



JACKSON COUNTY
DETENTION CENTER

**FACILITY
PROGRAM**

SEPTEMBER 2020

JACKSON COUNTY

DETENTION CENTER



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This document contains the best opinion of the authors at the time of issue.

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JACKSON COUNTY

DETENTION CENTER



EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Jackson County (County) is in the early stages of a multi-phase plan to develop a new correctional facility to replace the Jackson County Detention Center (JCDC). In January 2020, the County contracted with JCDC Partners, LLC, to serve as the Owner's Representative in providing professional services to support the development of new jail facilities. JCDC Partners works directly for the Jackson County Legislature, guided by the County-established JCDC Steering Committee, to manage this project. The first Component Service focused on validation of the needs and issues identified in past studies of the County detention system. This second Component Service focuses on defining the operational and architectural program needs for a new facility, based on the results of the needs analysis, current issues in the County's justice system, and forecast of future detention capacity needs.

The purpose of the facility program is to:

- Build on the Steering Committee's Mission Statement and develop a facility vision
- Define the management concept and operational basis for the new detention facility
- Incorporate the results from the validation of needs
- Translate the operational basis into a spatial description
- Identify the functional adjacency relationships
- Provide the basis for a staffing plan and initial project cost considerations

METHODOLOGY

JCDC Partners developed a virtual strategy to review the main facility components of a new detention center and to discuss the current facility and operating state, trends and benchmarks, and desired future operational state and associated space needs. Twenty bi-weekly virtual program sessions were conducted between April and June 2000 with stakeholders to include the Steering Committee, County representatives, and Sheriff staff on the following topics:

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- Facility Vision
- Public Lobby and Visiting
- Facility Administration
- Staff Support
- Master Control
- Housing
- Inmate Programs
- Support Services
- Healthcare
- Intake/Transportation/Release

Also, three case studies were presented to the stakeholders between March and June 2000:

- Maricopa County, AZ, Intake/Transfer/Release Facility (in-person)
- San Mateo County, CA, Maple Street Correctional Center (virtual)
- Medical and Mental Health Best Practices (virtual)

An initial draft program document was prepared in July 2000. Four virtual review sessions were conducted with stakeholders in July and August 2000. An updated draft program document was submitted to the Steering Committee in August 2000. The document was then finalized and ratified by the Steering Committee in September 2020.

MISSION STATEMENT AND GUIDING PRINCIPLES

The Steering Committee developed a mission statement that defines its goals and provides a vision of the future detention facility. Key phrases in the statement include:

- State-of-the-art detention center
- Professional and constitutional standards
- Equitable criminal justice system
- Evidence-based treatment and training opportunities
- Safe, secure, efficient to operate
- Long-term solutions

The kick-off programming session included a presentation and group discussion on the physical elements of a humane environment. The stakeholders identified the following four guiding principles or touchstones in addition to the Mission Statement for the facility program process:

- **Wholeness** - develop an environment that makes a person successful
- **Nature** - create a healing environment and understanding the Golden Rule (treat others how you want to be treated)
- **Training** - Provide means for a person to be productive
- **Something New** - Create the next generation of detention operation and design

Note that any reference to a “person” is meant to encompass everyone at the facility – in-custody, staff, and visitors.

KEY OPERATIONAL ELEMENTS

The program includes a description of the function, operational assumptions, special considerations, and a space listing for each facility component. Key operational elements included as part of the programming process are highlighted in this section.

INCORPORATION OF NEEDS ASSESSMENT

- Plan for initial build for the 2035 projection of 1,244 beds with support sized to accommodate the projected 2050 needs
- Utilize offender profile data to determine the appropriate housing classification/allocation and program spaces

IMPLEMENTATION OF FOUR MANAGEMENT TOOLS

- Classification – implement a system checklist to evaluate and manage inmate’s risk
- Services – target inmate services and programs based on offender profile
- Direct supervision – provide more normative housing environment with inmate access to services and programs in/adjacent to housing unit
- Professional staff – ensure number and quality of properly-trained staff

CREATION OF FACILITY TONE

- Balance – provide secure/open and restrictive/therapeutic spaces
- Visitors, staff, and in-custody – set expectations
- All spaces – incorporate from Public Lobby to Staff Areas to Intake to Housing to Release

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SEPARATION OF INTAKE/TRANSPORTATION/RELEASE FUNCTIONS

- Pre-Intake/Law Enforcement Lobby – separate law enforcement and jail duties and set expected in-custody behavior
- Intake – balance open and secure spaces and match spaces to operational flow
- Transportation – provide areas for secure staging and transport
- Release – separate function and connect persons to other services

PRIORITIZATION OF ADAPTABLE CELLS

- Recognize majority of population with medical/mental health issues
- Recognize current and future public health concerns
- Strive to avoid falls, fights, and failures
- Provide all beds on floor (bunkless) – 19,200 department gross square feet (DGSF) impact on footprint
- Provide accessible cells in Healthcare and all four-person occupancy cells

MEANINGFUL INMATE SERVICES AND PROGRAMS

- Continue and expand opportunities of inmate workers
- Ensure access to multi-purpose rooms, classrooms, and program areas

INCORPORATION OF HEALTHCARE BEST PRACTICES

- Include recommended functions and spaces for Central Clinic and Infirmary
- Define Medical Housing as sheltered environment for patients with fragile or complex medical or mental health conditions
- Define Special Needs as services to inmates with acute and severe mental illness separated into stages of care representing level of acuity and treatment needs
 - Stage 1 Psychiatric Observation
 - Stage 2 Crisis Management
 - Stage 3 Inpatient Care
 - Stage 4 Sheltered Housing

INTEGRATION OF COURT SERVICES

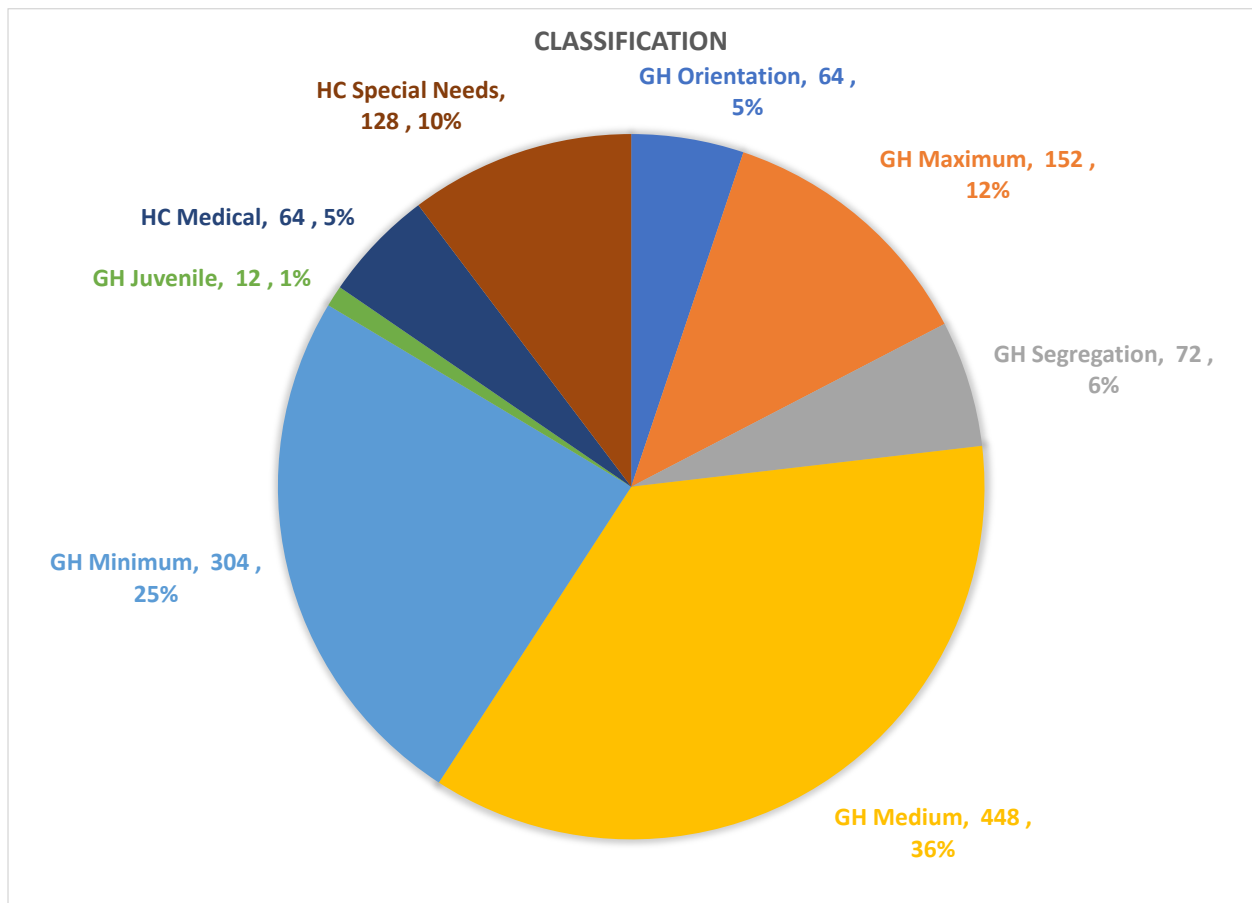
- Continue and expand use of video with document transfer
- Include Criminal A proceedings
- Provide flexible space for jury proceeding

EXPANSION OF SUPPORT SERVICES

- Plan for Food and Laundry Services based on 2050 needs
- Size Central Plant initially for 2050 needs

PROGRAM HOUSING SUMMARY

The housing classification, bed allocation, and cell type developed for the program was developed based on the 2035 projected need of 1,244 beds and key operational elements. As illustrated in Figure 1, the largest percentage of housing at 61 percent is for General Housing Medium and Minimum classifications. Healthcare Medical and Special Needs housing accounts for 15 percent of the total beds.

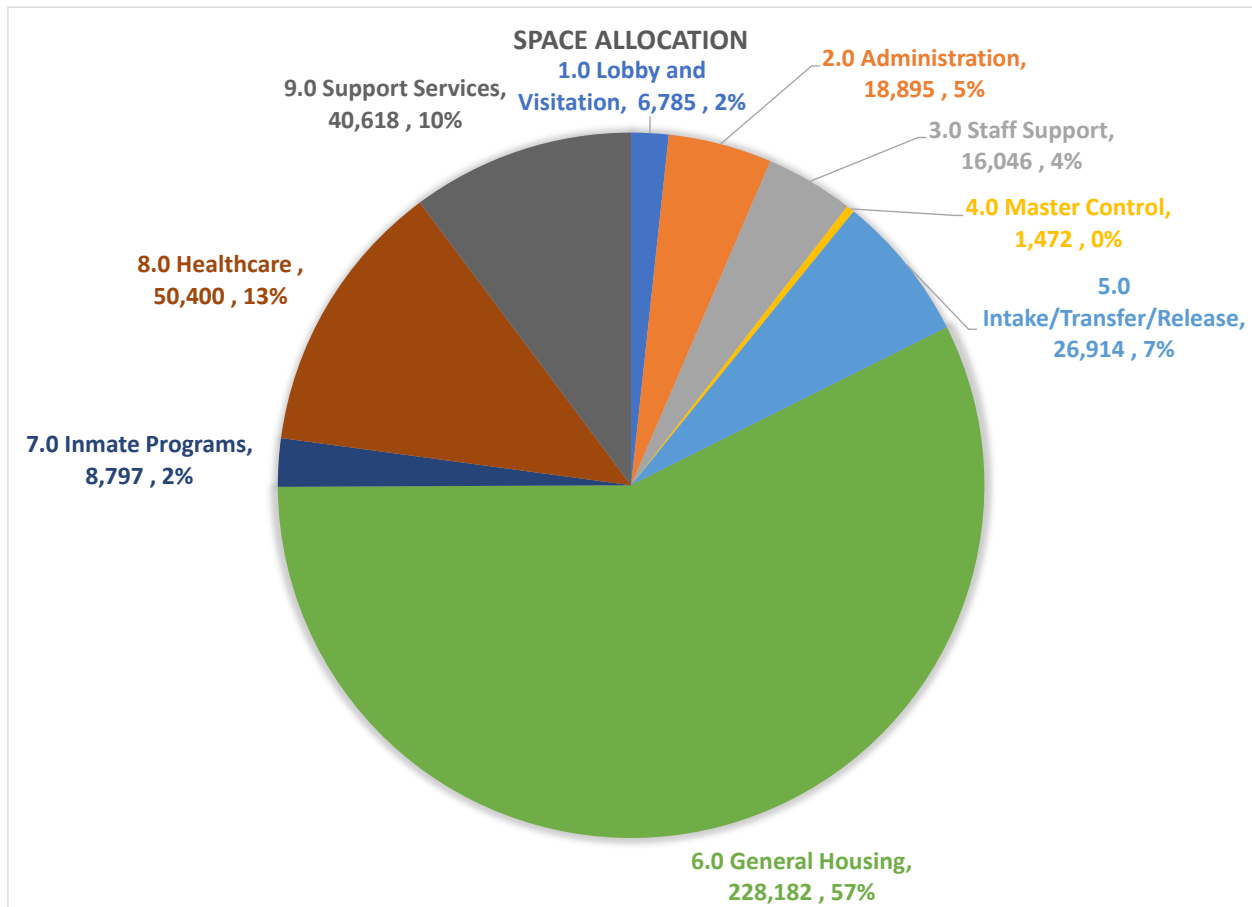


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PROGRAM SPACE SUMMARY

The DGSF for all the facility components is 398,107. Note, a building grossing factor must be added to the DGSF to account for exterior walls, common public spaces, and building mechanical spaces to calculate the building gross square feet (BGSF). The building grossing factor will be refined during the building design and site development phases. Figure 2 illustrates the allocation of DGSF space in the facility program by main component. As shown, General Housing comprises 58 percent of the total followed by Healthcare at 13 percent.



JACKSON COUNTY

DETENTION CENTER



INTRODUCTION

INTRODUCTION

1. INTRODUCTION

Jackson County (“County”) requires a safe, secure jail facility that can serve future justice system needs in an efficient and effective manner. In January 2020, the County contracted with JCDC Partners, LLC (JCDC Partners) to serve as the Owner’s Representative in providing professional services to support the development of new detention facilities. JCDC Partners works directly for the Jackson County Legislature, guided by the County-established Jackson County Detention Center Steering Committee, to manage this project. Appendix A (page 105) lists the members of the Steering Committee.

In commissioning this project, the Steering Committee developed a Mission Statement that defines its goals and provides a vision for the future detention facility:

The undersigned officials, representing Jackson County, hereby form this committee to guide decisions relative to determination of project need and policies. This Steering Committee will work in coordination with JCDC Partners, pledges cooperation, and commits to the development of a state-of-the-art detention center to provide an effective and efficient system for management of pretrial and sentenced offenders; with the understanding that the citizens of Jackson County require detention facilities that meet contemporary professional and constitutional standards.

The detention center should support an equitable criminal justice system that maintains public safety, holds people accountable, and provides evidence-based treatment and training opportunities that address underlying causes of criminal behavior.

The detention center will be safe, secure, efficient to operate, and thoughtfully designed to provide long-term solutions to the needs of the Jackson County justice system.¹

JCDC Partners established a multi-phase plan to support the new facility’s planning, design, construction, and activation. The first Component Service focused on validation of the needs and issues identified in past studies of the County detention system. This second Component Service focuses on defining the operational and architectural program needs for a new facility, based on the results of the needs analysis, current issues in the County’s justice system, and forecast of future detention capacity needs.

¹ Statement of Mission for the Jackson County Detention Center Steering Committee, Validation of Need and Programming Phases, Component Service Agreements 1.0 & 2.0, April 2020.

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The operational program defines the new facility's overall mission and goals and the supporting management and operational approach. The architectural program defines the facility's functional components and lists all the spaces and functional adjacencies required for each component. The facility program provides the basis to develop a staffing plan and project cost estimate.

METHODOLOGY

The project team used a comprehensive stakeholder discussion and information-gathering review process. A series of program sessions were conducted with stakeholders, which includes the Steering Committee, County representatives, and staff.

The bi-weekly sessions, conducted virtually between April and June 2020, were organized into the following topics:

- Session 1 - Kick-off and Facility Vision
- Session 2 - Public Lobby and Visiting
- Session 3 - Facility Administration
- Session 4 - Staff Support
- Session 5 – Master Control
- Session 6 – Housing
- Session 7 - Programming and Work Programs
- Session 8 - Support Services
- Session 9 - Healthcare Services
- Session 10 - Intake/Transportation/Release

The topic sessions included an overview of the facility's overall vision, description of the current facility and operating state, review of trends and benchmarks, and discussion on the desired future operational state and associated spatial needs.

In addition, three case studies were presented to the stakeholder group between March and June 2020.

- Case Study 1 - Maricopa County, Arizona, Intake/Transfer/Release Facility
- Case Study 2 - San Mateo County, California, Maple Street Correctional Center
- Case Study 3 – Medical and Mental Health Best Practices

Based on the results of the stakeholder programming and case study sessions, the initial draft facility program document was prepared. Review sessions with the stakeholder group to review the initial draft were conducted in July and early August 2020.

The initial draft document was updated and resubmitted in mid-August 2020, followed by a review meeting with the Steering Committee and review sessions with the stakeholders. A final document was submitted in early September 2020, followed by a review meeting with the Steering Committee. The final document will be issued and presented to the County by the end of September 2020.

OTHER SITE CONSIDERATIONS

As part of the programming sessions, stakeholders identified additional items that were beyond the new detention center's operational and spatial needs but require consideration in the planning of the future project:

- Co-locate Kansas City Municipal Offender Housing
- Co-locate other sheriff functions as offices merge (IT, investigations, etc.)
- Provide a Regional Training Center
- Provide an outdoor Firing Range
- Co-locate Master Control with Sheriff Dispatch
- Note that facility location may impact access to hospital and medical housing requirements
- Provide off-site area for emergency supply/material storage

1 | INTRODUCTION

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JACKSON COUNTY
DETENTION CENTER



MANAGEMENT/ OPERATIONAL AND SECURITY CONCEPT GUIDELINES

CONCEPT GUIDELINES

2. MANAGEMENT/ OPERATIONAL & SECURITY CONCEPT GUIDELINES

MANAGEMENT/OPERATIONAL GUIDELINES

The primary mission of the Jackson County Detention Center is confinement of:

- Individuals going through the trial process
- Those convicted and given short-term (12 months or less) sentence
- Probation violator
- Individuals held on warrants from other jurisdictions

The County is responsible for providing a safe, secure, and humane environment for these inmates. Meeting this mission requires an appropriate mix of a physical plant and human resources. The optimal environment is achieved by combining proper facility design, technology, security procedures, well-trained staff, and the correct level of inmate programming. The four management tools of **classification, services, supervision, and a professional staff** provide the basis for an effective operation.

CLASSIFICATION

Classification is the process of evaluating an inmate's risks and need for an appropriate level of confinement, treatment, and program involvement. Classification systems rely on systematic, consistent procedures. The system involves a checklist, decision tree, or additive scale. A classification system provides specific advantages:

- **Controls discretion:** permits overrides of the classification process within explicitly stated parameters.
- **Includes rules that are highly visible:** everyone is aware of the rules for decision making.
- **Improves information gathering:** promotes accurate, consistent, and comprehensive accumulation of information.

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- **Enforces consistency in decision-making:** the decision-makers are required to use standardized criteria and apply it in the same manner each time.
- **Provides easier evaluation/monitoring:** standardizes decision criteria and procedures to facilitate review and assessment.

Proper classification promotes the safety and security of the facility by ensuring more aggressive, violent inmates are housed in the most secure settings. It also improves efficiency by identifying those low-risk inmates who can be managed in a more limited supervision setting and could be housed in less intensive, less-costly housing.

SERVICES

The ability to offer a wide range of inmate services cost-effectively is generally enhanced by locating as many of these programs and services as close to the inmate as possible. Under this approach, housing units are grouped according to custody and/or functional mission. All security, program, and support services of the functional custody groupings are based on the risk levels, needs, requirements, and allowable activities of each custody group. Housing units are organized into clusters according to functional relationships or classification to facilitate the delivery of services. The housing units and adjoining housing support areas contain spaces where services, such as counseling, education, and recreation are provided. The objective is to minimize inmate movement in an environment that enhances access to programs and services.

DIRECT SUPERVISION

Direct supervision is now considered the normative housing unit management model for general population units. Direct supervision housing is less expensive to build and furnish than indirect supervision units. Direct supervision also provides a safer environment. The officer stationed in the housing unit actively manages the unit. Inmates who exhibit disruptive behavior are removed and placed in a much more restrictive housing situation.

PROFESSIONAL STAFF

The most important component of any jail operation is its staff. High-quality personnel can compensate for poor facility design. Regardless of design of the physical plant, if the number and quality of staff are insufficient, then ineffective and inefficient operations will predominate. The County must appreciate and understand that neither design nor technology is a substitute for staff professionalism and an adequate number of staff.

Without proper training, the staff will not be able to manage the equipment nor maintain a level of communication with other staff and inmates that predicts, rather than reacts to potential security problems. Prior to commencing operations in the new facility, all staff will need to be involved in a training program that will familiarize them with the facility's "bells and whistles," policies and procedures, as well as the skills necessary to interact safely and effectively with the inmate population. This will be accomplished through a defined training program which will commence far in advance of the facility move-in and will include training curricula developed expressly for new jail operations.

SECURITY CONCEPT GUIDELINES

The security concept reflects a commitment to positive, high quality staff/inmate interaction. Regardless of the building configuration or the capital investment in technology, the facility cannot achieve an appropriate security level without adequate staff and the related emphasis on training. With proper training, staff will be able to manage new technologies and proactively respond to security issues. The basic staffing approach focuses upon the inmate living units.

The following security concepts were considered and responded to in the development of the design program.

- Any door opening from a secure to a non-secure area requires a sallyport of two interlocked doors that will be controlled from Master Control.
- Exterior walls of all housing areas should use vertically and horizontally reinforced masonry or concrete, or a comparable secure configuration using steel construction.
- Any penetrations into the secure exterior wall should be no wider than five inches; however, several such widths may be combined to create the appearance of a wider opening if the separating construction component is secure and hardened steel.
- While the building itself can serve as the external security line, there should be a buffer zone of 150 feet between external public access areas and those sections of the facility to which inmates have access.
- Closed circuit television (CCTV) should provide visual capabilities to Master Control.

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- The type and spacing of outdoor light standards should be selected based on the location of the buildings on the site, surrounding land uses, and environmental conditions. A level of three (3) foot candles should be maintained over the exterior areas of the facility.
- Exterior lighting should be connected to the emergency power system. Selected area fixtures on the interior of the facility should be connected to the emergency power system to ensure an average illumination of one-half (0.5) foot candles during a power outage.
- Acoustical treatments that will minimize decibel levels and reverberation time and enhance audio communications should be used in all housing units.
- With a secure perimeter and an operational approach based upon direct security, conventional design methods can be applied to much of the interior space, outer building wall, and roof construction.

Perimeter security requirements include the following:

- Pedestrian and vehicular security walls should separate secure from non-secure areas.
- A minimal number of entrances and exits through the security perimeter should be planned.
- Secure walls and fences that minimize public views should surround the facility.
- Loading docks and service areas should be within fenced/walled areas and sallyports will be located between the service and secure perimeter areas.

The perimeter system should include systems for detection, alarm monitoring and control, voice annunciation, and lighting. Physical barriers, CCTV cameras, and physical response to permit an accurate assessment of the alarm condition are also required. Electronic detection or surveillance devices need only be used in areas where the commitment of a full-time staff position is unwarranted.

SECURITY ZONING

Principles of operational security zoning are applied to the development of the site plan and the functional relationships of the facility's operational components.

Zoning levels are as much defined by their access requirements as by their security restrictions; however, security zoning is enhanced when areas of a facility are grouped according to function and accessibility. The basic purpose of securing zoning is to strictly control inmate movement and access to the various components of the facility through a careful combination of construction methods, staff supervision, and electronic technology.

Through zoning, movement control, staff observation, secure construction, and electronic surveillance technology, inmates will pass through barriers to move from one zone or sub-zone to another. Access between zones may be centrally or locally controlled. Inmates might be allowed access to one zone and denied access to another based on classification designation or allowed access to one zone under a pass system but require escort to access another. The new facility will use five internal security zones.

Building Perimeter (Zone 1): The first security zone consists of the functional areas located outside of the security perimeter including the public lobby, administrative offices, and the staff service area.

Security Perimeter (Zone 2): The second security zone is the facility's building or security fences. A boundary formed by walls, fences, or other construction elements designed to confine inmates and prevent escape or unauthorized passage. Movement through this zone is generally through interlocking doors that are monitored and controlled from the master control room.

Inmate Movement and Activity Areas (Zone 3): The third zone includes corridors, waiting areas, activity, program or service rooms, or areas that are used by inmates and staff.

Housing Units (Zone 4): The housing unit living areas comprise the fourth security zone and includes all housing unit areas except the cells themselves.

Cells (Zone 5): The fifth zone consists of individual cells in the housing units and is generally defined as the individual cell enclosure within each housing unit.

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FACILITY PROGRAM

3. PROGRAM

The purpose of a program is to translate the operational basis of a building into a spatial description. To accomplish this, spatial standards are applied to definitions of personnel and functions resulting in a determination of the amount of space and the functional relationship between spaces that is appropriate to satisfy the operational objectives. The operational basis of the proposed detention facility has been developed from stakeholder meetings and experience with other criminal justice projects.

The program defines in spatial terms the operational mandate of all the facility components organized into nine broad functional categories:

- 1.000 Lobby and Visitation
- 2.000 Administration
- 3.000 Staff Support
- 4.000 Master Control
- 5.000 Intake/Transfer/Release
- 6.000 General Housing
- 7.000 Inmate Programs
- 8.000 Healthcare
- 9.000 Support Services

Each component is described in narrative and spatial terms as follows:

Item	Description
Related Standards	Identification of any relevant American Correctional Association (ACA) and Missouri Core Jail Standards (MCJS).
Description of Function	A description of the component’s mission that establishes the basis for the design and construction approach.
Operational Assumptions	Utilizing information from the general operating guidelines, the functional description frames the basic operating conditions that will define the use of each of component.
Special Considerations	Identification of any spatial factors or critical adjacencies that impact facility operation or design.
Space Allocation	Net and gross square footage for each space included in the component.

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The space allocation table for each component includes the items described below.

Item	Description
Space Number	A number is assigned to each space. As the program evolves to architectural documents, the space numbering affords the opportunity to cross-check spaces.
Component	Space is named or described. The name in conjunction with the Space Number provides the architect with a basic understanding of the function.
Unit Net Square Feet (NSF)	The size of every room is driven by the function of the space. NSF is defined as the internal dimensions of a space that does not include the wall thickness, corridors, and any other area. Standards are derived from American Correctional Association (ACA) and Missouri Jail Standards, as well as industry benchmarks.
Number of Units	The number of units for a specific space type is identified.
Total NSF	The results of NSF multiplied by the number of units.
Departmental Gross Factor	A factor is applied to NSF to estimate the amount of floor area required to enclose, access, and mechanically support the area.
Departmental Gross Square Feet (DGSF)	The total DGSF of an individual space component is an addition of the NSF (size of a room) and the Departmental Gross Factor (amount of non-assignable space) to arrive at the total estimated “contribution” that a single space contributes to the size of a building.

The program will provide the total DGSF requirement for the facility categories and components included. The design concept phase will include application of a building gross factor percentage to account for space that is directly related to a building and not a function. If the building is a high rise structure (and an Architectural Program does not define height, only square feet), then the elevator shafts, lobbies, fire stairs, mechanical shafts, exterior wall thickness must be accounted for in the total building size since cost is based not on total area. The building gross factor will be applied to the total DGSF to determine the Building Gross Square Feet (BGSF).

Appendix B (starting on page 107) provides relationship diagrams for the nine broad functional categories for the new facility.

SPACE STANDARDS

Space standards are regular measurements of space per person or per unit that are used to plan for future space needs. Standards are required to make the most efficient use of space and to establish uniformity and consistency among space types in a facility.

Estimating the amount of useable area or floor space needed to support any type of function involves the application of space allocations to the operational requirements of the component (e.g., office, equipment closet, jail cell, courtroom, etc.). These standards, guidelines, and specific space allocations are expressed as NSF (previously defined).

For some types of construction, commonly used space standards exist. In office environments, for example, manufacturers of office furniture systems use recommended space standards for cubicle and office sizes. The size of public toilets can usually be derived from building codes and ADA accessibility requirements. The size of detention cells and supporting spaces can be derived from ACA and industry space standards.

Based on stakeholder discussions, the following NSF space standards were used in the development of the facility program.

Table 1. Space Standards

Space Type	Area (NSF)	Description
Administrative Areas		
Executive Office	250	Private office, meeting area for 4
Large Office	200	Private office, meeting area for 2
Medium Office	180	Private office
Standard Office	150	Private office
Small Office	120	Private office
Shared Office	75	Per person
Large Open Workstation	64	Open workstation, locked files
Standard Open Workstation	48	Open workstation, locked files
Workroom	120	Work area, shelving, printer/copier
Beverage Counter	40	Counter with sink
Lobby/Waiting	15	Per person
Conference Room	25	Per person
Classroom	25	Per person
Meeting Room	20	Per person
Support Areas		
Staff Toilet	60	Accessible
Inmate Toilet	50	Accessible
Janitor's Closet	50	Sink, drain

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Space Type	Area (NSF)	Description
Large Janitor's Closet	100	Sink, drain, floor equipment storage
Small Storage	80	Secure
Storage	120	Secure
Large Storage	200	Secure
Vestibule	80	2 interlocked doors
Entry Vestibule	120	Weather vestibule, 2 doors
Security Vestibule	150	Interlocking doors
Detention Areas		
1-person Occupancy Cell	80	Wet cell
1-person Occupancy ADA Cell	100	Wet cell
2-person Occupancy Cell	135	Wet cell, beds on floor
2-person Occupancy ADA Cell	160	Wet cell, beds on floor
4-person Occupancy ADA Cell	290	Wet cell, beds on floor
16-person Group Holding Cell	320	Wet cell
4-person Group Holding Cell	80	Wet cell
1-person Holding Cell	60	Wet cell
1-person Detox Cell	75	Wet cell
Dayroom	35	Per inmate
Shower	25	1 per 12 inmates
Outdoor Recreation	15	Per inmate
Video Visitation	20	1 per 8 inmates
Issue Room	100	Window pass from vestibule to dayroom
Multi-Purpose Room	300	15-20 persons
Interview Room	100	2-4 persons

FACILITY OPERATIONAL GUIDELINES

As previously noted, the Steering Committee developed a Mission Statement that defines its goals and provides a vision of the future detention facility. Key phrases in the statement include:

- State-of-the-art detention center
- Professional and constitutional standards
- Equitable criminal justice system
- Evidence-based treatment and training opportunities
- Safe, secure, efficient to operate
- Long-term solutions

The kick-off programming session included a presentation and group discussion on the physical elements of a humane environment to include:

- Image and setting
- Role of nature
- Spaces for association
- Spaces for accommodation
- Delineation of character
- Commitment to mindfulness

The stakeholders identified the following four guiding principles or touchstones in addition to the mission statement for the facility program process:

- **Wholeness.** Develop an environment that makes a person successful.
- **Nature.** Create a healing environment and understanding the Golden Rule (treat others how you want to be treated).
- **Training.** Provide means for a person to be productive.
- **Something New.** Create the next generation of detention operation and design

Note that any reference to a “person” is meant to encompass everyone at the facility – in-custody, staff, and visitors.

1.000 LOBBY AND VISITATION

Lobby and Visitation consists of two components: Public Lobby and Visitation Center.

1.100 PUBLIC LOBBY

RELATED STANDARDS

ACA: 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04

MCJS: 7.12: Facility and Equipment, 5.2: Visitation

DESCRIPTION OF FUNCTION

The Public Lobby serves as the central entrance area for the public and official visitors to the facility. The lobby will be outside the facility secure perimeter and should be in proximity to public parking and within easy walking distance to a public transportation stop. This component will serve as a security screening and waiting area for the public and official visitors visiting inmates, public needing to access the Records Unit, and general visitors to the facility. All visitors to the facility will process through the Public Lobby reception.

OPERATIONAL ASSUMPTIONS

Entrance into the facility will occur through two different routes. Visitors will arrive at the Public Lobby through a weather vestibule. Once entering the lobby, visitors will be greeted, screened, and directed by a Corrections Officer. Visitors will present personal identification to the Corrections Officer who will in turn determine the authorization for entry into any part of the facility.

Once it is determined the visitor is authorized to enter the facility, they may be required to remain in a seating area until the visit/meeting/etc. can be coordinated. Once the Public Lobby officer is informed the visitor may enter the facility, a screening of the individual will be conducted in a secure space separated from the public lobby. In this space, the visitor may be searched, have personal items screened through an x-ray machine, and be required to submit to a metal detector or other device.

Staff will be able to enter the facility through an entrance that is separate from the public/visitor entrance and potentially outside the Public Lobby. This entrance will provide them immediate access to staff support areas without the need to be screened. However, once staff wish to move into the secure perimeter, they must pass through the security screening station.

There will be a single security screening station for all individuals with two distinct, segregated lanes. One lane will be for individuals accessing services and spaces (visiting, administration, Records desk, etc.) located outside the secure perimeter. The other screening lane will be for staff, volunteers, and others requiring more intensive screening prior to entering the secure perimeter.

After security screening, a service window to Records will be provided for the public to access documents and/or inmate property. The information counter/officer station will be strategically located to oversee all areas in the lobby and the visitation center and respond to security screening. A screened weapon storage area will be provided for law enforcement personnel who need to secure a weapon.

A shared facility conference room sized for 15 persons with audio visual capability will be accessible off the lobby. This will allow for facility staff to meet with visitors after security screening and minimize visitor movement in the facility.

The Public Lobby will be open during designated business hours. As a majority of public and official visitors will be entering the Public Lobby to access the visitation area to visit inmates, the lobby will be adjacent to the visitation center.

The lobby will contain public restrooms, a mother's room, vending alcove, and public lockers. A children's waiting and play area will also be provided with the expectation of being monitored by their parents or guardian. Kiosks will be provided in the lobby for individuals who wish to register for a visit, post a bond, or deposit money for an inmate.

The entry lobby is not intended to be a gathering spot, but a processing and transfer point for visitors entering and exiting the JCDC. When identification and authorization for a visit has been approved, staff and/or visitors will be directed to the appropriate area of the facility.

SPECIAL CONSIDERATIONS

The Public Lobby serves as an important transition between the non-secure and secure perimeter. The operation of any secure pedestrian sallyport associated with the front entrance will be from Master Control. The Public Lobby space will be monitored by a Corrections Officer to receive visitors and complete the identification check.

From the lobby, social and professional visitors will be directed to the adjoining visitation center for a visit with an inmate. Also, from the lobby, official visitors will be directed toward the appropriate administrative office or conference room located off the public lobby.

The lobby should be designed in a manner to allow for the efficient screening of the public, while ensuring the safety and security of the facility. This area will be the public's first point of contact with the facility. The use of aesthetically pleasing colors and non-institutional materials is encouraged. While furnishings and surfaces should be as durable and maintenance-free as possible, the lobby area should project a comfortable and professional environment.

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The Public Lobby should have a secure but customer friendly atmosphere. It should be designed with clear signage for visitor navigation.

Table 2. Public Lobby Space Allocation

1.100 Public Lobby	Unit NSF	# of Units	NSF	Comment
1.101 Entry Vestibule	120	2	240	1 for public and 1 for staff, weather vestibule, 2 doors
1.102 Security Screening Queue	12	20	240	2 lanes for public and staff, accommodate 10 people each , adjacent to magnetometer
1.103 Security Screening Station	100	2	200	1 for public and 1 for staff, magnetometer, x-ray machine, officer post
1.104 Weapon Storage	40	1	40	screened location off lobby for law enforcement
1.105 Lobby/ Waiting	15	20	300	includes public waiting, adjacent to visitation area
1.106 Children's Area	15	10	150	play area
1.107 Information Counter/Office Station	100	1	100	oversees visitation area
1.108 Records Window	80	1	80	public window
1.109 Public Lockers	100	1	100	20 half-height lockers
1.110 Visitation Kiosk	40	1	40	computer to schedule video session
1.111 Bond Kiosk	40	1	40	
1.112 Conference Room	25	15	375	a/v capable
1.113 Vending Machines	20	3	60	
1.114 Mother's Room	80	1	80	counter w/ sink, chair
1.115 Public Toilet	150	2	300	male, female
1.116 Storage	120	1	120	
1.117 Janitor's Closet	50	1	50	sink, drain
Subtotal			2,515	
x department grossing factor			1.20	
Subtotal DGSF			3,018	

1.200 VISITATION CENTER

RELATED STANDARDS

ACA: 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04, 4-ALDF-6A-02

MCJS: 7.12: Facility and Equipment, 5.2: Visitation

DESCRIPTION OF FUNCTION

The Visitation Center is where the public and professional visitors will visit with inmates. The center includes areas for video, non-contact, and contact visitation.

The method of visitation is determined by the nature of the visit, the security level of the inmates, and/or the recommendation and determination of court officials, counselors, and facility administration. The primary method for most family and social visits is via a video visitation station. An alternative method is a face-to-face visit through a divider or protective glazing. This will be used in the event of a failure with the video visitation system.

A primary method for professional visits is by using a private video visitation room capable of sharing and transmitting documents. The second method is for a secure professional visit that may occur through a divider or protective glazing. These locations will also have a narrow slot for exchanging paperwork between the inmate and the attorney.

The third method of visiting is by using the contact visitation room. This space will primarily be used for professional visits to review documents. Other types of contact visits may occur with the permission of the facility administrator or designee.

OPERATIONAL ASSUMPTIONS

Visitors will be screened prior to entering the Public Lobby to ensure security and safety. Visitors will then be directed to the Visitation Center. There will be space for video, non-contact, and contact visiting. For video visitation, visitors can register on-line 24 hours in advance or use the visitation kiosk in the public lobby (subject to video visitation booth availability). The public can also conduct paid video visitation from home. Professional visitors have the flexibility to conduct visitation 24 hours a day, seven days a week, though most occur in the morning and early afternoon.

The Visitation Center will be accessed from the Public Lobby. The information counter/officer station should be centrally located to view the Public Lobby and Visitation Center.

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There will be two primary types of visitation for inmates. The first is video visitation for the public and professional visitors. Video visitation will allow more visits to take place for longer durations, therefore, benefitting the wellbeing of inmates. Inmate video visitation booths will be within each housing unit dayroom with at least one booth designed to afford more privacy. This will not require any movement outside the housing unit, therefore enhancing security and reducing movement.

The second type of visitation will be in the centralized Visitation Center. The lobby officer station will notify the appropriate housing unit officer that an inmate has a visit. The officer will allow the inmate to move to the Visitation Center for the visit to commence. Traditional non-contact booths will be provided with a paper pass-through for the signing of documents. The professional will be locked into the visitation booth on the public side and wait until the inmate is brought from their housing area to the visitation booth. The inmate will be placed in the booth from the interior secure side of the booth. The inmate will be locked in the booth during the visit. After the visitation is complete, the professional visitor will notify staff.

Contact visitation rooms will also be provided for professional visits and family visits as authorized. The lobby officer station will notify the appropriate housing unit officer that an inmate has a visit. The housing officer will allow the inmate to move to the Visitation Center for the visit to commence. The visitor will be escorted into the contact visitation room and wait until the inmate is brought to the Visitation Center. An officer will supervise the visitation area and have direct line-of-sight of contact visits. After the visitation is complete, the visitor will notify staff.

Inmates will access the Visitation Center for non-contact and contact visits through a secure entry vestibule and will be searched after the visit and returned to their housing unit.

SPECIAL CONSIDERATIONS

Social and professional visitors will be directed to the Visitation Center from the Public Lobby after screening and identification. The use of aesthetically pleasing colors and non-institutional materials is encouraged in the video visitation and family visitation area. Furnishings and surfaces should be as durable and maintenance-free as possible. Flexible furnishings should be used to the extent possible to adapt to future changes. The use of institutional materials is encouraged in the non-contact and contact visitation areas.

Table 3. Visitation Center Space Allocation

1.200	Visitation Center	Unit NSF	# of Units	NSF	Comment
1.201	Public Video Visitation	30	15	450	capable of holding 2 persons viewing one screen; semi-private booth; adjacent to Public Lobby
1.202	Attorney Video Visitation	100	5	500	w/ electronic document transfer
1.203	Contact Visitation	120	5	600	contact, accommodate 2-4 people
1.204	Family Visitation	150	1	150	contact, couch & chairs
1.205	Non-Contact Visitation	60	5	300	security partition with document pass-through
1.206	ADA Non-Contact Visitation	80	5	400	security partition with document pass-through
1.207	Security Vestibule	80	1	80	interlocking doors
1.208	Inmate Search Room	40	1	40	bench and counter
1.209	Inmate Toilet	50	1	50	
1.210	Inmate Staging	10	10	100	bench seating
1.211	Storage	120	1	120	video equipment storage
	Subtotal			2,790	
	x department grossing factor			1.35	
	Subtotal DGSF			3,767	

2.000 ADMINISTRATION

Administration consists of five components: Facility Administration, Command, Information Management, Professional Standards, and Safety, Security and Technology.

2.100 FACILITY ADMINISTRATION

RELATED STANDARDS

ACA: 4-ALDF-7D-23, 4-ALDF-7D-24

MCJS:

DESCRIPTION OF FUNCTION

The Facility Administration component serves as the center for administrative leadership regarding the operation of the facility in an office environment that is frequented by both staff and official visitors. This component will be located outside the secure perimeter of the facility. The Jail Director manages operations supported by two Deputy Directors and a senior representative from the Sheriff's Office. Other administrative functions to include human resources and payroll will be housed in this area. The office suite should be designed to reflect easy, but controlled, access to administrative personnel by official visitors, volunteers, vendors, and representatives of other agencies.

OPERATIONAL ASSUMPTIONS

The Facility Administration space is open during normal business hours, Monday through Friday. When an individual seeking to visit Facility Administration approaches the information desk in the Public Lobby, the Corrections Officer will verify the identity of the individual and the purpose of the visit. Once this has been verified and the visitor screened, the individual will be directed to the Facility Administration office suite. Inside the office suite will be a waiting area where the individual will remain until Facility Administration staff are ready to receive them.

A combination of private offices and open workstations with a shared lobby/waiting area, workroom, kitchen, secure records room, general storage, and staff toilets will be provided for administration staff. Within the office suite is a large conference room designed to hold up to 20 people with audio visual capability.

Facility Administration will be accessible from the Public Lobby and adjacent to the Professional Standards and Safety/Security/Technology suites located outside the secure perimeter of the facility. Staff access from these office suites to inside the secure perimeter of the facility will be through a single secure sallyport.

SPECIAL CONSIDERATIONS

The overall construction of the Facility Administration area should be standard commercial grade construction typical to any office environment. The suite should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

Table 4. Facility Administration Space Allocation

2.100 Facility Administration	Unit NSF	# of Units	NSF	Comment - outside secure perimeter, separate entry
2.101 Lobby/ Waiting	15	4	60	open seating
2.102 Executive Office	250	1	250	private office, meeting area for 4, Director
2.103 Large Office	200	1	200	private office, meeting area for 2, Sheriff Major
2.104 Medium Office	180	2	360	private office, Deputy Directors
2.105 Standard Office	150	1	150	private office, growth
2.106 Small Office	120	2	240	private office, Human Resource Manager and growth
2.107 Large Open Workstation	64	3	192	locked files, Administrative Assistants
2.108 Standard Open Workstation	48	2	96	locked files, Payroll Specialist and Budget Coordinator
2.109 Large Storage	200	1	200	secure records
2.110 Storage	120	1	120	general supply storage
2.111 Workroom	120	1	120	work area, shelving, printer/copier
2.112 Conference Room	25	20	500	a/v capable
2.113 Kitchen	120	1	120	counter w/ sink, refrigerator, microwave
2.114 Staff Toilet	60	2	120	male, female
2.115 Security Vestibule		1	-	interlocking doors, under Staff Support
2.116 Janitor's Closet	50	1	50	sink, drain
Subtotal			2,778	
x department grossing factor			1.35	
Subtotal DGSF			3,750	

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2.200 COMMAND

RELATED STANDARDS

ACA: 4-ALDF-7D-23, 4-ALDF-7D-24

MCJS:

DESCRIPTION OF FUNCTION

The Command staff oversees the daily operations and line-staff of the facility. An office suite for Command staff includes workspaces and support areas for Captains, Lieutenants, Classification Administrator, and Manager of Detention. The suite should be located inside the secure perimeter with the ability to promptly respond to security situations and have adjacent accessibility through a security vestibule to administrative functions located outside the secure perimeter.

OPERATIONAL ASSUMPTIONS

The Command area manages the operations of the facility 24 hours a day, 7 days a week. Individuals with access to this area can also include other facility staff and volunteers with authorized access into the secure perimeter of the facility.

The area will have a combination of workspaces with a shared lobby/waiting area, workroom, storage, break and vending area, and staff toilets. Within the suite is a conference room designed to hold up to 12 people with audio visual capability and ability to serve as a situation/incident center when needed.

The suite should include adjacent access to a security vestibule to access the Facility Administration and Staff Support spaces outside the secure perimeter.

SPECIAL CONSIDERATIONS

The overall construction of the Facility Administration area should be standard commercial grade construction typical to any office environment. The suite should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

Table 5. Command Space Allocation

2.200	Command	Unit NSF	# of Units	NSF	Comment - inside secure perimeter
2.201	Lobby/ Waiting	15	4	60	open seating
2.202	Standard Office	150	4	600	private office, Captains (1 assigned and 2 teams), Manager of Detention
2.203	Small Office	120	3	360	private office, Classification Administrator, Lieutenants, growth
2.204	Large Open Workstation	64	1	64	locked files, Administrative Assistant
2.205	Workroom	120	1	120	work area, shelving, printer/copier
2.206	Conference Room	25	12	300	a/v capable
2.207	Break & Vending	120	1	120	counter w/ sink, vending machines
2.208	Staff Toilet	60	4	240	male, female
2.209	Storage	120	1	120	secure
2.210	Janitor's Closet	50	1	50	sink, drain
	Subtotal			2,034	
	x department grossing factor			1.35	
	Subtotal DGSF			2,746	

2.300 INFORMATION MANAGEMENT

RELATED STANDARDS

ACA: 4-ALDF-7C-01, 4-ALDF-7C-02, 4-ALDF-7D-01, 4-ALDF-7D-02, 04-ALDF-7D-06, 4-ALDF-7D-07, 4-ALDF-7D-08, 4-ALDF-7D-09, 04-ALDF-6C-05, 4-ALDF-7D-23

MCJS: 4.4.11: Investigation of Sexual Assault, 3.12: Timely Investigation of Jail Rule Violations

DESCRIPTION OF FUNCTION

The Information Management (IM) unit oversees local investigations and conducts inmate disciplinary hearings. A Captain manages the unit supported by a Lieutenant, Sergeant, and Corrections Officers. The suite should be a contained and secure area with controlled access.

OPERATIONAL ASSUMPTIONS

The IM unit is a self-contained group requiring private offices and secure storage. Note that all staff work the same shift. The suite will be located inside the secure perimeter of the facility adjacent to the command suite.

SPECIAL CONSIDERATIONS

The overall construction of the Facility Administration area should be standard commercial grade construction typical to any office environment. The suite should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

Table 6. Information Management Space Allocation

2.300 Information Management		Unit NSF	# of Units	NSF	Comment - inside secure perimeter, near Command
2.301	Standard Office	150	1	150	private office, Captain
2.302	Small Office	120	2	240	private office, Lieutenant
2.303	Large Open Workstation	64	7	448	per person, Sergeant, Correctional Offices, growth
2.304	Workroom	120	1	120	work area, shelving, printer/copier
2.305	Beverage Counter	40	1	40	counter w/ sink
2.306	Large Storage	200	1	200	secure
Subtotal				1,198	
x department grossing factor				1.35	
Subtotal DGSF				1,617	

2.400 PROFESSIONAL STANDARDS

RELATED STANDARDS

ACA: 04-ALDF-6C-05, 4-ALDF-7D-23

MCJS: 4.4.11: Investigation of Sexual Assault, 3.12: Timely Investigation of Jail Rule Violations

DESCRIPTION OF FUNCTION

The Professional Standards unit is responsible for the criminal investigations of inmates and staff and in the investigation of major staff policy violations and misconduct. As such, their suite must be secure and provide for confidentiality and the ability to interview individuals in a secure and private manner. A Captain oversees a unit comprised of a Sergeant, two Deputies, two Gang Intelligence Officers, two Investigative Specialists, and an Administrative Assistant. The office suite should be designed to reflect easy, but controlled access by visitors and promote its mission of independence and confidentiality.

OPERATIONAL ASSUMPTIONS

The critical operational issue related to Professional Standards is that the unit is organizationally independent from other functions and its location must foster and promote this independence. When a visitor approaches the information desk in the Public Lobby, the Corrections Officer will verify the identity of the visitor and the purpose of the visit. Once this has been verified, cleared, and potentially screened, the visitor will be directed to the Professional Standards suite. A waiting area in the suite will hold the visitor until Professional Standards staff are ready to receive them.

The suite's entrance includes a lobby/waiting area adjacent to an open workstation and interview rooms. The interview rooms must have audio visual capability with soundproofing and no windows. The remaining area of the suite will include private offices with a shared workroom, kitchen, secure storage, and staff toilets. A conference room designed to hold up to 12 people with audio visual capability will be provided.

The suite will be located outside the secure perimeter of the facility and accessible for visitors from the Public Lobby and for staff from the staff entrance.

SPECIAL CONSIDERATIONS

The overall construction of the Facility Administration area should be standard commercial grade construction typical to any office environment. The suite should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

Table 7. Professional Standards Space Allocation

2.400 Professional Standards				Comment - outside secure perimeter, separate entry for visiting staff
	Unit NSF	# of Units	NSF	
2.401	Lobby/ Waiting	15	4	60 open seating
2.402	Standard Office	150	1	150 private office, Captain
2.403	Small Office	120	11	1,320 private office, Sergeant, Correctional Officers, growth
2.404	Workroom	120	1	120 work area, shelving, printer/copier
2.405	Conference Room	25	12	300 a/v capable
2.406	Interview Room	120	3	360 a/v capable, no windows, sound proof
2.407	Kitchen	120	1	120 counter w/ sink, refrigerator, microwave
2.408	Staff Toilet	60	2	120 male, female
2.409	Storage	120	1	120 secure
2.410	Janitor's Closet	50	1	50 sink, drain
Subtotal			2,720	
x department grossing factor			1.35	
Subtotal DGSF			3,672	

2.500 SAFETY, SECURITY, AND TECHNOLOGY

RELATED STANDARDS

ACA: 4-ALDF-7D-23, 4-ALDF-1A-01, 4-ALDF-1A-02, 4-ALDF-1A-03, 4-ALDF-1A-05, 4-ALDF-1A-07, 4-ALDF-1C-02, 4-ALDF-1C-03, 4-ALDF-1C-04, 4-ALDF-1C-07, 4-ALDF-1C-08, 4-ALDF-1C-09, , 4-ALDF-1C-11, 4-ALDF-1C-12

MCJS: 1.1.5: Water Supply, 1.1.3: Evacuation of Detainees, 1.3.4: Fire Safety, 1.3.6: Flammable, Toxic and Caustic Materials, 1.3.7: Emergency Power and Communications

DESCRIPTION OF FUNCTION

The Safety, Security, and Technology Unit (SSTU) serves the Sheriff's Office and Detention Center by coordinating the physical safety and security of the facility and managing the use of technology by all elements in support of their missions. The unit's Physical Security and Safety Coordinator serves as the physical security, safety, and personnel security expert for the Detention Center and conducts regular facility inspections, makes recommendations, and implements corrective actions. SSTU's IT Support Specialist is the Detention Center's primary liaison with the Jackson County Information Technology Department and functions as the system administrator for the jail management system and other Detention Center-specific software applications. The SSTU group also develops, reviews, and presents safety programs and training sessions, and conducts accident/injury/near-miss and work-related investigations.

OPERATIONAL ASSUMPTIONS

The SSTU should be located near the unit's equipment storage room and accessed through a controlled staff entrance. The unit operates primarily during normal business hours and has few visitors. This office is responsible for facility key control and needs a secure key room.

SSTU requires a collaborative work area with access to private and shared offices, an equipment work area, secure storage room for technology equipment and fire safety equipment, beverage counter, and staff toilets.

The unit is newly created and is expected to grow. The office suite should be located adjacent to other administrative functions outside the secure perimeter.

SPECIAL CONSIDERATIONS

The overall construction of the Facility Administration area should be standard commercial grade construction typical to any office environment. The suite should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

Table 8. Safety, Security, and Technology Space Allocation

2.500 Safety, Security, and Technology				Comment - outside secure perimeter; adjacent to Central Receiving and Storage
Unit NSF	# of Units	NSF		
2.501	Standard Office	150	1	150 private office, growth
2.502	Small Office	120	2	240 private office, Sergeant, growth
2.503	Shared Office	75	6	450 per person, IT Specialist, Coordinator, growth
2.504	Equipment Work Area	200	1	200 work bench area for equipment
2.505	Equipment Storage	800	1	800 secure storage for equipment
2.506	Key Room	60	1	60 secure key storage
2.507	Staff Toilet	60	2	120 male, female
2.508	Beverage Counter	40	1	40 counter w/ sink
	Subtotal			2,060
	x department grossing factor			1.35
	Subtotal DGSF			2,781

2.600 COMMUNITY CORRECTIONS

RELATED STANDARDS

ACA:

MCJS:

DESCRIPTION OF FUNCTION

Community Corrections includes the Office of Population Control (OPC) and the Sex Offender Registration Enforcement (SORE) Unit. OPC maintains the JCDC's population at less than 800 inmates by: producing reports to inform the Court of individuals awaiting court action, providing alternative methods of confinement through the use of the County House Arrest program and use of the Sobrietor in alcohol related cases, and maintaining a release matrix in compliance with the Federal Consent Decree and Federal Orders. SORE completes the registration process and enforcement of certain convicted sex offenders who live, work, or attend school in Jackson County.

OPERATIONAL ASSUMPTIONS

When an individual seeking to visit OPC or SORE approaches the information desk in the Public Lobby, the Corrections Officer will verify the identity of the individual and the purpose of the visit. Once this has been verified and the visitor screened, the individual will be directed to the Community Supervision suite. Inside the suite will be a waiting area where the individual will remain until staff are ready to receive the individual in an adjacent interview room.

A combination of private offices and open workstations with a shared lobby/ waiting area, workroom, general storage, beverage counter, and staff toilets will be provided for staff. Within the office suite is a conference room designed to hold up to 12 people with audio visual capability.

The suite will be accessible from the Public Lobby and located outside the secure perimeter of the facility.

SPECIAL CONSIDERATIONS

The overall construction of the Community Corrections suite should be standard commercial grade construction typical to any office environment. The suite should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

Table 9. Community Corrections Space Allocation

2.600 Community Corrections	Unit NSF	# of Units	NSF	Comment - outside secure perimeter
2.601 Lobby/ Waiting	15	10	150	open seating
2.602 Standard Office	150	2	300	private office
2.603 Small Office	120	4	480	private office
2.604 Large Open Workstation	64	14	896	work area, shelving, printer/copier
2.605 Workroom	120	1	120	work area, shelving, printer/copier
2.606 Conference Room	25	12	300	a/v capable
2.607 Interview Room	120	4	480	a/v capable, windows for viewing, adjacent to waiting
2.608 Kitchen	120	1	120	counter w/ sink
2.609 Staff Toilet	60	4	240	male, female
2.610 Storage	120	1	120	secure
Subtotal			3,206	
x department grossing factor			1.35	
Subtotal DGSF			4,328	

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3.000 STAFF SUPPORT

Staff Support consists of two components: Training/Accreditation/Analyst and Staff Support.

3.100 TRAINING/ACCREDITATION/ANALYST

RELATED STANDARDS

ACA: 4-ALDF-7D-23, 4-ALDF-7D-24

MCJS: Provides specific training requirements for staff, but no specific space requirements for training or compliance

DESCRIPTION OF FUNCTION

The Training/Accreditation/Analyst function manages and administers the Detention Center's staff training program, oversees compliance with national standards, and compiles and analyzes facility operational data. The function includes an office suite for associated staff (Accreditation Manager, Training Supervisor, Training Coordinator, and Operational Analyst) and central training spaces for staff and visitors.

The Training/Accreditation/Analyst area should be located outside the secure perimeter in an area accessed separately from other administrative functions.

OPERATIONAL ASSUMPTIONS

The Training/Accreditation/Analyst area will typically be open during normal business hours, Monday through Friday. Ideally this area will be separated from other functions in the facility to promote a learning and training environment for staff and visitors.

The office area will include a combination of private offices and open workstations with a shared lobby/waiting area, workroom, storage rooms, kitchen, and staff toilets.

Training will be provided on a personal and group basis and will range from self-study to classroom activities to physical training. It is important that training spaces be designed for flexibility in terms of function and size to maximize training time. The central training area will include a lounge area adjacent to a large classroom for 50 persons, meeting room for 15 persons, computer lab for 15 persons, and library/self-study area. The training areas should be accessible to the kitchen and staff toilets.

SPECIAL CONSIDERATIONS

Prior to commencing operations in the new facility, all staff will need to be involved in a training program to familiarize them with the facility's design, equipment, and policies and procedure. The Training/Accreditation/Analyst area should be outside the secure perimeter and provide a rewarding experience through amenities and social and learning activities.

The overall construction of the Facility Administration area should be standard commercial grade construction typical to any office environment. The suite should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

Table 10. Training/Accreditation/Analyst Space Allocation

3.100 Training/Accreditation/Analyst	Unit NSF	# of Units	NSF	Comment - outside secure perimeter
3.101 Entry Vestibule	120	1	120	weather vestibule, 2 doors
3.102 Lobby/ Waiting	15	12	180	
3.103 Standard Office	150	1	150	private office, Accreditation Manager
3.104 Small Office	120	2	240	private office, Training Supervisor, growth
3.105 Shared Office	75	3	225	per person, Training Coordinator, Operations Analyst, growth
3.106 Standard Open Workstation	48	2	96	Unassigned workstation for visiting trainers
3.107 Workroom	120	1	120	work area, shelving, printer/copier
3.108 Kitchen	120	1	120	counter w/ sink, refrigerator, microwave
3.109 Large Storage	200	2	400	material & equipment storage
3.110 Lounge	20	20	400	adjacent to classroom/computer lab/library
3.111 Classroom	25	50	1,250	divisible, a/v capable, multi-purpose
3.112 Meeting Room	20	15	300	a/v capable
3.113 Computer Lab	25	15	375	terminal spaces for 15, a/v capable
3.114 Library	250	1	250	table & chairs, reference materials
3.115 Staff Toilet	60	6	360	male/ female
3.116 Janitor's Closet	50	1	50	sink, drain
Subtotal			4,636	excludes outdoor recreation/training/firing-range
x department grossing factor			1.35	
Subtotal DGSF			6,259	

3.200 STAFF SUPPORT

RELATED STANDARDS

ACA: 4-ALDF-7D-24

MCJS:

DESCRIPTION OF FUNCTION

The Staff Support component will function as the central point for staff to access the facility, receive daily instructions regarding operating matters, access staff lockers, a wellness center, and access the primary facility break room. Staff may enter this area prior to going to their assigned work area or after leaving their post at the end of their scheduled shift. The spaces will provide areas for staff to prepare for work as well as to take intermittent scheduled breaks if time allows.

The Staff Support component should be located outside the secure perimeter and accessed through a dedicated, controlled access staff entrance/exit on the outside of the building.

OPERATIONAL ASSUMPTIONS

The Staff Support area should be accessed through a dedicated staff screening entry/exit from a staff parking lot. Once inside the building, staff will likely access the staff locker and shower area to prepare for work. Staff will gather at a muster room sized for 60 persons with audio visual capability to debrief before and after their shift. The muster room will also serve as a training and multi-purpose space.

Staff Support will also include access to a central dining and break area, shared laundry machine to clean soiled linens, wellness room, general and CERT equipment areas, mother's room, and child waiting area for drop-off/pick-up.

A security vestibule will be adjacent to Staff Support to provide staff access from outside to inside the secure perimeter of the facility. This vestibule will provide access to the secure perimeter for all components located off the Public Lobby.

Staff will be provided access to Staff Support areas throughout the course of their workday. The component should be adjacent to the Training/Accreditation/Analyst component.

SPECIAL CONSIDERATIONS

Staff Support areas should provide rewarding experiences through amenities, exercise, and social activity. The overall construction of the Staff Support area should be standard commercial grade construction. The spaces should: portray a professional image for staff; promote collaboration, communication, and creativity through the arrangement of spaces and technology; and incorporate biophilic components into the design.

Table 11. Staff Support Space Allocation

3.200 Staff Support		Unit NSF	# of Units	NSF	Comment - outside secure perimeter
3.201	Male Locker Room	9	100	900	full-size locker w/ bench
3.202	Female Locker Room	9	100	900	full-size locker w/ bench
3.203	Male Restroom/ Shower	40	8	320	sinks, toilets, showers
3.204	Female Restroom/ Shower	40	8	320	sinks, toilets, showers
3.205	Laundry	100	1	100	washer & dryer for uniforms
3.206	Wellness Room	40	25	1,000	padded floors, cardio and fitness equipment
3.207	Storage	120	1	120	adjacent to wellness room
3.208	Muster Room	20	60	1,200	a/v capable; adjacent to Equipment Room
3.209	Equipment Room	250	1	250	secure storage for vests, handcuffs, flashlights, etc.
3.210	CERT Equipment Room	15	30	450	equipment storage/ staff lockers; adjacent to Staff Locker Rooms
3.211	CERT Storage	200	1	200	storage adjacent to CERT Equipment Room
3.212	Break/Dining/Vending	1,800	1	1,800	serving counter; counter w/ sink, refrigerators, microwaves; vending; table & chairs
3.213	Child Waiting	120	1	120	drop-off/pick-up, child-friendly
3.214	Mother's Room	100	1	100	counter w/ sink, refrigerator, chair
3.215	Janitor's Closet	50	1	50	sink, drain
Subtotal				7,830	
x department grossing factor				1.25	
Subtotal DGSF				9,788	

4.000 MASTER CONTROL

4.100 MASTER CONTROL

RELATED STANDARDS

ACA: 4- ALDF-2A-01, 4-ALDF-2A-02, 4- ALDF-2A-07, 4- ALDF-2B-05 through 08

MCJS: 2.1.1: Facility Systems, 2.1.4: Secure Perimeter

DESCRIPTION OF FUNCTION

The Master Control serves as the operational and security hub of the entire complex. It monitors and controls of all security communications, life safety and security systems, and all general building movement patterns. Master Control is a secure fixed post, 24 hours per day, 7 days per week. All intercoms and access controls at security doors will be managed by Master Control officers. Any cameras inside or outside the facility will be monitored by Master Control.

Note in a direct supervision environment, the emphasis of housing unit security and control is placed on the Housing Unit Officer. The Housing Unit Officer will provide primary direct observation of housing unit activities.

OPERATIONAL ASSUMPTIONS

Master Control will be responsible for the following functions:

- Control entry and exit from the secure area (pedestrian and vehicular).
- Control the internal movement into and out of major zones in the facility.
- Monitor all audio and CCTV in the facility.
- Serve as the communications center for public address announcements.
- Observe inmate movement in corridors.
- Override housing control panels.
- Monitor the life safety and security systems.
- Monitor the electronic watchman system to ensure staff safety during cell checks.
- Distribute any keys necessary.
- Ability to take control over all door and elevator controls, particularly in emergency situations.
- Accept outside phone calls during off hours.

The control room consists of a large space with height-adjustable workstations, multiple touch screens/monitors, a pass-through window, and a counter with a sink. The control panels must be configured so one officer can easily operate the controls if necessary. The control panels must allow for redundancy to take over all electronics in the facility from this central point. An adjacent staff toilet and equipment room must be accessed from the control room, as Corrections Officers cannot leave this post unattended. A key pass-thru and an intercom to the corridor around Master Control will be required.

Staffing for Master Control will require three posts, 24-hours per day, 7-days per week. One of the posts will be dedicated to monitoring CCTV systems.

SPECIAL CONSIDERATIONS

Master Control must be contained within its own security envelope, meaning that the floor, walls, and ceiling must be secure. Overall access to the Master Control area will be limited and the room will be secured. The facility must have a back-up command center location to operate all controls inside the secure perimeter.

The environment of Master Control should reduce stress through temperature control, good ventilation, sound absorption, controlled lighting (dimmer switch), and ergonomic/adjustable counters, chairs, and monitors.

Table 12. Master Control Space Allocation

4.100	Master Control	Unit NSF	# of Units	NSF	Comment - inside secure perimeter
4.101	Security Vestibule	150	1	150	interlocking doors
4.102	Control Room	500	1	500	height adjustable work stations, pass-through door, counter w/ sink, 3 officer posts, ability to accommodate 6 persons
4.103	Equipment Room	300	1	300	security electronics and communications equipment
4.104	Key Exchange	80	1	80	alcove
4.105	Staff Toilet	60	1	60	
	Subtotal			1,090	
	x department grossing factor			1.35	
	Subtotal DGSF			1,472	

5.000 INTAKE/TRANSPORTATION/RELEASE

Intake/Transportation/Release consists of six components: Vehicle Sallyports and Armory; Intake; Court; Records; Transportation; and Release.

5.100 VEHICLE SALLYPORTS AND ARMORY

RELATED STANDARDS

ACA: 4-ALDF-2A-07

MCJS: 2.1.4: Secure Perimeter

DESCRIPTION OF FUNCTION

The Vehicle Sallyport and Armory component consists of the intake and transportation vehicle sallyports and the main armory. A vehicle sallyport is required to receive new arrestees (intake) and a separate one for transporting inmates to and from other facilities (transportation). Each sallyport will be a large area to accommodate bus and/or vans plus temporary law enforcement parking. The sallyport will also be the location for security equipment that is required to be outside the security perimeter.

OPERATIONAL ASSUMPTIONS

The vehicle sallyport will be a secure, controlled entryway into the facility. Its main function will be to provide enclosed security while arrestees/inmates are being loaded and unloaded from vehicles. The intake vehicle sallyport will be designed to be an enclosed area with a heated slab, with drainage, and oversized lane to support law enforcement vans and cars.

The transportation vehicle sallyport will be designed to be a partially covered outdoor area with a heated slab, with drainage, and two lanes to support a bus and parking for at least six vans. The transportation sallyport will have a single entry/exit point, while the intake sallyport will have a separate entry overhead door and exit overhead door.

The transportation vehicle sallyport will include access to a separate security vestibule for emergency vehicles to access the Central Clinic and Healthcare area. There will also be adjacent secure parking for Transportation Unit vans.

Movement in and out of any vehicle sallyport will be monitored and controlled by Master Control. Vehicles approaching the Intake Sallyport will arrive at a callbox with 2-way audio capabilities where they can contact Master Control and present credentials and reason for needing entry. Master Control will be able to view the vehicle via CCTV and allow entry once verified.

Each sallyport will have access to a large, secure storage room. A main armory for the secure storage of firearms and equipment with a workspace to maintain firearms, secure ammunition cabinet, and clearing barrel will be accessed from the transportation vehicle sallyport.

SPECIAL CONSIDERATIONS

The intake vehicle sallyport will be a secure, enclosed area adjacent to intake for inmate entry. The transportation vehicle sallyport will be a secure, partially covered outdoor area adjacent to the transportation unit.

Table 13. Vehicle Sallyports and Armory Space Allocation

5.100 Vehicle Sallyports & Armory	Unit NSF	# of Units	NSF	Comment
5.101 Intake Vehicle Sallyport	2,400	1	2,400	enclosed area, heated slab, oversized lane, room for van & cars
5.102 Transportation Vehicle Sallyport	5,000	1	5,000	outdoor area w/ 2 lanes, partially covered, heated slab, room for bus, parking for 6 vans; security vestibule into Transportation and security vestibule into Healthcare
5.103 Main Armory	400	1	400	secure storage for firearms & equipment w/ workspace to maintain firearms, secure ammunition cabinet, and clearing barrel w/ access to outside
5.104 Large Storage	200	2	400	accessed from sallyports
Subtotal			3,200	excludes outdoor Transportation Vehicle Sallyport & secure fenced parking for 8 additional vans
x department grossing factor			1.15	
Subtotal DGSF			3,680	

5.200 INTAKE

RELATED STANDARDS

ACA: 4-ALDF-2A-18, 4-ALDF-2A-19, 4-ALDF-2A-20, 4-ALDF-2A-22, , 4-ALDF-2A-23, , 4-ALDF-2A-24, , 4-ALDF-2A-25, , 4-ALDF-2A-26, , 4-ALDF-2A-27, , 4-ALDF-2A-30

MCJS: 2.1.14: Admissions, 4.3.7: Health Screens,

DESCRIPTION OF FUNCTION

The Intake processing serves as the single-entry point for arrestees entering the facility either by law enforcement, transportation, or self-reporting. This component serves as the initial intake, booking, screening and in-custody processing of arrestees entering the facility. This function operates 24 hours per day, 7 days per week.

OPERATIONAL ASSUMPTIONS

Law enforcement, transportation teams, and self-surrenders arriving at the intake sallyport will be required to contact Master Control through a callbox or call station to advise of their arrival and intent to enter the facility. Master Control will verify visually and verbally the intent to enter the facility, ascertain the number of new arrestees, and will then permit vehicle or pedestrian access when the sallyport is secure. Master Control will notify Intake of the new arrival.

Once inside the vehicular sallyport, the Law Enforcement Officer (LEO) will secure any weapons in provided lockboxes or within vehicles prior to removing the arrestee from the vehicle. The (LEO) will escort the new arrestee through the pedestrian sallyport into a secure pre-intake area (currently this is the Law Enforcement Lobby or LEL), where the law enforcement officer will be able to complete his/her arrest documentation, confirm identification through fingerprint verification, complete property removal and final searches, and present the arrestees for acceptance to the facility. The custody of the arrestee will remain with the LEO until the jail verifies acceptance to jail custody through the Records Specialist at an exchange counter.

The pre-intake area should be focused on the initial review of paperwork, initial health assessment, and search/removal of contraband prior to introduction into the facility. The pre-intake area will be a secure area but will need to be flexible depending upon the required activities prior to custody transfer. The area must have access to an interview room and secure holding spaces for uncooperative arrestees.

Acceptance will involve two steps completed by the Intake Staff:

- Verify legally confining paperwork by ensuring paperwork provided supports the admission. On many occasions the LEO may need to complete the required paperwork on-site prior to presenting the arrestee for custodial exchange.
- Initial medical/mental health screening by completing the initial questionnaire regarding medical/mental health as well as physical observation of the arrestee.

If paperwork is appropriate and there are no acute medical or mental health issues, a Corrections Officer will meet the law enforcement officer and arrestee and accept the arrestee into custody. Healthcare staff may be called upon to provide additional medical/mental health screening based on the arrestee's observed conditions. If urgent medical/mental health care is needed, the arrestee will not be accepted, and the LEO will be directed to take the individual to a medical facility.

After acceptance into facility custody and prior to the LEO leaving the facility, the following will occur with the arrestee:

- Conduct frisk search
- Remove any additional loose personal property (aside from clothing)
- Verifying inventoried property
- Deposit money into banking kiosk
- Conduct Body Scan search
- Initiate entry into the jail management system (BARIS)

To improve the orderly nature of the intake process, individual stations may be provided for each of the above steps. A computer workstation will be provided in this area should the LEO need to complete their arrest paperwork.

Upon completion of the activities, the arrestee can be moved to the intake reception area where he/she will wait for further processing. The LEO will be permitted to depart.

The facility generally receives 1 to 2 inmates at a time; however, on occasion there has been between 10 to 12 new inmates with six law enforcement officers during high activity periods. Future needs will allow for space design and more orderly processing of inmates and the ability to secure only the most potentially disruptive of the inmates while allowing others to remain unrestrained through the process.

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Once inside the intake reception area, the inmate will be required to complete additional intake processing consisting of:

- Fingerprinting through a Livescan or other digital fingerprinting system
- Photographing for the jail management system
- Issuing a wristband for identification
- Bagging and inventorying the personal property removed in the LEL in the presence of the inmate

Upon completion of initial reception processing, the inmate will be permitted to sit in an open waiting area while pending further booking and screening based upon behavior. Individual cells will be available for behavior and/or separation needs.

At this stage, the inmate will be subject to a series of intake processes required for the data collection and continued screening for release or admission to housing. Records Specialist staff will review the paperwork to determine those inmates who are temporary holds, eligible for bond, and those who are to be remanded based upon charges/commitment paperwork. The inmate will be called to the intake reception counter by the Records Specialist to begin information collection for the jail management and court systems.

Inmates who are eligible for a bond or release will be identified and expedited to release processing.

Inmates who are held on a temporary hold will be processed for the temporary hold and allowed to await their release or further processing if formal charges are presented. Inmates who are not being released or able to bond, will continue through the intake process and be screened by:

- Healthcare staff who conduct a full intake screening to include health history and physical.
- Classification staff who make determinations upon housing needs.
- Records Specialists who collect and inventory their personal belongings, enable the inmate to shower, and issue them a jail uniform and a box/bin with hygiene products and linens.

Once the inmate is issued a jail uniform and linens, he/she will be assigned a housing unit according to their classification. Generally, most male inmates will be placed in the orientation housing unit, unless their custody level or special needs require different housing options.

SPECIAL CONSIDERATIONS

The Intake processing function will be the initial entry point into the facility. As such the design, environment, and tone should set expectations for the new inmate and promote an environment of support and an expectation of orderliness. The design should both reduce the stress associated with the intake process, as well as contribute to the organized flow through the processing steps.

Normal intake will include 1 to 2 inmates at a time; however, there have been times where intake peaks at 10 to 12 admits with six LEOs. Space must be flexible to accommodate these peaks and allow for the orderly separation of inmates.

In some situations, the new inmate may need to be fingerprinted to verify identity during the custody transfer between the LEO and intake officer. A Livescan or other quick identification system may be beneficial.

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Table 14. Intake Space Allocation

5.200 Intake	Unit NSF	# of Units	NSF	Comment	
Pre-Intake/ Law Enforcement Lobby					
5.201	Entry Vestibule	120	1	120	operated by Master Control
5.202	Open Seating	15	10	150	
5.203	1-person Holding Cell	60	2	120	dry cell
5.204	Decontamination Shower	80	1	80	adjacent to body scanner
5.205	Fingerprint/ID	40	1	40	
5.206	Law Enforcement Paperwork Area	36	3	108	counter w/ terminal
5.207	Multi-Purpose Room	100	1	100	
5.208	Staff Toilet	60	1	60	
5.209	Inmate Toilet	50	1	50	
5.210	Search Room	40	1	40	w/ sink
5.211	Pat Down Area	40	1	40	
5.212	Transfer Counter	40	2	80	pass-through to intake officer
5.213	Body Scanner	100	1	100	scanner, entry to secure intake area
Intake					
5.214	Security Vestibule	150	1	150	operated by Master Control
5.215	Search Alcove	40	1	40	bench, access to sink
5.216	Open Holding	15	20	300	
5.217	1-person Holding Cell	60	4	240	wet cell
5.218	1-person Detox Cell	75	2	150	wet cell
5.219	4-person Group Holding Cell	80	2	160	wet cell
5.220	Inmate Telephones	10	2	20	
5.221	Inmate Toilet	50	2	100	
5.222	Large Open Workstation	64	4	256	open booking/classification counter, 4 Correctional Officers per shift
5.223	Shared Office	75	2	150	healthcare screening
5.224	Photograph Station	50	1	50	camera, back drop, wristbands
5.225	Fingerprint Station	40	1	40	electronic connections
5.226	Clothing Exchange/Showers	60	3	180	
5.227	Large Storage	200	1	200	1 for inmate clothing/hygiene issue storage
5.228	Staff Toilet	60	2	120	
5.229	Janitor's Closet	100	1	100	sink, drain, equipment storage
Subtotal				3,344	
x department grossing factor				1.35	
Subtotal DGSF				4,514	

5.300 COURT

RELATED STANDARDS

ACA: 4-ALDF-6A-01, 4-ALDF-6A-02

MCJS: 6.5.5: Access to Courts, Legal Assistance and Legal Materials

DESCRIPTION OF FUNCTION

The Court component provides in-person and video access to court proceedings for admits/arrestees during the intake process and inmates after admission to the facility.

OPERATIONAL ASSUMPTIONS

Inmates in-custody will have on-site access to a hearing room, courtroom, and/or video hearing room for arraignments, preliminary hearings, and/or pleas. At scheduled times, inmates will be escorted to the Transportation area for staging to the Court area for legal proceedings.

The hearing room and courtrooms will include an entry vestibule and adjacent attorney meeting rooms and public waiting.

An office suite will be provided for the judges and support staff with access to a kitchen, staff toilets, and a multi-purpose conference room that can also serve as a jury deliberation room. Two of the staff toilets will be adjacent to the conference room for use by jurors when required. Each executive office for the judge will have an adjacent toilet. A shared office will be provided for court records clerks.

The training and classroom spaces under Staff Support will serve as flexible space as needed by the Court for juror queuing or processing.

SPECIAL CONSIDERATIONS

The Court component should be close to the Intake, Transportation, and Release areas. The construction of the hearing and video hearing rooms should be acoustically treated to reduce all sound reverberation to ensure the privacy and confidentiality of proceedings. The equipment should be high quality with high resolutions both inside and outside the jail.

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Table 15. Court Space Allocation

5.300 Court	Unit NSF	# of Units	NSF	Comment - access by public & adjacent to Transportation
5.301 Vestibule	80	3	240	interlocking door, entrance to courtroom and hearing room
5.302 Hearing Room	500	1	500	video proceedings
5.303 Small Jury Courtroom	1,400	2	2,800	initial appearance, arraignments, preliminary hearings, bond hearings, pleas, video proceedings, jury box
5.304 Attorney Meeting Room	120	5	600	shared between courtrooms and hearing room, a/v capable
5.305 Public Waiting	240	3	720	adjacent to courtrooms and hearing room
5.306 Executive Office	250	2	500	judge
5.307 Small Office	120	6	720	3 staff per judge in judicial suite
5.308 Shared Office	75	2	150	2 court records clerks
5.309 Workroom	120	1	120	work area, shelving, printer/copier
5.310 Storage	120	1	120	secure
5.311 Conference Room	25	16	400	a/v capable, jury deliberation, beverage counter
5.312 Kitchen	120	1	120	counter w/ sink, refrigerator, microwave
5.313 Staff Toilet	60	4	240	2 adjacent to conference room for use by jurors and staff, 2 in executive office for judge
Subtotal			7,230	
x department grossing factor			1.25	
Subtotal DGSF			9,038	

5.400 RECORDS

RELATED STANDARDS

ACA: 4-ALDF-7D-19, 4-ALDF-7D-20, 4-ALDF-7D-21, 4-ALDF-7D-22, 4-ALDF-7D-23

MCJS: 7:10: Detainee Records, 7:14: Sheriff Records Retention Schedule

DESCRIPTION OF FUNCTION

The Records component oversees all inmate official documents and inmate property. Staff assigned to this area will primarily work in an office environment and for the most part be civilian employees. All inmate official electronic documents and inmate property will be maintained and stored at this location.

OPERATIONAL ASSUMPTIONS

Records will serve as the repository for all official electronic inmate documents to include court documents, arresting documents, and institutional documents. Staff assigned to this area will keep current all court dates and court document results as well as maintain an accurate accounting of time served for inmates sentenced to the JCDC. This will also be the location where court, court officials, attorneys, State Department of Corrections, and the public can gain information regarding the legal status of any individual inmate housed within the facility.

All inmate property will be kept in a property storage area adjacent to the Intake and Release areas. The property storage area includes the storage of inmate clothing and personal effects and the issuance of jail uniforms and initial items. Secure storage will be provided for the holding of valuables.

Records requires a collaborative work area with access to primarily open workstations, a workroom, storage room, beverage counter, staff toilets, and a conference room sized for 10 persons with audio visual capability. The work area must be adjacent to the inmate property storage area.

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SPECIAL CONSIDERATIONS

The Records area will serve as the official repository for all official inmate confinement and release documentation and for all inmate property and must be accessible to service windows for Intake, Transportation, Release, and Public Lobby.

The overall construction of the work area should be standard commercial grade construction typical to any office environment. The suite should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

Table 16. Records Space Allocation

5.400	Records	Unit NSF	# of Units	NSF	Comment
5.401	Transfer Counter	40	3	120	pass-through to intake, transportation & release
5.402	Inmate Property Storage	1,800	1	1,800	bags, storage bins, washer/dryer, property staging
5.403	Secure Property Storage	200	1	200	secure valuables storage
5.404	Standard Office	150	1	150	private office, Administrator
5.405	Large Open Workstation	64	1	64	view to open work area, Supervisors
5.406	Standard Open Workstation	48	5	240	Lead Specialist, shift Specialist
5.407	Large Storage	200	1	200	secure records & general supplies
5.408	Workroom	120	1	120	work counter, shelving, equipment
5.409	Conference Room	25	10	250	a/v capable
5.410	Beverage Counter	40	1	40	counter w/ sink
5.411	Staff Toilet	60	2	120	
5.412	Janitor's Closet	50	1	50	sink, drain
	Subtotal			3,354	
	x department grossing factor			1.25	
	Subtotal DGSF			4,193	

5.500 TRANSPORTATION

RELATED STANDARDS

ACA: 4-ALDF-1B-06

MCJS: 1.2.1: Vehicles/Detainee Transport

DESCRIPTION OF FUNCTION

The Transportation component serves as the coordination and staging area for any inmate attending a court proceeding on-site or off-site or being transported from the facility to medical appointments, outside appointment, or transferred to another agency. Transportation staff consists of a Sergeant and Correctional Officers manning the Transportation area and/or escorting or transportation inmates. A Captain supervises the unit. Major space needs for this area include a workstation for the Transportation Unit, including staff office functions, inmate holding (large and small), and a control/observation area. This function operates 24 hours per day, 7 days a week.

OPERATIONAL ASSUMPTIONS

The Transportation area will be the primary staging location for inmates to be held prior to departing the facility for court, outside appointments, and transfers to other jurisdictions. This area needs to be adjacent to the Records' property issuance/storage spaces for court clothes and uniform issuance.

As inmates are scheduled for court appearances or other outside appointments, the Transportation Unit will coordinate the movement with the facility housing units. When a housing unit is notified, staff on the floor will prepare the inmate for movement. Either the floor officer or a transportation officer will escort the inmate(s) to the Transportation staging area to be held temporarily until departure.

The Transportation staging area will require a staff processing counter and inmate staging, holding areas with toilet, and search areas. For inmates going to court for trial or sentencing, space will be required for changing into court clothes. The Transportation staging area will be equipped with a body scanner to conduct searches prior to transport and when returning from an outside appointment.

Inmates will be grouped together in the Transportation holding areas by gender and destination. As transports leave, inmates will be restrained and escorted to the Transportation Vehicle Sallyport, where they will be loaded into a transport vehicle (typically a 15-passenger van).

Returning inmates will be secured in the same holding areas. Space will be necessary for searching (pat, strip searches and/or body scanning) inmates upon their return. Additionally, space will be required for inmates needing to change out of court clothing and back into a uniform.

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Inmates will be escorted back to housing by the floor officers or transportation staff upon return.

The Transportation Captain will not have an office in this area (office in the Command suite). The Transportation Sergeant and four Transportation Officers can be located in open workstations. This workspace should be large enough to allow for a significant amount of transportation related documents. Other staff directly involved in the transportation of individuals do not require workspaces.

A small secure closet space should be provided for storage of security hardware, radios, batteries, etc.

SPECIAL CONSIDERATIONS

The Transportation component must be adjacent to the Transportation Vehicle Sallyport for access to transport vehicles, the Main Armory, and storage. The area will either require adjacency to Records for access to inmate property or separate storage area for uniforms exchanged for court clothes.

Table 17. Transportation Space Allocation

5.500 Transportation	Unit NSF	# of Units	NSF	Comment
5.501 Security Vestibule	150	1	150	interlocking doors to sallyport
5.502 Body Scanner	100	1	100	scanner, entry to secure intake area
5.503 Restraint Storage	60	1	60	
5.504 Staging	400	1	400	open area to restrain, search & group
5.505 Large Open Workstation	60	2	120	counter height w/ terminal
5.506 1-person Holding Cell	60	6	360	wet cell
5.507 16-person Group Holding Cell	320	3	960	wet cell
5.508 Changing Room	60	2	120	bench
5.509 Small Office	120	1	120	private office, Sergeant
5.510 Shared Office	75	4	300	shift Correctional Officers
5.511 Beverage Counter	40	1	40	counter w/ sink
5.512 Staff Toilet	60	2	120	
5.513 Storage	120	1	120	
5.514 Janitor's Closet	50	1	50	sink, drain
Subtotal			3,020	
x department grossing factor			1.35	
Subtotal DGFSF			4,077	

5.600 RELEASE

RELATED STANDARDS

ACA: 4-ALDF-5B-13, 4-ALDF-5B-14, 4-ALDF-5B-15, 4-ALDF-5B-16, 4-ALDF-5B-17, 4-ALDF-5B-18

MCJS: 5.5: Release, 5.5.1: Release from Incarceration back into the Community

DESCRIPTION OF FUNCTION

The Release component serves as the area for release preparation, identification, and processing of all inmates leaving the facility, either on their own or being transferred to another facility. The Release function is available 24 hours a day, 7 days a week.

OPERATIONAL ASSUMPTIONS

Inmates leaving the custody of the facility will occur through one of two mechanisms - released to the custody of another jurisdiction or released into the community. Both types of releases will follow a similar process.

In both types of release situations, the Records unit will receive notification that an inmate may qualify for a release from custody. Release notifications will come from:

- Court system –court order or court instructions
- Receipt of a bond
- End of a sentence
- Notification from another jurisdiction

Upon receipt of a release notification, the Records Specialist will begin a review process to determine that all charges have been satisfied and that there are no pending charges to prevent a release. If the inmate is eligible for release, the Records Specialists will continue with paperwork verification, checks Regional Justice Information Service (REJIS) for additional wants/warrants, updates the release in the jail management system, and will notify the housing unit of the intended release.

If the inmate is being released to the community and there are no other warrants or holds from another jurisdiction, the inmate will be escorted from housing to the Release area and continues through the release process. If there is a hold or outstanding warrant, the inmate will remain in custody.

If the inmate is being released to another jurisdiction and there are no other warrants or holds aside from the agency they are being released to, the inmate will be escorted from housing to the Transportation holding area.

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Release Processing:

For inmates being released to the community, the inmate will be escorted to the release processing area where they meet with a Records Specialist and begin the identification process. The escorting corrections staff and Records Specialist will conduct an identification verification at this point and have the inmate sign release paperwork (bonds, property inventories, court date notice, and returned funds receipt). The inmate will be returned their personal clothing and allowed to change out of their uniform. The inmate's personal property and returned funds will be retained by the escorting staff until the inmate exits the facility.

Final release approval will be received from the reviewing release supervisor at this point and one final identification will be conducted on the inmate. Space is provided for volunteers and/or providers to provide the releases connections to community resources and/or services.

Once verified, the inmate will be escorted to the release waiting area outside of the secure confines of the facility and returned his/her personal belongings and funds.

Once the inmate is escorted out of the facility and the escorting officer returns, the individual will be removed from the jail management system.

Release to Another Jurisdiction:

For inmates being released to another jurisdiction, the inmate will be escorted to the Transportation staging area where they meet with a Records Specialist and begin the identification process. The escorting corrections staff and Records Specialist will conduct an identification verification at this point and have the inmate sign release paperwork (bonds, property inventories, court date notice, and returned funds receipt). The individual will be returned their personal clothing. The inmate's personal property and returned funds will be retained by the escorting staff.

Final release approval will be received from the reviewing release supervisor at this point and one final identification will be conducted on the inmate.

The inmate will be placed in a Transportation area holding cell until transported to another jurisdiction or until another jurisdiction arrives to accept him/her. The inmate's personal belongings (other than personal clothing) and funds will be transferred to the receiving jurisdiction transport staff. The inmate will then be identified by the receiving jurisdiction and escorted to the sallyport to be placed in the transportation vehicle.

Once the inmate is outside of the secure confines of the facility, he/she will be removed from the jail management system.

SPECIAL CONSIDERATIONS

The release processing area will need enough space to conduct the signing of release paperwork and return of personal property. This area will require access to a space for the inmate to change into personal clothing. Releases occur in small amounts (one or two) 24 hours a day, 7 days a week.

The release waiting area needs to be outside the secure confines of the facility but does not need to be enclosed. A covered area (such as a typical bus stop) to protect from the environment will be sufficient. Early discussions included a male/female restroom so that released inmates have a place, instead of re-entering the public lobby and disrupting lobby activities. Ideally, this area will have power to charge phones.

Table 18. Release Space Allocation

5.600 Release	Unit NSF	# of Units	NSF	Comment
5.601 Large Open Workstation	64	4	256	release processing area, access to release services
5.602 Changing Room	60	2	120	bench
5.603 Inmate Toilet	50	1	50	
5.604 Lobby/ Waiting	15	10	150	divided into 2 areas for male/female
5.605 4-person Group Holding Cell	80	2	160	
5.606 Vestibule	80	2	160	interlocking doors to exit,
5.607 Releasee Waiting	150	1	150	separate waiting area outside secure area; phone charging area
Subtotal			1,046	
x department grossing factor			1.35	
Subtotal DGSF			1,412	

6.000 GENERAL HOUSING

RELATED STANDARDS

ACA: 4-ALDF-1A-06, 4-ALDF-1A-09 through 20, 4-ALDF-1A-22, 4-ALDF-1C-03, 4-ALDF-1C-04, 4-ALDF-2A-03, 4-ALDF-2A-18, 4-ALDF-2A-32, 4-ALDF-2A-33, 4-ALDF-2A-34, 4-ALDF-2A-35, 4-ALDF-2A-36, 4-ALDF-2A-41, 4-ALDF-2A-42, 4-ALDF-2A-51, 4-ALDF-2A-64, 4-ALDF-2A-66

MCJS: 1.1.6: Standard Single Occupancy Cell, 1.1.7: Multiple Occupancy Room/Cell, 1.1.8: Special Purpose Room/Cell, 1.1.9: Dayroom, 1.1.10: Environmental Conditions/ Lighting, 1.1.11: Ventilation, 1.3.3: Evacuation of Detainees, 2.1.2: Employee Posts, 2.1.12: Facility Design, 4.2.4: Plumbing Fixtures, 5.4: Telephones, 5.6: Exercise and Recreation Access; 6.5.7: Cell Occupancy and Conditions

DESCRIPTION OF FUNCTION

This section includes the General Housing units for males and females and corresponding program areas for the total capacity requirements of the JCDC for the next 15 years. The program includes 1,244 beds. The overall mission of the JCDC relative to housing is to provide a safe, secure facility to serve the public and visitors, staff, and inmate population. Structured inmate programming will encourage the development of positive habits relative to responsible decision-making and exercise of good judgment. The housing is intended to provide safe and cost-effective confinement that is appropriate for the inmates being housed.

General Housing is based on six different housing classifications – Orientation, Maximum Custody, Segregation, Medium Custody, Minimum Custody, and Juvenile. These housing classifications will guide the type of cell (single, double, multi-occupancy, etc.) that are used. Housing units are to be grouped into pods and clusters that are serviced by a Housing Support Center with spaces for staff and access to more centralized program and healthcare services.

New inmates are to be initially assessed and classified during the intake process. They will then be assigned to an appropriate housing unit, ideally in the Orientation Housing. Orientation Housing provides the facility the ability to acclimate inmates to the facility and to observe them before placing them in general population housing classifications. Inmates are ultimately assigned to housing based upon classification, behavior, program/work assignment, and length of time remaining to be served for sentenced inmates.

The progression from higher classification level (maximum) to a lower custody level (i.e., minimum) should be marked by increasing rewards and freedoms in the housing units. Inmates that have been properly screened and approved to perform various duties, such as light maintenance/custodial work or food and laundry operations, will be housed in a dedicated housing unit.

Based on the inmate profile data and projected population, the following housing summary was developed for General Housing and Healthcare. General Housing includes Orientation, Maximum, Segregation, Medium, Minimum, and Juvenile. Healthcare housing to include Medical and Special Needs is included in Section 8 of the program.

Table 19. General Housing Summary

Category	Classification	Male	Female	Total	Cell Type
General Housing	Orientation	56	8	64	double/ single
General Housing	Maximum	128	24	152	double/ single/4-person
General Housing	Segregation	64	8	72	double/ single
General Housing	Medium	384	64	448	4-person
General Housing	Minimum	256	48	304	4-person
General Housing	Juvenile	6	6	12	double/ single
Healthcare	Medical	48	16	64	single/ 4-person
Healthcare	Special Needs - Stage 1	16	8	24	single
Healthcare	Special Needs - Stage 2	16	4	20	single
Healthcare	Special Needs - Stage 3	16	4	20	double/ single
Healthcare	Special Needs - Stage 4	48	16	64	4-person
Total		1,038	206	1,244	

The operational philosophy of the JCDC is to manage housing units and inmates following the direct supervision model and minimizing inmate movement from the housing unit and housing unit cluster support space. Therefore, most programs and services will be brought to the housing unit or to a space adjacent to the housing clusters. Housing units are to include a multipurpose room, interview room, and dayroom with access to video visitation, beverage counter, showers, and an outdoor recreation area.

Note that direct supervision is not effective in higher security units, as inmates are in their cells a majority of the day. The Segregation and Special Needs Stage 1 and 2 units will not deploy direct supervision and thus a more fixed post should be established for the housing officer.

OPERATIONAL ASSUMPTIONS

The specific functions and activities associated with inmate housing units will not be sequential in nature and therefore do not lend themselves to a flowchart. However, it is important to identify the activities that will take place in this area to plan operations and design features. The following is a list of functions and activities that will occur in the housing units.

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Inmate Activities:

- Sleeping
- Attending to personal hygiene and grooming
- Storing personal articles
- Watching television
- Playing board games
- Conducting telephone and/or video calls
- Dining
- Receiving and sending mail
- Writing and reading
- Talking with other inmates and staff
- Cleaning and maintaining area
- Changing linens and clothing
- Being admitted to and released from unit
- Accessing counseling or programming services
- Receiving sick call screening and/or medications
- Accessing outdoor recreation

Staff Activities (in direct supervision model):

- Controlling inner door to dayrooms
- Communicating and supervising inmates (direct or indirect models)
- Inspecting areas for cleanliness
- Conducting inmate counts
- Maintaining files on each inmate
- Exchanging linen and uniforms
- Receiving and distributing mail
- Supervising food service in unit
- Observing and recording inmate behavior
- Ensuring units have needed supplies

- Waking inmates
- Controlling lights, television, electrical lights, and telephone/video booths
- Resolving inmate disputes
- Writing-up rule violations
- Supervising movement
- Conducting shakedowns
- Releasing and admitting inmates
- Observing any adjacent activity areas such as the multipurpose room, outdoor recreation area, and the counseling/interview/issue room

All of the General Housing units will be designed to provide maximum possible supervision and observation by the housing unit officer assigned to the housing unit. A housing unit officer post will be established in each pod that provides a fixed point where the direct supervision officer can access a computer, control doors and intercoms, and complete logs and other reports. However, it is assumed the officer will be mobile within the unit during most of their shift. The location of this post should allow for clear line of sight to all cell fronts, the dayroom, the recreation space, programs spaces, as well as any other dedicated space.

SPECIAL CONSIDERATIONS

The major operational philosophy that will affect General Housing is that most inmate programs and services will be brought to the housing unit, thereby limiting inmate movement. To accommodate this, the following spaces will have to be accessed from the dayroom and observable by the housing control officer: outdoor recreation areas, multipurpose rooms, interview rooms, video visitation, and showers.

Materials selected in General Housing will attempt to normalize the environment. Privacy will be provided in a manner that does not inhibit observation by housing unit staff.

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6.100 ORIENTATION HOUSING

RELATED STANDARDS

ACA: Refer to Section 6.000 General Housing

MCJS: Refer to Section 6.000 General Housing

DESCRIPTION OF FUNCTION

Orientation Housing is for new adult admissions into the facility and serves as an area post-intake to confirm classification and permanent housing needs.

Inmates with stays 10 days or less may in this unit until release.

OPERATIONAL ASSUMPTIONS

Orientation Housing will consist of a 64-bed pod divided into 56 male and 8 female beds. Male beds will include 8 single or 1-person and 24 double or 2-person cells. Female beds will include 2 single or 1-person and 3 double or 2-person cells. The unit will consist of an issue room, interview room, multi-purpose room, storage, and dayroom with an open workstation for staff and access to beverage counter, video visitation, showers, and outdoor recreation.

Refer to Section 6.000 General Housing.

SPECIAL CONSIDERATIONS

Refer to Section 6.000 General Housing.

Table 20. Orientation Housing Space Allocation

6.100 Orientation Housing		Unit NSF	# of Units	NSF	Comment - inside secure perimeter, 64 bed pod (56 male / 8 female)
6.101	Vestibule	80	1	80	2 interlocked doors
6.102	Large Open Workstation	64	1	64	counter station in dayroom
6.103	1-person Occupancy ADA Cell Male	100	1	100	wet cell
6.104	1-person Occupancy ADA Cell Female	100	2	200	wet cell
6.105	1-person Occupancy Cell Male	80	7	560	wet cell
6.106	2-person Occupancy Cell Male	135	24	3,240	wet cell
6.107	2-person Occupancy Cell Female	135	3	405	wet cell
6.108	Dayroom	35	56	1,960	
6.109	Beverage Counter	40	1	40	counter with sink, hot water dispenser
6.110	Outdoor Recreation	15	64	960	
6.111	Issue Room	100	1	100	accessible from vestibule, window pass, counter w/ sink
6.112	Interview Room	100	1	100	
6.113	Multi-Purpose Room	300	1	300	a/v capable
6.114	Video Visitation	20	8	160	1 designed for secure communications with attorney
6.115	Showers	50	6	300	shower/drying/changing area
6.116	Inmate Toilet	50	1	50	
6.117	Staff Toilet	60	1	60	
6.118	Small Storage	80	1	80	supplies
6.119	Janitor's Closet	50	1	50	sink, drain
Subtotal				8,809	
x department grossing factor				1.45	
Subtotal DGSF				12,773	

6.200 MAXIMUM HOUSING MALE

RELATED STANDARDS

ACA: Refer to Section 6.000 General Housing

MCJS: Refer to Section 6.000 General Housing

DESCRIPTION OF FUNCTION

Maximum Housing Male is for male inmates who have been classified as needing a higher level of control due to past behavior, criminal conduct, or other factors. The design and space needs of the maximum male housing is similar to medium and minimum housing; however, inmates in Maximum Housing Male have fewer privileges. Inmates can be moved to lower security level units based on improved behavior.

OPERATIONAL ASSUMPTIONS

Maximum Housing Male will consist of 128 beds total in two 64-bed pods. The pod will consist of a combination of single or 1-person cells, double or 2-person cells, and 4-person cells. Each housing unit will have an issue room, interview room, multi-purpose room, storage, and dayroom with an open workstation for staff and access to beverage counter, video visitation, showers, and outdoor recreation. Direct supervision will be employed in these housing units.

Refer to Section 6.000 General Housing.

SPECIAL CONSIDERATIONS

Refer to Section 6.000 General Housing.

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Table 21. Maximum Housing Male Space Allocation

6.200	Maximum Housing Male	Unit NSF	# of Units	NSF	Comment - inside secure perimeter, 64 bed pod
6.201	Vestibule	80	1	80	2 interlocked doors
6.202	Large Open Workstation	64	1	64	counter station in dayroom
6.203	1-person Occupancy ADA Cell Male	100	1	100	wet cell
6.204	1-person Occupancy Cell Male	80	7	560	wet cell
6.205	2-person Occupancy Cell Male	135	12	1,620	wet cell
6.206	4-person Occupancy ADA Cell	290	8	2,320	wet cell
6.207	Dayroom	35	64	2,240	
6.208	Beverage Counter	40	1	40	counter with sink, hot water dispenser
6.209	Outdoor Recreation	15	64	960	
6.210	Issue Room	100	1	100	accessible from vestibule, window pass, counter w/ sink
6.211	Interview Room	100	1	100	
6.212	Multi-Purpose Room	300	1	300	a/v capable
6.213	Video Visitation	20	8	160	1 designed for secure communications with attorney
6.214	Showers	50	6	300	shower/drying/changing area
6.215	Inmate Toilet	50	1	50	
6.216	Staff Toilet	60	1	60	
6.217	Small Storage	80	1	80	supplies
6.218	Janitor's Closet	50	1	50	sink, drain
	Subtotal			9,184	
	x department grossing factor			1.45	
	Subtotal DGSF			13,317	
	Subtotal DGSF x 2 pods			26,634	

6.300 SEGREGATION HOUSING MALE

RELATED STANDARDS

ACA: Refer to Section 6.000 General Housing

MCJS: Refer to Section 6.000 General Housing

DESCRIPTION OF FUNCTION

Segregation Housing Male is for male inmates needing to be separated due to disciplinary or administrative reasons. As a result, out-of-cell time and the intermingling of inmates is reduced. The unit could benefit from the use of sub-dayrooms to allow for increased out-of-cell time while limiting contact between the inmates.

This category of inmates could eventually be reassigned to another lower custody General Housing or Healthcare housing unit.

OPERATIONAL ASSUMPTIONS

Segregation Housing Male housing will consist of 64 beds. A pod can consist of 1-person or 2-person cells. The housing unit will have an issue room, interview room, multi-purpose room, storage, and dayroom with an open workstation for staff and access to beverage counter, video visitation, showers, and outdoor recreation. Refer to Section 6.000 General Housing.

SPECIAL CONSIDERATIONS

Refer to Section 6.000 General Housing.

Table 22. Segregation Housing Male Space Allocation

6.300 Segregation Housing Male	Unit NSF	# of Units	NSF	Comment - inside secure perimeter, 64 bed pod
6.301 Vestibule	80	1	80	2 interlocked doors
6.302 Large Open Workstation	64	1	64	counter station in dayroom
6.303 1-person Occupancy ADA Cell Male	100	1	100	wet cell
6.304 1-person Occupancy Cell Male	80	19	1,520	wet cell
6.305 2-person Occupancy Cell Male	135	22	2,970	wet cell
6.306 Dayroom	35	64	2,240	
6.307 Outdoor Recreation	15	64	960	
6.308 Issue Room	100	1	100	accessible from vestibule, window pass, counter w/ sink
6.309 Interview Room	100	1	100	
6.310 Multi-Purpose Room	300	1	300	a/v capable
6.311 Video Visitation	20	8	160	1 designed for secure communications with attorney
6.312 Showers	50	6	300	shower/drying/changing area
6.313 Inmate Toilet	50	1	50	
6.314 Staff Toilet	60	1	60	
6.315 Small Storage	80	1	80	supplies
6.316 Janitor's Closet	100	1	100	sink, drain, floor equipment
Subtotal			9,184	
x department grossing factor			1.45	
Subtotal DGSF			13,317	

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6.400 MAXIMUM AND SEGREGATION HOUSING FEMALE

RELATED STANDARDS

ACA: Refer to Section 6.000 General Housing

MCJS: Refer to Section 6.000 General Housing

DESCRIPTION OF FUNCTION

Maximum and Segregation Housing Female is for females requiring either close supervision due to behavior or separation and/or protection from the general population. These inmates could eventually be reassigned to another lower custody General Housing or Healthcare housing unit.

OPERATIONAL ASSUMPTIONS

Maximum and Segregation Housing Female will consist of 32 beds total in one divided pod. The pod will consist of 8 single or 1-person cells and 12 double or 2-person cells. Each housing unit will have an issue room, interview room, multi-purpose room, storage, and dayroom with an open workstation for staff and access to beverage counter, video visitation, showers, and outdoor recreation.

Refer to Section 6.000 General Housing.

SPECIAL CONSIDERATIONS

Refer to Section 6.000 General Housing.

Table 23. Maximum and Segregation Housing Female Space Allocation

Maximum and Segregation Housing					
6.400	Female	Unit NSF	# of Units	NSF	Comment - inside secure perimeter, 32-bed pod
6.401	Vestibule	80	1	80	2 interlocked doors
6.402	Large Open Workstation	64	1	64	counter station in dayroom
6.403	1-person Occupancy ADA Cell	100	1	100	wet cell
6.404	1-person Occupancy Cell	80	7	560	wet cell
6.405	2-person Occupancy Cell	135	12	1,620	wet cell
6.406	Dayroom	35	32	1,120	
6.407	Beverage Counter	40	1	40	counter with sink, hot water dispenser
6.408	Outdoor Recreation	800	1	800	
6.409	Issue Room	100	1	100	accessible from vestibule, window pass, counter w/ sink
6.410	Interview Room	100	1	100	
6.411	Multi-Purpose Room	300	1	300	a/v capable
6.412	Video Visitation	20	4	80	1 designed for secure communications with attorney
6.413	Showers	50	3	150	shower/drying/changing area
6.414	Inmate Toilet	50	1	50	
6.415	Staff Toilet	60	1	60	
6.416	Small Storage	80	1	80	supplies
6.417	Janitor's Closet	50	1	50	sink, drain
	Subtotal			5,354	
	x department grossing factor			1.45	
	Subtotal DGSF			7,763	

6.500 MEDIUM AND MINIMUM HOUSING MALE

RELATED STANDARDS

ACA: Refer to Section 6.000 General Housing

MCJS: Refer to Section 6.000 General Housing

DESCRIPTION OF FUNCTION

Medium and Minimum Housing Male is for males who are classified as having moderate (Medium) or low (Minimum) risk to other inmates, staff, or the public. A graduated level of privileges provided as inmates move to lower security level housing units.

OPERATIONAL ASSUMPTIONS

Medium and Minimum Housing Male will consist of 640 beds total grouped into ten 64-bed pods. A pod will consist of 16 four-person cells. Each housing unit will have an issue room, interview room, multi-purpose room, storage, and dayroom with an open workstation for staff and access to beverage counter, video visitation, showers, and outdoor recreation. Direct supervision will be employed in these housing units.

Refer to Section 6.000 General Housing.

SPECIAL CONSIDERATIONS

Refer to Section 6.000 General Housing.

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Table 24. Medium and Minimum Housing Male Space Allocation

6.500	Medium and Minimum Housing Male	Unit NSF	# of Units	NSF	Comment - inside secure perimeter, 64-bed pod
6.501	Vestibule	80	1	80	2 interlocked doors
6.502	Large Open Workstation	64	1	64	counter station in dayroom
6.503	4-person Occupancy ADA Cell	290	16	4,640	wet cell
6.504	Dayroom	35	64	2,240	
6.505	Beverage Counter	40	1	40	counter with sink, hot water dispenser
6.506	Outdoor Recreation	15	64	960	
6.507	Issue Room	100	1	100	accessible from vestibule, window pass, counter w/ sink
6.508	Interview Room	100	1	100	
6.509	Multi-Purpose Room	300	1	300	a/v capable
6.51	Video Visitation	20	8	160	1 designed for secure communications with attorney
6.511	Showers	50	6	300	shower/drying/changing area
6.512	Inmate Toilet	50	1	50	
6.513	Staff Toilet	60	1	60	
6.514	Small Storage	80	1	80	supplies
6.515	Janitor's Closet	50	1	50	sink, drain
	Subtotal			9,224	
	x department grossing factor			1.45	
	Subtotal DGSF			13,375	
	Subtotal DGSF x 10 pods			133,748	

6.600 MEDIUM AND MINIMUM HOUSING FEMALE

RELATED STANDARDS

ACA: Refer to Section 6.000 General Housing

MCJS: Refer to Section 6.000 General Housing

DESCRIPTION OF FUNCTION

Medium and Minimum Housing Female is for females who are classified as having moderate (Medium) or low (Minimum) risk to other inmates, staff, or the public. A graduated level of privileges provided as inmates move to lower security level housing units.

OPERATIONAL ASSUMPTIONS

Medium and Minimum Housing Female will consist of 112 beds total grouped into two 56-bed pods. A pod will consist of 14 four-person cells. Each housing unit will have an issue room, interview room, multi-purpose room, storage, and dayroom with an open workstation for staff and access to beverage counter, video visitation, showers, and outdoor recreation. Direct supervision will be employed in these housing units.

Refer to Section 6.000 General Housing.

SPECIAL CONSIDERATIONS

Refer to Section 6.000 General Housing.

Table 25. Medium and Minimum Housing Female Space Allocation

6.600	Medium and Minimum Housing Female	Unit NSF	# of Units	NSF	Comment - inside secure perimeter, 56-bed pod
6.601	Vestibule	80	1	80	2 interlocked doors
6.602	Large Open Workstation	64	1	64	counter station in dayroom
6.603	4-person Occupancy ADA Cell	290	14	4,060	wet cell
6.604	Dayroom	35	56	1,960	
6.605	Beverage Counter	40	1	40	counter with sink, hot water dispenser
6.606	Outdoor Recreation	15	56	840	
6.607	Issue Room	100	1	100	accessible from vestibule, window pass, counter w/ sink
6.608	Interview Room	100	1	100	
6.609	Multi-Purpose Room	300	1	300	a/v capable
6.61	Video Visitation	20	7	140	1 designed for secure communications with attorney
6.611	Showers	50	5	250	shower/drying/changing area
6.612	Inmate Toilet	50	1	50	
6.613	Staff Toilet	60	1	60	
6.614	Small Storage	80	1	80	supplies
6.615	Janitor's Closet	50	1	50	sink, drain
	Subtotal			8,174	
	x department grossing factor			1.45	
	Subtotal DGSF			11,852	
	Subtotal DGSF x 2 pods			23,705	

6.700 JUVENILE HOUSING

RELATED STANDARDS

ACA: Refer to Section 6.000 General Housing

MCJS: Refer to Section 6.000 General Housing

DESCRIPTION OF FUNCTION

Juveniles have unique characteristics and needs that distinguish them from adults and impact how their housing, care, and treatment services are provided. Juveniles must be sight and sound separated from adult inmates at all times. Juvenile Housing provides all housing and access to services for male and female juveniles.

OPERATIONAL ASSUMPTIONS

The Juvenile Housing unit will consist of 12 beds with 4 single or 1-person cells and 4 double or 2-person cells. The unit will have an issue room, interview room, multi-purpose room, storage, and dayroom with an open workstation for staff and access to beverage counter, video visitation, showers, and outdoor recreation.

Refer to Section 6.000 General Housing.

SPECIAL CONSIDERATIONS

The Juvenile Housing unit should be designed to have a “home-like” appearance with bright colors, displays for resident artwork, murals, and similar welcoming but durable finishes and sturdy plastic chairs and lounge furniture. The unit should be designed to facilitate direct supervision management and to foster direct interaction and pro-active supervision of residents to encourage positive behavior, accountability, and mutual respect.

Ideally, the sleeping area should include: an accent wall that can be used as a personalization of the space; ability to control lighting, with housing unit officer override; designed to preclude ligature points; and natural light (window not to have views of public areas, public views into the rooms, or views into areas occupied by members of the opposite sex).

Table 26. Juvenile Housing Space Allocation

6.700 Juvenile Housing	Unit NSF	# of Units	NSF	Comment - inside secure perimeter, 12-bed pod
6.701 Vestibule	80	1	80	2 interlocked doors
6.702 Large Open Workstation	64	1	64	counter station in dayroom
6.703 1-person Occupancy ADA Cell	100	1	100	wet cell
6.704 1-person Occupancy Cell	80	3	240	wet cell
6.705 2-person Occupancy Cell	135	4	540	wet cell
6.706 Dayroom	35	12	420	
6.707 Beverage Counter	40	1	40	counter with sink, hot water dispenser
6.708 Outdoor Recreation	800	1	800	
6.709 Issue Room	100	1	100	accessible from vestibule, window pass, counter w/ sink
6.710 Interview Room	100	1	100	
6.711 Multi-Purpose Room	300	1	300	a/v capable
6.712 Video Visitation	20	2	40	1 designed for secure communications with attorney
6.713 Showers	50	1	50	shower/drying/changing area
6.714 Inmate Toilet	50	1	50	
6.715 Staff Toilet	60	1	60	
6.716 Small Storage	80	1	80	supplies
6.717 Janitor's Closet	50	1	50	sink, drain
Subtotal			3,114	
x department grossing factor			1.45	
Subtotal DGSF			4,515	

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6.800 HOUSING SUPPORT CENTER

RELATED STANDARDS

ACA: 4-ALDF-1A-01, 4-ALDF-1A-04, 4-ALDF-1A-06, 4-ALDF-01-22, 4-ALDF-1A-23, 4-ALDF-1C-12

MCJS: No specific standard

DESCRIPTION OF FUNCTION

The operational philosophy of direct supervision is based upon decentralizing many management decisions to the housing unit or a space adjacent to the housing clusters. The Housing Support Cluster provides access to centralized staff spaces and centralized program, healthcare, and video access to inmate spaces.

OPERATIONAL ASSUMPTIONS

Each Housing Support Cluster will typically serve four housing pods. For staff, the central area will provide an office, workstation to observe all cluster spaces, break and vending area, and toilet. For inmates, the central area will provide access to a treatment room for healthcare services, classroom for programs, video room for healthcare and professional visits, and toilet.

Inmate movement to and from the Housing Support Cluster from General Housing will be on a scheduled and controlled basis by housing unit staff.

SPECIAL CONSIDERATIONS

Refer to Section 6.000 General Housing.

Table 27. Housing Support Center Space Allocation

6.800	Housing Support Center	Unit NSF	# of Units	NSF	Comment - inside secure perimeter
6.801	Small Office	120	1	120	Lieutenant
6.802	Workstation	120	1	120	open office work area, view to housing units
6.803	Treatment Room	200	1	200	exam table, counter with sink
6.804	Video Room	120	1	120	audio visual capability
6.805	Classroom		1		under Inmate Programs
6.806	Small Storage		1		under Inmate Programs
6.807	Inmate Toilet		1		under Inmate Programs
6.808	Break Area	120	1	120	counter w/ sink, vending
6.809	Staff Toilet	60	1	60	
6.810	Janitor's Closet	50	1	50	sink, drain
	Subtotal			790	
	x department grossing factor			1.45	
	Subtotal DGSF			1,146	
	Subtotal DGSF x 5 cluster			5,728	

7.000 INMATE PROGRAMS

Inmate Programs consist of two components: Programs Staff and Volunteers and Inmate Programs.

7.100 PROGRAMS STAFF AND VOLUNTEERS

RELATED STANDARDS

ACA: 4-ALDF-7D-23, 4-ALDF-7D-24

MCJS: No specific standard

DESCRIPTION OF FUNCTION

Programs at the facility will be managed and administered by staff and volunteers. This component addresses the work and support spaces for Programs Staff and Volunteers.

OPERATIONAL ASSUMPTIONS

The Programs Staff and Volunteers area should be in the secure perimeter with access to inmate program spaces. A combination of private, shared, and open work areas with a shared workroom, beverage counter, storage rooms, staff toilets, and meeting room for five persons will be provided.

SPECIAL CONSIDERATIONS

The office suite should be designed to reflect controlled access by staff, volunteers, and authorized visitors. The overall construction of the office area should be standard commercial grade construction typical to any office environment. The suite should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

Volunteers will be pre-screened and approved prior to entering the facility. Volunteer access into the facility will be through the Public Lobby in the same manner as detainee visitors. Permanent volunteers (those providing regular services to the facility and designated as an ongoing volunteer) may be provided open access to the shared office suite and other programs spaces without escort. Temporary volunteers (those volunteers providing only intermittent or one-time service) will be escorted at all times while in the secure perimeter.

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Table 28. Programs Staff and Volunteers Space Allocation

7.100	Programs Staff and Volunteers	Unit NSF	# of Units	NSF	Comment - inside secure perimeter
7.101	Small Office	120	1	120	private office
7.102	Shared Office	75	4	300	per person
7.103	Volunteer Work Room	300	1	300	work stations along wall
7.104	Workroom	120	1	120	work area, shelving, printer/copier
7.105	Meeting Room	20	5	100	
7.106	Beverage Counter	40	1	40	counter w/ sink
7.107	Staff Toilet	60	2	120	male, female
7.108	Storage	120	2	240	secure
7.109	Large Storage	200	1	200	secure
7.110	Janitor's Closet	50	1	50	sink, drain
	Subtotal			1,590	
	x department grossing factor			1.35	
	Subtotal DGSF			2,147	

7.200 INMATE PROGRAMS

RELATED STANDARDS

ACA: 4-ALDF-2A-63 & 66, 4-ALDF-5A-01 through 10, 4-ALDF-5C-01 through 05, 4-ALDF-5C-17 through 24, 4-ALDF-6A-03, 4-ALDF-7F-04

MCJS: 5.1: Programs and Services, 5.6: Exercise and Recreation Access, 6.5.10: Rehabilitation, Exercise and Recreation, 6.5.2: Religion and Religious Practices, 5.8 Religious Services, 5.7: Library Services, 6.5.5: Access to Courts, Legal Assistance and Legal Materials, 4.3.10: Access to Chronic Mental Health and Substance Abuse Services

DESCRIPTION OF FUNCTION

Programs are offered to inmates aimed at providing activity, reform, and reintegration. All inmates in the facility should have the opportunity to participate in programs unless under a disciplinary sanction. Most program activities are decentralized and take place in a multipurpose room, interview room, dayroom, or the outdoor recreation area located in the housing unit or in the classrooms located in each housing cluster core area. A central training/assembly area should be located near the Programs Staff and Volunteer suite.

OPERATIONAL ASSUMPTIONS

The type and availability of programs offered will be modeled after evidence-based practices to include the use of risk assessment tools, need to enhance offender motivation, targeting interventions, matching offender traits with interventions, use of cognitive behavioral therapy, strengthening pro-social influences, adhering to program principles, and use of data to guide actions.

The operational philosophy will be based on inmates having most of their programs provided at the housing unit and housing unit cluster support level. Each housing unit will have access to a multi-purpose room and an outdoor recreation area located adjacent to the dayroom, so inmates can use these spaces without the need for staff escort. General reading books will be kept on shelves in the multipurpose room as no formal library will be provided. Inmates will either be allowed to go to the multipurpose rooms based on a schedule, or a book cart will be taken to them. Access to the housing unit multi-purpose and outdoor recreation area will be at the discretion of the housing unit officer.

Access to legal reference resources will be offered online. Potential points of delivery could include kiosks in the housing units with reference tools loaded on hard drive.

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Each housing unit cluster will have access to a shared classroom sized for 20 persons with audio visual capability. Access to the shared classroom will be on a scheduled basis. Inmates from different housing units of the same classification level will access the housing unit cluster center program spaces per the program taking place. No inmate will have unscheduled access to these areas.

The centralized training/assembly space will be accessed on a scheduled basis. Inmate access will be determined by the same classification grouping.

SPECIAL CONSIDERATIONS

The design of the program spaces should follow normalized construction techniques comparable to that of similar types of functions in the community.

Table 29. Inmate Programs Space Allocation

7.200	Inmate Programs	Unit NSF	# of Units	NSF	Comment
7.201	Classroom	600	5	3,000	20-person classrooms, at housing unit cluster
7.202	Small Storage	80	5	400	1 per classroom, at housing unit cluster
7.203	Central Training/Assembly	1,200	1	1,200	to be defined, ability to expand
7.204	Large Storage	200	1	200	adjacent to central training/assembly
7.205	Inmate Toilet	50	8	400	1 per housing unit cluster classroom, 3 per central training/assembly area
7.206	Staff Toilet	60	2	120	near central training/assembly area
	Subtotal			5,320	excludes outdoor program area
	x department grossing factor			1.25	
	Subtotal DGSF			6,650	

8.000 HEALTHCARE

Healthcare consist of five components: Central Clinic, Infirmary, Medical Housing, Special Needs Housing Stages 1 to 3, and Special Needs Housing Stage 4.

8.100 CENTRAL CLINIC

RELATED STANDARDS

ACA: 4-ALDF-4D-03, 4-ALDF-4C-08 through 41, 04-ALDF-4D-08 through 09

MCJS: Sub-section 4.3: Continuum of Healthcare Services

DESCRIPTION OF FUNCTION

The Central Clinic component includes the healthcare space necessary to support the delivery of the medical, dental, and mental health services to the inmate population housed in the facility. Healthcare includes providing acute (non-life threatening), subacute, chronic care clinics, and health maintenance services.

Services in the Central Clinic include:

- Medical screening by the nurse of inmates submitting sick slips (most screening will occur in the housing unit support cluster)
- Doctor's exam for inmates the nurses feel need further examination
- Chronic care treatment and follow-up
- Emergency and first aid treatment
- Maintaining of electronic medical records
- Necessary dental treatment
- Available vendor on-site radiology
- Telemedicine
- Dissemination of medications

OPERATIONAL ASSUMPTIONS

Healthcare should be provided in compliance with HIPAA regulations and in accordance with Missouri Jail Standards, as well as American Correctional Association standards and with those of the National Commission on Correctional Health Care (NCCHC). Healthcare services should be provided utilizing professional, certified staff. Inmates will have access to the Healthcare services on both an individualized treatment and emergency basis.

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Healthcare professionals will staff the Central Clinic on a 24-hour basis. While all inmates should have access to this area 24 hours a day on an emergency basis, the normal hours of operation for which the general custody inmate can access medical staff will be from 8:00 a.m. to 4:00 p.m. during weekdays. General custody inmates will be allowed scheduled access to the central clinic arranged by triage staff. The daily sick call function should be organized on a housing unit basis by the inmate presenting the Housing Unit Officer a request for consultation with Healthcare staff. A treatment room will be provided in the housing unit support cluster so most sick call requests can be handled through daily visits to this area.

A security vestibule will be provided for emergency vehicles to access the Central Clinic and Healthcare areas from the Transportation Vehicle Sallyport.

A waiting area in the Central Clinic will be provided. Following consultation/treatment with medical staff, inmates will be escorted back to the housing unit or to their assigned work or program area.

Within the Central Clinic, the waiting area will serve as the central processing space for inmates awaiting consultation with medical staff. The waiting area door should be capable of being secured when the clinic function is closed. The central nurse station can provide surveillance for both the Central Clinic and Infirmary components. The exam and treatment, dental, radiology, and tele-medicine and tele-psychiatry rooms should be close to the waiting area.

An Electronic Medical Record (EMR) storage and retrieval system will be provided to allow ready access to records anywhere in the facility and continuum of care post-release.

The staff areas include a mix of private and open workspaces with a shared workroom, multi-purpose room, storage areas, lockers, and toilet/shower areas.

While the security of the Central Clinic will be the responsibility of healthcare staff, the spatial arrangements should be such that security officers can freely move through corridors and observe activities within the examination and treatment, lab, telemedicine, radiology, dental, storage, and staff spaces. A roving correctional officer will be assigned to the Central Clinic during normal business hours. An officers' station should be present adjacent to the waiting area seating.

SPECIAL CONSIDERATIONS

The Central Clinic area should account for environmental factors such as lighting, temperature control, acoustics, and cleanliness in the layout and design. Staff work and support spaces should be located to improve efficiency for management of staff and proximity to the inmate patient. Due to the location of medical supplies and drugs within this component, additional security features associated with door alarms and secure construction should be provided.

Table 30. Central Clinic Space Allocation

8.100 Central Clinic	Unit NSF	# of Units	NSF	Comment - inside secure perimeter
8.101 Security Vestibule	150	1	150	interlocking doors; emergency vehicle access from Transportation Sallyport
8.102 Lobby/ Waiting	15	10	150	open seating
8.103 Inmate Toilet	50	2	100	
8.104 Standard Open Workstation	48	1	48	officer work area
8.105 Large Open Workstation	64	4	256	nurse work area, adjacent infirmary
8.106 Standard Office	150	1	150	private office
8.107 Small Office	120	5	600	private office
8.108 Shared Office	75	5	375	shared office
8.109 Exam Room	150	3	450	exam table, counter w/ sink, lockable cabinet
8.11 Treatment Room	200	1	200	exam table, counter w/ sink, lockable cabinet
8.111 Video Room	120	2	240	medical & psychiatry, video equipment
8.112 Lab	150	1	150	counter w/ sink, lockable cabinets
8.113 Radiology Room	150	1	150	
8.114 Dental Suite	160	1	160	2 operator chairs, counter w/ sink, lockable cabinets
8.115 Dental Lab & Workroom	120	1	120	adjacent to dental suite
8.116 Dental Storage	120	1	120	locked door, portable units
8.117 Medication Storage	300	1	300	secure medication & cart storage
8.118 Large Storage	200	1	200	supply & equipment storage
8.119 Storage	120	1	120	supply storage
8.12 Biohazard Storage	50	1	50	waste disposal sink, biohazard box
8.121 Multi-Purpose Room	250	1	250	training/conference
8.122 Workroom	120	1	120	
8.123 Beverage Counter	40	1	40	counter w/ sink
8.124 Staff Toilet / Shower	100	2	200	
8.125 Staff Lockers	100	1	100	half-size lockers
8.126 Janitor's Closet	50	1	50	sink, drain
Subtotal			4,849	
x department grossing factor			1.30	
Subtotal DGSF			6,304	

8.200 INFIRMARY

RELATED STANDARDS

ACA: 4-ALDF-4C-09

MCJS: No applicable standard

DESCRIPTION OF FUNCTION

Infirmary-level care is defined by the National Commission on Correctional Health Care as “care provided to inmates with an illness or diagnosis that requires daily monitoring, medication and/or therapy, or assistance with activities of daily living at a level needing skilled nursing intervention.” Typically, this includes inmates who require more intensive care than can be provided in the general population and for a period of 24 hours or greater. Inmates who need skilled nursing care but do not need hospitalization and whose care cannot be managed safely in an outpatient setting will qualify for infirmary-level care. Inmates with acute or chronic health problems that cannot be efficiently managed within the facility’s clinical setting are to be transported to an approved community hospital.

Inmates and health conditions that require Infirmatory Housing include:

- Post-operative care and physical therapy
- Intravenous fluid and antibiotic administration (dehydration and cellulitis)
- Wound care
- Oncology care
- Cardiac rehabilitation and stroke care
- High risk pregnancy
- Neurocognitive impairment
- Complex medical and mental comorbidities
- Hospice services

OPERATIONAL ASSUMPTIONS

A 7-bed infirmary should be co-located with the Central Clinic for the purpose of providing 24-hour accommodation for inmates requiring their removal from the housing unit to expedite the healing process and/or prevent contagion to other inmates. Also, inmates returning from a community hospital following surgery or more extensive specialized treatment will be accommodated in the medical infirmary until medical staff approves a return to the general housing area.

Medical services will be provided under the supervision of professionally trained healthcare staff.

The Infirmary component will include five-single bed cell and two-single negative pressure bed cell rooms along with a clean linen and a dirty linen storage room and a food and beverage staging/distribution counter. A negative pressure cell will be used to isolate inmates known or suspected to be infected with microorganisms transmitted by airborne droplet nuclei.

SPECIAL CONSIDERATIONS

The Infirmary should be adjacent to the Central Clinic to ensure appropriate clinical oversight and monitoring from the central nurse station and security staff.

Table 31. Infirmary Space Allocation

8.200	Infirmary	Unit NSF	# of Units	NSF	Comment - adjacent to central clinic
8.201	Single Bed Room	150	5	750	hospital bed, lavatory/toilet combo, shower
8.202	Negative Air Single Bed Rooms	150	2	300	negative airflow, w/1 ante room per pair, toilet, shower
8.203	Clean Linen/ Utility	100	1	100	locked room w/ shelving
8.204	Soiled Linen/ Utility	100	1	100	locked room w/ soiled linen carts
8.205	Food & Beverage Staging/Distribution	70	1	70	counter w/ sink, microwave, refig, cabinets
	Subtotal			1,320	
	x department grossing factor			1.30	
	Subtotal DGSF			1,716	

8.300 MEDICAL HOUSING

RELATED STANDARDS

ACA: 4-ALDF-1A-09 through 20, 4-ALDF-2A-18, 4-ALDF-2A-34, 4-ALDF-4C-10 through 12

MCJS: 2.1.12: Facility Design, 6.5.7: Cell Occupancy and Conditions, 4.2.4: Plumbing Fixtures

DESCRIPTION OF FUNCTION

The need for Medical Housing in detention centers has grown over the last two decades due to the rising number of elderly (greater than 55 years old) being incarcerated and the increasing prevalence of chronic medical conditions. Medical housing is typically a multiple occupancy cell housing unit that provides a sheltered environment for inmates with fragile or complex medical and mental health conditions. They often have minor limitations in their activities of daily living and require a higher degree of clinical oversight than is available in the general population.

Health conditions that may be appropriate for Medical Housing include:

- Brittle diabetes
- Chronic obstructive pulmonary disease or asthma
- Human immunodeficiency virus (HIV)
- Morbid obesity
- Mobility impairments (requiring a wheelchair or walker)
- Renal dialysis
- Neurocognitive disease (Alzheimer's, dementia)
- Multiple comorbidities

OPERATIONAL ASSUMPTIONS

The Medical Housing area will consist of a 64-bed housing unit with 48 male and 16 female beds. A combination of one-person and four-person occupancy cells will be provided. All cells will be accessible. The unit will consist of the same spaces as other housing units to include issue room, interview room, multi-purpose room, storage, and dayroom with an open workstation for healthcare and security staff and access to beverage counter, video visitation, showers, and outdoor recreation.

Medical Housing will be designed to provide maximum possible supervision and observation by the healthcare and housing unit officer assigned to the unit. The unit will be supervised utilizing the principles of direct supervision. Privacy will be provided in a manner that does not inhibit observation by the healthcare or housing unit officer.

SPECIAL CONSIDERATIONS

The major operational philosophy that will affect Medical Housing is that most inmate programs and services will be brought to the housing unit, thereby limiting inmate movement. To accommodate this, the following spaces will have to be accessed from the dayroom and observable by the housing control officer: outdoor recreation areas, multipurpose rooms, interview rooms, video visitation, and showers.

Table 32. Medical Housing Space Allocation

8.300 Medical Housing		Unit NSF	# of Units	NSF	Comment - adjacent to central clinic, 64 beds (48 male/ 16 female)
8.301	Vestibule	80	1	80	2 interlocked doors
8.302	Large Open Workstation	64	2	128	counter station in dayroom, 1 housing unit officer, 1 nurse
8.303	1-person Occupancy ADA Cell Male	100	16	1,600	wet cell
8.304	1-person Occupancy ADA Cell Female	100	8	800	wet cell
8.305	4-person Occupancy ADA Cell Male	290	8	2,320	wet cell
8.306	4-person Occupancy ADA Cell Female	290	2	580	wet cell
8.307	Dayroom	35	64	2,240	wet cell
8.308	Beverage Counter	40	1	40	counter with sink, hot water dispenser
8.309	Outdoor Recreation	15	64	960	
8.310	Issue Room	100	1	100	accessible from vestibule, window pass, counter w/ sink
8.311	Interview Room	100	1	100	
8.312	Multi-Purpose Room	300	1	300	
8.313	Video Visitation	20	8	160	1 designed for secure communications with attorney
8.314	Showers	50	6	300	shower/drying/changing area
8.315	Inmate Toilet	50	1	50	
8.316	Staff Toilet	60	1	60	
8.317	Small Storage	80	1	80	supplies
8.318	Janitor's Closet	50	1	50	sink, drain
Subtotal				9,948	
x department grossing factor				1.45	
Subtotal DGSF				14,425	

8.400 SPECIAL NEEDS HOUSING STAGE 1 TO 3

RELATED STANDARDS

ACA: 4- ALDF-2A-01 through 05, 4- ALDF-2A-07 4- ALDF-2B-05 through 08

MCJS: 6.5.8: Medical Care, 4.3.7: Health Screens, 4.3.10: Access to Chronic Mental Health & Substance Abuse Services

DESCRIPTION OF FUNCTION

Special Needs Housing provides services to inmates with acute and severe mental illness. The housing is separated into three stages of care representing the level of acuity and treatment needs of the inmate: Stage 1 psychiatric observation, Stage 2 crisis management, and, Stage 3 inpatient care. Healthcare and security staff are trained in recognizing, triaging, and mobilizing healthcare resources when encountering jail detainees with mental health issues.

At Intake, healthcare staff screen new inmates, clarify past/recent mental health treatment, current symptoms/impairment, and triage those with current mental health issues, recent or current psychotropic medication treatment, recent mental health treatment, suicide attempts or current suicide risks to mental health depending on the level of acuity.

New inmates presenting with current mental health issues, suicide risks, current or recent psychotropic medication treatment are referred for mental health assessment and evaluation by a jail Qualified Mental Health Professional (QMHP) in person or via telepsychiatry) for evaluation within 24 hours of intake. In addition, all detainees with mental health issues receive a 14-day mental health evaluation. Mental health and psychiatric staff are available to provide access to mental health care, provide consultation regarding the need for and type and frequency of suicide watch placement, and assess if psychotropic medications should be continued, initiated, or held, respectively.

OPERATIONAL ASSUMPTIONS

Special Needs Housing will include three separate areas in a 64-bed housing unit with a total of 48 male and 16 female beds. Stage 1 housing area will include 16 one-person occupancy cells for males and 8 one-person occupancy cells for females. Stage 2 housing will include 16 one-person occupancy cells for males and 4 one-person occupancy cells for females. Stage 3 housing will include 8 one-person and 4 two-person occupancy cells for males and four one-person occupancy cells for females.

Stage 1

Stage 1 or psychiatric observation will provide housing for immediate/ready visual observation and nursing assessments and mental health staff access to inmates displaying oddities in speech, behaviors, or thought disorders suggestive of a serious mental illness such as schizophrenia or another psychotic disorder, mania, hypomania, or other disturbances in speech, activities, or behavior. These cells will be similar to suicide watch cells (with enhanced light and visibility, no ligature/tie off points, and reduced access to surfaces or structural items for potential self-harm), but will be designed to facilitate access to intensive psychotherapeutic and psychiatric interventions to offenders with oddities in behaviors suggestive of psychosis, severe impulse control problems, and/or offenders who engage in severe and frequent acts of life-threatening self-injury with little or no provocation.

Individuals who cannot be clinically stabilized within a few days will be referred/transferred by clinical staff to the inpatient (stage 3) psychiatric treatment program.

Stage 2

Stage 2 or crisis management will provide housing for inmates experiencing a current mental health crisis such as a significant conflict or situational stressor (e.g., significant difficulty in adjustment to incarceration, conflict with cellmate, peer, or staff) or displaying impulsive behaviors of harm to self or others and cannot be stabilized in Stage 1 and are medically stable (no active medical illness or medical acuity that requires emergency department off site, medical hospitalization, or infirmary housing setting). Crisis management inmates may also be engaging in self harm or self-mutilation; they may have current suicidal ideation, intent, or plans.

This will ideally be a three-working-day treatment program but may be extended with clinical justification. The treatment mission will be to provide protective housing, intensive behavioral observation, brief crisis intervention counseling, psychoeducation, and supportive skills and therapeutic programming to offenders at imminent risk of suicide or serious self-injury.

Stage 3

Stage 3 or inpatient care will provide comprehensive psychiatric, mental health, and psychosocial evaluations and intensive behavioral health care to inmates with acute and severe mental illness who are clinically determined to require acute care level of mental health services. The goal will be for short-term behavioral health care treatment with rapid mental health stabilization.

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The area will be a dedicated pod/housing area with assigned custody and health care staff who share a mission to provide inpatient psychiatric/structured intensive behavioral health level of care. This housing setting will include the most serious mentally ill population but may also contain individuals with personality disorders or those engaging in potentially lethal and severe self-harm.

Inpatient psychiatric services will vary from short-term to longer term care. Lengths of stays will generally range from two weeks to six weeks, with an average of four to six weeks. The target population will be detainees with serious mental illnesses (SMI) who present with acute psychosis, substance induced psychotic disorders, other clinical deterioration or decompensation, impairments in their functioning and activities of average daily living (ADLs), present with risks of harm to self or others, and who cannot be clinically stabilized in other settings such as suicide watch, crisis management, general population, or sheltered housing settings.

SPECIAL CONSIDERATIONS

Most inmate programs and services will be brought to the Special Needs Housing Stages 1 to 3, thereby limiting inmate movement. All cells in Special Needs Housing will be accessible. Stage 1 housing will be directly observed from a staff workstation. A separate staff workstation will observe the Stage 2 and 3 housing areas. Stage 2 and 3 housing areas will have access to separate dayrooms. Special Needs Housing Stages 1 to 3 will have an adjacent outdoor recreation area for staff discretion.

Table 33. Special Needs Housing Stage 1 to 3 Space Allocation

8.400 Special Needs Housing Stage 1 to 3		Unit NSF	# of Units	NSF	Comment - inside secure perimeter, 64-beds (48 male/16 female)
8.401	Vestibule	80	1	80	2 interlocked doors
8.402	Large Open Workstation	64	4	256	counter station in dayroom, 2 for Stage 1 and 1 for Stage 2 and 3
8.403	1-person Occupancy ADA Cell Male	100	40	4,000	wet cell, 16 for Stage 1 & 2, 8 for Stage 3
8.404	1-person Occupancy ADA Cell Female	100	16	1,600	wet cell, 8 for Stage 1, 4 for Stage 2 & 3
8.405	2-person Occupancy ADA Cell Male	160	4	640	wet cell, Stage 3
8.406	Dayroom	35	64	2,240	sub-dayroom for Stage 2
8.407	Outdoor Recreation	500	1	500	
8.408	Issue Room	100	1	100	accessible from vestibule, window pass, counter w/ sink
8.409	Interview Room	100	1	100	
8.410	Multi-Purpose Room	300	1	300	
8.411	Video Visitation	20	8	160	1 designed for secure communications with attorney
8.412	Showers	50	6	300	shower/drying/changing area
8.413	Inmate Toilet	50	1	50	
8.414	Staff Toilet	60	1	60	
8.415	Small Storage	80	1	80	supplies
8.416	Janitor's Closet	50	1	50	sink, drain
Subtotal				10,516	
x department grossing factor				1.45	
Subtotal DGSF				15,248	

8.500 SPECIAL NEEDS HOUSING STAGE 4

RELATED STANDARDS

ACA: 4- ALDF-2A-01 through 05, 4- ALDF-2A-07 4- ALDF-2B-05 through 08

MCJS: 6.5.8: Medical Care, 4.3.7: Health Screens, 4.3.10: Access to Chronic Mental Health & Substance Abuse Services

DESCRIPTION OF FUNCTION

Special Needs Housing is provided to segregate inmates with acute and severe mental illness into three stages of progressive housing areas. Stage 4 sheltered housing provides less restrictive group housing and focused mental health care to offenders with unstable, severe and chronic mental illness, severe personality disorders, dementia/neurocognitive disorders, and developmental disabilities such as intellectual impairments and promotes restoration to independent functioning. Healthcare and security staff are trained in recognizing, triaging, and mobilizing healthcare resources when encountering jail detainees with mental health issues.

OPERATIONAL ASSUMPTIONS

Special Needs Housing Stage 4 will include a 64-bed housing unit with a total of 48 male and 16 female beds. The housing area will include 12 four-person occupancy cells for males and 4 four-person occupancy cells for females.

Stage 4

Stage 4 housing will target offenders with a history of serious mental illness (examples include a past/recent diagnosis of a psychotic disorder or bipolar manic/mixed episode in partial remission) who are now clinically stable but have continued/residual negative symptomatology (negative signs of schizophrenia such as apathy, reduced social drive, social withdrawal, poor hygiene and grooming) and associated social impairments, who no longer require the acute inpatient level of care and rapid stabilization program.

These inmates will still require frequent prompting by custody, nursing, and health care staff to maintain successful ongoing psychotropic medication compliance, basic hygiene, and ADLs. They will be encouraged to spend time out of their cell in structured or unstructured group activities.

The overarching goal will be to promote independent activities and reduce isolation/restriction; prevent risk of decompensation due to medication non-compliance; and promote less restrictive housing.

Other non-psychotic inmates who will benefit from sheltered housing may include mood/affective disorders with or without psychosis and individuals with personality disorders, developmental disabilities/intellectual impairments, and dementias/neurocognitive disorders.

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The duration of this program will be 7 to 21 days or as directed by clinical staff. If needed, long term treatment goals will be focused on helping the inmate transition into a community based residential/group home program.

SPECIAL CONSIDERATIONS

Most inmate programs and services will be brought to the Special Needs Housing Stage 4, thereby limiting inmate movement. All cells in Special Needs Housing will be accessible. Stage 4 housing will be similar to other General Housing units with access to an issue room, interview room, multi-purpose room, and dayroom with video visitation, showers, and outdoor recreation.

Table 34. Special Needs Housing Stage 4 Space Allocation

8.500 Special Needs Housing Stage 4				Comment - inside secure perimeter, 64-beds (48 male/16 female)	
	Unit NSF	# of Units	NSF		
8.501	Vestibule	80	1	80	2 interlocked doors
8.502	Large Open Workstation	64	1	64	counter station in dayroom
8.503	4-person Occupancy ADA Cell Male	290	12	3,480	wet cell
8.504	4-person Occupancy ADA Cell Female	290	4	1,160	wet cell
8.505	Dayroom	35	64	2,240	
8.506	Beverage Counter	40	1	40	counter with sink, hot water dispenser
8.507	Outdoor Recreation	500	1	500	
8.508	Issue Room	100	1	100	accessible from vestibule, window pass, counter w/ sink
8.509	Interview Room	100	1	100	
8.510	Multi-Purpose Room	300	1	300	
8.511	Video Visitation	20	8	160	1 designed for secure communications with attorney
8.512	Showers	50	6	300	shower/drying/changing area
8.513	Inmate Toilet	50	1	50	
8.514	Staff Toilet	60	1	60	
8.515	Small Storage	80	1	80	supplies
8.516	Janitor's Closet	50	1	50	sink, drain
Subtotal				8,764	
x department grossing factor				1.45	
Subtotal DGSF				12,708	

9.000 SUPPORT SERVICES

Support Services consist of six components: Food Service, Laundry Service, Receiving and Central Storage, Maintenance, Custodial, and Central Plant.

9.100 FOOD SERVICE

RELATED STANDARDS

ACA: 4-ALDF-4A-01 through 18, 4-ALDF-2D-02

MCJS: 4.4.1: Food/Dietary Allowances, 4.1.2: Therapeutic or Special Diets, 4.1.3: Food Services Facilities

DESCRIPTION OF FUNCTION

The Food Service component includes all phases of food delivery, food preparation, and distribution for inmates and staff. The area is sized and configured to accommodate an initial 1,244 inmates and future expansion up to 500 additional inmates. The kitchen serves the inmates daily meals and provides each staff and shift access to a meal.

OPERATIONAL ASSUMPTIONS

The Food Service component will be managed and staffed by an outside company and will operate from 3 a.m. to 6 p.m. daily.

Food Service operation includes:

- All inmates will be served three meals a day.
- All staff will be provided access to meals.
- Inmate workers will work in the kitchen under the supervision of contract food service personnel.
- Inmates will eat in their housing units.
- An average 14-day food supply will be stored.

Food delivery and storage includes:

- The registered dietician, licensed nutritionist, or registered dietician nutritionist will determine the menu cycles and contents.
- The food service manager will be responsible for food ordering and maintaining a healthy and sanitary kitchen environment.
- The food will be unloaded by inmate workers under supervision once inside the secure perimeter.
- The food will be stored in either dry storage, freezers, or refrigerators.

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Food preparation and distribution includes:

- All food will be prepared by the food service personnel and inmate workers under supervision.
- The preparation equipment will be based on the menus to be served. The staff will requisition items from the dry and refrigerated storage rooms. In preparation for this, several items will need to be moved from the freezer to the cooler to thaw for one to three days before use.
- Depending on the food to be cooked, the foods may be taken to one of three main preparation areas - vegetable, meat, or baking.
- After the items are prepared, they will be taken to the cooking areas. The main cooking equipment will include tilting skillets, kettles, steamers, heavy duty range, griddles, and double stacked convection ovens.
- All food will be portion-controlled onto insulated trays.
- Trays, utensils, condiments, and beverages will be placed on carts and delivered to the housing units by inmate workers.
- A stainless-steel beverage counter will be located in all the direct supervision housing units.
- Housing officers will supervise the distribution of the trays and food.
- Housing officers will be responsible for returning the same number of trays and utensils that were brought into the housing unit.
- Trays will be returned to the kitchen for cleaning and storage.
- Trash will be placed in dumpsters for removal daily.

Dishwasher/tray wash includes:

- Pot washing will be accomplished in a three-compartment sink with drain boards. Although there are large commercial automatic utensil washers available, the cost and maintenance requirements may necessitate the use of manual hand washing systems.
- The trays will be an insulated tray-on-tray system with the bottom of one tray as the top of the other. After washing, the trays will be stored and air dried in mobile carts that hold the trays vertically.
- If utilizing a vertical tray washer, a single-door type dishwasher with built in booster is also needed for staff utensils and inmate cup washing.
- Cups can be issued to inmates and washed in the dayrooms.

Staff dining includes:

- All staff will have access to a Staff Dining Room in an environment that is removed from the feel of an institution.
- The staff dining room will consist of both served and self-serve items with a self-serve beverage counter. After-hour meal service with grab-n-go or retherm meals will be provided.

Other items:

- Contract staff will have an office with a view of the kitchen area.
- A Corrections Officer will also staff a security post.
- Inmate workers for Food and Laundry Services will have a central screening and search/changing room.
- Inmates workers will have a dedicated break area and restroom in the kitchen area. The break area should be in line of sight of the office.
- Food Services space needs to ensure ability to meet the requirements of religious and medical diets.

SPECIAL CONSIDERATIONS

The Food Service area will be configured in a manner that supports food hygiene and sanitation so that the functions that need to occur are arranged sequentially to prevent cross-circulation between storage, preparation, distribution, and sanitation functions. The component needs to be adjacent to the loading dock with an unobstructed path for deliveries.

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Jackson County Detention Center Facility Program | July 2020

Table 35. Food Service Space Allocation

9.100	Food Service	Unit NSF	# of Units	NSF	Comment
9.101	Inmate Worker Screening Station	44	1	44	magnetometer, immediately before kitchen and laundry
9.102	Inmate Worker Change/Storage Room	300	1	300	screened search area, hooks/cubbies for items, changing stall, kitchen and laundry
9.103	Bulk Dry Goods Storage	1,000	1	1,000	adjacent to daily storage
9.104	Daily Dry Goods Storage	200	1	200	adjacent to bulk dry good storage & prep area
9.105	Chemical Storage	100	1	100	secure storage, adjacent to tray wash
9.106	Secure Storage	100	1	100	
9.107	Bulk Freezer	450	1	450	adjacent to daily freezer storage
9.108	Freezer	200	1	200	adjacent to bulk freezer & thaw box
9.109	Bulk Cooler	450	1	450	
9.110	Vegetable Cooler	200	1	200	adjacent to bulk cooler & prep area
9.111	Meat Cooler	200	1	200	adjacent to bulk cooler & prep area
9.112	Thaw Cooler	200	1	200	adjacent to bulk cooler & prep area
9.113	Dairy Cooler	200	1	200	adjacent to bulk cooler & prep area
9.114	Vegetable/Meat Preparation	800	1	800	adjacent to storage & cooking
9.115	Baking Preparation	400	1	400	adjacent to cooking
9.116	Cooking Area	1,000	1	1,000	cooking equipment
9.117	Finished Food Holding Area	300	1	300	adjacent to cooking & tray make-up
9.118	Tray Make-Up Cart Staging Area	800	1	800	storage & staging of food carts
9.119	Beverage Production Area	250	1	250	bulk brewing & prep of insulated containers
9.120	Central Dishwashing	800	1	800	tray, pot & pan washing
9.121	Meal Tray Storage	450	1	450	clean trays
9.122	Cart Wash Area	100	1	100	adjacent to central dishwashing
9.123	Garbage Cold Storage	120	1	120	refrigerated +45F
9.124	Large Open Workstation	64	1	64	security post
9.125	Medium Office	180	1	180	elevated, glazing on all open sides, full view of kitchen
9.126	Shared Office	75	3	225	elevated, glazing on all open sides, full view of kitchen
9.127	Inmate Workers Break Area	20	10	200	tables and chairs
9.128	Hand Wash Station	25	2	50	
9.129	Eye Wash Station	25	2	50	
9.130	Staff Toilet	60	2	120	
9.131	Inmate Toilet	50	2	100	
9.132	Janitor's Closet	50	1	50	sink, drain
	Subtotal			9,703	
	x department grossing factor			1.25	
	Subtotal DGSF			12,129	

9.200 LAUNDRY SERVICE

RELATED STANDARDS

ACA: 4- ALDF-4B-01 through 04, 4-ALDF-2A-57

MCJS: No standard applicable

DESCRIPTION OF FUNCTION

The laundry equipment and processing area must be adequately sized to handle the hygienic laundering and distribution of inmate uniforms, sheets, towels, and blankets. The area is sized and configured to produce approximately 800 pounds of ware per hour for the initial build out of 1,244 inmates with the ability to add an additional 300 pounds for a total of 1,100 pounds of ware per hour for expansion up to 500 inmates.

OPERATIONAL ASSUMPTIONS

The Laundry Service function will be operated by staff and inmate workers. The Laundry Service component will operate from 6:30 a.m. to 4 p.m. daily.

Inmate workers will be screened and searched at a central point prior to the Food and Laundry Services areas.

The Laundry Service component should accommodate four 160-pound washers/extractors, one 105-pound washer/extractor, one 30-pound washer/extractor, five 170-pound dryers, and one 45-pound dryer with a staging area, folding area, chemical and general storage rooms, and staff areas.

Upon admission, inmates will be issued a clean set of clothing, towels, sheets, and blankets. A schedule will be developed to exchange the bedding and clothing of each inmate regularly. A mesh bag system may be used to promote ownership of items. Inmate workers, under the supervision of a staff member, will bring new bedding and uniforms to the housing units by cart; one item will be issued for each item collected.

Note Laundry Services will not include staff uniforms. Future operations should allow inmate personal property with the mesh bag system.

SPECIAL CONSIDERATIONS

The Laundry Service component must be within the secure perimeter, adjacent to the loading dock for supply delivery, and placed to support the exhausting of air from equipment. Supply and clothing storage will be adjacent to the main washer and dryer area. A large floor trough will be required to drain the discharge from the washer/extractors, and space will be needed behind the dryers to access the exhaust duct and provide fresh air ventilation. Doorways should be of a size adequate to allow the replacement of the equipment, if necessary. A service window will be provided.

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Table 36. Laundry Service Space Allocation

9.200 Laundry Service	Unit NSF	# of Units	NSF	Comment
9.201 Inmate Worker Screening Station		1	-	magnetometer, immediately before kitchen and laundry, listed under 9.100
9.202 Inmate Worker Change/Storage Room		1	-	screened search area, hooks/cubbies for items, changing stall, kitchen and laundry, listed under 9.100
9.203 Internal Pick-up/Delivery	200	1	200	temporary storage for 6 carts
9.204 Receiving/Sorting Dirty Linen	200	1	200	
9.205 Washing Area	450	1	450	4-160 lbs, 1-105 lbs, & 1-30 lbs washer/extractors
9.206 Dryer Area	500	1	500	5-170 lbs & 1-45 lbs dryers
9.207 Chemical Storage	100	1	100	secure storage
9.208 Folding Work Area/Staging Clean Linen	300	1	300	shelving, work tables
9.209 Large Storage	200	2	400	1 cart storage, 1 general storage
9.21 Hand Wash Station	10	1	10	
9.211 Eye Wash Station	10	1	10	
9.212 Small Office	120	1	120	contractor office
9.213 Inmate Break Area	20	10	200	
9.214 Staff Toilet	60	1	60	
9.215 Inmate Toilet	50	1	50	
9.216 Janitor's Closet	50	1	50	sink, drain
Subtotal			2,650	
x department grossing factor			1.25	
Subtotal DGSF			3,313	

9.300 RECEIVING AND CENTRAL STORAGE

RELATED STANDARDS

ACA: 4-ALDF-4B-1

MCJS: No standard applicable

DESCRIPTION OF FUNCTION

The mission of the Receiving and Central Storage is to provide for the secure receipt, screening, and storage of institutional items until dispersed as needed in the facility. Central Storage provides storage for institutional supplies such as mattresses, paper products, and some equipment.

OPERATIONAL ASSUMPTIONS

The Receiving area will include a loading dock sized for two delivery trucks (to accommodate trucks with lifts) with a dumpster and trash/ recycling area. Significant pavement leading to the loading docks will be required to allow large delivery trucks to maneuver. Areas adjacent to the loading dock will include a staging/receiving area and security screening station sized to accommodate pallets. Most storage will need to be kept in Central Storage adjacent to the loading dock.

The Central Storage operation will be under the supervision of a Warehouse Supervisor with potentially inmate workers assigned for receiving and distributing supplies and goods throughout the complex. The warehouse area will operate each weekday, during which time supplies and materials will be received from vendors, sorted according to final destination, and distributed to the appropriate location in the complex. A computerized system of tracking the receipt and shipping of goods as well as the inventory of supplies and materials should be considered to make the warehouse operation more efficient.

Due to the value and types of materials that will be stored in Central Storage, access to this area should be strictly controlled. Major doors leading into the warehouse area should be on an electronic alarm system with the signal reporting back to Master Control.

SPECIAL CONSIDERATIONS

The Receiving and Central Storage area should be adjacent to Food Services for ease of deliveries.

Any outdoor storage areas for landscape maintenance should be outside the secure perimeter.

The Receiving and Central Storage area should be accessible from the main entry roads into the complex.

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Jackson County Detention Center Facility Program | July 2020

Table 37. Receiving and Central Storage Space Allocation

9.300	Receiving and Central Storage	Unit NSF	# of Units	NSF	Comment
9.301	Loading Dock	1,200	1	1,200	20' x 60' for 2 vehicles, one dumpster
9.302	Trash/Recycling	200	1	200	adjacent to loading dock
9.303	Staging/Receiving	1,000	1	1,000	open area
9.304	Screening Station	1,000	1	1,000	pallet screening
9.305	Small Office	120	1	120	private office, Warehouse Manager
9.306	Shared Office	75	2	150	shared office, Support Technicians
9.307	Mail Room	250	1	250	
9.308	Central Storage	2,000	1	2,000	shelving and racking; divided by item type
9.309	Large Storage	200	2	400	commissary, chemical
9.310	Inmate Toilet	50	1	50	
9.311	Security Vestibule	150	1	150	
9.312	Janitor's Closet	50	1	50	sink, drain
	Subtotal			6,570	
	x department grossing factor			1.15	
	Subtotal DGSF			7,556	

9.400 MAINTENANCE

RELATED STANDARDS

ACA: 4- ALDF-1A-04, 4-ALDF-1A-23, 4- ALDF-2A-13, 4- ALDF-1C-12 through 15

MCJS: 1.3.7: Emergency Power and Communications, 1.3.8: Safety and Security Equipment Maintenance

DESCRIPTION OF FUNCTION

The Maintenance component through the Jackson County Public Works Department provides the support needed to continually maintain and service the capital investment in buildings, equipment, and systems with a range of tools and shop areas.

OPERATIONAL ASSUMPTIONS

Within Maintenance, staff will develop daily work assignments drawn from service requests made by facility occupants. Each day, work crews will be dispatched to various parts of the complex to maintain, repair, or replace building or system components. While external vendors and suppliers will also be involved in the maintenance function, especially during the warranty period following the facility opening, the Maintenance function will employ the type and number of staff necessary to accomplish the routine and preventive maintenance functions. Inmate workers may be utilized to carry out functions required.

Maintenance will include spaces for: receiving, tools and parts storage, carpentry, electrical, HVAC/plumbing shops, open area for yard equipment storage, and staff work and support. Due to the value and types of tools, equipment, and materials that will be stored in Maintenance, access to this area should be strictly controlled. Major doors leading into the Maintenance area should be on an electronic alarm system with the signal reporting back to Master Control.

Routine maintenance of facility equipment including mobile storage and transport carts, floor care equipment, and other items will occur in the maintenance work area. Workspace will be needed to accommodate these larger items.

SPECIAL CONSIDERATIONS

The Maintenance component will provide an on-site work and tool storage area located inside and outside the secure perimeter. Maintenance spaces can utilize normalized building methods. However, all doors to tools, shops, and storage areas should include high security frames and locks.

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Table 38. Maintenance Space Allocation

9.400	Maintenance	Unit NSF	# of Units	NSF	Comment
9.401	Receiving Area	150	1	150	open area
9.402	Shared Office	75	2	150	
9.403	Multipurpose Shop with Mop Sink	1,200	1	1,200	worktables, benches
9.404	Maintenance Supplies	100	1	100	racks & cabinets
9.405	Electronics/Communications Shop	180	1	180	
9.406	Maintenance Manuals/Plan Room	120	1	120	shelving
9.407	Tool Room - Secure	300	1	300	racks & cabinets
9.408	Parts Storage	600	1	600	racks & cabinets
9.409	Beverage Counter	40	1	40	counter w/ sink
9.410	Eyewash Station	20	1	20	
9.411	Inmate Toilet	50	1	50	
9.412	Staff Toilet	60	1	60	
9.413	Yard Equipment	180	1	180	open area
9.414	Janitor's Closet	50	1	50	
	Subtotal			3,200	
	x department grossing factor			1.25	
	Subtotal DGSF			4,000	

9.500 CUSTODIAL

RELATED STANDARDS

ACA: 4- ALDF-1A-01 through 04, 4-ALDF-1A-22, 4- ALDF-2A-13, 4- ALDF-1C-13 through 15, 4- ALDF-4B-01

MCJS: 1.1.1: Safety/Sanitation Inspections, 1.1.4: Housekeeping

DESCRIPTION OF FUNCTION

The Custodial component provides a variety of facility cleaning and property maintenance duties through staff outside the secure perimeter and inmate workers inside the secure perimeter.

OPERATIONAL ASSUMPTIONS

Within Custodial, staff will develop daily work assignments. Each day, work crews will be dispatched to various parts of the complex to clean or maintain property.

The Custodial area will include spaces for receiving, supply and equipment storage, and staff work and support. Due to the types of equipment and supplies that will be stored in Custodial, access to this area should be strictly controlled. Major doors leading into the Custodial area should be on an electronic alarm system with the signal reporting back to Master Control.

Note at least one Janitor's Closet in the General Housing, Intake/Transportation/Release, and Healthcare components will be sized to accommodate floor equipment.

SPECIAL CONSIDERATIONS

Custodial spaces can utilize normalized building methods. However, all doors to storage and equipment areas should include high security frames and locks.

Special consideration should be given to reducing the need for contractors to access equipment chases in inmate common areas such as dayrooms, cells, or program spaces.

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Table 39. Custodial Space Allocation

9.500 Custodial	Unit NSF	# of Units	NSF	Comment
9.501 Receiving Area	150	1	150	open area
9.502 Shared Office	75	2	150	
9.503 Custodial Supplies	600	1	600	
9.504 Beverage Counter	40	1	40	counter w/ sink
9.505 Eyewash Station	20	1	20	
9.506 Inmate Toilet	50	1	50	
9.507 Staff Toilet	60	1	60	
9.508 Janitor's Closet	50	1	50	
Subtotal			1,120	
x department grossing factor			1.25	
Subtotal DGFSF			1,400	

9.600 CENTRAL PLANT

RELATED STANDARDS

ACA: 4- ALDF-1A-06, 4- ALDF-1A-07, 4- ALDF-1A-17, 4- ALDF-1A-19, 4- ALDF-1A-20, 4-ALDF-1A-23, , 4- ALDF-1C-12, 4-ALDF-1C-15

MCJS: 1.1.5: Water Supply, 1.1.10: Environmental Conditions/Lighting, 1.1.11: Ventilation, 1.3.7: Emergency Power and Communications

DESCRIPTION OF FUNCTION

The role of the Central Plant is to maintain appropriate levels of air quality, temperature, water, and electricity to meet local codes and requirements. The Central Plant consists of the physical plant operations in the facility including mechanical, plumbing, electrical, security, technology, life safety, and emergency generation.

OPERATIONAL ASSUMPTIONS

The Central Plant will produce chiller water for cooling, hot water for heat and domestic use, and redundant electrical services. Emergency generation will provide full redundant support for all housing units, Master Control, emergency command center, clinic, infirmary, and food services. Distribution of chilled water, hot water, and communication cabling will be from a loop located outside the secure perimeter. Conditioning and domestic water distribution to the housing units and major building will be isolatable off the main loop without affecting the function of the other buildings. Fire protection mains can be distributed as part of the systems but should be engineered for compliance with Local Code.

The Central Plant will be required to operate on a 24-hour, 7-day per week basis. Access to Central Plant components will be strictly controlled and any doors leading into an equipment and operations area will be alarmed.

SPECIAL CONSIDERATIONS

The Central Plant component and equipment may be co-located in a single room in the facility or spread throughout the building depending on the facility design. Some components may be located on the exterior of the building or on the roof.

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Table 40. Central Plant Space Allocation

9.600	Central Plant	Unit NSF	# of Units	NSF	Comment
9.601	Mechanical Equipment	4,000	1	4,000	boilers and chillers
9.602	Main Electrical Equipment Room	720	1	720	double doors to outside/single door to inside
9.603	Telephone Equipment	300	2	600	estimate - to be sized by engineering design
9.604	Central Plant Data Room	120	1	120	estimate - to be sized by engineering design
9.605	Branch Electrical Closets	80	10	800	estimate - to be sized by engineering design
9.606	Computer/Communications Branch Closet:	80	10	800	estimate - to be sized by engineering design
9.607	Fire Pump Room	600	1	600	double doors to outside
9.608	Fire Command Center	250	1	250	
9.609	Rooftop Mechanical Penthouse	2,500	1	2,500	estimate - to be sized by engineering design
9.610	Emergency Generators	360	2	720	2 generators, inside
9.611	Cooling Towers*	1,200	1	1,200	outside
9.612	Transformer*	400	1	400	outside
	Subtotal			11,110	excludes outside space (*) in total
	x department grossing factor			1.10	
	Subtotal DGSF			12,221	

JACKSON COUNTY

DETENTION CENTER



APPENDICES

APPENDIX A: STEERING COMMITTEE MEMBERS

JEAN PETERS BAKER	County Prosecutor
DAVID BYRN	Presiding Judge, Sixteenth Judicial Circuit
DARRYL FORTE	Sheriff
THERESA GALVIN	Chair of County Commission
FRANK WHITE	County Executive

ADVISORS

BRIAN GADDIE	Director of Public Works
TROY SCHULTE	County Administrator
DIANA TURNER	Director of Corrections

APPENDIX A | STEERING COMMITTEE MEMBERS
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APPENDIX B: DIAGRAMS

APPENDIX B | DIAGRAMS

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