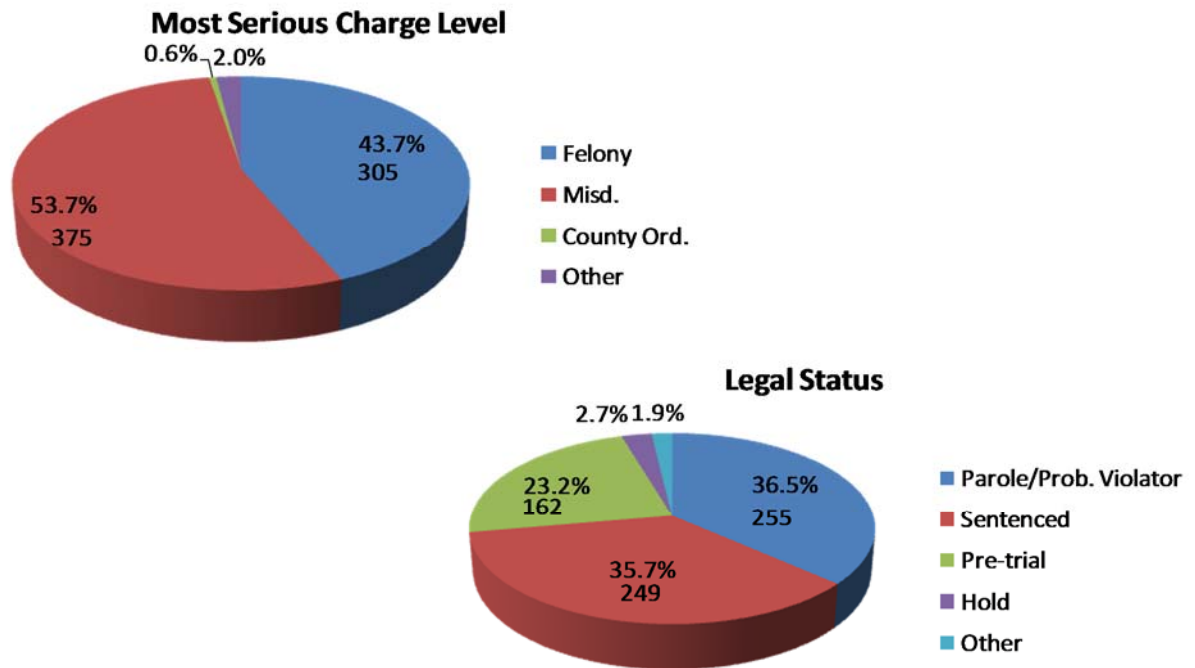


Figure E.2 is a depiction of the charge levels and legal status profile of inmates taken during a snapshot profile that was conducted.

Figure E.2. Dane County Jail Population 1/24/2013



A key initiative of the Sheriff's Office was to help stabilize and drive down the jail population by implementing electronic monitoring. Figure E.3. illustrates how that program has successfully served to drive down the average daily population (ADP) of the Jail since 2006.

The Sheriff's Office will continue to use electronic monitoring, but if there is a catastrophic event or electronic monitoring is no longer a viable option, additional housing options for this population would be required.

Figure E.3. Electronic Monitoring & Dane Jail Population

Figure E.3: Electronic Monitoring & Dane Jail Population

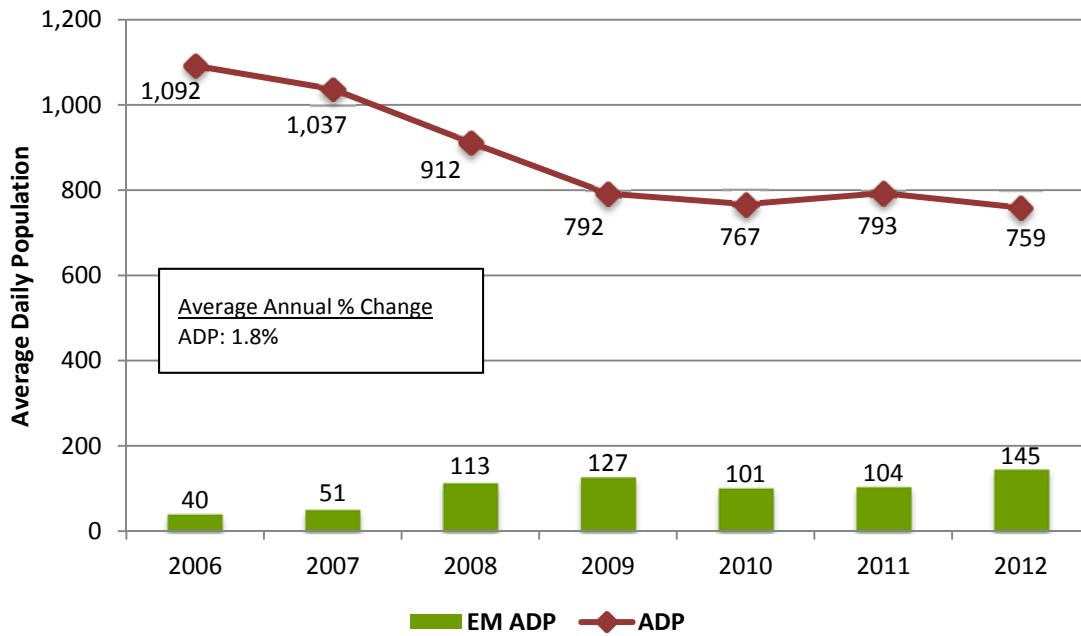
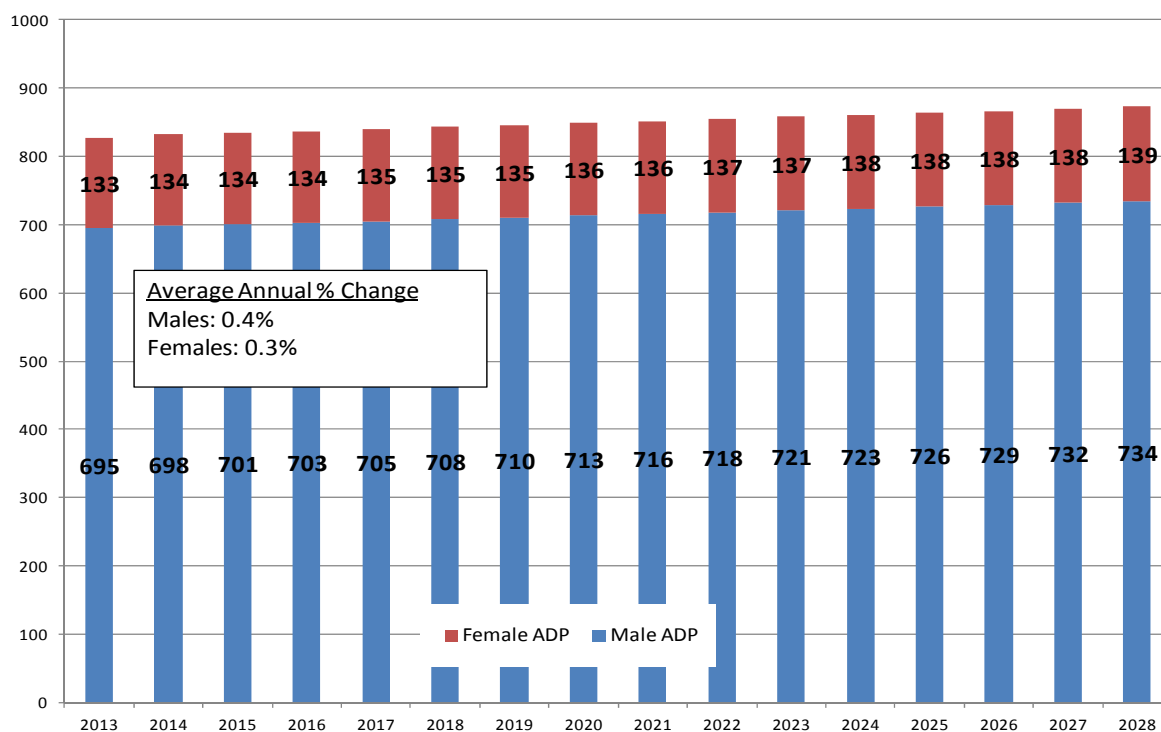


Figure E.4 shows the bed need forecasts of the in-custody jail population through the year 2028. The figures incorporate the projected ADP with the addition of a peaking factor, which takes into account seasonal fluctuations in the daily population, which can cause spikes in the ADP. This number is higher than the base projection and is used to determine the true jail bed need capacity necessary to manage such fluctuations. In addition to the peaking factor, a classification factor was added to allow for the appropriate housing of inmates with varying custody classifications including those with special needs and special management housing requirements. A total of 873 beds was projected, consisting of 734 males and 139 females, in year 2028.

Figure E.4. Dane County Jail Forecast 2013-2028



### C. PHYSICAL PLANT ASSESSMENT

The Dane County Law Enforcement facilities comprising the Jail at the City/County Building, the Public Safety Building and the Ferris Center are the result of a building program that has spanned more than 50 years. Each new part of the facility was constructed to meet the standards and practices of the industry at the time of construction with the existing portions not necessarily brought up to the same standards and practices.

The Jail within the City/County Building has an outdated cell/cell block model that has an antiquated jail design and management model which limits sightlines and observation of inmates throughout the Jail. There are life safety issues which include exiting of inmates in the case of a catastrophic event (fire, weather), the ability to unlock cell, cell block, and corridor doors in a timely manner, and provide a safe refuge for inmates and staff before exiting the building. While the building structure and components are in fair condition, the

physical and electronic security is old, outdated, and in need of major repair on a regular basis. Repairing the system is difficult, as most of the parts are no longer manufactured.

As Correctional Design professionals, we see inefficiencies and inadequate conditions at similar facilities on a regular basis throughout the nation. However, with the City/County Building (CCB), stakeholders should be extremely cautious in considering long term solutions for this building as a medium/maximum security Jail.

Several reasons bring us to this conclusion. As stated above, there are some significant problems, issues, and conditions with the CCB. The linear indirect supervision model has not been an accepted design/management style since the 1970s. Due to the physical structure of the building, this model has been perpetuated as it cannot be modified without a full scale renovation. Also, the age of the building, outdated technology, and poor physical conditions of the building cause many risks and hazards. A few of those are:

- Inmate and staff security risks
- Need to manufacture parts for locks and security panels that are no longer available
- Costly and time consuming repairs
- Fail-safe functions for life safety exiting that are not operational
- High levels of staffing due to inefficiencies
- Existence of hazardous materials (asbestos and lead paint)

These conditions and many more exist in the CCB. There have been several recent examples of potential loss of life risks including doors that would not open in emergencies; inadequate and unsafe exiting of inmates in case of fire; as well as the deplorable living conditions.

While some people would consider remodeling and revitalizing the existing CCB, one should consider the extreme cost and value of this. While any building can be remodeled, the cost-benefit of doing so must be considered. In the case of the CCB, it is our professional opinion that the large capital expenditure that it would take to bring this building up to current standards and codes will not be of overall benefit to Dane County and the Sheriff's Office, as compared to new construction. Furthermore, any major renovation project at the CCB would fall short of meeting the operational, staffing, and treatment goals for the future Dane County Jail System.

The Public Safety Building was designed with the inmate intake function for the system facilities with minimum security Huber housing, but has been used as a medium security facility as required by housing needs. The physical plant components are in fair condition with the need to update many of the services that are at the end of their service life.

The Ferris (Huber) Center was constructed as a temporary facility per WDOC 348 – Huber Facilities to relieve overcrowding. A temporary second floor was added to provide housing to further relieve overcrowding within the Jail system. The building structure and components are in generally acceptable condition with the need to update many of the services that are at the end of their service life. The roofing system including the insulation appears to be in need of replacement.

## D. OPERATIONAL ASSESSMENT

The primary focus of the operational assessment was to identify and assess the current Sheriff's Office and Jail operations and space utilization within the Public Safety Building (PSB), City/County Building (CCB), and the Ferris Center (FC) as it relates to the Huber inmate population. The operational assessment sought to create a basic understanding of each functional area while concurrently identifying key operational and standards deficiencies. This assessment was informed by the American Correctional Association's (ACA) Jail Standards,<sup>1</sup> the Wisconsin Jail Standards (WJS),<sup>2</sup> Wisconsin Statute (WS),<sup>3</sup> and National Commission on Correctional Health Care Standards (NCCHC).<sup>4</sup>

The following key findings are intended to provide Dane County officials with a global understanding regarding the current status of its correctional system and Sheriff's headquarters and to define key long-range planning issues:

1. Trifurcation of jail operations makes it more expensive to operate, is less efficient, and requires more staffing. In addition, inmates are housed in more restrictive settings than necessary due to a lack of resources. For example, inmates who have a mental illness and who are stable are housed in the more restrictive setting of the PSB or CCB rather than at the FC solely because mental health services are not available at that facility.
2. Contemporary jail design and operations support the principles of direct supervision, which were first established in the early 1980s and have been embraced by both national standards and the U.S. Justice Department. Operating a direct supervision facility improves the overall operations and is a key component of any effective inmate behavior management plan. In direct supervision, housing officers are responsible for controlling the behavior of inmates in their housing pod, keeping negative behavior to a minimum by reducing tension, and encouraging positive interactions. The number of inmates in a direct supervision housing pod is based on the ability of one officer being able to manage an appropriate number of inmates while also performing administrative and operations tasks required in the pod (e.g., conducting searches of the pod, documenting pod activities, etc.). Direct supervision as part of an effective inmate behavior management plan increases the safety of staff and inmates, and decreases the opportunities that inmates may be subject to abuse and assault by other inmates. While the PSB and FC mostly adhere to the principles of direct supervision, the CCB does not and in fact is a linear indirect supervision model that is no longer accepted in contemporary corrections. The design of each facility is distinctly unique which results in different approaches to managing inmates.
3. The CCB, with its small-sized living areas (4-8 beds) and dormitories (12-14 beds), multiple floors, poor sightlines, and a physical layout that compromises ready emergency response, is obsolete in its design and operation and subjects the Jail to untoward liability. A high percentage of inmates in the jail system who require special

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<sup>1</sup> ACA Performance-Based Standards for Adult Local Detention Facilities, 4<sup>th</sup> Ed. June 2004. ACA 2012 Standards Supplement. June 2012.

<sup>2</sup> [https://docs.legis.wisconsin.gov/code/admin\\_code/doc/350](https://docs.legis.wisconsin.gov/code/admin_code/doc/350)

<sup>3</sup> WS Chapter 302 Prisons; State, County and Municipal

<sup>4</sup> NCCHC. Standards for Health Services in Jail. 2008.



management (e.g., mental health, protective custody) are housed in the CCB in tenuous conditions that could place their well-being and safety in jeopardy.

4. Presently, newly admitted arrestees are housed in a dormitory setting without direct supervision. This creates a potentially harmful environment as new arrestees are placed in an open bay setting, often without the benefit of information regarding each person's risk level and/or propensity for predatory behavior or personal vulnerability.
5. The capacity to treat and house inmates having a medical or mental health issue in an environment that is conducive to and supportive of treatment and individual well-being is severely compromised within the existing Jail system.
6. The Prison Rape Elimination Act (PREA) was enacted in 2003, and sought to prevent, detect, and respond to sexual abuse in confinement facilities. Overarching today's correctional environment is implementation of the PREA national standards, which were released by the U.S. Justice Department in June 2012.<sup>5</sup> There are numerous physical plant design and staffing concerns regarding the Jail's present ability to prevent and detect sexual abuse within its facilities and compliance with the PREA regulations. In particular, the physical plant of the CCB is wrought with blind spots, isolated areas and limited CCTV surveillance, while staffing levels and/or deployment is inadequate to provide a consistent presence and direct supervision of inmate living areas and continual observation of other isolated areas to support compliance with PREA.
7. The foodservice, laundry, and commissary programs can all achieve financial cost reductions. These reductions in costs are predicated on the use of inmate labor and reduction of transportation cost. The most notable obstacle to achieve the greatest levels of savings is the lack of useful space available on site for each of these services.

Two of the services (laundry and commissary) are currently contracted. Bundling all the services into one contract would be viable if the laundry was on site. The marketplace is highly competitive for inmate foodservice and commissary, and a higher level of performance and savings can be achieved. This option can be implemented with an onsite, offsite combination using current County and Sheriff's facilities. A potential savings of approximately \$100,000 per year, not inclusive of initial equipment costs, can be achieved by operating an onsite laundry utilizing inmate labor. Foodservice has potential savings of \$1,000,000 per year utilizing inmate labor in an onsite facility. It is recommended the County and Sheriff's Office pursue contracted services in a method that requests responders to provide their responses via a bundled agreement, and as individual contracted services until new facilities recreate the foundation of the contracts.

8. All four divisions of the Sheriff's Office are based out of the PSB and mostly located

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<sup>5</sup> PREA standards for Adult Prisons and Jails (§115.11 through §115.93) apply to the PSB and CCB, and PREA standards for Community Confinement (§115.211 through §115.293) apply to the FC. Adult Prisons and Jails PREA standards may be viewed at <http://www.prearesourcecenter.org/sites/default/files/library/prisonsandjailsfinalstandards.pdf> and Community Confinement PREA standards may be viewed at <http://www.prearesourcecenter.org/sites/default/files/library/preafinalstandardstype-communityconfinement.pdf>.

on the second floor. However, the building layout/design does not promote regular, routine interaction between the divisions or optimal productivity. Because of the building's layout/design, workspaces are not organized to optimize productivity by considering the end user or interrelated functions, which require functions from different divisions to be proximal to or co-located with each other. This also results in individual functions such as evidence collection and processing to occur in multiple locations.

## E. OPERATIONAL AND ARCHITECTURAL PROGRAM

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

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

1. Housing units will operate following the principles of direct supervision.
2. Medical services will include special housing units for short-term medical observation, medical housing, and outpatient medical including physical examinations, triage, sick call, chronic care clinics, dental and medication services.
3. Mental health services will include special housing units for acute, subacute, and for inmates with serious, persistent mental illnesses or intellectual or developmental disabilities who are too vulnerable to be placed in general population. Outpatient mental health services will be offered to all inmates to include psychiatric medication management, crisis intervention and stabilization, and individual and group counseling.
4. Programs to be offered to inmates that are appropriate for their needs and lengths of stay will include academic education, skills development, religious programs, and various treatment programs.
5. Creating a new efficient, cost-effective system for food service and laundry services, which will provide meaningful opportunities for inmates to learn vocational skills that are highly marketable.

The program was developed following a series of multi-day workshops with key personnel from the Sheriff's Office and County Administration. The first step in the programming process was to develop a disaggregation and refinement of the population projections to determine the projected bed capacity for the Dane County Jail System in 2028. Based on our discussions with the Study Team, adjustments were made to the original 873 projected number of beds to maximize staffing efficiencies in terms of housing unit sizes, typically 64 beds, as well as to accommodate architectural efficiencies in the planning and/or renovation of future jail space. A key component of the future bed capacity for the Dane County Jail will be housing for special populations, including mental health, medical, administrative segregation, and disciplinary detention. During our workshops we were able to further refine the data for those special populations and accordingly expanded the

bed needs beyond those defined in the forecast model. The recommended design capacity for the consolidated Dane County Jail will accommodate 1,033 inmates, 858 male and 175 female inmates.

### Program Summary

Table E.5 summarizes the facility space needs based on the operating and spatial requirements outlined throughout the operational and architectural program chapter (see Chapter V). The program square footage addresses the space needs to meet the infrastructure to support, and the square footage requirements to house, the mix of 1,033 inmates in the year 2028.

**Table E.5: Architectural Program Summary**

#	Functional Area	GSF
<b>MAJOR COMPONENT</b>		
1.000	PUBLIC LOBBY	5,020
2.000	ADMINISTRATION	4,830
3.000	VISITATION	7,523
4.000	INITIAL APPEARANCE COURT	3,713
5.000	STAFF SUPPORT	9,283
6.000	SECURITY OPERATIONS	5,131
7.000	INTAKE/RELEASE	23,879
8.000	HOUSING - ADULT INMATES	164,025
9.000	HOUSING - YOUTHFUL INMATES	15,192
10.000	PROGRAMS & SERVICES	11,334
11.000	JAIL DIVERSION/BAIL MONITORING	5,250
12.000	INDUSTRIES	4,144
13.000	HEALTH CARE SERVICES	41,277
14.000	FOODSERVICE	6,947
15.000	LAUNDRY	2,655
16.000	WAREHOUSE/ COMMISSARY	10,126
17.000	MAINTENANCE/CENTRAL PLANT	7,900
18.000	PARKING	0
19.000	DANE COUNTY SO	45,756
	<b>SUBTOTAL</b>	<b>373,984</b>
	<b>Building Grossing Factor (15%)</b>	<b>56,098</b>
	<b>TOTAL</b>	<b>430,081</b>

## F. STAFFING PLAN AND OPERATING COSTS

The Study Team has considered a number of facility options in addition to constructing a new Jail on a Greenfield site. Of the options presented, the Study Team has elected to consider Option A in a Greenfield site and Option B which maintains the Dane County Sheriff's Office and Jail presence downtown and expands the PSB by increasing the building's footprint using the PSB's parking lot, as well as expanding the building vertically. This option keeps the Dane County Sheriff's Office and Jail operations within a single building complex.

The overarching focus of financial concern associated with the development of new or additional jail bed space is generally on the capital cost consequences—the cost of

construction. However, over the course of the financing timeframes of such projects, operating costs will constitute 90% or more of the associated expenditures; staffing typically represents fully 75-80% of those costs. As such, in order to provide decision-makers with a balanced and comprehensive perspective of budget considerations, operating costs must be considered as well.

## Staffing

### Proposed Staffing – Option A (Greenfield)

A proposed staffing plan outlining the staff necessary to carry out operations based on meeting the needs associated with the Jail having a combined bed capacity of 1,033 was developed. This detailed baseline staffing plan was developed for a new consolidated jail facility on a Greenfield site.

In comparing the current number of staff with the proposed staffing plan, the differences in the number of positions are being driven primarily by:

1. Operation of a youthful inmate housing unit.
2. Specialized housing for inmates requiring medical and mental health services.
3. Expanded programs and services with a focus on serving all inmates.
4. An increase in the number of lieutenants and sergeants, which reflects the need for additional supervisors necessary to oversee operations of the Jail and, in particular, the housing units. This is accomplished by increasing the current rank of the Shift Commander from sergeant to lieutenant. The supervisors responsible for the housing units, intake/release, and jail diversion would carry the rank of sergeant.
5. A number of specialized positions do not currently exist, e.g., Grievance/Discipline Supervisor, Training Specialist (Armorer, Key/Locksmith Officer), Director of Programs, and Environmental Coordinator.
6. A Reentry Coordinator position is funded within the Human Services Division for Budget year 2014.

Table E.6 compares staff levels for the current baseline staffing with that which is proposed for the new/expanded Dane County Jail in staff per one hundred inmate ratios. Without the youthful inmates, the staff: 100 inmate ratio is 21% lower than the current staffing ratio.

Table E.6: Dane County Jail FTE Staffing Summary<sup>6</sup>

	ADP/ Capacity	Staff: 100 Inmates <sup>7</sup>
Baseline Today	744 <sup>8</sup>	38.2
Projected with 9,000 Housing - Youthful Inmates	1,033	30.2
Projected without 9,000 Housing - Youthful Inmates	993	29.5

### Staffing - Health Care Services

It is assumed that the health care services component provides all jail-based health care services to inmates at the Dane County Jail system.

The major goals are to expand medical and mental health treatment services in the future, reduce security transports throughout the Jail and allow staff to supervise health care services from a central location. Currently there are 37.6 staff who work for Correct Care Solutions; the private contractor that provides health care services to the Jail. We are projecting the health care personnel to increase to 50 FTEs.

In comparing the current number of health care staff with the proposed staffing plan for health care services, the difference in the number of positions is being driven primarily by new housing for male and female inmates in need of:

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

<sup>6</sup> Calculations were completed in MS Excel using numbers with two decimal places. As a result, totals may not add due to rounding

<sup>7</sup> Staff: 100 Inmates ratio calculation = Staff ÷ (ADP or Capacity ÷ 100)

<sup>8</sup> 2013 YTD ADP as of 11/05/2013. Source: Richelle Anhalt, DCSO Security Services Captain

### Proposed Staffing – Option B (PSB)

Using the proposed baseline staffing plan that was developed for the optimal Greenfield design, adjustments to this plan were made in light of the concept designs for Option B. The conclusion, based on the vertical design of the building, is that additional escort/utility staff will be required.

Option A (Greenfield) is on a single level, which facilitates movement throughout the facility, especially during emergent situations when a rapid response is required. With a multilevel design such as Option B (PSB), an increase in escort/utility officers will likely be needed to assist in movement of inmates throughout the facility and to provide the ability to immediately respond to situations that might arise throughout the facility. A post-by-post evaluation will be necessary if this option is selected.

### Operating Costs

The operating costs are premised on those costs directly associated with inmates committed into the custody and care of the Dane County Jail, and who are occupying a bed within one of its facilities. It does not include costs associated with inmates who have been conditionally released into the community and who remain under the supervision of the Dane County Jail, such as those inmates participating in the jail diversion program.

### Operating Costs - Per Diem Comparisons

Table E.7 compares the current and projected future per diem costs associated with operation of the Dane County Jail. The table is broken out into six major per diem categories with an overall per diem calculated as the sum of the six categories. The categories include:

- Personnel
- Health care Footnote (contracted services, subject to competitive bid process)
- Foodservice Footnote (contracted services, subject to competitive bid process)
- Laundry Footnote (contracted services, subject to competitive bid process)
- Maintenance
- Operations

The average daily population (ADP) of 744<sup>9</sup> was used to calculate the current per diems.<sup>10</sup> To develop a parallel per diem calculation for the projected future costs, it is assumed that the future ADP would approximate 90% of the future bed capacity (1,033) of the proposed facility. This equates to an ADP of 930 inmates.

The future ADP of 930 is used to calculate the health care contract variance, foodservice, and laundry expenditures for the future per diems. All other per diem categories expenditures, including personnel, represent the costs associated with operating the future jail facility at full capacity.

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<sup>9</sup> 2013 YTD ADP as of 11/05/2013. Source: Richelle Anhalt, DCSO Security Services Captain

<sup>10</sup> This figure represents the number of inmates who are actually being served, which is the generally accepted method for calculating per diem costs.

The projected future per diems are based on the assumption of all new construction and are based on 2013 dollars.

Based on these assumptions, the current per diem is calculated to be \$125.20, while the future per diem is projected to be \$108.42. The projected per diem of the proposed Dane County Jail would in effect be \$16.79 less per day than the current per diem (\$125.20) or 13.4% more efficient in terms of expenditures. While the table below illustrates an operating budget that is \$2.6M higher than current costs, it is also based on a facility housing, on average, 186 more inmates on a typical day.

**Table E.7: Dane County Jail Per Diem Costs, Current and Projected Future**

Cost Center	Current Budget	Current Per Diem	Future Budget	Future Per Diem	Per Diem Delta
ADP		744 <sup>11</sup>		930 <sup>12</sup>	
Personnel	\$26,074,122 <sup>13</sup>	\$97.17	\$29,422,343 <sup>14</sup>	\$86.68	(\$10.49)
Health Care	\$4,567,574	\$15.96	\$5,295,468	\$15.60	(\$0.36)
Foodservice	\$2,362,400	\$8.70	\$1,201,653	\$3.54	(\$5.16)
Laundry	\$164,600	\$0.61	\$57,707	\$0.17	(\$0.44)
Maintenance	\$97,159	\$0.36	\$122,202	\$0.36	\$0.00
Operations	\$654,525 <sup>15</sup>	\$2.41	\$702,924	\$2.07	(\$0.34)
Budget Total	\$34,233,179		\$36,802,296		
<b>Per Diem</b>		<b>\$125.20</b>		<b>\$108.42</b>	<b>(\$16.79)</b>

### Operating Costs – Option B

Based on the concept designs for Option B, aside from the staffing impact discussed earlier, no additional operating cost assumptions unique to this option were identified. While additional analysis is necessary should this option be selected, additional utility/escort staff equivalent to 12.4 FTE is estimated with an annualized cost of \$1,241,054.<sup>16</sup> This staffing increase will result in a per diem of \$112.07, a 3.3% increase in the projected future per diem.<sup>17</sup>

<sup>11</sup> 2013 YTD ADP as of 11/05/2013. Source: Richelle Anhalt, Dane County Sheriff's Office Security Services Captain

<sup>12</sup> 930 represents 90% of the capacity of the proposed jail

<sup>13</sup> Personnel costs: (1) includes the addition of personnel costs associated with 23 Task Force Deputies (Deputy I-II) allocated to the Support Services division who are assigned, as necessary, to provide post relief in the DANE COUNTY JAIL; (2) are reduced by \$1,070,800, which reflects jail diversion personnel costs; and (3) are increased by \$312,800, which represents anticipated, not actual, salary savings. Total compensation for the 23 Task Force Deputies was calculated using the 2013 average DI-II annual compensation cost of \$99,814.  $23 \text{ (DI-II)} \times \$99,814 = \$2,295,722$

<sup>14</sup> Future budget does not reflect jail diversion personnel costs

<sup>15</sup> The operations budget line reflects a reduction of \$580,000, which represents operations costs associated with the jail diversion program. Source: Michelle DeForest, Security Services Administrative Manager

<sup>16</sup> Calculation:  $12.4 \text{ FTE} \times \$99,814 \text{ Dep I-II Average Annual Salary} = \$1,241,054$

<sup>17</sup> Future per diem:  $\$108.42 = \$36,802,296 \text{ future operating costs} \div 365 \text{ days} \div 930 \text{ Inmates}$ . Option 2 adjusted per diem:  $\$112.07 = \$38,043,350 (\$36,802,296 \text{ future operating costs} + \$1,241,054 \text{ Option 2 staffing}) \div 365 \text{ days} \div 930 \text{ Inmates}$

### Operating Costs – Options

A number of factors could serve to decrease the projected future staffing levels, operating costs, or per diem, either in the long-term or on a temporary basis. A description of these factors are as follows:

1. In discussion with Dane County Officials, there is a strong likelihood that up to 32.3 positions outlined in the proposed staffing plan may not be funded or other provisions will be made.
2. The 40 bed youthful inmate housing unit was oversized in its program and design in order to provide economies of scale and serve to generate revenue by housing youthful inmates from throughout the State. It is anticipated that the County would generate \$1,027,387 in annual revenue through receiving an average of 26 boarders from other counties.<sup>18</sup>
3. The proposed Dane County Jail is designed to meet the long-term housing needs of the inmate population for the next fifteen years or until 2028. It is not anticipated the facility will be at full capacity upon initial occupancy. As such, savings may be realized by not opening all housing pods upon opening of the new facility. Based on the population projections, it is anticipated that the Dane County Jail could effectively operate the facility at 91% of full occupancy less one adult housing pod (64 beds) for at least the first five years of operation (through 2023).<sup>19</sup>
4. The proposed staffing plan recommends the Dane County Jail consider creating a first line supervisor position with the rank of corporal. This will avoid the situation where a person of one rank is supervising a person of equal rank. Using corporals to fill select positions in the proposed staffing plan is estimated to save \$82,609 annually.

Collectively these options serve to reduce the projected future operating costs by \$5.4M annually.

Table E.8 outlines the impact these factors have on the proposed future staffing levels, operating costs, and per diems previously calculated. The resultant per diem of \$98.52 is 9.1% less than the future per diem (\$108.42), and is 21.3% less than the current per diem (\$125.20). In addition, in this scenario, the operating costs are \$2.9M under the current Dane County Jail operating costs of \$34,233,179, and the staffing levels call for 7.8% fewer staff, or 262.4 staff, as compared to the current FTE total of 284.5.

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<sup>18</sup> Youthful inmate annual revenue calculation = number of beds x per diem x 365 days. Calculation: 26 beds x \$108.26 per diem x 365 days = \$1,027,387 annual revenue

<sup>19</sup> 2023 population projections = 848 (which does not include an estimated 10 youthful inmates). 1,033 full capacity - 64 GP beds - 40 youthful inmate beds = 926 beds (adult capacity). 848 adult inmates represents 91% of 926 beds



**Table E.8: Adjusted Proposed Future Staffing, Operating Costs, and Per Diem**

	Staff	Total Beds	Operating Costs	Per Diem
Projected Future Per Diem	300.9	1,033	\$36,802,296	\$108.42 <sup>20</sup>
Unfunded Positions	(32.3)	-	(\$3,589,143)	
Youthful Inmate Housing Revenue	-	-	(\$1,027,387)	
GP Housing Pod - One	(6.2)	(64)	(\$742,233)	
Corporal Classification	-	-	(\$82,609)	
<b>Net Impact Total</b>	<b>262.4</b>	<b>969</b>	<b>\$31,360,923</b>	<b>\$98.52<sup>21</sup></b>

## G. BUILDING OPTIONS AND OPINION OF PROBABLE CONSTRUCTION COST

The Dane County Executive's Office, Dane County Sheriff's Office (DCSO), and Consultants (Mead & Hunt, Inc. in association with Pulitzer/Bogard & Associates) discussed viable building options that would meet the Program Statement and potentially use existing Dane County owned property.

The original options discussed and reviewed are the following:

Option 1) A Greenfield site within 10 miles of downtown Madison for all Dane County Sheriff's Office services and a new Jail. The Ferris Center property would be surplus, the sixth and seventh floor of CCB would be renovated to become office space under a separate project and not included in the construction costs, and PSB would be sold or renovated for offices.

The Sheriff's Office and Jail would be a one-story building with some housing having a mezzanine level and designed for expansion capacity.

The Opinion of Probable Construction Cost for Option 1: \$121-\$134 million.

Option 2) A Greenfield site within 10 miles of downtown Madison for the Sheriff's Office and Jail services, primarily to house general population inmates with additions and renovation of the PSB. The sixth and seventh floor of CCB would be renovated to become office space under a separate project and not included in the construction costs. The Ferris Center property would be surplus.

Programmed spaces at the renovated PSB would include all medical/mental health services and housing, Huber housing, female housing, youthful inmate housing and expanded Intake services. A new addition to the PSB would be located within the current PSB parking lot and the space above the access ramp to the Courthouse.

The Opinion of Probable Construction Cost for Option 2: \$143-\$158 million.

<sup>20</sup> Per diem was calculated based on 90% of 1,033, which is 930 inmates

<sup>21</sup> The per diem is based on 90% of the total beds (969), which is 872 inmates.  $\$31,360,923 \text{ operating costs} \div 872 \text{ inmates} \div 365 \text{ days} = \$98.52$

- Option 3) Additions and renovation of the PSB for Jail services and renovation of the sixth floor of the CCB for the Sheriff's Office.

The addition to the PSB would be located within the current PSB parking lot and the space above the access ramp to the Courthouse as well as four new floors above the PSB. The seventh floor of CCB would be renovated to become office space under a separate project and not included in the construction costs. The Ferris Center property would be surplus.

The sub-basement, basement, and first floors in this option would include expanded jail services in addition to a new foodservice, laundry operation, and commissary.

The second and third floors would house medical/mental health, reception housing, jail administration, and program services.

The fourth through ninth floors would house the male general population, all females, and the youthful inmate population.

The Opinion of Probable Construction Cost for Option 3: \$146-\$161 million.

- Option 4) Additions and renovation of the PSB for the Sheriff's Office and Jail services and renovation of the sixth and seventh floors of the CCB for male general population housing.

The addition to the PSB would be located within the current PSB parking lot and the space above the access ramp to the Courthouse as well as three new floors above the PSB. The Ferris Center property would be surplus.

The sub-basement, basement, and first floors in this option would include expanded jail services in addition to a new foodservice, laundry operations, and commissary.

The second and third floors would house medical/mental health, reception housing, jail administration, and program services.

The fourth through seventh floors house the male general population, all female, and the youthful inmate population.

The eighth floor would be occupied by the Dane County Sheriff's Office.

The Opinion of Probable Construction Cost for Option 4: \$152-\$168 million.

- Option 5) Addition and renovation of the PSB for the Sheriff's Office and Jail services.

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

The sub-basement, basement, and first floors in this option would include expanded jail services in addition to a new foodservice, laundry operations, and commissary.

The second and third floors would house medical/mental health, reception housing, jail administration, and program services.

The fourth through ninth floors would house the male general population, all females and youthful inmate population.

The tenth through twelfth floors would be occupied by the Dane County Sheriff's Office within the footprint of the parking lot addition.

The Opinion of Probable Construction Cost for Option 5: \$151-\$166 million.

Option 6) Addition and renovation of the PSB for the Sheriff's Office and Jail services.

The addition would be located within the current PSB parking lot, the adjacent lot currently occupied by the rental house and the space above the access ramp to the Courthouse as well as three floors above the PSB. The sixth and seventh floor renovation of the CCB for office space would be a separate project and not included in the construction costs. The Ferris Center property would be surplus.

The sub-basement, basement, and first floors in this option would include expanded jail services in addition to a new foodservice, laundry operations, and commissary.

The second and third floors would house medical/mental health, reception housing, jail administration, and program services.

The fourth through ninth floors would house the male general population, all females, and the youthful inmate population.

The Opinion of Probable Construction Cost for Option 6: \$152-\$168 million.

The Opinion of Probable Construction Cost were developed using square foot historical costs of similar projects adapted to meet the construction costs in Dane County. In addition, the cost for each Option does not include soft costs associated with management of the project. Soft costs include, among other items, Owner's construction contingency, FF&E (fixtures, furnishing & equipment including communication, data, telephone systems, radio systems, and antennae), site survey, geotechnical investigation, material testing and inspections, property acquisition (if required), permitting, State plan review fees, UDC review, legal fees, Owner's insurance during construction, transition costs (staff time and external support), and Owner's project administration.

After review and consideration of the positive and negative aspects of each option, the Study Team narrowed down the options to the two best alternatives to continue to study and develop in more detail. Option 1 and Option 3 with revisions were selected as the top two options. Option 1 would be renamed Option A and Option 3 would be renamed Option B going forward.

Option B was to be Option 3 modified to eliminate spaces left for future expansion that include medical/mental health services and housing, locate male administrative segregation to the third floor, locate female housing to the fourth floor, locate male Huber to the sixth floor, mental health and general population housing to the seventh floor, and Jail administration to the eighth floor adjacent to the Sheriff's Office and the ninth floor of the PSB would house the Dane County Sheriff's Office. The renovation of the sixth and seventh floors of the CCB for office space would be completed under a separate project.

The final two selected options that are recommended for further analysis are as follows:

Option A) A Greenfield site within 10 miles of downtown Madison for all Dane County Sheriff's Office services and a new Jail. The Ferris Center property would be surplus, the sixth and seventh floor of CCB would be renovated to become office space under a separate project and not included in the construction costs, and PSB would be sold or renovated for offices.

The Sheriff's Office and Jail would be a one-story building with some housing having a mezzanine level and designed for expansion capacity.

The Opinion of Probable Construction Cost for Option A: \$121-\$134 million.

Option B) Addition and renovation of the PSB for the Sheriff's Office and Jail services.

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

The sub-basement, basement, and first floors in this option would include expanded jail services in addition to a new foodservice, laundry operations, and commissary.

The second and third floors would house medical/mental health housing and services, male reception, male administrative segregation, and program services.

The fourth and fifth floors would have an expanded mechanical room for service to the added floors and male Huber and all female population housing and decentralized programs.

The sixth and seventh floor would have male general population housing and decentralized programs.

The eighth floor would have youthful inmate and male general flex population housing, decentralized programs, and Jail administration offices.

The ninth floor would be occupied by the Dane County Sheriff's Office executive, support and field services offices.

After completion of the PSB work, inmates would be transferred to the PSB

and renovation of the CCB would begin and the Ferris Center property would be surplus.

The Opinion of Probable Construction Cost for Option B: \$122-\$135 million.



## **II. INMATE POPULATION PROFILE AND PROJECTIONS**





## A. INTRODUCTION

A major concern about today's criminal justice costs is often tied to the issue of local jail populations. Although the nation's jail population is about one half the size of the prison population (over 700,000 jail inmates versus about 1.3 million prisoners) the jail population and bed-space resources seem to be an ever-expanding issue within our local criminal justice system. Decision-makers need to have sound research, comprehensive analysis and reliable forecasting techniques available in order to make educated legislative and policy decisions. The time has come when just answering the question of, "What will the future jail population be?" is not enough. Decision-makers need to also answer the questions of, "What are the reasons behind the prison and jail population growth, how will future changes affect the system, and how can I influence the forecasted population?"

The most influential factors in forecasting any correctional population are the impact of law enforcement, the courts, recently enacted sentencing laws, and other criminal justice policy choices. These factors vary from jurisdiction to jurisdiction and are usually very complex in nature. State and local criminal justice systems often vest considerable discretion in its public leaders who construct these policies and procedures. A complete understanding of these complex influences is essential to the accuracy of planning and forecasting a jail population.

Jail populations are the result of numbers of admissions and lengths of stay (LOS). Minor changes in either or both of these two factors can have an enormous impact on the daily or "stock" population. For example, there were approximately 13,941 bookings into the Dane County Jail system in 2012. With an average length of stay of approximately 19.9 days, the daily population is calculated to be 759. If the number of admissions remained constant, but the LOS was reduced by an average of 3 days, the average daily population (ADP) would drop by 114 beds.

Conversely, if the LOS was increased by three days, the jail population would increase by the same amount. These two examples illustrate just how sensitive the Jail systems are to court processing and sentencing practices. Of course, if the number of admissions increased or decreased with no change in LOS, the population would also increase or decrease, respectively. As such, a careful and comprehensive examination of the complex interplay between the various factors that affect population is crucial to understand correctional population dynamics and to be able to reasonably project future populations.

The Wizard projection software mimics the flow of persons through the Dane County's Jail system over a ten-year forecast horizon and produces yearly projections of the average daily population. Wizard represents a new version of the previously used Prophet Simulation model and introduces many enhancements over the Prophet Simulation model. A detailed technical description of the Wizard software is included in the appendix of this report.

Because Wizard attempts to mimic the county's pretrial/court and sentencing structure and the flow of inmates to and from the Jail, it must look at a wide array of data that have both a direct and indirect impact on inmate population growth. These factors can be separated into two major categories – external and internal.

External factors reflect the interplay of demographic, socio-economic and crime trends that produce arrests, and offenders' initial entry into the criminal justice system. Criminologists have long noted that certain segments of the population have higher rates or chances of becoming involved in crime, being arrested and being incarcerated. This is known as the "at-risk" population, which generally consists of younger males. The high crime rate ages are 15-25, while the high adult incarceration rate is between the ages of 18 and 34. When the at-risk population is expected to increase in a jurisdiction, one can also expect some additional pressure on criminal justice resources, all things being equal.

Internal factors reflect the various decision points within the criminal justice system that cumulatively determine jail admissions and length of stay (LOS). These decisions begin with police and end with correctional officials who, within the context of the court disposition process (for pretrial offenders) and court-imposed sentences, have the authority to release, recommit, give and restore a wide array of release paths, and offer programs that may reduce recidivism.

For example, one of the most difficult numbers to estimate is the number of jail admissions for the next five years. As suggested by Figure 1, people enter jail for four basic reasons: 1) they have been arrested and are awaiting court disposition 2) they have been directly sentenced by the courts (new court commitments); 3) they have failed to complete their term of probation and are now being sentenced to prison for a violation or new crime and are awaiting transfer to prison; or, 4) they have failed their term of parole (or extended supervision) and are awaiting return to prison for a new crime or a technical violation. A large percentage of people moving through the criminal justice system are those who have failed to complete extended supervision, probation, or parole. A complete projection model thus should have a "feedback loop" that captures the relative rate of community supervision failures. Since each justice system has a unique set of policies, the model developed for each system must take into account the appropriate sentencing laws and court practices.

The rest of this section will be dedicated to describing specific aspects of the Dane County criminal justice system that have been accounted for in the simulation model.

## **B. SYNOPSIS OF TRAVELING THROUGH THE DANE COUNTY JAIL**

The following section provides an overview of a typical process through the Dane County Jail system. Although there are many different outcomes and special consideration for each individual offender, the following description was created from interviews with Dane County key criminal justice personnel and data obtained from the Jail management information system.

Upon a new arrest an offender is first brought to the to the Dane County Jail for intake and processing. A bail decision and amount is determined at the initial court appearance which is held in court 1A. Initial court appearances are held on Monday through Friday to ensure bail hearings are held within 2 days of booking. The court commissioner may permit a signature bond, or may require that the person post cash before being released. Bail is determined based on the County's predetermined bail grid. A person who is unable to post bail remains in the Jail and is not permitted to leave for any purpose other than emergency medical treatment. Any time spent in Jail before sentencing is credited against whatever sentence is imposed for the crime, if applicable.

It is estimated from 2012 release data that 39 percent of new arrests are released from the Jail within 8 hours of booking (11 percent with signature bond and 63 percent for cash bail). The remaining new arrestees are held an average of 5 days before being released to signature bond or cash bail, 42 percent and 22 percent respectively. Offenders charged with a new misdemeanor crime (with non-victim issues) are usually released via signature bond or cash bail after an average stay of 2 days. Felony new arrests average a stay in the Jail of 6 days before being released to Release on your own Recognizance (ROR) or cash bail.

The majority of both felony and misdemeanor new arrests will be released via ROR or signature bond. However, a handful of misdemeanor offenders are not eligible or do not make bail and stay an average of 39 days before being released as sentenced/time served. It is often the case that a misdemeanor offender held in Jail during pre-sentence are sentenced to time served and immediately released.

Felony new arrests not eligible or who do not make bail stay through the entire court process. It is impossible from the data available to determine the amount of time these offenders stay pre and post adjudication.

If a person is admitted to Jail as an extended supervision, probation, or parole violator, they will remain in jail for an average of 25 days. These cases are described in more detail in the following section. Extended supervision, probation and Parole violators that are not convicted of their violation stay in jail for an average of 9.2 days. Extended supervision, probation, Parole violators that are transferred to the DOC stay an average of 40.6 days.

Roughly, 12 percent of all Jail admissions are sentenced commitments – admitted to the jail directly to sentenced status. This occurs when an offender is on a bail signature bond release and is sentenced at their court appearance. Felony sentenced commitments serve approximately 67 days and misdemeanor 34 days.

Once sentenced to confinement by the Dane County Court System, an offender can follow one of four paths to exit the Jail. They are described below.

The Dane County Sheriff's Office determines how a jail sentence will be served. Specifically, the Sheriff's Office determines whether all or some of the sentence will be served confined to the jail and whether some of the sentence will be served on home detention. Home detention always includes electronic monitoring.

### **Sentenced to Jail**

The Judge determines the length and place of sentence, and whether the person will have work release privileges. Every sentence imposed by the Judge is reduced by "good time." The amount of the reduction is set by law and equals one-quarter of the sentence. For example, a person sentenced by the Judge to serve 60 days in jail will serve 45 actual days. Persons released in 2012 with a non-Huber completed sentence averaged a LOS of 65.0 days. If an offender does not qualify for work release, electronic monitoring or have a state sentence, they will serve their sentence in the Dane County Jail.

### **Huber or Work Release Privileges**

A person whose sentence includes "Huber" privileges is permitted to be outside the confines of the jail for up to 12 hours each day for work, to seek work, schooling, child care, medical or other treatment. The inmate must return to the confines of the Jail when the activity is concluded. Huber sentences are determined by the Judge using specific criteria such as nature of charge, behavioral history and living situation. These persons had a length of stay in 2012 of 29.3 days.

### **Home Detention/Electronic Monitoring**

Certain jail inmates may also serve the sentence on home detention. Everyone on home detention is monitored electronically by a "bracelet," which allows the Sheriff's Office to track their location at all times. These inmates must remain at home but may also have work release privileges as described above, which permit them to be away from their residence up to 12 hours a day for a designated purpose. A failure on electronic monitoring may constitute a crime of escape. In addition, an inmate who violates home detention rules may be returned to the Jail for the rest of his sentence. The full cost of electronic monitoring (\$20/day) is the responsibility of the offender. The Sheriff's Office has sole responsibility to determine which offenders qualify for electronic monitoring.

### **Sentenced to State Prison**

A person sentenced to prison is turned over to the custody of the Wisconsin Department of Corrections. All sentences of imprisonment consist of two parts: (1) a period of confinement, which is served in a prison, and (2) a period of extended supervision outside the prison (formerly known as parole). For example, the judge may sentence a person to ten years imprisonment, consisting of five years of initial confinement and five years of extended supervision. These persons averaged a length of stay of 64 days in the Dane County Jail before being transferred to WDOC in 2012.

The simulation model designed and utilized for Dane County Jail system took into account these potential movements as well a number of other factors and offender classifications including: gender, most serious charge, and legal status. The final recommended forecast is a combination of the simulation model results and assumptions based on stakeholder interviews. Data in this report is presented along two main divisions: (1) aggregate inmate counts as reported by the Sheriff's Office used for historical trends, and (2) statistical analysis of a detailed individual level 2012 release extract data file.

Although the data for both analysis divisions are essentially generated from the same source, the reader will see a much more in-depth presentation of the one year extract files. These files represent the baseline for the simulation model.

Building a unique and customized simulation model for Dane County, it is important to focus on specific populations that can have a large impact on jail bedpace needs.

## C. UNIQUE FACETS OF THE DANE COUNTY CRIMINAL JUSTICE SYSTEM

### Parole and Probation

Dane County is part of Region One of the Wisconsin state parole and probation system. It shares regional supervision with two other counties. Approximately 5,000 – 6,000 offenders are receiving active supervision in this region with about 4,000 within Dane County. Growth in the population under supervision in Dane has been static in recent years. Parole and probation officers may hold an offender in the jail for a violation ruling for 3 to 5 days. If the hold does not involve criminal behavior the Department of Corrections must reimburse the jail for the cost of housing the offender. The average length of stay for a violation conviction with a new charge is estimated to be 60 days followed by a 1 to 2 day wait to transfer to the DOC.

Probation revocations require a court hearing and parole revocations require an administrative magistrate hearing. It has been estimated by Dane County officials that the entire revocation process, which includes: appointing counsel, scheduling hearings, evidence gathering and hearing proceedings take an average of 6 weeks to complete. Further, some parolees or extended release offenders may receive a sanction of 30 to 90 days in lieu of revocation to prison. Violators held for an assaultive charge are put on automatic holds. These lengthy procedural durations and prison diversion sanctions fuel the long average length of stay in the Dane County jail for parole and probation violators.

A current outlet for reducing the stress of violators on jail bedspace is the state's dedication of 35 beds at the Sturtevant Transitional Facility (STF) for Dane County Jail male parole and probation violators. These beds are always at capacity. There is currently no ability to transition females from the jail.

Jail stakeholders maintain that parole and probation holds are one of the major groups driving the jail population. However, lengths of stay for violators staying in the jail are under national averages for similar populations. Statistical analysis of this population in 2012 is provided later in this report.

### Special Needs Jail Population

The Dane County Sheriff's Office estimates that special needs offenders housed in the Jail (mental health, medical cases, etc.) average a length of stay in the jail of 43 days. Special needs cases are currently assigned to jail disciplinary beds rather than the general population. The Sheriff's Office estimates that the average daily number of special needs cases housed is about 40.

Intake processing issues associated with special needs offenders can increase jail time. Recently, new staff were contracted to screen for mental health needs for Jail intakes. This new staff does not have access to confidential records held by the Dane County Mental Health Agency. Lack of access to this information causes delays in assessments.

Mental health special needs offenders also may have their jail stay lengthened due to long delays in arranging mental health evaluations when competency to stand trial comes into question. It is estimated that this process takes an average of 2 weeks. Further, transfer of mental health special needs cases to the Mendota Mental Health Institute facility

(located in Madison) for inpatient treatment or evaluation is often avoided or delayed because of the excessive cost to the County.

### **Dane County Court Processing**

Anecdotal evidence suggests that understaffing in the District Attorney's Office has contributed to slow court processing and thus longer jail stays. Court commissioners process the jail population bail hearings twice a week. In addition, bail may often be delayed in Dane County because some cases require victim notification as well as bond which may take time to complete.

Following the initial appearance, short staffing at the District Attorney's Office can cause delays in the criminal process. A new in-process method for parole and probation violators is being established on April 1, 2013 by the Dane County District Attorney's Office. This process will involve assigning one judge to do initial hearing duty each week versus random assignment to judges. Further, a dedicated staff of 3 will be available from the DA's office for charging. These two measures are predicted to speed up processing and thus reduce time spent in jail for these cases.

### **Bail Monitoring Program<sup>1</sup> (BMP)**

Dane County currently has a pre-trial supervision program of sorts. This program is limited to a caseload of 75. On this program, persons have been legally charged with crimes and are pending trial. Persons with all levels and seriousness of charges can be on Bail Monitoring to include misdemeanor and felony cases. The judge has given them the option to agree to Bail Monitoring supervision in lieu of cash bail or for a reduced cash bail or as a further condition of bail. If client's bail is being reduced to lower cash or a signature bond, clients must be interviewed and assessed first by staff. If it's a condition of bond, clients are informed to report within 24 hours of their release. Their character and connections to the community are verified and then staff must accept them, before they are released from Jail. They are under court ordered bail conditions to comply with rules. Failure to comply with BMP rules and bail conditions can result in their termination from the BMP and their reinstatement of cash bail and their return to the Dane County Jail. BMP can also impose additional rules as a condition of their release.

### **Eligibility Requirements**

- Defendant must have been in Dane County Jail for 72 hours
- Defendant cannot have a probation/parole hold, detainer from another jurisdiction, or a commitment/sentence to serve. If they do, they cannot be released from jail
- Defendant must voluntarily agree to participate with the rules/requirements of BMP and to comply with all other court orders and conditions of bail
- Defendant must have the ability to secure a suitable and verifiable residence

### **Other Desired Eligibility Requirements**

- Referral from the courts (either at hearing or by an order)

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<sup>1</sup> Dane County Clerk of Courts

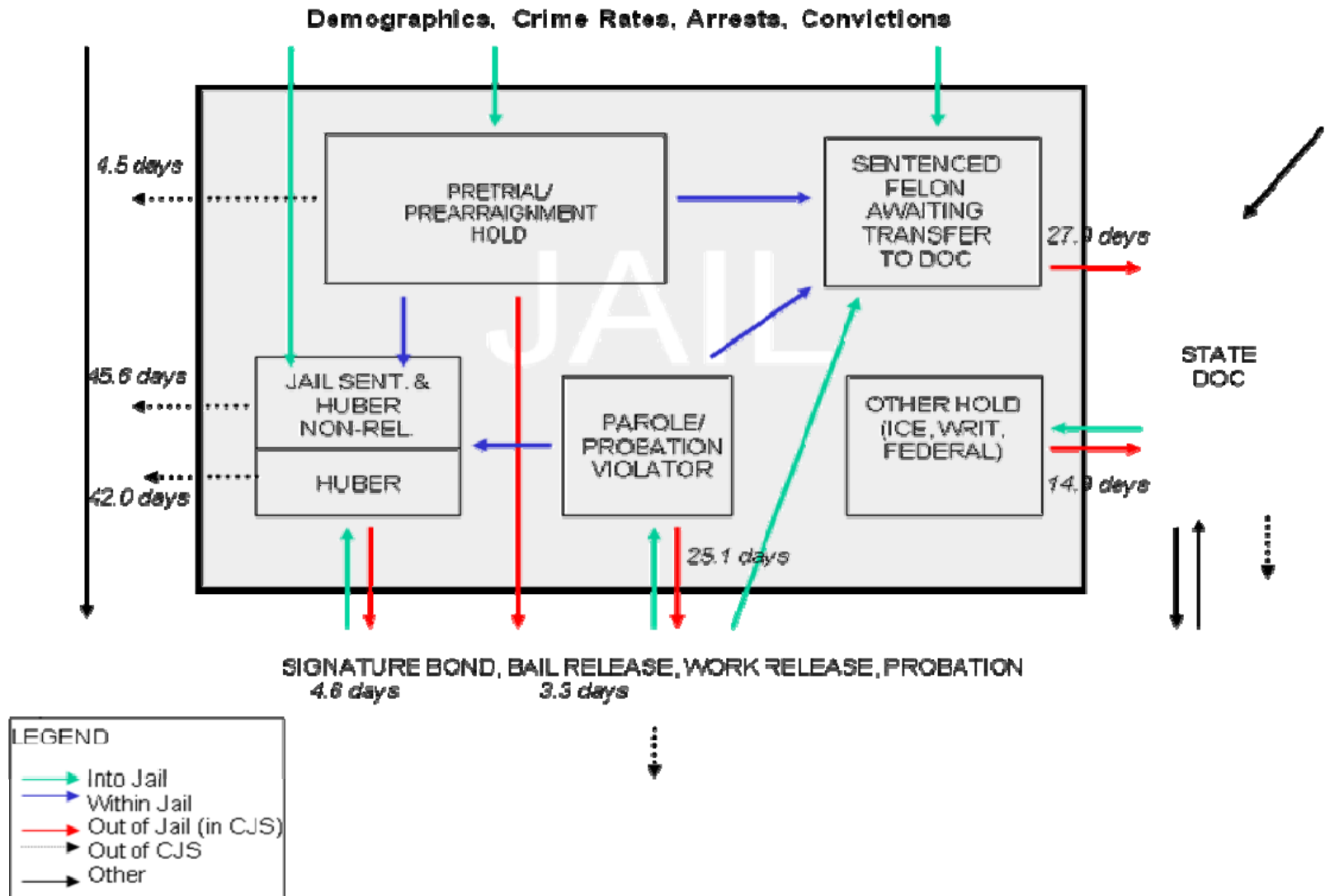
- Review of connections/ties to the community
- Assess risk to re-offend and/or history of violating bail or conditions of bond
- Interview client and assess individual needs/barriers to succeed in community on bond
- Assess current bond conditions to determine if person can be appropriately supervised in the community with those conditions
- Determine if additional supervision tools would be appropriate (EMP/Alcohol Monitoring)
- Defendant must be honest during the interview process
- Defendant must be able and willing to follow the rules of supervision

#### **BMP Minimum Supervision Requirements**

- One face-to-face contact per week
- Verifiable and suitable residence
- No alcohol and/or drug use; Defendant will be subject to random urinalysis to screen for controlled substances
- Defendant will be informed about upcoming court appearances
- Verification of employment, if any

#### **Other Potential BMP Supervision Requirements**

- No contact with victim(s)
- Referral for counseling, alcohol/drug assessment and/or treatment
- No unsupervised contact with minors
- Order to seek employment, job training or continue with school
- Geographical restrictions
- Random phone contacts at staff discretion
- Electronic monitoring - for all or part of release
- Curfews
- Other requirements by order of the court or BMP staff





## D. EXTERNAL TRENDS IN DANE COUNTY – RESIDENT POPULATION, ARRESTS, AND COURT CASELOADS

### Historical County Population & Arrests

Tables I.D.1 through I.D.5 provide resident population estimates, arrest trends and historical court filings for Dane County and the City of Madison.

Dane County and the City of Madison have seen flat resident population growth over the past ten years. The urban center of Madison accounts for 47.8 percent of Dane County's total population. Urban centers are traditionally the epicenter of most violent and property crimes. The resident population of Madison will provide most of the intake to the Dane County Jail system. According to the Dane County District Attorney, arrests in Madison have declined by 4.5 percent annually since 2001. The Madison Police Department (MPD) reports an even steeper decline in arrests of 7.3 percent annually since 2005.

Further, the Dane County "at-risk population (males ages 15-34) has seen an average percent change of only 0.9 percent since 2001. This population is projected to grow by only 3.5 percent overall by 2020.

The Dane County Sheriff's Office does not have hard reported crime rate statistics easily available. However, between 2005 and 2010, the Sheriff's Office tracked calls to respond which is similar to reported crime. Overall calls to respond declined in all categories during this time period by an annual rate of 1.3 percent.

All these factors together indicate a decline in new arrests and thus a decline in future stresses on the Dane County Jail bedspace.

### County Court Cases

Another influential factor on jail population trends is court policies and practices. Jail populations are highly influenced by the flow of pretrial offenders and transfers to prison. As reported by the Dane County Clerk of Courts, the number of new criminal court filings for felony and misdemeanor charges declined by average annual rates of 3.5 percent and 5.8 percent respectively from 2006 through 2011. While this trend would also indicate a declining stress on jail bedspace, it does not take into account the rate of court dispositions. This statistic is unavailable from the Clerk of Courts. Conceivably, the Dane County Courts could be taking longer (on average) to dispose of cases. However, as will be shown later, the average length of stay in the jail has been declining over the last ten years. This is an indicator that the disposition rate has not increased significantly (if at all).

**TABLE I.D.1  
DANE COUNTY HISTORICAL POPULATION & NEW CRIMINAL CASES 2001-2011**

Year	Dane County Pop.	Madison Pop.	Madison Arrests	New Criminal Cases				Dane County Males Ages 15-34
				Fel.	Misd.	Traffic	Total	
2001	431,815	210,377	16,045	2,800	5,193	2,979	10,972	74,268
2002	438,881	213,679	16,066	3,035	5,244	3,902	12,181	75,255
2003	445,253	215,697	17,186	2,945	4,917	3,665	11,527	76,571
2004	450,730	217,935	19,804	2,833	4,697	3,485	11,015	77,525
2005	458,297	221,735	19,788	2,948	4,711	3,095	10,754	77,948
2006	464,513	223,280	19,158	2,982	4,581	3,059	10,622	78,311
2007	468,514	224,810	19,680	2,468	4,428	4,298	11,194	78,687
2008	471,559	226,050	18,663	2,378	3,936	4,696	11,010	79,274
2009	473,622	227,700	16,545	2,036	3,713	4,190	9,939	79,971
2010	474,839	235,419	10,260	2,174	3,792	1,894	7,860	80,707
2011	489,331	233,890	9,021	2,409	3,369	1,577	7,355	80,886
Avg. % Change	1.3%	1.1%	-4.5%	-1.1%	-4.1%	-2.5%	-3.6%	0.9%

Source: Dane County District Attorney's Office; US Census Bureau

**TABLE I.D.2**  
**DANE COUNTY PROJECTED POPULATION 2011-2025**

Year	Dane County Males Ages 15-34	% Change from 2011	Dane County Pop.	% Change from 2011
2011	80,886		489,331	
2015	82,139	1.5%	523,818	7.0%
2020	83,739	3.5%	559,005	14.2%
2025	86,121	6.5%	592,917	21.2%
Avg. % Change 2011-2025	.04%			1.4%

*Source: WI Dept. of Administration*

**TABLE I.D.3**  
**CITY OF MADISON ARRESTS 2005-2011**

Year	Adult Male	Adult Female	Juvenile	Total
2005	11,397	3,955	4,379	19,731
2006	11,443	3,856	3,914	19,213
2007	11,482	4,020	4,178	19,680
2008	11,281	3,723	3,659	18,663
2009	9,888	3,619	3,038	16,545
2010	6,971	2,592	2,511	12,074
2011	6,882	2,729	2,478	12,089
Avg. % Change	-7.4%	-5.3%	-8.7%	-7.3%

*Source: City of Madison PD*

**TABLE I.D.4**  
**COUNTY OF DANE CALLS TO RESPOND 2005-2010**

Year	Dept.	Jail	Field	Total
2005	46,045	7,692	38,348	92,085
2006	46,211	8,350	37,861	92,422
2007	46,828	8,002	38,826	93,656
2008	47,112	6,479	40,632	94,223
2009	45,105	5,734	39,371	90,210
2010	42,943	5,590	37,353	85,886
Avg. % Change	-1.4%	-5.7%	-0.5%	-1.3%

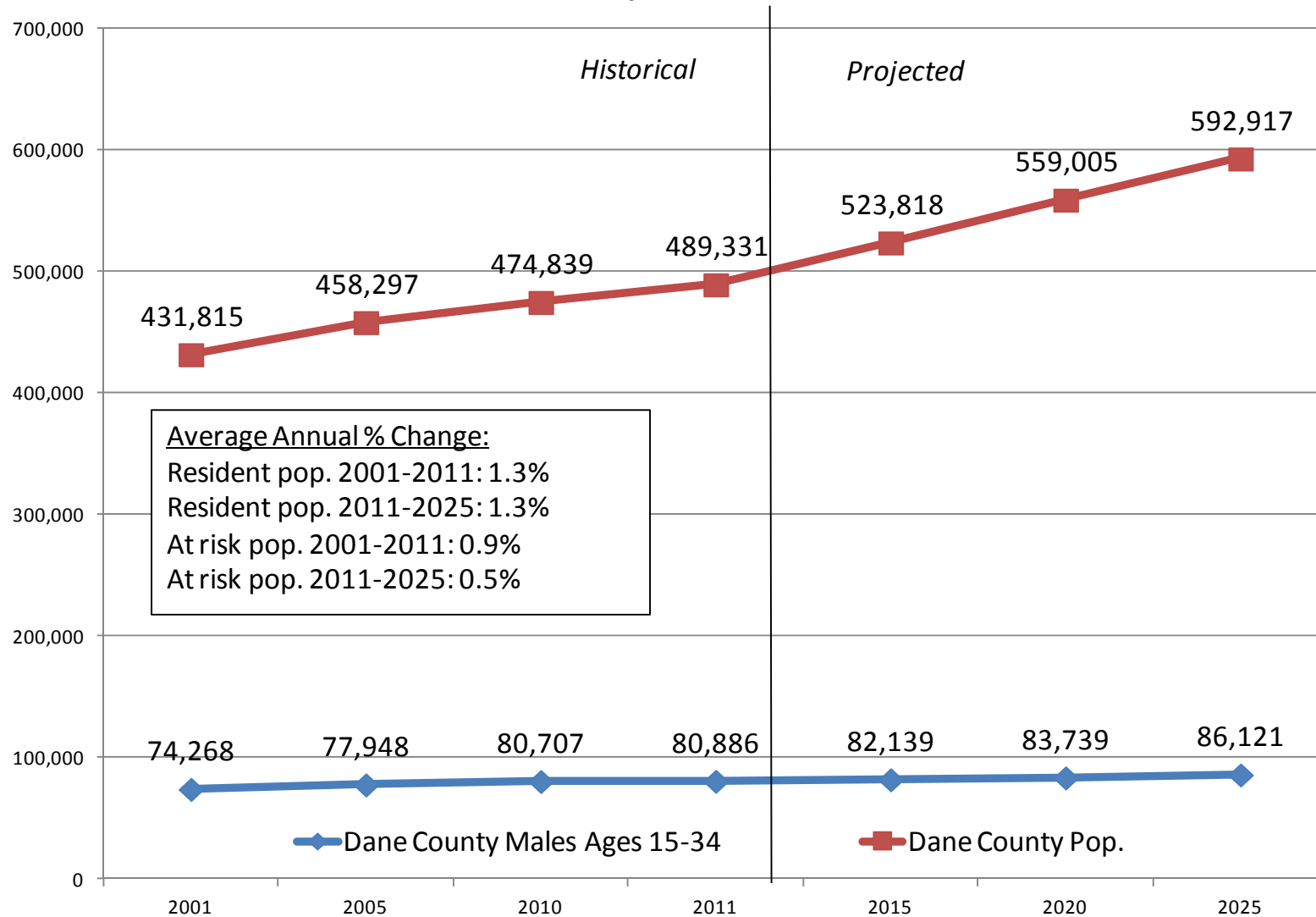
*Source: Dane County Sheriff's Office*

**TABLE I.D.5**  
**COUNTY OF DANE NEW CRIMINAL COURT CASES 2006-2011**

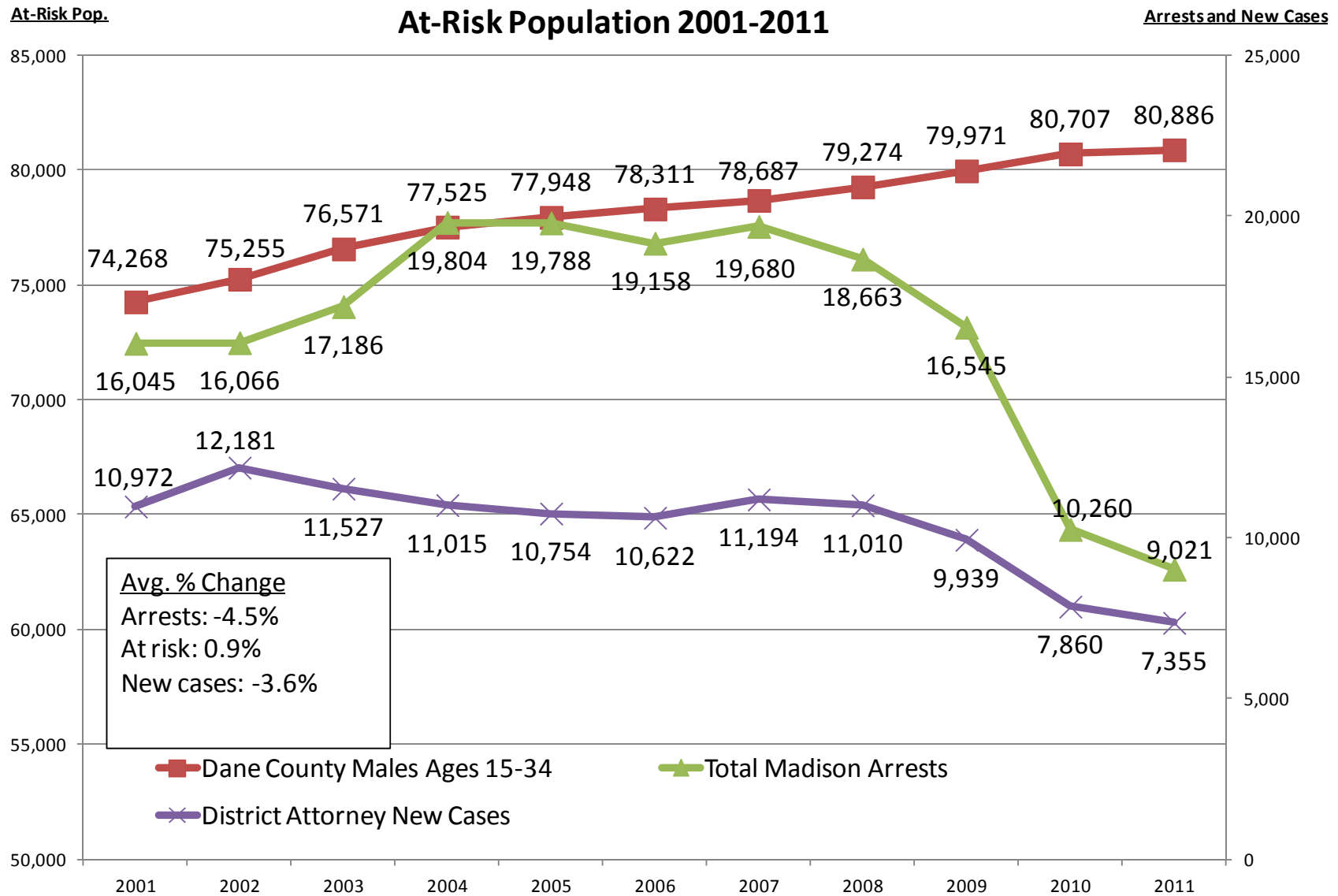
Case Type	2006	2007	2008	2009	2010	2011	Avg. % Change
Civil Forfeiture	4,773	4,815	5,076	4,709	4,266	4,232	-2.2%
Civil Traffic	24,029	25,741	28,013	29,469	29,312	28,462	3.5%
Complex Forfeitures	60	74	24	25	56	34	8.9%
Criminal Felony	2,982	2,468	2,378	2,036	2,174	2,409	-3.5%
Criminal Misdemeanor	4,581	4,428	3,936	3,713	3,792	3,369	-5.8%
Criminal Traffic	3,059	4,298	4,696	4,190	1,894	1,577	-6.5%
<b>Total</b>	<b>39,484</b>	<b>41,824</b>	<b>44,123</b>	<b>44,142</b>	<b>41,494</b>	<b>40,083</b>	0.4%

*Source: Clerk of Courts, Dane County, WI*

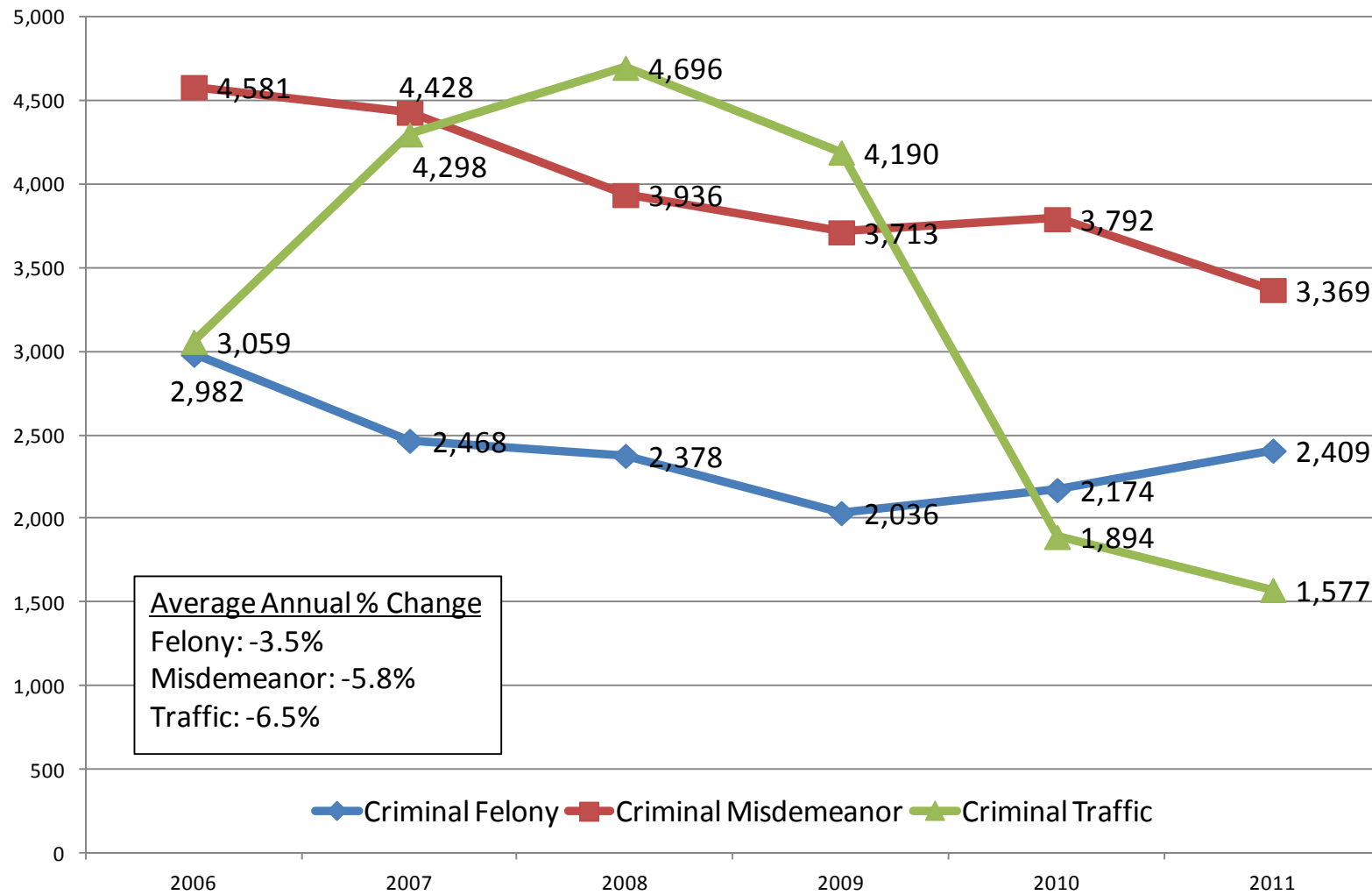
**Figure I.D.1 Historical & Projected Dane County Resident Populations 2001-2025**



**Figure I.D.2 Historical Dane County Arrest and At-Risk Population 2001-2011**



**Figure I.D.3 New Criminal Court Cases 2006-2011**



## E. INTERNAL JAIL POPULATION TRENDS

### Historical Jail Trends

Tables I.E.1 through I.E.3 present historical bookings, releases and average length of stay (ALOS) to the Jail between 2002 and 2012 as well as detailed monthly end of month populations and average daily population (ADP).

All historical jail population trends indicate that the Dane County Jail population growth is static. Over the past ten years, bookings to the Jail decreased from 17,145 in 2002 to 13,941 in 2012 at an average annual rate of -2.0 percent. The average length of stay in the Jail declined by a slower rate of 0.9 percent between 2002 and 2012. Coupled, these trends have produced a decrease in the average daily population of 2.8 percent annually. The majority of the ADP decreases occurred after 2008.

Over the past three years, the Jail ADP has seen an average monthly decrease of 0.2 percent. This indicates that the decline in the jail population may be slowing. The electronic monitoring population (EMP) average daily population has increased by 1.4 percent per month since January 2010. The decline in the jail ADP can in part be attributed to the 2008 expansion in use of electronic monitoring.

In 2012, total bookings declined by 0.9 percent per month. Since 2010, bookings to the Jail have remained static decreasing by only 1.2 percent between 2010 and 2011 and increasing by less than 1 percent between 2011 and 2012.



**TABLE I.E.1**  
**HISTORICAL DANE COUNTY JAIL TRENDS 2002-2012**

Year	Bookings	ADP	ALOS
2002	17,145	1,033	22.0
2003	16,782	1,049	22.8
2004	16,856	1,053	22.8
2005	16,767	1,007	21.9
2006	16,692	1,092	23.9
2007	16,406	1,037	23.1
2008	15,687	912	21.2
2009	14,738	792	19.6
2010	14,155	767	19.8
2011	13,893	793	20.8
2012	13,941	759	19.9
Avg. % Change	-2.0%	-2.8%	-0.9%

*Source: Dane County Sheriff's Office*

**TABLE I.E.2**  
**HISTORICAL DANE COUNTY JAIL BOOKINGS AND RELEASE BY MONTH 2012**

Month	Bookings			Releases		
	Male	Female	Total	Male	Female	Total
Jan-12	939	225	1,164	918	221	1,139
Feb-12	809	194	1,003	873	199	1,072
Mar-12	1028	252	1,280	998	251	1,249
Apr-12	920	263	1,183	912	258	1,170
May-12	1,011	237	1,248	987	240	1,227
Jun-12	922	241	1,163	935	228	1,163
Jul-12	963	267	1,230	957	273	1,230
Aug-12	1,053	300	1,353	1044	300	1,344
Sep-12	881	255	1,136	900	258	1,158
Oct-12	942	242	1,184	965	257	1,222
Nov-12	813	211	1,024	835	211	1,046
Dec-12	776	197	973	780	204	984
Avg. % Change	-0.9%	-0.4%	-0.9%	-1.0%	0.1%	-0.9%

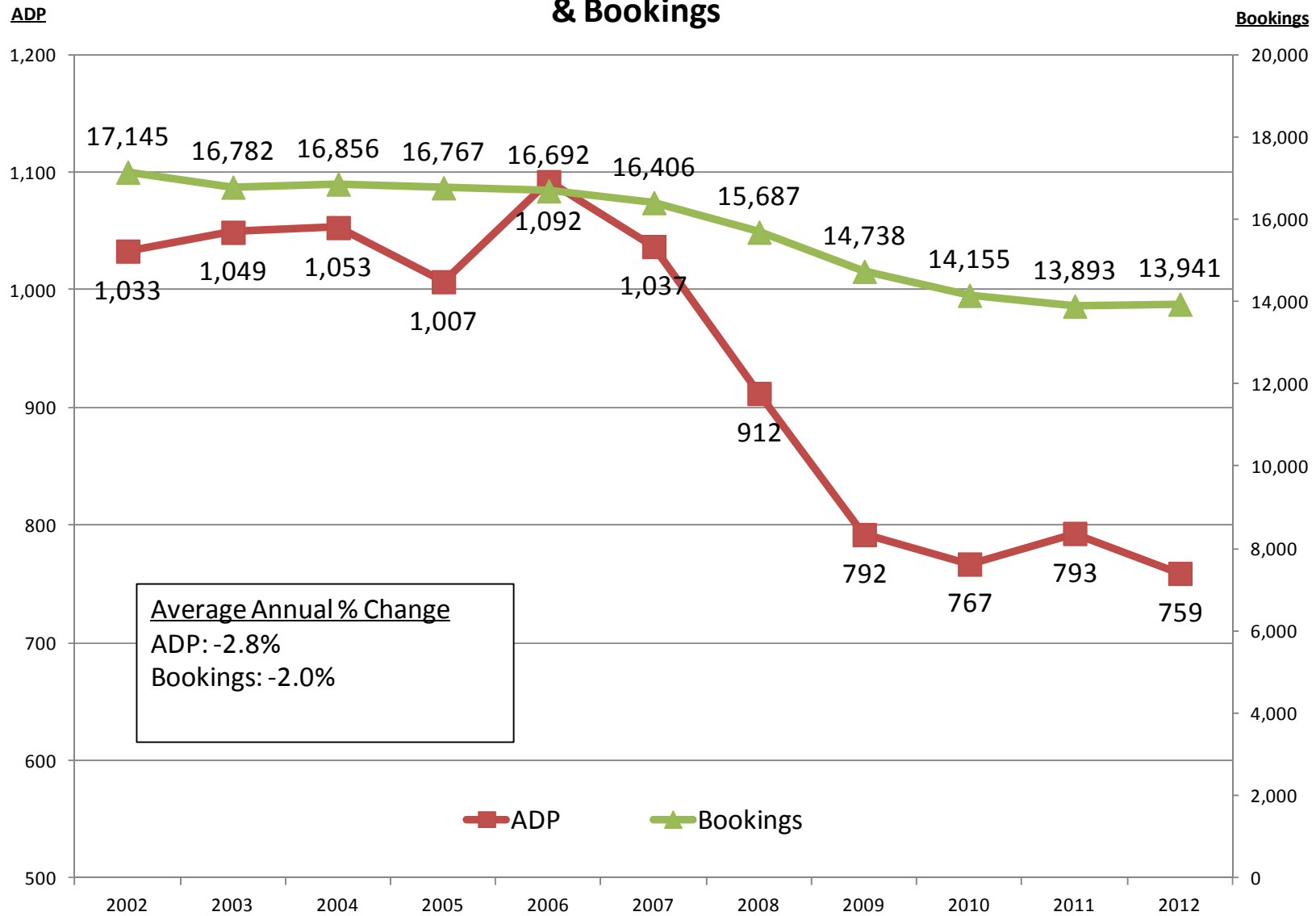
*Source: Dane County Sheriff's Office*

**TABLE I.E.3  
HISTORICAL DANE COUNTY MONTHLY JAIL POP. 2010-2012**

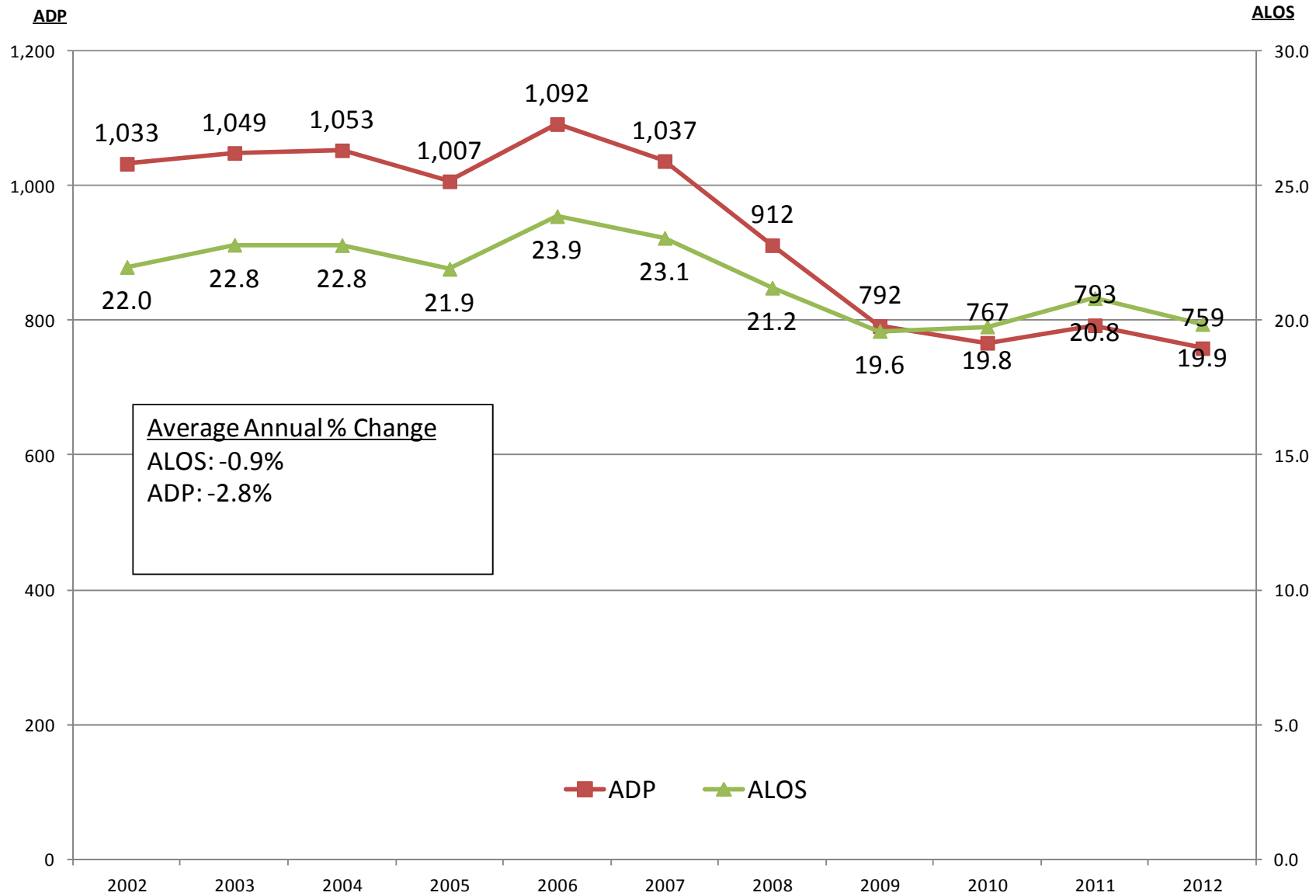
Month-Year	End of Month				Monthly Avg.			
	Total Jail	Jail Males	Jail Females	EM	Total Jail	Jail Males	Jail Females	EM
Jan-10	733	650	83	109	742	673	69	101
Feb-10	693	609	84	124	704	639	65	121
Mar-10	735	654	81	129	728	661	67	132
Apr-10	778	694	84	101	754	683	71	111
May-10	835	752	83	101	798	720	78	93
Jun-10	738	666	72	107	777	710	67	106
Jul-10	800	716	84	94	780	707	73	103
Aug-10	793	689	104	107	800	727	73	104
Sep-10	778	677	101	92	783	701	82	98
Oct-10	785	679	106	77	791	705	86	82
Nov-10	789	686	103	90	787	697	90	82
Dec-10	709	612	97	74	754	671	83	82
<i>2010 Yearly Avg.</i>	<i>764</i>	<i>674</i>	<i>90</i>	<i>100</i>	<i>767</i>	<i>691</i>	<i>75</i>	<i>101</i>
Jan-11	790	685	105	103	755	668	87	97
Feb-11	770	672	98	104	775	688	87	107
Mar-11	765	671	94	106	764	680	84	110
Apr-11	779	686	93	96	766	678	88	108
May-11	797	704	93	93	775	693	82	93
Jun-11	770	685	85	108	780	693	87	98
Jul-11	826	718	108	97	792	696	96	94
Aug-11	814	730	84	105	817	718	99	103
Sep-11	843	750	93	103	823	730	93	104
Oct-11	865	772	93	102	879	789	90	108
Nov-11	816	730	86	116	840	746	94	108
Dec-11	768	685	83	121	778	709	69	125
<i>2011 Yearly Avg.</i>	<i>800</i>	<i>707</i>	<i>93</i>	<i>105</i>	<i>793</i>	<i>707</i>	<i>88</i>	<i>105</i>
Jan-12	773	690	83	142	782	713	69	142
Feb-12	711	625	86	144	745	676	69	148
Mar-12	710	625	85	154	739	648	91	157
Apr-12	742	652	90	154	742	647	95	163
May-12	775	687	88	137	749	654	95	150
Jun-12	788	681	107	127	800	698	102	130
Jul-12	798	692	106	136	802	696	106	133
Aug-12	814	699	115	140	793	690	103	141
Sep-12	761	662	99	138	783	683	100	140
Oct-12	742	658	84	142	751	661	90	149
Nov-12	714	628	86	149	735	649	86	147
Dec-12	654	571	83	129	688	619	69	140
<i>2012 Yearly Avg.</i>	<i>749</i>	<i>656</i>	<i>93</i>	<i>141</i>	<i>759</i>	<i>670</i>	<i>90</i>	<i>145</i>
Avg. % Change	-0.2%	-0.2%	0.5%	1.2%	-0.2%	-0.2%	0.5%	1.4%

Source: Dane County Sheriff's Office

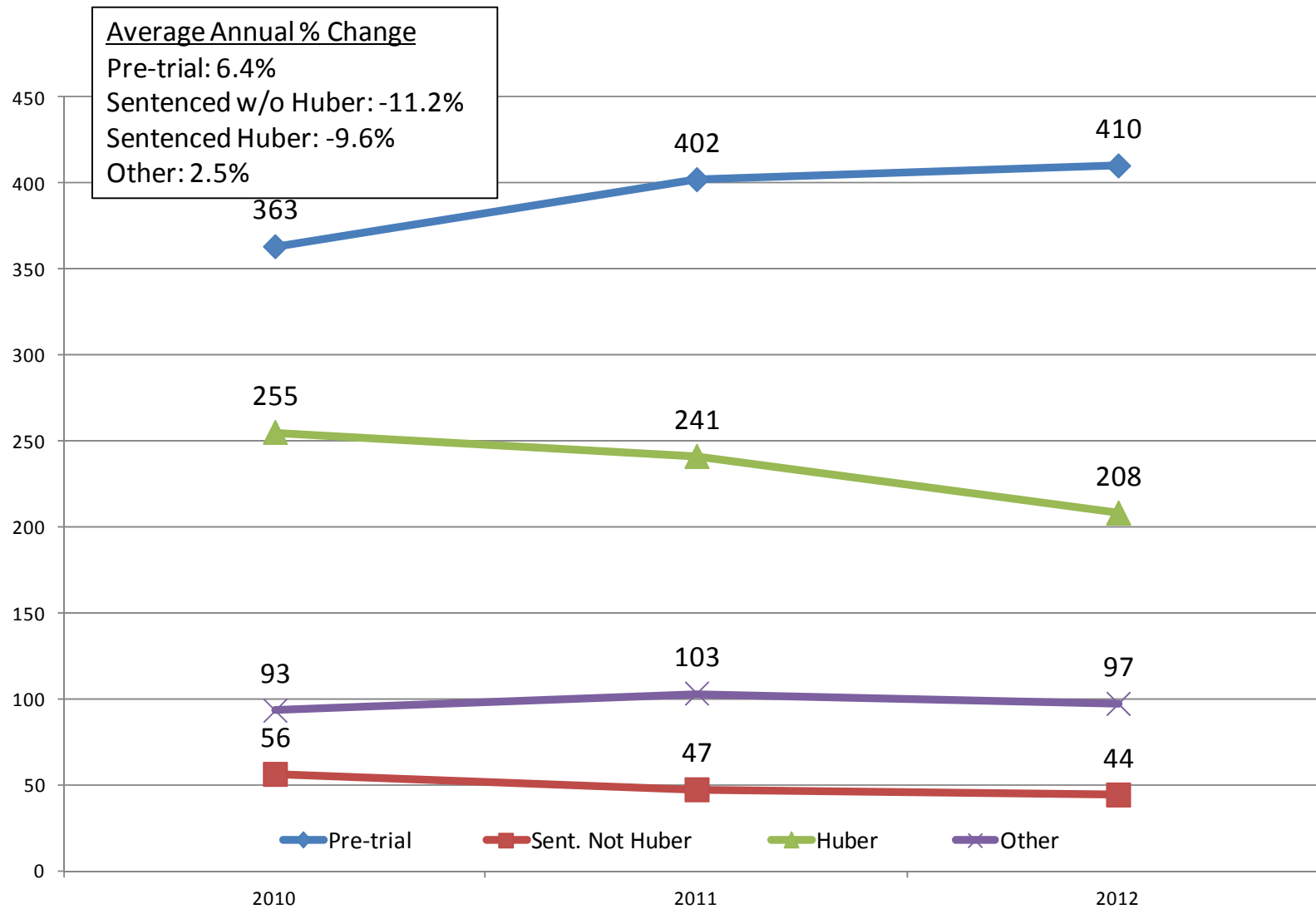
**Figure I.E.1 Historical Jail Average Daily Population (ADP) & Bookings**



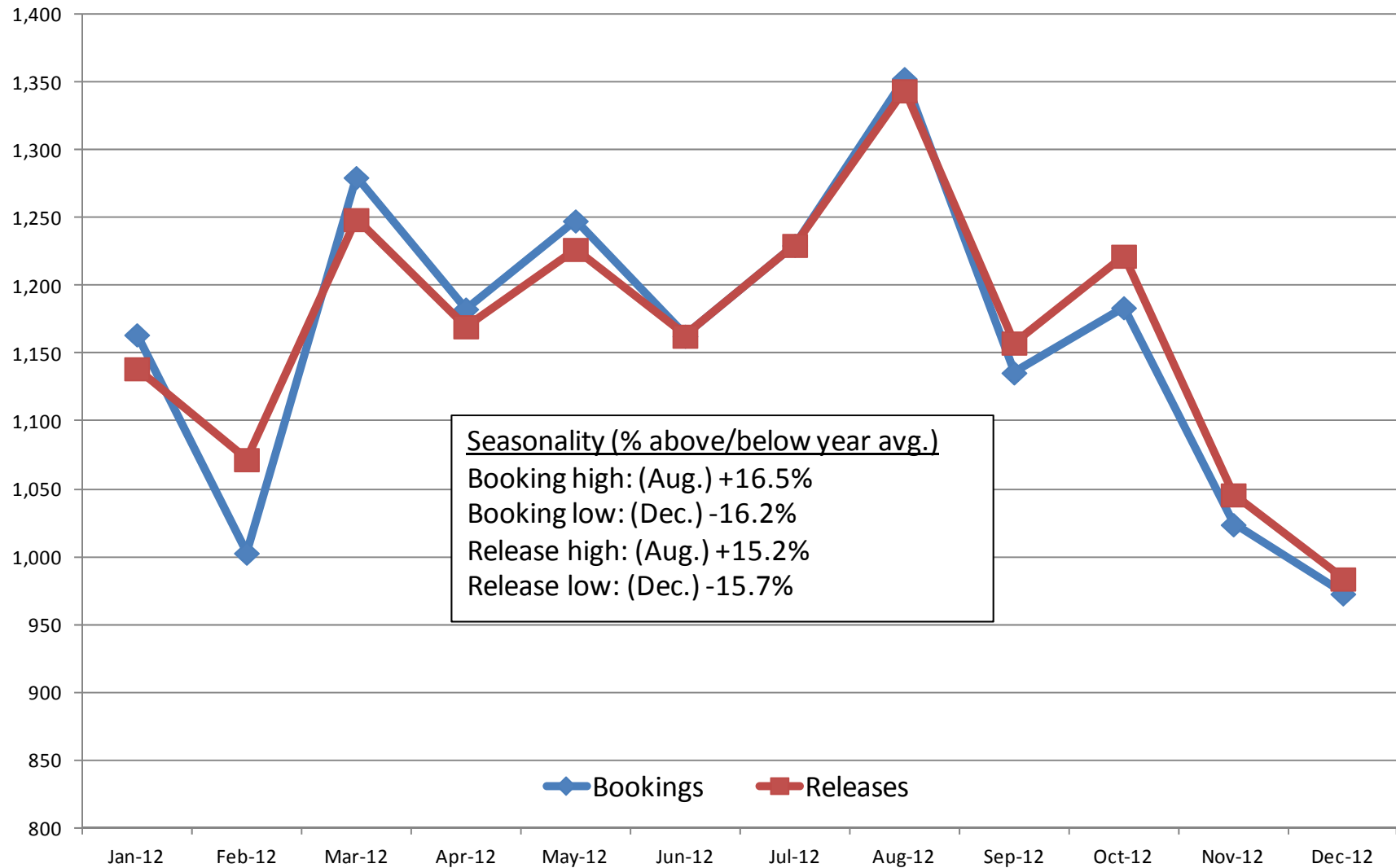
**Figure I.E.2 Historical Jail ADP and Average Length of Stay (ALOS)**



**Figure I.E.3 Historical ADP by Legal Status 2010-2012**



**Figure I.E.4 Monthly Bookings & Releases 2012**



## Jail Release Trends 2012

Tables I.E.5 through I.E.9 describe 2012 releases from the Dane County Jail. All data is derived from an electronic extract file produced by the Dane County Sheriff's Office of all release events that occurred in 2012. The ALOS for the file was calculated to be 16.0 days. This is almost 4 days less than the reported ALOS of 19.9 days. The difference is likely the inclusion of electronic monitoring cases within the cohort. We were unable to pull this group from the release extract file. The ALOS difference has been accounted for in the Wizard model used to project the jail population.

The following are significant trends for 2012 releases:

- There were 13,180 release events in the extract file by 9,191 persons. 58 percent of these persons had only one release event in 2012.
- 34.9 percent of all releases had an ALOS of less than 24 hours. This is a significant portion of the Jail's caseload flow.
- 78.1 percent of releases had an ALOS of 2 weeks or less.
- Parole and probation violators accounted for 16.3 percent of all releases in 2012 and averaged an ALOS of 25.1 days. Parole violators alone had an ALOS of 26.5 days while probation violators had an ALOS of 24.2 days. These populations will be examined more closely later in this briefing document.
- The majority of releases in 2012 were booked as new arrests and averaged an ALOS of 6.4 days.
- Persons released after completing a sentence in the Jail averaged the longest ALOS: 44.2 days. Persons released via bail and ROR had average lengths of stay of 3.3 days and 4.6 days respectively.
- Releases with a legal status of pre-trial accounted for the majority of release events, 56.2 percent, in 2012 and had an ALOS of 4.5 days. The majority of these releases were for misdemeanor charges (55.5 percent). Felony pre-trial charges accounted for 30.9 percent of pre-trial releases.
- Pre-trial misdemeanor cases accounted for an average of 39 daily bedspaces. Sentenced misdemeanor cases averaged a daily bedspace usage of 166 in 2012.
- The majority of sentenced releases were also misdemeanor charges. This group accounted for 11.7 percent of all releases and 63.1 percent of sentenced releases and had an ALOS of 39.2 days.
- Sentenced felony drug offenders averaged the longest stay in the Jail of all releases in 2012: 88.7 days. However, this group accounted for less than 1 percent of all releases.
- Persons whose most serious charge was a felony charge had an ALOS of 21.3 days, 35 percent longer than persons whose charge was a misdemeanor charge (ALOS of 13.8 days). Like most jail systems, felony charges are driving the overall length of stay.
- Pre-trial civil process cases account for 5.9 percent of cases and had an ALOS of 2.2 days.
- Pre-trial misdemeanor disorderly conduct charges made up 7.8 percent of all jail releases in 2012. This cohort averaged a stay in the Jail of 2.1 days. This group accounts for an average of only 6 daily bedspaces.

**TABLE I.E.4  
2012 DANE COUNTY JAIL RELEASE COHORT**

Number of release events	13,180	-
Number of persons	9,191	100%
Persons w/ one release	5,293	58%
Persons w/ 2 releases	2,362	26%
Persons w/ 3 releases	862	9%
Persons w/ 4 or more releases	674	7%

**TABLE I.E.5  
2012 DANE COUNTY JAIL RELEASE COHORT BY ALOS**

Avg. LOS	N	%	Cum. %
Base	13,180		
Less than 24 hours	4,598	34.9%	34.9%
2 days	1,490	11.3%	46.2%
3 days	1,106	8.4%	54.6%
4 days	859	6.5%	61.1%
5 days	585	4.4%	65.5%
6 days	340	2.6%	68.1%
7 days	378	2.9%	71.0%
2 weeks	1,013	7.7%	78.7%
1 month	998	7.6%	86.2%
2 months	718	5.4%	91.7%
3-6 months	980	7.4%	99.1%
6-12 months	113	0.9%	100.0%
Over 1 yr.	1	0.0%	100.0%



**TABLE I.E.6  
2012 DANE COUNTY JAIL RELEASES – DEMOGRAPHICS**

Demographic	N	%	ALOS (days)
<b>Base</b>	<b>13,180</b>		<b>16.0</b>
Sex			
Female	2,781	21.1%	11.4
Male	10,399	78.9%	17.2
Age at Release			
25 or younger	4,615	35.0%	14.4
26-35	3,866	29.3%	17.4
36-50	3,104	23.6%	17.5
50+	1,595	12.1%	14.0
Race			
Black	4,908	37.2%	17.6
Other	276	2.1%	14.0
White	7,996	60.7%	15.0
Charge Level			
Felony	4,716	35.8%	21.3
Misd.	6,836	51.9%	13.8
County Ord.	247	1.9%	6.6
Other	1,381	10.5%	10.3
Legal Status at Release			
Parole/Prob. Violator	2,145	16.3%	25.1
Sentenced	2,447	18.6%	45.6
Pre-trial	7,409	56.2%	4.5
Hold	595	4.5%	14.9
Other	584	4.4%	4.8
Less than 24 hour stay			
Yes	4,598	34.9%	0.3
No	8,581	65.1%	24.0

*Source: Dane County Sheriff's Office*

**TABLE I.E.7  
2012 DANE COUNTY JAIL RELEASES – MOVEMENT & HOUSING**

Demographic	N	%	ALOS (days)
<b>Base</b>	<b>13,180</b>		<b>16.0</b>
<b>Admission Type</b>			
Amended	276	2.1%	67.5
Bail revoked	323	2.5%	7.8
Bench warrant	763	5.8%	19.4
Commitment	1,514	11.5%	40.3
Hold	1,165	8.8%	10.0
Municipal charge	739	5.6%	1.2
New arrest	5,727	43.4%	6.4
Other	528	4.0%	19.9
Parole/Prob. violator	2,145	16.3%	25.1
<b>Release Type</b>			
Bail	2,808	21.3%	3.3
Court appearance	1,315	10.0%	1.7
Fine paid/waived	275	2.1%	2.3
Hold dropped	966	7.3%	10.1
Other	915	6.9%	20.1
Signature Bond	2,440	18.5%	4.6
Sent. complete	2,233	16.9%	44.2
Transfer	2,228	16.9%	27.0
<b>Housing Classification</b>			
Admin. Confined	349	2.6%	28.2
Alcohol review	265	2.0%	1.5
Gen. pop	5,087	38.6%	30.9
Gen. pop medical	312	2.4%	30.6
Mental health seg.	10	0.1%	4.4
Other	652	4.9%	11.8
Receiving	6,089	46.2%	1.6
Special needs - education	42	0.3%	35.5
Special needs - housing	63	0.5%	70.4
Special needs - medical	58	0.4%	30.2
Special needs - mental health	253	1.9%	31.8

*Source: Dane County Sheriff's Office*

**TABLE I.E.8  
2012 DANE COUNTY JAIL RELEASES – MOST SERIOUS CHARGE**

Most Serious Charge Group	N	%	ALOS (days)
<b>Base</b>	<b>13,180</b>		<b>16.0</b>
Sentenced felony	717	5.4%	67.2
Violent	138	1.0%	82.3
Drug	100	0.8%	88.7
Property	102	0.8%	69.3
Other	208	1.6%	47.5
OWI	169	1.3%	65.0
Sentenced misd.	1,545	11.7%	39.2
Other	680	5.2%	33.0
Violent	268	2.0%	64.5
OWI	597	4.5%	34.9
Sentenced civil process	148	1.1%	14.1
Sentenced county ord.	28	0.2%	23.3
Sentenced Other	9	0.1%	8.8
Pre-trial Felony	2,293	17.4%	7.3
Violent	759	5.8%	8.5
Drug	515	3.9%	8.6
Property	440	3.3%	6.4
Other	579	4.4%	4.9
Pre-trial misd.	4,110	31.2%	3.5
Violent	1,284	9.7%	4.1
Other	661	5.0%	4.4
Theft	366	2.8%	4.2
OWI	493	3.7%	2.6
Disorderly conduct	1,034	7.8%	2.1
Drug	272	2.1%	4.5
Pre-trial civil process	781	5.9%	2.2
Pre-trial county ord.	193	1.5%	3.3
Pre-trial other	32	0.2%	6.3
Parole violator	722	5.5%	26.5
Probation violator	1,423	10.8%	24.2
Hold	595	4.5%	15.0
Other	584	4.4%	4.8

*Source: Dane County Sheriff's Office*

**TABLE I.E.9  
2012 DANE COUNTY JAIL RELEASES – SECURITY LEVEL**

Demographic	N	%	ALOS (days)
<b>Base</b>	<b>13,180</b>		<b>16.0</b>
Security Classification			
Class judicial stat change	348	2.6%	11.2
Class review	5,461	41.4%	1.6
Class revoked	1,182	9.0%	1.5
Maximum-alert level	322	2.4%	31.1
Maximum- behavior problem	42	0.3%	41.6
Maximum-crim. History	293	2.2%	24.6
Medium	652	4.9%	32.3
Medium override	26	0.2%	58.3
Medium-probation	50	0.4%	50.2
Medium-behavior problem	586	4.4%	40.1
Minimum	4,218	32.0%	30.5

*Source: Dane County Sheriff's Office*

### Jail Snapshot January 24, 2013

Tables I.E.10 through I.E.12 describe the population housed in the Dane County Jail on January 24, 2013. Note: electronic monitoring cases are excluded from these tables but will be discussed later in this briefing document. The purpose of the snapshot analysis is to establish a baseline of what the jail population looks like on any given day as a jumping off point for the simulation model. Further, the snapshot serves as a sample of how the Jail manages its bedspace.

The following are significant trends gleaned from the Jail snapshot:

- 86.1 percent of the jail population was male.
- The probation and parole violators accounted for 36.5 percent of the jail population, the largest cohort by legal status. By most serious charge, probation violators accounted for the majority of the population (25.9 percent).
- The majority of the population (37.4 percent) were ages 25 or younger.
- 65.8 percent of the population was housed in the general population. 4.2 percent was housed in general population – medical and a further 10.6 percent of the population was housed in a special needs unit.
- 50.0 percent of the population was classified for minimum security. 12.6 percent was classified as medium – behavior problem with another 15.2 percent classified for regular medium custody. 13.1 percent of the population was classified for some level of maximum custody.
- Sentenced detainees accounted for 35.7 percent of the jail population and had logged an average stay in the Jail of 109.9 days.
- Pre-trial violent felony detainees accounted for 6.6 percent of the jail population and had been in the Jail for an average of 157.3 days. Pre-trial violent misdemeanor offenders made up 7.9 percent of the jail population. Sentenced violent felony offenders accounted for a further 5.9 percent of the population and sentenced violent misdemeanor offenders accounted for 7.0 percent of the jail population. In all, persons with a violent most serious charge made up 27.4 percent of the jail population.

**TABLE I.E.10  
JAIL SNAPSHOT – DEMOGRAPHICS**

Demographic	N	%	ALOS (days)
<b>Base</b>	<b>698</b>		<b>88.0</b>
Sex			
Female	97	13.9%	67.6
Male	601	86.1%	91.2
Current Age			
25 or younger	261	37.4%	107.5
26-35	197	28.2%	81.4
36-50	164	23.5%	67.3
50+	76	10.9%	82.6
Avg. age: 33.3 yrs.			
Race			
Black	336	48.1%	98.0
Other	21	3.0%	98.6
White	341	48.9%	77.4
Charge Level			
Felony	305	43.7%	93.8
Misd.	375	53.7%	83.1
County Ord.	4	0.6%	20.4
Other	14	2.0%	111.4
Legal Status			
Parole/Prob. Violator	255	36.5%	62.1
Sentenced	249	35.7%	109.9
Pre-trial	162	23.2%	96.4
Hold	19	2.7%	131.0
Other	13	1.9%	8.2
Bail Amount			
No bail	288	41.3%	54.2
\$500 and under	253	36.2%	83.6
\$501-\$1000	60	8.6%	124.7
\$1001-\$5000	53	7.6%	134.2
\$5000+	44	6.3%	228.4

*Source: Dane County Sheriff's Office*

**TABLE I.E.11  
JAIL SNAPSHOT – BOOKING, HOUSING & SECURITY LEVEL**

Demographic	N	%	ALOS (days)
<b>Base</b>	<b>698</b>		<b>88.0</b>
<b>Admission Type</b>			
Amended	45	6.4%	142.7
Bail revoked	11	1.6%	158.9
Bench warrant	50	7.2%	59.9
Commitment	135	19.3%	77.3
Hold	32	4.6%	81.1
Municipal charge	0	0.0%	-
New arrest	145	20.8%	129.4
Other	25	3.6%	103.7
Parole/Prob. violator	225	32.2%	62.1
<b>Housing Classification</b>			
Admin. Confined	47	6.7%	119.8
Alcohol review/revoked	1	0.1%	1.2
Gen. pop	459	65.8%	87.5
Gen. pop medical	29	4.2%	51.6
Mental health seg.	2	0.3%	34.3
Other	24	3.4%	92.0
Receiving	62	8.9%	1.6
Special needs - education	13	1.9%	159.7
Special needs - housing	14	2.0%	218.7
Special needs - medical	8	1.1%	137.0
Special needs - mental health	39	5.6%	141.0
<b>Security Classification</b>			
Class change	10	1.4%	5.1
Class review	53	7.6%	1.0
Class revoked	0	0.0%	-
Maximum-alert level	32	4.6%	159.9
Maximum- behavior problem	8	1.1%	289.7
Maximum-crim. History	52	7.4%	143.3
Medium	95	13.6%	81.3
Medium override	11	1.6%	102.2
Medium-probation	0	0.0%	-
Medium-behavior problem	88	12.6%	124.9
Minimum	349	50.0%	76.1

*Source: Dane County Sheriff's Office*

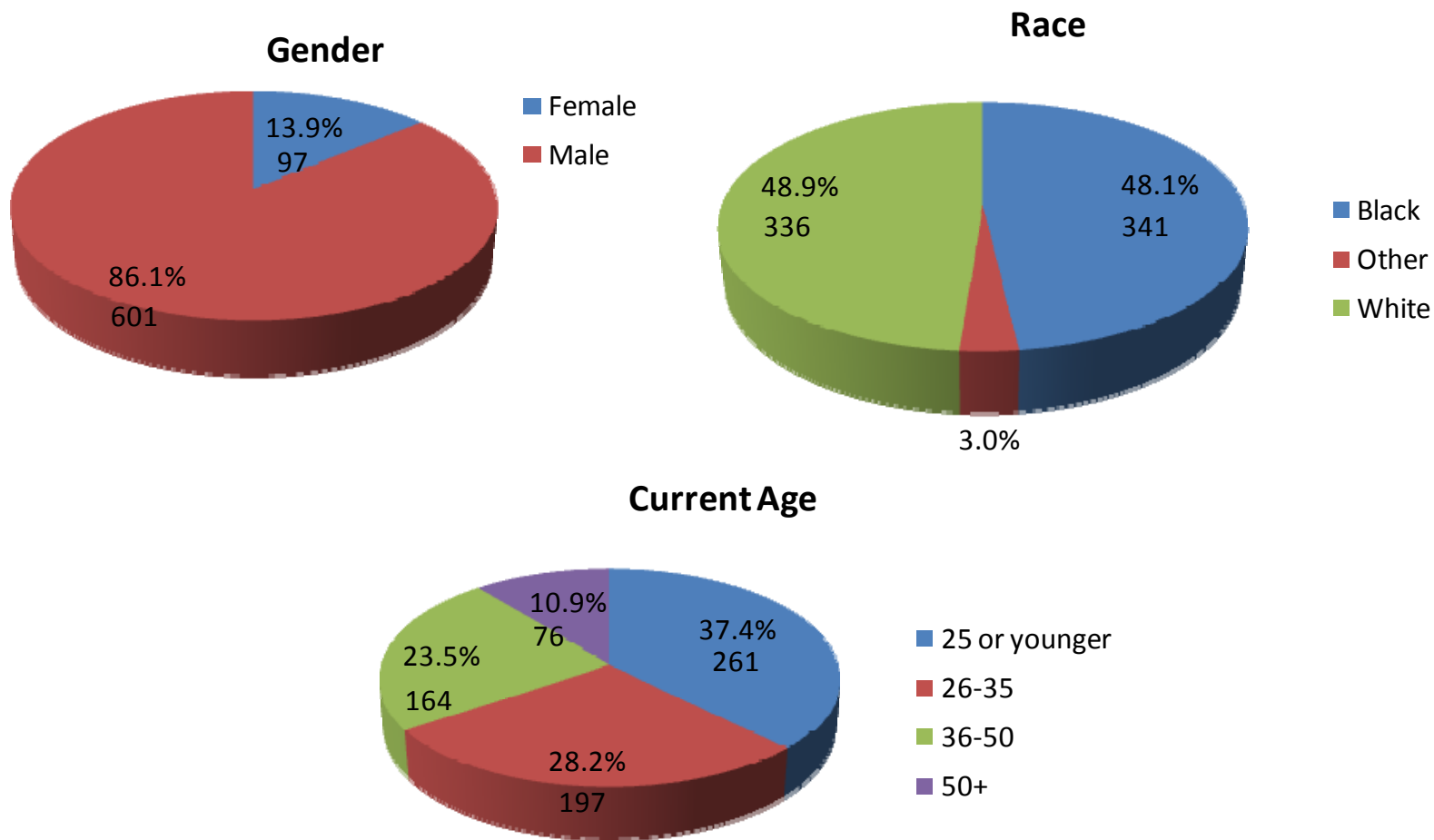
**TABLE I.E.12  
JAIL SNAPSHOT – MOST SERIOUS CHARGE**

<b>MOST SERIOUS CHARGE</b>	<b>N</b>	<b>%</b>	<b>ALOS (days)</b>
<b>Base</b>	<b>698</b>		<b>88.0</b>
Sentenced felony	112	16.0%	107.8
Violent	41	5.9%	122.9
Drug	14	2.0%	141.7
Property	13	1.9%	107.5
Other	25	3.6%	97.0
OWI	19	2.7%	65.0
Sentenced misd.	130	18.6%	111.0
Other	45	6.4%	69.5
Violent	49	7.0%	164.0
OWI	36	5.2%	90.8
Sentenced civil process	0	0.0%	-
Sentenced county ord.	2	0.3%	27.7
Sentenced Other	5	0.7%	157.8
Pre-trial Felony	66	9.5%	123.5
Violent	46	6.6%	157.3
Drug	11	1.6%	52.2
Property	2	0.3%	52.7
Other	7	1.0%	33.9
Pre-trial misd.	90	12.9%	80.5
Violent	55	7.9%	97.1
Other	12	1.7%	70.9
Theft	3	0.4%	10.1
OWI	5	0.7%	80.1
Disorderly conduct	6	0.9%	14.3
Drug	9	1.3%	59.9
Pre-trial civil process	0	0.0%	-
Pre-trial county ord.	1	0.1%	0.1
Pre-trial other	5	0.7%	42.2
Parole violator	74	10.6%	60.8
Probation violator	181	25.9%	62.6
Hold	19	2.7%	131.0
Other	13	1.9%	8.2

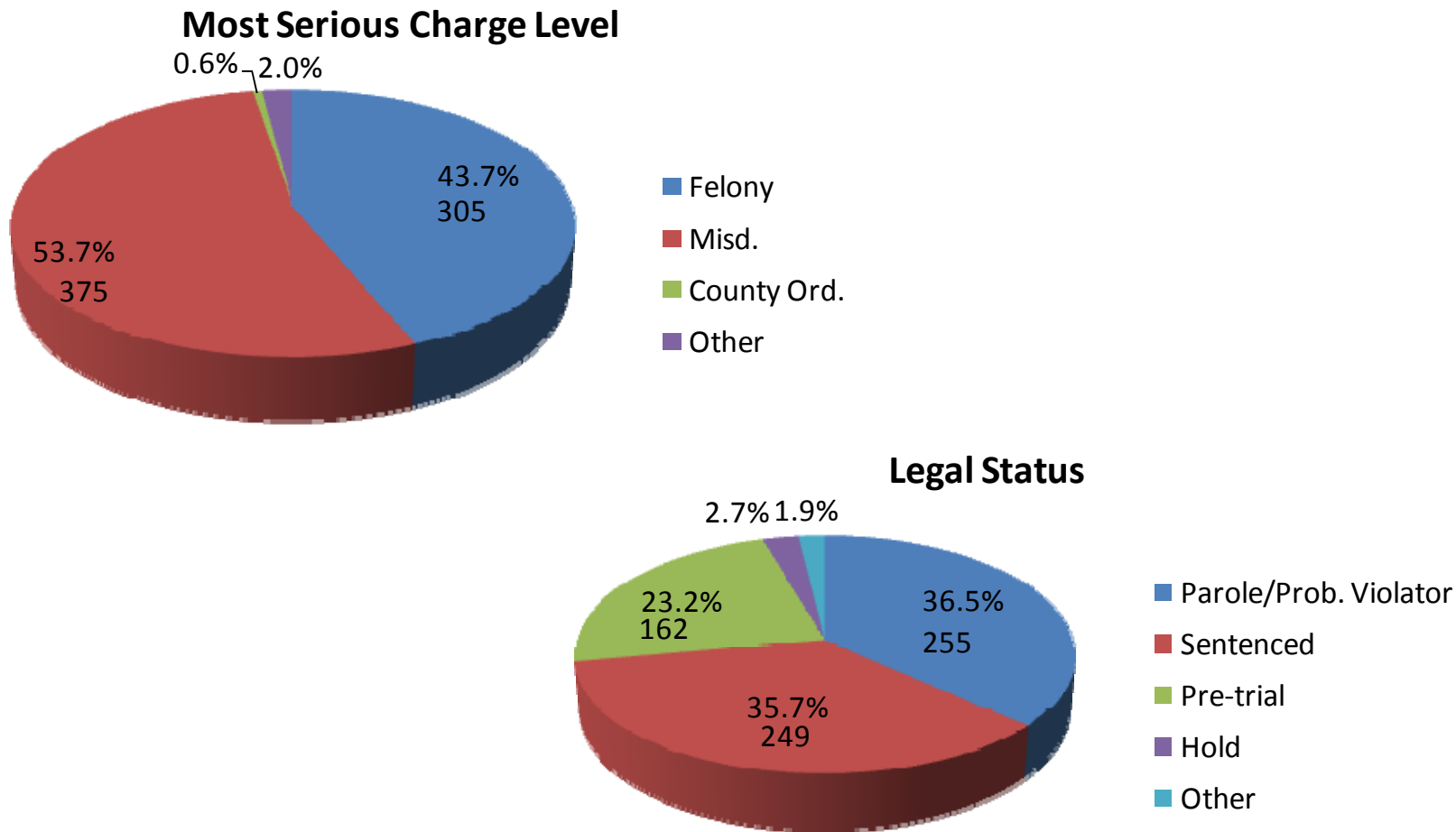
*Source: Dane County Sheriff's Office*



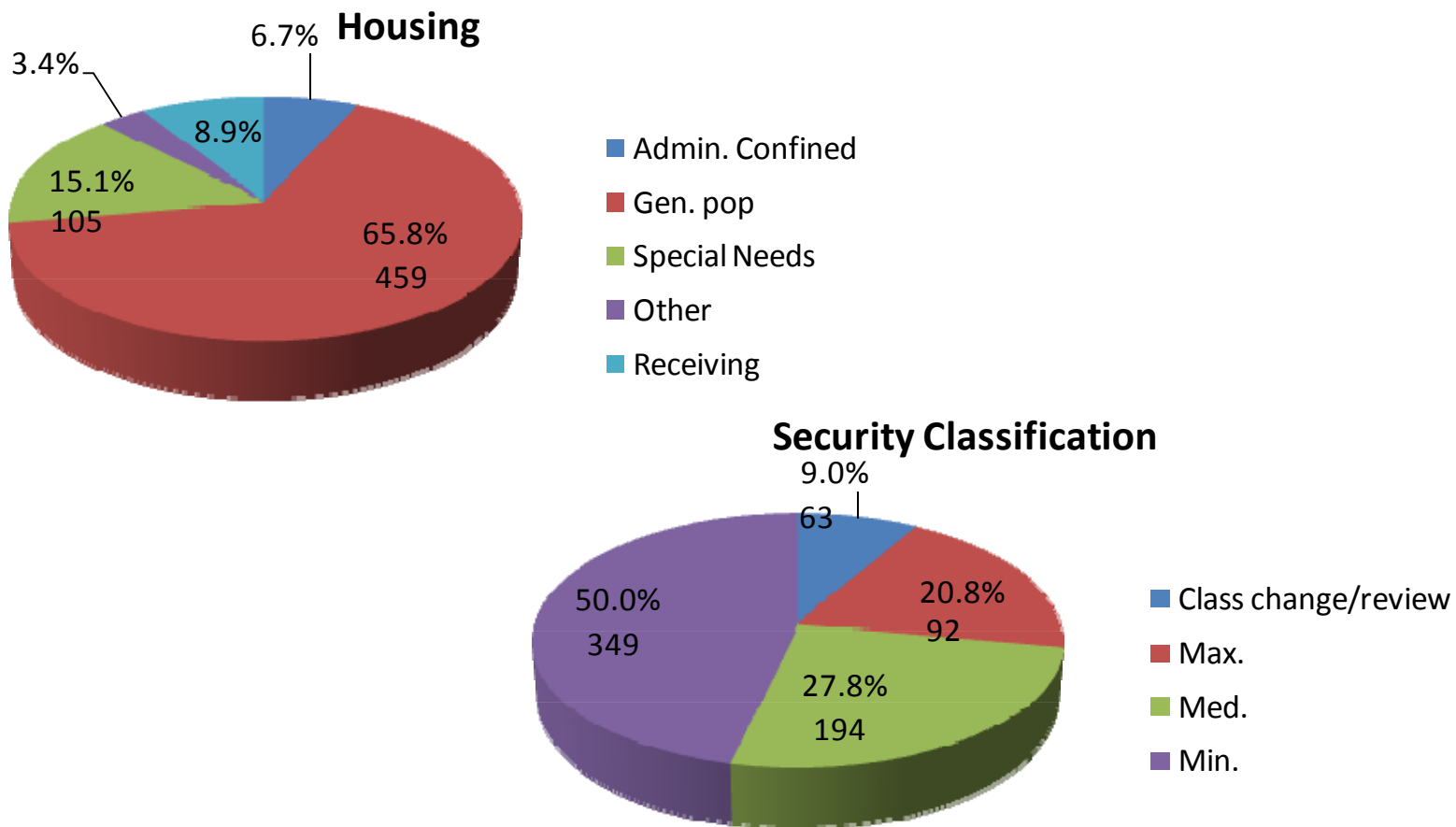
**Figure I.E.5 Dane County Jail Population 1/24/2013  
Demographics N=698**



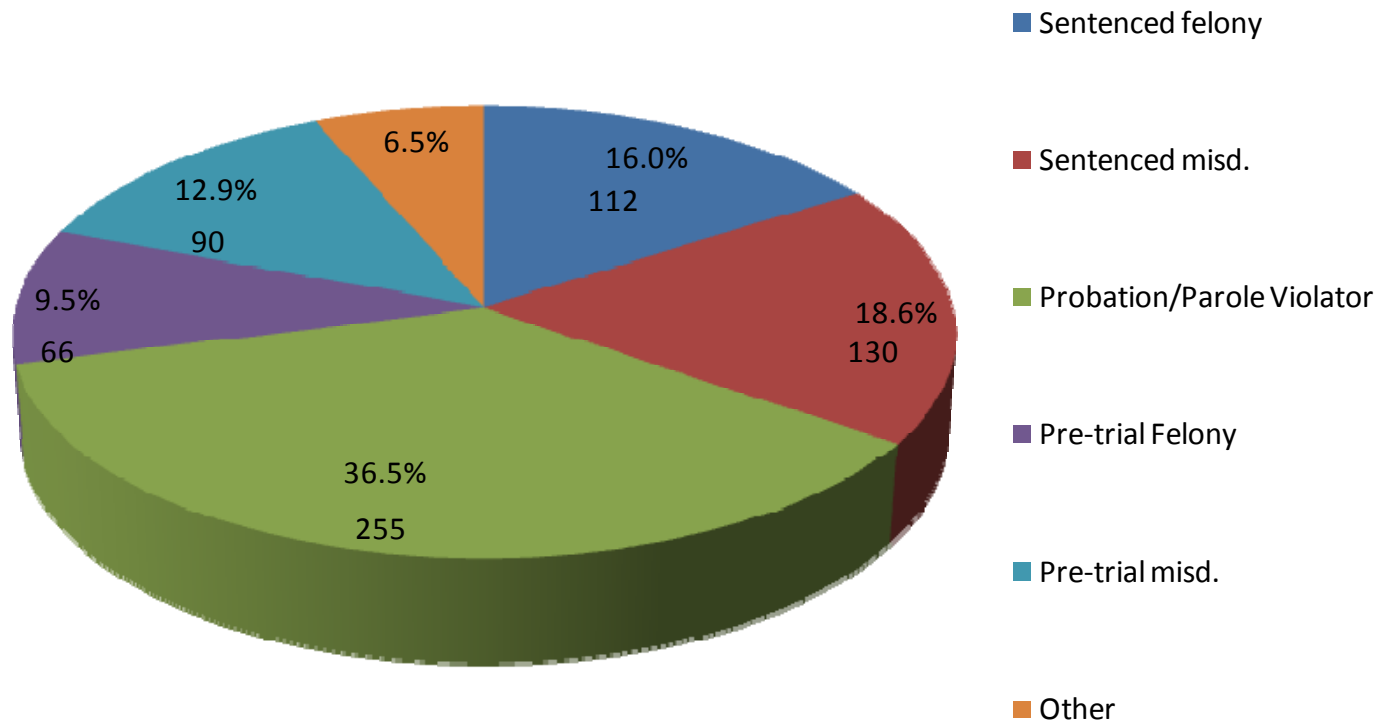
**Figure I.E.6 Dane County Jail Population 1/24/2013  
Charge Level & Legal Status N=698**



**Figure I.E.7 Dane County Jail Pop. 1/24/2013  
Housing & Security Classification N=698**



**Figure I.E.8 Dane County Jail Pop. 1/24/2013**  
**Most Serious Charge N=698**



## F. SPECIAL POPULATION ANALYSIS

### Electronic Monitoring

As discussed previously, electronic monitoring is a detention alternative employed by the Dane County Jail which allows sentenced persons to serve their jail time at home with certain allowances for work and other special needs. On January 24, 2013 there were 137 persons in electronic monitoring system in Dane County. Table I.F.1 provides data on this population.

The majority of this cohort was a sentenced for an OWI charge (59.9 percent). Persons sentenced for a violent charge accounted for 17.5 percent of this group, property offenders accounted for 10.9 percent. In comparison, the "in-jail" population was 27.4 percent violent, 8.9 percent OWI charges and 6.2 percent property charges.

Further, the average age of the EM population was 37.5 years versus 33.3 years for the detained jail population. An older EM population coupled with a "less-violent" EM population speaks to the program's mindfulness to public safety. Statistically, younger, violent offenders are a higher risk to the community.

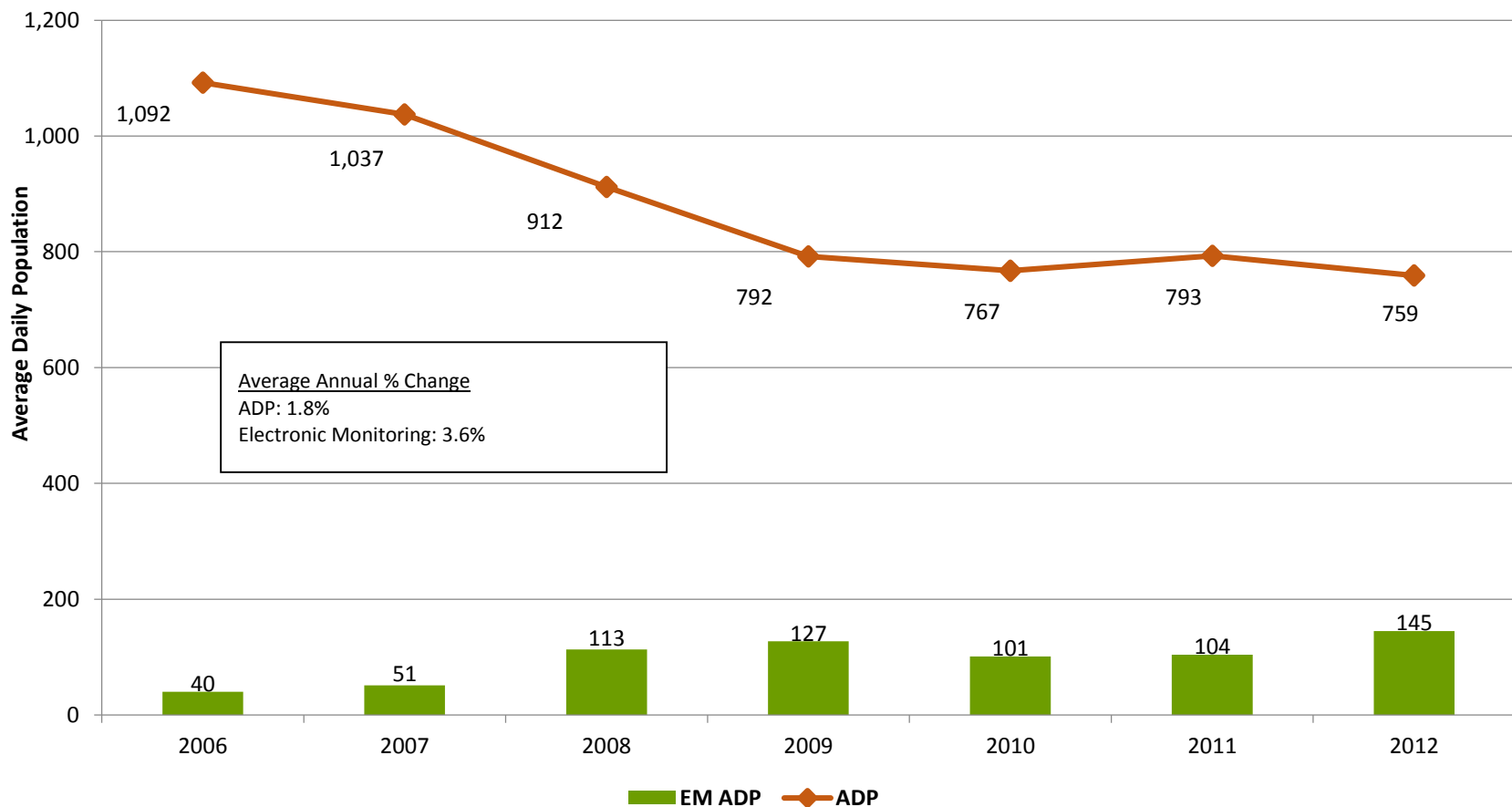
Data on the total number of persons entering and leaving EM over one year are required to calculate average bed savings produced by the use of EM. This data was not available. However, the impact of electronic monitoring is able to be gleaned from the historical decline in the under roof ADP since its expansion in 2008 and the simple statistic that on January, 24, 2013 137 beds were not being used by sentenced EM persons.

**TABLE I.F.1  
ELECTRONIC MONITORING CASES JAN. 24, 2013**

Demographic	N	%	Demographic	N	%
<b>Base</b>	<b>137</b>		<b>Base</b>	<b>137</b>	
Sex			Most Serious Charge		
Female	26	19.0%	Felony violent	13	9.5%
Male	111	81.0%	Misd. violent	11	8.0%
Most Serious Charge Level			Felony drug sale	2	1.5%
Felony	55	40.1%	Misd. Drug sale	4	2.9%
Misd.	75	54.7%	Felony drug poss.	2	1.5%
County Ordinance	0	0.0%	Felony property	6	4.4%
Other	7	5.1%	Misd. property	9	6.6%
Race			Felony OWI	29	21.2%
Black	19	13.9%	Misd. OWI	53	38.7%
Other	3	2.2%	Other	8	5.8%
White	115	83.9%			
Current Age					
25 or younger	27	19.7%			
26-35	45	32.8%			
36-50	39	28.5%			
50+	26	19.0%	Avg. Age: 37.5 yrs.		

Source: Dane County Sheriff's Office

Figure E.3: Electronic Monitoring & Dane Jail Population



## Parole and Probation Populations

As discussed previously, probation and parole violators account for a large portion of the Dane County Jail daily bedspace usage. Tables I.F.2 and I.F.3 provide more detailed data on this group.

In 2012, violators had an average length of stay in the Jail of 25.1 days. If a violator's hold was dropped, this reduced to 9.0 days. However, if held for transfer a violator averages a jail stay of 41.3 days. Over 38 percent of parole and probation violators were transferred. Violator transfers account for an average of 94 daily bedspaces in the jail. Violators overall averaged daily bedspace consumption of 148 in 2012.

On Jan. 24, 2013 violators held 255 beds in the jail. The majority of violators held were under supervision for misdemeanor crimes: 50.6 percent. The snapshot population also revealed that this group was using 19 special needs mental health bedspaces and 34 of the violators were classified in maximum security.

With the Jail's ADP declining in recent years, the number of parole and probation violators passing through the Dane County Jail system does not seem to be contributing to population growth. Since the movement of this group is dependent on the rate revocation hearings are disposed by the state, there are few options available to mitigate violator impact on bedspace. On the brighter side, the state has dedicated 35 male beds at the Sturtevant Transitional Facility (STF) to expedite the transition of violators out of the Dane County Jail system. This aids in mitigating the impact of violators on the Jail.



**TABLE I.F.2  
PROBATION & PAROLE VIOLATOR RELEASES 2012**

Demographic	N	%	ALOS (days)	Demographic	N	%	ALOS (days)
<b>Base</b>	<b>2,154</b>		<b>25.1</b>	<b>Base</b>	<b>2,154</b>		<b>25.1</b>
Sex				Release Type			
Female	309	14.3%	22.1	Bail	27	1.3%	17.7
Male	1,836	85.2%	25.5	Court appearance	10	0.5%	46.0
Most Serious Charge Level				Fine paid/waived	2	0.1%	6.4
Felony	726	33.7%	26.9	Hold dropped	858	39.8%	9.0
Misd.	616	28.6%	22.8	Other	321	14.9%	18.9
County Ordinance	563	26.1%	16.9	Signature Bond	29	1.3%	23.7
Other	240	11.1%	22.8	Sent. complete	71	3.3%	57.2
Age at Release				Transfer	827	38.4%	41.3
25 or younger	726	33.7%	24.0	Race			
26-35	616	28.6%	27.1	Black	1,022	47.4%	25.0
36-50	563	26.1%	25.4	Other	41	1.9%	25.8
50+	240	11.1%	22.1	White	1,082	50.2%	25.0

*Source: Dane County Sheriff's Office*

**TABLE I.F.3  
PROBATION & PAROLE VIOLATOR CASES JAN. 24, 2013**

Demographic	N	%	ALOS (days)	Demographic	N	%	ALOS (days)
<b>Base</b>	<b>255</b>		<b>62.1</b>	<b>Base</b>	<b>255</b>		<b>62.1</b>
Sex				Security Classification			
Female	33	12.9%	47.3	Class change	6	2.4%	4.6
Male	222	87.1%	64.3	Class review	14	5.5%	2.0
Most Serious Charge Level				Class revoked	0	0.0%	-
Felony	120	47.1%	68.4	Maximum-alert level	14	5.5%	65.0
Misd.	129	50.6%	53.9	Maximum- behavior problem	3	1.2%	139.3
County Ordinance	1	0.4%	25.9	Maximum-crim. History	17	6.7%	99.1
Other	5	2.0%	128.2	Medium	38	14.9%	62.3
Housing Classification				Medium override	2	0.8%	94.9
Admin. Confined	20	7.8%	49.0	Medium-probation	0	0.0%	-
Alcohol review/revoked	0	0.0%	0.0	Medium-behavior problem	41	16.1%	84.3
Gen. pop	178	69.8%	64.4	Minimum	120	47.1%	56.3
Gen. pop medical	2	0.8%	65.8	Race			
Mental health seg.	0	0.0%	0.0	Black	129	50.6%	60.5
Other	9	3.5%	58.3	Other	7	2.7%	32.4
Receiving	20	7.8%	2.8	White	119	46.7%	65.5
Special needs - education	5	2.0%	84.8	Age at Release			
Special needs - housing	0	0.0%	0.0	25 or younger	93	36.5%	69.9
Special needs - medical	2	0.8%	52.1	26-35	79	31.0%	64.3
Special needs - mental health	19	7.5%	113.1	36-50	64	25.1%	54.5
				50+	19	7.5%	40.1

Source: Dane County Sheriff's Office

### Releases with ALOS of 8 hours or less.

In an effort to identify persons that could avoid lengthy full jail admission, Tables I.F.4 through I.F.7 detail data on persons released from the Dane County Jail after a stay of 8 hours or less. By looking at this group we seek to identify the number of short term offenders that can process quickly through an expanded reception center and not moved into the main Jail.

The majority of persons released from the Dane County Jail in 2012 after a stay of 8 hours or less had a misdemeanor most serious charge, 62.6 percent. Of this group most were charged with disorderly conduct or other non-violent crimes or a county ordinance.

Of the 2,898 releases in 2012, 1,792 had only one charge, the majority of which (65.3 percent) were charged with a misdemeanor. This one charge misdemeanor group consumes average daily bedspace of 2.

In 2012, the prominent release vehicles for the "8 hour" cohort were signature bond, court appearance and ROR.

Tables I.F.6 and I.F.7 describe this cohort for persons admitted as a new arrest only. The majority of new arrests released before 8 hours after booking were charged with a misdemeanor and were released via bail. All were pre-trial status when released. Almost 60 percent had only one charge.

**TABLE I.F.4  
ALL RELEASES WITH ALOS OF 8 HOURS OR LESS - DEMOGRAPHICS**

Demographic	N	%	Demographic	N	%
Base	2,898		Base	2,898	
Sex			Release Type		
Female	834	28.8%	Bail	1,758	60.7%
Male	2,064	71.2%	Court appearance	664	22.9%
Most Serious Charge Level			Fine paid/waived	16	0.6%
Felony	717	24.7%	Hold dropped	12	0.4%
Misd.	1,815	62.6%	Other	30	1.0%
County Ordinance	20	0.7%	Signature Bond	289	10.0%
Other	346	11.9%	Sent. complete	50	1.7%
Legal Status at Release			Transfer	79	2.7%
Parole/Prob. Violator	19	0.7%	Number of Charges		
Sentenced	85	2.9%	One	1,792	61.8%
Pre-trial	2,636	91.0%	Two	654	22.6%
Hold	132	4.6%	Three	177	6.1%
Other	26	0.9%	Four or more	275	9.5%
Admission Type			Age at Release		
Amended	10	0.3%	25 or younger	1,125	38.8%
Bail revoked	4	0.1%	26-35	845	29.2%
Bench warrant	86	3.0%	36-50	647	22.3%
Commitment	61	2.1%	50+	281	9.7%
Hold	155	5.3%	Race		
Municipal charge	225	7.8%	Black	745	25.7%
New arrest	2,229	76.9%	Other	70	2.4%
Other	109	3.8%	White	2,083	71.9%
Parole/Prob. violator	19	0.7%			

*Source: Dane County Sheriff's Office*

**TABLE I.F.5  
ALL RELEASES WITH ALOS OF 8 HOURS OR LESS – MOST SERIOUS CHARGE**

Most Serious Charge	N	%
<b>Base</b>	<b>2,898</b>	
Felony		
Violent	178	6.1%
Drug sale	80	2.8%
Drug poss.	60	2.1%
Property	148	5.1%
OWI	66	2.3%
Disorderly Conduct	95	3.3%
Other	90	3.1%
Misd.		
Violent	451	15.6%
Drug sale	25	0.9%
Drug poss.	100	3.5%
Property	287	9.9%
OWI	203	7.0%
Disorderly Conduct	589	20.3%
Other	160	5.5%
County ord./other	366	12.6%

*Source: Dane County Sheriff's Office*

**TABLE I.F.6  
NEW ARREST ONLY RELEASES WITH ALOS OF 8 HOURS OR LESS – MOST SERIOUS CHARGE**

Demographic	N	%	Demographic	N	%
Base	2,229		Base	2,229	
Sex			Release Type		
Female	682	30.6%	Bail	1,414	63.4%
Male	1,547	69.4%	Court appearance	553	24.8%
Most Serious Charge Level			Fine paid/waived	1	0.0%
Felony	593	26.6%	Hold dropped	1	0.0%
Misd.	1,469	65.9%	Other	4	0.2%
County Ordinance	18	0.8%	Signature Bond	250	11.2%
Other	149	6.7%	Sent. complete	3	0.1%
Legal Status at Release			Transfer	3	0.1%
Parole/Prob. Violator	0	0.0%	Number of Charges		
Sentenced	2	0.1%	One	1,317	59.1%
Pre-trial	2,227	99.9%	Two	537	24.1%
Hold	0	0.0%	Three	145	6.5%
Other	0	0.0%	Four or more	230	10.3%
Race			Age at Release		
Black	566	25.4%	25 or younger	865	38.8%
Other	58	2.6%	26-35	638	28.6%
White	1,605	72.0%	36-50	510	22.9%
			50+	216	9.7%

**TABLE I.F.7**  
**NEW ARREST ONLY RELEASES WITH ALOS OF 8 HOURS OR LESS – MOST SERIOUS CHARGE**

Most Serious Charge	N	%
<b>Base</b>	<b>2,229</b>	
Felony		
Violent	164	7.4%
Drug sale	74	3.3%
Drug poss.	54	2.4%
Property	132	5.9%
OWI	41	1.8%
Disorderly Conduct	86	3.9%
Other	42	1.9%
Misd.		
Violent	410	18.4%
Drug sale	21	0.9%
Drug poss.	80	3.6%
Property	232	10.4%
OWI	109	4.9%
Disorderly Conduct	556	24.9%
Other	61	2.7%
County ord./other	167	7.5%

### Releases with ALOS of 8 – 72 hours

Tables I.F.8 through I.F.11 detail data on persons with an ALOS of 72 hours or less excluding those leaving the jail before 8 hours. After 8 hours, a person who cannot post bail or signature bond must be transferred to a dedicated reception housing pod. This is a crucial time frame and describing the kind of offenders moving through the Jail can aid in understanding the drivers of bedspace use.

The majority of persons released from the Dane County Jail in 2012 after a stay of 8 - 72 hours had a most serious charge of non-violent felony, violent misdemeanor or county ordinance. The majority were pre-trial cases or parole/probation holds. 59.3 percent of this group had only a single charge.

33.2 percent of this group was released via signature bond (ROR) in 2012.

Tables I.F.10 and I.F.11 describe this cohort for persons admitted as a new arrest only. The majority of new arrests released between 8 and 72 hours after booking were charged with a misdemeanor and were released via bail or signature bond. All were pre-trial status when released.



**TABLE I.F.8  
RELEASES WITH ALOS OF 8 – 72 HOURS - DEMOGRAPHICS**

Demographic	N	%	Demographic	N	%
<b>Base</b>	<b>4,296</b>		<b>Base</b>	<b>4,296</b>	
Sex			Release Type		
Female	966	22.5%	Bail	654	15.2%
Male	3,330	77.5%	Court appearance	593	13.8%
Most Serious Charge Level			Fine paid/waived	188	4.4%
Felony	1,413	32.9%	Hold dropped	312	7.3%
Misd.	2,167	50.4%	Other	334	7.8%
County Ordinance	122	2.8%	Signature Bond	1,427	33.2%
Other	594	13.8%	Sent. complete	280	6.5%
Legal Status at Release			Transfer	508	11.8%
Parole/Prob. Violator	480	11.2%	Number of Charges		
Sentenced	265	6.2%	One	2,548	59.3%
Pre-trial	3,147	73.3%	Two	963	22.4%
Hold	189	4.4%	Three	416	9.7%
Other	215	5.0%	Four or more	369	8.6%
Admission Type			Age at Release		
Amended	18	0.4%	25 or younger	1,530	35.6%
Bail revoked	280	6.5%	26-35	1,169	27.2%
Bench warrant	146	3.4%	36-50	961	22.4%
Commitment	216	5.0%	50+	636	14.8%
Hold	404	9.4%	Race		
Municipal charge	500	11.6%	Black	1,620	37.7%
New arrest	2,065	48.1%	Other	86	2.0%
Other	186	4.3%	White	2,590	60.3%
Parole/Prob. violator	481	11.2%			

*Source: Dane County Sheriff's Office*

**TABLE I.F.9  
RELEASES WITH ALOS OF 8 – 72 HOURS – MOST SERIOUS CHARGE**

Most Serious Charge	N	%
<b>Base</b>	<b>4,296</b>	
Felony		
Violent	293	6.8%
Drug sale	95	2.2%
Drug poss.	136	3.2%
Property	180	4.2%
OWI	121	2.8%
Disorderly Conduct	51	1.2%
Other	537	12.5%
Misd.		
Violent	576	13.4%
Drug sale	18	0.4%
Drug poss.	76	1.8%
Property	379	8.8%
OWI	359	8.4%
Disorderly Conduct	354	8.2%
Other	405	9.4%
County ord./other	716	16.7%

*Source: Dane County Sheriff's Office*

**TABLE I.F.10**  
**NEW ARREST ONLY RELEASES WITH ALOS OF 8 – 72 HOURS - DEMOGRAPHICS**

Demographic	N	%	Demographic	N	%
Base	2,065		Base	2,065	
Sex			Release Type		
Female	532	25.8%	Bail	514	24.9%
Male	1,533	74.2%	Court appearance	264	12.8%
Most Serious Charge Level			Fine paid/waived	181	8.8%
Felony	619	30.0%	Hold dropped	9	0.4%
Misd.	1,240	60.0%	Other	200	9.7%
County Ordinance	107	5.2%	Signature Bond	866	41.9%
Other	99	4.8%	Sent. complete	1	0.0%
Legal Status at Release			Transfer	30	1.5%
Parole/Prob. Violator	0	0.0%	Number of Charges		
Sentenced	2	0.1%	One	880	42.6%
Pre-trial	2,063	99.9%	Two	629	30.5%
Hold	0	0.0%	Three	303	14.7%
Other	0	0.0%	Four or more	253	12.3%
Race			Age at Release		
Black	765	37.0%	25 or younger	788	38.2%
Other	47	2.3%	26-35	525	25.4%
White	1,253	60.7%	36-50	471	22.8%
			50+	281	13.6%

*Source: Dane County Sheriff's Office*

**TABLE I.F.11**  
**NEW ARREST ONLY RELEASES WITH ALOS OF 8 – 72 HOURS – MOST SERIOUS CHARGE**

Most Serious Charge	N	%
Base	2,065	
Felony		
Violent	241	11.7%
Drug sale	55	2.7%
Drug poss.	38	1.8%
Property	87	4.2%
OWI	79	3.8%
Disorderly Conduct	40	1.9%
Other	79	3.8%
Misd.		
Violent	483	23.4%
Drug sale	9	0.4%
Drug poss.	36	1.7%
Property	218	10.6%
OWI	144	7.0%
Disorderly Conduct	294	14.2%
Other	56	2.7%
County ord./other	206	10.0%

*Source: Dane County Sheriff's Office*

### Huber Center Population

The Huber population (Huber) is sentenced to the Jail but afforded certain limited release privileges. Tables I.F.12 and I.F.13 contain data on this population.

Huber releases in 2012 averaged an ALOS of 42.0 days. Huber releases were primarily sentenced for misdemeanor charges or civil process charges. OWI misdemeanor charges accounted for 31.6 percent of Huber releases and averaged a length of stay of 33.0 days.

Felony charges accounted for 18.2 percent of Huber releases in 2012 and had an ALOS of 53.9 days. The Jan. 24 2013 snapshot contained 17 felony violent Huber cases and 11 felony OWI Huber cases.

Mirroring 2012 releases, the majority of Huber cases in the Dane County Jail on Jan. 24, 2013 were sentenced for a misdemeanor (53.3 percent).

The Jail snapshot shows that most Huber cases were housed in the general population (68.5 percent) but 27 general population medical beds were used by Huber cases and 19 special needs beds were used.

**TABLE I.F.12  
SENTENCED HUBER RELEASES 2012**

Demographic	N	%	ALOS (days)	Demographic	N	%	ALOS (days)
Base	1,767		42.0	Base	1,767		42.0
Sex				Charge Level			
Female	335	19.0%	35.7	Felony	403	22.8%	62.2
Male	1,432	81.0%	43.5	Misd.	1,224	69.3%	38.7
Charge Group				County Ord.	19	1.1%	15.4
Sent. Felony violent	68	3.8%	75.5	Other	121	6.8%	12.2
Sent. Felony drug	53	3.0%	87.2	Housing Classification			
Sent. Felony property	50	2.8%	52.5	Admin. Confined	17	1.0%	53.1
Sent. Felony Other	89	5.0%	40.9	Alcohol review	8	0.5%	1.5
Sent. Felony DUI	143	8.1%	63.4	Gen. pop	1,310	74.1%	43.7
Sent. Misd. Other	481	27.2%	33.7	Gen. pop medical	270	15.3%	44.7
Sent. Misd. Violent	185	10.5%	69.0	Mental health seg.	2	0.1%	8.6
Sent. Misd. OWI	558	31.6%	33.0	Other	18	1.0%	77.9
Sent. Civil process	114	6.5%	12.3	Receiving	75	4.2%	2.3
Sent. County ordinance	19	1.1%	15.4	Special needs - education	7	0.4%	63.4
Sent. Other	7	0.4%	11.1	Special needs - housing	42	2.4%	65.7
Avg. sentence (months)		59.7		Special needs - medical	3	0.2%	133.5
Admission Type				Special needs - mental health	15	0.8%	67.2
Amended	98	5.5%	115.6	Age at Release			
Bail revoked	4	0.2%	98.7	25 or younger	420	23.8%	47.1
Bench warrant	249	14.1%	32.3	26-35	597	33.8%	40.3
Commitment	1,334	75.5%	36.4	36-50	488	27.6%	43.8
Hold	0	0.0%	-	50+	262	14.8%	34.6
Municipal charge	3	0.2%	2.0				
New arrest	55	3.1%	85.8				
Other	24	1.4%	50.0				
Parole/Prob. violator	0	0.0%	-				

Source: Dane County Sheriff's Office

**TABLE 1.F.13  
SENTENCED HUBER CASES JAN. 24, 2013**

Demographic	N	%
<b>Base</b>	<b>165</b>	
Sex		
Female	21	12.7%
Male	144	87.3%
Charge Level		
Felony	73	44.2%
Misd.	88	53.3%
County Ord.	0	0.0%
Other	4	2.4%
Charge Group		
Felony violent	32	19.4%
Felony drug	8	4.8%
Felony property	9	5.5%
Felony other	11	6.7%
Felony OWI	13	7.9%
Misd. Other	32	19.4%
Misd. Violent	31	18.8%
Misd. OWI	25	15.2%
Other	4	2.4%
Housing Classification		
Gen. pop	113	68.5%
Gen. pop medical	27	16.4%
Other	6	3.6%
Special Needs	19	11.5%
Current Age		
25 or younger	56	33.9%
26-35	43	26.1%
36-50	38	23.0%
50+	28	17.0%
Avg. sentence (days)	155	

*Source: Dane County Sheriff's Office*

## G. JAIL FORECAST

The overall scenario for the Dane County Jail forecast based on current trends is minimal to no growth in its jail population.

The more significant trends influencing the simulation model:

1. Declining arrest rates (average annual decrease of 7.3 percent since 2005)
2. Declining calls to respond (average annual decrease of 1.3 percent since 2005)
3. Static new criminal court filings (average annual increase of only .4 percent since 2006)
4. Declines in bookings to the Jail (average annual decrease of 2.0 percent between 2002 and 2012)
5. Declines in average length of stay in the Jail (average annual decrease of 0.9 percent between 2002 and 2012)
6. Static growth in Dane County at-risk population (average annual increase of only 0.9 percent between 2001 and 2011)

The more immediate trends influencing the simulation model:

1. Static bookings over the last 12 months (average monthly decreases of only 0.9 percent in 2012)
2. Static ADP over the last 12 months (average monthly decreases of only 0.8 percent in 2012)

Table I.G.1 provides the baseline forecast for the average daily population held within the Dane County Jail. These counts exclude electronic monitoring cases. The simulation model of the Dane County Jail system projects that the ADP in 2028 will be 783. This represents an average annual change of 0.3 percent across the forecast horizon.

Dane County Jail ADP is projected to grow from 749 in 2013 to 761 in 2018, growth of 1.6 percent. The female and male populations are projected to grow by 1.1 percent and 1.8 percent respectively over the same time period.

Presented in Table I.G.1 is a "high" peaking factor alternative forecast, which takes into account seasonal fluctuations in the daily population, which can cause peaking in the ADP. This number is higher than the base projection but should be used to determine if the jail will have sufficient capacity to manage such fluctuations. Included within the peaking factor are seasonality influences and classification factors.

Tables I.G.2 and I.G.3 provide a forecast of the total ADP by legal status. Table I.G.3 is the base forecast and Table I.G.4 is the forecast with peaking.

Tables I.G.4 and I.G.5 provide a forecast of persons with an average length of stay of 8 hours or less and an average length of stay of 8-72 hours respectively.

Table I.G.6 provides a forecast of special needs mental health populations. Table I.G.7 provides a forecast of persons in special needs medical classification. All of these forecasts are based on the high peak ADP forecasts.



**TABLE I.G.1  
DANE COUNTY JAIL FORECAST**

Year	Total ADP	Male ADP	Female ADP	Total Peak	Male Peak	Female Peak
2013	749	656	93	828	695	133
2014	751	658	93	832	698	134
2015	754	661	93	835	701	134
2016	756	663	93	837	703	134
2017	759	665	94	840	705	135
2018	761	668	94	843	708	135
2019	764	670	94	845	710	135
2020	766	672	94	849	713	136
2021	769	675	94	852	716	136
2022	772	677	95	855	718	137
2023	774	679	95	858	721	137
2024	777	682	95	861	723	138
2025	780	684	95	864	726	138
2026	782	686	96	867	729	138
2027	785	689	96	870	732	138
2028	787	691	96	873	734	139
% Change (2013-2018)	1.6%	1.8%	1.1%	1.8%	1.9%	1.2%
% Change (2013-2023)	3.3%	3.5%	2.2%	3.6%	3.7%	2.7%
% Change (2013-2028)	5.1%	5.3%	3.2%	5.4%	5.6%	4.2%
Avg. % Change (2013-2028)	0.3%	1.3%	0.2%	0.4%	0.4%	0.3%

**TABLE I.G.2  
DANE COUNTY JAIL BASE FORECAST BY LEGAL STATUS**

Year	Pre-arraignment	Pre-trial	Sentenced No Huber	Releasable Huber	Non-Releasable Huber	Hold	Total
2013	41	417	42	177	22	50	749
2014	47	423	40	168	22	50	751
2015	51	430	39	161	23	50	754
2016	53	436	38	155	23	50	756
2017	56	443	38	148	23	51	759
2018	58	449	37	143	24	51	761
2019	58	456	36	138	24	51	764
2020	59	463	35	134	24	51	766
2021	59	469	35	130	25	51	769
2022	60	475	34	126	25	51	772
2023	61	480	33	122	25	52	774
2024	62	486	33	120	25	52	777
2025	62	491	32	118	25	52	780
2026	63	496	31	115	25	52	782
2027	62	501	31	113	26	52	785
2028	62	505	30	112	26	52	787
% Change (2013-2018)	41.5%	7.7%	-11.9%	-19.2%	9.1%	2.0%	1.6%
% Change (2013-2023)	48.8%	15.1%	-21.4%	-31.1%	13.6%	4.0%	3.3%
% Change (2013-2028)	51.2%	21.1%	-28.6%	-36.7%	18.2%	4.0%	5.1%
Avg. % Change (2013-2028)	2.9%	1.3%	-2.2%	-3.0%	1.1%	0.3%	0.3%

**TABLE I.G.3  
DANE COUNTY JAIL FORECAST BY LEGAL STATUS WITH PEAKING**

Year	Pre-arraignment	Pre-trial	Sentenced No Huber	Releasable Huber	Non-Releasable Huber	Hold	Total
2013	45	460	47	191	24	61	828
2014	52	467	45	182	24	61	832
2015	55	474	44	175	25	62	835
2016	59	481	43	168	25	62	837
2017	61	488	42	161	26	62	840
2018	64	496	41	155	26	62	843
2019	64	503	40	150	26	62	846
2020	64	511	40	145	27	63	849
2021	65	517	39	141	27	63	852
2022	66	524	38	137	27	63	855
2023	67	530	37	133	28	63	858
2024	68	536	37	130	27	63	861
2025	68	542	36	127	27	63	864
2026	69	547	35	125	27	64	867
2027	68	552	34	122	28	64	870
2028	68	557	34	121	28	64	873
% Change (2013-2018)	42.2%	7.8%	-12.8%	-18.8%	8.3%	1.6%	1.8%
% Change (2013-2023)	48.9%	15.2%	-21.3%	-30.4%	16.7%	3.3%	3.6%
% Change (2013-2028)	51.1%	21.1%	-27.7%	-36.6%	16.7%	4.9%	5.4%
Avg. % Change (2013-2028)	2.9%	1.3%	-2.1%	-3.0%	1.1%	0.3%	0.4%

**TABLE I.G.4  
DANE COUNTY JAIL FORECAST PERSONS WITH AN ALOS OF 8 HOURS OR LESS**

Year	Annual Cases Processed	Male ADP w/peak	Female ADP w/peak	Total
2013	2,907	15	6	21
2014	2,917	15	6	21
2015	2,926	16	6	22
2016	2,936	17	6	23
2017	2,945	17	6	23
2018	2,955	18	7	25
2019	2,964	18	7	25
2020	2,974	19	7	26
2021	2,983	20	7	27
2022	2,993	20	7	27
2023	3,002	21	7	28
2024	3,012	22	8	30
2025	3,012	23	8	31
2026	3,031	23	8	31
2027	3,041	24	8	32
2028	3,051	25	8	33
% Change (2013-2028)	5.0%	66.7%	33.3%	57.1%
Avg. % Change (2013-2028)	0.3%	3.5%	2.1%	3.1%

**TABLE I.G.5  
DANE COUNTY JAIL FORECAST PERSONS WITH AN ALOS OF 8-72 HOURS**

Year	Annual Cases Processed	Male ADP w/peak	Female ADP w/peak	Total
2013	4,309	31	9	40
2014	4,322	31	9	40
2015	4,335	32	9	41
2016	4,348	32	9	42
2017	4,361	33	10	42
2018	4,374	33	10	43
2019	4,387	34	10	44
2020	4,400	34	10	44
2021	4,413	35	10	45
2022	4,427	35	10	46
2023	4,440	36	10	46
2024	4,453	37	11	47
2025	4,467	37	11	48
2026	4,480	38	11	49
2027	4,493	38	11	50
2028	4,507	39	11	50
% Change (2013-2028)	4.6%	26.9%	26.9%	26.9%
Avg. % Change (2013-2028)	0.3%	1.6%	1.6%	1.6%

**TABLE I.G.6  
DANE COUNTY JAIL FORECAST MENTAL HEALTH SPECIAL NEEDS**

Year	Mental Health Acute/Sub-acute			Non Huber MH Special Needs GP			Huber MH Special Needs GP		
	Total	Male	Female	Total	Male	Female	Total	Male	Female
2013	29	24	5	50	46	4	6	5	1
2014	29	24	5	51	46	4	6	5	1
2015	29	24	5	51	47	4	6	5	1
2016	29	24	5	51	47	4	6	5	1
2017	29	24	5	51	47	4	6	5	1
2018	29	24	5	51	47	4	6	5	1
2019	30	24	5	52	47	4	6	5	1
2020	30	24	5	52	47	4	6	5	1
2021	30	24	5	52	48	4	6	5	1
2022	30	24	5	52	48	4	6	5	1
2023	30	25	5	52	48	4	6	5	1
2024	30	25	6	52	48	4	6	5	1
2025	30	25	6	53	48	4	6	5	1
2026	30	25	6	53	48	4	6	5	1
2027	30	25	6	53	49	4	6	5	1
2028	31	25	6	53	49	4	6	5	1

**TABLE I.G.7  
DANE COUNTY JAIL FORECAST MEDICAL SPECIAL NEEDS**

Year	Medical Observation			Medical Gen. Pop.			Huber Medical Gen. Pop.
	Total	Male	Female	Total	Male	Female	Total
2013	29	22	7	5	3	2	27
2014	29	22	7	5	3	2	27
2015	30	22	7	5	3	2	27
2016	30	22	7	5	3	2	27
2017	30	22	7	5	3	2	27
2018	30	23	7	5	3	2	28
2019	30	23	7	5	3	2	28
2020	30	23	7	5	3	2	28
2021	30	23	7	5	3	2	28
2022	30	23	7	5	3	2	28
2023	30	23	7	5	3	2	28
2024	30	23	7	5	3	2	28
2025	31	23	7	5	3	2	28
2026	31	23	7	5	3	2	28
2027	31	23	7	5	3	2	29
2028	31	23	7	6	3	2	29

**TABLE I.G.8  
DANE COUNTY JAIL FORECAST CLASSIFICATION LEVEL BY LEGAL STATUS - FEMALES**

Year	Pretrial/Pre-Arrestment				Sentenced/other				Total			
	Review	Min	Med	Max	Review	Min	Med	Max	Review	Min	Med	Max
2013	18	25	18	20	3	29	15	5	21	54	33	25
2014	19	26	19	21	3	28	15	5	21	54	33	26
2015	19	26	19	21	2	27	14	5	21	54	33	26
2016	19	27	19	21	2	27	14	5	22	53	33	26
2017	20	27	20	22	2	26	14	4	22	53	33	26
2018	20	28	20	22	2	25	13	4	22	53	33	26
2019	20	28	20	22	2	25	13	4	22	53	33	27
2020	20	28	20	23	2	25	13	4	23	53	33	27
2021	21	29	21	23	2	24	13	4	23	53	33	27
2022	21	29	21	23	2	24	13	4	23	53	34	27
2023	21	29	21	24	2	23	12	4	23	53	33	28
2024	21	30	21	24	2	23	12	4	24	53	34	28
2025	22	30	22	24	2	23	12	4	24	53	34	28
2026	22	30	22	24	2	22	12	4	24	53	34	28
2027	22	30	22	24	2	22	12	4	24	52	34	28
2028	22	31	22	25	2	22	12	4	24	53	34	28



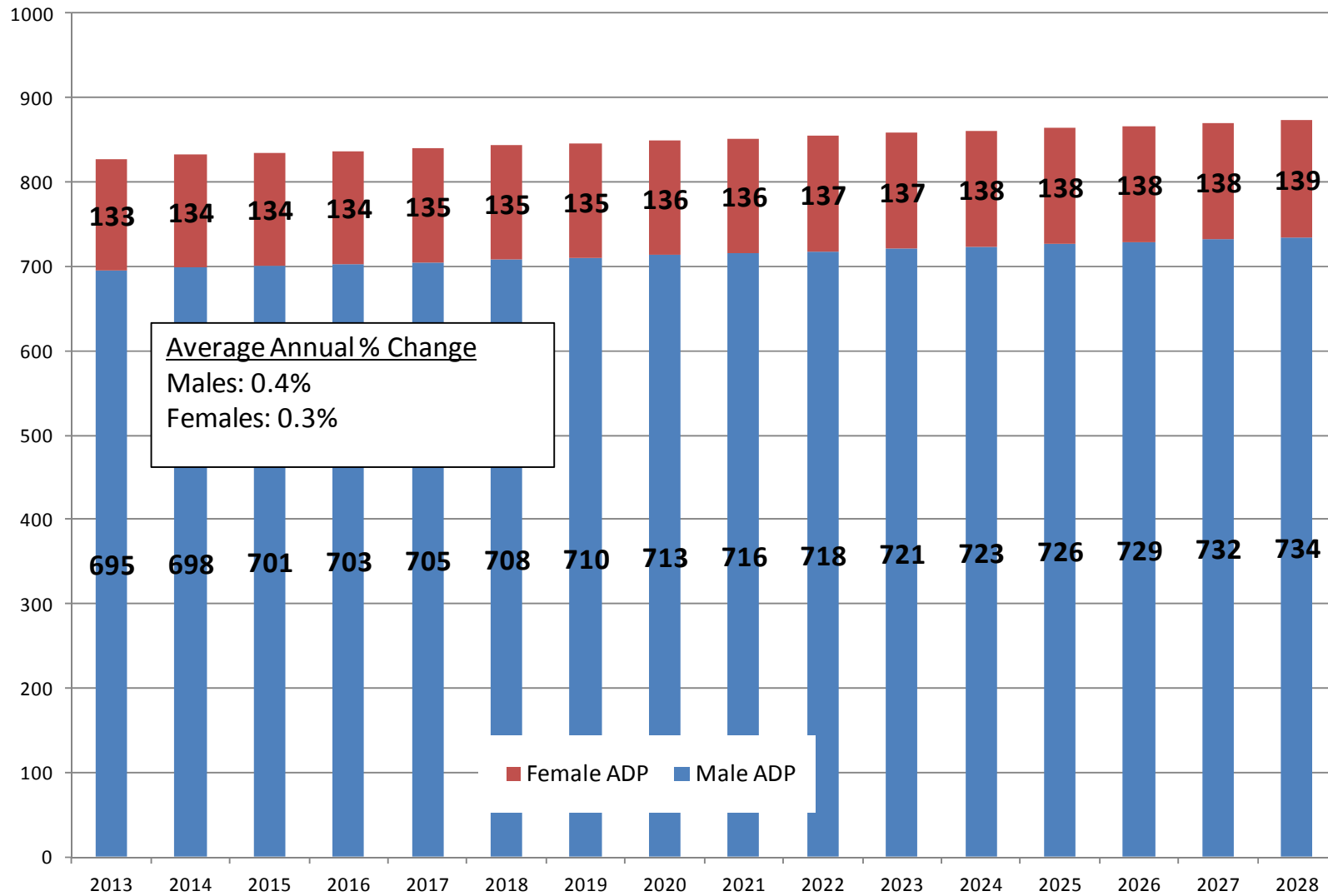
**TABLE I.G.9**  
**DANE COUNTY JAIL FORECAST CLASSIFICATION LEVEL BY LEGAL STATUS – MALES**

Year	Pretrial/Pre-Arrestment				Sentenced/other				Total			
	Review	Min	Med	Max	Review	Min	Med	Max	Review	Min	Med	Max
2013	94	131	94	105	14	152	80	26	108	283	174	131
2014	97	135	97	108	13	146	77	26	110	281	174	133
2015	99	137	99	110	13	143	76	25	111	280	174	135
2016	101	140	101	112	13	140	74	24	113	280	174	136
2017	102	143	102	114	12	136	72	23	115	279	174	137
2018	104	145	104	116	12	133	70	23	116	278	175	139
2019	106	147	106	118	12	131	69	22	118	278	175	139
2020	107	149	107	119	12	129	68	22	119	278	175	141
2021	109	151	109	121	11	126	67	22	120	278	176	143
2022	110	153	110	122	11	124	66	22	121	277	176	144
2023	111	155	111	124	11	122	65	21	122	277	176	145
2024	113	157	113	125	11	121	64	21	123	277	176	146
2025	114	158	114	127	11	119	63	21	124	277	177	147
2026	115	160	115	128	11	118	62	21	125	278	177	149
2027	116	161	116	129	10	117	62	21	126	278	178	150
2028	117	162	117	130	10	116	61	20	127	279	178	150

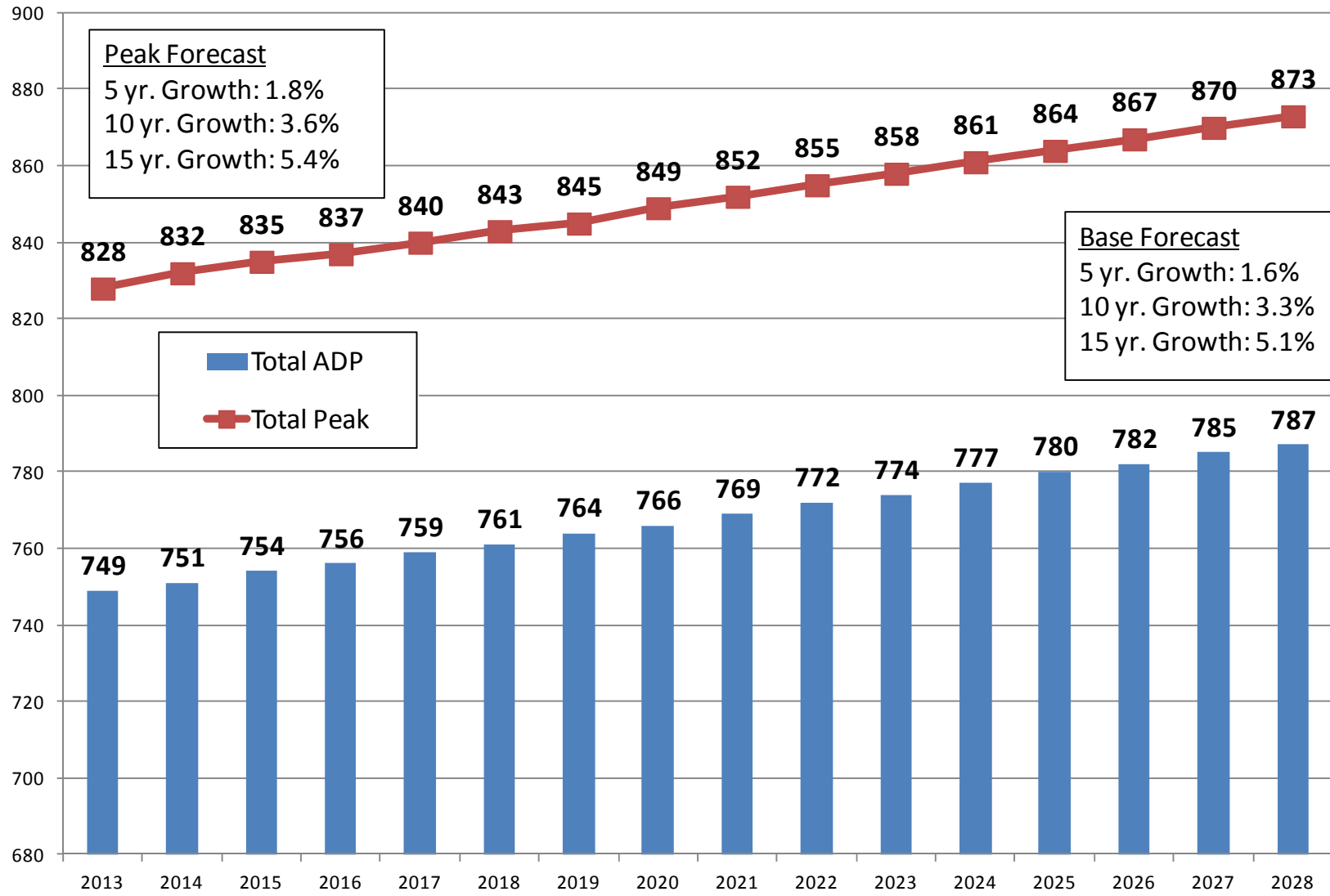
**TABLE I.G.10  
DANE COUNTY JAIL FORECAST CLASSIFICATION LEVEL BY LEGAL STATUS – TOTAL**

Year	Pretrial/Pre-Arrestment				Sentenced/other				Total			
	Review	Min	Med	Max	Review	Min	Med	Max	Review	Min	Med	Max
2013	112	156	112	125	16	181	96	31	128	337	208	156
2014	115	160	115	128	16	174	92	30	131	335	207	159
2015	118	164	118	131	15	170	90	30	133	334	208	160
2016	120	167	120	133	15	166	88	29	135	333	208	162
2017	122	170	122	136	15	162	86	28	137	332	208	164
2018	124	173	124	138	14	158	84	28	138	331	208	166
2019	126	175	126	140	14	156	82	27	140	331	208	167
2020	128	178	128	142	14	153	81	27	141	331	209	169
2021	129	180	129	144	13	150	80	26	143	330	209	170
2022	131	182	131	146	13	148	78	26	144	330	209	171
2023	133	185	133	147	13	146	77	25	146	330	210	173
2024	134	187	134	149	13	144	76	25	147	330	210	174
2025	135	188	135	151	13	142	75	25	148	330	210	175
2026	137	190	137	152	13	140	74	24	149	330	211	176
2027	138	192	138	153	12	139	73	24	150	331	211	177
2028	139	193	139	154	12	138	73	24	151	331	212	178

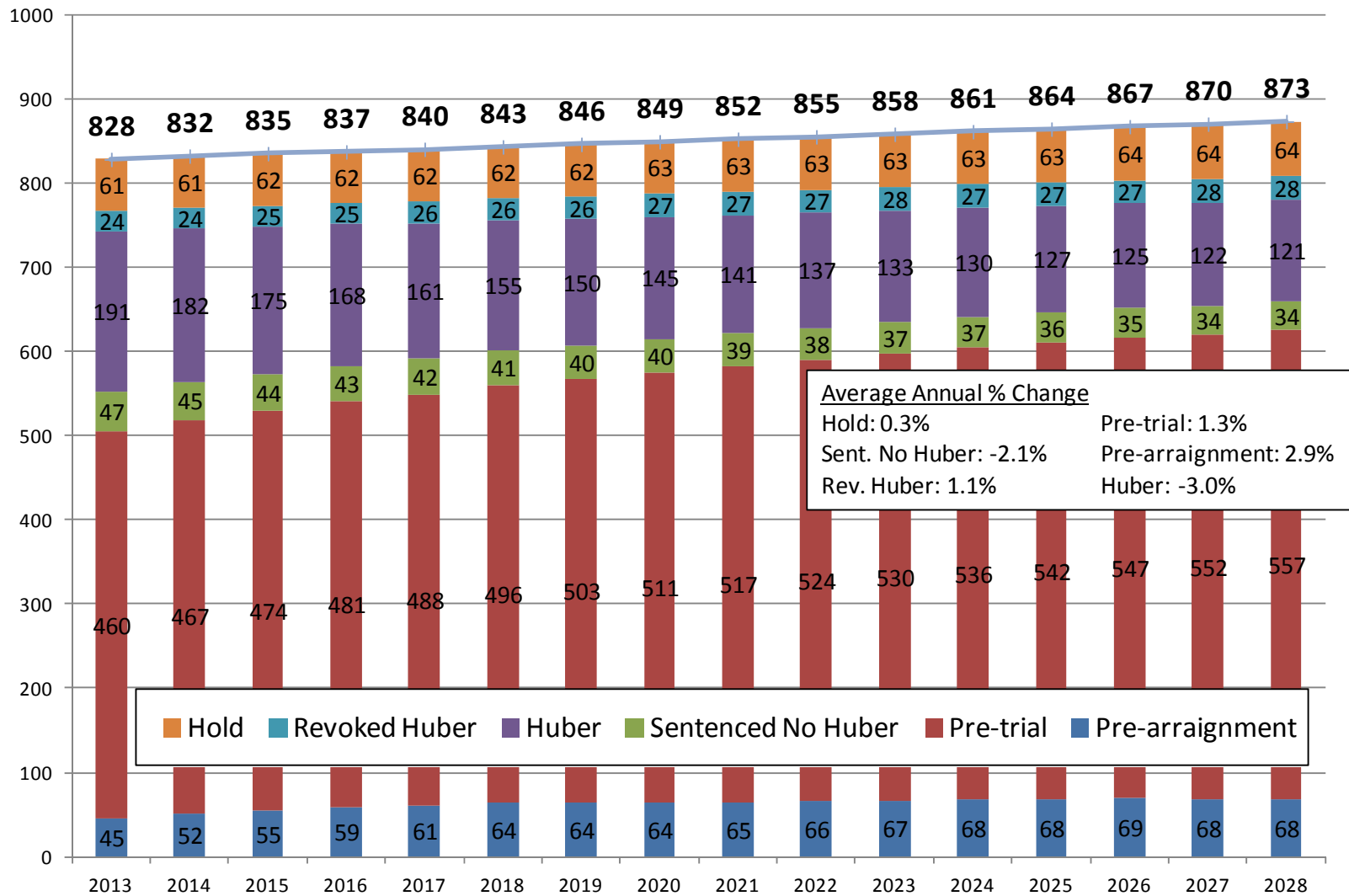
**Figure I.G.1 Dane County Jail Forecast: 2013-2028**  
**Peak Male and Female ADP**



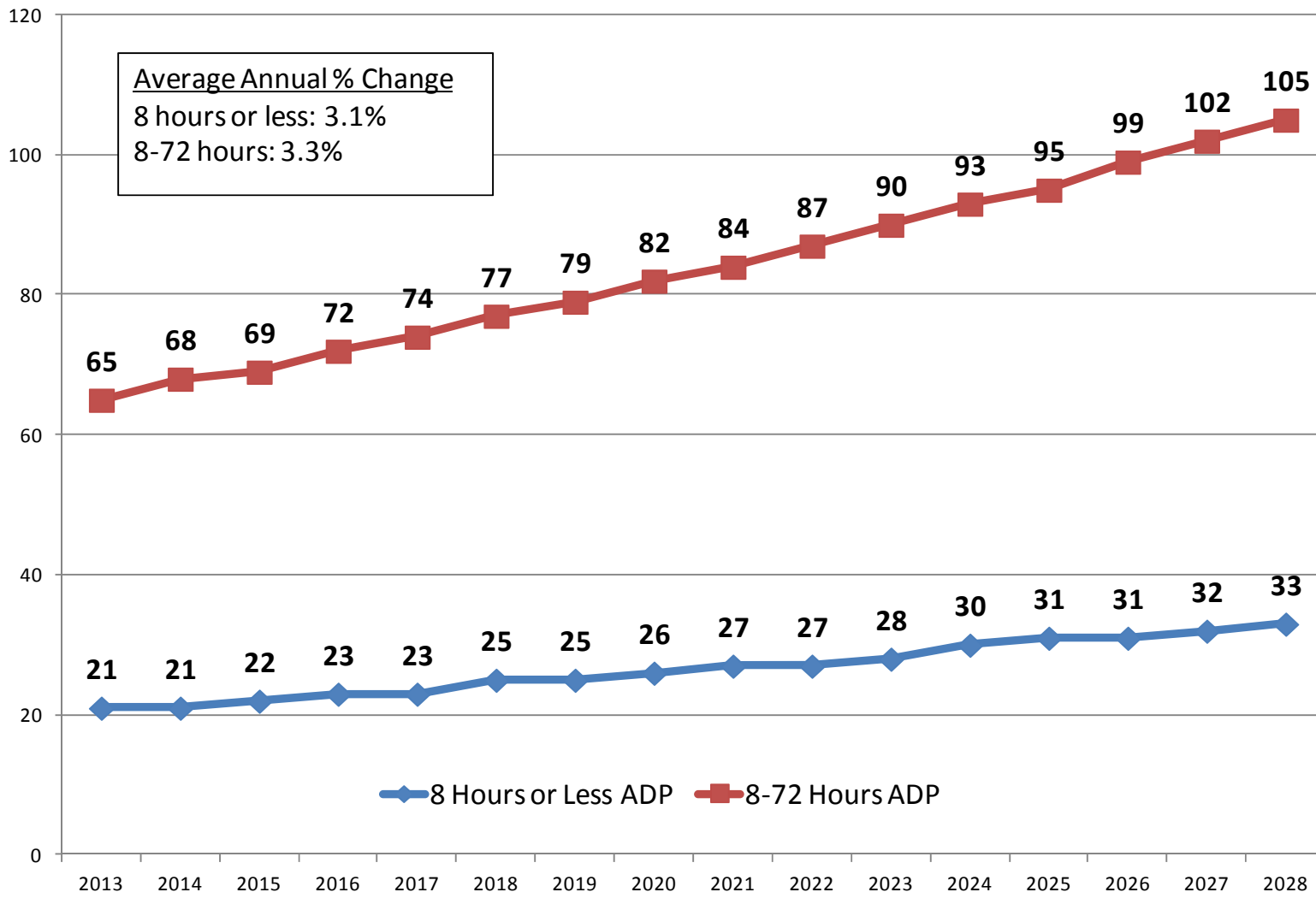
**Figure I.G.2 Dane County Jail Forecast: 2013-2028**  
**Base & Peak Jail Forecast**



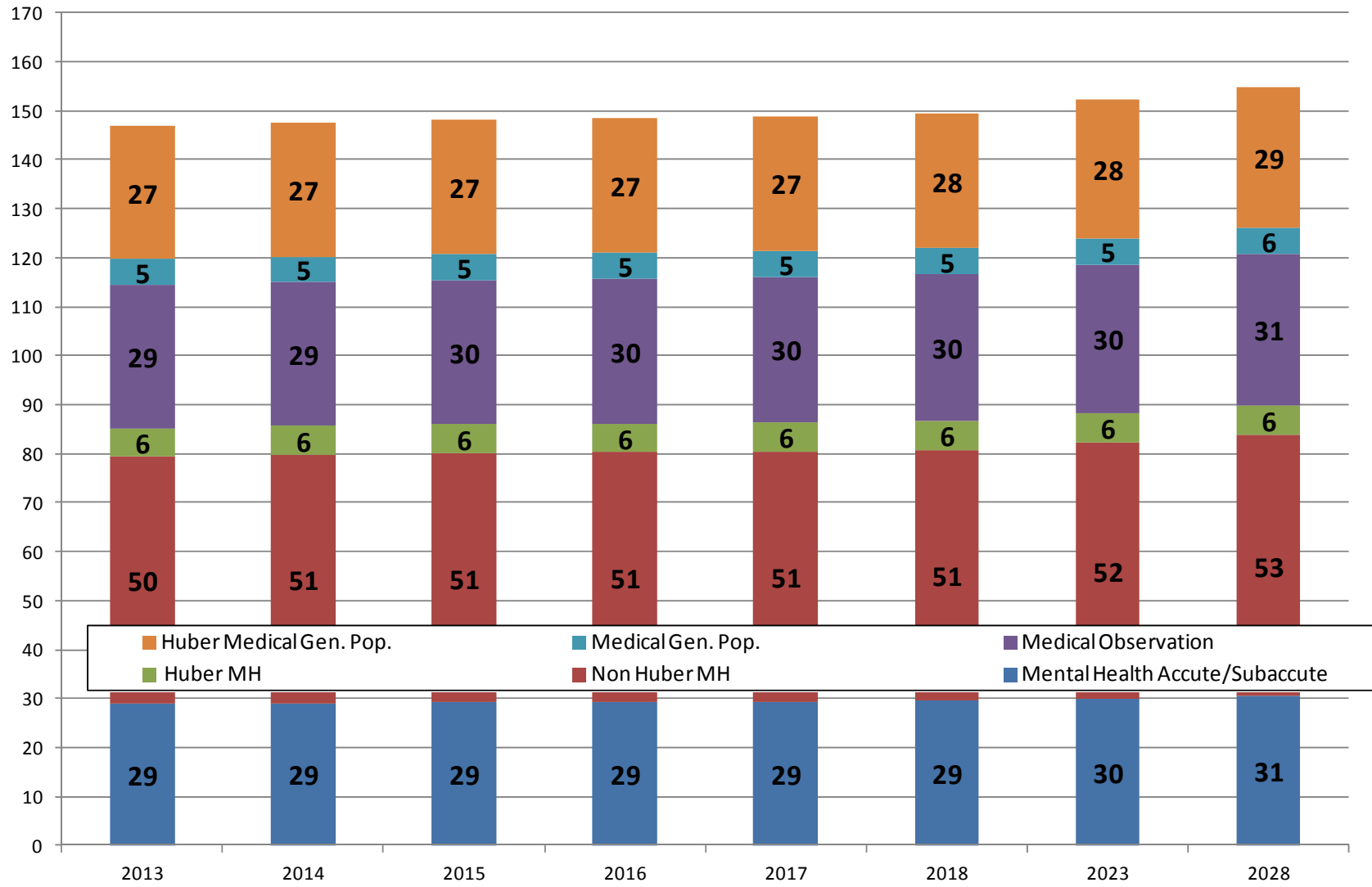
**Figure I.G.3 Dane County Jail Forecast 2013-2028  
Peak Forecast by Legal Status**



**Figure I.G.4 Dane County Jail Forecast 2013-2028  
ADP by Length of Stay Categories**



**Figure I.G.6 Dane County Jail Forecast: 2013-2028  
Peak Special Needs Populations**







## H. APPENDIX – TECHNICAL DESCRIPTION OF THE WIZARD SIMULATION MODEL

The Wizard Simulation model is an example of a stochastic entity simulation model. Based on the theories behind the original Prophet Simulation model, it is stochastic in the sense that the model is conceptually designed around the movement of individual cases (offenders) into, through, and out of correctional populations defined by the user. The model also makes use of the Monte Carlo simulation techniques by adding an element of randomness to the simulation model. Random numbers are generated and used by the simulation process to determine the offender group composition and lengths of stay associated with a system. Individual cases are processed by the model through a series of probability distribution arrays or matrices that provide computations for specific cases. When loaded with accurate data, the model will mimic the flow of offenders through a correctional system.

The forecasted populations are composed of: (1) cases confined at the beginning of the simulation, and (2) cases admitted to the population at any point after the start of the simulation. The existing offender population and new offender admissions are modeled separately. By disaggregating a system in this manner, the user can adjust each of these sub-populations without altering the process of other sub-groups. This is particularly significant for completing what-if simulations on the forecasted population.

It should be noted that the Wizard Simulation model contains several unique modules that are useful for simulating alternative scenarios including:

- A parole board decision-making module that directly mimics parole releases and revocation decisions.
- An early release module which can be used to help determine the best ways to bring a system into capacity compliance.

In order to understand the process it is useful to briefly discuss the output of the model. The Wizard Simulation model produces two types of projections. It produces offender population projections, such as the incarcerated prison, jail, or community program populations. These outputs are usually of primary importance. However, the model also projects movements into and out of various statuses and produces numerous admission and release projections. The computer program produces these outputs in the form of vectors that represent a ten-year time span.

The process can be described as follows. The existing prison and supervised releases population are decremented. This is done for several populations in a multi-step process. For example, the existing jail population members are each assigned to an offense group using Monte Carlo techniques. For each member of the offense groups, a time remaining to be served is computed. Through this process, the time in jail is calculated for each inmate and the presence of each offender is marked on the jail trace vector. When an inmate exits jail to supervised release, for example, a mark is made on the jail supervised release movement trace vector. The offenders may recycle back through jail again, eventually exiting the system or exceeding the maximum length of the projection. At each stage of the offender's progress, and for each movement, appropriate trace vectors are updated. A similar process is used for the existing supervised release populations and for the new intake populations. The result is a set of fully updated trace vectors that comprise the population and movement projections.

The movements and outputs are especially useful in terms of monitoring how well the model is replicating the actual flow of cases through the system.

The basic building blocks of the model are:

### **ID Groups**

Case identifiers or offender groups that are meaningful within the context of the local jurisdiction's record keeping system and are similar to the way in which cases are processed through the corrections system (i.e. Male A Felons, Female D Felons, Sentenced Offenders, etc.).

### **Statuses**

Stages or conditions associated with the operation of the system (i.e., Convicted, Confined, Pre-Adjudication, Parole, and Probation): custody levels are typically operationalized as statuses.

### **Flow**

Connections between statuses, which represent the paths or flows a case could take through the system, and the length of stay (or lag) in each status (i.e. Pretrial to Convictions, Detention to Release).

These basic building blocks -- id groups, statuses, and flows -- and other features such as sentencing, earned credits, minimum thresholds for time served, comprise a set of attributes tailored to the specific needs of decision makers. The identification of important sub-groups will be made jointly by team analysts and local officials to ensure that necessary data are collected and that final projections provide the level of detail necessary to finalize housing plans.

### III. OPERATIONAL ASSESSMENT



## A. INTRODUCTION

The primary focus of this chapter is to identify and assess current Sheriff's Office and jail operations and space utilization within the Public Safety Building (PSB) and City/County Building (CCB) for the following functional areas, and the Ferris Center (FC) as it relates to the Huber inmate population.

### *Dane County Jail*

- Classification
- Intake
- Huber Population
- Public Lobby
- Administration
- Visitation
- Initial Appearance Court
- Staff Support
- Security Operations
- Housing
- Programs and Services
- Jail Diversion/Bail Monitoring
- Warehouse
- Parking

### *Dane County Sheriff's Office*

- Executive Services
- Field Services
- Security Services
- Support Services

This assessment establishes an operational baseline, which examines how each of the functional areas presently operates. The operational assessment sought to create a basic understanding of these functional areas while concurrently identifying key operational and standards deficiencies that will be considered during the next phase of work. This assessment represents the project team's observations and findings, which were gleaned from interviews, facility tours, and document/information reviews, and is informed by the American Correctional Association's (ACA) Jail Standards,<sup>1</sup> the Wisconsin Jail Standards (WJS), Wisconsin Statute (WS),<sup>2</sup> and National Commission on Correctional Health Care Standards (NCCHC).<sup>3</sup>

The evaluation of each functional area includes a brief overview of the area and key observations and findings regarding how existing practices and spaces work to support or impede intended operations followed by key operational and planning issues that should inform the next work phase.

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<sup>1</sup> ACA Performance-Based Standards for Adult Local Detention Facilities, 4<sup>th</sup> Ed. June 2004. ACA 2012 Standards Supplement. June 2012.

<sup>2</sup> WS Chapter 302 Prisons; State, County and Municipal

<sup>3</sup> NCCHC. Standards for Health Services in Jail. 2008.

The following general observations regarding the Dane County Jail System are intended to provide Dane County officials with a global understanding regarding the current status of its correctional system and to define key long-range planning issues:

1. Trifurcation of jail operations makes it more expensive to operate, is less efficient, and requires more staffing. In addition, inmates are housed in more restrictive settings than necessary due to a lack of resources. For example, inmates who have a mental illness and who are stable are housed in the more restrictive setting of the PSB or CCB rather than at the FC solely because mental health services are not available at that facility.
2. Contemporary jail design and operations support the principles of direct supervision, which were first established in the early 1980s and have been embraced by both national standards and the US Justice Department. Operating a direct supervision facility improves the overall operations and is a key component of any effective inmate behavior management plan. In direct supervision, housing officers are responsible for controlling the behavior of inmates in their pod, keeping negative behavior to a minimum by reducing tension, and encouraging positive interactions. The number of inmates in a direct supervision housing pod, up to 64 inmates, is based on the ability of one officer being able to manage an appropriate number of inmates while also performing administrative and operations tasks required in the pod (e.g., conducting searches of the pod, documenting housing pod activities, etc.). Direct supervision as part of an effective inmate behavior management plan increases the safety of staff and inmates, and decreases the opportunities that inmates may be subject to abuse and assault by other inmates. While the PSB and FC mostly adhere to the principles of direct supervision, the CCB does not.
3. The capacity to treat and house inmates having a medical or mental health issue in an environment that is conducive to and supportive of treatment and individual well being is severely compromised within the existing Dane County Jail system.
4. The Prison Rape Elimination Act (PREA) was enacted in 2003, and sought to prevent, detect, and respond to sexual abuse in confinement facilities. Overarching today's correctional environment is implementation of the PREA national standards, which were released by the U.S. Justice Department in June 2012.<sup>4</sup> There are numerous physical plant design and staffing concerns regarding the Dane County Jail's present ability to prevent and detect sexual abuse within its facilities. In particular, the physical plant of the CCB is wrought with blind spots, isolated areas and limited CCTV surveillance, while staffing levels and/or deployment is inadequate to provide a consistent presence and direct supervision of inmate living areas and continual observation of other isolated areas.

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<sup>4</sup> PREA standards are binding on the Federal Bureau of Prisons. While not binding on State and local confinement facilities, there are fiscal incentives that make receipt of certain federal funding dollars contingent upon compliance with PREA standards. PREA standards for Adult Prisons and Jails (§115.11 through §115.93) apply to the PSB and CCB, and PREA standards for Community Confinement (§115.211 through §115.293) apply to the FC. Adult Prisons and Jails PREA standards may be viewed at <http://www.prearesourcecenter.org/sites/default/files/library/prisonsandjailsfinalstandards.pdf> and Community Confinement PREA standards may be viewed at <http://www.prearesourcecenter.org/sites/default/files/library/preafinalstandardstype-communityconfinement.pdf>.

## B. CLASSIFICATION

### B.1. Classification Overview

Inmate behavior management is the key to a safe and secure jail. An effective inmate behavior management plan consists of six essential elements:<sup>5</sup>

1. Assessing the risks and needs of each inmate at various points during their detention.
2. Assigning inmates to housing.
3. Meeting inmates' basic needs.
4. Defining and conveying expectations for inmate behavior.
5. Supervising inmates.
6. Keeping inmates occupied with productive activities.

These elements, once established, function as an ongoing, integrated process designed to generate positive inmate behavior - behavior that complies with expectations of what is acceptable.

Inmate classification is the vehicle by which individual inmates' risk and need are determined, which informs the strategy for housing an inmate and providing necessary care. Risk is a measure of how dangerous the inmate is to themselves and to others and of the likelihood that the inmate will attempt to escape. Need is a measurement of the inmate's physiological and psychological requirements for well-being, for example, in terms of medical care, mental health care, or education.

An effective classification system is objective - based on a consistent set of criteria, and a systematic method of applying the criteria to classification decisions. Inmate classification (risk and needs assessment) provides the foundation for an inmate's behavior management plan (housing assignment and assignment to programs and services). The risk and needs assessment is typically conducted during a face-to-face classification interview. Often this requires following up on criminal history information (i.e., convictions or dismissed charges, etc.), mental health history, and information relating to previous incarcerations. ACA standards<sup>6</sup> related to classification and separation require a formal classification process that starts at admission, for managing and separating inmates, and administering the facility based upon the agency mission, classification goals, and inmate custody and program needs. The process is to use verifiable and documented data about inmates and is used to separate inmates into groups that reduce the probability of assault and disruptive behavior. At a minimum, the classification system is to evaluate the following:

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<sup>5</sup> Martin, Mark D., and Thomas A. Rosazza. *Resource Guide for Jail Administrators*. Washington, DC (320 First St., NW, Washington 20534): U.S. Dept. Of Justice, National Institute of Corrections, 2004.

<sup>6</sup> 4-ALDF-2A-30. There are other applicable standards related to classification and separation. Classification is not a one-time event. Effective classification is an ongoing process whereby an inmate's status is subject to review and adjustment on a periodic routine basis.

- Mental and emotional stability
- Escape history
- History of assaultive behavior
- Medical status
- Age
- Need to keep separate

Wisconsin Jail Standards refer to WI statutes,<sup>7</sup> which also require a classification system that is based on objective criteria, that includes the inmate's:

- Current offense
- Criminal offense record
- Gender
- History of behavior in jail
- Medical conditions
- Mental health conditions

## B.2 Classification – Key Observations and Findings

The following observations and key findings are pertinent to understand the process of how an inmate is currently classified and subsequently assigned a cell or bed in any of the three current facilities operated by the Dane County Sheriff's Office.

1. Dane County Jail's stated purpose for classification is to assess the level of security risk presented by each inmate, with a secondary purpose of identifying and addressing any special management issues an inmate may have.<sup>8</sup> All inmates are assigned an institutional classification, and once classified, inmates are assigned a security classification. Security and institutional classification designations used by the Dane County Jail are as follows:

### Security Classification

- MN = Minimum
- MD = Medium
- MDB = Medium, behavior
- MDO = Medium, override
- MXA = Maximum, alert level behavior
- MXB = Maximum, behavior
- MXC = Maximum, criminal history

### Institutional Classification

- ACON = Administrative confinement
- ALRV = Alcohol review<sup>9</sup>
- GPMD = General population, medical
- GPMH = General population, mental health

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<sup>7</sup> WS 302.36 Classification of Prisoners

<sup>8</sup> Dane County Jail Classification Manual

<sup>9</sup> ALRV indicates that an inmate came in under the influence of alcohol.



- GPOP = General population
- INWK = Inmate worker
- MHSG = Mental health segregation
- MSEG = Medical segregation
- RCVG = Receiving
- SEGR = Inmate segregation
- SPED = Special needs, education
- SPHO = Special housing
- SPMD = Special needs, medical

SPMH = Special needs, mental health

2. The Dane County Jail has a formal, written classification system/process for determining housing assignments, supervision requirements, and program eligibility. Classification records are maintained in the jail management system (JMS).
3. The Dane County Jail's classification system is based on a National Institute of Corrections (NIC) model, which has not been formally validated for the Dane County Jail population. However, Dane County Jail has compared its classified population against the range of classifications anticipated by the NIC model and finds its population within those ranges.<sup>10</sup>
4. The current classification system makes use of a decision tree, an objective screening tool, in making classification decisions. The screening tool presumes an inmate is minimum security unless otherwise dictated by factors associated with current charges, criminal history, and institutional behavior history.<sup>11</sup> In addition, special needs (medical, mental health, suicide risk), and/or keep separate designations will be added as indicated.

Sources of information used to complete an inmate's classification and determine their security level and special needs include:

- Staff observations
- Self-reported information by the inmate
- External sources: probation officer, family, social worker, employer, attorney, police agency, etc.
- JMS records
- FBI and WI criminal history
- Consolidated Court Automation Programs (CCAP)<sup>12</sup>

5. Classification decision making points include:

<sup>10</sup> Dane County Jail Classification/Hearing Specialist

<sup>11</sup> Dane County Jail officials reported using institutional behavior history dating ten years in determining an inmate's classification. Since the project team's site visit in January 2013, the Dane County Jail has reduced from ten to five, the number of previous years of institutional behavior that is used during the classification process. Source: Dane County Jail Classification/Hearing Specialist

<sup>12</sup> CCAP is the State's automated computer system that makes information available on state-wide circuit court and appellate court cases in the CCAP system. Clerks of circuit court, registers in probate, juvenile clerks, circuit court judges, and circuit court staff in all of Wisconsin's 72 counties use CCAP. Source: <http://www.wicourts.gov/courts/offices/ccap.htm>

*Admission to the Facility*

- a. Based upon the results of the medical and mental health screenings conducted as part of the admissions process, an inmate is assigned to either reception housing or segregation.

*Primary Classification*

- b. The primary classification is completed following an inmate's initial appearance in court.
- c. In addition to information documented in the JMS, information obtained from an inmate interview is considered in determining the inmate's classification.

A classification specialist interviews the inmate to ascertain whether the inmate has specific concerns and/or individuals they should not have contact with (keep separate). Inmate interviews are conducted cell-side in the reception housing area.

- d. There are provisions within policy for an inmate to appeal their classification.

*Reclassification*

- e. Policy notes that reclassifications are processed under the following circumstances:<sup>13</sup>
    - i. Change in the custody status (court activity)
    - ii. Following a disciplinary hearing
    - iii. Upon request from a deputy
    - iv. Upon request from an inmate
    - v. Change in security level of an inmate due to behavioral problem
    - vi. Periodic review
  - f. Staff noted that regularly scheduled periodic reviews of inmates' classifications are not conducted, which is in conflict with ACA standards.<sup>14</sup>
  - g. Policy does not provide for routine reclassification of inmates with a behavior classification designation following a predetermined period of acceptable behavior. A behavior classification designation remains unless a reclassification is requested by the inmate or staff.
6. Classification staff works six days per week, Mondays through Saturdays.
  7. The Dane County Jail physical plant does not support separation of the population according to the facility's classification plan. This can result in the placement of an

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<sup>13</sup> DANE COUNTY JAIL Policy 602.3: Reclassification of Prisoners

<sup>14</sup> 4-ALDF-2A-31 requires periodic review of inmates' status, and revision of inmates' status as needed in response to changes in inmate behavior or circumstances. Aside from a daily report that indicates a change in criminal charges status, reviews are conducted upon the request of staff and/or the inmate.

inmate in a more restrictive setting than is warranted. For example, inmates who have a mental illness may be moved and housed in administrative confinement to make space available for another inmate with a more emergent mental health need requiring the more restrictive housing.

### B.3 Classification – Key Operational and Planning Issues

1. The classification system has not been formally validated for the Dane County Jail population. Provisions of the current system would appear to over-classify offenders, with limited provisions for reclassification.
2. Inmate interviews are conducted cell-side in the reception housing area where confidentiality and privacy are minimal, if nonexistent. Responses to sensitive questions can be heard by other inmates, which brings into question whether inmates feel safe enough to answer truthfully.
3. The physical plant hinders the Dane County Jail's ability to separate the population according to the facility's classification plan.

## C. INTAKE

### C.1. Intake Overview

The intake process is critical to the safe operation of the jail. The intake unit operates 24-hours/7-days a week, and handles an extremely diverse population. Arrestees presented for jail intake may be under the influence of drugs or alcohol, have a mental illness or infectious disease, and their behavior may range from violent to subdued and withdrawn. Many are being admitted prior to trial for charges ranging from minor misdemeanors to serious felonies.

The multitude of factors surrounding intake present unique management challenges that sometimes require the use of force and restraints or placement into special holding (e.g., behavior, potential for suicide, spread of disease, withdrawal). Legal issues such as access to the courts, access to health care, and strip searches also affect the intake process. In addition, several steps, such as identification, securing property, classification, and medical screening, are involved in preparing arrestees for placement in the general jail population.<sup>15</sup>

Key elements of the intake process are listed below in their usual sequence:<sup>16</sup>

- Receiving arrestees
- Legal commitment
- Medical clearance to accept
- Initial searches
- Medical screening
- Arrestee property and money

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<sup>15</sup> Martin, Mark D., and Thomas A. Rosazza. *Resource Guide for Jail Administrators*. Washington, DC (320 First St., NW, Washington 20534): U.S. Dept. Of Justice, National Institute of Corrections, 2004.

<sup>16</sup> Id.

- Booking forms
- Identification: photos and fingerprints
- Warrants check
- Telephone calls
- Pretrial release eligibility
- Follow up search, showers, dress-out and issue

ACA standards address many of the key elements listed above. In addition, ACA standards require that newly admitted arrestees be separated from the general population during the admission process, and are assigned to initial holding settings according to their immediate security needs, physical and mental condition, and other considerations.<sup>17</sup>

WJS require jails to screen new arrestees for medical illnesses or disabilities, mental illnesses, developmental disabilities and alcohol or other drug abuse problems.<sup>18</sup>

## C.2 Intake – Key Observations and Findings

1. The Dane County Jail operates a full-service intake component. The Dane County Jail utilizes booking deputies (sworn), sheriff's aides (civilian) and booking clerks (civilian) to complete the intake processes.
2. The physical design provides for a pre-admission processing and law enforcement work area separate from the main booking area. Both areas support open booking, a concept that assumes the majority of persons entering the facility will act appropriately and only a select few will require separation or secure holding.
3. Pre-admission processing involves a determination that the arrestee is legally committed to the facility, that the arrestee is not in need of immediate medical attention, and the search of the arrestee and their property upon arrival.
  - a. A pre-booking medical screening is conducted that solicits input from the arresting officer and the booking deputy to determine whether immediate medical attention is indicated. Should the booking deputy believe immediate medical attention is indicated, they will contact health care staff to make the final determination.
  - b. There is an assumption that the arresting or delivering officer has conducted a thorough search of the arrestee and their property prior to arrival at the Dane County Jail and search by staff prior to admission to the Jail.
  - c. The open waiting seating in pre-admission processing is used unless the arrestee's behavior warrants more secure holding, which is available in this area.
4. The Dane County Jail has opted to complete many of the booking tasks in the pre-admission area, and not necessarily in the generally accepted sequence. For example, prior to admission to the booking area, arrestees are changed into a jail uniform; arrestee property is taken and searched and, except for money, not

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<sup>17</sup> 4-ALDF-2A-19-26

<sup>18</sup> WS 302.365 Jail and House of Correction Program Standards

inventoried, and booking information is collected/recorded manually. Also, arrestees are pat-searched and Fast ID<sup>19</sup> identified just prior to entering the booking area.

5. Once admitted to the booking area, arrestees will be subject to:
  - Health care screening
  - Mental health screening
  - Photographing and fingerprinting
  - Property inventory

Arrestees sit in the open waiting area unless their behavior or special needs require a more secure or separate setting or there is no booking deputy present. In these circumstances, arrestees will be housed in either a group or individual holding cell. Open waiting is seldom used at the Dane County Jail since arrestees are frequently moved to secure holding because the booking deputy is needed in the pre-admission area or responds to an emergency elsewhere within the facility.

6. Health care staff conducts health screenings in a converted room located off Intake where there is a modicum of auditory privacy, though there is no visual privacy. The health screening room has direct access to both the intake sallyport and the booking area.
7. Mental health staff conducts mental health screenings in a makeshift office created through the use of modular privacy panels. It is situated within the booking area's circulation space and is open to the booking area resulting in no privacy. In addition, the configuration presents a safety risk to staff, as evidenced by a recent incident where an arrestee made physically aggressive moves towards the mental health staff person who had no means to evade or fend off the aggressor.
8. Arrestee property is taken during pre-admission processing, yet is not inventoried until the arrestee is admitted into the booking area. Arrestees are expected to sign the property inventory without the benefit of being present while their property is inventoried.
9. Sheriff's aides photograph and fingerprint arrestees in the booking area.
10. The booking deputy collects booking information manually during the pre-admission process. This information along with the arresting officer's documentation is entered into the computer at a later time by the booking clerk. No additional interaction with the arrestee is required in obtaining booking information.
11. Upon completion of the booking process, arrestees are housed in reception housing, six open bay (fifteen beds) dormitories for males and two open bay (eight beds) dormitories and five single multipurpose cells for females, or fifteen (15) multi-purpose cells in segregation when indicated for medical or mental health reasons. Arrestees will be housed here until after their initial court appearance and are

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<sup>19</sup> Fast ID use biometric technology to capture the index fingerprints of a person to provide real-time identification of an arrested person who is in the Wisconsin AFIS index finger database. The system does not query the FBI's IAFIS or other databases. Source: <https://wilenet.org/html/cib/manuals-forms/manuals/ldent%20manual.pdf> (p.629)

released or classified.

### C.3 intake – Key Operational and Planning Issues

1. In an effort to stem the flow of contraband into the facility, the Dane County Jail has opted to complete many of the admission processes in the pre-admission area. This results in overuse of the pre-admission area and underuse of the booking area. The pre-admission area is undersized for this purpose and creates added risk to safety and security of arrestees, staff and the public.
2. Deployment practices of staff results in the unnecessary secure detention of arrestees in the booking area. Oftentimes, there is one sworn staff person present in intake with civilians comprising the remaining staff. This means that whenever the booking deputy is needed in the pre-admission area, any arrestees in open waiting must be secured in a cell. If these practices are to continue in the future, either a reconfiguration of the admissions areas is required or additional security staffing may be required.
3. Health care screenings require privacy, both visual and auditory. Health care staff workspace should have the requisite privacy while at the same time providing for staff safety. The screening staff should be positioned so as to have ready accessibility to conduct the pre-admission medical screening as soon as a new arrestee enters the facility and to allow for the health screening itself to be completed in an appropriately private, secure yet visible space during the booking process.
4. Mental health care screenings require privacy. Mental health staff workspace should be positioned so as to provide the requisite acoustic privacy while at the same time providing for staff safety and unobstructed visibility by staff working in the intake area.
5. Admission processes that lack continuity from start to finish create opportunities for errors and false claims. For example, arrestee property that is not secured prior to inventory and/or not inventoried in the presence of the arrestee put the agency at risk for false claims and/or loss/theft of arrestee property.
6. The data entry component of the booking process currently completed by booking clerks does not require any direct contact with arrestees. This results in an inefficient use of the booking counter area.
7. Presently, newly admitted arrestees are housed in a dormitory setting. This creates a potentially harmful environment as new arrestees are placed in an open bay setting, often without the benefit of information regarding each person's risk level and/or propensity for predatory behavior or personal vulnerability. Reception housing does not provide adequate separation between different population groups and results in special needs arrestees being housed in segregation. In addition, staff does not directly supervise the housing areas, which is a concern for this population who is not classified and poses a safety risk of harm to others and/or themselves.

## D. HUBER POPULATION

### D.1. Huber Population Overview

Wisconsin statute 303.08 "Huber Law"; Employment of County Jail Prisoners provides

for any person sentenced to a county jail for a crime, nonpayment of a fine or forfeiture, or contempt of court or subject to a confinement sanction under 302.113 (8m) or 302.114 (8m) may be granted the privilege of leaving the jail during necessary and reasonable hours for any of the following purposes:

- Seeking employment or engaging in employment training.
- Working at employment.
- Performing community service work under s. 973.03
- Conducting any self-employed occupation including housekeeping and attending the needs of the person's family.
- Attending court proceedings to which the person is a party or for which the person has been subpoenaed as a witness.
- Attendance at an educational institution.
- Medical treatment.
- Obtaining counseling or therapy from an approved public treatment facility, as defined in s. 51.45 (2) (c), an approved private treatment facility, as defined in s. 51.45 (2) (b), a psychiatrist, a psychologist, a licensed clinical social worker, a professional counselor licensed under Chapter 457, or a certified independent or advanced practice social worker who is authorized to practice psychotherapy under Chapter 457.
- Attending an assessment for the purpose of determining the person's need for counseling or therapy under number (8).
- Attending a parenting education program.
- Meeting with the person's probation, extended supervision, or parole officer.

Unless the court expressly grants such privilege, the person is sentenced to ordinary confinement. The court may withdraw the privilege at any time by order entered with or without notice. However, in Dane County, the court at the time of sentencing an offender to the Dane County Jail will almost always grant the person Huber privileges.

Wisconsin statutes further authorize a county board to establish, relocate and maintain an unlocked facility for use exclusively by persons granted leave privileges under the "Huber Law."<sup>20</sup>

ACA standards require temporary release programs have the following elements:<sup>21</sup>

- Written operational procedures
- Careful screening and selection procedures
- Written rules of inmate conduct
- A system for evaluating program effectiveness
- Efforts to obtain community cooperation and support

In addition, where work release and/or education release are authorized, the facility administrator has authority to approve or disapprove participation for each inmate,<sup>22</sup> and

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<sup>20</sup> WS 303.09 Huber Facilities

<sup>21</sup> 4-ALDF-5B-16

<sup>22</sup> 4-ALDF-5B-17

such inmates will be separated from inmates in the general population.<sup>23</sup>

## D.2. Huber Population – Key Observations and Findings

Dane County operates a Huber facility known as the Ferris Center (FC), which has capacity to serve up to 144 male inmates. On January 9, 2013, the date of our site visit, there were 67 male inmates housed at the FC. The second floor of the facility is presently not used for housing.

The first floor of the FC includes three housing wings; A Wing can house up to 54 inmates, B Wing can house up to 42 inmates, and C Wing can house up to 48 inmates. Minimum and medium security inmates are housed at the FC. For a fuller physical plant description of the FC see Chapter III. Physical Plant Assessments of this report. Huber inmates are ineligible for housing at the FC if they have a special needs (medical or mental health) or behavior classification designation. The FC has limited health care and no mental health services on site.

Key observations and findings include:

1. An individual who has been granted privileges authorized under the "Huber Law" are known as a Huber inmate. The Dane County Jail custody status report dated January 9, 2013, reflects a total of 308 Huber inmates.<sup>24</sup> This report does not distinguish Huber inmates by gender.
2. Presently, with few exceptions, Dane County judges in sentencing individuals to serve a period of incarceration in the Dane County Jail are simultaneously granting Huber privileges. This is done without the benefit of an assessment regarding safety and security risks that the individual may pose to the community.
3. Based on the Huber law and Court's practices, the Dane County Jail does not approve or disapprove inmates participating in work release and/or education release. Rather, when an inmate presents a serious risk to the community, the Dane County Jail will petition the court to revoke the inmate's Huber privileges. Should the revocation petition be denied, the inmate will be allowed to leave the facility for Huber-related activities.
4. The Public Safety Building (PSB) houses Huber inmates not eligible for housing at the FC. Huber inmates designated as inmate workers or having a medical or mental health issue may be housed in the City/County Building (CCB). Huber inmate workers perform work within the PSB and CCB.
5. Table D.1, based on an activity snapshot completed for January 9, 2013,<sup>25</sup> outlines the number of Huber inmates participating in activities recognized by the Huber Law and the facility where they were housed.

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<sup>23</sup> 4-ALDF-2A-36

<sup>24</sup> Inmates having the following judicial statuses may exercise Huber privileges: 1. Sentenced w/Huber; 2. Prob Sent/Work Release; and 3. Extend Supervision W/Work. Source: Lt. Gordon Bahler, DANE COUNTY JAIL Security Services Division

<sup>25</sup> Source: Melissa Zielke, DANE COUNTY JAIL Classification/Hearing Specialist and Lt. Gordon Bahler, DANE COUNTY JAIL Security Services Division



Table D.1: Huber Inmates' Activity Snapshot, January 9, 2013<sup>26</sup>

Activity	Males		Females
	FC	PSB	PSB
<b>Community-Based</b>			
ATTIC Sex Offender TX	1		
Calvary Gospel	1	4	5
DAIS (DV)			3
Day Report Center	1	2	1
Gateway Relapse Prevention		1	
ITT Tech	1		
Journey Mental Health	1	1	1
MATC	7		
Mosaic (faith-based)			4
New Beginnings	4	11	6
Parenting Class		1	
Voice Beyond Bars		1	
Volunteers (sentence reduction)	14		
Work Search			2
Work Release	6	2	
<b>Community-Based Total</b>	<b>36</b>	<b>23</b>	<b>22</b>
<b>DANE COUNTY JAIL-Based</b>			
AA		2	
AI Anon			
Bible Study			
Facing Freedom			
Inmate Worker		5	
NA		2	
<b>DANE COUNTY JAIL-Based Total</b>	<b>0</b>	<b>9</b>	<b>0</b>

Note: These numbers do not necessarily represent unique individuals; they include individuals participating in multiple activities.

6. Noted concerns and issues related to the housing of Huber inmates in the PSB and CCB include:
  - a. Lack of adequate search space results in increased contraband coming into the secure perimeter. While inmates returning to the facility are pat-searched prior to entering the perimeter, inmates proceed to their assigned housing pod to change into Jail-issued clothing, which may or may not be under the direct supervision of a staff member.
  - b. Due to a lack of health services at the FC, male inmates who are designated as special needs and who are stable, are ineligible for housing at the FC and are subject to the more restrictive housing associated with the PSB. Huber-eligible inmates are not housed in the CCB unless they are in a revoked-Huber status.
  - c. Inmates who have a behavior classification designation are ineligible for housing at the FC and are subject to the more restrictive housing associated with the

<sup>26</sup> The snapshot is not all inclusive of programs, activities and services recognized by the Huber Law.

- PSB and CCB. The behavior classification designation is based on institutional behavior history dating back ten years.<sup>27</sup> Written policy and procedure does not provide for reclassification based on demonstration of acceptable institutional behavior for a predetermined period.
- d. The majority of programs provided to Huber inmates are community-based; there is very limited in-house programming available. There is limited program space at the FC or the two jail facilities downtown.
  - e. Female Huber inmates in general population are housed in a 28-bed housing unit in the PSB. Female Huber inmates who are designated as special needs are housed in the CCB.
7. Lack of written policy and procedure creates unintended dilemmas when Huber inmates seek health care services in the community, which include:
- a. The community health care provider treatment plan is often in conflict with the Dane County Jail's treatment plan.
  - b. A Huber inmate may seek community health care services, yet they may not have the requisite funds or insurance.
  - c. The Dane County Jail health care provider is not always made aware of the results from a Huber inmate's community health care visit.

### D.3. Huber Population – Key Operational and Planning Issues

1. The number of inmates exercising their Huber privileges appears to be a small percentage of the overall Dane County Jail population. The average number of Huber inmates who actually exercise Huber privileges will inform the degree of complexity relative to spaces and required staffing that will be necessary to accommodate this population in the future.
2. Dane County Jail offers limited programming and services on site. Expansion of programs and services on site will serve to limit the number of inmates who will need to actually leave the facility to participate in programs or receive services. However, expansion will require specialized spaces.
3. The lack of health services at the existing FC results in the imposition of a more restrictive setting for those individuals who have a medical or mental health condition and who are stable and capable of functioning in a general population environment.
4. The current classification system would appear to over-classify offenders, with limited provisions for reclassification, which results in lack of movement to a less restrictive environment. Presently, staff does not conduct classification reviews at scheduled intervals. Because of this, an inmate, who during their current incarceration period is a model inmate, could conceivably be restricted from being housed at the FC due to

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<sup>27</sup> Since the January 2013 site visit, the Jail Classification/Hearing Specialist, noted that only the previous five years of institutional behavior is being considered when applying behavior classification designations.

behavior dating back five-ten years. This model does not support the concept that over time people are able to change their behavior.

5. Adequate spaces to process Huber inmates in/out of the downtown Dane County Jail facilities are required, which include:
  - A separate entry and exit point for Huber inmates
  - A dedicated station to check in/out of facility
  - Dedicated areas for pat and strip searches
  - Dedicated area for property searches
  - Personal clothing storage and change area for Huber inmates to change and store their street clothing
  - Storage of Huber inmates' community-related items (e.g., tools, briefcase, books)
6. Housing configurations are required to allow Huber inmates to be separated into subgroups. For example, Huber inmates who actively go into the community should be housed separately from Huber inmates who do not opt to exercise their Huber privileges or do not have access to community programs and/or jobs.
7. The number of female Huber inmates is relatively small and the population classification designations are constantly changing. Efficient housing configurations should be considered for the female Huber inmate population that provides flexibility in order to accommodate the changing needs of this population.

## E. PUBLIC LOBBY

### E.1. Public Lobby Overview

The public lobby area located in the PSB serves as the central reception point for all visitors to the Dane County Jail and Sheriff's Office. Members of the public, official visitors, professionals, and volunteers will enter through the public lobby. Facility personnel also enter through the public lobby, although they also enter the facility through separate entrances. Inmates enter through a separate, secure entrance located in intake/release and are always accompanied by law enforcement and/or facility personnel.

### E.2. Public Lobby – Key Observations and Findings

1. The PSB has an official public lobby, while the FC and CCB do not. Access into these facilities by the public is restricted to a small waiting area. The PSB public lobby is accessible 24-hours daily, and the main doors are open from 6 a.m. until 11 p.m. After hours, there are communication capabilities between the public lobby and the intake/release staff.
2. There is no central reception point in the PSB public lobby, persons entering the building are not screened for weapons or may move freely to:
  - Visitor reception
  - Bail/Release window
  - Elevators
  - Initial appearance court (IA Court)
3. The PSB public lobby is equipped with the following:

- Public restrooms
  - Pay telephones
  - Seating
  - Visitor lockers
  - Vending machines
4. Access to initial appearance court (IA Court) is via the PSB public lobby. Judges, court officials, attorneys, members of the public, media representatives, etc. use the same entrance/exit in accessing IA Court.
  5. There is a bail/release window whereby individuals may make deposits into individual inmate accounts, either for the purpose of securing release (bail) or providing monies for commissary and/or other authorized expenditures.
  6. There is a visitor registration window where visitors register/check-in for a visit with an inmate.
  7. Inmates who self-report to begin serving a jail term (aka To-Be's) are admitted into the facility via the release sallyport accessible through the public lobby. Preadmission processing occurs within the public lobby, i.e., property search, pat search, paperwork, etc.

#### Mail

8. The receipt/processing/distribution of mail is a common function oftentimes found as an element of the public lobby function.
9. All mail is delivered to the Sheriff's Office located on the second floor. In this location, staff sorts the mail by division without the aid of precautions or safety screening measures.
10. Inmate mail is forwarded to the jail mail processing area, which is co-located with the classification department, and where it is further sorted. Again, without the aid of precautions or safety screening measures.
  - a. Distribution of mail requires a pickup by a deputy from each building.
  - b. Legal mail is bundled by location and opened by an officer in front of the inmate.
  - c. Unauthorized packages are either sent "Return to Sender" or stored in the inmate property room.
  - d. The inmate mail processing area is assumed within the classification department without the ability to fully secure mail/package items.

### E.3. Public Lobby – Key Operational and Planning Issues

1. Lack of a single point of reception to greet, ascertain a visitor's purpose, and provide direction creates confusion on the part of visitors and inhibits staff efficiency and productivity.
2. Lack of security screening of persons entering the building to verify the absence of

weapons jeopardizes the safety and security of the facility and any persons within the building.

3. As part of security screening, all guns and other weapons should be secured prior to proceeding into the facility; readily available gun lockers would provide suitable storage for this purpose.
4. The public lobby should include the following features:
  - ATM
  - Finance kiosk
  - General storage
  - Janitor closet
5. Dedicated space for processing mail with special ventilation designed to capture and dissipate airborne contaminants is an important safeguard in keeping staff and inmates safe. In addition, secure storage for mail contents is important to avoid false claims of lost mail/property.

## F. ADMINISTRATION

### F.1. Administration Overview

The administration office area serves Jail administration staff, which includes the Captain of Security Services, and is located outside the secure perimeter and away from inmate and visitor movement. It is presently integrated into the Sheriff's Offices' other divisions. It is where day-to-day administration, staff, and administrative records, business and personnel activities will occur.

### F.2. Administration – Key Observations and Findings

1. The administration area is fragmented and located on varying levels throughout the PSB building. The office for the Captain of Security Services, who serves as the Dane County Jail Administrator, is located within the Sheriff's Office on the second floor of the PSB building, while members of the Dane County Jail command staff (lieutenants) have offices that are located on the first floor. The Captain and her immediate staff (lieutenants) are responsible for the executive administration, coordination and implementation of the operations for the Dane County Jail.
2. The lieutenants responsible for operations at the FC and CCB have offices that are located in the PSB, which requires that they travel to their respective facilities of which they are in charge.
3. The Dane County Jail administration shares the following spaces/functions with other Sheriff's Office divisions:
  - Conference room
  - Incident command
  - Visitor reception
  - Support spaces, i.e., printer/copier, supply, storage, restrooms

### F.3 Administration – Key Operational and Planning Issues

1. Other than the public lobby, the Dane County Jail administration is the one area of the facility to experience the highest public interface. With Dane County Jail administration not located in close proximity to the public lobby, results in unnecessary delays or extended waiting due to distance between administration and the public lobby.
2. Centralizing the administrative functional offices within a single area would foster greater communication amongst the management team helping to further build upon the existing collaborative culture and promoting a consistent philosophical approach to operations.
3. If Dane County Jail is a stand-alone operation, provisions for the following spaces/functions will be required:
  - Conference space
  - Incident command
  - Visitor reception
  - Risk management and technology
  - Information technology
  - Telecommunications
  - Accreditation
  - Quartermaster (civilian)
  - Support spaces, i.e., printer/copier, storage, restrooms

## G. VISITATION

### G.1. Visitation Overview

Opportunities for visitation are provided in an effort to assist inmates in maintaining ties with their families and community. Visitors may include relatives, friends, and professional visitors such as attorneys, mental health professionals, government agencies, probation officers, law enforcement officers, outside clergy, etc.

### G.2. Visitation – Key Observations and Findings

1. The PSB has capacity to accommodate both non-contact and contact visits, while the CCB has capacity to only accommodate non-contact visits. Only Huber inmates are authorized contact personal visits.

#### Public Safety Building

2. The PSB visiting area serves both male and female inmates.
3. The PSB has a full-service visiting area, which includes:
  - Visitor check-in/out
  - Visitor waiting
  - Visitor lockers
  - Contact visiting tables/chairs
  - Non-contact booths
  - Attorney booths with paper pass-through

- Hearing/Video conferencing rooms
  - Restrooms
  - Child's reading materials
  - Vending machines
4. There is one video-conferencing station that is used for probation and parole, and some court proceedings.
  5. Visitor access the visiting area through a designated sallyport, which bridges the public lobby and visiting area, operated by the visitation officer. Inmates access the visiting area through a designated sallyport, which bridges the secure facility and visiting area, operated by central control.
  6. The visitation officer is responsible for checking in/out of visitors, operation of the sallyport, supervision of visits, conducting data entry and warrants checks, etc. The visitation officer's responsibilities limit his/her ability to actively supervise visits.
  7. The visitation officer post is subsumed within the visiting area, and the control panel is fully exposed with no security barrier separating it from the visitor and inmate visiting areas. In order to operate the control panel and complete other post responsibilities, the visitation officer loses visual monitoring of visiting area because their back is to the actual visitation areas.
  8. Configuration of the visiting area affords good movement and visibility that afford staff the ability to actively supervise visits.
  9. There are no designated search areas for inmates, nor are visitors subject to security screening.
  10. The staff restroom is used for file storage and as a staff servery, i.e., microwave, coffeepot.
  11. The visiting area lacks supply storage.

### **City/County Building**

12. The CCB has separate visiting area for male and female inmates.
13. The CCB has a full-service visiting area, which includes:
  - Visitor check-in/out
  - Visitor waiting
  - Visitor lockers
  - Non-contact booths
  - Attorney booths with paper pass-through
  - Visitor restrooms, male and female
  - Staff restroom
14. There are no provisions for contact visits within the CCB. Huber inmates eligible for contact visits who are housed in the CCB do not receive contact visits.

15. There is one video-conferencing station that is used for probation and parole, and some court proceedings.
16. Staff reports that the number of visiting booths for female inmates is insufficient to meet demand. There are no non-contact booths serving females that are ADA-compliant.
17. Visitors access the visiting area through a secure door from the visitor waiting into the visiting area, operated by the visitation officer. Inmates access the visiting area through a secure door from the secure facility into the visiting area. The visitation officer operates both secure doors.
18. The visitation officer is responsible for checking in/out of visitors, operation of the secure doors to visiting, supervision of visits, conducting data entry and warrants checks, etc.
19. The visitation officer post is co-located within the control room. The visitation officer's responsibilities limit their ability to actively supervise visits.
20. There is no active supervision of visits. Visits are camera monitored. There are limited sightlines into the male visiting area from the visiting officer post, while there are no sightlines into the female visiting area.

### **G.3. Visitation – Key Operational and Planning Issues**

1. Lack of security screening of persons entering the visiting areas to verify the absence of weapons and contraband jeopardizes the safety and security of the facility.
2. Lack of appropriate visiting options, including ADA-compliant, in sufficient quantities to meet demand inhibits achieving the goal of maintaining and strengthening family and community ties.
3. Properly configured areas that afford good sightlines and the ability to actively supervise visiting areas, promotes a healthy safe environment for visiting.
4. Visiting components sufficient quantity to meet demand, i.e., non-contact booths, contact visiting, attorney visits, etc., is required.
5. Provisions for accommodating physical and mobility issues for visitors and inmates, i.e., ADA-compliance, is required.
6. Video visiting is an alternative option to traditional modes of visiting, which can supplant traditional non-contact visiting, may allow visitors to visit with inmates remotely, e.g., access video visit from personal computer. Video visiting, in certain circumstances, may lead to less visitation staff and/or enhanced security as it relates to visitors and the introduction of contraband into the facility.

## **H. INITIAL APPEARANCE COURT**

### **H.1. Initial Appearance Court Overview**

At a detainee's first appearance in court, the detainee is arraigned and a bail hearing is



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

## H.2. Initial Appearance Court – Key Observations and Findings

1. At present, initial appearance proceedings are conducted in a courtroom located within the PSB. First appearance court is held daily, Monday through Friday, excluding holidays.
2. Judges, attorneys, clerks, etc. travel to/from the courthouse to the initial appearance courtroom to conduct these proceedings, while detainees are right at the Jail, eliminating the need to transport detainees outside the jail, which inherently presents a number of safety and security risks and logistical concerns, and requires additional staff.
3. The initial appearance court is a fully equipped and functioning courtroom that includes the following designated spaces/areas:
  - Court bench - judge, court reporter, court clerk, court aide
  - District attorney
  - Public defender/Defense attorney
  - Bailiffs
  - Holding rooms
  - Public viewing
  - Media viewing/outlets
4. Ancillary spaces include:
  - Judge's chambers
  - Printer/Copier work alcove
  - File storage
  - Interview room
  - Paperwork processing with detainee
  - Staff restrooms
5. The courtroom was constructed prior to the proliferation of computers and fiber optic networks, internet, etc.

## H.3. Initial Appearance Court – Key Operational and Planning Issues

1. First appearance matters being handled via an initial appearance court located at the Dane County Jail benefits jail operations by eliminating or reducing the need to escort large numbers of inmates to the county courthouse and then to supervise them in holding cells and in the courtroom.
2. A fully integrated information management systems between the courts, jail, law enforcement, and other identified criminal justice stakeholders provides real-time information so that informed decisions may be made and eliminates redundant data entry, thereby freeing staff or requiring less man-hours to complete the task.

3. Appropriate space and technology connections are needed when the media attends court proceedings.
4. There needs to be private secure access for the Judge and the District Attorney from the adjacent courthouse.
5. Within the courtroom, space is needed adjacent to the Clerk's Aide for a sign-out area for defendants as they leave court.
6. Court holding needs to be larger with the ability to separate multiple defendants.
7. Non-contact attorney/client booths are needed adjacent to the courtroom and holding area.

## **I. STAFF SUPPORT**

### **I.1. Staff Support Overview**

Training and staff support amenities generally lead to enhanced programming and services, employee morale, increased staff retention, and compliance with standards. The staff support component includes the following functions: staff entrance, roll-call/briefings, training, staff lockers, fitness, and staff dining.

### **I.2. Staff Support – Key Observations and Findings**

1. There is no dedicated staff entrance in either the PSB or CCB. There are multiple entry points.
2. Presently, staff receives information pertinent to their work assignment via briefing emails, and review of jail and OIC logs. There is no roll call or muster room.
3. There are two staff break rooms located in the PSB, one located in the basement that is utilized by staff assigned outside the secure perimeter, and one located on the PSB 3rd floor.

There is a single staff break room serving the CCB that is located in 7-West.

4. Staff locker rooms support all members of the Sheriff's Office, having separate male and female locker rooms. Each locker room is fully equipped with full-size lockers, and the requisite showers, sinks, and toilets having ADA accessibility. The shower facilities do not include a private changing/drying area. The number of lockers available for male staff is inadequate to meet demand. Therefore, staff who are not assigned to the PSB are not being assigned a locker.
5. There is a small weight room in the basement of the PSB.
6. There is no computer lab or dedicated training space at either the PSB or CCB. Staff training is conducted at the law enforcement training center.

### **I.3. Staff Support – Key Operational and Planning Issues**

1. Controlled access to the building, especially to the secure perimeter, is critical to maintaining security, ensuring safety against active shooter scenarios, and

minimizing the introduction of contraband or other items inmates can use to cause injury or escape.

2. Staff facilities should be adequate in size and configuration to accommodate the numbers of persons using them at any given time, and convenient in location to afford ready easy access.
3. Satellite training space will reduce costs associated with an off-site training facility, particularly when training is targeted and specialized or remedial in nature.
4. Training space can be configured such that it serves multiple purposes, i.e., roll call or muster room, computer lab.

## J. SECURITY OPERATIONS

### J.1. Security Operations Overview

Security operations provides for the safety and security of all staff, visitors, and inmates in the entire facility, and thus facilitates orderly operations and programming. Security operations include perimeter security, operation of the central control room, keys, armory, fire safety, emergency response, and security and safety communications.

### J.2. Security Operations – Key Observations and Findings

#### Armory

1. There is no dedicated armory.

#### Key Storage/Locksmith

2. Key distribution occurs from the following locations within the PSB and CCB:
  - Master control
  - Sergeants office (PSB)
  - Control rooms (CCB)
  - Movement team office (PSB)
  - Intake
3. There is no dedicated key storage or workspace for equipment. A former janitor closet serves as the storage space for spare keys, which also serves as storage for odd items, e.g., ladder.
4. Keys are stored in a small, unsecured drawer cabinetry. There is no key inventory control or a person for who key control is not a primary responsibility; rather it is an added duty.

#### Cell Entry Team (CET)

5. The CET is not a dedicated team; rather everyone is trained as a member of the CET. Staff assigned to the movement post within the PSB, and one person designated from each floor of the CCB comprise the CET for their respective buildings and will act and respond as the CET.

6. CET equipment storage is located in a room next to the movement office in the PSB and in the CCB is located in 7-West. Storage is comprised of hooks and open lockers and shelving. There is no one designated for managing equipment inventory and operability.

### **Security Operations**

7. The PSB and the CCB each have a shift supervisors' office. The shift supervisors' office in the PSB is located on the 1st floor near reception housing and IA court, while the shift supervisors' office in the CCB is located at the end of the programs suite, removed from the daily operations of the CCB.
8. The shift supervisors' office located on the PSB 1st floor is fully equipped with various monitors - telephone, camera, "pipe." Eight people work out of this office that contains four workstations.
9. There is no dedicated space within the shift supervisors' office to have a private conversation or hold a private meeting.
10. In addition, satellite shift supervisors' offices are located on the 3rd and 4th floor of the PSB, and 6-east in the CCB.
11. The incident command center is located in the Sheriff's Office, which is located on the second floor of the PSB.

### **PSB Master Control**

12. Master control for the PSB is located in the basement and, with the exception of the basement where it has direct observation of the entry door, has only remote observation of all entrances/exits of the building. Persons seeking entry into the secure perimeter are visually identified.
13. Master control is equipped with two fully functioning redundant control stations, which have the capacity to operate the security electronics and systems within the PSB, CCB, and the jail-operated sections of the courthouse, i.e., court holding.
14. In addition to operating the door, master control is responsible for operation of the elevators, monitoring the fire and man-down alarm systems, checking in/out of keys for medical and mental health staff, issuing spare radios, maintaining/issuing emergency keys, and answering incoming calls that are not referred by the telephone menu tree.
15. Orientation of the control panels does not afford the operator good visibility or sightlines of the circulation areas in the immediate vicinity of master control.
16. Master control is self-contained with a restroom and small pantry and beverage center.

### **CCB Control Center**

17. The CCB control center is shared with the visitor reception in a small cramped space.

This control center operates all CCB doors electronically, monitors the jail's fire alarm system, and is equipped with three small and two larger monitors that cycle through the cameras, which are located throughout the CCB.

18. Like master control, the CCB control center monitors the fire systems.
19. The CCB control is self-contained with a restroom and small pantry and beverage center.

### J.3. Security Operations – Key Operational and Planning Issues

1. Current location for security supervisors hinders private communication, and does not provide adequate safekeeping of sensitive files.
2. Master control should have good unobstructed visibility of all entrances into the facility, and the public lobby in particular.
3. There is no secure armory or key shop.

## K. HOUSING

### K.1. Housing Overview

This section examines housing for both male and female inmates in the PSB and CCB facilities. It is a general overview of the available housing and does not address the housing needs of Huber inmates or those inmates requiring specialized housing due to a medical or mental health condition, which are described in other sections of this chapter. The housing needs of these special populations are discussed in the section of this report dedicated to the particular population. However, it should be noted that these same inmates are housed in the housing pods that are being reviewed generally here.

### K.2. Housing – Key Observations and Findings

1. The PSB and CCB each house both adult and youthful inmates. Youthful inmates are those inmates aged 16 to 18 years of age. No specialized housing is provided for youthful inmates. Rather they are housed with the adult inmates based on their classification status.
2. Between the PSB and the CCB, there are 769 long-term beds of which 657 are designated male and 112 are designated female. In addition, there is reception housing, which is considered short-term and where a newly admitted inmate is housed pending first appearance and/or formal classification. Reception housing for males includes 6 eight-person dorms and 15 single-person segregation cells, and for females includes 2 eight-person dorms and 5 single-person segregation cells.
3. The PSB housing is comprised of 12 housing pods configured as direct supervision housing dorms. The number of beds per dorm range from 24 to 50 beds each. Within the PSB, 10 housing pods are designated for males with an aggregate bed count of 356, and 2 housing pods are designated for females with an aggregate bed count of 52.
4. The CCB housing is comprised of 52 cellblock configured as indirect supervision housing. The number of beds per cellblock range from 3 to 14 beds each, and the cell

blocks are configured as single cells or as a dorm. Within the CCB, 42 cellblocks are designated for males with an aggregate bed count of 301, and 10 cellblocks are designated for females with an aggregate bed count of 60.

5. Generally, the PSB housing pods are configured and equipped as many contemporary jails are: multiple television viewing areas; laundry room, officer workstation; janitor closet; supply closet; telephones; showers and toilets (including ADA-compliant); beverage and pantry station; and tables and chairs in common areas. However, the housing pods did not have direct access to multipurpose and interview rooms, and the officer restroom was located outside the actual housing pod, though accessible from the housing pod sallyport. No housing pod had direct access to fresh air exercise/recreation.

Particularly in the larger dorms, the bunks are configured such as to limit the sightlines of the officer supervising the housing pod, creating a number of blind spots.

6. Generally, the CCB housing pods/cells are configured in a linear fashion off of a security corridor - mainly, a small number of cells or dorm bunks with a common day area with tables and chairs, television, telephone, and showers and toilets (including ADA-compliant). The number of housing pods in the CCB makes it impractical to staff for direct supervision. Consequently, most of the housing pods are not within visibility of an officer thereby increasing opportunities for and/or the likelihood of abuse and violence amongst inmates.

### K.3. Housing – Key Operational and Planning Issues

1. The housing of youthful inmates with adult inmates is inconsistent with the goals of the Prison Rape Elimination Act (PREA or the Act)<sup>28</sup> and ACA Standards.<sup>29</sup>
2. The indirect supervision design of the CCB housing and associated support spaces present considerable opportunities for sexual victimization, which is inconsistent with the goals of the Prison Rape Elimination Act (PREA or the Act).<sup>30</sup>
3. The CCB, with its small-sized living areas (4-8 beds) and dormitories (12-14 beds), multiple floors, poor sightlines, and a physical layout that compromises ready emergency response, is obsolete in its design and operation and subjects the Dane County Jail to untoward liability. A high percentage of inmates in the Dane County Jail system who require special management (e.g., mental health, protective custody) are housed in the CCB in tenuous conditions that could place their wellbeing and safety in jeopardy.
4. Converting the CCB to a direct supervision model without extensive renovation would be staff intensive and would create staffing inefficiencies since cellblock capacities range from 4-8 beds.
5. No indoor or outdoor recreation is directly accessible from the housing pods or

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<sup>28</sup> PREA Prisons and Jail Standards §115.14

<sup>29</sup> ACA Standards 4-ALDF-2A-37 through 43

<sup>30</sup> 42 USC §15601-15609

cellblocks.

6. No multipurpose, activity or private interview space is readily accessible from within or near the housing areas.

## L. PROGRAMS AND SERVICES

### L.1. Programs and Services Overview

The program and services component includes those areas associated with all inmate programs and services, work programs, and the volunteer programs. It includes programs work space and delivery, religious services, library, recreation, hair care, and commissary.

### L.2. Programs and Services – Key Observations and Findings

1. Dane County Jail offers substance abuse, religious, education, and work programs for eligible inmates. Most programs are limited to those inmates with Huber privileges.
2. A suite of offices is designated in the CCB for programs and services staff. With the exception of the GED program, programs and services are funded through external resources or delivered by volunteers.
3. Within the PSB are three multipurpose classrooms, and within the CCB are two multipurpose classrooms available for delivery of inmate programs. It should be noted that one of the two classrooms in CCB is designated for youthful education provided by the Madison Metropolitan School District. Madison College uses one of the PSB classrooms to provide GED educational and testing services.
4. There are interview rooms, though limited in number, located throughout both the PSB and CCB.

#### Religious Services

5. There is a chapel located in the CCB. For those that are unable to attend, religious services can be video-recorded and broadcast on the Jail channel through the televisions located in each of the housing areas.

#### Library

6. There is a small library in both the PSB and CCB; volunteers operate both libraries. Recreational reading is available via a book cart system, with book carts located in each housing area.
7. Legal library services are provided based on written requests submitted by the inmate, which are delivered to and fulfilled by the County law library. Inmates may receive legal documents pertaining to three cases or up to 30 pages of documentation per week.

### Recreation

8. Outdoor and indoor recreation opportunities are available to inmates.

### Hair Care

9. There is no designated space for hair care. Haircuts occur within the housing areas where hair clippers are provided upon request. No licensed hair stylist is available to either male or female inmates.

### Commissary

10. Commissary is vendor-operated, and available to inmates on a weekly basis. Inmate workers assist the vendor in processing commissary orders.

## L.3. Programs and Services – Key Operational and Planning Issues

1. A comprehensive continuum of programs and services contributes to keeping inmates productively and constructively occupied minimizing the negative effects of confinement and inappropriate behavior. Limiting programs and services access to Huber-qualified inmates unnecessarily restricts inmates who otherwise gain to benefit from participating in such programs and services.
2. Opportunities for work in jail industries or vocational programming is non-existent.

## M. SPECIAL NEEDS

### M.1. Special Needs Introduction

The primary focus of this section is to identify inmates who have special healthcare and other service needs, to assess current treatment and services and to identify space utilization to meet those treatment and services needs within the Public Safety Building, Ferris Center, and City/County Building for the following special needs:

- Medical
- Mental Health
- Alcohol and Other Drug Abuse/Addiction

The special needs populations within the Public Safety Building (PSB) and the City/County Building (CCB) have medical and/or mental health care treatment needs; a percentage of whom also have alcohol and other drug treatment needs (AODA). According to Wisconsin Administrative Code a special needs inmate is defined as "any inmate who is identified or suspected of having a medical illness or disability, mental illness, a developmental disability, alcohol or other drug abuse problem or who is a suicide risk."<sup>31</sup> It is important to note that one inmate often has more than one special need. For example, a person with mental illness may also have chronic medical conditions such as seizure disorders and/or diabetes as well as substance abuse or addiction. In fact, during the January 8, 2013 workshop, health care and other personnel

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<sup>31</sup> Wisconsin Administrative Code 350.03



estimated that the number of inmates with both mental illnesses and alcohol or other drug abuse/ addictions has increased by 50% in the last few years.

Medical and mental health care services at the PSB and CCB are provided through a contract with Correct Care Solutions (CCS). Limited medical care at the Ferris Center is also provided by CCS; mental health care is not available at the Ferris Center. The PSB, Ferris Center and CCB are accredited by the National Commission for Correctional Health Care (NCCHC).

This chapter establishes a baseline, which examines how services are currently provided to each of the three broad categories of special needs populations. This assessment sought to create a basic understanding of how services are provided to these populations while concurrently identifying key operational and standards deficiencies that will be addressed during the next phase of work. The assessment represents the project team's observations and findings, which were gleaned from interviews, facility tours, data extracts and snapshots and document/information reviews, and is informed by the American Correctional Association's (ACA) Jail Standards<sup>32</sup> the Wisconsin Jail Standards (WJS)<sup>33</sup> and National Commission on Correctional Health Care Standards (NCCHC).<sup>34</sup>

The assessment of services and spaces utilized to provide these services includes definitions of each population, a brief overview of the services that are provided, best practices in the delivery of services to these populations and key observations and findings regarding how existing practices and spaces work to support or impede intended operations.

## M.2. Medical Services Overview

Both ACA and NCCHC standards<sup>35</sup> and Wisconsin Administrative Code<sup>36</sup> mandate that all detainees who are booked in the Dane County Jail facilities be screened for medical and dental conditions, illnesses or disabilities; mental illnesses; developmental disabilities and alcohol or other drug problems.

The type of medical issues typically identified at the Dane County Jail include subacute and chronic medical conditions such as diabetes, both insulin and non-insulin dependent; respiratory disorders such as asthma and chronic obstructive pulmonary disease; and cardiovascular conditions such as hypertension and other cardiac conditions. Also, identified is treatment of infectious diseases such as Hepatitis C, HIV, including positive responses to PPD (requiring that active Tuberculosis be ruled out). Additional chronic medical conditions include seizure disorders and end stage renal failure requiring dialysis. It is not unusual for a jail to hold women who are substance abusers and subsequently have high-risk pregnancies. In addition, new detainees who may have had injuries are transferred from local hospitals as post-surgical patients and/or could have a need for durable medical equipment such as crutches, walkers, and wheelchairs. A significant

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<sup>32</sup> ACA Performance-Based Standards for Adult Local Detention Facilities, 4<sup>th</sup> Ed. June 2004. ACA 2012 Standards Supplement. June 2012.

<sup>33</sup> <http://docs.legis.wisconsin.gov/statutes/statutes/302.pdf>

<sup>34</sup> NCCHC Standards for Health Services in Jails, 2008.

<sup>35</sup> ACA: 4-ALDF-4C-22; NCCHC: J-E-02

<sup>36</sup> Wisconsin Administrative Code 302.365

percentage of the population that require medical services are those detainees who undergo jail-based detoxification from alcohol, opiate or benzodiazepine drugs (or a combination of substances) as required by standards<sup>37</sup>.

At a minimum, per correctional healthcare standards<sup>38</sup>, Medical Services in the jail should include:

- Intake Screening
- Health Assessment/Physical Examination
- Sick Call by both nursing staff and provider staff
- Medication administration
- Treatment and monitoring of medical conditions
- On-site Emergency Response
- Medical Observation
- Appropriate housing to accommodate medical disabilities
- X-rays, EKGs, and Laboratory Testing
- Off-site Specialty Care

The CCS Health Services Administrator<sup>39</sup> reports that both the acuity and chronicity of medical conditions requiring treatment during incarceration has increased over the past five years. Statistics provided by CCS demonstrate the number of inmates requiring medical care has increased from 2010 through 2012.

The vast majority of inmates booked into the Dane County Jails are screened by the Intake Nurses. Those that were not screened were released from the facility prior to health screening.

As demonstrated in Table M.1, the average number of inmates that require medical observation has increased from seven to over ten per day over a three-year period while the length of stay (LOS) has decreased slightly. Medical observation requires observation by medical staff during acute withdrawal from alcohol or other drugs, frequent neurological checks following a fall or head trauma, acute illnesses, and for a designated period post hospitalization. Inmates undergoing detoxification are often the most acute medical patients in the jail. Health care staff reports that in the last year there has been a substantial increase in inmates addicted to Heroin, an opiate drug.

The number of inmates who were taking prescribed "medical" medications at the time of incarceration has increased slightly by 2%. The total number of medical sick call contacts has increased by just over three thousand per year a 25% percentage increase over three years.

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<sup>37</sup> ACA: 4-ALDF-4C-36; NCCHC: J-G-06

<sup>38</sup> ACA and NCCHC have a number of standards that outline required medical and related services.

<sup>39</sup> Conversation with CCS Health Services Administrator at Dane County Jails, December 6, 2012.

Table M.1: Select Medical Statistics 2010-2012<sup>40</sup>

Activity	2010	2011	2012
Population Booked	14,154	13,887	13,932
Population Screened by Medical	13,002	13,261	13,722
% of Booked Population Screened	91.9%	95.5%	98.5%
# Inmates on Medical Observation	2,553	3,462	3,757
% of Population Screened by Medical on Med Observation	19.6%	26.1%	27.4%
Avg # on Medical Observation/Day	6.99	9.49	10.29
# Days on Med Observation	7772	9262	9924
Avg. Med Observation LOS <sup>41</sup> per inmate	3.04	2.68	2.64
# Inmates identified with active prescriptions for medical medications during health screening process	3,773	3,774	3,981
% of Population Screened on Med	26.7%	27.2%	28.6%
# Total Medical Sick Call Contacts	12,250	14,147	15,260

Table M.2, is based on a one week snapshot of the Dane County Jail housing by gender on March 11 through 17, 2013. The table illustrates that there were an average of just over 49 males who were in special needs medical housing each day that week. There was also an average of just over six females each day in that week.

It is of note that an average of 11 males and 3 females were on medical observation pre-classification per day. Pre-classification medical observation occurs in reception housing or segregation. Special needs medical housing consists of medical observation, medical isolation, or medical general population. The non-Huber Medical Special Needs population comprised an average per day of three males and an average per day of over one female per day. The Huber Medical special needs population comprised an average of nearly 26 males per day and over six females per day. The range for each gender and type of medical housing indicates the low to high use within the snapshot week to account for the variations that normally occur in medical bed use.

<sup>40</sup> Health Services Statistical Report, Correct Care Solutions, provided by Health Services Administrator, Dane County Jails.

<sup>41</sup> LOS = Length of Stay

Table M.2: Medical Housing by Gender<sup>42</sup>

Medical Bed Use Snapshot 3/11/2013 - 3/17/2013				
	Avg/Day		Range in Week	
	Male	Female	Male	Female
Medical Observation: Pre-Classification	11.43	2.57	9-20	1-4
Medical Observation: Post-Classification	8.43	2.43	0-12	0-5
Medical Admin Confinement	1.00	0.00	0-1	0-0
Non Huber Medical Special Needs--Max	1.00	0.00	1-1	0-0
Non Huber Medical Special Needs--Med	0.43	0.00	0-1	0-0
Non Huber Medical Special Needs--Min	1.57	1.43	1-2	1-2
Huber Medical Special Needs--Max	0.00	0.00	0	0
Huber Medical Special Needs--Medium	2.57	0.00	1-4	0
Huber Medical Special Needs--Minimum	23.00	0.00	19-26	0
<b>Total Special Needs Medical Beds</b>	<b>49.43</b>	<b>6.43</b>		

Table M.3 located on the following page illustrates the medical special needs bed need using the one-week snapshot and applying the 2013 population projections from the Population Projection section of this report. This calculation resulted in identifying the percentage of male and female inmates who require designated medical beds as well as the range of need. The range reflects the number of medical bed use from low to high on each day taking into account the inherent variability of demand for special medical beds on any day.

Male inmates require an average of 21 medical observation beds per day (3.18% of the projected male population) with the number of beds per day ranging from a low of 9 beds to a high of 33 beds. Female inmates require an average of five medical observation beds per day (5.38% of the projected female population) with the number of beds per day ranging from a low of one bed to a high of nine beds. Inmates in medical observation beds require observation and care by nursing staff.

Male inmates require an average of three non-Huber medical general population beds per day (0.46% of the projected male population) with the number of beds ranging from two to four per day. Male Huber inmates require an average of 25.57 medical general population beds per day with the number of beds ranging from a low of 20 to a high of 30. Inmates in the medical general population beds require special housing due to fragility of chronic medical conditions, or need for durable medical equipment. The use of these beds is to meet flexible medical needs.

Female inmates require an average of 1.43 non-Huber medical general population beds per day (1.54% of the projected female population) with the number of beds ranging from one to two per day. Using the one-week snapshot found that no Huber female inmates required medical beds. However, this option must remain open. The use of these beds is to meet flexible medical needs.

<sup>42</sup> Medical Housing by Gender, One week snapshot provided by Dane County Sheriff's personnel.

Table M.3: Medical Bed Use Based on Population Projections

Medical Bed Use Percentages Based on 2013 Population Projections												
	Avg/Week				Range in Week							
	Male		Female		Male				Female			
		%		%	Low	%	High	%	Low	%	High	%
<b>Medical Observation Beds</b>												
Medical Observation: Pre-Classification	11.43	1.74%	2.57	2.76%	9	1.37%	20	3.00%	1	1.20%	4	4.30%
Medical Observation: Post-Classification	8.43	1.28%	2.43	2.61%	0	0.00%	12	1.80%	0	0.00%	5	5.38%
Medical Admin Confinement	1.00	0.15%	0.00	0.00%	0	0.00%	1	0.15%	0	0.00%	0	0.00%
<b>Total</b>	<b>20.86</b>	<b>3.18%</b>	<b>5.00</b>	<b>5.38%</b>	<b>9.00</b>	<b>1.37%</b>	<b>33.00</b>	<b>4.95%</b>	<b>1.00</b>	<b>1.20%</b>	<b>9.00</b>	<b>9.68%</b>
<b>Medical GP Beds</b>												
Non Huber Medical Special Needs--Max	1.00	0.15%	0.00	0.00%	1	0.15%	1	0.15%	0	0.00%	0	0.00%
Non Huber Medical Special Needs--Medium	0.43	0.07%	0.00	0.00%	0	0.00%	1	0.15%	0	0.00%	0	0.00%
Non Huber Medical Special Needs--Minimum	1.57	0.24%	1.43	1.54%	1	0.15%	2	0.30%	1	1.20%	2	2.15%
<b>Total</b>	<b>3.00</b>	<b>0.46%</b>	<b>1.43</b>	<b>1.54%</b>	<b>2.00</b>	<b>0.30%</b>	<b>4.00</b>	<b>0.60%</b>	<b>1.00</b>	<b>1.20%</b>	<b>2.00</b>	<b>2.15%</b>
<b>Huber Medical GP Beds</b>												
Huber Medical Special Needs--Max	0.00	0.00%	0.00	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Huber Medical Special Needs--Medium	2.57	0.39%	0.00	0.00%	1	0.15%	4	0.15%	0	0.00%	0	0.00%
Huber Medical Special Needs--Minimum	23.00	3.51%	0.00	0.00%	19	2.90%	26	3.96%	0	0.00%	0	0.00%
<b>Total</b>	<b>25.57</b>	<b>3.90%</b>	<b>0.00</b>	<b>0.00%</b>	<b>20.00</b>	<b>3.05%</b>	<b>30.00</b>	<b>4.11%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>

### M.3. Medical Services – Key Observations and Findings

1. Dane County vendor, Correct Care Solutions (CCS) provides all of the basic medical care that is mandated by standards as listed in the section, Medical Services and Population Overview. Health care personnel are on duty 24/7 at both the PSB and CCB. A nurse is scheduled 20 hours per week at the Ferris Center.
2. As noted earlier there are a number of medical services that jails must provide to those incarcerated in the Dane County Jail facilities. CCS is providing those services.
3. The medical and dental screening, vital signs, medical history and medication history is completed during the booking process in the intake area of the PSB by a nurse who is available in the intake area seven days a week, 24 hours a day. Consistently assigned nurses with strong assessment skills are assigned to provide medical intake screening services. The intake nurse completes the intake medical screening in a converted cell located within the Intake area. There is limited privacy for the inmate.
4. The Deputy III assigned to the pre-booking area of Intake completes a brief pre-booking screen that inquires about medical, mental health and substance abuse conditions. If the Deputy III has any concern about the detainee's medical status, they will contact the nurse assigned to Intake Screening to determine whether or not the detainee can be admitted to the jail. The nurse will report to the Pre-Booking area to obtain further information from the detainee, the arresting officer and the Deputy III regarding medical conditions including withdrawal from alcohol, benzodiazepine or opiate drugs. If it is determined that the detainee's medical condition may require a level of medical care that is not available at the Dane County facilities, the arresting officer will take the detainee to a local hospital for medical clearance or admission to a community based healthcare bed.
5. A detainee, who has detoxified from alcohol or drugs during a prior incarceration in Dane County, is flagged and immediately identified as a person with potential withdrawal symptoms from alcohol or drugs.
6. If the nurse determines that a detainee needs to be placed on medical observation pre-classification, they will be housed in a reception segregation cell. These are standard single bed segregation cells, not medical beds, and are viewed by closed circuit camera supervision, with staggered 15-minute welfare checks by the officer assigned to the segregation unit.
7. Classification staff works closely with medical staff to determine the need for special housing due to medical conditions.
8. Following classification, if there are medical disabilities or need for continued medical observation, the inmate is moved to housing designated for medical populations. These beds/cells are not medical beds nor are they under camera supervision. They also cannot accommodate an individual with a disability.
9. The Dane County Jail has 18 designated medical beds in their housing plan. It should

be noted that the housing plan is a working document that changes often to meet the housing needs of the population.<sup>43</sup> None of these beds were designed as medical beds but are cells being used for health care purposes. In addition, the mental health beds are scattered throughout the two facilities with the majority of them located in the CCB.

10. Pregnant inmates who are drug addicted frequently have up to a seven-day wait for initial evaluations for methadone treatment. It is necessary to have these women sent to the hospital for evaluation and dosing.<sup>44</sup> On some occasions they are returned to the jail without being provided methadone or other medications not available within the Dane County Jail facilities.
11. A physician will complete the medical history and physical examination, if indicated, following the initial court and classification process unless the acuity of a medical condition requires it to be completed earlier.
12. Nursing staff administers medication four times a day (8 am, 12 Noon, 4 pm and 8 pm) for all inmates prescribed medication in the PSB and CCB. Inmates who are in these facilities who are under Huber law and who go to work, are provided medication at 4 a.m. Medications at the Ferris Center are self-administered by the inmate under officer supervision. The latest statistics show that in any given month, there were between 529 and 932 inmates who were receiving prescribed medications. Given that so many inmates are prescribed more than one medication the configuration of the CCB housing areas, in particular, makes medication administration throughout the PSB and CCB very time consuming. Medications are usually administered four times a day in the jail but this is time prohibitive given the current housing configurations.
13. Sick call and treatment are provided by nursing, physician or nurse practitioner personnel at all three facilities.
  - a. Doctor appointment sick call is provided on the day shift five days per week, nursing sick call is provided on the dayshift seven days per week and treatments are provided on the evening shift, unless ordered at a different time by the physician, seven days per week for inmates housed in both the PSB and CCB.
  - b. There is a full time physician on staff who is providing services in the both the PSB and CCB facilities Monday through Friday for 8 hours per day.
  - c. A Nurse Practitioner is scheduled at the Ferris Center two hours per week.
  - d. The PSB clinic has an assigned officer who provides escort of inmates to the clinic area; there is also a small holding area for 2 inmates.
  - e. The CCB clinic has a small holding area but does not have an officer assigned to the clinic to provide escort of inmates. Therefore, inmates are brought to the clinic one at a time. This slows the provision of healthcare and can impact

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<sup>43</sup> CCB Cellblock and Capacity housing plan, accurate as of 1/09/13.

<sup>44</sup> Methadone maintenance programs require special licensing and certification. They are generally not available within jails.

access to care during lockdowns and low staffing periods. In addition, any inmate who is considered high risk for violence must be escorted to the clinic by two officers.

14. A dentist provides dental services 16 hours per week at the CCB for inmates in both the PSB and CCB.
15. Treatment and chronic care monitoring is provided by CCS in all three facilities. However, there are health care restrictions on which inmates in Huber status can be transferred to the Ferris Center due to limited healthcare staffing.
16. On-site emergency response is provided by CCS within the PSB and CCB. Off-site paramedic response is also available in all three facilities for emergencies that require life saving measures and transport to hospitals. CCS staff provides initial response and support to paramedic response as necessary. There is no charge for these services.
17. Off-site specialty care is coordinated by CCS with community provider specialists.
18. Medications are ordered from Diamond Pharmacy Services via FAX; delivery is available six days per week.
19. Stat laboratory tests are required to be sent by courier to deliver the laboratory specimen to an outside lab. The CCS contract covers this cost.
20. CCS uses paper medical records. Paper medical records are staff intensive and are vulnerable to loss of files. In addition, paper records prohibit data extraction that is useful to determine health care population trends and subsequent housing needs.

### Best Practices

The following best practices are those set by correctional health care standards. They are delineated here as they set a benchmark for the key operational and planning issues that follow.

1. Treatment: the best practice approach to medical care in jails is an integrated approach that is sensitive to the entire scope of health care needs of the inmate including medical conditions, cognitive issues, mental illness, developmental disabilities and gender issues. The most effective approach is an integrative team that includes health care staff, security staff, and the inmate/patient.
2. Electronic Medical Record: The importance of consistent, accessible medical records continues to be a goal for the health care industry, in theory best accomplished by the use of an electronic medical record (EMR) system.<sup>45</sup>
3. Pregnant women with addictions. "The facility has a policy that addresses the management of inmates, including pregnant inmates, on methadone or similar

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<sup>45</sup> Knight, Darrel. Electronic Medical Records: Moving Jails Forward. Corrections.com. Retrieved March 8, 2013 from <http://www.corrections.com/news/article/22296-electronic-medical-records-moving-jails-forward>.



substances. Current medical thinking is that pregnant patients should not be withdrawn from a methadone maintenance program."<sup>46</sup>

### Community Interfaces

1. Dane County Jail facilities use Meriter Hospital, St. Mary's Hospital, and University of Wisconsin Hospital and Clinics for emergency or hospital care of inmates.
2. The University of Wisconsin Hospital has a secure ward used by the Wisconsin Department of Corrections. Although not typical, in rare circumstances, the Sheriff's Officers have been able to use these beds after entering into an inmate specific Memorandum of Understanding.

### M.4. Medical Services – Key Operational and Planning Issues

1. Best practices dictate that medical observation beds be designated for medical or mental health observation for specific purposes, such as watching the patient's response to a medication change, a subacute injury or a nursing protocol.<sup>47</sup> The Dane County facilities have no appropriate medical observation beds. Jail cells with built-in concrete slabs are used to house inmates requiring medical observation. There are no hospital-type adjustable medical beds, no ability to hang intravenous fluids (IVs) for hydration of inmates on withdrawal protocol or for other needed IV procedures. Inmates requiring IVs are currently taken to the hospital for hydration and other IV needs.
2. There are no ADA compliant medical beds for inmates with medical disabilities. There are currently two beds (614E and 714E) located in the CCB that are used for medical isolation or for inmates with mobility disabilities. However, these cells do not comply with ADA standards. They do not have direct supervision by either security staff and/or medical personnel. These cells are not adjacent to the medical clinic areas, and there is no nurse call system to allow inmates to call for assistance.
3. In addition, standard and best practices encourage the use of medical housing for those inmates who do not require observation beds, to provide a protective environment that does not require 24-hour nursing care.<sup>48</sup> The beds can be in designated areas for step-down transitional health care and should be equivalent to home care. These would include medical beds that can accommodate a range of medical conditions in a general population setting.
4. Interview rooms: Beginning at intake screening there are many interactions between healthcare personnel and inmates and there is insufficient privacy. Inmates have a right to privacy regarding healthcare as delineated in the following standards:
  - a. Discussion of patient information and clinical encounters are conducted in private and carried out in a manner designed to encourage the patient's subsequent use

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<sup>46</sup> NCCHC: J-G-06, ACA: 4-ALDF-4C-13

<sup>47</sup> NCCHC J-G-03

<sup>48</sup> Id.

of health services.<sup>49</sup>

- b. Health care encounters, including medical and mental health interviews, examinations, and procedures are conducted in a setting that respects the inmates' privacy. Female inmates are provided a female escort for encounters with a male health care provider.<sup>50</sup>
5. Exam Rooms:
- a. There are only two exam rooms at the PSB near reception housing. The exam rooms are each approximately 90 sq. ft., which is really too small to allow proper access to the patient from three sides. One of the exam rooms is a converted office. Neither exam room is conducive to emergency response intervention or for routine procedures. The health care staff currently uses a massage table in the hallway for x-rays if it requires the inmate to lay supine or prone.
  - b. There are triage examination rooms on the 3rd and 4th floor of the PSB. While these are properly equipped and of appropriate size (approximately 110 square feet), these spaces are not used as lines of sight is poor and there are no other staff stationed nearby. Therefore, they have been found to be too staff intensive to utilize for their intended purpose.
  - c. There is a second clinic located in the CCB with two exam rooms, each approximately 120 sq. ft., a medication storage room, a dental operatory, and a small holding area.
  - d. At the Ferris Center there is one office that is used by the nurse for all healthcare related activities.
6. Inmates under Huber status can see their own physician in the community; however, the medications ordered by community providers may conflict with CCS's formulary. Community providers prescribe medications not typically used in the jails such as controlled substances. There is no master list of outside medical appointments and CCS does not know when the inmates are going to an outside appointment or when they return. This is important because the community provider may have ordered tests, written prescriptions, etc. that medical staff are not aware of and cannot follow through with the orders. There are also associated costs with the duplication of services within the jail and in the community.
7. Inmates with chronic medical conditions or disabilities are often excluded from the opportunities afforded to other Huber inmates housed at the Ferris Center due to the lack of 24/7 health care at the Ferris Center.
8. Having three facilities where medical services need to be provided adds major costs to the health care operations.

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<sup>49</sup> NCCHC J-A-09

<sup>50</sup> ACA 4-ADLF-4D-19, NCCHC: J-G-06

## M.5. Mental Health Services Overview

Detainees with significant histories of mental illness and acute symptoms upon arrest have become a national issue -- the volume of inmates entering jails with serious mental illnesses is substantial. Numerous studies have found that the prevalence of serious mental illness among jail inmates has grown since first recognized in the early 1980s.<sup>51</sup>

Both ACA and NCCHC standards<sup>52</sup> and Wisconsin Administrative Code<sup>53</sup> mandate that all detainees who are booked in the Dane County facilities be screened for mental illnesses, developmental disabilities and alcohol or other drug problems. As noted earlier in this report, many inmates who have serious mental illnesses have co-morbidity with chronic medical conditions as well as co-occurring substance abuse or addictions. CCS mental health staff report that much of the recidivism is due to inmates who have serious mental illnesses not following through with treatment, not taking medication, or having difficulty accessing community-based treatment and/or medication due to the difficulty navigating the mazes into treatment. It should also be noted that there are waiting lists to get into community based treatment.

In addition to the Mental Health Director, the mental health staffing at the Dane County Jail facilities consist of licensed psychiatric social workers, a full time discharge planner, and a part time psychiatrist. One social worker is assigned to provide intake mental health screening 24 hours per day, seven days per week. In addition, there is one additional social worker on the day and evening shift. The discharge planner works during the day shift. The part time psychiatrist is on-site sixteen hours per week.

Mental health services are based on "safety first" and are limited to screening, crisis intervention and crisis stabilization and transfers to psychiatric hospitals as required.

Mental health staff maintain a list of "special needs" inmates and "at any given time there are approximately 140 inmates on the list no matter where they are housed." These are the most vulnerable and at risk inmates with mental illnesses. Upon inquiry, it was suggested that if adequate mental health housing were available, many of the inmates on this list should be in special housing.<sup>54</sup>

Table M.4 illustrates three years of annual statistics collected about mental health services in the Dane County Jail facilities. The vast majority of inmates booked into the Dane County Jail are screened for mental illness and suicide risk by the Mental Health Social Workers. Those that were not screened were released from the facility before being screened.

As Table M.4 indicates, the number of suicide watch events has increased by 340 events over three years and the number of inmates on suicide watch has increased from seven to over 10 per day. The length of stay (LOS) has also increased from 1.6 days per watch event to 2.7 days.

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<sup>51</sup> Steadman, H.J. et al. *Prevalence of Serious Mental Illness Among Jail Inmates*. Psychiatric Services, June 2009, Vol. 60, No. 6.

<sup>52</sup> ACA: 4-ALDF-4C-29; NCCHC: J-E-05

<sup>53</sup> Wisconsin Administrative Code 302.365

<sup>54</sup> Conversation with CCS Health Services Administrator at Dane County Jail Facilities.

The number of inmates who were taking prescribed psychotropic medication at the time of incarceration has increased slightly yet the total number of inmates who were prescribed psychotropic medications per year has decreased substantially.

The total number of inmates on the special needs list has increased by over 500 inmates per year, special needs contacts with mental health staff has more than doubled, follow-up mental health contacts have increased by 36%, and the number of segregation rounds has increased by over 1000 per year. The workload of the mental health staff has increased substantially over the last three years.

**Table M.4: Select Mental Health Statistics<sup>55</sup>**

Activity	2010	2011	2012
Population Booked	14,154	13,887	13,932
Population Screened by MH	10,456	11,034	11,847
% of Booked Population Screened	73.9%	79.5%	85.0%
# Suicide Watch Events	614	708	954
Avg # on Suicide Watch per Day	7.0	9.5	10.3
# Days on Suicide Watch	970	1395	2549
Avg. Suicide Watch LOS per event	1.6	2.0	2.7
# Screened with Psych Medication	1,228	1,301	1,407
% of Population Screened	8.7%	9.4%	10.1%
# I/MS Prescribed Psychotropic Meds	3371	3800	2487
# on MH Special Needs List	1,049	1,318	1,567
# Special Needs Contacts	2,776	4,381	6,109
# Follow-up contacts	6,718	6,681	9,133
# Segregation Rounds	1,899	1,890	2,805

Table M.5 is based on a one week snapshot of Dane County Jail mental health special needs inmates by gender during the week of March 11 through 17, 2013. There was an average of 70 males per day with mental health special housing needs. At the same time, there were just over seven females per day during that week with special housing needs. Special needs mental health housing for both male and female inmates incorporates a number of designations including suicide watch, mental health segregation, mental health administrative confinement and mental health general population including those with and without Huber status.

The range column on this table indicates the range of numbers from low to high during the snapshot week of inmates by gender in each designation.

<sup>55</sup> Health Services Statistical Report, Correct Care Solutions, provided by Health Services Administrator, Sarah Van Vorst.

Table M.5: Mental Health Special Needs by Gender<sup>56</sup>

Mental Health (MH) Bed Use Snapshot 3/11/2013 - 3/17/2013				
	Average / Day		Range in Week	
	Male	Female	Male	Female
Suicide Watch: Pre-Classification	2.57	0.43	1-4	0-1
Suicide Watch: Post-Classification	2.29	0.00	0-5	0-0
MH Segregation: Pre-Classification	0.57	0.29	0-2	0-1
MH Segregation: Post-Classification	5.57	1.00	5-7	1
MH Admin Confinement	5.29	0.00	5-6	0
MH Behavior Admin Confinement	6.00	2.00	5-7	2
Non Huber MH Special Needs--Max	8.29	0.00	8-10	0
Non Huber MH Special Needs--Med	10.57	1.00	8-13	1
Non Huber MH Special Needs--Min	24.71	2.00	22-28	2
Huber MH Special Needs--Max	0.00	0.00	0	0
Huber MH Special Needs--Med	2.43	0.29	1-3	0-2
Huber MH Special Needs--Min	2.29	0.29	1-4	0-2
<b>Total Inmates by Gender</b>	<b>70.07</b>	<b>7.3</b>		

Table M.6 illustrates the mental health special needs bed need using the one week snapshot and applying the 2013 population projections from the Population Projection section of this report. This calculation resulted in identifying the percentage of male and female inmates who require designated mental health beds as well as the range of need for these beds. The range reflects the number of medical bed use from low to high on each day taking into account the inherent variability of demand for special mental health beds on any day.

Male inmates require an average of 22.29 acute/subacute mental health beds per day (3.4% of the projected male population) with the number of beds per day ranging from a low of 16 beds to a high of 31 beds. Female inmates require an average of 3.71 medical observation beds per day (3.99% of the projected female population) with the number of beds per day ranging from a low of three beds to a high of five beds. Inmates in acute/subacute mental health beds require observation and care by nursing and mental health staff. These beds would be used for suicide watch, to manage acute and/or subacute symptoms of mental illness and for a period of observation once symptoms or suicide risk has abated.

Non-Huber male inmates require an average of 43.57 non-Huber mental health general population beds per day (6.64% of the projected male population) with the number of beds ranging from 38 to 51 per day. Male Huber inmates require an average of 4.71 mental health general population beds per day with the number of beds ranging from a low of two to a high of seven. Inmates in the mental health general population beds require special housing due to vulnerability and chronic yet manageable symptoms of mental illnesses. The use of these beds is to meet flexible mental health or other cognitive impairment inmate housing needs.

Female inmates require an average of three non-Huber mental health general population

<sup>56</sup> One week snapshot collected by Dane County Sheriff's Office personnel

beds per day (3.23% of the projected female population) with there being no range during the snapshot week. Huber female inmates required less than one (0.57) mental health bed (0.61% of the projected population) with a range of zero to four beds. The use of these beds is to meet flexible mental health or other cognitive impairment inmate housing needs.

Table M.6: Mental Health Beds Based on Projections

Mental Health (MH) Beds Based on 2013 Population Projections												
	Average / Day				Range in Week							
	Male		Female		Male				Female			
		%		%	Low	%	High	%	Low	%	High	%
Suicide Watch: Pre-Classification	2.57	0.39%	0.43	0.46%	1.00	0.15%	4.00	0.61%	0.00	0.00%	1.00	1.08%
Suicide Watch: Post-Classification	2.29	0.35%	0.00	0.00%	0.00	0.00%	5.00	0.76%	0.00	0.00%	0.00	0.00%
MH Segregation: Pre-Classification	0.57	0.09%	0.29	0.31%	0.00	0.00%	2.00	0.30%	0.00	0.00%	1.00	1.08%
MH Segregation: Post-Classification	5.57	0.85%	1.00	1.08%	5.00	0.76%	7.00	1.07%	1.00	1.08%	1.00	1.08%
MH Admin Confinement	5.29	0.81%	0.00	0.00%	5.00	0.76%	6.00	0.91%	0.00	0.00%	0.00	0.00%
MH/ Behavior Admin Confinement	6.00	0.91%	2.00	2.15%	5.00	0.76%	7.00	1.07%	2.00	2.15%	2.00	2.15%
<b>Total MH Acute/Subacute</b>	<b>22.29</b>	<b>3.40%</b>	<b>3.71</b>	<b>3.99%</b>	<b>16.00</b>	<b>2.44%</b>	<b>31.00</b>	<b>4.73%</b>	<b>3.00</b>	<b>3.23%</b>	<b>5.00</b>	<b>5.38%</b>
Non Huber MH Special Needs – Max	8.29	1.26%	0.00	0.00%	8.00	1.22%	10.00	1.52%	0.00	0.00%	0.00	0.00%
Non Huber MH Special Needs – Med	10.57	1.61%	1.00	1.08%	8.00	1.22%	13.00	1.98%	1.00	1.08%	1.00	1.08%
Non Huber MH Special Needs – Min	24.71	3.77%	2.00	2.15%	22.00	3.35%	28.00	4.27%	2.00	2.15%	2.00	2.15%
<b>Total Non-Huber MH Special Needs GP</b>	<b>43.57</b>	<b>6.64%</b>	<b>3.00</b>	<b>3.23%</b>	<b>38.00</b>	<b>5.79%</b>	<b>51.00</b>	<b>7.77%</b>	<b>3.00</b>	<b>3.23%</b>	<b>3.00</b>	<b>3.23%</b>
Huber MH Special Needs – Max	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Huber v Special Needs – Med	2.43	0.37%	0.29	0.31%	1.00	0.15%	3.00	0.46%	0.00	0.00%	2.00	2.15%
Huber MH Special Needs – Min	2.29	0.35%	0.29	0.31%	1.00	0.15%	4.00	0.61%	0.00	0.00%	2.00	2.15%
<b>Total Huber MH Special Needs GP</b>	<b>4.71</b>	<b>0.72%</b>	<b>0.57</b>	<b>0.61%</b>	<b>2.00</b>	<b>0.30%</b>	<b>7.00</b>	<b>1.07%</b>	<b>0.00</b>	<b>0.00%</b>	<b>4.00</b>	<b>4.30%</b>

## M.6. Mental Health – Key Observations and Findings

1. The Deputy III assigned to the Pre-Booking area of Intake completes a brief pre-booking screen that inquires about suicide, mental health and substance abuse conditions. If the Deputy III has any concern about the detainee's mental health status, they will contact the social worker assigned to Intake Screening to determine whether or not the detainee can be admitted to the jail. The social worker will report to the Pre-Booking area to obtain further information from the detainee, the arresting officer and the Deputy III regarding mental health conditions including suicide risk. If it is determined that the detainee's mental health treatment needs may require a level of care that is not available at the Dane County Jail facilities, the arresting officer will take the detainee to a local crisis center or hospital emergency room for psychiatric clearance or admission to a community based mental health bed.
2. Mental health screening is completed by Licensed Mental Health Social Workers 24 hours a day, 7 days per week. All new mental health staff begin training in the Intake Center. All mental health staff need to be interchangeable. The interview space is a makeshift carrel located between Pre-Booking and the Booking desk. It provides no privacy to encourage inmate's to discuss issues of mental illness and suicide risk. It is also adjacent to the pathway that all inmates who are booked into the jail walk by. Not only is there no privacy, but the design is potentially unsafe if an inmate, either one being interviewed or one walking by, becomes violent or threatening toward the mental health intake personnel or other staff or inmates.
3. Any detainee who has been placed on a suicide watch during a previous incarceration in the Dane County Jail is flagged in the JMS allowing for immediate identification of potential risk for suicidal behavior.
4. If the social worker determines that a detainee needs to be placed on suicide watch during pre-classification, they will be placed in a suicide smock and housed in a cell located on the first floor of the PSB. These are standard single bed segregation cells, under closed circuit TV surveillance and not appropriately designed for suicide watch inmates. Officers assigned to the segregation unit make staggered 15 minute checks. Classification staff works closely with mental health staff to determine if an inmate requires special housing due to suicide risk, mental illness or other mental disability. Classification does not take place until after the initial court appearance.
5. If an inmate is admitted to the jail and becomes acutely psychotic or otherwise symptomatic of mental illness, they can be moved (pre-classification) to a segregation cell in CCB.
6. Following the classification, or anytime thereafter, if there is a need for continued suicide watch, the inmate can be housed in the PSB or CCB single isolation cells that are designated for suicide watch.
7. While there are designated mental health beds in the housing plan, these are constantly changing in order to meet the demand for bed space. Mental health housing is scattered throughout the jail and there is no appropriate mental health housing either in the CCB or the PSB.
8. During the tour of the facility, we observed a four-bed cellblock in the CCB that is anticipated to be used as a step down from suicide watch. These are also individual



cells with cameras for observation.

9. Mental health housing is driven by classification and acuity. There are limited beds available for observation and therefore there is pressure from classification for mental health to clear the observation beds for inmates in reception (or other areas of the facilities) who are in need of this higher level of observation due to more acute symptoms.
10. Inmates who require single cell housing due to acute symptoms of mental illness and who are aggressive towards others will be housed in mental health segregation in the CCB. Segregation is not appropriate housing for inmates with mental illnesses.
11. Mental health offices are located away from the mental health housing areas. These are not spaces where inmates can be interviewed.
12. Follow-up appointments at PSB and CCB are either in an interview room or at cell-side seriously compromising privacy.
13. There are no mental health services available at the Ferris Center. Therefore, inmates with Huber status who also have mental illnesses are unable to access the Ferris Center. In fact, some inmates who are stable in the Jail and who live in general population at PSB or CCB cannot be transferred to the Ferris Center based on the medications that they are prescribed.
14. There is a full time discharge planner who assists inmates to get reconnected to community services, benefit programs, and mental health support services prior to release from the Jail. The discharge planner, Mental Health Director and the Health Services Administrator meet monthly with community-based providers of mental health services.

### Best Practices

The following best practices are those found to be effective in reducing arrests and incarceration time for inmates who have mental illnesses. They are delineated here as they set a benchmark for the key operational and planning issues that follow.

1. The Sequential Intercept Model<sup>57</sup> provides a conceptual framework for communities to organize targeted strategies for justice-involved individuals with serious mental illness. Within the criminal justice system there are numerous intervention points that are opportunities for linkage to services and for prevention of further penetration into the criminal justice system.
2. The APIC Model<sup>58</sup> is a set of critical elements that, if implemented, are likely to improve outcomes for persons with co-occurring disorders who are released from jail. These include:

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<sup>57</sup> Munetz, M and Griffin, P. (2006) Use of the Sequential Intercept Model as an Approach to Decriminalization of People with Serious Mental Illness. *Psychiatric Services*, Vol. 57, No 4.

<sup>58</sup> Osher, F., Steadman, H., Barr, H.(2002). A Best Practice Approach to Community Re-entry from Jails for Inmates with Co-occurring Disorders: The APC Model. National GAINS Center.

- Assessing the inmate's clinical and social needs and the public safety risks.
  - Planning for the treatment and services required to address the inmate's needs.
  - Identifying required community and correctional programs responsible for post-release services.
  - Coordinating the transition plan to ensure implementation and avoid gaps in care with community-based services.
3. Specialized Probation Interventions include a set of ten essential elements of specialized probation initiatives<sup>59</sup> for people who have mental illnesses. Recently, these have been folded into a new framework that matches criminogenic risk and behavioral health needs. These include:
- Collaborative planning and administration
  - Defining, identifying and assessing a target population
  - Designing the initiative and matching individuals to supervision and treatment options
  - Setting conditions of community supervision
  - Developing an individualized case plan
  - Providing or linking to treatment and services
  - Supporting adherence to conditions of community supervision and case plans
  - Providing specialized training and cross-training
  - Sharing information and maintaining confidentiality
  - Conducting evaluations and ensuring sustainability of programs
4. Mental Health Courts<sup>60</sup> are one of many initiatives launched in the last twenty years to address the large numbers of people with mental illnesses involved in the criminal justice system. The basic premise is that without adequate treatment while incarcerated or linkage to the community services upon release, many people with mental illnesses cycle repeatedly through the criminal justice system.
5. Trauma-Informed<sup>61</sup> Mental Health Care demonstrates promise in increasing offender responsiveness to evidence-based cognitive behavioral programming that reduces criminal risk factors and in supporting integrated programming for offenders with substance abuse and co-occurring disorders.
6. The Recovery and Resiliency Model of Mental Health Care, emphasizes that individuals can achieve stability, understanding, and ability to manage their mental illness through peer support, crisis services, and other psychiatric support services.

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<sup>59</sup> Prins, S., Osher, F (2009). *Improving Responses to People with Mental Illnesses: The Essential Elements of Probation Initiatives*. Prepared by Council of State Governments Justice Center for the National Institute of Corrections.

<sup>60</sup> Council of State Governments Justice Center, Criminal Justice/Mental Health Consensus Project. (2008) *Mental Health Courts: A Primer for Policymakers and Practitioners*.

<sup>61</sup> Miller, N. and Najavits, L. (2012). *Creating trauma-informed correctional care: a balance of goals and environment*. Publishing Pending.

## Community Interface

### Journey Mental Health Center

Journey Mental Health Center is a comprehensive mental health service provider located in Madison, Wisconsin. Journey provides Emergency Services including crisis services for adults and youth. They also provide Assessment Services that include clinical assessments and evaluations for courts including treatment courts.

Journey works collaboratively with other agencies to provide clinical and administrative coordination for four alternative sanction programs including the Treatment Alternatives Program (TAP), the Drug Court Treatment Program (DCTP), the Day Report and Treatment Program (DART) and the OWI Treatment Court Program. In addition, Journey provides Conditional Release (CR) Program that provides comprehensive treatment and case management services to clients who have been found "not guilty by reasons of mental disease and defect" (NGI) and whom the Court deems appropriate for conditional release to the community for community-based services.

Journey's Community Treatment Alternatives (CTA) works with clients/consumers involved in the criminal justice system. In addition to meeting the standard Community Support Program admission guidelines, consumers must be either diverted from the Dane County Jail or be conditionally released after being found "not guilty by reason of mental disease or defect."

Journey also provides integrated services for co-occurring disorders for substance abuse and mental health issues.

### *Mendota Mental Health Institute*

Mendota Mental Health Institute operates a Program of Assertive Community Treatment (PACT), a national leader in developing this thirty year program of providing integrated long-term treatment to persons with severe and persistent mental illnesses. This research and demonstration unit provides innovative treatment for severely disturbed adults and adolescents, particularly persons with schizophrenia. Many persons with a dual diagnosis of a major mental illness and alcohol or drug abuse receive support from the PACT program. The methods for community treatment developed in Mendota's PACT program have been adopted throughout Wisconsin and many other states, as well as abroad.

### *Specialized Mental Health Probation Officers*

There are two probation officers that have specialized mental health caseloads in Madison, Wisconsin. However, the need for these specialized officers outweighs the number of positions. Therefore, all probation officers have some probationers who have mental illnesses or other mental health issues. In addition to the limited number of probation officers who specialize in caseloads of offenders who have mental illnesses, they are hampered by the fact that there is no mental health court in Dane County.

## M.7.Mental Health – Key Operational and Planning Issues

1. As described earlier, there are designated mental health beds in the Dane County facilities, but none of these beds were designed specifically for a population of inmates with mental health treatment needs. The housing that does exist is described

below.

- a. Suicide Watch: Due to staffing issues, inmates on suicide watch are not continuously monitored.<sup>62</sup> Suicide watch for high-risk individuals should be continuously monitored. It is ideal to have suicide watch housing located near mental health staff. This would facilitate out of cell time, and allow frequent opportunities for interactions with staff and other inmates. Isolation increases depression and may increase thoughts and intent toward suicide.
  - b. Step-down housing for suicide watch is to be located in a four-bed cell block in the CCB. These cells are on camera, but also have open bars which present opportunities for inmates to hang themselves as well as making the living area very noisy which only adds unnecessary stimulus to an inmate who is depressed and may have additional symptoms of acute mental illness. Depending on the inmate's security risk and aggression towards other, inmates with suicide thinking do not necessarily require individual cells. They do require direct supervision by both officers and mental health staff.
  - c. Inmates with mental illnesses are frequently housed in segregation cells at the Dane County Jail facilities. Inmates with active symptoms of mental illness are often housed in segregation cells decreasing their interaction with other inmates and staff. Some inmates who have active symptoms of mental illness have mental status deterioration when isolated from others. Each inmate should be carefully assessed regarding their ability to tolerate segregation. Every effort should be made to avoid placing inmates with active psychiatric symptoms in segregation cells.
  - d. Mental Health General Population. While there are cells designated for inmates who have mental illnesses, there is no dedicated mental health housing area conducive to stabilization for individuals who have mental illnesses. Recognizing the need for a combination of single, double, and even dorm housing to meet the individual's housing needs would be ideal.
2. There are very few mental health interview spaces throughout the facilities. This compromises the privacy during healthcare encounters to which inmates are entitled. Interview space should be located adjacent to mental health housing, thereby decreasing the amount of officer escort time.
  3. There is limited program space throughout the facilities. Currently there are no mental health programs such as group counseling in place.
  4. To transfer an inmate to a psychiatric hospital facility requires an objective evaluation of the need for hospitalization by a community-based crisis worker. Community-based

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<sup>62</sup> NCCHC Standard J-G-05 states, "potentially suicidal inmates are placed on constant observation, and with no more than 15 minutes between checks. If, however, the potentially suicidal inmate is placed in isolation, constant observation is required. While inmates who are placed on suicide watch and are observed by camera, the officers have additional duties such as rounds, responding to inmate requests in these housing areas. This same standard continues, "...Other supervision aids (e.g. closed circuit televisions, inmate companions or watchers) can be used as a supplement to, but never as a substitute for, staff monitoring.

crisis workers frequently have different views about the acuity of symptoms that can be effectively treated and managed in the jail setting. This differing understanding of the role of the jail in the community unfortunately results in recommendation that inmates with active symptoms of mental illness and who present as dangerous to self and/or others remaining in jail instead of being transferred to a hospital setting where the illness could be more effectively treated.

### M.8. Alcohol and Other Drug Addiction Overview

Alcohol and other drug abuse/addictions (AODA) are intimately related to criminal behavior and incarceration for many inmates. During the medical and mental health screening processes, inquiries are made about alcohol and/or drug use in order to determine potential withdrawal from alcohol, benzodiazepine and opiate drugs. While there is no comprehensive AODA assessment during intake regarding specific types of treatment, the need for AODA treatment either in the Jail or in the community is identified.

Inmates who have AODA issues are a large percentage of those who are incarcerated. While treatment must be tailored to meet the treatment needs of the individual, having AODA treatment is a significant treatment need for the majority of inmates in jails and prisons. In fact, a CASA 2010 report<sup>63</sup>, found that "of the 2.3 million inmates crowding our nation's prisons and jails, 1.5 million meet the DSM IV medical criteria for substance abuse or addiction, and another 458,000, while not meeting the strict DSM IV criteria, had histories of substance abuse; were under the influence of alcohol or other drugs at the time of their crime; committed their offense to get money to buy drugs; were incarcerated for an alcohol or drug law violation; or shared some combination of these characteristics. According to this report, these two groups combined constitute 85% of the U.S. prison population." The increase in local jails was up 11.3% from the previous study, the largest increase in the percent of substance-involved inmates was in the jail population. This report based on national surveys of inmates in local jails, found that 84.7% of jail inmates have serious substance abuse treatment needs.

Dane County has made significant strides in meeting the AODA treatment needs of inmates in the Jail as well as in the community. The philosophy toward treatment for inmates is to use community-based services to enhance the continuity of any treatment provided in the Jail into the treatment provided in the community. However, AODA treatment programs in the Jail are limited to AA and NA. Huber inmates can attend treatment services in the community.

### M.9. AODA – Key Observations and Findings

1. Those offenders who are addicted and in need of medical detoxification services are identified, treated, and observed within the jail as outlined in the medical services section of this report.
2. If the inmate requires more intensive detoxification services than can be provided in the jail, they are transferred to a Dane County based hospital for those services.

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<sup>63</sup> The National Center on Addiction and Substance Abuse at Columbia University, (2010) *Behind Bars II: Substance Abuse and America's Prison Population*.

3. There is no jail-based treatment program for those inmates with co-occurring mental illness and substance abuse.
4. The number of addicted detainees has increased over the last three years; the number of detainees addicted to heroin has increased significantly in the last year; and the acuity of addiction has also been noted by both the intake Deputy III's and the health care staff.

### Community Interfaces

As noted in the mental health section of this report there are a number of special courts, diversion programs, and co-occurring disorder treatment programs in the community. Dane County's approach to AODA treatment in the community is consistent with best practices.

#### Dane County Department of Human Services

The Dane County Department of Human Services offers a comprehensive array of alcohol and other drug abuse (AODA) services through contracts with community agencies and organizations including Treatment Alternative Program (TAP), the Pathfinder Program, and Day Report and Treatment Program (DART).

The Pathfinder Program provides a continuum of care from residential services to intermediate and lower intensity outpatient services for male and female adult offenders who are either sentenced to the program by a criminal court or referred post-sentencing by the Sheriff's Office.

The Day Report and Treatment Program (DART) is a pre-trial, bail-monitoring program for drug abusing offenders who are referred primarily by the Court Commissioner.

The DART program provides access to outpatient or residential treatment services, case management, monitoring (including random drug testing) and other supportive services.

The Department of Human Services also sets aside space in outpatient, day treatment, and residential AODA treatment programs for individuals facing criminal sanctions who are in need of these services.

#### Drug Court Treatment Program (DCTP)

The Drug Court Treatment Program (DCTP) is a single court to which non-violent drug offenders are referred for voluntary participation in a comprehensive rehabilitation program. The goals of the DCTP are to help people recover from addictions while reducing incarceration and criminal justice costs for defendants who present a low risk to public safety. Through participation in DCTP, defendants participate in alcohol and drug treatment and other services under the close supervision of the drug court judge to reduce dependency on alcohol and drugs and to change criminal lifestyles.

## M.10. AODA – Key Operational and Planning Issues

1. There are very limited treatment spaces for jail-based AODA treatment programs including those who would address the unique treatment need of inmates with co-occurring AODA and mental illnesses.
2. Based on the numbers of inmates with co-occurring disorders in the Dane County Jail facilities, it is recommended that consideration be given to expanding these services as reentry opportunities for inmates who have mental illnesses.
3. As noted in the Medical Section of this report, medical beds that are conducive to medical monitoring and the ability to provide intravenous fluids are not currently available. Such beds should be adjacent to medical clinics and within view of health care staff.

## N. FOODSERVICE

### N.1. Foodservice Overview

The current operation makes use of an off-site facility operated by Dane County Consolidated Foods for all of the food production needs for the Sheriff's Office. This building was constructed in 1997. Meals are prepared by a paid County staff and shipped once per day on weekdays and twice per day on weekends. Itemized invoices are given monthly to the Sheriff's Office. Included in the itemized billings is the labor for the preparation and shipments. The menu is prepared by the Food Service Manager in consultation with the Purchasing Agent, Diet Technician, and a Dietician, all are located at the Central Facility and service the other agencies serviced from the facility. The meals are shipped in bulk and portioning takes place in the housing units. Each housing unit in the PSB is serviced by a small pantry kitchen equipped with a steam table and double door refrigerator. Inmates are responsible for taking the shipped bulk menu items and portioning them onto plates/trays. The cellblocks in the CCB are serviced via a steam table equipped with casters, moving from one area to the next. Portion guidelines are available in each service area. The Ferris Center receives the same meals, utilizes inmate labor to serve the meal. The Ferris Center has the same equipment service equipment as the small pantries.

Currently there is no capacity for producing meals within the Jail facility.

There is a fully functional kitchen at the juvenile facility. The kitchen at the juvenile facility is not used, and is insufficiently sized for the adult population.

### N.2. Foodservice – Key Observations and Findings

#### Menu

Menu Note: A copy of the nutritional evaluation was unavailable at the time of touring the facilities. The printed menu circulated within the facility is not signed by a registered dietician.

1. There are no cold menu items exclusive of cold lunch sandwich meals. A typical corrections menu would have tossed salad, coleslaw, macaroni salad, potato salad, carrot and celery sticks, etc. These items characteristically would appear at a minimum of one per lunch and one per dinner. These items have a high degree of

inmate acceptance and increase the variety in the menu.

2. Menu items are frequently repeated. Breakfast consists of the same menu every day:
  - ½ cup O.J
  - 1 Cup Cereal (cold)
  - 2 slices Buttered Toast
  - 2 Cups Milk or 1 Cup Milk & 1 Cup Coffee

Providing 2 cups of milk at breakfast is highly unusual and costly. Coffee has been eliminated from most correctional menus as it has been deemed a "luxury" item, having no contribution to the calorie count or containing any vitamins.

3. Lunch consists of the same menu every day, with the exception of weekends when a hot meal is served.
  - 4 slices of bread
  - 3 slices of meat (occasionally 2 slices of cheese is substituted for one slice of meat)
  - 2 – margarine
  - 1 Fresh fruit
  - 2 oz. Snack Item
  - 1 Cookie
  - 2 Mustard Packets
  - Beverage is 1 Cup Flavored beverage or Coffee

Providing a cold menu at lunch is not unusual, as it accommodates a population that is in transit during the lunch service hours. A key factor in making this type of lunch program viable with high acceptability factor is the variety within the generically written menu. The current inventory of menu supplies is very limited. Two types of lunch meat were observed in the storage compartments in the central production facility. Each of the lunch meats in observed inventory have nearly identical appearance. The lack of variety is a contributing factor in the high amount of waste. Many of the inmates take the meal, remove the packaged snack and or cookie and discard the remainder of the meal. Hot lunch menus can offer a higher acceptability by offering increased variety. Typically, hot meals cost less to produce than cold. We understand that the proposed new jail standards will require two hot meals per day. Once this is an accepted standard, costs will escalate further, as the additional labor costs and transportation related costs will elevate well beyond any ingredient savings.

4. Dinner consistently is a hot meal. Portions listed on the menu are lower than the majority of correctional facilities.
  - Casserole items (Chili, Chicken and Rice, Creole Macaroni Bake, etc.) are listed as 6 oz., the serving guide lists using a #6 scoop
  - This #6 scoop typically will yield an approx. 8 oz. weight for a casserole. This is well below the 12 oz. the commonly used portion for correctional casseroles, one and half times the current serving. The facility has had portioning issues as each housing unit utilizes an inmate to serve the meals. There have been instances where housing units have had to radio to other units for additional portions to finish the meal service.



- Starch menu side dishes for the dinner meal are small portions or absent from the menu. Examples: Rice and mashed potatoes when offered is limited to ½ cup
  - This in combination with small entrée portions is in total significantly smaller than menus for comparable facilities of equal size and population demographics.
  - The remainder of the current menu for dinner is typically ½ cup vegetable, ½ cup canned fruit, 2 slices of bread or equivalent, and occasionally 1 cookie or snack item
  - Beverage is 1 Cup milk or coffee. The cup used for a large portion of the facility holds 8 ounces to the top of the rim, making an 8 ounce served portion impossible. This reduces the actual calories as it compares to the calculated calorie count
  - Hot Dogs when on the menu is a single hot dog, accompanied by a #12 (3 ounces) scoop of macaroni and cheese
5. The Dinner meal is not consistent in its pattern, e.g., only some days have a dessert. A typical corrections menu would have daily dessert items consistently offered or not offered. The lack of consistency, leads the inmate to perceive that they have “left off” or “forgotten” a portion of the meal.
6. Protein based menu items are low in comparison to other correctional facilities. For example, when hot dogs are served at dinner, one hot dog is listed as the portion size. Typical correctional menus would have two. Two hot dogs are provided at lunch when they are on the menu. Meat items including lunch meat would be listed to the exact weight on the menu, in contrast to the current practice of listing by slice. The slice listing can enable a variance to the calculated menu content, when slice weights vary in purchasing practices. Casserole items would be listed by total weight and how much of the weight was protein.

The current casserole portion is small, using the ¾ cup portion size the ratio of protein to starch would be high (the volume of casserole would have an unusually high meat content, approximately 30%) to achieve the necessary protein content.

7. Listing of portion sizes for lunch and dinner by utensil /or service guideline.
8. Menus should list the actual portion size; if needed, a separate line for portion utensils should be indicated. To further facilitate a proper portion to each inmate, level or rounded scoops should be indicated. It is preferable to use level scoops to eliminate any judgment disparity on what constitutes a rounded scoop.

The use of inmates to provide service of the meals is not unusual. When inmate labor is used it should be supervised by staff that has been trained in portion control, food handling, and sanitation.

9. Currently, the inmate servers are not supervised by trained staff. This can lead to portion disparity from one unit to the next and from one inmate recipient to the next within the same housing unit.
10. The total available milk portion is three cups per day.
11. This is extremely high for correctional facilities and is a high cost item. A single

portion costs approximately \$0.18 per portion. Therefore, the potential impact to the daily cost per inmate is \$0.54 or over \$150,000 annually. Many institutions have offered a calcium fortified drink in lieu of fluid milk as it has a higher acceptability factor with inmates at a lower cost. Those facilities utilizing calcium fortified drinks typically serve milk one time per day and for a comparable facility would have annual costs for milk of \$50,000. As stated above coffee has been eliminated from most correctional menus.

12. A record of substitutions from the standard menu is was not apparent.
13. A generically written menu can lead to liability if complete records of what was specifically served are not maintained, as documentation is required to show that the nutritional requirements were indeed served on any particular day. No such records are found at the point of service, invoicing, or at the central facility.
14. The Contract for service is specific in its indication that a snack is "an individual bag of chips, pretzels etc." Billings for the month of April do not include charges for this menu item. The billing does list peanut butter crackers, delivered to PSB, but none to Ferris Center.
15. The Contract in the Nutritional Standards section, indicates a minimum of 2,200 calories is the standard used for content. This is well below the national average of 2,700 to 2,900 calories.

### Costs

The costs for providing meals are at the high end of correctional food service for a comparable size jail system. Facilities that have a high food cost can usually attribute the costs to the menu, the ingredients, and the portion sizes. In this case the menu is at the lower end for portion size, menu variety, total calorie content and quality of ingredients.

Compounding the high costs is the use of paid staff. In contrast, the majority of correctional facilities use inmate labor for the majority of food service related tasks. The use of inmate labor provides activity, training opportunities and significantly lowers operating costs.

The invoicing for products received by the Sheriff's Office is not a per meal price. Case quantities or unit per menu items are invoiced. The invoice does not indicate population count, menu day, or meal after each item invoiced. Specific examples of bulk and unit pricing that we observed indicate supplies shipped are not consistent with population menu needs.

This portion of the report will use the April billing to the Sheriff's Office for illustration purposes. The use of portion price and case quantity is inconsistent. Additionally, menu supplies are not consistently charged in relation to the scheduled menu.

April 2 (Tuesday) CCB - based on the entrée ordered the population served was approximately 306. Actual population at the CCB has been historically lower by 10%. The contract with Consolidated Foods does call for an automatic increase to number of portions shipped, as indicated in the agreement with Consolidated Foods.

- 576 ½ cup portions of juice were charged. Juice is listed once on the daily menu.
- 120 loaves of bread were charged. The menu indicates each inmate would receive 7 slices per day. The quantity shipped is sufficient for each inmate to receive 10 slices. (Assumes 26 usable slices per loaf)
- 15 cases of oranges were charged, at 88 oranges per crate this would equal 1320 oranges. This quantity is sufficient for each inmate to receive more than 4 oranges. The same day 306 portions of peaches were charged

April 16 – 15 cases of Oranges were charged or a minimum (depending on case quantity) of 1320 portions. The quantity charged on this particular day would indicate several days of service, and numerous days of repetition.

The shipment of bulk or case quantities of multiple items offers no ability to track actual service on any particular day. The ability to provide accurate records of what was provided to a particular inmate is creating litigation risk. This risk is of particular concern for inmates prescribed special diets.

The practice of “automatic” additions to the actual meal needs adds to the overall costs. This practice should be re-evaluated as to its actual requirement.

The costs of some of the casserole/entree items (price by portion) are very high by correctional industry average. Examples include:

- White chili – \$0.68
- Chicken rice - \$0.53
- Chicken macaroni- \$0.72

Compounding the issue of cost is the small portion size indicated on the menu.

Inconsistent invoicing makes tracking and accounting of the costs and cost vs. actual need difficult. Review of the April 2013 charges lack solid standardized accounting practices. This lack of specific detail negates the invoicing from being a tool that can be utilized to identify problem areas.

- All products with the exception of paper goods should be itemized by portion and charged to the area that placed the food orders.
- The practice of charging at seemingly random intervals some food products creates a liability as to proof of what was actually served to each inmate.

Labor costs for the month of April, which are outlined in Table N.1, were as follows:

- There are inclusions within the labor charges to the Sheriff's Office that reflect overhead non-labor related costs. Support cost including but not limited to utilities, tech support, equipment purchases, phone charges, tech support, grounds keeping, etc. Many of these costs would be reduced or potentially eliminated if a facility located within the Jail facility was constructed.

Table N.1: Foodservice Labor Costs, April 2013

Location	April Charges	Daily Rate	Projected Annual Rate
CCB	\$45,844.20	\$1,528.14	\$557,771.10
Huber	\$18,337.50	\$611.25	\$223,106.25
PSB	\$50,428.50	\$1,680.95	\$613,546.75
Total	\$114,610.20		\$1,394,424.10
No. Days	30		
Daily Rate	\$3,820.34		
Labor Rate per meal using average population served			\$1.56

Food and Supplies cost for the month of April, which are outlined in Table N.2, were as follows:

Table N.2: Food and Supplies Costs, April 2013

Location	April Charges	Daily Pop	Per Meal Costs	Est. Annual
CCB	\$21,683.27	300	\$0.80	\$262,800.00
Huber	\$7,538.02	102	\$0.82	\$91,585.80
PSB	\$43,307.41	414	\$1.09	\$494,129.70
Total	\$72,528.70		\$2.71	\$0.00
No. Days	30			\$848,515.50
Daily Rate	\$2,417.62	816	\$1.56	
Food and Supplies rate per meal using average population served			0.988	

Total average cost per meal inclusive of labor for the month of April 2013 was **\$2.55**. This average meal cost is at the very high end by a factor of 20% for facilities of comparable size. The primary factor is the labor costs.

### N.3. Foodservice – Key Operational and Planning Issues

1. The Sheriff's Office has an inmate labor force that can contribute to reducing the labor cost significantly. Table N.3 is an illustration of the savings using inmate labor to assist in food service production:

Table N.3: Utilization of Inmate Labor, Projected Labor Costs Savings

Projected Labor Costs Utilizing Inmate Labor				
Quantity	Position	Annual Wage	Benefits	Total
1	Food Service Director	\$60,000	40%	\$84,000
1	Assistant Director	\$42,000	40%	\$58,800
6	Shift Supervisors	\$29,000	40%	\$243,600
<b>Total</b>				<b>\$386,400</b>
Estimated Cost per Meal				\$0.43
<b>Current Estimated Annual Labor Cost</b>				<b>\$1,394,424</b>
<b>Annual Potential Savings</b>				<b>\$1,008,024</b>

The above does not account for any dedicated or partial staffing from the security

staff.

2. Going forward, menus should be revised to indicate the actual required serving size, weight and/or volume depending on the menu item.
3. Going forward, menus should be revised to include additional variety, avoiding the generic menu listings. Provisions for seasonal items can be included. The production center has a capability well beyond its current utilization.
4. The existing Jail facilities cannot adequately provide space for an on-site food production kitchen to enable these savings. Any potential new construction should strongly consider inclusion of a Full Service Kitchen.
5. Availability of inmate labor with a classification that allows for work within the facility should be reviewed to ensure a viable inmate work force. As there is a large Huber population, there could be good candidates to work in the food service operation. A typical facility of this size would have two shifts of inmate labor with approx. 12-14 inmates per shift, to allow for a day off and occasional interruptions from visitation, and facility programs.

Utilizing inmate labor provides the inmate work force with activity, and the potential for meaningful training programming.

Inmate labor can be used to produce high quality low cost scratch prepared menu items. This includes the potential to produce bread items, a significant part of the menu. The current procurement trends show the cost of commercially prepared bakery items will continue to increase. The pressure of transportation costs, combined with the global wheat market pressures are primary indicators. The higher market value of field grown goods, such as cotton and corn are diminishing the fields dedicated to wheat.

6. A self- operated Food Service operation does not typically use sworn staff in manning the listed positions.
  - Reallocating staff or redefining current job descriptions can have implications to the current staff job descriptions/ union agreement
7. Consider contracting the current/future food service operation. A management company with experience in Health Care, Corrections and Senior programs can offer the following:
  - Use existing County labor, providing management services.
  - Implement detailed accounting practices.
  - Improved purchasing power.
  - Diversified dietetic support specializing in the different populations served.
  - Improved access to current trends
  - Accountability
8. Correctional Food Service costs where inmate labor is utilized would have food as the single largest area of cost, with labor being the second highest. A contractor experienced in the specific needs of jails, would bring the expertise to “engineer” a

menu specifically designed to increase the overall satisfaction and reduce costs. This "engineering" is a critical component. Comparable facilities under a contract management company would achieve food costs in the range of \$0.70 - \$0.75 per meal offering higher variety and daily calorie count. A reduced food cost from \$0.987 to \$0.75 would yield a savings of \$0.237 per meal, annualized to \$211,764. (using the 816 average daily population).

9. Additional labor cost reductions would be achieved if a contractor provides the labor, as the benefits paid to contractor food service personnel would be lower than those of County personnel.

### **Foodservice Conclusion**

The Current Food Service Program is failing in its intent to provide the inmate population with nutritious palatable meals in a cost effective manner.

One of the most significant issues is repetition of menu items that has led to menu fatigue and a very high volume of waste from unconsumed meals. A generically written menu has the ability to offer a wide variety, but in this instance it has had a contrary impact. Menu items when discarded to waste have no nutritional value for the price paid.

The Sheriff's Office and County have the capacity to reduce costs considerably by utilizing inmate labor. A reduction in costs by 50% is attainable. A new food service operation contiguous and part of the jail operations would serve to facilitate the use of inmate costly and insufficient in meeting the future needs of the jail system

The lack of bookkeeping detail throughout the program is a detriment to the County. The current accounting practices lack the specificity to be of value to track and control costs. A lack of record keeping as to the actual meal content served is a fundamental function.

Operational issues coupled with the high costs, contribute to a scenario that must be re-invented to bring a cost effective, comprehensive program to benefit the County, Sheriff's Office, and the inmates in custody.

## **O. LAUNDRY**

### **O.1. Laundry Overview**

Currently, the majority of the laundry volume is contracted to a private provider that delivers once per week. Towels and bed linens comprise the bulk of these contracted linen supplies. The provider (contractor) owns and is responsible for replacement and repair of these linen supplies. The Sheriff's Office owns the inventory of inmate personals. Incoming clean laundry for the downtown facilities is stored on the loading dock and in corridors until demand calls for distribution. Personal laundry, any clothing item, is laundered within the institution using home style machines and inmate labor. Personal inmate laundry is placed into mesh bags. These bags are either laundered intact, or the personals are removed, the contents of each bag washed and dried separately, consuming full cycles for each inmate in the washing and drying process. Huber inmates are responsible for their laundry processes including payment via vended laundromat style machines.

Areas of focus:

- Options for alternate laundry operations
- Review the operational impacts of alternate plans.
- Review the financial impacts of alternate plans.

## O.2. Laundry – Key Observations and Findings

1. The current contract for laundry services represents a cost of \$160,000 per annual usage. This is not representative of all costs associated with providing clean linens and clothing (personals) for the inmate population. Since the bed linens and towels are owned by the linen contractor, it would require purchase of a new inventory if an in-house laundry is constructed.
2. The current practices for “personal” laundry consume a considerable amount of utilities above the typical laundry. The practice of washing each mesh bag of personals in its own cycle consumes an excess amount of water, heated water, and electricity. The time associated with laundering is considerable. These small laundry areas can operate 10 -12 hours per day or longer, 7 days per week. Inmate labor used to perform these functions is plentiful, in that this “job” is considered to be a preferable position. Inmates working in the laundry areas have the perceived freedom from confinement and are separated from other inmates in the housing units for longer periods of time. Many have a television or radio that is for their exclusive use. These areas are only supervised by occasional checks by staff. The separation from other inmates and additional “perks” make this a highly sought inmate work assignment.
3. The Ferris Center inmates operate typical small commercial laundromat type machines, with the ability to accept payment for use of the machine. These machines are oversized for the loads, and consume excessive quantities of water and other utilities. The average load is too small for even the smallest machine.
4. The Dane County Jail currently provides the uniforms and some personal clothing items and the costs for replacements for the purposes of this report will remain as budgeted.

### Options and Consideration for Future Laundry Services

1. On site laundry operated by the Dane County Jail. Currently all space within the facilities is limited, with the exception of the Huber Center
  - Training and cost of staff
  - Cost of equipment
  - Cost of linen inventory
  - Reduced congestion at the loading dock
  - Potentially returns the current personal laundry space back for repurposing.
  - Additional utility costs water, electric, natural gas. Note: some of these costs will be off- set by the gained efficiencies in laundering personals in a central location.
  - Increase in chemical costs. (soap)
  - Use of new technologies can further reduce the cost impacts of utilities such as water recovery systems, and the use of Ozone to wash in cold water.
  - Utilization of inmate labor to lower costs
  - Creates an opportunity for female inmate workers (potential for alternating days)

2. On site – contracted laundry.
  - All of the above with the exception of training staff. The cost of staff and associated training would be included in the contract. The contract can be written to include all related costs
  - A contractor specializing in providing support services for correctional facilities would not have a high interest in contracting only the laundry services. This service is typically bundled with Foodservice or on – site Commissary Services, or both

### O.3.Laundry – Key Operational and Planning Issues

1. The costs of outsourcing laundry, specifically the bed linens, towels etc., will continue to rise. The factors that influence the contracted costs are: labor, transportation, utilities and chemical costs.
2. The operation of the small housing area washers and dryers is inefficient and costly.
3. Operation of an onsite laundry should be strongly considered
4. Retrofitting a laundry into an existing space is problematic. The following is a general listing of issues found with a retrofit:
  - The existing supply lines may not be sufficient for the demands of a full laundry operation.
  - Exhaust ducting for the dryers can be problematic
  - Ducting for the make-up air / ceiling height
  - Drain lines and dump troughs for the washers
  - Supply line for natural gas (dryers), is more cost effective than electric. Potential to use steam if available
  - Location as to facilitate efficient operations. i.e. access to elevators as well as security concerns
  - Cost of equipment
  - Ongoing increase of maintenance costs
  - Access paths sufficient for the size of the incoming equipment
  - A storage area for new uncirculated linens will be needed
  - Consideration should be given to the use of ozone to significantly reduce the use of hot water in the washing process, reducing the potential increase of boiler sizing
  - Operation of the laundry could be on “off- hours” or at night to reduce the impact of the boiler sizing for water demands.
5. We would therefore recommend that as the jail planning expansion proceeds, that a new central laundry be accommodated as part of an expansion program.
6. An initial cost not currently budgeted is the procurement of the linen supplies currently included in the provider's contract. This cost item is common to either a self-operated or contracted on – site scenario. A typical linen inventory would consist of at minimum 125% of initial inventory.
7. Replacement cost of linen would be 40% of the initial linen inventory. The replacement costs listed in Table O.1 are anticipated for the second year of



budgeting.

**Table O.1: Projected Linen Cost Replacement**

<b>Current Linen Costs</b>	
Top Sheet	\$3.25
Bottom Sheet	\$5.34
Pillow case	\$1.33
Towel	\$2.50
Wash cloth	\$0.38
Blanket	\$4.95
<b>Total per inmate</b>	<b>\$17.75</b>
Population	800
Base Inventory Cost	\$14,200.00
125% Inventory Cost	\$17,750.00
Cost of replacement	
Inventory X 40%	\$7,100.00

8. Table O.2 outlines a sample initial equipment list and the itemized costs. These are approximated as final sizing and utilities have not been selected. They are shown for directional purposes. The equipment listed is suitable for a 5 days a week/8 hours per day operation. A reduced number of washers and dryers are possible if longer hours and days of operations are desired.

**Table O.2: DANE COUNTY JAIL-Operated Laundry Costs Estimate**

Dane County Laundry				
Item	Quantity	Equipment	Unit Cost	Total
1	3	100 lb. washers	\$22,500	\$67,500
2	1	30 lb. washers	\$6,000	\$6,000
3	1	Scale with ramp	\$4,000	\$4,000
4	4	150 lb. dryers	\$11,250	\$45,000
5	1	50 lb. dryers	\$3,900	\$7,800
6	1	Lint Collector	\$9,000	\$9,000
7	1	Laundry tub	\$300	\$300
8	1	Hand Sink	\$400	\$400
9	4	Return Carts	\$400	\$1,600
10	4	Pick -up Carts	\$450	\$1,800
11	3	Folding tables	\$1,500	\$4,500
12	7	Shelving Units	\$600	\$4,200
13	1	Air compressor	\$750	\$750
		<b>Total</b>		<b>\$152,850</b>

9. Staffing for an on-site self- operated or contracted laundry would consume no more than one FTE (Full Time Equivalent).
10. The area for an onsite laundry should have camera monitoring.

11. Estimated annual reoccurring costs outlined in Table O.3 would be as follows:

**Table O.3: DANE COUNTY JAIL-Operated Annual Reoccurring Laundry Costs Estimate**

Annual Reoccurring Costs of On- site Laundry			
<b>Staff</b>			
Quantity	Salary	Benefits	Total
1	35,000	40%	<b>\$49,000</b>
<b>Chemicals</b>			<b>\$3,000</b>
<b>Replacement Linen</b>			<b>\$7,100</b>
<b>Maintenance</b>			<b>\$4,000</b>
<b>Total</b>			<b>\$63,100</b>

### Laundry Conclusion

The current operation has no operational deficiencies in that it does achieve the goal of supplying clean linens to the inmate population. The facility-supplied personals is achieving the final goal of supplying clean personal laundry. A potential savings of approximately \$100,000 per year, not inclusive of initial equipment costs, can be achieved by operating an onsite laundry utilizing inmate labor.

The outstanding issue is that of cost of the service contract used to supply linens. The annual cost can be reduced, but immediate implementation is problematic. Any retro fit of existing space will require that appropriate mechanical and utilities support be brought in to that location. These will likely be the most significant of all the costs, and equipment investment potentially a minor percentage of the total. This cost scenario exists if the Downtown Jail facilities or Ferris Center were to be utilized for this purpose. The Ferris Center has the advantage of available space but is scheduled to be closed. Finding appropriate space either in the CCB or PSB to be retrofitted to serve as a new laundry would be very costly. That is why we recommend that a new central laundry be constructed as part of any new jail expansion plans.

The inmate personal laundry currently being cleaned at the housing areas, although inefficient in its use of machinery, utilities, and inmate labor, can become more efficient if the practice of individual inmates washing their own clothes in a single load is abandoned, and full loads practices are implemented. The inmate labor pool presently assigned to wash clothing in the housing areas would be re-assigned to a central laundry.

The costs of outsourced laundry will continue to rise, and without the facility having the capacity to leverage its inmate labor force to contain and reduce costs, this budgeted item will continue to increase based on current market conditions.

## P. COMMISSARY

### P.1. Commissary Overview

The commissary operations at the Dane County Jail facilities focuses on a review of the current operational model, including evaluation of the program. This will be followed by a general overview of the current marketplace, including:

- Discussion of commissary approaches
- Latest market trends
- Technological innovations

It will conclude with options for the Sheriff's Office and County's stakeholder team to analyze, weigh, and help determine the future direction of the commissary operation.

## P.2. Commissary – Key Observations and Findings

Currently, the commissary is a fairly standard plan of operation, contracted with Trinity Services. The service is provided from:

- An off-site warehouse
- Using a scan form ordering system
- Provides for one purchase opportunity each week

Huber inmates have access to vending machines in lieu of commissary.

Actual sales were not originally available to us. We have extrapolated the approximate sales based on the current commission rates of 37% for commissary sales, 30.1% for vending sales and 2012 commissions of \$191,000 and projected commissions of \$221,000 for 2013. Actual sales, both commissary and vending, have since been provided. We have amended our report to reflect those sales.

- 2012 commissary sales were \$431,200
- 2012 vending sales were \$196,285
- 2012 non- commissionable sales were \$16,249
- 2012 combined commissary and vending were \$627,485
- 2012 commissary commissions were \$145,833, net 33.8%
- 2012 vending commissions were \$43,995, net 22.4%
- 2012 combined commissions were \$189,828
- 2013 projected sales of \$631,429

We have further broken these estimated sales into a per capita weekly inmate spend, a standard industry measure. Using the population figure of 759 and subtracting an estimated 200 Huber inmates, the available inmates who can access commissary was 559 for 2012. This creates a per capita spending of:

- 2012 - \$14.83 commissary
- 2012 - \$17.31 vending for Huber inmates

Based on an average inmate population of 729 for 2013, and assuming 200 Huber inmates, if the per capita spending remains the same, the estimated commissary sales are \$407,944, and the estimated vending sales will remain the same. The combined sales would be \$604,229. Of course, populations may increase over the remainder of the year, and the proportion of Huber to non-Huber inmates could change.

Briefly evaluating the operation, it is a generally standard model within the industry, both operationally and financially. Through the rest of this narrative, we will elucidate options which we believe can offer additional services to the inmates and the Sheriff's Office, as

well as increase the commission returns. Within the context of the current operation, however, the financial returns are fair, and the pricing to the inmates is within acceptable ranges.

### **Discussion of Commissary Marketplace Philosophies and Innovations**

While the Dane County commissary operations fall within an acceptable evaluation range, we would like to offer a brief discussion of other strategies within the marketplace and innovations which can support those strategies to offer a more robust program. The current commissary model is one that has developed over the years as facilities have attempted to maximize the efficiency of their on-site space. This led to the creation of a "warehouse distribution" model, outsourced to private commissary providers who provide the off-site space, product purchase and inventory, and delivery to the institutions. In many versions of this model, the vendor also assumes delivery responsibility of orders to the inmates.

This has been a very efficient strategy, one which:

- Eliminates the facility's need to purchase and warehouse goods with the potential for attendant shrinkage
- Creates accountability and financial transparency
- Shifts the liability to the vendor, both for product quality and order accuracy
- Simplifies the distribution process

As this model has aged, however, it has tended to stagnate. Sales have flattened somewhat, and the program has become routine, causing inmates to become less eager to participate. Inmate satisfaction is reduced with concomitant loss of sales and commissions to the facility.

To offset this market malaise, providers have reinvented commissary programs to encompass a market driven focus. This change is driven in four areas:

- Products offered
- Redefining the inmate customer profile
- Customer base expansion
- Technological innovation

First, products offered and changing inmate customer profile:

Items for sale have been dominated by generic products and private label items in order to maximize warehousing efficiency and reduce product cost. In the new models, the providers are much more focused on offering as many brand name products as possible, catering to the inmate demographic in the facility, and developing programs to maximize sales to the inmates.

These include:

- Offering promotional opportunities, in conjunction with the Sheriff's Office, to exploit events and holidays to enhance sales
- Developing "frequent buyer" profiles
- Offering special buying opportunities such as reduced item pricing or "buy one,

get one" offers

Changing the inmate customer profile from a passive buyer to an active retail customer will almost always improve both inmate satisfaction and commissary sales.

Second, customer base expansion:

Most providers now understand that the potential customer base is broader than the individual inmate. The most common expansion of the process is to actively recruit friends and families as potential customers. Providers have developed on line or telephone ordering programs which allow friends and families to direct purchase commissary goods for incarcerated loved ones. There are two models for this process:

- Some providers allow friends and families to access the commissary list to purchase individual items for the inmate
- Others offer pre-bagged packages which can be accessed and paid for by credit card

These programs accomplish two objectives:

- A new revenue stream for the facility through incremental sales and commissions
- Ability for friends and families to provide meaningful emotional and material comfort to the inmate

These are proven programs which support improved inmate behavioral profiles, help alleviate the guilt distant friends and families feel, and add significant commission revenues. The current provider instituted a web based sales program in mid-October, 2012 which appears to have incrementally increased sales by approximately \$900 per week

Third, technological innovation:

One of the distinct changes in the commissary marketplace is that technological innovation is dramatically changing the marketplace. The following discussion includes the most successful recent innovations, as well as a sampling of some of the newest technology products, which have not yet become standard practice in the industry.

The first of these innovations is the oldest, deposit kiosks.

The kiosks are typically placed in the lobby of the facility and are fully accessible to the public. Friends and family can access the inmate's account through his or her inmate number and directly place money in the individual's trust fund account. The kiosks typically accept:

- Cash
- Debit card
- Credit card

The vendor is usually responsible for:

- Collecting the cash

- Hiring a firm to deliver it to the bank
- Fully responsible for the credit card transactions, including potential fraud
- Be fully PCI compliant in order to protect all parties

The best of the kiosks have cameras which record the entire transaction and the tapes are fully accessible by the facility. Additional services are now being placed on many of these kiosks, including:

- Bonding capability
- Permit acquisition

Additional services are being added as demand increases. These can sometimes be placed in other locations, such as a courthouse, if there is sufficient volume.

The key issue with deposit kiosks has been the transaction charge to the user to pay for the service. These can vary fairly significantly, so consideration must be given to what levels of service are required to meet Dane County needs.

- Take only cash, bills only
- Take bills and coins
- Credit or debit cards

Most units take credit or debit cards, in some instances allowing inmates to bond themselves out at that time. They can also use a credit card to fund their inmate trust fund account.

There are different levels of service available from various providers, as well. Options include:

- Facility required to handle the money and its transportation to the bank
- Money handled by the providing company

Since this is a relatively expensive process, and since many jurisdictions will not allow the facility to charge a transaction fee for this service, funding the project is an issue which must be considered. The cost can be recovered by:

- Additional services such as bonding, permits, etc. which allow the providing company to charge transaction fees
- Covered through somewhat lower commissions
- Rarely, by direct facility subsidy.

The convenience and enhanced accountability is often more valuable than enhanced commissions.

One of the most interesting innovations in recent years is the in-unit ordering kiosk (pod kiosk). Pod kiosks are placed in units, often mounted on the wall. Other options are mounting to posts or at the officer desk in the pod.

Features include:

- They connect directly to the warehouse

- Allow real time interface so that orders are placed immediately
- Typically made of high strength steel and tempered glass which cannot easily be broken
- Inmates access the kiosk with a unique pin number. If the inmate wishes to place an order, a screen appears which typically organizes products by category. Color images of most items appear on the screen to better enable inmates to place their orders. Inmates simply place the order on the touch screen
- The kiosk maintains a running tally of the inmate's balance so they can see how much they have spent and how much money is available to them
- When the transaction is completed, the inmate hits the "finish" button on the screen and the order is sent to the warehouse for processing
- The kiosk is closed out and ready for the next transaction
- Offer additional functionalities such as grievance management, scheduling, etc.

The software that runs the kiosk allows:

- Restrictions on products (for diabetics, for example)
- Product order limits
- Complete restriction for disciplinary purposes

Typically, a number of other features are offered as part of the pod kiosk package. These include the ability to file grievances; schedule appointments (such as medical); and allow electronic access to the inmate handbook. Soon the kiosks may allow access to the law library, though there are still issues before that is fully resolved.

Pod kiosks have been installed all over the United States, and the reliability track record is excellent. It has also been established that as a general rule of thumb, pod kiosks typically increase commissary sales 10% -15%.

In-unit pod kiosks are generally considered the latest ordering technology in the commissary marketplace. There are other options that should be considered, however. While telephone ordering systems have a longer history than pod kiosks, they have given ground to the newer technology. The offender telephone providers have realized this potential to streamline commissary ordering processes and have started to expand their footprint within the jails. Many of the prime phone providers now offer well-designed, secure technology, which can also simplify the ordering process and increase commissary revenues. Phone ordering cannot duplicate the pod kiosk applications such as filing of grievances, scheduling, etc., but it also requires less intrusive wiring implementation and hardware intrusion. Since the phones are already in place, there is no need to install CAT-5 or higher wire, if it does not already exist, and there is no need to add any additional equipment within the pod.

Another approach to commissary operations is the placement of vending machines within the pod areas using cashless technology. While there are significant challenges in our opinion concerning pod sanitation, item limitations, control of restrictions for issues such as diabetes, and machine damage, those facilities utilizing vending technology often realize outstanding per capita spend ratios. This model is in place, for example, in Racine County, Wisconsin, and per capita expenditures are dramatically higher than national averages. Vending must be supplemented by traditional commissary operations for items such as clothing, hygiene products, books, and electronics. It is an option worthy of consideration, however.

Several providers offer cart delivery service to the individual pods. In this scenario the commissary operator loads a custom built cart with commissary products, and a commissary employee moves the cart to the pods where inmates select the items at the point-of-sale. A hand-held device is loaded with the inmate trust fund balances and purchases are downloaded into the device and deducted from the inmate account. This option requires large enough hallways to move the cart and more officer involvement in the process. This may be offset by the significantly enhanced sales generated by point-of-sale purchasing and impulse buying. This can be an excellent option in the right facility. This model is in use in facilities as diverse as Lexington, Kentucky and Dallas, Texas.

As commissary and phone companies seek to consistently expand the scope of their service, new technological innovations will continue to be developed. Two currently available options which are starting to gain ground in the marketplace are e-mail messaging and MP-3 players. MP-3 players have been offered through commissary for several years, though they have not fully caught on in the jail environment. The cost of the players is fairly expensive, but the cost of song downloading is small. Given that many inmates are younger and MP-3 players are ubiquitous in their external environment, there is a market for these items. They offer potential reductions in inmate behavioral issues, as well as an enhanced revenue stream for the facility. It appears, however, that their primary application may be in long term, sentenced facilities where the expense of the item is offset by the length of time it will be in use. In the typical jail setting, inmates are only incarcerated for relatively short periods of time. Thus, the return on the inmate's investment is inadequate to encourage player purchase. The future of MP-3 players may improve as technical innovations continue. Already under consideration, for example, is the potential use of the players to actually order commissary.

E-mail messaging through kiosks is currently available but in its early stages of development. Once this technology is thoroughly vetted, it has the potential to create low cost messaging for inmates and families on a secure connection and a cheaper rate than telephone service. Though some providers are already marketing it, e-mail still needs refining before we would recommend implementation. As with MP-3 players, the initial market will likely be in the long term sentenced facilities. From there it will migrate to county jails. The potential is unlimited.

### **P.3. Commissary – Key Operational and Planning Issues**

1. Our analysis of the current commissary operation indicates that the system generally works and meets the needs of the Sheriff's Office. Modifications of the program that incorporates technologies currently available will benefit the Sheriff's Office and the inmates it serves with improved efficiencies. It is our understanding that there are negotiations with the current provider to implement deposit kiosk technology, followed by intake kiosks and pod kiosk installation. There are obvious obstacles to overcome including appropriate wiring, who will pay for that wiring, and who will own it. It will also be difficult to implement pod kiosk technology in the old linear section of the facility. Nevertheless, these are valuable innovations and it is in the Sheriff's Office best interest to move forward with these projects.
2. In determining what may be the best future commissary model for the Sheriff's Office, consideration needs to be given to all available options. These include:
  - Should the Jail consider taking over the commissary operation?



- Should the Jail consider bringing the operation on site even if it remains contracted?
  - What technologies are appropriate for the operation?
  - What are the goals of the Sheriff's Office and the County, which is the governing question for all the potential options?
3. Once a facility contracts commissary operations, they rarely consider the option of taking over the operation themselves. Contracting alleviates a number of issues for the facility:
- Purchase and ownership of inventory
  - Officers or civilian employees to manage and operate the commissary
  - Legacy costs of facility employees
  - Acquisition of software and hardware to manage the process
  - Warehouse space utilization
  - Auxiliary supplies such as cleaning and paper supplies, and delivery equipment
  - Limitation of liability for inmate funds

The advantages, which can accrue to self-operation of the commissary, can offset the disadvantages:

- Complete control of the security of the commissary operation
  - Pricing control allowing the facility to determine which is best financial model
  - Potential to increase return to the facility due to elimination of provider operating costs and profits. This could potentially be an additional 5% - 10% return to the County
  - Potential incremental return would translate to an increase of as much as an additional \$30 - \$60K or more
  - Flexible management of warehouse space
  - Potential to transfer commissions from the County to the Sheriff's Office, depending on interpretation of the County statute
4. One of the most significant changes in commissary operations was the move to off-site warehousing of the commissary. This model has been prevalent in the industry as facilities expanded necessitating maximizing existing facility space; off-site commissary warehousing helped achieve this objective.

However, many operations remained on-site, and as populations reduce somewhat, consideration of moving commissary operations has intensified. There are numerous advantages that accrue to on-site commissary management, whether self-operated or provided by a contractor. Analysis of on-site service indicates a number of advantages:

- Immediate and ongoing communication with commissary team
- Flexibility of service (for example multiple purchase opportunities for inmates)
- Commissary employees are better integrated into the facility team
- Potential to use inmate workers in the commissary operation reducing staffing costs and providing inmate training opportunities
- Proven increase in revenue generation, often 15% to 20%
- On an interim basis, there is available space at the Ferris Center as one option if the Sheriff's Office chooses to consider on-site commissary whether self-

operated or contracted. There is also potential on-site space in the current laundry area of the jail.

Table P.1 summarizes the most noteworthy issues related to commissary operations.

Table P.1: Commissary Operational Options

Commissary Operational Options				
	DANE COUNTY JAIL Operated	Contracted Onsite	Contracted Offsite	Comments
<b>Considerations Legend</b>				1=easy or low cost, 2 = moderate, 3= high cost or problematic
Hiring staff	3	1	1	A new staff would be required to self - operate
Update to current technology	3	1	1	Investment in technology could be problematic in self -op
Commission rates	38 - 42%	40 - 45%	37% (Current)	Inmate price driven as well as service driven
Twice weekly delivery	1	1	2	Adds cost off site; cost neutral on site
Twice weekly commissions	38 - 42%	40 - 45%	35 - 37%	Incremental returns driven by incremental sales, e.g. 10% increase
Staff costs	3	1	1	Union costs for facility; rise faster than private sector
Marketplace evaluation	2	1	1	Contractors more likely to keep current; easier to manage on site
Staff time allocation	3	1	2	On site assumes contractor delivers to inmates
Product pricing to inmates	1	2	2	Simpler decision self-operated, contractor has purchasing power
Operational ease	3	2	1	Transition requires expense of modification
Maintain Scanning Technology	2	1	1	Least expensive, simplest implementation, fewest benefits
Implement Deposit Kiosk	3	1	1	Providers already have; can be obtained by County, however
Intake kiosk implementation	3	2	2	Can be obtained, but not proven; providers proven, but expensive
Pod kiosk implementation	3	2	2	Available, but providers already have, including software
Telephone ordering	2	1	1	Simpler since it uses current system; fewer functionalities

## Commissary Conclusion

Our analysis of the commissary operation concludes that the current process works relatively well. It meets the basic needs of the Sheriff's Office and the County, and seems to be successful by its lack of visibility on the management team radar, and generates reasonable commission returns to the County. However, key decision makers should carefully review its objectives and goals for commissary and determine whether there are models and approaches, which can improve the inmate satisfaction levels, increase the efficiency of the operations, and generate increased revenues for the County.

Our objective in this discussion is to lay out the various options which exist in the marketplace, including commissary philosophy, expansion of the customer base, latest technological innovations, service models (off-site versus on-site, for example), and self-operated service compared to contracted service. Using that analysis, the following are our conclusions:

- The Sheriff's Office should insist upon implementation of technological innovations including deposit kiosks, intake kiosks, and in-unit pod kiosks. It is our understanding that these discussions are ongoing with the current vendor
- Discuss with the telephone provider the option to offer phone ordering to compare with pod kiosk technology
- A strong recommendation to consider moving the commissary on-site to maximize value, whether self-operated or contracted
- While the current commission rate is within the marketplace parameters, it is not uncommon for commission rates to exceed 40%. Balancing inmate pricing could help to achieve enhanced commissions
- Schedule ongoing discussions with the current vendor to seek the latest best practices in the industry and explore ideas to continuously improve inmate satisfaction and commission returns

While the Dane County Sheriff's Office commissary needs are subordinate to the foodservice issues, there are opportunities to modernize the service and maximize the value to the inmates and the Sheriff's Office and County.

## Q. WAREHOUSE

### Q.1. Warehouse Overview

The warehouse is located in the basement of the Public Safety Building. It provides day-to-day supplies for all three Dane County Jail facilities. The main food warehouse is not located here but at the Badger Prairie location. Presently, due to a limitation in space deliveries follow a "just in time" delivery protocol. Orders are placed on Thursdays and deliveries are received the following day on Fridays. The Sheriff's Office has a contract with the Harder Corporation for supplies and deliveries.

### Q.2. Warehouse – Key Observations and Findings

1. The warehouse is located outside the true security perimeter of the PSB although access is restricted. Accordingly, inmates do not work in the warehouse.
2. The Warehouse Supervisor has an open desk adjacent to the storage shelving rather than a private office.

3. There is no visibility from the warehouse supervisor's desk to the loading dock.
4. There is a separate secure room adjacent to the storage areas for spare furniture as well as tables for sorting and packing inmates' unclaimed property that is sent to Goodwill.
5. There is no electronic asset management system including the technology to track warehouse goods being delivered to the various facility locations.

### Q.3 Warehouse – Key Operational and Planning Issues

1. The warehouse is undersized by 25%.
2. There is no secure staging area for receipt of deliveries. The staging area should function similar to a sallyport and lead into the warehouse which should be located within the security perimeter. In this configuration offenders would be able to off-load trucks and assist in the warehouse.
3. The Warehouse Supervisor's office should have visibility of the loading dock and staging area as well as the storage shelving.
4. An additional workstation should be provided for either a staff person or inmate clerk to support the Warehouse Supervisor on the day shift.

## R. MAINTENANCE/CENTRAL PLANT

### R.1. Maintenance/Central Plant Overview

Maintenance operations is a County function and operates primarily out of the CCB. While staff are assigned to work out of the workshop located outside the security perimeter at the PSB, maintenance staff also work at the Ferris Center and the jail located within the CCB. Housekeeping also comes under maintenance. There is a full time person assigned to housekeeping duties and there are two janitors as well.

The Central Plant for the PSB is located on the top floor of the building, occupying the entire floor. The CCB has its own central plant.

### R.2. Maintenance/Central Plant – Key Observations and Findings

#### Maintenance Workshop

1. The current maintenance workshop at the PSB is adequate in size but the storage areas for spare parts and additional tools should be larger.
2. Presently, maintenance staff "clock in" at the CCB and then report to the PSB for work. In the future it would be desirable to have the staff "clock in" at the PSB once the new automated time clock system is put in place.

#### Tool Control

3. Primary tool storage occurs in the warehouse, and basic toolboxes are maintained in the PSB's and CCB's CET rooms.

4. There is no tool check out/in system, nor is there a formal tool inventory control system or a person for who tool control is a primary responsibility.

### R.3. Maintenance/Central Plant – Key Operational and Planning Issues

1. The maintenance workshop should continue to operate outside the security perimeter but with convenient access to the street and parking of maintenance vehicles.
2. Secure satellite storage closets should be provided within the secure perimeter for maintenance carts to be secured when not in use inside the jail.
3. The future of the central plant will be analyzed by the engineering team when and if plans are developed to expand the PSB. If the PSB is to remain operational, the location of the central plant will likely remain in place and be expanded as there is sufficient room to do so.
4. The future of the Central Plant at the CCB is tied to the continued use and/or renovation of the floors presently occupied by the jail.

## S. PARKING

### S.1. Parking Overview

The PSB and CCB are public buildings serving many interests and needs; law enforcement agencies bringing arrestees for judicial processing, initial appearance court, jail diversion and bail monitoring programs, plus all services and activities related to the safe and secure detention of persons committed to the Dane County Jail. Vehicle parking is needed for employees, official visitors and inmate visitors.

### S.2. Parking – Key Observations and Findings

#### Public Parking

1. There is no designated parking for members of the public. Public parking is street-side or in the public parking garage or in the County ramp parking area.

#### Staff/Facility Parking

2. Within the PSB basement is vehicle parking for select staff, i.e., Sheriff, Captains, Investigator, etc., and select departmental vehicles, e.g., civil process, dive truck, HNT van, prisoner loading.
3. No parking is available in the CCB.
4. Staff currently park in the County ramp parking area.
5. There are 12 (est.) parking spaces located directly behind the PSB available for contractors and other official visitors (who obtain a parking pass).

### S.3. Parking – Key Operational and Planning Issues

1. There are an inadequate number of parking spaces available to meet demand.

## T. DANE COUNTY SHERIFF'S OFFICE

### T.1. Dane County Sheriff's Office Overview

The Dane County Sheriff's Office is comprised of four divisions:

- Executive Services
- Field Services
- Security Services
- Support Services

This section looks at those functions currently occurring within the PSB and, therefore, will not be an exhaustive assessment of each division since a number of functions occur externally to the PSB. In addition, the Security Services Division, which is responsible for jail operations, has been previously addressed and will not be covered here.

### T.2. Dane County Sheriff's Office – Key Observations and Findings

1. All four divisions are based out of the PSB and mostly located on the second floor. However, the building layout/design does not promote casual observation and interaction between the divisions. For example, the Sheriff and Chief Deputy tend to have more interaction with two out of the four Captains simply because of their proximity.
2. There is a single reception point serving all divisions.
3. There is designated office space for all functions. Some functions lack optimal efficiencies because they are not proximal to other interrelated functions, e.g., scheduling and payroll functions, or would benefit from having the entire function served in one location, e.g., a single office with multiple workstations for stenographers versus separate offices.
4. There is no executive conference room designated for the Sheriff and Chief Deputy. While there are three small conference rooms located throughout the Sheriff's Office, there is only a single fully equipped conference room that can seat upwards of 30 people at once. The demand for this conference room exceeds existing space.
5. Many functions share space, e.g., major case/investigation management and interview room video monitoring occupy the same space, with neither function being adequately served. For example, in the event of a major case/investigation, sensitive, confidential information may be unintentionally shared with unauthorized persons and/or there is inadequate space to brief and strategize with officials involved in the case, many who may not be members of the Dane County Sheriff's Office.
6. Certain functions are remotely located in relation to the primary user. For example, conveyances, which handles inmate transports to/from the jail, is located on the second floor of the PSB and the primary user is the jail and, more specifically, the intake/release function. Likewise, warrants is a function that is closely correlated with the jail's intake release function, yet is located on the second floor of the PSB.
7. Present spaces utilized for certain functions are inadequate to meet demand. For example, the conference room used to conduct Sheriff's auctions does not have

sufficient capacity for the number of people attending the auctions, and the support video technology workroom is teeming with video equipment with insufficient space to accommodate more than one or two people at a given time.

8. Many records are maintained electronically. Overall, records storage, particularly archived records, is random and unsystematic, inadequate in size, and/or lack requisite safekeeping, e.g., personnel records. A room in the PSB's basement is used to store boxed records. Again, with limited organization.
9. There is a single drop-off point for evidence. Processing of evidence occurs in multiple locations, i.e., second floor of PSB, PSB sub-basement, and evidence garage located at Saddlebrook. Evidence storage is located in multiple places, which jeopardizes chain-of-custody. Main evidence storage is inadequate to meet demand.

### **T.3. Dane County Sheriff's Office – Key Operational and Planning Issues**

1. Optimizing the executive team by creating an environment that promotes regular, routine interaction that fosters greater communication helps to build a collaborative culture and promotes a consistent philosophical approach to operations.
2. Workspaces organized to optimize productivity consider the end user, other correlated or interrelated functions or users, etc. which may result in functions from different divisions being proximal to or co-located with each other.
3. Equipment and space needs for specific functions change over time, particularly with improvements in technology. As a result, areas may no longer meet demand and/or specialized space requirements and/or become oversized, e.g., records that are now digitized require less storage space; increase in evidence collection requires more storage space.
4. Conference rooms, including training, need to be sufficient in number and properly equipped to meet demand.
5. Consolidation of individual functions such as evidence collection and processing, into a single location (space) will improve productivity and accountability.
6. Protection against "active shooter" and other similar scenarios needs to be integrated into public reception workstations.



## **IV. PHYSICAL PLANT ASSESSMENT**



## A. CITY-COUNTY BUILDING (CCB)

### General

The City-County Building Jail is located on the sixth and seventh floors. The jail occupies approximately 42,500 gross square feet on the sixth floor and approximately 38,500 gross square feet on the seventh floor. The original sixth and seventh floor jail on the east side was built in the 1950's and is an indirect supervision model that includes bar separation between staff and inmates. The Vertical Expansion project completed in the 1980's on the west end increased the jail at the sixth and seventh floors. The jail continued the indirect supervision model that includes truss-wall partitions and ceilings.

The City-County Building is a seven story building presumably constructed around 1950. The building occupies an entire city block between Doty St. and Wilson St., and MLK and Carroll Street. The plan of the building forms an "H" shape. The basement level walks out onto Wilson Street. The west sub-basement contains underground parking. The east sub-basement contains mechanical space. There is a great deal of heavy mechanical equipment in the penthouses, including large potable water tanks.



Photo 1: 6th and 7th Floors at Southeast corner of CCB

Generally, the construction and finishes are in need of continuous repair and service considering the age of the building. There have been numerous repairs either/or not at all during the past three years that range from detention lock repair to plumbing part replacements that are made more difficult as parts are hard to find or are no longer available. The maintenance staff has had to make available materials work for each condition.

Housing is comprised of 52 cellblocks configured as indirect supervision housing. The number of beds per cellblock range from 3 to 14 beds each, and are configured as single cells or as a dormitory style cellblock. Within the facility, 42 cellblocks are designated for males with an aggregate bed count of 305, and 10 cellblocks are designated for females with an aggregate bed count of 60. Of the aggregate, 24 cells are designated as administrative segregation or isolation.

Generally the cellblocks/cells are configured in a linear fashion off of a security corridor. The cellblocks consist of a small number of cells or dorm bunks with a common day area with tables and chairs, television, telephone, showers and toilets. Compliance with ADA requirements is limited to a few cells. The number of cellblocks makes it impractical to staff for direct supervision. Consequently, most of the cellblocks are not within visibility of an officer thereby increasing opportunities for and/or the likelihood of abuse and violence amongst inmates.

According to maintenance request records, there have been approximately 45 detention door and 280 plumbing and electrical maintenance orders completed since the start of 2012. Examples of the door repairs include the following:

- Cell 621 Outer Door was not opening, potentially trapping eight inmates. Jail Staff would have had to attempt to over-ride in an emergency, assuming the door would slide.
- Door 623E sticking closed, potentially trapping inmate inside. Jail Staff would have had to attempt to over-ride in an emergency, assuming the door would slide.
- During monthly lock inspection checks of the manual over-ride system, Door 625F would not open manually. The door also could not be opened with the control panel after the attempted over-ride. The cell was occupied. Facility Maintenance had to drill out the screws to remove the overhead covers to get the door to open.
- Door 622A was not opening properly, potentially trapping inmate inside. Jail Staff would have had to attempt an over-ride in an emergency, assuming the door would slide.
- Inmate in Cell 710C was able to “jimmy” his cell door open using half of a checkerboard. Inmate demonstrated how he did this while the plate was removed. The problem was fixed after an adjustment was made to the sensor.
- Cells 721D, 722C and 726D, during lock inspection, as part of the cell override system, the screws were stripped and Facilities Management responded and drilled the screws out in order to remove the over-ride plate screws. Had there been a loss of power, deputies would not have been able to perform the door over-ride procedure and 3 inmates would have been trapped.



Photo 2: Cell front sliding device



Photo 3: Sliding device manual release

- Cell door on 625F was inoperable with an inmate locked inside.
- Door 726C sticking and cannot be opened all the way, potentially locking inmate in cell. Jail Staff would have had to attempted over-ride in an emergency, assuming the door would slide.
- While Jail staff was completing monthly lock inspection, the following items were noticed in reference to cell over-rides. Block 626 cell C screw had been installed at an angle and would not move in or out. Block 624, cell F and Block 622, Cell C override levers would not move to open the doors.

On December 12, 2013, the jail conducted an emergency evacuation exercise of cellblocks 620 and 621. The intent of the exercise was to provide the jail's medical contractor an opportunity to exercise a simulated emergency for accreditation purposes.

It also provided an opportunity to give the Dane County Sheriff's Office staff "hands-on" practice in evacuation, identify a time frame for evacuating a portion of the jail, and quantify the resources needed. The drill was designed to simulate a "worst case" scenario under "optimal conditions." The incorporation of "optimal conditions" allowed the Dane County Sheriff's Office to focus exclusively on the performance of multiple procedures and avoid other "externalities" that would reduce the deputies' focus on evacuating the jail.

The scenario began with a power outage to the CCB jail without back-up power to the cellblock door control systems. This was followed by smoke entering the sixth floor of the jail. At the supervisor's command, staff were to don self-contained breathing apparatus (SCBAs) and evacuate cellblocks 620 and 621 moving them laterally to the west side of the building.

The start of the exercise was delayed approximately one hour due to mechanical failure of the 620 panel in opening cells E and G. As a result, "inmate" volunteers were placed in the dayroom rather than the cells. Deputies experienced no real problems manually overriding the cell doors in cellblock 620. Problems were encountered in evacuating cellblock 621. Deputies tried for approximately 3 minutes to override and open cell B. After no success, they proceeded to cell C. It took approximately 2 minutes to override that door. They then went back to cell B and were ultimately able to open the door. At cell F, however, they ran into significant problems. The Deputies were unable to open the security cover for the panel for cell F. Facilities management was on scene due to the initial mechanical failure at the start of the exercise and had to drill the screw head and use a cutoff tool to get the screw out to open the cover. Once the cover was removed the deputies were ultimately able to open the door and the inmate was released approximately 20 minutes after the first attempt to open the cell. In a real emergency requiring a full evacuation of the entire floor, it is not likely that the inmate would have been evacuated. The last inmate arrived at the lateral staging area approximately 25 minutes after the start of the exercise.

This exercise highlighted areas of concern. Maintenance is not staffed 24/7. For the exercise, optimal conditions were present and maintenance was on hand to assist. The SCBAs provide a limited air supply, but offer no fire protection. In an emergency requiring the evacuation of an entire wing, the supply of air is not sufficient. Leverage is required for overriding the doors. Shorter deputies have to climb the bars, in full gear in order to gain the leverage required to override the system.



Photo 4: West Wing cellblock fronts



Photo 5: East Wing Cellblock fronts

Facilities Management does an excellent job of addressing issues as they occur but this has become increasingly difficult due to the age of the facility and availability of parts.

A fire-suppression system is provided throughout the entire building. In addition, the Jail is provided with approximately 52 air tanks and 10 +/- spares. There are 2 AED's within the Jail, one at each floor.

The primary evacuation plan for fire/smoke events are horizontal evacuation routes to the east and west sections of the jail through a smoke barrier. The doors at the smoke barrier partition are opened for operational necessity which would require use of a hold-open device and an automatic closing device connected to the operation of a smoke detector or other fire-alarm function. The doors in the current smoke barrier do not have either the hold-open device or the closing device required per Life Safety Code (Photo 6).



Photo 6: Door at smoke barrier

Evacuation areas - moving inmates east to west there is some controlled space on the west wing including the chapel and the gym, but these areas have equipment and other items in them. Moving inmates west to east there is no controlled space on the east wing other than the stair wells where the inmates would be locked in. Multi-purpose rooms that are vacant when unused and program materials are stored in other locations would make for a better holding area, but the jail lacks these spaces.

The evacuation process of moving inmates from housing units to safe locations also requires additional staff time. Cell doors on the east side require manually removing the sliding door device cover, dis-engaging the locking column and sliding door open. During an event requiring evacuation, this operation becomes time-consuming and problematic.

Segregation units are not well located and these units require more staff during evacuation.

The jail is required by DOC 350 to conduct physical security checks to ensure the safety and security of the inmates and staff. Due to facility design, the deputies are only able to see into the dayrooms of the cellblocks. The limited sightlines hampers the staff's ability to complete these checks in a timely manner as dictated by the code.

Special needs inmates are staff intensive requiring at least 2 staff members reducing the time for the egress process.

Standpipes located in the stairwells present a possible control issue with fire-fighting staff if they are needed in event of an evacuation.

On the east wing, control of doors is primarily electronic. If power goes out, the deputy must override each cell by removing a Torx head screw at the sliding device cover above each cell door (8-feet above the floor), remove a panel, and activate a manual release. This must typically be done 9 times per cell block. (See photo 2)

Fire doors must be manually closed, there are no automatic closer on the doors. The doors need to remain open due to the difficulty the deputies have with supervision of the inmates.

The public area for visiting has no egress route other than through the jail. This would require the jail staff to bring the public in the Jail and possibly egress with the inmates.

Personnel alarms (call for assistance) throughout the jail are unreliable. Wiring has been reworked over the years and the calls don't always identify the correct location. The retro fitment of the wiring and cables are very costly to replace.

West wing cells can be unlocked from a central location or at each block. Often the manual overrides have been found to be broken during testing.

Medical bio-hazard has no controlled storage

Control of people in the jail is difficult. With civilian program coordinators moving to different areas of the jail it is difficult to account for the exact number of people in the jail or different areas of the jail at any time.

Security doors around the control room need to remain open so staff can hear inmates, but allows access to electronic door controls to inmates cells that can be unlocked from this location.

The segregation units on the west wing are located such that it makes it difficult for staff to monitor High-risk inmates.

ECM materials (asbestos and lead paint) are believed to be contained in the metal ceiling panel, floor tile, paint and pipe insulation within the east side of the Jail. Any work that would disturb these materials would require remediation of adjacent ECM materials.

Life Safety, per NFPA 101, for existing Detention occupancies shall be maintained and operated to minimize the possibility of a fire emergency. Because the safety of all occupants in detention facilities cannot be adequately ensured solely by the dependence on evacuation of the building, their protection from fire shall be provided by appropriate arrangement of facilities: adequate trained staff and development of operating, security, and maintenance procedures. Those procedures included compartmentation; provision for detention, alarm, and extinguishment; fire preventing; and planning for the isolation of fire and transfer of occupants to areas of refuge, for evacuation of the building, or for protection of the occupants in place.

As Correctional Design professionals, we see inefficiencies and inadequate conditions at similar facilities on a regular basis throughout the nation. However, with the City County Building (CCB), stakeholders should be extremely cautious in considering long term solutions for this building as a medium/maximum security jail.

Several reasons bring us to this conclusion. As stated above, there are some significant problems, issues and conditions with the CCB. The linear supervision model has not been an accepted design/management style since the 1970s. Due to the physical structure of the building, this model has been perpetuated as it cannot be modified without a full gut renovation. Also, the age of the building, outdated technology, and poor physical conditions of the building cause many risks and hazards. A few of those are:

- Inmate and staff security risks
- The need to manufacture parts for locks and security panels that are no longer available
- Costly and time consuming repairs
- Fail-safe functions for life safety exiting that are not operational
- High levels of staffing due to inefficiencies
- Existence of hazardous materials (asbestos and lead paint)

These conditions and many more exist in the CCB. There have been several recent examples of potential loss of life risks including doors that would not open in emergencies; inadequate and unsafe exiting of inmates in case of fire; as well as the deplorable living conditions.

Any major renovation project at the CCB would fall short of meeting the operational, staffing, and treatment goals for the future Dane County Jail System. When considering remodeling and revitalizing the existing CCB, one should consider the extreme cost and value of this. While any building can be remodeled, it really comes down to what is the cost-benefit of doing so. In the case of the CCB, it is our professional opinion that the large capital expenditure that it would take to bring this building up to current standards and codes, will not be of overall benefit to Dane County and the Sheriff's Office, as compared to new construction.

### **Structural Systems**

Original construction drawings have not been located, so the type of foundation system is unknown.

The original building structure is entirely cast-in-place concrete. Floors and roofs are pan and joist construction, except for the west penthouse addition, which is framed with steel joists, structural steel beams and columns and metal siding.

The exterior cladding on the original building is limestone. The west 6<sup>th</sup> and 7<sup>th</sup> floor addition is clad in precast to match the limestone. Windows are framed in aluminum. Most windows appear to be original.

As part of the facilities assessment, we investigated potential structural issues at the stairwell located within the east wing. Once inside the stairwell, we observed significant cracks in the concrete beams at the sixth and seventh floors.





Photo 7: Southeast Stairwell



Photo 8: Southeast Stairwell

The cracks were evident at both top steel and bottom steel. The beam on the west side was in poor condition with very large cracks and spalling. However, none of the brick infill was cracked, only the concrete beams at reinforcement locations. Initially, we suspected either flexural movement or reversed loading due to foundation settlement. The cracked beams were photographed (see below).



Photo 9: Southeast Stairwell

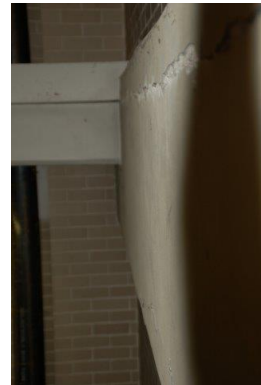


Photo 10: Southeast Stairwell

As we continued down the stairwell, we ruled out foundation settlement, as the farther down we went, the less noticeable the cracking was. It was noted that fin-tube radiators are mounted to the wall in the stairwell on some floors. At the bottom of the stairwell, we exited the building onto Wilson Street and observed the stairwell from the exterior. From the sidewalk, it was evident that some of the stone cladding panels between the sixth and seventh floors were protruding outward and had been bolted in place, while none of the panels on lower floors had been bolted. We also noted some cracking in the stone panels.

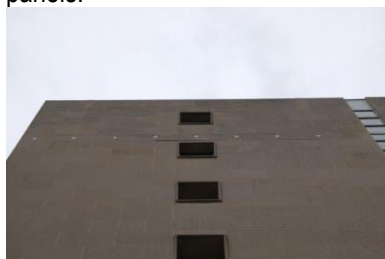


Photo 11: South Elevation showing repair

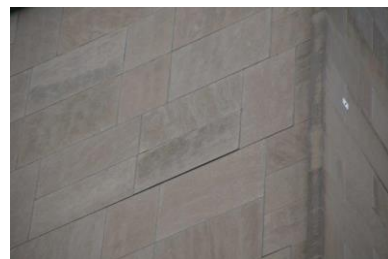


Photo 12: East Wing showing panel damage

We went to the roof and discovered that caulking of joints in the stone coping was severely deteriorated or no longer exists. The mortar joint below the stone coping was also severely deteriorated. We were able to remove the mortar by hand, which was found to be wet and chalky. The inside of the wall was wet and it is apparent that water is getting into the masonry walls through the coping. It was noted that there is no through wall flashing below the coping, and no means for the water to get out of the wall once it is in. This poor condition of the parapet wall was found to be similar for the entire eastern wing of the building. While on the roof, we also noted bubbling of the EPDM roof membrane where shower stalls are located below. This usually indicates vapor drive from the inside of the building to the outside.



Photo 13: Parapet damage

We proceeded down the Doty Street stairwell, where several cracks in the concrete beams were noted, although not as severe as the Wilson Street side. However, there is a severe crack in the fourth floor which will need to be investigated and repaired.



Photo 14: Stairwell structural damage



Photo 15: Stairwell structural damage

In summary, we believe water is getting into the masonry walls through the open coping joints in the parapet and travels down the cavity between the brick wythe and the stone cladding panels. Since there is no means for the water to get out, we suspect the water ponds on top of the concrete beams, causing corrosion of the reinforcing steel. We also believe this ponded water is the cause of the protruding stone panels between the sixth and seventh floors; the trapped water (and potentially ice) causes outward pressure on the stone panels. This trapped water is likely corroding the stone panel connectors as well. We have concerns that some of the stone panels could be dislodged and possibly fall off the building and that further engineering investigation should occur to address the remediation work needed at the parapet walls, stone cladding panels and concrete beams.

## Plumbing and Fire Suppression

The existing plumbing equipment serving systems in this building appear to be well maintained and repaired or replaced as needed over the years. The domestic water booster pump appears to be the original pump with a newer motor.



The domestic water heating system was replaced approximately 1½ to 2 years ago and should have 30+ years of useful life left. A solar domestic water pre-heating system was added approx. 2 years ago to preheat the cold domestic water feeding the domestic hot water system. This system should have a useful remaining life of 10 to 12 years.

There are two domestic water heaters at the west end of the sixth and seventh floors. The heaters are gas fired, 625 mbh each, with a recovery rate of 600 gallons per hour. Water heaters were replaced in 2007 and in 2011.



Domestic cold water is pumped up to the penthouse through the booster pump in the basement to two holding tanks. Domestic cold water is fed by gravity to the building. The storage tanks have been blasted and recoated on the inside approximately 10 years ago.



The existing fire pump and fire protection system appears to be the original system and in good condition.



According to the 2013 Annual Jail Inspection, inmate feedback regarding the conditions of confinement cited the lack of hot water as one of the most common complaints.

The number and type of fixtures removed and the type and quantity of fixtures added will determine if the existing systems will support any remodeling. Any work on the sixth floor involving sanitary piping to new fixtures will involve accessing ceiling spaces of the fifth floor. Accommodation will need to be made to allow this work to occur.

## HVAC

The primary source of heat for this facility is steam obtained from the State Capital Heat & Power plant. This steam is used directly in the air handler steam heating coil serving the sixth and seventh floors. Steam is also used to heat hot water via a steam-to-hot water convertor located on the penthouse level. This type of equipment generally has an approximate 30 year lifespan but can last 40+ years if well maintained. The steam convertor and hot water pumps appear to be in good condition. Steam condensate is collected in condensate return pumps and returned to Cap Heat & Power. Many of these condensate pumps are showing signs of corrosion and wear. The expected lifespan for these types of pumps is 25 years.



The primary source of cooling for this facility is (1) 438 Ton and (1) 332 Ton centrifugal chiller on the sub-basement level. Chillers of this type have an expected lifespan of 40+ years with regular maintenance. These chillers appear fairly new and should not need replacement for many years. Both chillers are served by (2) roof mounted cooling towers. Depending on water treatment and maintenance cooling towers like this have lifespans of 40+ years. Generally the PVC fill for these cooling towers will require replacement after 20 years of operation. The chilled water and condenser water pumps serving these systems are in good condition and should last 10-20 more years with regular maintenance.

The sixth and seventh floor west is served by a single air handler and a heat recovery module on the Penthouse level. This is a constant volume air handler with a glycol run-around loop heat recovery coil, steam face-and-bypass heating coil and a chilled water coil and supply fan. The heat recovery module consists of a glycol run-around heat recovery coil, exhaust fan and base-mounted glycol circulating pump. The air handler and heat recovery module are original to the vertical expansion and are approximately 30 years old. The air handler and heat recovery module appear in reasonable condition but will most likely require replacement in the next 10-15 years. Equipment of this type with proper maintenance and filter changes will last 40+ years. The devices associated with the air handlers such as control valves and dampers all have lifespans around 25 years. These devices are generally simple to replace and can be replaced as they fail. The ductwork and insulation associated with these systems are in fair condition and should last the life of the facility or until the air handler is replaced. Many of the supply and exhaust grilles throughout the sixth and seventh floors are dirty and would perform better if cleaned.

The sixth and seventh floor east is served by a single air handler that was in the process of being replaced at the time of this survey. No additional work should need to be done in the near future.



Miscellaneous ventilation for toilet exhaust and other spaces is provided by individual exhaust fans most of which are on the penthouse level. These fans will generally last 30+ years. Many of these fans may be nearing the end of their useful life.

The control system for the west side air handling equipment is a digital/pneumatic system that appears to have been replaced since the original installation. The system devices appear in good condition and the building staff does not report any problems with the control system. This system should serve the air handling unit until it is replaced.



## Electrical

The installed normal utility and emergency/standby electrical power distribution systems have been upgraded through a number of projects since the original building was built. The three (3) main normal utility switchboards are located in the ground floor electrical room and are fed from the Madison Gas & Electric vault. These switchboards were replaced in 1999 and contain fusible service disconnecting means and feeder distribution.

The main 480Y/277 volt (V), 3 phase, 4 wire switchboard is rated 4000A, and the two (2) main 208Y/120V, 3 phase, 4 wire switchboards are rated 3000A. Through field observations, this main distribution equipment has mounting space and ampere capacity to accommodate additional loads.

Overall condition of these switchboards shows they have been well maintained since installation. Typical life expectancy is typically 30 years. Based on observed equipment condition and readily available replacement components, a life cycle of 40+ years is expected for major electrical distribution components for this facility.



4000A, 480Y/277V Switchboard (Ground Floor Electrical Room)



3000A, 208Y/120V West Switchboard (Ground Floor Electrical Room)



3000A, 208Y/120V East Switchboard (Ground Floor Electrical Room)

Downstream electrical distribution equipment serving lighting and power on sixth and seventh floors is a mix of original, updated, and/or replaced panelboards. In general, lighting and power panelboards on the west side of sixth and seventh floors were observed in fair condition. A number of panelboards appear that additional tubs were added to accommodate loads. Panel 7X on the west side of the building is an example of this condition.



Panels 7X and 7XE (Seventh Floor West)

It was also observed an upgrade effort has been implemented to replace old interiors with new on the east side of sixth and seventh floors. Panel LP6-2 is one such panel.





Panel LP6 2 (Sixth Floor East)

Capacity for additional loads on the sixth and seventh floors appear limited. Available distribution panels LDCG-1 and LDCG-2 were observed to contain spare breakers and/or breaker mounting space that could be utilized for new branch panelboards. However, these panels are located on the garage level. Panels WP and WPA located in the Penthouse also contain spare breakers and/or breaker mounting space.



Panel LDCG-2 (Garage Level West Electrical Room)



Panels WP and WPA (Penthouse Electrical Room)

Several emergency power supply systems (EPSS) serve sixth and seventh floors of this building. The main systems are located in the Penthouse. An original generator set is rated at 260 kW, 480Y/277V, 3 phase, 4 wire diesel generator set located in a separate room. The generator output feeds an enclosed 400A circuit breaker (main disconnecting means) and a 400A, 3 pole, open transition automatic transfer switch (ATS #2) located on the east wall of the generator room. A project in 2001 segregated this ATS to serve facility standby loads through MDP X and MCC X. A second branch sized at 125A serves emergency loads via ATS #2E, a 75 kVA step-down transformer and MDP XE. All this equipment is installed on the north wall of the generator room.



260 kW Packaged Generator Set  
(Penthouse Generator Room)



400A Enclosed Circuit Breaker and ATS #2  
(East Wall Generator Room)



125A Enclosed Circuit Breakers and ATS #2E (North Wall Generator Room)



ATS #2E, 75 kVA Transformer, and Panel MDP XE (North Wall Generator Room)

A separate 60 kW diesel generator set located in the basement serves Panel EM-MD located on north end of sixth floor east through a 3 pole ATS EMD and distribution panel EMD-1 located on the second floor. This electrical work was also part of the 2001 project for electrical panel replacements.



Panel EM-DP (Sixth Floor East Electrical Room)

Lighting in the facility mainly consists of 4' linear fluorescent fixtures and compact fluorescent downlights. Based on observations, a majority of linear fixtures appear to have been upgraded from original 34 watt, T8 lamp and electronic ballasts to high performance, 28 watt T8 lamp and electronic ballast systems.

## Special Systems

### Incoming Communications Services

A mix of copper and fiber optic cabling feed the City/County building through the equipment room on the ground floor. Voice and data services for both the City of Madison and Dane County are co-located in this room. As with many buildings of this age, there is a significant quantity of legacy high-pair-count copper cabling terminated on a true MDF (main distribution frame). It is unclear how much of this copper cabling is still in use as both the city and county have migrated to VoIP (voice over internet protocol) telephony services. As new telecommunications services have been added to the building through this room, the existing and legacy services do not appear to have been maintained or removed. As such, newer cabling appears to have been routed in a haphazard manner with little regard to cable identification or management. The type, quantity and routing of incoming copper and fiber to the room would require an extensive study and interviews with both city and county IT staff. At some point, this legacy cabling should be removed to reduce the amount of contaminants produced in the event of a fire.



Photo 1: MDF (Main Distribution Frame)

In general, the ground floor equipment room is inadequate to function as anything but an entrance facility; the use of this space for servers and other network electronics is not recommended due to the lack of environmental controls including cooling and filtration. The space is dirty and has not been well maintained.

Although the Durrant drawings of this facility (dated 12/6/99) indicate a new riser for telephone, security, and CCTV cabling, the actual conduit and riser pathway was not found in the locations shown on the drawings. Due to the steel ceiling construction of the sixth and seventh floor jail facility, the actual routing of conduits containing voice / data / security and /or CCTV could not be verified.

### Voice/Data Horizontal Cabling

There is very little voice/data cabling on the sixth and seventh floors and most of it is dedicated to the duty stations with a small amount of data serving the Madison Schools classroom located in the south-central part of the seventh floor. The telecommunications room serving the sixth and seventh floors is located adjacent to the classroom and contains two two-post equipment racks. The cabling observed appears to be older (multi-mode fiber and Category 5) but adequately installed, terminated and in good condition.



Photo 2: Seventh Floor Telecommunications Room



Photo 3: Inmate Telephone Cutoff Switches

### Inmate Voice Distribution

In the duty stations on each floor, individual cutoff switches for each inmate cell are located on backboards and allow the Deputies to control phone service to each cell. This cabling and associated cross-connect blocks are exposed within the duty station and therefore subject to incidental damage.

### CATV (Cable Television)

A small amount of CATV distribution cabling is located in an electrical room near the seventh floor Madison Schools' classroom and also in the seventh floor east duty station. It appears the coaxial cables from these locations are distributed above the steel ceilings to the inmate cells. Presumably the feed for the CATV service originates in the ground floor entrance facility, but as noted above, the riser pathway(s) could not be traced. Deputy escorts noted that there were cutoff switches for the televisions in various locations on the sixth and seventh floors.



Photo 4: Seventh Floor CATV Distribution



Photo 5: CATV Cutoff Switch

### Security (non-secure side)

Access control for the non-secure areas of the facility is controlled by a Superterm system from Continental Instruments. One panel was observed in the basement and appeared to be controlling four doors. Wiring in the cabinet indicates at least one more cabinet in the system but it was not observed. A Motorola FlexPass proximity card reader is installed at the east penthouse entrance on the seventh floor. With proper maintenance, this system should last for at least another ten years and possibly longer.



Photo 6: Access Control System



Photo 7: Proximity Card Reader

## Fire Alarm

A Simplex 4100U Fire Alarm Control Panel (FACP) is located in the shop area of the ground floor. This panel has been upgraded to include voice EVAC (emergency voice/alarm communications); however the EVAC is not active on the second floor juvenile detention area or the sixth and seventh floor jail.

Facilities staff reported that the original notification appliances are horn/strobes that are being replaced with speaker/strobes (in support of the EVAC system) as areas of the building are being renovated.

A separate Simplex 4100 FACP installed in Central Control on the sixth floor serves the initiating devices and notification appliances for the sixth and seventh floor jail. An annunciator for this FACP is located in the sixth floor west duty station. The sixth and seventh floor FACP is monitored by the ground floor FACP for the entire building.

With regular maintenance and upgrades, the fire alarm systems can be expected to be reliable and last for another ten years or more.



Photo 8: Building FACP (Ground Floor)

## Radio System

The east penthouse contains RF (radio frequency) distribution equipment from the antenna array located on the roof of the east penthouse. The distribution equipment provides in-building coverage for the Sheriff's 800 MHz radio systems. Also located on the east penthouse roof is an emergency alert siren.





Photo 9: East Roof Antenna Array



Photo 10: East Penthouse Microwave Enclosure

A curious enclosure is present in the east penthouse. With a 480VAC power service and a single coaxial microwave cable output, the function of this enclosure is not known. The Deputy and staff escorts did not have any information regarding this enclosure.



## **B. FERRIS (HUBER) CENTER**

### **General**

The Ferris Center was originally constructed in 1982 as a temporary Huber housing facility which has a capacity to serve up to 144 male inmates per requirements of WI DOC 348 – Huber Facilities. The second floor was added in 1991 to handle an increase in inmate population. Currently the second floor is used for staff training and inmate diversion services. The building is approximately 14,600 gross square foot, two-story masonry and precast concrete structure.

This two story building is located on Rimrock Rock in Madison near the Alliant Energy Center and Clarion Hotel. The building was constructed in two phases, the first floor was constructed around 1982, and the second floor was constructed around 1991. In plan, the building makes a cruciform shape with three detention wings and a fourth smaller wing containing a stairwell and lobby area. There is an operations desk in the center of each floor, where deputies have a clear view of the inmates in the dayroom of each detention wing. Most of the first story is partially below grade, where an earth berm was provided against the side of the building, presumably for frost protection of shallow footings. At the outer end of each wing there is an exterior emergency exit stairwell. Roof access is via ladder and roof hatch in the janitors closet on the second floor. The flat roof is single ply EPDM ballasted with stone. Insulation is sloped to internally piped roof drains. Areas of the roof are noticeably soft when walking on. This generally indicates the roof insulation has been saturated with water or has degraded in some way. Exterior finishes are EIFS. Windows are aluminum framed. Doors and frames are hollow metal.

Generally, the construction and finishes are in need of continuous repair and service.

### **Structural Systems**

The building structure consists of precast concrete plank for the roof and second floors which bear on CMU walls. There are a few structural steel beams in the center of the building above the operations desk. These beams align with the CMU walls to continue to support precast planks along the wall lines. The CMU walls presumably bear on shallow spread footings, although record drawings were not available to confirm this.

### **Plumbing and Fire Suppression**

The last remodel was done in 1991 when the second floor was added. However, some fixtures and equipment have been replaced since then. The domestic water heaters are 3 to 5 years old and appear to be in good condition.



First Floor Domestic Water Heater



Second Floor Domestic Water Heater

The water softener located on the second floor is less than five years old and is in good condition.

The water closets and lavatories in the officer's rest rooms and visitor rest room appear in good condition.



The water-closets, urinals, and showers in the inmate areas are in fair to poor condition; some of the lavatories have been replaced and are in good condition. The water closets are tank type with locking tank lids. Lavatory sinks are wall hung with manual faucets. Showers fixtures are institutional grade with timed flow. The shower valves are in poor condition. Thermostatic/pressure balancing valves are located in the maintenance closet at each rest room to provide tempered water to the showers. According to the 2013 Annual Jail Inspection, poor ventilation in the shower area of A wing continues to create moisture retention problems that are evidenced by peeling paint, rust, stains, and mold in this area.

This building is fully sprinkled; the fire riser is located on the first floor in the maintenance room.

## HVAC

The building HVAC systems for this facility are in various states of repair. The HVAC

systems are broken up between four mechanical rooms and roof mounted equipment. Each zone of the building is served by an individual unit.

The first floor north mechanical room for this facility houses four gas-fired furnaces with DX split system cooling coils and exterior condensing units. These furnaces serve the north side of wings A & C and all of wing B. The furnaces in this space are 20+ years old and are near the end of their useful life. This type of furnace has an expected lifespan of 20 years. Due to their age, these units are inefficient and replacement units would save energy and lower the operating cost of this facility. The exterior condensing units have considerable corrosion on their casing. The ductwork associated with these furnaces was cleaned in 2007. The ductwork is showing some signs of corrosion but should be useful for many more years. The supply and exhaust grilles associated with these systems are dirty. Cleaning would improve their performance.



The first floor south mechanical room for this facility houses three gas-fired furnaces with DX split system cooling coils and exterior condensing units. These furnaces serve the south side of wings A & C and the first floor common area. The furnaces in this space are 5+ years old and should provide good service for 15 more years. The exterior condensing units appear to be in good condition. The ductwork is in good condition and should be useful for many more years. The supply and exhaust grilles associated with these systems are dirty. Cleaning would improve their performance.



The second floor north mechanical room for this facility houses four gas-fired furnaces with DX split system cooling coils and exterior condensing units. These furnaces serve the north side of wings A & C and all of wing B. The furnaces in this space are 20+ years old and are near the end of their useful life. This type of furnace has an expected lifespan of 20 years. Due to their age, these units are inefficient. Replacement units would save energy and lower the operating cost of this facility. The exterior condensing units have

considerable corrosion on their casing. The ductwork associated with these furnaces was cleaned in 2007. The ductwork is showing some signs of corrosion but should be useful for many more years. The supply and exhaust grilles associated with these systems are dirty and cleaning would improve their performance. Access for this room is poor making maintenance and repair very difficult.

The second floor south mechanical room for this facility houses three gas-fired furnaces with DX split system cooling coils and exterior condensing units. These furnaces serve the south side of wings A & C and second floor common area. The furnaces in this space are 20+ years old and are near the end of their useful life. This type of furnace has an expected lifespan of 20 years. Due to their age, these units are inefficient. Replacement units would save energy and lower the operating cost of this facility. The exterior condensing units have considerable corrosion on their casing. The ductwork associated with these furnaces was cleaned in 2007. The ductwork is showing some signs of corrosion but should be useful for many more years. The ductwork insulation is very damaged in many locations and needs to be repaired or replaced. The supply and exhaust grilles associated with these systems are dirty and cleaning would improve their performance.



The first and second floor common areas are also served by a packaged rooftop air handler. This air handler appears to have been replaced in the last 10 years with a unit providing more capacity than the one originally installed. The expected lifespan of a unit like this is approximately 30 years. Many of the ducts and equipment stacks on the roof are quite corroded and could fail in the next 5-10 years. The roof mounted exhaust fans on this building are in good condition and should not require replacement for 10+ years.

All of the controls for this facility are unitary and should be replaced when their associated equipment is replaced.



**Special Systems**

**Incoming Communications Services**

Multiple communications services are provided at the facility in the first floor furnace room including:

- 50-pair Category 3 copper voice cable – original underground service – terminated on wall-mounted building entrance terminal (BET)
- 100-pair Category 3 copper voice cable – newer analog and digital service – terminated in a 100-pair wall-mounted network interface device (NID)
- RG-59 or RG-6 coaxial cable – CATV (cable television) service – terminated on wall-mounted passive distribution splitters
- 12-strand single-mode fiber optic cable – high-speed data service (Dane County) – terminated in the second floor furnace room in a rack-mounted fiber optic termination panel (FOTP)

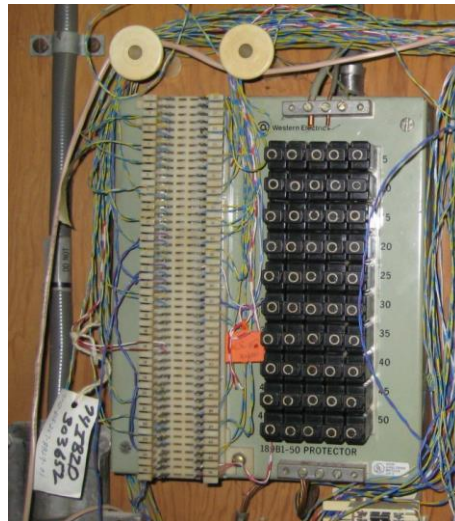


Photo 1: Incoming 50-pair Cable and BET

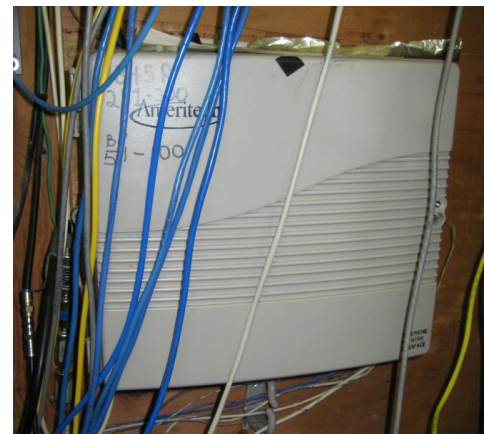


Photo 22: Incoming 100-pair Cable and NID

All of these services enter the first floor furnace room through the south wall except for the 50-pair cable which enters the room through the floor. It appears that the 50-pair cable

serves the telephones for inmate use and also the Dane County Sheriff's two-line phones at the watch desks. The 100-pair cable appears to be carrying both traditional analog voice service as well as digital data service (e.g. T1 line). It is unknown what services are in use from this cable.

All of these incoming services are presumed to be viable and in working order.

### **Voice/Data Horizontal Cabling**

A mix of legacy voice cabling and Category 5 data cable are distributed throughout the facility in a variety of pathways including conduit, surface-mounted raceways and unprotected through-wall penetrations. In most instances, the conduits and surface raceways are filled past the capacity allowed by current codes and standards. Where the cabling is run in free air or routed through walls without conduit, the cables are not properly supported nor protected from physical damage. The first floor furnace room is dirty. The telecommunications cabling and equipment does not appear to have had any maintenance done in many years.



Photo 2: Voice/Data Horizontal Cabling

In the second floor furnace room, the fiber optic cabling and voice/data cabling is neatly routed and properly supported.

### **Data Network Equipment**

Network switches manufactured by HP are located in the first and second floor furnace rooms. The first floor switch is sitting on a home-made wooden bench; the second floor switch is rack-mounted.





Photo 3: First Floor Network Switch



Photo 26: Second Floor Network Switch

### CATV (Cable Television)

Wall-mounted passive CATV distribution splitters are installed in the first floor furnace room and provide wideband video to two TV locations in each of the inmate wings. This method of distributing incoming CATV service is common practice and (with the exception of a lack of cable labeling) appears to be in good working order.



Photo 47: CATV Distribution

### Security

The facility includes four color analog video surveillance (a.k.a. 'CCTV' – closed-circuit television) cameras and supports at least two monitoring stations – one at each watch desk. The CCTV system lacks cameras to provide an adequate coverage to assist the staff in monitoring the inmates. The head end equipment for the video surveillance system (VSS) is located in a room off the second floor common area. Four distribution amplifiers and a camera power supply are located on the east wall of the second floor furnace room. The cameras are located as follows:

- Outside – at the southeast corner of the building, looking at the parking lot
- First floor lobby
- First floor visitation room
- Second floor visitation room

The outside camera is a PTZ (pan-tilt-zoom) while the indoor cameras are fixed focus.

The monitoring station at the second floor watch desk also includes a Pelco KBD300A keyboard/joystick for controlling cameras.

While this VSS is operational, the use of analog cameras is rapidly diminishing in new and retrofit installations. Future modifications or additions to this system should include consideration for an upgrade to the head end system and IP (network) based cameras.

There are no cameras into the housing areas of the Ferris Center. In the 2013 Annual Jail Inspection, the jail inspector cites the limited sightlines for staff as an operational deficiency due to facility design. Staff are only able to see into the dayrooms from the control areas. Modern Huber Facilities have sightlines into all inmate living areas, which provide for maximum observation.



Photo 58: Second Floor Monitoring Station

### Fire Alarm

The Ferris Huber Center fire alarm system consisting of an older (estimated to be 20 years) Cerberus Pytronics SLX series zoned Fire Alarm Control Panel (FACP) and a First Alert FA2000C 5 Zone DACT (Digital Alarm Communications Transmitter) is located at the main watch desk on the first floor. The system is monitoring 8 zones as follows:

- A Wing
- B Wing
- C Wing
- First Floor Common Area
- D Wing
- E Wing
- F Wing
- Second Floor Common Area

It is unknown what points of the fire alarm system the DACT is monitoring, but a hand-written sign on the front of the DACT states “ FYI: Fire Dept. is NOT dispatched when alarm is activated. You must call if needed.”



Photo 69: FACP and DACT

Both the FACP and the DACT were showing Normal status at the time of inspection. The system appears to be serviced by the Madison office of SimplexGrinnell.

Initiation devices (pull stations) and notification appliances (horn/strobes) are located throughout the building. Some of the notification appliances appear to have been replaced since the original system installation.

This fire alarm system can be expected to be reliable for another five to ten years with regular maintenance and upgrades, but any renovation work in this facility should include consideration for a total upgrade to an addressable system.

### **Exit Alarm**

An alarm panel – similar to a residential burglar alarm panel – is located at the first floor watch desk and is used to sound an alarm when an emergency exit door is opened without authorization. It appears this is a stand-alone system and not connected to a third party monitoring agency.

### **Intercom and Alarm Systems**

A wall-mounted intercom remote station in the first floor vestibule is connected to a desktop master station at the watch desk. These devices are within line-of-sight of each other and allow for a remote release of the inner vestibule doors.

According to the 2013 Annual Jail Inspection, the search area for returning inmates is inadequate. Unlike modern Huber facilities, the Ferris Center does not have separate changeover rooms for returning Huber inmates. This compromises safety and security of the facility particularly as it relates to the introduction of contraband.



Photo 30: Vestibule Intercom



Photo 31: First Floor Watch Desk Exit Alarm and Intercom with Door Release

Desk-mounted 25-channel intercom stations are located at the watch desk on each floor and allow the watch desk to monitor, talk and provide program audio to various rooms throughout the facility. The first floor system is manufactured by Dukane and the second floor system is manufactured by Bogen.



Photo 72: First Floor Intercom System



Photo 83: Second Floor Intercom System

### Radio System

A Yagi antenna is mounted at the top of an old light pole to the south of the building. The antenna lead-in cable is routed aerially to the building and enters the second floor furnace

room. The antenna cable is connected to an internal amplifier in the furnace room and in turn to a distribution antenna located at the first floor watch desk. These antennas provide in-building coverage for the Sherriff's 800 MHz radio systems.



Photo 9: Exterior Yagi Antenna



Photo 10: Internal Distribution Antenna

## C. PUBLIC SAFETY BUILDING (PSB)

### General

The Public Safety Building, built in 1993 is a Type 1, fire resistive construction class with a footprint of 30,500 gross square feet on five levels with a sub-basement and mechanical penthouse, for a total building area of 200,000 gross square feet. The provision allows for unlimited area and height of the building if any new construction matches the existing construction.



The seven-story building is located in the SW corner of the intersection of West Doty and South Carroll Streets in Madison. In plan, the building is approximately 266 ft. x 117 ft. providing approximately 30,500 sq. ft. per floor, except the penthouse which is approximately 12,000 sq. ft. The front of the building occupies 266 ft. of frontage on West Doty Street, where the main entrance is on the first floor level. This building was designed for future vertical expansion.

The building currently consists of seven stories:

- 1) Sub-basement consisting primarily of parking with entrance on the south side of building, via a ramp up to Wilson Street. The morgue, autopsy lab, and various storage and utility rooms, are also located on this level.
- 2) Basement consisting of mechanical, electrical, and utility spaces, laundry, receiving dock, Sheriff's Office locker rooms, evidence storage and vault, central storehouse, inmate property storage, and central control room. An electrical vault and tunnels to the City/County building are also located on this level. There is a surface parking lot at this level from Wilson Street.
- 3) First floor consisting of main entry on Doty Street, Sally Port with entrance on Doty St. and exit on Carroll St., intake and booking, holding cells, visitation, attorney conference rooms, and offices for the Sheriff's Office.
- 4) Second floor consisting of the Sheriff's Office, Emergency Management, and Medical Examiner's office. The Emergency Management and Medical Examiner's office are scheduled to vacate their space.
- 5) Third floor consisting of detention housing areas and two-story gymnasium (Figures 3 and 4).
- 6) Fourth floor consisting of detention housing areas and the upper portion of two-story gymnasium (Figures 3 and 4).
- 7) Mechanical penthouse.

The housing on the 3rd and 4th floors is comprised of 12 housing pods configured as direct supervision housing dorms. The number of beds per dorm range from 24 to 50 beds each. 10 housing pods are designated for males with an aggregate bed count of 356 and 2 housing pods are designated for females with an aggregate bed count of 52.

Generally the housing pods are configured and equipped as many cotemporary jails are with multiple television viewing areas; laundry room, officer workstation; janitor closet; supply closet; telephones; showers and toilets (including ADA-compliant); beverage and pantry station; and tables and chairs in common areas. However, the housing pods do not have direct access to multipurpose and interview rooms, and the officer restroom was located outside the actual housing pod, though accessible from the housing pod sallyport. No housing pod had direct access to fresh air exercise/recreation.

Particularly in the larger dorms, the bunks were configured such as to limit the sightlines of the officer supervising the housing pod, creating a number of blind spots.

Generally, the construction and finishes are in need of continuous repair and service. Facilities Management does an excellent job of addressing issues as they occur. There were leaks observed with resultant damage to equipment and finishes as well as damage to walls from cart traffic. The roof is a ballasted, single-ply membrane.

### **Structural Systems**

The building structure consists of cast-in-place concrete framing. Basement through fourth floor and the roof over the fourth floor (future fifth floor) consist of cast-in-place concrete pan and joist floor construction (Figure 2). The floor of the sub-basement is a six inch thick slab on grade reinforced with steel fibers. The building columns bear on concrete spread footings below the sub-basement floor, where the allowable soil bearing pressure is 10,000 psf. An underslab drainage system was installed below the sub-basement floor which drains to a sump pit in the NW corner of the sub-basement. Roof drainage is accomplished via tapered insulation and internally piped roof drains.

Exterior walls consist of brick and precast cladding, which bears on steel relief angles fastened to the concrete spandrel beams. The cladding is backed by air space, rigid insulation, and masonry block infill between the concrete spandrel beams. Exterior walls of the penthouse are EIFS on insulated metal stud framing. Interior walls throughout the building are stacked bond masonry block infill.

The mechanical penthouse is approximately 125-feet x 105-feet and is centered on the top of the building. It occupies approximately 40% (13,000 sq. ft.) of the overall building footprint (31,000 sq. ft.). (See Figure 1). The roof of the penthouse consists of precast concrete planks bearing on steel beams and steel columns, except for the north bay which consists of metal deck on steel joists supported by a light gage steel stud wall on the north side and steel beams and columns on the south side. (Refer to Figures 5-7 below). The structural steel columns supporting the penthouse bear on the tops of the concrete columns below, which are stubbed through the roof to form the base for future vertical expansion. See boxed out stub columns in Figure 1 photo of roof. The structural steel beams and columns are covered with spray- applied fireproofing.

The centrally located cast-in-place concrete elevator shafts rise from the sub-basement through the penthouse to an elevation approximately 6-feet above the penthouse roof.



(Refer to Figures 1 and 8.) The roof of the elevator shaft consists of pre-cast concrete planks bearing on CMU and concrete walls. Note that although shafts were constructed for six elevators, only elevators 1-4 were actually installed. Shafts 5 and 6 are reserved for future vertical expansion.



Figure 1 - Aerial View of Building

As noted above, the building was designed for future vertical expansion. At the time of construction, (1993), the City of Madison maximum allowable building height was 187 feet. This leaves approximately 64 ft. of vertical space available above the existing penthouse roof, and approximately 77 ft. available above the fourth floor roof. Assuming future 12 ft. floor to floor heights, this could conceivably allow for 5 additional floors above the penthouse or 6 additional floors above the fourth floor. However, the existing building structure and foundations would have to be analyzed to determine the extent of potential vertical expansion. A cursory review of the building design loads shows the existing spread footings should have additional reserve capacity somewhere between 25% and 50% depending on the loading and size of the footing. This conclusion is based on the 10,000 psf allowable soil bearing pressure given on the 1992 construction drawings.



Figure 2 - Pan and Joist Floor Construction



Figure 3 - Two Story Gymnasium



Figure 4 – Two Story Gymnasium, coiling doors allow for fresh air and sunlight



Figure 5 – Penthouse roof joists supported by metal stud wall



Figure 6 – Penthouse roof interface between metal deck and concrete plank



Figure 7 – Penthouse steel column bearing on concrete column below



Figure 8 – Top of elevator shafts, east elevator bank on left, west elevator bank on right

### Plumbing and Fire Suppression

The building plumbing systems appear to be well maintained for their age. Some of the equipment has been replaced within the last 10 years. The water softeners were replaced approximately two years ago. The domestic water booster pump serving the fourth floor appears to be original to the building, the hydro pneumatic pressure tank part of the domestic booster system was recently replaced. Life expectancy for a water booster system is 25 to 30 years depending on how the equipment is maintained.



The domestic steam fired water heaters are original to the building and appear to be in fair condition. The expected useful life of a steam water heater is 25 to 30 years but can last

much longer. The domestic water tanks are original to the building and have been reconditioned approximately 8 to 10 years ago. The domestic water storage tanks appear in good condition.



A secondary electric domestic water heating system was added to provide domestic water heating when the steam system is down for maintenance. The electric water heaters have a useful life span of approximately 10 to 15 years depending upon water condition and scheduled maintenance. The master mixing valves serving the boosted system and non-boosted system appear to be original to the building and in poor condition. These valves may need replacement or rebuilding.

China fixtures through-out the building appears to be in good condition and could last the life of the building depending on proper maintenance. The faucets on some of the sinks appear to be worn out and need to be replaced; many appeared to be in good condition. Some of the flushometers appear to have some corrosion due to constant exposure to condensate. Flushometers can last for the life of a building with proper maintenance and replacement of internal components. Some of the chrome fixtures look in rough shape probably due to the use of very aggressive detergents wearing the chrome plating off.



The building is protected by a sprinkler system with class I stand pipes located in the stairwells. The fire pump is located in room B041 and appears to be original to the building. If the pump is properly maintained and tested per NFPA the pump could last 50 years or more.



This building was originally designed to add more floors to the top of the building. The sanitary system was designed to add an additional 2800 drainage fixture units to it. There is an 8 inch sanitary stack on the east and west ends of the building for future extension upwards. Each stack was designed to add 1400 drainage fixture units to the system.

The domestic water system booster pumps will need to be replaced to boost the water to the additional floors and meet the added gpm demand. The existing booster system was sized only for the current load. However the piping system was sized for the possible future expansion.

The plan for the domestic hot water system was to install steam to water - water heaters with storage tanks, and another domestic water booster system to boost the domestic water to additional floors. This equipment should be installed in the penthouse when the future expansion occurs.

## HVAC

The majority of the HVAC systems installed in this facility appear to be original to the building. The equipment and systems appear to have been well maintained over their 20+ year life.

The primary source of heat for this facility is steam obtained from the State Capital Heat & Power plant. This steam is used directly in air handling equipment steam heating coils and is used to heat hot water via a steam-to-hot water convertor. This type of equipment generally has an approximate 30-year lifespan but can last 40+ years if well maintained. The steam convertor and hot water pumps appear to be in good condition. Steam condensate is collected in condensate return pumps and returned to Capital Heat & Power. Many of these condensate pumps are showing signs of corrosion and wear. The expected lifespan for these types of pumps is 25 years.



The primary source of cooling for this facility is a 300 Ton centrifugal chiller on the penthouse level. This chiller is showing signs of corrosion on the condenser shell as well as the compressor casing. A chiller of this type has an expected lifespan of 40+ years with regular maintenance. Four new chiller modules were being installed at the time of this survey. These chiller modules will provide cooling during off-peak times of the year. The installation of these chillers to handle low load periods in the facility will serve to extend the life of the original centrifugal chiller by reducing cycling and low load operation. Both sets of chillers are served by an indoor cooling tower also located on the penthouse level. Depending on water treatment and maintenance cooling towers like this have lifespans of 40+ years. Generally the PVC fill for these cooling towers will require replacement after 20 years of operation. The chilled water and condenser water pumps serving these systems are in good condition and should last 10-20 more years with regular maintenance.



The building is served by air handling equipment in the Basement and the Penthouse. These air handlers are a part of various system types including constant volume, constant volume with reheat and variable air volume. All of the air handling equipment is original to the building and generally appears to be in very good condition. Equipment of this type with proper maintenance and filter changes will last 40+ years. The devices associated with the air handlers such as VAV boxes, control valves and dampers all have lifespans around 25 years. These devices are generally simple to replace and can be replaced as they fail. The ductwork and insulation associated with these systems are in good condition and should last the life of the facility or until the air handler is replaced. The building maintenance staff indicated that many of the ducts in the building had been recently cleaned. Many of the supply and exhaust grilles throughout the building are dirty and would perform better if cleaned.



Miscellaneous ventilation for toilet exhaust and other spaces is provided by individual exhaust fans most of which are on the penthouse level. These fans will generally last 30+ years. Most of the fans appear to be in reasonable condition and should last for 10 more years.

The control system for this facility is a Johnson Controls digital system. The system devices appear in good condition and the building staff does not report any problems with the control system.



## Electrical

The installed normal utility and emergency/standby electrical power distribution systems are original to the building. The overall condition of the equipment indicates it has been well maintained over the 20+ year life cycle to date. Typical life expectancy is approximately 30 years. Based on observed equipment condition and readily available replacement components, a life cycle of 40+ years is expected for major electrical distribution components for this facility.

The main switchboard "MDP-2L" is rated 480Y/277 volt (V), 3 phase, 4 wire, 4000 amp (A) and fed from a 4000A busway originating in Madison Gas & Electric's vault located east of the building on Carroll Street. Both the service disconnecting means and feeder distribution located in the main switchboard is fusible type. Downstream main distribution equipment is located in the sub-basement and penthouse electrical rooms and consists of fusible mains with a mix of fusible and circuit breaker distribution. Main equipment

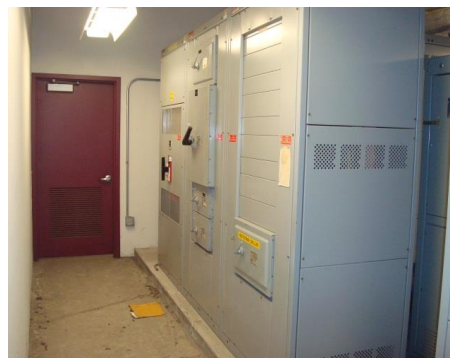
includes multiple 480Y/277V, 3 phase, 4 wire switchboards, step down transformers, and 208Y/120V, 3 phase, 4 wire switchboards. All downstream distribution equipment has mounting space and ampere capacity to accommodate additional loads.



MDP-2L (Sub-Basement Electrical Room)



MDP-1P (Sub-Basement Electrical Room)



MDP-2L (Penthouse Electrical Room)



MDP-2P and 750 kVA Transformer (Penthouse Electrical Room)

The emergency power supply system (EPSS) serving the main building consists of a 900 kW, 480Y/277V, 3 phase, 4 wire diesel emergency/standby generator set located in a separate sub-basement electrical room and a remote radiator located on the roof of loading dock. The generator output feeds to a 1600A fusible switch disconnecting means



and a 1600A, 3 pole with overlapping neutral, open transition automatic transfer switch (ATS), which are also contained in the generator room. A separate 50 kW 208Y/120V, 3 phase, 4 wire diesel generator set and 200A, 3 pole ATS is dedicated to Emergency Management operations located on the second floor.



Generator Room



1600A Disconnect and ATS (Generator Room)



Remote Radiator

The 1600A ATS feeds switchboard MDP-EL containing a 1600A fusible main and circuit breaker distribution. In turn, switchboard MDP-EL serves downstream switchboards and panelboards in the building. It is noted that switchboard MDP-EL serves both emergency lighting and standby power loads, which would not meet current branch segregation requirements of the National Electrical Code (NEC). This is a main item to consider if additional loads are added to the system.



MDP-EL (Sub-Basement Electrical Room)



MDP-EL2 (Penthouse Electrical Room)

Lighting in the facility mainly consists of 4' linear fluorescent fixtures and compact fluorescent downlights. Based on observations, a majority of linear fixtures appear to have been upgraded from original 34 watt, T8 lamp and electronic ballasts to high performance, 28 watt T8 lamp and electronic ballast systems. Another observed upgrade completed in 2012 is replacement of original 100W and 150W high pressure sodium parking fixtures in the sub-basement level on a nearly one-for-one basis with 4 lamp, T5HO lighting fixtures.

## Special Systems

### Incoming Communications Services

The entrance facility for the Public Safety Building is located at the east end of the basement. It includes eight floor conduits to/from the sub-basement for both incoming services and distribution to the remainder of the facility telecommunications rooms and to the Courthouse. There are nine conduits penetrating the east wall that connect the PSB to the City-County building through the underground garage.

Incoming services include copper voice service (including inmate pay phone lines), copper and fiber optic data service (for the Dane County Sheriff's Office) and coaxial CATV (cable television) service. The room is of adequate size for an entrance facility and is well lit and clean. Cable management in the room is functional, but could be improved. As with the City-County building, any unused legacy copper cabling (due to VoIP migration) should be considered for demolition at some point.

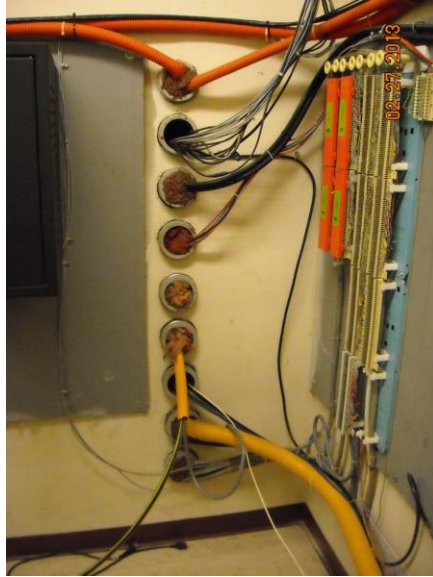


Photo 11: Conduits to CCB and Incoming Pay Phone Service

The DCSO VoIP system is located in a two-post equipment rack along with well-labeled fiber optic network switch and termination panels for the entire facility. Fiber optic cable management is non-existent. Also located in the entrance facility are several mixer/amplifiers in a wall-mounted cabinet that appear to be for public address in various parts of the building.

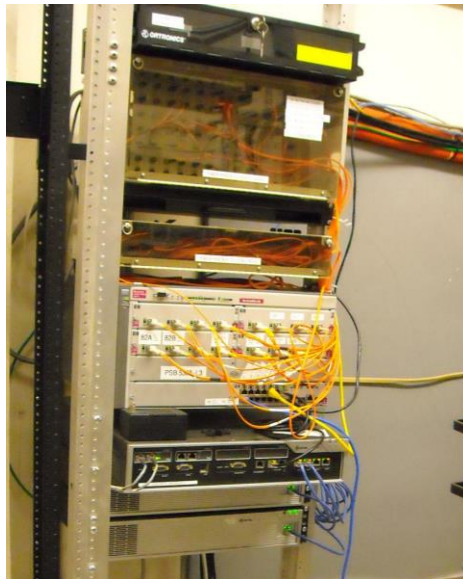


Photo 12: DCSO VoIP Switch and Fiber Network



Photo 13: Mixer/Amplifiers

### Voice/Data

Voice and Data distribution throughout the building follows a standard practice of high-pair-count Category 3 and multi-mode fiber optic backbone cabling with copper voice (Category 3 or 5) and data (Category 5 or 5e) horizontal cabling. While there are ample riser sleeves for the backbone cabling on floors, the riser does not align from the sub-basement through all floors and in several instances, an estimated one-half of the sleeves are obstructed by either structure or equipment.

Telecommunications rooms on each floor are small and have minimal space to add any services. Cable management within the first and second floor telecommunications rooms is inadequate.



Photo 14: Second Floor Telecommunications Room





Photo 16: FACP in Central Control



Photo 17: FAAP in Vestibule

### Radio System

The penthouse contains RF distribution equipment from the antenna array located on the roof. The distribution equipment provides in-building coverage for the Sheriff's 800 MHz radio systems and the distributed antenna system throughout the building.



Photo 18: RF Distribution Equipment



Photo 19: RF Distribution Equipment



Photo 19: RF Distribution Cabling

### **Fifth Floor Data Center**

While not part of the scope of this project, a walk-through of the fifth floor county data center was made to investigate the terminus of the fiber optic cabling for the seventh floor telecommunications room and the Public Safety Building entrance facility (see below).

In general, the routing and management of cable (primarily fiber optic) into and out of the room and cable management in the equipment cabinets is sub-standard, but functional. The distribution of conditioned (cold) air was inconsistent throughout the room and the presence of numerous cardboard 'baffles' confirms that airflow is a concern in the room.

The room is also cluttered; cables, boxes, and documentation are littering the floors and work surfaces.

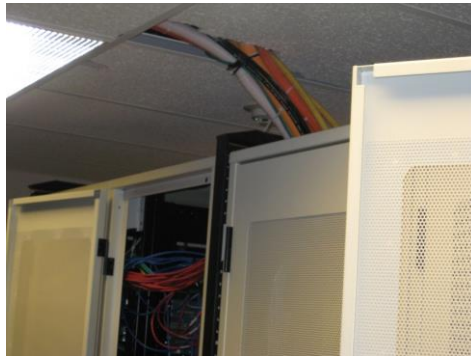


Photo 20: Fifth Floor Data Center Fiber Optic Cabling





## V. OPERATIONAL AND ARCHITECTURAL PROGRAM



## A. INTRODUCTION

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

The planning for this program report began on April 9<sup>th</sup> through the 11<sup>th</sup>, 2013, when the consultant team held intensive programming workshops with key representatives from the Dane County Sheriff's Office, the Dane County Department of Administration and other key stakeholders from the County's Criminal Justice System. Additional workshops were held on June 24 through the 27, and July 18, 2013. The purpose of these interviews was to discuss in depth the operational and architectural requirements of a consolidated jail facility<sup>1</sup> and the Sheriff's Office functions currently occurring within the Public Safety Building.

The operational and architectural program describes in detail how each component is to function, as well as the hours of operation, security requirements, and net usable or assignable area (net square footage) and the departmental and overall gross square footage for each component of a consolidated jail facility. The operational and architectural program that describes how each component comprising the Sheriff's Office operation is to function may be found in Chapter II.

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

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

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

- 1.000 Public Lobby
- 2.000 Administration
- 3.000 Visitation
- 4.000 Initial Appearance Court
- 5.000 Staff Support
- 6.000 Security Operations

<sup>1</sup> It is the goal of the County to consolidate jail operations currently occurring at the Public Safety Building, City County Building, and the Ferris Center into a single contiguous facility.

<sup>2</sup> ACA Performance-Based Standards for Adult Local Detention Facilities - 4<sup>th</sup> ed. June 2004. ACA 2012 Standards Supplement. June 2012.

7.000	Intake-Release
8.000	Housing - Adult Inmates
9.000	Housing - Youthful Inmates
10.000	Programs, Activities, and Services
11.000	Jail Diversion/Bail Monitoring
12.000	Industries
13.000	Health Care Services
14.000	Foodservice
15.000	Laundry
16.000	Warehouse/Commissary
17.000	Maintenance/Central Plant
18.000	Parking
19.000	Dane County Sheriff's Office

### Bed Capacity

The Dane County Jail population projections indicate that by the year 2028, 873 inmate beds will be needed.<sup>3</sup> Population projections indicate that 86% of inmates will be male and 14% will be female. Based on our programming and bed disaggregation discussions with the client team, the proposed design capacity for the consolidated Dane County Jail will accommodate 1,033 inmates, 858 male and 175 female inmates. The higher numbers reflect the need to be efficient from a staffing perspective in terms of housing unit sizes, as well as to accommodate architectural efficiencies in the planning and/or renovation of future jail space. Inmate housing at the Dane County Jail will be provided for special populations, including mental health, medical, administrative segregation, and disciplinary detention.

The distribution of housing beds agreed to by the client team is displayed in Table 1 below.

**Table 1: Distribution of Housing Beds – Year 2028**

Housing Category	No. Of Beds Needed	Cell Type	No. Of Beds Per Pod	No. Of Pods	Total Beds	Notes
<b>Housing - Males</b>						
Receiving - <8 Hours	20	-	-	-	0	Inmates held in holding rooms in Intake-Release
Reception (>8 Hours)	83	Single/Double	52	2	104	22 Single, 15 Double per pod; pending classification
General Population (GP)	436	Double	64	6	384	32 Double per pod
		Single/Double	64	1	64	16 Single, 24 Double per pod; 16 Single will be configured as 2 8-bed subpods to serve Keep Separate, PC, etc. as needed
GP Huber	97	Dorm	64	2	128	
Medical Observation	97	Single	8	1	8	2 Negative Pressure w/ anteroom; 6 w/ hospital beds; adjacent to and with direct observation from clinic

<sup>3</sup> Pulitzer/Bogard & Associates, LLC. *Dane County Jail Population Projections Report*, May 2013.

Housing Category	No. Of Beds Needed	Cell Type	No. Of Beds Per Pod	No. Of Pods	Total Beds	Notes
Medical Housing		Quad	32	1	32	8 Quads
Mental Health		Single	26	1	26	2 Subpods (beds): 1. MH Acute: 8 Single with 2 additional padded safety cells 2. MH Subacute: 18 Single
<ul style="list-style-type: none"> <li>Acute</li> <li>Subacute</li> </ul>						
Mental Health GP Housing		Single/Double	32	2	64	12 Single; 10 Double per pod; semi-split to reduce stimulation
Administrative Segregation/ Disciplinary Detention	-	Single	24	1	24	
Youthful Inmates	-	Single/Double	24	1	24	4 Single, 10 Double per pod; 4 Single will be configured as 1 4-bed subpod to serve Keep Separate, PC, etc. as needed; plus 2 safety cells
<b>Subtotal – Males</b>	<b>733</b>				<b>858</b>	
<b>Housing - Females</b>						
Receiving - <8 Hours	8	-	-	-	0	Inmates held in holding rooms in Intake-Release
Reception (>8 Hours)	29	Single/Double	36	1	36	4 Single, 16 Double per pod; pending classification; Reception and GP Huber housing combined within a single pod
GP	59	Single/Double	64	1	64	8 Single, 28 Double per pod; pending classification; 8 Single will be configured as 2 4-bed subpods to serve Ad Seg, Disc Det, Keep Separate, PC, etc. as needed
GP Huber	13	Dorm	28	1	28	Reception and GP Huber housing combined within a single pod
Medical- Observation		Single	3	1	3	1 Negative Pressure w/ anteroom; 2 w/ hospital beds; adjacent to male medical observation for flexibility (male or female use)
Medical - Mental Health		Single/Quad	28	1	28	3 Subpods (beds): 1. Medical Housing: 14; 1 Double, 3 Quad 2. MH Acute: 2 Single plus 1 padded safety cell 3. MH Subacute/GP Housing: 12 Single
<ul style="list-style-type: none"> <li>Medical Housing</li> <li>MH Acute</li> <li>MH Subacute</li> <li>MH GP Housing</li> </ul>	31					
Youthful Inmates	-	Single/	16	1	16	4 Single, 6 Double per pod; 4

Housing Category	No. Of Beds Needed	Cell Type	No. Of Beds Per Pod	No. Of Pods	Total Beds	Notes
		Double				Single will be configured as 1 4-bed subpod to serve Keep Separate, PC, etc. as needed; plus 2 safety cells
<b>Subtotal Females</b>	<b>140</b>				<b>175</b>	
<b>Total Beds</b>	<b>873</b>				<b>1,033</b>	

### Security Concept

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

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

### Emergency Evacuation

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

### Electronic Integrated Security Systems Technology

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

There are some instances where electronic security systems technology is appropriate. Examples of appropriate usage of closed-circuit television (CCTV) are to monitor vehicular sallyports and pedestrian safety vestibules, and critical areas for suicide prevention. CCTV should be used for intermittent surveillance of certain hallways and other areas that do not need continual staff surveillance as well as in housing areas where the surveillance should

be used to capture recorded video for later review by supervisors. Other uses of electronic security technology in the facility include those doors, windows, or spaces that should be controlled, alarmed and monitored. Consideration may be given to providing officers working in housing pods with handheld PDA's that can both control and monitor doors as well as communicate with the security intercom systems and the jail inmate management system. This will free the officer from his/her workstation, thereby enhancing the ability to provide direct supervision of the inmate population in an enhanced manner. The Central Control center will always have the capability of remotely unlocking emergency exit doors and key day to day internal doors using both intercoms and cameras to manage and view the door unlocking and relocking procedures.

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

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

### **Perimeter Security**

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

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

### **Interior versus Perimeter Walls**

The facility usage necessitates that all exterior walls of the facility be designed and constructed to maximum and/or high security standards, particularly since all inmates will

be admitted and released from the Dane County Jail. The variety of functions occurring within this security perimeter, however, may allow for the design and the construction of interior walls to be less secure and more cost effective, depending on the use of the space.

### Standardization of Spaces

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

**Table 2: Office Space Standards**

TYPE	OCCUPANT	SIZE*	DESCRIPTION
<i>Offices</i>			
OF-1	Office: Sheriff	250 nsf	Desk, chair, file cabinets, credenza, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, table and seating for 4. Monitor connected to the jail security system and cable TV system. One outlet wired to the emergency generator. VHF radio transmission monitoring speaker with volume control and capability to switch between Dane County Sheriff's Office primary and backup channels.
OF-2	Office: Chief Deputy	225 nsf	Desk, chair, file cabinets, credenza, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, table and seating for 4. Monitor connected to the jail security system and cable TV system. One outlet wired to the emergency generator. VHF radio transmission monitoring speaker with volume control and capability to switch between Dane County Sheriff's Office primary and backup channels.
OF-3	Office: Captain	200 nsf	Desk, chair, file cabinets, credenza, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, visitor seating for 4. Monitor connected to the jail security system and cable TV system. One outlet wired to the emergency generator. VHF radio transmission monitoring speaker with volume control and capability to switch between Dane County Sheriff's Office primary and backup channels.
OF-4	Office: Private Manager; Lieutenant; Unit Manager; Nurse Manager	150 nsf	Desk, chair, file cabinets, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, visitor chairs (2). Monitor connected to the jail security system and cable TV system (Lieutenants' offices only).
OF-5	Office: Sergeant; Professional; Exec. Secretary; Investigators; Program Coordinator; Counselor; Nurse Supervisor	110 nsf	Desk, chair, file cabinets, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, visitor chairs (2).
OF-6	Office: Shared Professional	96 nsf	Semi-private office; 2 workstations, each with desk, chair computer, Wi-Fi, phone, file cabinet, shelving, visitor chairs (2); access to networked printer / copier / fax / scanner.
OF-7	Office: Shared	96 nsf	Semi-private office; 2 workstations, each with desk, chair



TYPE	OCCUPANT	SIZE*	DESCRIPTION
	Technical/Support		computer, phone, file cabinet, shelving, visitor chair (1); access to networked printer / copier / fax.
<b>Workstations</b>			
WS-1	Workstation: Officer; Technical; Clerical Specialist	80 nsf	Desk with computer return, chair, file cabinet, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, visitor chair (1), half-height privacy panels (side light panels to be provided for daylight access).
WS-2	Workstation: Technical	64 nsf	Desk with computer return, chair, file cabinet, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, half-height privacy panels (side light panels to be provided for daylight access).
WS-3	Workstation: Clerical	48 nsf	Desk with computer return, chair, shelving, telephone, computer, Wi-Fi, access to networked printer / copier / fax / scanner, half-height privacy panels (side light panels to be provided for daylight access).
<b>Conference</b>			
CF-1	Large Conference (Seats 16-20)	500 nsf	Conference table with seating for 20, credenza, telephone, A/V storage closet or cabinetry; A/V equipment, projector, white boards; large monitor/TV; data line locations & receptacles in floors & walls; sound attenuation measures; pin up space, Wi-Fi, requisite wiring; VHF radio transmission monitoring speaker with volume control and capability to switch between Dane County Sheriff's Office primary and backup channels
CF-2	Medium Conference (Seats 8-12)	300 nsf	Conference table with seating for 12, credenza, telephone, A/V storage closet or cabinetry; A/V equipment, projector, white boards; large monitor/TV; data line locations & receptacles in floors & walls; sound attenuation measures; pin up space, Wi-Fi, requisite wiring; VHF radio transmission monitoring speaker with volume control and capability to switch between Dane County Sheriff's Office primary and backup channels.
CF-3	Small Conference (Seats 4-6)	150 nsf	Conference table with seating for 6; cabinetry; VHF radio transmission monitoring speaker with volume control and capability to switch between Dane County Sheriff's Office primary and backup channels.
<b>Reception</b>			
RW-1	Large Reception (Seats 10-12)	300 nsf	Comfortable seating, coffee or end tables, coat hooks/rack.
RW-2	Medium Reception (Seats 6-8)	200 nsf	Comfortable seating, coffee or end tables, coat hooks/rack.
RW-3	Small Reception (Seats 2-4)	100 nsf	Comfortable seating, coffee or end tables, coat hooks/rack.
<b>Break Rooms</b>			
BR-1	Large Break Room	250 nsf	2 tables with 4 chairs each, counter with sink, microwave, coffeemaker, refrigerator, and cabinetry.

TYPE	OCCUPANT	SIZE*	DESCRIPTION
BR-2	Small Break Room	150 nsf	1 table with 4 chairs, counter with sink, microwave, coffeemaker, refrigerator, cabinetry.

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

### Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act (PREA), a federal law enacted in 2003, was created to eliminate sexual abuse in confinement. In addition to providing federal funding for research, programs, training, and technical assistance to address the issue, the legislation mandated the development of national standards, which were developed by the National Prison Rape Elimination Commission. The final standards became effective on June 20, 2012, when they were published by the Department of Justice (DOJ) in the Federal Register.<sup>4</sup>

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

1. When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the agency shall consider the effect of the design, acquisition, expansion, or modification upon the agency's ability to protect inmates from sexual abuse.
2. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency shall consider how such technology may enhance the agency's ability to protect inmates from sexual abuse.<sup>5</sup>

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

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

<sup>4</sup> <http://www.prearesourcecenter.org/training-technical-assistance/prea-essentials>

<sup>5</sup> <http://www.prearesourcecenter.org/training-technical-assistance/prea-101/prisons-and-jail-standards>

access to other programs and work opportunities to the extent possible.<sup>6</sup>

### Architect's Responsibility

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

### Program Summary

Table 3 summarizes the facility space needs based on the operating and spatial requirements outlined throughout this document. The program square footage addresses the space needs to meet the infrastructure to support, and the square footage requirements to house, the mix of 1,033 inmates in the year 2028 described above.

**Table 3: Architectural Program Summary**

#	Functional Area	NSF	GSF	Exterior SF	Notes
<b>MAJOR COMPONENT</b>					
1.000	PUBLIC LOBBY	3,616	5,020	0	
2.000	ADMINISTRATION	3,767	4,830	0	
3.000	VISITATION	5,460	7,523	0	
4.000	INITIAL APPEARANCE COURT	2,475	3,713	0	
5.000	STAFF SUPPORT	6,697	9,283	0	
6.000	SECURITY OPERATIONS	3,695	5,131	0	
7.000	INTAKE/RELEASE	18,409	23,879	0	
8.000	HOUSING - ADULT INMATES	101,133	164,025	10,250	Exterior spaces are the rec yards for housing pods enclosed space, not heated or cooled
9.000	HOUSING - YOUTHFUL INMATES	9,705	15,192	1,500	Exterior spaces are the rec yards for housing pods enclosed space, not heated or cooled
10.000	PROGRAMS & SERVICES	8,611	11,334	0	
11.000	JAIL DIVERSION/BAIL MONITORING	4,200	5,250	0	
12.000	INDUSTRIES	2,960	4,144	0	
13.000	HEALTH CARE SERVICES	26,715	41,277	2,750	Exterior spaces are the rec yards for med/MH housing units; enclosed space, not heated or cooled
14.000	FOODSERVICE	4,884	6,947	0	
15.000	LAUNDRY	1,770	2,655	0	
16.000	WAREHOUSE/ COMMISSARY	9,169	10,126	0	Service yard and receiving dock

<sup>6</sup> id.

#	Functional Area	NSF	GSF	Exterior SF	Notes
<b>MAJOR COMPONENT</b>					
17.000	MAINTENANCE/CENTRAL PLANT	7,182	7,900	0	
18.000	PARKING	0	0	7,380	
19.000	DANE COUNTY SO	33,957	45,756	15,500	
	<b>SUBTOTAL</b>	<b>254,405</b>	<b>373,984</b>	<b>37,380</b>	
	<b>Gross Factor (15%)</b>		<b>56,098</b>		Includes mechanical/electrical closets, building skin, major circulation, and building connectors
	<b>TOTAL</b>	<b>254,405</b>	<b>430,081</b>	<b>37,380</b>	

## B. OPERATIONAL AND ARCHITECTURAL PROGRAM

### 1.000 Public Lobby

#### Introduction

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

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

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

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

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

### Operational Program

#### 1.100 Public Lobby

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

During the day and evening hours, the front doors will be unlocked; for all other times, the outer front doors will be left unlocked and the inner front doors will be secured from unauthorized entry. Access to the lobby when the lobby doors are locked will be via electric strike controlled at the public reception workstation or Central Control and/or via card

access and/or a biometric security system (authorized staff only). An intercom (with appropriate signage) located in the weather vestibule will allow communication between persons requesting entrance into the facility and Central Control when the public reception/security screening position is not staffed.

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

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

All persons entering the facility must successfully complete security screening (see subsection 1.200 Security Screening) before gaining access to the public lobby. A fully equipped workstation will be sized for up to two people and bridge the public reception-security screening area with the public lobby, and will provide the maximum visibility of the doors leading into and out of the public lobby areas, visitor waiting, and secure perimeter. It is here that the purpose of the visitor is declared and the visitor subjected to security screening (i.e., walk-through metal detector, package x-ray, and pat search). The visitor may be required to register and display identification, and may be provided a queuing number (specific functions will have unique queuing designators, e.g., warrants = W#). In addition, secure storage of hand-held security screening devices and queuing monitors are provided. The workstation will be fronted on both sides by counter space enabling records and documents to be easily signed.

Both professional and personal inmate visitors will register at the public reception workstation (public lobby side). A small queuing area for approximately two to three people will be provided in the vicinity of the public reception workstation - public lobby side.

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

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

Accessible from the public lobby will be jail administration (see section 2.000 Administration); visitation (see section 3.000 Visitation); and the initial appearance court (see section 4.000 Initial Appearance Court).

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

A finance kiosk will be located in the public lobby waiting area so that visitors will be able to deposit funds directly into an inmate's account or a released inmate may obtain any remaining fund balance. An ATM will be co-located with the finance kiosks and available for use by the public and staff.

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

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

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

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

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

## 1.200 Security Screening

Security screening will occur prior to authorizing access to the public lobby and beyond. All visitors, including official visitors, professionals, and volunteers, will need to successfully

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

A queuing area – standing room only, will be provided for the security screening area. The space for the walk-through metal detector will be sufficiently sized for wheelchair circulation around the metal detector when required. Secure storage for hand-held metal detectors and associated equipment must be provided (see subsection 1.100 Public Lobby). When a search of a visitor may be required, this will occur in a private area away from the view of others (e.g., in the lobby restroom).

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

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

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

### 1.300 Mail

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

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

Facility mail is first separated by functional area, i.e., facility administration, program staff, security staff, etc. and forwarded to the functional area for further separation and distribution. There will be bulk mail slots/bin located within the mail anteroom for this



purpose. The supervisor or designee for each functional area will be responsible for picking up the daily mail and distributing to appropriate personnel. In addition, there will be mail slots for individual staff members; select form storage; and counter space for filling forms or completing mail in the mail anteroom.

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

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

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

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

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

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

### **Additional Design/Operational Considerations**

This area of the facility is very busy, with a wide variety of users. The design must facilitate both visibility and clear circulation paths, and provide adequate sound attenuation. The public lobby should convey a professional and welcoming atmosphere, consistent with the public interface objectives of the Dane County Jail. Security screening should be situated such that there are clear sight lines with maximum visibility of the doors leading into and out of the public lobby areas - administration, visitation, lobby-release pedestrian sallyport, and initial appearance court.

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

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

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

## 1.000 Public Lobby

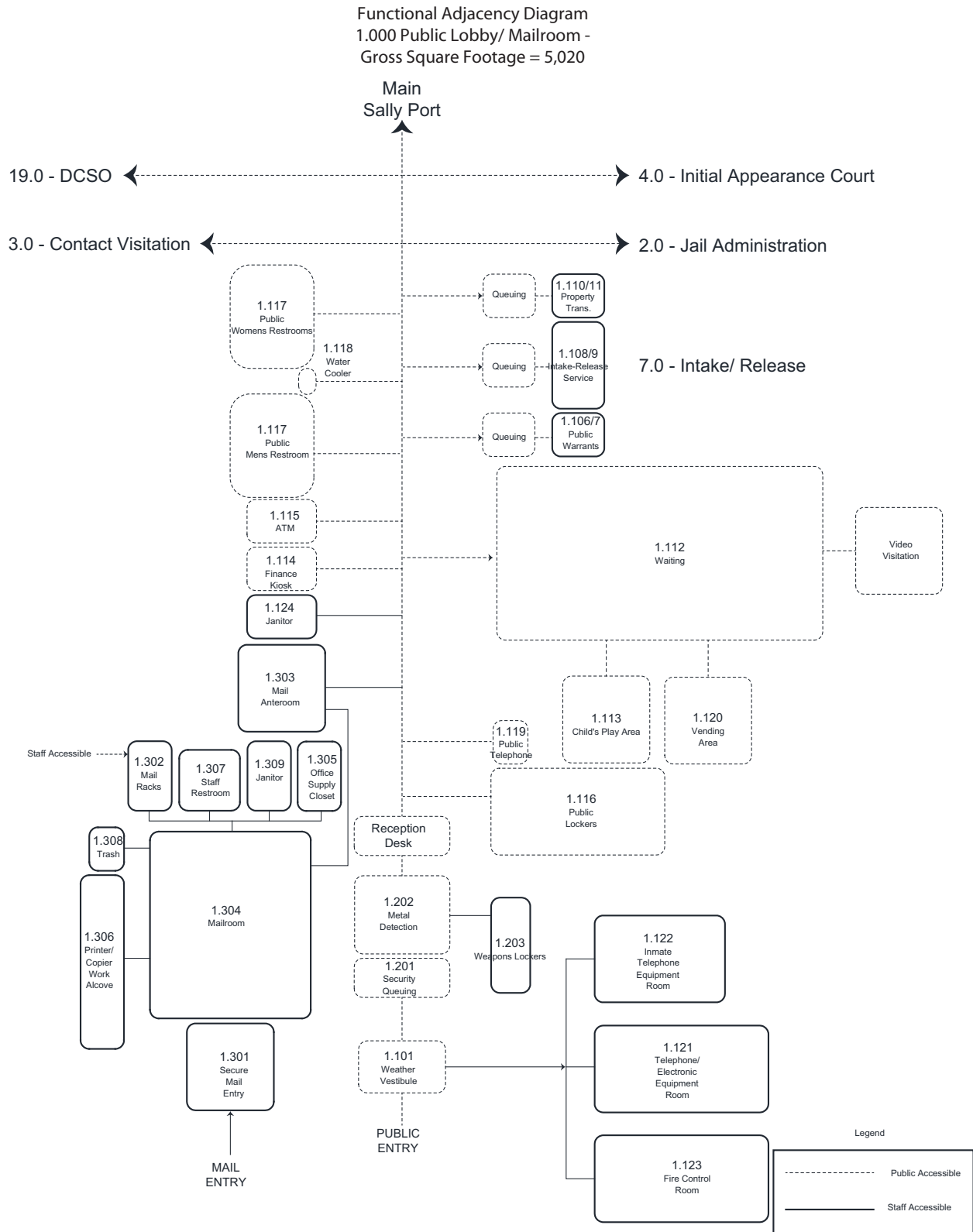
#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
<b>1.100 PUBLIC LOBBY</b>						
1.101	Weather Vestibule	4	1	60 /area	60	ADA accessible; two sets of double doors for weather insulation; one set of doors for entry and one set for exit; extensive reinforced glazing; includes CCTV and intercom for after hours identification, electric door strike; exterior bollards, planters, etc.
1.102	Reception Officer/Security Screening Workstation	1	1	100 /area	100	Workstation that bridges public reception/security screening and public lobby. Security screening side has reinforced glazing and counter space and lockable paper pass and speak-thru enabling records and documents to be easily signed; lobby side is open counter with space enabling records and documents to be easily signed; computer, telephone, standing height stool; secure cabinetry for hand-held security screening devices, finger scan; queuing monitor/system, etc.; ADA accessible
1.103	Queuing - Public Reception, Public Lobby Side	2-3	1	30 /area	30	Standing only
1.104	Bail Transaction Window - Public Side	1-2	1	60 /area	60	Securable sliding window. Counter space to allow for signing documents, etc. ADA accessible (associated with 7.000 Intake/Release)
1.105	Queuing - Bail Transaction Window	2-3	1	30 /area	30	Standing only
1.106	Public Warrants Transaction Window - Public Lobby	1-2	1	30 /area	30	Secure pass- and speak-through window into warrants/records room; counter space for signing (manually or digitally) or organizing documents; ADA accessible (associated with 7.000 Intake/Release)
1.107	Queuing - Public Warrants Transaction Window	2-3	1	30 /area	30	Standing only
1.108	Intake-Release Service Window - Public Side	1-2	1	60 /area	60	Securable sliding window. Counter space to allow for signing (manually or digitally) documents, etc. ADA accessible (associated with 7.000 Intake/Release)
1.109	Queuing - Intake-Release Service Window	2-3	1	30 /area	30	Standing only

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
1.110	Public Property Transaction Window - Public Lobby	1	1	30 /area	30	Securable sliding window; counter space for signing (manually or digitally) documents; ADA accessible (associated with 7.000 Intake/Release)
1.111	Queuing - Public Property Transaction Window	2-3	1	30 /area	30	Standing only
1.112	Waiting	50	1	15 /pers	750	Non-contact visit/official visit, admin appointment; TV; sound attenuation;
1.113	Waiting - Child's Play Area	6-8	1	100 /area	100	Colorful matting; cubbies; child table and chairs
1.114	Finance Kiosk Alcove	1-2	1	40 /area	40	Alcove off the lobby; equipment for inmate finance system; ADA accessible
1.115	Automated Teller Machine	1	1	40 /area	40	Electrical receptacles and data ports for future installation of ATM
1.116	Public Lockers	1	40	5 /locker	200	Multiple-sized lockers (e.g., large and small); key-operated
1.117	Public Rest Rooms	2-3	2	120 /area	240	ADA accessible; one designated males; one designated females; child changing table
1.118	Water Cooler	1	1	6 /area	6	ADA accessible; wall-mounted; amount per code
1.119	Public Telephone	1	2	10 /area	20	ADA accessible
1.120	Vending Area	2-3	1	100 /area	100	
1.121	Telephone/Electronic Equipment Room	1	1	200 /area	200	Fiber optics telephone equipment, LAN servers, accessible by facility telephone coordinator and MIS staff; 2 WS-3
1.122	Inmate Telephone Equipment Room	1	1	150 /area	150	Fiber optics telephone equipment, file servers, accessible by telephone vendor; WS-3
1.123	Fire Control Room	1	1	200 /area	200	Fire control panels wall mounted; small conference table; phone lines; accessible to outside agencies
1.124	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<b>Subtotal Net Square Feet</b>					<b>2,576</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>Subtotal Gross Square Feet</b>					<b>3,606</b>	
<b>1.200 SECURITY SCREENING</b>						
1.201	Security Queuing Area	10	1	5 /pers	50	The weather vestibule facility entrance leads directly into security screening; Queuing area prior to security screening - standing only

OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units/ Area	# of Areas	Space Standard	NSF	Notes
1.202	Metal Detection	1	1	100 /area	100	Path for wheelchair access around metal detection equipment; sized for wand searches if necessary so as not to block metal detection pass-through; table for personal items by-pass; package x-ray; secure shelving for storage for wand, etc.
1.203	Weapons Lockers	1	10	5 /lckr	50	Key lock
<i>Subtotal Net Square Feet</i>					<i>200</i>	
<i>Grossing Factor</i>					<i>1.40</i>	
<i>Subtotal Gross Square Feet</i>					<i>280</i>	
<b>1.300 MAIL</b>						
1.301	Secure Mail Entry Vestibule	1	1	50 /area	50	Dutch-style door; lockable both levels; ramp to door; drive up area; adjacent to mail racks
1.302	Mail Racks	-	1	40 /area	40	Racks for staging mail bins and packages
1.303	Mail Anteroom	-	1	100 /area	100	Controlled access from the mailroom and from staff-controlled corridor; access to mail slots/bins; storage for select blank forms; counter space; 2 mailboxes - 1 designated for outgoing facility mail and 1 designated for outgoing inmate mail (collection containers located within mailroom)
1.304	Mailroom	1-2	1	400 /area	400	Work tables; mail processing equipment (shredder, postage machine, scale, automated letter opener); shelving; bins; 2 WS-3; collection containers for mail anteroom mailboxes; special air ventilation
1.305	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
1.306	Printer/Copier Work Alcove	-	1	100 /area	100	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins
1.307	Staff Restroom	1	1	50 /area	50	ADA-accessible
1.308	Trash Alcove	-	1	20 /area	20	Regular and recycled trash
1.309	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Subtotal Net Square Feet</i>					<i>840</i>	
<i>Grossing Factor</i>					<i>1.35</i>	
<i>Subtotal Gross Square Feet</i>					<i>1,134</i>	
<i>1.000 Total Interior Net Square Feet</i>					<i>3,616</i>	
<i>1.000 Total Interior Gross Square Feet</i>					<i>5,020</i>	



## 2.000 Administration

### Introduction

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

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

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

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

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

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

### Operational Program

## 2.100 Facility Administration

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

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

A combination of private and shared offices, and open workstations will be provided for

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

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

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

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

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

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

A separate workroom will be provided for the repair of electronic equipment. This room should provide for dust and static-free work surfaces. This shop will be equipped with standing height workbenches, stool height seating, wall-mounted pegboard for storing tools, soldering equipment, adequate outlets, and lighting, and lockable cabinets for storing electric tools or small items. As with the maintenance shops, the door leading into the electronics repair room should be card and/or biometric access, controlled and monitored



from master control.

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

## 2.200 Administration Support

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

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

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

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

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

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

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

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

### **Additional Design/Operational Considerations**

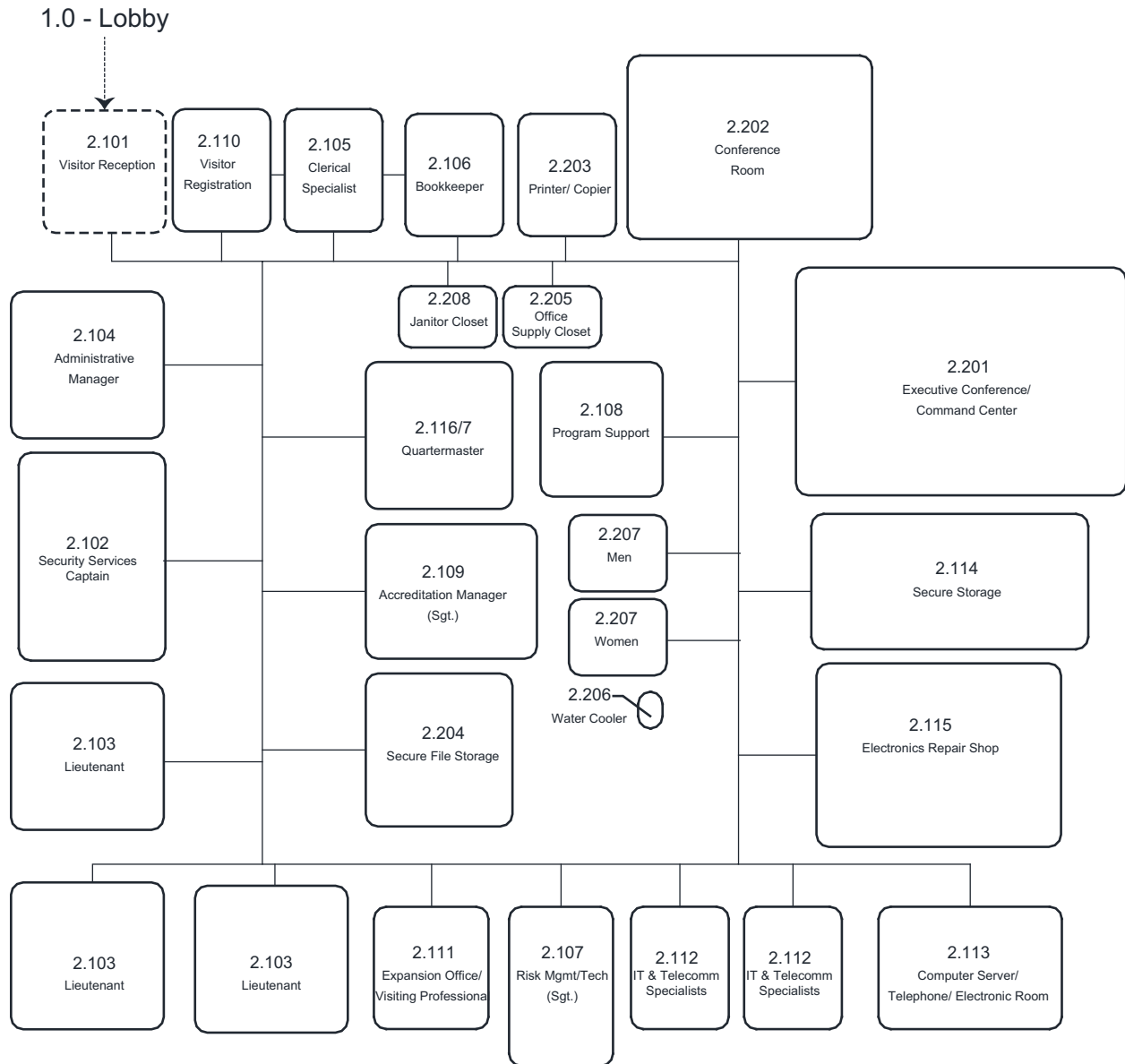
The administration area should utilize standard office construction. The door to this area of the building should have card and/or biometric access for authorized staff and electronic release capability by administration clerical, public reception and Central Control staff.

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

## 2.000 Administration

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>2.100 OFFICES AND WORKSTATIONS</b>						
2.101	Visitor Reception	2-4	1	100 /area	100	RW-3; door controls via card and/or biometric access and electronic strike doors controlled by the public reception officer, administration staff or Central Control
2.102	Security Services Captain	1	1	200 /office	200	OF-3; adjacent to Exec. Conference Room
2.103	Lieutenant	1	3	150 /office	450	OF-4
2.104	Administrative Manager	1	1	150 /office	150	OF-4
2.105	Clerical Specialist	1	1	80 /wkstn	80	WS-1; co-located with bookkeeper & visitor registration
2.106	Bookkeeper	1	1	80 /wkstn	80	WS-1; co-located with clerical specialist & visitor registration
2.107	Risk Mgmt/Technology (Sgt.)	1	1	110 /office	110	OF-5
2.108	Programs/Support (Sgt.)	1	1	110 /office	110	OF-5
2.109	Accreditation Manager (Sgt.)	1	1	110 /office + 50	160	OF-5; file storage sufficient for up to 8 file cabinets
2.110	Visitor Registration	1	1	80 /wkstn	80	WS-1; co-located with clerical specialist & bookkeeper (associated with 3.000 Visitation)
2.111	Expansion Offices/Visiting Professionals	1	1	96 /office	96	OF-6
2.112	Information Technology & Telecommunications Specialist	2	1	80 /wkstn	80	WS-1, adjacent to computer server room
2.113	Computer Server/Telephone /Electronic Room	-	1	150 /area	150	Computer server room, with temperature and humidity control, static-free surface treatments; glazing on walls' adjacent to IT workstation; video visitation audio/recording.
2.114	Secure Storage	-	1	250 /area	250	Spare computers, parts, etc.
2.115	Electronics Repair Shop	1-2	1	300 /area	300	Worktable with dust and static control, shelving for storage, shadow board for tool storage, appropriate ventilation, eye wash station; 2 WS-3
2.116	Quartermaster Supply Room - Civilian	1-2	1	120 /area	120	Shelving
2.117	Quartermaster - Changing Room	1	1	40 /area	40	Bench seating; clothing hooks; mirror; located within quartermaster supply room
<b>Subtotal Net Square Feet</b>					<b>2,556</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>Subtotal Gross Square Feet</b>					<b>3,195</b>	

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>2.200 ADMINISTRATION SUPPORT</b>						
2.201	Executive Conference/ Command Center	16-20	1	500 /area	500	CF-1: radio communications (including counter space for radio chargers), multiple phone lines, remote security electronics console; fire and smoke alarm/control panels, audio/video linkage, map storage & display; printer, copier, and fax; separated from smaller conference room by high-grade moveable acoustical partition; adjacent to or directly accessible from Security Captain's office
2.202	Conference Room	8-12	1	300 /area	300	CF-2: separated from executive conference room by moveable acoustical partition
2.203	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins
2.204	Secure File Storage	-	1	150 /area	150	Lateral file type filing system, separate and secure file storage for general administration files, work table
2.205	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
2.206	Water Cooler	-	1	6 /area	6	ADA accessible; wall-mounted; amount per code
2.207	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
2.208	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<i>Subtotal Net Square Feet</i>					<i>1,211</i>	
<i>Grossing Factor</i>					<i>1.35</i>	
<i>Subtotal Gross Square Feet</i>					<i>1,635</i>	
<i>2.000 Total Interior Net Square Feet</i>					<i>3,767</i>	
<i>2.000 Total Interior Gross Square Feet</i>					<i>4,830</i>	





### 3.000 Visitation

#### Introduction

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

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

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

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

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

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

#### Calculation of Video Visitation Demand

Interviews with representatives of the Dane County Jail indicated that the current visitation policy permits two 45-minute visits per week per inmate for personal visiting. The two visits may be combined within a single visit based on space availability. Visits are currently held

seven days per week, and with a limit of three adult visitors plus children per inmate. Approximately 30% of inmates currently receive visitors (noncontact visits) each week, although this is likely to increase because of the anticipated convenience to visitors for video visitation. For planning purposes and calculating visiting needs, it is assumed that 50% of the inmates will receive visitors and that 40% of these visitors will visit using a personal or public computer and the remaining 60% of visitors will actually come to the facility to visit via the video visitation stations located at the Dane County Jail.

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

For planning purposes, the calculation for the video visitation space needs for those inmates not eligible for a contact visit was developed as follows:

Calculation of Video visitation Space Needs	
Dane County Jail projected future capacity	1,033
Inmates eligible to receive visits	903 <sup>7</sup>
Inmates who will receive visits (est.)	50%
Number of inmates who will receive visits (903 x 50%)	452
Length of visit period (45 min. visit + 15 min. for cleaning)	1 hour
Number of visits per week per inmate (est.)	2
Number inmate visiting hours per week (452 x 2)	904
Available video visitation hour periods (est.)	40
Number of visits per one-hour period (904 ÷ 40)	23
Peak demand factor (23 X 20%)	5
Number of visits per one-hour period with peaking factor (23 + 5)	28
Number of booths required for video visitation (28 x 60%)	17
Number of private attorney video visitation rooms	4
<b>Total capacity of video visitation</b>	<b>21</b>

Based on the above analysis, it is recommended that video visitation be capable of handling at least 21 simultaneous visits, with 19 visitor video kiosk booths plus 4 private video visit

<sup>7</sup> 1,033 (total number of beds) – 130 (144 projected Huber inmates are eligible for contact visits. This calculation assumes 10% of these inmates will receive video visits. 144 - 14 = 130 inmates not participating in video visitation) = 903 (number of inmates eligible for video visits).

972 (total number of beds) – 130 (144 projected Huber inmates are eligible for contact visits. This calculation assumes 10% of these inmates will receive video visits. 144 - 14 = 130 inmates not participating in video visitation) = 842 (number of inmates eligible for video visits).



rooms for attorneys and other professionals/officials located at the Dane County Jail. Thirty-two is the minimum number of visiting kiosks that should be available for inmates throughout the housing areas in order to accommodate both home and on-site video visits.

### Calculation of Contact Visitation

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

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

For planning purposes, the calculation for the contact visiting space needs was developed as follows:

Calculation of Contact Visiting Space Needs	
Dane County Jail projected future Huber population	144 <sup>8</sup>
Huber inmates to receive visits (80%)	115 <sup>9</sup>
Dane County Jail projected future non-Huber population	828 <sup>10</sup>
Non-Huber inmates eligible to receive visits (10%)	83 <sup>11</sup>
Number of inmates who will receive visits (115 + 83)	198
Length of visit period (45 min. visit + 15 min. for cleaning)	1 hour
Number of visits per week per inmate (est.)	2
Number inmate visiting hours per week (198 x 2)	396
Available contact visitation hour periods (est.)	40
Number of visits per one-hour period (396 ÷ 40)	10
Peak demand factor (10 X 20%)	2
Number of visits per one-hour period with peaking factor (10 + 2)	12
<b>Total capacity of contact visitation</b>	<b>12</b>

Based on the above analysis, it is recommended that visitation be capable of handling at least 12 simultaneous contact visits.

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

<sup>8</sup> 128 male Huber beds + 16 female Huber beds = 144 total Huber beds

<sup>9</sup> 144 x 80% = 115

<sup>10</sup> 972 total projected beds - 144 projected Huber beds = 828 non-Huber beds

<sup>11</sup> 828 x 10% = 83

## Operational Program

### 3.100 Visitor Reception

#### Personal Visitors

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

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

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

Upon identification verification, and there is a finding that the inmate is still eligible for the visit, the personal visitor will be notified, assigned a visitation booth number (video or noncontact) or table number (contact), and will be asked to wait in the public lobby waiting area until called to the visitation area.

#### Professional Visitors

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

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

### 3.200 Visitation

The public side of video visitation (personal visitors, professional visitors) and noncontact visit (professional visitors) booths will be accessed directly from the public lobby, while the public will access the contact visiting area through the visitor sallyport via the public lobby.<sup>12</sup>

<sup>12</sup> Consideration may be given to integrating the visitor sallyport within the main pedestrian sallyport.

The visitor pedestrian sallyport is sized to accommodate 10 visitors at a time. The visitor sallyport outer door will be controlled by Central Control and its inner door will be controlled by the visitation officer or Central Control.

### **Personal Visits**

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

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

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

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

### **Video Visitation - Personal**

Space for 15 video visitation booths to serve the jail will be provided for personal visits. Unless otherwise noted, the inmate-side of the video visit will occur within the housing unit or pod. The video visitation booths should be designed to provide visual and acoustical privacy from one booth to the next. This may be accomplished through the use of acoustical privacy wings and/or panels above head height, and arranging the booths in a staggered or offset manner so that there is no visual access from one booth into another. Maintaining sound privacy and reducing overall noise levels are critical design parameters for this area. A phone system (handsets) will be utilized for the auditory component of the video visit. Visits will be video- and audio-recorded.

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

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

### **Contact Visitation - Personal**

The contact visitation area will contain 12 knee-height tables, along with enough seating to accommodate four-six people per table. The base of the table should have a base that will

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

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

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

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

#### **Video Visitation - Professional**

Four enclosed video visitation rooms will be designated for attorney video visits. These rooms should have visual and acoustical privacy, and should not have video- and audio-recording capability. Special hours may need to be established (e.g., 1:00 p.m. until 4:00 p.m.) for attorney visits, so as not to conflict with personal visits. Alternatively, a software solution may need to be created to manage the scheduling of video appointments to avoid potential conflicts between attorney and personal visits. One of these video visitation rooms will be ADA-compliant.

#### **Noncontact Visitation - Professional**

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

The noncontact booths will be wired for video- and audio-recording for those occasional instances a personal visit is conducted; yet, when used for attorney consultation, such consultations shall not be recorded. The noncontact visitation booth area will ideally be designed in a linear fashion so as to allow for visibility of both the inmate and visitor sides by the visitation officer.

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

### **Contact Visitation - Professional**

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

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

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

### **3.300 Ancillary Visitation Spaces**

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

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

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

A room for the storage of video DVDs or sound-only CDs should be provided adjacent to the recording room. Enclosed shelving for DVDs and CDs, if necessary, should be provided for long-term storage. Alternatively, recording may occur on the hard drive of the CPU that manages the system, although this could be a more costly solution. This storage room should have a locked door, with card and/or biometric access for authorized staff, from the recording/equipment room. The room should have adequate temperature and humidity control, with emergency power backup.

Within the visitation area will be vending alcove, a child's play area, a wall-mounted water fountain, staff, visitor and inmate restrooms, and a janitor closet.

### **Additional Design/Operational Considerations**

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

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

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

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

## 3.000 Visitation

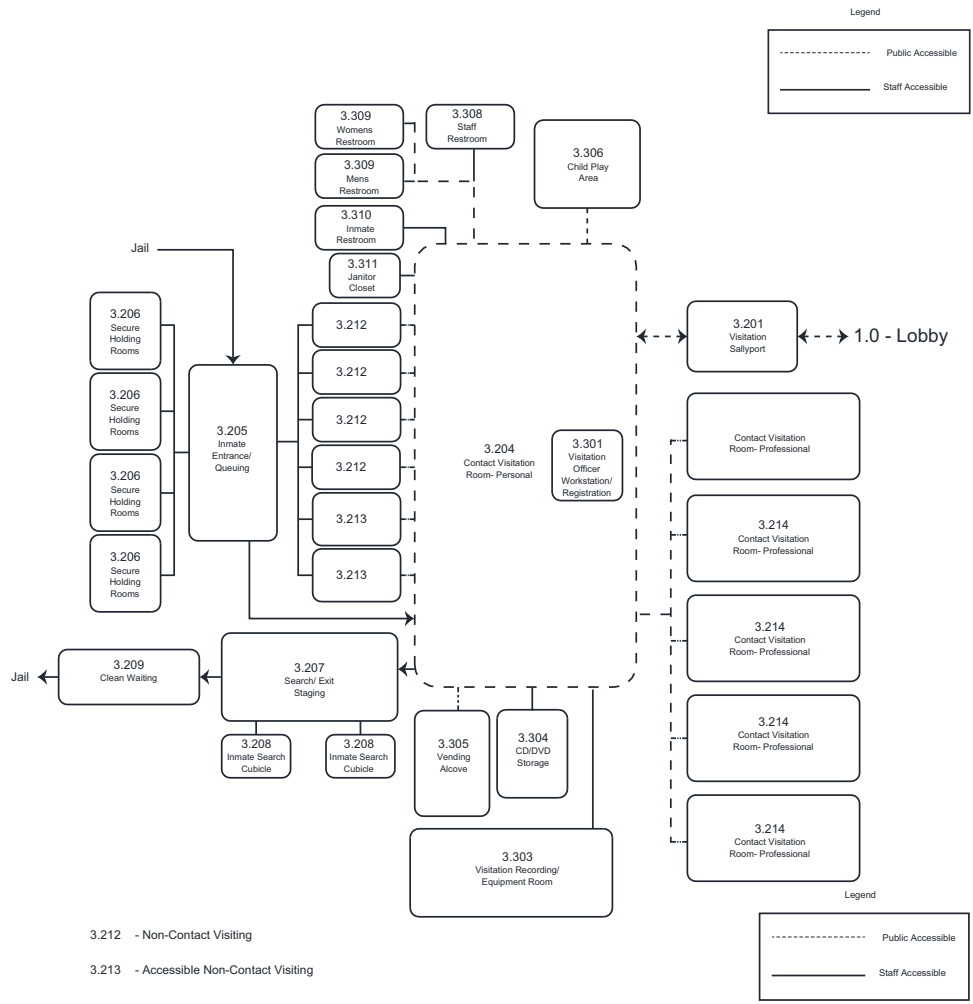
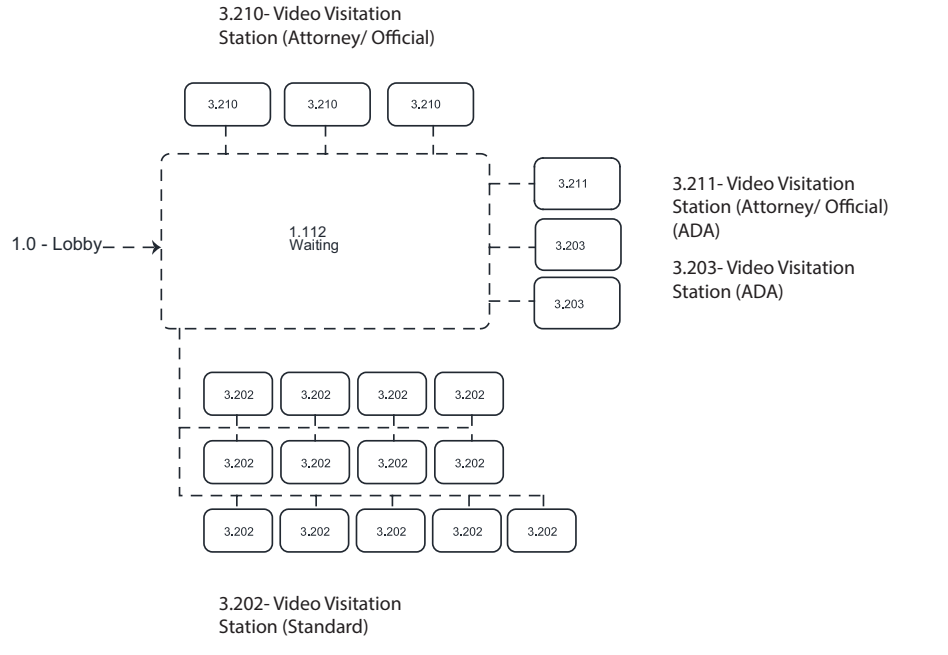
#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>3.100 VISITOR RECEPTION</b>						
3.101	No Specialized Space		0	0 /area	0	See Section 1.000 Public Lobby
<i>Subtotal Net Square Feet</i>					0	
<i>Grossing Factor</i>					1.40	
<i>Subtotal Gross Square Feet</i>					0	
<b>3.200 VISITATION</b>						
3.201	Visitor Sallyport	1-10	1	100 /area	100	Outer door controlled by Central Control; inner door controlled by visitation officer or Central Control
<i>Video Visitation - Personal</i>						
3.202	Video Visitation Station (Standard)	1-3	15	40 /area	600	Visitor side to accommodate 3 adults and accessible directly from the public lobby; visual and acoustical privacy and sound attenuation; phone system (handsets); video/audio recording capability
3.203	Video Visitation Station - ADA	2-4	2	60 /area	120	Visitor side to accommodate 4 adults and accessible directly from the public lobby; visual and acoustical privacy and sound attenuation; phone system (handsets); video/audio recording capability
<i>Contact Visitation - Personal</i>						
3.204	Contact Visitation Room	72	1	20 /pers	1,440	ADA-compliant; low tables and loose chairs each seating 6-8; stackable chairs
3.205	Inmate Entrance/Queuing	1-10	1	200 /area	200	Bridges secure facility and contact visitation area; secure entrance door on facility side; bench seating
3.206	Secure Holding Room	1-4	4	70 /area	280	Bench seating; glazed cell front with cuff/leg-iron slot; visible from visitation work area; camera monitored; accessible from both inmate entrance/queuing and search/exit staging
3.207	Search/Exit Staging	1-10	1	200 /area	200	Bridges secure facility and contact visitation area; secure exit door on facility side; bench seating
3.208	Inmate Search Cubicle	1-2	2	40 /area	80	Low wall or privacy partition
3.209	Clean Waiting	1-6	1	100 /area	100	Bench seating
<i>Video Visitation - Professional</i>						
3.210	Video Visitation Station - (Attorney/Official)	1-2	3	50 /area	150	Visitor side to accommodate 2 adults and accessible directly from the public lobby; visual and acoustical privacy and sound attenuation; phone system (handsets); no video/audio recording capability; secure inmate-side

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
3.211	Video Visitation Station - ADA (Attorney/Official)	1-2	1	60 /area	60	Visitor side to accommodate 2 adults and accessible directly from the public lobby; visual and acoustical privacy and sound attenuation; phone system (handsets); no video/audio recording capability; secure inmate-side
<i>Noncontact Visitation - Professional</i>						
3.212	Noncontact Booth	1-2	4	50 /area	200	Visitor side to accommodate 2 adults and accessible directly from the public lobby; sound insulated; free talking through micro-holes integrated into security frames; security glazing; lockable paper-pass; video/audio recording capability
3.213	Noncontact Booth - ADA	1-2	2	60 /area	120	Visitor side to accommodate 2 adults and accessible directly from the public lobby; sound insulated; free talking through micro-holes integrated into security frames; security glazing; lockable paper-pass; video/audio recording capability
<i>Contact Visitation - Professional</i>						
3.214	Group Contact Room	6-8	5	200 /area	1,000	ADA-compliant; tables and loose chairs each seating 6-8; shackle bolt; telephone; video/audio recording capability
<i>Subtotal Net Square Feet</i>					<b>4,650</b>	
<i>Grossing Factor</i>					<b>1.40</b>	
<i>Subtotal Gross Square Feet</i>					<b>6,510</b>	
<b>3.300 ANCILLARY VISITATION SPACES</b>						
3.301	Visitation Officer Workstation	1-2	1	64 /wkstn	64	WS-2; centrally located to facilitate visibility of entire visiting space, including entrances/exits
3.302	Visitor Registration	1	0	0 /wkstn	0	See Section 2.000 Administration
3.303	Visitation Recording/Equipment Room	1	1	150 /area	150	WS-3; recording equipment; AV equipment for real time viewing; racks for equipment; individually zoned for temperature and humidity control; card and/or biometric access
3.304	CD/DVD Storage	-	1	80 /area	80	Worktable; enclosed storage of CDs and DVDs; individually zoned for temperature and humidity control; adjacent or within visitation recording room; card and/or biometric access
3.305	Vending Alcove	2-3	1	100 /area	100	
3.306	Child Play Area	4-6	1	120 /area	120	Colorful matting; cubbies; shelving for books and games
3.307	Water Cooler	1	1	6 /area	6	ADA accessible; wall-mounted; amount per code



#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
3.308	Staff Restroom	1	1	50 /area	50	ADA accessible
3.309	Visitor Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females; baby changing station; locked, opened by visitation officer
3.310	Inmate Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females; locked, opened by visitation officer
3.311	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<i>Subtotal Net Square Feet</i>					<i>810</i>	
<i>Grossing Factor</i>					<i>1.25</i>	
<i>Subtotal Gross Square Feet</i>					<i>1,013</i>	
<i>3.000 Total Interior Net Square Feet</i>					<i>5,460</i>	
<i>3.000 Total Interior Gross Square Feet</i>					<i>7,523</i>	



## 4.000 Initial Appearance Court

### Introduction

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

At present, initial appearance proceedings are conducted in a courtroom located within the Dane County Jail. First appearance court is held daily, Monday through Friday, excluding holidays. Operationally, it requires that judges, attorneys, clerks, etc. travel to/from the courthouse to the initial appearance courtroom to conduct these proceedings. This eliminates the need to transport detainees outside the jail, which inherently presents a number of safety and security risks, logistical concerns, and requires additional staff.

A key policy and facility planning decision has been made for first appearance matters to continue to be handled via an initial appearance court located at the DANE COUNTY JAIL. This approach benefits jail operations by eliminating or reducing the need to escort large numbers of inmates to the county courthouse and then to supervise them in holding cells and in the courtroom.

## Operational Program

### 4.100 Initial Appearance Court

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

#### Initial Appearance Court

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

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

Two podiums, one for use by the district attorney and one for use by the public defender/defense attorney, will be provided from which the respective position will present during a case's processing by the court. These podiums may be incorporated within the

workspace identified for each of these functions below. The public defender's podium will be sized for two people to accommodate a public defender/defense attorney and an inmate.

Workspace will be provided for the following positions and functions:

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

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

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

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

### **Court Holding**

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

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

There will be two secure group holding rooms and one individual holding room, each having a secure door from the facility side and a secure door from the courtroom side. This will allow for movement of inmates to the IA court without disrupting court proceedings in progress. Generally, one group holding room will be designated males and one designated females. Depending on demand, secure group holding rooms can be used for either gender; however, not at the same time.

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

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

### **Public Viewing**

Members of the public and media may attend first appearance court. Two spaces will be provided, one designated for general public and one designated for media.

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

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

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

### **Ancillary Initial Appearance Court Spaces**

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

### **Additional Design/Operational Considerations**

The IA Court should be acoustically treated to reduce all sound attenuation. The broadcasting of the court proceedings must include equipment that is of the highest technical quality both in terms of audio feeds to the public area of the court as well as for media feeds. Ceiling-mounted high-resolution cameras and high quality transmission lines and the requisite cabling and video/audio hook-ups must be provided.

Secure holding rooms should be designed to prevent disruption to people in the IA court from loud yelling or banging on doors. The rooms should be designed to minimize any

communication with individuals in the IA court, while still providing maximum visibility from the bailiffs' work area. Areas where inmates have access must be designed and configured to prevent escapes from custody.

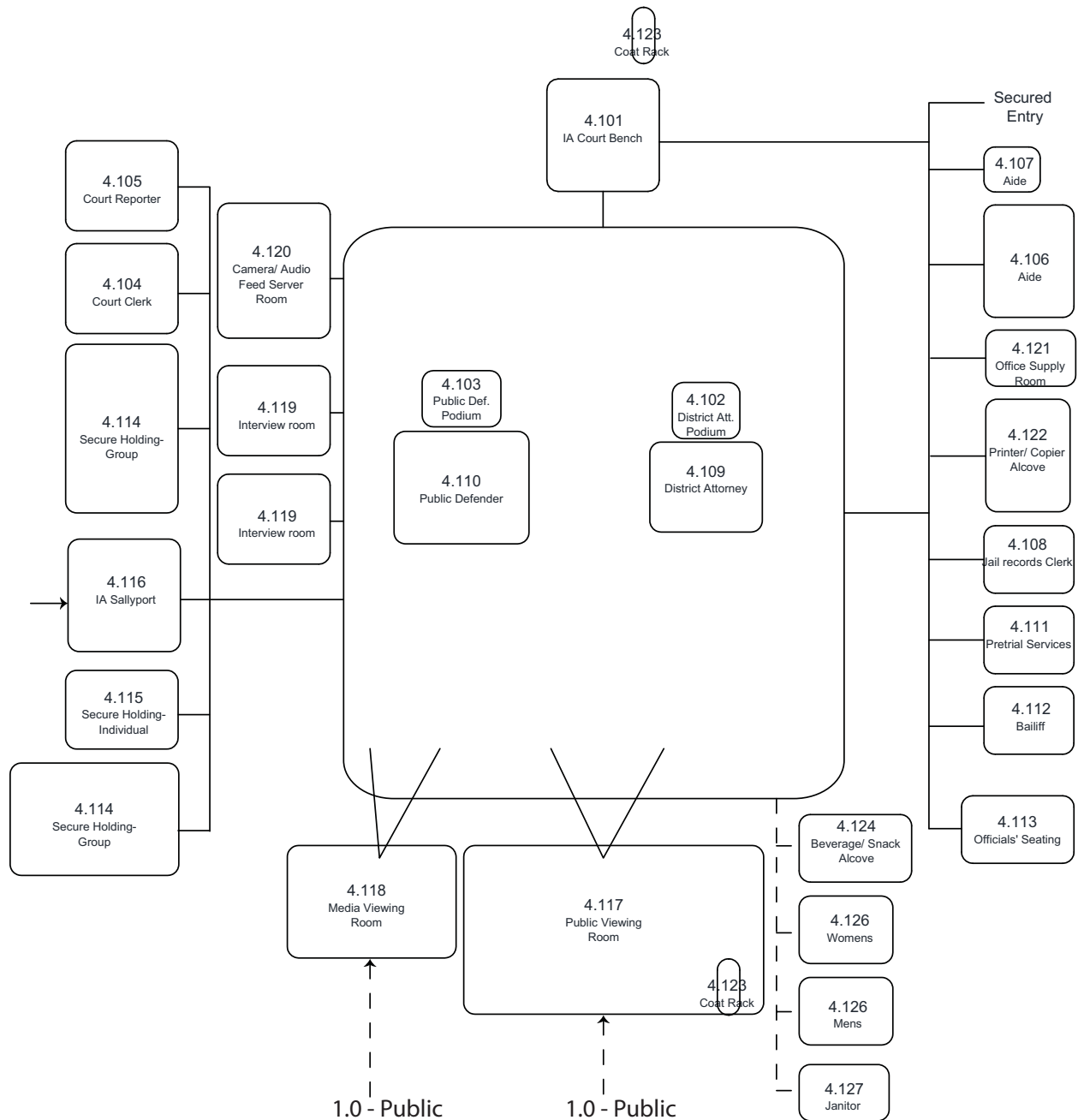
Separate entries/exits and circulation paths for members of the public/media and for judges, district attorney, and court personnel should be provided/maintained.

## 4.000 Initial Appearance Court

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

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
4.118	Media Viewing Room	10	1	15 /pers	150	Bench seating; space for 2 wheelchairs; generous glazing to afford unobstructed viewing of IA court and clear view of defendant; live audio feed from IA court; requisite wiring and cabling for recording camera and audio feeds from IA court
<i>Ancillary Initial Appearance Court Spaces</i>						
4.119	Interview Rooms	2-3	2	80 /area	160	Conference table, chairs; generous glazing
4.120	Camera/Audio Feed Server Room	1-2	1	120 /area	120	WS-3; recording equipment; AV equipment for real time feed; racks for equipment; individually zoned for temperature and humidity control; card and/or biometric access
4.121	Office Supply Storage	-	1	40 /area	40	
4.122	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins; shredder
4.123	Coat Rack	-	2	10 /area	20	One located behind bench; one located in beverage/snack room
4.124	Beverage/Snack Alcove	1-2	1	60 /area	60	Counter with sink, microwave, coffeemaker; mini-refrigerator; trash receptacle
4.125	Water Cooler	1	1	6 /area	6	ADA accessible; wall-mounted; amount per code
4.126	Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
4.127	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<i>Subtotal Net Square Feet</i>					<b>2,475</b>	
<i>Grossing Factor</i>					<b>1.50</b>	
<i>Subtotal Gross Square Feet</i>					<b>3,713</b>	
<b>4.000</b> <i>Total Interior Net Square Feet</i>					<b>2,475</b>	
<b>4.000</b> <i>Total Interior Gross Square Feet</i>					<b>3,713</b>	







## 5.000 Staff Support

### Introduction

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

## Operational Program

### 5.100 Staff Entrance

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

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

### 5.200 Roll Call/Briefings

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

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

### 5.300 Training

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

While the majority of training will likely continue to occur off-site, having the ability to conduct

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

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

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

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

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

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

#### 5.400 Staff Lockers

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

A total of 350 lockers are estimated for the Dane County Jail for use by staff, with the assumption that approximately 140 (40%) of the lockers will be assigned to female staff, and 210 (60%) would be assigned to male staff. Of these lockers, 20 for males and 10 for females will be designated for staff assigned to the task force. Unassigned lockers will be provided for PRN medical and mental health staff, law enforcement staff and authorized visitors who use the facility on a day-use basis, if desired. If the Sheriff's Offices are consolidated with the jail facility in one location/building, then the locker room as described in section 19.000 Dane County Sheriff's Office will be merged with the jail's staff locker rooms.

The doors to the locker rooms should remain locked with card or biometric access. The men and women's locker/changing rooms should provide full-sized assigned lockers for facility staff. Five lockers shall remain unassigned in both locker rooms. Each locker contains a built-in secure gun locker. All lockers should be located close to the shower rooms. The locker rooms will provide benches to facilitate changing.

Lockers for task force staff will be located in a separate secure room within the respective male and female locker rooms. These lockers are sized to accommodate gear related to responding to a law enforcement situation, which includes the secure storage of a long gun, as well as a handgun. The door to this locker room is to remain locked at all times with card and/or biometric access for authorized staff only.

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

An alcove should be provided in each of the locker rooms to accommodate open cots for staff use during an extended emergency or weather-related incident. Cots designated for this purpose will be stored in a closet accessible from the alcove.<sup>13</sup> Male and female locker/changing rooms should be directly adjacent to and accessible from the fitness room.

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

### 5.500 Fitness Area

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

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

A centrally located janitor closet will service the fitness area, as well as the staff training and staff locker rooms. A small staff break room should be adjacent to the fitness room.

### 5.600 Staff Dining

Provisions for staff dining are described in section 14.000 Foodservice.

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<sup>13</sup> Linens will be obtained from the laundry services on an as-needed basis, and soiled linens returned to laundry services for laundering after each use.

### Additional Design/Operational Considerations

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

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

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

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

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

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

## 5.000 Staff Support

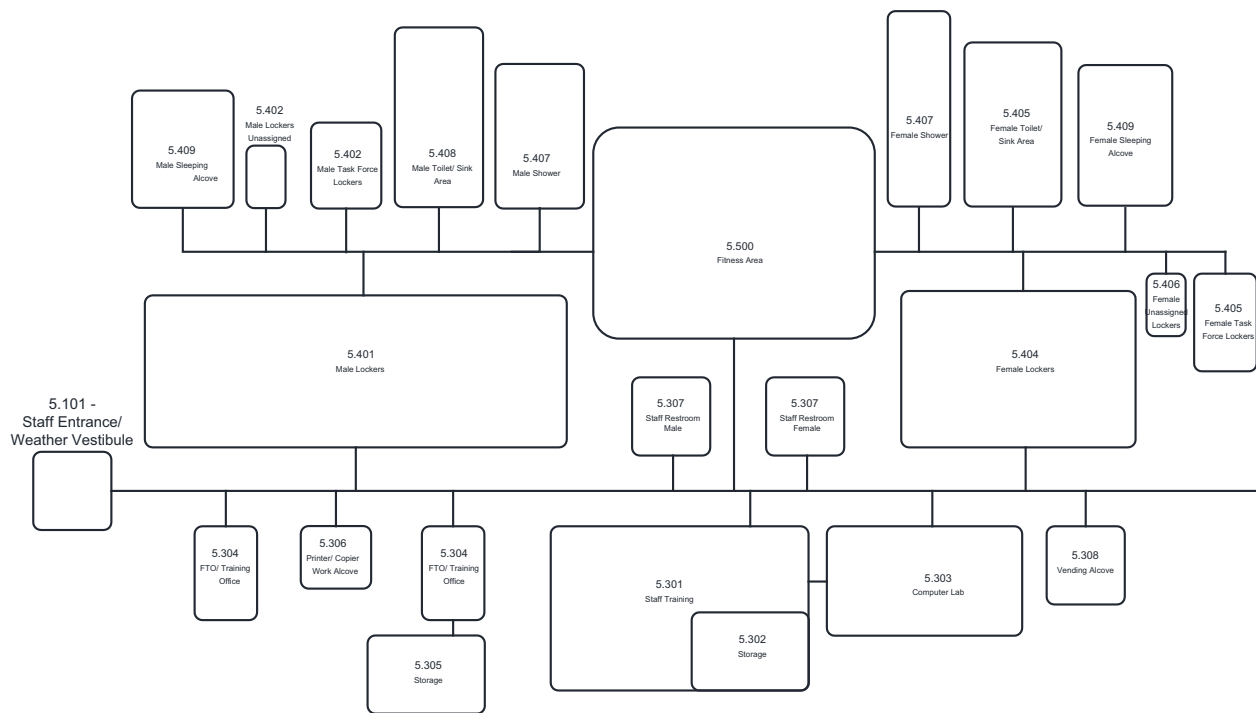
#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>5.100 STAFF ENTRANCE</b>						
5.101	Staff Entrance Weather Vestibule	-	1	60 /area	60	Staff entrance door leading directly into staff-only areas; card or biometric access, weather vestibule, cable and outlets for time clock
<i>Subtotal Net Square Feet</i>					<i>60</i>	
<i>Grossing Factor</i>					<i>1.35</i>	
<i>Subtotal Gross Square Feet</i>					<i>81</i>	
<b>5.200 ROLL CALL/BRIEFINGS</b>						
5.201	No Specialized Space	-	0	0 /area	0	
<b>5.300 TRAINING/LINE-UP ROOM (inside the security perimeter)</b>						
5.301	Staff Training	25	1	25 /pers + 60	685	Adult learning desks or tables; chairs; A/V equipment & screen; dry erase and electronic whiteboards; phone; storage closet; shelving for training materials; lectern; requisite wiring for CCTV & cable/satellite TV
5.302	Storage	-	1	150 /area	150	Storage of training equipment/materials
5.303	Computer Lab	1	10	35 /carrel	350	Computer carrels; double doors opening into training/line-up room; separate door into hallway
5.304	FTO/Training Office	1-2	2	96 /office	192	OF-6; offices may be combined into a single space; requisite wiring for CCTV & cable/satellite TV
5.305	Storage	-	1	150 /area	150	Storage of training materials; located within training office
5.306	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; recycling bins; shredder
5.307	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
5.308	Vending Alcove	-	1	100 /area	100	
<i>Subtotal Net Square Feet</i>					<i>1,802</i>	
<i>Grossing Factor</i>					<i>1.35</i>	
<i>Subtotal Gross Square Feet</i>					<i>2,433</i>	
<b>5.400 STAFF LOCKERS</b>						
5.401	Male Locker/ Changing Rooms - Assigned Lockers	190	1	7.5 /locker	1,425	Full-size lockers wide enough for hangers with built-in secure gun locker; changing space; benches; proximal to staff entrance; accessible from fitness room
5.402	Task Force Lockers - Male	20	1	10 /locker	200	Full-size lockers wide enough for hangers with built-in secure gun lockers; sized and

OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						configured to accommodate LE gear; accessible from locker room
5.403	Male Locker/ Changing Rooms - Unassigned Lockers	5	1	7.5 /locker	38	Full-size lockers wide enough for hangers with built-in secure gun locker; changing space; benches; proximal to staff entrance; accessible from fitness room
5.404	Female Locker/ Changing Rooms - Assigned Lockers	130	1	7.5 /locker	975	Full-size lockers wide enough for hangers; changing space; benches; proximal to staff entrance; accessible from fitness room
5.405	Task Force Lockers - Female	10	1	10 /locker	100	Full-size lockers wide enough for hangers with built-in secure gun lockers; sized and configured to accommodate LE gear; accessible from locker room
5.406	Female Locker/ Changing Rooms - Unassigned Lockers	5	1	7.5 /locker	38	Full-size lockers wide enough for hangers; changing space; benches; proximal to staff entrance; accessible from fitness room
5.407	Shower Rooms	5	2	40 /shower +10	420	One designated males; one designated females; shower stall with drying area; ADA shower is 50 sf; accessible respective from locker room
5.408	Toilet/Sink Area	5	2	50 /toilet & sink +10	520	One designated males; one designated females; 5 toilets (urinals may be substituted for male bathroom per code), 5 sinks, ADA toilet and sink is 60 sf; wall-mounted hair dryer; accessible from respective locker room
5.409	Sleeping Alcove	5	2	35 /cot +40	430	One designated males; one designated females; includes cot storage closet; accessible from respective sleeping alcove
5.410	Janitor Closet	-	0	40 /area	0	Associated with 5.500 Fitness Area
<b>Subtotal Net Square Feet</b>					<b>4,145</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>Subtotal Gross Square Feet</b>					<b>5,803</b>	
<b>5.500 FITNESS AREA/LOCKERS</b>						
5.501	Fitness Room	5-10	1	50 /pers	500	Exercise equipment; locked door (card or biometric access) to corridor; lockable door with card access to staff-only area (locker rooms)
5.502	Break Room	1-4	1	150 /area	150	BR-2; adjacent to fitness room
5.503	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; associated with 5.400 Staff Lockers
<b>Subtotal Net Square Feet</b>					<b>690</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>Subtotal Gross Square Feet</b>					<b>966</b>	



#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>5.600 STAFF DINING</b>						
5.601	No Specialized Space	0	0	0 /area	0	See Section 14.000 Foodservice
		<i>5.000</i>	<i>Total Interior Net Square Feet</i>		<i>6,697</i>	
		<i>5.000</i>	<i>Total Interior Gross Square Feet</i>		<i>9,283</i>	



## 6.000 Security Operations

### Introduction

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

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

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

Investigations involving alleged criminal activity by inmates or internal investigations involving alleged staff misconduct are a part of detention facility operations. Investigators will utilize interview rooms located throughout the facility to conduct individual inmate interviews. Staff interviews may be conducted in interview rooms located within the administrative component or other to-be-determined location within the Sheriff's Office. Evidence<sup>14</sup> shall be processed, handled and stored in accordance with established Dane County Sheriff's Office procedures.

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

### Operational Description

#### 6.100 Main Pedestrian Sallyport

The main pedestrian sallyport is the primary entrance into the secure perimeter of the facility

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<sup>14</sup> Items that may be required for prosecution, or other controlled items that should be secured (e.g., weapons or drugs).

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

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

## 6.200 Security Offices

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

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

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

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

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

operations logs, etc.

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

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

### 6.300 Central Control

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

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

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

Activities within Central Control include:

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

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

Central Control will be staffed by at least one operator at all times, with an additional one to two operators assigned during periods of increased activity. Given the number of functions

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

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

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

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

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

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

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

To support the self-sufficiency of the Central Control area, a staff restroom and a small

beverage counter will be provided in this area to minimize staff traffic and changes in personnel accountability in Central Control. A beverage counter will have space for a coffeemaker, sink, small refrigerator, microwave, and cabinetry for condiments and napkins, utensils, etc.

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

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

Within Central Control will be a janitor closet.

#### 6.400 Cell Entry Team

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

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

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

Equipment such as attack vests, riot helmets, self-contained breathing apparatuses, batons and riot shields will be stored in the CET equipment room accessible from the muster room. This room will be equipped with a combination of shelving and cabinetry for storing various items. Some open space is required for storing riot shields. Oleoresin capsicum (OC) may

be stored here in addition to the armory and should be stored in an area that maximizes ventilation to the outside to avoid contamination of the area.

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

### 6.500 Armory

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

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

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

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

### 6.600 Key Storage/Shop

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

The key storage room will be equipped to perform basic locksmith functions, i.e., cut new keys, repair locks, etc. The key storage/shop will have adequate counter space for a computer and for key cutting machines for high security keys (other than paracentric) and commercial security keys. The counter space will also be used to conduct regular inventories of keys. Shelving will be provided for storing notebooks and key manufacturer information and data/cut sheets.

General use and emergency key rings will be well marked and stored on wall-mounted pegboards. Master keys and key blanks will be stored in a secure key cabinet with access



via emergency key box or by the shift supervisor or key coordinator.

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

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

### **Additional Design/Operational Considerations**

The Central Control components are the most secure areas within the facility. Central Control will utilize extensive security construction, hardware, equipment, and technology. It will be designed with appropriate access control and monitoring capability. All transparent glazing in Central Control will be attack and ballistic resistant and with an interior polycarbonate layer or other substance to prevent spalling<sup>15</sup>. The configuration and physical layout of Central Control should minimize staff fatigue through environmental conditioning and ergonomics. All operator controls will be passive by design. This means that an operator's attention will be called to control or monitor a particular location only during a change state, such as when a secure door becomes unsecured an audible enunciation and visual cue occurs. In addition, automation will be used whenever practical, and within limits of acceptable security practices, thereby minimizing operator actions for internal (within the secure perimeter) building movement of staff.

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

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

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

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<sup>15</sup> Spalling occurs when the impact of glazing or other substances that could shatter could result in projectiles that may impale staff working behind these areas.

## 6.000 Security Operations

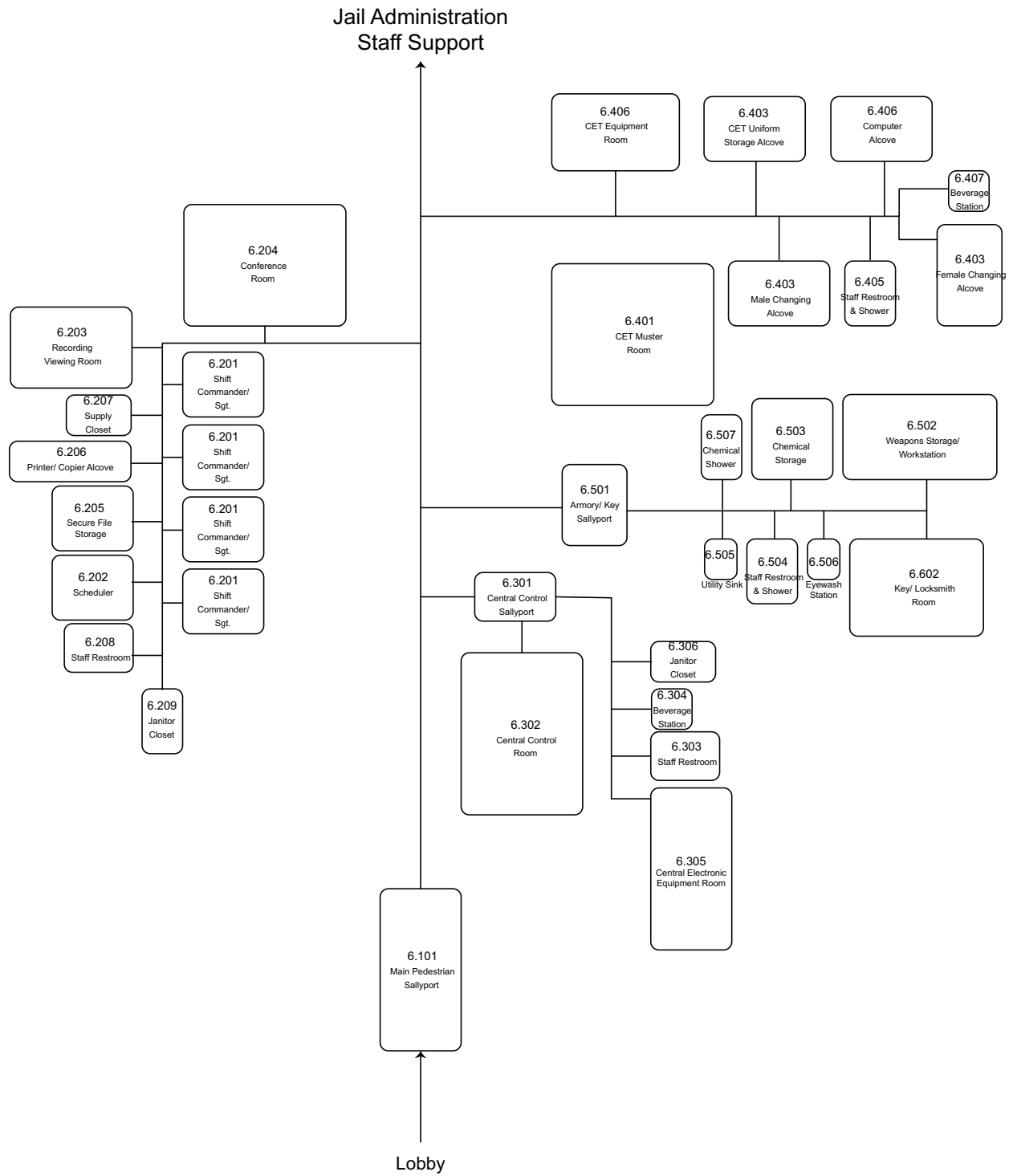
#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>6.100 MAIN PEDESTRIAN SALLYPORT</b>						
6.101	Main Pedestrian Sallyport	1-10	1	200 /area	200	Doors leading to into the secure perimeter from the staff area and the public lobby
<i>Subtotal Net Square Feet</i>					<i>200</i>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

OPERATIONAL AND ARCHITECTURAL PROGRAM

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

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
6.501	Armory/Key Sallyport	1-2	1	80 /area	80	Security zone; two-step access procedure; visibility from Central Control; shared with 6.600 Key Storage/Shop
6.502	Weapons Storage / Workroom	-	1	200 /area	200	Two-step access procedure (e.g. card access, pin codes, biometrics); shelving, racks and storage of non-lethal weapons; secure lethal weapons storage; work surface; special ventilation and humidity control; smoke and fire detection; WS-3; located adjacent to key storage/shop and Central Control
6.503	Chemical Storage	-	1	100 /area	100	Chemical agents; adequately ventilated; secure storage
6.504	Staff Restroom	1	1	50 /area	50	ADA accessible; shared with 6.600 Key Storage/Shop
6.505	Utility Sink	-	1	20 /area	20	Shared with 6.600 Key Storage/Shop
6.506	Eyewash Station	-	1	20 /area	20	Shared with 6.600 Key Storage/Shop
6.507	Chemical Shower	1	1	40 /area	40	Shower with drying/dressing area; floor drains in both shower and dressing area
<b>Subtotal Net Square Feet</b>					<b>510</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>Subtotal Gross Square Feet</b>					<b>740</b>	
<b>6.600 KEY STORAGE/SHOP</b>						
6.601	Armory/Key Sallyport		0	0 /area	0	Associated with 6.500 Armory
6.602	Key/Locksmith Room	1-2	1	200 /area	200	Master key and blank key secure cabinetry; work table and stool; computer; key cutting machine; shelving; wall-mounted pegboards; located adjacent to armory
6.603	Staff Restroom		0	0 /area	0	Associated with 6.500 Armory
6.604	Utility Sink		0	0 /area	0	Associated with 6.500 Armory
6.605	Eyewash Station		0	0 /area	0	Associated with 6.500 Armory
<b>Subtotal Net Square Feet</b>					<b>200</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>Subtotal Gross Square Feet</b>					<b>290</b>	
<b>6.000 Total Interior Net Square Feet</b>					<b>3,695</b>	
<b>6.000 Total Interior Gross Square Feet</b>					<b>5,131</b>	





## 7.000 Intake/Release

### Introduction

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

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

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

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

Two health care screenings are conducted – a pre-receiving health screening and an intake health screening. The pre-receiving screening will be performed prior to the inmate being received in the facility, and the intake health care screening will be conducted in the booking area. The pre-receiving screening process consists of staff (health-trained or qualified healthcare personnel<sup>16</sup>) observing and questioning an inmate about emergent health care issues.<sup>17</sup> This screening is designed primarily to determine whether the arrestee should be admitted into the facility. The inmate will also be further screened at booking by health care staff including medical and mental history that identifies any current medical or mental health issues.

Inmate records management is a critical operational function, and records must be

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<sup>16</sup> Consistent with ACA Standards 4-ALDF-4C-22.

<sup>17</sup> The pre-receiving screening consists of a small number of questions and observations.

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

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

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

## Operational Program

### 7.100 Vehicle Sallyport

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

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

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

The vehicle sallyport is equipped with two interlocking, motor driven, roll-up doors or



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

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

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

Once the arrestee is properly secured and the officer's weapon properly stored, the law enforcement or transport official will activate a button that alerts intake staff who will direct the officer and new arrestee to the pre-receiving health screening window that is accessible from the vehicle sallyport or to open the door leading into either the intake pedestrian sallyport (see subsection 7.200 Arrest Processing) or the transport pedestrian sallyport (see subsection 7.500 Transportation). A camera is situated at this point to allow intake staff to view the perimeter door prior to opening it. Egress from the facility will typically occur in reverse of the above process.

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

All arrestees will be subject to a pre-receiving health screening completed by health care staff at the pre-receiving health (medical and mental health) screening window. A health care professional assigned to intake or the clinic will perform pre-receiving health screenings. A corresponding workstation/office will be located on the intake side of the window and shall contain the necessary furnishings and equipment to complete the identified task.

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

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

## 7.200 Arrest Processing

### Intake Pedestrian Sallyport

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

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

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

### Arresting Officer Work Area

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

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

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

Upon entering this area, the arresting officer will approach the pre-admission transaction window, which provides efficient communication between the arresting officer and intake staff. It is at this window that the arrestee will be subject to the Fast ID<sup>18</sup> identification system whereby officers can determine if the arrestee is known to the Wisconsin AFIS index finger database system. A corresponding workstation/office will be located on the intake-release side of the window and shall contain the necessary furnishings and equipment to complete the identified task.

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

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

Space for the arresting officer to complete required reports, including required probable cause-related documents, will be provided in the area where arrestees are seated awaiting processing. Bench seating will be provided for the arrestees to sit. Bench seating will accommodate up to 12 arrestees. Arrestees will generally remain seated in this area to await each stage of the arrest processing. Two TV's will be provided, one in English and one in Spanish, to broadcast instruction videos and/or other suitable programming. This

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

will allow the officers to observe arrestees at all times. Arrestees whose behavior is noncompliant or who exhibit irrational and dangerous behavior will be immediately admitted to the intake-release area and held in a secure holding room for safekeeping while the arresting officer secures admission to the facility.

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

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

### **Breath Alcohol Testing (BAT)**

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

Within the BAT room will be one workstation for a BAT technician and/or law enforcement officer to perform work duties aside from actual intoxilyzer testing, such as clerical work, "viewing or duplicating recordings" and sorting documents. The workstation will consist of a computer with a shared printer. In addition, there should be space for a sorting table/counter.

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

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

### Arrest Processing Ancillary Spaces

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

## 7.300 Intake and Release Processing

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

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

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

The intake-release/public lobby pedestrian sallyport should contain an area designed to conduct a pat search. Wall-mounted padding will be located on the wall where the search will be conducted. This will prevent major injuries should the inmate have to be subdued during the search process.

Upon admission to the intake processing area, the inmate may also be subject to a body

orifice scanning system (BOSS)<sup>19</sup> that is used to determine if the inmate is concealing contraband. This system must be located so that the adjacent security measures, e.g., rebar, etc., do not interfere with their ability to effectively screen inmates. The booking area includes an open waiting area, individual and group secure holding rooms, fingerprinting and photographing, staff offices, medical triage and mental health screening, and access to many of the functions that may occur during or immediately following booking processing. Adjacency to the property room and records section is essential since these functions work in conjunction with the booking process.

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

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

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

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

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

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<sup>19</sup> A high sensitivity detector scans inmates for weapons and contraband objects hidden in anal, vaginal, oral, and nasal cavities.

property with them to avoid Dane County Jail having to store large amounts of property.

### **Open Waiting**

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

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

A video visitation kiosk will be provided in the open waiting area for inmates who are undergoing processing to speak with their legal representative or authorized visitor. This kiosk is intended to facilitate inmates making bond or to permit attorneys to meet with their clients without having to enter the secure perimeter and particularly to avoid having non-facility staff in the booking area. An interview room is located in the intake processing area. In addition, an ATM kiosk (automated teller machine) is located in the intake processing area adjacent to the intake desk to facilitate inmates' access to personal funds in order to post bond.

### **Secure Holding**

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

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

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

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

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

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

### **Intake Processing**

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

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

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



equipment.

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

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

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

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

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

### **Initial Health Screenings**

As part of intake processing, a health screening will be conducted on all inmates admitted to the jail to determine if there are health care issues that may require medical or mental health attention prior to being housed in reception housing.<sup>20</sup> In addition, health care staff will further screen and monitor inmates who were flagged as having medical or mental health concerns at the initial pre-receiving screening during arrest processing. The health care staff assigned to this area will also be available to respond to any medical problems that arise in the overall admissions and reception housing areas. This may include providing insulin, snacks, or supplemental hydration as necessary. An intake health screening will be conducted in an area located within the intake processing area.

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

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<sup>20</sup> A history and physical examination will be completed after inmates have made their first court appearance and will be conducted in the medical component (13.000).

workstation.

The mental health screening room will be divided by a barrier that allows for open vision and verbal communication between the mental health practitioner and the inmate. It will have ample glazing into the intake processing area for visibility while also providing acoustical privacy.

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

### **Pretrial Services**

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

### **Inmate Records - Warrants**

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

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

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

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

The warrants area will serve as the repository for warrants and associated processing of warrants. The warrants area will contain staff workstations and a worktable for processing warrants. A secure pass- and speak-through window serving the arrest processing area will

be used for law enforcement to confirm and process active warrants on arrestees. A secure public transaction window serving the public lobby will be provided for the delivery/receipt/return of new or executed warrants. Executed warrants will be digitally copied for the Sheriff's Office record and the original returned to the issuing court. Storage for active warrants is provided.

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

### **Initial Classification**

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

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

### **Release Processing**

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

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

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

The administrative process of releasing inmates will occur in the intake-release area from a release processing workstation that has a secure transaction window into the inmate release processing area. This transaction window will provide easy communication between

intake staff and inmates being processed for release. This area will be configured on the secure side in such a manner as to avoid unnecessary and inadvertent visibility into the intake-release area from the inmate release processing area.

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

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

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

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

### **Ancillary Intake-Release Processing Spaces**

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

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

## **7.400 Property/Shower/Search**

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

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

### **Intake Property/Shower/Search**

All property removed from an inmate will be inventoried in the inmate's presence; the inventory sheet must include the inmate's signature (a digital signature is preferred). A copy of all receipts will be placed in the inmate record generated during this process as described below.<sup>21</sup>

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

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

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

The inmate's clothing will be removed and inventoried by the property staff and the escort staff during the showering process. The property staff will be located at the intake property transaction window that is shared with the shower/search area but without visibility into the shower stalls. The staff workstation will be located on the property room side of the window, and a counter space is provided in front of the window on the shower/search area side whereby items may be collected and inventoried, with space for signing the property receipt (a digital signature is preferred). Escort staff will hand the property to the property staff who will log the property retained in the automated system. It is during this period that staff will open and inventory the valuable and loose property received during the admission processing. Ideally, all property will be digitally recorded (photographed) in the inmate record and activity in this area camera recorded to prevent false claims regarding lost

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<sup>21</sup> Inmate receipts and/or records may be electronically maintained.

property. It is recommended that the inmate's property and valuables be shrink-wrapped prior to being secured. This will both guarantee there is no tampering, as well as eliminate any odors in the clothing property room.

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

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

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

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

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

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

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

Secure group holding rooms will be equipped with bench seating and a stainless steel toilet/sink combination unit. These holding rooms may also be used for separating inmates being prepared for transportation to another facility/location.

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

### **Release Processing**

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

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

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

### **Public Property Transactions**

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

A staff workstation will be located on the property room side of the window, and a counter space is provided in front of the window on the public lobby side whereby items may be received/released and accounted for, with space for signing receipt of property released (a

digital signature is preferred). Inmates should have received proper authorization for the release or receipt of personal property, which includes notification of such to the property staff; therefore, property being released should be hung on a rack located near the public property transaction window in preparation for its release.

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

### **Ancillary Property/Shower/Search Spaces**

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

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

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

## **7.500 Transportation (Conveyances)**

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

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

### **Transport Pedestrian Sallyport**



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

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

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

### **Transportation Management**

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

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

Inmate property that is to be transported with the inmate will be placed in the property staging area located in the property room (located on the admissions side). Since notification is sometimes made several days in advance, property can be prepared and staged in this area. This area may also be used to stage property brought to the facility that

is waiting to be stored in the property room once staff can be made available. Inmates authorized to wear their personal clothing prior to transport will be permitted to change in the shower/changing area described previously in subsection 7.400 Property/Shower/Search.

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

### **Additional Design/Operational Considerations**

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

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

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

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

7.000 INTAKE-RELEASE

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

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						operated by intake staff, inner door by electronic remote release from intake and/or Central Control; intercom both sides of doors; CCTV
<i>Arresting Officer Work Area</i>						
7.202	Pre-admission Transaction Window - LE/Arrestee Side	1-2	1	30 /area	30	Securable sliding window; counter space for signing documents; ADA accessible (associated with 7.300 Intake-Release Processing)
7.203	Queuing - Pre-admission Transaction Window	2-3	1	30 /area	30	Standing only
7.204	Warrants Transaction Window - Arrest Processing Side	1-2	1	30 /area	30	Securable sliding window; counter space for signing documents; ADA accessible (associated with 7.300 Intake-Release Processing)
7.205	Finance Kiosk	1	1	40 /area	40	Electrical receptacles and data ports for kiosk
7.206	Arresting Officer Work Area	1	4	40 /area	160	Standing height counter space with stool; wall-mounted shelving (form storage); computer; shared printers; telephone; degree of privacy having visibility to open waiting; arrestee fixed stool in front/opposite officer's work space
7.207	Arrestee Open Waiting	12	1	10 /pers	10	Bench Seating; LED display and public address system for probable cause hearing queue; cuff bar with a portion of the seating if required, recording cameras; two TV's
7.208	Interview Room	2-4	1	100 /area	100	Table and loose chairs for up to 4 people, privacy to prevent casual observation of room occupants by other arrestees; fixed video recording; equipment storage
<i>Breath Alcohol Testing (BAT)</i>						
7.209	BAT Room	2-4	1	250 /area	250	Counter - 3.5' height; 1 breathalyzer equipment (BAT units), protective casing; ample outlets; lockable cabinetry; molded plastic seats - fixed seats with cuff lock for arrestee; camera-monitoring; video recording equipment; negative pressure ventilation; WS-3 for BAT technician/LEO; table/counter for sorting documents; evidence closet (DVD's); supply storage closet; audio/video conferencing; ADA accessible; rectangular-shaped room
<i>Arrest Processing Ancillary Spaces</i>						
7.210	LEO/Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
7.211	Storage Closet	-	1	60 /area	60	For storing gloves, forms, etc.

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
7.212	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
7.213	Arrestee Toilet	1	2	50 /area	100	Low privacy wall viewable from open waiting; ADA accessible; one designated males; one designated females
<b>Subtotal Interior Square Feet</b>					<b>1,150</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>Subtotal Gross Square Feet</b>					<b>1,668</b>	
<b>7.300 INTAKE-RELEASE PROCESSING</b>						
7.301	Intake-Release / Public Lobby Pedestrian Sallyport	1-2	1	100 /area	100	Secure door providing access from the public lobby to the intake-release area and inmate release processing; wall mounted padding; doors operated by electronic remote release from intake staff and/or Central Control; intercom both sides of doors; CCTV
7.302	Search Area	1-2	1	50 /area	50	BOSS
7.303	Pre-receiving Health Screening Transaction Window	1	1	100 /area	100	Securable sliding window; standing height counter space with stool; wall-mounted shelving (form storage); computer; shared printer; telephone; acoustical privacy; temporary secure medication storage (associated with 7.100 Vehicle Sallyport)
7.304	Pre-admission Transaction Window	1	1	50 /area	50	Securable sliding window; standing height counter space with stool; wall-mounted shelving (form storage); Fast ID identification terminal; computer; shared printer; telephone; acoustical privacy (associated with 7.200 Arrest Processing)
7.305	Valuable Property Collection/Temporary Staging	1	1	75 /area	75	WS-4; self-sealing tamperproof property bags; counter space for signing documents; camera; photographing of property; secure storage bin; recording cameras; ADA accessible
7.306	Queuing - Valuable/Money Property Collection	2-3	1	30 /area	30	Standing only
<b>Open Waiting</b>						
7.307	Open Waiting - Intake	50	1	20 /pers	1,000	Tandem seating with back support secured to the floor; visible from booking work area; television; queuing monitor; ADA-compliant telephones
7.308	Inmate Restroom	1-2	2	100 /area	200	Illuminated "occupied" signage prompted by motion sensor; alert tone to processing workstation; running time timer with

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring; ADA accessible; one designated males; one designated females
7.309	Video Visitation Station	1	1	40 /area	40	1 station for attorney video visits; ADA accessible
7.310	Interview Room	2-4	1	100 /area	100	Table and loose chairs for up to 4 people; phone; wireless network or docking station; privacy to prevent casual observation of room occupants by other inmates; fixed video recording; equipment storage
7.311	ATM Kiosk	1	1	40 /area	40	Electrical receptacles and data ports for ATM; adjacent to intake processing workstation
<i>Secure Holding</i>						
7.312	Individual Holding Room	1-4	4	80 /room	320	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; telephone; glazed cell front with cuff/leg-iron slot; prevent casual observation from open waiting; visible from booking work area; camera monitored
7.313	Crisis Room	1	2	80 /room	160	Low concrete platform (no sharp edges), stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; prevent casual observation from open waiting; visible from booking work area, telephone
7.314	Inebriated Holding Room	4	3	60 /pers	720	Four beds, stainless steel toilet/sink unit, glazed cell front with cuff/leg-iron slot; prevent casual observation from open waiting; visible from booking work area, telephone; floor drain
<i>Intake Processing</i>						
7.315	Intake Processing Stations	1	3	48 /area	144	WS-3; stool on inmate side; intake processing counter facing inmate open waiting, Fast ID scanner; controls to intake vehicle and pedestrian sallyport doors, cameras, intercoms, telephones, etc.; acoustical privacy panels; ADA accessible on both sides; large monitor for displaying inmates' yet-to-be completed intake processes (one station may be co-located with pre-admission transaction window)
7.316	Inmate Records Transaction Window	1-2	1	30 /area	30	Securable sliding window; counter space for signing documents; ADA accessible

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

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#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
7.326	Medical Storage	-	1	40 /area	40	Shelving for limited medical supplies
<i>Pretrial Services</i>						
7.327	Pretrial Services Interview (Future)	1	1	50 /wkstn	50	WS-3; requisite wiring for NCIC and WI-SBI terminals
<i>Inmate Records - Warrants</i>						
7.328	Inmate Records	-	1	250 /area	250	Card- or biometric-access; spacesaver filing system for active inmate records, incident reports, shift reports, etc.; worktable; scanner; secure pass- and speak-through window into intake processing area; located with warrants
7.329	Records Clerks	1	3	64 /wkstn	192	WS-2; located with inmate records room
7.330	Records Supervisor	1	1	110 /office	110	OF-5
7.331	Warrants	-	1	200 /area	200	Card- or biometric-access; spacesaver filing system for active warrants; worktable; scanner; secure pass- and speak-through windows into public lobby and arrest processing area; located with inmate records
7.332	Warrants Clerks	1	5	64 /area	320	WS-2; located with warrants
7.333	Records/Warrants Room Sallyport	1-2	1	64 /area	64	Doors operated by electronic remote release from intake staff and/or Central Control; intercom both sides of doors; CCTV
<i>Initial Classification</i>						
7.334	Initial Classification Screening	1	2	64 /area	128	WS-2; panels for acoustical privacy; ADA accessible on both sides; adjacent to intake-release processing workstations
7.335	Classification Storage Alcove		1	40 /area	40	Shelving for forms, files and assessment materials
<i>Release Processing</i>						
7.336	Release Processing Station	1-2	1	64 /area + 50	114	WS-2; Transaction window - securable sliding window; counter space for signing documents; Fast ID identification scanner; configured to limit visibility from inmate release processing into intake-release area
7.337	Release Processing Transaction Window - Inmate Side	1-2	1	30 /area	30	Securable sliding window; counter space for signing documents; ADA accessible
7.338	Queuing - Transaction Window, Inmate Side	2-3	1	30 /area	30	Standing only
7.339	Open Waiting - Inmate Release Processing	10	1	20 /pers	200	Tandem seating with back support secured to the floor; visible from release and property processing work areas; adjacent to intake-release/public lobby pedestrian sallyport; ADA-compliant telephone



## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
7.340	Finance Kiosk	1	1	40 /area	40	Electrical receptacles and data ports for kiosk
<i>Ancillary Intake-Release Processing Spaces</i>						
7.341	Meal Staging	-	1	180 /area	180	Includes beverage station, cart storage, counter and sink, refrigerators; refuse disposal; easily accessible to open waiting area
7.342	Break Room	1-4	1	150 /area	150	BR-2; serves intake, property, transport staff
7.343	Office Supply Storage	-	1	40 /area	40	Secure storage
7.344	Printer/Copier Work Alcove	1	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins
7.345	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
7.346	Trash Alcove	-	1	10 /area	10	In workstation area; regular and recycled trash; cans to be built-in, not millwork
7.347	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<i>Subtotal Net Square Feet</i>					<i>6,362</i>	
<i>Grossing Factor</i>					<i>1.45</i>	
<i>Subtotal Gross Square Feet</i>					<i>9,225</i>	
<b>7.400 PROPERTY/SHOWER/SEARCH</b>						
<i>Intake Property/Shower/Search</i>						
7.401	Intake Property Staging	1	1	250 /area	250	CCTV recording/monitoring of this location; racks for property garment bags; shrink-wrap equipment; space for sealed valuable/loose property bags; photographing of property; sealer/shrink wrap (associated with 7.500 Transportation)
7.402	Intake Property Transaction Window - Property Side	1	1	50 /area	50	WS-4; standing height stool; securable sliding window; one bulk property pass; located within intake property staging that is within property storage
7.403	Intake Property Transaction Window - Shower/Change Side	1	1	30 /area	30	Securable sliding window; counter space for signing (manually or digitally) documents; ADA accessible; located within shower/changing area
7.404	Queuing - Intake Property Transaction Window	2-3	1	30 /area	30	Standing only
7.405	Finance Kiosk	1	1	40 /area	40	Electrical receptacles and data ports for kiosk

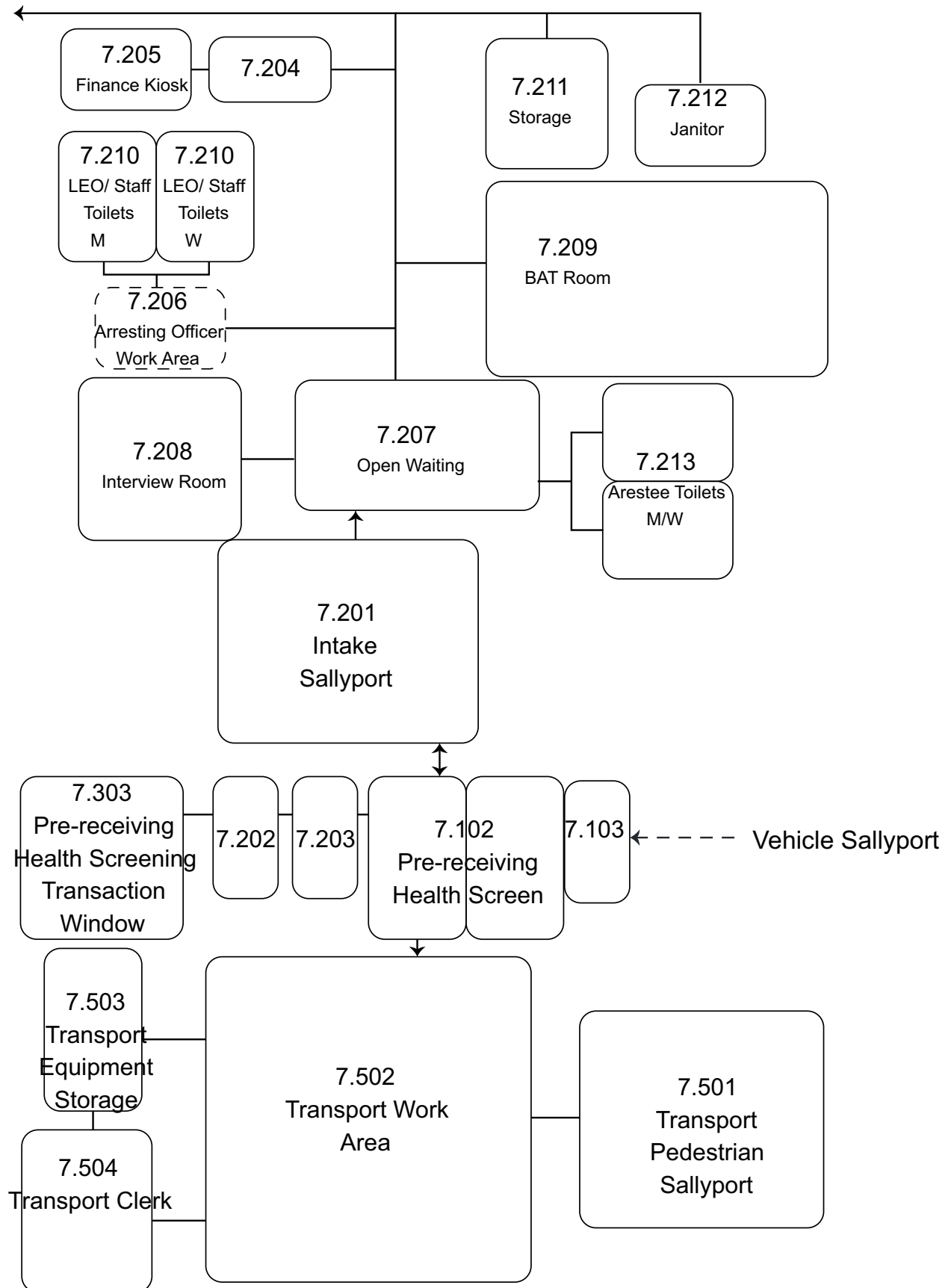
## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
7.406	Shower/Search Room	1-5	1	250 /area	250	Bench seating for 4; 3 individual shower/changing cubicles - shower with outer drying area/clothing exchange, café style doors; 1 ADA-compliant shower/changing cubicle (sized to accommodate authorized strip searches; hand/eyewash station with an adjacent wall-mounted hand dryer/blower; access to intake property transaction window;
7.407	Clothing Storage for Issue	-	1	100 /area	100	Open shelving for storage of clean facility clothing issue, uniforms, and shower shoes.
7.408	Property Storage Room	-	1	1,500 /area	1,500	Central access point for property function; secure access (card or biometric access); mechanical hanging racks for clothing bags (retrofit belt mechanism for 1,000 bags), shelving, 2 WS-4
7.409	Washer/Dryer	-	1	100 /area	100	Plumbing and electrical hookups; lint filters and appropriate exhaust; located within property storage
7.410	Open Waiting - Property/Transport	10	1	20 /pers	200	Tandem seating with back support secured to the floor; visible from property processing area; television
7.411	Group Holding Room - Property/Transport	6	2	100 /room	200	Bench seating, stainless steel toilet/sink unit, glazed cell front with cuff/leg-iron slot; prevent casual observation from open waiting; visible from property processing area
7.412	Inmate Restroom	1	1	50 /area	50	ADA accessible
<i>Release Processing</i>						
7.413	Release Property Staging	1	1	150 /area	150	CCTV monitoring of this location; racks for property garment bags
7.414	Release Changing	1-4	1	200 /area	200	Individual cubicles with café style doors, ADA accessible; located in close proximity to release area.
7.415	Release Property Transaction Window - Property Side	1	1	48 /area	48	WS-3; standing height stool; securable sliding window; one bulk property pass; located within release property staging that is within property storage
7.416	Release Property Transaction Window - Changing Side	1	1	30 /area	30	Securable sliding window; counter space for signing (manually or digitally) documents; ADA accessible; located within release changing area
7.417	Queuing - Release Property Transaction Window	2-3	1	30 /area	30	Standing only
7.418	Soiled Property Storage	-	1	50 /area	50	Laundry carts, shelving for misc. returned items; located within release property staging

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
7.419	Unclaimed Property Storage	-	1	200 /area	200	Area within property storage for unclaimed property; shelves
<i>Public Property Transactions</i>						
7.420	Public Property Transaction Processing Station	1-2	1	64 /area + 50	114	WS-2; Transaction window - securable sliding window; counter space for signing documents; configured to limit visibility from public lobby into property room
<i>Ancillary Property/Shower/Search Spaces</i>						
7.421	Property Supervisor	1	1	110 /office	110	OF-5
7.422	Printer/Copier Alcove	1	1	100 /area	100	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; file cabinets; recycling bins
7.423	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
7.424	Office Supply Storage	-	1	100 /area	100	Shelving and open space
7.425	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<i>Subtotal Interior Square Feet</i>					<i>4,072</i>	
<i>Grossing Factor</i>					<i>1.45</i>	
<i>Subtotal Gross Square Feet</i>					<i>5,904</i>	
<b>7.500 TRANSPORTATION</b>						
<i>Transport Pedestrian Sallyport</i>						
7.501	Transport Pedestrian Sallyport	1-10	1	200 /area	200	Secure door providing access from the transport staging area and vehicle sallyport; doors operated by electronic remote release from Central Control (authorized staff may access inner door via card or biometric means); intercom both sides of doors; CCTV; bench seating; wall-mounted padding, FAST ID scanner
<i>Transportation Management</i>						
7.502	Transport Work Area	5	1	64 /wkstn + 75	395	One office; 5 WS-2; file cabinets; observation of transport staging area (shared with property waiting); secured with card-access type locking mechanism; pin-up space for maps - WI and WI counties; printer/copier alcove with recycling bins
7.503	Transport Equipment Storage	-	1	60 /area	60	Wall-mounted, secure cabinetry; storage of shackles, cuffs, cuff belts, etc.
7.504	Transport Clerk	1	1	80 /wkstn	80	WS-1; located within transport work area
7.505	Temporary Property Storage	-	0	250 /area	0	Associated with 7.400 Property/Shower/Search







## 8.000 Housing - Adult Inmates

### Introduction

The Dane County Jail population projections indicate that by the year 2028, 873 inmate beds will be needed.<sup>22</sup> Population projections indicate that 86% of inmates will be male and 14% will be female. The design capacity for the Dane County Jail will accommodate 1,033 inmates, 858 male and 175 female inmates. Inmate housing at the Dane County Jail will be provided for special populations, including mental health, medical, administrative segregation, and disciplinary detention.

Table VIII.1 outlines the recommended bed distribution to meet demand through the year 2028.

**Table VIII.1: Distribution of Housing Beds – Year 2028**

Housing Category	No. Of Beds Needed	Cell Type	No. Of Beds Per Pod	No. Of Pods	Total Beds	Notes
<b>Housing - Males</b>						
Receiving - <8 Hours	20	-	-	-	0	Inmates held in holding rooms in Intake-Release
Reception (>8 Hours)	83	Single/Double	52	2	104	22 Single, 15 Double per pod; pending classification
General Population (GP)	436	Double	64	6	384	32 Double per pod
		Single/Double	64	1	64	16 Single, 24 Double per pod; 16 Single will be configured as 2 8-bed subpods to serve Keep Separate, PC, etc. as needed
GP Huber	97	Dorm	64	2	128	
Medical Observation	97	Single	8	1	8	2 Negative Pressure w/ anteroom; 6 w/ hospital beds; adjacent to and with direct observation from clinic
Medical Housing		Quad	32	1	32	8 Quads
Mental Health		Single	26	1	26	2 Subpods (beds): 1. MH Acute: 8 Single with 2 additional padded safety cells 2. MH Subacute: 18 Single
Mental Health GP Housing		Single/Double	32	2	64	12 Single; 10 Double per pod; semi-split to reduce stimulation
Administrative Segregation/ Disciplinary Detention	-	Single	24	1	24	
Youthful Inmates	-	Single/Double	24	1	24	4 Single, 10 Double per pod; 4 Single will be configured as 1 4-bed subpod to serve Keep Separate, PC, etc. as needed;

<sup>22</sup> Pulitzer/Bogard & Associates, LLC. *Dane County Jail Population Projections Report*, May 2013.

Housing Category	No. Of Beds Needed	Cell Type	No. Of Beds Per Pod	No. Of Pods	Total Beds	Notes
						plus 2 safety cells
<b>Subtotal – Males</b>	<b>733</b>				<b>858</b>	
<b>Housing - Females</b>						
Receiving - <8 Hours	8	-	-	-	0	Inmates held in holding rooms in Intake-Release
Reception (>8 Hours)	29	Single/Double	36	1	36	4 Single, 16 Double per pod; pending classification; Reception and GP Huber housing combined within a single pod
GP	59	Single/Double	64	1	64	8 Single, 28 Double per pod; pending classification; 8 Single will be configured as 2 4-bed subpods to serve Ad Seg, Disc Det, Keep Separate, PC, etc. as needed
GP Huber	13	Dorm	28	1	28	Reception and GP Huber housing combined within a single pod
Medical- Observation	31	Single	3	1	3	1 Negative Pressure w/ anteroom; 2 w/ hospital beds; adjacent to male medical observation for flexibility (male or female use)
Medical - Mental Health <ul style="list-style-type: none"> <li>▪ Medical Housing</li> <li>▪ MH Acute</li> <li>▪ MH Subacute</li> <li>▪ MH GP Housing</li> </ul>		Single/Quad	28	1	28	3 Subpods (beds): 1. Medical Housing: 14; 1 Double, 3 Quad 2. MH Acute: 2 Single plus 1 padded safety cell 3. MH Subacute/GP Housing: 12 Single
Youthful Inmates	-	Single/Double	16	1	16	4 Single, 6 Double per pod; 4 Single will be configured as 1 4-bed subpod to serve Keep Separate, PC, etc. as needed; plus 2 safety cells
<b>Subtotal Females</b>	<b>140</b>				<b>175</b>	
<b>Total Beds</b>	<b>873</b>				<b>1,033</b>	

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



When practical, housing pods will be operated following the principles of direct supervision where the housing officer is in charge of a housing pod with up to 64 inmates. The number of inmates in a housing pod is based on the ability of one officer being able to manage an appropriate number of inmates while also performing administrative and operational tasks required in the pod (e.g., conducting searches of the pod, documenting housing pod activities, etc.).

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

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

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

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

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

The housing areas have a number of design considerations that must be incorporated into the basic design and layout of the housing pods. Housing areas with mezzanines are preferable where possible and where the classification of the inmate allows this, although careful consideration must be given to ensure that the design does not permit inmates the

ability to congregate above or behind officer workstations. Maximum visibility by the assigned housing officer is a primary concern. Spaces must be as open as possible to prevent, easily detect, and quickly respond to any assault or sexual abuse or incidents of self-injury.

Within each housing pod, all cells or sleeping areas will have access to natural light accessed through a window in the cell.<sup>23</sup> Dayroom spaces should be designed in a manner to prevent any visual access between inmates and the public outside the facility. In other words, the public should not be able to view into housing areas or, conversely, inmates should not be able to communicate with the public.

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

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

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

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

### **Operational Program**

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

### **Description of Housing Pods - Overview**

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

Cells, dayrooms, and other housing pod spaces are constructed with materials and outfitted with furnishings and fixtures commensurate with the assigned population's security classification and special needs considerations. Spaces with an ADA designation shall be

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<sup>23</sup> Consistent with ACA 2012 Standards Supplement 4-ALDF-1A-15 & 16.

configured and furnished so as to provide the requisite mobility and/or accessibility features.

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

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

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

All cells will have access to natural light and where feasible, will have an exterior window.<sup>24</sup> While inmates may have the ability to control their assigned cell's lighting and sanitary fixtures, water and lighting shut-offs will also be located at the officer's workstation. Careful consideration must be given to the design of cells to limit sharp edges and opportunities for inmates to attempt suicide from vents, sprinkler heads, plumbing fixtures, doorknobs, etc.

Showers will be of sufficient number to comply with Wisconsin Jail and ACA Standards and required codes, which require one shower per 12 inmates, and which will also stipulate the requisite number of ADA-compliant showers.<sup>25</sup> Extra care must be taken to provide adequate drainage to avoid water runoff from this shower. Each individual shower stall includes a private outer area for drying/dressing. The showerheads should be suicide resistant and, ideally, will be recessed. The shower stalls facing the dayroom should have curtains/doors that allow visibility of the head and feet and comply with PREA. Floor drains will be located in both the shower and dressing areas. Inmate razors will be securely stored and will be issued upon request (i.e., once per day during designated issue and collection

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<sup>24</sup> ACA Standards 4-ALDF-1A-16R

<sup>25</sup> ACA Standards 4-ALDF-4B-09

times) and collected following use.

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

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

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

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

Commissary orders will be placed and received on a scheduled basis. Inmates may place their commissary orders using the multi-functional transaction kiosk. Ideally, the commissary system will be interfaced with the jail management system. Additional kiosk-based activities will include submission of grievances and requests, intra-jail communications, release date lookup, etc.

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

An alcove with a carrel station located within the dayroom will be provided for legal research and will also provide inmates the opportunity to send and receive electronic communications from family, friends, and professionals through a secure server. This space will allow inmates to access a secure web-based, or intra-agency legal research system via CD-ROM. Inmates may opt to print materials obtained electronically to a networked printer located in the decentralized programs center. Inmates will be charged a per page fee that will be deducted from their account at the time the print order is placed; indigent inmates will be authorized a set number of free pages during a specified period of time for printing legal materials, e.g., 10 free pages per month. All incoming/outgoing electronic communication is subject to censorship based on legitimate institutional interests of order

and security. Expanding technology and an anticipated increase in demand for electronic communications, the space and infrastructure to support such stations is provided on a 1:16 ratio basis.

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

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

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

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

Inmates' uniforms and personal items (including undergarments), along with all institutional items, such as sheets, towels, blankets, mattresses and pillows will be washed in the Dane County Jail's centralized laundry (may be contracted service). Linens and uniforms will be exchanged on a one-for-one basis. Issued clothing will be secured in mesh bags and taken to the centralized laundry for washing, and then returned the following day. Inmates will be permitted to retain enough personal laundry to have sufficient changes of underclothing (see section 15.000 Laundry).

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

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

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

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

### **8.100 Male Reception (>8 Hours)**

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

population.

The reception (>8 hours) housing pod is comprised of 22 single-occupancy cells (2 are ADA compliant) and 15 double-occupancy cells for a total pod capacity of 52 inmates.

22 Single, 15 Double per pod; pending classification

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

No additional housing pod alteration, variation, or adaptation is required from that which was described in *Description of Housing Pods - Overview*.

## 8.200 Male General Population

General population inmates are recognized as individuals who do not present significant risk to the safety of self or others or the security of the institution. In a direct supervision environment, inmates are considered general population unless the need for specialized housing is identified through the classification process or indicated by the inmate's behavior.

The general population housing pod is comprised of 32 double-occupancy (1 is ADA compliant) cells for a total pod capacity of 64 inmates.

No housing pod alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod - Overview*.

## 8.300 Male General Population - Flex

The male inmate population has on occasion the need to separate from the general population those inmates who must be kept separate and/or require protective custody; yet, the number of inmates requiring this special housing does not warrant full-size housing pods designated for these purposes. Accordingly, a male general population housing pod will include two subpods contained within the larger, overall housing pod (main pod) for this purpose. When not needed for separation purposes, the subpod entry doors may be left unsecured, which will allow inmates housed in the subpods to be subsumed within the main pod. This housing pod has capacity for a total of 64 inmates.

### General Population (Main Pod)

The main pod is comprised of 24 double-occupancy (1 is ADA compliant) cells for a capacity of 48 inmates.

### Flex (Subpods)

The flex subpods are each comprised of 8 single-occupancy (1 is ADA compliant) cells for a capacity of 16 inmates.

### Male General Population Flex Housing Pod Operations

All inmates will enter the pod via the housing pod pedestrian sallyport, which will open into the main pod dayroom. The subpod will be accessed from the main pod dayroom through a secured door that is operated via electronic release controlled by the housing officer or for authorized staff by card or biometric access. An intercom will be located on the inner side of the door to allow communication with the housing staff.

The housing pod will be operated, and configured and furnished similarly to other general population housing units. Unless otherwise noted, inmates housed in the subpod will access housing pod components (e.g., legal research carrel) located in the main pod dayroom on a scheduled basis. The design should provide good visibility into all areas within the main pod and subpod.

The subpod will contain a dayroom, and a shower area. Within the dayroom will be space or an alcove and furnishings for dining, telephones, television viewing, commissary orders, and video visitation.

A food alcove is not required for the subpod since the food cart will be brought into the main pod dayroom and the housing officer will distribute trays individually. Inmates will generally eat in their dayrooms.

Nursing staff may conduct medication rounds directly in the subpod so that visual observation of the inmate and his surroundings can be made, or the inmate will be escorted to the medication distribution window accessible from the main dayroom.

Inmates in the subpod will be provided access to programs and services. When programs and services that are provided require space, the program spaces in or accessible from the main pod dayroom will generally be utilized.

Inmates assigned to the subpod shall utilize the same outdoor exercise court as the main pod, which will be accessed on a scheduled basis to prevent inmates requiring separation from coming into contact with others. Ideally, a door will lead directly from the subpod into the exercise court.

No additional housing unit alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

#### 8.400 Male General Population - Huber

Wisconsin statute 303.08 "Huber Law;" Employment of County Jail Prisoners provides that any person sentenced to a county may be granted the privilege of leaving the jail during necessary and reasonable hours for any number of identified purposes. Inmates afforded this privilege are considered general population inmates and are recognized as individuals who do not present significant risk to the safety of self or others or the security of the institution. Unique to this population is the increased risk that contraband could be passed into the facility due to opportunity or pressure exerted by others should these inmates be housed in general population. For these reasons, access to the core facility by inmates assigned to this pod will be limited. Operational practices, when practical and feasible, will facilitate meeting the needs of these inmates without them having to access the larger facility.



Inmates authorized to pursue a community-based Huber activity will enter/exit the building through a designated exterior secure entry/exit vestibule/sallyport - Huber sallyport (see subsection 8.800 Huber Entry/Exit Vestibule/Sallyport).

The Huber general population housing pod is comprised of a dormitory with 16 four-person cubicles for a total pod capacity of 64 inmates. The pod will be designed such that it has ready access to the Huber sallyport and minimizes contact and interaction with other inmates. Male Huber inmates will be housed in the male GP Huber housing pod unless a health care condition requires specialized housing such as medical or mental health housing.

The dormitory will have four-person cubicles – 16 cubicles total for males. Cubicles will have bunks, a desk/writing surface, seat, clothing and personal property storage/hooks, and natural light.

Generally, the behavior of Huber inmates will not present a threat to safety and security, and will be well controlled within the structured setting the housing environment will provide. However, there is occasion whereby a situation presents itself where removal of the inmate or isolating two agitated inmates is the best strategy for maintaining safety and security within the housing pod. For these situations, two rooms with good visibility from the housing pod officer's workstation will be provided within the pod for temporarily segregating an inmate from others until the inmate's behavior no longer requires segregation or the threat to the inmate has been eliminated. The rooms, intended for short-term use, will have a bunk, toilet, sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks.

The pod will have common restroom facilities having the requisite number of toilets and sinks, and mirrors.

The dayroom will have vending machines for inmate use.

Food service, laundry, commissary, legal research, and video visitation occur directly in the housing pod.

DANE COUNTY JAIL health care staff will monitor the health care of inmates assigned to this pod and these inmates may be authorized to obtain health care directly within the community.

For those programs and services that cannot be delivered directly in the housing pod, arrangements may be made authorizing inmates to attend approved programs and services within the community or within the larger facility.

No additional housing unit alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

### **8.500 Male Administrative Segregation/Disciplinary Detention**

Inmates in administrative segregation present a security/safety threat to the facility or others or fail to consistently recognize their ability to adjust and follow the jail's rules and regulations. Administrative segregation may also include pre-hearing detention for those inmates pending resolution of a disciplinary action.

Inmates in disciplinary detention are segregated as part of a sanction imposed after having been found to be in violation of jail rules and regulations.

The administrative segregation/disciplinary detention housing pod is comprised of 24 single-occupancy (1 is ADA compliant) cells for a total pod capacity of 24 inmates.

Inmates in administrative segregation generally retain the same access to programs, services, activities, etc. as the general population; these may only be restricted to the extent necessary to maintain safety and security.

Inmates in disciplinary detention do not retain the same access to programs, services, activities, etc. as the general population. Designed as a deterrent to future misconduct, disciplinary detention suspends privileged programs, services and activities, while continuing to provide access to entitled programs, services and activities, albeit on a more limited basis, e.g., recreation is available five days per week instead of the customary seven days per week.

Inmates in administrative segregation may be required to eat their meals in their assigned cell, while inmates in disciplinary detention will eat their meals in their assigned cells.

Cell furnishing shall be security grade. Cells shall also include a drinking fountain, and cell doors shall be equipped with a food pass and cuff pass.

For the showers, a security door will be required at the entrance to the outer dressing area with vision panels or security screens that will allow a view of the head and feet of the inmate in the shower. The door to the showers can be secured if necessary, and will include a cuff pass so that inmates who are violent can be restrained within the secure shower prior to opening the door.

One of the telephones will be portable, which will provide the opportunity for telephone calls by those inmates whose access to the dayroom is restricted. In addition, one of the multi-function kiosks shall be portable to allow for use by inmates whose access to the dayroom is restricted. The non-video visitation multi-function kiosk is not provided in the administrative segregation and disciplinary detention housing pod.

No additional housing unit alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

### **8.600 Female Reception (>8 Hours) & General Population - Huber**

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

Wisconsin statute 303.08 "Huber Law;" Employment of County Jail Prisoners provides that any person sentenced to a county may be granted the privilege of leaving the jail during necessary and reasonable hours for any number of identified purposes. Inmates afforded this privilege are considered general population inmates and are recognized as individuals who do not present significant risk to the safety of self or others or the security of the

institution. Unique to this population is the increased risk that contraband could be passed into the facility due to opportunity or pressure exerted by others should these inmates be housed in general population. For these reasons, access to the core facility by inmates assigned to this pod will be limited. Operational practices, when practical and feasible, will facilitate meeting the needs of these inmates without them having to access the larger facility.

Inmates authorized to pursue a community-based Huber activity will enter/exit the building through a designated exterior secure entry/exit vestibule/sallyport - Huber sallyport (see subsection 8.800 Huber Entry/Exit Vestibule/Sallyport).

To optimize economies of scale, the housing needs for females in these two population groups will be met through a single housing pod configured to accommodate the respective housing requirements. The reception (>8 hours) and general population-Huber housing pod is comprised of 4 single-occupancy cells (1 is ADA compliant) and 16 double-occupancy cells that will serve the reception (>8 hours) population, and a dormitory with 7 four-person cubicles (1 is ADA compliant) that will serve the Huber inmate population, for a total pod capacity of 64 inmates. The pod will be designed such that it has ready access to the Huber sallyport and minimizes contact and interaction with other inmates.

The dormitory will have four-person cubicles – 7 cubicles total for females. Cubicles will have bunks, a desk/writing surface, seat, and clothing and personal property storage/hooks, and natural light. Female Huber inmates will be housed in the female reception and GP Huber housing pod unless a health care condition requires specialized housing such as medical or mental health housing.

Food service, laundry, commissary, legal research, and video visitation occur directly in the housing pod.

Dane County Jail health care staff will monitor the health care of inmates assigned to this pod and Huber inmates may be authorized to obtain health care directly within the community.

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

For those programs and services that cannot be delivered directly in the housing pod, arrangements may be made authorizing Huber inmates to attend approved programs and services within the community or within the larger facility.

No additional housing unit alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

### **8.700 Female General Population - Flex**

General population inmates are recognized as individuals who do not present significant

risk to the safety of self or others or the security of the institution. In a direct supervision environment, inmates are considered general population unless the need for specialized housing is identified through the classification process or indicated by the inmate's behavior.

The female inmate population has on occasion the need to separate from the general population those inmates who must be kept separate, require protective custody, and/or are assigned to administrative segregation or disciplinary detention; yet, the number of inmates requiring this special housing does not warrant full-size housing pods designated for these purposes. Accordingly, the female general population housing pod will include two subpods contained within the larger, overall housing pod (main pod) for this purpose. When not needed for separation purposes, the subpod entry doors may be left unsecured, which will allow inmates housed in the subpods to be subsumed within the main pod. This housing pod has capacity for a total of 64 inmates.

### **General Population (Main Pod)**

The main pod is comprised of 28 double-occupancy (1 is ADA compliant) cells for a capacity of 60 inmates.

### **Flex (Subpods)**

The flex subpods are each comprised of 4 single-occupancy (1 is ADA compliant) cells for a capacity of 8 inmates.

### **Female General Population Flex Housing Pod Operations**

All inmates will enter the pod via the housing pod pedestrian sallyport, which will open into the main pod dayroom. The subpods will be accessed from the main pod dayroom through a secured door that is operated via electronic release controlled by the housing officer or for authorized staff by card or biometric access. An intercom will be located on the inner side of the door to allow communication with the housing staff.

The housing pod will be operated, and configured and furnished similarly to other general population housing units. Unless otherwise noted, inmates housed in a subpod will access housing pod components (e.g., legal research carrel) located in the main pod dayroom on a scheduled basis. The design should provide good visibility into all areas within the main pod and subpods.

The subpods will contain a dayroom, and a shower area. Within the subpod dayrooms will be space or an alcove and furnishings for dining, telephones, television viewing, commissary orders, and video visitation.

A food alcove is not required for the subpods since the food cart will be brought into the main pod dayroom and the housing officer will distribute trays individually. Inmates will generally eat in their dayrooms with the exception of inmates assigned to administrative segregation or disciplinary detention. Inmates in administrative segregation may be required to eat their meals in their assigned cell, while inmates in disciplinary segregation will eat their meals in their assigned cells.

Nursing staff may conduct medication rounds directly in the subpods so that visual observation of the inmate and her surroundings can be made, or the inmate will be escorted

to the medication distribution window accessible from the main dayroom.

Inmates in the subpods will be provided access to programs and services. When programs and services that are provided require space, the program spaces in or accessible from the main pod dayroom will generally be utilized.

Inmates in administrative segregation generally retain the same access to programs, services, activities, etc. as the general population; these may only be restricted to the extent necessary to maintain safety and security.

Inmates in disciplinary detention do not retain the same access to programs, services, activities, etc. as the general population. Designed as a deterrent to future misconduct, disciplinary detention suspends privileged programs, services and activities, while continuing to provide access to entitled programs, services and activities, albeit on a more limited basis, e.g., recreation is available five days per week instead of the customary seven days per week.

Inmates assigned to a subpod shall utilize the same outdoor exercise court as the main pod, which will be accessed on a scheduled basis to prevent inmates requiring separation from coming into contact with others.

The following alterations, modifications, or adaptations will apply to the main housing pod:

1. Dayroom space will be provided on each level within the main housing pod.

The following alterations, modifications, or adaptations will apply to the subpods:

1. Cell furnishing shall be security grade. Cells shall also include a drinking fountain, and cell doors shall be equipped with a food pass and cuff pass.
2. For the showers, a security door will be required at the entrance to the outer dressing area with vision panels or security screens that will allow a view of the head and feet of the inmate in the shower. The door to the showers can be secured if necessary, and will include a cuff pass so that inmates who are violent can be restrained within the secure shower prior to opening the door.
3. One of the telephones will be portable, which will provide the opportunity for telephone calls by those inmates whose access to the dayroom is restricted.
4. The video visitation kiosk shall be portable to allow for use by inmates whose access to the dayroom is restricted.

No additional housing unit alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod – Overview*.

### **8.800 Huber Entry/Exit Vestibule/Sallyport**

Inmates authorized to pursue a community-based Huber activity will enter/exit the building through an exterior secure entry/exit vestibule/sallyport (Huber sallyport) designated for this purpose, which has outer and inner doors controlled by the Huber sallyport officer or Central Control. Staff may have card or biometric access. An intercom and CCTV will be used to

monitor and authorize entry/exit. The Huber sallyport will lead directly into circulation space that is proximal to the Huber housing pods and is considered a restricted area for non-Huber inmates.

Huber inmates leaving or returning to the facility will check in with the Huber sallyport officer, who will verify the inmate's identity via biometric means and log the inmate in/out of the facility. The officer will confirm the inmate's authorization to leave the facility by checking the electronic roster of approved appointments. If confirmation is not made, the officer will attempt to contact the appropriate staff member to ascertain the appointment's status. Failing confirmation, the officer will direct the inmate to return to his/her housing pod and will notify the Huber housing pod officer of the returning inmate. Any denials to leave the facility shall be properly documented. An officer workstation is provided for this purpose. Seating is provided for inmates awaiting processing in/out of the facility.

On a scheduled basis, officers will complete the exchange, release or receipt of inmates' personal clothing with a family member or friend. This is limited to personal clothing used for an authorized Huber purpose. Secure storage lockers will be provided for the temporary storage of inmate personal clothing slated for exchange, release or receipt.

Inmates going into the community will change from their jail uniform into personal clothing. Soiled uniforms will be placed in the soiled laundry cart and the inmate will be issued a clean uniform upon return to the facility. A laundry room with a washer and dryer, soap vending machine, and iron and ironing board will be available for inmates to clean personal clothing worn while in the community. Upon return to the facility, inmates shall be subject to strip search. A room designated for these purposes will be within the Huber sallyport. The male search/changing room with private search/changing rooms will include 140 assigned lockers for storage of inmates' personal clothing and work items, seating for 30 Huber inmates to change into and out of their street clothing, and a shower. The female search/changing room with private search/changing rooms will include 40 assigned lockers for storage of inmates' personal clothing and work items, seating for 12 Huber inmates to change into and out of their street clothing, and a shower. There will be storage for an adequate supply of clean uniforms and a staging area for soiled laundry.

The Huber sallyport will include a staff restroom, inmate restrooms, trash alcove, and janitor closet.

## **8.900 Decentralized Programs and Activities Center - Overview**

The decentralized programs and activities centers will serve inmates by providing space for educational and treatment activities decentralized to the housing areas to facilitate inmate participation in programs with minimal movement throughout the facility. The decentralized program space will be located in the circulation areas adjacent to a cluster of up to, generally, four housing pods.

Inmates will make a request to participate in any program or service offered in the facility. The programs coordinator will receive these requests and coordinate eligible inmate's participation. If a program/service is at capacity, the eligible inmate will be placed on a waiting list to be processed on a first-come first-served basis.

Each decentralized programs and activities center associated with this component will provide the spaces necessary to meet the programmatic needs for inmates assigned

housing within a designated zone (area). Ideally, all inmate programming will be held within the housing zone. However, the realities of inmate needs, as well as space and program leader efficiencies, suggest that in some cases, inmates may need to be scheduled for programs in a different housing zone or centrally.

Most inmates will travel to the programs and activities center via individual pass, or they will travel by individual or group escort. Utility officers will monitor movement in the circulation corridor and will make periodic checks of these centers to verify inmates' authorization to be in the area. Careful scheduling must be employed to coordinate start times incrementally so that large numbers of inmates are not entering and leaving the program centers at the same time. Seating will be available for inmates who arrive just prior to the scheduled program; this seating will be located adjacent to the program centers with good visibility from the program security officer workstation.

The programs and activities centers will contain multi-purpose rooms/classrooms divided by acoustical, moveable partitions (so that two rooms can be made into a larger classroom when necessary – e.g., religious programming), a computer education room, and a hair care room. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the program security officer's workstation. This workstation will be configured and furnished commensurate with assigned tasks and responsibilities. In addition, an office will be provided in this area for the floor supervisor conveniently located to the housing pods and programs and activity center, with access to and observation of the floor corridor area.

The large multi-purpose rooms/classrooms will be designed and furnished similarly to traditional adult education classrooms. Each of the classrooms will be equipped with CCTV capabilities to allow for programs to be aired live or video taped for later showing in the housing units. Secure storage for supplies and expensive instructional materials such as audio-visual equipment will be provided in this area. The medium-sized multipurpose rooms/classrooms will be designed and furnished for small group activities. Additional rooms will be provided, which are designed and equipped for conducting interviews (professional counselors, classification interviews, program leaders, and volunteers) when it is not conducive to conduct the interview in the inmate's assigned housing pod. These interview rooms will provide the requisite privacy to prevent casual observation of room occupants by other inmates. One of the interview rooms will be configured/wired for audio and video recording.

An additional classroom, designated as the computer education classroom, will be wired and designed to accommodate inmates working at individual computer terminals within carrels offering some limited acoustical privacy. A centralized software system with appropriate file-servers will be required to serve this classroom, and is to be located in a secure room immediately adjacent to the computer education classroom. Trained volunteers can be effectively used to supplement teachers to assist inmates assigned to the computer-assisted learning programs.

Generous glazing in the programs and activity rooms on the walls adjoining the circulation corridor and/or central location of the programs and activities area will enhance supervision without disrupting the programmed activities. Conveniently located to all the multipurpose rooms/classrooms and interview rooms will be space to store stacking chairs that will be used throughout the programs and activities areas. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating

– space where stackable chairs are stored, will be more cost-effective than outfitting each room for the maximum number of anticipated participants.

A fully equipped and furnished triage/examination room with secure storage for the medication cart will be provided in the programs and activities center to minimize movement throughout the facility of inmates undergoing health care assessment. Inmates newly admitted to the facility may receive their history and physical examination in this area. Additionally, inmates will be seen for sick call on a scheduled basis. Inmates will make a written request to be seen by health care staff, and initial triage will occur in this area prior to having to visit the medical clinic. Medication will be distributed within the housing pods from medications carts.

Inmates will be brought to the triage/examination area where they will sit on bench seating just outside of the triage/examination room to maximize efficiency. A medical work area will be provided for nursing staff to conduct their charting and for files to be created. A technician can also be assigned to this area to assist the nurse. Once the initial history is obtained, the inmate will be taken to the examination room for further physical assessment. This will allow two inmates to undergo processing at one time. If deemed necessary, the inmate will be scheduled for sick call to see the physician or a specialist.

A hair care area will be provided where inmates with scheduled appointments can receive hair care services during scheduled activities periods. The hair care area will meet all State health care and sanitary regulations. All haircuts will be scheduled in advance. It is preferable that a contracted hairstylist will perform hair care services. The haircutting shop should be located in an area where it can be easily supervised by facility staff. Bench seating will be located outside the hair care area for inmates who are awaiting scheduled appointments.

No chemicals will be used in the haircutting process, with the exception of non-chemical rinses. Any need for chemical hair treatment will be for medical purposes only, e.g., to treat head lice, scalp ailments, etc., and will be conducted on a case-by-case basis in the clinic area.

A shared office shall be provided for program leaders, volunteers, etc. to work privately before, after or in-between program sessions.

Within the decentralized programs center is a printer/copier work alcove (which will also be used for printing of inmates' legal materials), staff restroom, inmate restroom, and janitor closet.

### **Additional Design/Operational Considerations**

No exterior window openings in the cells shall be greater than five inches wide. Glazing will be security grade. All special management cell doors will be out-swinging and remotely operated and constructed of 12 gauge security hollow metal with a 12 gauge security frame, and will contain observation panels for officer checks. Locking systems will be electronic wide jamb security locks. A secure speaker diaphragm will be provided in each cell. General population cell doors can be 14 gauge security hollow metal or reinforced solid core wood doors.

Access to the inner general population sallyport door of the housing areas may be via card



and/or biometric access for select staff. An intercom on the outside of the door, connected to the workstation, will provide appropriate communication capability and should be used to announce entry into the unit. Central Control will have override control of both the inner and outer doors of the sallyport in emergencies.

No exterior window openings in the general population cells shall be greater than five inches wide. Glazing will be security grade. All general population cell doors will be out- swinging and remotely operated and constructed of solid wood or 14 gauge security hollow metal with a 14 gauge security frame, and will contain observation panels for housing officer checks. Locking systems may be electronic narrow jamb security locks. A secure speaker diaphragm and push-to-exit/call button will be provided in each cell.

The housing officer should have a master key to all cells in the housing pods. Central Control will also have single point override control of these doors in the event of an emergency.

Cameras will be located throughout the living areas, which will allow for either continual time-lapse digital video recording or upon activation of a duress alarm. While the number of cameras should be minimized, coverage of all common areas is critical.

The showers and toilets in general population housing should not be equipped with locking mechanisms. Privacy panels compliant with PREA shall be provided for the showers in these units. Secure full height doors with vision panels and cuff-passes should be provided in the special management housing units. The showerheads should be suicide resistant and ideally will be recessed.

Toilets and sinks will be detention grade stainless steel in high security housing areas such as administrative segregation, disciplinary detention, and acute mental health housing.

Toilets having a toilet seat and sinks will be detention grade vitreous china in medium security housing areas such as general population and medical housing.

Toilets having a toilet seat and sinks will be standard commercial grade in low security housing areas such as Huber general population.

All video visitation kiosks should be connected into the County's wide area network into all the County court buildings, State Attorney's and Public Defender's offices.

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

All recreation yards shall include floor drains, and camera monitoring at the officer's workstation.

Security within the programs and activities area/centers will be limited to controlling access to the area using a card and/or biometric access system or other staff-controlled security system. Within this area, general office construction will be employed.

Generous glazing in these rooms on the walls adjoining the circulation corridor will enhance supervision without disrupting the classroom activities.

## 8.000 Housing - Adult Inmates

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>8.100 MALE RECEPTION (&gt;8 Hours) [52 beds per pod; 2 pods]</b>						
8.101	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by Central Control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
8.102	Single Occupancy Cell	1	20	80 /cell	1,600	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
8.103	ADA Single Occupancy Cell	1	2	90 /cell	180	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
8.104	Double Occupancy Cell	2	15	80 /cell	1,200	2 bunks, stainless steel toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
8.105	Shower/Changing	1	4	40 /area	160	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
8.106	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
8.107	Dayroom/Dining/TV	52	1	35 /pers	1,820	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 52 at mealtimes; sound attenuation measures; natural light; 5 telephones (1 ADA compliant phone); 2 TV areas with seating for 15, FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.108	Classification Conference Booth - Inmate Side	1	2	40 /area	80	Transaction window - glazed with pass-through and speak-through; counter space for signing documents; acoustical privacy; ADA accessible (associated with 10.200 Classification)
8.109	Multi-function Kiosk	1	3	40 /area	120	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.110	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.111	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station
8.112	Computer Carrel	1	3	40 /area	120	Legal research; electronic communications
8.113	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.114	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
8.115	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.116	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.117	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.118	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.119	Outdoor Exercise Court	8-12	1	750 /area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise court; glazing to maximize visibility from the housing pod; equipment storage
8.120	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.121	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.122	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.123	Staff Restroom	1	1	50 /area	50	ADA accessible
8.124	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.125	Storage Closet	-	1	50 /area	50	Exercise items
8.126	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subtotal Net Square Feet</i>					<i>6,500</i>	
<i>Grossing Factor</i>					<i>1.65</i>	
<i>Subtotal Gross Square Feet</i>					<i>10,725</i>	
<i>Subtotal Exterior Square Feet</i>					<i>(750)</i>	
<i>Subtotal 2 Pods - Interior Net Square Feet</i>					<i>13,000</i>	
<i>Subtotal 2 Pods - Interior Gross Square Feet</i>					<i>21,450</i>	
<i>Subtotal 2 Pods - Exterior Square Feet</i>					<i>(1,500)</i>	
<b>8.200 MALE GENERAL POPULATION [64 beds per pod; 6 pods]</b>						
8.201	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by Central Control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
8.202	Double Occupancy Cell	2	31	80 /cell	2,480	2 bunks, vitreous china toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
8.203	ADA Double Occupancy Cell	2	1	100 /cell	100	2 bunks (not stacked), vitreous china toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.204	Shower/Changing	1	5	40 /area	200	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
8.205	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
8.206	Dayroom/Dining/TV	64	1	35 /pers	2,240	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 64 at mealtimes; sound attenuation measures; natural light; 6 telephones (1 ADA compliant phone); 2 TV areas with seating for 20, FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
8.207	Multi-function Kiosk	1	3	40 /area	120	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.208	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.209	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station
8.210	Computer Carrel	1	3	40 /area	120	Legal research; electronic communications
8.211	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.212	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
8.213	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.214	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging

OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.215	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.216	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.217	Outdoor Exercise Court	15-20	1	750 /area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise court; glazing to maximize visibility from the housing pod; equipment storage
8.218	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.219	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.220	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.221	Staff Restroom	1	1	50 /area	50	ADA accessible
8.222	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.223	Storage Closet	-	1	50 /area	50	Exercise items
8.224	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subtotal Net Square Feet</i>					<i>6,480</i>	
<i>Grossing Factor</i>					<i>1.65</i>	
<i>Subtotal Gross Square Feet</i>					<i>10,692</i>	
<i>Subtotal Exterior Square Feet</i>					<i>(750)</i>	
<i>Subtotal 6 Pods - Interior Net Square Feet</i>					<i>38,880</i>	
<i>Subtotal 6 Pods - Interior Gross Square Feet</i>					<i>64,152</i>	
<i>Subtotal 6 Pods - Exterior Square Feet</i>					<i>(4,500)</i>	
<b>8.300 MALE GENERAL POPULATION - FLEX [64 beds per pod; 1 pod]</b>						
<i>Main Pod: Male General Population [48 beds]</i>						

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.301	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by Central Control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
8.302	Double Occupancy Cell	2	23	80 /cell	1,840	2 bunks, vitreous china toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
8.303	ADA Double Occupancy Cell	2	1	100 /cell	100	2 bunks (not stacked), vitreous china toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
8.304	Shower/Changing	1	4	40 /area	160	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
8.305	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
8.306	Dayroom/Dining/TV	56	1	35 /pers	1,960	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 56 at mealtimes; sound attenuation measures; natural light; 5 telephones (1 ADA compliant phone); 2 TV areas with seating for 15, FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
8.307	Multi-function Kiosk	1	3	40 /area	120	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.308	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.309	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.310	Computer Carrel	1	3	40 /area	120	Legal research; electronic communications
8.311	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.312	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
8.313	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.314	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.315	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.316	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.317	Outdoor Exercise Court	15-20	1	750 /area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise court; glazing to maximize visibility from the housing pod; equipment storage
8.318	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.319	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.320	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.321	Staff Restroom	1	1	50 /area	50	ADA accessible
8.322	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)



## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.323	Storage Closet	-	1	50 /area	50	Exercise items
8.324	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subpod A: Male Flex [8 beds]</i>						
8.325	Single Occupancy Cell	1	7	70 /cell	490	1 bunk, vitreous china toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door equipped with food pass and cuff pass
8.326	ADA Single Occupancy Cell	1	1	80 /cell	80	1 bunk, vitreous china toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
8.327	ADA Shower/ Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.328	Dayroom/Dining/TV	8	1	35 /pers	280	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 8 at mealtimes; sound attenuation measures; natural light; 1 ADA compliant phone; 1 TV area with seating for 5; FM receivers; natural light; door leading into exercise court
8.329	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
<i>Subpod B: Male Flex [8 beds]</i>						
8.330	Single Occupancy Cell	1	7	80 /cell	560	1 bunk, vitreous china toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; cell door equipped with food pass and cuff pass

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.331	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, vitreous china toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
8.332	ADA Shower/ Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.333	Dayroom/Dining/TV	8	1	35 /pers	280	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 8 at mealtimes; sound attenuation measures; natural light; 1 ADA compliant phone; 1 TV area with seating for 5; FM receivers; natural light; door leading into exercise court
8.334	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
<i>Subtotal Net Square Feet</i>					<b>7,500</b>	
<i>Grossing Factor</i>					<b>1.65</b>	
<i>Subtotal Gross Square Feet</i>					<b>12,375</b>	
<i>Subtotal Exterior Square Feet</i>					<b>(750)</b>	
<b>8.400 MALE GENERAL POPULATION - HUBER [64 beds per pod; 2 pods]</b>						
8.401	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by Central Control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
8.402	Dormitory	4	14	120 /cubicle	1,680	4 bunks (stacked 2 high), desk/writing surface, seating, clothing and personal storage/hooks; natural light; suicide resistant fixtures/design
8.403	ADA Dormitory	4	2	120 /cubicle	240	4 bunks (stacked 2 high) - only bottom bunks designated as ADA, desk/writing surface, seating, clothing and personal storage/hooks; natural light; suicide resistant fixtures/design
8.404	Single Occupancy Short-term Segregation Room	1	1	80 /cell	80	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						resistant fixtures/design; proximal to officer workstation
8.405	ADA Single Occupancy Short-term Segregation Room	1	1	90 /cell	90	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to officer workstation
8.406	Shower/Changing	1	5	40 /area	200	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
8.407	ADA Shower/ Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
8.408	Inmate Restroom	1-5	1	250 /area	250	Commercial grade: 4 toilets, 2 urinals, 6 sinks; 6 mirrors; ADA accessible
8.409	Dayroom/Dining/TV	64	1	35 /pers	2,240	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 64 at mealtimes; sound attenuation measures; natural light; 6 telephones (1 ADA compliant phone); 2 TV areas with seating for 20, FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; vending machines; water cooler located in close proximity to interview/staging room transaction window; natural light
8.410	Multi-function Kiosk	1	3	40 /area	120	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.411	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.412	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station
8.413	Computer Carrel	1	3	40 /area	120	Legal research; electronic communications
8.414	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.415	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.416	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.417	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.418	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.419	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.420	Outdoor Exercise Court	15-20	1	750 /area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise court; glazing to maximize visibility from the housing pod; equipment storage
8.421	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.422	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.423	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.424	Staff Restroom	1	1	50 /area	50	ADA accessible
8.425	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.426	Storage Closet	-	1	50 /area	50	Exercise items
8.427	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						easy viewing inside; one on each level of the pod
<i>Subtotal Net Square Feet</i> <i>Grossing Factor</i> <i>Subtotal Gross Square Feet</i> <i>Subtotal Exterior Square Feet</i>					6,240 1.65 10,296 (750)	
<i>Subtotal 2 Pods - Interior Net Square Feet</i> <i>Subtotal 2 Pods - Interior Gross Square Feet</i> <i>Subtotal 2 Pods - Exterior Square Feet</i>					12,480 20,592 (1,500)	
<b>8.500 MALE ADMINISTRATIVE SEGREGATION/DISCIPLINARY DETENTION [24 beds per pod; 1 pod]</b>						
8.501	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by Central Control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
8.502	Single Occupancy Cell	1	23	80 /cell	1,840	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; secure furnishings; cell door with food pass and cuff pass
8.503	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area; secure furnishings; cell door with food pass and cuff pass
8.504	Shower/Changing	1	1	40 /area	40	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; security door having cuff pass and vision panels or security screens with view of head/feet of inmate in shower - may be secured, if necessary

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.505	ADA Shower/ Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; security door having cuff pass and vision panels or security screens with view of head/feet of inmate in shower - may be secured, if necessary
8.506	Dayroom/Dining/TV	16	1	35 /pers	560	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 16 at mealtimes; sound attenuation measures; natural light; 2 telephones (1 ADA compliant portable phone); 1 TV areas with seating for 8; FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
8.507	Multi-function Kiosk	1	1	40 /area	40	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.508	ADA Multi-function Kiosk	1	1	50 /area	50	Portable kiosk (requisite cabling/power, etc.); video visitation; headset; acoustical side panels; commissary; automated transaction station
8.509	Computer Carrel	1	1	40 /area	40	Legal research; electronic communications
8.510	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.511	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
8.512	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.513	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.514	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.515	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.516	Outdoor Exercise Court	2-4	1	500 /area	(500)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person table; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise court; glazing to maximize visibility from the housing pod; equipment storage
8.517	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.518	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.519	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.520	Staff Restroom	1	1	50 /area	50	ADA accessible
8.521	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.522	Storage Closet	-	1	50 /area	50	Exercise items
8.523	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Subtotal Net Square Feet</i>					<b>3,740</b>	
<i>Grossing Factor</i>					<b>1.65</b>	
<i>Subtotal Gross Square Feet</i>					<b>6,171</b>	
<i>Subtotal Exterior Square Feet</i>					<b>(500)</b>	
<b>8.600 FEMALE RECEPTION (&gt;8 Hours) &amp; GENERAL POPULATION - HUBER [64 beds per pod; 1 pod]</b>						
8.601	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by Central Control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.602	Single Occupancy Cell	1	3	80 /cell	240	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
8.603	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
8.604	Double Occupancy Cell	2	16	80 /cell	1,280	2 bunks, vitreous china toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
8.605	Dormitory (Huber)	4	6	120 /cubicle	720	4 bunks (stacked 2 high), desk/writing surface, seating, clothing and personal storage/hooks; natural light; suicide resistant fixtures/design
8.606	ADA Dormitory (Huber)	4	1	120 /cubicle	120	4 bunks (stacked 2 high) - only bottom bunks designated as ADA, desk/writing surface, seating, clothing and personal storage/hooks; natural light; suicide resistant fixtures/design
8.607	Shower/Changing	1	4	40 /area	160	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
8.608	ADA Shower/ Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
8.609	Inmate Restroom	1-4	1	200 /area	200	Commercial grade: 4 toilets, 3 sinks; 3 mirrors; ADA accessible
8.610	Dayroom/Dining/TV	52	1	35 /pers	1,820	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 52 at mealtimes; sound attenuation measures; natural light; 5 telephones (1 ADA compliant phone); 2 TV areas with seating for 15, FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light



## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.611	Classification Conference Booth	1	1	40 /area	40	Transaction window - glazed with pass-through and speak-through; counter space for signing documents; acoustical privacy; ADA accessible (associated with 9.200 Classification)
8.612	Multi-function Kiosks	1	3	40 /area	120	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.613	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.614	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station
8.615	Computer Carrel	1	3	40 /area	120	Legal research; electronic communications
8.616	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.617	Multipurpose Room	8	1	20 /pers +50	210	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
8.618	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.619	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.620	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.621	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.622	Outdoor Exercise Court	8-12	1	750 /area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise court; glazing to maximize visibility from the housing pod; equipment storage

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.623	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.624	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.625	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.626	Staff Restroom	1	1	50 /area	50	ADA accessible
8.627	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.628	Storage Closet	-	1	50 /area	50	Exercise items
8.629	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<b>Subtotal Net Square Feet</b>					<b>6,090</b>	
<b>Grossing Factor</b>					<b>1.65</b>	
<b>Subtotal Gross Square Feet</b>					<b>10,049</b>	
<b>Subtotal Exterior Square Feet</b>					<b>(750)</b>	
<b>8.700 FEMALE GENERAL POPULATION - FLEX [64 beds per pod; 1 pod]</b>						
<i>Main Pod - Female General Population 56 beds]</i>						
8.701	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Three doors; outer door controlled by Central Control, both inner door and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
8.702	Double Occupancy Cell	2	27	80 /cell	2,160	2 bunks, toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
8.703	ADA Double Occupancy Cell	2	1	100 /cell	100	2 bunks (not stacked), toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.704	Shower/Changing	1	4	40 /area	160	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
8.705	ADA Shower/Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
8.706	Dayroom/Dining/TV	60	1	35 /pers	2,100	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 64 at mealtimes; sound attenuation measures; natural light; 5 telephones (1 ADA compliant phone); 2 TV areas with seating for 20, FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light; if a mezzanine design - dayroom space will also be provided on the mezzanine level
8.707	Multi-function Kiosk	1	3	40 /area	120	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.708	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
8.709	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station
8.710	Commissary Order/Inmate Information Station	1	2	40 /area	80	Automated transaction station
8.711	Video Visitation	1	3	40 /area	120	Video visitation kiosks; headsets; acoustical side panels
8.712	ADA Video Visitation	1	1	50 /area	50	Video visitation kiosks; headsets; acoustical side panels
8.713	Computer Carrel	1	3	40 /area	120	Legal research; electronic communications
8.714	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
8.715	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.716	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
8.717	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
8.718	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.719	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
8.720	Outdoor Exercise Court	15-20	1	750 /area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise court; glazing to maximize visibility from the housing pod; equipment storage
8.721	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
8.722	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
8.723	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
8.724	Staff Restroom	1	1	50 /area	50	ADA accessible
8.725	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
8.726	Storage Closet	-	1	50 /area	50	Exercise items
8.727	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						easy viewing inside; one on each level of the pod
<i>Subpod A: Female Flex [4 beds]</i>						
8.728	Single Occupancy Cell	1	3	80 /cell	240	1 bunk, toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; secure furnishings; cell door with food pass and cuff pass
8.729	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area; secure furnishings; cell door with food pass and cuff pass
8.730	ADA Shower/ Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; security door having cuff pass and vision panels or security screens with view of head/feet of inmate in shower - may be secured, if necessary
8.731	Dayroom/Dining/TV	4	1	35 /pers	140	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA compliant portable phone; 1 TV area with seating for 4; FM receivers; natural light
8.732	ADA Multi-function Kiosk	1	1	50 /area	50	Portable kiosk (requisite cabling/power, etc.); video visitation; headset; acoustical side panels; commissary; automated transaction station
<i>Subpod B: Female Flex [4 beds]</i>						
8.733	Single Occupancy Cell	1	3	80 /cell	240	1 bunk, toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; secure furnishings; cell door with food pass and cuff pass

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.734	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area; secure furnishings; cell door with food pass and cuff pass
8.735	ADA Shower/ Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; security door having cuff pass and vision panels or security screens with view of head/feet of inmate in shower - may be secured, if necessary
8.736	Dayroom/Dining/TV	4	1	35 /pers	140	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA compliant portable phone; 1 TV area with seating for 4; FM receivers; natural light
8.737	ADA Multi-function Kiosk	1	1	50 /area	50	Portable kiosk (requisite cabling/power, etc.); video visitation; headset; acoustical side panels; commissary; automated transaction station
<i>Subtotal Net Square Feet</i>					<i>7,370</i>	
<i>Grossing Factor</i>					<i>1.65</i>	
<i>Subtotal Gross Square Feet</i>					<i>12,161</i>	
<i>Subtotal Exterior Square Feet</i>					<i>(750)</i>	
<b>8.800 HUBER ENTRY/EXIT VESTIBULE/SALLYPORT</b>						
8.801	Entrance Vestibule (Huber Sallyport)	2-4	1	80 /area	80	Outer and inner doors controlled by Huber sallyport officer or Central Control; staff access by card reader; intercom and CCTV
8.802	Huber Sallyport Officer Workstation	1	1	48 /wkstn	48	WS-3; biometric identification
8.803	Inmate Waiting	1-15	1	10 /pers	150	Bench seating
8.804	Temporary Property Storage	1	5	10 /locker	50	Secure storage locker; proximal to officer workstation
8.805	Male Search/Changing Room	20-30	1	500 /area	500	Used for searches of inmates and changing clothing changes upon entry into/release from the facility for Huber purposes; includes 140 assigned half-height lockers for inmates' personal clothing and work items; bench seating
8.806	Male Search Alcove	2	2	40 /area	80	Cubicle with privacy panel; within the search/changing room

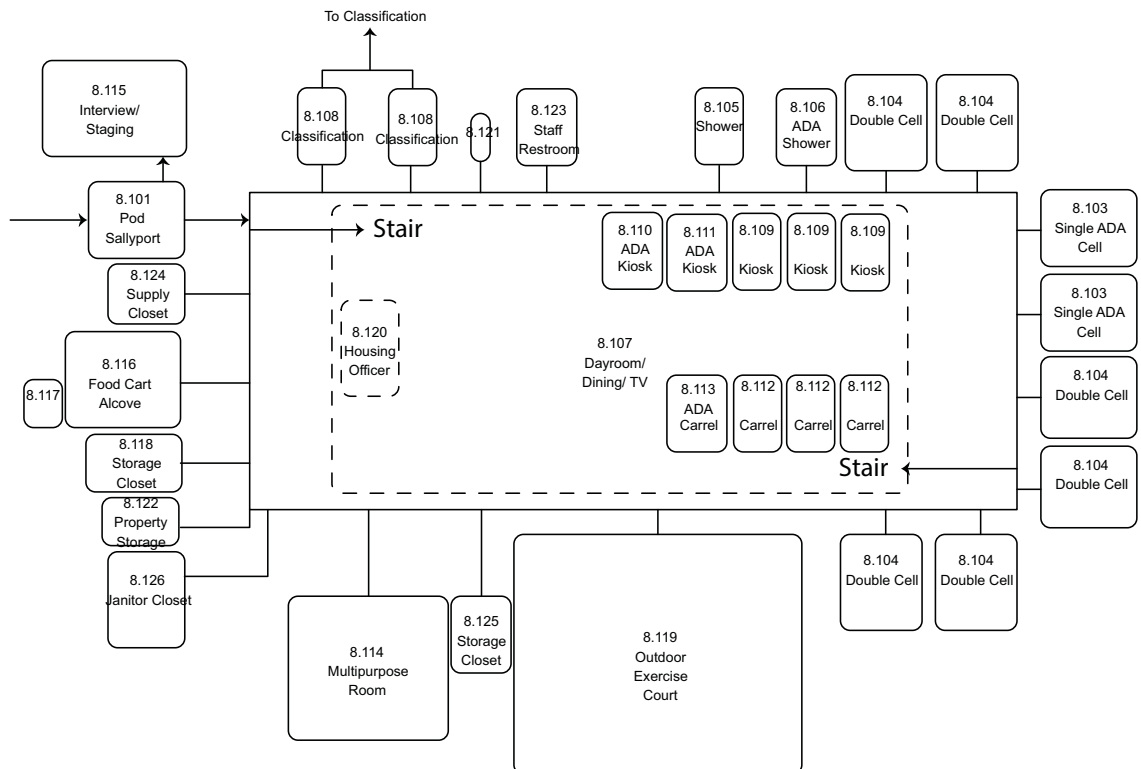
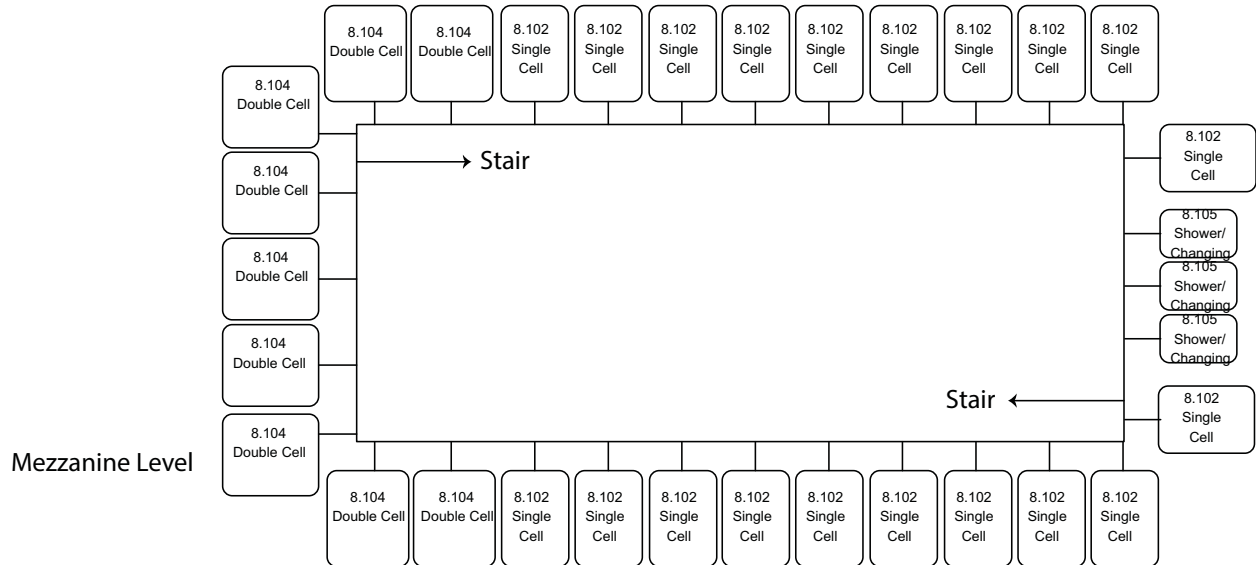
#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.807	ADA Male Search Shower	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing area; within search/changing room
8.808	Female Search/Changing Room	10-12	1	200 /area	200	Used for searches of inmates and changing clothing changes upon entry into/release from the facility for Huber purposes; includes 40 assigned half-height lockers for inmates' personal clothing and work items; bench seating
8.809	Female Search Alcove	2	2	40 /area	80	Cubicle with privacy panel; within the search/changing room
8.810	ADA Female Search Shower	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing area; within search/changing room
8.811	Clean Uniform Storage	-	1	100 /area	100	Supply of clean uniforms; shelving
8.812	Soiled Uniform Storage	-	1	40 /area	40	Laundry carts
8.813	Laundry Room	1	1	100 /area	100	Washer and dryer; soap vending machine; iron and ironing board
8.814	Staff Restroom	1	1	50 /area	50	ADA accessible
8.815	ADA Inmate Restroom	1	2	50 /area	100	ADA accessible; one designated for males and one designated for females
8.816	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
8.817	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Subtotal Net Square Feet</i>					1,738	
<i>Grossing Factor</i>					1.50	
<i>Subtotal Gross Square Feet</i>					2,607	
<b>8.900 DECENTRALIZED PROGRAMS AND ACTIVITIES CENTER</b>						
8.901	Inmate Seating Area	10	1	10 /pers	100	Adjacent to program center
8.902	Program Officer Station	1	1	60 /area	60	Standing height work desk/counter; stool; daily needs storage; control panel for doors; computer; visibility into the area maximized
8.903	Floor Supervisor	1	1	110 /office	110	OF-5; access to and visibility of circulation corridor

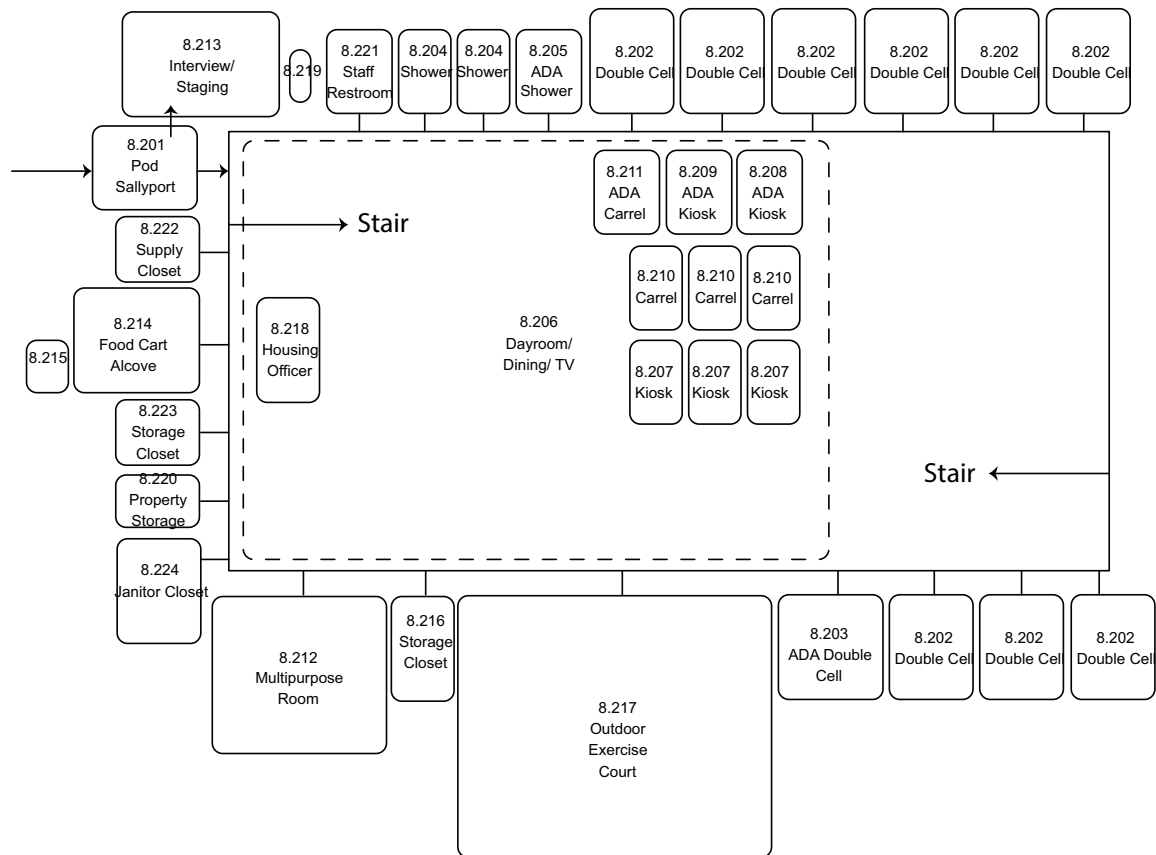
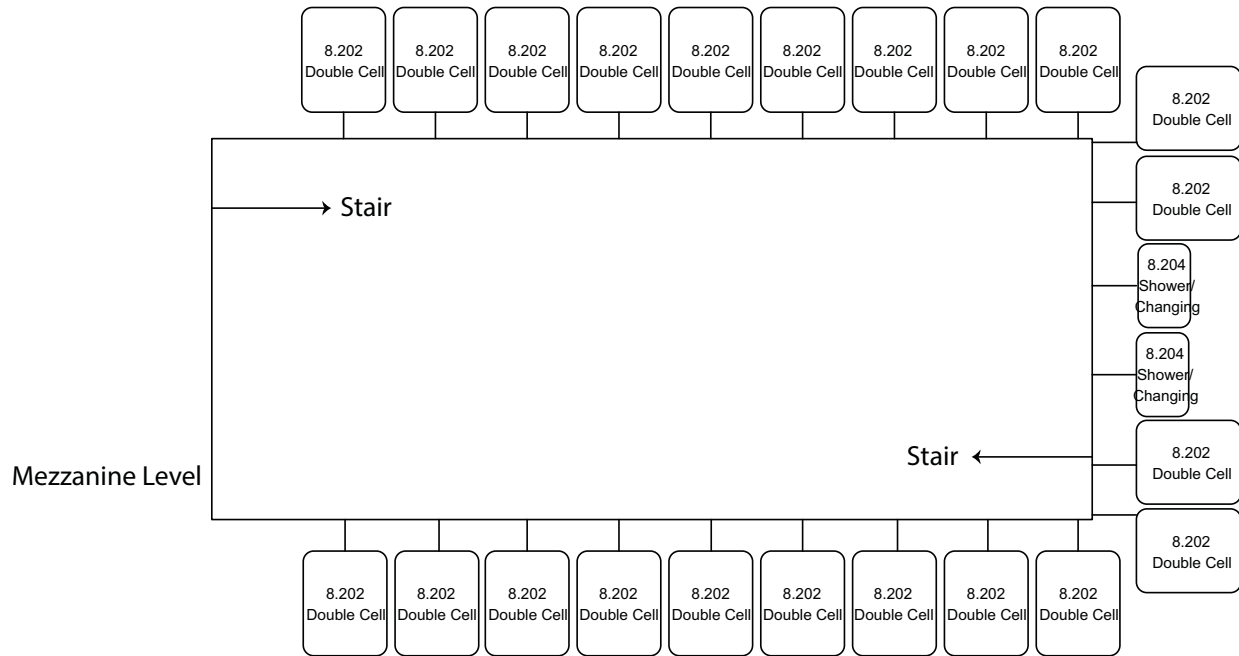
## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.904	Multi-Purpose/ Classrooms	20	2	25 /pers + 50	1,100	Teacher station, narrow 2-person learning tables, sturdy molded plastic chairs, white board, cabled for video learning; fiber optics; computer cart with CD-ROM capabilities; classrooms separated by moveable acoustical partition; CCTV capabilities; Wi-Fi enabled
8.905	Secure Supply & AV Storage	-	1	80 /area	80	Adjustable shelves; storage bins; ample floor space for larger items
8.906	Multipurpose/ Counseling Rooms	8	2	200 area	400	Loose chairs; video-conferencing capacity; fiber optics
8.907	Interview Room	2-3	2	80 /area	160	Conference table, chairs; one room configured/wired for audio and video recording and live viewing
8.908	Computer Classroom	10	1	35 /pers + 50	400	Teacher station and storage; fiber optics; computer carts; adjacent to library
8.909	Secure Server Room	1	1	100 /area	100	Adjacent to computer classroom
8.910	Storage	-	1	80 /area	80	Open space for stacking chairs
8.911	Triage/Examination Room	1-2	1	150 /area	150	Lockable cabinets; privacy screens; exam tables; sink with hot/cold water; BP equipment; charting desk; stool; computer; work counter; locked specimen storage; "sharps" container; refrigerator; data ports/lines; emergency generator backup for all electrical; visitor chair
8.912	Medication Cart Storage	1	1	60 /area	60	Cart storage
8.913	Bench Seating - Medical	1-5	1	5 /pers	25	Located outside of medical work area
8.914	Medical Charting	1-2	1	64 /area	64	WS-3; requisite privacy for obtaining medical history
8.915	Hair Care Room	2	1	170 /area	170	Haircutting chair; hair washing sink; tempered glass mirror; secure cabinetry; extra electrical outlets; bench seating
8.916	Bench Seating - Hair Care	1-5	1	5 /pers	25	Located outside of hair care area
8.917	Shared Office	1	1	96 /office	96	OF-6
8.918	Printer/Copier Work Alcove	1-2	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins
8.919	Staff Restroom	1	1	50 /area	50	ADA accessible; located convenient to offices/workstations
8.920	Inmate Restroom	1	2	50 /area	100	ADA accessible; wall-mounted water fountain outside restrooms; one restroom located in corridor just outside of this component and the other located adjacent to the triage room

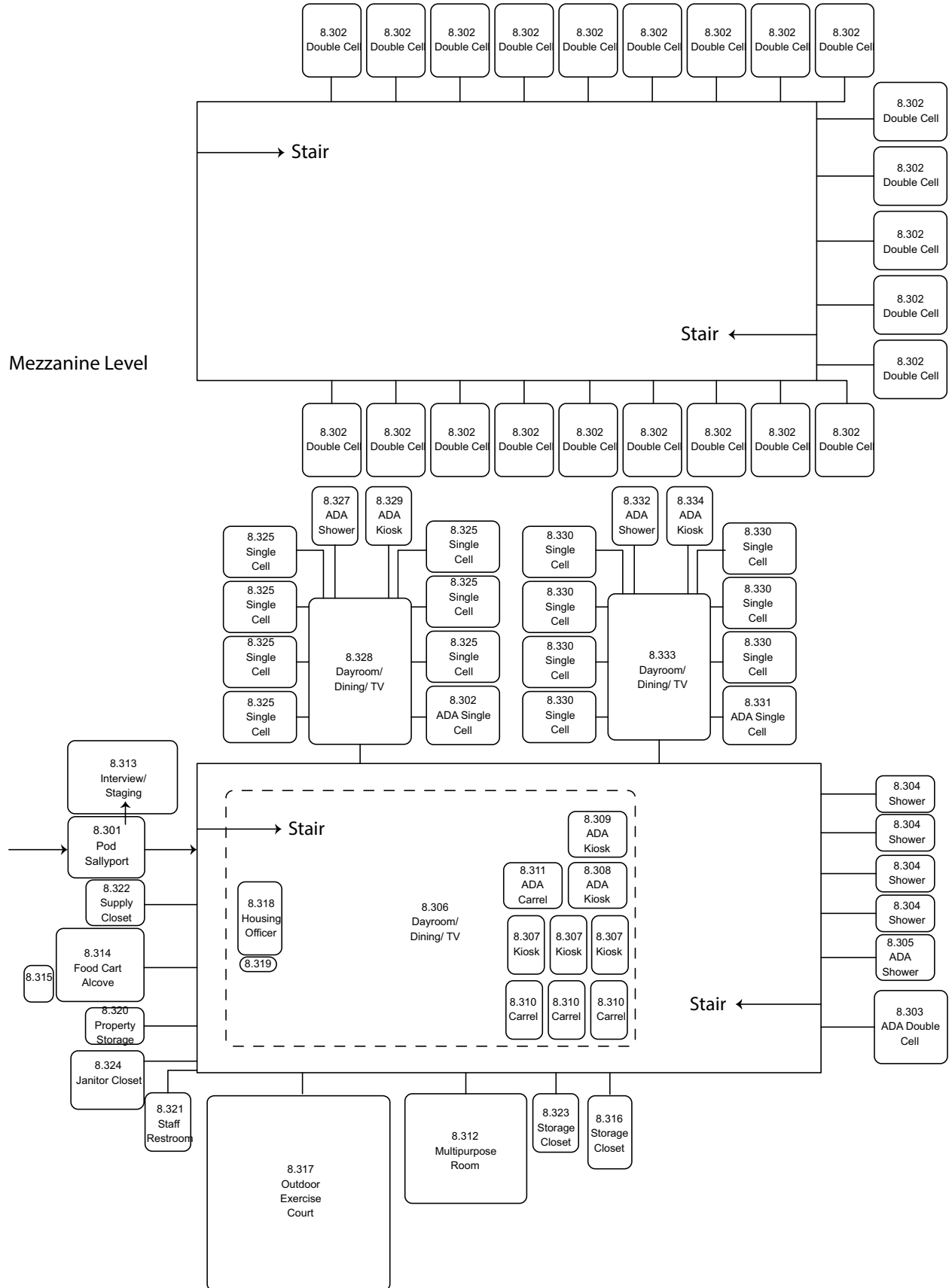


#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
8.921	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Subtotal Net Square Feet</i>					3,445	
<i>Grossing Factor</i>					1.40	
<i>Subtotal Gross Square Feet</i>					4,823	
<i>Subtotal Net Square Feet</i>					10,335	<i>Assumes 3 centers</i>
<i>Subtotal Gross Square Feet</i>					14,469	<i>Assumes 3 centers</i>
8.000	<i>Total Interior Net Square Feet</i>				101,133	
8.000	<i>Total Interior Gross Square Feet</i>				164,025	
8.000	<i>Total Exterior Square Feet</i>				(10,250)	

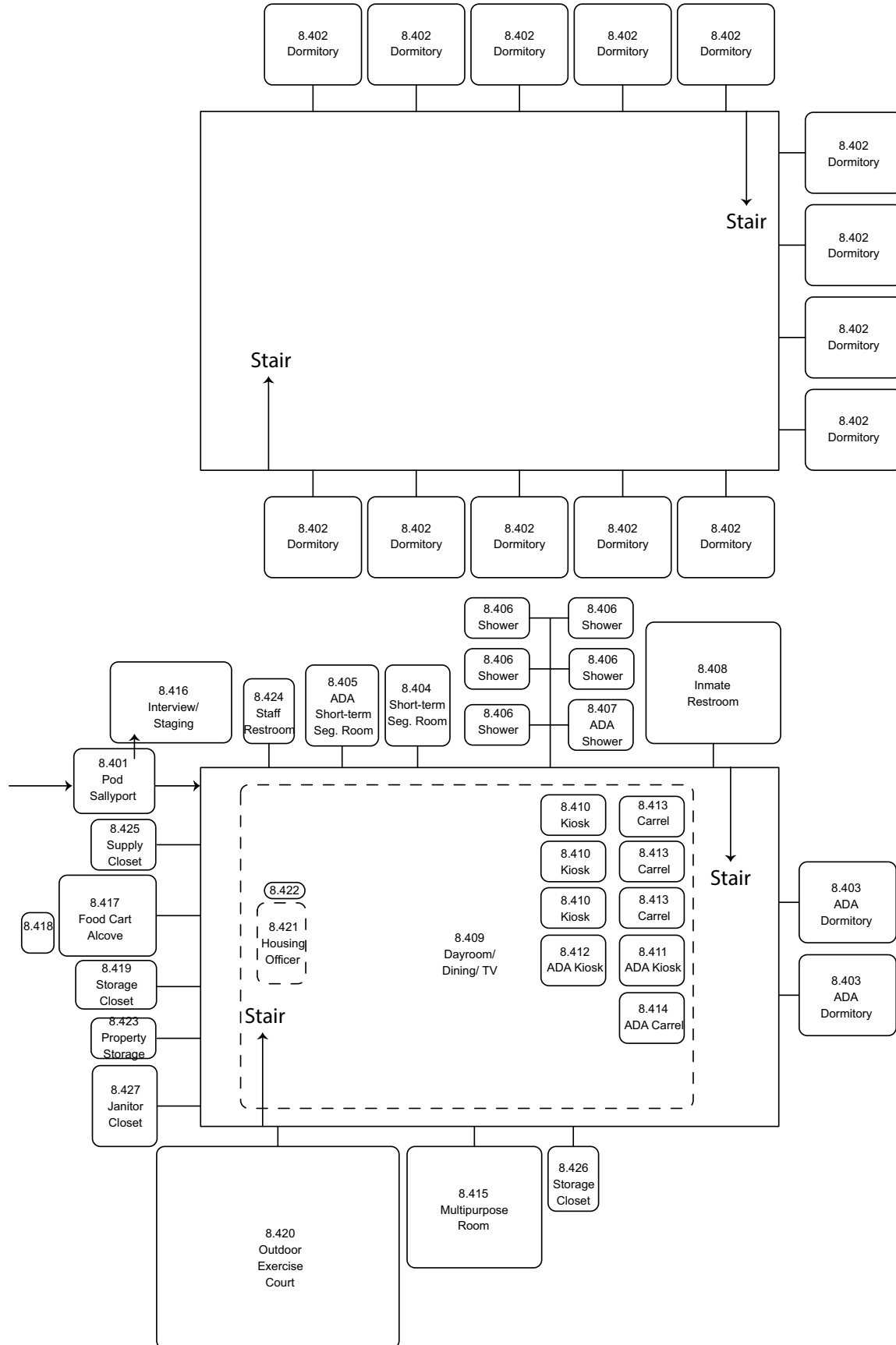


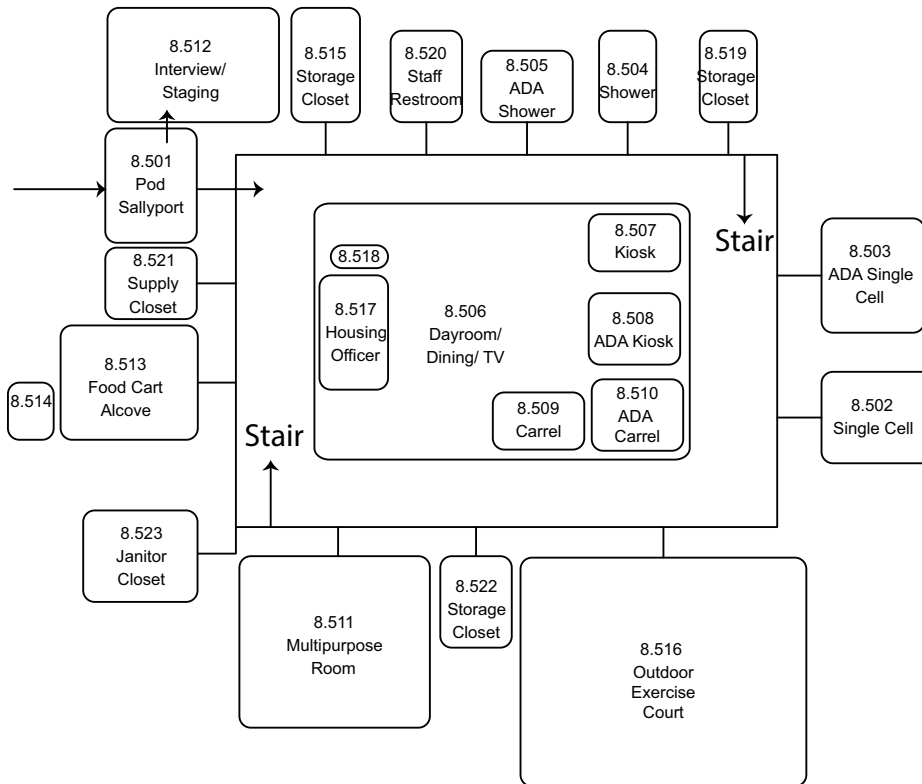
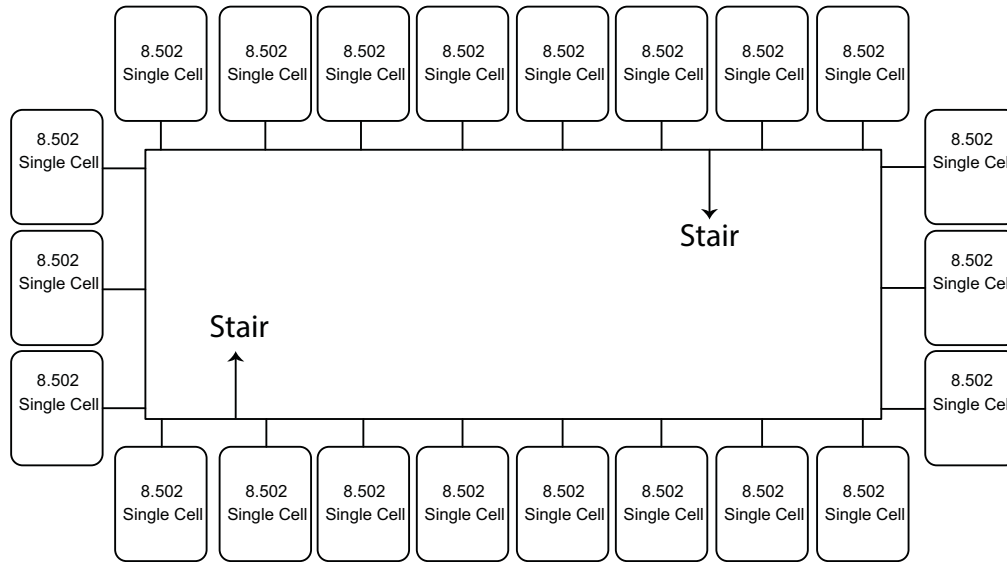


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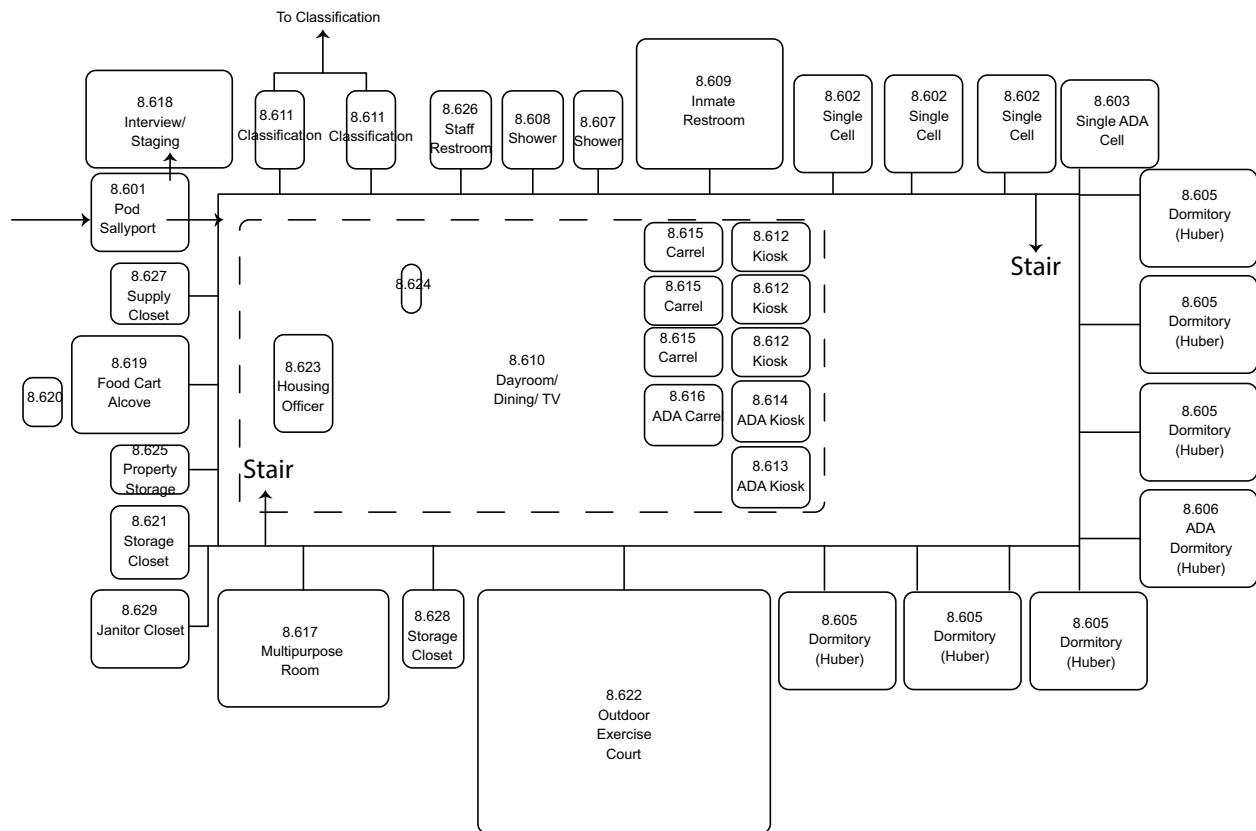
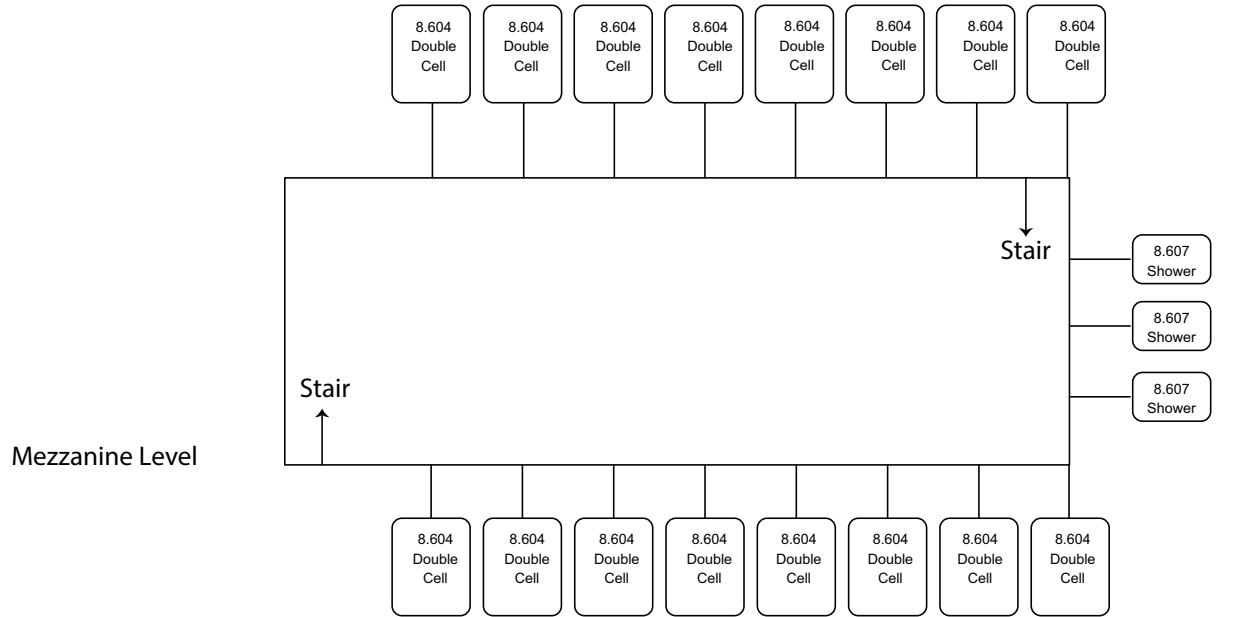


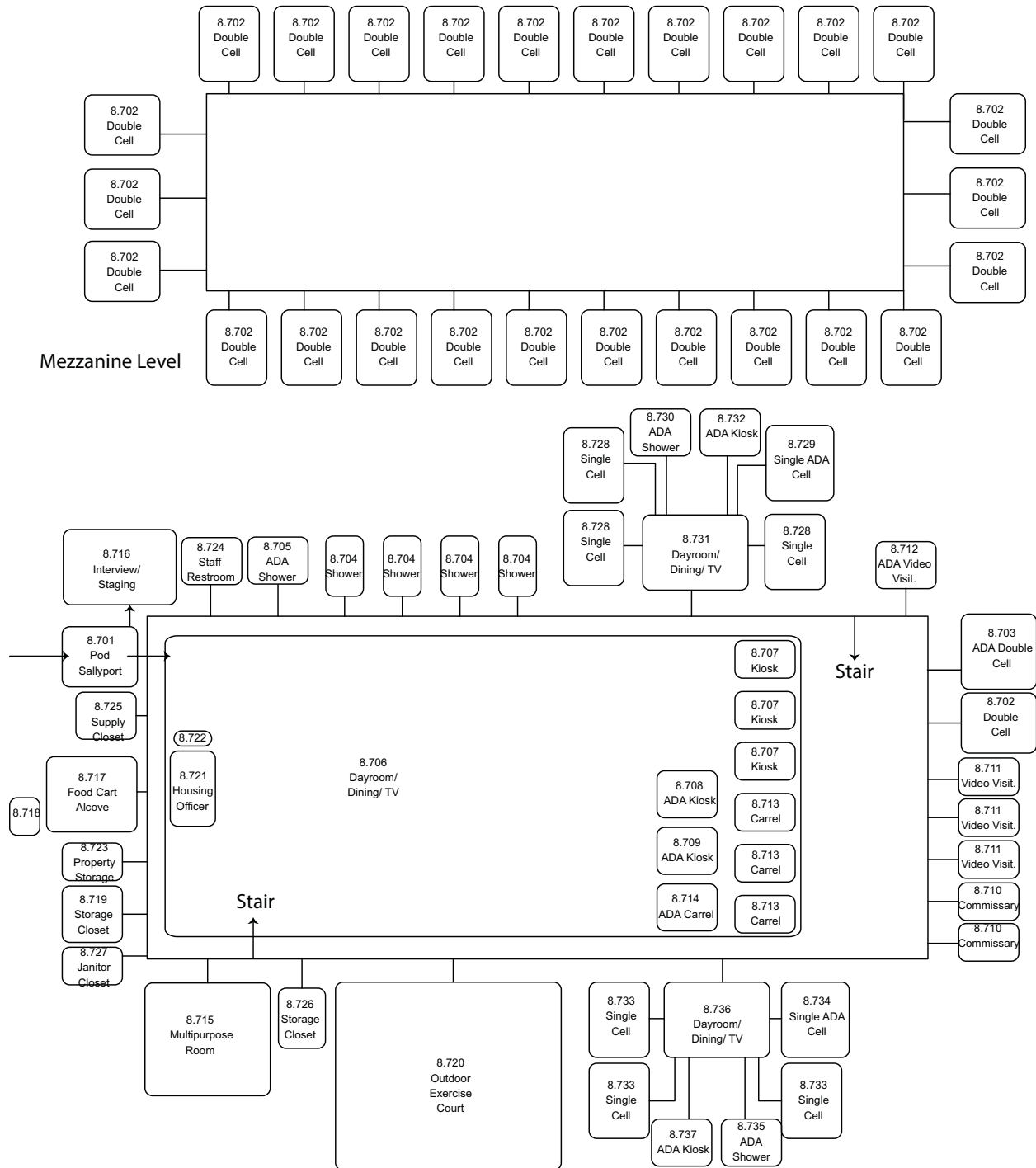
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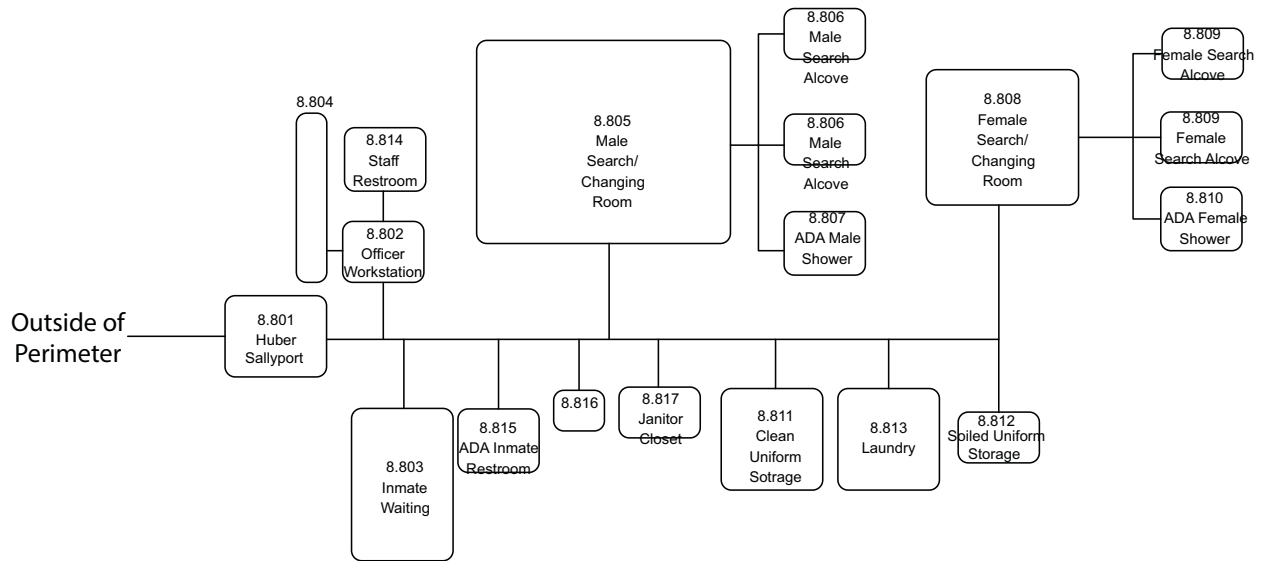


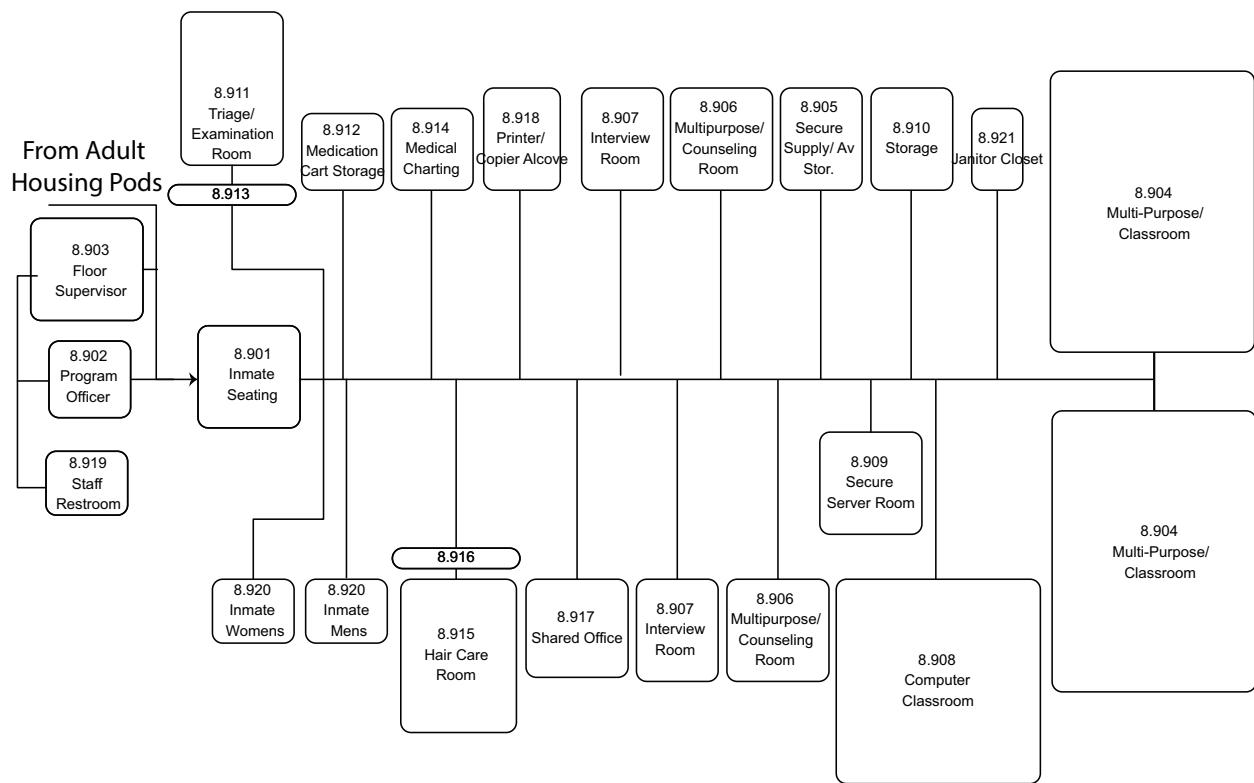
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## 9.000 Housing - Youthful Inmates

### Introduction

Wisconsin statute 938.02 requires that a person 17 years of age or less who is being investigated or prosecuted for an alleged violation of a state or federal criminal law or any civil law or municipal ordinance will be tried as an adult and confined in an adult jail. According to this statute, all 17-year olds arrested for any offense, regardless of whether the offense was violent or nonviolent, are automatically treated as adults for purposes of trial and detention; we refer to this group as “youthful inmates.” Wisconsin is one of 17 states that consider youthful inmates to be adults, and allows them to be housed together with adults in jail facilities. Dane County officials indicated that legislative efforts are underway to prohibit the housing of youthful inmates together with adults in jail facilities.

ACA and PREA standards as well as Juvenile Justice and Delinquency Prevention Act require that:

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

The increased capacity is expected to generate revenue by boarding youthful inmates from other counties. This housing should be designed in a manner to be converted into adult housing if the need to house youthful inmates is no longer needed.

The distribution of housing beds agreed to by the client team is displayed in Table IX.1 below.

Table IX.1: Distribution of Youthful Inmate Housing Beds – Year 2028

Housing Category	Cell Type	No. Of Beds Per Pod	No. Of Pods	Total Beds	Notes
<b>Housing - Males</b>					
Youthful Inmates	Single/ Double	24	1	24	4 Single, 10 Double per pod; 4 Single will be configured as 1 4-bed subpod to serve Keep Separate, PC, etc. as needed; plus 2 safety cells
<b>Subtotal – Males</b>				<b>24</b>	
<b>Housing - Females</b>					
Youthful Inmates	Single/ Double	16	1	16	4 Single, 6 Double per pod; 4 Single will be configured as 1 4-bed subpod to serve Keep Separate, PC, etc. as needed; plus 2 safety cells
<b>Subtotal Females</b>				<b>16</b>	
<b>Total Beds</b>				<b>40</b>	

### Operational Program

The American Correctional Association standards require a specialized direct supervision housing unit having no more than incidental sight or sound contact with adult inmates, plus a classification plan that determines the level of risk and program needs developmentally appropriate for adolescents, and adequate program space to meet the physical, social, and emotional needs of youthful inmates that allows for personal interactions and group activities.<sup>26</sup>

All youthful inmates will be housed in these specialized housing pods except when a violent, predatory youthful inmate poses an undue risk of harm to others within the specialized pod or when a qualified medical or mental health specialist documents that the youthful inmate would benefit from placement outside the unit.<sup>27</sup>

Should a youthful inmate not meet criterion for housing in the youthful inmate housing pod or Dane County discontinues operating youthful inmate housing, County officials shall make alternate housing arrangements with another agency.

Staff assigned to these housing pods must be mindful that it is possible that all security classifications will be managed within the same pod, and assigned staff should receive specialized training related to interacting and managing developing adolescents.

Youthful inmates will be processed into the facility in the intake/release area (see section 7.000 Intake/Release). During these periods, adult inmates will be removed from the area and youthful inmates given priority in processing, and will then be moved to designated

<sup>26</sup> ACA. Performance-Based Standards for Adult Local Detention Facilities, 4<sup>th</sup> ed. June 2004. 4-ALDF-2A-37 through 42.

<sup>27</sup> ACA Standard 4-ALDF-2A-38.

housing for youthful inmates. During those times that a youthful inmate is escorted or in a section of the jail where adult inmates are present, the youthful inmates will be under the direct supervision of staff and the adult inmates will be cleared from the area prior to the arrival of the youthful inmate(s).

Two youthful inmate housing pods are planned; one designated for males and one designated for females.

### Description of Housing Pods - Overview

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

Youthful inmate housing pods must have sight and sound separation from adult inmates.

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

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

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

All cells will have access to natural light and where feasible, will have an exterior window.<sup>28</sup> While inmates may have the ability to control their assigned cell's lighting and sanitary fixtures, water and lighting shut-offs will also be located at the officer's workstation. Careful consideration must be given to the design of cells to limit sharp edges and opportunities for inmates to attempt suicide from vents, sprinkler heads, plumbing fixtures, doorknobs, etc.

Showers will be of sufficient number to comply with Wisconsin Jail and ACA Standards and required codes, which require one shower per 12 inmates, and which will also stipulate the requisite number of ADA-compliant showers.<sup>29</sup> Extra care must be taken to provide adequate drainage to avoid water runoff from this shower. Each individual shower stall includes a private outer area for drying/dressing. The showerheads should be suicide resistant and, ideally, will be recessed. The shower stalls facing the dayroom should have curtains/doors that allow visibility of the head and feet and comply with PREA. Floor drains will be located in both the shower and dressing areas. Inmate razors will be securely stored

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<sup>28</sup> ACA Standards 4-ALDF-1A-16R

<sup>29</sup> ACA Standards 4-ALDF-4B-09

and will be issued upon request (i.e., once per day during designated issue and collection times) and collected following use.

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

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

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

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

Commissary orders will be placed and received on a scheduled basis. Inmates may place their commissary orders using the multi-functional transaction kiosk. Ideally, the commissary system will be interfaced with the jail management system. Additional kiosk-based activities will include submission of grievances and requests, intra-jail communications, release date lookup, etc.

Personal visits and many professional visits may be conducted via video visitation, although for youthful inmates, contact visits are encouraged to maintain family ties while incarcerated. Capabilities for using headsets for video visitation may be considered to aid in minimizing noise associated with visits as well as acoustical side panels between each kiosk.

An alcove with a carrel station located within the dayroom will be provided for legal research and will also provide inmates the opportunity to send and receive electronic communications from family, friends, and professionals through a secure server. This space will allow inmates to access a secure web-based, or intra-agency legal research system via CD-ROM. Inmates may opt to print materials obtained electronically to a networked printer located in the decentralized programs center. Inmates will be charged a per page fee that will be deducted from their account at the time the print order is placed;

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

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

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

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

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

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

permitted to retain enough personal laundry to have sufficient changes of underclothing (see section 15.000 Laundry).

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

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

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

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

### 9.100 Youthful Inmate Housing Sallyport

Access to the housing pod will be provided through a shared housing pod pedestrian



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

## 9.200 Male Youthful Inmate Housing

The male youthful inmate population has on occasion the need to separate from the general population those youthful inmates who must be kept separate and/or require protective custody; yet, the number of inmates requiring this special housing does not warrant a separate housing pod designated for these purposes. Accordingly, a male youthful inmate housing pod will include a subpod contained within the larger, overall housing pod (main pod) for this purpose. When not needed for separation purposes, the subpod entry door may be left unsecured, which will allow youthful inmates housed in the subpod to be subsumed within the main pod. This housing pod has capacity for a total of 24 youthful inmates.

### General Population (Main Pod)

The main pod is comprised of 10 double-occupancy (1 is ADA compliant) cells for a capacity of 20 inmates.

Within the main pod are two safety cells. These are "temporary" beds to be used for short periods in order to provide appropriate stabilization and safety. These cells are not for permanent placement; the goal will be to use these cells for short durations (two to four hours) to stabilize inmates so that they can return to their assigned cell; the placement in a safety cell due to a mental health issue will require a mental health provider order. The safety cells will be high security beds that are directly observable from the staff workstation.

### Flex (Subpod)

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

### Male Youthful Inmate Flex Housing Pod Operations

All youthful inmates will enter the pod via the housing pod pedestrian sallyport, which will open into the main pod dayroom. The subpod will be accessed from the main pod dayroom through a secured door that is operated via electronic release controlled by the housing

officer or for authorized staff by card or biometric access. An intercom will be located on the inner side of the door to allow communication with the housing staff.

Unless otherwise noted, inmates housed in the subpod will access housing pod components (e.g., legal research carrel) located in the main pod dayroom on a scheduled basis. The design should provide good visibility into all areas within the main pod and subpod.

The subpod will contain a dayroom, and a shower area. Within the dayroom will be space or an alcove and furnishings for dining, telephones, television viewing, commissary orders, and video visitation.

A food alcove is not required for the subpod since the food cart will be brought into the main pod dayroom and the housing officer will distribute trays individually. Youthful inmates will generally eat in their dayrooms.

Nursing staff may conduct medication rounds directly in the subpod so that visual observation of the youthful inmate and his surroundings can be made, or the youthful inmate will be escorted to the medication distribution window accessible from the main dayroom.

Youthful inmates in the subpod will be provided access to programs and services. When programs and services that are provided require space, the program spaces in or accessible from the main pod dayroom will generally be utilized.

Inmates assigned to the subpod shall utilize the same outdoor exercise court as the main pod, which will be accessed on a scheduled basis to prevent inmates requiring separation from coming into contact with others. Ideally, a door will lead directly from the subpod into the exercise court.

No additional housing pod alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod - Overview*.

### 9.300 Female Youthful Inmate Housing

The female youthful inmate population has on occasion the need to separate from the general population those youthful inmates who must be kept separate and/or require protective custody; yet, the number of inmates requiring this special housing does not warrant a separate housing pod designated for these purposes. Accordingly, a female youthful inmate housing pod will include a subpod contained within the larger, overall housing pod (main pod) for this purpose. When not needed for separation purposes, the subpod entry door may be left unsecured, which will allow youthful inmates housed in the subpod to be subsumed within the main pod. This housing pod has capacity for a total of 16 youthful inmates.

#### General Population (Main Pod)

The main pod is comprised of 6 double-occupancy (1 is ADA compliant) cells for a capacity of 12 inmates.

Within the main pod are two safety cells. These are "temporary" beds to be used for short periods in order to provide appropriate stabilization and safety. These cells are not for

permanent placement; the goal will be to use these cells for short durations (two to four hours) to stabilize inmates so that they can return to their assigned cell; the placement in a safety cell due to a mental health issue will require a mental health provider order. The safety cells will be high security beds that are directly observable from the staff workstation.

### **Flex (Subpod)**

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

### **Female Youthful Inmate Flex Housing Pod Operations**

All youthful inmates will enter the pod via the housing pod pedestrian sallyport, which will open into the main pod dayroom. The subpod will be accessed from the main pod dayroom through a secured door that is operated via electronic release controlled by the housing officer or for authorized staff by card or biometric access. An intercom will be located on the inner side of the door to allow communication with the housing staff.

Unless otherwise noted, inmates housed in the subpod will access housing pod components (e.g., legal research carrel) located in the main pod dayroom on a scheduled basis. The design should provide good visibility into all areas within the main pod and subpod.

The subpod will contain a dayroom, and a shower area. Within the dayroom will be space or an alcove and furnishings for dining, telephones, television viewing, commissary orders, and video visitation.

A food alcove is not required for the subpod since the food cart will be brought into the main pod dayroom and the housing officer will distribute trays individually. Youthful inmates will generally eat in their dayrooms.

Nursing staff may conduct medication rounds directly in the subpod so that visual observation of the youthful inmate and her surroundings can be made, or the youthful inmate will be escorted to the medication distribution window accessible from the main dayroom.

Youthful inmates in the subpod will be provided access to programs and services. When programs and services that are provided require space, the program spaces in or accessible from the main pod dayroom will generally be utilized.

Inmates assigned to the subpod shall utilize the same outdoor exercise court as the main pod, which will be accessed on a scheduled basis to prevent inmates requiring separation from coming into contact with others. Ideally, a door will lead directly from the subpod into the exercise court.

No additional housing pod alteration, variation, or adaptation is required from that which was described in *Description of Housing Pod - Overview*.

## **9.400 Youthful Inmate Programs and Activities Center**

A decentralized programs and activities center, similarly configured as those provided for

adult inmates, will serve youthful inmates by providing space for educational and treatment activities decentralized to the housing pod to facilitate inmate participation in programs with minimal movement throughout the facility. The youthful inmate program spaces will be located in the circulation areas adjacent to the youthful inmate housing pods.

Youthful inmates will make a request to participate in any program or service offered in the facility. The programs coordinator will receive these requests and coordinate eligible youthful inmate's participation. If a program/service is at capacity, the eligible inmate will be placed on a waiting list to be processed on a first-come first-served basis.

The programs and activities center will provide the spaces necessary to meet the programmatic needs of youthful inmates.

Most youthful inmates will travel to the programs and activities center via individual pass, or they will travel by individual or group escort. Utility officers will monitor movement in the circulation corridor and will make periodic checks of the center to verify youthful inmates' authorization to be in the area. Seating will be available for inmates who arrive just prior to the scheduled program; this seating will be located adjacent to the program centers with good visibility from the program security officer workstation.

The programs and activities center will contain multi-purpose rooms/classrooms divided by acoustical, moveable partitions (so that two rooms can be made into a larger classroom when necessary – e.g., religious programming), a computer education room, and a hair care room. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the program security officer's workstation. This workstation will be configured and furnished commensurate with assigned tasks and responsibilities.

The large multi-purpose rooms/classrooms will be designed and furnished similarly to traditional education classrooms. Each of the classrooms will be equipped with CCTV capabilities to allow for programs to be aired live or video taped for later showing in the housing units. Secure storage for supplies and expensive instructional materials such as audio-visual equipment will be provided in this area. The medium-sized multipurpose rooms/classrooms will be designed and furnished for small group activities. Additional rooms will be provided, which are designed and equipped for conducting interviews (professional counselors, classification interviews, program leaders, and volunteers) when it is not conducive to conduct the interview in the youthful inmate's assigned housing pod. These interview rooms will provide the requisite privacy to prevent casual observation of room occupants by other youthful inmates. One of the interview rooms will be configured/wired for audio and video recording.

An additional classroom, designated as the computer education classroom, will be wired and designed to accommodate inmates working at individual computer terminals within carrels offering some limited acoustical privacy. A centralized software system with appropriate file-servers will be required to serve this classroom, and is to be located in a secure room immediately adjacent to the computer education classroom. Trained volunteers can be effectively used to supplement teachers to assist inmates assigned to the computer-assisted learning programs.

Generous glazing in the programs and activity rooms on the walls adjoining the circulation corridor and/or central location of the programs and activities area will enhance supervision

without disrupting the programmed activities. Conveniently located to all the multipurpose rooms/classrooms and interview rooms will be space to store stacking chairs that will be used throughout the programs and activities areas. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored, will be more cost-effective than outfitting each room for the maximum number of anticipated participants.

A fully equipped and furnished triage/examination room with secure storage for the medication cart will be provided in the programs and activities center to minimize movement throughout the facility of inmates undergoing health care assessment. Inmates newly admitted to the facility may receive their history and physical examination in this area. Additionally, inmates will be seen for sick call on a scheduled basis. Inmates will make a written request to be seen by health care staff, and initial triage will occur in this area prior to having to visit the medical clinic. Medication will be distributed within the housing pods from medications carts.

Inmates will be brought to the triage/examination area where they will sit on bench seating just outside of the triage/examination room to maximize efficiency. A medical work area will be provided for nursing staff to conduct their charting and for files to be created. A technician can also be assigned to this area to assist the nurse. Once the initial history is obtained, the inmate will be taken to the examination room for further physical assessment. This will allow two inmates to undergo processing at one time. If deemed necessary, the inmate will be scheduled for sick call to see the physician or a specialist.

A hair care area will be provided where inmates with scheduled appointments can receive hair care services during scheduled activities periods. The hair care area will meet all State health care and sanitary regulations. All haircuts will be scheduled in advance. It is preferable that a contracted hairstylist will perform hair care services. The haircutting shop should be located in an area where it can be easily supervised by facility staff. Bench seating will be located outside the hair care area for inmates who are awaiting scheduled appointments.

No chemicals will be used in the haircutting process, with the exception of non-chemical rinses. Any need for chemical hair treatment will be for medical purposes only, e.g., to treat head lice, scalp ailments, etc., and will be conducted on a case-by-case basis in the clinic area.

A shared office shall be provided for program leaders, volunteers, etc. to work privately before, after or in-between program sessions.

Within the decentralized programs center is a printer/copier work alcove (which will also be used for printing of inmates' legal materials), staff restroom, inmate restroom, and janitor closet.

### **Additional Design/Operational Considerations**

Access to the inner housing sallyport door of the youthful inmate housing pods may be via card and/or biometric access for select staff. An intercom on the outside of the door, connected to the workstation, will provide appropriate communication capability and should be used to announce entry into the unit. Central Control will have override control of both the inner and outer doors of the sallyport in emergencies.

The youthful inmate housing pods will be designed and constructed such that they may at some future time be readily converted into a single housing pod. If possible, adjacent walls should not be structural. An access door between the two housing pods will afford Dane County Jail the option of a single officer providing supervision during overnight hours.

No exterior window openings in the general population cells shall be greater than five inches wide. Glazing will be security grade. All general population cell doors will be out- swinging and remotely operated and constructed of solid wood or 14 gauge security hollow metal with a 14 gauge security frame, and will contain observation panels for housing officer checks. Locking systems may be electronic narrow jamb security locks or wider jamb security locks. A secure speaker diaphragm and push-to-exit/call button will be provided in each cell.

The housing officer should have a master key to all cells in the housing pods. Central Control will also have single point override control of these doors in the event of an emergency.

Cameras will be located throughout the living areas, which will allow for either continual time-lapse digital video recording or upon activation of a duress alarm. While the number of cameras should be minimized, coverage of all common areas is critical.

The showers and toilets in youthful inmate housing should not be equipped with locking mechanisms. Privacy panels compliant with PREA shall be provided for the showers in these units. Secure full height doors with vision panels and cuff/food-passes should be provided in the subpods of these housing pods. The showerheads should be suicide resistant and ideally will be recessed.

Toilets and sinks will be detention grade stainless steel in the subpods and safety cells.

Toilets having a toilet seat and sinks, which will be detention grade vitreous china in the main housing pod.

All video visitation kiosks should be connected into the County's wide area network into all the County court buildings, State Attorney's and Public Defender's offices.

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

All recreation yards shall include floor drains, and camera monitoring at the officer's workstation.

Security within the programs and activities area/center will be limited to controlling access to the area using a card and/or biometric access system or other staff-controlled security system. Within this area, general office construction will be employed.

Generous glazing in these rooms on the walls adjoining the circulation corridor will enhance supervision without disrupting the classroom activities.

## 9.000 Housing - Youthful Inmates

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>9.100 YOUTHFUL INMATE HOUSING SALLYPORT</b>						
9.101	Housing Pod Pedestrian Sallyport	1-10	1	80 /area	80	Four doors; outer door controlled by Central Control, both inner doors and interview/staging door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; intercom on each side of inner doors
<i>Subtotal Net Square Feet</i>					<b>80</b>	
<i>Grossing Factor</i>					<b>1.65</b>	
<i>Subtotal Gross Square Feet</i>					<b>132</b>	
<b>9.200 MALE YOUTHFUL INMATE [24 beds per pod; 1 pod]</b>						
<i>Main Pod: Male Youthful Inmate [20 beds]</i>						
9.201	Double Occupancy Cell	2	9	80 /cell	720	2 bunks, vitreous china toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
9.202	ADA Double Occupancy Cell	2	1	100 /cell	100	2 bunks (not stacked), vitreous china toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
9.203	Safety Cell	1	2	80 /cell	160	Walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain, controls outside of the cell; a padded fixed bunk eight inches off the floor, full glazing on the secure door; food pass on door.
9.204	Shower/Changing	1	1	40 /area	40	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
9.205	ADA Shower/ Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
9.206	Dayroom/Dining/TV	20	1	35 /pers	700	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 24 at mealtimes; sound attenuation measures; natural light; 5 telephones (1 ADA compliant phone); 2 TV areas with seating for 10; FM receivers; reading area; wall-mounted boxes for mail

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
9.207	Multi-function Kiosk	1	1	40 /area	40	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
9.208	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
9.209	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station
9.210	Computer Carrel	1	1	40 /area	40	Legal research; electronic communications
9.211	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications
9.212	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
9.213	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
9.214	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
9.215	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
9.216	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
9.217	Outdoor Exercise Court	8-12	1	750 /area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise court; glazing to maximize visibility from the housing pod; equipment storage
9.218	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage



## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						of personal items; daily needs storage (e.g., razors); first aid kit
9.219	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
9.220	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
9.221	Staff Restroom	1	1	50 /area	50	ADA accessible
9.222	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
9.223	Storage Closet	-	1	50 /area	50	Exercise items
9.224	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subpod: Male Youthful Inmate Flex [4 beds]</i>						
9.225	Single Occupancy Cell	1	3	80 /cell	240	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; secure furnishings; cell door with food pass and cuff pass
9.226	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area; secure furnishings; cell door with food pass and cuff pass
9.227	ADA Shower/ Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; security door having cuff pass and vision panels or security screens with view of head/feet of inmate in shower - may be secured, if necessary
9.228	Dayroom/Dining/TV	4	1	35 /pers	140	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA compliant portable phone; 1 TV area with seating for 4; FM receivers; natural light
9.229	ADA Multi-function Kiosk	1	1	50 /area	50	Portable kiosk (requisite cabling/power, etc.); video visitation; headset; acoustical side panels; commissary; automated transaction station

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<i>Subtotal Net Square Feet</i> <i>Grossing Factor</i> <i>Subtotal Gross Square Feet</i> <i>Subtotal Exterior Square Feet</i>					3,510 1.65 5,792 (750)	
<b>9.300 FEMALE YOUTHFUL INMATE 16 beds per pod: 1 pod]</b>						
<i>Main Pod: Female Youthful Inmate [12 beds]</i>						
9.301	Double Occupancy Cell	2	5	80 /cell	400	2 bunks, vitreous china toilet/sink (privacy screen), mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design
9.302	ADA Double Occupancy Cell	2	1	100 /cell	100	2 bunks (not stacked), vitreous china toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area
9.303	Safety Cell	1	2	80 /cell	160	Walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain, controls outside of the cell; a padded fixed bunk eight inches off the floor, full glazing on the secure door; food pass on door.
9.304	ADA Shower/ Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
9.305	Dayroom/Dining/TV	12	1	35 /pers	420	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 24 at mealtimes; sound attenuation measures; natural light; 5 telephones (1 ADA compliant phone); 2 TV areas with seating for 10; FM receivers; reading area; wall-mounted boxes for mail and other communications; book cart; water cooler located in close proximity to interview/staging room transaction window; natural light
9.306	ADA Multi-function Kiosk	1	1	50 /area	50	Video visitation; headsets; acoustical side panels; commissary; automated transaction station
9.307	ADA Multi-function Kiosk (No Video Visiting)	1	1	50 /area	50	Commissary; automated transaction station
9.308	Computer Carrel	1	1	40 /area	40	Legal research; electronic communications
9.309	ADA Computer Carrel	1	1	50 /area	50	Legal research; electronic communications

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
9.310	Multipurpose Room	10	1	20 /pers +50	250	Room interior visible from housing officer station; video conference capabilities; fiber optics; storage cabinets
9.311	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
9.312	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
9.313	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
9.314	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
9.315	Outdoor Exercise Court	8-12	1	750 /area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise court; glazing to maximize visibility from the housing pod; equipment storage
9.316	Housing Officer Workstation	1	1	60 /area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, computer, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; AED; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
9.317	Staff Locker	-	1	10 /area	10	For storing staff personal items; may be located within staff restroom
9.318	Property Storage Bin Closet	-	1	40 /area	40	Shelving; secure storage bins
9.319	Staff Restroom	1	1	50 /area	50	ADA accessible
9.320	Supply Closet	-	1	50 /area	50	Shelving & cabinet storage for housing pod supplies (e.g., toilet paper, hygiene kits, etc.)
9.321	Storage Closet	-	1	50 /area	50	Exercise items
9.322	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing;

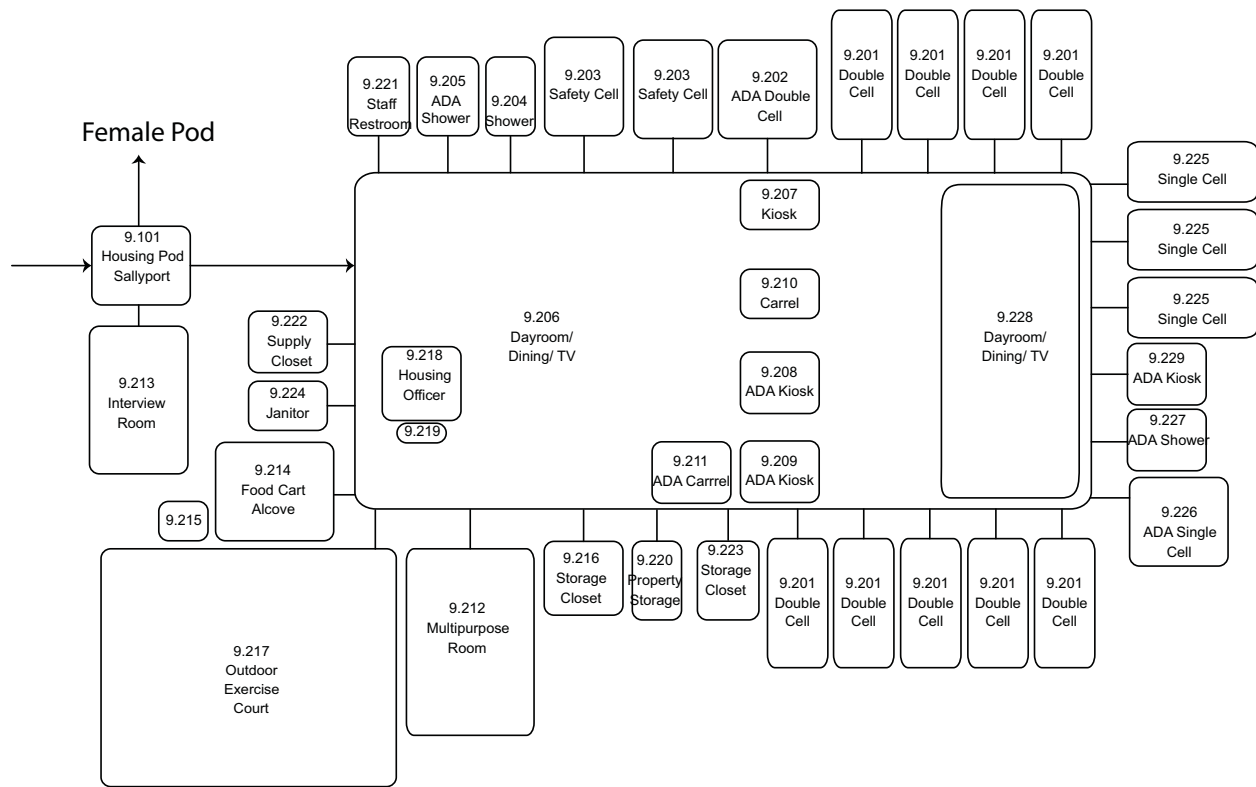
## OPERATIONAL AND ARCHITECTURAL PROGRAM

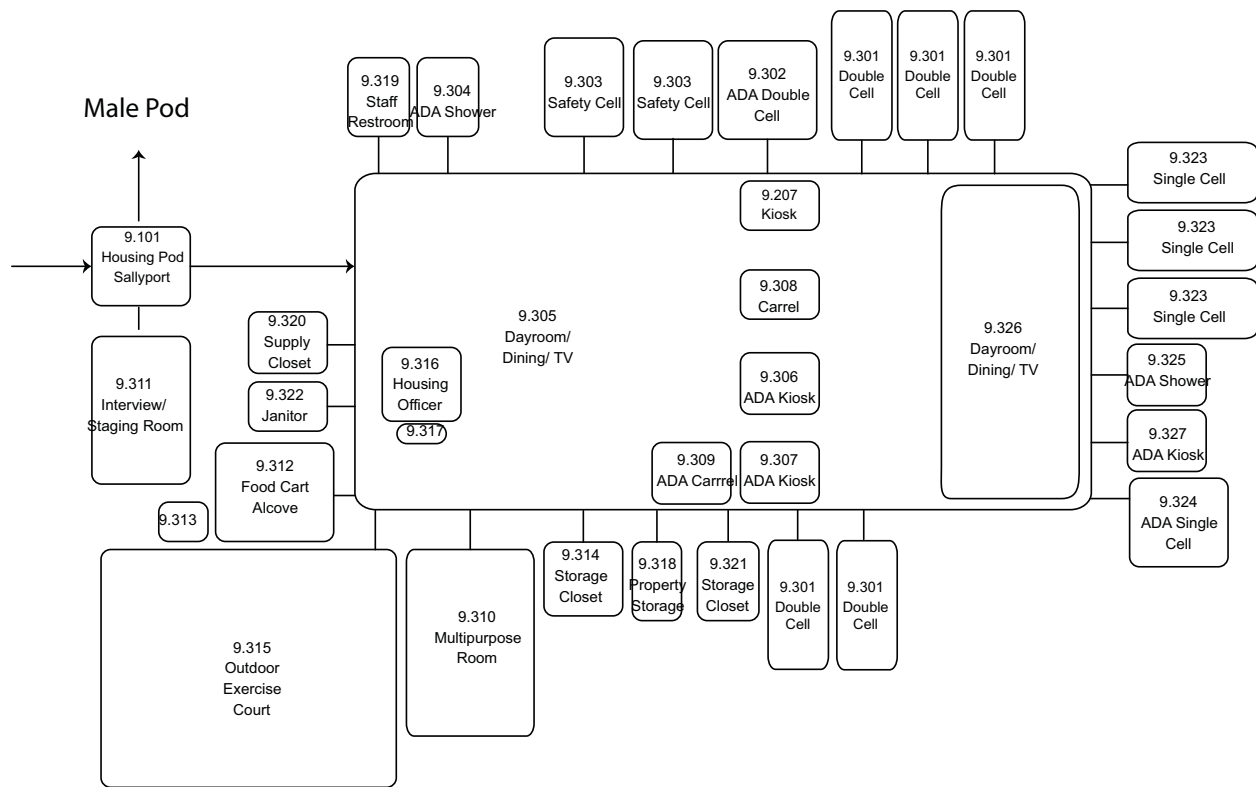
#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						glazing on doors for easy viewing inside; one on each level of the pod
<i>Subpod: Female Youthful Inmate Flex [4 beds]</i>						
9.323	Single Occupancy Cell	1	3	80 /cell	240	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; secure furnishings; cell door with food pass and cuff pass
9.324	ADA Single Occupancy Cell	1	1	90 /cell	90	1 bunk, stainless steel toilet/sink, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant fixtures/design; proximal to shower area; secure furnishings; cell door with food pass and cuff pass
9.325	ADA Shower/ Changing	1	1	50 /area	50	Suicide-resistant showerhead, recessed, double shower head; cubicle with outer drying/dressing area; floor drains in both shower and dressing areas; security door having cuff pass and vision panels or security screens with view of head/feet of inmate in shower - may be secured, if necessary
9.326	Dayroom/Dining/TV	4	1	35 /pers	140	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 4 at mealtimes; sound attenuation measures; natural light; 1 ADA compliant portable phone; 1 TV area with seating for 4; FM receivers; natural light
9.327	ADA Multi-function Kiosk	1	1	50 /area	50	Portable kiosk (requisite cabling/power, etc.); video visitation; headset; acoustical side panels; commissary; automated transaction station
<i>Subtotal Net Square Feet</i>					<i>2,830</i>	
<i>Grossing Factor</i>					<i>1.65</i>	
<i>Subtotal Gross Square Feet</i>					<i>4,670</i>	
<i>Subtotal Exterior Square Feet</i>					<i>(750)</i>	
<b>9.400 YOUTHFUL INMATE PROGRAMS AND ACTIVITIES CENTER</b>						
9.401	Inmate Seating Area	10	1	10 /pers	100	Adjacent to program center
9.402	Program Officer Station	1	1	60 /area	60	Standing height work desk/counter; stool; daily needs storage; control panel for doors; computer; visibility into the area maximized
9.403	Multi-Purpose/ Classrooms	12	3	25 /pers + 50	1,050	Teacher station, narrow 2-person learning tables, sturdy molded plastic chairs, white board, cabled for video learning; fiber optics; computer carrel with CD-ROM capabilities; classrooms separated by moveable

## OPERATIONAL AND ARCHITECTURAL PROGRAM

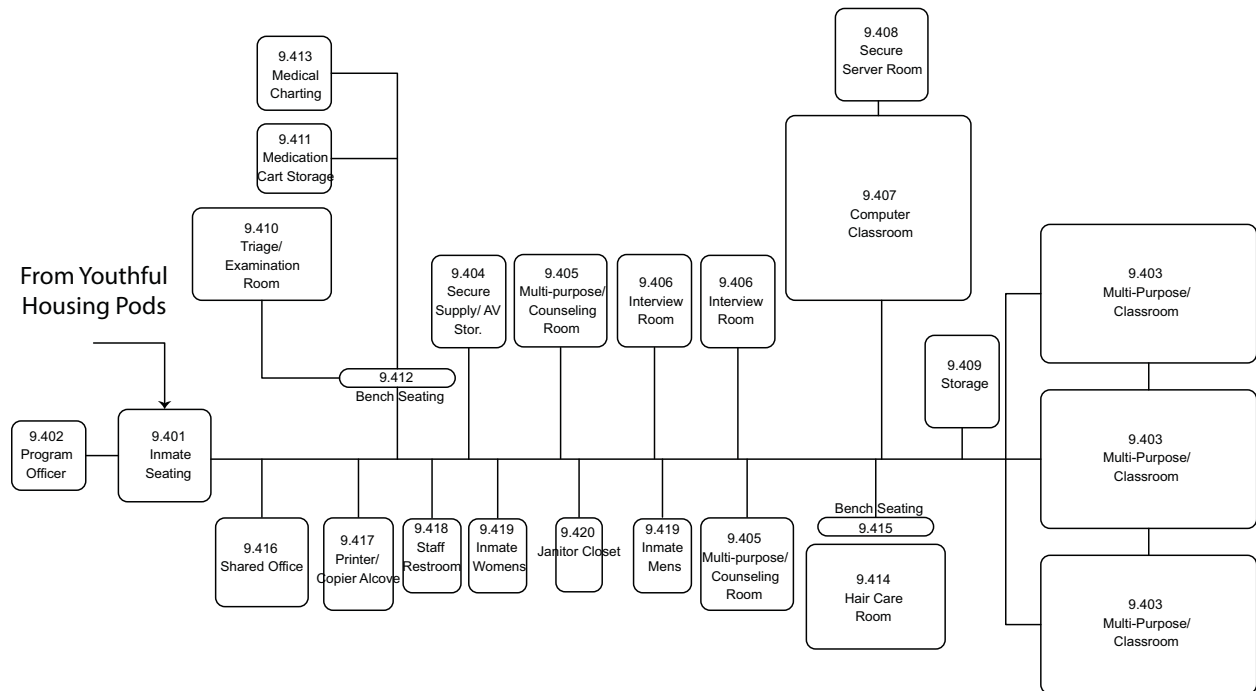
#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						acoustical partition; CCTV capabilities; Wi-Fi enabled
9.404	Secure Supply & AV Storage	-	1	80 /area	80	Adjustable shelves; storage bins; ample floor space for larger items
9.405	Multipurpose/ Counseling Rooms	6-8	2	200 area	400	Loose chairs; video-conferencing capacity; fiber optics
9.406	Interview Room	2-3	2	80 /area	160	Conference table, chairs; one room configured/wired for audio and video recording and live viewing
9.407	Computer Classroom	10	1	35 /pers + 50	400	Teacher station and storage; fiber optics; computer carrels; adjacent to library
9.408	Secure Server Room	1	1	100 /area	100	Adjacent to computer classroom
9.409	Storage	-	1	80 /area	80	Open space for stacking chairs
9.410	Triage/Examination Room	1-2	1	150 /area	150	Lockable cabinets; privacy screens; exam tables; sink with hot/cold water; BP equipment; charting desk; stool; computer; work counter; locked specimen storage; "sharps" container; refrigerator; data ports/lines; emergency generator backup for all electrical; visitor chair
9.411	Medication Cart Storage	1	1	60 /area	60	Cart storage
9.412	Bench Seating - Medical	1-5	1	5 /pers	25	Located outside of medical work area
9.413	Medical Charting	1-2	1	64 /area	64	WS-3; requisite privacy for obtaining medical history
9.414	Hair Care Room	2	1	170 /area	170	Haircutting chair; hair washing sink; tempered glass mirror; secure cabinetry; extra electrical outlets; bench seating
9.415	Bench Seating - Hair Care	1-5	1	5 /pers	25	Located outside of hair care area
9.416	Shared Office	1	1	96 /office	96	OF-6
9.417	Printer/Copier Work Alcove	1-2	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins
9.418	Staff Restroom	1	1	50 /area	50	ADA accessible; located convenient to offices/workstations
9.419	Inmate Restroom	1	2	50 /area	100	ADA accessible; wall-mounted water fountain outside restrooms; one restroom located in corridor just outside of this component and the other located adjacent to the triage room
9.420	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>Subtotal Net Square Feet</b>					<b>3,285</b>	
<b>Grossing Factor</b>					<b>1.40</b>	

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
					<i>Subtotal Gross Square Feet</i>	<i>4,599</i>
	<i>9.000</i>			<i>Total Interior Net Square Feet</i>	<i>9,705</i>	
	<i>9.000</i>			<i>Total Interior Gross Square Feet</i>	<i>15,192</i>	
	<i>9.000</i>			<i>Total Exterior Square Feet</i>	<i>(1,500)</i>	











## 10.000 Programs and Services

### Introduction

The program and services component includes those areas associated with all inmate programs and services, work programs, and the volunteer programs. To the degree possible, spaces will be shared to reduce space inefficiencies while maintaining the integrity of the intended function.

Programs will be offered to inmates that are appropriate for their needs and lengths of stay. These will include academic education, skills development, religious programs, and various treatment programs. In addition, inmates will be provided access to both legal and recreational library books/resources. Industries programs may also be provided as described in section 12.000 Industries.

Before inmates are assigned to programs and services, a determination of each inmate's risk (level of dangerousness) and needs (conditions and services necessary to maintain the inmate's physical and psychological wellbeing) must be made. This is accomplished through an appropriate inmate classification system. An effective classification system is objective – based on a consistent set of criteria, and a systematic method of applying the criteria to classification decisions. Inmate classification (risk and needs assessment) provides the foundation for an inmate's behavior management plan (assignment to programs and services). The risk and needs assessment is conducted during a face-to-face classification interview. Often this requires following up on criminal history information (i.e., convictions or dismissed charges, etc.), mental health history, and information relating to previous incarcerations.

The administrative and support component of this function will be located centrally and with easy access by staff, professionals, and volunteers. A card or biometric access system may be used to control movement in and out of this area.

While the programs and services area will be primarily decentralized and located in close proximity to the housing pod to minimize travel distances, there will continue to be programs delivered in a central location, e.g., religious, vocational education, etc. The decentralized programs areas should be designed to provide maximum flexibility of use, in order to respond effectively to changing uses and program requirements. The program areas are expected to be busy throughout the day. Since inmates will utilize them heavily, pod officers will monitor the decentralized program areas when they are in use (see section 8.000 Housing - Adult Inmates), and utility officers will monitor the centralized program areas when they are in use.

Although programming will be based on an assessment of the needs of the inmate population, programming may include the following:

- Educational Programs
- Anger Management
- Treatment Programs
- Therapeutic Treatment Community
- AA and NA Programs
- Substance Abuse Education
- Religious Programs and Studies

- Individual Religious Programming

ACA standards (4-ALDF-5A-01, 03, 04, & 09, 4-ALDF-5B-06, and 4-ALDF-5C-17) require that programming be offered in the areas of substance abuse, mental health, library recreation, education, and religion.

Both traditional classroom instruction and computer-based education will be offered. Volunteers will be expected to supplement the contract adult education teachers, particularly in areas of life skills.

Substance abuse counseling services will be provided on a volunteer basis. A substance abuse counselor, along with volunteers, may be utilized to provide small and large group counseling services, such as AA and NA meetings.

Routine mental health counseling will be provided by the contracted provider, including additional services provided by social worker(s) and clinician(s).

Religious services must include an assessment of actual inmates' religious preferences, and services must reflect the actual needs of the population. If possible, the programs coordinator should recruit an individual to serve as a coordinating chaplain to facilitate religious services for the full range of denominations. The chaplain will be responsible for identifying appropriate religious personnel for each requested denomination. The chaplain will also be available to provide individual or group counseling and/or services.

Program personnel (including volunteers) should be cross-trained in inmate behavior management. These persons can support utility officers through observation, not supervision, during program activities. Inmates will generally receive programming in their respective zones. On a case-by-case basis, inmates could be permitted to attend programs in a different zone. Ideally, real-time video feeds will permit inmates to observe/participate in programs outside of their zone program area.

## Operational Program

### 10.100 Administration

Programs and services administration for this component will provide coordination and oversight of programs, activities, and services provided at the DANE COUNTY JAIL. Offices will be provided for administration, educational, counseling and other staff necessary to offer programs, activities, and services as described in this document.

A combination of private and shared offices, and open workstations will be provided for program administration staff, religious leaders, academic teachers, treatment providers, activity specialists, volunteers, and others providing programs and services for inmates. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed.

Within the programs administration area, office space will be provided for the following positions and functions:

- Director of Programs (includes Program Volunteer Coordinator)
- Inmate Workforce Coordinator

- Reentry Coordinator
- Huber Counselor
- Chaplain
- Academic Education
- Vocational Education
- Intern
- Clerical

Office design and furniture and equipment will be commensurate with assigned responsibilities. In addition, unassigned semi-private office(s) will be provided for future growth of programs.

Staff and authorized service providers and volunteers will enter the facility through the public lobby, check-in with reception staff, and proceed through the main pedestrian sallyport to the programs and activities area. Prior to going to the designated program or activity area, all non-facility staff will check in at the programs and activities administration office to sign-in for record keeping purposes, and obtain program participant lists and/or supplies necessary for the program. Located near programs reception waiting and the programs clerk workstation will be space where program leaders and volunteers can check-in and obtain program schedules and sign-up sheets, with counter space for making notes or filling out paperwork. The door to the suite will be secured. A card or biometric access, or other staff-controlled system may be used to control movement in and out of this area. Only staff is authorized in this area, although inmate workers will be authorized to perform housekeeping services on a scheduled basis.

Adequate storage for maintaining individual programs' supplies, materials, and equipment will be provided, which will include secure storage for supplies and expensive instructional materials such as audio-visual equipment.

Visiting chaplains may need to store their literature or other religious materials in a secure location. All items brought into the facility are subject to search. Chaplain prayer services will be provided in the decentralized program centers. Individualized counseling will occur in the housing pod interview rooms.

Religious services and studies, pastoral counseling, and similar activities typically will take place in the multi-purpose rooms. Religious articles will be stored in the program and services administration supply closet, and these articles will be transported via rolling cart to the location of the religious services.

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

The programs and services administration area will include a conference room, break room, office supply closet, staff restroom, and janitor closet.

## 10.200 Classification

Classification services shall serve to identify the level of risk and need for individual inmates, thereby providing a basis for housing and programming decisions. In addition, staff assigned to classification services will process and manage inmate grievances and inmate

discipline.

A combination of private and shared offices, and open workstations will be provided for classification staff. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. The classification suite should be located with the conference booths described below. Within the classifications services area, office space will be provided for the following positions and functions:

- Classification Supervisor
- Classification Specialist
- Inmate Grievance Coordinator
- Inmate Discipline Coordinator
- Clerical

Office design and furniture and equipment will be commensurate with assigned responsibilities.

The door to the suite will be secured. A card or biometric access, or other staff-controlled system may be used to control movement in and out of this area. Only staff is authorized in this area, although inmate workers will be authorized to perform housekeeping services on a scheduled basis.

Inmates will be formally classified following their initial appearance in court. Classification staff will conduct classifications eight hours per day Monday through Saturday. If this level of service does not meet demand, additional hours and/or staff will be added to accommodate demand. Inmates will be interviewed in private conference booths, which bridge the classification services suite and reception housing (see section 8.000 Housing - Adult Inmates). For those inmates moved to specialized housing prior to classification, classification staff will interview the inmate in one of the interview rooms located in the inmate's housing pod.

Public defenders who interview inmates prior to IA court will use one of the classification conference booths. Public defenders will access these booths through the classification suite.

No specialized space is required for reclassification interviews, inmate grievance reviews or inmate disciplinary hearings. These activities will occur in the interview or multipurpose space within the housing pods or interview or multipurpose space within the decentralized programs and activities centers.

Classification records, and inmate grievance and disciplinary records are maintained electronically; therefore, specialized records storage space is not required.

The classification area will include a conference room, printer/copier work alcove, office supply closet, staff restroom, and janitor closet.

### 10.300 Library

Offering inmates a range of reading materials helps to combat idleness and boredom, provides a positive leisure activity, provides information for self-help and re-entry, and

eases the stress of incarceration.

A fully stocked, furnished and equipped, centrally located library will be available for inmates on a privilege basis. Ideally, the library will be a branch of the County Public Library system. Inmates who have not earned the privilege of accessing the central library will access recreational library materials from book carts maintained within each housing pod.

Recreational library services will encompass a range of reading materials, including primarily leisure reading resource materials, current periodicals, and newspapers. The intent of this component is to provide inmates with a positive opportunity to read, or study or research materials with the appropriate and necessary resources available to assist them in such efforts. The library will be configured such that reading materials are maintained on shelving arranged against the wall and/or on shelving not exceeding five feet high so as to not interfere with internal sight lines and supervision.

Reading and research areas will be provided within the library, which will include tables that accommodate up to four seated inmates each, and individual lounge seating.

Legal research will rely, in large part, on the use of a CD-ROM or web-based computerized legal research system. Carrels within the housing pods will provide inmates with ample opportunity to conduct legal research. However, additional legal research carrels will be located in the library. Legal research terminals may be used by inmates, staff, and/or volunteer paralegals providing assistance in the methods of conducting legal research. Specific legal research books not available via the computer will be maintained in the central library.

Within the library area will be a librarian workstation and workroom. The librarian workstation will be centrally located to enable viewing of all areas of the library, but also be adjacent to the workroom so that the workstation can be observed when the staff is in the workroom. The workroom will primarily be used to inventory and store recreation and general library materials received through the inter-library system or donated from the public. A book cart will be stored in the library workroom and will be used to stage updated reading materials (books, periodicals, and magazines) for distribution throughout the housing pods. The central server for the CD-ROM system will be located in the library workroom.

The library area will include a printer/copier work alcove, supply closet, staff restroom, inmate restroom, and janitor closet.

#### **10.400 Central Programs and Activities Center**

While most programs will occur within the decentralized programs and activities centers (see section 8.000 Housing - Adult Inmates), the realities of inmate needs as well as space and program leader efficiencies, suggest that in some cases, inmates may need to be scheduled for programs in a centralized location.

Most inmates will travel to the central programs and activities areas via individual pass, although others will travel by individual or group escort. Utility officers will monitor movement in the circulation corridor and will make periodic checks of these areas to verify inmates' authorization to be in the area(s). Careful scheduling must be employed to coordinate start times incrementally so that large numbers of inmates are not entering and

leaving the program centers at the same time. Seating will be available for inmates waiting to be admitted to programs, this seating will be located adjacent to the program areas with good visibility from the program security officer workstation. This workstation will be configured and furnished commensurate with assigned tasks and responsibilities.

The central programs and activities area will contain multi-purpose rooms/classrooms. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the program security officer's workstation.

The large multi-purpose rooms/classrooms will be designed and furnished similarly to traditional adult education classrooms. Secure storage for supplies and expensive instructional materials such as audio-visual equipment will be provided in this area. Each of the classrooms will be equipped with CCTV capabilities to allow for programs to be aired live or video taped for later showing in the housing units. The medium-sized multipurpose rooms/classrooms will be designed and furnished for small group activities.

Computers are used as the primary delivery method or are used to augment program delivery for many programs and activities offered at the DANE COUNTY JAIL. To enhance the flexibility for their use, laptop computers with Wi-Fi access will be acquired and stored in a secure location that is central to the programs area and checked out for specific programs on an as needed basis. In addition, wireless printers will be made available. A centralized software system with appropriate file-servers will be required to serve the Wi-Fi-capable computers, and is to be located in a secure room proximal to the central classrooms.

Generous glazing in the programs and activity rooms on the walls adjoining the circulation corridor and/or central location of the programs and activities area will enhance supervision without disrupting the classroom activities. Conveniently located to all the multipurpose rooms/classrooms and interview rooms will be space to store stacking chairs that will be used throughout the programs and activities areas. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored, will be more cost-effective than outfitting each room for the maximum number of anticipated participants.

The central programs and activities area will include an unassigned office (for use by visiting professionals, volunteers, etc.), printer/copier work alcove, staff restroom, inmate restroom, water cooler, and janitor closet.

### **Additional Design/Operational Considerations**

Security within the programs and activities area/centers will be limited to controlling access to the area using a card and/or biometric access system or other staff-controlled security system. Within this area, general office construction will be employed.

The classification suite is adjacent to reception housing and includes the conference booths that bridge the classification suite and reception housing.

Generous glazing in the program classrooms on the wall adjoining the circulation corridor and/or central location of the programs and activities area will enhance supervision without disrupting the classroom activities.



## 10.000 Programs and Services

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>10.100 ADMINISTRATION</b>						
10.101	Director of Programs	1	1	150 /office	150	OF-4
10.102	Inmate Workforce Coordinator	1	1	110 /office	110	OF-5
10.103	Reentry Coordinator	1	1	110 /office	110	OF-5
10.104	Huber Counselor	1-2	1	96 /office	96	OF-6
10.105	Chaplain Work Area/Storage	2	1	200 /area	200	2 WS-2; lockable cabinets for individual religious practitioners
10.106	Academic Education	1-4	1	325 /area	325	4 WS-2; includes files and storage
10.107	Vocational Education	1-2	1	96 /office + 50	146	OF-6; includes files
10.108	Programs Clerical Specialist	1	1	80 /wkstn	130	WS-1
10.109	Intern	1-2	1	96 /office	146	OF-6
10.110	Unassigned Semi-Private Office	1-2	1	96 /office	146	OF-6
10.111	Reception/Waiting	2-4	1	100 /area	150	RW-3
10.112	Volunteer Work Area	1-2	1	80 /area	130	Program schedules; bulletin board; sign-in sheets; counter space for making notes.
10.113	Transitions Program Case Managers	2	1	150 /office	200	OF-5; includes files
10.114	Program Storage	-	1	100 /area	150	A/V equipment, program materials, records, office supplies; shelving
10.115	Religious Program Storage	-	1	80 /area	130	Adjustable shelves; storage bins; ample floor space for larger items; rolling cart
10.116	Printer/Copier Work Alcove	-	1	75 /area	125	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins
10.117	Conference Room	8-12	1	300 /area	350	CF-2; video conferencing capacity
10.118	Break Room	1-4	1	150 /area	200	BR-2
10.119	Office Supply Closet	-	1	40 /area	90	Secure storage; shelving; near printer/copier alcove
10.120	Staff Restroom	1	2	50 /area	200	ADA accessible; one designated males; one designated females
10.121	Janitor Closet	-	1	40 /area	90	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<i>Subtotal Net Square Feet</i>					<b>3,374</b>	
<i>Grossing Factor</i>					<b>1.25</b>	
<i>Subtotal Gross Square Feet</i>					<b>4,218</b>	
<b>10.200 CLASSIFICATION</b>						
10.201	Classification Supervisor	1	1	110 /office	110	OF-5

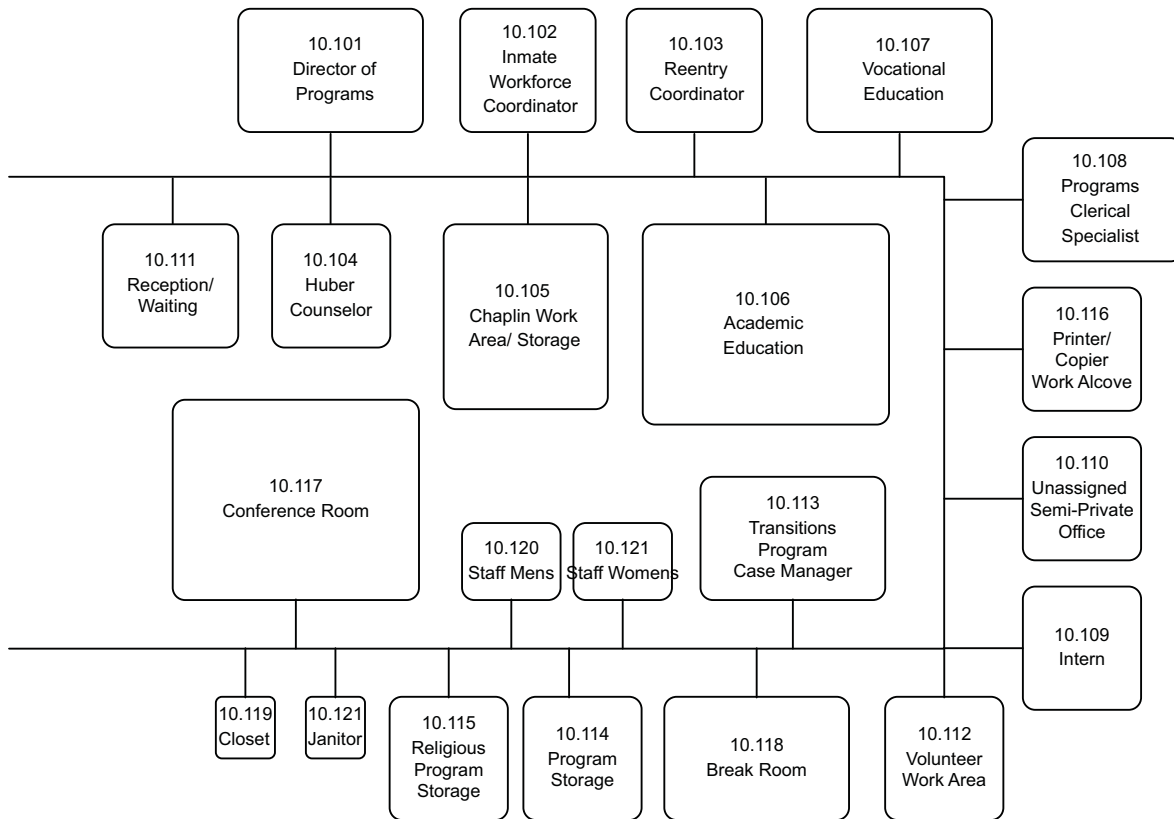
## OPERATIONAL AND ARCHITECTURAL PROGRAM

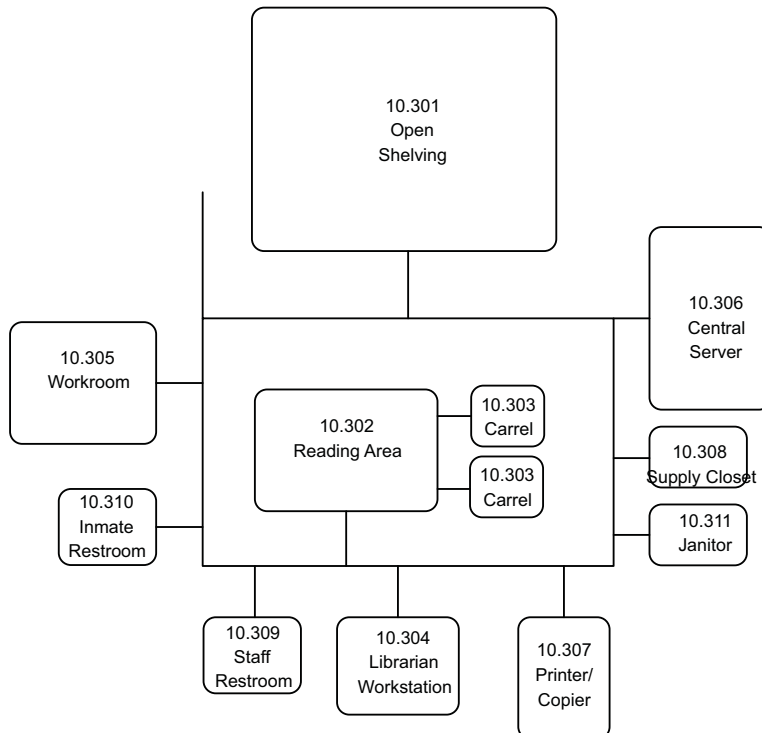
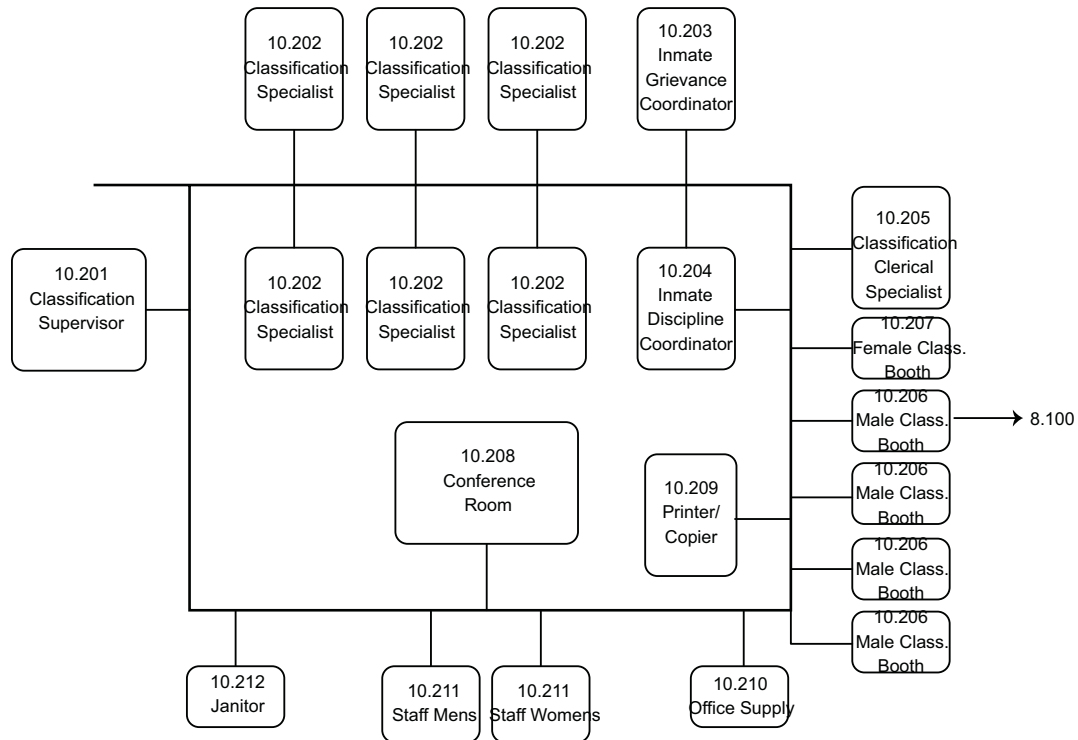
#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
10.202	Classification Specialist	1	6	80 /wkstn	480	WS-1
10.203	Inmate Grievance Coordinator	1	1	80 /wkstn	80	WS-1
10.204	Inmate Discipline Coordinator	1	1	80 /wkstn	80	WS-1
10.205	Classification Clerical Specialist	1	1	80 /wkstn	80	WS-1
10.206	Male Classification Conference Booth - Classification Side	1-2	4	40 /booth	160	Transaction window - glazed with pass-through and speak-through; counter space for signing documents; acoustical privacy; ADA accessible; bridges male reception housing & classification suite (associated with 8.000 Housing - 2 booths in each reception housing pod)
10.207	Female Classification Conference Booth - Classification Side	1	1	40 /area	40	Transaction window - glazed with pass-through and speak-through; counter space for signing documents; acoustical privacy; ADA accessible; bridges female reception housing & classification suite (associated with 8.000 Housing)
10.208	Conference Room	4-6	1	150 /area	150	CF-3
10.209	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins
10.210	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
10.211	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
10.212	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<i>Subtotal Net Square Feet</i>					<i>1,435</i>	
<i>Grossing Factor</i>					<i>1.25</i>	
<i>Subtotal Gross Square Feet</i>					<i>1,794</i>	
<b>10.300 LIBRARY</b>						
10.301	Open Shelving	8	1	500 /area	500	Low shelving so as to not obscure visibility
10.302	Reading Area	10	1	15 /pers	150	Tables with 4 seats; lounge seating
10.303	Legal Research Carrels	1	2	35 /area	70	Legal research computer workstations
10.304	Librarian Workstation	1	1	80 /area	80	Standing height work desk/counter; stool; daily needs storage; computer; visibility into the area maximized; adjacent to workroom

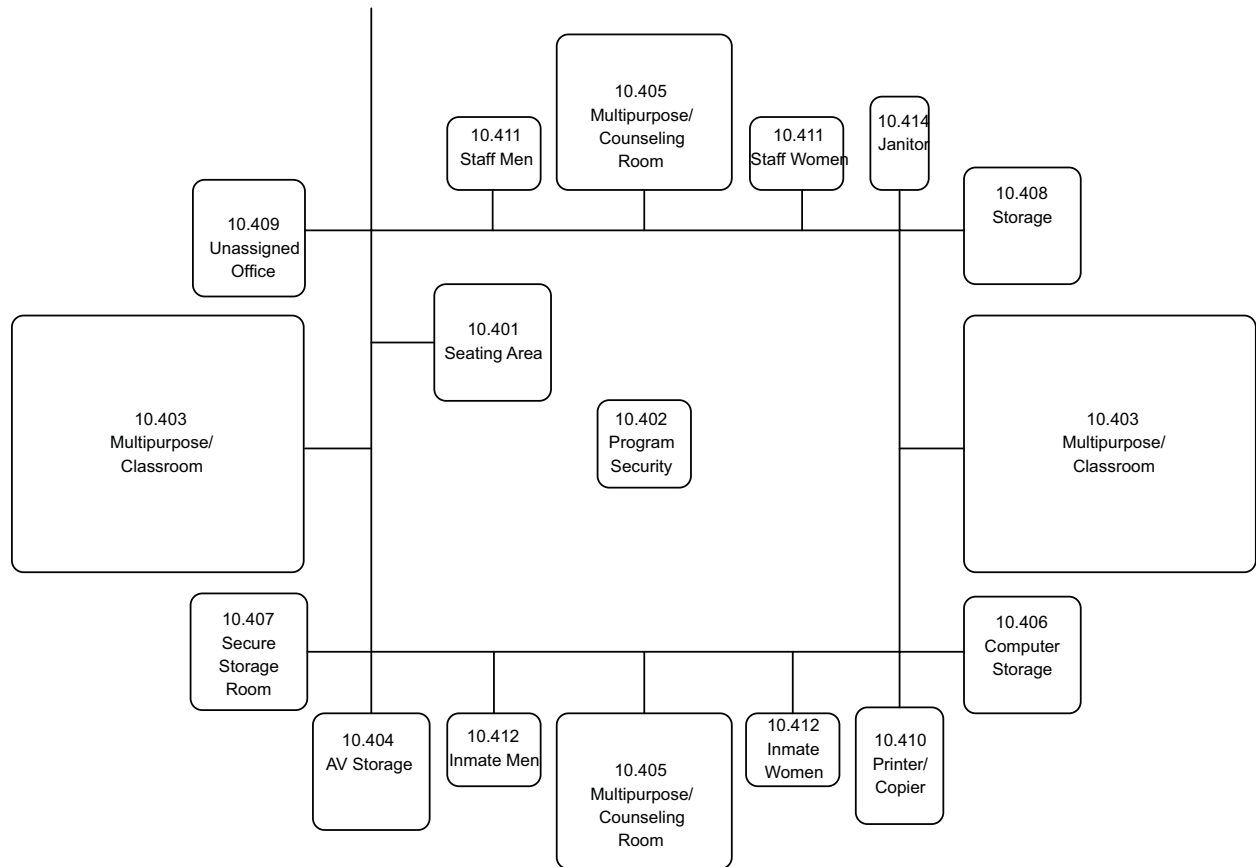
## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
10.305	Workroom	-	1	120 /area	120	Temporary book storage; counter space for marking books; space for book cart
10.306	Central Server	1	1	150 /area	150	Central server for legal access computer
10.307	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; recycling bins
10.308	Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
10.309	Staff Restroom	1	1	50 /area	50	ADA accessible
10.310	Inmate Restroom	1	1	50 /area	50	ADA accessible
10.311	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<i>Subtotal Net Square Feet</i>					<i>1,325</i>	
<i>Grossing Factor</i>					<i>1.40</i>	
<i>Subtotal Gross Square Feet</i>					<i>1,855</i>	
<b>10.400 CENTRAL PROGRAMS CENTER</b>						
10.401	Seating Area	10	1	10 /pers	100	Proximal to program rooms
10.402	Program Security Workstation	1	1	60 /area	60	Standing height work desk/counter, stool, daily needs storage, control panel for doors, computer; visibility into the area maximized
10.403	Multipurpose/ Classrooms	20	2	25 /pers + 50	1,100	Teacher station, narrow 2-person learning tables, sturdy molded plastic chairs, white board, cabled for video learning; fiber optics; computer carrel with CD-ROM capabilities; CCTV capabilities; Wi-Fi enabled; generous glazing on walls adjoining circulation corridor
10.404	AV Storage	-	1	100 /area	100	Adjustable shelves, storage bins, ample floor space for larger items
10.405	Multipurpose/Counseling Rooms	8	2	200 /area	400	Loose chairs; fiber optics; generous glazing on walls adjoining circulation corridor
10.406	Computer Storage	-	1	100 /area	100	Adjustable shelves; storage for laptop computers and wireless printers
10.407	Secure Server Room	1	1	100 /area	100	Adjacent to classroom
10.408	Storage	-	1	100 /area	100	Open space for stacking chairs.
10.409	Unassigned Office	1-2	1	96 /office	96	OF-6
10.410	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; recycling bins

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
10.411	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females; located convenient to program spaces
10.412	Inmate Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
10.413	Water Cooler	1	1	6 /area	6	ADA accessible; wall-mounted; adjacent to inmate restroom
10.414	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside, one located in the circulation space outside of the central program area
<i>Subtotal Interior Square Feet</i>					<i>2,477</i>	
<i>Grossing Factor</i>					<i>1.40</i>	
<i>Subtotal Gross Square Feet</i>					<i>3,468</i>	
<i>10.000 Total Interior Net Square Feet</i>					<i>8,611</i>	
<i>10.000 Total Interior Gross Square Feet</i>					<i>11,334</i>	











## 11.000 Jail Diversion/Bail Monitoring

### Introduction

Jail diversion is a community-based program operated by the Dane County Jail whereby eligible inmates are conditionally released to live and work in the community while under electronic monitoring in lieu of being housed at the jail.

Bail monitoring is a community-based program operated by the Dane County courts whereby eligible inmates are conditionally released on bail pending resolution of their pending criminal case.

## Operational Program

### 11.100 Jail Diversion

Inmates accepted into the program are required to, amongst other things, attend a program orientation, wear an electronic monitoring device, report in regularly with program staff, submit to periodic urinalysis testing, pay a weekly program fee, submit to home/work checks within the community.

A public entrance will be provided leading directly into the jail diversion program reception area, which should be easily accessible to the public parking area and proximal to the public lobby. The entrance will open into a weather vestibule that will be separated from the jail diversion reception area by a set of double doors with sufficient glazing to provide ready visibility of the weather vestibule from the reception desk and possibly from Central Control, if the design permits.

During scheduled hours, the front doors will be unlocked; for all other times, the outer front doors will be left unlocked and the inner front doors will be secured from unauthorized entry. Access to the reception area when the vestibule doors are locked will be via electric strike controlled at the reception workstation or Central Control and/or via card access and/or a biometric security system (authorized staff only). An intercom (with appropriate signage) located in the weather vestibule will allow communication between persons requesting entrance into the area and Central Control when the reception position is not staffed.

The reception area will have comfortable seating and provide access to public restrooms. It is here that individuals having business with the jail diversion program or bail monitoring program (see subsection 11.200 Bail Monitoring) will check in within reception staff. Jail diversion reception staff will be located within the jail diversion program suite with a transaction window accessible from the reception area.

A combination of private and shared offices, and open workstations will be provided for jail diversion staff. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. Within the jail diversion program area, office space will be provided for the following positions and functions:

- Jail Diversion Supervisor
- Jail Diversion Deputy
- Case Manager

- Clerical

Office design and furniture and equipment will be commensurate with assigned responsibilities.

The door to the suite will be secured. A card or biometric access, or other staff-controlled system may be used to control movement in and out of this area. While primary access to the suite will be via the reception area, a secondary staff-only access door may be provided from within the Dane County Jail, dependent upon final design.

Specialized space will be provided for each of the following program functions/activities:

- Program orientation
- Interviews
- UA sample collection
- UA sample and supply storage
- GPS/Electronic monitoring device activation/storage

Jail diversion deputies require specialized lockers to store duty gear and weapons. Access to the locker area will be by card and/or biometric access (authorized staff only). These lockers may be co-located with task force staff lockers (see section 5.000 Staff Support).

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

The jail diversion program area will include records storage, office supply closet, staff restroom, break room, and janitor closet.

## 11.200 Bail Monitoring

Inmates accepted into the program may be required to, amongst other things, wear an electronic monitoring device, report in regularly with program staff, submit to periodic urinalysis testing, and submit to home/work checks within the community.

The bail monitoring program will utilize the public entrance and reception area designated for the jail diversion program (see subsection 11.100 Jail Diversion). It is here that individuals having business with the jail diversion program or bail monitoring program (see subsection 11.100 Jail Diversion) will check in within reception staff. Bail monitoring reception staff will be located within the bail monitoring program suite with a transaction window accessible from the reception area.

A combination of private and shared offices, and open workstations will be provided for bail monitoring staff. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. Within the bail monitoring program area, office space will be provided for the following positions and functions:

- Bail Monitoring Supervisor
- Case Manager
- Clerical

Office design and furniture and equipment will be commensurate with assigned responsibilities.

The door to the suite will be secured. A card or biometric access, or other staff-controlled system may be used to control movement in and out of this area.

Specialized space will be provided for each of the following program functions/activities:

- Interviews
- UA sample collection
- UA sample and supply storage
- GPS/Electronic monitoring device activation

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

The bail monitoring program area will include records storage, office supply closet, staff restroom, break room, personal lockers, and janitor closet.

### **Additional Design/Operational Considerations**

The jail diversion program requires capacity for numerous telephone lines being using simultaneously.

The jail diversion and bail monitoring programs require the building construction or location that is conducive to activating GPS and electronic monitoring devices.

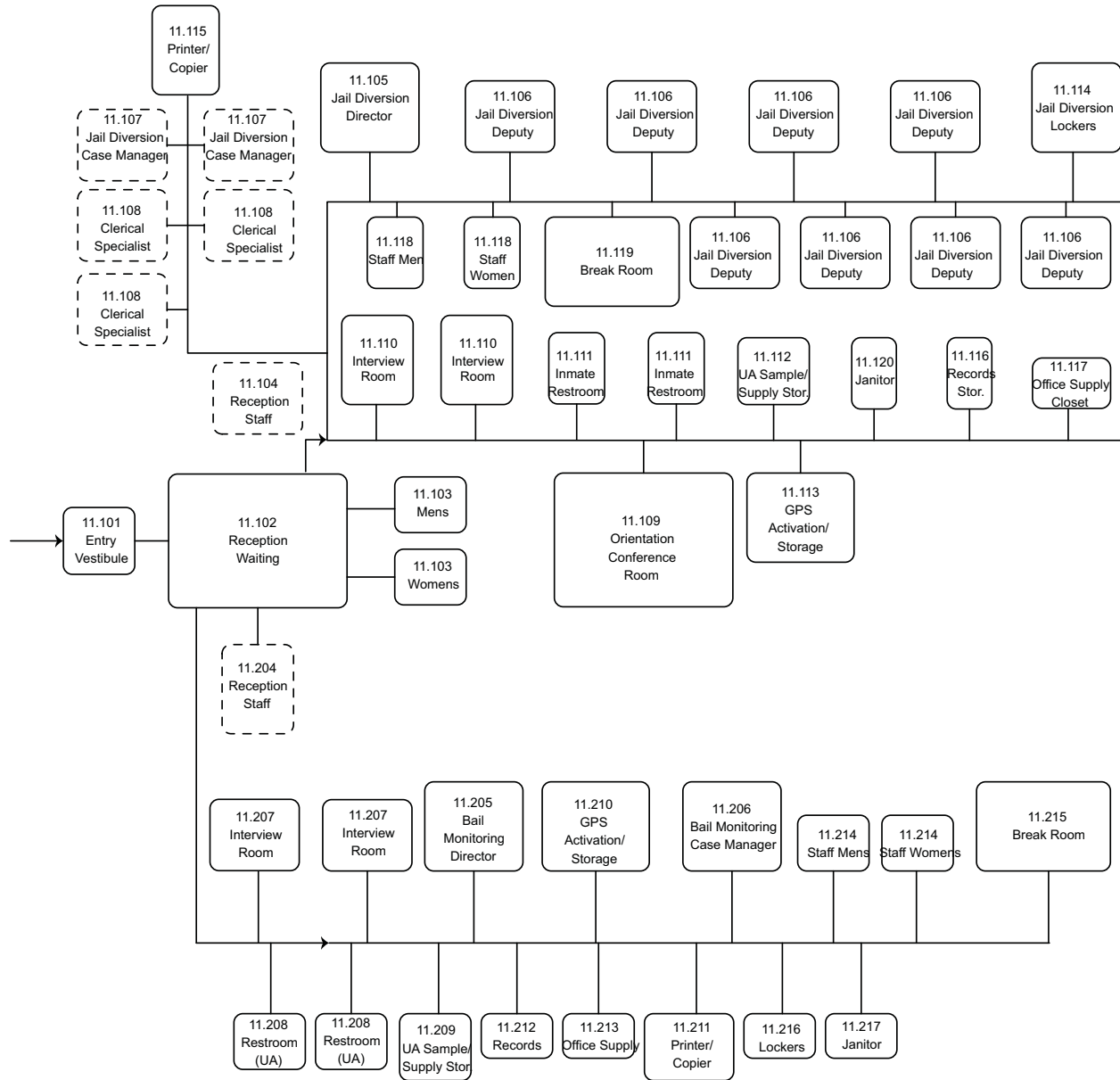
The public entrance for the jail diversion and bail monitoring programs should be adjacent to the public lobby.

## 11.000 Jail Diversion/Bail Monitoring

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>11.100 JAIL DIVERSION</b>						
11.101	Entrance Weather Vestibule	1-4	1	60 /area	60	ADA accessible; double doors for weather insulation; extensive reinforced glazing; includes CCTV and intercom for after-hours identification; electric door strike; card or biometric access (may be shared with 11.200 Bail Monitoring)
11.102	Reception Waiting	10-12	1	300 /area	300	RW-1; door controls via card and/or biometric access and electronic strike doors controlled by the reception staff or Central Control (may be shared with 11.200 Bail Monitoring)
11.103	Public Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
11.104	Reception Staff (Clerical Specialist)	1	1	80 /area	80	WS-1; transaction window to reception waiting; securable sliding window; counter space for signing documents; includes money safe and capability to receive electronic payments
11.105	Jail Diversion Director	1	1	110 /office	110	OF-5
11.106	Jail Diversion Deputy	1	8	80 /wkstn	640	WS-1
11.107	Jail Diversion Case Manager	1	2	80 /wkstn	160	WS-1
11.108	Clerical Specialist	1	3	80 /wkstn	240	WS-1
11.109	Orientation Conference Room	8-12	1	300 /area	300	CF-2
11.110	Interview Room	2-3	2	80 /area	160	Conference table, chairs
11.111	Inmate Restroom (UA Collection)	1	2	50 /area	100	ADA accessible; hand air dryer; mirror; one designated males; one designated females
11.112	UA Sample/Supply Storage	-	1	60 /area	60	Full-size refrigerator; secure cabinetry; work counter; file cabinet
11.113	GPS Activation/Storage	2	1	120 /area	120	WS-3; secure cabinetry for device storage; capacity for satellite connectivity to activate device; full glazing for easy viewing on inside
11.114	Jail Diversion Lockers	10	1	10 /locker	100	Full-size lockers wide enough for hangers with built-in secure gun lockers; locker access via secure door (card and/or biometric access, authorized staff only); may be co-located with task force lockers (see 5.000 Staff Support)
11.115	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins
11.116	Records Storage	-	1	40 /area	40	File cabinets

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
11.117	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
11.118	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
11.119	Break room	1-4	1	150 /area	150	BR-2
11.120	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<b>Subtotal Net Square Feet</b>					<b>2,975</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>Subtotal Gross Square Feet</b>					<b>3,719</b>	
<b>11.200 BAIL MONITORING</b>						
11.201	Entrance Weather Vestibule	-	0	0 /area	0	See 11.100 Jail Diversion
11.202	Reception Waiting	-	0	0 /area	0	See 11.100 Jail Diversion
11.203	Public Restroom	-	0	0 /area	0	See 11.100 Jail Diversion
11.204	Reception Staff (Clerical Specialist)	1	1	80 /area	80	WS-1; transaction window to reception waiting; securable sliding window; counter space for signing documents; includes money safe and capability to receive electronic payments
11.205	Bail Monitoring Director	1	1	110 /office	110	OF-5
11.206	Bail Monitoring Case Manager	1	1	110 /office	110	OF-5
11.207	Interview Room	2-3	2	80 /area	160	Conference table, chairs
11.208	Restroom (UA Collection)	1	2	50 /area	100	ADA accessible; hand air dryer; mirror; one designated males; one designated females
11.209	UA Sample/Supply Storage	-	1	60 /area	60	Full-size refrigerator; secure cabinetry; work counter; file cabinet
11.210	GPS Activation/Storage	2	1	120 /area	120	WS-3; secure cabinetry for device storage; capacity for satellite connectivity to activate device; full glazing for easy viewing on inside
11.211	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins
11.212	Records Storage	-	1	40 /area	40	File cabinets
11.213	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
11.214	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
11.215	Break room	1-4	1	150 /area	150	BR-2

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
11.216	Staff Lockers	8	1	5 /locker	40	Full-size lockers wide enough for hangers; may be co-located with break room
11.217	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing
<i>Subtotal Net Square Feet</i>					<i>1,225</i>	
<i>Grossing Factor</i>					<i>1.25</i>	
<i>Subtotal Gross Square Feet</i>					<i>1,531</i>	
<i>11.000 Total Interior Net Square Feet</i>					<i>4,200</i>	
<i>11.000 Total Interior Gross Square Feet</i>					<i>5,250</i>	







## 12.000 Industries

### Introduction

The provision of work opportunities is important component of effective inmate and facility management. Work programs are a productive outlet for inmates where they can learn new job skills and establish positive work habits. Compensation for some jobs can provide victim restitution or help support the inmate's family. Inmate labor can also reduce staffing needs for specific support services and may be a source of revenue for the jail.

Jail industries are work programs characterized by the production of goods or delivery of services for public or private customers. Traditional jail industry involves the production of goods or provision of services for use by the jail or other government agencies. Inmates may be paid a wage for the work, a portion of which comes back to the facility to offset incarceration costs or may be used to supplement victim assistance funds. Jail industry work opportunities are directed toward:

- developing productive work habits and job skills;
- increasing the likelihood of employment upon release;
- posing little or no cost to the County;
- providing inmates the opportunity to earn money to pay restitution, and help defray County expenses through payments of room and board and other service costs; and
- reducing inmate idleness and boredom.

This program is designed for a "clean" industry, one that involves no heavy machinery or special ventilation (e.g., data entry, furniture kit assembly, garment assembly, etc.). Because the industry (or industries) has not been selected, the industry space will afford flexibility so that during any given period, the industry space can be easily adapted to accommodate the chosen industry.

Both male and female inmates who meet program eligibility requirements will be allowed to participate in the industries program based upon space availability.

## Operational Program

### 12.100 Industries

As part of a program plan, eligible inmates may be assigned to the industries program. These inmates will be considered low risk and qualified for work opportunities. The chosen industry will provide a structured environment for learning and practicing new work skills, and will operate on a scheduled basis under the direct supervision of security staff. Program capacity may range from six to 12 inmates.

Inmates will report to the industry room at the scheduled time and check-in with the security officer who will complete a security screening of the inmate. The officer's workstation will be located near the entrance to the industry room and will have full, unobstructed visibility of all work areas.

Within the industry work area will be adequate, appropriate space for the following functions:

- Material storage
- Preparation of raw materials
- Production area sized to accommodate up to 12 inmates
- Finished product storage and display

Additional spaces required include:

- Secure tool storage
- Machine and equipment parts storage and repair

Many industries have an educational component that involves classroom training. A multipurpose room furnished and equipped as an adult education classroom and sized to accommodate 12 students plus the instructor will be provided. The classroom should be wired and outfitted for distance learning via video and/or satellite transmission of programming. The classroom will be accessible from the work area and shall have generous glazing to allow excellent visibility into/from the classroom/work area.

The industry program will be coordinated and directed by an industry manager, who may be a civilian. Located within the work area and near the classroom is an office designated for the industry manager. Office design and furniture and equipment will be commensurate with assigned responsibilities.

Within the industry area will be a break room, staff restroom, inmate restroom, water cooler, and janitor closet.

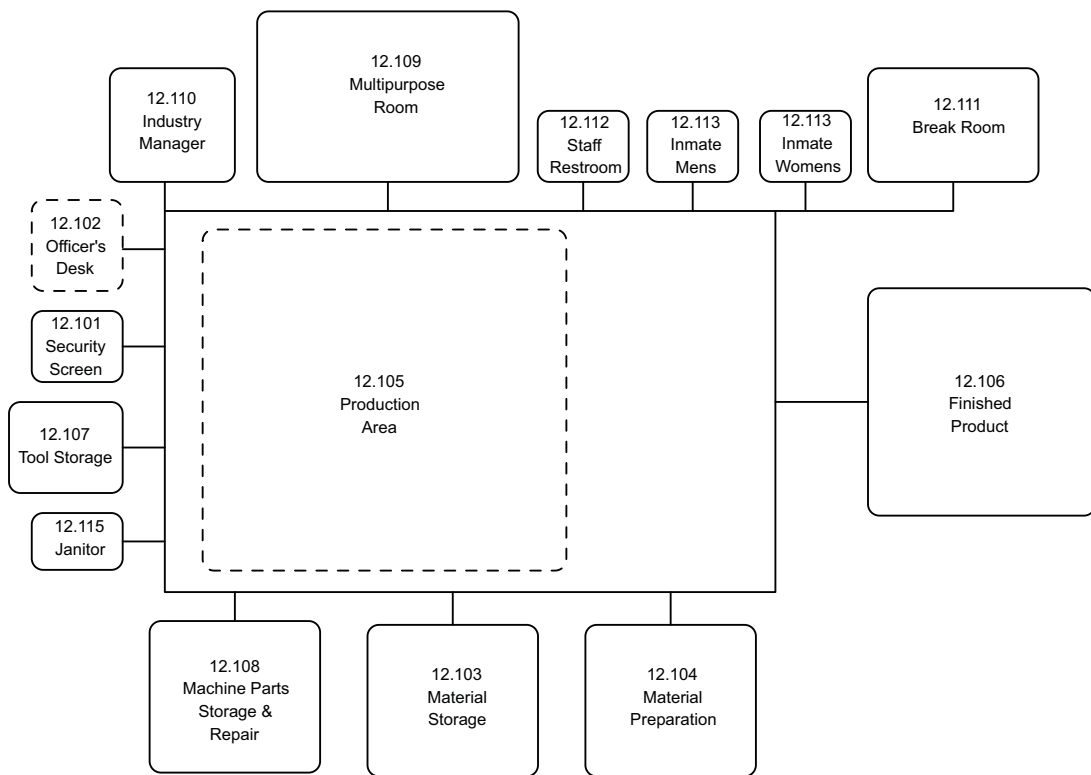
### **Additional Design/Operational Considerations**

Security within the industries area will be limited to controlling access to the area using a card and/or biometric access system or other staff-controlled security system. Within this area, general office construction will be employed.

Generous glazing in the classroom on the walls adjoining the work area will enhance supervision without disrupting the classroom activities.

12.000 Industries

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>12.100 INDUSTRIES</b>						
12.101	Security Screening	2-4	1	50 /area	50	Sufficient space for wheel chair access around metal detector
12.102	Officer's Desk/Metal Detection	1-2	1	64 /wkstn	64	WS-2; near entrance with full unobstructed visibility of work areas
12.103	Material Storage	1-5	1	200 /area	200	
12.104	Material Preparation	1-5	1	200 /area	200	Large, sturdy table
12.105	Production Area	15	1	64 /pers	960	Work stations
12.106	Finished Product	1-2	1	400 /area	400	Shelving, table for sorting
12.107	Tool Storage	-	1	80 /area	80	Secured area (fenced in); shadow board
12.108	Machine Parts Storage & Repair	1-2	1	200 /area	200	Work table; shelving; lockable cabinet
12.109	Multipurpose Room	12	1	25 /pers + 50	350	Teacher station; narrow 2-person learning tables (collapsible); sturdy molded plastic chairs; white board; shelves/bookcases; cabled for video learning; computer cart with CD-ROM capabilities; CCTV capabilities; bulletin board; ample electrical outlets; accessible from work area; generous glazing walls adjoining the circulation corridor
12.110	Industry Manager	1	1	110 /office	110	OF-5
12.111	Break Room	1-4	1	150 /area	150	BR-2
12.112	Staff Restroom	1	1	50 /area	50	ADA accessible
12.113	Inmate Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
12.114	Water Cooler	1	1	6 /area	6	ADA accessible; wall-mounted; amount per code
12.115	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<i>Subtotal Net Square Feet</i>					<i>2,960</i>	
<i>Grossing Factor</i>					<i>1.40</i>	
<i>Subtotal Net Square Feet</i>					<i>4,144</i>	
<i>12.000 Total Interior Net Square Feet</i>					<i>2,960</i>	
<i>12.000 Total Interior Gross Square Feet</i>					<i>4,144</i>	



## 13.000 Health Care Services

### Introduction

The health care services section includes the space necessary to support the delivery of services to meet the medical, dental, and mental health needs of the inmate populations to be housed in the consolidated Dane County Jail. Health care services provided will be acute (non-life threatening), subacute, chronic care clinics and health maintenance services.

Health care should be provided in compliance with HIPAA regulations and in accordance with Wisconsin Jail Standards, as well as American Correctional Association standards and with those of the National Commission on Correctional Health Care (NCCHC). Health care services at the current three facilities (CCB, PSB, and Ferris Center) are currently accredited by NCCHC.

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

### Medical Services

Medical services provided at the Dane County Jail will include special housing units for short-term medical observation, medical housing, and outpatient medical including physical examinations, triage, sick call, chronic care clinics, and medication services. Inmates will receive scheduled health care in the clinic and in triage/examination rooms associated with the housing pods as required.

Given the spread of infectious disease such as tuberculosis, hepatitis B, MRSA and HIV among the general population, it is expected that there will be a risk of infectious disease among the inmates in the facility. Inmates with infectious airborne diseases will be housed in negative pressure cells located in medical observation. Any serious wounds or life-threatening conditions will be treated at a local hospital.

### Mental Health Services

The provision of mental health services will include special housing units for acute, subacute, and special housing for inmates with serious, persistent mental illnesses (SPMI) or intellectual or developmental disabilities (IDD) who are too vulnerable to be placed in general population. The designated mental health housing pods will be located in the Dane County Jail and will serve all inmates in the care and custody of the Dane County Sheriff's Office. In addition, mental health services will include psychiatric medication management, crisis intervention, and stabilization and counseling to be provided in the jail.

Inmates with acute mental illnesses who have not been stabilized with medication and crisis

intervention and whose illness manifests serious behavior disorders or risks to self or others, will be assessed for transfer to hospital level care at an appropriate mental health facility.

### **Dental Services**

Routine dental services will be provided at the facility. Specialty dental care and oral surgery will be provided either on-site or off-site by a contract and/or private provider, depending on the nature of the dental condition.

## **Operational Program**

### **13.100 Administration/Support Spaces**

Health Care Administrative services will be located within the secure perimeter and include medical records and a limited number of offices and support spaces. This area will be located contiguous with the clinic and medical observation housing.

#### **Offices**

Offices will be located to improve efficiency for management of staff and proximity to the most acute patient inmates.

Key office spaces include:

- Health Care Administrator
- Physician
- Director of Nursing
- Psychiatrist
- Director/Mental Health Services
- Health Services Administrative Assistant
- Expansion medical and mental health offices

A health care staff workroom with workstations will be provided for health care professionals – nurses, mental health professionals, contracted providers who deliver services on-site. While it would be ideal to have all health care offices in a central location adjacent to the clinic, an alternative is to have mental health personnel in office spaces located near or within mental health housing pods.

All office spaces will be networked to a shared printer/copier located in an alcove with supply storage.

#### **Medical Records**

Sufficient medical records storage for active and inactive records for inmates who have been released from the system will be accessible from the clinic and the triage/examination rooms located in the individual programs and activities centers. It is vital that an Electronic Medical Record (EMR) storage and retrieval system be provided that allows ready access to the records, regardless of the physical location of the paper records. This secure room, accessed only by authorized medical personnel, will be equipped with a worktable, secure storage limited active records, and a scanner. A workstation for medical records staff will

also be located in this area.

There are currently a number of medical records stored in other spaces throughout the CCB and PSB. An EMR should be entirely operational within 15 months. Medical records must be archived for 10 years. Given that there are a number of current paper medical records currently in storage, there will be no need for medical records storage after 10 years from the implementation of the EMR. The County should digitize all supplemental paper health reports/records into the EMR as they are received to avoid the necessity of long-term paper record storage.

### **Ancillary Spaces**

One conference room sized for up to twelve people will be provided for health care staff meetings and teleconferencing.

Staff lockers are provided in this area so that health care staff may securely store personal medical equipment (i.e., stethoscopes) that should not be transported into/out of the facility on a daily basis.

The health care administrative/support area includes staff restrooms, break room, and a janitor's closet that will be shared with staff in the clinic and medical and mental health housing.

## **13.200 Clinical Services**

Clinical services will consist of the following functions:

- Admissions screening
- History and physical
- Sick call
- Mental health
- Medication administration
- Specialized treatment
- Clinic
- Dental services

### **Admissions Screening**

Two health care screenings are conducted in the earliest stages of admittance to the facility – prior to arrest processing and then during the booking process. For this purpose, there should be a transaction window into the sally port, with a workstation (see section 7.000 Intake/Release), and an adjacent triage/exam room, which opens directly into the open waiting area of the detention receiving area.

The pre-receiving health screening will be performed during arrest processing prior to the inmate being received into the facility. The pre-receiving health screening process will be completed by the Intake nurse by asking an inmate a few pertinent questions about emergent health care issues.<sup>30</sup> This initial screening is designed primarily to determine whether the arrestee has a health condition requiring immediate medical attention that

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<sup>30</sup> The pre-receiving screening consists of a small number of questions and observations.

precludes admission into the facility. The nurse or psychiatric social worker will make the decision whether to send the inmate to a hospital for further medical clearance in which case the arresting officer will drive his arrestee to the nearest emergent care center.

After the arrest processing and transfer of custody to the jail and the detainee is subsequently admitted into the Intake area, the arrestee will be subject to a two part health assessment screening, designed to identify acute and chronic health conditions. Nursing staff will complete the medical history and assessment. This health assessment screening will include a review of the pre-receiving health screening and current medical and dental status (substance withdrawals, major medical problems, and current medications), vital signs, height, and weight. Following the medical assessment, a mental health assessment will be completed by a psychiatric social worker. The mental health screening will include review of mental health treatment, hospitalizations, medication, current suicide or homicide ideas, history of suicide attempts. The mental health assessment may require that the arrestee be transferred immediately to one of the new mental health pods (see below) for further observation and/or treatment.

### **History and Physical**

If the arrestee cannot post bond or be released on his/her own recognizance they will be housed in reception housing.

A medical history and physical examination will be conducted in the clinic area (or alternately in the triage/exam rooms located in housing programs and activities centers see section 8.000 Housing - Adult Inmates) on all inmates within 14 days of admission. This should include a review of the pre-receiving health screening, the receiving health care assessment, dental screening, a physical examination, mental health assessment, and diagnostic testing as ordered by the physician or other medical provider (PA/NP) or the health care authority. Annual physicals will be conducted on any inmate who has remained in the jail for a year. Physicals will also be conducted as needed for inmates whose medical condition requires more frequent examinations.

### **Sick Call**

Sick call triage is conducted daily in the triage/examination room located in the programs and activities centers or if security demands in the housing pod, for segregation and acute mental health inmates. Inmates will submit a written request outlining in as much detail as practical, the nature of the need for medical attention, which will in turn be reviewed by the nurse on a daily basis. The nurse will review the request, and visit the inmate in their designated housing programs and activities center to assess the medical complaint and respond with an appropriate nursing protocol. If necessary, the nurse will schedule an emergent or routine clinic appointment with a medical provider for further evaluation or treatment.



## **Mental Health**

Mental health services will be provided for those inmates in the jail population and those inmates with persistent symptoms of mental illness who are housed in mental health housing pods. Mental health services will be provided in, the interview room located in the housing pod, in the programs and activities area interview room or in the clinic.

## **Medication Distribution**

Medications will be distributed on a bedside or cell-front basis for those offenders in the medical observation, acute/subacute mental health, administrative and disciplinary segregation.

Distribution of medications for those offenders with special medical or mental health housing needs will occur from a medication cart located within the housing unit adjacent to a water cooler or from a transaction window located in the Sallyport or in some pods in an interview room/staging area. When the cart enters the medication distribution point, each inmate will step forward to the cart area when his/her name is called, and take the medication with a cup of water.

Medications for general population inmates will be distributed from a medication distribution window for that housing pod. A water cooler will be adjacent to the transaction window.

The nurse distributing the medications will check to make sure that the medication was indeed consumed.

All medication carts should be equipped with a lockable top, so that the medications can be secured during transport. Medication carts will be stored in the secure medication storage area located in the clinic.

## **Clinic**

The clinic will be accessed by offenders via the clinic entrance, where they will approach the reception desk and be directed to an exam room or, once processed into the clinic, directed to the open waiting area. Offenders with medical clinic and mental health appointments will share waiting spaces. Offenders, who due to classification or behavioral issues require separation, will be scheduled accordingly. Offenders escorted to the clinic in restraints will be seen immediately. Careful scheduling will be incorporated so that offenders from the different housing pods are not in the clinic at the same time. Two ADA-compliant offender restrooms will be located in the clinic – one in the waiting area and one adjacent to a specialty exam room. Staff will control access to the restroom.

An officer will be stationed at the security workstation whenever there are offenders in the waiting area and/or holding cell. The security workstation, in addition to controlling access and egress from the clinic, will be situated so as to have direct lines of visibility to the waiting areas and the entrance to all exam rooms. The security workstation will be adjacent to the nurse workstation; each will have designated workspace.

A nurses' workstation in the clinic will be located to receive offenders into the clinic, but also to easily access all areas of the central support spaces, the clinic, and medical observation beds. As offenders arrive at the clinic they will be checked in with the medical

officer described above, and will then report to the nurses' station so they can be directed to the appropriate exam rooms. Alternatively, offenders may be directed by the medical officer to sit in the open waiting area and provide the name(s) of the offenders to be seen to the nurse. The nurses' workstation will be located so that offenders and staff cannot arbitrarily observe medical records located on the nurses' station. Once offenders are received and any medical records that are ancillary to the electronic medical record (EMR) are pulled, they will be directed via nursing staff to the appropriate examination room for treatment.

Specialized Treatment. The clinic will include the telemedicine capacity to help reduce the number of specialty clinics held on-site and off-site. It is assumed that treatment for sexually transmitted diseases, dermatology, psychiatry, optometry, dentistry, orthopedic, wound care, and minor procedures (e.g., suturing) may occur on-site. The provision of telemedicine hardware in the clinic (discussed below) will facilitate the provision of these, and additional, services at the Jail, thereby reducing the number of transports for medical reasons. Due to special equipment requirements, specialty ophthalmological services, oral surgery, and comprehensive physical therapy may occur off-site.

Examination Rooms. There will be four exam rooms in the clinic for sick call, primary care, and health assessments located in close proximity to maximize staff efficiency. The examination rooms will contain lockable cabinets for supplies, a sink, exam table, wall mounted diagnostic equipment, overhead lighting for examinations, a stool for the practitioner, and a workstation for EMR. All exam rooms will have generous amounts of glazing on walls and doors to promote visibility from the officer's/nurse's station for the safety of practitioners; portable privacy screens should be used when offenders are required to disrobe as part of an examination. One general exam room will be equipped for telemedicine, which can be connected via secure audio/video hook-ups either to specialty clinics at local hospitals or similarly equipped community providers.

Each of the exam rooms will be equipped for both general examinations as well as specialized treatment.

One specialized treatment room will be equipped for emergencies, trauma, suturing and wound care. It will be immediately accessible from the waiting room; equipped to provide emergency treatment and routine wound care. The exam table will be accessible from four sides. This exam/treatment room will also be designated for x-rays and should have lead-lined walls for the use of portable and digital x-rays, and orthopedic care.

One of the general exam rooms will also include all of the equipment for a general exam room as well as equipment for drawing laboratory specimens (routine lab work will be analyzed off-site), and equipped with a work counter, locked specimen storage, space for "sharps" container, and a refrigerator for specimen holding. This room should also have locked storage for storing reagent strips, urine specimen receptacles, vacuum tubes for blood draws and sharps. There should be an eyewash station in this exam room.

Adjacent to this examination room will also be a small lab room used to store specimen collections until they are picked up by a courier. This room will be equipped with a work counter, locked specimen storage, space for "sharps" container, specimen labels and packaging and a refrigerator/freezer for specimen holding. When a courier is scheduled to pick up the specimens, they will be packaged for transport and taken to the intake exam/triage room for holding until the courier arrives. At that time the specimens will be

passed to the courier via the transaction window that faces the Sallyport. The lab room will be adjacent to the offender restroom that has a specimen pass through into the lab room.

One of the general exam/treatment rooms is designated for general treatment, women's health care, optometry screening, and physical therapy assessment. In addition, a small physical therapy alcove with observation by security, will allow offenders to perform prescribed home exercise programs (HEP) to assist with recovery.

Charting. A small charting area will be adjacent to the exam rooms.

Inmate Restroom. An ADA-compliant restroom and a water cooler will be located adjacent to the examination rooms for use by offenders. Staff will control access to the restroom. This restroom will be provided adjacent to the exam room/lab described above and will include a pass-through for specimens to be passed directly to the lab area to maximize privacy.

Medication Storage. Space will be provided in the clinic for medication and medication cart storage. Locked cabinetry will be provided for over the counter (bulk) supplies. A secondary double-locked cabinet within the medication storage room will be provided for controlled medications. A refrigerator will be provided for the cold storage of medications, as needed. A work counter shall be provided. A sink/hand washing station will also be provided.

Medication storage must be secured and located to facilitate movement of medication through direct and secure routes to the housing units. Locked cabinetry will be provided for over the counter (bulk) supplies. A secondary double-locked cabinet within the formulary will be provided for DEA controlled medications. A refrigerator will be provided for the cold storage of medications, as needed. A work counter for processing medications and sink will also be provided. Fax machine and EMR work stations should be available to process ordering medications. Space is required for up to six medication carts.

The medication storage room will be designed so walls are constructed from the floor slab to the underside of the building structure above. One door to this space will be accessed from behind the clinic nurse's station and an additional door will be accessed from the service area or service corridor (thus permitting deliveries from Diamond Pharmacy).

The doors will be monitored with an enunciation device from the nurse's station and in master control. The doors will be controlled by authorized card access in combination with a biometric or pin-code device (e.g., finger identifier). The medication storage room must be secured and located to facilitate movement of medication through direct and secure routes to the management units. It is intended that all medications will be distributed from each management unit housing support area except for medical observation, acute and subacute mental health and administrative and disciplinary segregation.

Clean and Dirty Utility, Janitor Closet. Clean and dirty utility rooms will be provided, as will a janitor's closet to serve the clinic service areas. Space for the temporary storage of biohazard materials is required. These items will be bagged and kept in a specially marked locked box/closet in the dirty utility room to await the arrival of the contracted biohazard disposal company, or removal to the centralized biohazard storage room located in the warehouse (see section 16.000 Warehouse/Commissary). The location of this

temporary storage needs to be out of the direct path of offenders and staff, and should be adjacent to and within view of the nurse's station. Both the clean and dirty utility rooms will have a sink; the dirty utility room will also have a hopper sink.

Interview Rooms. There will also be two interview rooms sized for up to four people and equipped with an EMR workstation, four chairs, and locked cabinets. There will be acoustical and sight privacy. One of the interview rooms will be equipped with telemedicine for psychiatry and or crisis evaluations.

Mental health offices will be assigned in either the mental health treatment units or program and activities center or in the health care administration area.

Dental Services. Dental services will be provided to offenders on a regularly scheduled and an as-needed basis, so as to maintain the good health of the offender. Dental services will be provided in a n o p e n b a y two chair operatory. There should be a provision for privacy between chairs via a pulled curtain or divider. There will be the ability to take digitalized x-rays in this area.

Dental will be provided space for digitalized x-ray equipment and instrument sterilization station. Air compressors will be located in an adjacent closet. Lockable cabinets and drawers will be provided for dental instruments and supplies. Clean and dirty utility rooms will be accessible to the dental suite.

While the design of this area should reflect a standard dental setting, it must also be capable of being secured and be in a highly visible location so that supervision can be provided by the corrections officer assigned to the clinic area. Extensive glazing will facilitate observation by custody staff, and low dividing walls between dental chairs will allow for security separation when more than one offender is in an operatory.

Storage: Two large secure storage rooms are provided for medical equipment, supplies.

### **Description of Medical and Mental Health Housing - Overview**

Designated medical and mental health housing will be provided for the following populations: medical observation, medical housing, acute mental health, subacute mental health, and mental health/intellectually delayed/disability housing. Table XIII.1 outlines the recommended health care bed distribution reusing existing housing pod to meet demand through the year 2036.

Table XIII.1: Health Care Bed Distribution

Housing Category	No. Of Beds Needed	Cell Type	No. Of Beds Per Pod	No. Of Pods	Total Beds	Notes
<b>Health Care Housing - Males</b>						
Medical Observation	97	Single	8	1	8	2 Negative Pressure w/ anteroom; 6 w/ hospital beds; adjacent to and with direct observation from clinic
Medical Housing		Quad	32	1	32	8 Quads proximal to medical observation and Clinic; 2 quads flexible to house step-down medical observation
Mental Health <ul style="list-style-type: none"> <li>▪ Acute</li> <li>▪ Subacute</li> </ul>		Single	26	1	26	2 Subpods (beds): 1. MH Acute: 8 Single with 2 additional padded safety cells 2. MH Subacute: 18 Single
Mental Health GP Housing		Single/Double	32	2	64	12 Single; 10 Double per pod; semi-split to reduce stimulation
<b>Subtotal – Males</b>			<b>97</b>		<b>130</b>	
<b>Health Care Housing - Females</b>						
Medical- Observation	31	Single	3	1	3	1 Negative Pressure w/ anteroom; 2 w/ hospital beds; adjacent to male medical observation for flexibility (male or female use)
Medical - Mental Health <ul style="list-style-type: none"> <li>▪ Medical Housing</li> <li>▪ MH Acute</li> <li>▪ MH Subacute</li> <li>▪ MH GP Housing</li> </ul>		Single/Quad	28	1	28	3 Subpods (beds): 1. Medical Housing: 14; 1 Double, 3 Quad; one flexible quad to house step-down medical observation 2. MH Acute: 2 Single plus 1 padded safety cell 3. MH Subacute/GP Housing: 12 Single
<b>Subtotal Females</b>			<b>31</b>		<b>31</b>	
<b>Total Beds</b>			<b>128</b>		<b>161</b>	

Cells, dayrooms, and other housing pod spaces are constructed with materials and outfitted with furnishings and fixtures commensurate with the assigned population's security classification and special needs considerations.

Access to the housing pod will be provided through a housing pod pedestrian sally port, whose outer door is controlled by Central Control and whose inner door is controlled by the pod officer. Depending on the population served by the housing and individualized treatment plans, the inmate cells will be accessible during the day and evening hours.

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

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

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

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

The dayroom (to include subpod dayrooms), which is centralized to the cells, will provide the amount of space and furnishings sufficient to seat the maximum number of persons who may be allowed in the dayroom at a given time, including staff, at tables with seating. There will be a water cooler located near the housing pod pedestrian sally port door for use during distribution of medications. The dayroom will be equipped with sound-attenuating measures. The dayroom will have access to natural light.

Within the dayroom, telephones will be provided, with at least one telephone that is ADA-compliant. Where feasible, multiple television areas will be located in the dayroom out of the reach of inmates, and in a manner that causes the least disruption to other inmates. Additionally, inmates will be expected to use FM receivers associated with the television to avoid issues of volume control. An additional quiet reading area will be located as part of the open dayroom, but separate from the primary activity areas (e.g., tables and television).

Mounted on the wall or under a counter within the dayroom will be four boxes with keyed, hinged lids and slots wide enough to accept a business envelope or folded file folder. One box will be designated for outgoing U.S. mail; its contents will be collected when the designated utility officer arrives each day with the mail delivery. Other boxes may be used for communication to staff, grievances, etc. One box in each dayroom should be designated for Sick Call request forms for those inmates who are unable or unwilling to use the kiosk to submit their requests. These sick call requests will be picked up by the medication distribution nurse when in the housing pod to pass medications.

A kiosk for transactions such as commissary ordering and video visitation will be located in the dayroom. Commissary orders will be placed and received on a scheduled basis. Within the dayroom will be a kiosk where inmates may place their commissary orders. The commissary system will be interfaced with the jail management system to reduce the different types of kiosks required. Additional kiosk-based activities may include submission of grievances and requests, intra-jail communications, release date lookup, etc.

All personal visits and many professional visits will be conducted via video visitation. The aforementioned kiosk will be provided for this purpose. Capabilities for using headsets may be considered to aid in minimizing noise associated with visits as well as acoustical side panels between each kiosk. Portable video visitation kiosks shall be available in sufficient number to meet the visitation demands of those populations with movement restrictions, e.g., limited mobility, acute mental health, etc. Fixed video visitation kiosks within the dayroom should be provided for those housing pods designated for inmates who access to the dayroom is maximized.

A carrel station will be provided for legal research. This space will allow inmates to access a secure web-based service such as Lexis-Nexis, or an intra-agency legal research system via CD-ROM. The housing officer will schedule access to the legal research computer. These stations will typically be located within the dayroom.

An interview room sized to accommodate up to four people seated, and having sufficient windows to allow for observation by the housing pod officer shall be provided. The interview room will also have a video visitation kiosk that is to be utilized for attorney video visits, with the attorney located at a remote video visitation booth, and the inmate afforded a private video visit in the interview room. It is important to note that the interview room cannot be utilized for other purposes while the video visitation kiosk is in use. This area may also be used for medication distribution to minimize the number of escorted movements from the unit.

A mental health office will be located accessible from the dayroom in both the male and female acute/subacute combined subpods. A small multipurpose room will also be located within the dayroom of these mental health subpods.

Depending on the inmate population, meals may be eaten in individual cells or at tables located in the dayroom. A food cart alcove will be provided for staging food carts and dispensing trays. The alcove will be equipped with counter space, sink with instant-hot water, microwave, appropriate electrical outlets and storage cabinets for a supply of napkins, disposable eating utensils, condiments, etc. The food cart alcove will be sized to accommodate a food cart. The door to the housing pod will be sized wider than standard to permit passage of food carts. An adjacent trash alcove will be provided.

Inmates' uniforms and personal items, along with all institutional items, such as sheets, towels, blankets, mattresses and pillows, will be washed centrally in the new laundry at the Dane County Jail. Linens and uniforms will be exchanged on a one-for-one basis. Issued clothing will be secured in mesh bags and taken to the centralized laundry for washing, and then returned the following day. Inmates will be permitted to retain enough personal laundry to have sufficient changes of underclothing. A storage closet with shelving is required for the linens, blankets, mattresses and the many supply and equipment items that must be maintained on the pod. Disinfectant wipes for the mattresses will be located in this closet for cleaning mattresses prior to a new inmate occupant or at other times deemed

appropriate.

Outdoor recreation will be provided adjacent to the housing pod, and inmates will be permitted to access the outdoor recreation facilities for periods of time designated in their treatment plans and during scheduled times. The exterior exercise area will be sized to accommodate a portion of the housing pod population. The outdoor recreation area should be provided with a garage door-type cover with light panels. All inmates will be permitted outdoor exercise a minimum of one hour per day, seven days per week; some of the mental health population may require an escort while in the outdoor exercise area--this will be documented in the individual's treatment plan. The building itself will provide the boundaries of the outdoor exercise area. The common wall between the exercise area and the dayroom will be glazed to the maximum extent possible to afford unobstructed views to the exercise area for the officer in the housing pod. Direct access to the exercise area is through a door located in the dayroom. Outdoor recreation areas will be equipped with appropriate exercise equipment.

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

Within the housing pod a staff restroom and janitor's closet (one on each level) will be provided.

### 13.300 Male and Female Medical Observation Housing

The medical housing component includes the direct medical observation and medical housing.

Direct medical observation beds are provided for offenders who require skilled nursing care on 24-hour/7-day basis or who must be separated from the population due to a medical isolation requirement. These offenders will typically be housed in single cells.

Medical housing beds will be provided for both short-term and long-term care needs for offenders who may not be ambulatory, or who require wound care, or are diagnosed with stabilized chronic medical conditions. These offenders are usually not bed-bound; however, the seriousness of their condition requires that they be housed in a location where medical care is immediately available.

The configuration of the medical housing is unique due to the adjacent requirements of



the direct medical observation for both male and female inmates and proximity of medical housing to the health care administrative support component described in subsection 13.100 above. Since both medical observation and medical housing beds require observation, it would be ideal to have these areas adjacent to each other to increase staff efficiency. Ideally, the footprint of the facility may be sufficient to accommodate the entire medical component on one level of the facility.

All medical rooms will meet ADA-accessibility requirements including doors, door handles, grab bars, etc. Secure nurse call systems will be provided in all medical observation rooms or in areas easily accessible to the sleeping areas. There will be at least four electrical outlets per room; all rooms will have generator back-up.

Medical housing will be accessible from a secure sallyport. The outer door will be controlled by master control, while the medical housing officer will control the inner door. Medical housing areas will be supervised by the medical housing officer who will observe all offenders assigned to medical housing on a routine basis, making irregular intermittent rounds of all medical housing areas. Access to and egress from the medical housing area will be remotely controlled by master control and/or via card access or biometric means (authorized staff only).

Inmates who are in medical observation beds are suffering acute exacerbations of chronic health conditions that require closer medical observation and/or nursing care (e.g. withdrawal from alcohol or other drug addictions, diabetes, exacerbations of asthma, post-surgical observation, neurochecks or due to need for medical isolation) to ensure that they don't eat or drink prior to a study or surgical procedure. Medical observation for acute conditions should be adjacent to and observable from the clinic nursing and officer workstations.

Offenders will be admitted to the medical observation by medical order or for 24 hour observation by nursing. The medical observation will be staffed with nursing staff on a 24-hour/7-day basis whenever an offender patient has been admitted to this area. The direct observation beds are intended for offenders who require skilled nursing care or who must be separated from the general or medical population of offenders due to their medical condition. However, the use of all medical beds will be flexible based on the clinical demands of the population. All observation beds will be single. There will be no mezzanine in this housing area, and no stacked bunks should be considered, as this would provide opportunities for suicide attempts.

There will be eight male and three female medical observation beds. These beds should be contiguous, thus allowing flexible male/female use of all beds. It is anticipated that the demand for medical observation beds will not increase; it is also anticipated that medical observation beds will continue to be used for short periods of time, ideally not more than 24 hours. A moveable divider will separate the males from the females. All medical observation beds are single rooms with hospital beds.

Three negative pressure cells are to be provided, two for males and one for females. One pair of isolation rooms will be provided for males; one additional isolation room will be provided for females. These offenders will be housed in an area where they can be directly observed by medical staff and security staff to provide for their safety and the safety of others. The male isolation rooms will be accessed from a shared anteroom; the female isolation room will have a small anteroom. Each anteroom will contain a small utility counter

with a hand washing sink, a space for a soiled linen hamper, and shelving for gowning materials. Staff will be able to view into the direct observation room from the anteroom through an observation window.

The anterooms for the negative pressure subunit will be designed to meet isolation requirements with a sink, and cabinets for isolation equipment, gowns, and other medical supplies. Additionally, these negative pressure rooms should be designed to provide a measure of privacy for use of the toilet, showering and dressing, without compromising safety. Showers are currently located directly across from the infirmary rooms.

The isolation rooms will be equipped with special air filtration systems (e.g., negative and positive pressure systems or at least a HEPA filtration system).

In addition, six male and two female single-occupancy observation rooms are necessary for observation of ill offenders and to allow for the maximum housing flexibility. Within each room will be a small toilet with a lavatory. Two ADA-compliant showers will be provided for the eight- single occupancy observation rooms. The three isolation rooms and the additional eight single-occupancy rooms will be equipped with at least four electrical outlets for medical equipment such as oxygenators, C-pap, and Bi-pap machines. Each room will have an electrical hospital bed, an over the bed table, writing surface and chair. A toilet and lavatory will be provided in each room. An ADA-compliant shower will be provided in each of the isolation rooms. Nurse-call with two-way capability will be provided in each room and an emergency pull station for nurse call will be provided in the showers.

Because the inmates will not be staying very long in this level of medical observation, , separate dayroom space, activities, or program space is not provided. Access for inmates who request telephones, visitation and other special services will be considered on a case-by-case basis. Inmates requiring inpatient stays will be transferred to an appropriately secure medical facility.

Inmates in medical observation beds are expected to eat their meals either in bed or chair side.

Medications and treatments will be delivered bedside by the nursing staff.

When there is an inmate housed in the medical observation, it will be necessary to post an officer in the area for the duration of their stay. A female inmate will require a female officer.

Clean linen, medical supply and equipment storage, clean and soiled utility, and janitor's closet are shared with the clinic.

### 13.400 Male Medical Housing

Inmates will be housed for either short- or long-term stays in the medical housing unit. Inmates who require short term observation for alcohol and other drug withdrawals but who do not require direct medical observation, who are recovering from surgeries, acute illnesses, or acute exacerbations from chronic illnesses will be housed in this unit until stable enough to return to general population. Inmates with chronic medical conditions who require close proximity due to fragility (e.g. asthma, diabetes, cardiovascular diseases), or frailty (elderly or requiring some assistance with activities of daily living) will also be housed here.

Medical staff will determine when an inmate is admitted to or discharged from a medical housing unit.

There will be 8 four-person occupancy cells. Two of these four person occupancy cells will be used primarily for short term medical housing; however, all use will be flexible based on the clinical demands of the population. An adequate number of these cells must be ADA compliant and able to accommodate a wheelchair bound inmate; however, it is important to note that ADA compliant cells will also be located throughout general population, so that the need for accommodation does not necessarily require medical housing.

Medical personnel will not staff the medical housing pod. Nursing staff will make rounds of the unit, distribute medications, and provide any necessary treatments in the program and activities center medical triage/exam rooms.

This pod should allow good visibility throughout. If this pod is constructed on two tiers; the most fragile inmates and those inmates requiring special accommodations should be housed on the lower tier. All areas must provide space for movement with assistive devices such as wheelchairs, walkers, crutches, and canes.

Adjacent or proximal supply and equipment storage areas must be sized to accommodate stretchers, emergency medical equipment, wheelchairs, and other assistive devices.

Adjacent or proximal clean and dirty linen rooms should be easily accessible from the medical assisted housing pod.

Inmates housed in the medical housing pod will have the same cell contents, access to telephones, visitation, interview rooms, outdoor recreation, and access to programs and activities as those who are in general population and as tolerated by their physical or medical condition. It is anticipated that a number of these inmates may have dietary restrictions and therefore may have restrictions placed on their commissary access. It would be ideal if these restrictions/limitations were managed electronically through the kiosk ordering system.

Medical housing inmates will share the decentralized programs and activities center with other mobile inmates from the adjacent pods.

### **13.500 Male Acute and Subacute Mental Health Housing**

#### **Acute Mental Health Care Subpod – 8 beds plus 2 additional safety cells**

Acute mental health housing is used to stabilize inmates who are admitted to the facility and who are exhibiting mental health symptoms, including psychotic symptoms, suicide/homicide ideation, or inability to control aggressive and/or impulsive behaviors. The goal of this pod is to provide for the stabilization of these inmates to allow for step-down transfer movement toward general population housing. Subacute and/or mental health housing will be considered the interim step-down units (see subsections 13.500 and 13.600).

A subpod of 8 mental health acute single cells, one of which is ADA compliant, will be co-located adjacent to the mental health subacute subpod.

Inmates who will be housed in the acute subpod are not out of control, but their behavior is still impulsive and labile. These inmates are in need of a high level of supervision, a highly structured environment, and intensive treatment.

Two safety cells will be located within the acute mental health housing subpod. These are "temporary" beds to be used for short periods in order to provide appropriate stabilization and safety. The safety cells will be designated for secure observation of inmates with mental illnesses who are in acute crisis and/or actively psychotic. The overall goal of these cells is to stabilize individuals experiencing acute psychological symptoms, extreme suicide ideation or individuals whose failure to take psychiatric medications is severely inhibiting their ability to function or interact with staff or inmates in a safe manner. These cells are not for permanent placement; the goal will be to use these cells for short durations (two to four hours) to stabilize inmates so that they can return to their assigned single cell; placement in a safety cell will require a mental health provider order. The safety cells will be high security beds that are directly observable from the staff workstation,

Mental health staff will be assigned to work directly in the combined acute and subacute mental health pod. A mental health office will be located within the housing pod accessible from the dayroom. A fully equipped workstation is provided within the office.

Acute mental health beds should be located adjacent to the clinic and not located on a mezzanine level.

Individual treatment plans (determined by a team of mental health, security and medical staff) will determine movement and privileges, such as how often and how long inmates will be in the dayroom. Access to the dayroom will be limited to no more than two to four appropriately stabilized inmates at a given time. The same team will determine on an individual basis the level of security and/or restraints required when the inmate is outside of the cell. It is anticipated that once the dayroom is well tolerated and the level of security restraint is significantly reduced, the inmate will be moved to the subacute mental health unit. Because of the threat posed to the safety and security of staff, inmates in this status have extremely limited movement or privileges, and may be locked down for many hours of the day however, individualized treatment plans should encourage progressive out-of-cell time toward stabilization and the ability to move to a step-down unit such as subacute or stable mental health general population pod.

Initial access to outdoor recreation will be by escort and if necessary, with ambulatory restraints, approved by the treatment team and ordered by the mental health provider. The treatment team will determine progressive access to outdoor recreation time. The ability to handle outdoor recreation time; unescorted, restraint free dayroom time with other inmates within the dayroom; and medication and treatment compliance will be indicators that the individual may be ready to move to the subacute mental health subpod.

Cell contents may be limited and will be determined by the treatment team and documented in the individualized treatment plan.

Dayroom kiosks, carrels, and the food alcove should be able to be secured and accessed when needed. The pod officer will control the access to these services.

A shared acute and subacute small multipurpose room sized for 4-6 persons will be available for structured group or individual activities within the dayroom. This space should

have full visibility from the officer's station.

Inmates are not expected to be housed in the acute mental health housing subpod for extended stays. Once inmates are not acutely symptomatic or present a danger to self or others, they will be moved to subacute care or mental health general population housing and provided further stabilization services.

Although it is not anticipated that inmates in the acute mental health subpod will be high users of the decentralized programs and activities center, it will be shared with other medical and/or mental health pods on the same floor.

No additional housing unit variation is required from that which was described in Description of Medical and Mental Health Housing – Overview.

### **Subacute Mental Health Subpod - 18 beds**

A subacute mental health subpod is transitional housing for inmates who are either in crisis or have serious symptoms of mental illnesses. Inmates may be housed in this subpod initially after screening/evaluation in detention receiving, from general population for more observation, or be step-downed from the acute mental health housing subpod for further stabilization. Inmates may also be stepped-up into acute mental health housing if behavior or symptoms require that level of management. The length of stay in this subpod will vary based on the functional level of the individual. The goal of treatment will be to progress toward stability with the ability to function in general population or mental health general population housing; however, some inmates may stay within this housing throughout their incarceration due to symptom acuity and/or vulnerability that would prevent adjustment to a general population housing unit. Mental Health staff will make the decision about admissions and discharges from this subpod.

Males in the mental health subacute subpod will be housed adjacent to the acute subpod and proximal to the clinic. The subacute mental health housing unit is comprised of 18 single-occupancy cells for a total capacity of 18 inmates. In order to reduce the stimulation that can occur with this number of inmates who have active symptoms of mental illness, the subpod should be partially subdivided by a wall with appropriate glazing, but allow the officer full visibility and access to all cells in effect creating two housing subpods that will open to a larger areas where the officer station would be located.

The treatment team will make the decisions about how much out of cell time and access to activities for each inmate based on their ability to tolerate groups of other inmates. However, the treatment plans should encourage progressive out-of-cell time toward stabilization and the ability to move to a mental health general population pod.

Ideally the combined acute and subacute housing should be located on one floor. If tiered, inmates with a history of suicide attempts or self-harm should be housed on the lower tier.

Individual treatment plans (determined by a team of mental health, security and medical staff) will determine movement and privileges, such as how often and how long inmates will be in the dayroom. Access to the dayroom will be limited to no more than six to nine appropriately stabilized inmates on each side of the pod at a given time.

Inmates in the subacute mental health subpod may be labile and have periods of time when

they are restricted to their cell to maximize their safety and that of others.

While some inmates may spend extended periods of time in this unit, others will stabilize and move to either mental health general population pod or general population housing.

The treatment team will determine progressive access to outdoor recreation time. The ability to handle unescorted outdoor recreation time; unlimited dayroom time with other inmates within the dayroom; and medication and treatment compliance will be indicators that the individual may be ready to move to the stable mental health pod.

Cell contents may be limited and will be determined by the treatment team and documented in the individualized treatment plan.

No additional housing unit variation is required from that which was described in Description of Medical and Mental Health Housing – Overview.

### Shared Areas

The shared areas of the male acute and subacute mental health housing pod, serving both subpods, consist of a variety of spaces and functions, including:

- Officer workstation
- Legal research carrels
- Outdoor exercise
- Video visitation and transaction kiosk
- Janitor Closet
- Staff Restroom
- Multipurpose Room
- Mental Health Staff Office
- Interview Room

Dayroom kiosks, carrels, and the food alcove should be able to be secured and provide access when needed. The pod officer will control the access to these services.

Mental health staff will be assigned to work directly in the combined acute and subacute mental health pod. A mental health office will be located within the housing pod accessible from the dayroom. A fully equipped workstation is provided within the office.

A shared acute and subacute small multipurpose room sized for 4-6 persons will be available for structured group or individual activities within the dayroom. This space should have full visibility from the officer's station.

Inmates in the subpod will generally eat at tables in the dayroom. However, the treatment team may determine that an inmate needs to be restricted to cell-based meals for a limited period of time.

### 13.600 Male (General Population) Mental Health Housing

The mental health housing pods provide for safe housing of inmates with serious and persistent symptoms of mental illness or who have intellectual and developmental disabilities (IDD) who do not require higher levels of observation or the more intensive

mental health services of an acute or subacute mental health subpod, but remain too vulnerable to be housed in a general population setting. This pod is comprised of two 32 bed subpods each with 12 single-occupancy cells and 10 double-occupancy cells for a total capacity of 64 inmates. Ideally, these beds should be located proximal to the acute/subacute mental health pod.

If this is a two-tiered unit, inmates with history of suicide attempts or self-harm should be housed on the lower tier. In order to reduce the stimulation that can occur with this number of inmates who can be loud or who have difficulty maintaining control in large groups of people, a low wall should be created to act as a sound buffer and reduce stimulation in the dayroom area only, but still allow the officer full visibility and access to all cells.

The inmates housed in the mental health subpods should have access to all programs and services available to the general population although in some circumstances programmatic accommodations will need to be made. Cell contents, access to telephones, kiosks, video visitation, commissary, personal visits, meals, outdoor recreation etc. should be consistent with that afforded the general population.

Inmates will access mental health, medical treatment, and other services and programs from the programs and activities center designated to be shared with this housing pod. It is anticipated that this area will be actively used and that programs and activities that are provided will meet the needs of inmates who have stable, but serious mental illnesses and/or intellectual and developmental disabilities.

No additional housing unit variation is required from that which was described in *Description of Medical and Mental Health Housing – Overview*.

### 13.700 Female Housing - Medical & Mental Health

The female inmate population has the same medical and mental health needs requiring special housing and separation that the male inmate population has, i.e., medical housing, mental health acute, subacute and general population housing for inmates who have serious mental illnesses and/or intellectual/developmental disabilities (IDD) but are too vulnerable to be housed in general population. The number of inmates requiring these types of special housing does not warrant full-size housing units designated for a single purpose. A single housing pod for female inmates is provided with three subpods contained within the larger overall pod to meet these specialized medical and mental health needs. The subpods permit more than one special need population to be located separately but adjacent to one another so that there are staff efficiencies for security, medical and mental health staff. Therefore, this unit should be located adjacent to the clinic. These housing subpods, similar to the pods described in previous subsections, are separated by levels of glazing with a staff station located with visibility into all areas. This design is also responsive to the ever-changing population fluctuations by allowing one of the units to expand into the other if necessary, while still retaining staffing efficiencies.

The total capacity for the female medical and mental health housing unit is 28 inmates (with a total of 31 female medical/mental health beds including the medical observation beds.)

Female Medical and Mental Health Housing pod is provided with two subpods contained within the larger, overall pod to serve the needs for medical and mental health general population housing.

Mental health staff will be assigned to work directly in the combined medical and mental health pod. A mental health office will be located within the housing pod accessible from the dayroom. A fully equipped workstation is provided within the office.

A shared small multipurpose room sized for 4-6 persons will be available for structured group or individual activities within the dayroom. This space should have full visibility from the officer's station.

Each of the subpods will be designed consistent with the male medical and mental health housing with care taken within the location of the mental health acute subpod to maximize safety. However, consistent with best practices, the design, operational management, and treatment must incorporate gender responsive considerations and approaches that meet the unique needs of women.

Because supervision of this pod is by one housing officer, the housing officer's workstation should allow full visibility into all subpods; however, glazing should be used in such a manner as to limit visibility for the inmates in one subpod into the other subpods.

### **Medical Housing Subpod – 14 beds**

One subpod designated for medical housing is comprised of three four-occupancy cells and one double cell. One of the four-occupancy cells will be used primarily for short term medical housing for females who are detoxing from alcohol and other drugs, but who do not require 24/7 direct nursing observation. Consistent with the male housing subpod, flexible use of beds will be maintained based on the clinical demands of the population. The female medical housing subunit will function and operate similarly to the male living medical housing pod previously described (see subsection 13.400).

Inmates will be housed for either short- or long-term stays in the medical housing unit. Inmates who are recovering from surgeries, acute illnesses, or acute exacerbations from chronic illnesses will be housed in this unit until stable enough to return to general population. Inmates with chronic medical conditions who require close proximity due to fragility (e.g. asthma, diabetes, cardiovascular diseases), or frailty (elderly or requiring some assistance with activities of daily living) will also be housed here. Medical staff will determine when an inmate is admitted to or discharged from a medical housing unit.

Medical personnel will not staff the medical general population housing unit. Nursing staff will make rounds of the unit, distribute medications, and provide any necessary treatments in the medical triage/exam rooms located in the adjacent program and activity center.

This pod should allow good visibility throughout. This pod should be located on the lower level in order to house the most fragile inmates and those inmates requiring special accommodations. All areas must provide space for movement with assistive devices such as wheelchairs, walkers, crutches, and canes. ADA-compliant cells will be available throughout the general population housing units and will continue to be used by those inmates who require only environmental accommodations to meet their disabilities but who do not require a medical assisted living environment.

Inmates housed in the medical housing pod will have cell contents, access to telephones, visitation, interview rooms, outdoor recreation, and access to programs and activities as those who are in general population and as tolerated by their physical condition. It is



anticipated that a number of these inmates may have dietary restrictions and therefore may have restrictions placed on their commissary access. It would be ideal if these restrictions/limitations were managed electronically through the kiosk ordering system.

Medical housing inmates will share the decentralized programs and activities center with the other inmates with medical and mental health housing needs. No additional housing unit variation is required from that which was described in *Description of Medical and Mental Health Housing – Overview*.

### **Acute Mental Health Care Subpod – 2 beds plus 1 additional safety cells**

The female acute mental health care housing subunit will function and operate similarly to the male acute mental health care medical housing unit previously described (see subsection 13.500). One subpod designated for acute mental health is comprised of two single-occupancy cells plus one safety cell. Inmates will be housed in the acute pod who are not out of control, but their behavior is still impulsive and labile. A small sub-dayroom with sound attenuation should be adjacent to the cells of these inmates. These inmates are in need of a high level of supervision, a highly structured environment, and intensive treatment.

One safety cell will be located within the acute mental health housing pod. This is a "temporary" bed to be used for short periods in order to provide appropriate stabilization and safety. The safety cell will be designated for secure observation of inmates with mental illnesses who are in acute crisis and/or actively psychotic. The overall goal of these cells is to stabilize individuals experiencing acute psychological symptoms, extreme suicide ideation or individuals whose failure to take psychiatric medications is severely inhibiting their ability to function or interact with staff or inmates in a safe manner. These cells are not for permanent placement; the goal will be to use these cells for short durations (two to four hours) to stabilize inmates so that they can return to their assigned single cell; placement in a safety cell will require a mental health provider order. The safety cells will be high security beds that are directly observable from the staff workstation.

Individual treatment plans (determined by a team of mental health, security and medical staff) will determine movement and privileges, such as how often and how long inmates will be in the dayroom. The same team will determine on an individual basis the level of security and/or restraints required when the inmate is outside of the cell. It is anticipated that once the dayroom is well tolerated and the level of security restraint is significantly reduced, the inmate will be moved to the subacute mental health unit. Because of the threat posed to the safety and security of staff, inmates in this status have extremely limited movement or privileges, and may be locked down for many hours of the day however, individualized treatment plans should encourage progressive out-of-cell time toward stabilization and the ability to move to a step-down unit such as subacute or stable mental health general population pod.

Initial access to outdoor recreation will be by escort and if necessary, with ambulatory restraints, approved by the treatment team and ordered by the mental health provider. The treatment team will determine progressive access to outdoor recreation time. The ability to handle outdoor recreation time; unescorted, restraint free dayroom time with other inmates within the dayroom; and medication and treatment compliance will be indicators that the individual may be ready to move to the subacute mental health pod.

Cell contents may be limited and will be determined by the treatment team and documented in the individualized treatment plan.

These inmates will have access to shared dayroom kiosks, carrels, and the food alcove when needed. The pod officer, driven by treatment plan, will control the access to these services.

Inmates are not expected to be housed in the acute mental health housing pod for extended stays. Once inmates are not acutely symptomatic or present a danger to self or others, they will be moved to subacute care or mental health general population housing and provided further stabilization services.

Access to the dayroom will be limited to no more than two appropriately stabilized inmates at a time.

Since this is acute mental health population, with potential for self-harm and suicidal behaviors, this subpod should be located on the lower tier.

No additional housing unit variation is required from that which was described in *Description of Medical and Mental Health Housing – Overview*.

#### **Subacute and Stable Mental Health Subpod - 12 beds**

A shared subpod for 12 inmates with subacute or chronic symptoms of mental illness and/or intellectual or developmental disabilities (IDD) housing is comprised of 12 single-occupancy cells to allow for flexibility.

Medical staff will not be assigned to this pod. Medical staff will make regular rounds in this housing pod.

The female mixed subacute and mental health housing will function and operate similarly to the male subacute and general population mental health housing units previously described (see subsection 13.500 and 13.600). This unit is transitional housing for inmates who are either in crisis or have serious mental illnesses with persistent symptoms that preclude their ability to function in a general population pod.

If this is a two-tiered unit, inmates with subacute symptoms, a history of suicide attempts or self-harm should be housed on the lower tier.

The treatment team will determine about how much out of cell time and access to activities for each inmate based on their ability to tolerate groups of other inmates. However, the treatment plans should encourage progressive out-of-cell time toward stabilization and the ability to move to a stable mental health general population pod.

Individual treatment plans (determined by a team of mental health, security and medical staff) will determine movement and privileges, such as how often and how long inmates will be in the dayroom. Access to the dayroom will be limited to no more than 8-12 appropriately stabilized inmates at a given time.

Inmates with subacute symptoms may be labile and have periods of time when they are restricted to their cell to maximize their safety and that of others.

The treatment team will determine progressive access to outdoor recreation time. The ability to handle unescorted outdoor recreation time; unlimited dayroom time with other inmates within the dayroom; and medication and treatment compliance, and stable behavior for a consistent period of time will be indicators that the individual may be ready to move to general population housing.

While some inmates may spend extended periods of time in this unit, others will stabilize and move to general population housing.

Cell contents may be limited on an individualized basis and will be determined by the treatment team and documented in the individualized treatment plan.

Dayroom kiosks, carrels, and the food alcove should be able to be secured and provide access when needed. The pod officer will control the access to these services.

Inmates in the pod will generally eat at tables in the dayroom. However, the treatment team may determine that an inmate needs to be restricted to cell-based meals for a limited period of time.

No additional housing unit alteration, variation, or adaptation is required from that which was described in *Description of Medical and Mental Health Housing – Overview*.

### Shared Areas

The shared areas of the female medical and mental health housing unit, serving all three subpods, consist of a variety of spaces and functions, including:

- Storage areas that include space to store stretchers, emergency medical equipment, wheelchairs, and other assistive devices
- Officer workstation
- Legal research carrels
- Outdoor exercise
- Video visitation and transaction kiosk
- Janitor Closet
- Staff Restroom / Locker
- Small multipurpose room
- Mental health office

### 13.800 Combined Health Care Housing Decentralized Program and Activities Center

The decentralized programs and activities center will serve inmates by providing space for educational and treatment activities decentralized to the housing areas to facilitate inmate participation in programs with minimal movement throughout the facility. Each decentralized programs and activities center associated with this component will provide the spaces necessary to meet the programmatic needs for inmates' assigned housing within a designated zone (area).

Designated inmates will access mental health, medical treatment, and other services and programs from the programs and activities center designated for this housing pod. It is anticipated that the programs and activities center will be used primarily by medical housing and mental health subacute and mental health general population inmates. Programs and

activities should meet the specialized treatment needs of these populations. Since this program and activity center will be shared by male and female inmates, scheduling will be of utmost importance.

Most inmates will travel to the decentralized programs and activities centers either directly from their assigned housing pod or by individual or group escort. A circulation corridor shall connect the decentralized programs and activities center with the associated housing pod(s). Generous glazing in the circulation corridor into the housing pod(s) will allow for enhanced monitored movement and supervision of inmates by both the utility officer and housing pod officer. Careful scheduling must be employed to coordinate start times incrementally so that inmates are not entering and leaving the program centers all at the same time. Seating will be available for inmates who arrive just prior to the scheduled program or interview; this seating will be located within the circulation corridor.

Supervision of these areas will be by the housing officer, namely when there is direct access from the housing pod.

Each decentralized programs and activities center will contain:

- Multipurpose room/classroom
- Interview room
- Storage
- Triage/Examination room
- Shared Office
- Mental Health Office

A large multi-purpose room/classroom will be designed and furnished similarly to traditional adult education classrooms. Generous glazing on the walls adjoining the circulation corridor of the programs and activities area will enhance supervision without disrupting the classroom activities.

Additional rooms will be provided which are designed and equipped for conducting interviews (professional counselors, classification interviews, program leaders, and volunteers) when it is not conducive to conduct the interview in the inmate's assigned housing pod. These rooms shall provide the requisite privacy to prevent casual observation of room occupants by other inmates.

Secure storage for supplies and expensive instructional materials such as audio-visual equipment will be provided in this area.

Conveniently located to the multipurpose rooms/classrooms and interview rooms will be space to store stacking chairs that will be used throughout the programs and activities center. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored, will be more cost-effective than outfitting each room for the maximum number of anticipated participants.

A fully equipped and furnished triage/examination room with secure storage for the medication cart will be provided in the programs and activities center to minimize movement throughout the facility of inmates undergoing health care assessment. Inmates newly admitted to the facility may receive their history and physical examination in this area.

Additionally, inmates will be seen for sick call on a scheduled basis. Inmates will make a written request to be seen by health care staff.

A shared office shall be provided for program leaders, volunteers, etc. to work privately before, after or in-between program sessions.

Within the decentralized programs center is a staff restroom, an inmate restroom, and a janitor closet.

### **Additional Design/Operational Considerations**

The primary security consideration in the health services component is inmate supervision (particularly in the clinic area), and control of dangerous substances and instruments. An officer will be stationed at the security desk in the clinic during clinic hours, and another officer will be stationed in the medical observation component any time an inmate is housed for observation that is located within the clinic. Examination rooms should be equipped with observation panels. Glazing need not be extensive, but should be security grade.

The front door to the health services area will have card and/or biometric access and intercoms on each side. During clinic hours, the nurse or officer at the workstation will answer the intercom. When the clinic closes, the intercom will forward to Central Control. Controls for the clinic entry will be located at the nurse's station and at the officers' security station.

Medication storage will have a locked door, and will be for staff use only. It is recommended that the door remain locked at all times. A card reader and biometric access with pin-code system will monitor who is accessing the pharmacy at any given time. If desired, an enunciator can be incorporated into the locking system, to alert Central Control whenever someone unauthorized enters the medication storage area. In addition, the medication storage will be designed so that the walls are constructed from the floor slab to the underside of the building structure.

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

Medical observation and mental health stabilization cells will be constructed to maximum security standards, as they will be designed to house any custody level as may be necessary.

Hand washing stations will be strategically located throughout the clinic area.

Medical and mental health housing will be single tiered, on one level.

## 13.000 Health Care Services

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>13.100 ADMINISTRATION SUPPORT SPACES</b>						
13.101	Health Services Administrator	1	1	200 /area	200	OF-3
13.102	Psychiatrist	1	1	110 /office	110	OF-5
13.103	Director MH Services	1	1	150 /office	150	OF-4
13.104	MH Social Worker	2	1	110 /office	110	OF-5
13.105	Future MH Staff Office	2	2	96 /office	192	OF-6
13.106	Physician	1	1	110 /office	110	OF-5
13.107	Director of Nursing	1	1	150 /office	150	OF-4
13.108	Future Med. Office	1	1	96 /office	96	OF-6
13.109	Admin. Assistant	1	1	110 /office	110	OF-5
13.110	Medical Records Clerk	1	1	64 /area	64	WS-2 within medical records
13.111	Medical Records Storage	2	1	150 /area	150	Work table, secure storage for limited active records; scanner;
13.112	Printer/Copier Alcove	1	1	75 /area	75	Copier, printer, fax; work counters; built-in shelving for forms; linear in design
13.113	Break Room	1-5	1	150 /area	150	BR-2; 15 lockers, ice dispensing machine
13.114	Conference room	10-12	1	300 /area	300	CF-2; Adjacent to break room with moveable wall.
13.115	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
13.116	ADA Shower	1	1	60 /area	60	ADA accessible for decontamination with adjacent anteroom with shelving for towels, clean scrubs.
13.117	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing, glazing on doors for easy viewing inside.
<i>Subtotal Net Square Feet</i>					<i>2,167</i>	
<i>Grossing Factor</i>					<i>1.35</i>	
<i>Subtotal Gross Square Feet</i>					<i>2,925</i>	
<b>13.200 OUTPATIENT/CLINIC SERVICES</b>						
13.201	Pedestrian Sallyport	1-5	1	100 /area	100	Inner door controlled by security desk, outer door controlled by Central Control; sized for gurney transports
13.202	Waiting Area (Open)	8	1	10 /pers	80	Bench seating, TV
13.203	Secure Waiting	2	1	50 /area	50	Visible from security desk
13.204	Officer Workstation	1	1	80 /area	80	WS-1: Phone, computer; adjacent to waiting area with full visibility to exam rooms

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
13.205	Reception and Nursing Station	1	1	64 /wkstn	64	WS-2 with securable transaction window to provide direction to the offenders; to review and note provider orders; central hub of the clinic
13.206	MH/Med Interview	1-2	2	80 /area	160	Table with four chairs; glazed front with telemedicine access.
13.207	General Examination Room	2-3	3	110 /room	330	Lockable cabinets, privacy screens, exam tables, sinks, otoscope, ophthalmoscope, and BP Equipment attached to wall, work station for records review/charting, stool, phone, computer, work counter, locked specimen storage, "sharps" container, refrigerator, data ports/lines, emergency generator back-up for all electrical. One exam room set up for phlebotomy and other specimen collection with pass-through from inmate restroom.
13.208	Telemedicine/ Triage/Trauma Specialized Treatment Examination Room	2-3	1	100 /room + 50	150	Telemedicine equipped with camera, video equipment; Lockable cabinets, privacy screens, exam table that can be accessed from 4 sides; otoscope, ophthalmoscope, and BP Equipment attached to wall, sink, workstation for records review/charting, stool, computer, work counter, locked specimen storage, "sharps" container, refrigerator, OB/GYN equipment, portable x-ray, with lead-lined walls, ceiling-mounted lighting, data ports/lines, emergency generator back-up for all electrical
13.209	Small Lab Room for Specimen Holding	1	1	80 /area	80	Work Counter, locked specimen storage, space for "sharps" container, specimen labels and packaging and a refrigerator/freezer for specimen holding.
13.210	Dental Exam Room	2	1	100 /wkstn + 30	230	Two dental chairs, work counter, sink, lockable cabinets, digital x-ray for panorex & bitewing, hand/eyewash station; air compressor closet; instrument sterilization, workstation/computers and diagnostic equipment. Air compressor closet with sound attenuation.
13.211	Physical Therapy Exercise	2-3	1	100 /area	100	Visible alcove for PT Home exercise Program practice. One chair, railing along one side, small locked cabinet to store HEP supplies and towels.
13.212	Medical Supply room	1	1	100 /area	100	Adjustable shelving, some with bins for medical supplies.

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
13.213	Medication Storage	1	1	400 /area	400	Secure storage of medications, double-locked narcotics cabinet and 6 medication carts, 3 work stations (med orders/check-in meds) with work counter, sink, refrigerator
13.214	Medical Equipment and Supply Storage	-	2	150 /area	300	Shelving, floor space for wheelchair and gurney
13.215	Charting Area	1-2	2	96 /wkstn	192	Standing height work counter; 2 networked WS-3
13.216	Clean Utility	-	1	80 /area	80	Adjustable shelves
13.217	Dirty Utility	-	1	80 /area	80	Counter with sink, hopper SINK, adjustable shelves, bins; temporary biohazard storage
13.218	Janitor's Closet	1	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing, glazing on doors for easy viewing inside.
13.219	Inmate Restroom	1	2	50 /area	100	ADA accessible; wall-mounted water fountain outside restroom, one located adjacent to exam room designated for specimen collection with pass through.
<b>Subtotal Net Square Feet</b>					<b>2,716</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>Subtotal Gross Square Feet</b>					<b>3,667</b>	
<b>13.300 MALE AND FEMALE MEDICAL OBSERVATION [11 beds]</b>						
13.301	Pedestrian Sallyport	1-5	1	80 /area	80	Inner door controlled by security desk, outer door controlled by Central Control; sized for gurney transports
13.302	Shared Nursing and Housing officer Workstation	41276	2	80 /wkstn	160	WS-1 (one each for officer and nurse) Standing height work desk/counter, hydraulic stool; visibility into the unit is maximized; separate workstations with dedicated lines
13.303	Food Cart Alcove	-	1	120 /area	120	Sink, instant-hot water, ice machine, countertop, storage cabinets, microwave, cart storage; beverage station; electrical outlets
13.304	Trash Alcove	-	1	20 /area	20	
13.305	Female ADA cell-Isolation	1	1	150 /cell	150	With negative pressure; commode, sink, privacy curtain, hospital bed, at least 4 electrical outlets
13.306	Female Isolation Anteroom	1	1	100 area	100	Anteroom with sink, storage for gowns and other isolation equipment.
13.307	Female Observation cell	1	2	120 /cell	240	Hospital bed, over bed table, one chair, commode, sink, privacy curtain, at least 4 electrical outlets



## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
13.308	Male ADA cell-Isolation	1	2	150 /cell	300	Hospital bed, over bed table, one chair, commode, sink, privacy curtain, at least 4 electrical outlets
13.309	Male Isolation Anteroom	1	1	100 /area	100	Shared anteroom with sink, storage for gowns and other isolation equipment.
13.310	Male Observation cell	1	6	120 /cell	720	Hospital bed, over bed table, one chair, commode, sink, privacy curtain, at least 4 electrical outlets
13.311	ADA Compliant Shower	1	2	50 /area	100	Ability to wheel-in wheelchair, double shower head, hand-held adjustable height spray, grab bars, seat, privacy panel, outer drying/dressing area, provide in two locations for separation
<i>Subtotal Net Square Feet</i>					<i>2,090</i>	
<i>Grossing Factor</i>					<i>1.40</i>	
<i>Subtotal Gross Square Feet</i>					<i>2,926</i>	
<b>13.400 MALE MEDICAL HOUSING [32 beds]</b>						
13.401	Pedestrian Sallyport	1-5	1	80 /area	80	Inner door controlled by security desk, outer door controlled by Central Control; sized for gurney transports
13.402	Housing officer Workstation	1	1	80 /area	80	Maximum visibility into dayroom, cells, support and interview spaces, standing-height workstation - counter space, workstation, control panel for doors, safety and security electronics, telephones, water, etc., requisite cabling and data port/line; stool; lockable cabinetry; first-aid kit; secure storage of personal items; daily needs storage (e.g., razors); first aid kit
13.403	Staff Restroom/Locker	1	1	60 /area	60	ADA accessible; locker may be located in restroom
13.404	Food Cart Alcove	-	1	120 /area	120	Sink, countertop, refrigerator, cabinets, microwave, cart storage; beverage station
13.405	Dormitory	4	6	120 /cubicle	720	4 bunks (stacked 2 high), desk/writing surface, seating, clothing and personal storage/hooks; natural light; suicide resistant fixtures/design
13.406	ADA Dormitory	4	2	120 /cubicle	240	4 bunks (stacked 2 high) - only bottom bunks designated as ADA, desk/writing surface, seating, clothing and personal storage/hooks; natural light; suicide resistant fixtures/design, should be located on lower tier.
13.407	Dayroom/Dining	32	1	35 /pers	1,120	Centralized to cells; meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						for 32 at mealtimes; sound attenuation measures; natural light; 3 telephones (1 ADA compliant phone); 2 TV areas with seating for 20, FM receivers; reading area; wall-mounted boxes for mail and other communications with one designated for sick call requests; book cart; vending machines; water cooler located in close proximity to interview/staging room transaction window; natural light
13.408	Shower/Changing	1	2	40 /area	80	Suicide-resistant showerhead, recessed; cubicle with outer drying/dressing area; café doors for privacy; floor drains in both shower and dressing areas
13.409	ADA Shower	1	1	50 /area	50	Double shower head, hand-held adjustable height spray, grab bars, seat, privacy panel, outer drying/dressing area, provide in two locations for separation
13.410	Integrated Transaction/Video Visitation Kiosk	1	1	40 /area	40	Kiosk with automated transaction station, video visitation; headsets' acoustical panels.
13.411	ADA Integrated Transaction/Video Visitation Kiosk	1	1	50 /area	50	Kiosk with automated transaction station, video visitation headsets; acoustical side panels, w/c accessible
13.412	Computer Carrel	1	4	40 /area	160	Legal research
13.413	Interview/Staging Room	2-4	1	150 /area	150	Accessible from the pod pedestrian sallyport and directly from the housing pod; card access; table and loose chairs for up to 4 people; glazing with visibility from housing pod; attorney video visitation kiosk; requisite cabling and data outlets; secure cabinetry; securable transaction window between room and housing pod dayroom
13.414	Food Cart Alcove	-	1	120 /area	120	Counter space; sink with instant-hot water tap; microwave; beverage station; electrical outlets; storage cabinets; food cart staging
13.415	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in); adjacent to food alcove
13.416	Storage Closet	-	1	60 /area	60	Shelving for linens, uniforms, mattresses; disinfectant
13.417	Outdoor Exercise Court	15-20	1	750 /area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						throwing contraband into exercise court; glazing to maximize visibility from the housing pod; equipment storage
13.418	Property Storage Bins	-	1	20 /area	20	Lockable stacked bins; adjacent to officer's station; 1:10 ratio
13.419	Storage Closet	-	1	50 /area	50	Exercise items
13.420	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing, glazing on doors for easy viewing inside
<i>Subtotal Net Square Feet</i>					<b>3,260</b>	
<i>Grossing Factor</i>					<b>1.40</b>	
<i>Subtotal Gross Square Feet</i>					<b>4,564</b>	
<i>Subtotal Exterior Square Feet</i>					<b>(750)</b>	
<b>13.500 MALE ACUTE AND SUBACUTE MENTAL HEALTH HOUSING 26 beds plus 2 safety cells</b>						
<i>Male Acute Housing [8 beds plus 2 safety cells]</i>						
13.501	Single Occupancy Cells	1	7	80 /cell	560	Low solid bed, secure mounted writing surface, stainless steel combination toilet/sink, under bed storage, seating, breakaway hooks, natural light; lower level of the housing unit; staff call button; food pass on door floor drains located outside every two cells; Safety of tier must be addressed to prevent jumping or other suicide attempts.
13.502	ADA Single Occupancy Cell	1	1	90 /cell	90	Solid bed, secure mounted writing surface, stainless steel toilet/sink, under bed storage, seating, breakaway hooks, natural light; removable grab bar; staff call button; food pass on door
13.503	Safety Cell	1	2	80 /cell	160	Walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain, controls outside of the cell; a padded fixed bunk eight inches off the floor, full glazing on the secure door; food pass on door.
13.504	ADA Shower	1	1	50 /area	50	Ability to wheel-in wheelchair; double shower head, cubicle with outer drying/dressing area, café doors for privacy
13.505	Sub-Dayroom/ Dining/TV	8	1	35 /pers	280	Meets the minimum dayroom size requirement in accordance with ACA standards; one heavy/durable 4-person table, seating for 12 for mealtimes, 2 TV areas with seating for 4, reading area, wall-mounted mail boxes one designated for Sick Call requests, 4 telephones, FM receivers; sound

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						attenuation measures, water cooler located near interview room transaction window
<i>Male Subacute Mental Health Housing Subpod [18 beds]</i>						
13.506	Single Occupancy Cells	1	17	80 /cell	1,360	Bunk, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; staff call button;
13.507	ADA Single Occupancy Cell	1	1	90 /cell	90	Bunk, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; removable grab bar; staff call button
13.508	Subpod Dayroom/Dining/TV	18	1	35 /pers	630	Meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 18 for mealtimes, 2 TV areas with seating for 6, reading area, wall-mounted mail boxes, 2 telephones, FM receivers; sound attenuation measures; water cooler located in close proximity to the interior sallyport door. Semi divided with glazing that does not inhibit officer visibility or access but reduces stimulation.
13.509	Shower/Changing	1	1	40 /area	40	Cubicles with drying/dressing area; café doors for privacy
13.510	ADA Shower/ Changing	1	1	50 /area	50	Ability to wheel in a wheelchair; double shower head, cubicle with outer drying/dressing area, café doors for privacy
<i>Shared Areas</i>						
13.511	Housing Unit Pedestrian Sallyport	1-10	1	80 /area	80	Outer door controlled by Central Control; inner door controlled by housing officer; staff access by card reader; large enough to stage one food carts and allow circulation; pass-through and speak-through adjacent to interior door.
13.512	Housing Officer Workstation	1	1	100 /area	100	Raised standing height work desk/counter, stool, secure razor drawer, daily needs storage, control panel for doors, computer; visibility into the unit maximized; visibility into the adjacent interview room, data port/line, emergency generator back-up power
13.513	Integrated Transaction/Video Visitation Kiosk	1	3	40 /area	120	Alcove with securable kiosk for transactions and video visitation

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
13.514	Legal Research Station	1	1	40 /area	40	Securable computer carrel
13.515	Storage Closet	-	1	80 /area	80	Shelving & cabinet storage for housing unit supplies (e.g., toilet paper, hygiene kits, etc.), linens, uniforms, mattresses.
13.516	Janitor Closet	-	2	40 /area	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing, glazing on doors for easy viewing inside, one per level
13.517	Staff Restroom with Locker	1	1	60 /area	60	ADA accessible; small locker to secure personal property such as lunch bag
13.518	Multipurpose Room	4-6	1	20 /pers + 50	170	Sized for small 4-6 person groups, glazing on walls for good visibility
13.519	Mental Health Staff Office	1	1	96 /wkstn	96	OF-6; Semi-private office; 2 workstations, each with desk, chair computer, Wi-Fi, phone, file cabinet, shelving, visitor chairs (2); access to networked printer / copier / fax / scanner; visibility into the unit maximized, especially into safety cells
13.520	Interview Room	2-4	1	120 /area	120	Table and loose chairs for up to 4 people, panic alarm; privacy to prevent casual observation of room occupants by other inmates.
13.521	Outdoor Exercise Court	4-12	1	750 /area	(750)	Shared with acute subpod. Glazing to maximize visibility; covered for inclement weather exercise; sized for half-court basketball or walking; exterior space
<i>Subtotal Net Square Feet</i>					<i>4,256</i>	
<i>Grossing Factor</i>					<i>1.65</i>	
<i>Subtotal Gross Square Feet</i>					<i>7,022</i>	
<i>Subtotal Exterior Square Feet</i>					<i>(750)</i>	
<b>13.600 MALE MENTAL HEALTH HOUSING [64 beds] 2 semi-split subpods of 32 beds each</b>						
13.601	Single Occupancy Cells	1	22	80 /cell	1,760	Bunk, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; staff call button.
13.602	ADA Single Occupancy Cell	1	2	90 /cell	180	Bunk, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; removable grab bar; staff call button

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
13.603	Double Occupancy Cells	2	20	80 /cell	1,600	2 stacked bunks, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; upper level of the housing unit; staff call button.
13.604	Dayroom/Dining/TV	64	1	35 /pers	2,240	Meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 64 for mealtimes with semi-separation for 2 groups of up to 32 to reduce stimulation but allow for full visibility, 2 TV areas with seating for 10, reading area, wall-mounted mail boxes, 4 telephones, FM receivers; sound attenuation measures; water cooler located in close proximity to the interior sallyport door. Semi split to be accomplished with glazing that does not inhibit officer visibility or access to all 64 cells. Water cooler adjacent to interview room transaction window.
13.605	Housing Unit Pedestrian Sallyport	1-10	1	80 /area	80	Outer door controlled by Central Control; inner door controlled by housing Officer; staff access by card reader; large enough to stage two food carts and allow circulation; pass-through and speak-through adjacent to interior door.
13.606	Interview/Staging Room	2-3	1	150 /area	150	Table and loose chairs for up to 4 people, panic alarm, kiosk; accessible from the sallyport; transaction window
13.607	Shower/Changing	1	5	40 /area	200	Cubicles with drying/dressing area; café doors for privacy
13.608	ADA Shower	1	1	50 /area	50	Ability to wheel in a wheel chair; double shower head, cubicle with outer drying/dressing area, café doors for privacy
13.609	Food Cart Alcove	-	1	120 /area	120	Sink, countertop, refrigerator, cabinets, microwave, cart storage; beverage station
13.610	Trash Alcove	-	1	20 /area	20	
13.611	Transaction and Video Visitation Kiosk	1	3	40 /area	120	Alcove with automated transaction station with integrated video visit equipment
13.612	Legal Research Station	1	1	40 /area	40	Computer carrel
13.613	Storage Closet	-	1	80 /area	80	Shelving & cabinet storage for housing unit supplies (e.g., toilet paper, hygiene kits, etc.), linens, uniforms, mattresses.

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
13.614	Housing Officer Workstation	1	1	100 /area	100	Raised standing height work desk/counter, stool, secure razor drawer, daily needs storage, control panel for doors, computer; visibility into the unit maximized; visibility into the adjacent interview room, data port/line, emergency generator back-up power
13.615	Staff Restroom / Locker	1	1	60 /area	60	ADA accessible; officer locker to store personal items such as a lunch bag may be located within or adjacent to staff restroom
13.616	Outdoor Exercise Court	4-12	1	750 /area	(750)	Shared with acute subpod. Glazing to maximize visibility; covered for inclement weather exercise; sized for half-court basketball or walking; exterior space
<b>Subtotal Net Square Feet</b>					<b>6,800</b>	
<b>Grossing Factor</b>					<b>1.65</b>	
<b>Subtotal Gross Square Feet</b>					<b>11,220</b>	
<b>Subtotal Exterior Square Feet</b>					<b>(750)</b>	
<b>13.700 FEMALE MEDICAL/MENTAL HEALTH HOUSING [28 beds]</b>						
<i>Female Medical Housing Subpod [14 beds]</i>						
13.701	Small Dormitory	4	3	120 /cubicle	360	Bunk, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; lower level of the housing unit on lower tier
13.702	ADA Double Occupancy Cell	2	1	100 /cell	100	Bunks (not stacked), secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; removable grab bar, lower level of housing
13.703	Sub Dayroom/Dining	14	1	35 /pers	490	Sized for the subpod (14 inmates); television
13.704	Shower/Changing	1	1	40 /area	40	Cubicles with drying/dressing area; café doors for privacy
13.705	ADA Shower	1	1	50 /area	50	Ability to wheel in a wheelchair; double shower head, cubicle with outer drying/dressing area, café doors for privacy
<i>Female Acute Mental Healthcare Subpod [8 beds]</i>						
13.706	Single Occupancy Cells	1	1	80 /cell	80	Bunk, secure mounted writing surface, stainless steel toilet/sink, under bed storage, seating, breakaway hooks, natural light; lower level of the housing unit
13.707	ADA Single Occupancy Cell	1	1	90 /cell	90	Bunk, secure mounted writing surface, stainless steel toilet/sink, under bed storage, seating, breakaway hooks,

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						natural light; removable grab bar, on lower tier
13.708	Safety Cells	1	2	80 /cell	160	Walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain, controls outside of the cell.
13.709	Sub Dayroom	2	1	35 /pers	70	Sized for full subpod (2 inmates); television; with noise attenuation
13.710	ADA Compliant Shower	1	1	50 /area	50	Ability to wheel in a wheelchair; double shower head, cubicle with outer drying/dressing area, café doors for privacy
<i>Female Subacute/ and Mental Health Housing Subpod [12 beds]</i>						
13.711	Single Occupancy Cells	1	11	80 /cell	880	Bunk, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; subacute beds on lower level of the housing unit
13.712	ADA Single Occupancy Cell	1	1	90 /cell	90	Bunk, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; removable grab bar; lower level if tiered
13.713	Shower/Changing	1	1	40 /area	40	Cubicles with drying/dressing area; café doors for privacy
13.714	ADA Shower	1	1	50 /area	50	Ability to wheel in a wheelchair; double shower head, cubicle with outer drying/dressing area, café doors for privacy
13.715	Dayroom/Dining/TV	12	1	35 /pers	420	Meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for up to 28 for mealtimes, 2 TV areas with seating for 8, reading area, wall-mounted mail boxes, 6 telephones, FM receivers; sound attenuation measures, water cooler located in close proximity to the interior sallyport door.
<i>Female Shared Spaces</i>						
13.716	Housing Unit Pedestrian Sallyport	1-10	1	80 /area	80	Outer door controlled by Central Control; inner door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation; pass-through and speak-through adjacent to interior door.

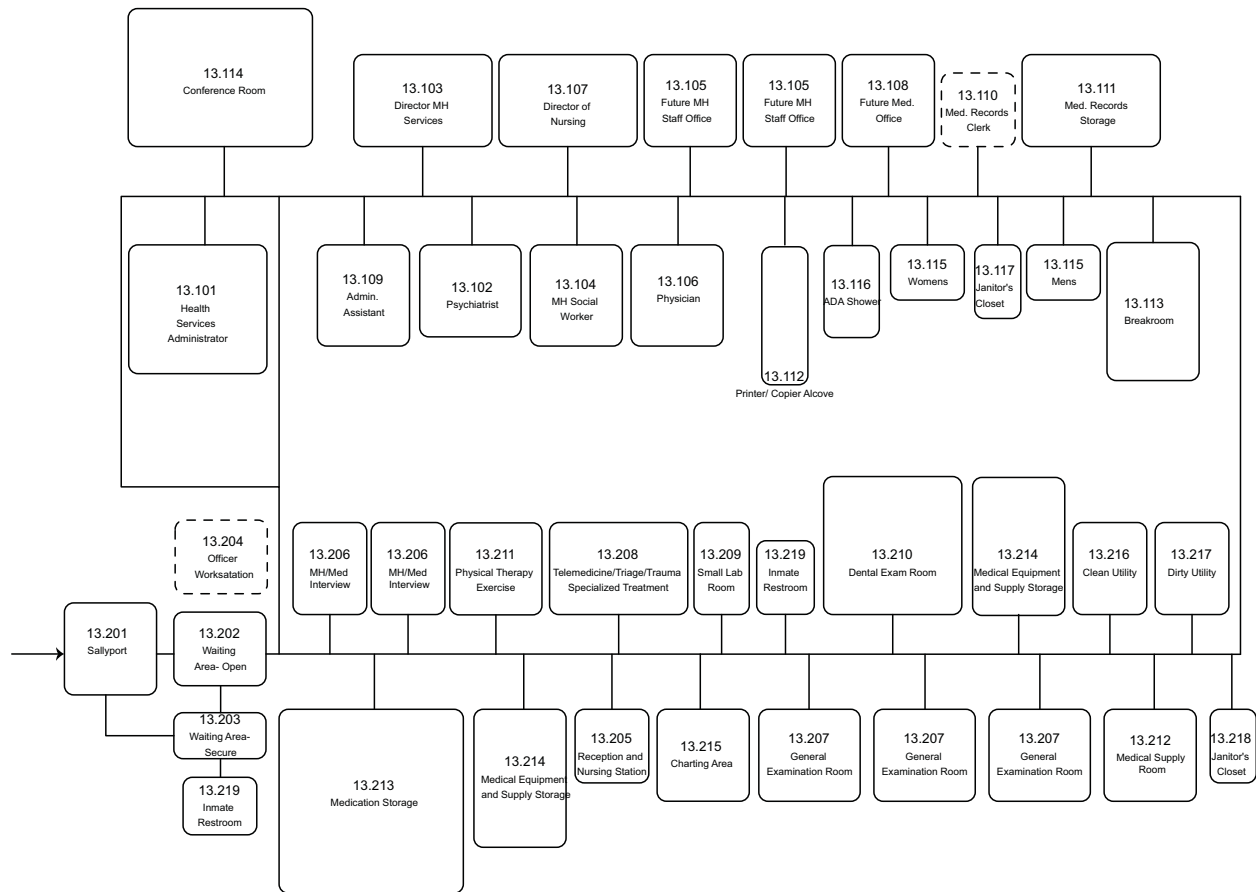


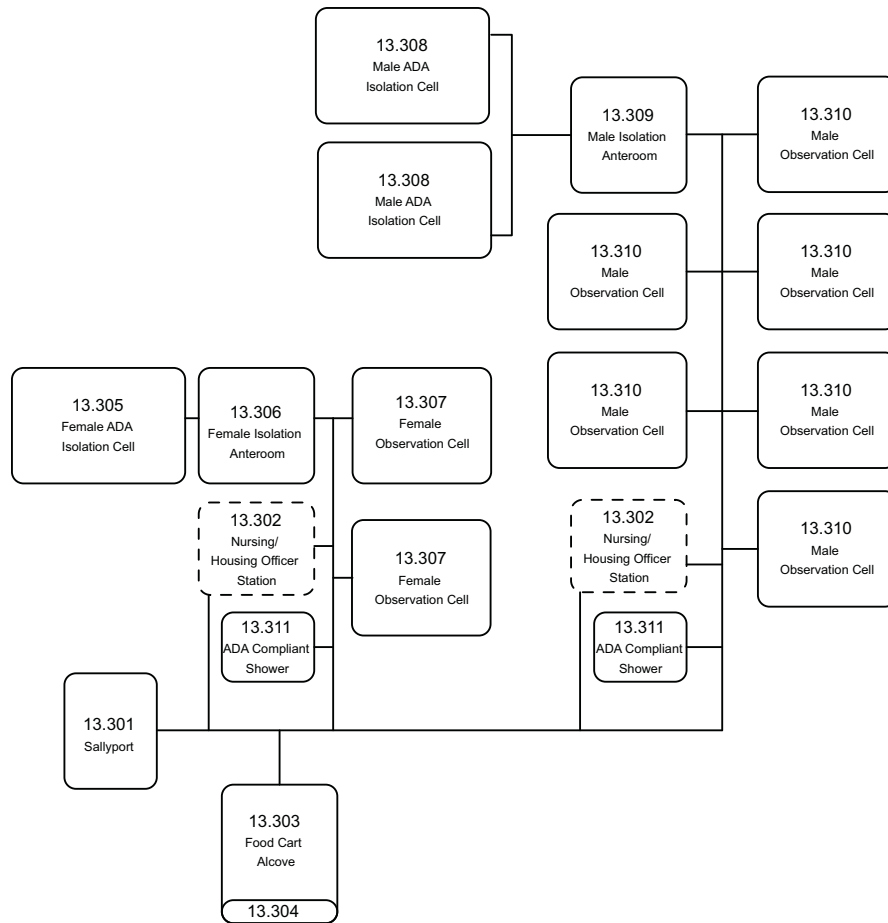
OPERATIONAL AND ARCHITECTURAL PROGRAM

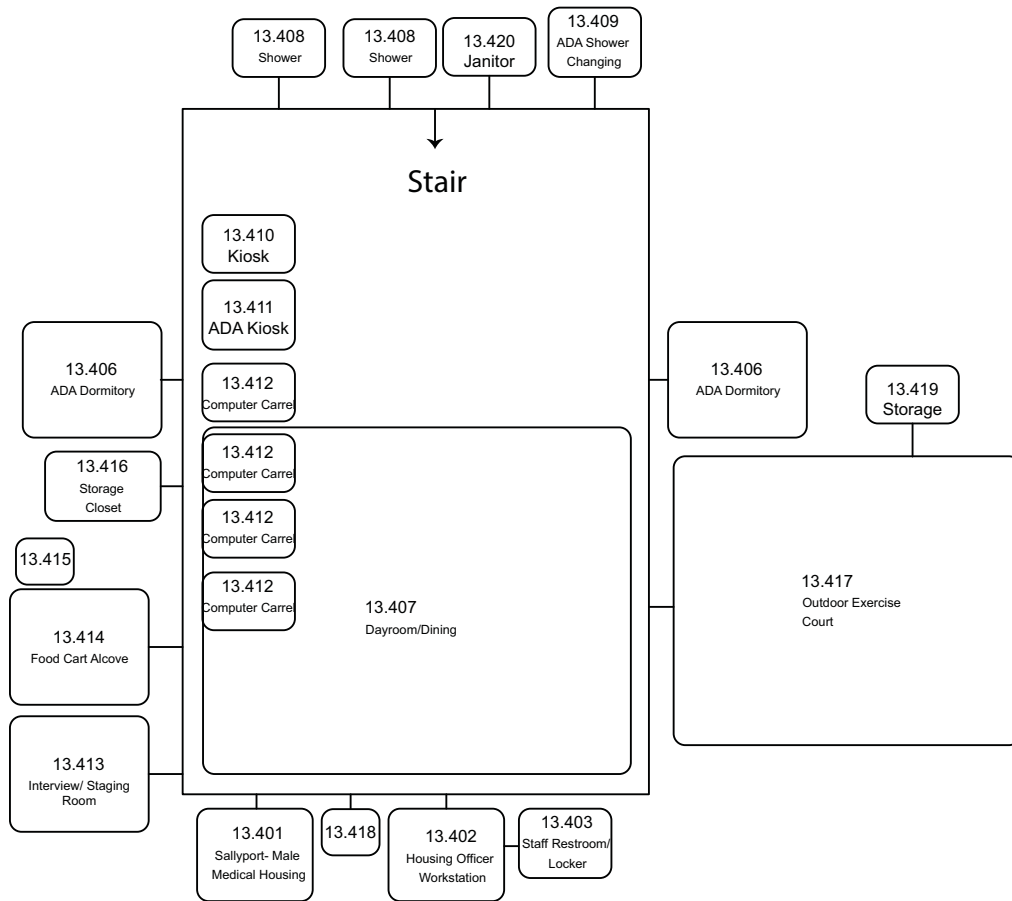
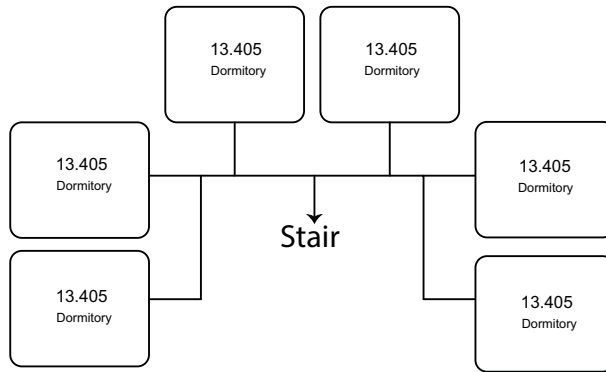
#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
13.717	Interview/Staging Room	2-3	1	150 /area	150	Table and loose chairs for up to 4 people, panic alarm, transaction window; accessible from the sallyport
13.718	Food Cart Alcove	-	1	120 /area	120	Sink, countertop, refrigerator, cabinets, microwave, cart storage; beverage station
13.719	Trash Alcove	-	1	20 /area	20	
13.720	Integrated Transaction/Video Visitation Kiosk	1	3	40 /area	120	Commissary and other transaction and integrated video visitation kiosk
13.721	Legal Research Station	1	1	40 /area	40	Computer carrel
13.722	Storage Closet	-	1	80 /area	80	Shelving & cabinet storage for housing unit supplies (e.g., toilet paper, hygiene kits, etc.), linens, uniforms, mattresses.
13.723	Clean Utility	-	1	80 /area	80	Adjustable shelves
13.724	Dirty Utility	-	1	80 /area	80	Counter with sink, adjustable shelves, bins; temporary biohazard storage
13.725	Temporary Property Storage	-	1	50 /area	50	Shelving for temporary storage of bags of inmate property.
13.726	Multipurpose Room	-	1	170 /area	170	Visible from housing officer station; sink
13.727	Mental Health Staff Office	1-2	1	96 /office	96	OF-6; visibility into the unit maximized, especially into safety cells
13.728	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
13.729	Housing Officer Workstation	1	1	60 /area	60	Raised standing height work desk/counter, stool, secure razor drawer, daily needs storage, control panel for doors, computer; visibility into the unit maximized; visibility into the adjacent interview room, data port/line, emergency generator back-up power
13.730	Staff Restroom/Locker	1	1	60 /area	60	ADA accessible; officer locker to store personal items such as a lunch bag may be located within or adjacent to staff restroom
13.731	Outdoor Exercise Court	4-6	1	500 /area	(500)	Glazing to maximize visibility; covered for inclement weather exercise; sized for half-court basketball or walking; exterior space
<i>Subtotal Net Square Feet</i>					<i>4,216</i>	
<i>Grossing Factor</i>					<i>1.65</i>	
<i>Subtotal Gross Square Feet</i>					<i>6,956</i>	
<i>Subtotal Exterior Square Feet</i>					<i>(500)</i>	
<b>13.800 COMBINED HEALTH CARE HOUSING DECENTRALIZED PROGRAM AND ACTIVITIES CENTER</b>						

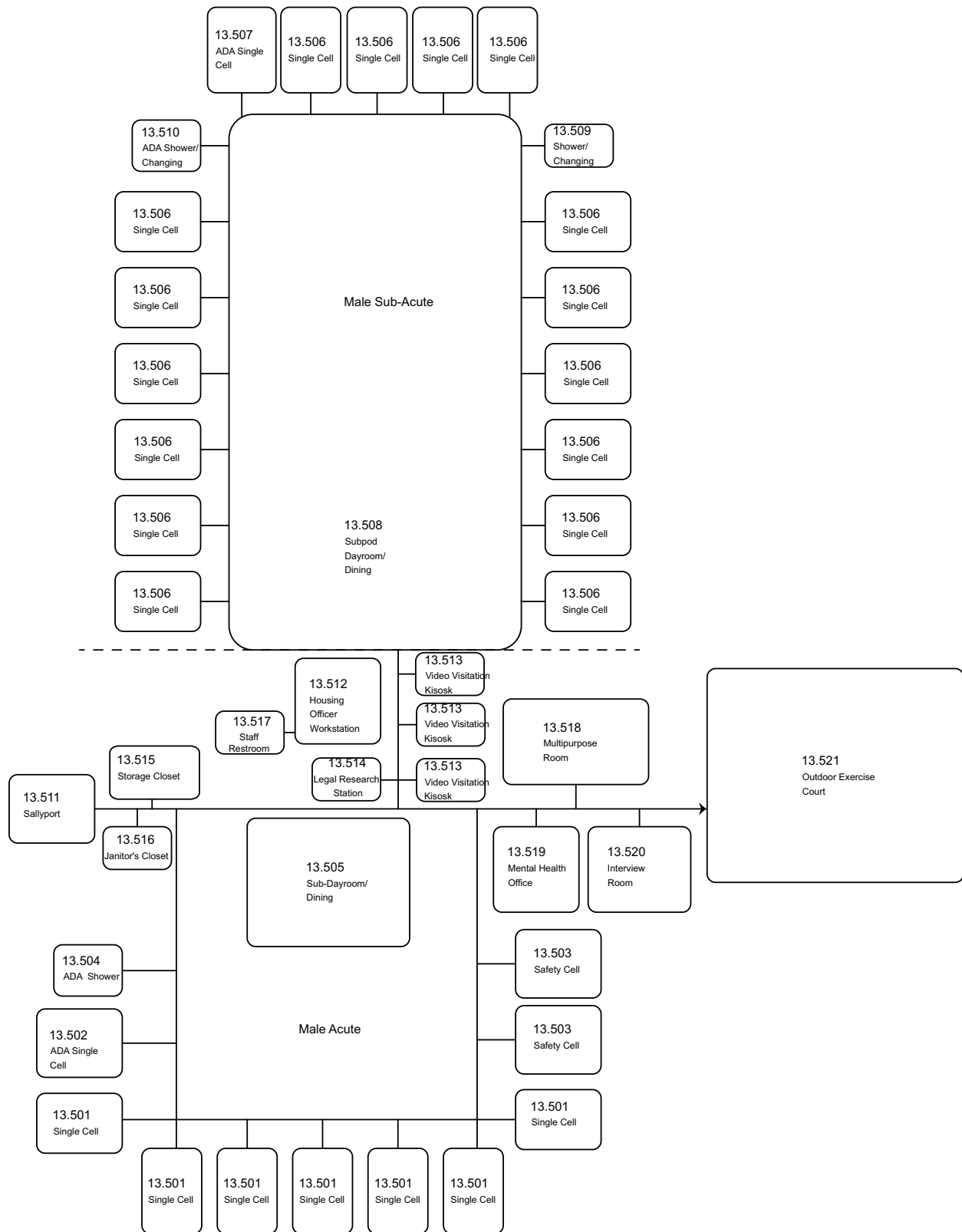
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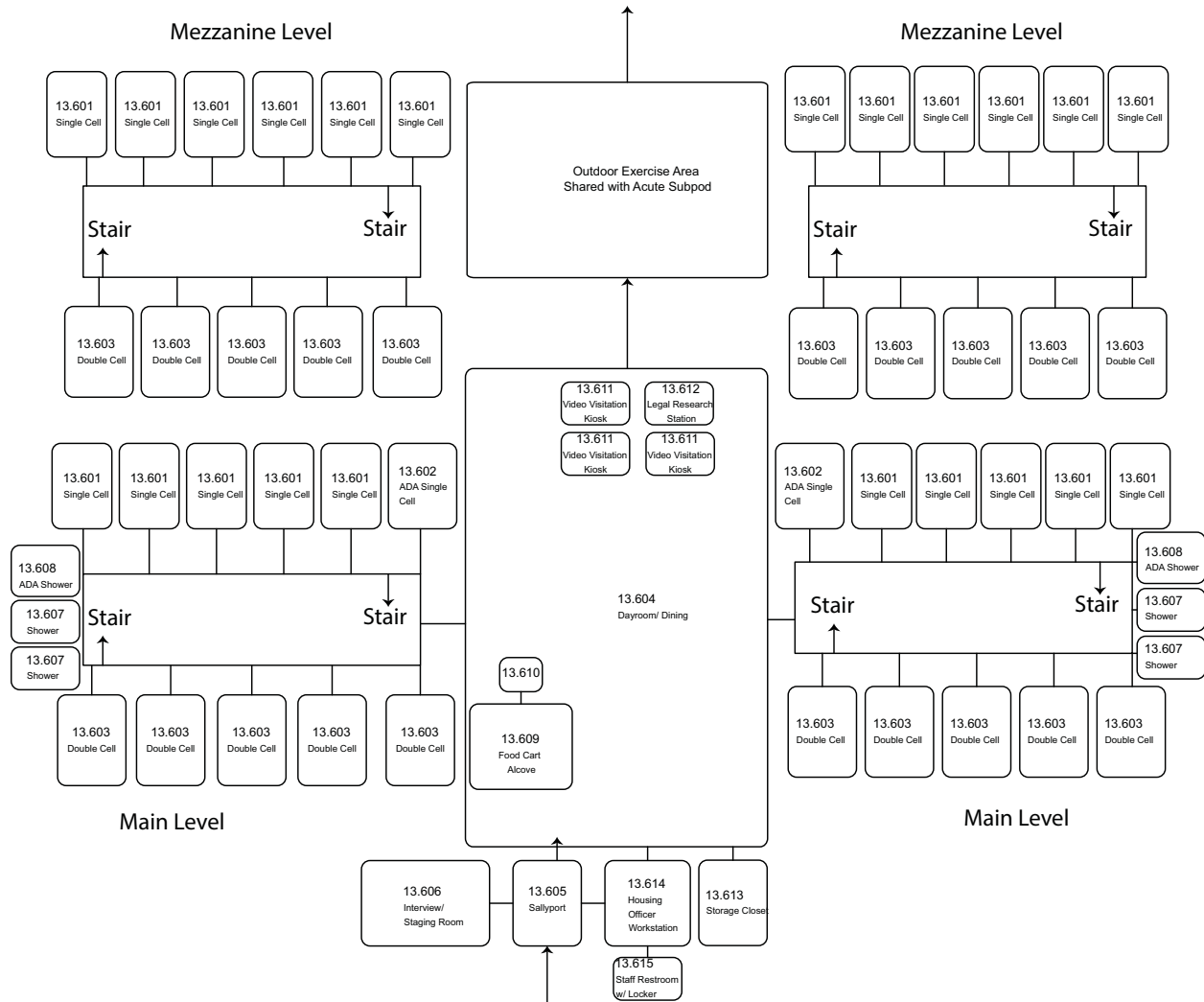
#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
13.801	Seating Area	5	1	10 /pers	50	
13.802	Multipurpose Room	10	1	20 /pers + 50	250	Teacher station, narrow 2-person learning tables (collapsible), chairs, white board, shelves/bookcases, bulletin board, cabled for video learning; computer carrel with CD-ROM capabilities; CCTV capabilities; glazing on walls adjoining circulation corridor; sink.
13.803	Multipurpose Room	6	1	20 /pers + 50	170	Teacher station, narrow 2-person learning tables (collapsible), chairs, white board, shelves/bookcases, bulletin board, cabled for video learning; computer carrel with CD-ROM capabilities; CCTV capabilities; glazing on walls adjoining circulation corridor.
13.804	Interview Room	2-4	2	120 /area	240	Table and loose chairs for up to 4 people, panic alarm; privacy to prevent casual observation of room occupants by other inmates.
13.805	Supply/Equipment Storage	-	1	80 /area	80	
13.806	Storage	-	1	80 /area	80	Stacking chairs.
13.807	Triage/Examination Room	1-2	1	150 /area	150	Lockable cabinets, privacy screens, exam table, sink with hot/cold water, basic exam equipment attached to wall (otoscope, ophthalmoscope, BP cuff), workstation for record review/charting, stool, work counter, locked specimen storage, "sharps" container, refrigerator, data ports/lines, emergency generator back-up for all electrical, visitor chair; temporary medication cart storage
13.808	Shared Office	1-2	1	150 /office	150	OF-5
13.809	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing, glazing on doors for easy viewing inside
<i>Subtotal Net Square Feet</i>					<b>1,210</b>	
<i>Grossing Factor</i>					<b>1.65</b>	
<i>Subtotal Gross Square Feet</i>					<b>1,997</b>	
<i>13.000 Total Interior Net Square Feet</i>					<b>26,715</b>	
<i>13.000 Total Interior Gross Square Feet</i>					<b>41,277</b>	
<i>13.000 Total Exterior Square Feet</i>					<b>(2,750)</b>	

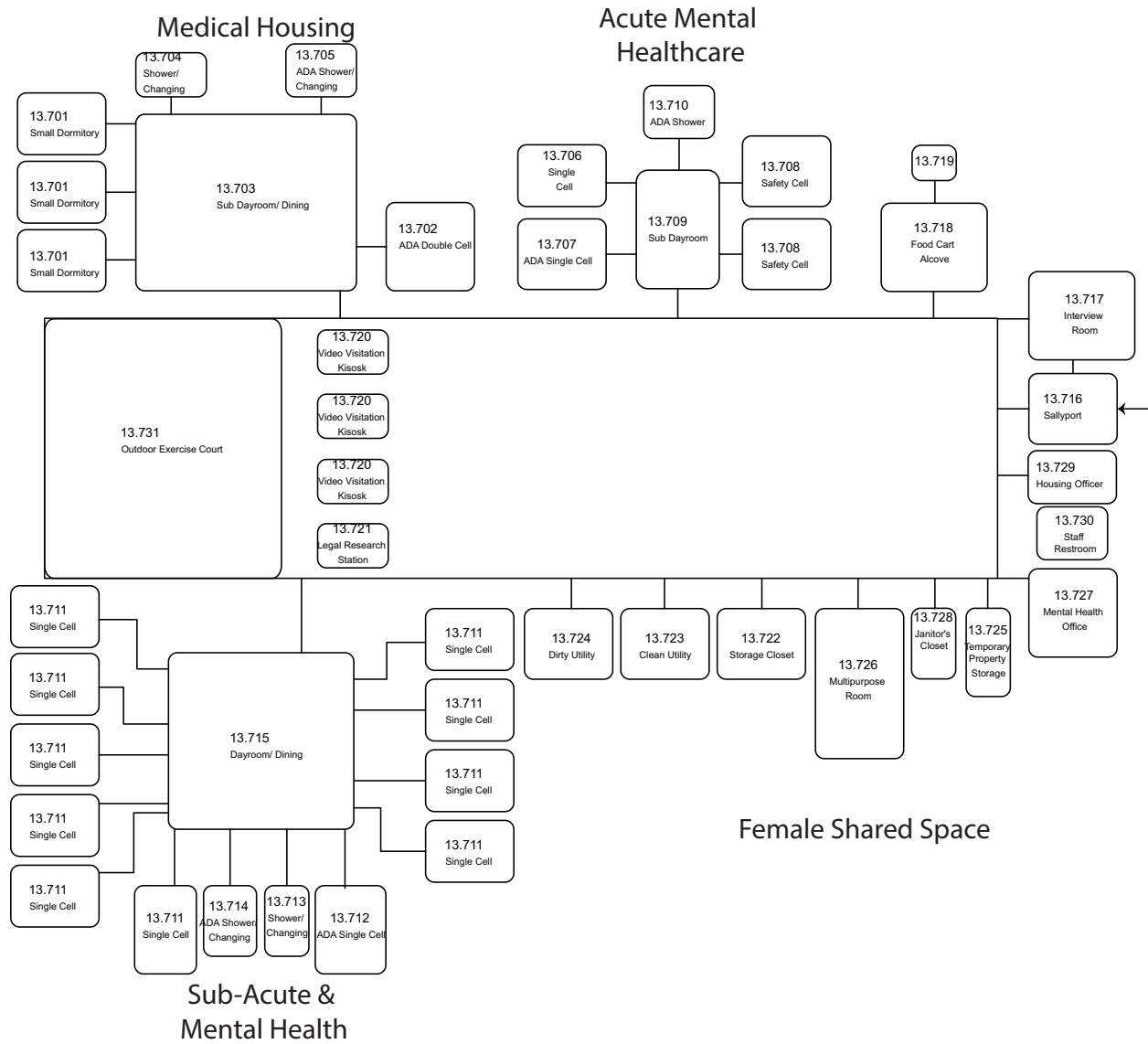




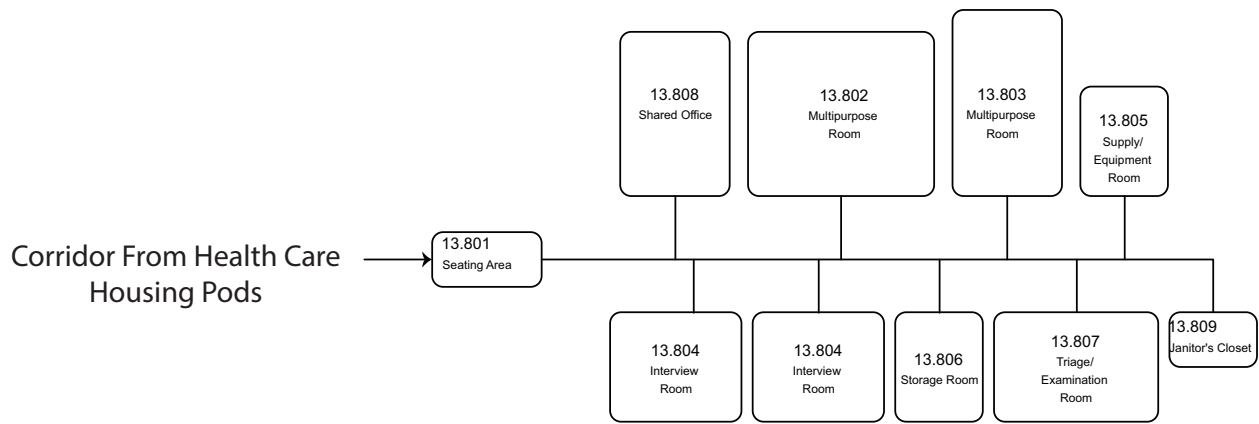














## 14.000 Foodservice

### Introduction

The goal of the foodservices operation is to provide nutritionally adequate meals on a daily basis that are prepared and served under sanitary conditions at a reasonable cost. Special issues related to foodservices include the following:

- Food procurement, preparation, and storage
- Menu review to ensure dietary allowances for basic nutrition are met
- Special diets to meet religious and health requirements
- Sanitation for food storage and production
- Use of inmate labor
- Foodservice record keeping

The foodservice area will supply all of the needs for the Sheriff's Department. The anticipated population is 1,033 inmates. Currently all meals are prepared off site by civilian staff and delivered.

Meals will be produced in accordance with a cycle menu (with seasonal variations). A registered dietitian will develop menus that meet or exceed the allowances of the Recommended Dietary Requirements as set for by the U.S. Federal Government. Special therapeutic diets may be ordered and/or approved by a licensed physician, and dietary modifications will be consistent with religious requirements and current Jail policies. Special diet meals will be pre-assembled and labeled appropriately after assembly for distribution.

Inmate labor, under the direction and supervision of a trained professional staff, will serve as the primary workforce in the kitchen. Three meals, including at least two hot meals, will be served daily. Headcounts for meals are conducted with sufficient time prior to the meal to determine the number of trays to prepare. The kitchen will be sized and configured to assemble trays for distribution to the housing units within a period of one hour per meal period.

All inmate meals will be served in the housing pod dayrooms on sectioned insulated self-covering food trays. The trays will be portioned uniformly and swiftly in the production kitchen to maintain temperature, portion and cost control capability. Thermal trays will be placed in food carts and transported to the various housing areas and returned upon conclusion of the meal. This will allow food temperature in the trays to be maintained at 140 degrees.

Juveniles detainees and sentenced, will be provided with three meals produced in the jail kitchen. These meals shall meet guidelines set by the USDA for the School Lunch/Breakfast and any other qualifying program. All meals will meet the guidelines for reimbursement set forth by the USDA School Nutrition program.

The kitchen will have storage areas for cold and frozen foods, dry goods storage, food production, meal and tray assembly, cart storage and staging, scullery (pots and dishwashing), cart washing, office space and other support spaces, such as a loading dock and staging area. Additionally, external areas will be established for waste collection (see section 16.000 Warehouse/Commissary).

Storage needs will include dry storage, frozen (-10 degrees) and refrigerated (35-39 degrees).

To the degree possible, inmates will be afforded opportunities to perform some meaningful duties in the foodservice department. The skills inmates develop in foodservices are highly marketable: thus these inmates will be in a better position to successfully reintegrate into the community. These programs will consist of various curriculum and offer certifications presentable to a prospective employer. One program to be included is Serv-Safe, a nationally recognized certification for food service workers.

## Operational Description

### 14.100 Foodservice Storage, Office, Restrooms, Break/Training Room

An enclosed office with clear sight lines and visibility over the kitchen will be provided for the foodservice manager. The foodservice coordinators will share a centrally located work center with the security officer.

Inmates who work in the foodservice area will eat their meals in the designated inmate training/dining room during scheduled work hours. This room will also be used as a training room for culinary arts.

The exhaust system should be sufficiently sized and equipped to filter, grease particulates, and steam-borne particulates. The exhaust system to be efficient should be controlled by sensors that control the exhaust fan speed to an infinite sensor. Systems that offer off, on and or off, on or idle are not recommended.

A sharps control shadow board will be located within the manager's office. Logs that show the date, time and the item issued and to whom, are to be used as a method of control over sharps. Security staff should check the log at a minimum three times per day including all shift changes.

The facility will need three primary types of storage: frozen, refrigerated and dry. The frozen storage will primarily be for meat and vegetable items, and hold 21 days of frozen goods. A single compartment for frozen items is sufficient for the quantities required. The refrigerated area will hold primarily, milk, fresh vegetables, fruit, and opened perishable items. The refrigerated area will also be used to thaw meat items prior to the production process. Since the very nature of these items is a short "shelf life" a 5-day storage is preferred to enforce the frequent rotation of these products. A two compartment minimum is required for refrigerated space to allow for meats and vegetables stored separately, and prepared and raw items to assist in separation for cross contamination concerns. Dry storage (items not requiring refrigeration or frozen temperatures) is where all other items used in the production of meals are stored. Canned goods, cereals, pasta, etc. will be stored in the dry storage area. Twenty to twenty-five (20-25) days of inventory is sufficient for operational needs. Paper goods, such as utensils and emergency service supplies will be stored in the dry storage area. Shelving and dunnage racks in all storage areas, will all be welded wire shelving because of the short lifespan and ease of destruction by inmate workers.

Adjacent to this area is the loading dock to ensure swift efficient handling of food items, and convenience to the production areas where items will enter the production process. (see section 16.000 Warehouse/Commissary)

## 14.200 Production

The design of the kitchen should facilitate the one-way movement of product from one end of the kitchen (incoming) to the other (outgoing) end of the meal preparation process.

The Pre-production area is for handling food items received but not yet service ready. Vegetables are washed and cut, cans and cases are opened, meats are panned or sliced, and bakery items are mixed and panned. Work tables with two compartment sinks for washing vegetables, and open work tables are required for this area for panning items prior to final preparation or service. Cold items such as salads are prepared in this area. Additional equipment requirements are a mixer, slicer, and vegetable cutter and can opener.

All items that are served hot are prepared in this area. Ingredient components are also prepared in this area; one example is pasta for salad. It is essential that the equipment in this area be sized sufficiently to produce the items on the menu. Steam jacketed kettles and convection ovens are the workhorses in a corrections kitchen. All items baked or boiled (most of the menu items) are prepared utilizing these primary pieces of equipment. An essential component of the corrections menu is the casserole item. Beef macaroni, chili macaroni, spaghetti and meat sauce all require a minimum of two kettles to prepare these menu items. The pasta is cooked in one kettle and the meat and sauce in the other. One of the kettles should be sized sufficiently to accommodate the mixing of the components of the casserole. A floor trough under the kettles and tilt skillet is required to sufficiently carry the water to the drain.

Ovens are used for baked goods and many entrées such patty type menu items. Grills are used most often for breakfast items; pancake(s) and French toast are the two most common menu items. Grilled sandwiches are typically less frequent in the menu rotation but are prepared on the grill. A tilt skillet or skittle is a dual use piece of equipment. It can boil or simmer items, and can grill menu items and offers redundancy if one of the kettles or grills have a mechanical failure.

A four-burner stove is needed for preparing small quantities of items required for special diets; a convection oven base for the stove provides some redundancy.

A bakery for preparing the facility's needs for breads, muffins, cookies and cakes is an area within the hot production area. Required equipment includes rack ovens, proofers, divider rounders and mixers with multiple bowls.

An exhaust hood with fire suppression is required for all cooking equipment. The adjacencies for this area are complex. Required adjacencies are pre-preparation, tray line, frozen and refrigerated storage, and sanitation.

Equipment sized for the lower volume demand of special diets is required. The anticipated population requiring special diets is estimated to be 15 percent of the inmate population.

All meals served will be assembled in an assembly line manner. A special non-motorized conveyor (gravity fed) with hot wells and insulated cold wells are integral to the assembly line. Self-covering insulated trays are placed on to one end of the serving line and "roll" or pass down the middle of a two-sided service area. The rollers are removable and are in lengths no longer than twenty inches to enable them to be washed in the dish machine. The

tray assembly unit shall have a single point of connection for the hot food wells incorporated within the unit. The unit will have large casters with brakes to allow for efficient floor clean-up. A hot food warming cabinet to hold prepared foods at the proper temperature for service to the assembly line should be located in this area.

An ice machine for cold beverages is located near the tray assembly area. Trays once assembled are placed onto food carts with bulk beverages for distribution to the housing areas.

The tray assembly area should be located convenient to the cooking area and the kitchen service door(s). Clean carts ready for loading and or distribution should be located in close efficient proximity to the tray line.

### 14.300 Sanitation

The cleaning and sanitizing of all soiled trays and delivery equipment will be processed in the kitchen, but away from the food assembly areas. The kitchen design must be carefully laid out so that returning soiled trays and carts do not cross the paths of outgoing clean trays and carts. Washing areas will be established for pot washing, cup washing, tray washing, and for cart washing. All items are scrapped and large food particulate removed prior to being loaded into the dishwashers. Floor troughs with non-skid grating should be provided in these areas. An area designated for the storage of dirty carts will be provided adjacent to the washing areas. The cleaning and sanitizing area must be equipped with maximized ventilation.

Trash receptacles will be provided in the food production area and scullery for food waste. The receptacles will be emptied at the end of each food production shift. Food waste will be processed in an area specifically designed for composting equipment. Composting equipment shall have the capability and capacity to process a single days waste into compost within a 24 hour span. Finished compost will be then transported in covered mobile containers to the loading dock for disbursement.

A room adjacent to the loading dock and accessible from the kitchen will be provided for staging of trash with chutes accessing a trash compactor. Within the staging room will be an area for washing trash cans/receptacles. Recyclables will be staged on the loading dock.

### 14.400 Staff Dining

Staff dining and breaks will occur in a staff dining room inside the security perimeter. A refrigerator will be provided so that staff can bring their own meals to the facility. All meals that are brought in will pass through security screening.

Meals will be available for purchase. Menu for the staff will be limited to sandwiches, salads, and made to order grill items. A section of the serving line shall be reserved for a salad bar. A small servery equipped with a griddle top on a freezer stand, and a steam table well, for preparation of a limited menu will be provided. A single door reach-in refrigerator for holding menu ingredients for daily demand is located within the servery. This servery staffed with inmate labor, shall not be visually accessible to the staff seating area. Staff will render payment via debt card or other electronic means, as cash transactions are problematic.

Meals will be served on disposable service ware. This includes cups, plates, and cutlery.

Inmate labor will provide periodic cleaning of the tabletops, chairs and other service equipment and fixtures in the staff dining room.

The staff dining area, located adjacent to the facility kitchen, will be able to accommodate 36 with tables with loose chairs for up to six people each, a vending alcove, a counter with a sink, microwave, and coffeemaker, refrigerator, and cabinetry.

### 14.500 Foodservice Loading Dock

Drivers delivering food including milk, perishables and fresh produce will approach the facility's loading dock sallyport (see section 16.000 Warehouse/Commissary) and notify Central Control of their arrival. Once Central Control allows access for approved deliveries, the vehicle will proceed through the loading dock service gate to the foodservice loading dock.

The kitchen will be separated from the truck loading dock by a delivery staging area that serves as a secure sallyport, which will also serve as a secure staging area between the loading dock on the exterior of the building and the kitchen, where inmate workers will be working. The delivery staging area will be equipped with interlocking doors, so that when a truck is unloading its contents into the staging area, the doors into the kitchen are closed and locked, and when the items in the staging area are being moved either into the central storage area or somewhere else in the facility, the doors to the truck loading dock are closed and locked. This will prevent inmate workers from accessing the truck loading dock, unless they are specifically authorized to do so, and are under the supervision of a staff member.

The weather protected loading dock will include three loading bays, for tractor-trailers and for smaller delivery trucks, a dock leveler, and a ramp to grade from the dock. The third bay will be for efficient access to the trash compactor. The loading dock will be equipped with motorized or hydraulic doors. A secure man-door leading from the ramp should be provided from the dock into the staging area.

Ideally, trash will be collected and separated from recyclables and deposited through a chute directly into the dumpster/trash compactor located on the loading dock (see subsection 14.100 Foodservice Storage, Office, Restrooms, Break/Training Room). Recyclables will be staged on the loading dock and taken away by a vendor for recycling disposal. There will be a cardboard compactor and composting box sitting on the loading dock.

### Additional Design/Operational Considerations

The meal preparation kitchen will be designed with clear and open sight lines across the space. Tall equipment will be placed on walls, low tables, and other low equipment placed in the center of the room. Care will be taken to eliminate the potential for blind corners and crevices between equipment. There should be no hiding places. No interior partitions higher than three and one-half feet should be used. Secured shadow boards should be provided to store and inventory sharp kitchen implements.

Equipment will be selected for its potential longevity and durability. Heavy duty, simple items with few or no superfluous parts will be used as the criteria for equipment selection.

Entry and exit from the kitchen should be controlled either by Central Control or via card

and/or biometric access for authorized staff. The interior of the kitchen should be constructed of durable materials, ideally with stainless steel wainscoting. The ceiling of the kitchen should be washable and ideally be a security grade hung ceiling.

Any inmate workers should be closely supervised at all times. In addition, attention should be given to the prevention of pilfering of supplies. All areas should be secured when not in use. Coolers and freezers shall have locking bars specifically designed for corrections use.

The kitchen should be equipped with its own ventilation system that is separate and apart from the ventilation system utilized in other areas of the facility. Vents for the cooking and cleaning areas of the kitchen should be directed toward the building exterior, to reduce the amount of particulates released into the ventilation system. In addition, temperature control is an important issue for all food preparation and storage areas, as heat and humidity control would help to extend the shelf life of the food product. The architects and engineers should address this issue during the design process. Ideally, this area should be separately zoned for heating and cooling from other areas of the facility, so that kitchen staff can regulate the temperature in the kitchen areas. In addition to the ventilation system, wall or ceiling mounted air circulators (not fans) should be provided at strategic locations to provide kitchen workers with sufficient air movement.

Freezer rooms should maintain –10 degrees to not more than 0 degrees Fahrenheit. Cooler rooms should maintain 34 to 39 degrees Fahrenheit. Guardrails should be installed in front of all walls to protect the cold room assembly walls from pallets and moving vehicles. Protective bumpers should be placed throughout the DANE COUNTY JAIL to protect walls and doors from damage by food carts moving through the jail.

All exterior entrances and exits to the kitchen should be provided with air curtains and ultraviolet bug “zapper” lights for pest control.

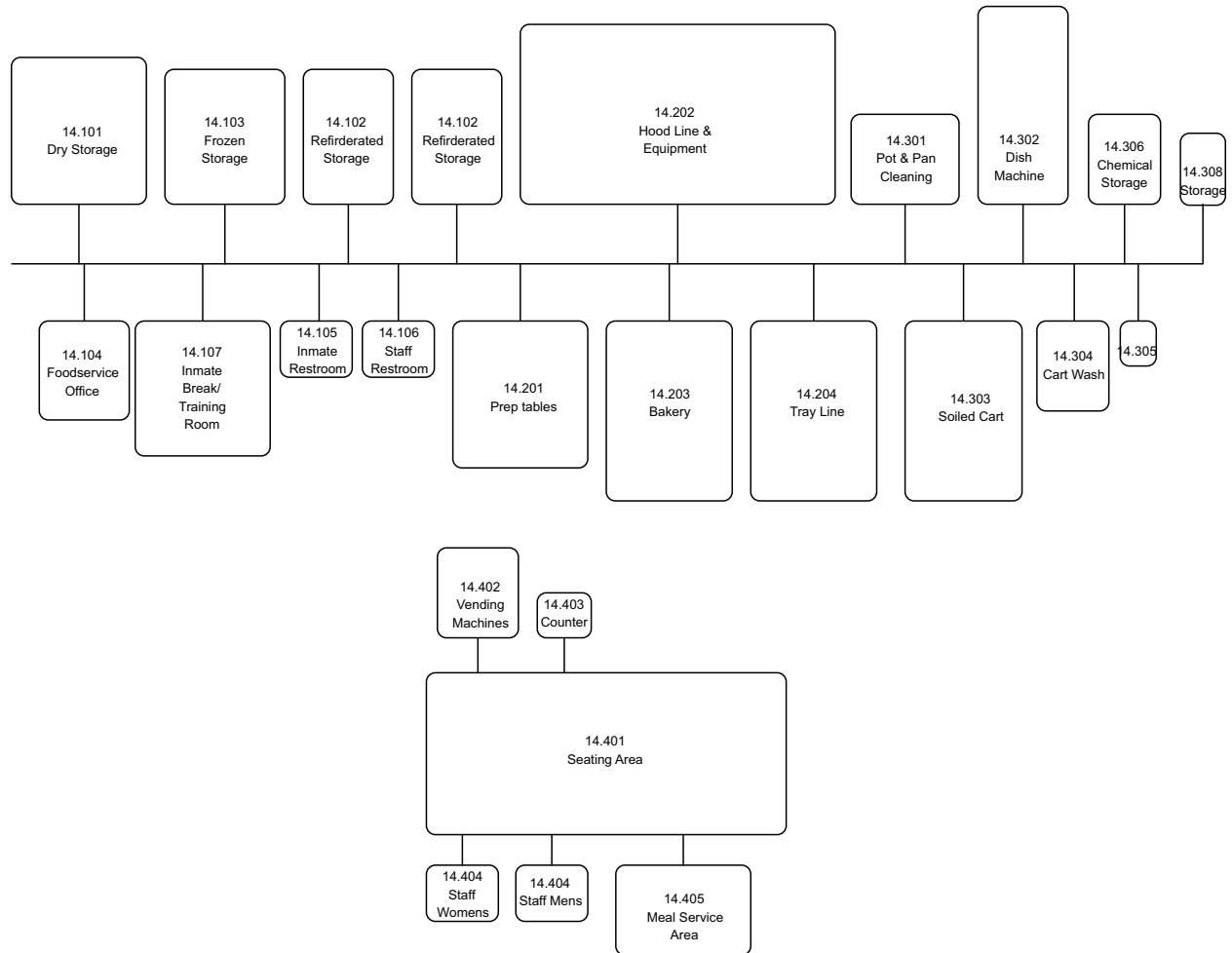


## 14.000 Foodservice

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>14.100 FOODSERVICE STORAGE, OFFICE, RESTROOMS, BREAK/TRAINING ROOM</b>						
14.101	Dry Storage	-	1	250 /area	250	Stainless interior/exterior with treadplate. All welded shelving and dunnage racks
14.102	Refrigerated Storage	-	2	150 /area	300	Stainless interior/exterior with treadplate. All welded shelving and dunnage racks
14.103	Frozen Storage	-	1	200 /area	200	Stainless interior/exterior with treadplate. All welded shelving and dunnage racks
14.104	Foodservice Office	1	1	110 /area	110	OF-5; knife control
14.105	Inmate Restroom	2	1	50 /area	50	ADA accessible; entrance doors to have visual access to foodservice area
14.106	Staff Restroom	1	1	50 /area	50	ADA accessible; locate staff restroom with access from within office area
14.107	Inmate Break/Training Room	15	1	15 /pers	225	Tables & chairs; hand sink
<i>Subtotal Net Square Feet</i>					<b>1,185</b>	
<i>Grossing Factor</i>					<b>1.40</b>	
<i>Subtotal Gross Square Feet</i>					<b>1,659</b>	
<b>14.200 PRODUCTION</b>						
14.201	Prep Tables & Prep Tables With Sinks	-	1	250 /area	250	Stainless steel worktables with sinks. Slicer, mixer, vegetable chopper. Hand sink
14.202	Hood Line & Equipment	-	1	700 /area	700	Exhaust hood with fire suppression, 3-100 gal. kettles, 1-60 gal. kettle, 1 combo-oven, 4 burner range( diets), griddles. 3-Cooks tables with single sink. Hand Sink
14.203	Bakery	-	1	280 /Area	280	2-Double rack rotating ovens, Proofers, Divider/rounder, work table with sink. Mixer with additional mixing bowls.
14.204	Tray Line	-	1	275 /area	275	Gravity Feed manual tray line with 4 hot wells per side, 2 insulated wells per side. Hot and cold holding equipment
14.205	Clean Cart	18	1	12 /cart + 50	266	Clean cart staging
<i>Subtotal Net Square Feet</i>					<b>1,771</b>	
<i>Grossing Factor</i>					<b>1.40</b>	
<i>Subtotal Gross Square Feet</i>					<b>2,479</b>	
<b>14.300 SANITATION</b>						
14.301	Pot and Pan Cleaning	-	1	120 /area	120	3-compartment sink, with integral scrap collector. Shelving for pan storage
14.302	Dish Machine	-	1	220 /area	220	Tray washer with dryer, additional sink tank rack machine, soiled dish table, clean dish tables
14.303	Soiled Cart	18	1	12 /cart + 50	266	Soiled cart staging

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
14.304	Cart Wash	-	1	80 /area	80	Sloped floor to drain, floor trough at entrance, hose reel. Stainless interior wall coverings
14.305	Trash Alcove	-	1	20 /area	20	Regular and recycled trash
14.306	Chemical storage	-	1	80 /area	80	Shelving, additional required ventilation
14.307	Janitors Sink	-	1	12 /area	12	Raised lip floor mounted with faucet
14.308	Broom and Mop Storage	-	1	40 /area	40	Wall mounted mop storage unit
<i>Subtotal Net Square Feet</i>					<b>838</b>	
<i>Grossing Factor</i>					<b>1.40</b>	
<i>Subtotal Gross Square Feet</i>					<b>1,173</b>	
<b>14.400 STAFF DINING</b>						
14.401	Seating Area	36	1	20 /pers	720	Tables & chairs (6 per table); hand sink
14.402	Vending Machines	3	1	30 /unit	90	Soda, snack, refrigerated
14.403	Convenience Counter	-	1	30 /area	30	Microwave, sink, under counter storage
14.404	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females; locate staff restroom with access from the staff dining room
14.405	Meal Service Area	-	1	150 /area	150	Griddle on freezer base, steam table (2 well), Sandwich counter, salad bar, exhaust hood with fire suppression, hand sink. Double door reach in refrigerator. No - visual access to seating area, if inmate labor used. Adjacency, in close proximity to foodservice for support/supervision.
<i>Subtotal Net Square Feet</i>					<b>1,090</b>	
<i>Grossing Factor</i>					<b>1.50</b>	
<i>Subtotal Gross Square Feet</i>					<b>1,635</b>	
<b>14.500 FOODSERVICE LOADING DOCK</b>						
14.501	No Specialized Space	-	0	0 /area	0	See 16.000 Warehouse/Commissary
<b>14.000</b>					<i>Total Net Square Feet</i>	<b>4,884</b>
<b>14.000</b>					<i>Total Gross Square Feet</i>	<b>6,947</b>





## 15.000 Laundry

### Introduction

The laundry will function five days per week, one shift per day. Additional hours could be added in the future to handle additional laundry loads, if needed.

Laundry services provide for the provision of clean clothing, towels, and washcloths twice per week, and clean bed linens once per week. It is estimated that adult inmates generate approximately 13 pounds of laundry per week per person. Inmates will be provided with cleaning/sanitizing agents necessary to clean their pillows and mattresses on a weekly basis. The central laundry will also service the needs of foodservice, laundering their white uniforms, and utility rags.

The central laundry will be equipped with washers, dryers, folding tables, a mending area, sorting areas, soiled laundry holding, cart parking, chemical storage, a clean laundry storage area, and a clothing/uniform inventory room. Every effort should be made to ensure that soiled laundry does not come into contact with clean laundry, including surfaces that are touched by soiled laundry.

Inmates will be afforded opportunities to perform duties in the laundry component. The work skills they develop in laundry services are marketable in the outside world, thus these inmates will be in a better position to successfully reintegrate into the community.

The laundry area will be in proximity to the foodservice area, as to facilitate management and oversight of the laundry by a General Services Manager with responsibility for both departments. Ideally, the Food Service and Laundry office is adjoined space with access to both working areas, and visual access into both areas from a single office.

### Operational Program

Each inmate entering the facility will receive two uniforms, two sheets, two towels, one face cloth, and one blanket. On a scheduled basis, twice weekly for inmate uniforms and personal items, towel, and washcloth, and once weekly for bed linens, items will be exchanged on a one-for-one basis. Undergarments will be issued in accordance with current facility policy. Blankets will be washed monthly. Pursuant to the posted schedule, each inmate will be responsible for the collection, sorting, bagging and surrender of his or her soiled laundry. Personal laundry (e.g., underwear and socks) will be placed in individual mesh bags with corresponding identification tag, and secured with a laundry tie. Safety blankets and smocks will be handled in accordance with facility policy and procedure.

The housing officer will supervise laundry exchange within the housing pod, which is conducted by civilian staff. A shelved rolling cart containing clean uniforms (array of sizes), towels and washcloths or bed linens shall be the distribution point for clothing/linen exchange. Inmates will turn in soiled items on a one-for-one exchange basis. Staff will inspect items turned in for contraband before placing into a laundry cart designated for soiled items. Discovered contraband will be handled in accordance with established operating procedures. Inmate workers, under staff supervision, will transport the clean and soiled carts to/from the housing pod/central laundry.

Laundry items from foodservice and other areas including uniforms, aprons, rags, and, will

be sorted by type and soil content and kept separate from the laundry collected from the rest of the facility.

Huber inmates both male and female with privileges for self-laundry will sign up for available times. Laundry soap will be dispensed via a vending machine with in the area.

### 15.100 Laundry Room

The anticipated "load" for each inmate is 12 -14 lbs. per week.

Each housing unit will have a designated day for pick-up and return of inmate laundry. Laundry will consist of sheets, towels, inmate uniforms, undergarments, and blankets.

Soiled uniforms, blankets, sheets, and towels will be gathered and transported. Personal laundry, undergarments, will be placed in mesh bags, and transported and laundered in the mesh bag. These mesh bags will contain an inmate identifier to return the personals back to the same inmate. Inmates will change clothing twice per week. Sheets no less than twice per month, and blankets once per month.

Soiled laundry will be brought into the centralized laundry area in laundry carts. The carts will be clearly labeled (or color coded) that the contents of the cart is for soiled laundry only. Carts for clean laundry are similarly labeled that they are designated for clean laundry only. The carts are not interchangeable; soiled laundry carts cannot be used for clean laundry, and vice versa.

As soiled textiles enter the laundry area, items will be taken to an open sorting area, where they will be sorted appropriately into baskets and weighed. The washing/extracting and drying machines will be arranged in a straight line. The dryers should be compartmentalized in a fire-rated area, and placed on an outside wall for proper ventilation. The floor of the laundry room will be an epoxy-sealed concrete floor, with floor drains so that the floor can be hosed down in case of a chemical spill. A concrete trough, sized to accept all drainage from all machines simultaneously, will be located behind the equipment. A lint filter will be provided to collect 90% of the lint prior to exhausting outside the building. Carts, baskets and shelving will be provided to facilitate efficient operation of the laundry. The washers will be positioned on a pad, raised two to three inches above the finished floor.

Laundry carts will be used to take soiled items to the laundry. Laundry is not to be shaken, which may spread contamination. All biologically contaminated laundry will be handled according to the special handling mandates of the Center for Disease Control (CDC) Guideline for Isolation Precautions and the Occupational Safety and Health Administration (OSHA) regulation for Blood Borne Pathogens. One small washer will be used to wash contaminated laundry separately from general laundry.

Soiled laundry will be kept apart from the clean laundry. The laundry room should be arranged in a linear fashion, so that soiled laundry enters at one end of the laundry area, and clean laundry exits at the opposite end. Laundering is to be sorted by item category: towels, face cloths, bed linens, whites (depending on soil content), uniforms, and blankets (depending on soil content). A deep soak sink will be provided for stained items that need soaking.

Clean laundry is to be stored by item type, color and size on labeled carts with shelving.

Inmate workers under the supervision of facility staff will transport clean laundry to the housing pods for redistribution.

Chemicals will be locked in a chemical storage area adjacent to and behind the washer-extractors with an automatic feed into each machine. Shelving and appropriate ventilation to the exterior will be provided for the chemical storage room. The chemical storage room should be equipped with an epoxy-sealed concrete floor, a containment curb, and floor drain.

### 15.200 Laundry Support

In close proximity to the laundry room is a cart washing area. This room will be equipped with a hose, and epoxy-coated concrete floor with a floor trough or drain, and cart cleaning equipment (such as a spray arm hose attachment, soap dispenser, etc.). Adjacent to the cart washing room will be a cart storage area for clean carts.

Heavily contaminated mattresses or those that are suspected to be infested with vermin will be considered bio-hazardous. It is recommended that any contaminated mattresses and/or pillows be wrapped in plastic sheeting (for mattresses) or encased in a plastic bag (for pillows) in the housing area, and transported to the laundry area for disinfecting. An area for sanitizing and disinfecting will be provided.

The equipment associated with the laundry such as an o-zone generator can be stored with in the chemical storage room and sized for this accommodation.

### 15.300 Laundry Production Area

The washing area will consist of three large washers, and one small washer for special loads. A large trough drain with a lint screen located behind the washers is required. Large capacity hard mounted washers require a raised concrete pad no less than 9 inches to properly anchor the machines.

The dryers, 4 large and one small, sized to correspond with the washers, will be located directly across from the washers for efficient transfer from wash to drying. The dryers will be equipped with individual fire suppression equipment. An additional lint collector with fire suppression designed to further reduce the discharged lint particulate will be located behind the dryers with an access door for routine clean-out and machine maintenance.

A commercial grade washer and dryer will be located in the Huber processing area to allow Hubers to wash their own clothes prior to entering the facility after being in the community. The washer and dryer will be located in the Huber Entry/Exit Vestibule/Sallyport (see subsection 8.800 Huber Entry/Exit Vestibule/Sallyport).

Stainless steel mobile tables for folding clean laundry should be located near the dryer area and in close proximity to the clean previously circulated linen area.

Shelves for pre-assembled bedding rolls for incoming inmates will be in the folding area.

A small table with sewing machine will be included in the folding area the room to facilitate the repair of damaged clothing or the labeling of new clothing. Needles for the sewing machine will be stored in the office. Broken needles will be disposed in a sharps container.

An office is provided for the laundry manager, and will have visibility over the laundry area. This office is to be shared with a laundry officer if assigned. A restroom should be located within the area if there is not one in close proximity.

### **Additional Design/Operational Considerations**

Equipment will be selected for its potential longevity, inherent to the simplistic design. Heavy duty, simple items with few or no superfluous parts will be used as the criteria for equipment selection.

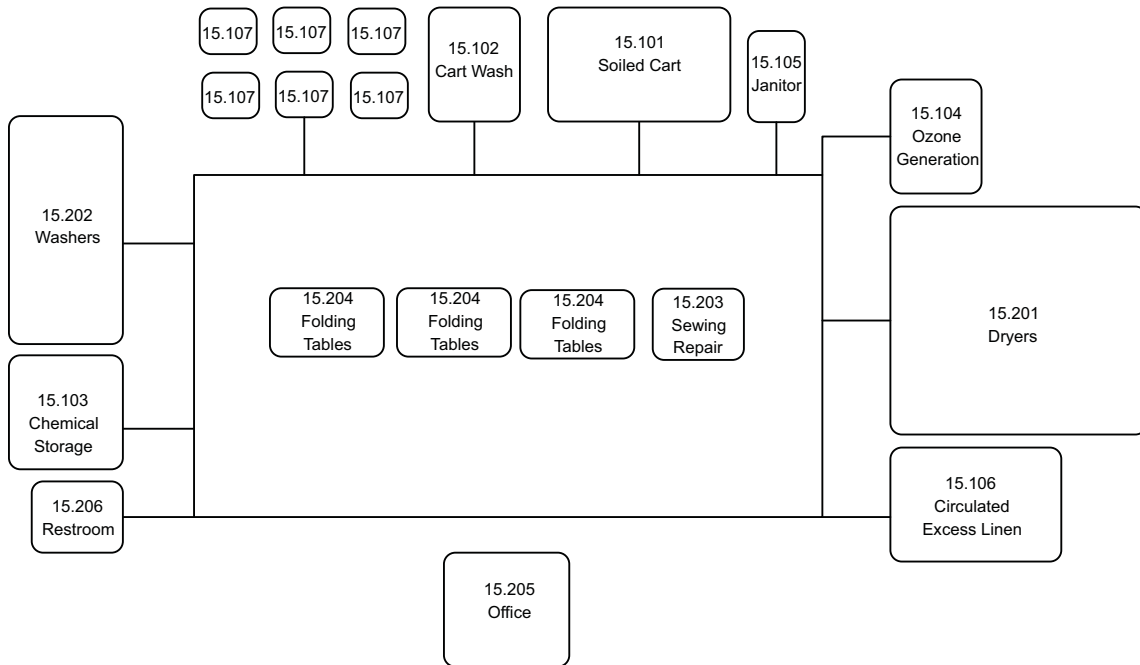
Security within the laundry area will be limited to controlling access to the area using a card access system for authorized staff. Within the area, commercial warehouse grade construction will be employed.

Any inmate workers should be closely supervised in these areas to guard against unauthorized access to restricted areas. In addition, attention should be given to the prevention of pilfering of supplies. All areas should be secured when not in use.



15.000 Laundry

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>15.100 STORAGE/SUPPORT</b>						
15.101	Soiled Cart	10	1	16 /cart	160	Incoming carts with soiled laundry
15.102	Cart Wash /Mattress wash	-	1	80 /area	80	Floor slope to drain, wall mounted hose unit, with sanitizing dispensing unit.
15.103	Chemical Storage	-	1	100 /area	100	Shelving, additional required ventilation
15.104	Ozone Generation Equipment	-	1	80 /area	80	Ozone equipment with OSHA required detector.
15.105	Janitors Sink	-	1	40 /area	40	Raised lip floor mounted with faucet
15.106	Circulated Excess Linen	-	1	150 /area	150	Shelving
15.107	Clean Linen Cart Storage	-	6	20 /area	120	Clean linen carts, Pre- assembled bed kits (rolls)
<b>15.200 DRYERS /FOLDING</b>						
15.201	Dryers	-	1	450 /area	450	4 -150lb. large capacity reversing dryers to match washers, 1-50lb. small dryer to match capacity of small washer. Lint collector, air compressor
15.202	Washers	-	1	200 /area	200	3-100lbs large washers, 1-30lbs small washer, 1 soak sink. Trough with lint collector
15.203	Sewing Repair	1	1	50 /area	50	Sewing machine table mounted.
15.204	Folding tables	-	3	60 /area	180	3 stainless steel mobile folding tables with under shelf, hand sink, sewing machine.
<b>15.300 OFFICE/RESTROOMS</b>						
15.301	Office	1	1	110 /office	110	OF-5; Note this area is to be joined with foodservice office for shared management of both areas
15.302	Restroom	1	1	50 /area	50	ADA accessible; may be omitted if restroom is in proximity to laundry area
<i>Subtotal Net Square Feet</i>					<i>1,770</i>	
<i>Grossing Factor</i>					<i>1.50</i>	
<i>Subtotal Gross Square Feet</i>					<i>2,655</i>	
<i>15.000</i>					<i>Total Net Square Feet</i>	<i>1,770</i>
<i>15.000</i>					<i>Total Gross Square Feet</i>	<i>2,655</i>



## 16.000 Warehouse/Commissary

### Introduction

The warehouse provides a central area for the receipt and distribution of all institution goods, supplies, and materials. The warehouse component includes the centralized facility storage area, commissary, and the service yard/loading dock. All supplies and goods that enter the institution will first be processed through a staging area sallyport adjacent to the loading dock and then stored in central storage or in the food services area, which are located inside the security perimeter.

Within the warehouse, separate storage areas will be provided for institutional supplies, and general institutional storage. A separate area will incorporate commissary processing and storage.

The commissary is available for eligible inmates to purchase approved items not provided by the facility. Inmates will access commissary services twice weekly. The commissary operation is currently managed by a contracted off-site provider.

Inmate workers will be utilized in this area, so provisions must be made to provide separation from the storage areas where the inmate workers are located from the truck loading/unloading operations. This separation will be accomplished through the use of a staging area for deliveries that will also serve as a means of securing inmates who work in the warehouse through the use of interlocking doors.

### Operational Description

#### 16.100 Warehouse

The warehouse supervisor will manage the overall warehouse operation, including coordination of deliveries for all food, commissary, institutional supplies, and medical supplies. However, representatives from food service, health services, commissary, etc. will be present for the receipt of deliveries pertaining to their operations, and will be responsible for the inspection of their deliveries.

The warehouse supervisor will have an office with windows overlooking the central storage area, the loading dock and staging areas. The warehouse supervisor will also have a pass through leading to the loading dock and an operable window into the staging area, for the receipt and processing of delivery paperwork. When deliveries are made, the warehouse supervisor is responsible for contacting the pertinent division within the facility for the inspection and receipt of its deliveries. Adjacent to the warehouse supervisor's office will be a work area for one central storage clerk. An officer workstation will be centrally located so as to observe warehouse operations, especially where the majority of inmate worker activity occurs. Additional workstations (WS-3) are recommended for future expansion and/or for use by inmate workers.

The central storage component must be sized to ideally maintain a 30-day supply of goods, as most bulk items are purchased presently in "just-in-time" mode. Space should be provided to make some bulk purchases on a monthly basis to take advantage of better pricing as well as federal surpluses should they be available. The warehouse area will be divided into several storage sub-components that will be separately secured and alarmed

to assure controlled and supervised access. These areas include:

- Central storage, for the storage of bulk items (e.g., inventories of blankets, linens, uniforms, mattresses, attic stock, spare furniture etc.)
- Institutional supplies (such as toilet paper, hygiene supplies, etc.)
- Office paper & office supplies
- Cleaning and janitorial supplies
- Chemical products storage

The central storage area should contain separate storage areas for short-term storage (e.g., office supplies, forms, paper goods, chemicals, etc.) and long-term storage, e.g., uniforms, linens, equipment, etc. Adequate separation must be provided for certain types of items, such as chemicals/cleaning supplies. Separation can be as simple as designated shelving for certain items, or the use of chain link fencing for the cordoning off of areas for other items.

Chemicals and cleaning supplies must be stored in a well-ventilated area that is separate from all other stored items, and preferably separated by solid walls.

Warehouse spaces will be temperature controlled to assure the proper storage of all items to be maintained. The central storage area requires special provisions for temperature and humidity regulation, smoke and fire suppression, contamination protection, and vermin control. Card access to the storage room will be limited to authorized staff.

It is recommended that the storage areas be well organized, to provide for easy storage and retrieval of items by the various user groups (i.e., paper, institutional forms, copier supplies, etc. be stored in the same general area; linens and uniforms be stored in the same vicinity; cleaning supplies be stored in the same area, etc.). A fenced in storage area will be provided to store inmate personal property that has been abandoned in the inmate property room in Intake. After 30 days, the property will be inventoried and then donated to charity (e.g. Good Will). Work tables should be provided to be able to sort property that is in good condition and then package it in boxes.

Special equipment may include a battery operated forklift and pallet jacks. All storage should be palletized with an appropriate rack storage system, three pallets high. Aisle widths will be wide enough for a forklift.

The central storage area will be separated from the truck loading dock by a delivery staging area that will also serve as a secure staging area between the loading dock on the exterior of the building, and the central warehouse, where inmate workers will be working. The delivery staging area will be equipped with interlocking doors, so that when a truck is unloading its contents into the staging area, the doors into the central warehouse are closed and locked, and when the items in the staging area are being moved either into the central storage area or somewhere else in the facility, the doors to the truck loading dock are closed and locked. This will prevent inmate workers from accessing the truck loading dock, unless they are specifically authorized to do so, and are under the supervision of a staff member. The staging area will be equipped with tables for sorting and inspecting deliveries, and will be sufficiently sized to accommodate a full load from a tractor trailer (e.g., approximately 30 pallets). Within the warehouse/commissary will be a staff break room, an inmate break room, a staff restroom, and an inmate restroom, easily accessible from the central storage area and shared with the adjacent commissary. A conference room in this area will also serve

the staff working in the adjacent commissary and can be utilized by maintenance personnel if necessary. This is a multi-purpose room designed to provide space for sales people, visitors, vendors, staff meetings, etc. A side table will provide a suitable surface for informational materials and/or a refreshment area. White boards on the wall will provide for posting display materials, writing informational information, and for audio/visual screens (including a computer-linked projector). A small, lockable closet or a lockable storage cabinet should be provided for A/V equipment and supplies. The conference room should be located adjacent to the break room/pantry with a lockable pass-through, and should have convenient access to the restrooms and the pantry. The conference rooms should also be adjacent or have ready access to the Warehouse Supervisor's office. A janitor's closet will also be conveniently located in this area.

The commissary staff will share the staff restroom and break room with the warehouse staff, and inmate workers will share the inmate break room in the warehouse.

## 16.200 Commissary

### Commissary/ Inventory Storage /Order Packing

The Commissary will be a contracted service with a private vendor. Eligible inmates are offered commissary services twice weekly on a scheduled basis. Inmates will order commissary products by submitting orders using the kiosks located within the housing pods.

The commissary room will contain worktables for processing/fulfilling orders, shelving for product inventory and supplies, and a trash receptacle. The commissary supervisor directs and supervises inmate workers who will fill orders in a bagged and labeled format, sorted by housing pod, for easy distribution. Once filled, orders will be verified, the housing pod assignments double-checked, and the bags put on carts for distribution. The commissary room will be located with convenient access to the loading dock. The room should be secure, with card access for authorized staff. The room should have temperature and humidity control. Inventory storage is the largest portion of space within the commissary. Inventory is stored on shelves and dunnage racks. Manufactured packaging is constantly changing, and shelving with adjustable spacing is important to maintain on-going flexibility. Dunnage racks make up approximately 30 percent of the storage shelving. A hand sink in the inventory area is required.

There will be 4-5 carts used for commissary distribution.

### Commissary Office and Restroom

The office will have space for files and record keeping. The office should have visual access to the inventory area and order packing /sealing area. Electrical outlets, data and phone lines are a requirement. A desk sufficient for a single management person will be provided. A small secured storage area for stamps, batteries or other small highly controlled items should be provided.

The commissary staff will share the staff restroom and break room with the warehouse staff, and inmate workers will require a restroom within the commissary space. Within the warehouse area will be a janitor closet.

### 16.300 Service Sallyport/Receiving Dock

The service sallyport and receiving dock will be used by supply, service, and trash collection vehicles to access the loading dock. This enclosed area should be sized to accommodate multi-axle delivery vehicles (55 feet minimum). Vehicles will approach the service vehicle sallyport gates (on either side of the gate), at which point they pass onto a vehicle detector device that will automatically activate a camera, which in turn will show the vehicle and alert Central Control to its presence. Central Control may confer with the driver and the driver with Central Control through the use of a weather-protected, pole-mounted two-way intercom/CCTV device situated at an appropriate height and location to enable Central Control to view the driver and to verbally communicate without the driver needing to leave the vehicle. Central Control will operate the service vehicle sallyport gate remotely.

Once Central Control allows access for approved deliveries/pick-ups, the vehicle will proceed through the service gate to the loading dock. Deliveries will be staged in the staging area, described above.

The loading dock will include three loading bays, two sized for tractor-trailers and smaller delivery trucks, and a third bay for a compactor, all with weather protection, a dock leveler, and a ramp to grade from the dock. These bays will also serve the maintenance area. The loading dock will be equipped with motorized or hydraulic doors. There will be a cardboard compactor, a composting box and space to accommodate two 150-gallon grease drums all sitting on the loading dock. A secure man-door leading from the dock into the staging area should be provided.

Emergency vehicles from local fire departments and other emergency vehicles may also enter through this area, depending on the need, and thus the enclosure is sized accordingly. In accordance with local fire code, there will be enough area to allow for oversized emergency vehicles to turn around in order to exit the security perimeter.

Truck/vehicle egress from the security perimeter will typically occur in reverse of the process described above.

#### **Additional Design/Operational Considerations**

Lighting within the warehouse should be provided at a minimum of 40-foot candles and should be 24 inches above the highest pallet shelf when loaded. Doors should be motor driven or hydraulic sliding units at an eight-foot height and minimum eight-foot width. Bollards should be positioned about each door for protection when closed or open.

All storage will be palletized, with an appropriate rack storage system three pallets high. Aisle widths should be wide enough for a forklift. The receiving/loading dock area should provide adequate space for a 55foot tractor-trailer trucks to unload goods onto a well-lit dock. The truck loading dock and staging areas are at a 48" height from grade. One of the bays should be sized for a smaller delivery-truck sized vehicle. The third bay will be for the trash compactor pick-up. Air screens are to be provided at all three bays to help maintain a pest free environment

All doors leading to spaces within the warehouse building should be equipped with a card and/or biometric access system and alarm devices when not in use. The Central Control room should monitor enunciation of the alarm. Closed-circuit television should be provided

for the vehicle loading area and monitored from Central Control..

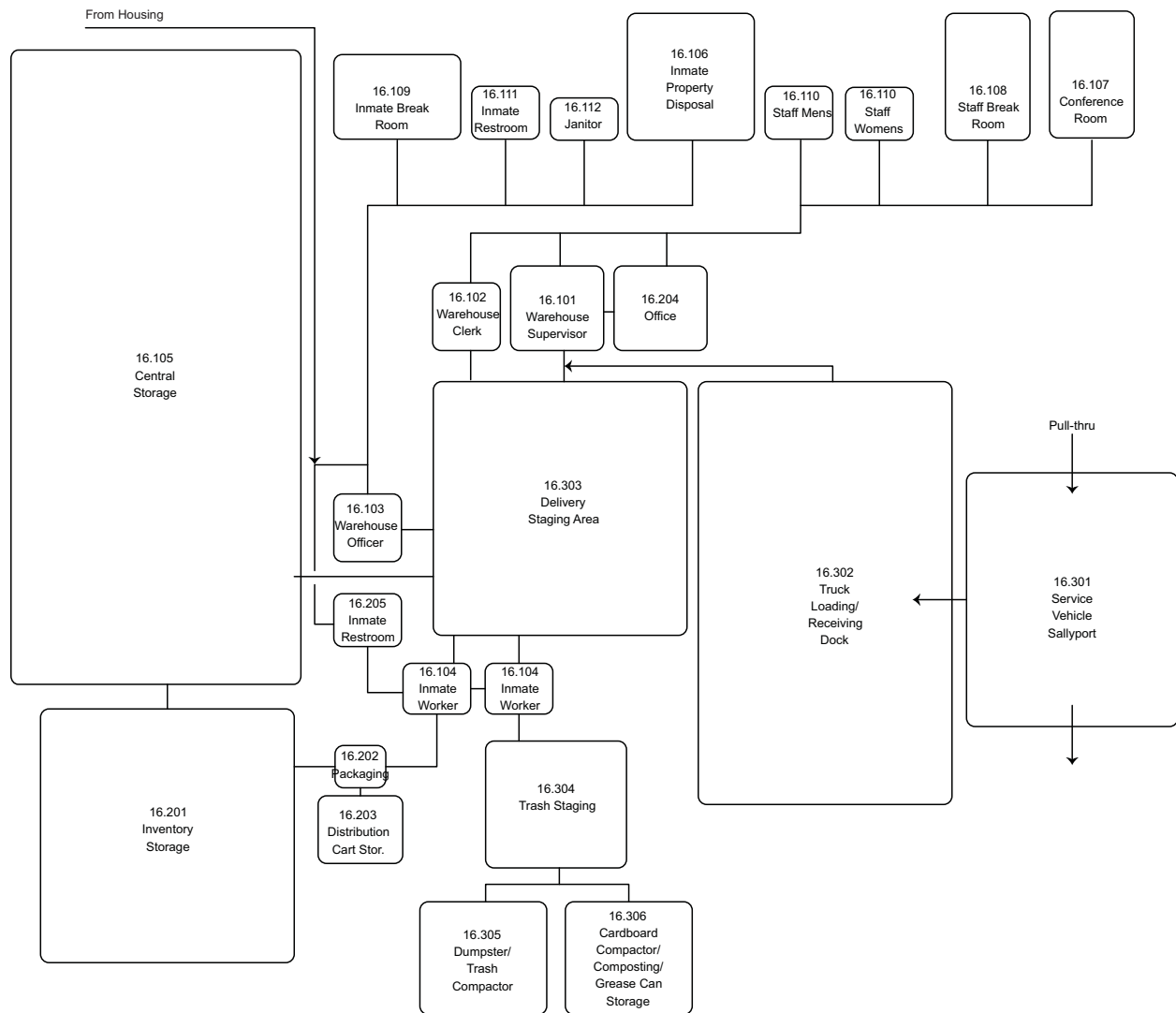
The use of standard warehouse type construction for these components is appropriate. The floors can be finished concrete, the walls concrete block or a similar material, and the ceiling, in most instances, can be exposed structural systems with a standard roof deck. The warehouse should be equipped with fire, smoke and carbon monoxide alarm systems, enunciated both within the area and within Central Control.

## 16.000 Warehouse/Commissary

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>16.100 WAREHOUSE</b>						
16.101	Warehouse Supervisor	1	1	110 /office	110	OF-5, window overlooking warehouse, adjacent to pedestrian door at loading dock; operable window into staging area
16.102	Warehouse Clerk Workstation	1	1	64 /wkstn	64	WS-2
16.103	Officer Workstation	1	1	64 /wkstn	64	WS-2
16.104	Future Expansion/ Inmate Worker Workstation	1	2	48 /wkstn	96	WS-3
16.105	Central Storage	-	1	3,000 /area	3,000	30-day general facility storage for bulk items and attic stock and furniture ; palletized rack storage system (3 high); subdivided into separate storage areas by chain link fence; separate storage for cleaning supplies and paint with separate ventilation and solid wall; accommodate a forklift
16.106	Inmate Property Disposal	1-2	1	225 /area	225	Fenced in area with shelving and worktables
16.107	Conference Room	4-6	1	150 /area	150	CF-3; shared by the warehouse and commissary staff; may be used by maintenance staff as well
16.108	Staff Break Room	-	1	150 /area	150	BR-2
16.109	Inmate Break Room	-	1	150 /area	150	BR-2; inmates will eat their meals here as well
16.110	Staff Restroom	-	2	50 /area	100	ADA accessible
16.111	Inmate Restroom	-	1	50 /area	50	ADA accessible
16.112	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets; ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; located in the circulation space
<b>Subtotal Net Square Feet</b>					<b>4,199</b>	
<b>Grossing Factor</b>					<b>1.20</b>	
<b>Subtotal Gross Square Feet</b>					<b>5,039</b>	
<b>16.200 COMMISSARY</b>						
						Note: inside security perimeter
<i>Commissary/Inventory Storage/Order Packing</i>						
16.201	Inventory Storage	--	1	900 /area	900	Adjustable shelving, dunnage racks
16.202	Packaging Sealing	--	1	30 /area	30	Table with sealing equipment
16.203	Distribution Cart Storage	--	1	80 /area	80	4-5 distribution carts



#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<i>Commissary Office/Restroom</i>						
16.204	Office	1	1	110 /office	110	OF-5; Desk, file cabinet, data lines, phone, high security storage.
16.205	Inmate Restroom	1	1	50 /area	50	ADA accessible
<i>Subtotal Net Square Feet</i>					<i>1,170</i>	
<i>Grossing Factor</i>					<i>1.10</i>	
<i>Subtotal Gross Square Feet</i>					<i>1,287</i>	
<b>16.300 SERVICE SALLYPORT/RECEIVING DOCK</b>						<i>Note: Outside secure perimeter</i>
16.301	Service Vehicle Sallyport	-	1	750 /area	750	Enclosed area with double gates controlled by Central Control; CCTV; hydraulic bi-fold doors; sufficient horizontal clearance for a tractor trailer; vehicle detector device located outside the vehicular door; pole-mounted intercom/CCTV devices situated at an appropriate height and location to view the driver outside and inside the vehicle sallyport, exterior space
16.302	Truck Loading/ Receiving Dock	-	1	1,500 /area	1,500	Sized for tractor-trailer truck access; 3 bays for 2 tractor trailers and/or smaller trucks and 1 bay for access to the compactor; ramp, dock leveler, weather enclosed
16.303	Delivery Staging Area	-	1	900 /area	900	Sized for battery operated forklift and pallet jacks, tables for sorting and inspecting delivers, secure interlocked doors, temperature & humidity control
16.304	Trash Staging	-	1	250 /area	250	For holding trash prior to transfer to dumpster; sized to also accommodate two 150 gallon grease drums, ventilated directly to exterior
16.305	Dumpster/Trash Compactor	-	1	200 /dmpstr	200	Adjacent to the loading dock; hose bib
16.306	Cardboard Compactor/ Composting/ Grease Can Storage	-	1	200 /area	200	A cardboard compactor, composting box and grease cans will sit on the loading dock. All will be picked up by a vendor on a scheduled basis.
<i>Subtotal Interior Square Feet</i>					<i>3,800</i>	
<i>Grossing Factor</i>					<i>1.00</i>	
<i>Subtotal Gross Square Feet</i>					<i>3,800</i>	
<i>16.000 Total Interior Net Square Feet</i>					<i>9,169</i>	
<i>16.000 Total Interior Gross Square Feet</i>					<i>10,126</i>	



## 17.000 Maintenance/Central Plant

### Introduction

This component includes the maintenance area, the maintenance storage area, and other building support. The maintenance area will provide an on-site work and tool storage area located outside the secure perimeter, to be accessed by the Dane County Jail and Dane County Facilities Management personnel. This area will be located in proximity to the loading dock associated with the warehouse/commissary. As this space is located outside the secure perimeter, the maintenance area would require very close access into the secure perimeter. The maintenance area will have card and/or biometric access for authorized staff, with an enunciator and redundant controls in Central Control for external entrance doors.

The building support area also includes the mechanical rooms for the building, including the boiler room, the air handlers, air conditioning units, hot water heaters, etc. This equipment may be co-located in a single room in the facility, or various components may be in various locations throughout the facility, depending on the facility design. Some components may be located on the exterior of the building or on the roof. Thus, other than an allocation for a central plant, all other mechanical areas are part of the building net to gross factor, and are not included as separate line items in the architectural program.

### Operational Description

#### 17.100 Maintenance Offices

A maintenance work station for the Maintenance Supervisor will be located within maintenance workshop. There should be an adjacent parking area, sized for both vehicles and trucks, for maintenance personnel, vendors, and maintenance visitors. This parking area is described in section 18.000 Parking.

A conference room that can accommodate up to 6 people will be located within the warehouse/commissary area and maintenance staff will have access to this room as well, when needed.

Maintenance staff will also have access to the break room/pantry in the warehouse/commissary area.

Located adjacent to the workshop work area is a copy/work room. The copy/work room will contain a copier, fax machine, networked printer, paper shredder, shelving, and work table. Adjacent to this room will be a supply closet for office supplies.

The support area will also contain one ADA-compliant unisex restroom with wall-mounted water fountains outside (one will be ADA-compliant), a janitor closet, and separate storage for cleaning equipment, i.e., buffer, vacuum cleaners, etc.

A sallyport to enter the security perimeter of the facility will be located in close proximity to the exit of the maintenance workshop so that maintenance staff has easy access into the secure perimeter.

## 17.200 Maintenance Shops

As much as possible, repair work will be provided by maintenance staff. It is important to note that a licensed member of the trade should conduct non-routine maintenance and maintenance work governed by code requirements. If no one on staff is licensed for a particular maintenance or repair project, than a specialist should be hired on an as-needed basis.

A large workshop will be provided for general maintenance tasks. Specialty maintenance including carpentry, HVAC equipment repair work, electric and plumbing repair, and lock repair will not be performed in this workshop, but off-site. The maintenance workshop will be equipped with standing height workbenches, stool height seating, wall-mounted pegboard for storing tools, and lockable cabinets for storing electric tools or small items. Appropriate outlets, ventilation and fixtures (e.g., eyewash station) will be provided. The door leading into the maintenance shops should have card and/or biometric access for authorized staff.

The Facilities Management Supervisor will have a workstation within the workshop. The workshop should also include a layout table, flat files, and a CAD station.

A storage area adjacent to the maintenance shop will provide shelf and peg board storage for appropriate power and hand tools for routine maintenance activities. Tools should be stored in a shadow-board type of storage system, so that tools can be retrieved and stored easily, and missing tools will be readily apparent. The door leading into the tool storage room should be card and/or biometric access, controlled and monitored from Central Control.

Within the maintenance shop will be a janitor closet and staff restroom.

## 17.300 Maintenance Storage/Stockroom

All maintenance supplies and goods that enter the facility will first be processed through the warehouse/commissary loading dock, described above. The loading dock will serve as the receiving point for maintenance supplies. A maintenance staff member will be on hand during maintenance supply deliveries to receive and inspect the deliveries. A maintenance stock room should be located as close to the loading dock as is feasible by the design of the facility. However, the stock room must also be adjacent to the maintenance shop area. Primary storage of maintenance supplies will be off-site and brought to the DANE COUNTY JAIL as required.

Separate storage areas, with solid walls and lockable doors, must be provided for chemical storage and for paint. Both of these rooms should have special ventilation directed toward the exterior, and a dry fire suppression system (if permitted by code).

## 17.400 Satellite Maintenance Shops Inside the Secure Perimeter

A small maintenance repair room will be located within the secure perimeter of the facility, but away from inmate areas. This repair room will be utilized for small item repair, for jobs that can be done quickly, and for jobs that can be accomplished utilizing the non-specialized tools available on a tool cart. This room will be utilized only on an as-needed basis. The room will be equipped with a workbench (sized for a door to lay flat), a slop sink, eyewash

station, telephone, computer, and data lines. Within the satellite repair room will be tool cart storage room, with storage for 3 mobile tool cribs/carts.

Tool carts entering the facility must be inspected, and the sallyport into the secure perimeter will be oversized, to accommodate the cart inspection

All of these rooms must be equipped with card or biometric access security systems for authorized staff. The locking systems will be monitored and controlled by Central Control.

### 17.500 Central Mechanical Plant

If it is determined that there be a central mechanical plant, it will house the heating plant and chillers for the facility, and the domestic hot water supplies. It will also provide the central energy supply for the facility and the emergency generator. This area must be subdivided so that heating equipment is in one area, cooling equipment in another area, and generators in a third area. Care must be taken to keep circulator pumps and other heat-sensitive equipment away from any heat-generating source. Appropriate heat ventilation and exhaust fans should be utilized as necessary to reduce heat loads. Electrical conduits, plumbing chases, ductwork, etc. should be color-coded for easy identification.

This area has vital equipment for the essential operations of the facility, and the environment should be as clean and as dust-free as possible. Any insulating materials, wall and floor finishes, ceiling treatments, etc. should be sealed to eliminate flaking and be as easy to maintain as possible.

Outside access should be provided to the mechanical equipment to allow maintenance workers, who may be private contractors, escorted access into that area. This area should be located outside the secure perimeter.

#### Additional Design/Operational Considerations

The use of standard commercial/warehouse construction for these components is appropriate for the areas located outside the security perimeter. The floors can be finished concrete, the walls concrete block or a similar material, and the ceiling, in most instances, can be exposed structural systems with a standard roof deck. The central plant should be equipped with fire, smoke and carbon monoxide alarm systems, enunciated both within the area and within Central Control. If permitted by Code, a dry fire suppression system should be utilized in this area, to prevent the shorting out of electrical systems through the use of water.

The central plant equipment should be located above the level of any potential flooding. If feasible and more economical to construct, architectural design and engineering solutions, such as watertight construction, can be utilized to provide protection of this area during a flood condition.

The maintenance workshop should be located in close proximity to the warehouse, to facilitate the sharing of the loading dock and conference space.

Access to all components will be by card and/or biometric access, monitored and controlled by Central Control.

## 17.000 Maintenance/Central Plant

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>17.100 MAINTENANCE SHOPS</b>		<b>Note: outside secure perimeter</b>				
17.101	Maintenance Workshop	2-4	1	1,000 /area	1,000	WS-1 for the Maintenance Supervisor; Workbench; CAD workstation; flat files
17.102	Staff Restroom	1	1	50 /area	50	ADA accessible
17.103	Water Cooler	1	2	6 /area	12	1-ADA accessible, amount per code
17.104	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing.
<i>Subtotal Net Square Feet</i>					<b>1,102</b>	
<i>Grossing Factor</i>					<b>1.10</b>	
<i>Subtotal Gross Square Feet</i>					<b>1,212</b>	
<b>17.200 MAINTENANCE STORAGE/STOCKROOM</b>		<b>Note: outside secure perimeter</b>				
17.201	Maintenance Stockroom	-	1	400 /area	400	Attic Stock and spare parts; hardware inventory; adjacent to the maintenance shops and loading dock;
17.202	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing. Located within maintenance stockroom
17.203	Chemical Storage	-	1	100 /area	100	Special ventilation directly to exterior, dry fire suppression system; open into the maintenance shop
17.204	Paint Storage	-	1	100 /area	100	Special ventilation directly to exterior, dry fire suppression system; open into the maintenance shop
<i>Subtotal Net Square Feet</i>					<b>640</b>	
<i>Grossing Factor</i>					<b>1.10</b>	
<i>Subtotal Gross Square Feet</i>					<b>704</b>	
<b>17.300 MAINTENANCE STORAGE/STOCKROOM</b>						
17.301	No Specialized Space	0	0	0 /area	0	
<b>17.400 SATELLITE MAINTENANCE SHOPS</b>		<b>Note: inside the secure perimeter</b>				
17.401	Sallyport	1-4	1	150 /area	150	Provides direct access into the secure perimeter for maintenance staff
17.402	Satellite Maintenance Shop and Cart Storage	2	1	250 /area	250	Worktable, shelving, slop sink, eyewash station, phone, computer, data lines; storage of 3 tool/crib carts
17.403	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets,

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
						ventilation such that wet mops dry without mildewing.
<i>Subtotal Net Square Feet</i>					<i>440</i>	
<i>Grossing Factor</i>					<i>1.10</i>	
<i>Subtotal Gross Square Feet</i>					<i>484</i>	
<b>17.500 CENTRAL MECHANICAL PLANT</b>						
17.501	Mechanical Plant	-	1	5,000 /area	5,000	Heaters, chillers, hot water heaters, ventilation system
<i>Subtotal Net Square Feet</i>					<i>5,000</i>	
<i>Grossing Factor</i>					<i>1.10</i>	
<i>Subtotal Gross Square Feet</i>					<i>5,500</i>	
<i>17.000 Total Interior Net Square Feet</i>					<i>7,182</i>	
<i>17.000 Total Interior Gross Square Feet</i>					<i>7,900</i>	





## 18.000 Parking

### Introduction

The Dane County Jail is a public building serving many interests and needs; law enforcement agencies bringing arrestees for judicial processing, initial appearance court, jail diversion and bail monitoring programs, plus all services and activities related to the safe and secure detention of persons committed to the Dane County Jail. Vehicle parking is needed for employees, official visitors and inmate visitors.

The site layout should prevent vehicles from pulling up close to the building. This can be accomplished through the use of architectural elements, landscaping, bollards, concrete planters, and other attractive and dignified exterior treatments that will keep vehicles an acceptable distance from the building.

Given the site's limited size, a parking deck to meet the Dane County Jail's future parking requirements should be considered.

## Operational Program

### 18.100 Public Parking

The public lobby entrance should be the facility's "front door," easily accessible from the street, sidewalk, and public parking areas. There should be a passenger drop-off adjacent to the main door into the facility, with signage indicating that the area is for drop-offs only, and parking at this location is prohibited.

Members of the public and visitors to the facility may park either in the County's parking ramp or in permitted street parking spaces.

There should be on-site parking for contractors and professional visitors. Six professional visitor/contractor vehicle parking spaces are provided.

### 18.200 Staff/Facility Parking

#### Staff Vehicles

Parking spaces will be available for staff parking in the County ramp parking area.

#### Facility Vehicles

There should be on-site parking for facility vehicles. Sixteen facility vehicle parking spaces are provided for jail administration, conveyance, jail diversion, temporary parking for staff on official business, and facility service vehicles.

In addition, it is anticipated that two conveyance vehicles and one jail van will be parked in the vehicle sallyport.

A card-access gate should control the entrance to the facility vehicle parking lot. This access gate can either be a sliding gate or a rotating arm gate, provide card access for staff. When an officer or staff member comes to the gate, he/she can open the gate via a card

and a card reader box positioned at driver height. It is preferable to have the gate monitored by a CCTV with an intercom to Central Control, with Central Control having the capability of remotely operating the gate if necessary. If a law enforcement officer from another jurisdiction requires access to the area and does not have a card, he/she can contact Central Control via the intercom co-located with the card reader box. Central Control operator can view the vehicle on the CCTV, and open the gate electronically.

### **Additional Design/Operational Considerations**

The card/reader, intercom, and CCTV equipment should be pole-mounted and weather protected. The CCTV cameras should be situated so as to provide a clear and unobstructed view of the vehicle and the driver. The vehicular lift arm or gates should be card activated.

The staff parking area ideally will be enclosed with chain link-type fencing. This will prevent vandalism of official vehicles and unauthorized access to secure areas of the facility. Access through the staff parking lot perimeter fencing will be via a sliding vehicular access gate or lift arm.

In the event, the Dane County Jail is constructed on a Greenfield site, provisions for staff and public parking will be required.

## 18.000 Parking

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<b>18.100 PUBLIC PARKING</b>						
18.101	Vehicle Parking - Contractor/Professional Visitor	-	6	300 /area	(1,800)	
<i>Subtotal Net Square Feet</i>					<i>0</i>	
<i>Grossing Factor</i>					<i>0.00</i>	
<i>Subtotal Gross Square Feet</i>					<i>0</i>	
<i>Subtotal Exterior Square Feet</i>					<i>(1,800)</i>	
<b>18.200 STAFF/FACILITY PARKING</b>						
18.201	Vehicle Access Gate	1	1	80 /area	(80)	Card access for authorized staff CCTV pole-mounted cameras, intercom
18.202	Facility Vehicle Parking - Cars	-	10	300 /space	(3,000)	1 - jail administration 3 - jail diversion; 3 - conveyance; 3 - staff on official business (temporary)
18.203	Facility Vehicle Parking - Conveyance	-	3	400 /space	(1,200)	12-person vans
18.204	Facility Vehicle Parking - Conveyance	-	1	500 /space	(500)	21-passenger bus
18.205	Facility Vehicle Parking - Service	-	2	400 /space	(800)	Sized for service trucks
<i>Subtotal Net Square Feet</i>					<i>0</i>	
<i>Grossing Factor</i>					<i>0.00</i>	
<i>Subtotal Gross Square Feet</i>					<i>0</i>	
<i>Subtotal Exterior Square Feet</i>					<i>(5,580)</i>	
<b>18.000</b>					<b>Total Exterior Square Feet</b>	<b>(7,380)</b>



## 19.000 Dane County Sheriff's Office

### Introduction

This section of the program document is intended to provide general planning guidelines to anticipate site design and space requirements for those Dane County Sheriff's Office functions currently operating from the Public Safety Building (PSB).

Much of the information relative to the development of the operational scenarios and architectural program emanated from the tours, data analysis, interviews, and documents received and conducted in May 2013. During the week of June 24, 2013, the consultant team held several interview sessions with key representatives from the Dane County Sheriff's Office. The purpose of these interviews was to discuss in depth the operational and architectural requirements of a consolidated jail facility<sup>31</sup> and the Sheriff's Office functions currently occurring within the PSB. While the Sheriff's Office is comprised of four divisions, the Security Services Division, which is responsible for jail operations, is addressed earlier in this document since future jail operations administrative spaces will be located within the consolidate jail facility (see section 2.000 Administration).

The operational scenarios are an assessment of the basic issues, options and alternatives required for meeting the needs of the Dane County Sheriff's Office. Decisions made during the ongoing planning process will impact the way these Dane County Sheriff's Office functions will operate.

The macro operating scenarios for the Dane County Sheriff's Office as outlined in this section are organized into the following functional components:

- 19.100 Public Lobby/Reception
- 19.200 Executive Services
- 19.300 Field Services
- 19.400 Support Services
- 19.500 Law Enforcement Staff Support
- 19.600 Parking

### Operational Scenarios

#### 19.100 Public Lobby/Reception

The public lobby serves as the central reception point for all visitors to the Dane County Sheriff's Office.<sup>32</sup> Members of the public and official visitors enter through the public lobby. Facility personnel may also enter through the public lobby, although they may also enter

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<sup>31</sup> It is the goal of the County to consolidate jail operations currently occurring at the Public Safety Building, County Building, and the Ferris Center in a single facility. This consolidation may require relocating Dane County Sheriff's Office operations currently occupying the 2<sup>nd</sup> floor of the PSB. Should the Dane County Sheriff's Office operations remain within the Dane County Jail, all visitors will first enter through the Dane County Jail public lobby and be subject to security screening (see section 1.000 Public Lobby). In the event that the Dane County Sheriff's Office operations are relocated to a stand-alone site, provisions for security screening should be considered as part of the planning process.

<sup>32</sup> This public lobby/reception area may be a distinct and separate lobby and not part of the public lobby described in the Dane County Jail operational program portion of this report (see section 1.000 Public Lobby).

the facility through the secure staff entrances.

1. The lobby will be open during normal business hours. Access to the lobby when the lobby doors are locked will be via card access and/or a biometric security system (authorized staff only). Because this is a busy area with a variety of users, the design must facilitate both visibility and clear circulation paths and provide adequate sound attenuation.
2. Visitors will check in with reception staff at the reception transaction window. The reception transaction window should offer protection against an active shooter situation. Reception staff (Support Services staff) provides general reception services for the following Dane County Sheriff's Office Divisions - Executive Services, Field Services, and Support Services.
3. In addition to visitor reception, transaction windows will be provided for the following purposes:
  - Records
  - Civil Process

The transaction windows should offer protection against an active shooter situation.

4. The public lobby should be non-institutional and welcoming with comfortable seating, child's play area, telephone, restrooms, water cooler, and telephone/electronic equipment room.

### 19.200 Executive Services

The Executive Services division is responsible for employee related services including recruitment, background investigations, hiring, training, scheduling, payroll, benefits, promotions, resignations, and retirements.

#### Executive Services Administration

1. Access to the Executive Services Administration area will be through the Dane County Sheriff's Office public lobby. The public reception staff will notify Executive Services Administration staff that they have a visitor and will direct the visitor to the correct location after the visitor shows ID, registers him/herself and receives a visitor's pass. Ingress and egress from the executive services administration area will be controlled to prevent casual access by electronic release by public reception staff or by card and/or biometric access (authorized staff only). Although only authorized persons are allowed access to the Executive Services area, inmate workers may be authorized to perform housekeeping services on a supervised, scheduled basis.<sup>33</sup>
2. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. This design will help in building a collaborative culture and promoting a consistent philosophical approach to operations.

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<sup>33</sup> This practice would continue only if the Dane County Sheriff's Office is co-located with the Dane County Jail.

3. Within the Executive Services Administration area will be a waiting/reception area sized to accommodate two-four people, with comfortable seating and a coffee or end table for magazines, pamphlets, etc., and coat hooks (or rack).
  - Visitors are processed by reception staff that work from a dedicated workstation that has a secure transaction window that is accessible from the public lobby (see subsection 19.100 Public Lobby).
4. A combination of private and shared offices, and open workstations will be provided for executive services administration staff. Office design and furniture and equipment will be commensurate with assigned responsibilities.

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

- Sheriff, with private restroom
  - Sheriff's Executive Assistant
  - Chief Deputy
  - Executive Services Captain
  - Executive Services Administrative Manager
  - Professional Standards Lieutenant
  - Training
  - Recruitment
  - Background Investigator
  - Scheduling (proximal to OIC)
  - Payroll
  - Accounts Payable
  - Budget Analyst
  - Public Information Officer (PIO)
  - Clerical Specialist
  - Officer-in-Charge
  - Visiting Professionals/Expansion Office
5. Officer-in-Charge (OIC) is a position/function that is responsible for coordinating after-hours response to situations that arise both In Field Services and in jail. Access to the OIC spaces shall be from the public lobby and Executive Services Administration suite.

While a shared space, each OIC will have his/her own assigned workstation. In addition, a fully equipped workstation with radio transmission and CAD capabilities will be provided and used as the operations center (ops center) to fulfill OIC duties.

An interview room will be provided for private meetings that arise due to the sensitive nature of a given situation/matter or when individual counseling is necessary.

6. Storage is provided for active records and files. For planning purposes, inactive and/or archived records will be digitized in the future. Consequently, no archival storage of records/files is provided or planned. Storage for active records and files is provided for the following record types:
  - Recruitment
  - Personnel (health)
  - Personnel (non-health)

- Payroll
- Scheduling
- Training
- Evidence and Investigative

Personnel (non-health), training, and evidence and investigative files will be stored in a secured manner, and may be co-located.

Personnel (health) records will be securely stored separate from all other records.

Access to secure records/files storage will be by card access and/or biometric security system (authorized staff only).

A workroom is provided for the digitization and disposal of inactive records, which includes a work area that has a scanner, shredder, worktable, computer workstation, trash and recycling bins.

### Executive Services Administration Support

7. Conference room space is provided as follows:
  - Large executive conference room proximal to the Sheriff's Office.
  - Conference rooms accessible from both the public lobby and the executive services administration suite. It is here that press conferences will be conducted.
8. Interview rooms are provided for private meetings.
9. With the exception of badges, all duty equipment inventory and issue for sworn personnel will be relocated to the law enforcement training center. No designated storage for duty equipment is planned.
10. Two secure safe rooms strategically located within the Executive Services area will be designed to provide refuge for staff in the event of an active shooter situation. Within each safe room will be a secure long-gun locker with capacity for three-four guns each.
11. The Executive Services Administration area will include a mailroom, printer/copier work alcove, office supply storage, pantry/break room, staff restrooms, water cooler, trash alcove, and janitor closet.

### 19.300 Field Services

Field Services is responsible for duties associated with enforcing applicable laws within the county. Functionally, the majority of activities associated with Field Services occur in the community and/or in one of three precincts located throughout the county. The Northeast precinct is located in the Town of Windsor, the Southeast precinct located in the Town of Pleasant Springs, and the West precinct located in the Town of Middleton.<sup>34</sup>

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<sup>34</sup> [http://danedocs.countyofdane.com/webdocs/pdf/shrf/2011\\_Annual\\_Report.pdf](http://danedocs.countyofdane.com/webdocs/pdf/shrf/2011_Annual_Report.pdf)



Field Services functions currently operating from the PSB include:

- Field Services Administration
- Investigative Services
- MATE
- Freeway Service Team

### Field Services

1. Access to the Field Services area will be through the Dane County Sheriff's Office public lobby. The public reception staff will notify field services personnel that they have a visitor and will direct the visitor to the correct location after the visitor shows ID, registers him/herself and receives a visitor's pass. Ingress and egress from the field services area will be controlled to prevent casual access by electronic release by public reception staff or by card and/or biometric access (authorized staff only). Although only authorized persons are allowed access to the field services area, inmate workers may be authorized to perform housekeeping services on a supervised, scheduled basis.<sup>35</sup>
2. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. This design will help in building a collaborative culture and promoting a consistent philosophical approach to operations.
3. A combination of private and shared offices, and open workstations will be provided for Field Services staff. Office design and furniture and equipment will be commensurate with assigned responsibilities.

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

- Field Services Captain
  - Field Services Lieutenant
  - Field Services Administrative Manager
  - Crime Analyst
  - Investigator Sergeant
  - Investigators
  - Traffic Sergeant
  - MATE Officers
  - Freeway Service Team Officer
  - Clerk Typist (Lead Steno)
  - Clerk Typist (Steno)
  - Clerical Specialist
  - Visiting Professional/Expansion Office
4. On occasion field deputies are temporarily assigned to work in the PSB. An office designated for these deputies for use on a short-term basis is provided.
  5. Major cases oftentimes require a centralized command post from which to direct investigative staff and resources. Because a major case can take extended periods of

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<sup>35</sup> This practice would continue only if the Dane County Sheriff's Office is co-located with the Dane County Jail.

time to resolve, a dedicated command post is provided, which includes at a minimum:

- Conference room with seating capacity for 20
  - Sound attenuation measures
  - Multiple data line locations and receptacles (both floor and wall)
  - Multiple large monitors/TV
  - Wi-Fi; requisite wiring
  - Extensive display/exhibit wall space
6. Designated interview rooms are provided; one room, a softer victim friendly space, designated for victims/witnesses and two rooms, harder bare bones spaces, designated for suspects. Each interview room is soundproof, and has a separate entrance/exit so that victims and suspects do not have the opportunity to come in contact (either directly, visually, or audibly).
  7. The audio and video recording of victim and suspect interviews may be observed/listened to in real-time from a remote interview monitoring room. In addition, A/V links should provide real-time viewing of the proceedings via desktop computers for the investigators and/or authorized persons utilizing a coded protection system to prevent unauthorized viewing. Within the remote interview monitoring room will be a workstation where authorized staff may listen to inmate telephone calls.
  8. A room designated and specially designed for the administration of polygraph exams will be provided. While a discontinued practice currently, it is the Dane County Sheriff's Office's intention to administer polygraph exams once the necessary resources and certified personnel may be obtained.

#### Field Services Support

9. Multiple general-purpose conference rooms will be provided.
10. Three printer/copier work alcoves will be provided; one is designated for supervisory staff, one is designated for general field services and one is designated for steno services.
11. Secure file records storage rooms having card access and/or biometric security system (authorized staff only) will be provided for investigative records and patrol services records.
12. Two secure safe rooms strategically located within the field services area will be designed to provide refuge for staff in the event of an active shooter situation. Within each safe room will be a secure long-gun locker with capacity for three-four guns each.
13. The Field Services area will include office supply storage, equipment storage, pantry/break room, staff restrooms, water cooler, trash alcove, and janitor closet.

### 19.400 Support Services

Support Services provides support to all other divisions within the Dane County Sheriff's Office, including jail operations, and its primary responsibilities include Court Security, Civil Process, Court Services, Conveyances and Extraditions, Child Support Enforcement,

Foreclosures, Records, Warrants, Vehicles and Equipment, Crime Scene Unit, Technology, Task Force.

Support services functions currently operating from the PSB include:

- Support Services Administration
- Child Support Enforcement
- Civil Process
- Conveyances, Extraditions, Court Services
- Evidence Storage/Processing
- Records (law enforcement, jail)
- Technology
- Warrants

The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. This design will help in building a collaborative culture and promoting a consistent philosophical approach to operations.

### **Support Services Administration**

1. Access to the Support Services area will be through the Dane County Sheriff's Office public lobby. The public reception staff will notify support services staff that they have a visitor and will direct the visitor to the correct location after the visitor shows ID, registers him/herself and receives a visitor's pass. Ingress and egress from the support services area will be controlled to prevent casual access by electronic release by public reception staff or by card and/or biometric access (authorized staff only). Although only authorized persons are allowed access to the support services area, inmate workers may be authorized to perform housekeeping services on a supervised, scheduled basis.<sup>36</sup>
2. A combination of private and shared offices, and open workstations will be provided for support services administration staff. Office design and furniture and equipment will be commensurate with assigned responsibilities.

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

- Support Services Captain
- Support Services Lieutenant
- Support Services Administrative Manager
- Visiting Professional/Expansion Office

### **Child Support Enforcement**

3. Office space is provided for Child Support Enforcement. Office design and furniture and equipment will be commensurate with assigned responsibilities.

### **Civil Process**

4. Office space is provided for Civil Process. Office design and furniture and equipment

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<sup>36</sup> This practice would continue only if the Dane County Sheriff's Office is co-located with the Dane County Jail.

will be commensurate with assigned responsibilities.

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

- Civil Process Coordinator
  - Civil Process Servers
  - Civil Process Clerks
  - Civil Executions
5. The Civil Process Clerk workstations will each include a transaction window into the Dane County Sheriff's Office public lobby to receive and issue civil process documents. The transaction windows should offer protection against an active shooter situation.
  6. Sheriff's Sales (public foreclosure auctions) will be conducted in a designated multipurpose room accessible from the Dane County Sheriff's Office public lobby. An adjacent closet is provided for chair and table storage.

### **Conveyances, Extraditions, Court Services**

7. Conveyances are a function that is closely correlated with the jail operation's function of inmate transportation. Movement of inmates outside the jail is conducted on both a scheduled and an unscheduled basis. Presently, scheduled inmate transports are a function of the Dane County Sheriff's Office's Support Services, while unscheduled inmate transports are a function of the Dane County Jail. As was agreed to by the Sheriff's executive team, this function will be located within the consolidated jail facility. The associated operational and space programs for the conveyance function are described in section 7.000 Intake/Release.
8. Office space is provided for the Vehicles and Equipment Coordinator.
9. A shared office is provided for Extraditions and Court Services. Office design and furniture and equipment will be commensurate with assigned responsibilities. No other specialized space is required.
10. Office space is provided for citations, which should be proximal to court services.

### **Evidence Storage/Processing**

11. The Crime Scene Unit (CSU) officers process crime scenes, which include documenting the scene and the identification, collection and preservation of evidence. Evidence must be properly documented, collected, preserved and stored.
12. Office and/or workspace will be provided for the following positions and functions:
  - CSU Officers (proximal to investigators)
  - Evidence Coordinator
  - Evidence Technicians

Office design and furniture and equipment will be commensurate with assigned responsibilities.

13. Spaces associated with evidence storage/processing include:

- Secure evidence drop off
- Evidence storage
- Evidence lab
- Evidence vehicle garage

Secure Evidence Drop Off

14. Secure evidence drop off will be via a “night deposit box” system, where after logging in the evidence in a chain-of-custody logbook or computer, the evidence is placed into a locked box accessible from the non-secure side (e.g., evidence drop-off) of the evidence storage area or, during business hours, may be transferred directly to the evidence technician via a secure transaction window that bridges the evidence drop-off and the evidence storage room. A reverse system will be implemented for those times when evidence is checked out.
15. Access to the evidence drop-off shall be directly from short-term law enforcement parking via a secure door with card access and/or biometric security system (authorized staff only). Designated short-term parking should be available as close as possible to the evidence drop-off to facilitate evidence transfers. The evidence drop-off should be camera monitored/recorded.
16. The evidence drop-off will contain a computer, camera, currency scanner/counter, worktables, evidence packaging, and a utility sink. In addition, space should be provided for air-dry lockers for officers bringing in evidence that may have blood or other “wet stains.
17. The evidence drop-off area will include a printer/copier work alcove, supply closet, restroom, trash alcove, and janitor closet.

Evidence Storage

18. A secure evidence storage room will be provided and should be sufficiently sized to store two years of evidence, plus all evidence in unsolved active cases, all evidence in cases currently on active judicial rosters, all cases where the appeals process has not yet been exhausted, and storage for evidence to be disposed. It is here where evidence technicians will retrieve evidence deposited into the evidence lockers that bridge the evidence storage room and evidence drop-off, process and then store it. Access to the evidence storage room is by card access and/or biometric security system (authorized staff only). The evidence storage room may be camera monitored/recorded.
19. Evidence storage room requirements include:
- General storage - large items, several evidence items related to a single case
  - Refrigerated storage - DNA samples, blood samples, rape kits, etc.
  - Secure storage - firearms and other weapons
  - Safe - currency and other valuables
  - Secure storage - illegal drugs
20. The evidence storage room area will include evidence processing equipment;

printer/copier work alcove, supply closet, staff restroom, utility sink, trash alcove, and janitor closet.

#### Evidence Lab

21. A secure evidence lab will be provided and should be a dust-free, clean room for conducting forensic analyses. The evidence lab will be appropriately configured and equipped to conduct photograph, fingerprint, and blood analyses. Accessible from the evidence lab is a secure chemical storage cabinet. Access to the evidence lab is by card access and/or biometric security system (authorized staff only). The evidence lab may be camera monitored/recorded.
22. A shared office and/or workspace will be provided for the evidence lab technicians. Within the office/workspace will be an AFIS terminal, flat-bend scanner, live camera to monitor/computer, and copy stand.
23. The evidence lab area will include a powder dry cabinet, six vented lockers, supply closet, trash alcove, and janitor closet.

#### Evidence Vehicle Garage

24. Presently, vehicles and other large items are processed for evidence and/or stored at the PSB and at the Dane County Sheriff's Office facility located at Saddlebrook. For planning purposes and due to space limitations in the downtown area, it is assumed that the Saddlebrook facility will be the primary location where vehicles and other large items will be processed for evidence and/or stored.
25. For minor investigatory purposes, e.g., dusting, prints, a vehicle evidence bay will be provided at the Dane County Sheriff's Office headquarters' offices.
26. It is further assumed that the evidence vehicle garage at Saddlebrook will be reconfigured and renovated (or replaced) to incorporate the following features and/or space requirements:
  - Secure facilities
  - Vehicle hoist
  - Adjustable lighting (to include blackout)
  - Sized for 360° vehicle photographs
  - Sterile environment
  - Pattern analysis (e.g., blood)
  - Evidence storage, i.e., vehicles, bicycles, large items (e.g., wall sections)
  - Temperature and humidity controlled
  - Special ventilation

## Records

27. Law enforcement records are maintained by Dane County Sheriff's Office staff who also process requests for public records. Common requests include arrest records, police reports, mug shots, photos, videos, and criminal histories. A secure records room is provided with access to secure records/files storage will be by card access and/or biometric security system (authorized staff only). Within the records room will be a printer/copier work alcove.
28. Workspace is provided for records clerks located within the records room. The record clerk workstations will each include a transaction window into the Dane County Sheriff's Office public lobby to receive and issue records requests. The transaction windows should offer protection against an active shooter situation.
29. Located with the records clerk component is a workstation for the law enforcement records technician who is responsible for digital evidence transfers/copies.

## Technology

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

- Systems Administrator
- Information Technology Coordinator

Office design and furniture and equipment will be commensurate with assigned responsibilities.

31. The information technology coordinator and the System Administrator, while duties and responsibilities are distinct, are responsible for the various technologies in use within the Dane County Sheriff's Office and the Dane County Jail. A shared secure technology workroom is provided, with features that include the following:

- Worktables
- Wi-Fi
- Cellular reception
- Multiple network boards
- Infrastructure (wiring closets)
- Radio communication
- Exterior access
- Tool storage
- Computer equipment
- Wiring racks
- Communication hubs
- Uninterruptable power supplies

Within the technology workroom will be a workstation for use by the Enterprise IT Specialist, a County employee assigned to the Dane County Sheriff's Office.

32. Secure storage for spare devices, parts, etc. is provided.
33. A multipurpose classroom is provided for group training on new technologies.

34. Forensics Video Analyst is responsible for forensic video, image and audio comparison and analysis. The specialized space for this function requires it to be:
- Soundproof
  - Windowless
  - Special ventilation
  - Humidity controlled

Spaces provided for the forensic analyst include:

- Photo shoot
- Group video monitoring
- Private meetings with detectives
- Temporary evidence storage

### Warrants

35. Warrants is a function that is closely correlated with the jail operation's function of intake/release. When a person is arrested on a warrant, the warrant must be confirmed and executed prior to the arrestee's admission to the Dane County Jail . Accordingly, the warrants area will be located adjacent to jail records and intake/release, but outside of the secure perimeter. This area will have a separate public lobby access as well. The associated operational and space programs for the warrant function are described in section 7.000 Intake/Release.

### Support Services Support

36. Two large conference rooms will be provided.
37. Two printer/copier work alcoves will be provided; one is designated for support services administrations, and one is designated for general support services and will be centrally located to its primary users.
38. Two secure safe rooms strategically located within the support services area will be designed to provide refuge for staff in the event of an active shooter situation. Within each safe room will be a secure long-gun locker with capacity for three-four guns each.
39. The support services area will include office supply storage, pantry/break room, staff restrooms, water cooler, trash alcove, and janitor closet.

## 19.500 Law Enforcement Staff Support

It is important to recognize the critical role that staff plays in delivering quality services, and that appropriate emphasis be placed on addressing staff needs. Training and staff support amenities generally lead to enhanced programming and services, employee morale, increased staff retention and compliance with established standards and laws. The staff support component includes the following functions: staff entrance, in-service training, staff dining, and staff lockers - fitness.



### Staff Entrance

1. A secure staff entrance will be provided with card access.

### In-service Training

2. A fully equipped training room sized to accommodate 30 people will be provided.
3. The staff training area will include a printer/copier work alcove, staff restrooms, vending alcove, and janitor closet.

### Staff Dining

4. Staff meals may be provided through the Dane County Jail's foodservice operation (see section 14.000 Foodservice).
5. A pantry/break room equipped with tables and chairs, counter with sink, microwave, coffeemaker, refrigerator, and cabinetry is provided in each of the Dane County Sheriff's Office divisions for staff use. The break area affords staff the opportunity to relax and unwind away from inmate operations.

### Staff Lockers - Fitness

*Note: If the Dane County Sheriff's Office operations remain in the same building as the Dane County Jail, as it is presently, the spaces assigned for staff lockers and fitness may be integrated within the same spaces designed for the Dane County Jail. This would reduce the space needs for these functions as many spaces could be consolidated into a single area.*

6. Male and female locker/changing rooms are provided in the staff support area accessible via the staff entrance corridor, so that staff can deposit their personal belongings prior to going on their shift. The doors to the locker rooms are to remain locked at all times with card and/or biometric access for authorized staff only.
7. A total of 225 assigned lockers are estimated for the Dane County Sheriff's Office for use by staff, with the assumption that approximately 135 (60%) of the lockers will be assigned to male staff, and 90 (40%) would be assigned to female staff. Of these lockers, 15 for males and 15 for females will be designated for staff assigned to the task force. Unassigned lockers will be provided for authorized visitors to use the facility on a day-use basis, if desired.
8. Full-gear lockers for select staff (task force) will be located in a separate secure room within the respective male and female locker rooms. These lockers are sized to accommodate gear related to responding to a law enforcement situation, which includes the secure storage of a long gun, as well as a handgun.
9. An alcove should be provided in each of the locker rooms to accommodate open cots for staff use during an extended emergency or weather-related incident. Cots

designated for this purpose will be stored in a closet accessible from the alcove.<sup>37</sup>

10. Adjacent to each male and female locker/changing room is a shower area, with individual stall showers (one shower is ADA-compliant) and an outer drying area. Located within or immediately adjacent to each shower room is a toilet/sink area providing ADA-accessibility.
11. Locker/changing rooms should be directly adjacent to and accessible from the fitness room.
12. A dedicated fitness room for staff will be equipped with multi-station exercise and aerobic fitness equipment, as well as free weights. This space will be sized to accommodate at least 10 personnel.
13. A centrally located janitor closet will service the staff locker rooms, as well as the fitness areas.

## 19.600 Parking

Vehicle parking is needed for employees, public, contractors and official visitors.

### Public Parking

1. Members of the public and visitors to the facility may park either in the County's parking ramp or in permitted street parking spaces.
2. There should be on-site parking for contractors and professional visitors. Four professional visitor/contractor vehicle parking spaces should be provided.

### Staff/Facility Vehicles

For planning purposes, it is assumed that Dane County Sheriff's Office parking will be continue to occur in the PSB basement.

3. Designated staff parking on-site will be available for the following positions:
  - Sheriff
  - Chief Deputy
  - Executive Services Captain
  - Executive Services Lieutenant
  - Field Services Captain
  - Field Services Lieutenant
  - Support Services Captain
  - Professional Standards Lieutenant
  - EOD Lieutenant
  - Fleet Manager
  - ISB Sergeant
  - Patrol Sergeant (Traffic)

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<sup>37</sup> Linens will be provided by the Dane County Jail.

Parking spaces for remaining staff will be available in the County ramp parking area. However, as the planning process progresses, consideration should be given to creating parking for investigators, who presently park in the County ramp parking area.

4. Designated Dane County Sheriff's Office parking on-site will be available for the following functions:
  - Backgrounds (3)
  - Building Squad #66 (1)
  - Child Support (1)
  - Civil Process (4)
  - Crime Scene Unit (2)
  - Dive Truck (1)
  - EOD - Bomb Squad (1)
  - Evidence Drop Off (1)
  - Freeway Service (2)
  - Hostage Negotiation Team (1)
  - Investigator (3)
  - MATE (3)
  - Mobile Command Unit (1)
  - Official Dane County Sheriff's Office Business (3)
  - Special Events (1)
  - Support (1)
  - Training (2)
  - Future Growth (1)

### **Additional Design/Operational Considerations**

#### **Public Lobby**

The public lobby area is very busy, with a wide variety of users. The design must facilitate both visibility and clear circulation paths, and provide adequate sound attenuation. The operation of the transaction windows should be easy to open and shut from the staff side of the window, and should be made secure to eliminate tampering and/or manipulation from the public side. In addition, transaction windows should provide protection against an active shooter situation.

#### **Executive Services**

The administration area should utilize standard office construction. The entry into this functional component should have card and/or biometric access for authorized staff and electronic release capability by administration clerical, public reception and OIC staff.

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

The Executive Services safe rooms must be able to withstand an assault from weapons, such as guns and rifles as well as airborne toxins, and natural disasters such as tornados.

The walls, ceiling, and door of the safe room should withstand assault penetrations as well as wind pressure and resist penetration by windborne objects or falling debris. The connections between all parts of the safe room should be strong enough to resist separation by wind. The safe room should have communications equipment to contact both Dane County Sheriff's Office and local law enforcement authorities. There should also be a monitor for external security cameras and an alarm system. The safe room should have cabinetry stocked with basic emergency and survival items such as a flashlight, blankets, a first-aid kit, water, packaged food, self-defense tools, firearms, and gas masks. A toilet should be accessible directly from the safe room. Consideration should be given to designating one of the conference rooms as a safe room and configuring it as such.

### **Field Services**

The Field Services area should utilize standard office construction. The entry into this functional component should have card and/or biometric access for authorized staff and electronic release capability by administration clerical, public reception and OIC staff. Standard commercial grade hardware can be used.

All private offices and conference rooms should be wired for Internet and intranet, and cable/satellite TV (all private offices may not be equipped with a TV, but should be equipped with appropriate cabling).

Separate entries/exits and circulation paths for victims and suspects must be provided/maintained. There should be a secure access pathway for in-custody inmates being interviewed by field services investigators.

The Field Services safe rooms must be able to withstand an assault from weapons, such as guns and rifles as well as airborne toxins, and natural disasters such as tornados. The walls, ceiling, and door of the safe room should withstand assault penetrations as well as wind pressure and resist penetration by windborne objects or falling debris. The connections between all parts of the safe room should be strong enough to resist separation by wind. The safe room should have communications equipment to contact both Dane County Sheriff's Office and local law enforcement authorities. There should also be a monitor for external security cameras and an alarm system. The safe room should have cabinetry stocked with basic emergency and survival items such as a flashlight, blankets, a first-aid kit, water, packaged food, self-defense tools, firearms, and gas masks. A toilet should be accessible directly from the safe room. Consideration should be given to designating one of the conference rooms as a safe room and configuring it as such.

### **Support Services**

Unless otherwise noted, the Support Services area should utilize standard office construction. The entry into this functional component should have card and/or biometric access for authorized staff and electronic release capability by administration clerical, public reception and OIC staff.

The operation of the transaction windows should be easy to open and shut from the staff side of the window, and should be made secure to eliminate tampering and/or manipulation from the public side. In addition, transaction windows should provide protection against an active shooter situation.

All private offices and conference rooms should be wired for Internet and intranet, and cable/satellite TV (all private offices may not be equipped with a TV, but should be equipped with appropriate cabling).

The wireless system infrastructure should be sufficient to support use of field radios, cellular telephones and Wi-Fi throughout the building without experiencing dead spots.

The evidence lab and storage room represent one of the most secure areas of the Sheriff's Office facility. Although standard office construction can be utilized within this area, the exterior walls of this area need to be the highest grade of security constructions, as well as doors leading into this area need to be the highest grade of security hardware. Access to all areas including the evidence drop off area should be restricted to designated staff only having card access and biometric verification.

The evidence lab and storage room should have its own ventilation system, ducted directly to the exterior of the building. Special humidity and temperature control must be provided, particularly in the evidence storage area.

The support services safe rooms must be able to withstand an assault from weapons, such as guns and rifles as well as airborne toxins, and natural disasters such as tornados. The walls, ceiling, and door of the safe room should withstand assault penetrations as well as wind pressure and resist penetration by windborne objects or falling debris. The connections between all parts of the safe room should be strong enough to resist separation by wind. The safe room should have communications equipment to contact both Dane County Sheriff's Office and local law enforcement authorities. There should also be a monitor for external security cameras and an alarm system. The safe room should have cabinetry stocked with basic emergency and survival items such as a flashlight, blankets, a first-aid kit, water, packaged food, self-defense tools, firearms, and gas masks. A toilet should be accessible directly from the safe room. Consideration should be given to designating one of the conference rooms as a safe room and configuring it as such.

### **Law Enforcement Staff Support**

If it is determined that the Dane County Sheriff's Office executive, field and support services division will remain in the PSB, a number of the staff support spaces could be considered for integration with similar Dane County Jail spaces, e.g., staff lockers - fitness.

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

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

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

The staff-support spaces should all utilize standard commercial construction. The doors to

these rooms can utilize standard commercial grade hardware.

### Dane County Sheriff's Office Parking

As the planning process progresses, Dane County Sheriff's Office parking should be considered in conjunction with the Dane County Jail parking requirements and spaces consolidated when feasible and practical.

### 19.000 Dane County Sheriff's Office

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.100	<b>PUBLIC LOBBY/RECEPTION</b>					
19.101	Reception Waiting	6-8	1	200 /area	200	RW-2; sound attenuation
19.102	Reception Transaction Window - Public Lobby Side	1-2	1	60 /area	60	Securable sliding window; counter space to allow for signing documents, etc.; ADA accessible; protection against active shooter situation; requires adjacency to records and civil process transaction windows (associated with subsection Executive Services Administration)
19.103	Queuing - Reception, Public Lobby Side	2-3	1	30 /area	30	Standing only
19.104	Records Transaction Window - Public Lobby Side	1-2	2	60 /area	120	Securable sliding window; counter space to allow for signing documents, etc.; ADA accessible; protection against active shooter situation; requires adjacency to reception and civil process transaction windows (associated with 19.400 Support Services)
19.105	Queuing - Records, Public Lobby Side	2-3	2	30 /area	60	Standing only
19.106	Civil Process Transaction Window - Public Lobby Side	1-2	2	60 /area	120	Securable sliding window; counter space to allow for signing documents, etc.; ADA accessible; protection against active shooter situation; requires adjacency to reception and records transaction windows (associated with 19.400 Support Services)
19.107	Queuing - Civil Process Transaction Window, Public Lobby Side	2-3	2	30 /area	60	Standing only
19.108	Child's Play Area	2-3	1	60 /area	60	Table and chairs; colorful matting; shelving for books and games
19.109	Public Telephone	1	1	10 /area	10	ADA accessible

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.110	Public Restroom	1	2	50 /area	100	ADA accessible; child changing station; one designated males; one designated females
19.111	Water Cooler	1	1	6 /area	6	ADA accessible; wall-mounted; amount per code
19.112	Telephone/Electronic Equipment Room	1	1	150 /area	150	Fiber optics telephone equipment; file servers; accessible to telephone and computer personnel; desk; chair; computer workstation
<b>Subtotal Net Square Feet</b>					<b>976</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>Subtotal Gross Square Feet</b>					<b>1,366</b>	
<b>19.100 Total Interior Net Square Feet</b>					<b>976</b>	
<b>19.100 Total Interior Gross Square Feet</b>					<b>1,366</b>	
<b>19.200 EXECUTIVE SERVICES</b>						
<i>Executive Services Administration</i>						
19.201	Reception Waiting	2-3	1	100 /area	100	RW-3
19.202	Reception Staff	1	1	80 /area	80	WS-1; large phone console; TTY; adjustable height work surface; personal storage; securable sliding window; protection against active shooter situation; wall-mounted shelving (form storage); acoustical privacy (associated with 19.100 Public Lobby/Reception)
19.203	Sheriff	1	1	250 /office	250	OF-1
19.204	Sheriff's Restroom	1	1	50 /area	50	ADA accessible; accessible directly from Sheriff's office
19.205	Sheriff's Executive Assistant	1	1	110 /office	110	OF-5
19.206	Chief Deputy	1	1	225 /office	225	OF-2
19.207	Executive Services Captain	1	1	200 /office	200	OF-3
19.208	Administrative Manager	1	1	150 /office	150	OF-4
19.209	Professional Standards (Lt)	1	1	150 /office	150	OF-4
19.210	Training (Lt)	1	1	150 /office	150	OF-4
19.211	Recruitment (Dep)	1	1	80 /wkstn	80	WS-1; co-located with background investigator
19.212	Background Investigator (Dep)	4	1	240 /area	240	3 WS-1; co-located with recruitment
19.213	Scheduling	3	1	240 /area	240	3 WS-1; proximal to OIC
19.214	Payroll	1	1	240 /area	240	3 WS-1
19.215	Accounts Payable	1	1	110 /office	110	OF-5
19.216	Budget Analyst	1	1	110 /office	110	OF-5
19.217	PIO	1	1	110 /office	110	OF-5

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.218	Clerical Specialist	1	1	80 /wkstn	80	WS-1; supports scheduling, payroll, training
19.219	Visiting Professional/Expansion	1	2	110 /office	220	OF-5
19.220	Officer-in-Charge (OIC)	2-4	1	320 /area	320	4 WS-1; co-located with OIC Ops Center; generous glazing on walls; proximal to scheduling; access from public lobby and executive services suite
19.221	OIC Ops Center	1	1	80 /wkstn	80	WS-1; adjustable height work surface; radio transmitter; CAD; monitor connected to the jail security system and cable TV system; VHF radio transmission monitoring speaker with volume control and capability to switch between DANE COUNTY SHERIFF'S OFFICE primary and backup channels; co-located with OIC
19.222	OIC Interview Room	1-3	1	100 /area	100	Table and loose chairs; adjacent to OIC
19.223	Recruitment Storage	-	1	50 /area	50	Adjustable shelving
19.224	Personnel (health) Records Storage	-	1	150 /area	150	Adjustable shelving; card access or biometric security system
19.225	Payroll/Scheduling Records Storage	-	1	200 /area	200	Spacesaver filing system; card access or biometric security system
19.226	Personnel (non-health) / Training / Evidence & Investigative Records Storage	-	1	300 /area	300	Spacesaver filing system; computer workstation; worktable; card access or biometric security system
19.227	Records Archival Workroom	1-2	1	150 /area	150	Worktable with computer workstation; heavy-duty, high-speed scanner; heavy-duty shredder; recycle bins; trash bins;
<b>Subtotal Net Square Feet</b>					<b>4,245</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>Subtotal Gross Square Feet</b>					<b>5,943</b>	
<b>Executive Services Administration Support</b>						
19.228	Executive Conference Room	8-12	1	300 /area	300	CF-2; proximal to Sheriff's office
19.229	Conference Room	4-6	2	150 /area	300	CF-3; conference rooms separated by moveable acoustical partition; podium, flags, DANE COUNTY SHERIFF'S OFFICE backdrop for press conferences; microphone capable; accessible from public lobby and executive services administration suite.



#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.230	Interview Room	2-4	1	100 /area	100	Table and loose chairs; recording capability
19.231	Safe Room	15-20	2	300 /area	600	Seating for 20; structurally & environmentally resistant to weapon, airborne toxins, and natural disasters; communications equipment; monitor security cameras and alarm system; cabinetry for basic emergency/survival items; first aid kit
19.232	Safe Room Restroom	1	1	50 /area	50	ADA accessible; accessible from within the safe room
19.233	Long-gun Locker	-	2	15 /area	30	Gun locker located within each safe room
19.234	Mailroom	1-2	1	100 /area	100	Worktable; mail sorting bins; mail stamping equipment; mail slots; mail supply storage
19.235	Printer/Copier Work Alcove	-	1	100 /area	100	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins
19.236	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
19.237	Break Room	4-8	1	250 /area	250	BR-1
19.238	Staff Restroom	2-3	2	120 /area	240	ADA accessible; child changing station; one designated males; one designated females
19.239	Water Cooler	-	1	6 /area	6	ADA accessible; wall-mounted; amount per code
19.240	Trash Alcove	-	1	20 /area	20	Regular and recycled trash
19.241	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Subtotal Net Square Feet</i>					<b>2,176</b>	
<i>Grossing Factor</i>					<b>1.35</b>	
<i>Subtotal Gross Square Feet</i>					<b>2,938</b>	
<b>19.200</b>					<i>Total Interior Net Square Feet</i>	<b>7,397</b>
<b>19.200</b>					<i>Total Interior Gross Square Feet</i>	<b>10,247</b>
<b>19.300 FIELD SERVICES</b>						
<i>Field Services Administration</i>						
19.301	Field Services Captain	1	1	200 /area	200	OF-3

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.302	Field Services Lieutenant	1	1	150 /office	150	OF-4; VHF radio transmission monitoring speaker with volume control and capability to switch between DANE COUNTY SHERIFF'S OFFICE primary and backup channels.
19.303	Field Services Administrative Manager	1	1	150 /office	150	OF-4; VHF radio transmission monitoring speaker with volume control and capability to switch between DANE COUNTY SHERIFF'S OFFICE primary and backup channels.
19.304	Crime Analyst	1	1	110 /office	110	OF-5
19.305	Investigative Sergeant	1	1	110 /office	110	OF-5
19.306	Investigator	6-12	1	1,200 /area	1,200	15 WS-1; includes 2 unassigned workstations
19.307	Traffic Sergeant	1	1	110 /office	110	OF-5
19.308	MATE	1-3	1	240 /area	240	3 WS-1; includes MATE Sgt.
19.309	Freeway Team	1-2	1	96 /office	96	OF-6
19.310	Clerk Typist (Lead Steno)	1	1	110 /office	110	OF-5
19.311	Clerk Typist (Steno)	3-6	1	560 /area	560	7 WS-1
19.312	Clerical Specialist	1	1	80 /wkstn	80	WS-1
19.313	Visiting Professional/Expansion	1	2	110 /office	220	OF-5
19.314	Patrol Deputy	1	1	320 /area	320	4 WS-1; temporary assignment to PSB
19.315	Major Case Command Post	10-20	1	700 /area	700	Conference table with seating for 20; credenza; telephone; polycom-type system; cell phone booster; 2 large monitors/TVs; A/V storage with cabinetry; A/V equipment; projector; multiple white boards; multiple data line locations and receptacles in floors & walls; sound attenuation measures; extensive display/exhibit wall space; Wi-Fi; requisite wiring; shelving/cases for case binders
19.316	Interview Room - Victim	2-4	1	160 /area	160	Soft finishes; table; moveable chairs; child interview area with toys and small furnishings; adjustable lighting; configured/wired for audio and video recording and real-time viewing; soundproof; sound attenuation (for clarity of recording); entry/exit separate from suspects' entry/exit

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.317	Interview Room - Suspect	2-4	2	120 /area	240	Table; 1 fixed chair; 2 moveable chairs; adjustable lighting; configured/wired for audio and video recording and real-time viewing; soundproof; sound attenuation (for clarity of recording); entry/exit separate from victims' entry/exit
19.318	Remote Interview Monitoring	3-6	1	120 /area	120	WS-3; stackable seating for 6; 2 large-screen monitors and speakers; headsets capability of tuning into both interview rooms (victim and suspect); requisite wiring; two-way communication with live interview location
19.319	Inmate Telephone Monitoring	1	1	64 /wkstn	64	WS-2; requisite monitoring equipment; headset; located within remote interview monitoring room
19.320	A/V Recording Equipment/Storage	-	1	100 /area	100	Special ventilation; humidity control; shelving
19.321	Polygraph Room	1-2	1	120 /area	120	Table and seating for 2; secure cabinetry; requisite wiring; configured/wired for audio and video recording
<b>Subtotal Net Square Feet</b>					<b>5,160</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>Subtotal Gross Square Feet</b>					<b>6,450</b>	
<b>Field Services Support</b>						
19.322	Conference Room	8-12	1	300 /area	300	CF-2
19.323	Printer/Copier Work Alcove	-	3	75 /area	225	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins; one designated supervisory staff; one designated general field services; one designated and co-located with clerk typists - steno
19.324	Secure File Storage	-	2	150 /area	300	Lateral file type filing system; shelving for major case binders (investigative file room only); work table; WS-3; one designated for investigations; one designated for patrol services
19.325	Safe Room	15-20	2	300 /area	600	Seating for 20; structurally & environmentally resistant to weapon, airborne toxins, and natural disasters; communications equipment; monitor security cameras and alarm system; cabinetry for basic emergency/survival items; first aid kit
19.326	Safe Room-Restroom	1	1	50 /area	50	ADA accessible; accessible from within the safe room

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.327	Long-gun Locker	-	2	15 /area	30	Gun locker located within each safe room
19.328	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
19.329	Equipment Storage	-	1	110 /area	110	Secure cabinetry; shelving
19.330	Break Room	4-8	1	250 /area	250	BR-1
19.331	Staff Restroom	2-3	2	120 /area	240	ADA accessible; one designated males; one designated females
19.332	Water Cooler	-	1	6 /area	6	ADA accessible; wall-mounted; amount per code
19.333	Trash Alcove	-	1	20 /area	20	Regular and recycled trash
19.334	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>Subtotal Net Square Feet</b>					<b>2,211</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>Subtotal Gross Square Feet</b>					<b>2,985</b>	
<b>19.300 Total Interior Net Square Feet</b>					<b>7,371</b>	
<b>19.300 Total Interior Gross Square Feet</b>					<b>9,435</b>	
<b>19.400 SUPPORT SERVICES</b>						
<i>Support Services Administration</i>						
19.401	Support Services Captain	1	1	200 /office	200	OF-3
19.402	Support Services Lieutenant	1	1	150 /office	150	OF-4
19.403	Support Services Sergeant	1	1	110 /office	110	OF-5
19.404	Support Services Administrative Manager	1	1	150 /office	150	OF-4
19.405	Visiting Professional/Expansion	1	2	110 /office	220	OF-5
<b>Subtotal Net Square Feet</b>					<b>830</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>Subtotal Gross Square Feet</b>					<b>1,162</b>	
<i>Child Support Enforcement</i>						
19.406	Child Support Enforcement Officers	1-2	1	96 /office	96	OF-6
<b>Subtotal Net Square Feet</b>					<b>96</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>Subtotal Gross Square Feet</b>					<b>134</b>	
<i>Civil Process</i>						

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.407	Civil Process Coordinator	1	1	80 /wkstn	80	WS-1; co-located with civil process clerks and civil process servers
19.408	Civil Process Servers	1	6	64 /wkstn	384	WS-2; co-located with civil process coordinator and civil process clerks
19.409	Civil Process Clerks	1	2	64 /wkstn + 50	178	WS-2; securable sliding window; protection against active shooter situation; acoustical privacy; data bank access; safe; co-located with civil process coordinator and civil process servers (associated with 17.200 Field Services)
19.410	Civil Executions	1-2	1	96 /office	96	OF-6
19.411	Multipurpose Room - Sheriff's Sales	30-40	1	500 /area	500	Stackable seating for 40; collapsible tables; podium; microphone capable; accessible from public lobby
19.412	MP Storage Closet	-	1	150 /area	150	Storage dollies for chairs and tables; accessible from multipurpose room - Sheriff's Sales
<b>Subtotal Net Square Feet</b>					<b>1,388</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>Subtotal Gross Square Feet</b>					<b>1,735</b>	
<b>Conveyances, Extraditions, Court Services</b>						
19.413	Conveyances - No Specialized Space	-	0	0 /area	0	See Jail Program Section 7.000 Intake/Release
19.414	Vehicle & Equip Coordinator	1	1	96 /office	96	OF-6
19.415	Extradition Coordinator	1	1	80 /wkstn	80	WS-1; shared office with court services
19.416	Court Services	1	2	80 /wkstn	160	WS-1; shared office with extraditions
19.417	Citation Clerk	1-2	1	96 /office	96	OF-6; proximal to court services
<b>Subtotal Net Square Feet</b>					<b>432</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>Subtotal Gross Square Feet</b>					<b>540</b>	
<b>Evidence Storage/Processing</b>						
19.418	CSU Officers	2-4	1	320 /office	320	4 WS-1; shared office; proximal to investigators
19.419	Evidence Coordinator	1	1	80 /wkstn	80	WS-1; shared office; located with evidence technicians; located within a specially vented office within evidence storage
19.420	Evidence Technician	1	3	64 /wkstn	192	WS-2; shared office; located with evidence coordinator; located within a specially vented office within evidence storage

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.421	Evidence Drop-off (ED)	1-3	1	200 /area	200	Exterior access; computer; digital camera; currency scanner/counter; worktables; utility sink; adjustable lighting; wall-mounted evidence drop off lockers - varying sizes, including refrigerated lockers (officer side), air-dry lockers; self-locking; secure transaction window into evidence storage room; card access or biometric security system; CCTV monitored/recorded
19.422	ED Printer/Copier Work Alcove	-	1	75 /area	75	Printer/copier/fax/scanner; work counters; built-in shelving for forms
19.423	ED Supply Closet	-	1	40 /area	40	Shelving
19.424	ED Staff Restroom	1	1	50 /area	50	ADA accessible
19.425	ED Trash Alcove	-	1	20 /area	20	Regular and recycled trash
19.426	ED Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
19.427	Evidence Storage Room (ESR)	2-3	1	3,000 /area	3,000	WS-3; stainless steel worktable; shelving; automated space saver rolling shelf system; separate, secure storage areas; walk-in refrigerator; walk-in freezer; caged area for bicycles/large bulky items; double-locked secure drug storage; multiple safes; temperature and humidity control; special ventilation direct to exterior; secure transaction window into evidence vestibule; card access or biometric security system; CCTV monitored/recorded
19.428	ESR Evidence Processing	1-2	1	150 /area	150	WS-3; worktable; utility sink; digital camera; currency scanner/counter; adjustable lighting
19.429	ESR Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms
19.430	ESR Supply Closet	-	1	40 /area	40	Shelving
19.431	ESR Staff Restroom	1	1	50 /area	50	ADA accessible
19.432	ESR Trash Alcove	-	1	20 /area	20	Regular and recycled trash
19.433	ESR Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.434	Evidence Lab	1-2	1	300 /area	300	Stainless steel worktable; shelving; microscope; camera; tripod; secure chemical storage; tool storage; sink; eye wash station; temperature and humidity control; special ventilation direct to exterior; card access or biometric security system; CCTV monitored/recorded
19.435	Evidence Lab Technician Workroom	1-3	1	400 /area	400	3 WS-1; AFIS terminal; flat-bend scanner; live camera; copy stand; worktables; storage cabinetry
19.436	Lab Supply Closet	-	1	40 /area	40	Shelving
19.437	Lab Trash Alcove	-	1	20 /area	20	Regular and recycled trash
19.438	Lab Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
19.439	Secure Evidence Vehicle Bay	2-3	1	400 /area	400	Sterile environment; adjustable lighting; special ventilation
<b>Subtotal Net Square Feet</b>					<b>5,592</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>Subtotal Gross Square Feet</b>					<b>7,829</b>	
<b>Records</b>						
19.440	Law Enforcement Records Room	-	1	500 /area	500	Space-saver type filing system
19.441	Printer/Copier Work Alcove	-	1	75 /area	75	High-speed printer/copier/fax/scanner; shredder; work counters; built-in shelving for forms; recycling bins; located within law enforcement records room
19.442	Law Enforcement Records Clerks	1	4	64 /wkstn + 50	256	WS-2; securable sliding window; protection against active shooter situation; acoustical privacy; data bank access; safe; within law enforcement records room (associated with 18.3.000 Field Services)
19.443	Law Enforcement Records Technician	1	1	150 /area	150	WS-1; DVD/CD copy machine; 3 computers; 2 monitors; shelving; acoustical privacy; within law enforcement records room (associated with 19.300 Field Services)
<b>Subtotal Net Square Feet</b>					<b>981</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>Subtotal Gross Square Feet</b>					<b>1,226</b>	
<b>Technology</b>						

## OPERATIONAL AND ARCHITECTURAL PROGRAM

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.444	Systems Administrator	1	1	110 /office	110	OF-5; direct access to technology workroom
19.445	IT Coordinator	1	1	110 /office	110	OF-5; direct access to technology workroom
19.446	Technology Workroom	1-3	1	300 /area	300	Long worktables; Wi-Fi; cellular reception; multiple network boards; infrastructure (wiring closets); radio communication; exterior access; tool storage; computer equipment; wiring racks; communication hubs; uninterruptable power supplies; humidity controlled; special ventilation; secure access via card access and/or biometric security system
19.447	Enterprise IT Specialist	1	1	110 /office	110	OF-5
19.448	Technology Storage	-	1	250 /area	250	Spare devices and parts; shelving; humidity controlled; special ventilation; proximal to technology workroom; secure access via card access and/or biometric security system
19.449	Technology Training Room	25	1	15 /pers + 50	425	Teacher station, narrow 2-person learning tables, sturdy molded plastic chairs, white board, multiple wall and floor electrical outlets and data lines; Wi-Fi enabled
19.450	Forensic Video Analyst	1	1	200 /area	200	WS-1; secure access via card access and/or biometric security system; soundproof; windowless; special ventilation; humidity controlled; workbench; multiple monitors; Wi-Fi; shelving; suspended/access flooring; group viewing of monitors
19.451	Photo Shoot	1-2	1	100 /area	100	Backdrop; adjustable lighting; outlets; located within forensic video analyst office
19.452	Forensic Video Interview Room	2-4	1	100 /area	100	Table and loose chairs; proximal to forensic video analyst office
19.453	Forensic Video Evidence Storage	-	1	100 /area	100	Secure access via card access and/or biometric security system; special ventilation; humidity control; shelving; accessible from within forensic video analyst office
<b>Subtotal Net Square Feet</b>					<b>1,805</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>Subtotal Gross Square Feet</b>					<b>2,527</b>	
<b>Warrants</b>						

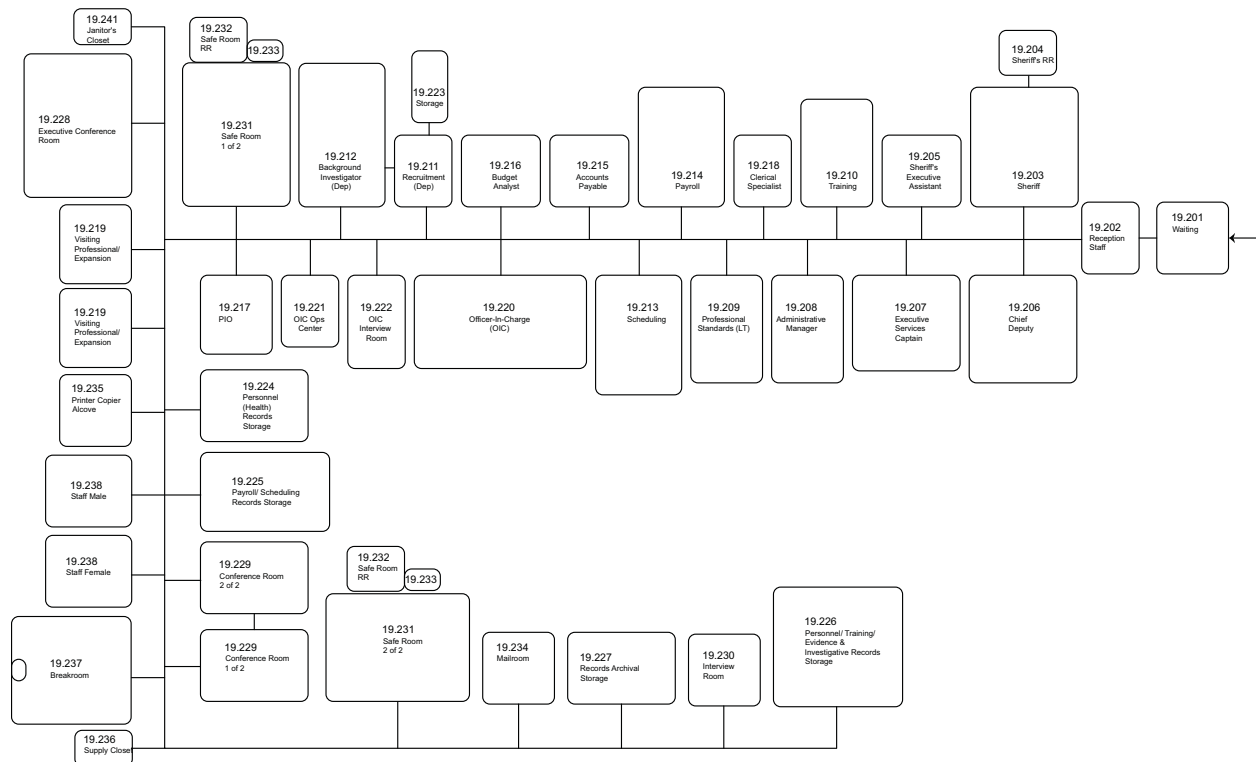
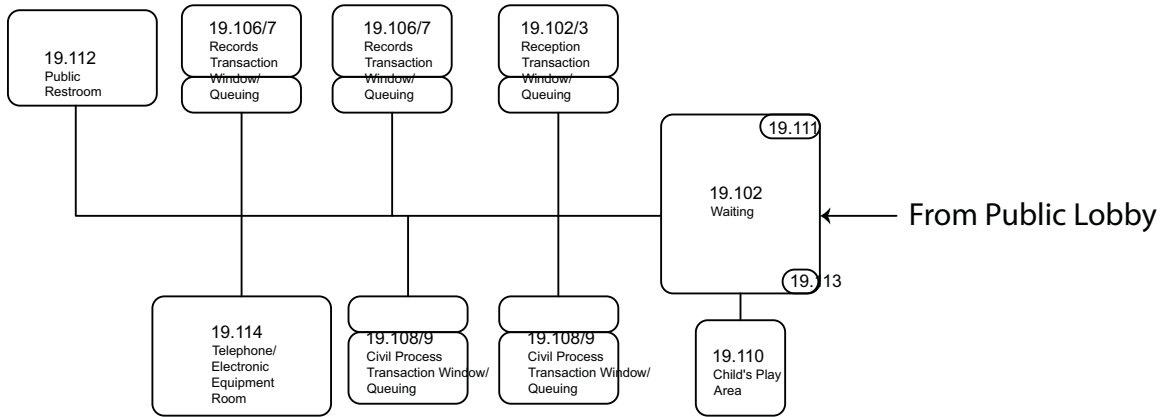


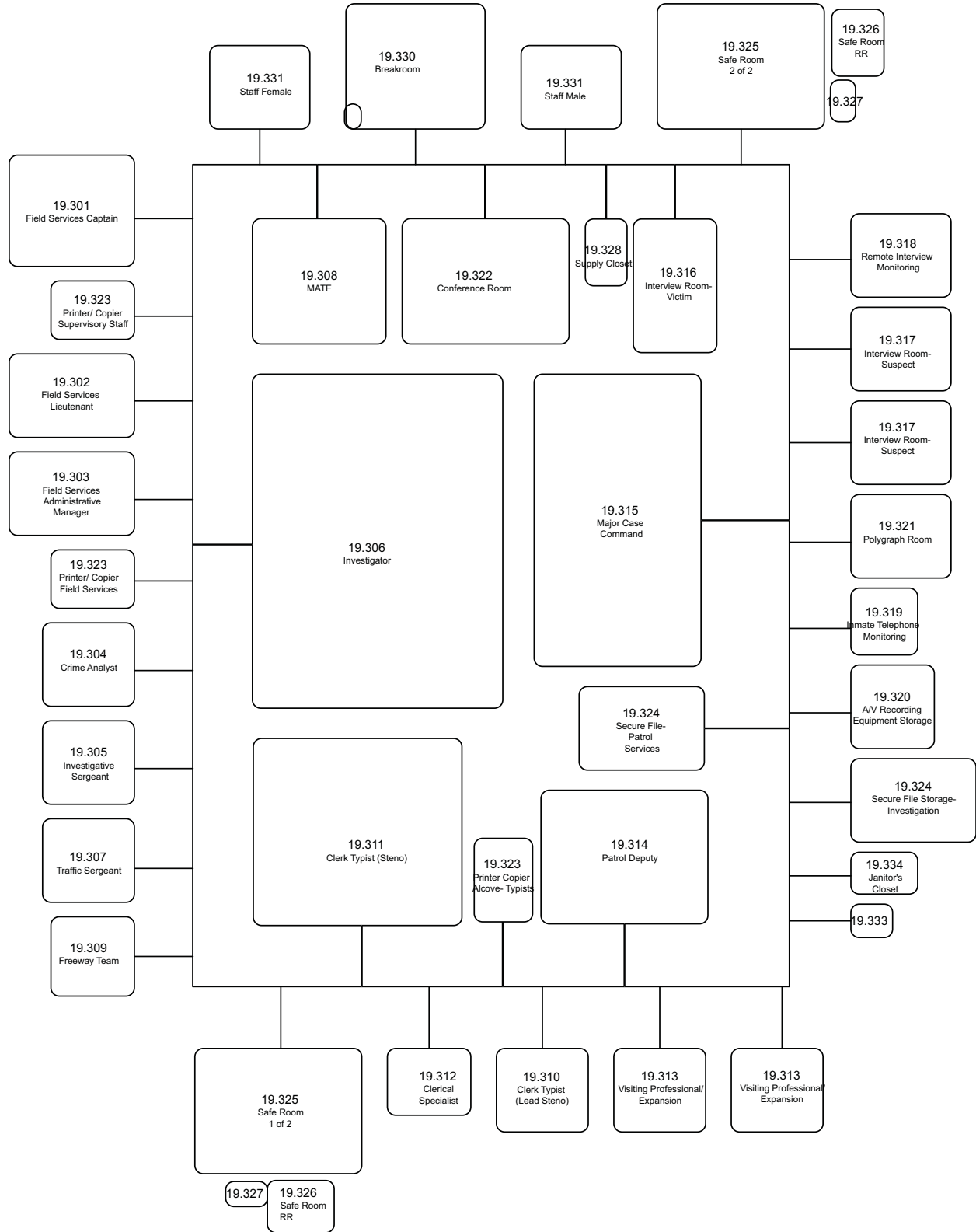
#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.454	No Specialized Space	-	0	0 /area	0	See Section 7.000 Intake/Release
<i>Support Services Support</i>						
19.455	Conference Room	8-12	2	300 /area	600	CF-2
19.456	Printer/Copier Work Alcove	-	2	75 /area	150	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; recycling bins; one designated support services administration; one designated general support services and centrally located
19.457	Safe Room	15-20	2	300 /area	600	Seating for 20; structurally & environmentally resistant to weapon, airborne toxins, and natural disasters; communications equipment; monitor security cameras and alarm system; cabinetry for basic emergency/survival items; first aid kit
19.458	Safe Room- Restroom	1	1	50 /area	50	ADA accessible; accessible from within the safe room
19.459	Long-gun Locker	-	2	15 /area	30	Gun locker located within each safe room
19.460	Office Supply Closet	-	1	40 /area	40	Secure storage; shelving; near printer/copier alcove
19.461	Break Room	4-8	1	250 /area	250	BR-1
19.462	Staff Restroom	2-3	2	120 /area	240	ADA accessible; one designated males; one designated females
19.463	Water Cooler	-	1	6 /area	6	ADA accessible; wall-mounted; amount per code
19.464	Trash Alcove	-	1	20 /area	20	Regular and recycled trash
19.465	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Subtotal Net Square Feet</i>					<i>2,026</i>	
<i>Grossing Factor</i>					<i>1.25</i>	
<i>Subtotal Gross Square Feet</i>					<i>2,533</i>	
<i>19.400 Total Interior Net Square Feet</i>					<i>13,150</i>	
<i>19.400 Total Interior Gross Square Feet</i>					<i>17,686</i>	
<b>19.500 STAFF SUPPORT</b>						
<i>Staff Entrance</i>						
19.501	Staff Entrance Weather Vestibule	-	1	80 /area	80	Staff entrance door; card or biometric access, weather vestibule, cable and receptacle for time clock

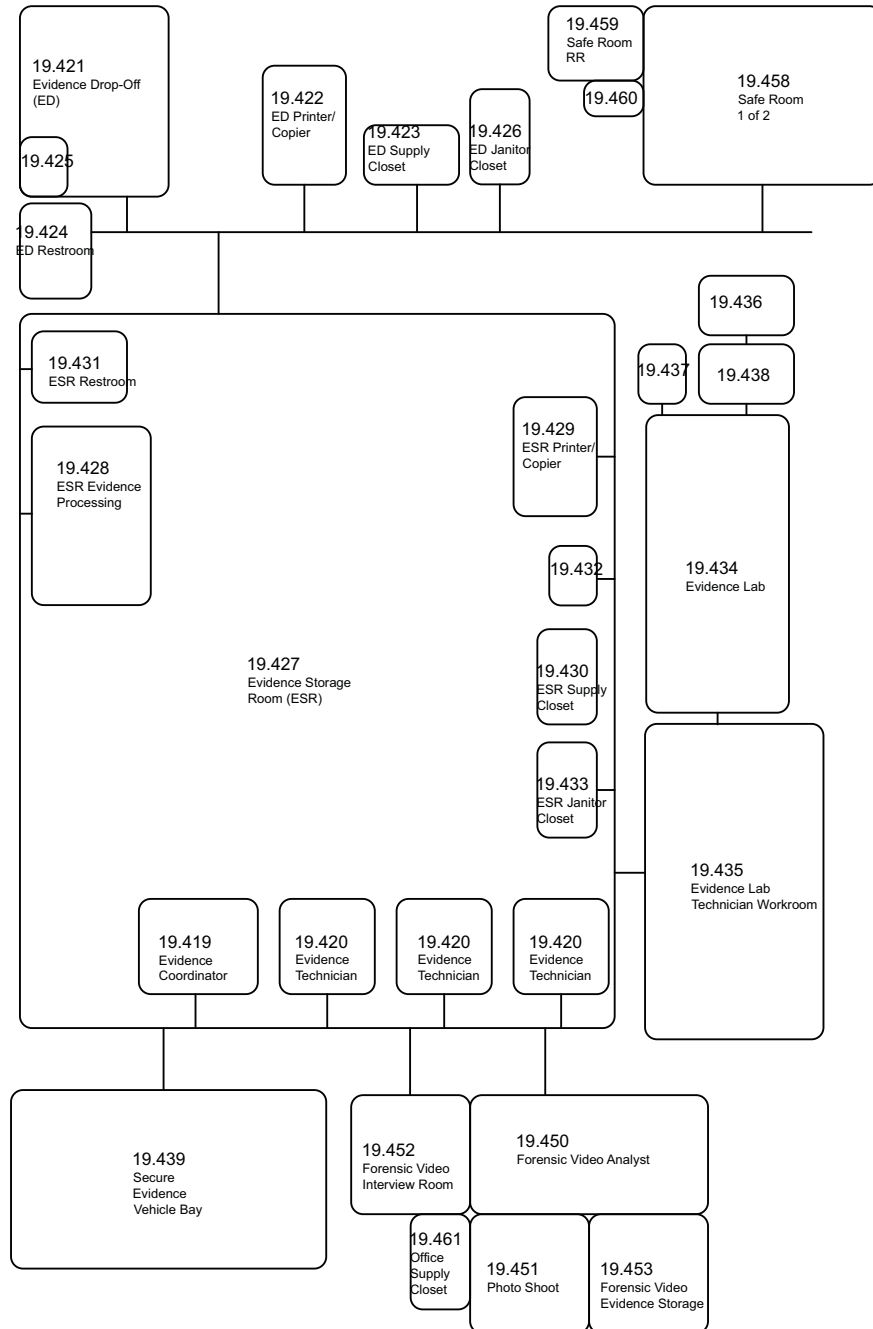
#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
<i>Subtotal Net Square Feet</i>					<i>80</i>	
<i>Grossing Factor</i>					<i>1.35</i>	
<i>Subtotal Gross Square Feet</i>					<i>108</i>	
<i>Training Room</i>						
19.502	Staff Training	30	1	25 /pers + 60	810	Adult learning desks or tables; chairs; A/V equipment & screen; dry erase and electronic whiteboards; phone; storage closet; shelving for training materials; lectern; requisite wiring for CCTV & cable/satellite TV; Wi-Fi
19.503	Storage	-	1	150 /area	150	Storage of training equipment/materials
19.504	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; recycling bins
19.505	Staff Restroom	1	2	50 /area	100	ADA accessible; one designated males; one designated females
19.506	Vending Alcove	-	1	100 /area	100	
19.507	Janitor Closet	-	0	40 /area	0	Associated with Staff Lockers/Fitness (see below)
<i>Subtotal Net Square Feet</i>					<i>1,235</i>	
<i>Grossing Factor</i>					<i>1.35</i>	
<i>Subtotal Gross Square Feet</i>					<i>1,667</i>	
<i>Staff Dining</i>						
19.508	Staff Dining - No Specialized Space	0	0	0 /area	0	See Section 14.000 Foodservice
<i>Staff Lockers/Fitness</i>						
19.509	Men's Locker/ Changing Rooms - Assigned Lockers	120	1	7.5 /locker	900	Full-size lockers wide enough for hangers with built-in secure gun locker; changing space; benches; proximal to staff entrance; accessible from fitness room
19.510	Men's Locker/ Changing Rooms - Unassigned Lockers	5	1	7.5 /locker	38	Full-size lockers wide enough for hangers with built-in secure gun locker; changing space; benches; proximal to staff entrance; accessible from fitness room
19.511	Full Gear Lockers - Male	15	1	10 /locker	150	Full-size lockers wide enough for hangers with built-in secure gun lockers; accessible from locker room
19.512	Women's Locker/ Changing Rooms - Assigned Lockers	75	1	7.5 /locker	563	Full-size lockers wide enough for hangers; changing space; benches; proximal to staff entrance; accessible from fitness room
19.513	Women's Locker/ Changing Rooms - Unassigned Lockers	5	1	7.5 /locker	38	Full-size lockers wide enough for hangers; changing space; benches; proximal to staff entrance; accessible from fitness room

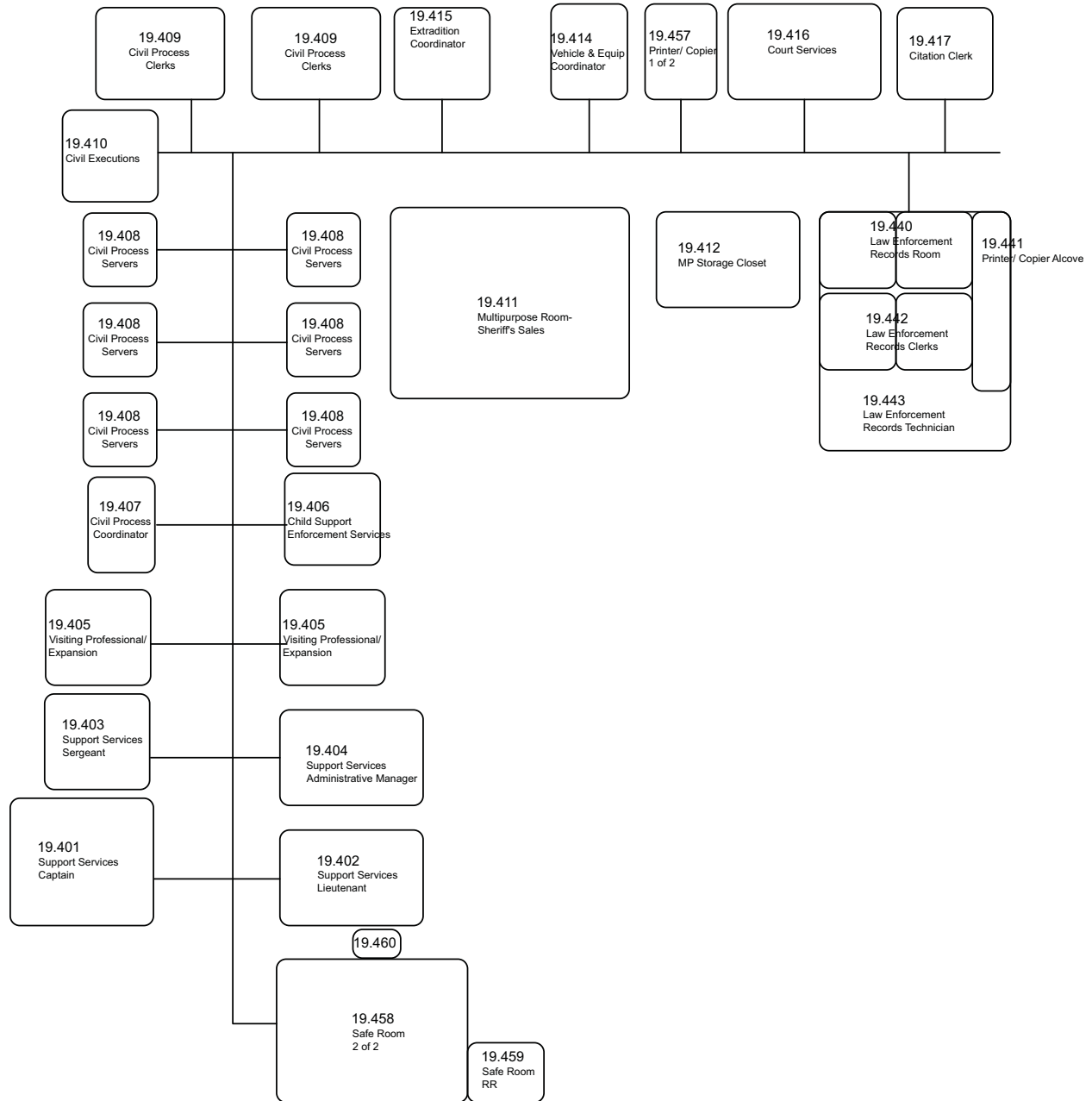
#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.514	Full Gear Lockers - Female	15	1	10 /locker	150	Full-size lockers wide enough for hangers with built-in secure gun lockers; accessible from locker room
19.515	Shower Rooms	5	2	40 /shower +10	420	One designated males; one designated females; shower stall with drying area; ADA shower is 50 sf; accessible respective from locker room
19.516	Toilet/Sink Area	5	2	50 /toilet & sink +10	520	One designated males; one designated females; 5 toilets (urinals may be substituted for male bathroom per code), 5 sinks, ADA toilet and sink is 60 sf; wall-mounted hair dryer; accessible from respective locker room
19.517	Sleeping Alcove	1-5	2	35 /cot +40	430	One designated males; one designated females; includes cot storage closet; accessible from respective locker room
19.518	Fitness Room	5-10	1	50 /pers	500	Exercise equipment; locked door (card or biometric access) to corridor; lockable door with card access to staff-only area (locker rooms)
19.519	Janitor Closet	-	1	40 /area	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<i>Subtotal Net Square Feet</i>					<b>3,748</b>	
<i>Grossing Factor</i>					<b>1.40</b>	
<i>Subtotal Gross Square Feet</i>					<b>5,247</b>	
<b>19.500</b>					<i>Total Interior Net Square Feet</i>	<b>5,063</b>
<b>19.500</b>					<i>Total Interior Gross Square Feet</i>	<b>7,022</b>
<b>19.600 PARKING</b>						
<i>Public Parking</i>						
19.601	Vehicle Parking - Contractor/ Professional Visitor	-	6	300 /area	(1,800)	
<i>Subtotal Exterior Square Feet</i>					<b>(1,800)</b>	
<i>Staff/Facility Parking</i>						
19.602	Staff Vehicle Parking	-	12	300 /space	(3,600)	
19.603	DANE COUNTY SHERIFF'S OFFICE Vehicle Parking - Cars	-	30	300 /space	(9,000)	

#	Components	Persons or Units / Area	# of Areas	Space Standard	NSF	Notes
19.604	DANE COUNTY SHERIFF'S OFFICE Vehicle Parking - Evidence Drop Off	-	1	300 /space	(300)	Located near evidence drop-off to facilitate evidence transfers
19.605	DANE COUNTY SHERIFF'S OFFICE Vehicle Parking - Specialty Vehicles	-	2	400 /space	(800)	Mobile Command Unit; Dive Truck
<i>Subtotal Exterior Square Feet</i>					<i>(13,700)</i>	
<i>19.600</i>					<i>Total Exterior Square Feet</i>	<i>(15,500)</i>
<i>19.000</i>					<i>Total Interior Net Square Feet</i>	<i>33,957</i>
<i>19.000</i>					<i>Total Interior Gross Square Feet</i>	<i>45,756</i>
<i>19.000</i>					<i>Total Exterior Square Feet</i>	<i>(15,500)</i>

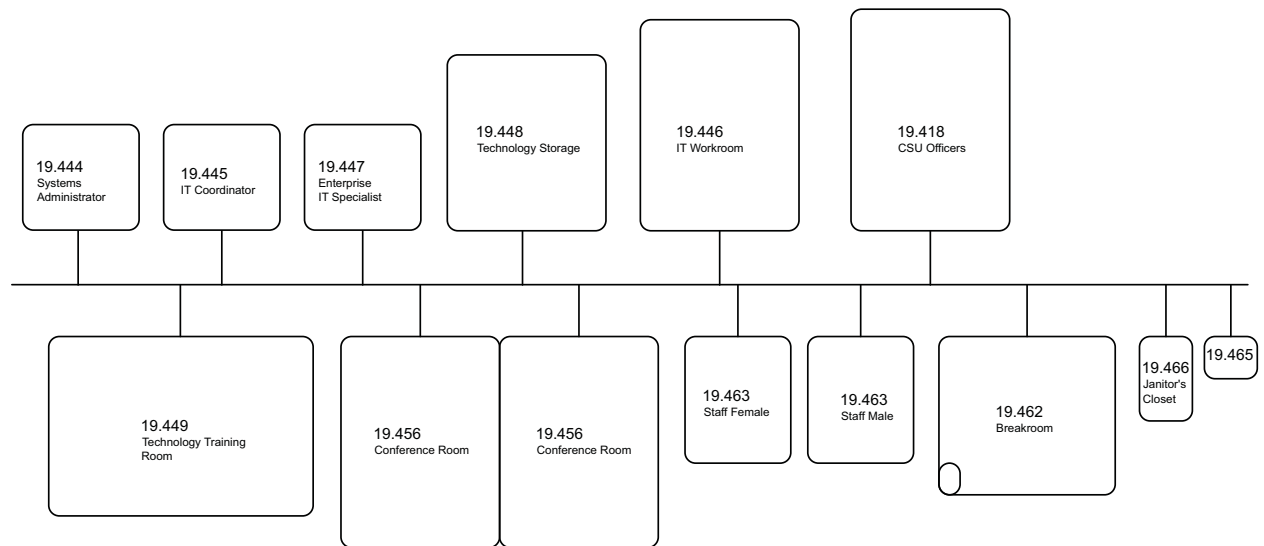


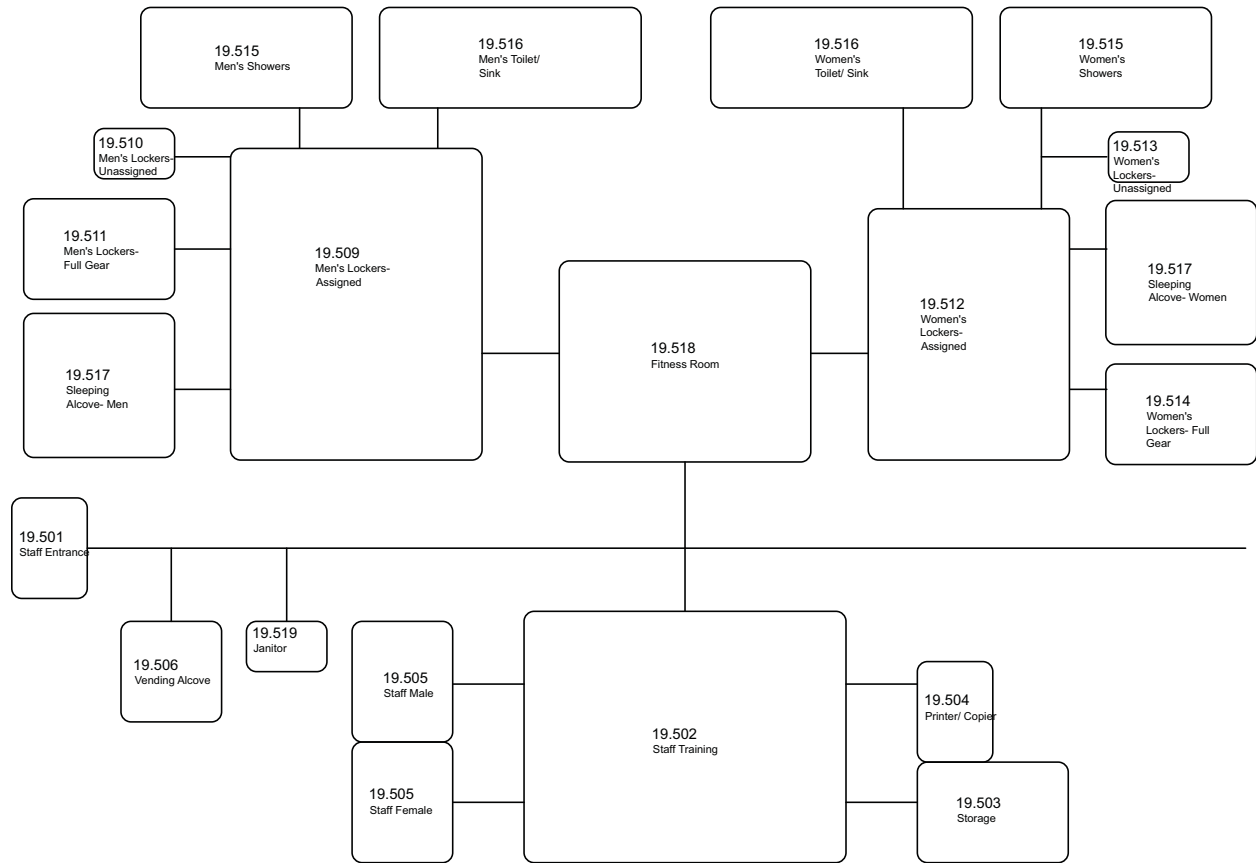












## **VI. STAFFING PLAN AND OPERATING COSTS**



## A. PROPOSED STAFFING PLAN

### A.1. Introduction

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

With the proposed renovation or replacement of the existing Dane County Public Safety Building (PSB) and City/County Building (CCB), comes the reality that additional staff may be required to operate the future Dane County Jail safely and securely. The proposed staffing plan (and associated post coverage plans), which looks at the future build out of the facility, will prove helpful to Dane County officials and the Mead & Hunt/PBA team as the planning process moves forward and plans are developed to meet the future correctional needs of Dane County.

The proposed post coverage plans depict the deployment of staff necessary to carry out operations based on meeting the needs associated with the Jail having a combined bed capacity of 1,033, which is expected to accommodate the adult and youthful inmate populations through the year 2028.

This proposed staffing plan and the accompanying budget must be considered to be very preliminary in nature. There is no facility design at this juncture and detailed discussions have yet to occur relative to critical issues such as consolidation of functions. This plan is intended solely to provide Dane County with an initial reading concerning possible staffing requirements and order of magnitude associated costs.

The staffing figures are based on the operational discussions that have occurred with Dane County Sheriff's Office representatives. They also reflect the detailed operational and architectural program and preliminary facility concept drawings that have been developed at this point. In addition, the proposed staffing plan and operating budgets are based on the ideal design configuration that can only be achieved with the construction of a new facility. Other options that incorporate the existing Dane County Jail facilities may require additional personnel due to the constraints and challenges of renovating and expanding existing structures.

Before proceeding with actual allocation and budgeting of staff for the proposed Dane County Jail, additional work must occur during the next stage of the facility development process. This includes calculation of a shift relief factor (SRF, aka NAWH<sup>1</sup>) that will accurately represent the actual availability of Dane County Jail staff to work during the course of a year, taking into account absences due to days off, sick leave, FMLA,<sup>2</sup> and other factors. Additionally, a more refined staffing plan must be developed once the design progresses and actual floor plans are available. These steps will help to assure

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<sup>1</sup> NAWH = Net Annual Work Hours

<sup>2</sup> FMLA = Family Medical Leave Act

County officials that any staffing plan put into operation will reflect efficient, effective, sound correctional practice.

This report discusses the operational costs and staff deployment associated with a proposed new jail. It includes the following:

- a. The assumptions underlying the proposed staffing plans developed for the proposed jail.
- b. The definition of what and how a shift relief factor (NAWH) is applied in the development of a staffing plan, i.e., the provision to ensure scheduled post coverage for a jail accounting for all forms of days off and absences.
- c. The proposed post coverage for the proposed jail facility outlining by functional component the associated posts/positions and level of coverage.
- d. A summary of proposed staffing and associated costs.
- e. Assumptions used in developing an operating budget and per diems for the proposed jail.

### Net Annual Work Hours

Net Annual Work Hours (NAWH),<sup>3</sup> a process for calculating and expressing staffs' availability to work is based on a model supported by the National Institute of Corrections.

NAWH represents the number of hours staff is actually available to work at their assigned post, based on the contracted number of hours per year, e.g., 40 hours per work week x 52.14 weeks per year<sup>4</sup> = 2,086 hours, *minus* the average number of hours the average staff person is away from his/her primary post assignment per year. An accurate NAWH for each job classification requires information on all possible time-off and differential assignment categories. NAWH is a more sensitive calculation method because it is based on hours rather than days, and it lends itself to different shift configurations better than a SRF calculation. Different classifications of employees will have different NAWH because of the amount of vacation time or training time that is allotted and used.

Some posts can be left vacant temporarily during an employee's absence; other posts must be staffed at all times during a single shift, more than one shift, or certain days of the week. To determine how many people are needed to fill each post, it is necessary to calculate how many hours each year the average employee is actually available to work, i.e., the NAWH. The total number of hours of coverage needed annually for each job assignment is then divided by the NAWH for employees in that job classification to determine the number of full-time equivalent (FTE) staff required to provide the necessary coverage. For example, if a post is covered on a 24-hour/7-day basis, or 8,760 hours per year, and a single person assigned to the post is available 1,752 hours per year (NAWH), five FTE staff will be needed to provide the desired coverage ( $8,760 \div 1,752 = 5.0$ ).

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<sup>3</sup> Liebert, Dennis and Rod Miller. *Staffing Analysis Workbook for Jails 2<sup>nd</sup> Ed.* Washington, 2001.

<sup>4</sup>  $365 \text{ days per year} \div 7 \text{ days per week} = 52.14 \text{ weeks per year}$

The proposed staffing plan identifies both recommended post assignments for unrelieved assignments, e.g., Huber Counselor whose position is unfilled when they are on leave or otherwise unavailable, as well as the post assignments that require coverage even in the absence of assigned staff, i.e. these posts are manned at all scheduled times, e.g., central control.

The job classifications that require relief coverage and their corresponding NAWH, which have been provided by Dane County Jail officials,<sup>5</sup> are outlined in Table A.1.

**Table A.1: Job Classification NAWH Schedule**

Job Classification	Net Annual Work Hours <sup>6</sup>
Lieutenant	1,468
Sergeant	1,446 <sup>7</sup>
Deputy III	1,467 <sup>8</sup>
Deputy I-II	1,409 <sup>9</sup>
Jail Clerk	1,503
Security Support Specialist	1,558

## A.2. Proposed Staffing Plan Assumptions

The proposed staffing plan for the proposed Jail is generally premised on current practices with appropriate modifications noted. These modifications reflect enhanced service delivery and reduced liability; the plan reflects sound correctional practices and strives to maximize cost effectiveness.

The proposed staffing plan for the jail is generally based on and organized like the operational program outlined in the *Dane County Jail and Sheriff's Office Needs Assessment Master Plan - Operational and Architectural Program* report,<sup>10</sup> which describes in detail how each component is to function, as well as the hours of operation and security requirements. The plan supports and expands on the current inmate management approach preferred by the Dane County Jail, i.e., direct supervision.

This is not an exhaustive, position-by-position justification, but rather an overview of each area as it relates to implications for staffing. The detailed proposed post coverage plan for the Jail is included later in the report.

<sup>5</sup> Source: Richelle Anhalt, DCSO Security Services Captain

<sup>6</sup> NAWHs were calculated based on 2012 data. Source: Richelle Anhalt, DCSO Security Services Captain. To better capture trends and anomalies, it is recommended that NAWH calculations be based on at least three years' worth of data.

<sup>7</sup> NAWH for Sergeants (rotating). Source: Richelle Anhalt, DCSO Security Services Captain

<sup>8</sup> NAWH for Deputy III (rotating). Source: Richelle Anhalt, DCSO Security Services Captain

<sup>9</sup> NAWH for Deputy I-II (rotating). Source: Richelle Anhalt, DCSO Security Services Captain

<sup>10</sup> Pulitzer/Bogard & Associates, LLC *in association with* Mead & Hunt, Inc. Lido Beach, NY. October 2013.

**1.000 Public Lobby**

1. The public lobby, which will serve as the central reception point for all visitors to the Jail, will be accessible on a 24-hour/7-day basis, and be staffed on a 16-hour/7-day basis. When the public lobby is not staffed, staff will be dispatched from within the facility to receive visitors and perform security screening as required.
2. All persons entering the Jail will be security screened, including individuals seeking access to the Sheriff's Office and the initial appearance court.
3. Staff will be required to pass through security screening prior to assuming their assignments. The Shift Commander will assign additional staff during peak periods, such as shift change.
4. Staff will process mail five days per week, excluding holidays.

**2.000 Administration**

5. The Security Services Captain will serve as the jail administrator. Three lieutenants and their immediate staff are responsible for the coordination and implementation of the operations for the Jail. A lieutenant will be assigned to each of the following areas of responsibility: 1) Security; 2) Programs/Treatment Services; and 3) Standards Compliance/Contractual/PREA.
6. In the absence of the Mail Clerk, the clerical specialists assigned to classification and programs will assume responsibility for processing the mail as an added duty.
7. Sheriff's Office staff that is presently assigned to perform the following Dane County Jail administrative functions will continue to do so in the future. Accordingly, they are not reflected in the proposed staffing plan and include:
  - Human Resources
  - Personnel Records
  - Investigative Services
  - Information Systems Management
  - Office of Standards and Professionalism
8. It is assumed that the County's Department of Administration – Information Management will experience a corresponding increase in information technology (IT) and telecommunications specialists, which will be necessary to provide the requisite technology support for the new proposed Jail. If dedicated IT personnel are not realized, the Dane County Jail will need to adjust the proposed staffing for the new proposed Jail to include IT specialists.

**3.000 Visitation**

9. The primary method for visiting inmates at the Jail will be noncontact in nature via video visitation, with eligible inmates being authorized contact visits.
10. Inmates' personal visits will be held seven days a week. Professionals seeking a contact visit may visit during regular business hours.



11. Staff will be assigned to visitor registration and scheduling, and coordination and supervision of the visitation component.
12. A Utility Officer will assist in visitor check-in, patrolling of the video visitation area, and searching inmates and the visitation area.

#### **4.000 Initial Appearance Court**

13. Initial appearance court will function as it presently does.
14. No staff is associated specifically for this function within the proposed staffing plan. A Utility Officer will assist in supervising inmates awaiting initial appearance court, escorting inmates to/from the initial appearance court, and/or handling, on behalf of the jail, paperwork associated with initial appearance hearings.
15. A Jail Record Clerk may, on behalf of the Jail and as a part of his/her regularly scheduled duties, attend initial appearance proceedings.

#### **5.000 Staff Support**

16. Staff will be required to successfully pass through security screening in the public lobby.
17. The Security Lieutenant is responsible for overseeing training for jail staff, including contract staff. The proposed staffing plan provides for a full-time training specialist.
18. The Training Specialist will serve as the Jail's designated Armorer and Key/Locksmith Officer, which will be an added duty (see section 6.000 Security Operations).
19. The proposed staffing plan provides sufficient staffing to allow officers assigned to a post that must be continuously staffed to take one 30-minute meal break and two 15-minute respite breaks per shift. Staff assigned to other posts will assist in providing staff breaks, e.g., Utility Officer.

A number of posts can be self-relieving, e.g., Central Control room staff, admissions staff, or post to be shut down during the scheduled break period, e.g., program security post can be closed daily between 12 Noon and 12:30 p.m.

#### **6.000 Security Operations**

20. The Shift Commander (Lieutenant) will be responsible for overall day-to-day shift operations of the Jail. This represents a modification in the current command structure that presently has a sergeant responsible for overall shift operations. This change in rank becomes necessary due to the need for supervisors who are responsible for shift operations in specific/specialized functional areas, e.g., intake/release, housing units, etc. The Dane County Sheriff's Office does not presently have a rank lower than sergeant at this time, e.g., corporal. The Shift Commanders would have the rank of sergeant and those supervisors responsible for shift operations in specific/specialized functional areas would have the rank of corporal. A change in rank structure would also result in reduced personnel costs.

21. Central Control will be staffed with two operators on a 16-hour/7-day basis, and will be operated by a single operator on third shift, seven days per week. The Shift Commander may assign additional staff during periods of increased activity.
22. The CET is comprised of specially trained staff, for which CET is an added duty rather than a full-time assignment.
23. The Training Specialist is designated as the Armorer and the Key/Locksmith Officer to manage the armory and the keys and locks for the Dane County Jail (see section 5.000 Staff Support).
24. A cadre of Utility Officers is provided to perform inmate escorts and provide back up to various functions during periods of high volume, e.g., shift-change security screening, medical escort, initial appearance court, foodservice - meal trays, laundry, commissary, or provide coverage during unscheduled periods, respond to emergencies, and to provide relief for staff breaks.

### 7.000 Intake/Release

25. The intake/release area will function somewhat similarly to the current operation, albeit with some new functional elements. This component includes law enforcement processing (including pre-receiving health screening), booking, property, short-term holding, release for bail, transportation for court or other reasons, and release/transfer from/into the Jail.
26. Dane County Jail staff will complete pre-admission processing for all new arrestees at the time they are brought into the arrest processing area. Pre-admission processing will include pat searches, arrestee identification verification, and money collection. A pre-receiving health screening will be conducted by health care staff prior to admission into the law enforcement processing area.
27. Because the intake/release function is one of the areas where the Jail's risk exposure is greatest, the proposed staffing plan provides for an Intake Supervisor on a 24-hour/7-day basis. The Intake Supervisor has responsibility for day-to-day intake/release operations, providing guidance and direction to intake/release staff, and assisting as necessary.
28. The Booking Coordinator is responsible for monitoring and coordinating intake/release shift activities in a manner that results in the proper processing of inmates being admitted into and/or released from the Jail in a timely manner, maintaining accurate records and logs, and supplementing intake/release staff in completion of their assigned duties. The proposed staffing plan provides for the Booking Coordinator on a 24-hour/7-day basis.
29. Booking/Release Clerks are responsible for administrative/data entry task associated with inmates' admission and release into/from the Jail.
30. Security Support Specialists are responsible for the collection of fingerprints and photographs.
31. The warrants function is a function of the Sheriff's Office - Support Services Division

and, therefore, associated staff is not reflected in the proposed staffing plan.

32. The Civilian Supervisor is responsible for overseeing records, accuracy of data entry, etc., as well as providing performance supervision of civilian personnel assigned to the intake/release function. The Intake Supervisor and Booking Coordinator may direct daily activities of civilian staff in as much as such direction contributes to the efficient operation of the intake/release area.
33. Pretrial services will be provided by contract personnel and, therefore, not reflected in the proposed staffing plan.
34. Select intake staff will be specially trained to perform the initial classification screening to determine if there are any special management and/or housing considerations. Staff must be scheduled in a manner that ensures the presence of a qualified staff person to conduct initial classification screenings on each shift.
35. Scheduled inmate transports are a function of the Sheriff's Office - Support Services Division and, therefore, associated staff is not reflected in the proposed staffing plan. The Shift Commander will assign on-duty staff as needed to handle unscheduled and emergency inmate transports. Data should be collected and analyzed to determine whether designating staff specifically for this purpose is warranted.

#### **8.000 Housing - Adult Inmates**

36. The housing pods have been grouped into housing units. A housing unit is a cluster of housing pods, typically three to four housing pods are served by a single decentralized programs and activities center.
37. Four housing units are planned for the Jail to accommodate the adult population. The housing units (HU) include the following:
  - a. HU1: Male Reception, Male Medical, Male Acute/Subacute, Male Mental Health, Female Medical/Mental Health - 254 total beds<sup>11</sup>
  - b. HU2: Male General Population (GP) - 256 total beds
  - c. HU3: Male GP, Male GP Flex, and Male Administrative Segregation (Ad Seg) and Disciplinary Detention (DD), and Male and Female Youthful Inmates - 256 total beds
  - d. HU4: Male GP Huber, Female Reception, Female GP Huber, and Female GP - 256 total beds<sup>12</sup>
38. Table A.2 outlines the recommended housing units and associated bed distribution for inmates based on the operational and architectural program and projected 2028 bed needs. It should be noted that male and female medical observation beds are

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<sup>11</sup> HU1 must be proximal to the health services clinic and intake/release. Male reception housing is assumed to be proximal to the classification function.

<sup>12</sup> Female reception housing is assumed to be proximal to the classification function.

not represented in Table A.2. These beds are discussed in section 13.000 Health Care Services.

**Table A.2: Distribution of Housing Beds, Adults - Year 2028**

Housing Category	No. Of Pods	Total Beds	Space Program Number
<b>Housing Unit 1</b>		254	
Male Reception (>8 Hours)	2	104	8.100A-B
Male Medical	1	32	13.400
Male Acute/Subacute	1	26	13.500
Male Mental Health	1	64	13.600
Female Medical/Mental Health	1	28	13.700
<b>Housing Unit 2</b>		256	
Male GP	4	256	8.200A-D
<b>Housing Unit 3</b>		216	
Male GP	2	128	8.200E-F
Male GP Flex	1	64	8.300
Male Ad Seg/DD	1	24	8.500
<b>Housing Unit 4</b>		256	
Male GP Huber	2	128	8.400A-B
Female Reception & GP Huber	1	64	8.600
Female GP	1	64	8.700
<b>Total Beds</b>		<b>982</b>	

39. When practical, the housing pods will be operated following the principles of direct supervision with a Housing Officer in charge of a housing pod with up to 64 inmates.
40. Unit Supervisors (Sergeant) will be responsible for directing daily operations of assigned housing units. A Unit Supervisor will provide backup to the housing officers as necessary, monitor common corridors, and provide guidance and direction to unit staff. The proposed staffing plan provides for two Unit Supervisors; one Unit Supervisor will be responsible for both HU1 and HU3, and the other Unit Supervisor will be responsible for both HU2 and HU4.
41. The proposed staffing plan provides for a Utility Officer assigned to each housing unit on a 24-hour-7-day basis to provide backup to the housing officers as necessary, monitor common corridors, inmate escort, assist the Housing Officer during peak activity periods, provide meal/respice breaks, etc.

Because many of the inmates assigned to HU1 are special needs and require specialized services, and are staff intensive to supervise, i.e., acute mental illness, seriously persistently mentally ill, high custody, etc., the proposed staffing plan provides an additional Utility Officer assigned to HU1 during the dayshift to accommodate the increased demands generated by this population.

42. Although the HU1 male acute/subacute mental health and the HU1 female medical/mental health housing pods are small, one officer will be assigned to each housing pod because of the unpredictable nature of the population and its need for more staff intensive services. As noted under health care, a mental health

professional will also be assigned to this area (see section I.6. Staffing Assumptions and Recommendations - Health Care Services).

43. Based on the assumption that the male medical housing pod and the medical observation beds (see section 13.000 Health Care Services) will be collocated, though each area is separate and distinct. The proposed staffing plan provides a single officer to supervise both areas on a 24-hour/7-day basis.
44. In the decentralized program centers, adjacent to and designed to serve the housing unit, the Utility Officer assigned to the housing unit will also provide security supervision and coordinate activities and movement within the decentralized program center.

### 9.000 Housing - Youthful Inmates

45. Housing for youthful inmates, both male and female, are configured as a single housing unit, albeit on a smaller scale than planned for adult inmates.
46. The housing pods designated for youthful inmates will be grouped into a single housing unit, which will be served by a dedicated decentralized programs and activities center. Table A.3 outlines the recommended bed distribution for the youthful inmate housing unit.

**Table A.3: Distribution of Housing Beds, Youthful Inmates - Year 2028**

Housing Category	No. Of Pods	Total Beds	Space Program Number
Male Youthful Inmate Flex	1	24	9.200
Female Youthful Inmate Flex	1	16	9.300
<b>Total Beds</b>		<b>40</b>	

47. The housing pods will be operated following the principles of direct supervision.
48. For purposes of unit supervision, the youthful inmate housing unit is considered part of HU3 (see 8.000 Housing) and, therefore, will be the responsibility of the Unit Supervisor responsible for HU3 operations.
49. The proposed staffing plan provides for a Utility Officer assigned to the youthful inmate housing unit on a 24-hour-7-day basis to provide backup to the housing officers as necessary, monitor common corridors, inmate escort, assist the Housing Officer during peak activity periods, provide meal/respice breaks, etc.
50. It is anticipated that there will be a heavy emphasis on programming for youthful inmates, with many youthful inmates engaged in intensive educational programs. In the decentralized program center, adjacent to and designed to serve the youthful inmate housing unit, the Utility Officer assigned to the youthful inmate housing unit will provide security supervision and coordinate activities and movement within the youthful inmate housing decentralized program center. The Madison Metropolitan School District provides the teachers who will be providing education classes and services for youthful inmates. Accordingly, these positions are not reflected in the

proposed staffing plan.

### 10.000 Programs and Services

51. The delivery of programs will be through contract or volunteer program staff. Industries programs will also be provided and associated staffing is described in section 12.000 Industries.
52. The Programs Director has oversight responsibility for programs, work release, inmate discipline, and inmate grievances, and will serve as the program volunteer coordinator.
53. Hours for conducting programs within the centralized programs areas will be eight hours, five days per week to reflect Dane County's commitment to expanding and increasing programs and services being made available to all inmates. It is recommended that these hours encompass both daytime and evening hours, which is when inmates who are unavailable during the day are available to participate and/or program volunteers have availability to provide services. Security staff is assigned on an 8-hour/5-day basis to provide security supervision and coordinate activities and movement associated with the central programs areas, including the central library.
54. In the decentralized program centers, constructed adjacent to and designed to serve the housing units, Utility Officers are assigned to provide security supervision and coordinate activities and movement within a housing cluster (see section 8.000 Housing-Adult).
55. With an anticipated underroof Huber population of 150 (approx.), three Huber Counselors are assigned to work with the Huber inmates. It is expected that counselors will collaborate with classification staff and program delivery personnel to determine appropriate program placements for individual inmates. In addition, the proposed staffing plan provides for an Inmate Workforce Coordinator who develops and places inmates, including those individuals in the jail diversion program, in volunteer work situations within the community.
56. It is assumed that the Reentry Coordinator will continue to be funded through the County's Department of Human Services and, therefore, is not reflected in the proposed staffing plan.
57. Clerical staff supports programs by tracking program activities, filing, reception, volunteer registrations, etc., and supports classification by tracking classification activities (e.g., review dates, reclassification hearings), filing, reception, volunteer registrations, etc.
58. Management of inmate behavior is a key component of jail safety and security. Critical to this is properly assessing the risk and needs of each inmate individually so that decisions regarding housing assignments, supervision levels, program placement and access to services is done in a manner that safeguards the individual inmate, other inmates, staff and the public, and ensures facility security. The proposed staffing plan provides staff responsible for conducting classifications, classification reviews, hearings, and appeals, for providing supervisory oversight, and for providing administrative support. In addition, classification staff will determine eligibility and

coordinate non-Huber inmates' participation in programs and services.

59. Inmate classifications will be conducted a minimum of eight hours, seven days per week. For Monday through Friday, the proposed staffing plan provides for 16 hours of coverage during the dayshift, and 8 hours of coverage during the evening shift.
60. The proposed staffing plan recognizes and provides the capacity to respond to inmate management-related issues, i.e., inmate discipline, inmate grievances, etc. This allows the Jail to respond to these issues in a timely manner thereby providing a prompt, appropriate response to inappropriate inmate behavior in a structured way, and resolving complaints and problems in a way that reduces litigation and potential liability.

The proposed staffing plan provides a Grievance/Discipline Supervisor who is responsible for coordinating and managing both inmate discipline and grievances, and is also expected to process inmate grievances and discipline (conduct hearings, etc.). The Grievance/Discipline Supervisor directs and supervises the grievance and discipline officers.

#### **11.000 Jail Diversion/Bail Monitoring**

61. The jail diversion program will operate as it presently does.
62. The bail monitoring program is funded and operated by the County Court and, therefore, is not reflected in the proposed staffing plan.

#### **12.000 Industries**

63. Jail Industries is a new function planned for the Jail. Since there is no established jail industry, new staff will be required to create and start the jail industries programs. It is assumed that personnel and start up costs associated with jail industries will be funded through grants and/or the inmate benefit account. It should be the goal of the program to be self-funding through revenues generated by the sale of goods and services. Therefore, associated staff is not reflected in the proposed staffing plan.

#### **13.000 Health Care Services**

64. It is assumed that contracted professionals will provide health care services, including medical, mental health and dental (see section I.6: Staffing Assumptions and Recommendations - Health Care Services).
65. The majority of health care services, which includes triage and medication administration, may be provided within the housing pods or the decentralized program and activities centers, and the HU Utility Officer will provide security supervision and coordination.
66. Medical observation beds for both males and females are assumed to be adjacent to the clinic. In addition, there is an assumption that the male medical housing pod and the medical observation beds will be co-located, though each area is separate and distinct. The proposed staffing plan provides a single officer to supervise both areas on a 24-hour/7-day basis (see section 8.000 Housing-Adult Inmates). Table A.4

outlines the medical observation beds.

**Table A.4: Medical Observations Beds - Year 2028**

Housing Category	No. Of Pods	Total Beds	Space Program Number
Male Medical Observation	1	8	9.200
Female Medical Observation	1	3	9.300
<b>Total Beds</b>		<b>11</b>	

67. A Clinic Officer will provide the security for the clinic, which will operate 12 hours per day (7 am – 7 pm) in addition to emergency response as needed.
68. Consistent with PREA standards and based on the proposed configuration and location of the medical observation beds, a male will supervise male inmates housed in the medical observation and a female will supervise female inmates housed in the medical observation.
- This requirement will be met depending upon the inmates' genders that are occupying medical observation beds. For example, if inmates of both genders are occupying medical observation beds, between security and health care staff, there must be one male and one female staff member on duty.
69. A Utility Officer is assigned to the clinic on a 12-hour/7-day basis (8 hours dayshift, 4 hours evening shift) to provide escort services for sick call for multiple providers and nurses. This position will also provide relief and support to the Clinic Officer.

#### **14.000 Foodservice**

70. The foodservice component will supply all inmate meals for the jail. Food will be prepared three times daily in a central kitchen using inmate labor presumably under the direction of contracted facility staff.<sup>13</sup> Food trays are prepared and delivered to individual housing pods. Dining for most inmates is in the dayroom space although inmates in lockdown will be required to eat in their cells.
71. The Foodservice Director, a contracted professional, will direct and supervise inmate workers assigned to the kitchen, and will also direct and supervise inmate workers assigned to the laundry (see section 15.000 Laundry).
72. The proposed staffing plan provides for a Kitchen/Laundry Officer on a 16-hour/7-day basis to provide intermittent security supervision of the kitchen and laundry, which will include checks/searches for contraband (see section 15.000 Laundry).
73. Utility Officers will supervise inmate workers as they transport food trays to/from the housing units where housing unit staff will be responsible for distribution/collection of meal trays. This will include spot checking carts/trays for contraband.

<sup>13</sup> While the proposed staffing plan assumes foodservice will be a contracted service, staffing for foodservice will need to be re-evaluated should this service not be outsourced.



**15.000 Laundry**

74. The laundry will operate five days per week, one shift per day.
75. Using inmate labor, all institutional and inmate personal laundry will be washed in the central laundry. Laundry services provide for the provision of clean clothing, towels and washcloths twice per week, and clean bed linens once per week.
76. The Foodservice Director will direct and supervise inmate workers assigned to the laundry (see section 14.000 Foodservice).
77. The Kitchen/Laundry Officer will provide intermittent security supervision of the laundry area, including checks/searches for contraband (see section 14.000 Foodservice). Utility Officers will supervise inmate workers as they transport clean and/or soiled carts to/from the housing pod/central laundry and spot check carts for contraband. The Housing Officer will supervise laundry exchange within the housing pod.

**16.000 Warehouse/Commissary**

78. The warehouse/commissary component for the jail includes the facility's central storage area, commissary staging, and the service yard/loading dock. All supplies and goods that enter the institution will first be processed through the warehouse.
79. The Warehouse Coordinator will manage the overall warehouse operation, including coordination of deliveries for all food, commissary, institutional supplies, and medical supplies, and is also responsible for distributing product throughout the Jail.
80. The proposed staffing plan assumes the Warehouse Coordinator and Environmental Coordinator will be cross-trained.
81. The Warehouse/Maintenance Officer provides security supervision for activities associated with the warehouse/commissary function, particularly during deliveries, and the maintenance function (see section 17.000 Maintenance/Central Plant).
82. It is assumed that commissary will continue as a contracted service. No staff is associated specifically for commissary within the proposed staffing plan.

### 17.000 Maintenance/Central Plant

83. The maintenance/central plant component for the jail includes maintenance and housekeeping, and other building support.
84. It is assumed that maintenance will continue to be a function of the County maintenance department and, therefore, are not reflected in the proposed staffing plan.
85. The proposed staffing plan provides for an Environmental Coordinator who is responsible for ensuring the jail is properly cared for and maintained in a clean and sanitary manner. The Environmental Coordinator is responsible for overseeing and directing inmate worker work assignments and periodic supervision of inmate workers throughout the day. *Note: Developing a sanitation training program for inmates provides inmates with job skills that can be transferred into employment opportunities upon release and provides potential savings to the County if the inmate worker program is expanded to perform services that are currently contracted.*
86. The Environmental Coordinator will be trained to serve as the Jail's Life-Safety Officer, and will also be responsible for fire safety and will conduct drills in coordination with designated Jail staff.
87. The Warehouse/Maintenance Officer provides security supervision of the maintenance function and for activities associated with the warehouse/commissary function (see section 16.000 Warehouse/Commissary).
88. The Environmental Coordinator, in collaboration with the Warehouse Coordinator, directs the daily work activities of the Warehouse/Maintenance Officer, a position shared between the warehouse/commissary and maintenance functions.
89. The proposed staffing plan assumes the Warehouse Coordinator and Environmental Coordinator will be cross-trained.

### 18.000 Parking

90. No staff is associated with this function.

### A.3. Staffing summary

A total of 311.9 staff is anticipated to operate the Jail as described in the operational and architectural program to meet the future 2028 inmate population. Table A.5 compares staff levels for the baseline current staffing with that which is projected for the new/expanded Jail, both in raw numbers as well as staff per one hundred inmate ratios. Without the youthful inmates, the staff: 100 inmate ratio is 21% lower than the current staffing ratio. The tables and narrative that follows clarifies where the differentials are occurring.

**Table A.5: Dane County Jail FTE Staffing Summary<sup>14</sup>**

	Staff	ADP/ Capacity	Staff: 100 Inmates <sup>15</sup>
<b>Baseline Today</b>	284.5 <sup>16</sup>	744 <sup>17</sup>	38.2
<b>Projected with 9.000 Housing - Youthful Inmates</b>	311.9	1,033	30.2
<b>Projected without 9.000 Housing - Youthful Inmates</b>	293.2	993	29.5

Table A.6 summarizes the total number of staff associated with each functional component described in the program report.<sup>18</sup> It includes the staff per one hundred inmate ratios broken down by functional component and compares the difference between the current and proposed staff per one hundred inmate ratios.

**Table A.6: Staffing Summary by Functional Component<sup>19</sup>**

Section No.	Functional Component	FTE		Staff: 100 Inmates		
		Current	Proposed	Current	Proposed	Delta
1.000	Public Lobby	13.0	5.1	1.7	0.5	-1.2
2.000	Administration	9.0	9.0	1.2	0.9	-0.3
3.000	Visitation	8.0	3.1	1.1	0.3	-0.8
4.000	Initial Appearance Court	0.0	0.0	0.0	0.0	0.0
5.000	Staff Support	0.0	1.0	0.0	0.1	0.1
6.000	Security Operations	62.0	38.1	8.3	3.7	-4.6
7.000	Intake-Release	23.0	50.3	3.1	4.9	1.8
8.000	Housing - Adult Inmates	148.0	151.0	19.9	14.6	-5.3
9.000	Housing - Youthful Inmates	0.0	18.7	0.0	1.8	1.8
10.000	Programs, Activities and Services	8.5	13.9	1.1	1.3	0.2
11.000	Jail Diversion/Bail Monitoring	10.0	11.0	1.3	1.1	-0.3
12.000	Industries	0.0	0.0	0.0	0.0	0.0
13.000	Health Care Services	2.0	3.1	0.3	0.3	0.0
14.000	Foodservice	0.0	4.1	0.0	0.4	0.4
15.000	Laundry	0.0	0.0	0.0	0.0	0.0
16.000	Warehouse/Commissary	1.0	2.5	0.1	0.2	0.1
17.000	Maintenance/Central Plant	0.0	1.0	0.0	0.1	0.1
18.000	Parking	0.0	0.0	0.0	0.0	0.0
<b>TOTALS</b>		<b>284.5<sup>20</sup></b>	<b>311.9</b>	<b>38.2</b>	<b>30.2</b>	<b>-8.2</b>

<sup>14</sup> Calculations were completed in MS Excel using numbers with two decimal places. As a result, totals may not add due to rounding.

<sup>15</sup> Staff: 100 Inmates ratio calculation = Staff ÷ (ADP or Capacity ÷ 100)

<sup>16</sup> The baseline and projected staff includes jail diversion.

<sup>17</sup> 2013 YTD ADP as of 11/05/2013. Source: Richelle Anhalt, DCSO Security Services Captain

<sup>18</sup> Pulitzer/Bogard & Associates, LLC in association with Mead & Hunt, Inc. Dane County Jail and Sheriff's Office Needs Assessment Master Plan - Operational and Architectural Program Report. October 2013.

<sup>19</sup> Calculations were completed in MS Excel using numbers with two decimal places. As a result, totals may not add due to rounding.

<sup>20</sup> This includes 23 Task Force Deputies (Deputy I-II) allocated to the Support Services and Administration Divisions who are

Table A.7 compares staffing levels by job classification.

**Table A.7: Dane County Jail FTE Staffing Summary by Job Classification<sup>21</sup>**

Job Classification	Current FTE	Proposed FTE	Delta
Security Services Captain	1	1	0.0
Administrative Manager	1	1	0.0
Lieutenant	3	9	6.0
Sergeant	16	22.2	6.2
Deputy III	8	7	-1.0
Deputy I-II	188 <sup>22</sup>	215.2	27.2
Jail Clerk	15	13.6	-1.4
Security Support Specialist	38	22.6	-15.4
Civilian	14.5	20.4	5.9
<b>Total</b>	<b>284.5</b>	<b>311.9</b>	<b>27.4</b>

In comparing the current number of staff with the proposed staffing plan, the differences in the number of positions are being driven primarily by:

1. Operation of a youthful inmate housing unit.
2. Specialized housing for inmates requiring medical and mental health services.
3. Expanded programs and services with a focus on serving all inmates.
4. An increase in the number of lieutenants and sergeants, which reflects the need for additional supervisors necessary to oversee operations of the jail and in particular, the housing units. This is accomplished by increasing the current rank of the Shift Commander from sergeant to lieutenant. The supervisors responsible for the housing units, intake/release, and jail diversion carry the rank of sergeant.
5. Provides for a number of specialized positions that do not currently exist, e.g., Grievance/Discipline Supervisor, Training Specialist (Armorer, Key/Locksmith Officer), Director of Programs, and Environmental Coordinator.

#### **A.4. Proposed Post Coverage Plans**

A post coverage plan depicts the deployment of staff and coverage needs necessary to maintain appropriate levels of safety and security and to provide coverage for the various activities that occur in a facility. It identifies the minimum number and type of staff required. Table A.8 outlines the staffing proposed for the Jail. This table is organized into 12 columns with the terms defined below:

- **Pay Grade** - a salary classification that corresponds with the Dane County

assigned, as necessary, to provide post relief in the DANE COUNTY JAIL. It also includes 1 FTE, which represents the 2 LTE that presently fulfill the mail clerk function. Source: Richelle Anhalt, DCSO Security Services Captain

<sup>21</sup> Calculations were completed in MS Excel using numbers with two decimal places. As a result, totals may not add due to rounding.

<sup>22</sup> Id.

salary schedule.

- **Functional Post/Position** – brief descriptor of a specific position, post assignment or function.
- **Job Class** – personnel category designation of staff assigned to the post/position, i.e., Captain, Deputy, Civilian, etc.<sup>23</sup>
- **Day Shift** (8 Hrs) – the number of personnel hours required to cover the designated duty post on the dayshift, e.g., 7 am – 3 pm.
- **Evening Shift** (8 Hrs) – the number of personnel hours required to cover the designated duty post on the evening shift, e.g., 3 pm - 11 pm.
- **Night Shift** (8 Hrs) – the number of personnel hours required to cover the designated duty post on the nightshift, e.g., 11 pm – 7 am.
- **Number of Days per Week** – the number of days per week this duty post must be staffed.
- **Number of Hours per Week** – the sum total of the personnel hours per post multiplied by the number of days per week coverage is required.
- **Number of Hours of Coverage Per Year** – the sum of the number of personnel hours required to staff the post, without accounting for days off, vacations, sick leave, etc.
- **Post Relief** – indicates whether the duty post must be staffed in the absence of the person assigned.
- **Net Annual Work Hours (NAWH)** – the total hours the average employee is available for work per year. *Note: For purposes of completing the proposed post coverage plan, a full time position that is non-relieved is assumed to work an 8-hour day, 5 days per week or a 40-hour workweek. This equates to 2,086 hours annually.<sup>24</sup> In reality, there are select positions that don't require relief where the actual number of hours worked may be less due to total contracted hours. For example, full time deputies who work a non-relieved position are reflected at 2,086 hours in the proposed post coverage plan, though in reality they are contracted to work 1,950 hours annually. To use the actual contracted hours in this scenario would result in a calculation that would indicate a need for more staff than is necessary.*
- **Total FTE<sup>25</sup>** – the total number of personnel necessary to provide the required coverage per year that this duty post must be staffed.

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<sup>23</sup> Capt = Captain, AdMgr = Administrative Manager, Lt = Lieutenant, Sgt = Sergeant, Dep IV = Deputy IV, Dep III = Deputy III, Dep = Deputy I-II, SecSS = Security Support Specialist, J.Clerk = Jail Clerk, Civ = Civilian

<sup>24</sup> 2,086 hours = 40 hours per week x 52.14 weeks per year. 52.14 weeks = 365 days per year ÷ 7 days per week

<sup>25</sup> FTE = Full-time equivalent

Table A.8: Proposed Post Coverage Plan

Functional Post/Position	Job Class	Total Hours Day Shift	Total Hours Evening Shift	Total Hours Night Shift	No. of Days per Week	No. of Hours per Week	No. of Hours per Year	Post Relief	NAWH	Total FTE
<b>1.000 Public Lobby</b>										
Reception/Security Screening	Dep	8	8	0	7	112	5,840	Y	1,409	4.1
Mail Clerk	Civ	8	0	0	5	40	2,086	N	2,086	1.0
<b>Public Lobby Total</b>		<b>16</b>	<b>8</b>	<b>0</b>						<b>5.1</b>
<i>Public Lobby Staff per Shift</i>		2.0	1.0	0.0						
<b>2.000 Administration</b>										
Security Services Commander	Capt	8	0	0	5	40	2,086	N	2,086	1.0
Security	Lt	8	0	0	5	40	2,086	N	2,086	1.0
Programs/Treatment Services	Lt	8	0	0	5	40	2,086	N	2,086	1.0
Compliance/Contractual/PREA	Lt	8	0	0	5	40	2,086	N	2,086	1.0
Administrative Manager	AdMgr	8	0	0	5	40	2,086	N	2,086	1.0
Bookkeeper	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Risk Mgmt/Technology	Sgt	8	0	0	5	40	2,086	N	2,086	1.0
Programs/Support	Sgt	8	0	0	5	40	2,086	N	2,086	1.0
Clerical Specialist	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Visitor Registration (see 3.000)		0	0	0	0	0	0	N	2,086	0.0
<b>Administration Total</b>		<b>72</b>	<b>0</b>	<b>0</b>						<b>9.0</b>
<i>Administration Staff per Shift</i>		9.0	0.0	0.0						
<b>3.000 Visitation</b>										
Visitor Registration	SecSS	8	0	0	5	40	2,086	N	2,086	1.0
Visitation Officer	Dep	8	0	0	7	56	2,920	Y	1,409	2.1
<b>Visitation Total</b>		<b>16</b>	<b>0</b>	<b>0</b>						<b>3.1</b>
<i>Visitation Staff per Shift</i>		2.0	0.0	0.0						
<b>4.000 Initial Appearance Court</b>										
No associated positions		0	0	0	0	0	0	N	2,086	0.0
<b>Initial Appearance Court Total</b>		<b>0</b>	<b>0</b>	<b>0</b>						<b>0.0</b>
<i>IA Court Staff per Shift</i>		0	0	0						
<b>5.000 Staff Support</b>										
Training Specialist	Dep III	8	0	0	5	40	2,086	N	2,086	1.0
<b>Staff Support Total</b>		<b>8</b>	<b>0</b>	<b>0</b>						<b>1.0</b>
<i>Staff Support Staff per Shift</i>		1.0	0.0	0.0						
<b>6.000 Security Operations</b>										
Shift Commander	Lt	8	8	8	7	168	8,760	Y	1,468	6.0
Central Control	SecSS	16	16	8	7	280	14,599	Y	1,558	9.4
Armorer (see 5.000)		0	0	0	0	0	0	N	2,086	0.0
Key/Locksmith (see 5.000)		0	0	0	0	0	0	N	2,086	0.0
Utility Officer	Dep	32	32	24	7	616	32,118	Y	1,409	22.8
<b>Security Operations Total</b>		<b>56</b>	<b>56</b>	<b>40</b>						<b>38.1</b>
<i>Security Operations Staff per Shift</i>		7.0	7.0	5.0						
<b>7.000 Intake/Release</b>										
Intake Supervisor	Sgt	8	8	8	7	168	8,760	Y	1,446	6.1
Booking Coordinator	Dep III	8	8	8	7	168	8,760	Y	1,467	6.0
Intake Officer-Security	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
Booking/Release Clerk	J. Clerk	16	16	16	7	336	17,519	Y	1,503	11.7
Booking Prints & Photos	SecSS	8	8	8	7	168	8,760	Y	1,558	5.6
Property/Shower	Dep	8	8	8	7	168	8,760	Y	1,409	6.2

## STAFFING PLAN AND OPERATING COSTS

Functional Post/Position	Job Class	Total Hours Day Shift	Total Hours Evening Shift	Total Hours Night Shift	No. of Days per Week	No. of Hours per Week	No. of Hours per Year	Post Relief	NAWH	Total FTE
Property Clerk	SecSS	8	8	8	7	168	8,760	Y	1,558	5.6
Civilian Supervisor	Civ	0	8	0	5	40	2,086	N	2,086	1.0
Records Clerk	J. Clerk	8	0	0	7	56	2,920	Y	1,503	1.9
<b>Intake/Release Total</b>		<b>72</b>	<b>72</b>	<b>64</b>						<b>50.3</b>
<i>Intake/Release Staff per Shift</i>		9.0	9.0	8.0						
<b>8.000 Housing-Adult Inmates</b>										
<i>Housing Unit 1</i>										
Unit Supervisor-HU1 & HU3	Sgt	8	8	8	7	168	8,760	Y	1,446	6.1
8.100A: Male Reception	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
8.100B: Male Reception	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
13.400: Male Medical; Medical Obs	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
13.500: Male Acute/Subacute	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
13.600: Male Mental Health	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
13.700: Female Medical/MH	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
Utility Officer-HU1	Dep	16	8	8	7	224	11,679	Y	1,409	8.3
<i>Housing Unit 2</i>										
Unit Supervisor-HU2 & HU4	Sgt	8	8	8	7	168	8,760	Y	1,446	6.1
8.200A: Male GP	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
8.200B: Male GP	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
8.200C: Male GP	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
8.200D: Male GP	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
Utility Officer-HU2	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
<i>Housing Unit 3</i>										
8.200E: Male GP	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
8.200F: Male GP	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
8.300: Male GP Flex	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
8.500: Male Admin Seg/DD	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
Utility Officer-HU3	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
<i>Housing Unit 4</i>										
8.400A: Male GP Huber	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
8.400B: Male GP Huber	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
8.600: Fem Reception/GP Huber	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
8.700: Fem GP Flex	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
Utility Officer-HU4	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
<b>Housing-Adult Inmates Total</b>		<b>200</b>	<b>192</b>	<b>192</b>						<b>151.0</b>
<i>Housing-Adult Staff per Shift</i>		25.0	24.0	24.0						
<b>9.000 Housing-Youthful Inmates</b>										
9.200 Male GP Flex	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
9.300 Female GP Flex	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
Utility Officer-Youthful Inmates	Dep	8	8	8	7	168	8,760	Y	1,409	6.2
<b>Housing-Youthful Inmates Total</b>		<b>24</b>	<b>24</b>	<b>24</b>						<b>18.7</b>
<i>Housing-Youthful Staff per Shift</i>		3.0	3.0	3.0						
<b>10.000 Programs and Services</b>										
Director of Programs	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Inmate Workforce Coordinator	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Huber Counselor	Civ	24	0	0	5	120	6,257	N	2,086	3.0
Clerical-Programs & Classification	Civ	8	0	0	5	40	2,086	N	2,086	1.0

STAFFING PLAN AND OPERATING COSTS

Functional Post/Position	Job Class	Total Hours Day Shift	Total Hours Evening Shift	Total Hours Night Shift	No. of Days per Week	No. of Hours per Week	No. of Hours per Year	Post Relief	NAWH	Total FTE
Classification/Grievance Supervisor	Sgt	8	0	0	5	40	2,086	N	2,086	1.0
Classification Specialist (Mo-Fr)	Civ	16	8	0	5	120	6,257	N	2,086	3.0
Classification Specialist (Sa-Su)	Civ	8	0	0	2	16	834	N	2,086	0.4
Grievance/Discipline Officer	Civ	16	0	0	5	80	4,171	N	2,086	2.0
Security-Central Programs	Dep	4	4	0	5	40	2,086	Y	1,409	1.5
<b>Programs and Services Total</b>		<b>100</b>	<b>12</b>	<b>0</b>						<b>13.9</b>
<i>Programs &amp; Services Staff per Shift</i>		12.5	1.5	0.0						
<b>11.000 Jail Diversion/Bail Monitoring</b>										
Jail Diversion (JD) Director	Sgt	8	0	0	5	40	2,086	N	2,086	1.0
JD Deputy	Dep	24	24	0	5	240	12,514	N	2,086	6.0
JD Case Manager	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Clerical Specialist	Civ	16	0	0	5	80	4,171	N	2,086	2.0
JD Scheduling	SecSS	8	0	0	5	40	2,086	N	2,086	1.0
<b>Jail Diversion/Bail Monitoring Total</b>		<b>64</b>	<b>24</b>	<b>0</b>						<b>11.0</b>
<i>Jail Div/Bail Mon Staff per Shift</i>		8.0	3.0	0.0						
<b>12.000 Industries</b>										
No associated positions		0	0	0	0	0	0	N	2,086	0.0
<b>Industries Total</b>		<b>0</b>	<b>0</b>	<b>0</b>						<b>0.0</b>
<i>Industries Staff per Shift</i>		0.0	0.0	0.0						
<b>13.000 Health Care Services</b>										
Clinic Officer	Dep	8	4	0	7	84	4,380	Y	1,409	3.1
Medical/MH Housing (see 8.000)		0	0	0	0	0	0	N	2,086	0.0
<b>Health Care Services Total</b>		<b>8</b>	<b>4</b>	<b>0</b>						<b>3.1</b>
<i>Health Care Services Staff per Shift</i>		1.0	0.5	0.0						
<b>14.000 Foodservice</b>										
Kitchen/Laundry Officer	Dep	8	4	4	7	112	5,840	Y	1,409	4.1
<b>Foodservice Total</b>		<b>8</b>	<b>4</b>	<b>4</b>						<b>4.1</b>
<i>Foodservice Staff per Shift</i>		1.0	0.5	0.5						
<b>15.000 Laundry</b>										
Laundry Officer (see 14.000)		0	0	0	0	0	0	N	2,086	0.0
<b>Laundry Total</b>		<b>0</b>	<b>0</b>	<b>0</b>						<b>0.0</b>
<i>Laundry Staff per Shift</i>		0.0	0.0	0.0						
<b>16.000 Warehouse/Commissary</b>										
Warehouse Coordinator	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Warehouse/Maintenance Officer	Dep	8	0	0	5	40	2,086	Y	1,409	1.5
<b>Warehouse/Commissary Total</b>		<b>16</b>	<b>0</b>	<b>0</b>						<b>2.5</b>
<i>Warehouse/Comm Staff per Shift</i>		2.0	0.0	0.0						
<b>17.000 Maintenance/Central Plant</b>										
Environmental Coordinator	Civ	8	0	0	5	40	2,086	N	2,086	1.0
Maintenance Officer (see 16.000)		0	0	0	0	0	0	N	2,086	0.0
<b>Maintenance/Central Plant Total</b>		<b>8</b>	<b>0</b>	<b>0</b>						<b>1.0</b>
<i>Maintenance/CP Staff per Shift</i>		1.0	0.0	0.0						
<b>18.000 Parking</b>										
No associated positions		0	0	0	0	0	0	N	2,086	0.0
<b>Parking Total</b>		<b>0</b>	<b>0</b>	<b>0</b>						<b>0.0</b>
<i>Parking Staff per Shift</i>		0.0	0.0	0.0						
<b>TOTALS</b>										<b>311.9</b>



### A.5. Staffing Assumptions and Recommendations - Health Care Services

It is assumed that the health care services component provides all jail-based health care services to inmates at the Dane County Jail as described in the *Dane County Jail and Sheriff's Office Needs Assessment Master Plan – Operational and Architectural Program*<sup>26</sup>, which described in detail how health care is to function in the future at the Jail. These staffing assumptions and recommendations reflect the plan, which supports and expands the current health care services provided at the Jail.

1. The health care vendor will provide administrative personnel to manage the provisions of health services to inmates including a Health Services Administrator, Director of Nursing, Medical Director, and Mental Health Director, who are supported by an Administrative Assistant.
2. The current vendor has met the contractual provision that ERMA (proprietary electronic medical record) be fully implemented as a result there is one medical records technician position to provide medical records tasks.
3. Two health screenings will be conducted in the earliest stages of admittance to the facility. A brief screening will occur prior to admission to identify any medical or mental health conditions that may not be able to be treated within the jail. Once admitted, in-depth intake screenings are completed by a nurse for medical conditions and by a master-level Psychiatric Social Worker for mental health conditions on a 24-hour basis.
4. Proposed staffing provides for psychiatry on-site five days a week – a Psychiatric Clinical Specialist (advanced practice R.N.) to work closely with psychiatry and mental health staff to develop treatment and nursing care plans for inmates housed in mental health housing, and a full-time discharge planner to assist with reentry to the community.
5. A dentist will continue to be on-site twice a week and will be supported by a dental assistant who will be on-site three days a week.
6. The proposed staffing plan has R.N. staffing on a 24-hour basis to provide skilled nursing services and supervision of L.P.N. and C.N.A. staffing. An R.N. will staff the clinic during the 12 hours that it is scheduled to be open for provider appointments, triage, sick call and related tasks. The R.N. will also respond to any emergencies outside of scheduled hours. An R.N. will be responsible for the supervision of the medical observation beds.
7. The proposed staffing plan has L.P.N. staffing on a 24-hour basis to support the R.N. in the clinic and medical observation beds, distribute medications throughout the facility, complete prescribed medical treatments, and other related tasks.
8. The use of C.N.A.s is limited in the proposed staffing plan to assist in the clinic (vital signs, weights, and other preliminary tasks) and to assist medical observation and medical housing patients with Activities of Daily Living (ADLs).

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<sup>26</sup> Pulitzer/Bogard & Associates, LLC *in association with* Mead & Hunt, Inc. Lido Beach, NY. October 2013.

9. Masters-level Psychiatric Social Worker staffing is provided on a 24-hour basis to provide initial intake assessments, outpatient clinic appointments for mental health services for general population inmates and mental health stabilization to those inmates housed in acute, subacute, and mental health housing pods.
10. Table A.9 outlines the recommended staffing necessary to provide the health care services described in the Programming Report to support the 2028 population. This is not a post-coverage plan such as that provided for county employees; rather it outlines the recommended coverage hours and number of days per week that the position will be staffed.

**Table A.9: Proposed Health Care Staffing Plan**

Functional Post/Position	Total Hours Day Shift	Total Hours Evening Shift	Total Hours Night Shift	No. of Days per Week	No. of Hours per Week	No. of Hours per Year	Post Relief	Total FTE
<b>13.000 Health Care Services</b>								
Health Services Administrator	8	0	0	5	40	2,086	N	1.0
Administrative Assistant	8	0	0	5	40	2,086	N	1.0
Director of Nursing	8	0	0	5	40	2,086	N	1.0
Mental Health Director	8	0	0	5	40	2,086	N	1.0
Medical Records Technician	8	0	0	5	40	2,086	N	1.0
Discharge Planner	8	0	0	5	40	2,086	N	1.0
Medical Director	8	0	0	5	40	2,086	N	1.0
Psychiatrist	5	0	0	5	25	1,304	N	0.6
Psychiatric Clinical Specialist, APN	8	0	0	5	40	2,086	N	1.0
Dentist	8	0	0	2	16	834	N	0.4
Dental Assistant	8	0	0	3	24	1,251	N	0.6
Registered Nurses	24	16	8	7	336	17,519	Y	8.4
Licensed Practical Nurses	40	40	16	7	672	35,038	Y	16.8
CNA/CMA	8	8	8	7	168	8,760	Y	4.0
Psychiatric Social Worker (MSW)	24	24	16	7	448	23,359	Y	11.2
<b>Health Care Services Total</b>	<b>181</b>	<b>88</b>	<b>48</b>					<b>50.0</b>
<i>Health Care Services Staff per Shift</i>	22.6	11.0	6.0					

11. Table A.10 compares current health care staffing levels and recommended health care staffing levels by position.

**Table A.10: Health Care Services FTE Staffing Summary by Position**

Job Classification	Current FTE	Proposed FTE	Delta
Health Services Administrator	1.0	1.0	0.0
Administrative Assistant	0.5	1.0	0.5
Director of Nursing	1.0	1.0	0.0
Mental Health Director	1.0	1.0	0.0
Clinical Nurse Specialist	1.0	1.0	0.0
Medical Records Technician	2.0	1.0	-1.0
Discharge Planner	1.0	1.0	0.0

Job Classification	Current FTE	Proposed FTE	Delta
Medical Director	1.0	1.0	0.0
Psychiatrist	0.4	0.6	0.2
Dentist	0.4	0.4	0.0
Dental Assistant	0.6	0.6	0.0
Registered Nurses	7.5	8.4	0.9
Licensed Practical Nurses	8.0	16.8	8.8
Certified Nursing Assistants	5.2	4.0	-1.2
Psychiatric Social Workers	7.0	11.2	4.2
<b>Total</b>	<b>37.6</b>	<b>50.0</b>	<b>10.4</b>

12. In comparing the current number of health care staff with the proposed staffing plan for health care services, the difference in the number of positions is being driven primarily by new housing for male and female inmates in need of:
- Medical observation beds that will allow closer supervision of inmates who are undergoing drug and alcohol withdrawal protocols, the use of intravenous fluids and antibiotics, neuro-checks, and recovery from hospitalization. Medical observation beds may eliminate or reduce the length of stay for some hospitalizations.
  - Housing developed specifically for acute and subacute mental health symptoms and conditions, including closer observation of those inmates who are on suicide watch.
  - Designated housing for inmates who have short- or long-term chronic health conditions and require timely access to medical staff to stabilize those conditions.
  - Increasing population of inmates who have medical, mental health and substance abuse conditions that require treatment within the facility.
  - Specialized housing for youthful inmates who will require additional mental health services.

## B. OPERATING COSTS

The operating costs are premised on those costs directly associated with inmates committed into the custody and care of the Dane County Jail, and who are occupying a bed within one of its facilities. It does not include costs associated with inmates who have been conditionally released into the community and who remain under the supervision of the Dane County Jail, such as those inmates participating in the jail diversion program.

### B.1. Operating Costs Assumptions - Current

#### *Personnel<sup>27</sup>*

1. Personnel costs reflect the 23 Task Force Deputies (Deputy I-II) allocated to the Dane County Sheriff's Office Executive Services and Support Services Division who are assigned, as necessary, to provide post relief in the Jail. These costs amount to

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<sup>27</sup> Personnel costs provided by Richelle Anhalt, DCSO Security Services Captain

\$2,295,722.<sup>28</sup>

2. Personnel costs of \$1,070,800 associated with the jail diversion program have been excluded from the per diem calculations since inmates in this program do not occupy a jail bed.

With the exception of deputies, the actual hourly personnel costs (salary and benefits) were applied to those positions presently assigned to the jail diversion program.<sup>29</sup> For deputy positions assigned to the jail diversion program, the average annual compensation cost (salary and benefits) for a Deputy I-II was applied.<sup>30</sup> In addition, the calculations were based on 2,086 contracted hours per year; the same number of annual hours used in the proposed staffing plan. Using the average compensation for jail diversion deputies and the 2,086 contracted hours per year enables there to be a more equitable comparison between current and future costs.

3. Budgeted salary savings anticipated in the amount of \$312,800 have been excluded from the per diem calculations since these savings are anticipated and not actual savings that have been realized. If the Jail is fully staffed, these savings will not be realized.

#### **Health Care Services**

4. The current health care per diem cost was calculated using the contractual ADP of 784.

#### **Foodservice**

5. No unique assumptions were made related to current foodservice per diem costs. By contracting the foodservice function, the County should anticipate a corresponding reduction in personnel costs associated with the number of County staff presently assigned to perform Jail-related foodservice duties in other County departments. At the time of this report, the amount of anticipated savings were not available.

#### **Laundry**

6. No unique assumptions were made related to current laundry per diem costs.

#### **Maintenance**

7. No unique assumptions were made related to current maintenance per diem costs. However, it should be noted that the full costs of maintenance for the current Jail system are not fully reflected. Maintenance is provided by County personnel and is funded separately from the Jail. At the time of this report, maintenance costs for the

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<sup>28</sup> Total compensation for these positions was calculated using the 2013 average DI-II annual compensation cost of \$99,814. 23 DI-II x \$99,814 = \$2,295,722. Source: Richelle Anhalt, DCSO Security Services Captain

<sup>29</sup> Source: Michelle DeForest, Security Services Administrative Manager. It should be noted that the compensation costs provided for the lieutenant were not included in the current jail diversion personnel costs calculation, as this position is responsible for more than jail diversion

<sup>30</sup> The average annual compensation for a Deputy I-II is \$99,814. Source: Richelle Anhalt, DCSO Security Services Captain

Jail were not available.

### Operations

8. Operations costs of \$580,000 associated with the jail diversion program have been excluded from the per diem calculations<sup>31</sup> since inmates in this program do not occupy a jail bed.

## B.2. Operating Costs Assumptions - Future

### Personnel

1. For purposes of calculating projected total compensation costs (salary and benefits), the following methodology was used:
  - Compensation costs included in calculating the per diem costs do not include staff assigned to jail diversion. Table B.1 outlines the estimated future personnel costs associated with jail diversion based upon the proposed staffing plan.

**Table B.1: Estimated Jail Diversion Personnel Costs, Future**

Pay Grade	Position	Job Class <sup>32</sup>	FTE	Annual Compensation	Total Compensation
O17	Jail Diversion (JD) Director	Sgt	1.0	\$139,750	\$139,750
L15	JD Deputy	Dep	6.0	\$99,814	\$598,884
SW18	JD Case Manager	Civ	1.0	\$82,119	\$82,119
G15	Clerical Specialist	Civ	2.0	\$79,086	\$158,172
G10	JD Scheduling	SecSS	1.0	\$68,535	\$68,535
	<b>Total</b>		<b>11.0</b>		<b>\$1,047,460</b>

- Actual annualized compensation costs were applied for positions that are currently occupied by a single staff person and where the actual compensation costs were available, e.g., Security Services Captain, Administrative Manager, Bookkeeper and Inmate Workforce Coordinator.
- For those proposed civilian positions that are currently occupied by multiple staff, the average annualized compensation costs for the applicable pay grade were applied to the civilian positions.
- For those proposed civilian positions that are new, Dane County officials provided the applicable pay grade and corresponding entry-level annualized compensation cost, which was then applied to the position.
- For those positions listed in Table B.2 that follows, the average compensation was applied to a respective position up to the number of positions currently authorized. For the differential in the number of positions remaining, the corresponding entry-level annualized compensation cost was applied.

**Table B.2: Compensation Costs, Average and Entry-Level**

<sup>31</sup> \$580,000 = \$30,000 SHRFSEC30928 (Drug Screening) + \$100,000 SHRFSEC30940 (Electronic Monitoring-POS) + \$450,000 SHRFSEC30941 (Electronic Monitoring POS-Camp). Source: Michelle DeForest, Security Services Administrative Manager

<sup>32</sup> Sgt = Sergeant; Dep = Deputy I-II; Civ = Civilian; SecSS = Security Support Specialist

Job Classification	Pay Grade	Current FTE	Average Compensation	New FTE	Entry-Level Compensation
Lieutenant	O19	3.0	\$148,139	5.0	\$128,616
Sergeant	O17	16.0	\$139,750	7.2	\$121,185
Deputy I-II	L15	188.0	\$99,814	28.6	\$76,295

### Health Care Services

- Health care services are currently contracted by Dane County from Correct Care Solutions, LLC (CCS) for a term of 36 months (January 1, 2013 through December 31, 2015). The contract agreement<sup>33</sup> is that CCS provides staff as outlined in the contract staffing table or adjustments will be made to the county on an hour for hour basis for actual documented hours worked and assessed at 100% of the average hourly rate. In addition the contract is written as a per diem per inmate fee as indicated in Table B.3 below. The variable per diem applies to the monthly average daily population (ADP) as follows:

"PROVIDER will rebate to Dane County variable per diem amount times monthly ADP below 734 inmates. PROVIDER will charge Dane County variable per diem amount times monthly ADP above 834 inmates."<sup>34</sup> The contract is estimated on an average daily population of 784.

**Table B.3: Current Contract Per Diem Costs**

Year	No. of Inmates <sup>35</sup>	Per Diem	Variable Per Diem	Annual Reimbursement
2013	784	\$15.71	\$1.50	\$4,495,574
2014	784	\$16.18	\$1.50	\$4,630,069
2015	784	\$16.67	\$1.50	\$4,770,287

- The current health care contract is not broken into budget line items such as personnel, pharmaceuticals, medical equipment and supplies, or subcontracts for radiology, lab tests or other line items factors.
- The current contract does include average salaries per position, but it does not include specific salaries per position, as this information is considered proprietary. The contract also does not include any increases in the number of health care positions for escalating ADPs over the lifetime of the contract.
- It should also be noted that there is a \$72,000 line item in the Jail budget for Medical Exams and/or Expenses, which is an area for inmate care as well as for other expenses such as equipment. Dane County has taken the position that the Sheriff's Office is the payer of last resort, with the expectation that every avenue available to

<sup>33</sup> Source: County of Dane, Purchase of Services Agreement # 11323 between the County of Dane and Correct Care Solutions, LLC.

<sup>34</sup> Id.

<sup>35</sup> Id. This number is used in the contract Schedule B, cost Schedule.

recoup costs will be explored before the Sheriff's Office is expected to pay.<sup>36</sup> For the purposes of this report it is assumed that this amount will remain the same.

6. Based on the average salaries per position included in the contract, Table B.4 shows that there is an increased personnel cost associated with the staffing for a new facility serving more inmates and also increases the level of care and special housing provided for those inmates with medical and mental health care needs. Based on average salaries per position, this amounts to \$647,958.

**Table B.4: Comparison of Average Personnel Costs with Future Costs**

Job Classification	Current FTE	Hourly Cost*	Annual Cost	Projected FTE	Projected Annual Cost
Health Services Administrator	1.0	\$45.00	\$93,870	1.0	\$93,870
Administrative Assistant	0.5	\$15.00	\$15,645	1.0	\$31,290
Director of Nursing	1.0	\$36.00	\$75,096	1.0	\$75,096
Mental Health Director	1.0	\$27.00	\$56,322	1.0	\$56,322
Psychiatric Nurse (Clinical Spec.)	1.0	\$25.00	\$52,150	1.0	\$52,150
Medical Records Technician	2.0	\$14.10	\$58,825	1.0	\$29,41
Discharge Planner	1.0	\$19.67	\$41,031	1.0	\$41,032
Medical Director	1.0	\$105.00	\$219,030	1.0	\$219,030
Psychiatrist	0.4	\$187.00	\$156,032	0.6	\$234,049
Dentist	0.4	\$90.00	\$75,096	0.4	\$75,096
Dental Assistant	0.6	\$14.85	\$18,586	0.6	\$18,586
Registered Nurses	7.5	\$28.50	\$445,882	8.4	\$499,388
Licensed Practical Nurses	8.0	\$21.00	\$350,448	16.8	\$735,941
Certified Nursing Assistants	5.2	\$14.50	\$157,284	4.0	\$120,988
Psychiatric Social Workers	7.0	\$20.66	\$301,677	11.2	\$482,684
<b>Total FTE</b>	<b>37.6</b>			<b>50.0</b>	
<b>Total Contract Personnel</b>			<b>\$2,116,977</b>		<b>\$2,764,935</b>

7. The 2013 health care budget is \$4,567,574. Using the current health care contract, there would be an increase of 146 in the 784 contract ADP beds that will be required to accommodate the 930<sup>37</sup> inmate which represents 90% of capacity beds for the proposed facility. This increase of 146 inmates is multiplied by the contract variance of \$1.50/day per inmate, which increases health care costs by \$79,935 a year. The additional health care personnel being proposed for the new facility increases health care personnel costs by \$647,958. Based on these assumptions, the future health care costs total \$5,295,468 with a per diem of \$16.60/day per inmate. While the overall health care expenditures could increase by 16% due to efficiencies of a larger facility, the per diem will actually drop by 2.3% from the current per diem of \$15.96. Table B.5 outlines the calculations used to determine the future health care per diem.

**Table B.5: Health Care Per Diem, Future**

<sup>36</sup> Based on Wisconsin Statute 302.38 Medical care of prisoners. Source: Richelle Anhalt, DCSO Security Services Captain

<sup>37</sup> 930 represents 90% operational capacity beds of the proposed jail.

Estimated Future Costs	Costs
2013 Health care budget	\$4,567,574
Increased contract variance (146)	\$79,935
Increased personnel costs	\$647,958
Estimated future health care cost	\$5,295,468
<b>Health Care Cost Per Diem</b>	<b>\$15.60</b>

### Foodservice

8. Contracted foodservice supplemented by inmate labor is assumed. Foodservice costs are assumed at \$1.18/meal per inmate inclusive of all staffing costs or \$3.54/day per inmate.<sup>38</sup>
9. Substantial savings can be realized with the use of inmate labor. These savings will come from reduction in labor costs. Use of inmate labor will additionally reduce costs using this labor source to produce menu items from scratch. Menu items that can be labor intensive but low cost, can replace some current menu selections. These items typically have higher inmate acceptability.
10. The cost of transportation of prepared meals can be eliminated with production and service within the Jail.
11. The use of inmate labor can be combined with an inmate training program designed to give viable job skills.

### Laundry

12. Contracted on-site laundry services using inmate labor is assumed. Laundry costs are assumed at \$0.17/day per inmate.<sup>39</sup>

### Maintenance

13. Maintenance is assumed at the same per diem that is presently budgeted. Dane County officials indicate that the maintenance budget has been consistently overspent in recent years. In anticipation that greater efficiency of systems will be realized and that a new facility will require fewer repairs, the present per diem is assumed without any expectation that this budget item will be overspent in future years.

### Operations

14. Operations costs, which include items such as supplies, radios, inmate programming and services, utilities, insurances, etc., are assumed to represent the same percentage of the overall budget that they presently do, which for FY13 is calculated to be 1.9%. This will accommodate the increase in supplies necessary to meet the

<sup>38</sup> Source: Pulitzer/Bogard & Associates, LLC. in association with Mead & Hunt, Inc. Dane County Jail System Needs Assessment and Master Plan - Laundry, Commissary and Food Services Needs Assessment Report. Lido Beach, NY. July 2013.

<sup>39</sup> Id.



needs of the larger inmate population that will be served by the proposed jail.

**B.3. Operating Costs - Per Diem Comparisons**

Table B.6 compares the current and projected future per diem costs associated with operation of the Jail. The table is broken out into six major per diem categories with an overall per diem calculated as the sum of the six categories. The categories include:

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

The average daily population (ADP) of 744<sup>40</sup> was used to calculate the current per diems.<sup>41</sup> To develop a parallel per diem calculation for the projected future costs, it is assumed that the future ADP would approximate 90% of the future bed capacity (1,033) of the proposed facility. This equates to an ADP of 930 inmates.

The future ADP of 930 is used to calculate the health care contract variance, foodservice, and laundry expenditures for the future per diems. All other per diem categories expenditures, including personnel, represent the costs associated with operating the future facility at full capacity.

The projected future per diems are based on the assumption of all new construction and are based on 2013 dollars.

Based on these assumptions, the current per diem is calculated to be \$125.20, while the future per diem is projected to be \$108.42. The projected per diem of the proposed Jail would in effect be \$16.79 less per day than the current per diem (\$125.20) or 13.4% more efficient in terms of expenditures. While the table below illustrates an operating budget that is \$2.6M higher than current costs, it is also based on a facility housing, on average, 186 more inmates on a typical day.

Following Table B.6 is an analysis comparing the current per diems to a scenario that represents what is likely to be in place upon initial occupancy of the new facility. In that scenario, while operating costs are shown to approximate the current operating budget, enhanced treatment and programmatic services are still provided due to efficiencies in the proposed operations and design of the new facility.

**Table B.6: Dane County Jail Per Diem Costs, Current and Projected Future**

Cost Center	Current Budget	Current Per Diem	Future Budget	Future Per Diem	Per Diem Delta
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<sup>40</sup> 2013 YTD ADP as of 11/05/2013. Source: Richelle Anhalt, DCSO Security Services Captain

<sup>41</sup> This figure represents the number of inmates who are actually being served, which is the generally accepted method for calculating per diem costs.

Cost Center	Current Budget	Current Per Diem	Future Budget	Future Per Diem	Per Diem Delta
Personnel	\$26,074,122 <sup>42</sup>	\$97.17	\$29,422,343	\$86.68	(\$10.49)
Health Care	\$4,567,574	\$15.96	\$5,295,468	\$15.60	(\$0.36)
Foodservice	\$2,362,400	\$8.70	\$1,201,653	\$3.54	(\$5.16)
Laundry	\$164,600	\$0.61	\$57,707	\$0.17	(\$0.44)
Maintenance	\$97,159	\$0.36	\$122,202	\$0.36	\$0.00
Operations	\$654,525 <sup>43</sup>	\$2.41	\$702,924	\$2.07	(\$0.34)
Budget Total	\$34,233,179		\$36,802,296		
ADP		744 <sup>44</sup>		930 <sup>45</sup>	
<b>Per Diem</b>		<b>\$125.20</b>		<b>\$108.42</b>	<b>(\$16.79)</b>

A number of factors could serve to decrease the projected future staffing levels, operating costs, or per diem, either in the long-term or on a temporary basis. These include the following:

1. In discussion with Dane County Officials, there is a strong likelihood that a number of the positions outlined in the proposed staffing plan may not be funded or other provisions are envisioned to fulfill the need. These include:
  - a. Staff assigned to youthful inmate housing will be assigned on an as-needed basis, which will require an allocation of overtime funding (female only).
  - b. The Unit Supervisor assigned to HU1 & HU3 will provide supervisory coverage for all housing units during the overnight shift.
  - c. The present practice of having the Officer-in-Charge (OIC) be responsible for after-hours jail operations will continue provided clerical support is added to perform the scheduling function is allocated. These positions would be funded as part of the Sheriff's Office Executive Services.

Table B.7 outlines these positions and their associated compensation costs.

**Table B.7: Proposed staffing Plan, Unfunded Positions and Compensation Costs**

Position	Total FTE	Total Compensation Costs
Deputy I-II	24.3	\$2,423,011

<sup>42</sup> Personnel costs: (1) includes the addition of personnel costs associated with 23 Task Force Deputies (Deputy I-II) allocated to the Support Services division who are assigned, as necessary, to provide post relief in the DANE COUNTY JAIL; (2) are reduced by \$1,070,800, which reflects jail diversion personnel costs; and (3) are increased by \$312,800, which represents anticipated, not actual, salary savings. Total compensation for the 23 Task Force Deputies was calculated using the 2013 average DI-II annual compensation cost of \$99,814.  $23 (DI-II) \times \$99,814 = \$2,295,722$

<sup>43</sup> The operations budget line reflects a reduction of \$580,000, which represents operations costs associated with the jail diversion program. Source: Michelle DeForest, Security Services Administrative Manager

<sup>44</sup> 2013 YTD ADP as of 11/05/2013. Source: Richelle Anhalt, DCSO Security Services Captain

<sup>45</sup> 930 represents 90% of the capacity of the proposed jail

Position	Total FTE	Total Compensation Costs
Reception/Security Screening	4.1	\$413,685
Utility Officer	6.2	\$620,527
Warehouse/Maintenance Officer	1.5	\$147,745
Youthful Inmates-Female Housing	6.2	\$620,527
Youthful Inmates-Utility Officer	6.2	\$620,527
<b>Sergeant</b>	<b>2.0</b>	<b>\$282,191</b>
Unit Supervisor-HU2 & HU4	2.0	\$282,191
<b>Lieutenant</b>	<b>6.0</b>	<b>\$883,942</b>
Shift Commander	6.0	\$883,942
<b>Grand Total</b>	<b>32.3</b>	<b>\$3,589,143</b>

- The youthful inmate housing unit was oversized in its program and design in order to provide economies of scale and also serve to generate revenue by housing youthful inmates from throughout the State. It is assumed that inmates from other jurisdictions will occupy at least 65% of the 40 youthful inmate beds. For purposes of this exercise the projected future per diem calculated above is used to calculate the revenue likely to be generated by the renting of youthful inmate beds. It is anticipated that the County would generate \$1,051,302 in annual revenue.<sup>46</sup>
- The proposed Jail is designed to meet the long-term housing needs of the inmate population for the next fifteen years or until 2028. It is not anticipated the facility will be at full capacity upon initial occupancy. As such, savings may be realized by not opening all housing pods upon opening of the new facility. For each GP housing pod not opened, annual costs savings are estimated to be \$742,233. This includes \$620,527 in personnel costs savings<sup>47</sup> and \$1221,706 in operating costs<sup>48</sup> savings. In addition, a reduction of 6 FTE staff may be realized.<sup>49</sup> Based on the population projections, it is anticipated that the Jail could effectively operate the facility at 91% of full occupancy less one adult housing pod (64 beds) for at least the first five years of operation (through 2023).<sup>50</sup>
- The proposed staffing plan recommends the Jail consider creating a first line supervisor position with the rank of corporal. This will avoid the situation where a person of one rank is supervising a person of equal rank. To illustrate the potential personnel costs savings, the staffing plan was modified to reflect the position of corporal. For compensation purposes, the mid-point between a Deputy III's and a Sergeant's compensation was used. In this scenario, total compensation for a Corporal was \$125,707.<sup>51</sup> Using corporals to fill select positions in the proposed

<sup>46</sup> Youthful inmate annual revenue calculation = number of beds x per diem x 365 days. Calculation: 26 beds x \$110.78 per diem x 365 days = \$1,051,302 annual revenue

<sup>47</sup> \$620,527 = 6.2 FTE x \$99,814/DI-II average annual compensation costs; The proposed staffing plan provides 6.2 FTE Deputies to supervise a 64-bed general population housing pod

<sup>48</sup> \$121,706 = \$5.21 (\$1.50 for health care + \$3.54 for foodservice + \$0.17 for laundry) x 365 days x 64 beds

<sup>49</sup> The proposed staffing plan provides 6.2 FTE Deputies to supervise a 64-bed general population housing pod

<sup>50</sup> 2023 population projections = 848 (which does not include an estimated 10 youthful inmates). 1,033 full capacity - 64 GP beds - 40 youthful inmate beds = 926 beds (adult capacity). 848 adult inmates represents 91% of 926 beds

<sup>51</sup> The average compensation costs for DIII equals \$111,664 and for Sergeant equals \$139,750

staffing plan is estimated to save \$82,609 annually.

Collectively these options serve to reduce the projected future operating costs by \$5.4M annually. Table B.8 outlines the impact these factors have on the projected future staffing levels, operating costs, and per diems previously calculated. The resultant per diem of \$98.52, which is based on 90% of the 969 available beds, is 9.1% less than the projected future per diem (\$108.42), and is 21.3% less than the current per diem (\$125.20). In addition, in this scenario, the operating costs are \$2.9M under the current operating costs of \$34,233,179, and the staffing levels call for 7.8% fewer staff (262.4) than the current FTE total of 284.5.

**Table B.8: Proposed Future Staffing, Operating Costs, and Per Diem, Adjusted**

	Staff	Total Beds	Operating Costs	Per Diem
Projected Future Per Diem	300.9	1,033	\$36,802,296	\$108.42 <sup>52</sup>
Unfunded Positions	(32.3)	-	(\$3,589,143)	
Youthful Inmate Housing Revenue	-	-	(\$1,027,387)	
GP Housing Pod - One	(6.2)	(64)	(\$742,233)	
Corporal Classification	-	-	(\$82,609)	
<b>Net Impact Total</b>	<b>262.4</b>	<b>969</b>	<b>\$31,360,923</b>	<b>\$98.52<sup>53</sup></b>

### C. OPTION B – STAFFING AND OPERATING COSTS

The County has considered a number of facility options in addition to constructing a new Jail on a Greenfield site. Of the options presented, the County has elected to consider Option 2, which maintains the Dane County Sheriff's Office and Jail presence downtown and expands the PSB by increasing the building's footprint using the PSB's parking lot, as well as expanding the building vertically. This option keeps the Dane County Sheriff's Office and Jail operations within a single building.

Using the proposed staffing plan described earlier in this chapter that was developed for the optimal design, Option A (Greenfield) as a foundation, adjustments to this plan were made in light of the concept designs for Option. While not an exhaustive post-by-post staffing analysis, based on the vertical design of the building, it is anticipated that additional escort/utility staff will be required. The Greenfield site option is on a single level, which facilitates movement throughout the facility, especially during emergency situations when a rapid response is required. With a multilevel design such as the Option B, an increase in Escort/Utility Officers will be necessary to assist in movement of inmates throughout the facility and to provide the ability to immediately respond to situations that might arise throughout the facility.

Providing for two more Escort/Utility Officers on a 24-hour/7-day basis results in a need for an additional 12.4 FTE at an annualized cost of \$1,241,054.<sup>54</sup> This staffing increase

<sup>52</sup> Per diem was calculated based on 90% of 1,033, which is 930 inmates

<sup>53</sup> The per diem is based on 90% of the total beds (969), which is 872 inmates.  $\$31,360,923 \text{ operating costs} \div 872 \text{ inmates} \div 365 \text{ days} = \$98.52$

<sup>54</sup> Calculation:  $12.4 \text{ FTE} \times \$99,814 \text{ Dep I-II Average Annual Salary} = \$1,241,054$

will result in \$112.07 per diem, a 3.3% increase in the projected future per diem.<sup>55</sup>

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<sup>55</sup> Future per diem:  $\$108.42 = \$36,802,296 \text{ future operating costs} \div 365 \text{ days} \div 930 \text{ Inmates}$ . Option 2 adjusted per diem:  $\$112.07 = \$38,043,350 (\$36,802,296 \text{ future operating costs} + \$1,241,054 \text{ Option 2 staffing}) \div 365 \text{ days} \div 930 \text{ Inmates}$



## **VII. DESIGN OPTIONS AND CAPITAL COSTS**





## **A. BUILDING OPTIONS AND OPINION OF PROBABLE CONSTRUCTION AND PROJECT COST**

The Dane County Executive's Office, Dane County Sheriff's Office, and Consultants (Mead & Hunt, Inc. in association with Pulitzer/Bogard & Associates) discussed viable building options that would meet the Program Statement and potentially use existing Dane County owned property.

The original options discussed and reviewed are the following:

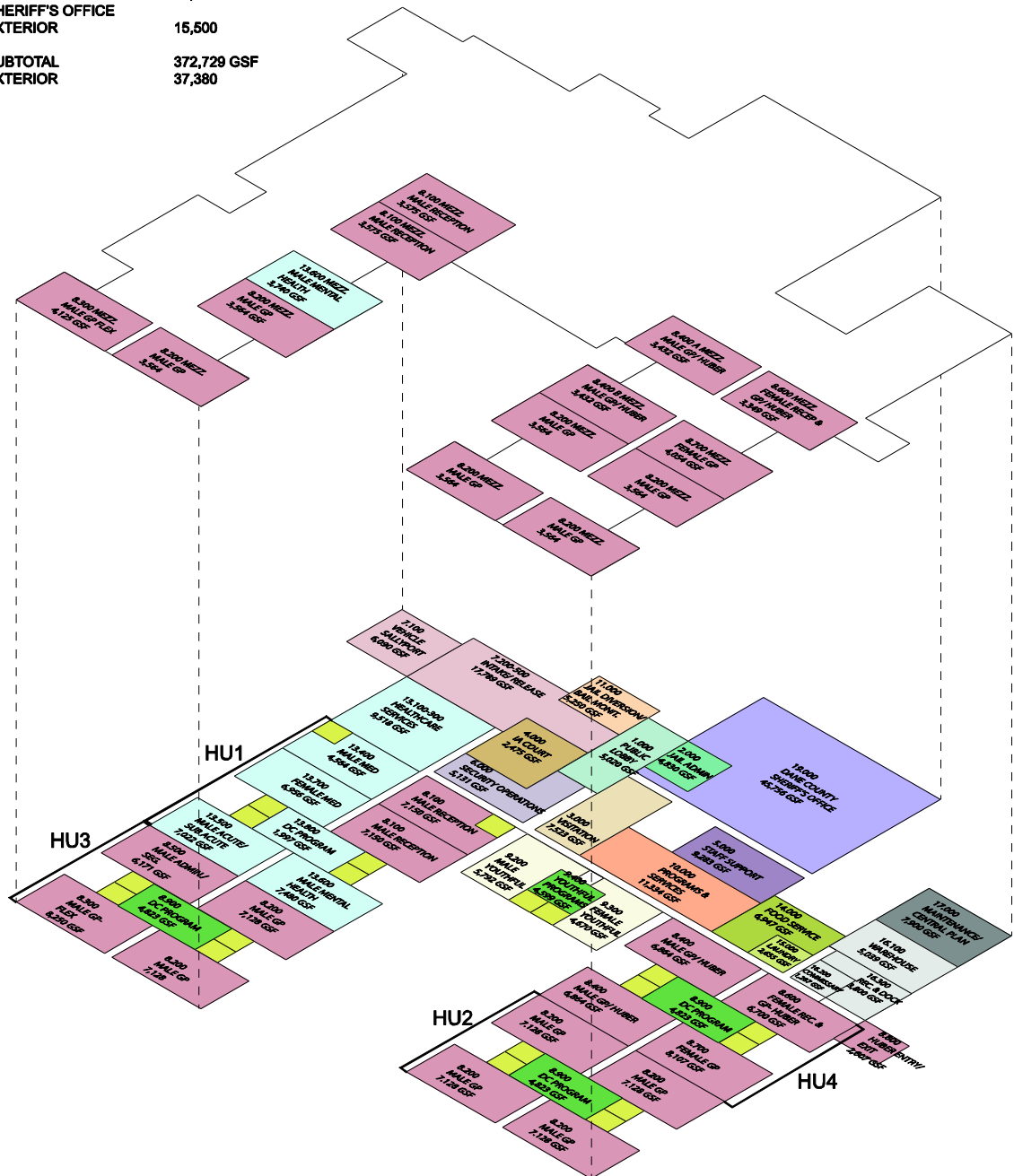
- Option 1) A Greenfield site within 10 miles of downtown Madison for all Dane County Sheriff's Office services and a new Jail. The Ferris Center property would be sold, the sixth and seventh floor of CCB would be renovated to become office space under a separate project and not included in the construction costs, and PSB would be sold or renovated offices.

The Sheriff's Office and Jail would be a one-story building with some housing having a mezzanine level and designed for expansion capacity.

The Opinion of Probable Construction Cost for Option 1: \$121-\$134 million.



"Greenfield Facility"	
1.000- PUBLIC LOBBY	5,020
2.000- JAIL ADMINISTRATION	4,830
3.000- VISITATION	7,523
4.000- IA COURT	3,713
5.000- STAFF SUPPORT	9,283
6.000- SECURITY OPERATIONS	5,131
7.000- INTAKE/ RELEASE	23,879
8.000- HOUSING ADULT	164,025
EXTERIOR	10,025
DC PROGRAMS	
9.000- YOUTHFUL HOUSING	15,192
EXTERIOR	1,500
10.000- PROGRAMS & SERVICES	11,334
11.000- JAIL DIVERSION/BAIL	5,250
13.000- HEALTHCARE SERVICES	41,277
EXTERIOR	2,750
14.000- FOODSERVICE	6,947
15.000- LAUNDRY	2,655
16.000- WAREHOUSE/ COMMISSARY	10,126
17.000- MAINTENANCE/ CENTRAL PLANT	7,900
18.000- PARKING (EXTERIOR)	7,380
19.000- DANE COUNTY SHERIFF'S OFFICE EXTERIOR	15,500
<b>SUBTOTAL</b>	<b>372,729 GSF</b>
<b>EXTERIOR</b>	<b>37,380</b>



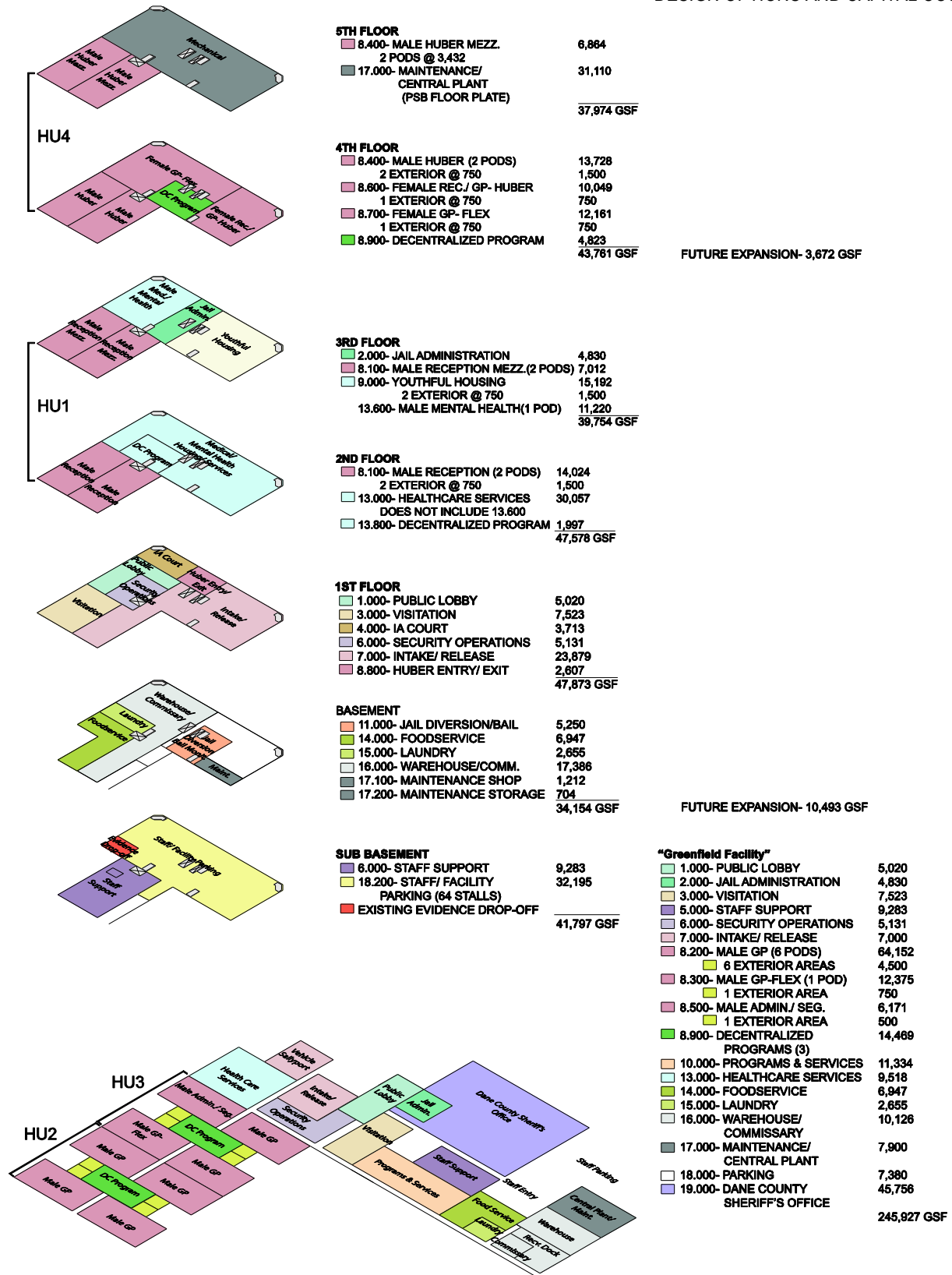


- Option 2) A Greenfield site within 10 miles of downtown Madison for the Sheriff's Office and Jail services, primarily to house general population inmates with additions and renovation of the PSB. The sixth and seventh floor of CCB would be renovated to become office space under a separate project and not included in the construction costs. The Ferris Center property would be surplus.

Programmed spaces at the renovated PSB would include all medical/mental health services and housing, Huber housing, female housing, youthful inmate housing and expanded Intake services. A new addition to the PSB would be located within the current PSB parking lot and the space above the access ramp to the Courthouse.

The Opinion of Probable Construction Cost for Option 2: \$143-\$158 million.











From Monona Terrace Entrance



West Down Wilson From CCB



East Up Wilson Past Courthouse

Option 3) Additions and renovation of the PSB for Jail services and renovation of the sixth floor of the CCB for the Sheriff's Office.

The addition to the PSB would be located within the current PSB parking lot and the space above the access ramp to the Courthouse as well as four new floors above the PSB. The seventh floor of CCB would be renovated to become office space under a separate project and not included in the construction costs. The Ferris Center property would be surplus.

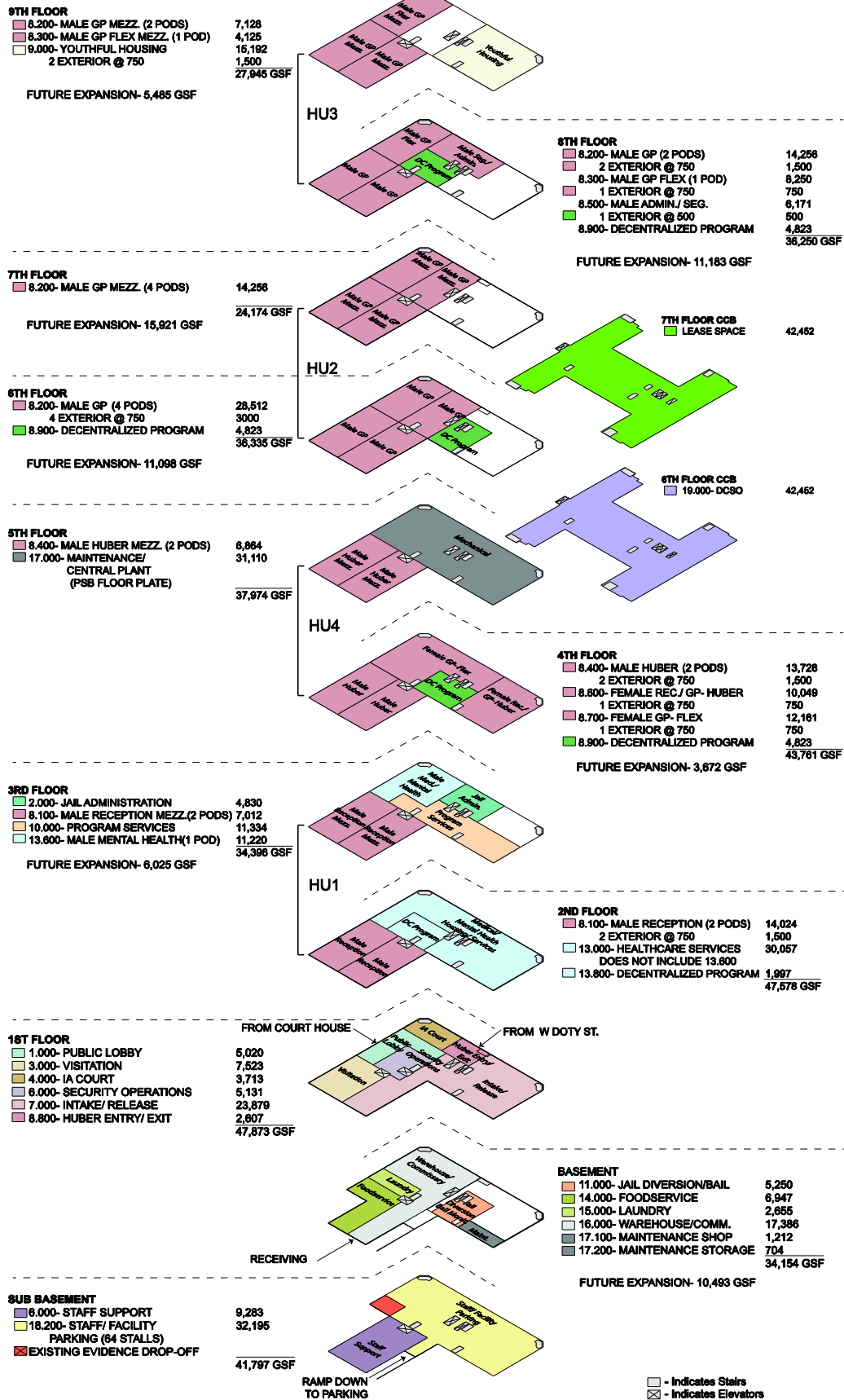
The sub-basement, basement, and first floors in this option would include expanded jail services in addition to a new foodservice, laundry operation, and commissary.

The second and third floors would house medical/mental health, reception housing, jail administration, and program services.

The fourth through ninth floors would house the male general population, all females, and the youthful inmate population.

The Opinion of Probable Construction Cost for Option 3: \$146-\$161 million.









From Monona Terrace Entrance



West Down Wilson From CCB



East Up Wilson Past Courthouse



- Option 4) Additions and renovation of the PSB for the Sheriff's Office and Jail services and renovation of the sixth and seventh floors of the CCB for male general population housing.

The addition to the PSB would be located within the current PSB parking lot and the space above the access ramp to the Courthouse as well as three new floors above the PSB. The Ferris Center property would be surplus.

The sub-basement, basement, and first floors in this option would include expanded jail services in addition to a new foodservice, laundry operations, and commissary.

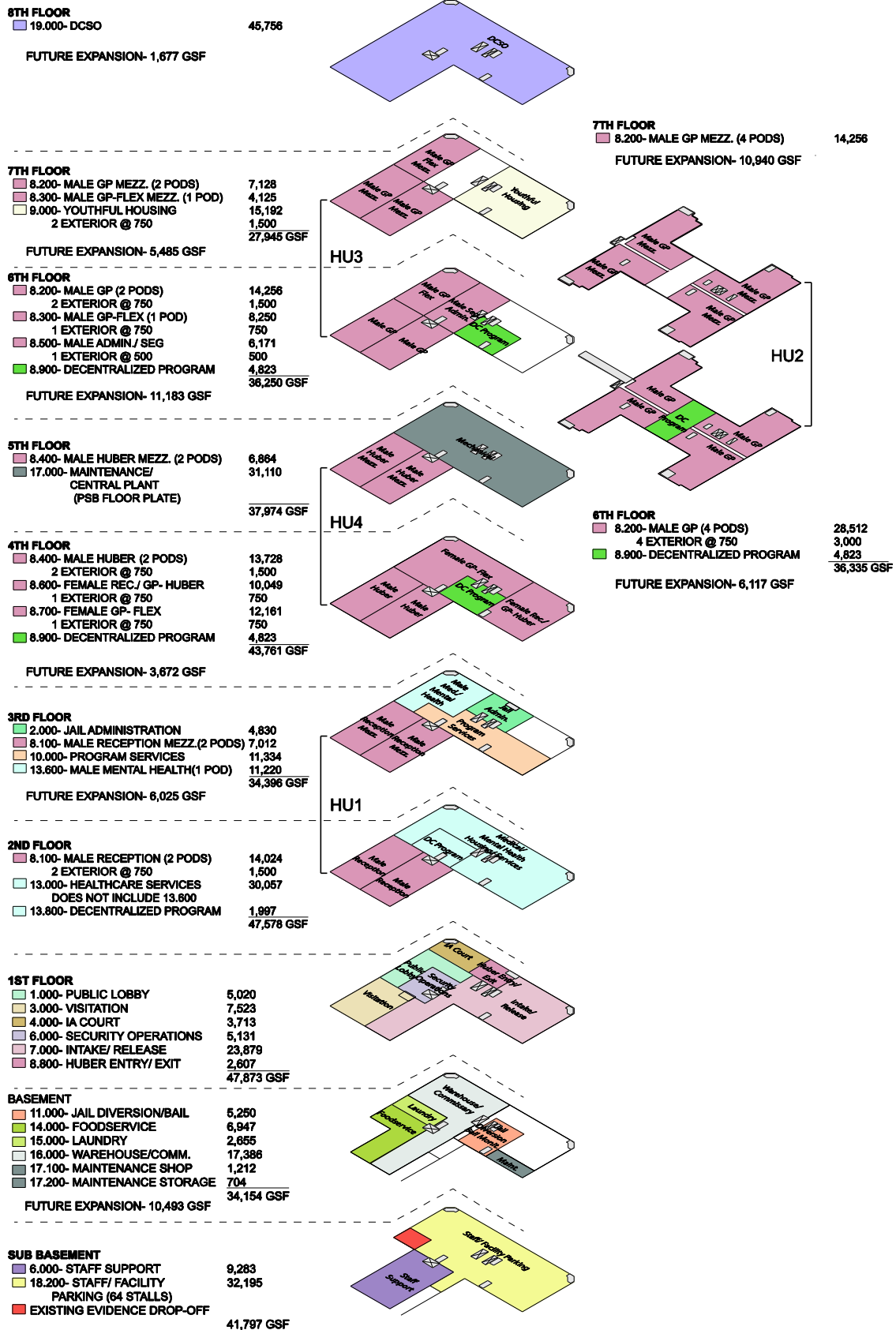
The second and third floors would house medical/mental health, reception housing, jail administration, and program services.

The fourth through seventh floors house the male general population, all female, and the youthful inmate population.

The eighth floor would be occupied by the Dane County Sheriff's Office.

The Opinion of Probable Construction Cost for Option 4: \$152-\$168 million.









From Monona Terrace Entrance



West Down Wilson From CCB



East Up Wilson Past Courthouse

Option 5) Addition and renovation of the PSB for the Sheriff's Office and Jail services.

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

The sub-basement, basement, and first floors in this option would include expanded jail services in addition to a new foodservice, laundry operations, and commissary.

The second and third floors would house medical/mental health, reception housing, jail administration, and program services.

The fourth through ninth floors would house the male general population, all females and youthful inmate population.

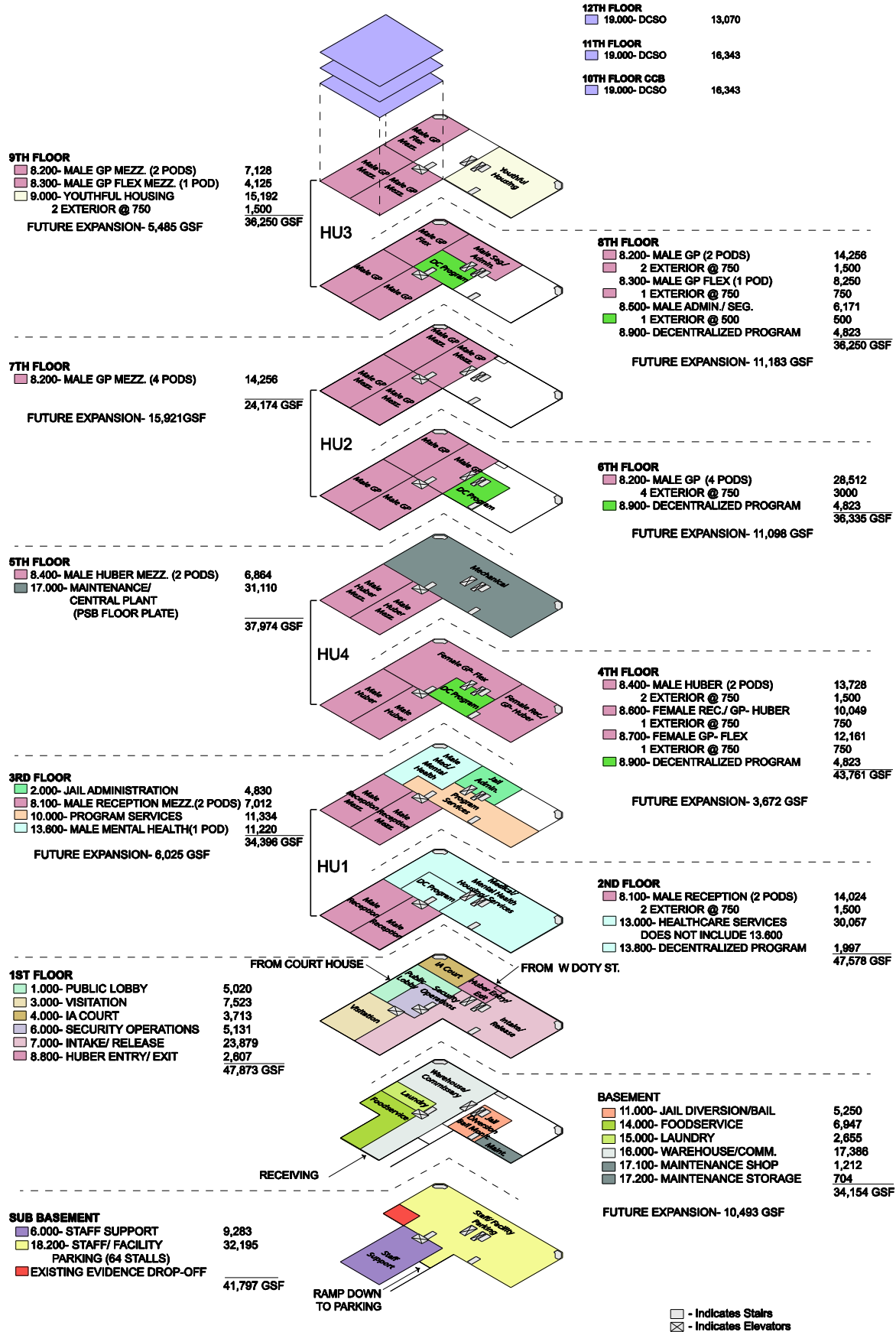
The tenth through twelfth floors would be occupied by the Dane County Sheriff's Office within the footprint of the parking lot addition.

The Opinion of Probable Construction Cost for Option 5: \$151-\$166 million.





DESIGN OPTIONS AND CAPITAL COSTS







From Monona Terrace Entrance



West Down Wilson From CCB



East Up Wilson Past Courthouse

Option 6) Addition and renovation of the PSB for the Sheriff's Office and Jail services.

The addition would be located within the current PSB parking lot, the adjacent lot currently occupied by the rental house and the space above the access ramp to the Courthouse as well as three floors above the PSB. The sixth and seventh floor renovation of the CCB for office space would be a separate project and not included in the construction costs. The Ferris Center property would be surplus.

The sub-basement, basement, and first floors in this option would include expanded jail services in addition to a new foodservice, laundry operations, and commissary.

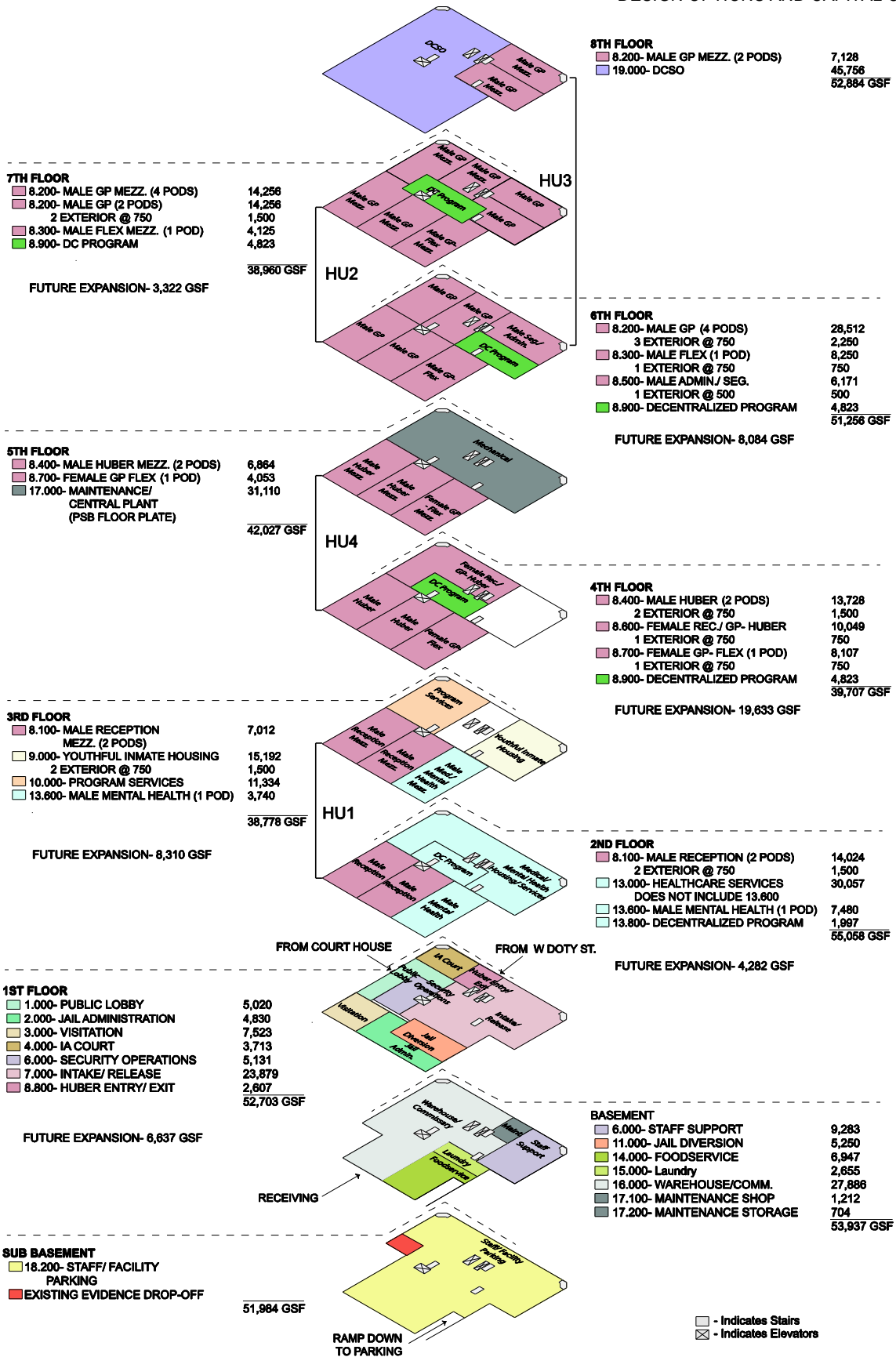
The second and third floors would house medical/mental health, reception housing, jail administration, and program services.

The fourth through ninth floors would house the male general population, all females, and the youthful inmate population.

The Opinion of Probable Construction Cost for Option 6: \$152-\$168 million.



DESIGN OPTIONS AND CAPITAL COSTS









From Monona Terrace Entrance



West Down Wilson From CCB



East Up Wilson Past Courthouse

After review and consideration of the positive and negative aspects of each option, the Study group narrowed down the options to the two best alternatives to continue to study and develop in more detail. Option 1 and Option 3 were selected as the top two options. Option 1 would be renamed Option A going forward, and Option 2 would be renamed Option B.

Option B was to be modified Option 3 to eliminate spaces left for future expansions that include medical/mental health services and housing, locate male administrative segregation to the third floor, locate female housing to the fourth floor, locate male Huber to the sixth floor, mental health and general population housing to the seventh floor, and Jail administration to the eighth floor adjacent to the Sheriff's Office. The renovation of the sixth and seventh floors of the CCB for leased space would be completed under a separate project.

The final two selected options that are recommended by the County Executive's Office and Dane County Sheriff's Office are as follows:

Option A. A Greenfield site within 10 miles of downtown Madison for all Dane County Sheriff's Office services and a new Jail. The Ferris Center property would be surplus, the sixth and seventh floor of CCB would be renovated to become office space under a separate project and not included in the construction costs, and PSB would be sold or renovated for offices.

The Sheriff's Office and Jail would be a one-story building with some housing having a mezzanine level and designed for expansion capacity.

The Opinion of Probable Construction Cost for Option 1: \$121-\$134 million.

Option B. Addition and renovation of the PSB for the Sheriff's Office and Jail services.

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

The sub-basement, basement, and first floors in this option would include expanded jail services in addition to a new foodservice, laundry operations, and commissary.

The second and third floors would house medical/mental health housing and service, male reception, male administrative segregation and program services.

The fourth and fifth floors would have expanded mechanical room for service to the added floors and male Huber and all female population housing and decentralized programs.

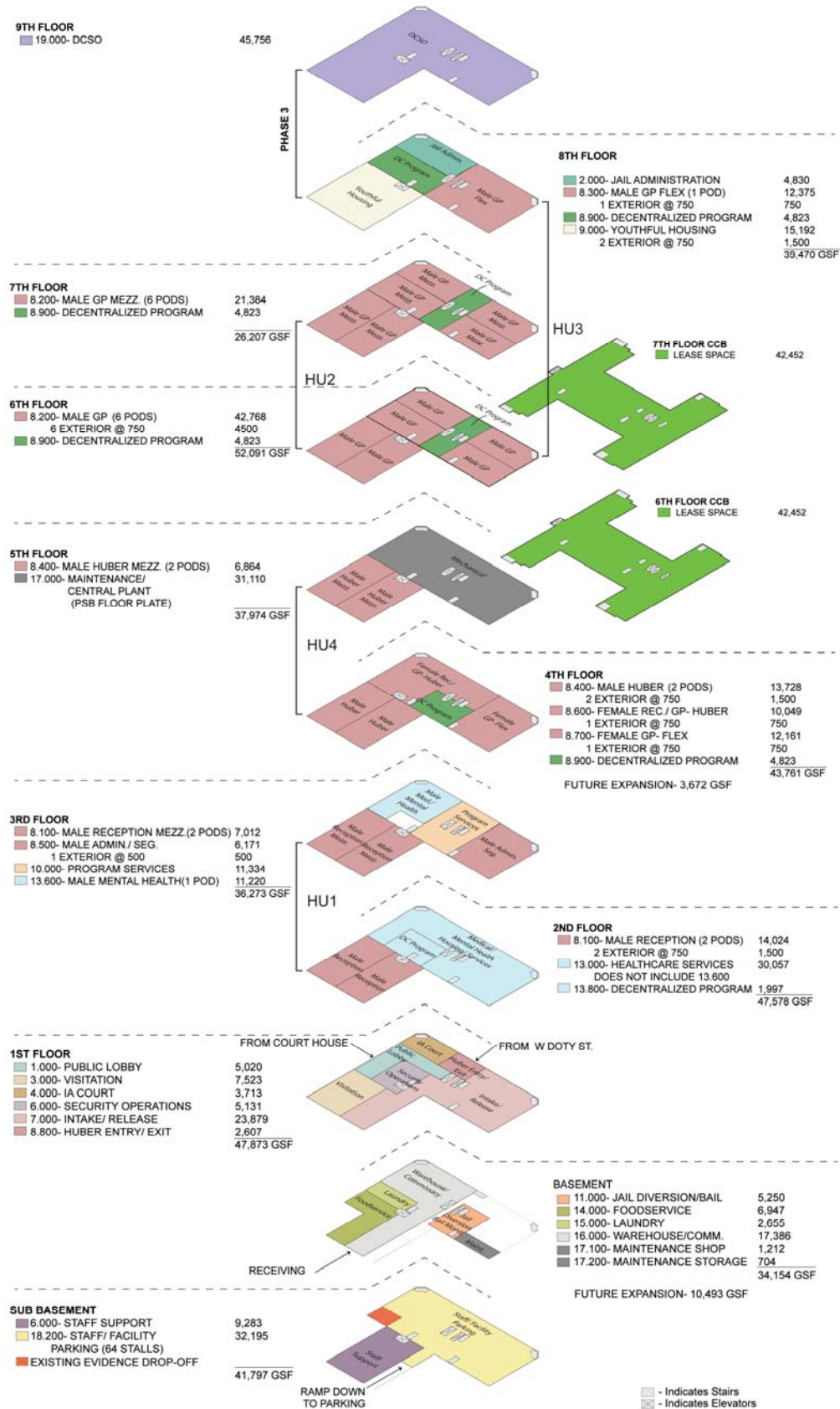
The sixth and seventh floor would house male general population housing and decentralized programs.

The eighth floor would house youthful inmate and male general flex population housing, decentralized programs, and Jail administration offices.

The ninth floor would be occupied by the Dane County Sheriff's Office execution, support and field services offices.

After completion of the PSB work, inmates would be transferred to the PSB and renovation of the CCB would begin and the Ferris Center property would be surplus.

The Opinion of Probable Construction Cost for Option 2: \$122-\$135 million.



**DANE COUNTY SHERIFF'S OFFICE JAIL STUDY -  
OPTION 2**