

CARBON COUNTY DETENTION FACILITY ANALYSIS

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CARBON COUNTY DETENTION FACILITY ANALYSIS

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PROJECT UNDERSTANDING

In June of 2019, the Carbon County Commissioners contracted with Spectrum Group Architects (Spectrum) and Lombard Conrad Architects (L/C) to assist them in the planning, cost analysis and schematic design for a 100-bed adult detention facility in preparations for an upcoming 2020 ballot initiative.

The general scope of this study included:

- Review County's current detention needs and current operations and future needs.
- Develop programming and conceptual design for a new facility to meet their future needs.
- Prepare conceptual floorplans, conceptual site plan and elevation concept for public presentations.
- Assist the County in multiple site evaluations to determine most feasible and cost-effective site.
- Prepare estimated construction cost of new facility as well as estimated operating costs of a new facility.
- Assist the County in preparation of documentation for public bond information campaigns.

In beginning this project, we met with key personnel; Commissioners, Sheriff's office, public committee personal and other management level staff to understand the direction and scope for this project.

We always like hands-on interaction amongst parties so we held several project review meetings at key intervals during the process. This assured that everyone remained on the same page, regarding the planning and direction of the project.

Project review meetings with the design team for the project occurred on the following dates:

- | | |
|----------------------|--------------------|
| ▪ September 17, 2019 | ▪ January 21, 2020 |
| ▪ October 29, 2019 | ▪ March 3, 2020 |
| ▪ December 5, 2019 | ▪ April 2, 2020 |

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INTRODUCTION

Data Acquisition and Fact Finding:

- Reviewed Owner provided documents and reports such as current operating budgets, organizational charts, annual service plans and workload reports to understand the current operations of the Sheriff's office and County positions.
- Discussed with selected department staff programmatic spaces to be incorporated.
- We met with county staff to present our findings, obtain comments, and refine the program as appropriate.

Facilities and Site Programming:

- Discussed with selected department staff the space programming information relative to specific area requirements and proposed personnel needed and any special facilities that may be required.
- We provided a description of the typical program areas in this type of facility, the general exterior and interior planning considerations including technical requirements such as lighting, HVAC, Communication needs, Data Processing requirements, space relationships, environmental needs and typical furniture and equipment needs for the areas.
- We assisted the County with their multiple site evaluation matrix.
- We met with county staff to present our findings, obtain comments, and refine the program as appropriate.

Conceptual Planning:

- We provided a conceptual floor plan for the proposed facilities that addressed the recommendations listed in the programming phase.
- We prepared a project cost estimate for the proposed facilities.
- We met with county staff to present our findings, obtain comments, and refine the program as appropriate.

Facilities Implementation/Development Plan:

- We prepared a final report that addressed the issues above.

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PROGRAMMING AND PLANNING PROCESS

GOALS

The foremost programming goal was to develop the program for a new 100 bed detention facility that would serve the present and future needs of Carbon County. The County directed the design team to develop a building program and concept plan with the intent of reducing construction and operational costs to Carbon County. In addition to serving Carbon County, the project also was intended to offer beds for rental to neighboring Counties of Stillwater and Sweetgrass.

The building space program developed has been formulated to provide a facility with the capacity to meet the 20-year needs of Carbon County. Therefore, some growth space will be available, upon initial occupancy.

PROCESS

The design team used the following methodology to develop the space program:

- Consistent industry-accepted space planning standards were utilized for work areas, equipment and special-use areas.
- The resulting square footage was then multiplied by several factors to account for circulation space and code required elements:
- Review of Montana Jail Standards and incorporation of physical plant standards into the concepts.

SPACE PLANNING STANDARDS

The space planning standards used here are intended to provide the following benefits:

- Provide functional and efficient workspaces commensurate with the tasks being performed.
- Provide appropriate levels of privacy or communal-type environments as needed.
- Minimize hard-wall construction where applicable, which will yield:
 - maximum rearrangement flexibility;
 - minimize construction costs
 - mitigate building maintenance and operations costs by creating larger fire, lighting, and HVAC zones.

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PROGRAMMING AND PLANNING PROCESS

- In concert with the space allocation guidelines used, private office allocations should be limited to management-level personnel, or personnel whose tasks require demonstrated privacy and/or confidentiality. These positions include captains, lieutenants, administrators, and selected positions. Wherever possible, all other staff requiring workstation space should be provided with systems furniture-type accommodations, except where conventional free-standing furnishings were either desired by the County or recommended by the design team.

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PARKING REQUIREMENTS

METHODOLOGY

The following criteria were taken into consideration by the design team in developing the anticipated parking requirements for the new facilities.

Subdivide Parking Areas by Use:

- The parking areas should be physically divided into a minimum of two specific areas:
 - Public and other department visitors
 - County vehicles and staff vehicles.
- Public / visitor parking should be immediately adjacent to the main entrance to the public lobby.
- Ideally, the County vehicles would be separated from those of staff.
- The exterior employee parking area should well-lit and located as closely as possible to detention staff service entrance/exit as practical. The employee parking lot should also be secured by a fenced perimeter and visual barriers to view from public spaces. The parking areas for staff and County vehicles should be both physically and visually secure, for two primary reasons:
 - To provide anonymity for detention and Sheriff's Office staff
 - To prevent vandalism.
- Staff and County parking area(s) should be accessible by keycard only through a controlled perimeter.
- Video surveillance of all parking areas is encouraged and should be monitored by central control. Video monitoring of any parking areas not directly adjacent to the building is strongly recommended.
- Since the facilities operate 24-hours per day, seven days per week, it is expected that all staff will never be at the facility at the same time. Peak staff parking demand will occur between day and swing shifts, when all staff on those shifts may be present.

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SITE EVALUATION CRITERIA

THE IDEAL SITE SHOULD:

- Be capable of accommodating programmed requirements through a 20-year time frame, and ideally, have some expansion capability beyond that timeframe.
- Have capacity to accommodate all parking requirements on-grade.
- Have convenient access to major transportation arteries.
- Be situated at a high-profile location.
- Be located near major public transportation nodes to provide for convenient public access.
- Be flat or with minimal slope.
- Have compatible zoning and land use for intended function.
- Have convenient public utility access.
- Be able to accommodate separate site access/egress for public versus staff and law enforcement vehicles.

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DETENTION SPACE NEEDS - SUMMARY

The following exhibit provides a space summary of all net useable square footage required by each major functional component of the Detention Facility and is the result of Owner meetings coordination.

Space Description	Staff	No.	Unit (SF)	SF	Notes
	25				
Public Entrance/Visitation					
Vestibule		1	100	100	open 24 hours / area of refuge
Public Lobby		20	20	400	seating for 20 / open 8-5 / kiosks / vending
Video Visitation Booths		4	25	100	could be part of Public Lobby
Attorney/Clergy Visiting		4	50	200	non-contact face to face/adjacent to Public Lobby
Face to Face Visiting		1	80	80	contact visits/adjacent to Public Lobby
Public Restrooms		2	65	130	ADA / single use
Total Net Usable				1010	
Total Net Square Footage				1364	Grossing Factor at 35%
Administration					
Jail Commander	1	1	120	120	outside secure area
Srg's Office	3	3	80	240	Shared Office-In secure area
Report Writing		3	25	75	3 stations-in secure area
Total Net Usable				435	
Total Net Square Footage				587	Grossing Factor at 35%
Security Operations					
Central Control	5	1	200	200	
Clerical	1	1	80	80	station in control for part time position
Toilet		1	50	50	non ADA
Security Electronics Room		1	100	100	
Total Net Usable				430	
Total Net Square Footage				581	Grossing Factor at 35%
Inmate Processing/Release					
Auto Sallyport		4	450	1800	4 Vehicles / bus / gun lockers / emergency shower / 3 angled parking stalls
Sallyport		1	100	100	
Pre Booking Room		1	100	100	Intoxilizer
Interview Room		1	80	80	
Booking Counter	5	2	50	100	elevated
ID/Photo/Fingerprint Area		1	50	50	part of booking counter
Booking Waiting Area		1	100	100	open waiting for 5 / tv / seating
Individual Holding Cells		3	50	150	1 Pass thru from Pre Booking / 1 padded
Group Holding Cells		1	150	150	5-6 people
Dressing Room		1	100	100	w/ Showers / pass thru to property
Property Storage		1	200	200	
Records/File Storage		1	100	100	
Storage Supplies		1	100	100	Includes restraints
Janitor		1	80	80	
Alternative Discharge Office		1	150	150	
Total Net Usable				3360	
Total Net Square Footage				4536	Grossing Factor at 35%
Medical/Mental Health					
Medical Examination Room		1	150	150	
Pharmacy / Records		1	50	50	med cart storage
Storage / Future Office		1	100	100	Future Nurse's office
Total Net Usable				300	
Total Net Square Footage				405	Grossing Factor at 35%

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DETENTION SPACE NEEDS - SUMMARY

Inmate Housing-100 Beds	10				76 Male/24 Female
Male Minimum Security Housing					36 Beds
Dormitory		36	35	1260	3-12 bed Dorms=36 beds
Toilets/Shower Rooms		4	100	400	
Dayrooms		34	35	1190	
Male Medium Security Housing					28 Beds
Double Cells		14	80	1120	2-14 bed pods w/ double cells
Showers		4	25	100	
Dayrooms		28	35	980	
Male Max/Special Handling Housing					8 Beds
Single Cells		8	70	560	1-Isolation Cell / all negative air
Showers		1	25	25	
Dayroom		1	100	100	one in dayroom at a time
Male Inmate Worker Housing					6 Beds
Dormitory		6	35	210	1 Dorm=6 beds
Toilets/Shower Rooms		1	100	100	
Dayrooms		6	35	210	
Female Minimum Security					10 Beds
Dormitory		10	35	350	1 Dorm=10 beds
Toilets/Shower Rooms		2	100	200	
Dayrooms		10	35	350	
Female Medium Security Housing					8 Beds
Double Cells		4	80	320	4-2 person cells=8 beds
Showers		1	25	25	
Dayrooms		8	35	280	
Female Max/Special Handling Housing					2 Beds
Single Cells		2	70	140	1-Isolation Cell / all negative air
Showers		1	25	25	
Dayroom		1	100	100	one in dayroom at a time
Female Inmate Worker Housing					4 Beds
Dormitory		4	35	140	1 Dorm=4 beds
Toilets/Shower Rooms		1	100	100	
Dayrooms		4	35	140	
Total Net Usable				8425	
Total Net Square Footage				11374	Grossing Factor at 35%

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DETENTION SPACE NEEDS - SUMMARY

Programs/Education/Recreation/Exercise					
Commissary	1	100	100		
Programs Room	1	250	250	Library / Video Arraignment / Classroom	
Indoor Exercise/Multi-use	1	500	500		
Outdoor Recreation Yards	2	750	1500	Partially Covered	
Total Net Usable			2350		
Total Net Square Footage				3173	Grossing Factor at 35%
Food Services					
Kitchen	1	800	800	80% Includes Freezer/Cooler	
Dry Storage	1	200	200	20%	
Office	1	80	80		
Break Area	1	50	50	4 person table / tv	
Toilet	1	65	65	1 inmate	
Janitor	1	50	50		
Total Net Usable			1245		
Total Net Square Footage				1681	Grossing Factor at 35%
Laundry					
Laundry Area	1	200	200		
Break Area	1	25	25	2 person table / tv	
Laundry Storage	1	100	100		
Toilet	1	65	65	1 inmate	
Total Net Usable			390		
Total Net Square Footage				527	Grossing Factor at 35%
Staff Support					
Brief/Conference Room	1	200	200	10-12 people	
Staff Break	8	20	160	seating for 8 / vending machines / counter w/ sink	
Armory	1	100	100	Secure	
Wellness Room	1	200	200		
Mens Lockers	20	15	300	15SF/Locker (full size duty lockers)	
Toilet	4	50	200	1 WC/1 Urinal/2 Lavs	
Showers	1	50	50	ADA	
Womens Lockers	5	15	75	15SF/Locker (full size duty lockers)	
Toilet	2	50	100	1 WC/1 Lav	
Showers	1	50	50		
Total Net Usable			1435		
Total Net Square Footage				1937	Grossing Factor at 35%
Building Support					
Mechanical Room	1	200	200		
Electrical Room	1	200	200		
Emergency Generator	1	0	0	Outside	
Total Net Usable			400		
Total Net Square Footage				540	Grossing Factor at 35%
Building Total Net Square Footage			26703		
Grossing Factor at 10%			2670		
Total Gross Square Footage				29373	
Maintenance Shop/General Storage					
Maintenance Bay/Shop	1	225	225	Separate Building	
Bulk Storage	1	225	225	Desk inside shop	
Grounds Maintenance	1	300	300		
Total Net Usable			750		
Total Net Square Footage				825	Grossing Factor at 10%

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PUBLIC ENTRANCE/VISITATION

(Images beside description of space are example spaces from other built projects and are not meant to be actual representations of concept design spaces for this project.)

PUBLIC AND OFFICIAL VISITING

The public lobby will contain a small entry vestibule and a waiting area with seating to accommodate visitors. Public restrooms will be required. Each restroom should be handicap accessible. A water fountain should also be in the public lobby.

All official and inmate visitors to the facility will access the facility by passing through an entry vestibule into the public lobby. The exterior door to this vestibule is locked and controlled by central control when the reception desk is not manned. All visitors will approach the reception officer stationed at the reception/clerical counter in the lobby, which will be staffed on the day shift during visiting and business hours. All visitors will be processed by the reception officer. Visitors will be processed through metal detection and directed to the administrative office or inmate visiting area.



Example Public Lobby

Video visiting and non-contact visiting booths will be used for family members and friends. This will be accomplished by providing video visiting equipment in each dayroom and providing an area for the public adjacent to the public lobby for public visiting.

Experience indicates that the visitation program will generate a demand for visiting booths at a rate of approximately one inmate station per 15 inmates. This ratio applied to the anticipated inmate population of 100 indicates a need for 6 visitation



Example Non-contact Visitation and Video Visitation Stations

stations. Non-Contact visitation booths will account for some of this demand and video visitation stations will make up the balance.

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PUBLIC ENTRANCE/VISITATION

Visits by attorneys and other professionals can be either non-contact or face to face visits in separate secure rooms. All visiting stations will be located within the secure perimeter, adjacent to the public lobby and video monitored at all times.

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ADMINISTRATION

The Administrative Offices will be located outside the secure perimeter, directly adjacent to the public lobby. Access to the Administrative Offices will be through the public lobby. Administrative visitors will approach the central control room window and be screened and cleared by the control room officer.

ADMINISTRATIVE OFFICES

Office space should be provided for the Facility Commander and Administrative Sergeants. This office space can consist of both hard offices and workstations set up in an open office environment.



Example Office Area

STAFF BREAK /CONFERENCE AREA

The staff break/conference area could be equipped with vending machines, a counter with a sink, microwave, space for a full-sized refrigerator, and comfortable seating. It will be accessed by staff 24 hours a day and will also accommodate staff conferences.



Example Break Area



Example Conference Area

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SECURITY OPERATIONS

The primary function of Security Operations is to oversee security in the facility and monitor and coordinate inmate movement to ensure a safe and secure environment. This component is comprised of the central/housing control room. Security Operation functions will be located inside the secure jail perimeter of the facility. For the most part, all spaces within the Security Operations component will operate on a 24-hour basis, seven days a week.

CENTRAL/HOUSING CONTROL

Central control functions as the security nerve center of the facility and includes the central control room, the entry sallyport into the secure side of the facility, and the security support spaces related to communications. This room also functions as the reception area for public visitors and will also provide monitoring of the new housing pods.



Example Control Room

The control room functions encompass all life safety and security monitoring systems facility-wide, including all interior and exterior monitoring systems, fire alarm systems, night switchboard, key control panel, radio console, video monitors, and intrusion detection equipment. It is always staffed, is entirely self-sufficient, and has its own toilet. Access to this area is strictly limited to authorized personnel.

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SECURITY OPERATIONS

The housing control room is laid out to provide the least obstruction of the control room officer's activities while allowing for direct views of all inmate housing areas, minimizing "blind spots" and reducing the need for remote surveillance. The primary function is to monitor and control housing areas, security doors, detection systems, and life safety systems.

The control component is the most secure area within the institution. This area will utilize extensive security construction, hardware, equipment and technology, with appropriate access control and monitoring.

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INMATE PROCESSING

All inmates processed into and released from the facility will pass through a new intake and release area. Also, inmates being transported to court appearance will be processed in this component.

The inmate processing component is considered a high security area and is in the secure perimeter. This component includes a vehicle sallyport, holding cells, property storage, inmate dress and shower rooms, pre-booking areas and interview rooms.

VEHICLE SALLYPORT

A detainee's introduction to the intake process will begin through a secure vehicle sallyport. The vehicular sallyport should be sized to accommodate two (2) light vehicles or one 36-passenger inmate transport bus and up to four (4) parking stalls for light duty vehicles. A secure weapons box will be provided in the sallyport areas where officers who may be transporting inmates to the facility can check their guns before entering the intake area. Access to the facility through the vehicle sallyport is controlled remotely by Central Control.

ARRIVAL PROCESSING

Once out of the transporting vehicle, the individual will be placed in the intake sallyport under the supervision of the arresting officer. Completion of pre-booking documentation by the arresting officer will take place at a nearby location. In cases involving intoxication, the arresting officer will conduct alcohol tests in an adjacent room.



Example Booking Area

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INMATE PROCESSING

From the intake sallyport, the individual will be moved to an intake waiting area. The intake officer checks the commitment papers, verifies that the inmate is an appropriate commitment to the facility, and allows passage of inmate and the escort officer into the intake processing area. If the escort officer is not a staff member from this facility, after acceptance of the incoming inmate by the intake deputy, the arresting officer leaves the facility.

Detention personnel at this point will be responsible for conducting a medical and mental health screening. In cases of significant medical or mental health problems, the detainee would be transported by the **arresting officer** to an off-site health care facility. Intoxicated individuals would be placed in an adjacent observation holding area until they can participate in the intake/release process.

Prior to leaving the intake area, the detainee would be fingerprinted, and proper paperwork processed. Detention staff would then photograph the individual, conduct a further search, and inventory and remove personal belongings.

From the intake waiting area detainees would either be placed in temporary holding areas or immediately moved through the intake booking process. Throughout the process, inmates can be returned to the temporary holding area as required.

HOLDING AREAS

There will be two types of holding areas: 1) Group holding cells that can accommodate multiple inmates, and, 2) Individual holding cells. All holding cells will be equipped with stainless steel combo toilet fixtures. The group holding cell should provide bench seating and the toilet should be shielded from public view with a modesty screen. The cells and holding area should be designed to allow for maximum observation by the intake officer and use impact-resistant glazing on the cell fronts.

INTOX AND PRE-BOOKING ROOMS

There will be a room immediately off the sallyport, before entering the main booking area. This room will contain Breathalyzer equipment. Placement should allow easy access by arresting officer.

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INMATE PROCESSING

INTAKE PROCESSING

Upon completion of I.D. and search, the detainee would be moved to the booking counter. At this point, detention staff would officially accept and book the individual, prepare records documentation and initiate pre-trial release and classification evaluations.

The booking counter should be located for maximum observation of all areas and activities which the officer staffing it is required to oversee or perform. This includes holding cells, showers, intake and release circulation, identification, etc.

Those individuals to be housed would be moved to the property storage counter, where personal belongings would be exchanged for jail clothing. The property storage counter should also be equipped with a computer terminal, and telephone/intercom. Personal valuables and contraband are inventoried, bagged and stored by the officer at this station. Valuable inmate property, such as jewelry and money will be stored in secure storage.

Upon completion of that transaction, detainees would utilize adjacent showers, change into jail clothing and be moved to an appropriate housing unit based on the classification evaluation.

PROPERTY

The handling of inmate personal property is a critical function assigned to the intake and release section of the facility. It requires an efficient design and enough space to facilitate the safe and secure receiving, storage, and ultimately the return of property. Two cubic feet per inmate should be provided. The physical layout of the property and showering areas should be such that it facilitates sequencing of these functions. The property officer inventories the inmate's property and provides the inmate with a receipt.

RELEASE FROM CUSTODY FUNCTIONS

Upon notification and verification of release eligibility an inmate in custody would be removed from the housing unit and escorted to the intake/release area of the new facility. The individual will access a counter to the property storage room to exchange jail clothing for his or her personal clothing. He or she will then move to a release station where their identity is confirmed, and personal property returned prior to release.

TRANSFER AND COURT MOVEMENT FUNCTIONS

With minor variations, the out-going process for the transfer of inmates to court and off-site detention/correctional facilities will be identical. Upon notification and verification of a movement/transfer requirement, inmates in custody would be assembled in the housing area and moved either individually or in groups to the intake/release area of the new facility. At this location, subject to segregation requirements, inmates would be temporarily placed in single or group holding cells to await transportation.

Individuals eligible for a video arraignment program are anticipated to access a Video Arraignment Room at this point with appropriate access provided to Attorneys.

Individuals being transported for court appearance would in most cases be taken to court in jail clothing. Upon request, and approval, individuals may require the exchange of jail clothing for their personal clothing. This exchange can occur in a holding cell within the intake/release area.

Those individuals to be transferred to an off-site detention/correctional facility would be dressed for transportation, cuffed and moved to a vehicle in the vehicle sallyport with transfer papers and personal effects.

The return process for individuals transported for court appearance will begin within the vehicle sallyport where they will be moved into the intake/release area. At this point, all inmates will be searched and placed in a temporary holding cell. They will then be moved individually or in groups to the housing units according to their classification.

While the projected volume of inmates coming into the facility at any one time is expected to be small, it is essential that the intake area be designed to maximize efficient processing and ensure security.

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MEDICAL AND MENTAL HEALTH

The medical and mental health care will continue to be made available to the inmate population of the facility by a combination of on-site and off-site service. Within the facility, medical/mental health screening and evaluation will occur prior to admission. Patient treatment referred by a daily sick-call (triage) process will also be provided as well as scheduled psychiatric

counseling, and unscheduled crisis intervention services.



Example Medical Room

Inmates requiring extended and specialized medical/mental health services will be accommodated by the utilization of available community health care resources. This is anticipated to encompass overnight in-patient care, surgical and orthopedic treatment, specialty diagnostic and clinical services, X-ray evaluation and dental care.

Medical / mental health services are planned to be provided on a centralized basis at the medical area and will encompass daily sick-call (triage and minor treatment by nursing staff), and pill-call (dispensing of scheduled medications). Periodic observation, mental health counseling and crisis intervention services will also occur within the housing component of the jail.

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INMATE HOUSING

The focal point in the new jail facility will be that portion dedicated to the housing of inmates. The housing component is where inmates spend most of their time. It is the most important function in the jail from the perspective of the proportion of the total space of the facility it consumes; the attitudes it produces in inmates and staff toward both the institution and one another; and the ability of the facility to effectively operate in a secure and safe manner.

Each inmate will be screened upon admission to the new facility through a classification process to determine which housing unit they will be assigned. The major goals of classification are to separate inmates of differing security categories and to combine inmates with similar jail status. The separate housing of inmates according to security risk, sex, legal status, and other special considerations is necessary to maximize administrative control and order within the facility.

HOUSING MANAGEMENT

The housing component of the new facility will function within the context of a decentralized approach to the delivery of jail programs and services. In this regard the housing units will incorporate, beyond cell areas, space to accommodate inmate dining, sick call, video visitation and other dayroom activities. Adjacent to the housing component will be multi-purpose rooms supporting educational and counseling activities and religious services. Also adjacent to the housing, within line of sight of jail staff, will be secure outdoor recreation areas.



Example Housing Pod

Under this operational concept, inmate access to activities that occur on a regular basis are focused within the housing area of the new facility. Inmate access to special functions such as court appearances, medical and mental health treatment and legal library services will be provided on a centralized basis independent of the housing area.

It is anticipated that most of the housing components of the new facility will be managed in an indirect mode of supervision to maximize staffing efficiencies.

HOUSING CONCEPT

The planned inmate capacity is based upon the accommodation of 100 inmates in a modular arrangement of cell blocks and dorms. These units will share access to common program and service functions but will be self-contained regarding dayroom and shower facilities.

Based upon the projected inmate population, the organization and nature of the housing units in the new facility will reflect the following distinct types of custody configurations.

- Minimum Security for Males will be accommodated in indirect supervision units comprised of dormitory space with contiguous day/dining area and common toilets/shower facilities.
- Medium Security for Males will be accommodated in indirect supervision units comprised of a mix of double occupancy cells and single cells each with a contiguous day/dining area and common shower facilities.
- Maximum Security for Males will be accommodated in a housing pod with indirect supervision consisting of single occupancy cells usually holding a single occupant each but designed to increase capacity to double occupancy if needed.
- Special Handling for Males will be located within the single cell unit. These cells accommodate inmates under medical, protective custody or isolation charge who are incompatible with the general inmate population. All cells will be negative air pressure.
- Minimum Security for Females will be accommodated in an indirect supervision unit comprised of dormitory space with contiguous day/dining area and common toilets/shower facilities.
- Medium Security for Females will be accommodated in indirect supervision comprised of double occupancy cells each with a contiguous day/dining area and common shower facilities.
- Maximum/Special Handling Housing for Females will be located within the single cell unit. These cells accommodate inmates under medical, protective custody or isolation charge who are incompatible with the general inmate population. All cells will be negative air pressure.

Inmate programs, education and recreational components, are planned to be provided on a decentralized basis by locating these services close to the housing unit.

EDUCATION AND COUNSELING

As the incarcerated population grows over time it should be anticipated that educational and associated counseling activities will increase to include a formal G.E.D. (General Education Diploma) instructional program as well as practical educational programs addressing topics such as anger management and living skills.

Based upon a review of comparable detention facilities, it is estimated that up to 20 percent of the inmate population can be expected to participate in regularly scheduled educational/counseling activities.

To minimize inmate movement within the new facility it is planned that educational and counseling services will occur close to the housing units with group sessions scheduled within the programs/multipurpose rooms. Individual counseling would occur at visiting stations.

RELIGIOUS SERVICES

Formal religious activities (weekend services) within the new facility will generate a level of participation at approximately 25% of the inmate population. This ratio is in accordance with other comparable detention facilities.

The conduct of religious services within the new facility are also planned to occur within the programs/multi-purpose room associated with the housing units.

LIBRARY SERVICES

The availability of legal library services within the new facility will be accommodated in a centralized manner within a moderately sized, internet-based law library. It is up to the operation management of the facility to make provisions for eligible inmates to access legal materials, do research, and prepare legal documentation.

Recreational Library Services within the new facility will be provided with limited reading material on shelving in the multi-purpose room. A planning ratio of 2 books per inmate has been assumed as the basis for the recreational library collection. All library books are provided by the operations of the facility.

PERSONAL SERVICES

The commissary process will involve decentralized completion and submittal of purchase requests on a non-cash basis; centralized order processing; and decentralized cart delivery of filled orders to inmates in each housing unit.

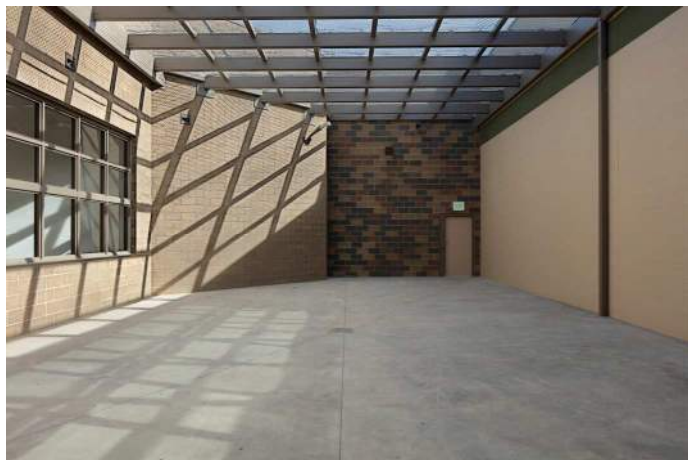
Jail operations will facilitate the daily exchange of inmate personal and legal correspondence. After central screening and sorting by administrative staff, incoming mail will be moved to the individual housing officers for distribution to inmates. Housing officers will be responsible for screening legal mail in view of inmates, prior to its distribution.

Outgoing mail will be collected from each housing unit, centrally screened and forwarded to the Postal Service by administrative staff.

RECREATION / EXERCISE

The inmate exercise component will encompass the provision of exercise, and active and passive activities in both indoor and outdoor settings. Passive activities, such as reading, television viewing, typically occur within dayroom and multi-purpose spaces. Physical conditioning and some exercise can also be conducted indoors in select dayroom and/or multi-purpose areas. In addition, outdoor exercise space should be available to accommodate active group athletics and physical exercise.

It is planned that recreational activities will occur on an unscheduled basis in housing dayrooms and either on a scheduled or unscheduled basis in multi-purpose rooms and secure outdoor recreation yards adjacent to the housing units. These yards will be configured to facilitate direct visual observation by housing officers.



Example RecYard

Individual and/or group active and passive recreational opportunities will be provided daily to all eligible inmates. Access to outdoor recreation will meet or exceed 7 hours per week per inmate. This will include outdoor and indoor activities and availability of staff.

Outdoor activities will be available during the day. Indoor activities will be available during the day and evenings, subject to inmate work schedules.

It is anticipated that recreation activities within the new facility will be structured in the following manner:

- Recreational activities occurring in individual cells are limited to reading and exercise.
- Recreational activities occurring in dayrooms may include: reading; television viewing; music listening; card and board games.
- Recreational and general-purpose activities in the multi-purpose rooms may include: meetings; group counseling/educational sessions; and television viewing.
- Recreational activities in secure outdoor yards adjacent to the housing units may include: personal exercise, leisure, single athletics, and group sports.

VIDEO ARRAIGNMENT

The video arraignment process will be utilized for first appearances and some initial court hearings. This process will save the county costs by reducing transportation costs of inmates. The video arraignment process shall be located within the secure perimeter and it will occur in the programs/multi-purpose room on a scheduled basis.

CARBON COUNTY DETENTION FACILITY ANALYSIS

FOOD SERVICE

The food service component is responsible for the preparation and delivery of three daily meals to each in-custody inmate. Jail personnel are additionally provided one meal per shift.

A new food service component will be planned to maintain a food preparation capacity to provide for three daily meals per inmate. Of these meals, a portion will constitute bag lunches provided to inmates involved in court proceedings and work programs. Jail staff will also be provided a meal while on duty with a food preparation capacity based upon the peak shift staffing level.

Within the new kitchen, meals will be prepared at a central kitchen staffed by a combination of kitchen staff and inmate workers. Food will be “dished up” into compartmentalized thermal trays which are transported to each housing unit on hot carts together with cups, utensils and a beverage. Inmates will receive their meals from the hot carts and eat their meals in the dayroom.

Within the housing unit, inmates will utilize table seating within the dayroom for their dining needs although meals may be served within individual cells where circumstances dictate. At the completion of the meal, the food tray, cup, and utensils will be returned by cart to the washing area of the central kitchen for clean-up and storage.

All arriving goods will be taken from delivery trucks, inventoried, screened and then placed in the dry storage room or go directly into the cooler/freezer in the kitchen.



Example Kitchen

CARBON COUNTY DETENTION FACILITY ANALYSIS

LAUNDRY

The function of this jail component is to receive soiled clothing and bedding, and to clean, store, and distribute them to the inmate population. A full-service laundry will be provided within the new facility and be staffed by inmate workers, under the supervision of jail staff.

Jail staff, supported by inmate workers, will be responsible for the collection/distribution and exchange of inmate clothing and bedding articles. Clean clothing and soiled articles will be moved between the laundry area and housing units by cart. Distribution and collection of clean and soiled articles will occur at the housing unit.

Inmate clothing and bedding will be exchanged twice weekly. The central laundry area will be sized and equipped with commercial grade washer/dryer units based upon an average of 15 pounds of laundry per inmate per week. Storage of inmate clothing and bedding articles will be provided at the laundry area.



Example Laundry

CARBON COUNTY DETENTION FACILITY ANALYSIS

SUPPORT

The Building Maintenance and Storage component of the new facility will provide a combination of daily facility upkeep, selective repair, and appropriate preventative maintenance to minimize the operational down-time of equipment and functional areas at the jail.

The new facility site may have area on site for the construction of a future (inside the perimeter fence) general maintenance shop to accommodate minor building repairs. This future building could support the following assumptions regarding maintenance services.

- Daily facility housekeeping and minor preventative maintenance may be performed by inmate workers under direct supervision of security staff and guidance by Sheriff's Department maintenance personnel.
- Ongoing minor repairs and general facility maintenance will be the responsibility of on-site Sheriff's Department maintenance personnel.
- Major repairs and maintenance requirements and electrical repair work will be accomplished by off-site County Maintenance personnel and contracted vendors.

The storage of jail maintenance and operational supplies could be accommodated both within the new facility and at future free-standing storage buildings. The allocation of storage capacity will be based upon the following planning assumptions.

- Short term storage will be provided within the Jail to accommodate a minimum 30-day usage of janitorial, shop and operational supplies as well as paper and forms.
- Long term storage of the above supplies will be provided either by contracted vendors or at alternate County storage buildings.

Exterior area requirements associated with building maintenance and storage reflect the need for a secure service yard, loading space and yard area for up to two trash dumpster units.

CARBON COUNTY DETENTION FACILITY ANALYSIS

DETENTION SITE SELECTIONS

Carbon County Commissioners put out an RFP to the public looking for appropriate land for sale that would best fit the criteria for the new detention center. They got multiple responses that they then narrowed down to four. Below is the evaluation sheet that Spectrum put together to help the Commissioners make an informed decision as to which site may be most appropriate.

LOMBARD
CONRAD
ARCHITECTS

SPECTRUM

Note: The higher the score the better the site is suited for County development.

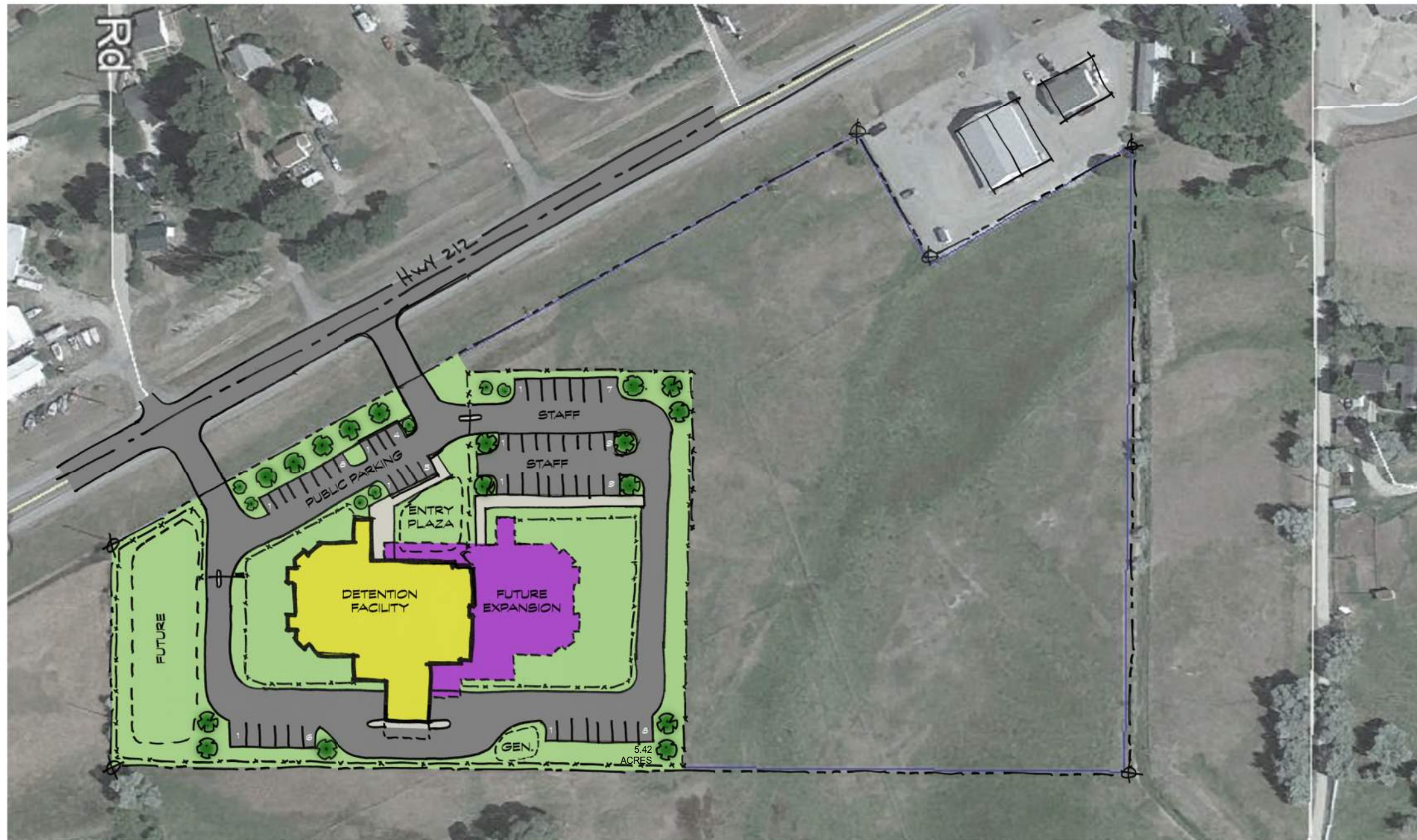
CARBON COUNTY DETENTION FACILITY ANALYSIS

DETENTION SITE SELECTIONS

Based on the Commissioners discussions they ultimately chose the Stevens Site in Joliet. This site provided the most opportunity for expansion in the future as well as location. The site also met the Site Evaluation Criteria previously mentioned.

The design team then progressed in creating a conceptual site layout for the facility.

SITE CONCEPT



CARBON COUNTY DETENTION FACILITY (SITE CONCEPT 2 FUTURE)

LOMBARD / CONRAD
ARCHITECTS

ELEVATION CONCEPT



ENTRANCE PERSPECTIVE

LOMBARD / CONRAD

ARCHITECTS

CARBON COUNTY DETENTION FACILITY ANALYSIS

COST ESTIMATES

The design team compiled estimated construction costs and estimated operating costs for the new facility. These estimations were based on industry trend costs and past project experience.

Carbon County Detention Facility Opinion of Probable Cost - April 2020

Start of Construction: Spring 2021

	Quantity	Unit Cost	Total
Component			
Jail Admin (non-detention)	4,319	\$344.00	\$1,485,736
Detention (103 beds)	26,009	\$517.00	\$13,446,653
On Site Costs			
Site Development (sf of site)(3 acres)	130,680.0	\$33.00	\$4,312,440
Sewer / Water (sf of site)	130,680.0	\$10.00	\$1,306,800
Gas Connection (sf of site)	130,680.0	\$1.00	\$130,680
Tele / Data (sf of site)	130,680.0	\$1.00	\$130,680
Power connection Line (sf of site)	130,680.0	\$5.00	\$653,400
		\$50.00	
Escalation (5% per year)			\$1,073,319
Construction Total			\$22,539,708
Construction Contingency (5% of Construction)			\$1,126,985
Property Purchase			\$350,000
Non-Construction Cost (15% of Construction)			\$3,380,956
A/E Fees and Reimbursables (10%)			
Survey/Geotechnical/QC Testing (2%)			
FF&E/Miscellaneous (3%)			
Non-Construction Total			\$4,857,942
Total Project Cost			\$27,397,650

CARBON COUNTY DETENTION FACILITY ANALYSIS

COST ESTIMATES

Projected Operating Cost 103 Bed Jail

Assumptions:

Total Beds Provided:	103	
Assumed beds full at any one time:	88	85%
Total County Beds Available:	30	26
Contract Beds Available:	73	62

Peaking and Clasification

Projected Operating Expenses:

Description	Units	Sub Totals
Utilities (per sf)	\$ 4.00	\$ 117,492.00
Staff (See Staffing Sheet)	24	\$ 1,793,999.55
Food Contract (\$2/meal)	\$ 2.00	\$ 192,720.00
Medical Contract (\$5/bed/day)	\$ 5.00	\$ 160,600.00
Misc Operating Expenses (\$5/bed/day)	\$ 5.00	\$ 160,600.00
Equip/Supplies		
Clothing Employees		
Clothing Inmates		
Facility Maintenance/Repairs		
Auto Maintenance/Repairs		
Jail Training		
Dues/Memberships		
Travel & Lodging		
Collection - Fees		
Interpreters		
Computer Maintenance & Support (IT)		
Facility Liability Insurance (from Owner)	1	\$ 70,000.00
Gross Operating Costs:		\$ 2,495,411.55
Per Bed Per Day Costs		\$ 77.69

Revenue Sources:

Total Beds	103
Beds Available Year 1	88
Beds Used by Carbon County in Year 1	26
Beds Available for Rent Year 1	62

Assumed # Beds Contracted	60	96%	Occupancy
Contract Revenues	\$100.00	\$ 2,174,232.00	
Inmate Telephone Revenues (per bed/day)	\$2.00	\$ 64,240.00	
Commissary Net Revenues (per bed/day)	\$1.00	\$ 32,120.00	
Gross Other Revenue Sources		\$ 2,270,592.00	

Current Operating Budget	\$ 235,000.00
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Net Increase/Decrease in Operating Costs	\$ (10,180.45)
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CARBON COUNTY DETENTION FACILITY ANALYSIS

COST ESTIMATES

Proposed Staffing Plan and Projected Employee Costs for: 103-Bed Jail

Position	Base Salary	Day Shift	Swing Shift	Night Shift	Total Post	SRF	Total Times SRF	Total Staff (Rounded)	Total Base Salary	Benefits 45%	Total Payroll	Individual Salary
Administration												
Jail Captain/Commander	55,172	1			1		1.00	1	55,172	24,828	80,000	\$ 80,000.00
Total Administration:					1			1	55,172	24,828	80,000	
Officers												
Sergeants (Shift Supervisors)	48,276	1	1	1	3	1.75	5.25	5	241,379	108,621	350,000	\$ 70,000.00
Floor/Booking Officers	44,828	2	2	2	6	1.75	10.50	10	448,276	201,724	650,000	\$ 65,000.00
Transport Officers	41,379	2			2		2.00	2	82,759	37,241	120,000	\$ 60,000.00
Control Room Technicians	34,483	1	1	1	3	1.75	5.25	5	172,414	77,586	250,000	\$ 50,000.00
Total Officers:					14			22	944,827	425,172	1,370,000	
Civilians												
Secretary/Receptionist	31,034	1			1		1.00	1	31,034	13,966	45,000	\$ 45,000.00
Maintenance (Contracted)					0		-	0	-	-	-	\$ -
Cooks - (Contracted)					0		-	0	-	-	-	\$ -
Nurse - (Contracted)					0		-	0	-	-	-	\$ -
Programs - (Contracted)					0		-	0	-	-	-	\$ -
Total Civilians:					1			1	31,034	13,966	45,000	
Total Staff:								24	\$ 1,031,034.23	\$ 463,965.40	\$ 1,494,999.63	
Estimated Overtime @ 20%												\$ 298,999.93
												\$ 1,793,999.55