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## **INTRODUCTION**

The Bureau of Adult Detention (BAD) recognizes that the physical design of a facility and its operation are interrelated and that the only way to ensure a safe, secure and effective facility is through proper and thorough planning. The BAD has, therefore, established a phased approach to the planning process in an effort to lead local jurisdictions and their planners in a controlled and clearly defined manner through the design and construction processes. This approach is known as the Planning Approval Process (PAP) and consists of five phases. Successful completion of these phases is required for all new construction as well as for alterations.

Completion of all phases may not be required for all alterations. In certain instances, combinations of phases may be possible or the project may be handled informally and outside of the strict requirements of the phased process. Question regarding the need to adhere to the phased approach should be directed to the appropriate regional Jail Inspector or the BAD Facilities Project Manager/Planning.

Fast-tracking can be accommodated by the PAP. Planners must notify the BAD as soon as possible of the intent to fast-track a project.

This Planning Approval Process Handbook provides an overview of the PAP as well as instructions for the required submittals. The intent is that architects, planners, local officials and other involved parties may become familiar with the sequence of events necessary to successfully complete the process and to expedite in a clear and orderly fashion the required submittals.

## **THE PLANNING APPROVAL PROCESS**

The **Planning Approval Process (PAP)** consists of five phases which must be successfully completed. Each phase is submitted to the Bureau of Adult Detention (BAD) for review for compliance with the “Minimum Standards for Jails in Ohio” and the “Construction-Renovation Criteria”. A phase must be approved by the BAD before the next phase can be submitted. Conditional approvals may be granted by the BAD if the information necessary for unconditional approval is such that it may be presented with the next phase without adversely affecting the design process. The six phases of the PAP are as follows:

### PHASE 1

- Part A – Operational Programming
- Part B - Architectural Programming
- Part C – Schematic Design

### PHASE 2

- Design Development

### PHASE 3

- Construction Documents

### PHASE 4

- Construction Alterations

### PHASE 5

- Transition Program

Phases 1-4 require the completion of two checklists – the Planning Submission Checklist and the Construction-Renovation Criteria Checklist. Phase 5 requires the completion of the Planning Submission Checklist. This checklist format has been developed to serve as an aid for expediting the PAP by providing a clear and specific guide for verifying the inclusion of the required elements for each phase submittal.

The review process of the PAP is designed to expedite the review and approval of all submitted documents. All initial reviews will be conducted at a site that is agreeable to all parties. These Plans Review Conferences (PRC) are to be attended by, minimally:

- BAD Facilities Project Manager/Planning
- BAD Regional Jail Inspector

Jail Administrator  
and/or  
Sheriff/Chief of Police  
Architect/Planner

Other BAD staff may attend certain selected conferences. Other local officials may attend any PRC at the discretion of the local planning jurisdiction.

When jurisdictions are ready for a review, they are to forward to the BAD Facilities Project/Manager/Planning and their Regional Jail Inspector a copy of all required documents for the phase to be reviewed. Upon receipt of these documents, the BAD will verify that all required elements have been submitted. Upon verification, the BAD will attempt to schedule a PRC within fifteen (15) working days of the receipt of the documents. Both the date of receipt of the documents and the date, time and location of the PRC will then be confirmed in writing.

At the conclusion of the PRC, the reviewers will render a verbal approval, conditional approval or disapproval of the submission. A formal PRC review letter will be mailed to all attendees of the PRC within ten (10) working days of the PRC. The review letter will confirm the PRC decision as well as document all items of non-compliance and/or areas of concern and suggestions noted by the Bureau during the PRC.

The phase 1 and Phase 2 review letters will be signed by the Regional Jail Inspector and the BAD Facilities Project Manager/Planning respectively. The Phase 3 review letter will be signed by both the BAD Administrator and the BAD Facilities Project Manager/Planning.

Phase 4 and Phase 5 of the PAP require no PRC. Phase 4 submittals should be sent to the BAD Facilities Project Manager/Planning. The BAD will respond to Phase 4 submittals within five (5) working days from the date of receipt of the submittal.

Phase 5 submittals should be sent to the BAD Regional Jail inspector with a response due from the BAD within (60) consecutive days from the date of receipt of the submittal. A formal letter of receipt will be issued by the BAD establishing the date the Regional Jail Inspector received the Phase 5 submittal.

Information required for the Final Walk-Through may be sent to the BAD Facilities Project Manager/Planning prior to the date established for the Final Walk-Through or submitted at the time of the Final Walk-Through.

## **PLANNING SUBMISSION CHECKLIST**

The checklist format has been developed to serve as an aid for expediting the PAP by providing a clear and specific guide for verifying the inclusion of the required elements for each phase submittal. The checklists are designed to:

- aid planners in the development and compilation of materials to be submitted to the BAD.
- provide a method for planners to document their assurances that all required items have been addressed.

There is a separate Planning Submission Checklist for each phase of the PAP. Each checklist specifies the documents, materials and information required for the review of a given phase. The Planning Submission Checklist consists of three elements as follows:

### **I. REVIEW AND APPROVAL**

These are the primary items upon which the BAD approval/disapproval is based. All material in this element must be complete, consistent with all prior submittals, compliant with the “Minimum Standards for Jails in Ohio” and adhere to the “Construction-Renovation Criteria”.

### **II. REVIEW AND COMMENT**

This element requires information necessary for a comprehensive planning effort. While not strictly subject to BAD approval, the information provided in this element, when analyzed in conjunction with the **REVIEW AND APPROVAL** items could effect approval. For example, the facility design could dictate more staff than is estimated as needed. Such an analysis could result in either a disapproval of the submission or a conditional approval. The Bad will also offer comment where problems are noted or clarification is needed in areas which might affect approval of future submissions or in areas which might inhibit the safe and effective operation of the jail.

### **III. INFORMATION**

This element includes information designed to aid the BAD staff in understanding the project. While not subject to formal BAD approval/disapproval, the material is a required submission. Some of the information will be tabulated for statistical purposes.

## **CONSTRUCTION-RENOVATION CRITERIA**

The **Construction-Renovation Criteria** outlines the physical requirements necessary to achieve compliance with the “Minimum Standards for Jails in Ohio”. A wide variety of designs may be capable of satisfying the criteria. The BAD advocates the development of designs which attempt to normalize the jail environment, humanize its image and reduce the potentially negative effects of incarceration. It is emphasized, therefore, that while the **Construction-Renovation Criteria** establishes minimum standards which must be met, the BAD encourages planning and design efforts which exceed these criteria. The BAD believes that this type of effort will serve to increase the safety, security and effectiveness of the final product to the benefit of all users, be they prisoners, staff or visitors. To this end, the **Construction-Renovation Criteria** contain design and construction options, identified by *italicized* type. These options are not required for approval, but they are offered for consideration as improvements to the minimum requirements. Options not noted in the **Construction-Renovation Criteria** that exceed the minimum requirements are also encouraged.

The purpose of the **Construction-Renovation Criteria** is to guide all who are involved in the Planning Approval Process through an objective and comprehensive presentation of design and construction criteria intended to implement the “Minimum Standards for Jails in Ohio”. Used in conjunction with the Construction-Renovation Criteria Checklist, the **Construction-Renovation Criteria** can aid planners and the BAD staff in making a thorough and objective review of design and construction documents in accordance with Section 5103.18 of the Ohio Revised Code, the “Minimum Standards for Jails in Ohio” and established BAD procedures. They are also intended to aid planners, architects and jurisdictions in the development of designs which contribute to the safe, secure and effective operation of a local adult detention facility.

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## **CONSTRUCTION-RENOVATION CRITERIA CHECKLIST**

The Construction-Renovation Criteria Checklist has been developed to serve as an aid for expediting the Planning Approval Process by providing a clear and specific guide for verifying the inclusion of the required elements for each phase submittal.

The Construction-Renovation Criteria Checklist is designed to:

- aid planners in the development of plans that are compliant with the “Minimum Standards for Jails in Ohio”
- provide a mechanism to document compliance with the Construction-Renovation Criteria and the “Minimum Standards for Jails in Ohio”.
- provide a mechanism for planners to document that all required items have been addressed.
- aid BAD staff in conducting a thorough and comprehensive review of planning documents.
- aid planners in determining BAD review objectives for each phase submittal.

### **DEVIATION REQUEST**

During the planning process, planners may desire to deviate from the requirements of the Construction-Renovation Criteria. If planners believe that sufficient cause exists to be relieved from one or more of the Construction-Renovation Criteria, approval of a **Deviation Request** may be sought. A Deviation Request should provide the following information:

1. The specific Construction-Renovation Criteria section(s) for which a deviation is desired.
2. The specific reason(s) for the desired deviation.
3. The means by which the intent of the Construction-Renovation Criteria section(s) will be achieved.

A deviation requested during a Plans Review Conference will be considered by the BAD reviewers present. If, in their opinion, the request has merit, they will present it to the BAD Administrator at the earliest possible opportunity following the Plans Review Conference. The decision will be given in writing in the Plans Review Conference letter or, if more appropriate, a separate letter.

A desired deviation arising independent of a Plans Review Conference should be requested in writing from the BAD Administrator and addressed as follows:

Administrator  
Bureau of Adult Detention  
1050 Freeway Drive, North  
Columbus, Ohio 43229

An acknowledgement of receipt of the Deviation Request will be sent to the submitter with either a time frame for the decision or a request for additional information.

## **JAIL COST ANALYSIS WORKSHEET**

The Bureau of Adult Detention (BAD) developed the Jail Cost Analysis Worksheet in an effort to gain consistent cost information throughout the course of a given project as well as to accumulate cost data in similar from a variety of projects. The Jail Cost Analysis Worksheet describes for planners specific cost elements that the BAD requires.

The Jail Cost Analysis Worksheet is based upon the Means Assemblies format. This assemblies format is a common estimating tool and is useful to the BAD in generating the type of cost data it needs for statistical purposes and funding accountability.

**POLICY & SCENARIO**

The Policy Statements and the Scenarios are the foundation for the arrangement and operation of the detention facility. They are the basis from which the design is originated, the staffing is determined and the Policy and Procedure Manual is developed.

**POLICY STATEMENT DEFINITION**

A Policy Statement delineates in general terms the departmental philosophy and considerations for a function or activity of a detention facility. A Policy Statement describes what is to be achieved by the function or activity.

**SCENARIO DEFINITION**

A **Scenario** is a detailed description of a function or activity of a detention facility. A **Scenario** describes who will be involved, how the activity will be accomplished, where the activity will occur in relation to other activities, when the activity will occur and what spaces and equipment will be needed to facilitate the activity.

\* \* \* \* \*

The samples provided should not be construed as an attempt to dictate format. They are provided solely as an example of the scope and type of information necessary for a thorough planning effort and a meaningful review process.

## **MISSION STATEMENT**

### DEFINITION

A Mission Statement is a broad, general statement which describes the philosophy by which the detention facility will be operated.

A **Mission Statement** defines the following:

1. The purpose of the detention facility.
2. The detention facility's responsibilities to its inmate population and other major constituencies.
3. The philosophical direction of the detention facility.

A **Mission Statement** reflects the best achievable detention facility for a particular community.

### DEVELOPMENT CRITERIA

There is no set format for a **Mission Statement**. However, a **Mission Statement** must contain certain elements as follows:

1. It must address the purpose, responsibilities and philosophical direction of the detention facility.
2. It must reflect the constitutional, professional and ethical standards of the organization.
3. It must be broad in focus.
4. It must be concise.
5. It must be clear and unmistakable in meaning.
6. It must be realistic and attainable.
7. It must be a positive statement.

## STAFFING

Adequate staffing is the single most important element in the safe and effective operation of a detention facility. Adequacy and excellence of the physical facility cannot overcome the shortcomings of an inadequate level of staff, of unqualified staff and of inadequately trained staff.

However, since staffing costs can be upwards of 80% of the total life cycle costs of a facility, it is the very area that tends to be scrutinized most closely in efforts to reduce costs. These efforts, unfortunately, often result in one or a combination of the following:

- inadequate numbers of staff
- inadequate trained staff
- inadequate assigned staff
- inadequate supervised staff

Such factors, singularly or in combination, will yield a facility that will not be able to properly, safely and/or effectively respond to day-to-day operational requirements or emergency situations.

A scarcity of monetary resources is a frequently cited reason for insufficient staffing efforts. While perhaps a valid and true argument, it stands against court decisions that have repeatedly emphasized that a lack of resources is insufficient reason for failure to meet constitutional minima. The courts have given scant support to arguments based upon expense.

\* \* \* \* \*

The samples provided should not be construed as an attempt to dictate format. They are provided solely as an example of an approach that can be followed to help generate an adequate and thorough analysis of staffing requirements.

### **SCHEDULE of PROGRAMS and SERVICES**

A schedule or description of a facility's programs and services, known also as a master activity schedule, provides early necessary information that is relevant to space planning, staffing levels, administrative needs, procedural requirements and operating costs. Such a schedule, performed during pre-design planning, is crucial to the establishment of the scope of the project, to the definition of design parameters and to the impact of preliminary staffing and operational decisions.

\* \* \* \* \*

The sample provided should not be construed as an attempt to dictate format. It is intended and provided as an example of the scope and type of information necessary for a comprehensive planning and review effort.

## SITE SELECTION ANALYSIS

Site selection is among the first in a sequence of tasks necessary in developing a program for the design of a law enforcement and detention facility. Consideration should be given to the entire list of criteria described herein during the site evaluation and selection process.

Capital costs such as building construction and land acquisition for the law enforcement and detention facilities are generally one-time expenditures that can be amortized over the life of the facility. Operating costs such as utilities, labor and maintenance are rapidly escalating expenses that continue to be incurred year after year. Careful consideration of certain operating aspects during site selection can minimize or even eliminate some costs and result in a reduction of overall facility costs.

The following criteria and considerations are offered in an effort to provide a safeguard against unanticipated factors which could lead to substantial cost impact.

### SAMPLE CRITERIA

- I. Facility Site Selection Criteria
  - A. Proximity to ancillary functions.
    - a. Courts, other jails, service organizations, medical facilities, public access.
  - B. Relationship to existing and future county/municipal sites.
    - a. The site's relationship to the overall county and/or municipal service delivery system.
  - C. Size and shape.
    - a. Appropriate acreage and proportions to support the facility with necessary amenities, circulation access and parking.
  - D. Site access.
    - a. Traffic control, curb cuts, street configuration, right-of-way, etc.
  - E. Ability to gain control of site.
    - a. Purchase, eminent domain, owned, etc.
  
- II. Construction Site Selection Criteria
  - A. Topography.

- a. The site should, preferable, minimize the need for expensive cut, fill and other site preparation procedures.
- B. Street conditions.
  - a. Access routes should be in good condition and capable of withstanding the necessary traffic density.
- C. Faults.
  - a. Sites with discernible geologic faults should be avoided. If unavoidable, the site should accommodate a design that precludes any structure being built over the fault.
- D. Drainage.
  - a. Drainage during and after construction should be good.
  - b. The water table should be a consideration since dewatering can increase construction costs.
- E. Flood plains.
  - a. Avoid flood plains.
- F. Soils.
  - a. A soil survey should be conducted to aid in determining potential costly foundation considerations.
- G. Easements.
  - a. Constraints may force design decisions impacting construction and future operating costs.
- H. Utilities.
  - a. All utilities should be readily available to the site. Existing sanitary provisions should accommodate the additional effluents generated by the facility.
- I. Fire protection.
  - a. Proximity to fire station(s) and emergency response providers should be considered as well as the availability of fire alarm communication.
- J. Compatibility with existing land use and zoning.
- K. Current occupants of site and relocation.
- L. Noise and visual impacts.
- M. Water treatment, waste control, storm control.
- N. Traffic impact.
- O. Park and historic structure impact.
- P. Wildlife and vegetation impact.
- Q. Demolition and disposal.

## APPENDIX

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The samples provided in this Appendix should not be construed as an attempt to dictate format. They are provided as examples of approaches which provide the scope and type of information necessary for a thorough planning effort and a meaningful review process.

**PLANNING SUBMISSION CHECKLIST  
SAMPLE**

SAMPLE

PHASE 1  
OPERATIONAL/ARCHITECTURAL PROGRAM  
PART A/PART B

SUBMISSION CHECKLIST

I. **REVIEW AND APPROVAL**

- A. Submission Checklist.
- B. Operational Policies and Scenarios (Part A/ see Supplemental Checklist).
- C. Schedule of Programs and Services.

II. **REVIEW AND COMMENT**

- A. Mission Statement (Part A)
- B. Projected jail capacity, including (Part A):
  - 1. Adjustment for changes in practices or trends (incarceration practices, booking trends, legal trends, population trends, etc.)
  - 2. Breakdowns for general population, special housing, and holding needs.
- C. Estimate of staffing needs (Part A).

II. **INFORMATION**

- A. Estimated staffing costs (e.g., salaries, benefits, training/Part A).
- B. Design objectives (Part B).
- C. Desired architectural character (Part B).
- D. Site analysis and selection criteria (Part B).

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Facility/Project: \_\_\_\_\_

# **POLICY and SCENARIO SAMPLE**

SAMPLE

## INTAKE

### I. Intake Area

#### A. Policy Statement

The intake area will serve as the reception point for all individuals detained in the facility. It will, also, serve as the departure point for individuals remaining under custody, but being transported to other facilities or to court appearances. The intake area includes the following functions:

1. Reception,
2. Holding,
3. Booking,
4. Strip-Search and Shower,
5. Clothing issue, and
6. Prisoner property storage.

It is recognized that the intake area is the inmate's initial introduction to the jail, and that the realization of incarceration will often create anxiety and tension. Also, during initial intake, the staff may know very little about the inmate and the potential for behavioral problems. Therefore, it is important to provide an orderly, controlled intake process, and to create a non-threatening environment for staff and inmates.

Inmates will be dealt with in a business-like manner that will demonstrate a firm control of the situation, but provide consideration for the constitutional rights and human dignity of the inmate. The intake processing will be conducted efficiently and fairly. Special provisions will be made for the processing of females to provide separation by sight, sound, and touch from the male inmate population.

Each area within intake will be grouped with consideration to circulation patterns, so that the functional integrity of each area will not be disturbed by other activities. The movement of people through the intake process will provide maximum efficiency, safety, and regard for inmates needs.

Temporary holding cells will be of sufficient number to insure security and provide necessary separation during the reception process. Also, the physical characteristics of the cell will meet or exceed the Minimum Standards for Jails in Ohio.

These considerations should enhance the effectiveness of management of the area, reduce the potential for violent behavior problems, and limit the exposure of the institution to legal liabilities.

SAMPLE

A. ACTIVITIES:

- Parking of Vehicles
- Unloading and loading of prisoners
- Deposit of weapons in weapons locker
- Wash cruisers
- Storage of supplies for washing cars

INTAKE-SALLYPORT

2. Outside security vestibule door-to-Control Center; security vestibule; booking desk
3. At main door-to-Control Center

B. USERS:

- Arresting Officers (1 or 2 at one time – maximum 8)
- Prisoners (usually 1 at a time, potentially 20 during mass arrest)
- Emergency vehicle for transporting inmates to hospital
- Capacity for 2 cruisers
- 7 days/week – 24 hours/day

E. SCENARIO:

1. Vehicle drives to sallyport entry door, and contact Control Center through intercom box located outside door
2. Control Center checks CCTV monitor to verify and opens door
3. Vehicle pulls in and parks and officer gets out of vehicle and deposits weapon in locker
4. Officers escorts prisoner from vehicle to door to security vestibule and contacts Control Center via intercom to open door
5. Intake officer completes prisoner exchange process and contacts Control Center via intercom to open door, and arresting officer exits
6. Arresting officers retrieves weapon from weapons locker, returns to vehicle in sallyport, and Control Center opens sallyport exit door

C. POLICIES:

- Arresting officers must deposit weapons into weapons locker before removing prisoner from vehicle
- Prisoners will be handcuffed in sallyport

D. SECURITY CONSIDERATIONS:

- Access will be controlled by Control Center with communications via intercom and CCTV
- Sallyport doors will operate with interlocking doors
- Communications links (intercom) needed in following locations:
  1. outside entry door of sallyport-to-Control Center

F. STAFFING:

- Area will be supervised by Control Center via CCTV and directly by intake officers

SAMPLE

## INTAKE- SECURITY VESTIBULE

### A. ACTIVITIES:

- Talking, writing/signing papers
- Pat-down search of prisoners for weapons and contraband
- Breathalyzer test (in anti-room)
- Potential violent behavior

### B. USERS:

- Arresting officers (maximum 2 at one time)
- Intake officers (maximum 1 at one time)
- Incoming prisoners (maximum 2 at one time)
- Inmates leaving for transport 7 days/week – 24 hours/day

### C. POLICIES:

- No seating will be provided in security vestibule – stand-up counter for preparing forms
- Intake officer will not accept a prisoner if medical treatment is required
- Arresting officers will not be permitted beyond security vestibule
- Arresting officer will conduct breathalyzer test
- When intaking females – all male inmates will be removed from line of sight of security vestibule- and female officer will conduct intake procedures

### D. SECURITY CONSIDERATIONS:

- Security vestibule doors will be on interlocking system. Access must be strictly controlled by Control Center

- Access door directly to holding must be provided for behavior problems
- Access to breathalyzer room must be strictly controlled by intake officer
- Security vestibule must have intercom link with Control Center, sallyport, and booking desk.

### E. SCENARIO:

1. Intake officers checks the physical condition of the prisoner to determine if medical attention is required.
  - a. If medical attention is needed, arresting officer is instructed to take the prisoner for treatment and return with a medical release
2. Intake officer conducts pat-down of prisoner for weapons and contraband
  - a. Pat-down search of Females will be conducted in breathalyzer room by a female officer
3.
  - a. If breathalyzer test is required, prisoner is taken to breathalyzer room and test is conducted by A.O
  - b. If prisoner becomes violent, he placed in holding cell immediately and processing is delayed until prisoner is manageable
4. Intake forms and arrest forms are completed by intake officer and arresting officer within security vestibule
5. Control Center is notified to open door and arresting officer leaves

SAMPLE

## INTAKE – HOLDING CELLS

### A. ACTIVITIES:

- Sitting and waiting to be:
  - a. processed for booking
  - b. transported to court or other facility
  - c. taken to housing unit

### B. USERS:

- All classifications of inmates
- (4) single occupancy cells
- (1) six person holding cell
- 7 day/week – 24 hours/day

### C. POLICIES:

- Male and female prisoners must be separated by sight, sound, and touch
- Inmates waiting for transport to court will be separated from prisoners waiting intake processing

### D. SECURITY CONSIDERATIONS:

- All fixtures and equipment should be designed to resist suicide attempts or use as a weapon
- Isolation cells must be able to hold violent inmates
- One large holding cell will have entrance from security vestibule to provide easy access for violent prisoners

### E. SCENARIO:

1. Intake officer escorts inmate to holding cell
  - a. If intake officer suspects behavioral problem, the inmate will be placed in isolation cell

- b. If no special problems are anticipated, inmate will be placed in multiple-occupancy cell

2. Inmate remains in holding cell until intake officer is ready to proceed with booking process

### F. STAFFING CONSIDERATIONS:

- Intake officers will monitor inmate in holding cells
- Intake officers must be able to view holding cells from booking counter

## INTAKE – WAITING ROOM

### A. ACTIVITIES:

- Watching T.V.
- Sitting and waiting
- Talking on telephone

### B. USERS:

- Inmates (maximum 6 at one time)

### C. POLICIES:

- Inmates who do not present a security risk and are awaiting release on bond will be allowed to use waiting room
- If an inmate is determined to be a security risk or is uncooperative and disruptive, he will be placed in a holding cell
- Both males and females will be permitted to utilize waiting room with constant supervision
- Inmates will be permitted to use the collect call telephones to contact an attorney or make bonding arrangements
- Inmates will not be permitted to leave waiting room unless escorted by security staff

### D. SECURITY CONSIDERATIONS:

- Furniture should be secured so that it could not be used as a weapon
- Room must provide a clear visibility from intake counter

### E. STAFFING CONSIDERATION

- Supervision of the area will be the responsibility of the intake staff

SAMPLE

SAMPLE

## INTAKE – BOOKING AREA

### A. ACTIVITIES:

- Staff sitting, typing, completing forms
- Interview with inmate to obtain information
- Intaking personal property (valuables)
- Circulation
- Telephoning
- Operating computer terminal
- Inmates will stand in front of counter during interview

### B. USERS:

- Intake staff (1) officer – (1) clerk
- Transportation officers
- Inmates (1 to several)
- Visitors (clerk station)
- 7 days/week – 24 hours/day

### C. POLICIES:

- Separation of male/female inmates will be maintained during booking process by clearing the booking area of all male inmates while females are being booked
- Personal property (valuables) will be taken and items logged at booking counter. All money will be deposited in safe and all other valuables will be held in inmate property storage.
- When male inmate is in holding cell and females are in booking area, windows must be covered to provide site separation

### D. SECURITY CONSIDERATIONS:

- Intake officers must have view of holding cells from booking counter
- Shift supervisor's office should have view of intake area
- Furnishing and equipment should be designed to minimize injury in case of violent behavior

### E. SCENARIO:

1. Intake officer escorts inmate from holding cell to intake counter
2. Personal and medical history is obtained and arrest record checked
3. Personal property is taken from inmate, recorded and deposited
4. Inmate is escorted to fingerprints and photo area, and fingerprints and photo are taken
5. Inmate is permitted to make telephone call(s) from telephone located in waiting room

### F. STAFFING

- (1) Intake officer
- (1) clerk
- Restroom facilities for staff needed within booking area. Access restricted from inmates.

SAMPLE

## INTAKE – STRIP SEARCH

### A. ACTIVITIES:

- Undressing and dressing
- Search
- Issuing jail clothing
- Showering and delousing

### B. USERS:

- Inmates (1 at a time)
- Intake officer
- 7 days/week – 24 hours/day

### C. POLICIES:

- Strip search area must provide privacy for inmates
- Intake officer will determine if inmate's clothing needs laundered before it is stored
- Jail issued clothing will be provided to inmates from storage room adjacent to this area
- All other jail issued items such as linen, mattress, blankets, personal hygiene items will be issued from this area

### D. SECURITY CONSIDERATIONS:

- Strip search area must adjoin property storage area. Security must be maintained for property. Room should be locked when not in use.
- Storage cabinet needed for shower supplies

### E. SCENARIO:

1. Inmate is escorted to strip search room and asked to remove clothing

2. Intake office tags, records, and deposits inmate property in inmate property room
- 2a. If inmate clothing requires laundering, intake officer will instruct and assist inmate in process in this area
3. Intake officer conducts strip search, if permitted by law, inmate takes shower and is deloused during shower
4. Inmate clothing is issued by intake officer. A written copy of jail rules is issued with clothing.

SAMPLE

## INTAKE – INMATE PROPERTY STORAGE

### A. ACTIVITIES:

- Storing clothing for 90 inmates
- Efficient circulation
- Laundering clothing
- Storage of supplies for laundering clothing

### B. USERS:

- One intake officer per shift will be responsible for inmate property
- Inmate will be required to launder clothing as needed

### C. POLICIES:

- Intake officer will determine if inmate clothing will be laundered before it is stored in property room
- The removal and return of all inmate property will be recorded
- Inmate property will be kept separate from jail issued clothing at all times

### D. SECURITY CONSIDERATIONS:

- Only authorized personnel will have access to inmate property storage

### E. SCENARIO:

1. Intake officer will prepare inventory sheet for each inmate's personal property and attach to property storage bag with inmate clothing
2. If inmate clothing is to be laundered, intake officer will supervisor inmate laundering clothing

3. An inmate will be instructed to launder clothing using washer and dryer located in property storage room
4. After clothing is laundered, intake officer will inspect clothing and deposit in storage bag
5. Any items removed from storage will be logged by intake officer
6. Upon release, inmate's property will be returned and inmate will sign a form that property was received

SAMPLE

## INTAKE – JAIL ISSUED CLOTHING STORAGE

### A. ACTIVITIES:

- Storage of clothing
- Storage of shoes
- Efficient circulation
- Storage of towels
- Storage of blankets
- Storage of sheets

### B. USERS:

- Intake officer
- Kitchen staff delivering items from laundry to maintain adequate supply

### C. POLICIES:

- All jail issued items will be supplied at this area to include, but not limited to:
  - clothing
  - shoes
  - bedding
  - linens, etc.

### D. SECURITY CONSIDERATIONS:

- Storage should be locked with access by authorized personnel only

SAMPLE

INTAKE – BOND INTERVIEW ROOM

A. ACTIVITIES:

- Conversation between bond agent and inmate

B. USERS:

- Bond agent (3 at a time)
- Inmate (3 at a time)

C. POLICIES:

- Small room similar to non-contact visitation booth will be provided to allow non-contact visit between bond agent and inmate

D. SECURITY CONSIDERATIONS:

- Inmate can be secured with shackles in bonding area. Intercom to intake counter needed
- Bonding agents communicate with intake officers through intake clerk's window

E. SCENARIO:

1. Bonding agent enters the building through the public lobby entrance and contacts intake clerk and requests interview with inmate
2. Bonding agent enters bond interview room from lobby
3. Intake officer escorts inmate to interview area and secures, if necessary
4. Interview is conducted through direct telephone connection
5. When interview is over, inmate contact intake officer via intercom

F. STAFFING CONSIDERATIONS:

- Vision panel in door to inmate side of bond interview room needed to allow visual surveillance of inmate

SAMPLE

## INTAKE – INTAKE CLERK WORK STATION

### POLICY STATEMENT:

A work station will be provided adjacent to the intake officer's work area and the public lobby. This work station will provide the intake clerk with the capability of serving as a receptionist for the public lobby and providing clerical support for the intake staff.

### A. ACTIVITIES:

- Communicating with individuals in lobby
- Visually monitoring activities in lobby
- Receiving packages for inmates
- Requiring visitors to register and issuing identification badges
- Typing and filing
- Operating computer terminal
- Talking on telephone

### B. USERS:

- 1 intake clerk

### C. POLICIES:

- All visitors entering the security perimeter of the jail will be required to register with intake clerk who will issue an identification badge
- Intake clerk will daily prepare, assemble, and deliver all jail records not needed for immediate use to records section in sheriff's department

### D. SECURITY CONSIDERATIONS:

- Construction material should provide maximum visibility of lobby and security vestibule and provide an adequate barrier to deliberate motivated threats
- Pass through door needed to intake packages and to register visitors
- Communicates link via intercom with Control Center
- Communications link to other staff posts via telephone system

### E. STAFFING:

- One clerk on first shift
- Direct access to intake work station needed
- Intake area must not be visible from lobby

# SAMPLE

## DETENTION CENTER PROJECT DESCRIPTION OF PROGRAMS AND SERVICES

### ACTIVITY SCHEDULE

ACTIVITY	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	COMMENTS		
Reception/Orientation	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	7 day		
Intake	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>		
Release	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>		
Transport								>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>		M - F	
Inmate Housing																											
Lockdown		>>	>>	>>	>>																				>>	7 day	
Unlock						>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>		7 day
Health Service																											
Triage								>>	>>	>>																	
Sick Call								>>	>>	>>																	
Doctors Call																											
Medications							>>					>>					>>						>>			7 day	
Medical Screening	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>		7 day
Mental Health																	>>	>>	>>	>>	>>					M - F	
Dental								>>	>>	>>																	
Programs/Services																											
GED									>>	>>	>>								>>	>>	>>					M - F	
ABE													>>	>>	>>	>>										M - F	
Religious Services																			>>	>>	>>	>>				see Sat/Sun	
Religious Counseling																			>>	>>	>>	>>					
Outdoor Recreation							>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>		
Indoor Recreation							>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>		
Library - Recreation									>>	>>									>>	>>						Tu, Thur	
Library - Law								>>	>>	>>	>>	>>	>>	>>	>>	>>											
Substance Abuse								>>	>>	>>									>>	>>	>>	>>				M - F	
Counseling																			>>	>>	>>	>>				M - F	

MONDAY - FRIDAY

### PHASE I: OPERATIONAL/FUNCTIONAL PROGRAM



# sample

## DETENTION CENTER PROJECT DESCRIPTION OF PROGRAMS AND SERVICES

### ACTIVITY SCHEDULE

ACTIVITY	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	COMMENTS	
Reception/Orientation																										
Intake	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Release	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Transport																										
Inmate Housing																										
Lockdown	>>	>>	>>	>>	>>																				>>	
Unlock						>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Health Service							>>					>>					>>						>>			
Triage																										
Sick Call																										
Doctors Call																										
Medications							>>					>>					>>						>>			
Medical Screening	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Mental Health																										
Dental																										
Programs/Services																										
GED													>>	>>	>>	>>	>>									Saturdays
ABE													>>	>>	>>	>>	>>									
Religious Services									>>	>>	>>	>>														Sundays
Religious Counseling									>>	>>	>>	>>		>>	>>											
Outdoor Recreation						>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Indoor Recreation						>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Library - Recreation										>>	>>	>>	>>						>>	>>						Saturday
Library - Law										>>	>>	>>	>>						>>							
Substance Abuse Counseling									>>	>>	>>	>>		>>	>>	>>										Sat AM/Sun PM

SATURDAY – SUNDAY

### PHASE I: OPERATIONAL / FUNCTIONAL PROGRAM



### ACTIVITY SCHEDULES

#### DETENTION CENTER ACTIVITY SCHEDULE

ACTIVITY	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	COMMENTS
Reception/Orientation	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	7 day
Intake	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Release	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Transport								>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	M-F
Inmate Housing																									
Lockdown	>>	>>	>>	>>	>>																			>>	7 day
Unlock						>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	7 day
Health Service																									
Triage								>>	>>	>>															M-F
Sick Call								>>	>>	>>															
Doctors Call								>>	>>																
Medications						>>					>>						>>					>>			7 day
Medical Screening	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	7 day
Mental Health																	>>	>>	>>	>>	>>				M-F
Dental								>>	>>	>>															
Programs/Services																									
GED											>>	>>	>>						>>	>>	>>				M-F
ABE														>>	>>	>>	>>								M-F
Religious Services																			>>	>>	>>	>>			see Sat / Sun
Religious Counseling																			>>	>>	>>	>>			
Outdoor Recreation						>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Indoor Recreation						>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Library - Recreation									>>	>>									>>	>>					Tu, Thur
Library - Law								>>	>>	>>	>>	>>	>>	>>	>>	>>	>>								
Substance Abuse								>>	>>	>>									>>	>>	>>	>>			M-F
Counseling																		>>	>>	>>	>>				M-F

MONDAY – FRIDAY



# SAMPLE

## DETENTION CENTER PROJECT DESCRIPTION OF PROGRAMS AND SERVICES

### ACTIVITY SCHEDULE

ACTIVITY	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	COMMENTS	
Reception/Orientation																										
Intake	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Release	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Transport																										
Inmate Housing																										
Lockdown	>>	>>	>>	>>	>>																				>>	
Unlock						>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Health Service						>>					>>					>>						>>				
Triage																										
Sick Call																										
Doctors Call																										
Medications						>>					>>					>>						>>				
Medical Screening	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Mental Health																										
Dental																										
Programs/Services																										
GED													>>	>>	>>	>>	>>									Saturdays
ABE													>>	>>	>>	>>	>>									
Religious Services									>>	>>	>>	>>														Sundays
Religious Counseling									>>	>>	>>	>>			>>	>>										
Outdoor Recreation						>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Indoor Recreation						>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Library - Recreation									>>	>>	>>	>>						>>	>>							Saturday
Library - Law									>>	>>	>>	>>						>>								
Substance Abuse Counseling									>>	>>	>>	>>			>>	>>	>>									Sat AM/Sun PM

SATURDAY – SUNDAY

### PHASE I: OPERATIONAL / FUNCTIONAL PROGRAM

### ACTIVITY SCHEDULE

ACTIVITY	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	COMMENTS	
Visitation																										
Family/Social									>>	>>	>>	>>		>>	>>	>>										
Professional							>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Attorney							>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Food Service																										
Meals						>>	>>					>>	>>													
Facility Support																										
Laundry Exchange																										
Hair Care														>>	>>	>>										Sat
Commissary																										
Trash Removal								>>						>>						>>						
Deliveries																										
Housekeeping	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	
Mail																		>>	>>	>>						Sat
Maintenance																										
Administration																										
Business Hours																										
Shift Change							>>	>>							>>	>>							>>	>>		
Discipline Hearing-I/M																										

# **MISSION STATEMENT SAMPLE**

## MISSION STATEMENT

The purpose of the *NAME OF FACILITY* is to provide, in a cost effective manner, the highest degree of security for the citizens of *NAME OF CITY/COUNTY/REGION* and safety for both the inmates and staff of the detention system. The philosophy of the facility is predicated upon three underlying assumptions:

- Incarceration is, in and of itself, punishment.
- All inmates shall be held accountable for their actions.
- Inmates shall leave the facility no worse physically, emotionally or psychologically than when they entered.

A positive atmosphere shall be created for both inmates and staff through the provision of:

- A safe and secure environment.
- Trained correctional personnel.
- A variety of programs which provide inmates an opportunity to prepare themselves for integration into less restrictive environments of the detention system and eventual reintegration into their communities.
- Positive incentives for inmates through a classification system based on behavior.

The staff and management of the *NAME OF FACILITY* are committed to the preservation of the basic human rights and dignity of the inmate population as prescribed by the Constitution of the United States and the Administrative Code of the State of Ohio.

SAMPLE

# **STAFFING SAMPLE**

## SHIFT RELIEF FACTOR

A.	Number of agency work days per year equals 365	<u>365</u>
B.	Number of regular days off per employee per year; (52 weeks/year x 2 days off/week) = 104	<u>104</u>
C.	Number of vacation days off per employee per year	<u>13</u>
D.	Number of holiday days off per employee per year	<u>10</u>
E.	Number of sick days off per employee per year (actual average for the jail staff)	<u>5</u>
F.	Number of other days off per employee per year (this includes time off for injury on the job, meetings, military leave, funeral leave, unexcused absences, disciplinary time off, special assignments, etc.)	<u>3</u>
G.	Number of training days per year	<u>5</u>
H.	Total number of days off per employee per year equals (B+C+D+E+F)	<u>140</u>
I.	Number of actual work days per employee per year Equals 365 – (H)	<u>225</u>
J.	Shift relief factor = (A) ÷ (I)	<u>1.6</u>

SAMPLE



# STAFFING ANALYSIS

## NON SWORN STAFF

Position of Post		Day	Eve	Night	Total Positions	Relief Factors	Total Staff
Computer Updating	Ref 18	1	1	1	3	1.6	4.8
Computer Updating over-lap (9am-5pm Mon-Fri)	18	1	1	1	3	1.3	4
Medical		2	1	1	4	1.6	6.4
Central Records	21	2	-	-	2	1.0	2
Maintenance		1	-	-	1	1.0	1
Social Services Coordinator	19	1	-	-	1	1.0	1
Social Services Counselors	19	4	-	-	4	1.0	4
Food Services Supervisor		1	-	-	1	1.0	1
Production Supervisor		1	-	-	1	1.6	1.6
Warehouseman		1	-	-	1	1.6	1.6
Cooks	20	2	1	-	3	1.6	4.8
Commissary		2	-	-	2	1.0	2
<b>SAMPLE</b>							
TOTALS		19	4	3	26		34.2



## STAFFING ANALYSIS

Position of Post		Day	Eve	Night	Total Positions	Relief Factors	Total Staff
Control Center	Ref 8	2	2	2	6	1.6	9.6
Processing	9	2	2	2	-	-	-
Processing Overlaps (10AM – 6PM)		3	-	-	9	1.6	14.4
Convey & Transportation	10	2	1	0	3	1.6	4.8
General Assignment	11	2	2	1	-	-	-
General Assignment Overlap (9AM-5PM & 1PM-9PM)		1	1	-	7	1.6	11.2
Clothing / Laundry	12	2	2	-	4	1.6	6.4
Housekeeping	13	2	2	1	5	1.6	8.0
Recreation	14	2	2	-	4	1.6	6.4
Classification	15	1	1	-	2	1.6	3.2
Visitation Control	16	1	1	-	-	-	-
Visitation Control Overlaps (10AM-6PM & 1PM-9PM)		1	1	-	4	1.6	6.4
<b>SAMPLE</b>							
<b>TOTALS</b>		21	17	6	44	1.6	70.4

# SAMPLE

## STAFF SALARY ANALYSIS

POSITION	TOTAL STAFF	COST @ 1983 Base Hourly	SALARY Total Yearly
Deputy Director	1	\$12.56	26,124.00
Watch Commander (Lt)	4	12.20	101,504.00
Sergeants	13	11.10	300,144.00
Secretary	1	6.25	13,000.00
Clerk	1	5.55	11,544.00
Computer Updating	6	6.25	78,000.00
Medical	10	8.50	176,800.00
Records	2	5.55	23,088.00
Maintenance	1	8.50	17,680.00
Social Services	4	8.65	71,968.00
Social Services Coordinator	1	9.35	19,448.00
Food Services Supervisor	1	8.30	17,264.00
Production Supervisor	1	8.30	17,264.00
Warehouseman	1	6.00	12,480.00
Cooks	5	6.65	69,160.00
Commissary Clerk	2	6.65	27,664.00
Deputies	157	6.60	2,155,296.00
	TOTAL		\$3,138,408.00
	+25% Benefits est.		784,607.00
	+10% Increase (1984 est)		392,303.00
	GROSS TOTAL		4,315,338.00

# **ARCHITECTURAL CHARACTER SAMPLE**

# SAMPLE

## ARCHITECTURAL CHARACTER

The *name of facility* is to be located on a large site just north of *name of city, town, etc.* in conjunction with the existing County Health Care Center. This site was chosen because it offers ample space in developing a flexible, efficient plan organization that can readily accommodate future expansion.

The site is rural, flat and open with very little tree cover. The image of the facility addresses this context in the form of a one-story structure containing double-tiered cell blocks and dormitories with a basement for patrol and emergency operations functions. The exterior massing provides a low, elongated profile in scale with other buildings of the site. A variety of elements are utilized in softening the formal quality and humanizing the character of the facility. Natural materials are used for the exterior with intermittent color accents that give scale and interest to areas of pedestrian involvement.

The building is oriented along a NW-SW axis fronting the existing road system of the site. The entrance faces southwest. The public entry sequence provides a spatial link between exterior and interior areas. Curved walls and a berm to sill height contribute to reducing the overall visual mass and to providing a pedestrian scale at the point of access. The berm, along with the appropriate placement of parking and planting, reinforces site relationships and expands the sphere of influence of the building on its surroundings. An exterior entry court is developed to provide human scale and involvement in relation to public movement. Its impact extends inside into the lobby through an open, visual relationship. Once within the facility, the pedestrian has access to the dispatcher or the administrative receptionist who screens access to other areas of the complex, including visiting, records and administration.

There are three functionally diverse zones expressed in the organization of the facility; the one story element houses administration, services, and processing and is articulated from the remaining double-tiered masses by a sky-lit corridor system. The second zone consists of program activities, dormitories and equipment areas under staff supervision, and the third consists of general male housing in double-tiered cell groupings around dayrooms under direct visual observation of a central control point. The method of security observation allows greater flexibility in correctional staff

assignments and more normalization of inmate flow in utilizing program areas. Each zone is arranged for efficiency of function, orderly circulation and an appropriate level of security.

The living and activity spaces are designed to provide a humanized atmosphere. The double-tiered configuration offers a spacious, open environment with no more than 12 persons contained within one classification. Security classifications are housed in single-cell occupancies having state of the art equipment. Materials and finishes contribute to providing warm, durable surfaces for attractive settings that do not compromise security.

SAMPLE

SAMPLE

JAIL COST ANALYSIS WORKSHEETS

OHIO DEPARTMENT of REHABILITATION and CORRECTIONS  
DIVISION of PAROLE and COMMUNITY SERVICES  
BUREAU of ADULT DETENTION  
1050 Freeway Drive N  
Columbus, Ohio 43229  
(614) 752-1066

July 1995

JAIL COST ANALYSIS WORKSHEET

\* \* \* \* \*

[ ] Eight Hour Jail Facility  
Square Feet: \_\_\_\_\_  
Cells: \_\_\_\_\_

[ ] Five Day Jail Facility  
Square Feet: \_\_\_\_\_  
Beds: \_\_\_\_\_

[ ] Full Service Jail Facility  
Square Feet: \_\_\_\_\_  
Beds: \_\_\_\_\_

[ ] MSMJ Facility  
Square Feet: \_\_\_\_\_  
Beds: \_\_\_\_\_

[ ] Shared Areas  
Square Feet: \_\_\_\_\_

\* \* \* \* \*

{ } Phase 1 (Estimate)

{ } Phase 2 (Estimate)

{ } Phase 3 (Estimate)

{ } Phase 4 (Bid)

{ } Phase 4 (Re-bid)

# SAMPLE

Use this form for Phase 1 only

No.	System / Component	Cost	Cost / SF
0.0	GENERAL CONDITIONS -----		
1.0	FOUNDATIONS -----		
2.0	SUBSTRUCURE -----		
3.0	SUPERSTRUCTURE -----		
4.0	EXTERIOR CLOSURE -----		
5.0	ROOFING -----		
6.0	INTERIOR CONSTRUCTION -----		
7.0	CONVEYING-----		
8.0	MECHANICAL -----		
9.0	ELECTRICAL -----		
10.0	SPECIALTIES-----		
11.0	SPECIAL CONSTRUCTION -----		
12.0	SITE WORK-----		
	ARCHITECT'S FEES -----		
	ENGINEER'S FEES-----		
	CONSULTANT / LEGAL -----		
	DESIGN CONTINGENCY-----		
	CONSTRUCTION CONTINGENCY-----		
	TOTAL -----		

**SUMMARY**

CONSTRUCTION COST -----

PROJECT COST -----


# SAMPLE

Use this form for Phases 2-4

No.	System / Component		Cost	Cost / SF
<b>0.0 GENERAL CONDITIONS</b> -----				
	Supervision, Mobilization, etc. -----			
	Demolition-----			
<b>1.0 FOUNDATIONS</b> -----				
	Footings & Fndtns.-----			
	Piles & Caissons -----			
	Foundation Drainage-----			
	Waterproofing -----			
	Excavation & Backfill -----			
<b>2.0 SUBSTRUCTURE</b> -----				
	Slab on Grade-----			
	Special Substructures-----			
<b>3.0 SUPERSTRUCTURE</b> -----				
	Columns & Beans -----			
	Structural Walls-----			
	Elevated Floors-----			
	Precast-----			
	Roof Structure -----			
	Structural Steel-----			

Miscellaneous Metals-----

SAMPLE

Stairs-----

**4.0 EXTERIOR CLOSURE**-----

Walls-----

Exterior Wall Finish -----

Windows & Glazed Walls-----

**5.0 ROOFING**-----

Roof Coverings -----

Insulation-----

Opening & Specialties-----

**6.0 INTERIOR CONSTRUCTION**-----

Security Partitions -----

Non-Security Partitions-----

Security Doors -----

Non-Security Doors -----

Security Hardware-----

Non- Security Hardware-----

Security Glazing-----

Non- Security Glazing -----

Wall Finishes -----

Floor Finishes -----

Non-

SAMPLE

Non-Security Ceiling-----

Security Ceiling -----

Casework-----

Millwork -----

**7.0 CONVEYING**

Elevators -----

Special Conveyors-----

**8.0 MECHANICAL**

Plumbing -----

Fire Protection-----

HVAC -----

Special System-----

**9.0 ELECTRICAL**

Service/Distribution -----

Lighting (Security)-----

Lighting (Non-Security) -----

Power-----

Security/Detention/Intercommunication-----

Special-----

<b>10.0 SPECIALITIES</b>			
Lockers, etc.-----			
Laundry Equipment-----			
Kitchen Equipment -----			
Toilet Partitions / Accessories-----			
Visitation Booths-----			
Dayroom Tables / Chairs-----			
Bunks-----			
Gun Lockers-----			
Phone Cabinets-----			
Athletic / Exercise Equipment-----			
Signage-----			
Miscellaneous-----			

<b>11.0 SPECIAL CONSTRUCTION</b>			
----------------------------------	--	--	--

Prefabricated -----			
---------------------	--	--	--

<b>12.0 SITE WORK</b>			
-----------------------	--	--	--

Earthwork-----			
Utilities-----			
Roads & Parking-----			
Site Improvements-----			

<b>ARCHITECT'S FEES</b> -----		
<b>ENGINEER'S FEES</b> -----		
<b>CONSULTANT / LEGAL</b> -----		
<b>DESIGN CONTINGENCY</b> -----		
<b>CONSTRUCTION CONTINGENCY</b> -----		
<b>TOTAL</b> -----		

**SUMMARY**

CONSTRUCTION COST-----

PROJECT COST-----


CONSTRUCTION / RENOVATION CRITERIA

For a

**FULL-SERVICE FACILITY**

SAMPLE

## **I. SECURITY PERIMETER**

There must be a secure boundary which encloses the entire portion of the facility in which prisoners are confined, including any area to which prisoners may have access. Passage through this boundary must be strictly controlled.

[5120: 1-8-03 (H)]

A. Actual contact with the perimeter exterior must be controlled by design or physical barrier in the following manner:

1. The perimeter must be well lighted to permit visual observation and CCTV monitoring of walkways, driveways and other areas permitting access to the building (see XI.A.).  
[5120:1-8-05(C)]
2. CCTV must monitor areas of the security perimeter which are accessible (see XI.A.).  
[5120:1-8-03(D)]
3. Exterior windows which are part of the security perimeter must:
  - a. Have detention framing security anchored to the wall with stop elements on the exterior secured with tamper-resistant fasteners.
  - b. Have tamper-resistant fasteners for screens, security grillage, etc.
  - c. Allow natural light through a clear glazed area of at least 2.5 square feet (see X.G.).  
[5120: 1-8-05(I) (3)]
  - d. Have the glazed area proportionately enlarged to compensate for the clear glazed area being blocked by screening or grillage installed over the window.
  - e. Provide a view that is as normal as possible without jeopardizing security and privacy and without creating view conflicts with the public or other prisoners.
  - f. Have the window sill of ground level windows a minimum of 6'-0" above finished grade if the window is accessible to persons on the outside of the facility (see X.G.2.).

**CONSTRUCTION/ RENOVATION CRITERIA CHECKLIST**

For a

**FULL – SERVICE FACILITY**

**SAMPLE**

# sample

	I						
		[A]	[B]	[C]	[II]	[III]	

I.	<b><u>SECURITY PERIMETER</u></b>	-----	[ ]	[ ]	[ ]		
	A.1.	-----	.	----	[ ]	----	[ ]
	A.2.	-----	.	----	[ ]	----	[ ]
	A.3.a.	-----	.	----	[ ]	----	[ ]
	A.3.b.	-----	.	----	[ ]	----	[ ]
	A.3.c.	-----	.	----	[ ]	----	[ ]
	A.3.d.	-----	.	----	[ ]	----	[ ]
	A.3.e.	-----	.	----	[ ]	----	[ ]
	A.3.f.	-----	.	----	[ ]	----	[ ]
	A.3.g.	-----	.	----	[ ]	----	[ ]
	A.3.h.	-----	.	----	[ ]	----	[ ]
	A.3.i.	-----	.	----	[ ]	----	[ ]
	A.4.a.	-----	.	----	[ ]	----	[ ]
	A.4.b.	-----	.	----	[ ]	----	[ ]
	A.4.c.	-----	.	----	[ ]	----	[ ]
	B.1.	-----	.	----	[ ]	----	[ ]
	B.2.	-----	.	----	[ ]	----	[ ]
	B.3.a.	-----	[.]	----	[ ]	----	[ ]
	B.3.b.	-----	.	----	[ ]	----	[ ]
	C.	-----	.	----	[ ]	----	[ ]

## **DEFINITIONS**

### **ADA**

Americans with Disabilities Act

### **ADAAG**

Americans with Disabilities Act Accessibility Guidelines

### **ADMINISTRATIVE SEGREGATION**

The act of confining a prisoner to an individual housing cell or designated housing unit physically separated from the general population for specified reasons other than as a penalty, thereby prohibiting physical contact between the prisoner and those in the general population.

### **ALTERATION**

A change to or rearrangement of a site, building, structure, facility the building, structure, facility, the building services equipment, means of egress, configuration of internal elements, location of elements or other essential features. Alterations include, but are not limited to, remodeling, renovation, rehabilitation, reconstruction or modification that affects or could affect the safe, secure, efficient, effective and legal operation of the site, building, structure, facility or portion thereof.

### **ARCHITECTURAL CHARACTER**

A description of the desired physical image and appearance of the exterior and interior of the building.

### **CCTV**

Closed circuit television.

### **CAPACITY**

The total number of prisoners that a facility can house within the general population, consistent with its design, construction and utilization of space. "Capacity" does not include cells permanently designated for special housing.

### **CENTRAL CONTROL POST**

A centralized staff post from which a person can monitor and control areas critical to the security and operation of the facility. Such areas include, but are not limited to, points of egress or ingress, main circulation paths, permanent staff posts, vehicular ways, exterior perimeter, reception / release, fire protection and emergency and emergency power.

## **CLASSIFICATION**

A system or process for assessing the needs and characteristics of inmates in order to respond to safety, security, health, housing and programmatic requirements.

## **COMMISSARY**

1. A program through which designated items (food, snacks, personal hygiene items, writing materials, tobacco, etc.) are obtained for use of consumption by prisoners.
2. The area in which such items are stored.

## **CONSTRUCTION DOCUMENTS**

Working Drawings and Specifications settings forth in detail the requirements for the construction of the project.

## **CONSTRUCTION COST**

Those costs which relate specifically and exclusively to the construction of the facility and include:

- site preparation
- required construction materials
- required construction labor
- contractors' overhead and profit
- fixed equipment and furnishings
- basic site improvements (landscaping, on grade parking, sidewalks)
- signage
- general conditions (warranties, permits, insurance, testing, shop drawings, etc.)

## **CONTACT VISITATION**

Prisoner visitation during which physical contact is allowed with the visitor.

## **CONTRABAND**

Items which are declared illegal or which are prohibited from the jail due to their potential to threaten the security or safety of the operation.

## **DAY AREA/DAY ROOM**

A portion of the housing area other than that required for prisoner sleeping to which prisoners are provided daily access for purposes of movement, leisure activities, etc.

## **DESIGN DEVELOPMENT DOCUMENTS**

Information fixing and describing the size and character of the entire project. Such information shall include:

- Site plan indicating general location and nature of site improvements.
- Plans, elevations, sections, schedules and notes as required to fix and describe the project as to architectural, structural, mechanical and electrical systems.
- Outline specifications of preliminary project manual.

**DESIGN OBJECTIVES**

The physical and functional conditions and requirements to be met by the proposed project.

**DIRECT SUPERVISION**

A means of prisoner supervision/surveillance in which staff are constantly positioned within each housing unit in direct contact with prisoners without barriers separating staff and prisoners.

**DISCIPLINARY SEGREGATION / ISOLATION**

The act of confining an inmate to an individual housing cell, physically separate from the general population, as a penalty, thereby prohibiting contact with the general population. Multiple cells may be combined with a common day room to constitute a housing unit.

**DORMITORY**

A secure area with sleeping accommodations for multiple prisoners. The prisoners are not confined to the sleeping area during sleeping hours.

**EGRESS, MEANS OF**

A continuous and unobstructed way of exit travel from any point in a building or facility to a public way. A means of egress comprises vertical and horizontal travel and may include intervening room spaces, doors, hallways, corridors, passageways, balconies, ramps, horizontal exits, lobbies, courts, yards and stairs.

**ELEVATION**

1. A two-dimensional graphic representation of the design, location and certain dimensions of a building, or part thereof, seen in a vertical plane viewed from a given direction.
2. Distance above or below a prescribed datum or reference point.

**ESTABLISHED PRISONER READING AREAS**

Areas designed, designated and equipped (i.e., light levels, tables, chairs, etc.) to facilitate prisoner reading activities.

**FACILITY**

All or any portion of a building, structure or area, including the site on which the building, structure or area is located, wherein specific services are provided or activities performed.

**FELON**

A person charged with or convicted of a felony offense.

**FOOTCANDLE**

A unit for measuring the intensity of light per unit of area.

**FULL-SERVICE JAIL**

A local adult detention facility which provides the areas, services and programs required for housing prisoners in excess of five days.

**GENERAL POPULATION**

Those prisoners who are housed in areas which are not utilized for temporary holding or for separating prisoners for administrative segregation or disciplinary isolation purposes.

**GLAZING**

Glass set or to be set in frames.

**GROSS SQUARE FOOTAGE**

The total area in square feet of a building, space or room enclosed within the face of the exterior surfaces of the walls enclosing the building, space or room.

**HANDICAPPED ACCESSIBLE**

A design which insures people with disabilities safe and full access to and use of appropriate areas of the facility in accordance with the Americans with Disabilities Act.

**HOLDING CELL / AREA**

A cell or area with accommodations for the confinement of one prisoner or a specified number of prisoners for eight hours or less.

**HOUSING CELL**

A secure cell with sleeping accommodations for one, two, three, or four prisoners.

**HOUSING UNIT / MODULE**

A cluster of housing cells, sleeping rooms or sleeping areas which share access to a common day area. A housing unit/module may include staff control posts, security vestibules, shower/toilet areas and support space such as storage and janitor closets.

**HVAC**

Heating, ventilation and air condition.

**INTERMITTENT SUPERVISION**

A prisoner supervision or surveillance method in which staff have only periodic contact with prisoners.

**ISOLATION CELL**

A housing cell separated from the general population to accommodate administrative segregation inmate classification.

### **JUVENILE**

Offenders under the age of eighteen years unless they are being housed in an adult detention facility as the result of having been found guilty and sentenced as an adult by the courts.

### **KEYING SYSTEM**

The coordination of all locking devices within the facility to facilitate the time efficient flow of activities while insuring that optimal security and safety measures are being maintained.

### **LIFE SAFETY CODE**

A manual published, and regularly updated, by the National Fire Protection Association specifying necessary minimum standards for fire safety.

### **LINE OF SIGHT**

The ability to directly view from one point to another without obstruction or aid.

### **MANUAL OVERRIDE / RELEASE**

The ability to, with a key, manually unlock and open at each location all power operated doors, all remote release mechanically operated doors, all power operated locks and all remote release mechanically operated locks.

### **MAXIMUM SECUIRITY**

The classification which requires intense control and management of prisoners during confinement due to the high potential for interpersonal conflict and for threat to the safety and security of the facility. This control may be achieved by the physical environment and/or the level of supervision and surveillance.

### **MEDIUM SECURITY**

The classification which requires moderate control and management of prisoners during confinement due to a potential for interpersonal conflict and for threat to the safety and security of the facility.

### **MINIMUM SECURITY**

The classification which requires minimal control and management of prisoners during confinement due to a low potential for interpersonal conflict and for threat to the safety and security of the facility. This classification may include, but not be limited to, those having special trust status (e.g., trusty, work-release) and to those who, after intensive screening, are considered to be non-violent.

### **MISDEMEANANT**

A person charged with or convicted of a misdemeanor offense.

**MISSION STATEMENT**

A broad, general statement which describes the philosophy by which the detention facility will be operated and the role of the facility within the total criminal justice system.

**MULTI-PURPOSE AREA / ROOM**

An area or room capable of being used for more than one function or activity.

**NET SQUARE FOOTAGE**

The total area in square feet of a building, space or room enclosed within the face of the interior surfaces of the walls enclosing the building, space or room.

**NFPA**

National Fire Protection Association

**NONCOMBUSTIBLE / NONFLAMMABLE**

A material which, in the form in which it is used, and under the conditions anticipated, will not aid combustion or add appreciable heat to an ambient fire.

**NONTOXIC**

A material which, in the form in which it is used, and under the conditions anticipated, will not be poisonous or act as a poison.

**NORMAL CONVERSATIONAL TONES**

The ability of individuals to talk with one another without yelling or raising their voices in order to be heard over noise or the voices of other persons.

**NORMAL HEARING DISTANCE**

The distance at which an individual is able to hear a statement or request made in a normal conversational tone.

**OBBC**

The Ohio Basic Building Code, a document published by the Department of Industrial Relations, which specifies building construction and design regulations.

**OHIO FIRE CODE**

A document published by Building Official and Code Administrators (BOCA) outlining fire safety requirements in conjunction with the Life Safety Code and the OBBC.

### **PERMANENTLY STAFFED POST**

A location within the facility where a staff person is required to be continually assigned in order to insure the security and safety of a specific area. The locations and number of permanently staffed posts required are determined by the general design of the facility, the activities which routinely occur in the area, and the capacities, configurations and types of confinement areas presented.

### **PODULAR REMOTE SUPERVISION**

A prisoner supervision or surveillance method in which a series of pod like units ring a control post which is constantly occupied by jail staff. Staff are outside of the housing units rather than inside them. Staff are always able to look directly into the housing units or activity areas and can maintain constant surveillance.

### **POLICY**

A statement of what is to be done in relation to a particular issue. It reflects the philosophy of the organization and defines the purpose for which the action is taken.

### **POST-ARRAIGNMENT**

The classification of prisoners who have appeared before a court of law to hear and answer to criminal charges but who have not yet received a disposition on the case by the court.

### **POST-ORDER**

The specific instructions which accompany each designated position in the facility.

### **POST-TRIAL**

The classification of prisoners who have been formally tried for an offense and whose cases have been adjudicated.

### **POWER-ASSISTED DOOR**

A door used for human passage with a mechanism that helps to open the door, or relieves the opening resistance of a door, upon the activation of a switch or a continued force applied to the door itself.

### **PRE-ARRAIGNMENT**

The classification of prisoners who have been arrested for an offense but who have not yet appeared before a court of law.

### **PRIMARY PRISONER CORRIDORS**

Those corridors or hallways which are considered the main or principal passageways for prisoner movement within the jail.

### **PRIVACY WALL / PARTIAL HEIGHT WALL / SCREEN**

A barrier located and designed in such a manner as to afford a prisoner the opportunity to withdraw or partially withdraw from direct view. Such a barrier is usually placed at shower or toilet areas.

**PROCEDURE**

A detailed description of how a policy is to be accomplished. It details the steps to be taken, the order in which they will be carried out and by whom.

**PROGRAM AREA / PROGRAMMING AREA / SERVICE AREA**

A distinct physical setting designed and constructed to allow designated prisoner services or activities to be conducted.

**PROJECT COST**

Construction cost plus "other" costs to include:

- site acquisition
- demolition
- utilities (providing to site or relocation of existing)
- professional fees (architect, engineer, food service consultant, interior designer, construction manager, etc.)
- furnishings and equipment (unfixed or loose)
- site survey
- special testing (soil conditions, material, etc.)
- legal fees
- project manager
- art work

**PUBLIC USE**

A term to describe interior or exterior rooms or spaces that are made available to the general public. Public use may be provided at a building or facility that is privately or public owned.

**PUNCH LIST**

A list prepared prior to Substantial Completion of those items to be completed or corrected by the contractor(s).

**RAMP**

A walking surface which has a running slope greater than 1:20.

**RECEPTION / RELEASE AREA**

The point of entry/exit of the facility wherein a prisoner may be held, processed, initially classified and/or released.

**REMODELING (see ALTERATION)****REMOTE SURVEILLANCE (see PODULAR REMOTE SUPERVISION)****REMOTE UNLOCKING**

The capability of operating a locking device from a point physically removed from the device.

**RENOVATION (see ALTERATION)**

**RETENTION AREA**

A secure location which is capable of capable of safely holding prisoner during an emergency evacuation from the facility.

**REPAIR**

The reconstruction or renewal of any part of an existing building or of building service equipment for the purpose of its maintenance.

**SCENARIO**

The description of a typical event or sequence of activities for a given function, service, program or operation which outlines who will be involved in the activity (i.e., the users), the type of behaviors which are desired and/or expected, the equipment and spaces needed to carry out the activities, and the materials which will facilitate the activities.

**SCHEMATIC DESIGN**

Information which may include:

- Site plan, with diagrammatic indications showing relationships of project components.
- Vertical sections through the site if topography requires such studies.
- Small scale line drawings of principal floor plans.

**SECURITY PERIMETER**

A secure boundary which encloses the entire portion of the facility in which prisoners are confined, including any area to which prisoners may have access.

**SECURITY POST**

A location within the facility to which staff may be assigned when needed to perform jail duties.

**SECURITY VESTIBULE**

A compartment with two or more doors situated either in the perimeter wall or fence of the facility, or within the interior of the facility, the intended purpose of which is to prevent continuous and unobstructed passage by allowing the release and opening of only one door at a time.

**SEGREGATION CELL**

A housing cell, separated from the general population, with additional accommodations to ensure that privileges afforded the general population are not abridged or withheld.

**SERVICE ENTRANCE**

An entrance intended primarily for delivery of goods and services.

**SITE**

A parcel of land bounded by a property line or a designated portion of a public right-of-way.

**SITE IMPROVEMENT**

Landscaping, paving for pedestrian and vehicular ways, outdoor lighting, recreational facilities, outdoor water and sewer work and other similar outdoor alterations to a site.

**STAFF OBSERVATION POST**

A location within the facility from which a staff person may directly view the activities occurring within a specific area.

**STAFF POST**

A location within the facility to which staff may be assigned when needed to perform duties.

**STOP ELEMENTS**

Parts of a window frame which provided adequate edge engagement to minimize the ability to remove the glazing.

**STRIP-SEARCH**

An inspection of the genitalia, buttocks, breast or undergarments of a person that is preceded by the removal or rearrangement of some, or all, of the person's clothing that directly covers the person's genitalia, buttocks, breasts or undergarments and that is conducted visually, manually, by means of any instrument, apparatus or object.

**SUBSTANTIAL COMPLETION**

The point in time certified by the Architect when the work or a designated portion of the work is sufficiently complete, in accordance with the contract documents, so the owner may occupy the work or designated portion thereof for the use for which it is intended.

**TAMPER RESISTANT**

Having the ability to withstand prisoners' efforts to remove, damage or otherwise destroy an item or structure.

**TEMPORARY WEAPONS LOCKER / DEPOSITORY**

A secure depository or locker in which persons entering the security perimeter may store their personal weapons or other potentially dangerous items until their departure.

**TRUSTY**

That classification of prisoners who are granted special privileges and/or assignments based upon a determination that they are reliable and are in need of a less restrictive environment than others in the general population.

**TWO-WAY INTERCOM**

An electronic system or means that provides the capability for voice communication between two points and permits initiation of contact at either point.

**UNIMPEDED ACCESS**

Available for use without staff assistance or intervention.

**VEHICULAR SALLYPORT**

A security vestibule of sufficient size to allow the entry of a prisoner transport vehicle and designed to insure the safe transfer of prisoners between the vehicle and the reception/release area.

**VIEW CONFLICT**

Visual contact with the potential of creating a jail management problem, inadequate required visual separation between classifications or undesired public contact.

**WEEKENDER**

That classification of prisoners who are permitted by the court to serve their jail sentence during weekend hours.

**WORK / PROGRAM RELEASE**

That classification of prisoners who are permitted to leave the facility for given periods of time to maintain their employment or to participate in a community-based program.

**WORK STATION**

An area equipped with the necessary furnishings to permit report writing, record keeping and other administrative tasks.