



# ***DUBOIS COUNTY JUSTICE STUDY***

May 29, 2019



Prepared for  
Dubois County Board  
of Commissioners

**RQAW**  
ARCHITECTURE

**INDEX**

Introduction and Process..... page 3  
Executive Summary..... page 7

**Appendices**

Appendix A: Data & Projections.....page 20  
Appendix B: Existing Space Evaluation.....page 99  
Appendix C: Architectural Space Program.....page 126  
Appendix D: Podular Design.....page 178  
Appendix E: Conceptual Design.....page 193  
Appendix F: Staffing & Operational Costs.....page 209  
Appendix G: Statement of Probable Cost.....page 214  
Appendix H: Anticipated Project Schedule.....page 219  
Appendix I: Jail Inspection Reports.....page 222  
Appendix J: Questionnaires & Meeting Minutes.....page 298  
Appendix K: Regional Jail Letters (HB1263) .....page 375  
Appendix L: Federal Performance Based Detention Standards.....page 380

### ACKNOWLEDGEMENTS

The preparation of a study of this nature and scope requires a great deal of cooperation and time by county officials, criminal justice system personnel, interested citizens and committee members. The RQAW Jail Planning Team would like to give special recognition to everyone who participated and contributed to this effort by including their names in this Acknowledgement section.

#### Justice Study Committee

Chad Blessinger, County Commissioner  
Elmer Brames, County Commissioner  
Nick Hostetter, County Commissioner  
Jerry Hunefeld, Council Member  
Judge Mark McConnell  
Judge Nathan Verkamp  
Gregg Schnarr, County Attorney  
Tom Kleinhelter, Sheriff  
Jennifer Lampert, Probation  
Megan Durlauf, Director of Community Corrections  
Anthony Quinn, Prosecutor  
Randy Schnell, Jail Commander  
Sandra Morton, Auditor  
Timothy Demotte, Defense Attorney  
Tamara Humbert, Director of Emergency Management Agency  
Gil Eckerle

## A. Introduction/Overview

RQAW Corporation (RQAW) conducted a Justice Study to determine the immediate and future space needs of the Dubois County Security Center, Community Corrections, Courthouse, and Annex. To conduct this study, the Existing Facilities were documented. Questionnaires were also used to gather qualitative information about existing conditions, staffing, and programmatic uses. Staff interviews were completed (refer to Appendix J for more information) and additional programmatic needs were identified. An assessment of the existing conditions and spaces was performed (refer to Appendix B for Existing Space Evaluation) and then used as the basis for developing the space requirements (refer to Appendix C for Architectural Space Program) and features of the proposed facilities, including the housing Pod and Community Corrections expansion. This information was then utilized to develop floor plans and diagrams (refer to Appendix E) that improves functionality of the departments involved, accommodates immediate space and staff needs and enables Dubois County to satisfy the long-term evolving demands associated with these types of facilities.

## B. Process

In January 2019, RQAW Corporation was retained by the Dubois County Board of Commissioners to study the needs of the justice system. A primary focus of the study was to assess the adult detention needs in Dubois County and how the existing and future needs may be satisfied through the renovation and expansion of the Security Center and Community Corrections. The study also evaluated the existing and future needs of the other components/departments in the Security Center, Community Corrections, Courthouse and Annex building. Several objectives were identified for the study and they include:

- ❖ Interview County officials to gain a clear understanding of the immediate Security Center housing demands and potential future needs as well as determine each department needs moving forward.
- ❖ Collect data from the Security Center and Community Corrections facilities to make logical interpretations of what the needs are for these facilities.
- ❖ Analyze the existing conditions and future space needs of the Security Center, Community Corrections, Courthouse, and Annex.
- ❖ Determine the immediate and projected growth to establish Security Center and Community Corrections requirements to the year 2039.
- ❖ Analyze a phased approach that utilizes and renovates existing facilities as an immediate and short-term solution and new construction as a future and long-term solution.
- ❖ Provide a detailed architectural program for the Courthouse, Annex, Community Corrections, and the Security Center.
- ❖ Assess the current justice system and Security Center statistics including but not limited to the types of crimes, offenders, and classification of Security Center inmates.
- ❖ Review all pertinent data concerning the present Security Center (size, deficiencies, and inspection reports) and assess the feasibility of continued use with renovation or expansion as required for a feasibly economical operation.

- ❖ Estimate probable construction and project costs and staffing projections for the expansion/renovation of the existing Security Center.
- ❖ Prepare and analyze financing and funding alternatives for the construction/renovation and operations of the existing and any proposed facility. (Dubois County engaged Baker & Tilly as a financial advisor to evaluate the County's financial options relative to funding the proposed solutions resulting from the Dubois County Justice Study)
- ❖ Determine the feasibility of housing federal prisoners by contacting pertinent agencies to obtain all requirements for facility eligibility.

To undertake this study and accomplish the stated objectives, a detailed process was followed. The following summarizes the process by which the RQAW Planning Team and the County conducted this study.

The process and this report are organized in two specific phases.

- ❖ PHASE I: HISTORICAL/CURRENT DATA COLLECTION (IDENTIFYING THE PROBLEMS)
- ❖ PHASE II: ARCHITECTURAL PROGRAM/RECOMMENDATION (SOLUTION)

The data collection portion of the report summarizes the input of the data collected reflecting the criminal justice system in place in the County. To support the findings of the data summaries, supplemental information regarding interviews with County officials and project methodologies have been included. The information collected and developed in PHASE I was then used to develop a detailed architectural program that itemizes the general and specific planning issues and conceptual design criteria for the proposed project solution. Additional input through interviews was sought from the Sheriff's Office and Security Center personnel at this stage of the Study as well. Included in PHASE II of the Study are the Conceptual Design documents, Probable Construction Cost and the Operational Costs associated with the proposed project solution.

A detailed outline of the process follows:

### PLANNING PROCESS/METHODOLOGY

#### **Phase I: Strategic Planning**

##### **1. Step 1: Planning Process/Methodology**

The primary objective of the first step of the Study is to provide organization for the process while establishing the goals and direction the County wishes to take in the development of the Study.

- a. Organization/Communication - the Study team shall:
  1. Organize the planning committee (County and Planning Team)
  2. Development reporting and accounting procedures for all aspects of the project
  3. Confirm the scope of the Study
  4. Establish a preliminary schedule
  5. Develop a mission statement for the proposed facilities

6. Develop short- and long-range planning goals.

### 2. **Step 2: Data Collection**

The primary objective of the second step of the Study is to collect and summarize the data and establish the space needs, adult (inmate) population projections, and future inmate classification/characteristics to be used as a basis to determine the detailed architectural program for each element of the project. During this step, a facility analysis will be conducted to inventory and assess the current building's systems, space, staffing, and other elements necessary to complete the assessment. It will also be important to understand the operations and challenges of the existing facility and utilize this information as a planning tool for the proposed facility. The following items will be addressed:

- a. Inmate Population Projections – Develop criteria to be utilized to determine the scale of the space needs, capacity, and services required for adult detention facilities. Elements to consider include:
  1. Interview key criminal justice personnel. Conduct interviews with Judges, Sheriff, Prosecutor, County Commissioners, Probation, and other personnel and county officials
  2. Review demographics and statistical data used to determine the inmate population
  3. Review previous research studies and Security Center inspection reports
  4. Collect Security Center statistics, including but not limited to: average daily population, length of stay by offense, net bookings, felony and misdemeanor inmates, pre-trial, adult males and females in the Security Center, special Security Center populations (weekenders, drug court, etc.) and community corrections (if applicable).
  5. Collect court statistics, including but not limited to court filing and dispositions. Review court processes to determine "local policy" and its impact on the Security Center operation and population.
  6. Review current policies and procedures regarding the Security Center's operations, including classification of inmates, housing inmates outside the County, inmate transportation, and inmate transfer to court.
  7. Determine County census for past 10-20 years and projected growth for the next 20 years
  8. Explore any criminal code revisions that may impact future Average Daily Population (ADP)
  9. Inventory personnel/staffing
  10. Evaluate the impact of programs that are both utilized and not utilized by the County on the existing and future Security Center populations
  11. Evaluate the opportunity to house inmates in other counties' jails and what the impact on the County will be.

### 3. **Step 3: Facility Criteria**

The primary objective of the third step is to compile the data collected in Step 2 into an architectural program that begins to establish the scope of the proposed project. Size, site, character, and cost will be developed in this step.

- a. Facility Evaluation/Program
  1. Review existing facilities and document existing functional and code related deficiencies
  2. Determine operational philosophy of the facility

3. Determine needs/components
4. Establish relationship of components
5. Determine spatial requirements and establish optimum square footage
6. Develop detailed architectural program
7. Compare existing space available versus the project future needs
8. Compare existing cell count versus the component classification and standard requirements. Determine the most appropriate inmate housing mix.
- b. Review and evaluate the existing facilities' ability to accommodate the program
  1. Determine future expansion capabilities
  2. Review standards to which any renovation, renovation/addition must conform. Determine the relative impact on conformance with American Correctional Association standards as compared to local state jail standards.
  3. Perform an analysis of all correctional processes
    - a) Determine where updated processes and procedures may provide efficiencies and cost savings
  4. If it is determined that the existing Security Center is not suitable for expansion/renovation, determine the best future use of the facility.
- c. Develop concept of a new facility to accommodate the architectural space program.
- d. Site Evaluation
  1. Establish criteria to evaluate the suitability of potential sites.
  2. Determine size requirements of site
  3. Determine utility locations
  4. Determine expansion capabilities
  5. Determine site access and provide vehicular and pedestrian separation for law enforcement vehicles and private vehicles
  6. Analyze site cost
- e. Master Plan – Develop conceptual drawings utilizing criteria established above to illustrate:
  1. Renovation and expansion of existing Security Center or another suitable facility
  2. Construction of a new jail
  3. Develop short-term solutions
  4. Develop long-term solutions
  5. Develop approach to phasing construction, if required.
- f. Project Cost Analyses –Prepare cost analyses of each option reflecting all costs associated with the solution, including:
  1. Land acquisition
  2. Demolition
  3. Utility relocation
  4. Site improvement, such as sidewalks and parking lots
  5. Potential Brownfield remediation costs
  6. Landscaping
  7. Construction costs
  8. Furnishings and equipment
  9. Professional compensation
  10. Financing
  11. Develop expense of phased construction and/or inflation factors required because of deferred construction periods.
  12. Develop staffing/operational cost projections for all options.
- g. Funding and Financing Alternatives – Review alternatives for funding the capital costs of construction, as well as long-term, ongoing operational costs.

1. Traditional public financing:
    - a) Property tax-supported bond issue
    - b) Income/Sales tax-supported bond issue
  2. Private Financing
    - a) Public/Private lease
4. **Step 4: Preliminary/Final Report**  
This step is extremely important to the Study Team. It provides the first assemblage of all data accumulated and summary recommendations for the original goals and objectives of the Study for review prior to final recommendations and presentation of the Study document. Present Final Report to the Commissioners. (The Study proposed eight solutions that were narrowed down to two preferred solutions. A final recommendation has not been selected by the Committee at this time.)

### EXECUTIVE SUMMARY

RQAW Corporation was charged with working with a Justice Study Committee to determine the physical space/operational needs of the Dubois County Security Center, Community Corrections, and Justice System. It was then the task of RQAW, as Architects and Engineers, to develop a facility design (addition and/or renovations) that would meet the determined needs and improve the functionality and operations of the Dubois County Security Center, Community Corrections, and Justice departments.

### JUSTICE STUDY COMMITTEE MISSION STATEMENT

The Committee is dedicated to exploring and advocating for needed improvements to the Dubois County Criminal Justice facilities and providing ideas for a system of justice focused on victim rights, community safety, and participant rehabilitation with deep consideration for financial constraints. We will accomplish this through a study of our existing system, use today's data to project for future needs and collaborate to determine the best course of action for the benefit of Dubois County citizens.

### DATA AND STATISTICS

As mentioned in the process description, RQAW first collected data and interviewed key personnel and County officials to gain a clear understanding of the immediate jail housing demands and potential future needs. Generally, all statistical information gathered shows that the factors that impact the Security Center's population have been increasing. Since 2000, Dubois County's population has increased seven percent (7%). When considering factors like the completion of the I-69 corridor to Indianapolis, an increase in manufacturing jobs and other county investments meant to attract people to Dubois County, there is no indication that the population will decrease over the next twenty years. Dubois County's population is on pace to break 50,000 in the next 20 years and could see an even bigger increase if the County attracts more manufacturing jobs. Historically, Dubois County has been an employment center for the region, and as mentioned, this could increase employment, therefore, increasing population. While an increase in population does not always mean an increase in jail population, it is typically an indicator it will not decrease.



Similarly, the Security Center statistics show that the facility population has been increasing and will continue to grow. Although male admissions have been up and down in the past 20 years, the average length of stay has continued to increase. Refer to Appendix A for more information on Data and Statistics. Since the House Bill 1006 became law in 2015, criminal misdemeanors continue to rise as felonies seem to be slightly decreasing. The number of criminal misdemeanors has increased by 28% since 2000 and 22% in the last 5 years. As stated previously, the Security Center's population has been rising as well. In the last three years male admissions have risen by 13% while female admissions have risen 18% in the last four years. Community Corrections has seen a significant increase in population in every program but juvenile and adult Community Service. The total pre-trial population (Electronic Monitoring, Day Reporting, Work Release) for the facility has grown by 51% in the past 5 years. Additionally, the Work Release program has grown by 30%, Electronic Monitoring has increased by 25%, SCRAM (Continuous Alcohol Monitoring System) has increased by 13%, and lastly, Day Reporting has grown by 54%. The growth in female population has a lot to do with the increase we are seeing in each of these programs. This has caused the female dormitories to constantly be overcrowded and over capacity.

### EXISTING FACILITY OVERVIEW

RQAW spent a considerable amount of time evaluating the Dubois County Security Center and interviewing personnel to better understand the opportunities and challenges of the existing facility. The existing facility has been obsolete for quite some time now. It was built in 1990 to hold 52 inmates, but since has been expanded by double bunking some of the cells to a total rated capacity of 84 beds. The facility has a classification threshold of 67 (80% of rated capacity) and has been under capacity (84) for only one year since 2005. The facility was designed using a linear cell pod concept. This operationally inefficient pod layout does not allow for direct lines of sight from the control room and requires additional staff to operate. Support spaces such as recreation, medical, visitation and programming are not within easy access of the detention housing areas and require considerable inmate movement and staff supervision. Female housing units are located at one end of the facility and without clear sight and sound separation in the male housing areas it is not feasible to provide additional female housing for an ever-growing female inmate population. The intake/booking lacks a central observable control point with holding cells lined up along the main hallway. There are eight (8) similarly sized housing blocks for the males and two for the females, and this limits the ability of the staff to properly classify the inmates. There is also need for a body scanner to ease the booking process and minimize introduction of contraband into the Security Center. The facility also lacks a dedicated medical area with nurse/exam spaces and isolation cells. Provision of a negative-pressurized medical area will allow for more effective treatment, isolation and prevention of transmission of communicable illnesses. Other general spatial deficiencies identified were lack of adequate spaces for programs, laundry, kitchen, attorney visitation, video arraignment/court and administration. These evaluations are further clarified in Appendix B.

During this Study, RQAW also investigated the Community Corrections facility. The common entry lobby for participants and visitors is problematic and needs to be separated for efficient operation and control. The repurposing of the search area restrooms requires that searches are sometimes conducted in

the lobby in full view of the public. The female dormitories are over capacity and to meet the needs of the County, a storage room has been converted into a female dormitory. This space was not designed as a dormitory space and lacks the necessary HVAC and natural light requirements. The increase in the female population has also resulted in the female restroom and laundry room facilities being insufficient for the number of participants living there. Three of the existing five (5) classroom spaces have been converted into an Advisory Board Room, a Drug Court Office, and two additional offices. Administration work areas have been converted onto small offices and additional office space is required for efficient operation and administration of the many programs overseen by the staff.

The existing Courthouse and Annex currently contains several components of the local County government including Auditor, Treasurer, Assessor, Recorder, Clerk, Courts, Probation, Public Defender, Emergency Management, Prosecutor and Commissioners. The Courthouse is a three-story historic structure with a basement that holds most of the records for the County. Due to the nature of the facility and the challenges with modifying/renovating it, most of the departments in the Courthouse are not operationally ideally planned and are lacking in adequate space for current and future growth needs. Lack of adequate security was another major issue brought up by most departments. Space for provision of controlled access with a dedicated security scanning station is required. Other issues identified in the Courthouse are lack of public restrooms on the first floor and highly visible inmate movement to the Courts.

The Annex building is in good condition and the departments located there have adapted with the spaces available but could benefit from reorganization/ relocation from an operational/efficiency/access point of view.

The spaces in each of the departments were evaluated, rated and modified to provide the recommended space needs for optimal efficiency and adequate anticipated growth over the next twenty (20) years. The architectural program determined the existing square footage of the spaces and based on the rating system and industry standard spatial requirements modified it to an adjusted square footage that is appropriate for the particular space to function efficiently. The Net Square Footage (NSF) is the total usable square footage in a space while the Gross Square Footage (GSF) includes the walls, circulation, etc. These programmatic evaluations and space standards are further defined in Appendix C.

### EXISTING FACILITY MAINTENANCE CHALLENGES

The linear cell pod layout used in the existing Security Center with the access to toilet chases built into the corner of each cell is a maintenance challenge. It requires all inmates be locked down or relocated while any maintenance is being done in the cells or dayrooms and all equipment and tools accounted for when maintenance personnel leave the area. Sliding steel bar door controls are located in the hallways and are outdated and require constant maintenance. Use of non-detention grade sprinkler heads in detention areas, inefficient lighting and HVAC, and general age of the facility require constant attention under challenging access conditions.

These items, along with some of the programmatic deficiencies, have been categorized and documented on the graphic floor plan and in the photos in Appendix B.

### EXISTING FACILITY ANNUAL JAIL INSPECTION REPORTS

The annual Jail Inspection Reports conducted by the Indiana Department of Corrections for the years 2014 through 2018 were reviewed. In 2014, the Department stated they, “STRONGLY recommended that the commissioners provide additional nursing hours. Contracting nursing hours will enhance policies and procedures and avoid custody staff from making critical decisions pertaining to inmate care and treatment. Adding nursing hours will greatly reduce the counties liability and reduce total medical cost.” Besides continuous overcrowding and lack of program spaces, the reports also indicated that from 2014 through 2017 the Security Center was understaffed. In 2018, the Sheriff stated that they had conducted a staffing analysis and that two additional custody staff would be hired.

### PROGRAMMING, MENTAL HEALTH AND OTHER SUPPORT SPACES

Several programmatic needs were identified as well. The existing correctional facility significantly lacks space dedicated to mental health and programming. There are significant efforts to focus on rehabilitation for those in jail and a major part of this focus involves treatment and other programs. These programs include but are not limited to church, GED, Alcoholics Anonymous, Narcotics Anonymous, JPAC, and other addiction programs. According to the Jail Inspection reports, the Security Center has tried to implement a GED program for the last 5 years but has yet to do so. Because of the existing facility design, many of these programs cannot be implemented because of space limitations. Currently there is only one classroom that can be utilized by the inmates.

One of the best opportunities that the County has to slow the growth of the Security Center’s population is through a reduction in recidivism and these drug related programs can play a significant role. There are anecdotal reports that a lot of the crimes, other than direct drug offenses (possession, dealing, etc.), are drug related. Crimes like theft and assaults often are the result of the drug epidemic, including meth and opioids. Therefore, a focus on space where these drug treatment related programs can be effectively administered, in a more therapeutic environment, should be included in any future designs. Proper classification and abundant classroom spaces for programs will enable the professional staff to administer evidence-based programming that is shown to reduce recidivism.

Since 2010, Indiana has lost ninety (90) mental health beds, which accounts for ten percent of the mental health beds that were available in 2010. This deinstitutionalizing of the mentally ill and closing of mental hospitals has had a significant impact on county jails. Judges and Sheriffs have been faced with having to “lock up” the acute mentally ill in the interest of public safety because there is currently no other option. There needs to be better options for these people and a jail expansion alone will not solve this problem. However, in the meantime, there is a need for additional padded cells and meeting space for counselors, case managers and the inmates they serve.

## DUBOIS COUNTY JUSTICE STUDY

---

Additional space that the facility would benefit from includes jail staff offices (classification officer, booking clerk), more video court holding including inmate toilets, space for a body scanner, additional fingerprinting/mugshot in booking and additional attorney/client meeting space located closer to housing.

### PROPOSED SOLUTIONS

The proposed solutions presented here are developed from the deficiencies identified during the evaluations of the Dubois County Justice System (Refer to Appendix B). They address the immediate spatial needs of the various county departments and provide for potential growth over the next twenty (20) years. The elements incorporated in these solutions utilize the latest trends in facility design with a focus on flexible spaces, staffing efficiency, energy efficiency and adaptability for possible future changes in legislation, programs and incarceration/treatment philosophies.

Indirect supervision podular housing design with complete sight and sound separation between dayrooms and an elevated centrally located control room has proven to be staff and operationally efficient. Depending on the type of housing (cells vs. dormitories), between 250 and 300 inmates can be housed in a single pod, meeting the twenty (20) year projected needs of the County. Complete sight and sound separation between multiple smaller classification dayrooms of varying bed capacities will allow for males and females to be housed within the same pod. This will give the staff the ability to move inmates between dayrooms depending on population without loss of bed capacity due to classification inefficiency. Maximizing the number of inmates around a single control point and providing for multiple support spaces in the housing pod, minimizes inmate movement and the staff involvement in moving inmates between housing and the support spaces. Direct visibility into the dayrooms and the cell fronts is achieved through one-way glass from the second level control room. The indoor-outdoor recreation spaces will also be observable from this location as well. The cell blocks would generally consist of prefabricated, steel, tiered cells or dormitories coated in polyurea with a mezzanine walkway. The cells are positioned so that a continuous rear mechanical chase, outside the secure perimeter, is available for easy maintenance. Extending from the elevated control areas will be an elevated corridor with one-way glass for observation into other components like programming spaces. Other dormitory housing for programs, inmate workers etc. can be provided separate from general population in the renovated existing facility.

All new and renovated facilities will incorporate the use of durable low maintenance materials, energy efficient lighting and thermal comfort systems.

### PROJECT SCOPES

The following scopes were developed to respond to the operational and programmatic needs that were determined through the existing space evaluation, data collections, and interviews. Combinations of these scopes were then used to create the different options (eight total, two preferred).

### **SCOPE 1: A new housing Pod is located behind the Security Center and the existing Security Center is renovated.**

The existing Security Center is outdated and in need of immediate renovation. The renovation of the existing facility will allow for additional administration offices, JPAC, Medical Offices, a larger Kitchen, programming spaces, expanded intake and booking, a larger public lobby, trustee housing, and attorney visitation rooms. While the housing Pod is being built, the existing Security Center can maintain operations during construction. This will allow for an easier transition from the old facility to the new housing Pod. The housing Pod will be able to sufficiently house the Security Center's population for the projected twenty (20) year needs, accounting for proper classification. Additionally, this scope addresses the administrative space needs and the important programming spaces that enable rehabilitation focused activities.

❖ Estimated Construction Cost \$20,700,000

### **SCOPE 2: Community Corrections is expanded.**

The existing Community Corrections facility is overcrowded and needs expansion. This expansion would fix many of the issues currently plaguing the facility. There would be an additional female dormitory connected to the existing female dormitory to address the female population overcrowding. This would add twenty-four (24) beds, a laundry room, a larger dayroom, and an additional restroom for the women. The men's dormitory would gain an additional forty-four (44) beds and a restroom. The facility lacks classroom space due to several of them having been previously repurposed. Therefore, this expansion includes five (5) additional classrooms. Lastly, administration offices would be added west of the existing offices. These new spaces also provide for additional expansion space for Community Corrections.

❖ Estimated Construction Cost \$3,000,000

### **SCOPE 3: Dubois County purchases the Old National Bank. The Courts, Clerks, Probation, and Annex departments move to the Old National Bank.**

The Old National Bank is a beautiful facility that could easily accommodate the Courthouse and Annex departments. There is sufficient space in the facility that could allow for all of the twenty (20) year projected growth for the Courthouse and Annex departments. Because of the good condition of the building, this scope would require limited renovation and therefore, each department would generally be able to move right into their space. This scope will also alleviate the space deficiencies in the Courthouse.

❖ Estimated Construction Cost \$4,000,000

### **SCOPE 4: Dubois County purchases the Old National Bank. The Courts, Clerks, Probation, Annex departments and Security Center move to the Old National Bank. A housing pod is located behind the Old National Bank and a parking garage is placed in the front parking lot.**

Having all or most of the judicial system components in the same building is the most ideal situation for operational efficiency. The Old National Bank can accommodate every department and have room for future growth. The building is in very good condition and would not require much renovation for this scope. However, this option comes with many different obstacles as well. It has been challenging in the past to

gain community support for a project that locates a detention facility in the heart of a city. The current zoning designation for the property does not allow for such a building and therefore, a variance would be needed for the new housing pod. Because the new housing pod will be located on an existing parking lot, a parking garage will need to be in the front parking lot of the existing site to provide additional parking. This parking garage could help the city with their ongoing need of more parking near the courthouse square. In consideration of this scope, future expansion of the detention facility should be considered. The most obvious option for the housing pod expansion, without considering the option of acquiring more property and closing streets, is vertical. This type of expansion would be expensive and is much harder for the staff to manage.

- ❖ Estimated Construction Cost \$30,800,000

**SCOPE 5: Dubois County buys the land in front of the Community Corrections building. The county builds a new Courthouse that accommodates three (3) Courts, Clerk's office, and the Probation Department.**

The Courthouse was not originally built for all the departments and courtrooms that it now accommodates. This has caused crowded offices, small jury rooms, security issues, and other space related problems for the employees working there. Building a new courthouse next to the existing Security Center and Community Corrections could be an excellent solution for space needs and also to improve operations. This scope would take the Courts, Clerk's space, and Probation out of the Courthouse and give that space to the remaining departments that need additional space. The new courthouse could also be connected to the new housing pod and therefore, be significantly more operationally efficient when transporting inmates to court. Overall, this scope would take care of inmate transportation issues and the overcrowded Courthouse and Annex.

- ❖ Estimated Construction Cost \$8,000,000

**SCOPE 6: Dubois County builds a Judicial Campus on a green field site. A new Community Corrections, Security Center, and Courthouse / Annex are built next to each other creating a Judicial Campus at a new location.**

The existing facilities for the Security Center, Courthouse and Annex are not large enough for the existing and future needs of the County. One option is to build completely new facilities that could last into the distant future by not only providing for the projected need but also being specifically designed for future expansion. This would allow all the judicial system components to be near one another and thereby enhancing operational efficiencies. This will eliminate or significantly reduce the transportation and security issues. While this may be the most ideal option, there are also some concerns. The Community Corrections facility was built not too long ago and is in good condition and therefore, community support for building a new facility for this function could be a challenge. The cost of building all new, specialized justice facilities and acquiring the property will be significant. This could be done in a phased approach and might include the Security Center and Community Corrections facilities being built first. Once those are constructed, the County can determine the timing for the construction of the Courthouse / Annex building. In terms of long-term planning and expansion opportunities, a Judicial Campus may be the best option but it also the costliest.

- ❖ Estimated Construction Cost \$47,000,000

**SCOPE 7: The Courthouse and Annex remain the same. Once a new building becomes available for sale, the County purchases it.**

This option does not immediately change the issues in the Courthouse or Annex. The departments have made due with what they have and should be able to continue for the very near future. There are some risks with this option as well. The most significant is that in the next ten (10) years, a building that meets the requirements of all the departments may not come available. If that is the case, there is still the option of building a new facility on top of the hill south of the Security Center.

- ❖ The cost of this option cannot be determined at this time.

**These costs include contingencies typically associated with a conceptual level of design. Construction and Occupancy Related Soft Costs are not included and could range from 25% to 35% of the Hard Construction Costs. These Soft Costs are in addition to those noted for the Hard Construction, and are associated with financing costs, design services, furniture/equipment and staffing/operational etc.**

### DELIVERY OPTIONS

When discussing scopes and preferred options, it is also important to consider Delivery Options. Delivery Options are different ways for the County (the Owner) to deliver a project, or in other terms, build their project. Each of the options have benefits and it is the responsibility of the Owner to determine which of the options is the best fit. Below is a brief description of each of the options.

- ❖ **Design – Bid – Build:** The Owner selects an Architect/Engineer who prepares the drawings and specifications for the project. The Architect/Engineer is responsible for releasing the contract documents for bidding and assisting the Owner in receiving bids. Once the bids are received, the Owner selects the General Contractor (typically the lowest / most qualified bidder) and awards the bid. The General Contractor is responsible for managing all the scopes of work and managing all of the subcontractors. The Architect/Engineer observes construction on a periodic basis for compliance with the contract documents. With this delivery method the Architect/Engineer and the General Contractor have individual contracts directly with the Owner.
- ❖ **Design -Build:** The Owner hires a design criteria developer and appoints a technical review committee. A request for qualifications is published for Design – Build firms. Qualifications are scored by the technical review committee to determine the most highly qualified Design – Builders. The Design-Builders then submit qualitative and price proposals. The “Best Value” proposal is accepted. The Design-Builder completes the

design and constructs the building. In this delivery method, the Architect/Engineer of Record has a contract with the Design-Builder and not the Owner. The cost of the project delivery is fixed and therefore, cost overruns are limited.

- ❖ **Design – Build – Lease Back:** This system is the same as above, except the Owner would lease the building after it is constructed.
- ❖ **Build Operate Transfer (BOT):** A BOT is a public/private project delivery method. It allows a private developer to finance, design and build a public facility for any public entity. The client still works with the Architect/Engineer to develop the design to meet their needs, but the contractor and designer are engaged with each other from the beginning. Once a scope and cost are developed, the private developer and the client agree to terms, including a fixed price and schedule. There is a complete transfer of risk to the developer and there are no change orders allowed, unless client requested. There are several financial benefits, including but not limited to the client not making any payments until the project is delivered.
- ❖ **Construction Manager as Advisor (CMa):** CMa allows the Owner the opportunity to have a contractor at meetings during design. The CM helps evaluate construction systems, market conditions and constructability so that the client is getting the best value and attracting the “right” contractors to the project. The CM is responsible for breaking up the design, once complete, into different bid packages (electrical, sheet metal, HVAC, plumbing, site, general trades, etc.). Once the bids are evaluated and awarded (typically the lowest/most qualified bidder), the CM is responsible for managing the project much like a General Contractor (GC). Rather than a GC holding all of the subcontracts (and marking each of them up), the Owner holds multiple prime contracts and the CM is paid a fee (typically a preconstruction fee + a percentage of construction costs).
- ❖ **Construction Manager as Constructor (CMc):** This delivery method is similar to CMa except the CM provides the Owner with a Guaranteed Maximum Price (GMP) thereby transferring the risk of cost overruns to the CM.

Further discussions will determine if the Owner would like to implement any of these systems.

## RECOMMENDATIONS

### OPTION #1

Option 1 includes renovation/expansion of the Security Center and Community Corrections facilities and the construction of a new Judicial Center adjacent to Community Corrections (refer to Appendix E – Conceptual Design, for more information).



The Security Center will be renovated for additional administration offices, programming spaces, JCAP, medical offices, a larger kitchen, expanded intake and booking, a larger public lobby, and additional attorney/client rooms. Creating programming, mental health and rehabilitation spaces inside the renovated Security Center will enable opportunities to reduce recidivism. The existing facility does not have sufficient space to accommodate these types of programs. One such opportunity is the Jail Chemical Addiction Program (JCAP) and it focuses on treating individuals while they are detained. Inmates whose cases are pending apply to participate and if accepted, spend at least ninety (90) days in a segregated area where they receive intensive therapy. In addition to cognitive behavioral therapy, participants receive life skills, mentoring, group counseling, as well as attending Narcotics Anonymous meetings.

Another key component to Option 1 is providing enough housing for the projected twenty (20) year need (approximately 270 beds). In order to accommodate this, this option proposes constructing an indirect supervision housing pod of approximately 270 to 300 beds around one central control point (refer to Appendix D – Podular Design). The housing pod will not only include tiered cells (2-man and 4-man) and dormitories, but also inmate support areas like programming spaces, an indoor/outdoor recreation area, exam rooms and attorney/client meeting spaces. Not only does the support spaces' proximity to the housing areas improve inmate safety, it also increases operational efficiency.

Community Corrections would also be expanded due to overcrowding and the need for future growth. This would add twenty-four (24) beds, a laundry room, a larger dayroom, and an additional restroom for the women. The men's dormitory would gain an additional forty-four (44) beds and a restroom. The facility will also be adding administration offices as well as classrooms in the expansion to accommodate immediate and future needs. Adding flexible spaces that can be used for multiple types of activities is an important aspect of the proposed concept that will enable Community Corrections to adapt as necessary for future programmatic requirements.

To accommodate all the space needs for the County's judicial functions, this option proposes building a new Judicial Center. The new facility would accommodate at least three (3) courts, the Clerk's office and Probation. The new facility would offer connectivity to the Security Center and Community Corrections, vastly improving transporting and operational efficiencies. The existing courthouse departments that remain will be able to expand into the vacated spaces, thereby accommodating their space needs. Because the proposed Judicial Center to be built on existing parking, a new parking lot will need to expand to the north.

The intent of this design option is to limit the amount of movement for staff and inmates. By doing so, the required staff is kept to a minimum and inmate/staff safety is maximized. This is further enhanced by the opportunity to keep all inmates in Dubois County, thus limiting the need for transport officers to travel out of County. The data from the caseloads indicates that the County has a potential need for a third court that could help with the processing of inmates through the justice system. By processing the inmates more efficiently, the County should be able to limit an increase in the average length of stay and therefore, extend the suitability of the twenty (20) year projected housing need (270).

❖ Estimated Total Project Cost \$43,100,000

### OPTION #2

Option 2 includes Dubois County buying the Old National Building and locating the judicial functions (courts, Clerk's office, Probation), the Annex departments and the Security Center in the building. Each of these departments will receive their proposed square footage and have room to accommodate future growth. The extra space inside of the Courthouse will be used for the remaining departments to expand. The Annex building will no longer be needed. The Security Center's administration offices, including the Sheriff's Office move into the first floor of the facility and a housing pod is located behind (to the east) the bank building. This new construction will remove existing parking from the site and therefore, a parking garage is proposed at the front of the building. A new parking garage will also help with the limited available parking close to the courthouse. This option should also alleviate most transportation issues and improve operational efficiency for the entire judicial system.

It must be noted that there are obstacles regarding this option's location and future growth opportunities. The Old National Bank is currently surrounded by residential housing and the community may not support utilizing this site for a detention facility. This option also limits the options for future expansion. As mentioned before in the scope descriptions, a vertical expansion for housing may be the only option. One purpose of this study is to provide the County with a planning document for immediate and twenty (20) year justice needs. While this option accommodates this scope, it is foreseeable that there could be an expansion challenge beyond the twenty (20) year projected needs.

For Option 2, Community Corrections would also be expanded due to overcrowding and the need for future growth. This would add twenty-four (24) beds, a laundry room, a larger dayroom, and an additional restroom for the women. The men's dormitory would gain an additional forty-four (44) beds and a restroom. The facility will also be adding administration offices as well as classrooms in the expansion to accommodate immediate and future needs. Adding flexible spaces that can be used for multiple types of activities is an important aspect of the proposed concept that will enable Community Corrections to adapt as necessary for future programmatic requirements.

❖ Estimated Total Project Cost \$50,800,000

### CONCLUSION

Through this study, including statistical review, interviews and evaluations, it is apparent that the Justice Center population of Dubois County is not going to reduce and that there are serious classification and programming space issues with the existing facility. The rated capacity of the existing Security Center is 84. Recent bed counts have been as high as over 100. Many of the support functions within the Security Center, including Booking, Administration, and Programming spaces, are severely overcrowded, or do not have space to adequately function. There is no medical area in which to treat inmates adequately. The projected twenty (20) year needs indicate a bed count between 240 and 270, with full complement of support functions.

With both of these options, Video Arraignment should be implemented within Courts and new housing Pod. The technology uses a two-way interactive video system to connect judicial proceedings conducted with parties at remote locations, thereby eliminating the need to transport prisoners to court. Benefits include enhanced security as a result of reducing or eliminating the need for prisoner transports and expediting the arraignment process. This will save time and money and reduce the County's risk and liability. A typical 90-minute arraignment session of multiple inmates could be finished in as little as twenty (20) minutes.

Most of the departments in which this Study focused on are, in general, short on space. Staff are operating out of spaces that their department has either out-grown or is currently outgrowing. Each building that was studied had different types of needs and issues that were taken into consideration. The identified needs include:

- ❖ Conference rooms for meetings, work sessions, and training
- ❖ Video Arraignment
- ❖ Overcrowded offices
- ❖ Adequate staff restroom facilities separate from the public
- ❖ Additional Attorney Client rooms
- ❖ Additional offices for future employees (Public Defender, Human Resources)
- ❖ Better measures taken for security of spaces
- ❖ Adequate space for workstations
- ❖ Insufficient Technology (Courthouse, Correctional Facility)

Multiple potential sites were identified and analyzed for possible use: the existing Old National Bank, behind the existing Security Center, a greenfield site, and on top of the hill South of the Security Center.

### SITES THAT WERE REVIEWED BUT NOT SELECTED FOR FURTHER CONSIDERATION INCLUDE:

- ❖ K-Mart Shopping Center
- ❖ Fifth Street Elementary School

It is anticipated that Option #1 will have a total project cost of approximately \$43,100,000 and Option #2 will be approximately \$50,800,000 (Refer to Appendix G for more information). Both options will require an estimated annual operational budget increase of \$516,000 by year ten (10) and \$950,000 by year twenty (20) (Refer to Appendix F for more information). These amounts are preliminary budget numbers and should be updated periodically due to forecasted escalation in the construction market (tariffs, limited resources, etc.).

The proposed solutions (Option #1 and Option #2) not only address all these items but do so in the most operationally efficient manner. The spaces that are proposed will not only provide for future space needs, enhance the opportunity to reduce recidivism but will also increase staff and inmate safety, improve ease of maintenance, and meet the short-term and long-term detention housing needs of the County.

*Appendix A: Data & Projections*

---



# Data & Projections

## Dubois County Justice Study



## DUBOIS COUNTY JUSTICE STUDY PRELIMINARY FINDINGS: SECURITY CENTER POPULATION

- Average Daily Population has steadily increased in the last 5 years and now sits at an average of 91 as of 2018.
- To properly house 90 + inmates, there should be 20% more beds than inmates in the housing areas. This accounts for classification inefficiency.
- Therefore, the current need is around 113 housing beds ( $113 \times 80\% = 91$ ).
- Classification inefficiencies exist because the number of available beds in a particular housing unit will rarely match the number of inmates that should be housed in that unit. (Classification Threshold = 67.5 / Capacity = 84)



## **DUBOIS COUNTY JUSTICE STUDY PRELIMINARY FINDINGS: SECURITY CENTER**

- Average Length of Stay in the Security Center has risen 13% in the last 5 years and 37% in the last 10 years.
- Average Daily Population has steadily increased by 16% in the last 5 years.
- In the last three years Male admissions have increased and decreased in the last 8 years. Since 2010, Male admissions has decreased by 4%. Since 2013, Male admissions has increased by 20%.
- Female admissions in the Jail are rising faster than the Total Jail Population and have increased by 20% in the last 8 years and 32% in the last 5 years.



## DUBOIS COUNTY JUSTICE STUDY PRELIMINARY FINDINGS: COURTHOUSE DATA

- Felony probation has decreased more than 54% in the last 5 years, while Misdemeanors have steadily increased.
- Criminal Misdemeanors on probation have increased 6% in the last 10 years, but have increased 28% in the last 5 years.





## **DUBOIS COUNTY JUSTICE STUDY PRELIMINARY FINDINGS: COMMUNITY CORRECTIONS**

- Work Release populations have increased 30% since 2013.
- Electronic Monitoring has increased by 25% since 2013.
- SCRAM has increased by 13% since 2013.
- Day Reporting has grown by 54% since 2013.
- Pre-Trial average length of participation for Community Corrections has increased 102% since 2013.
- The only program that has not grown in population is the adult and juvenile Community Service program.



## **DUBOIS COUNTY JUSTICE STUDY PROJECTIONS:**

- Average Daily Jail Population will continue to grow to as high as 210 to 225 beds in 2038. (requiring over 250 to 270 beds properly classified).
- Females will become a larger percentage of the total inmate population over time.
- The number of Criminal Misdemeanors has been increasing and is expected to continue to rise.
- Nearly all of Community Corrections program show that they will continue to increase and show no indication that these trends will change.



## **DUBOIS COUNTY SECURITY CENTER IMPACTS:**

- It is not enough to simply build more space to house inmates. The Jail of today and the future does not simply “warehouse” people – efforts are made to rehabilitate. The facility should support these efforts.
- The current and projected Jail population will require up to 270 beds (includes classification factor) to manage the diverse and changing Jail population (acute mental health, recover blocks, honor dorms, juveniles, etc.). This classification can have an impact on reducing recidivism.
- As the number of Females increase, the number of Female inmate classifications will also increase.
- Program and meeting space should be abundant for groups, case workers and counselors. Providing space for programs in a more therapeutic environment can work to reduce recidivism.



## **DUBOIS COUNTY SECURITY CENTER SOLUTIONS:**

- To meet the need for more classifications, the solution needs to include a variety of housing types and housing unit sizes. These include a combination of cells and dormitories with varying bed counts. These will also enhance the housing of those in specialized programs (recovery blocks, etc.).
- To meet the need for additional programs for inmates, there need to be a significant number of flexible program and meeting rooms.
- To minimize the additional staff required to manage the Security Center, the solution should utilize an indirect supervision “podular” design with centralized control rooms that maximizes visibility and minimizes inmate/staff movement.

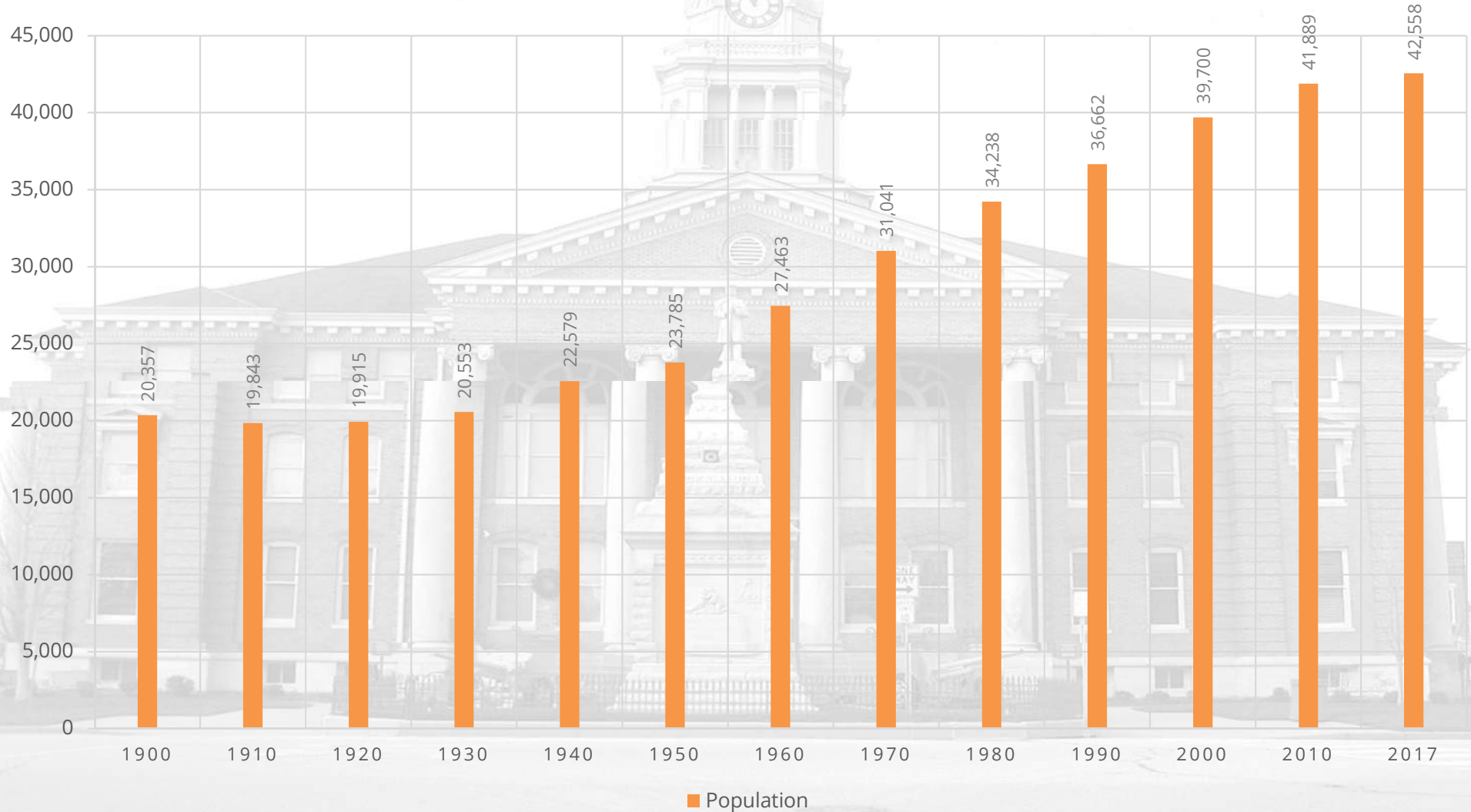


## **DUBOIS COUNTY SECURITY CENTER SOLUTIONS - PROGRAM:**

- Recreation area, padded cells, isolation cells, nurse's stations and video arraignment area accessible to the Pod, which significantly reduces inmate/staff movement.
- Additional space for segregation near the existing intake/booking area.
- Additional storage and staff offices are provided in both options.
- The proposed designs are tailored to Dubois County's specific needs and will serve as a model for future Jails.

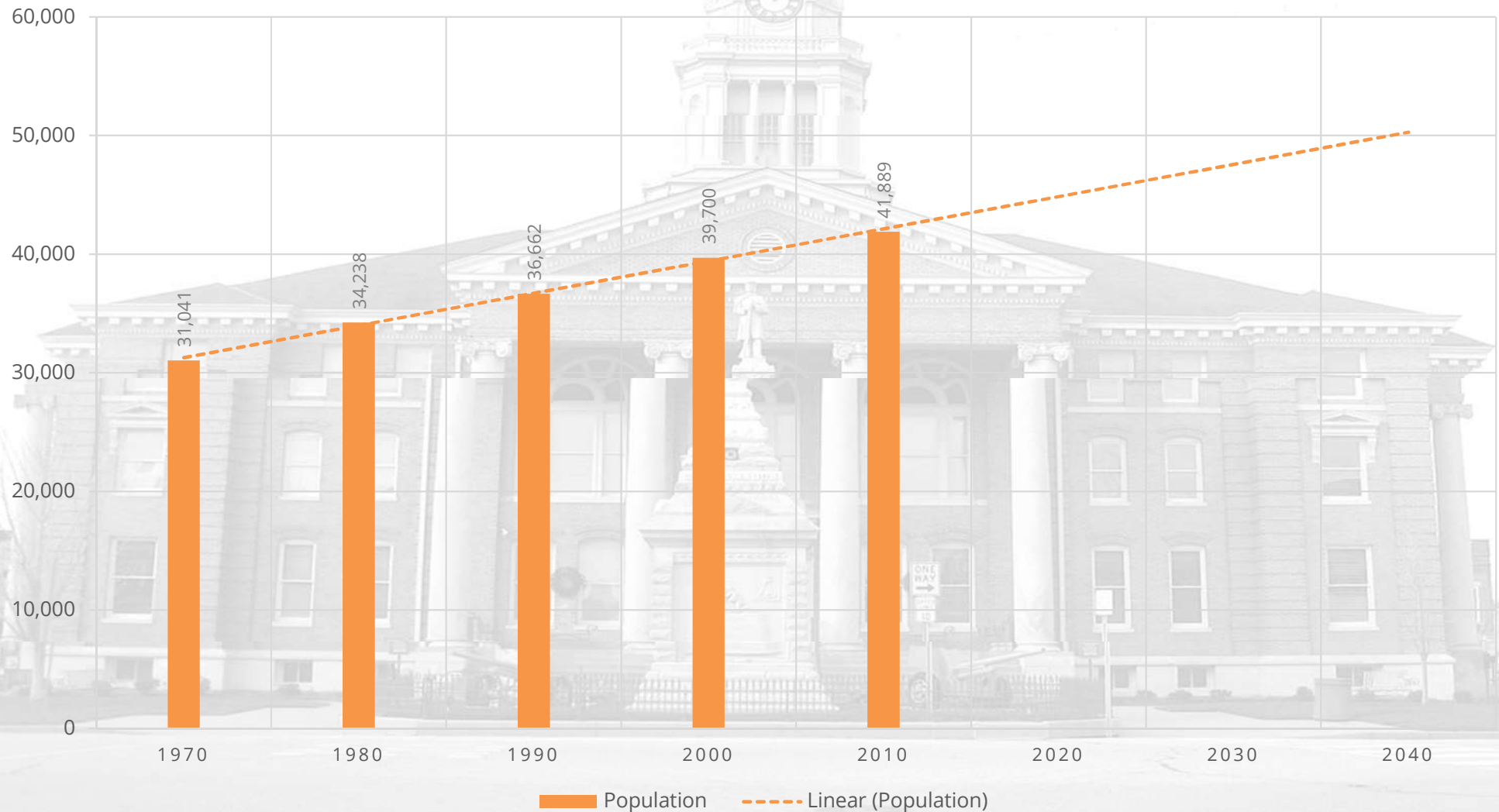


## COUNTY POPULATION





## POPULATION- PROJECTION



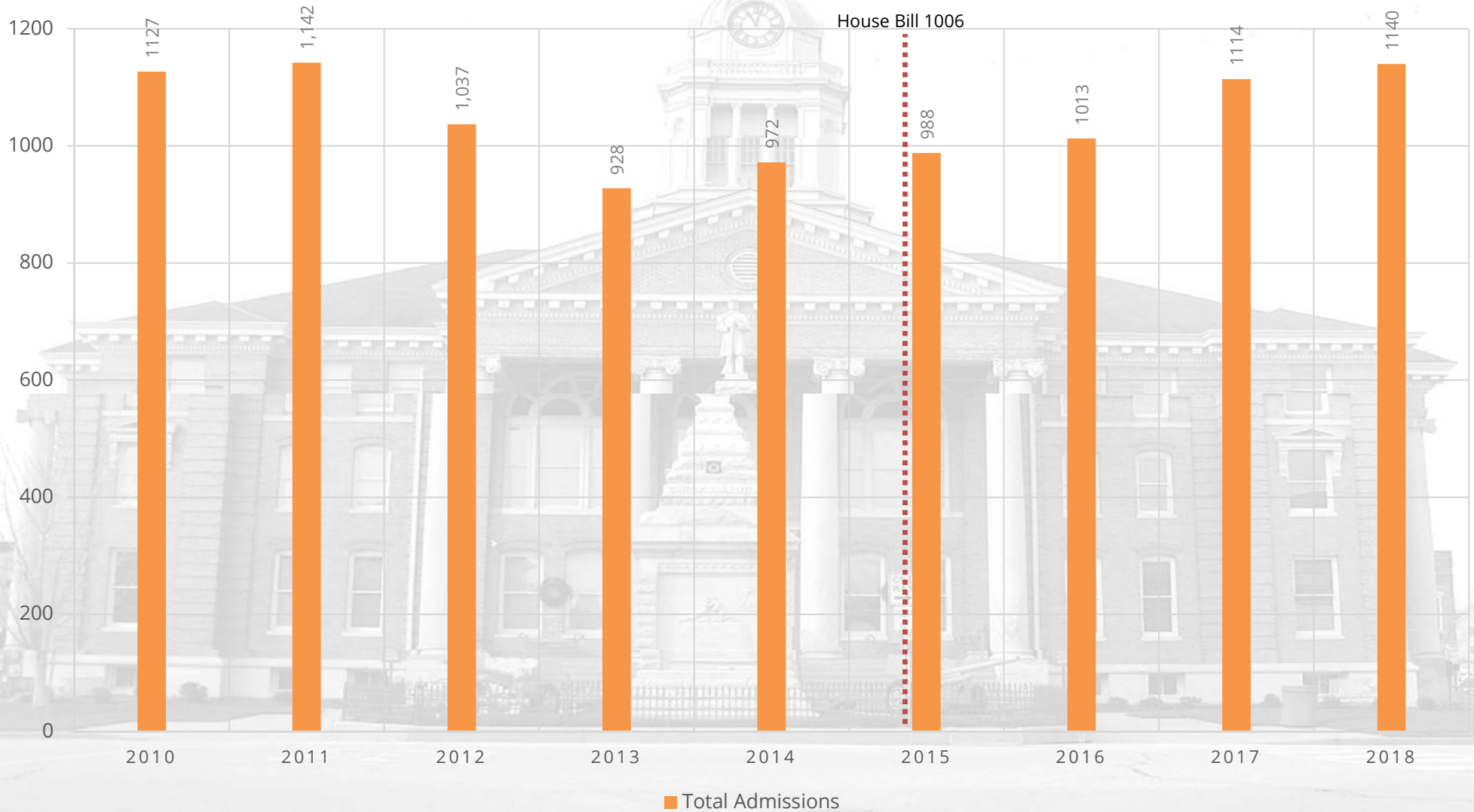


# DUBOIS COUNTY JAIL DATA



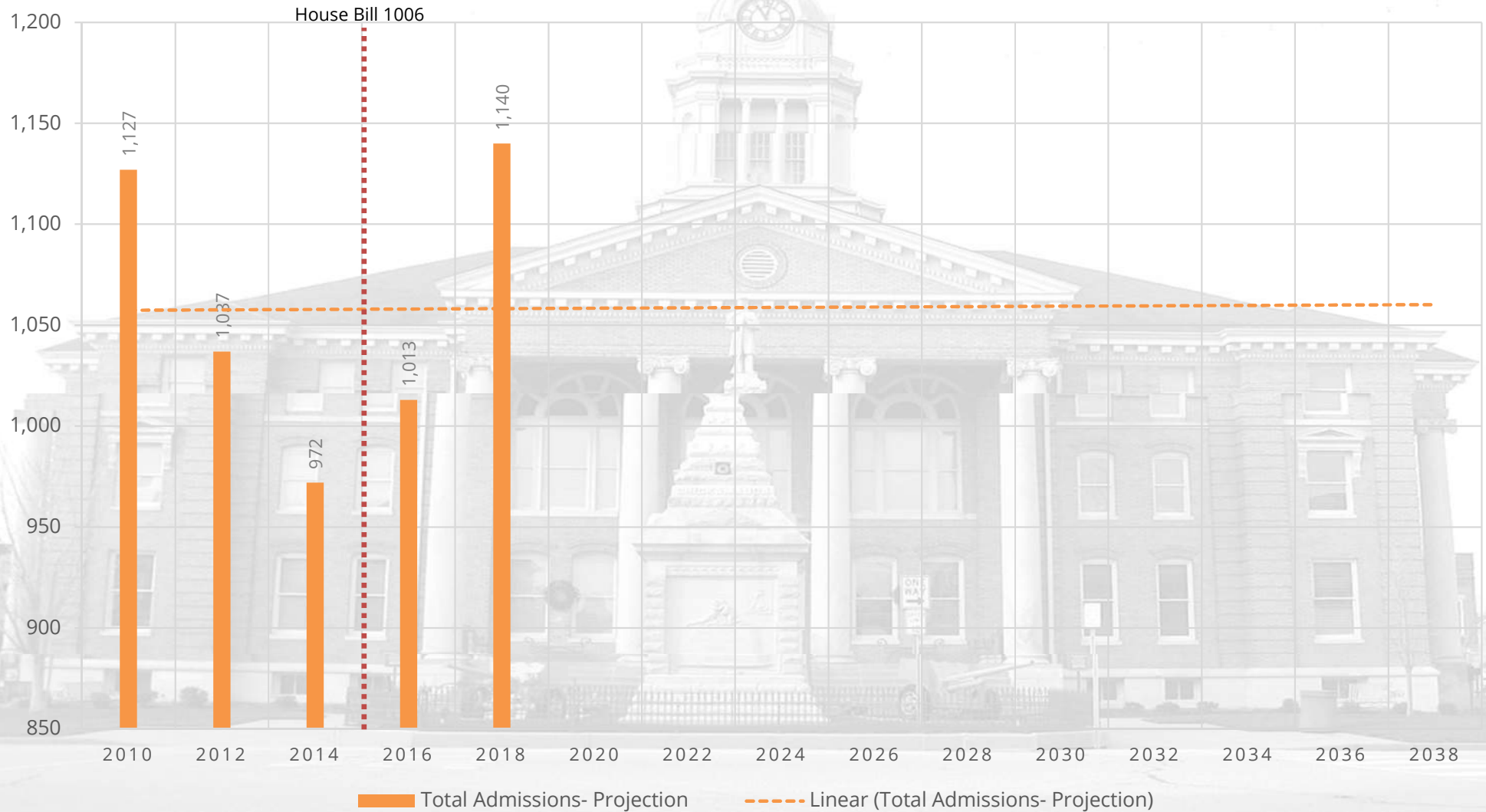


## TOTAL ADMISSIONS (2010-2018)



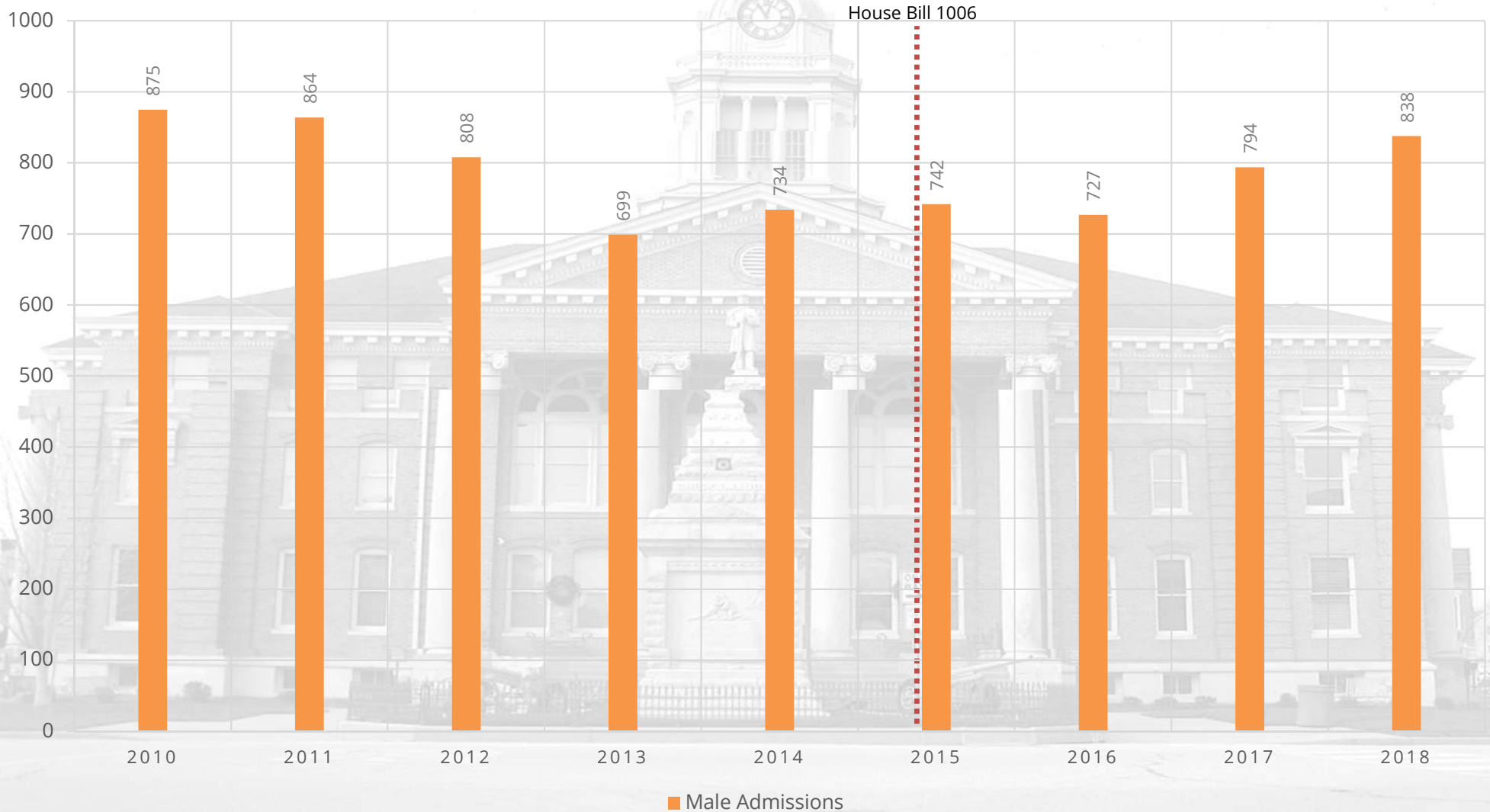


## TOTAL ADMISSIONS- PROJECTION



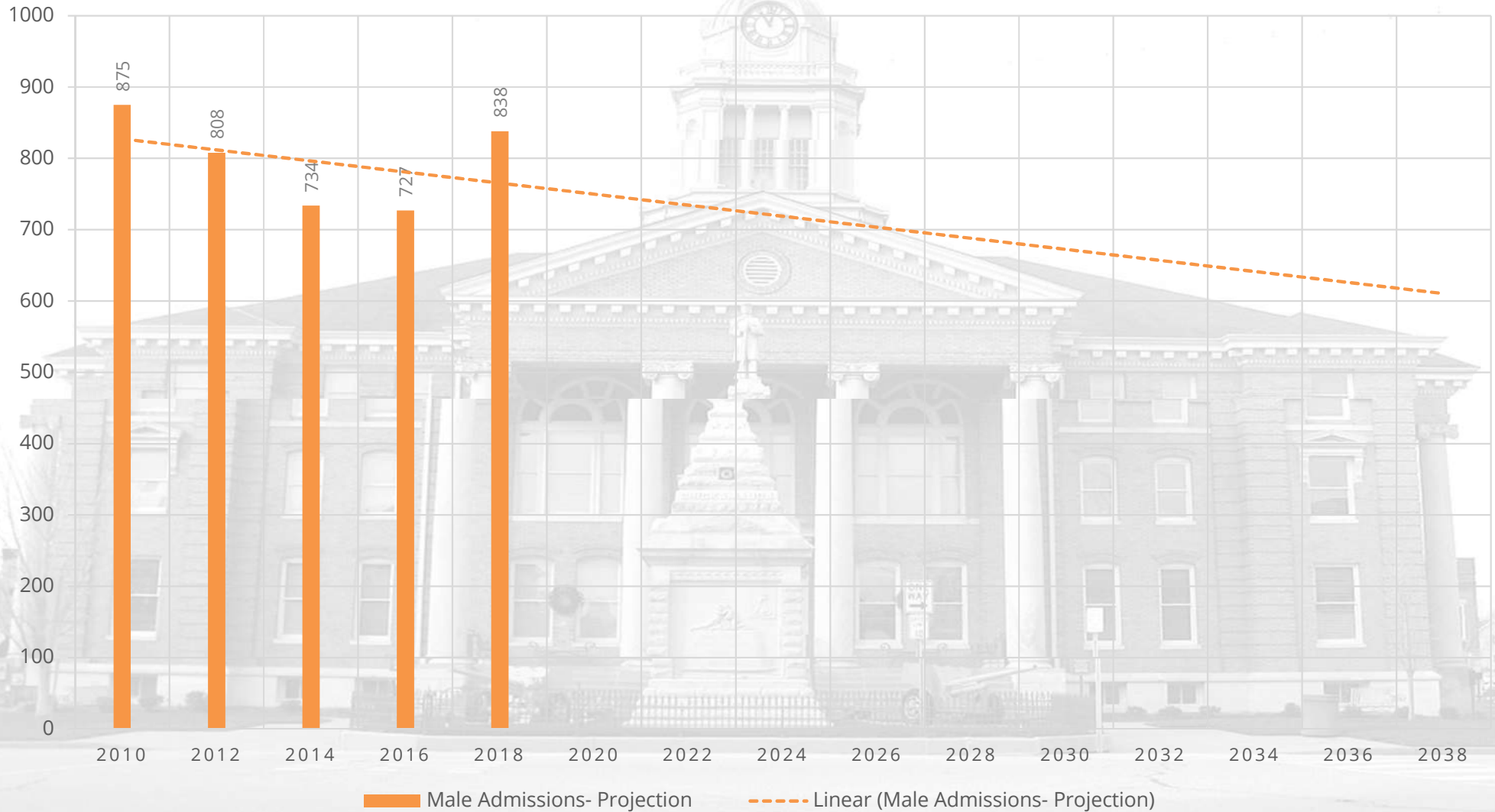


## MALE ADMISSIONS (2010-2018)



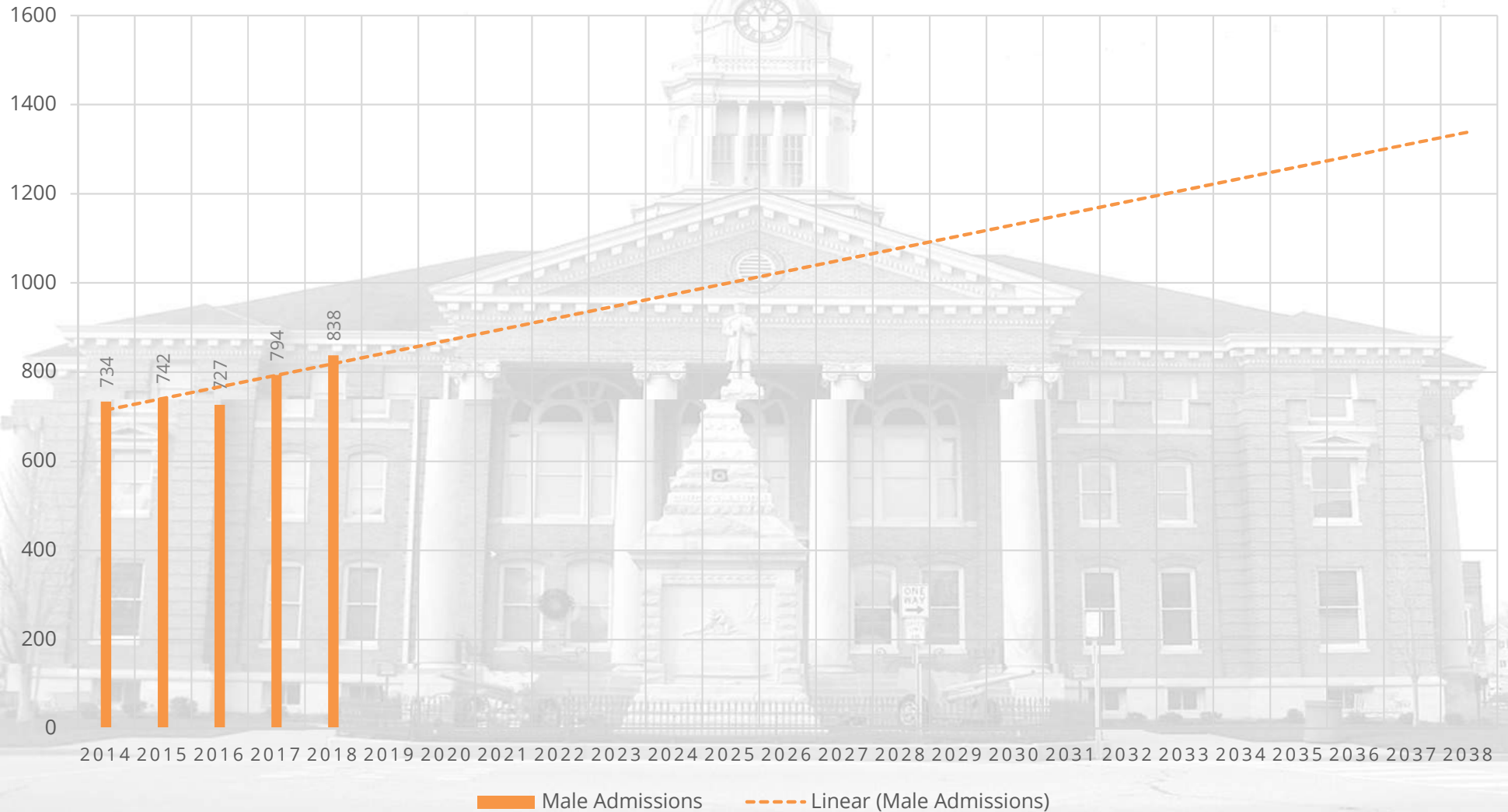


## MALE ADMISSIONS- PROJECTION (2010-2018)



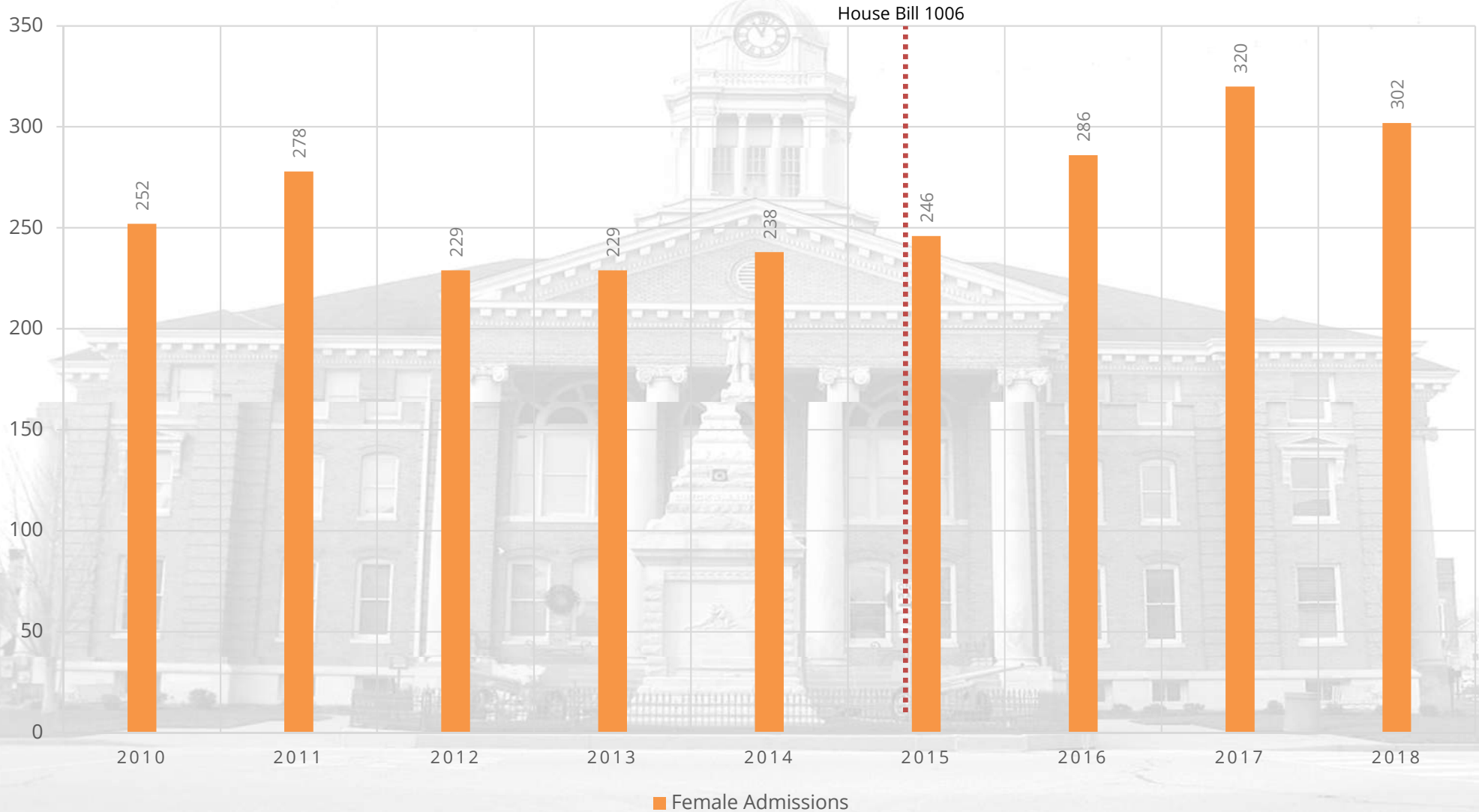


## MALE ADMISSIONS- PROJECTION (2014-2018)



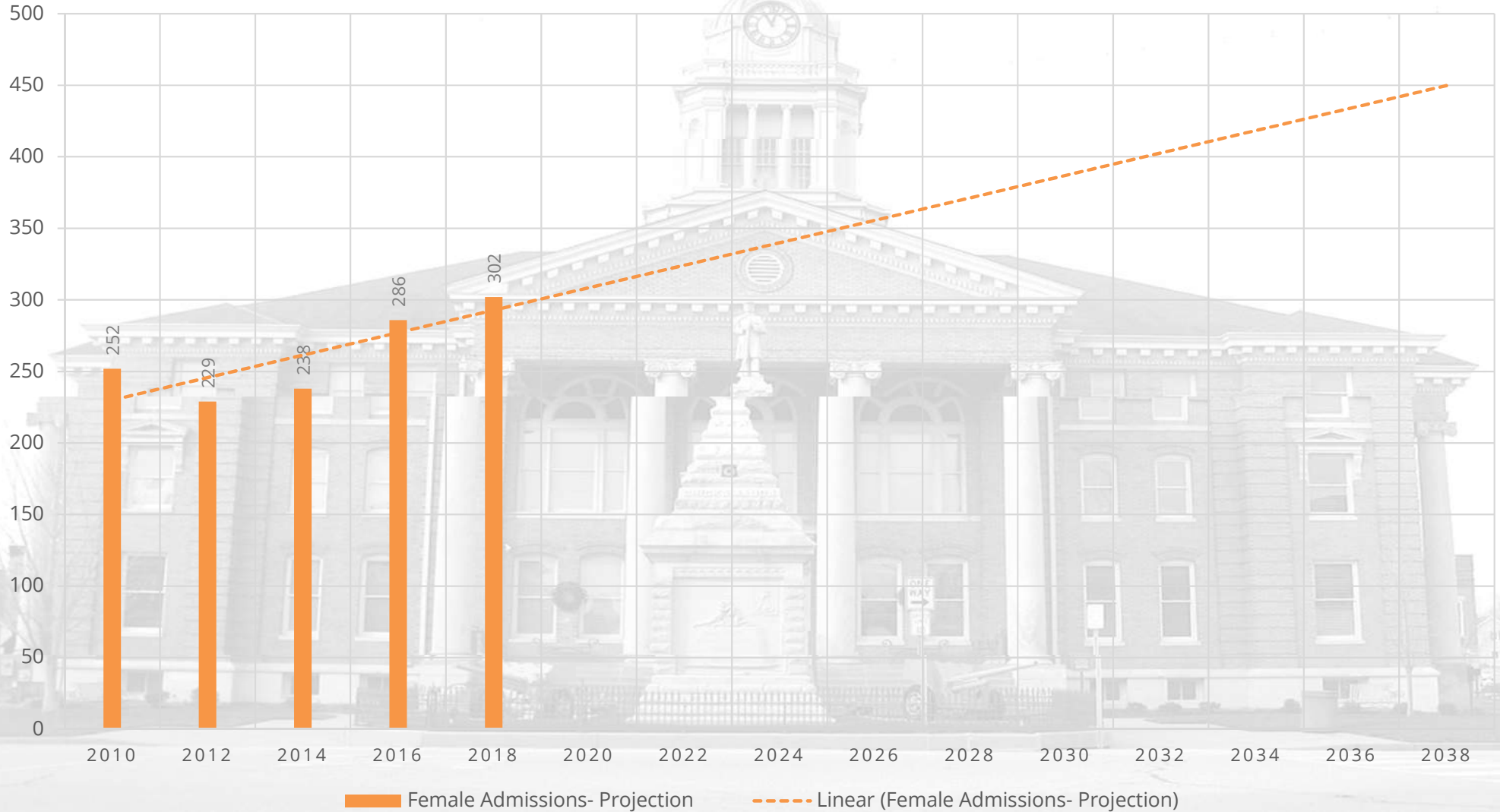


## FEMALE ADMISSIONS (2010-2018)



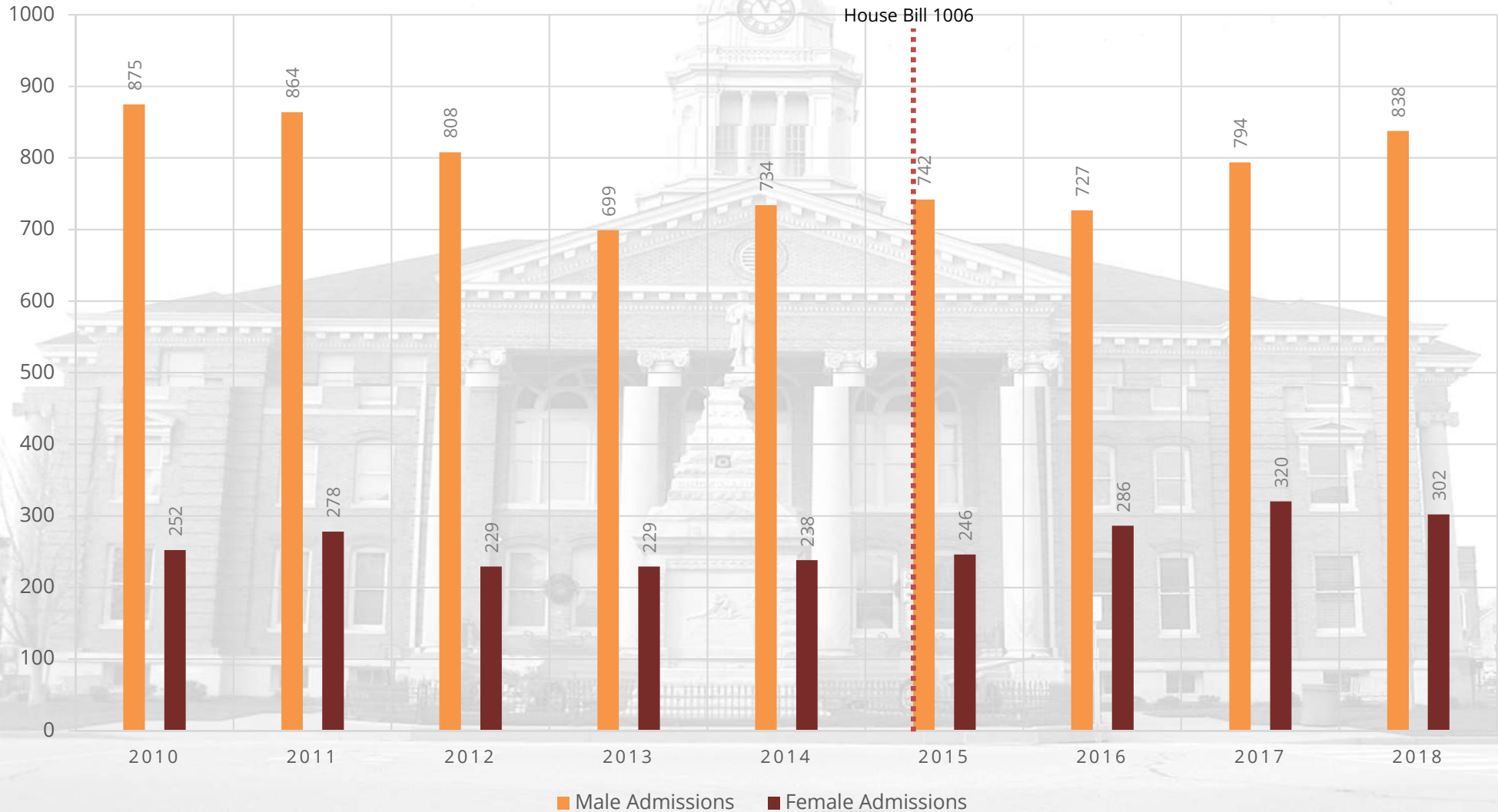


## FEMALE ADMISSIONS- PROJECTION (2010-2018)





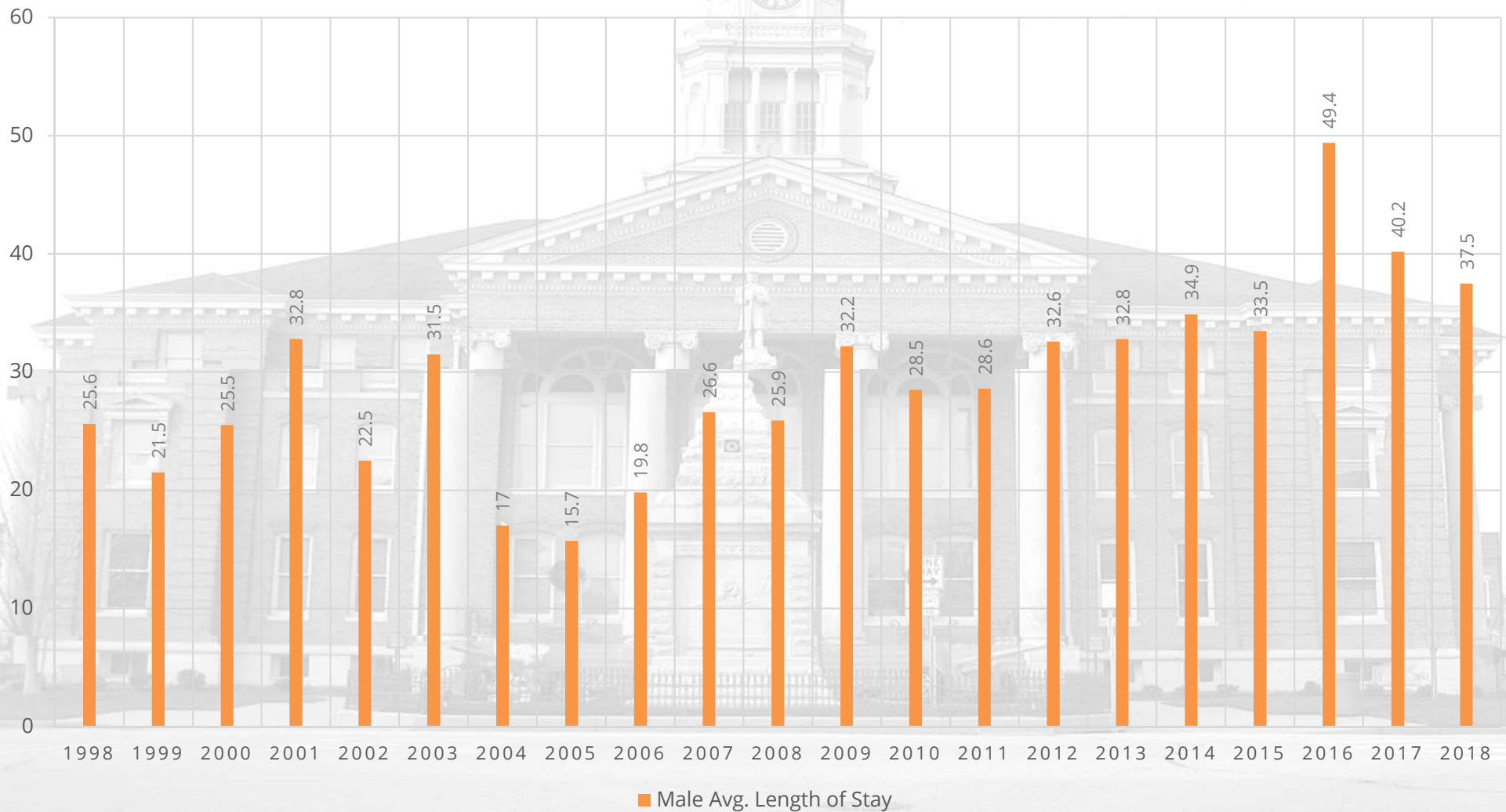
## MALE VS FEMALE ADMISSIONS (2010-2018)





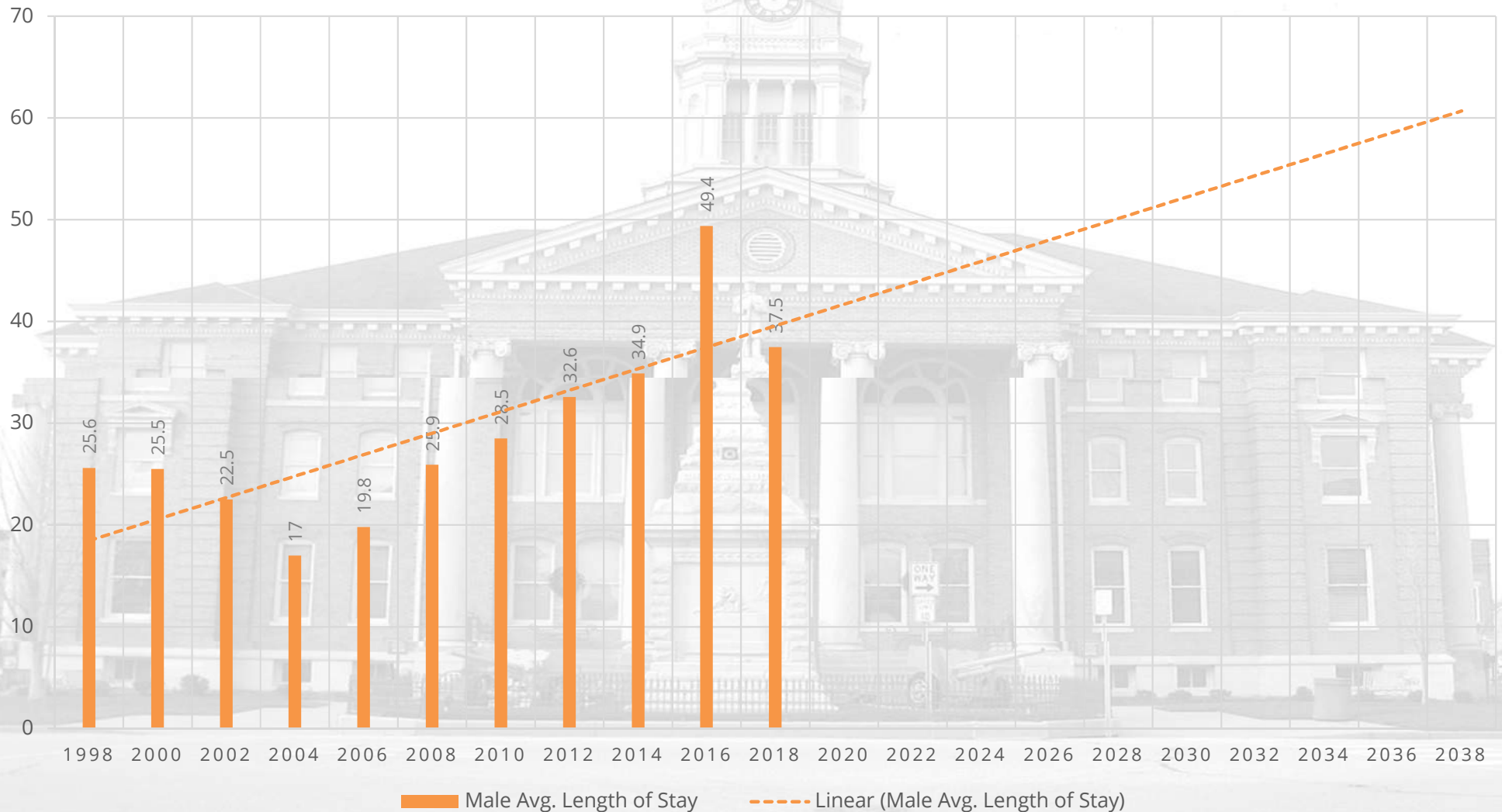


## MALE AVERAGE LENGTH OF STAY (1998-2018)



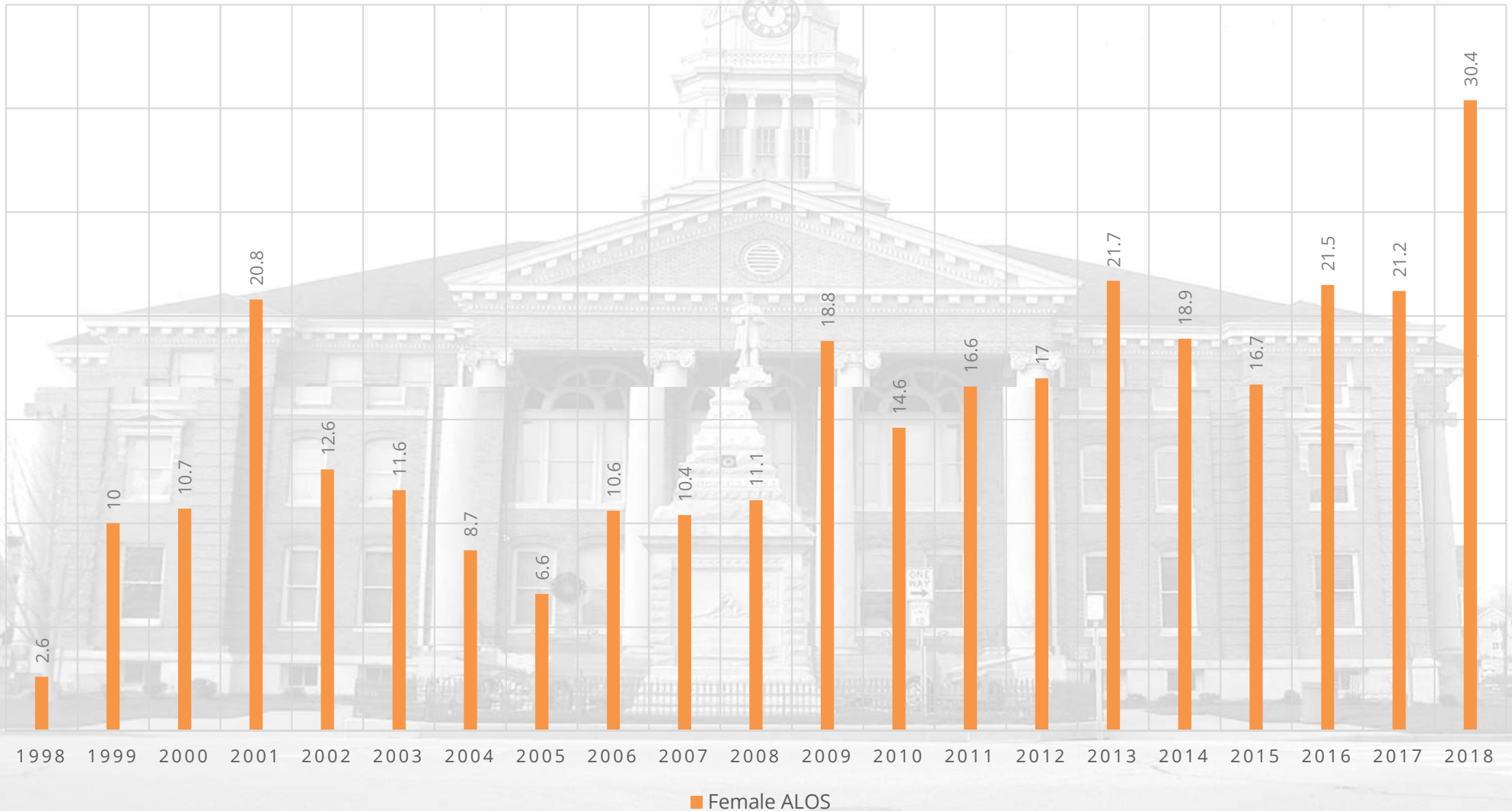


## MALE AVERAGE LENGTH OF STAY- PROJECTION (1998-2018)



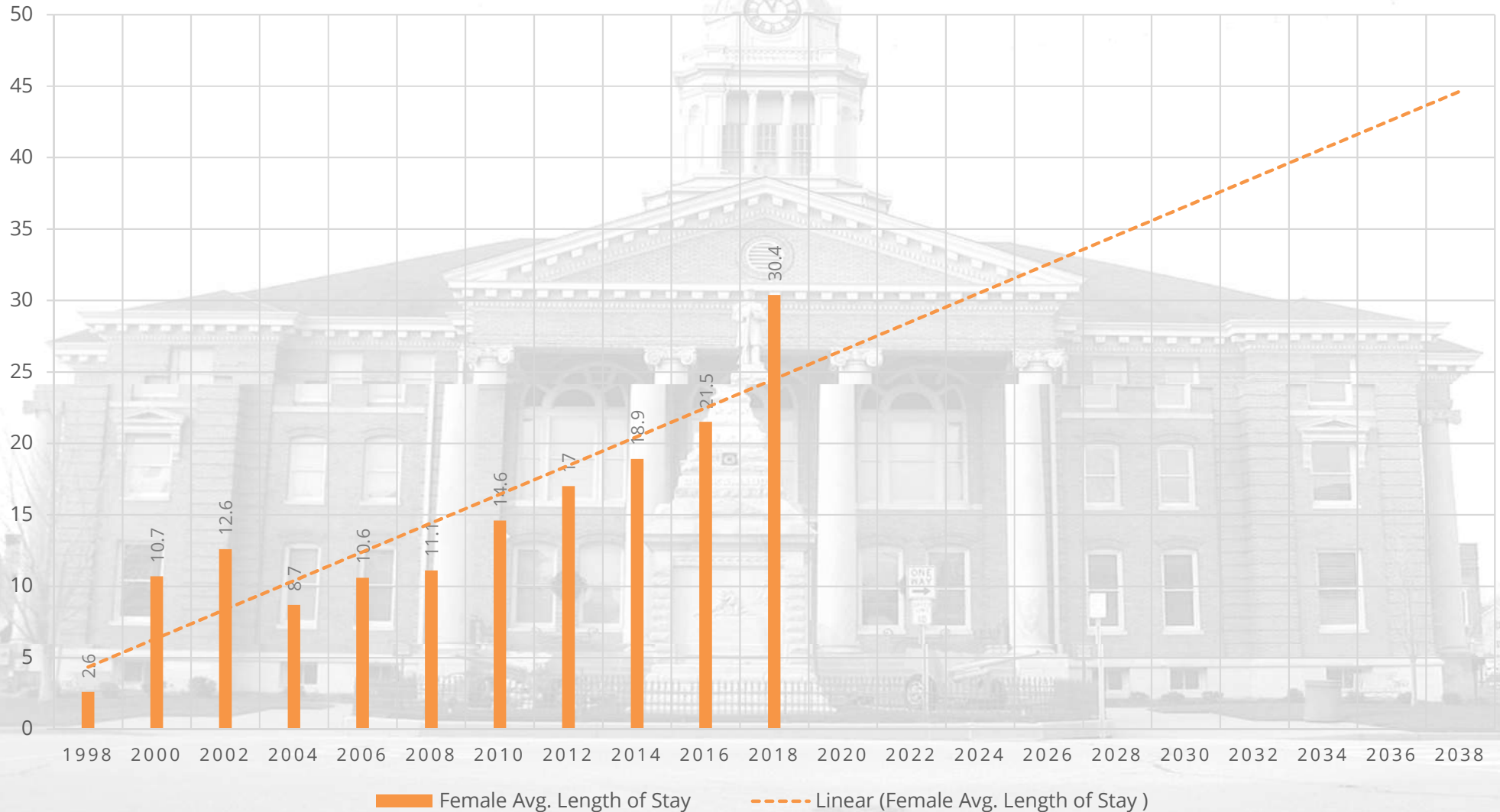


## FEMALE AVERAGE LENGTH OF STAY (1998-2018)



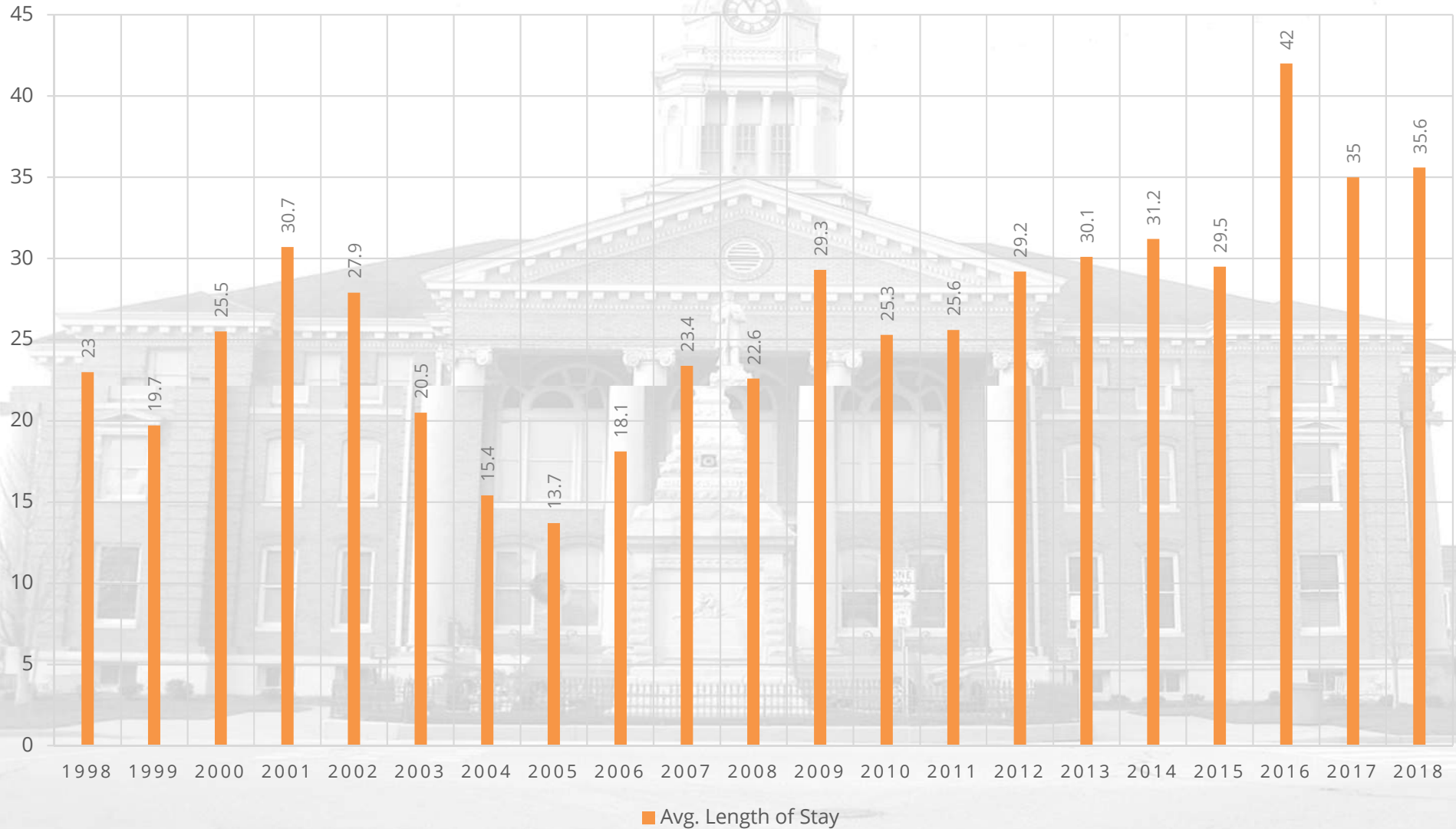


## FEMALE AVERAGE LENGTH OF STAY- PROJECTION (1998-2018)



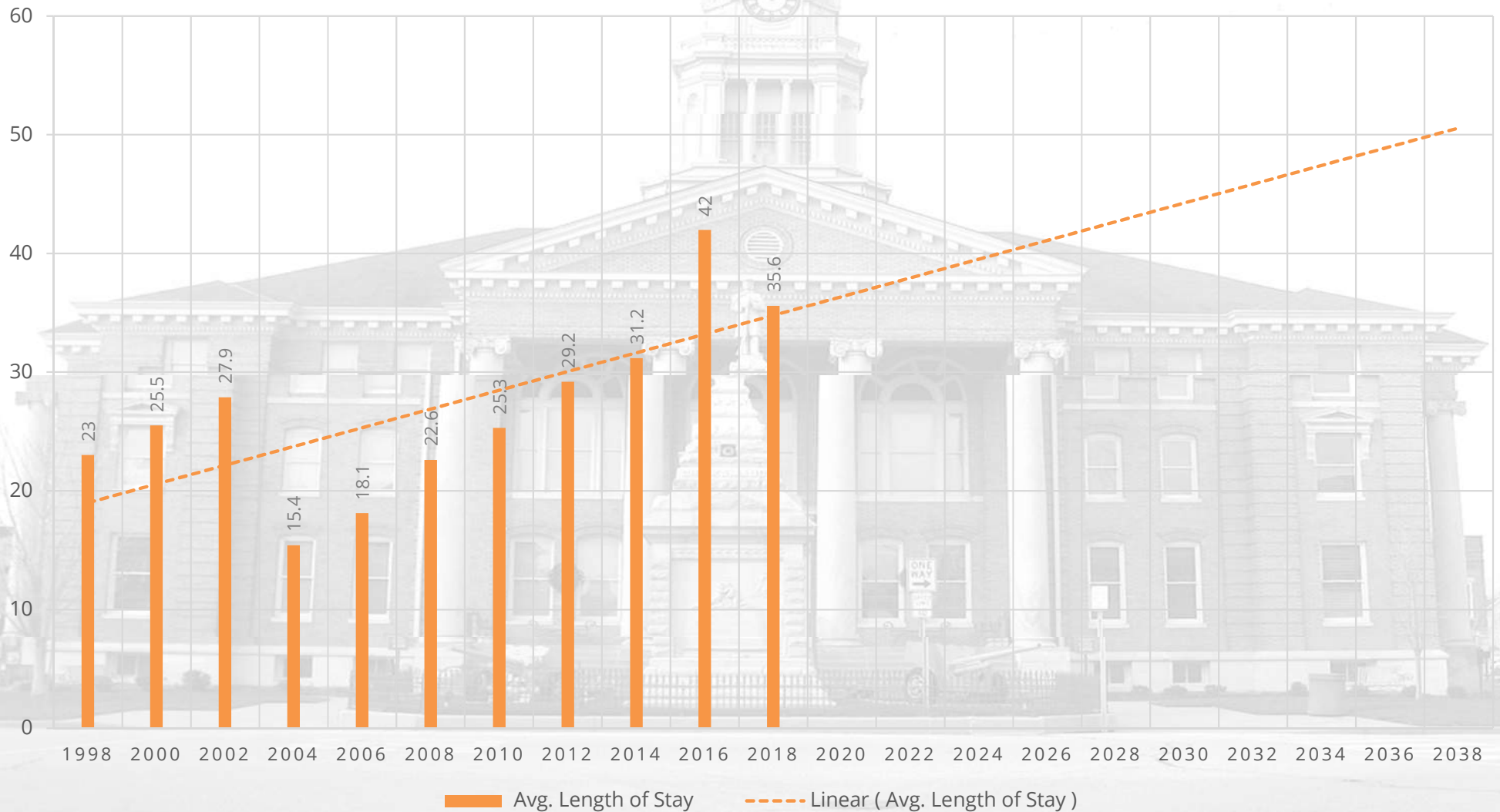


## COMBINED AVERAGE LENGTH OF STAY (1998-2018)



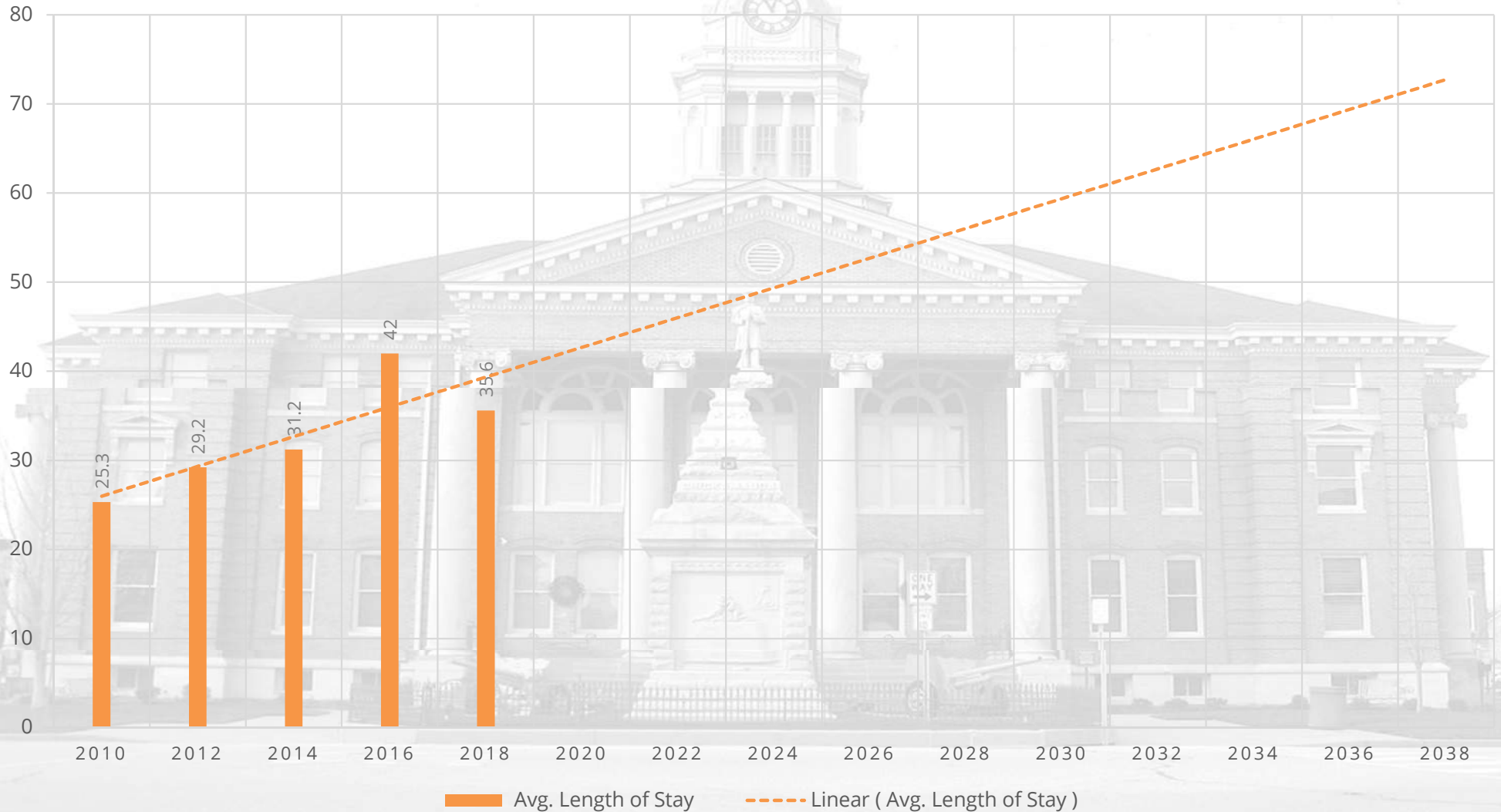


## AVERAGE LENGTH OF STAY- PROJECTION (1998-2018)



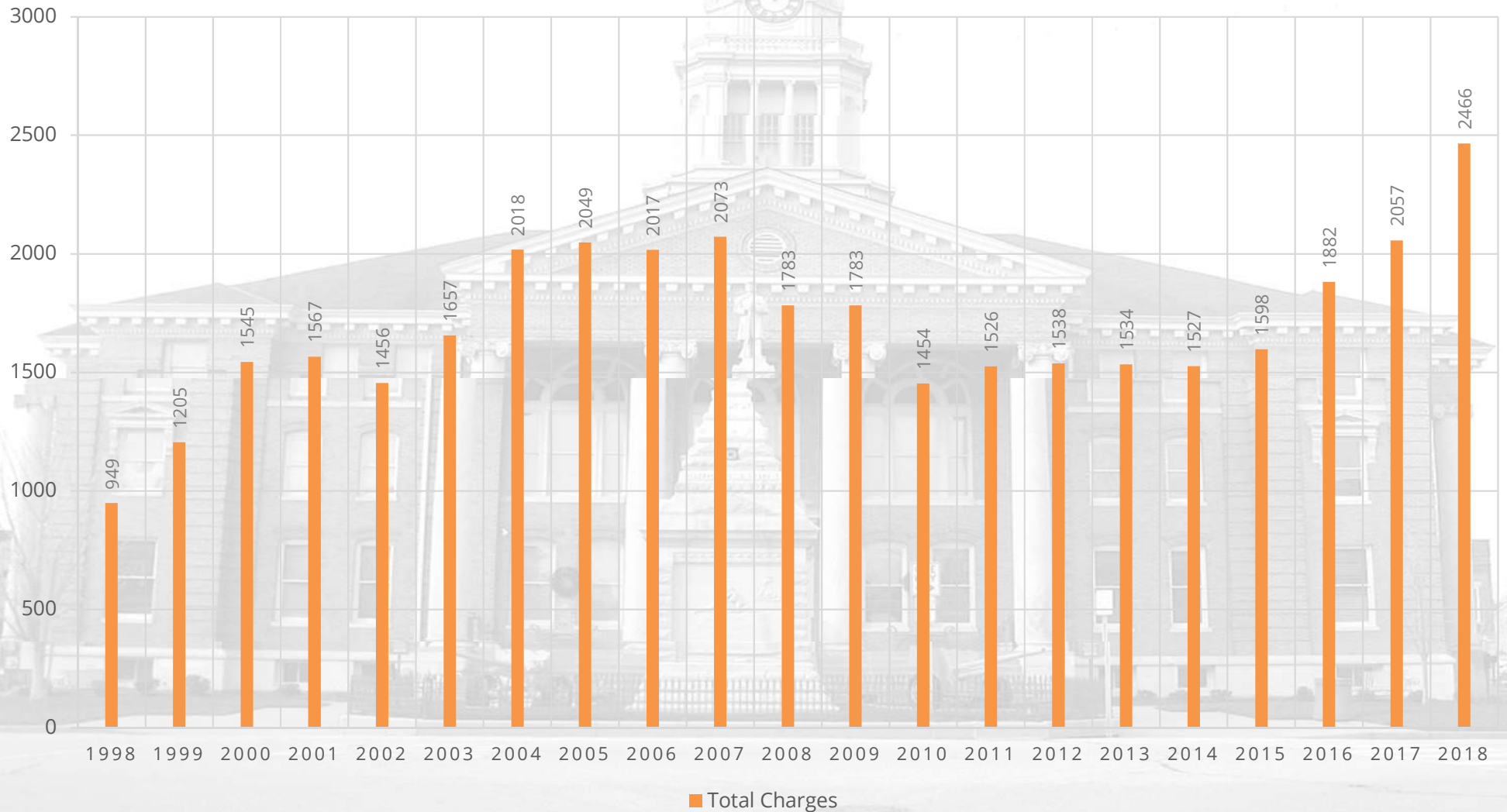


## AVERAGE LENGTH OF STAY- PROJECTION (2010-2018)





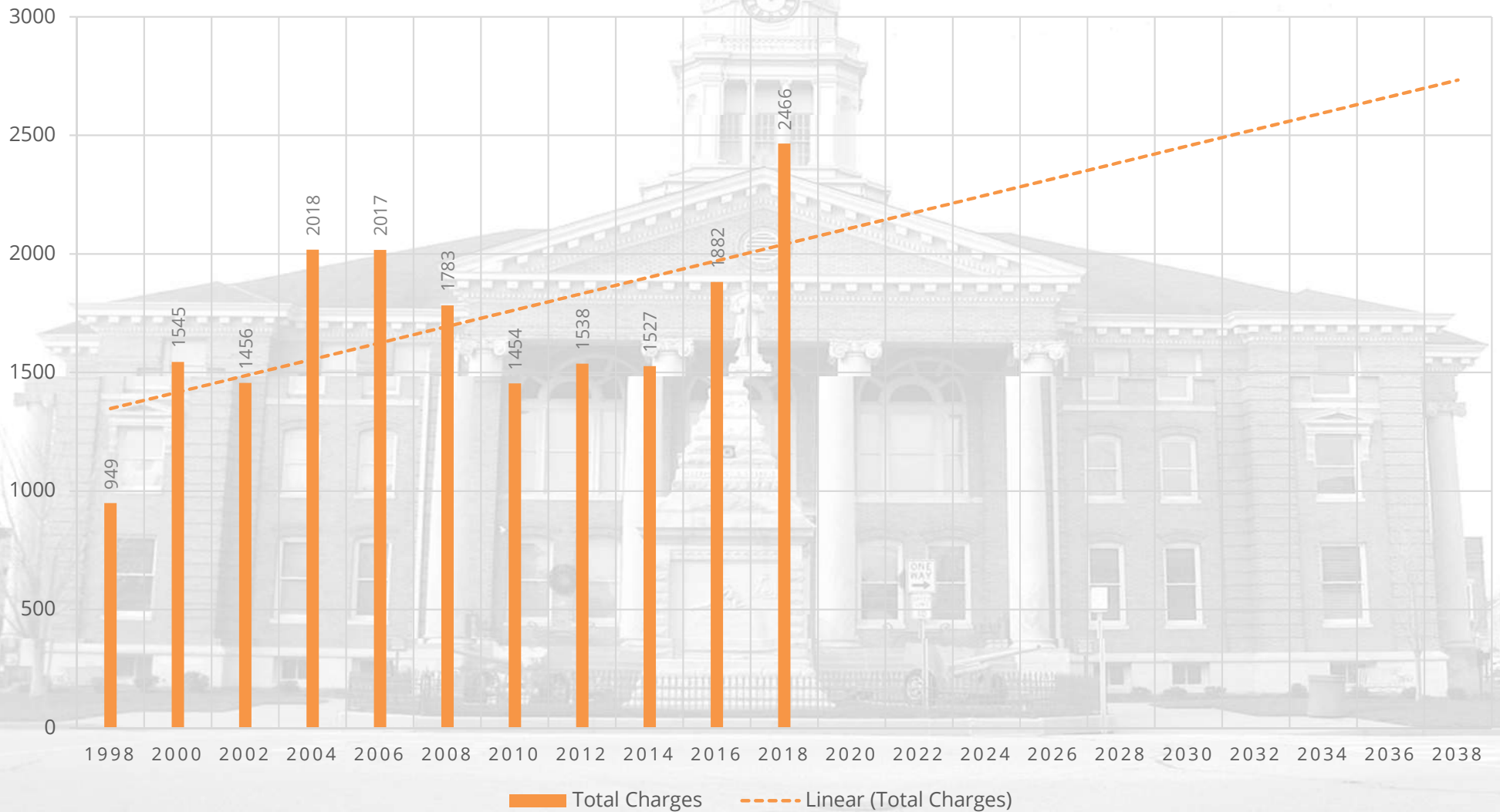
## TOTAL CHARGES (1998-2018)





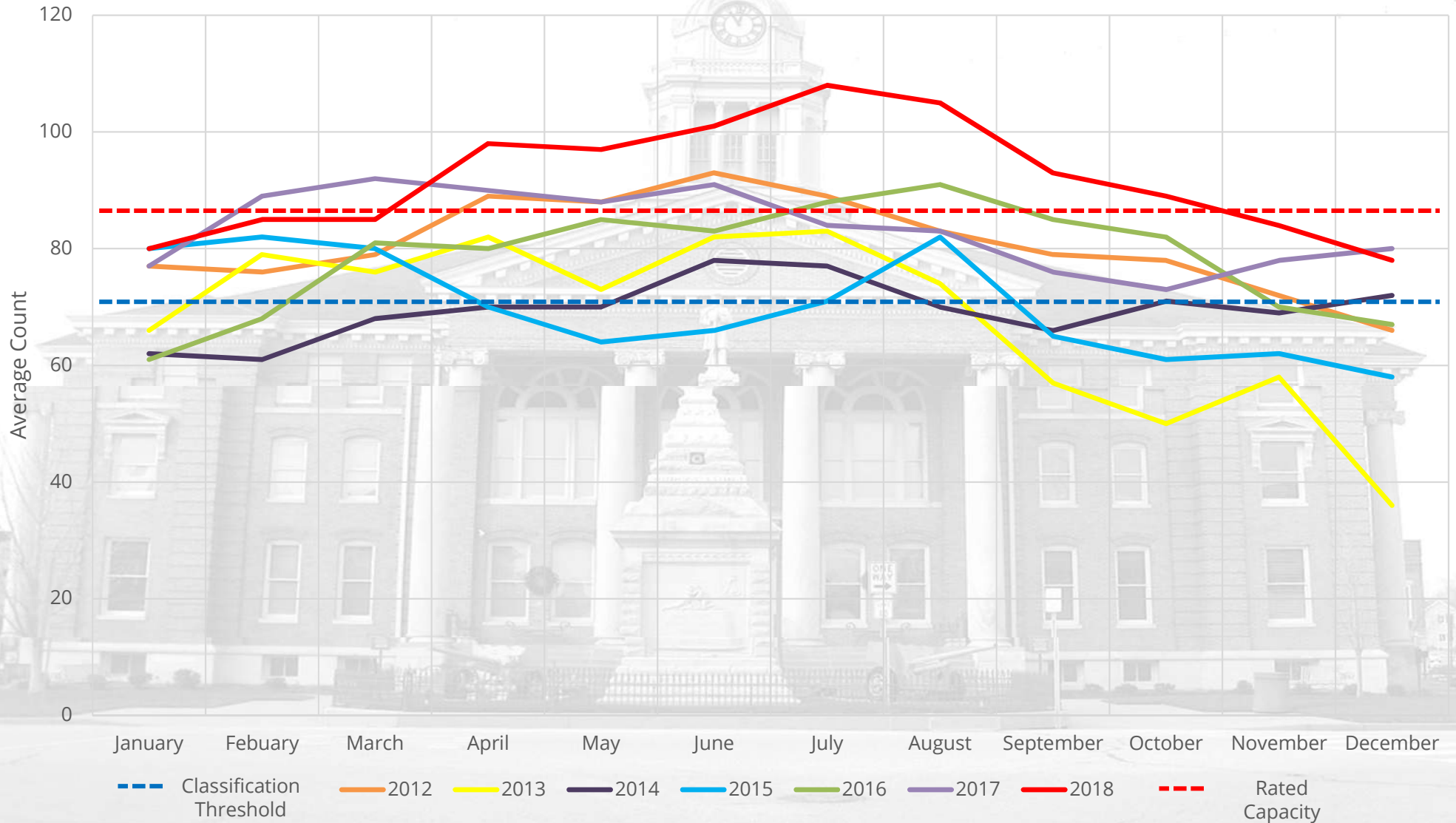


## TOTAL CHARGES- PROJECTION (1998-2018)



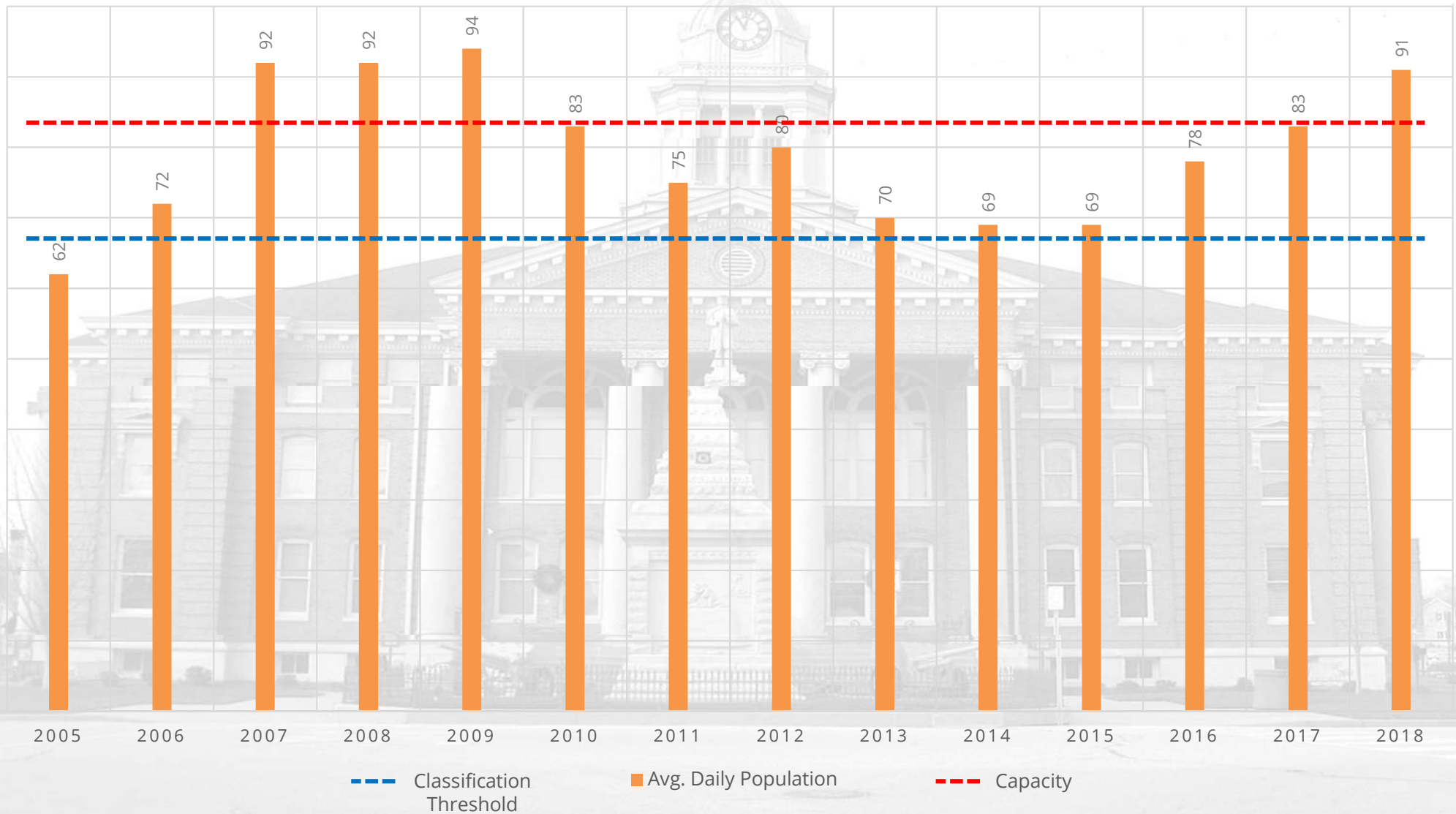


## Average Monthly Population (2012-2018)



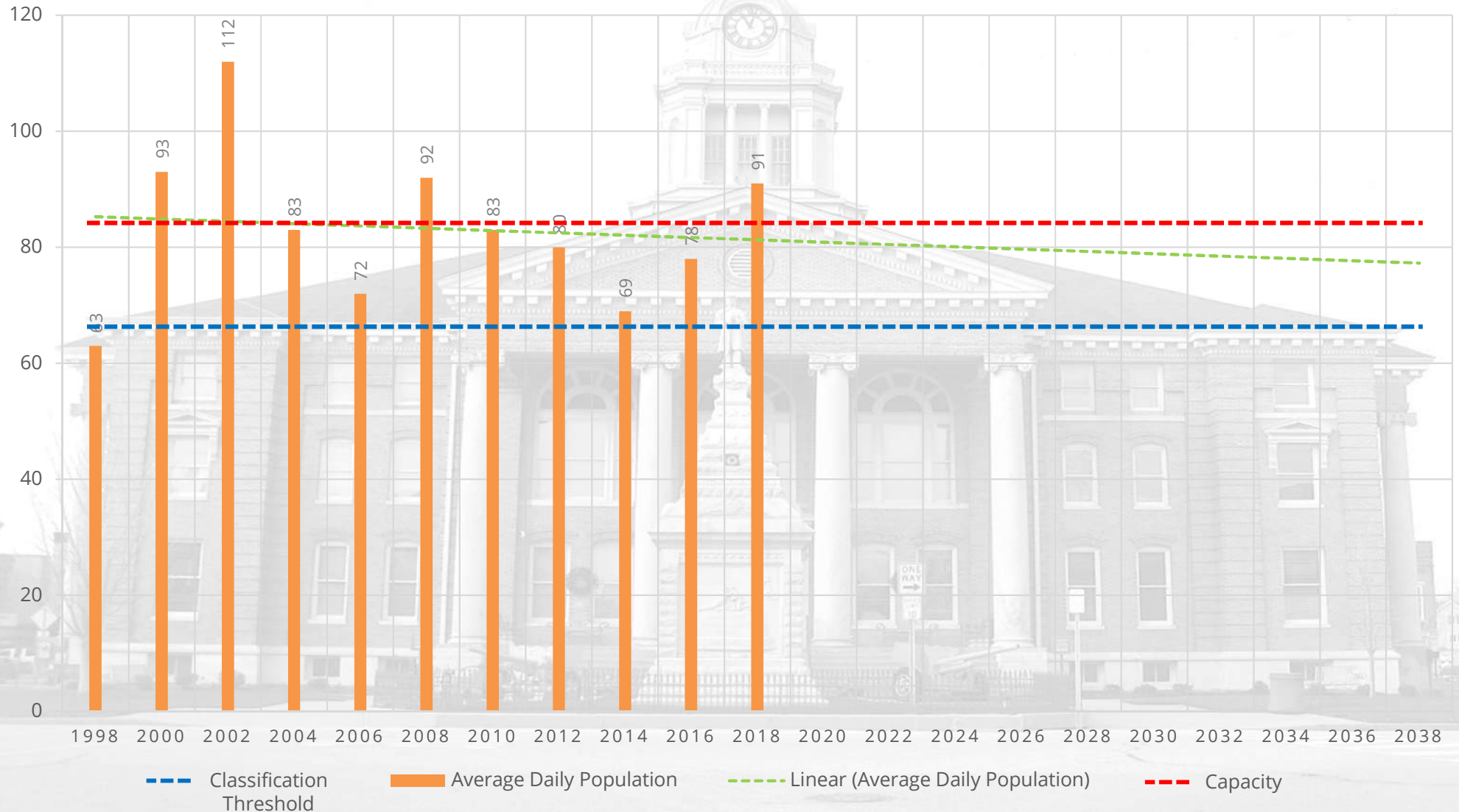


## AVERAGE DAILY POPULATION (2005-2018)



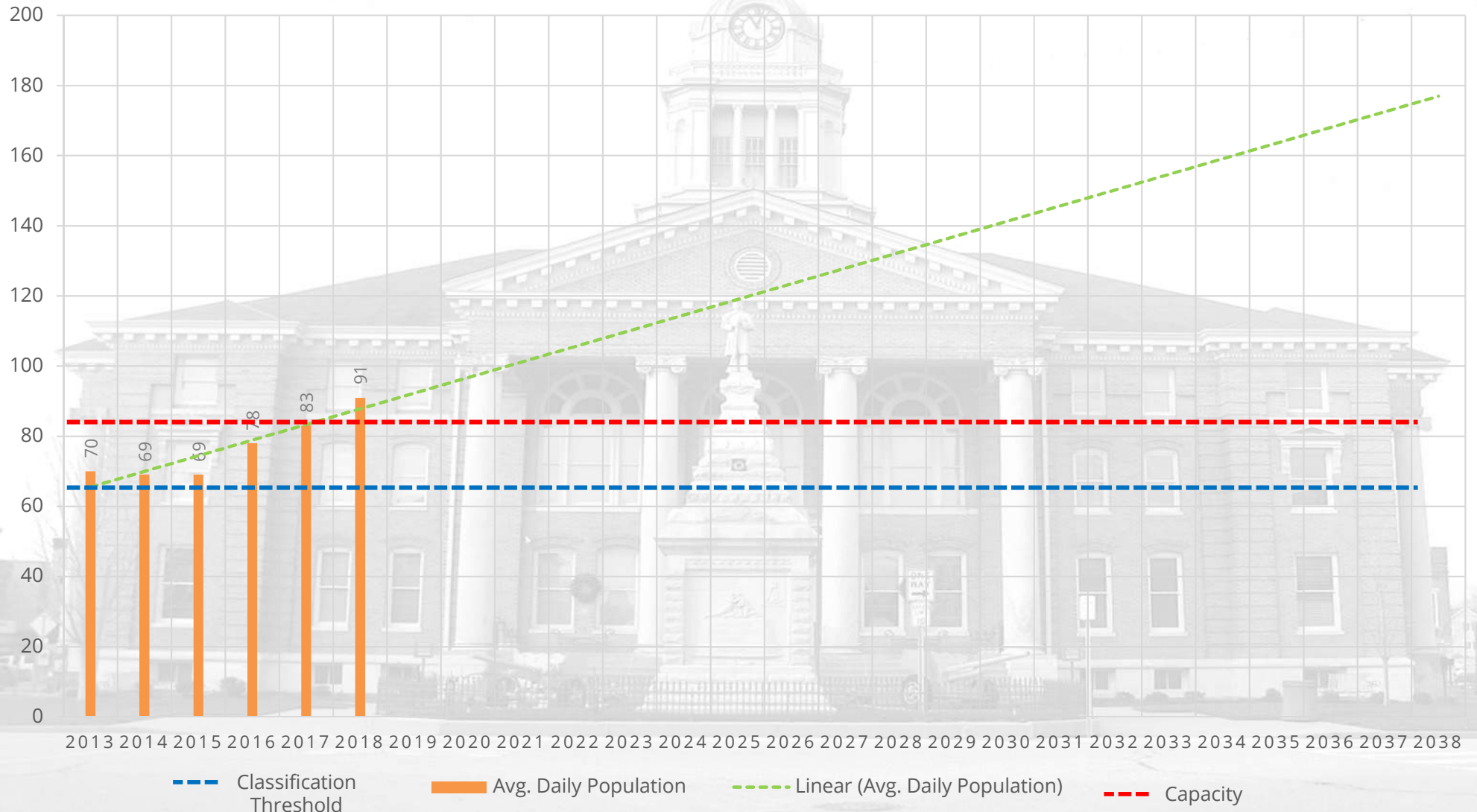


## AVERAGE DAILY POPULATION- PROJECTION (1998-2018)



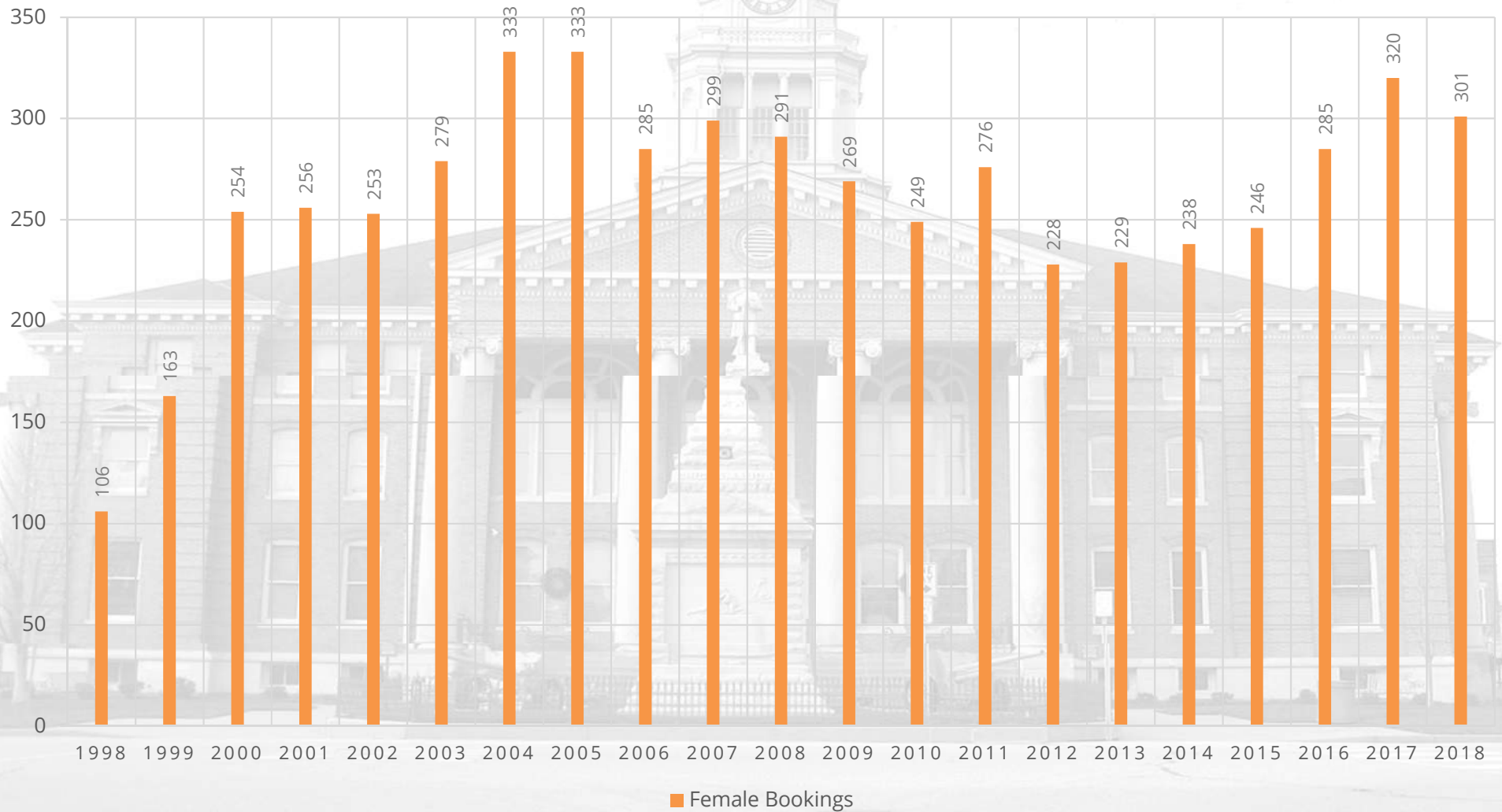


## AVERAGE DAILY POPULATION- PROJECTION (2013-2018)



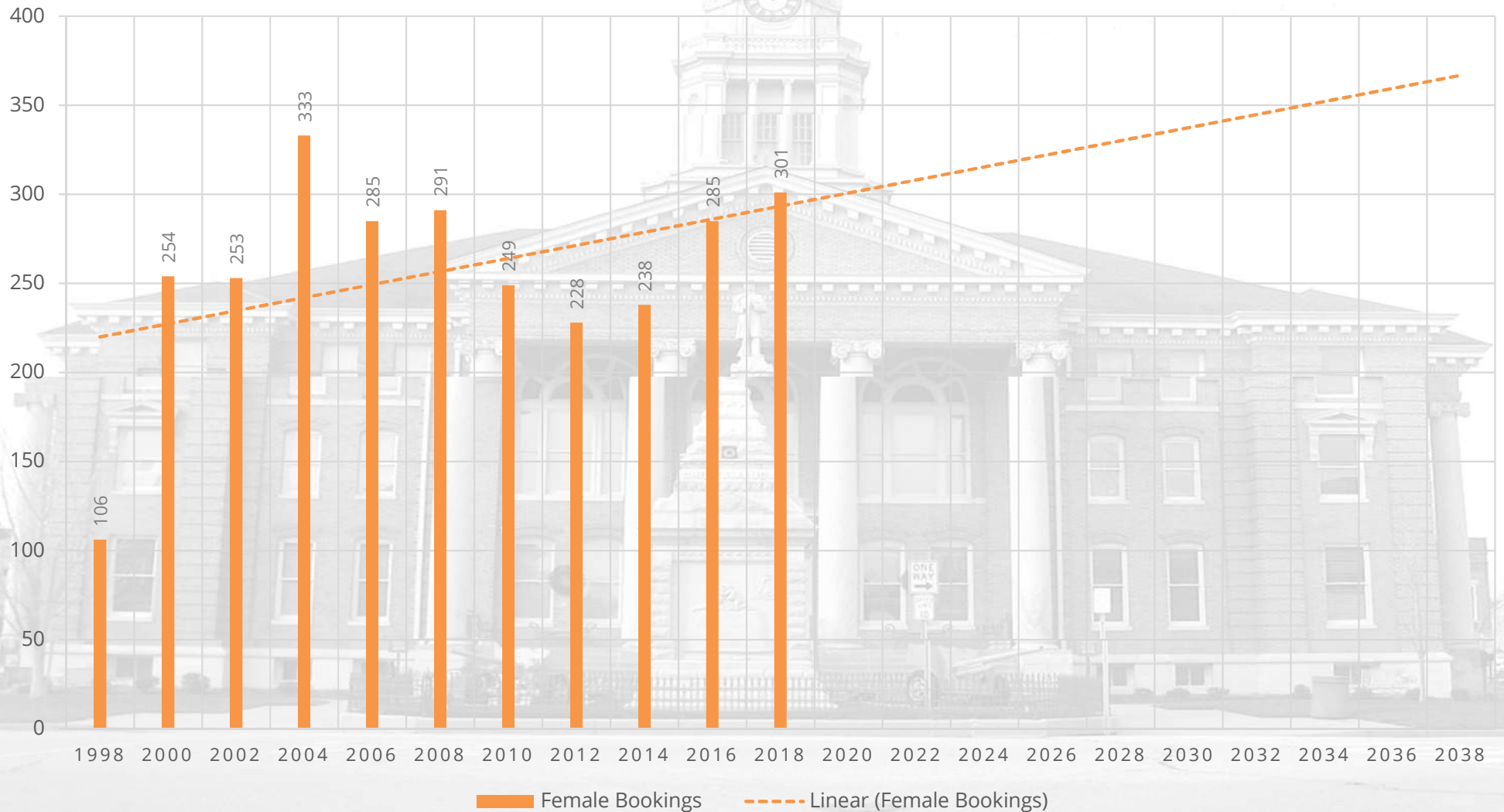


## FEMALE BOOKINGS (1998-2018)



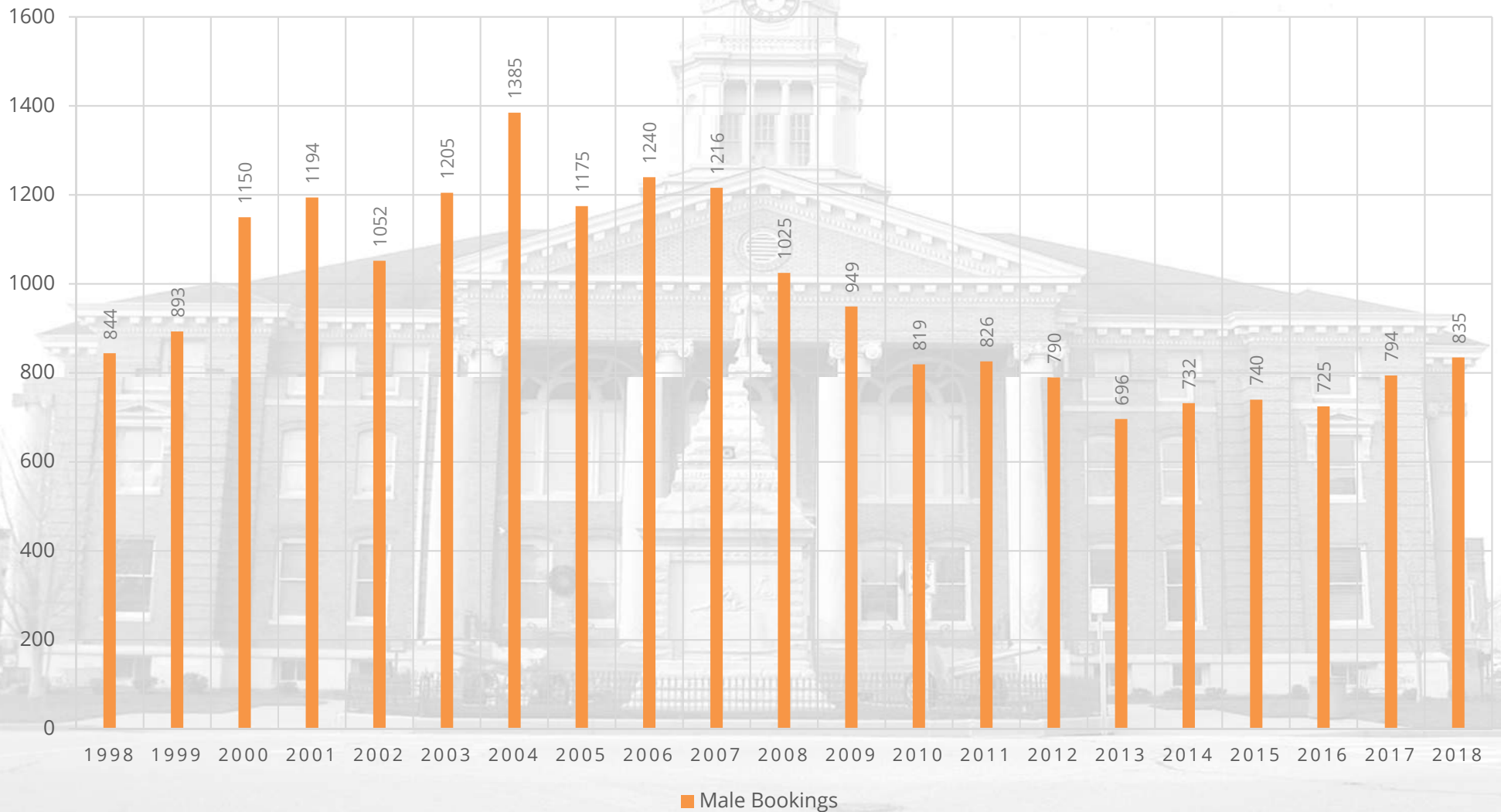


## FEMALE BOOKINGS- PROJECTION (1998-2018)





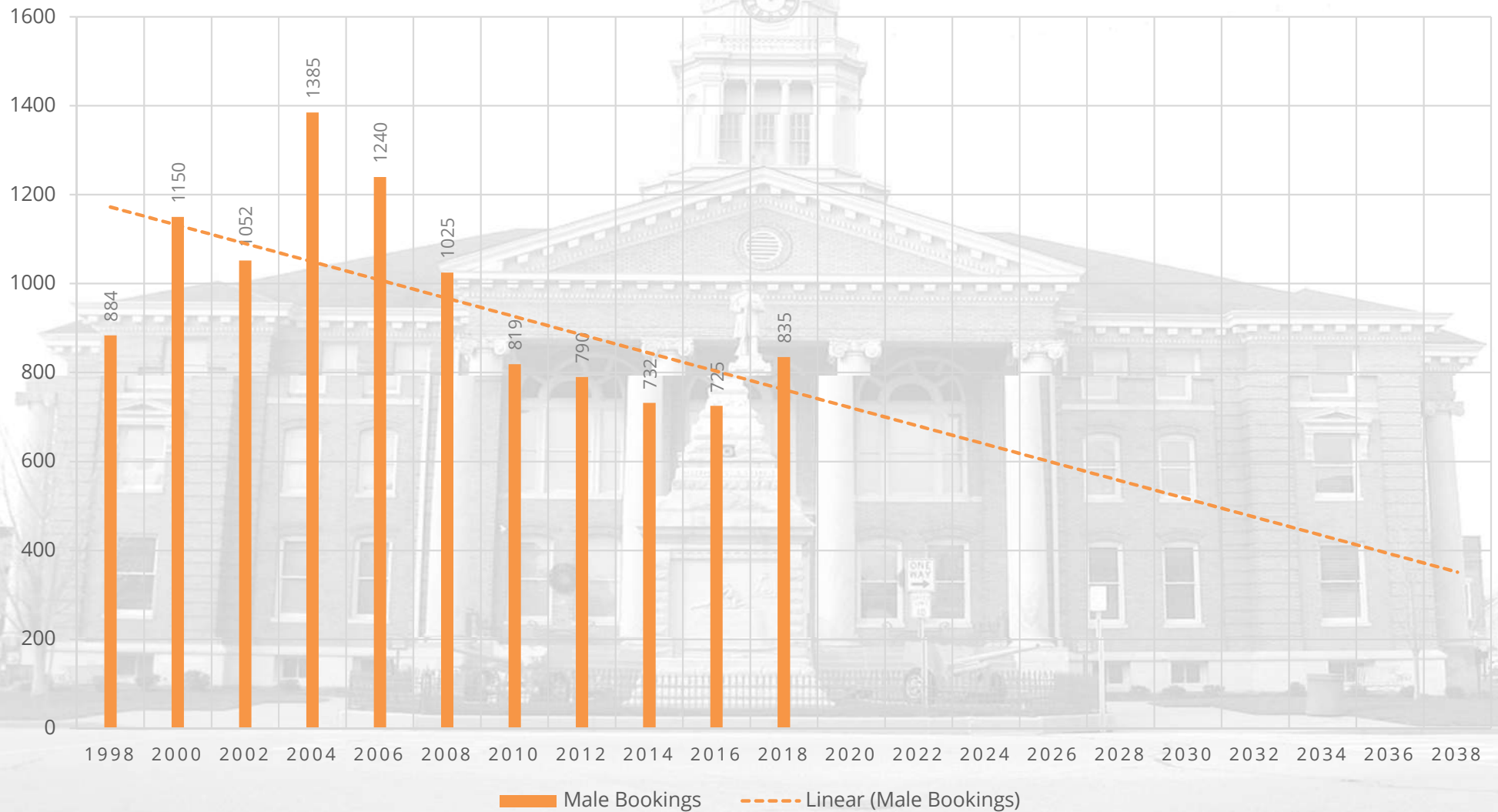
## MALE BOOKINGS (1998-2018)





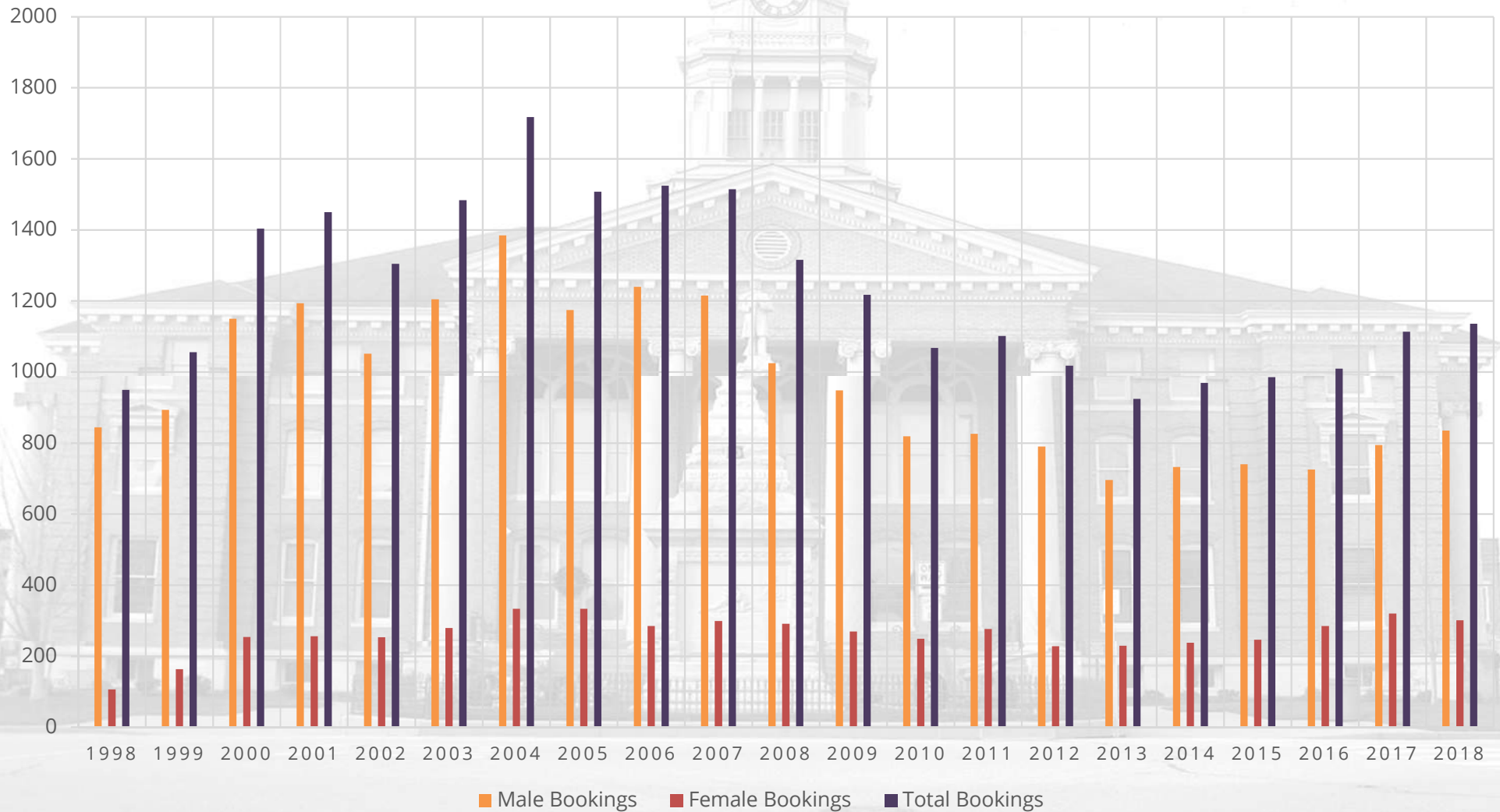


## MALE BOOKINGS- PROJECTION (1998-2018)





## BOOKINGS BY GENDER (1998-2018)



# DUBOIS COUNTY JUSTICE STUDY



<u>County</u>	<u>Population</u>	<u>Capacity</u>	<u>Beds/1000</u>
Cass	38,966	208	5.35
Harrison	39,364	175	4.44
DeKalb	40,285	105	2.60
<b>Dubois</b>	<b>42,558</b>	<b>84</b>	<b>1.97</b>
Jackson	44,013	248	5.65
Shelby	44,436	231	5.21
Lawrence	46,134	168	3.65

\*Rule of Thumb is 4.5 beds per 1000\*



## 2018 Dubois County:

1,140 Admissions x 35.6 ALOS = 40,584 Annual Inmate Jail Days

40,584 Annual Inmate Jail Days / 365 Days = **111 Avg. Daily Population**

## 2038 Dubois County Projection:

1,060 Admissions x 73 ALOS = 77,380 Annual Inmate Jail Days

77,380 Annual Inmate Jail Days / 365 Days = **212 Avg. Daily Population**

\*Projections are based on the past 8 years\*



## Dubois County Sheriff's Office and Jail Feasibility Study

Types of Housing Unit Classifications and Population on 02/13/19

	Types of Housing Unit Classification	Number of Inmates
	Medium Risk Male Housing	43
	Medium Risk Female Housing	13
	L6 DOC Ineligible Male	5
	L6 DOC Ineligible Female	2
	High Risk Existing Male	5
	Inmate Worker Housing	3
	Holding/Booking	1
	Disciplinary Isolation	3
	Voluntary Segregation Male	1
	Voluntary Segregation Female	1
	Protective Custody	6
	<b>Total Inmates</b>	<b>83</b>

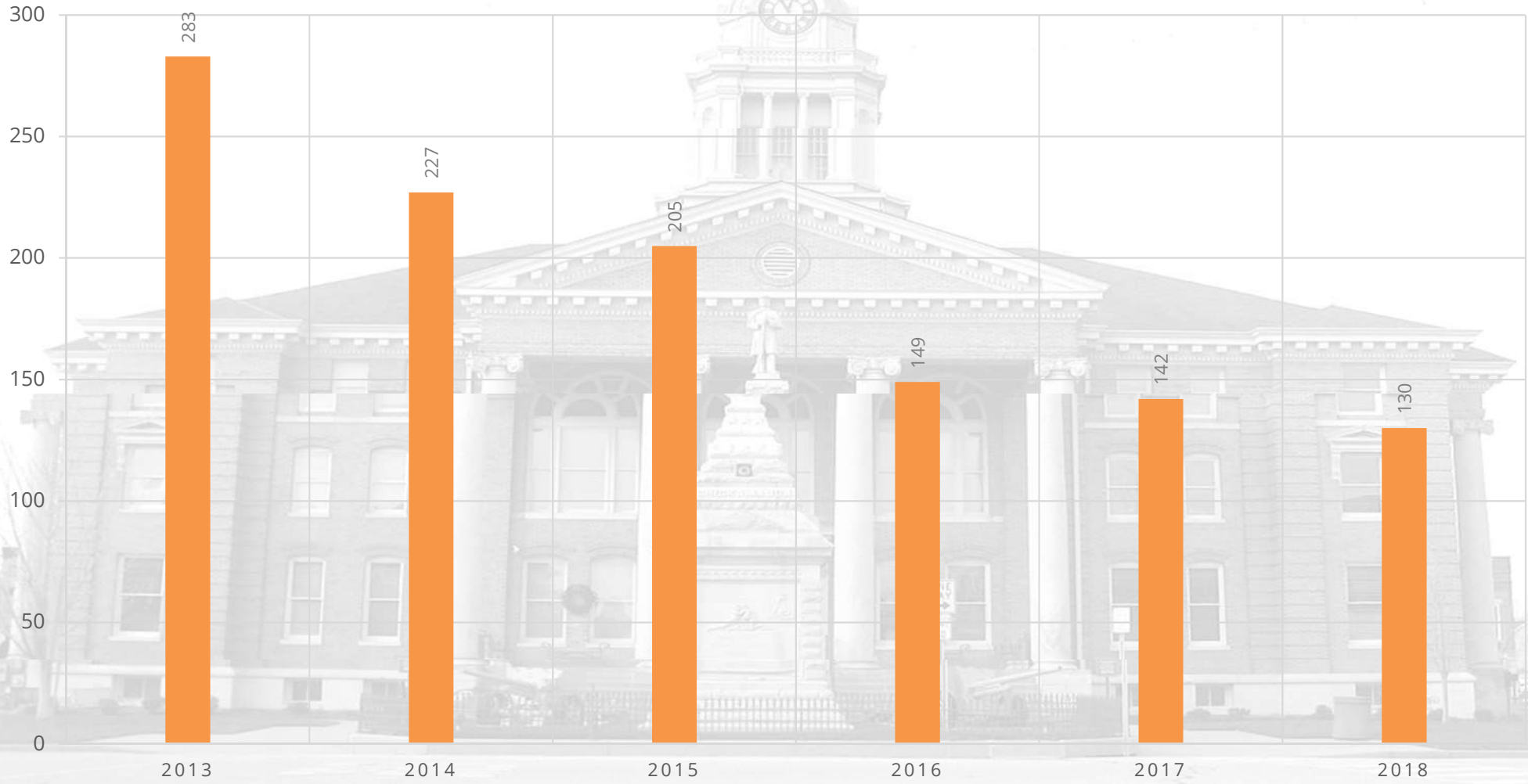
### 11 Classifications



# COURTHOUSE DATA



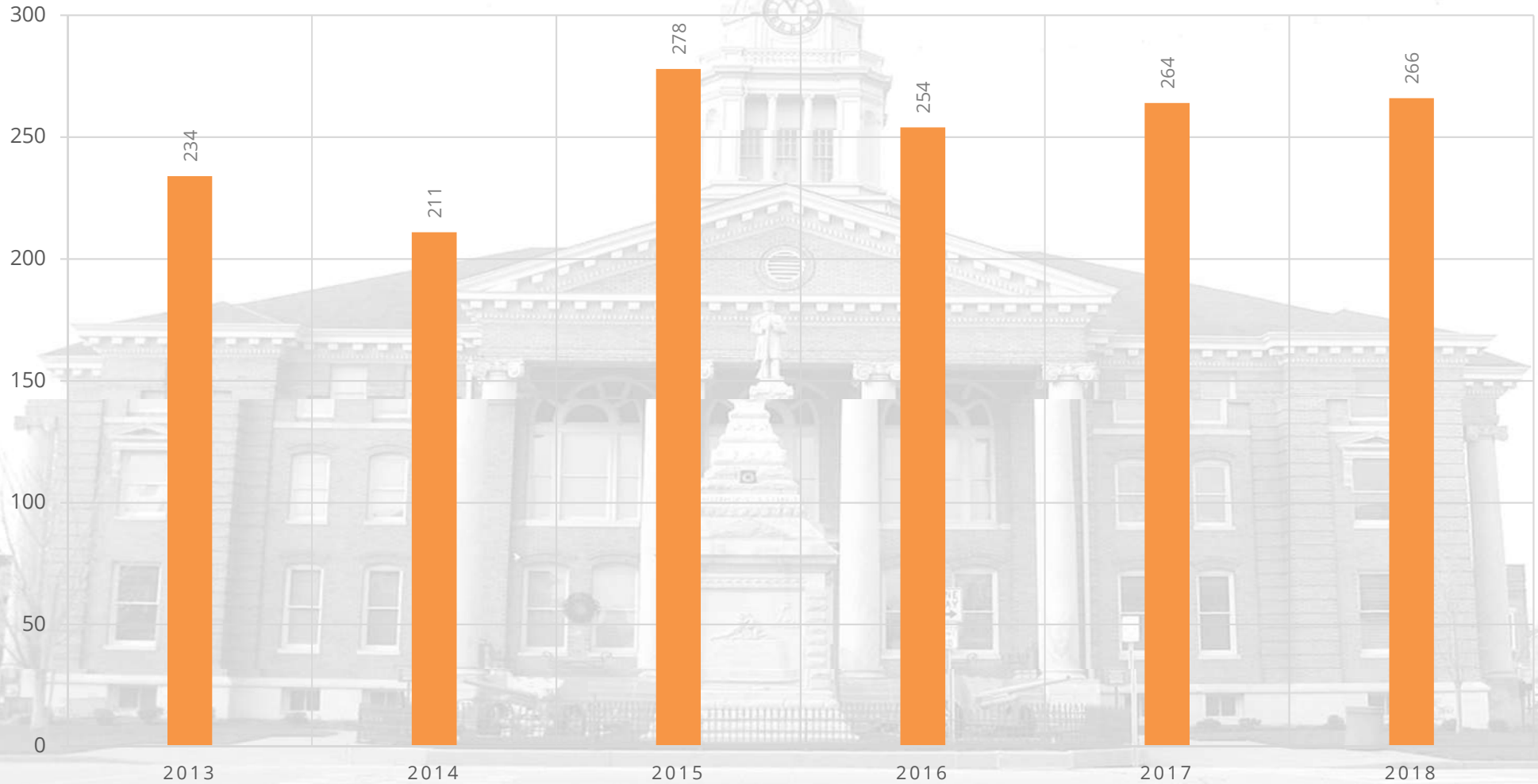
## AVERAGE NUMBER OF FELONS ON PROBATION (2013-2018)



■ Average Number of Felons on Probation



## AVERAGE NUMBER OF MISDEMEANORS ON PROBATION

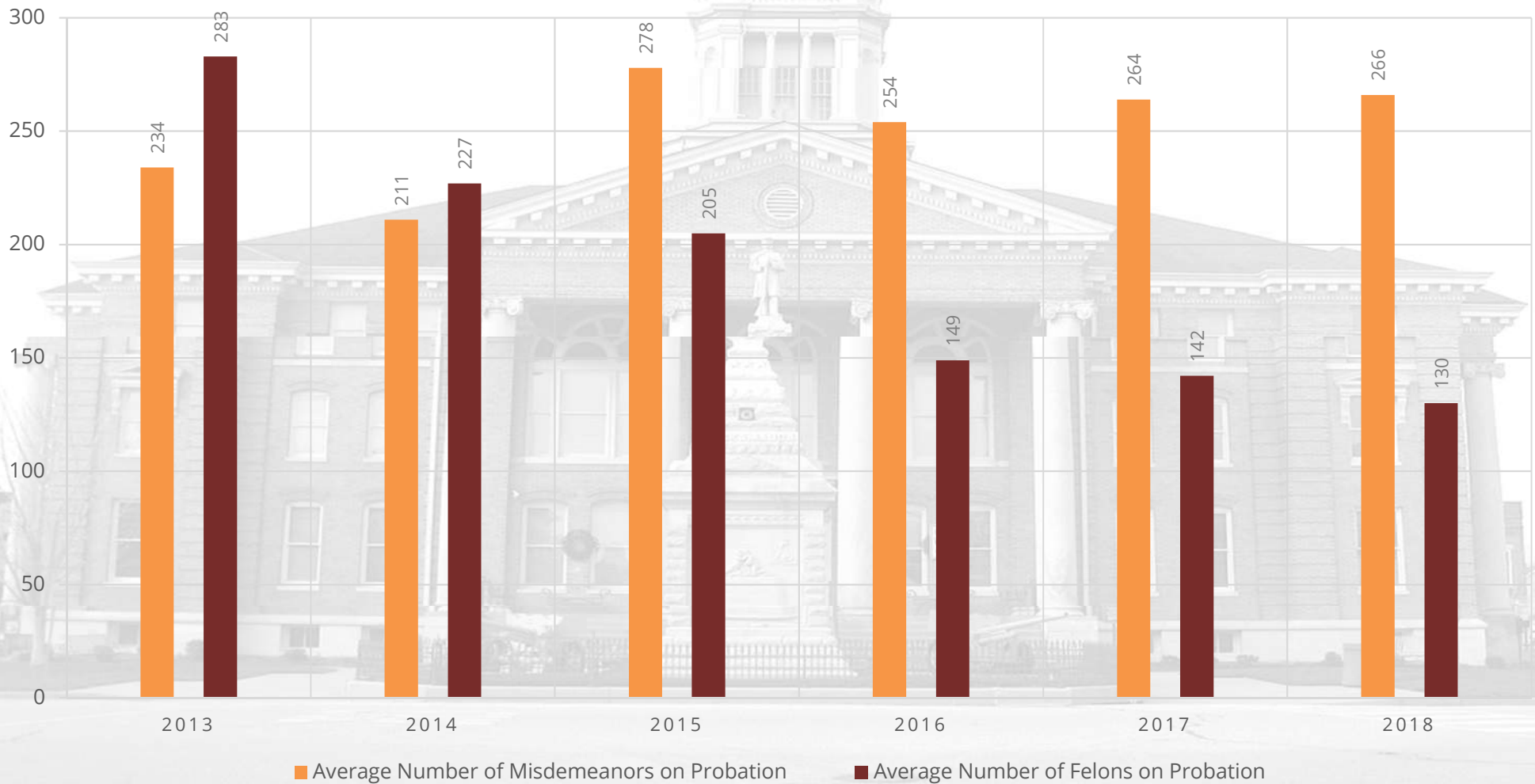


■ Average Number of Misdemeanors on Probation





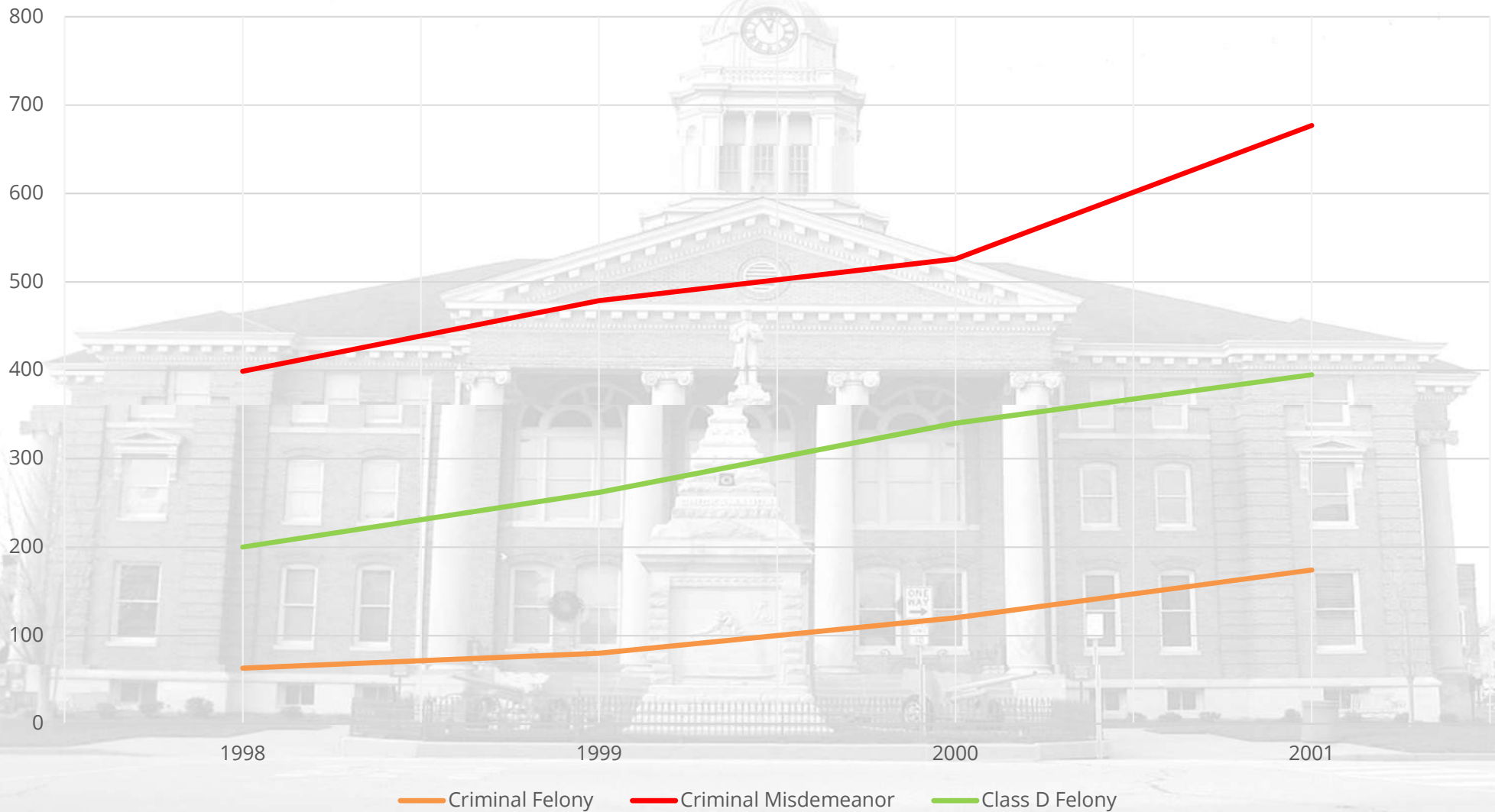
## AVERAGE NUMBER OF FELONS AND MISDEMEANORS ON PROBATION (2013-2018)



# DUBOIS COUNTY JUSTICE STUDY



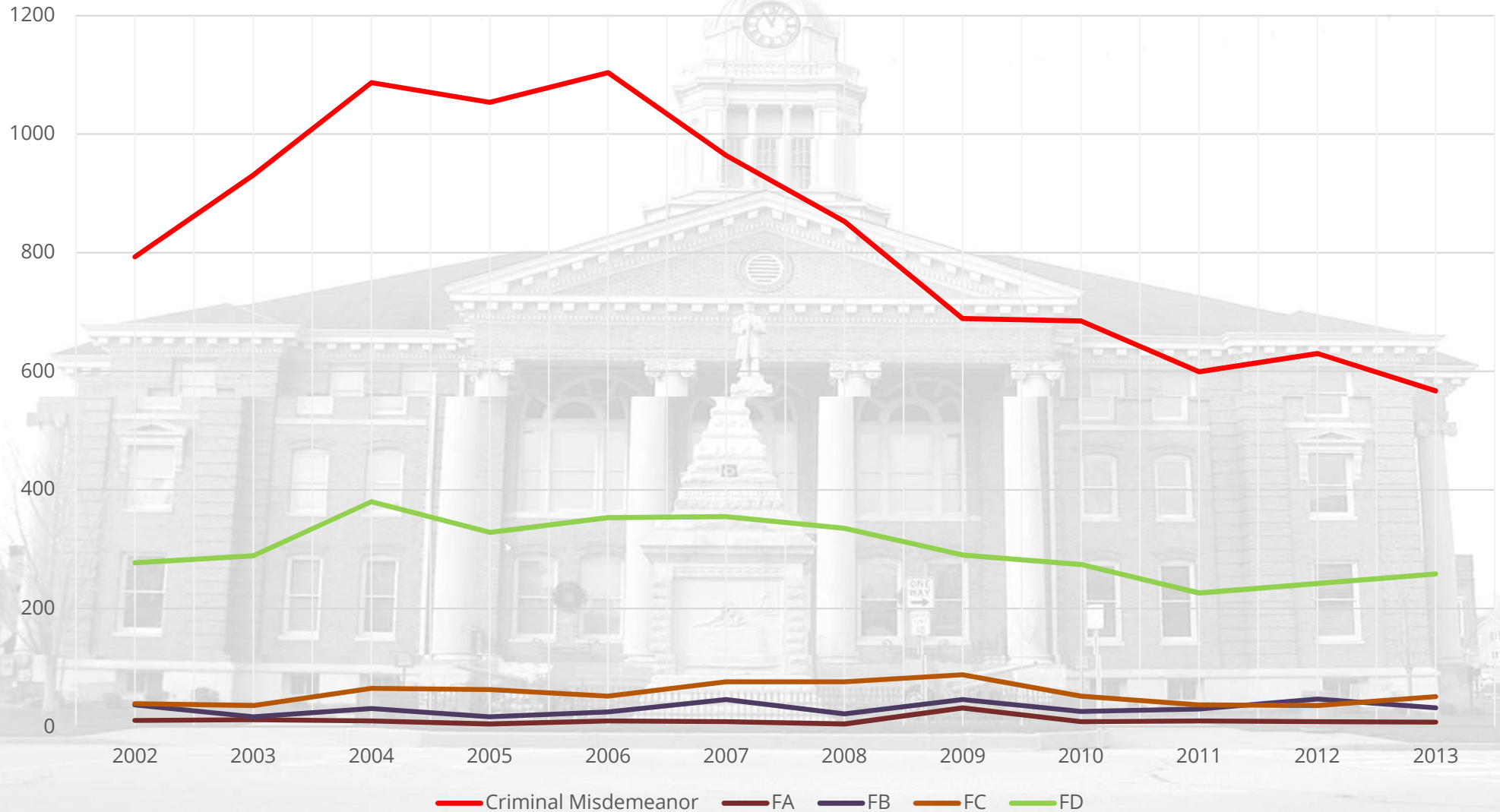
## FILED CASES (1998-2001)



# DUBOIS COUNTY JUSTICE STUDY

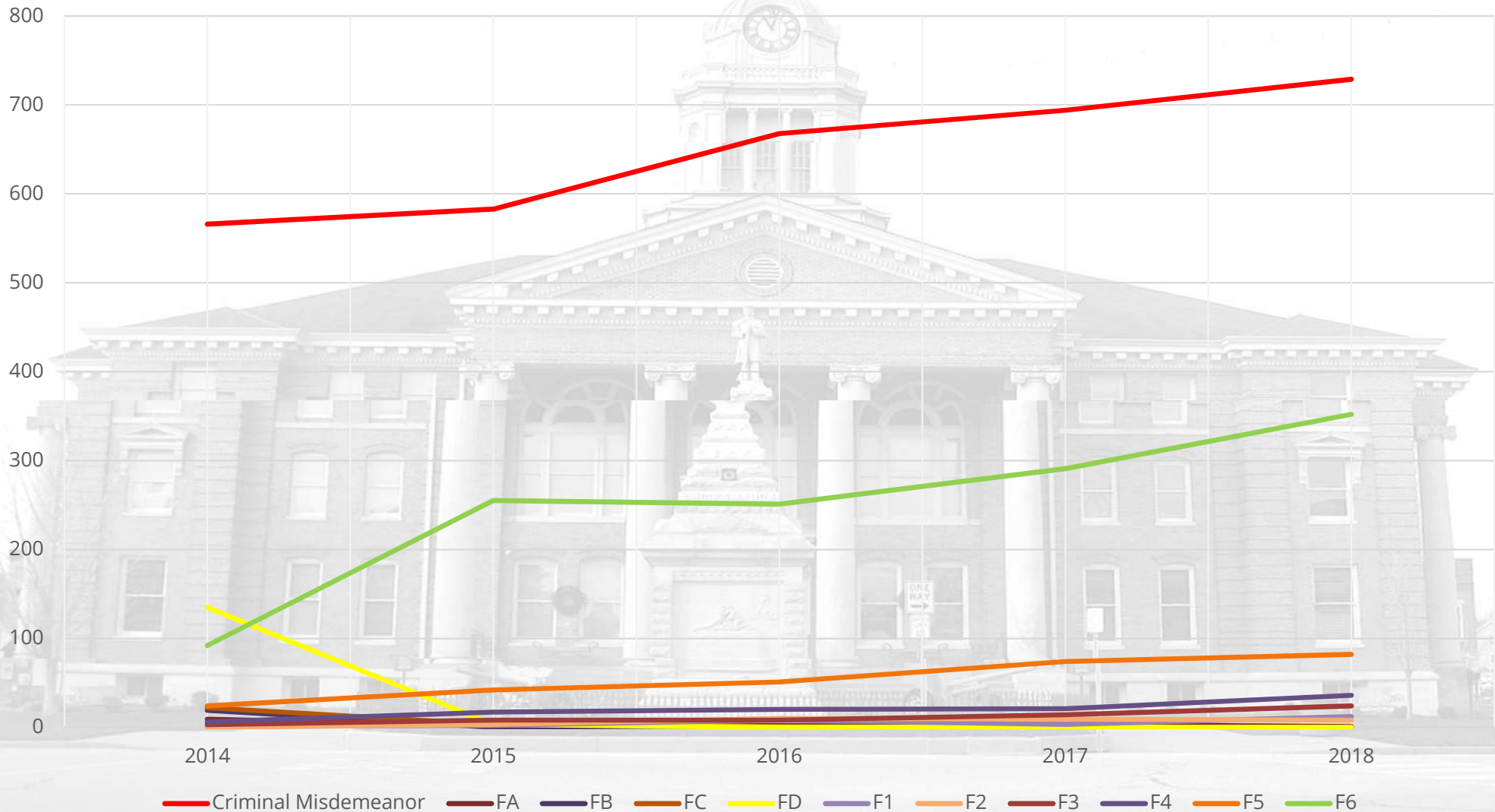


## FILED CASES (2002-2013)



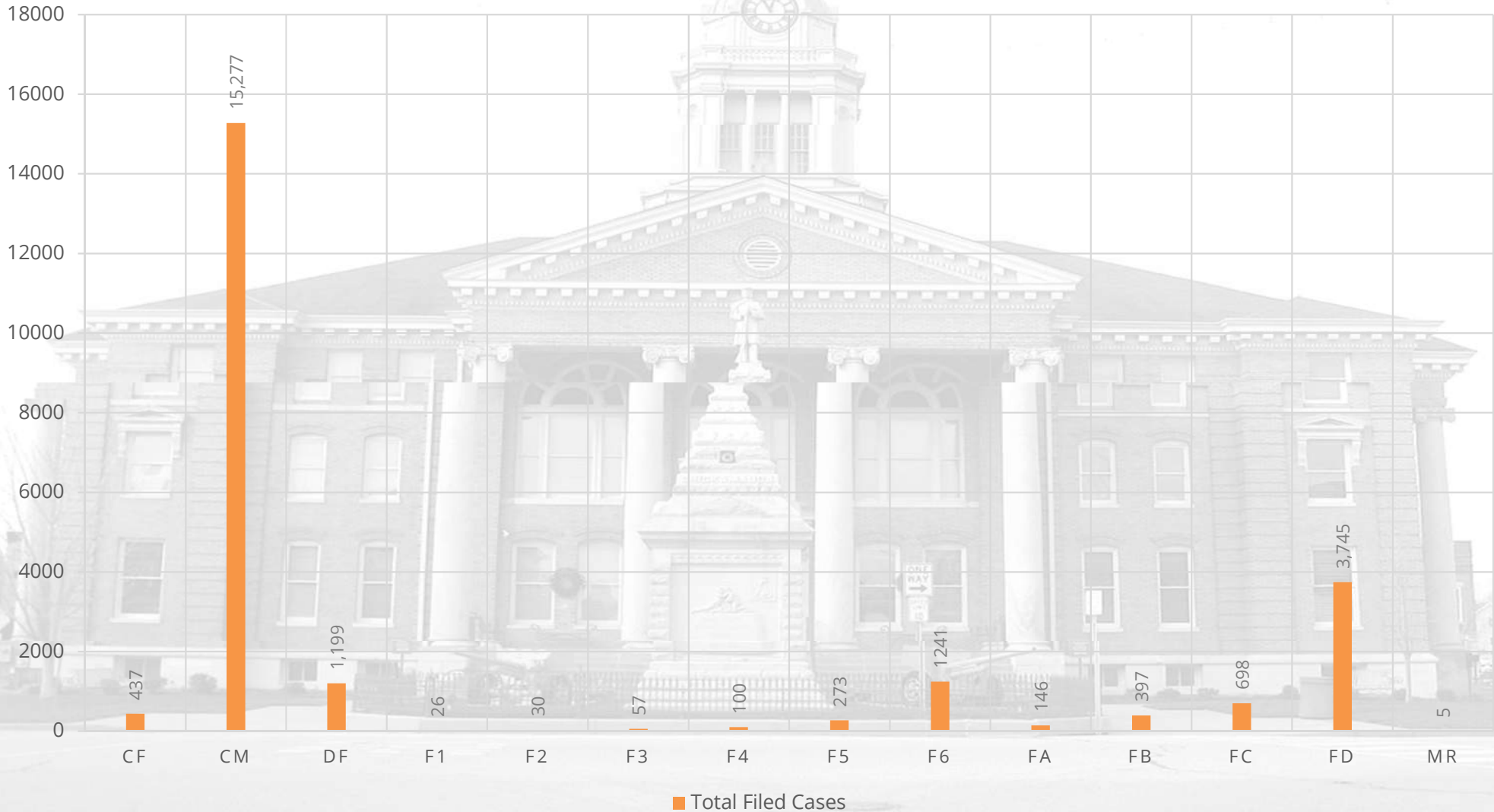


## FILED CASES (2014-2018)





## TOTAL FILED CASES (1998-2018)

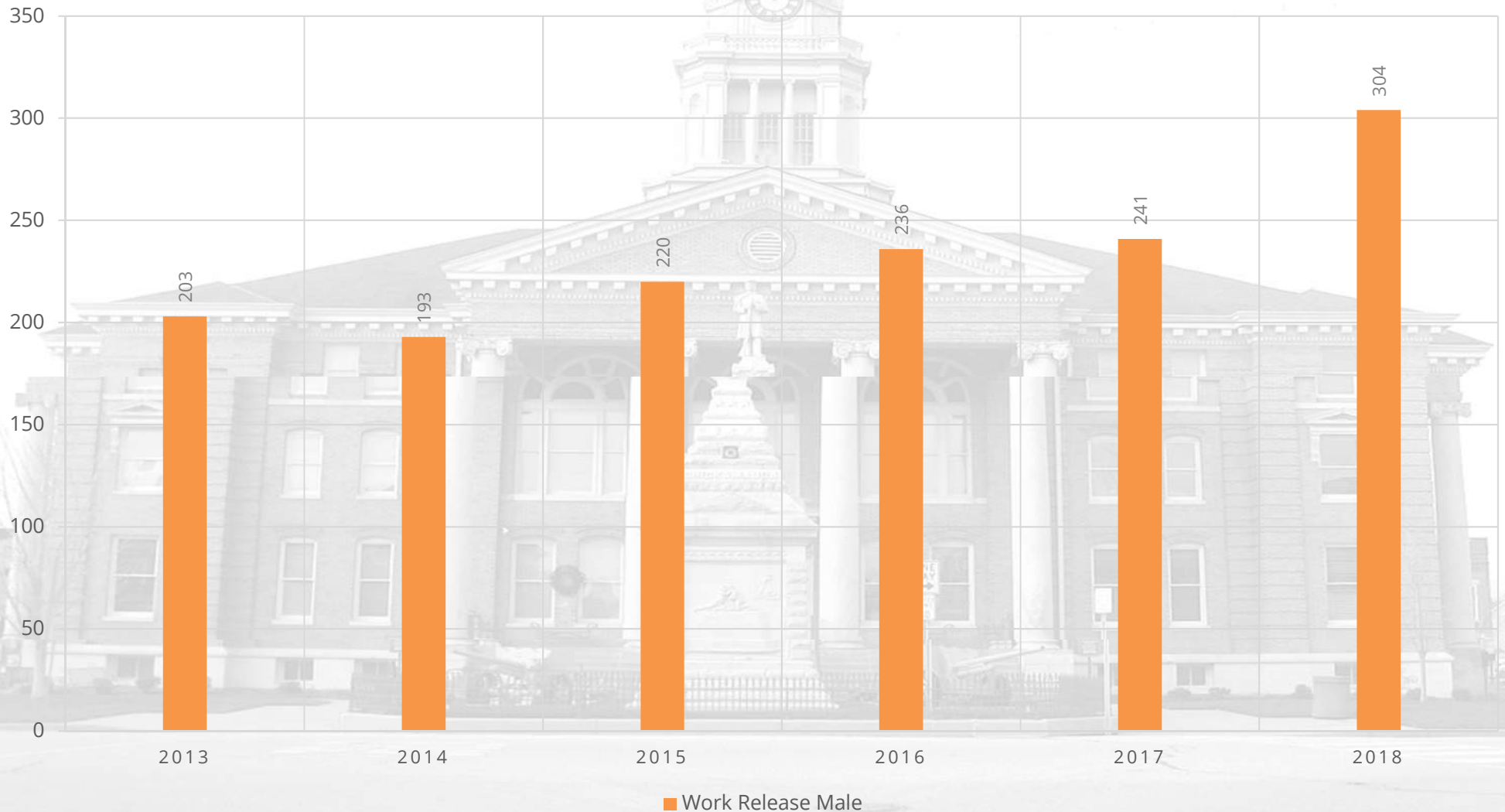




# COMMUNITY CORRECTIONS

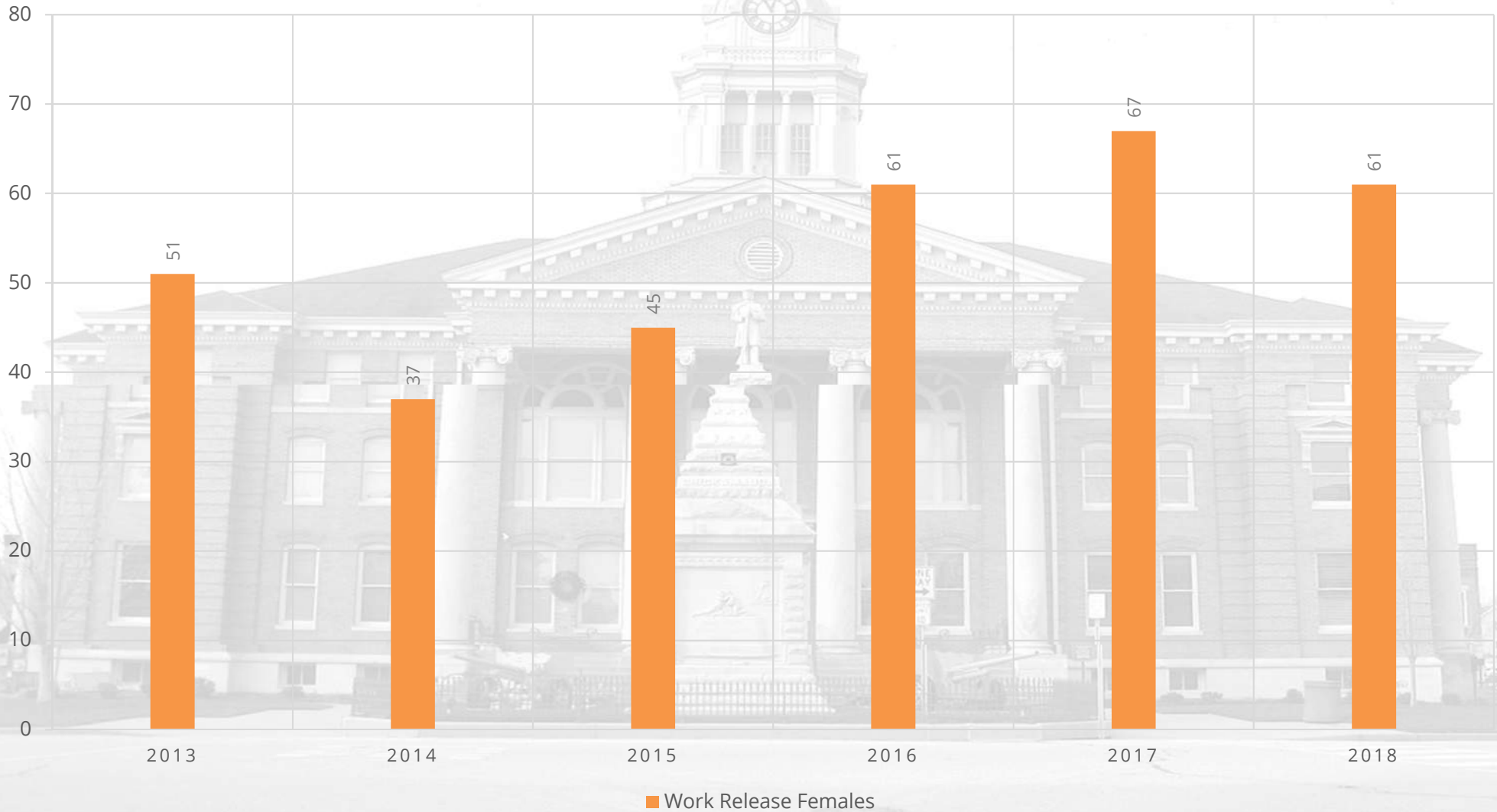


## WORK RELEASE MALE (2013-2018)





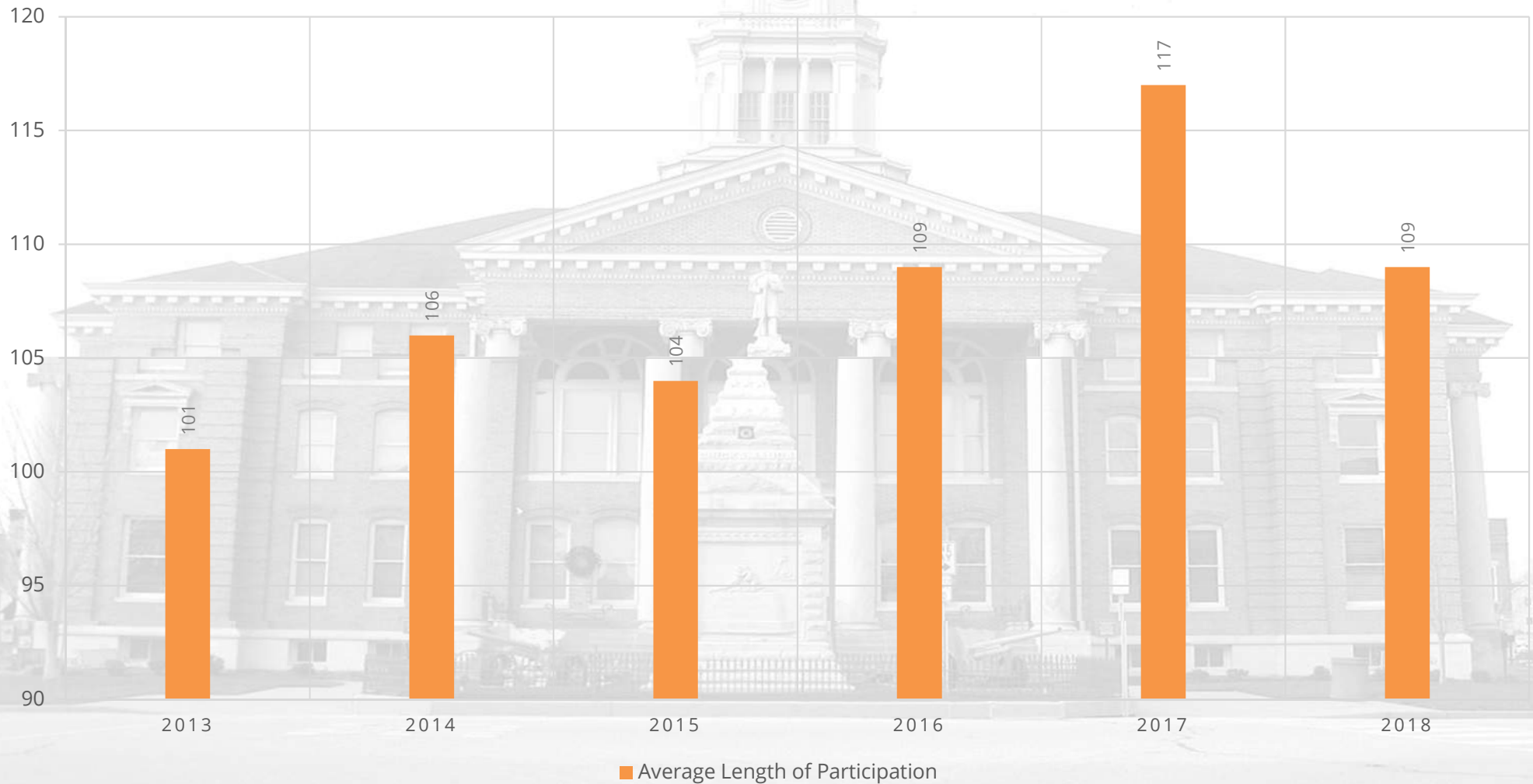
## WORK RELEASE FEMALES (2013-2018)





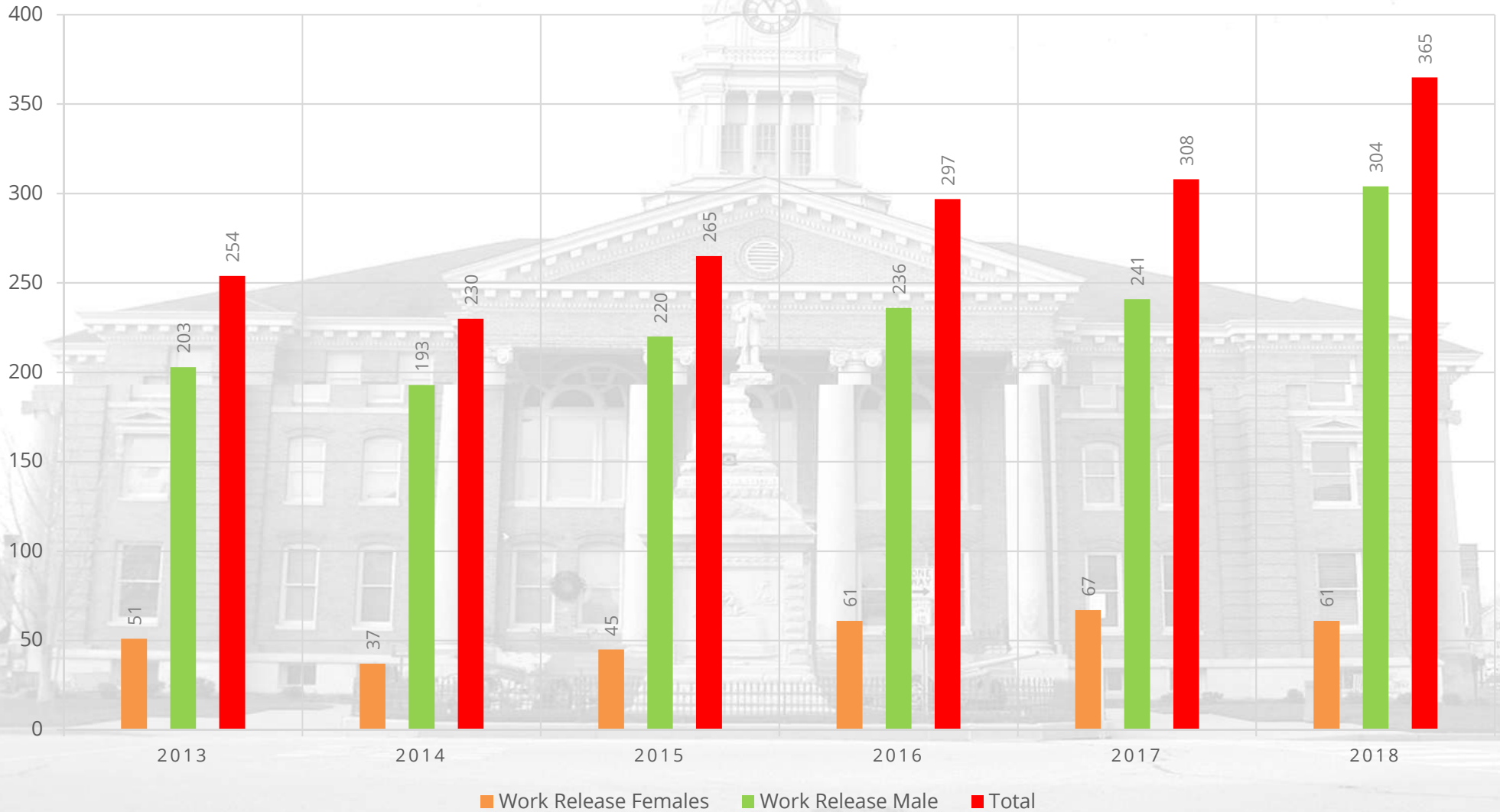


## WORK RELEASE- AVERAGE LENGTH OF PARTICIPATION (2013-2018)



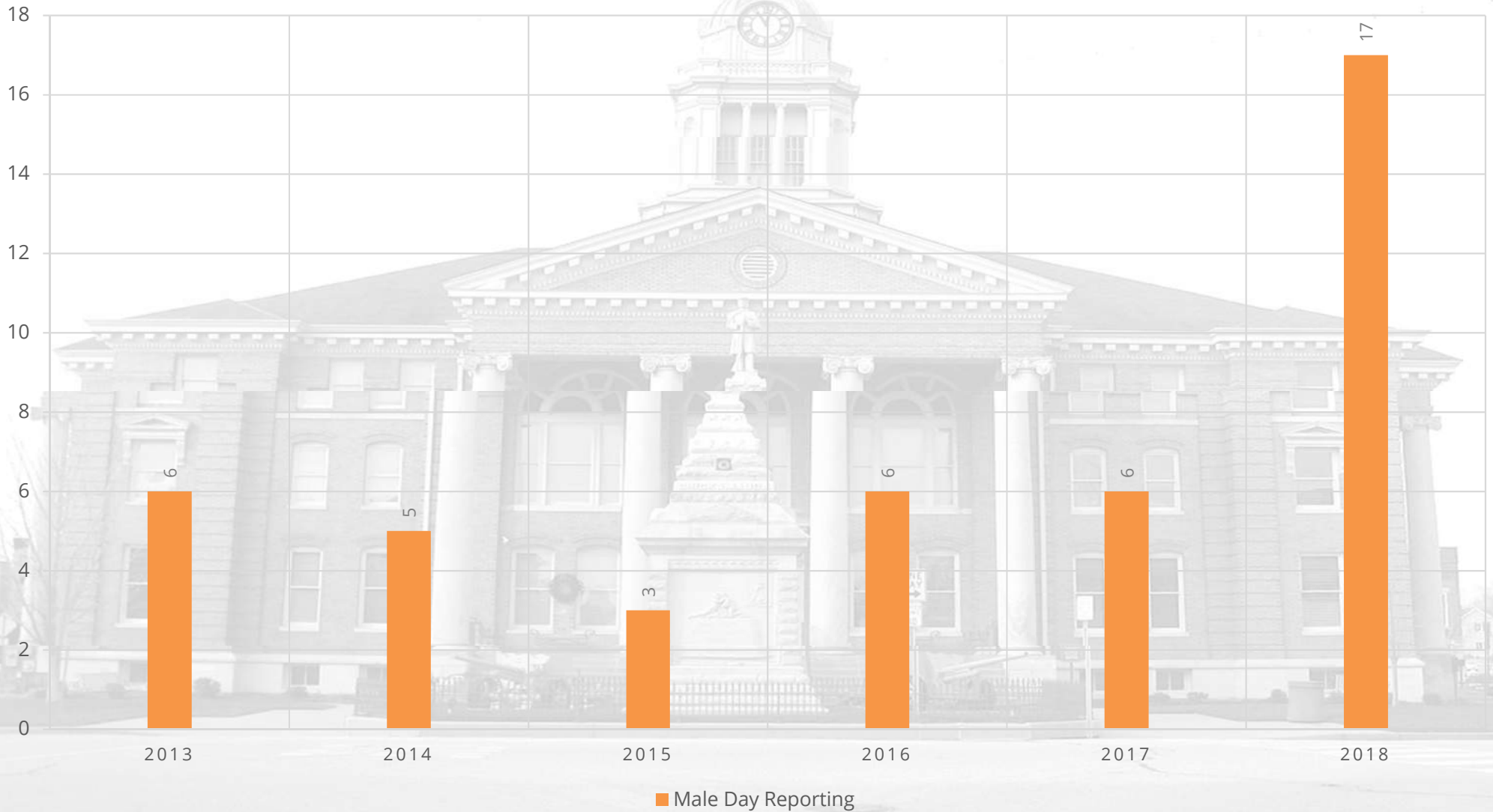


## TOTAL WORK RELEASE (2013-2018)



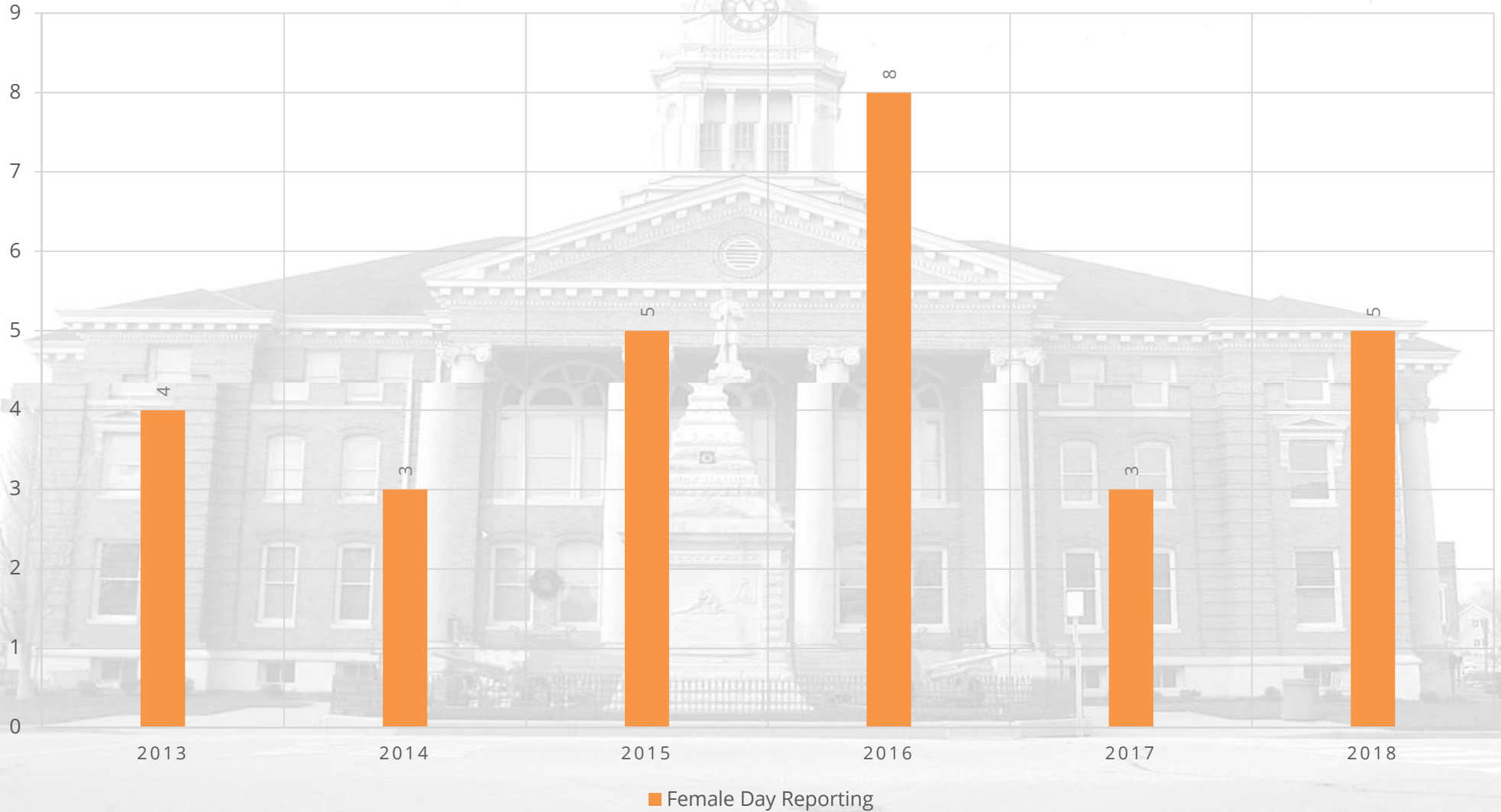


## MALE DAY REPORTING (2013-2018)



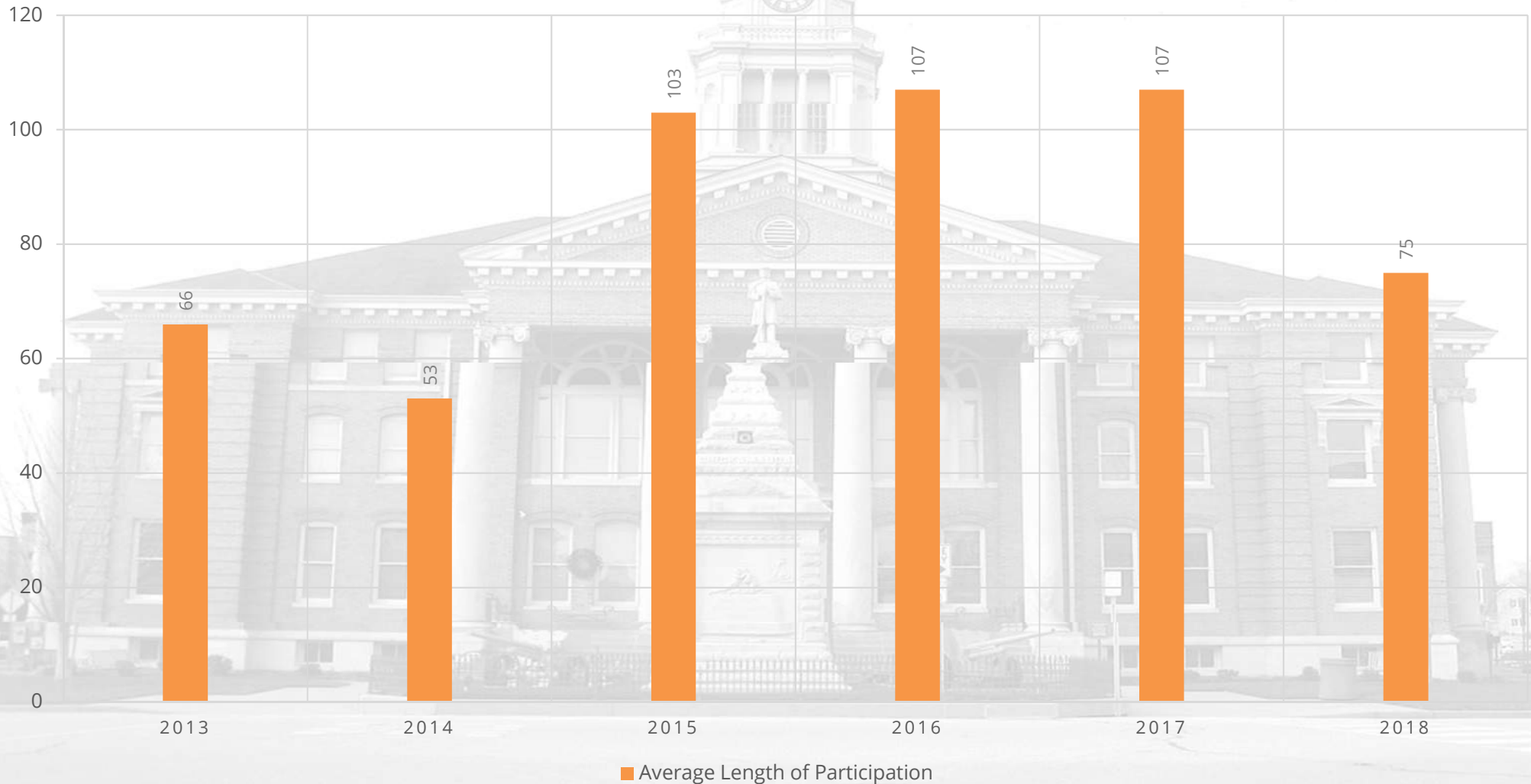


## FEMALE DAY REPORTING (2013-2018)



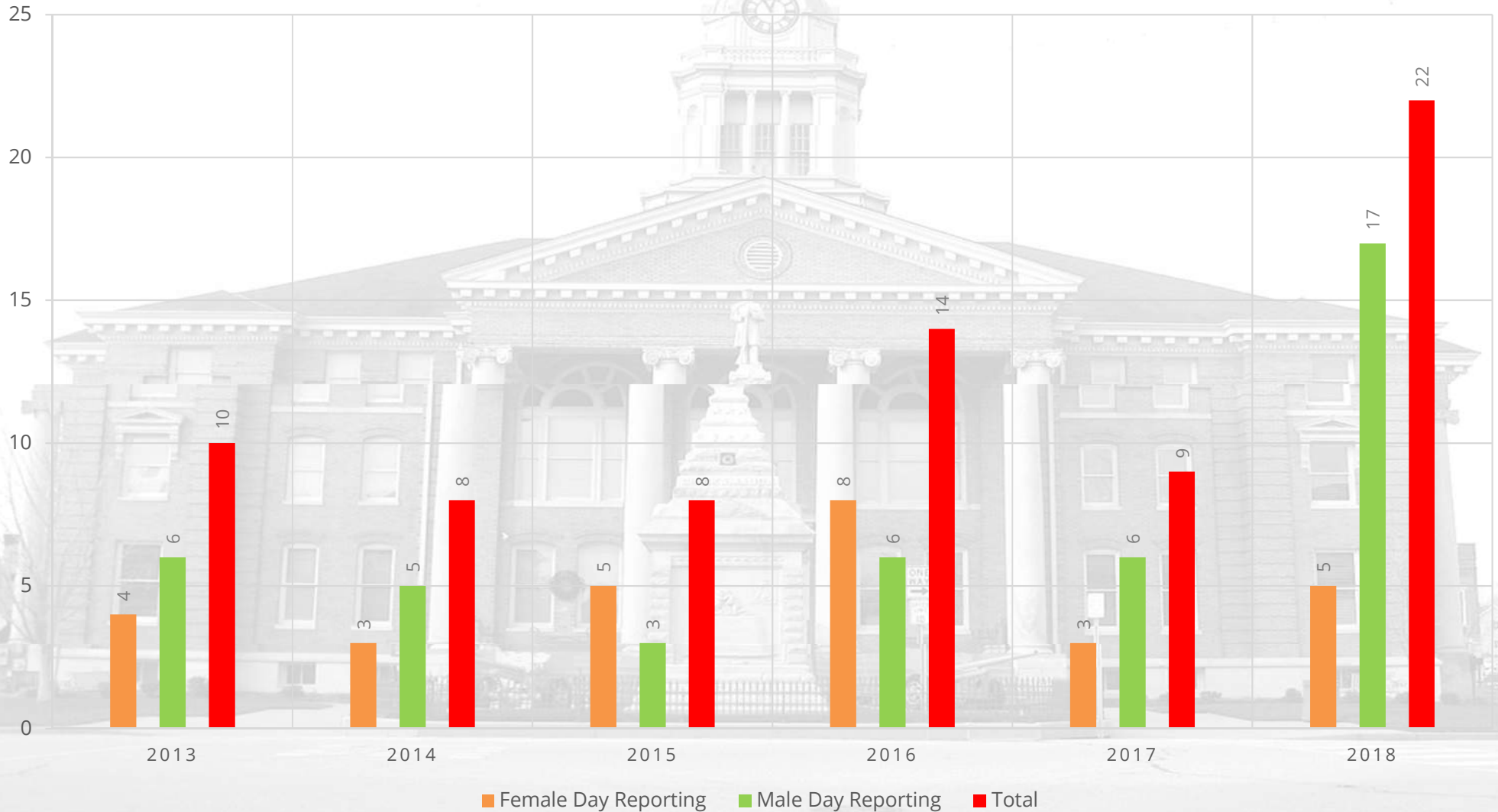


## DAY REPORTING/HOME DETENTION- AVERAGE LENGTH OF PARTICIPATION (2013-2018)



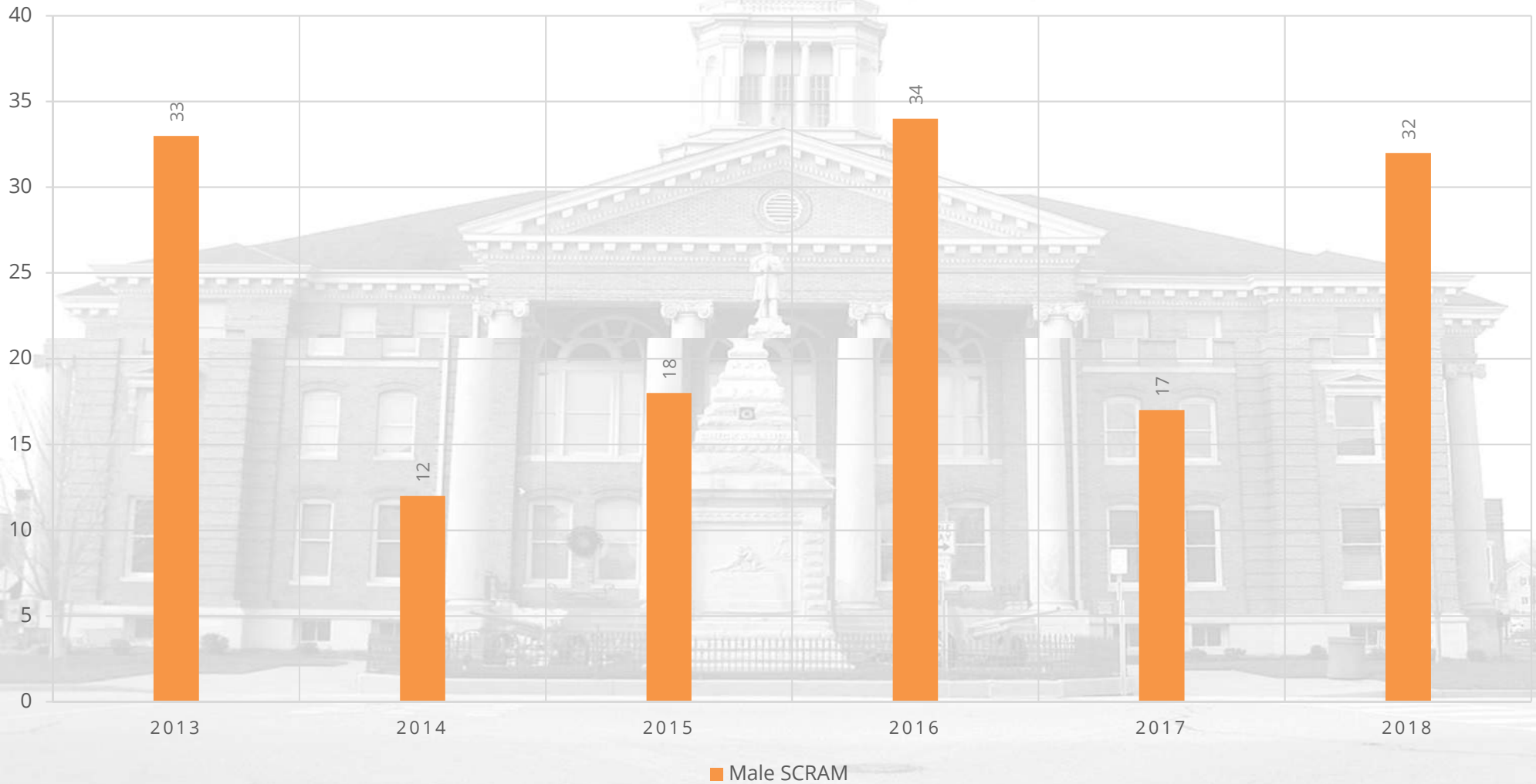


## TOTAL DAY REPORTING/HOME DETENTION (2013-2018)



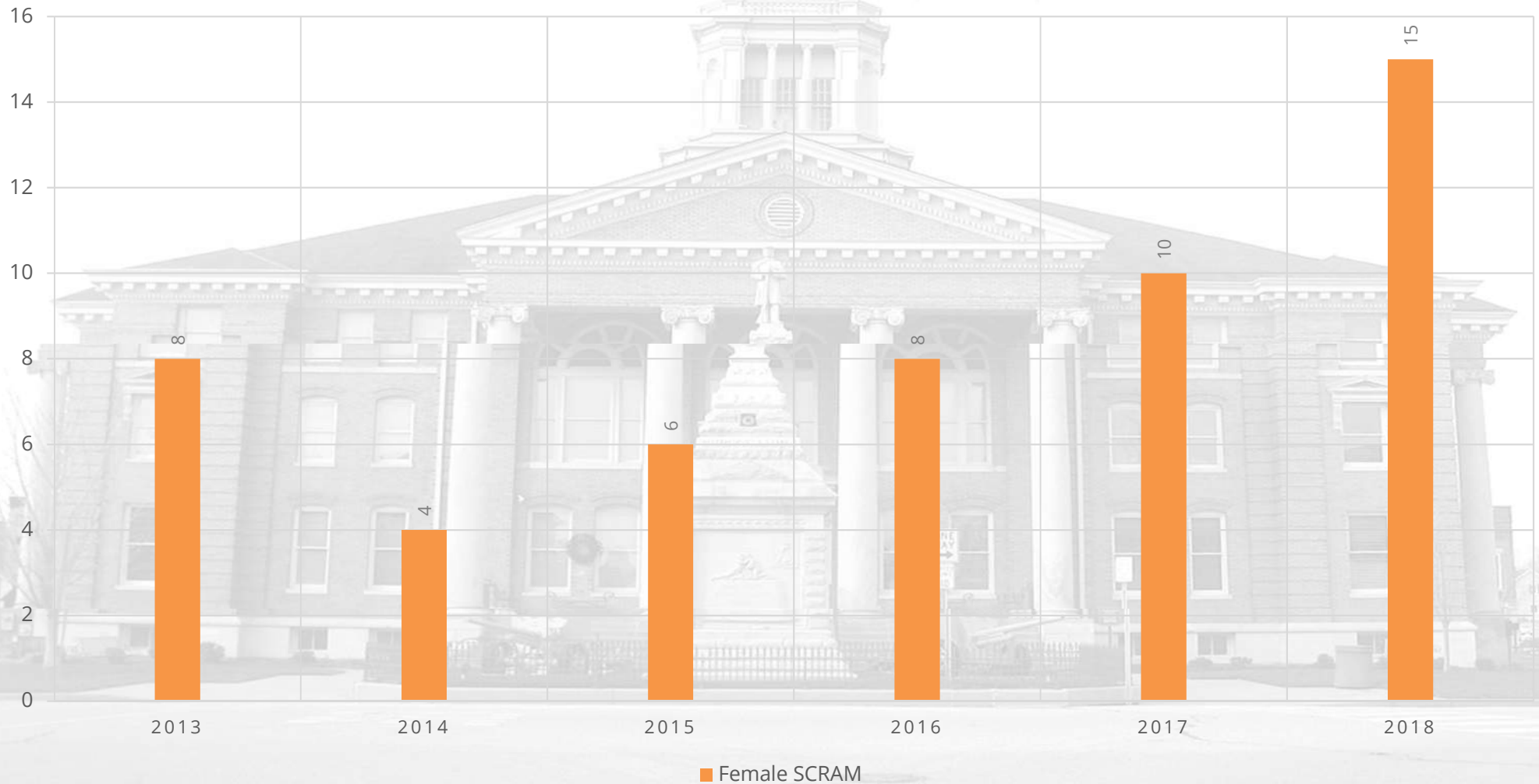


## MALE SCRAM- CONTINUOUS ALCOHOL MONITORING (2013-2018)





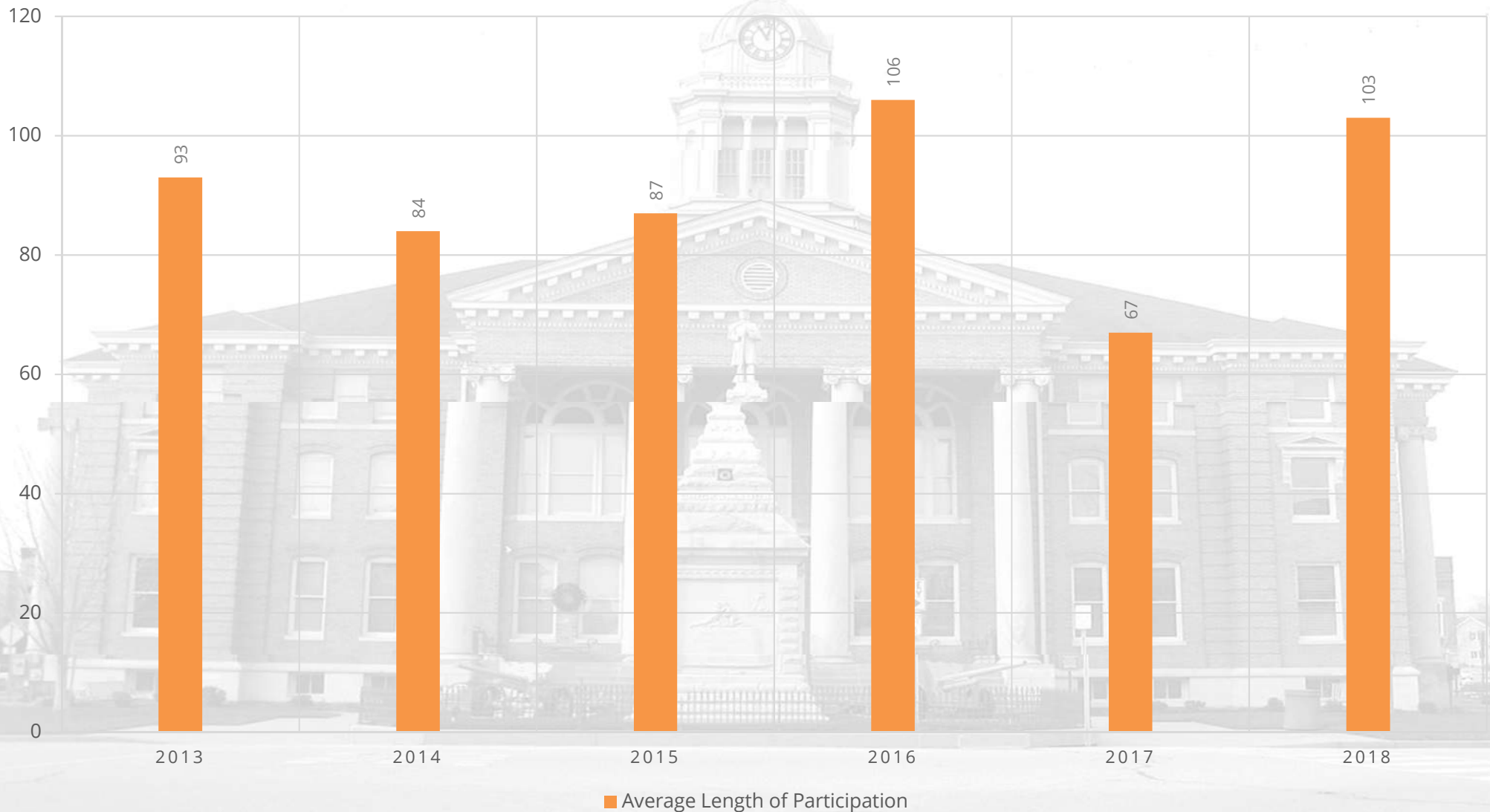
## FEMALE SCRAM- CONTINUOUS ALCOHOL MONITORING (2013-2018)





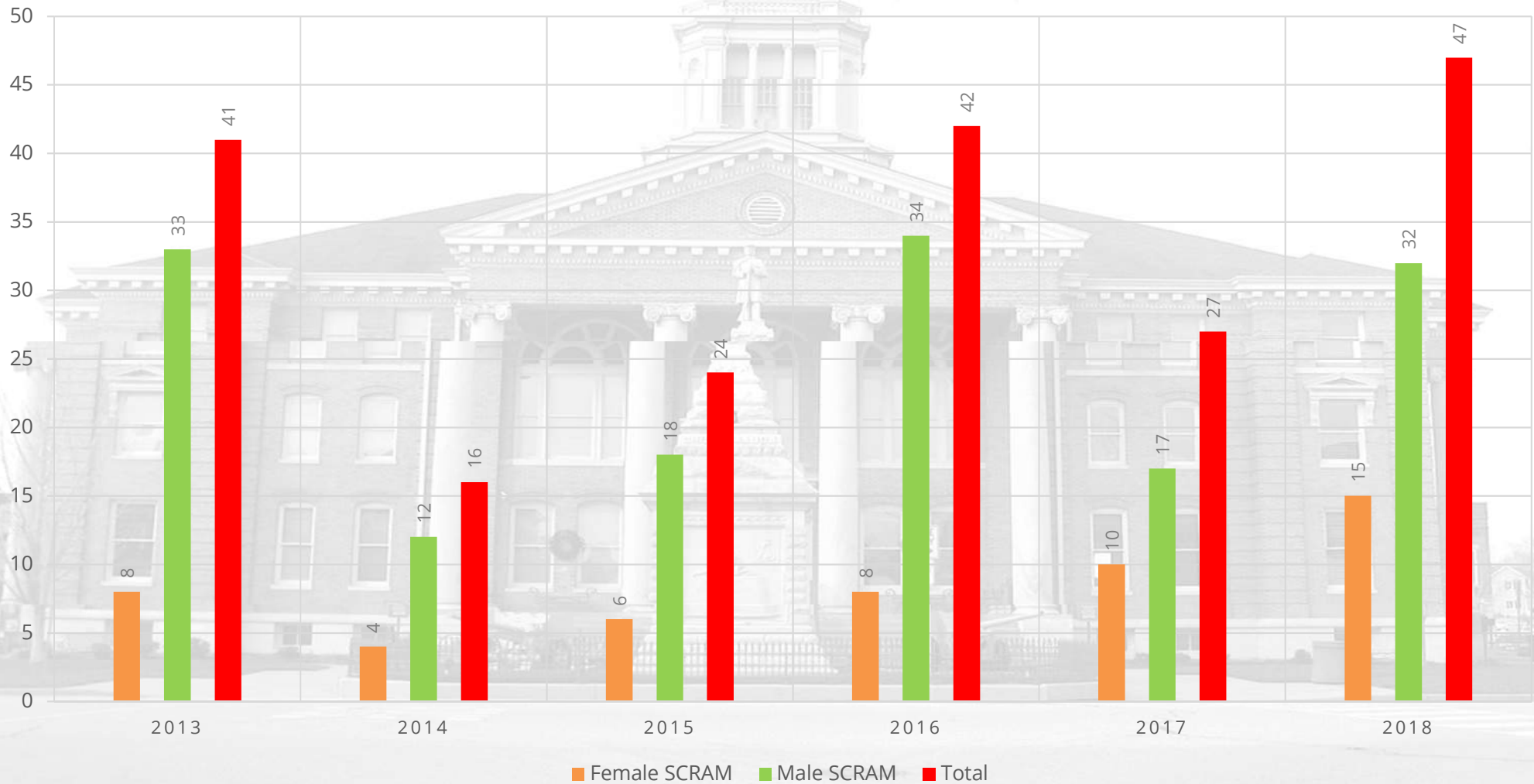


## SCRAM- AVERAGE LENGTH OF PARTICIPATION (2013-2018)



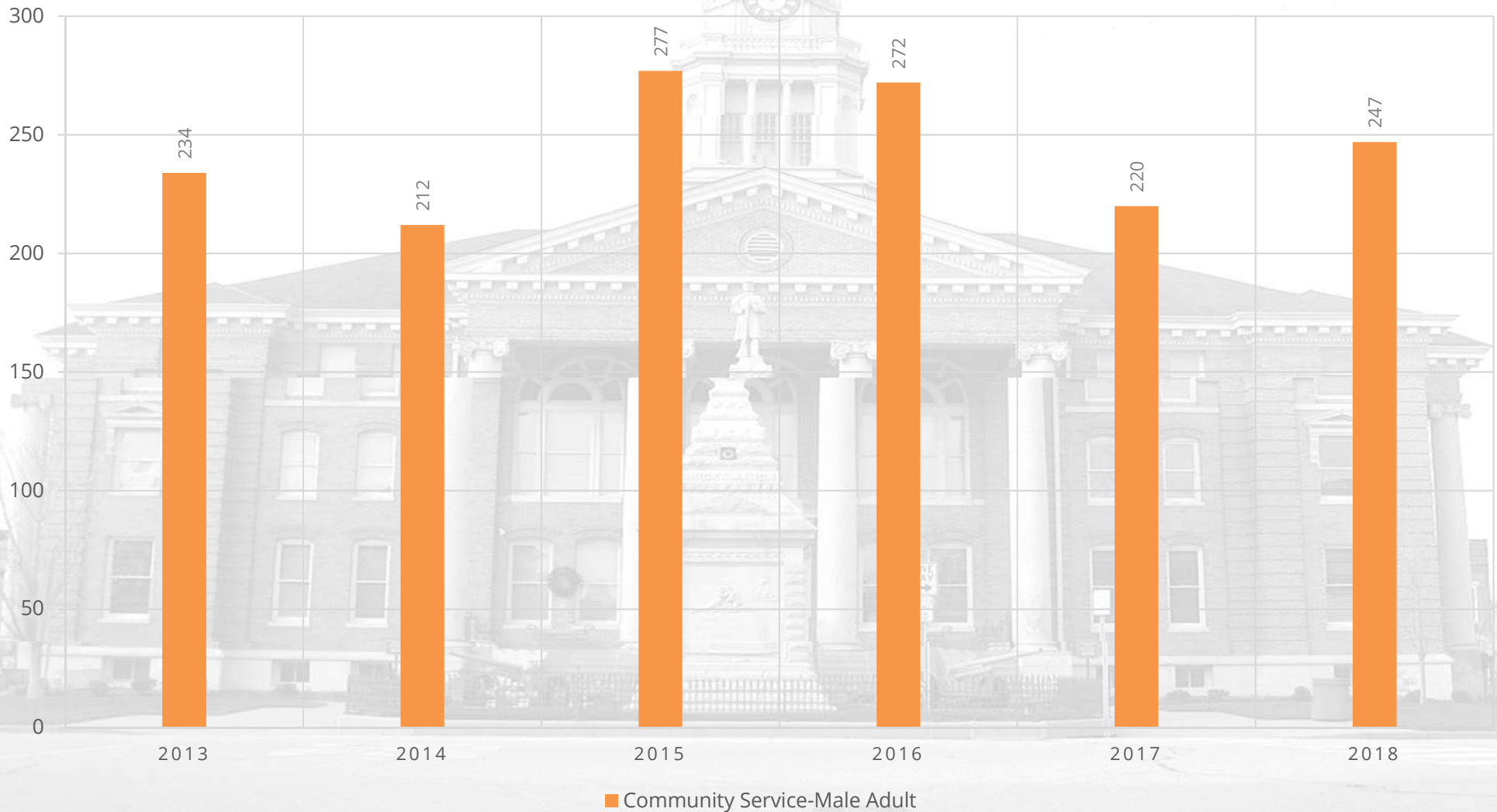


## TOTAL SCRAM- CONTINUOUS ALCOHOL MONITORING (2013-2018)



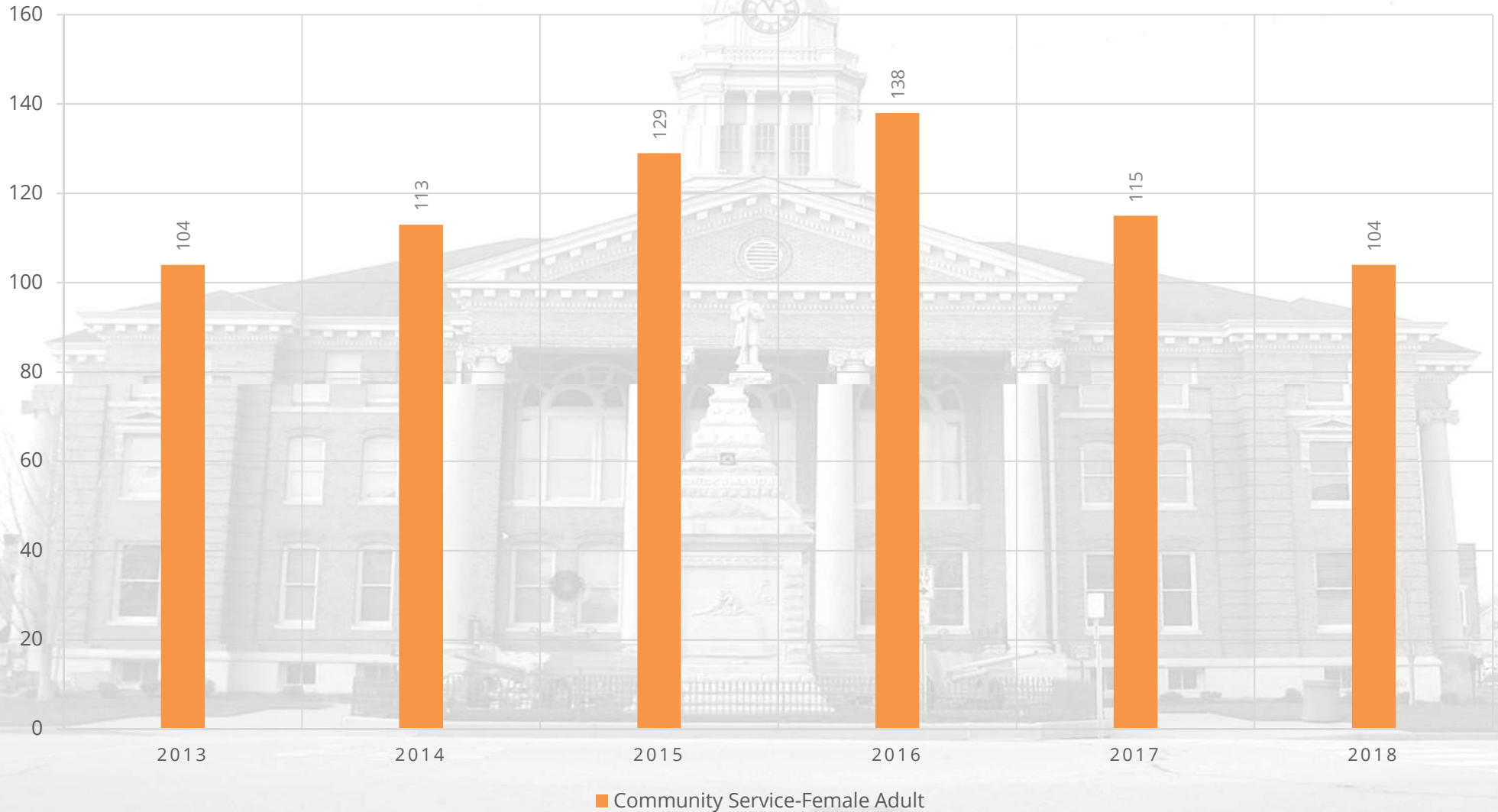


## COMMUNITY SERVICE-MALE ADULT (2013-2018)



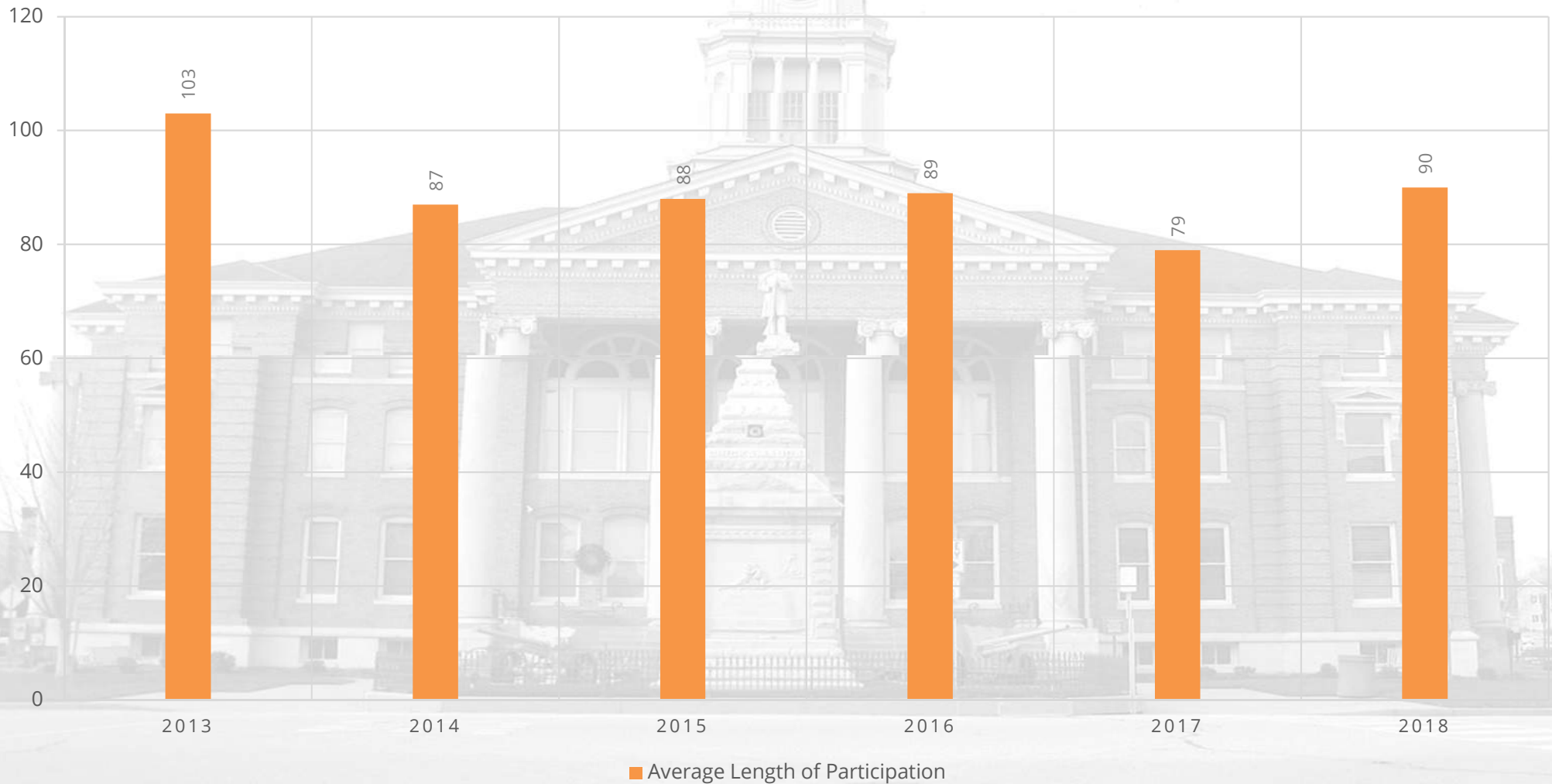


## COMMUNITY SERVICE-FEMALE ADULT (2013-2018)



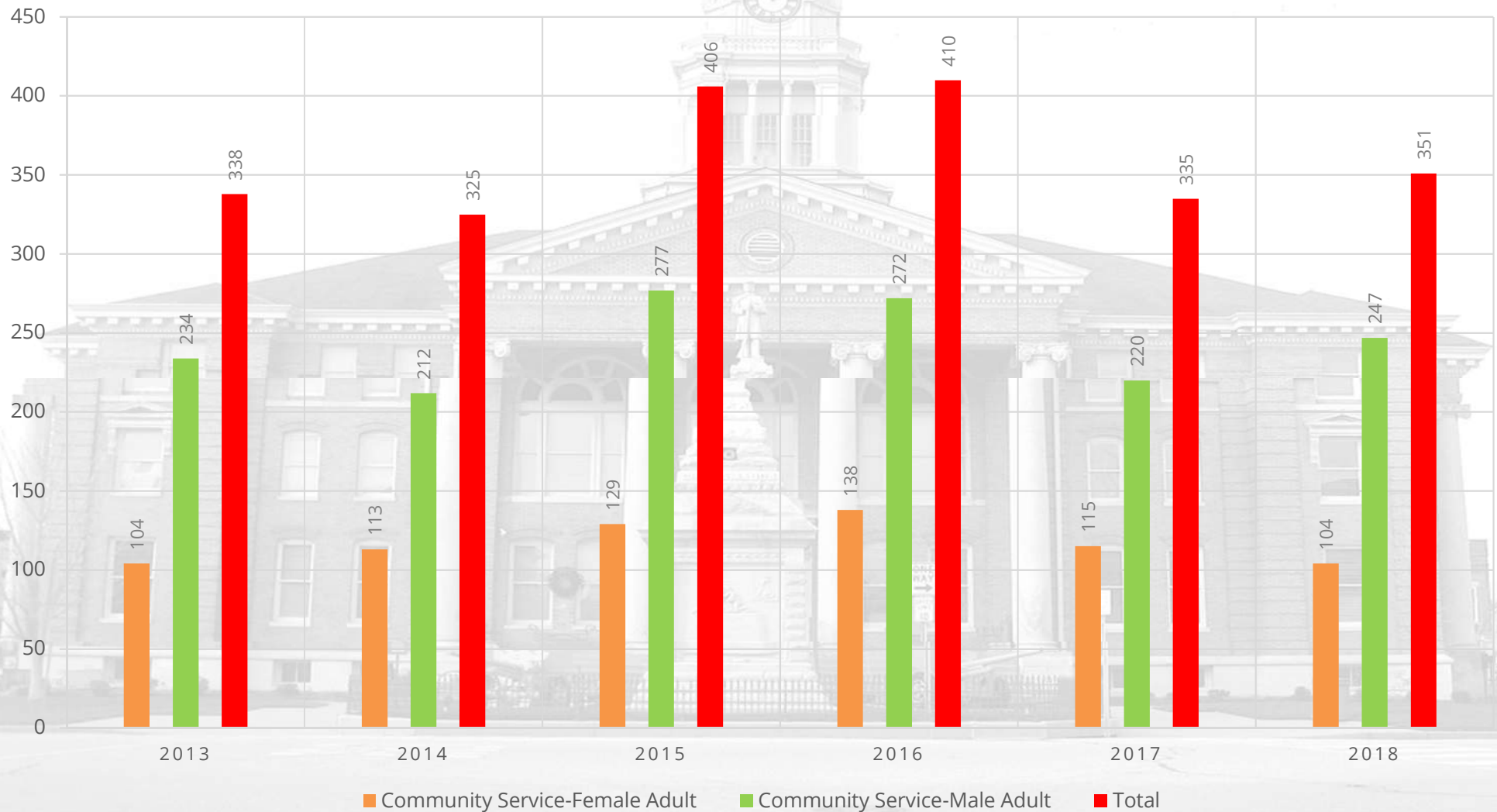


## COMMUNITY SERVICE (ADULT)-AVERAGE LENGTH OF PARTICIPATION (2013-2018)



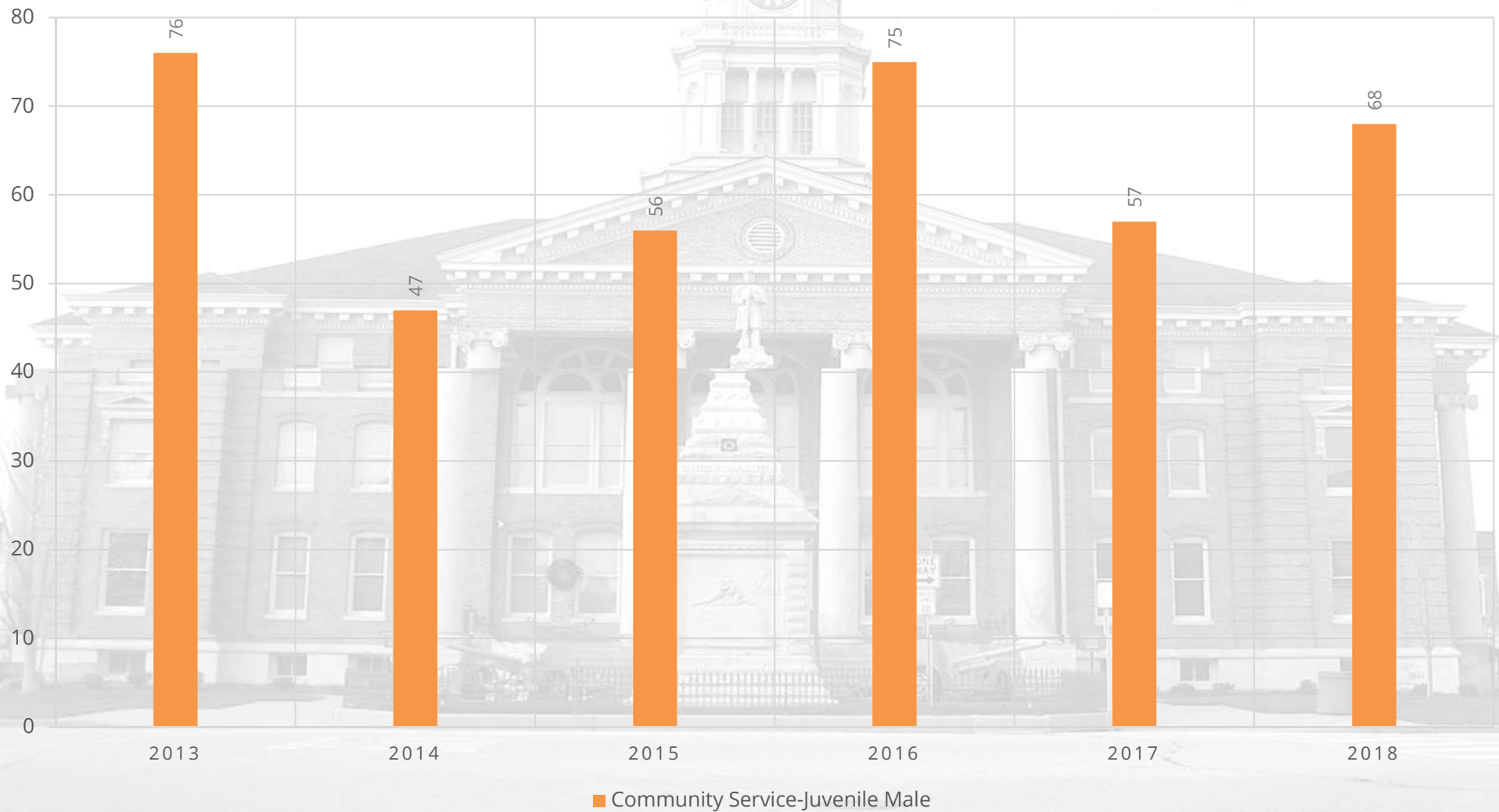


## TOTAL COMMUNITY SERVICE-ADULT (2013-2018)





## COMMUNITY SERVICE-JUVENILE MALE (2013-2018)





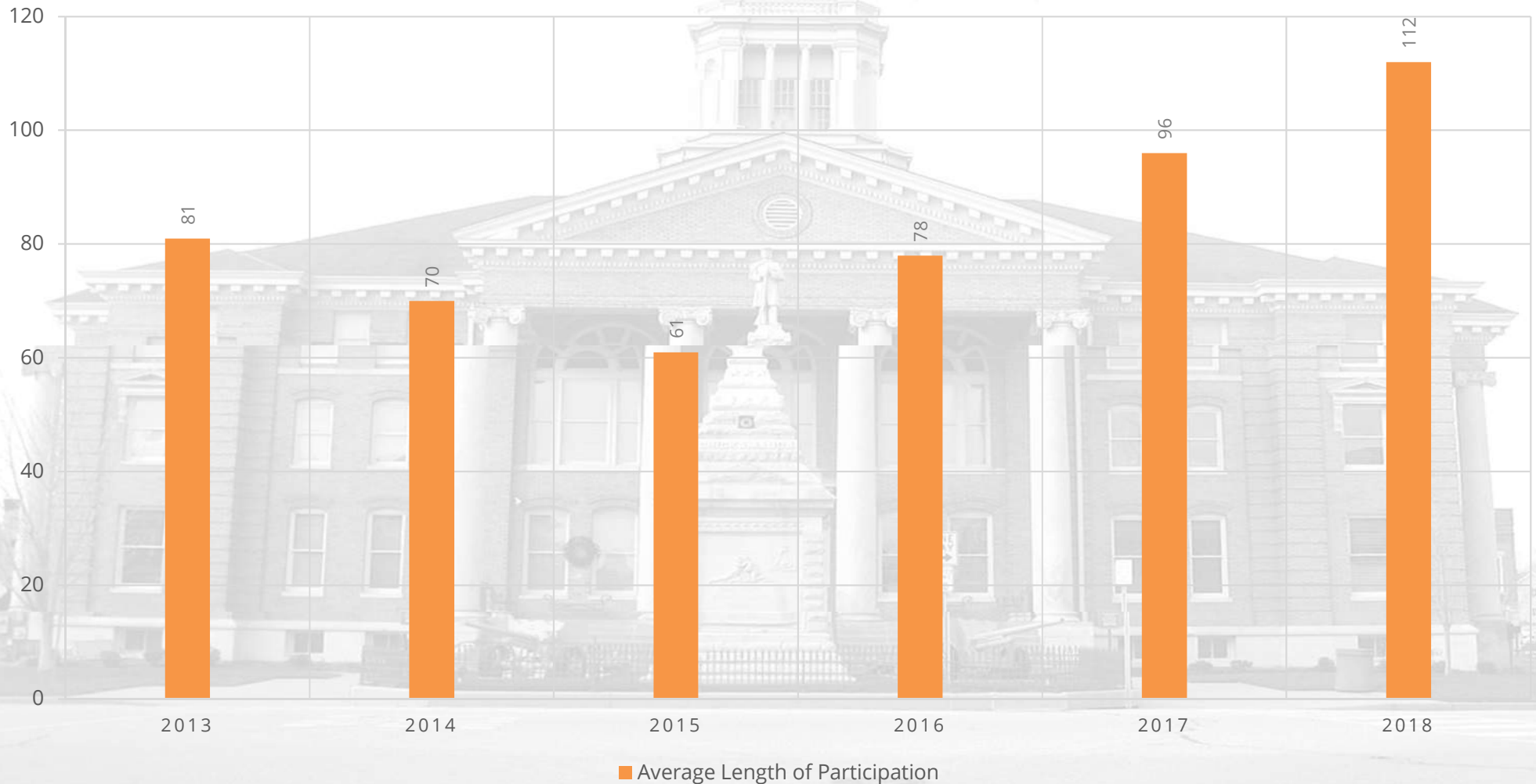
## COMMUNITY SERVICE-JUVENILE FEMALE (2013-2018)





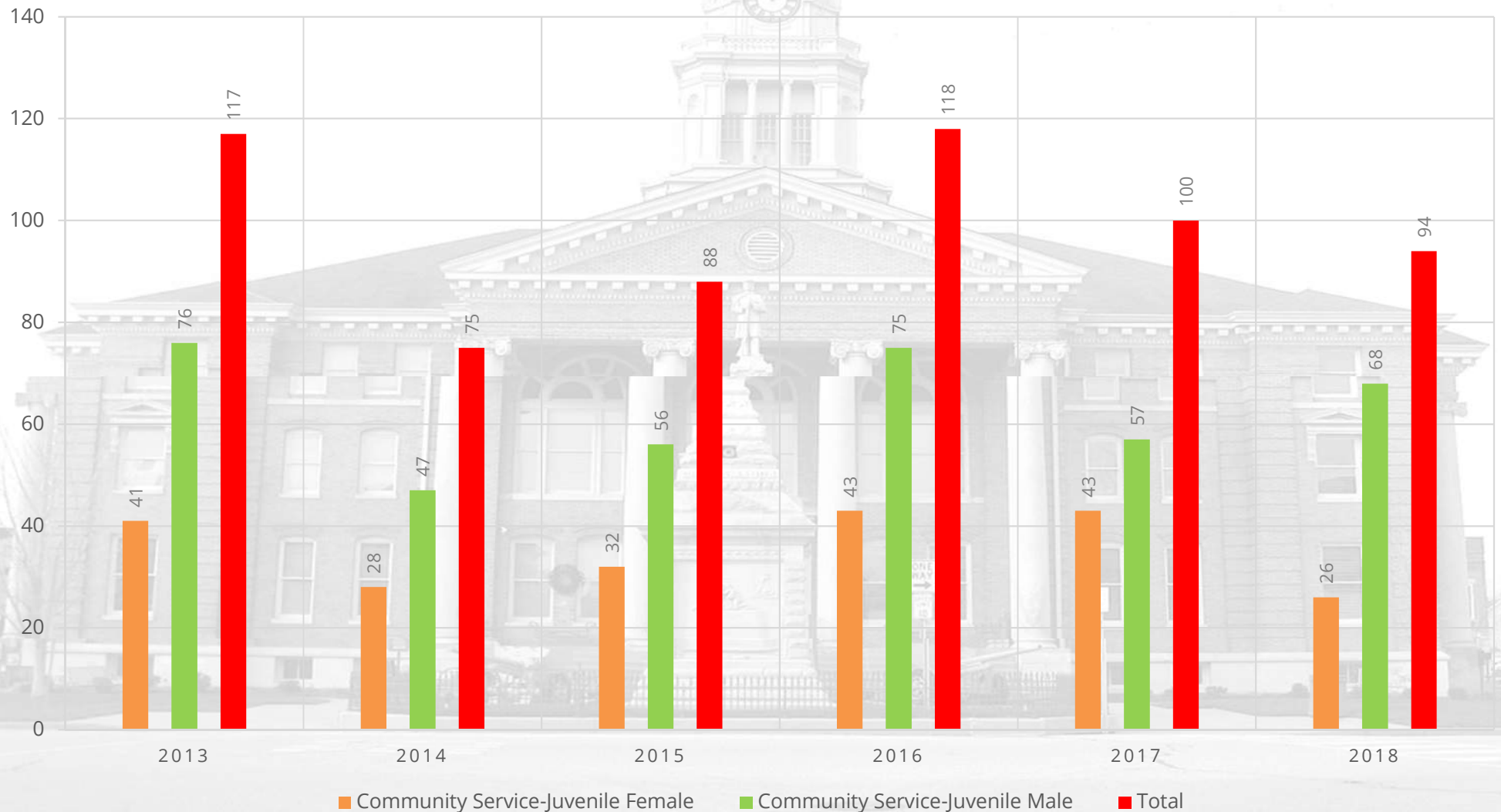


## COMMUNITY SERVICE (JUVENILE)- AVERAGE LENGTH OF PARTICIPATION (2013-2018)



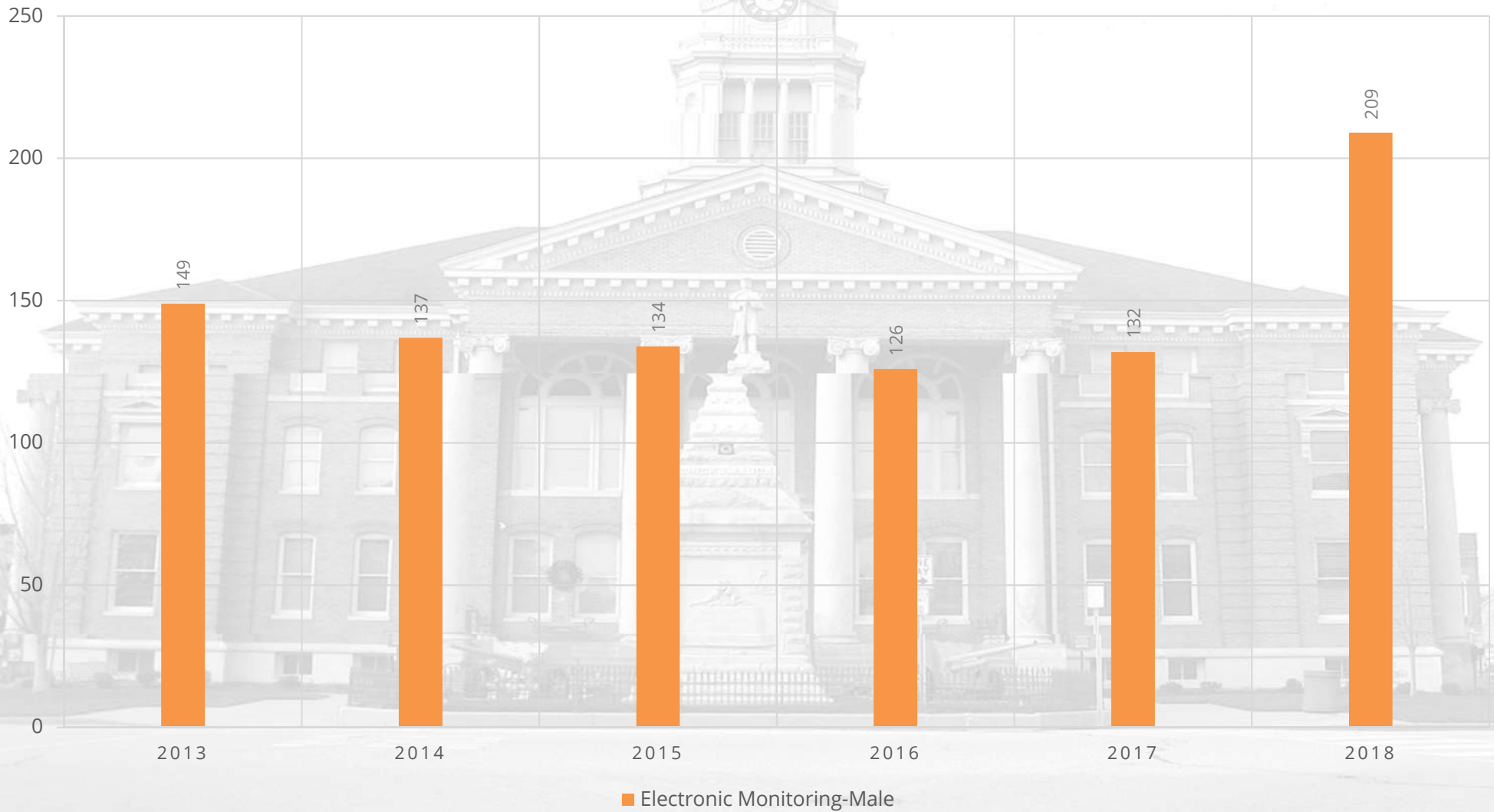


## TOTAL COMMUNITY SERVICE-JUVENILE (2013-2018)



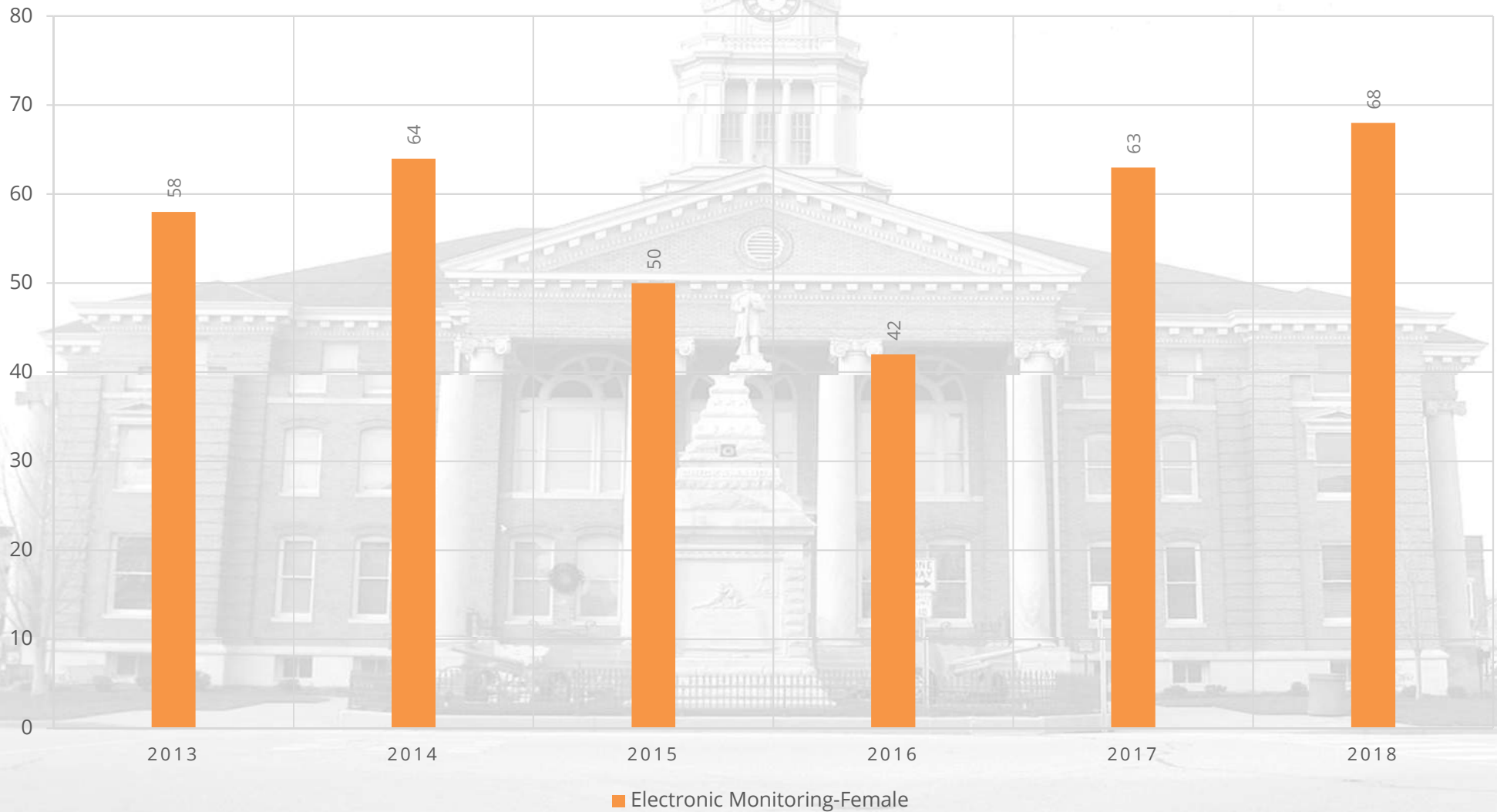


## ELECTRONIC MONITORING-MALE (2013-2018)



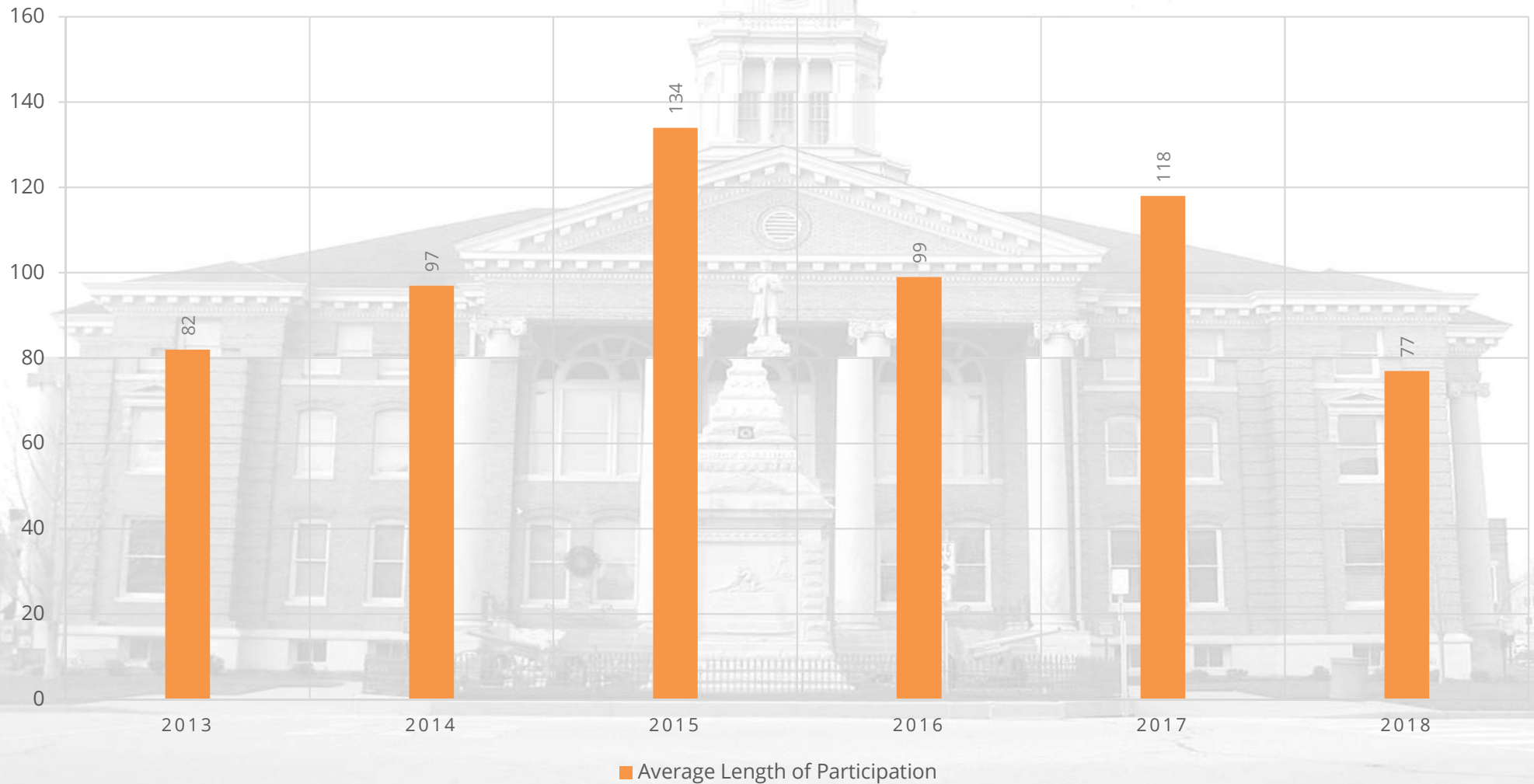


## ELECTRONIC MONITORING-FEMALE (2013-2018)



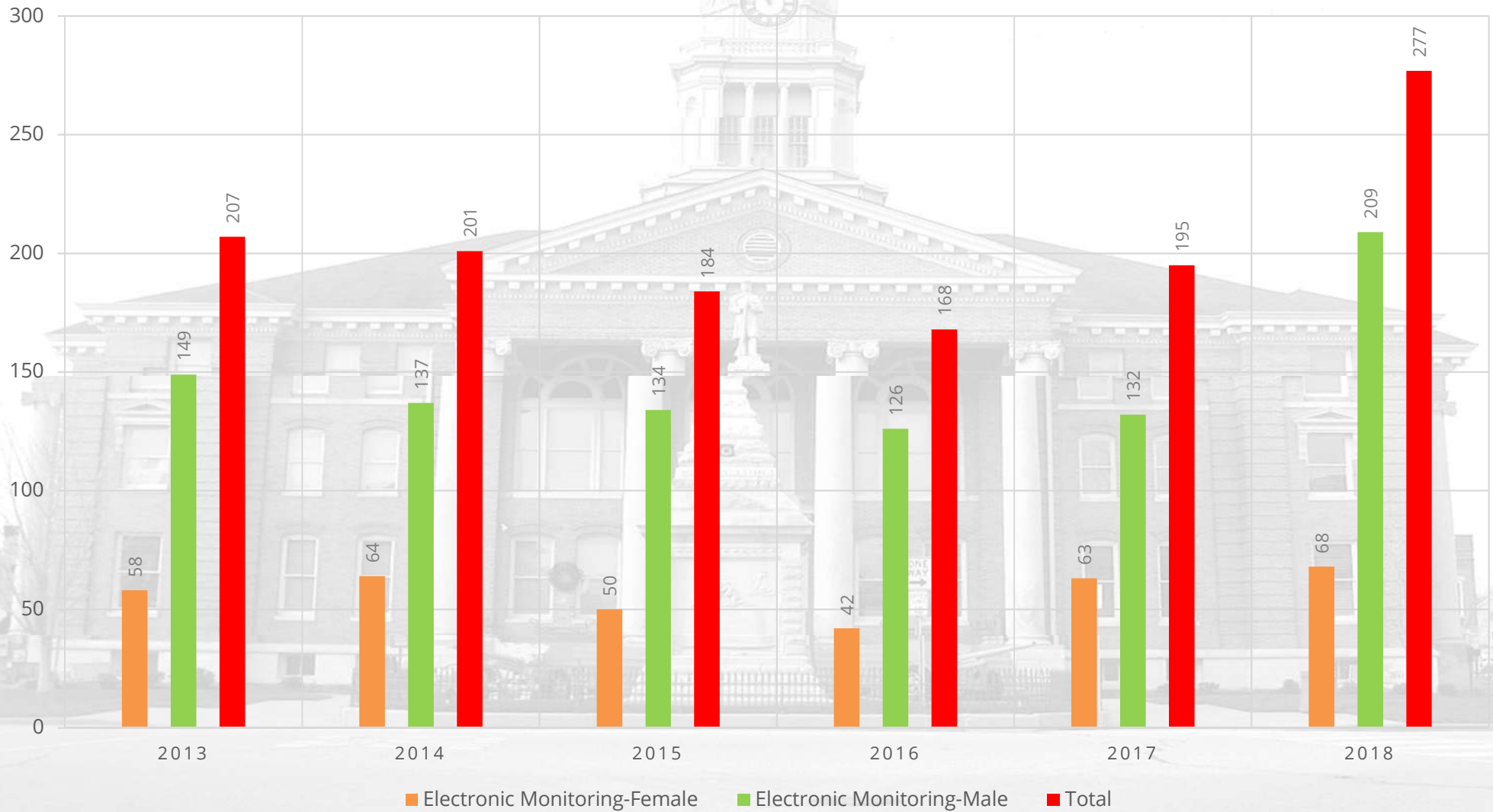


## ELECTRONIC MONITORING- AVERAGE LENGTH OF PARTICIPATION (2013-2018)



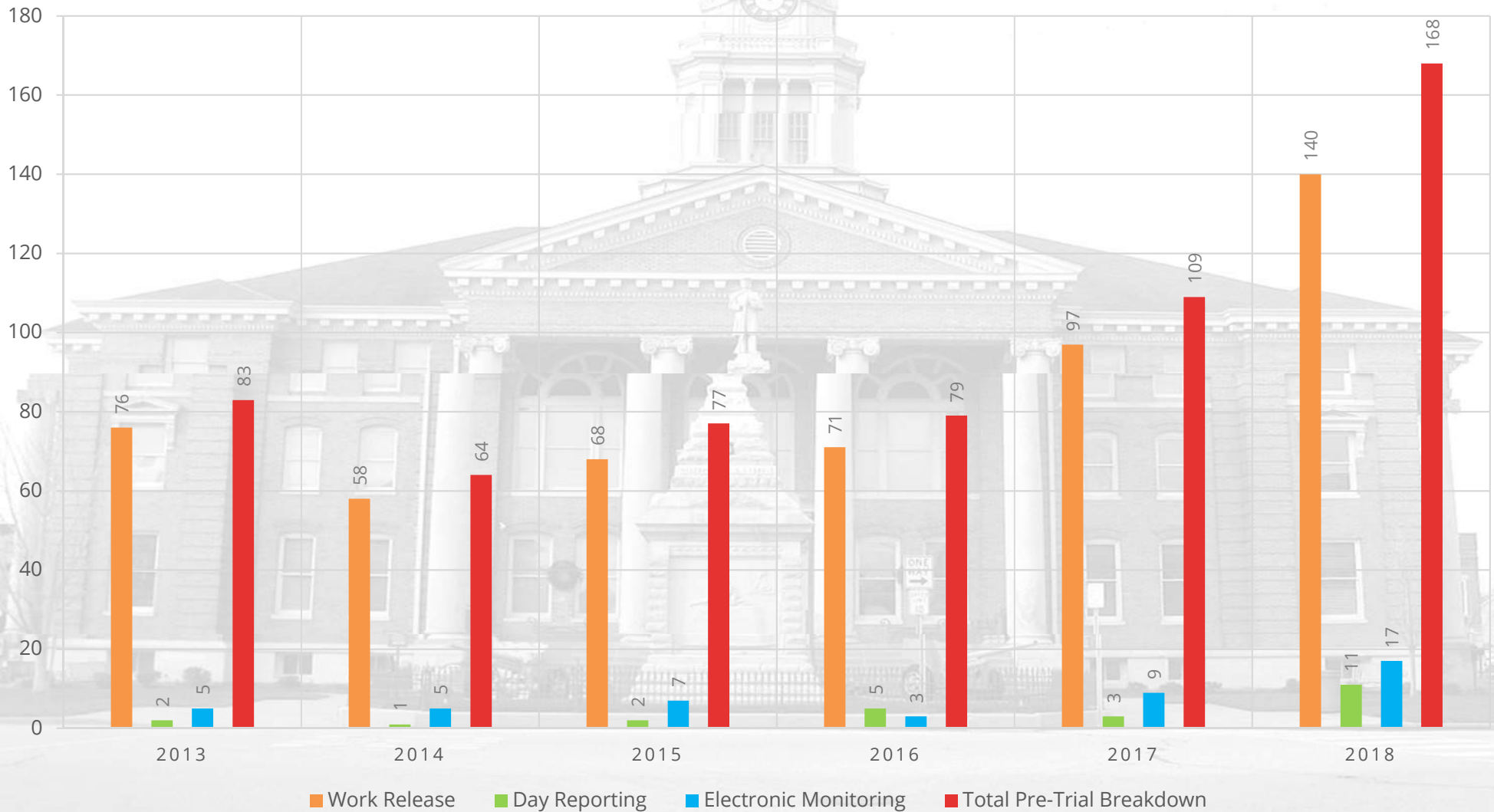


## TOTAL ELECTRONIC MONITORING (2013-2018)



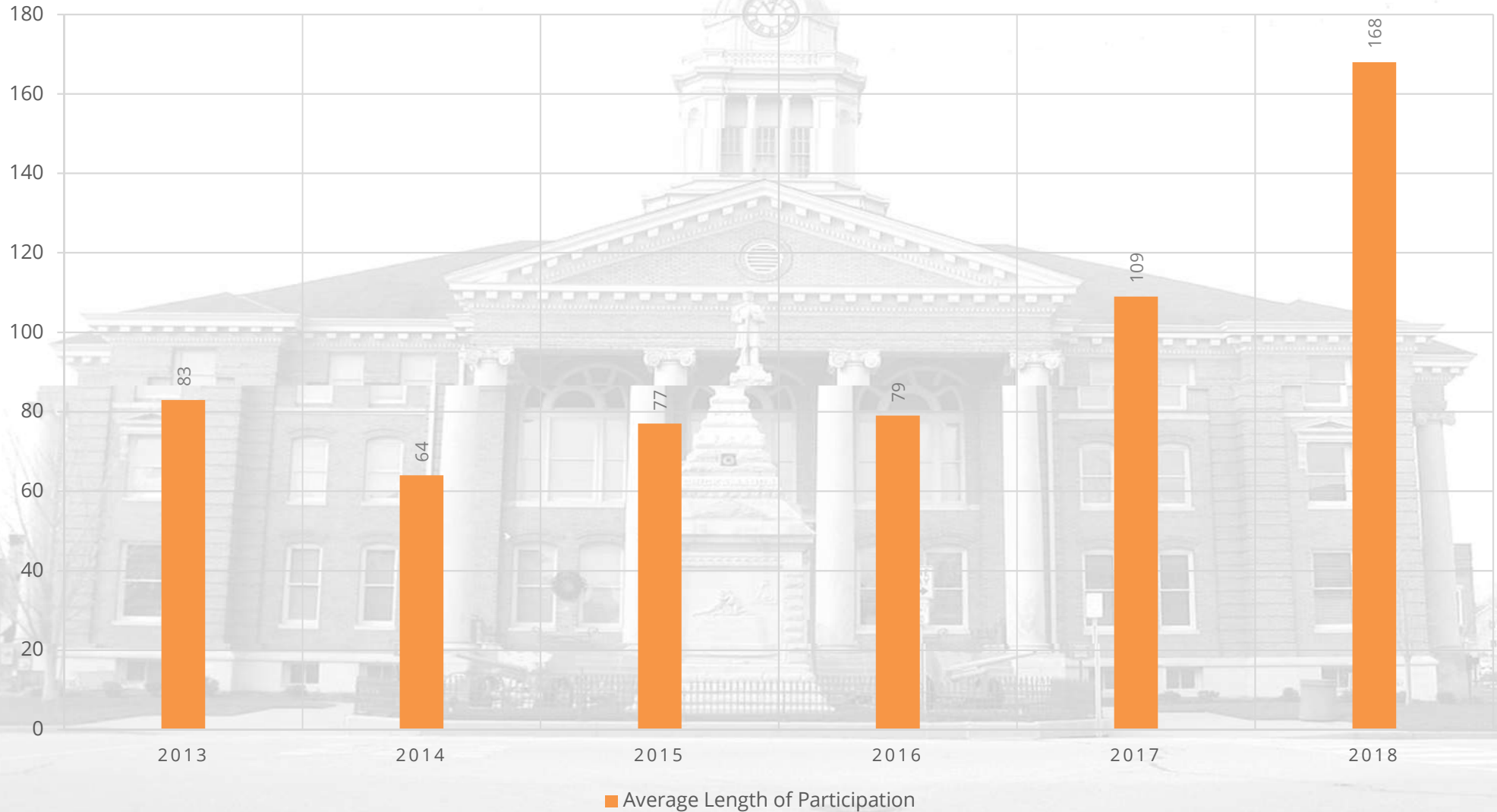


## TOTAL PRE-TRIAL BREAKDOWN (2013-2018)





## PRE-TRIAL- AVERAGE LENGTH OF PARTICIPATION (2013-2018)

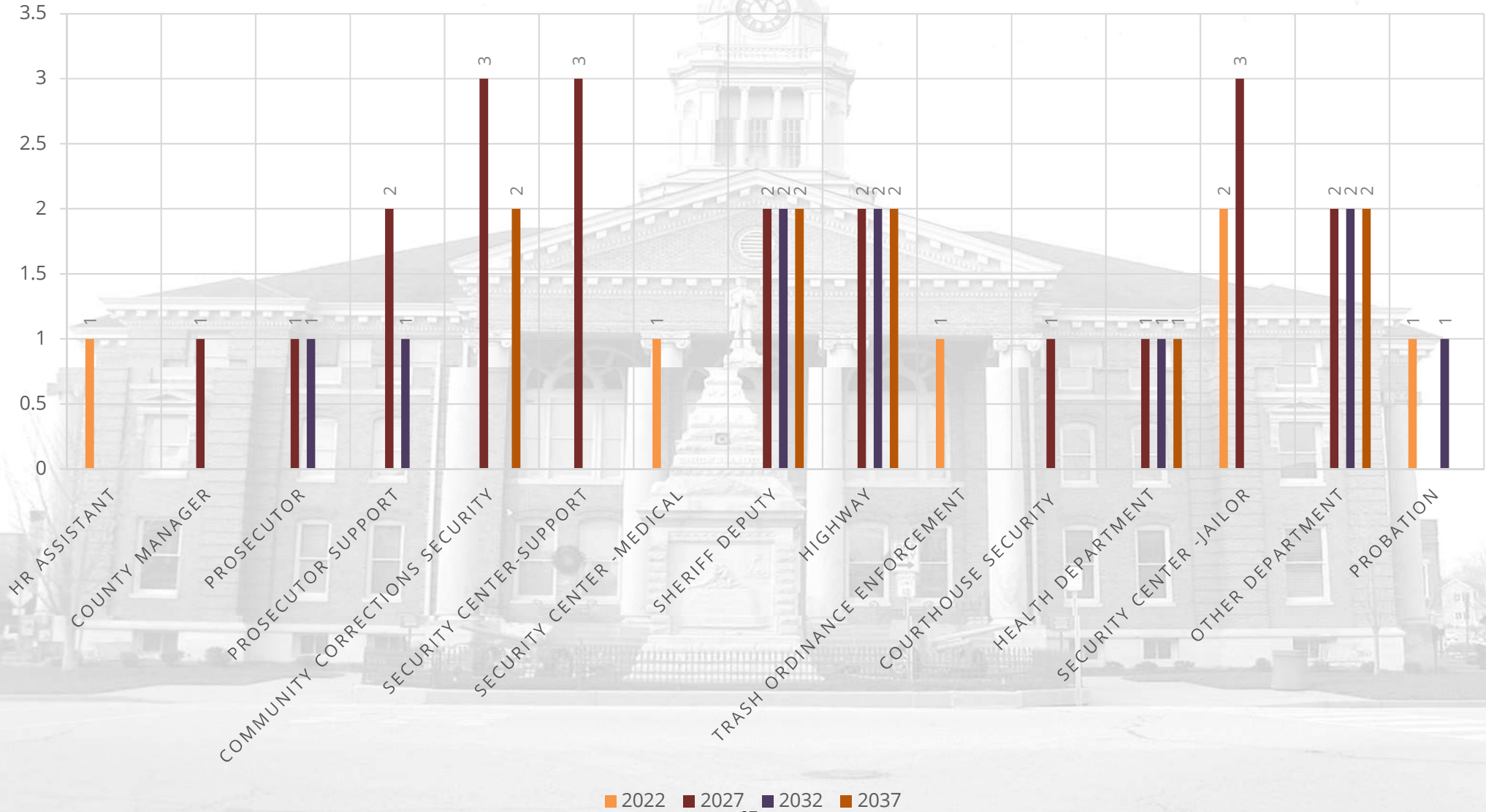




# DUBOIS COUNTY JUSTICE STUDY

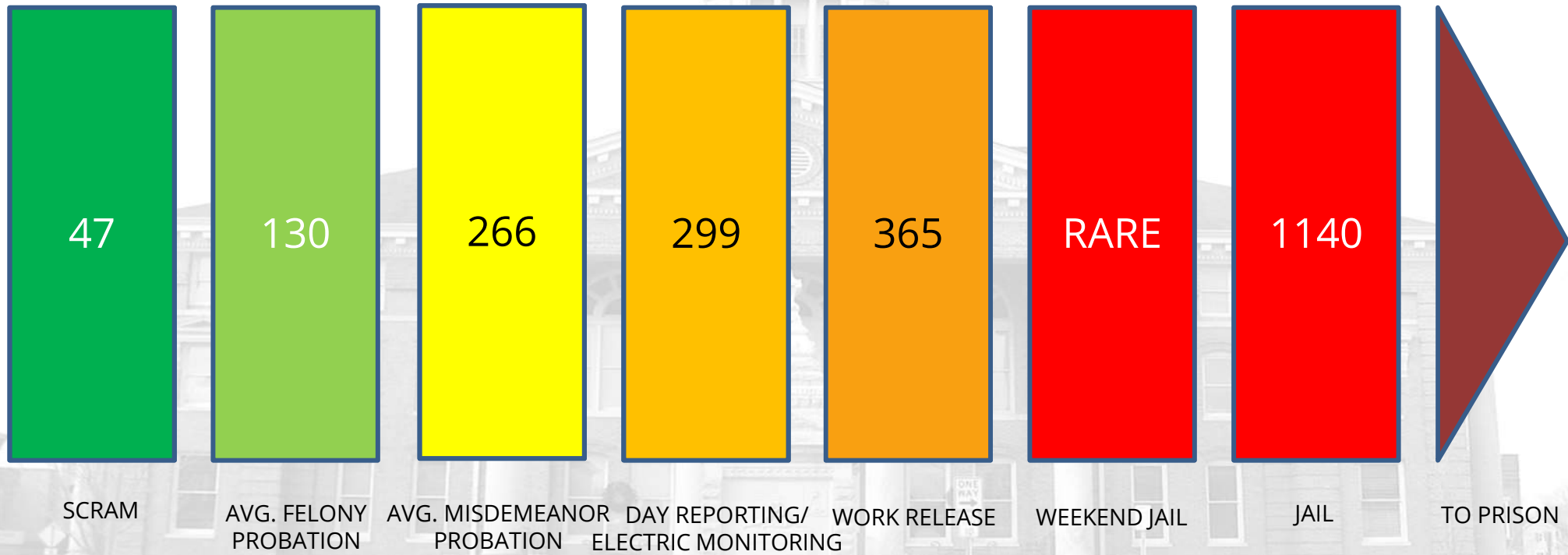


## ANTICIPATED ADDITIONAL STAFF OVER THE NEXT 20 YEARS



2022 2027 2032 2037

# DUBOIS COUNTY JUSTICE STUDY



*Appendix B: Existing Space Evaluation*

---

# EXISTING COMMUNITY CORRECTIONS

1. The sleeping halls need to be expanded for more bunks.
2. Need more administration offices and programming spaces.
3. The entry portal should have a separate entrance and exit for both the public and participants.
4. Need a separate area for printing, office supplies, and storage.
5. Need separate areas for searching and isolation
6. Female laundry room needs to be expanded with more washer and dryers.
7. The break room needs to be larger with more seating areas for staff.
8. There is an insufficient amount of storage for archived files and skids of paper.
9. The control room needs a more efficient layout.
10. Curtains need to be longer than the curb.
11. The flat floor will cause problems with drainage.



Scale: 1" = 25'0"

Dubois County Community Corrections Study  
Space Evaluation

Sleeping Hall



- Need larger space for more bunks.

Control Room



- The control room needs a more efficient layout.

## Storage



- There is an insufficient amount of storage.
- Need more storage space for archived files and skids of paper.

## Printer



- Need a separate area for printing, office supplies, and storage.

### Admin. Office



- Need more administration offices and programming spaces.

### Break Room



- The break room needs to be larger with more seating areas for staff.

### Admin. Office



- Need more administration offices with storage.

### Entry Portal



- The public and participants should not be able to intermingle. There should be a separate entrance and exit for both the public and participants.

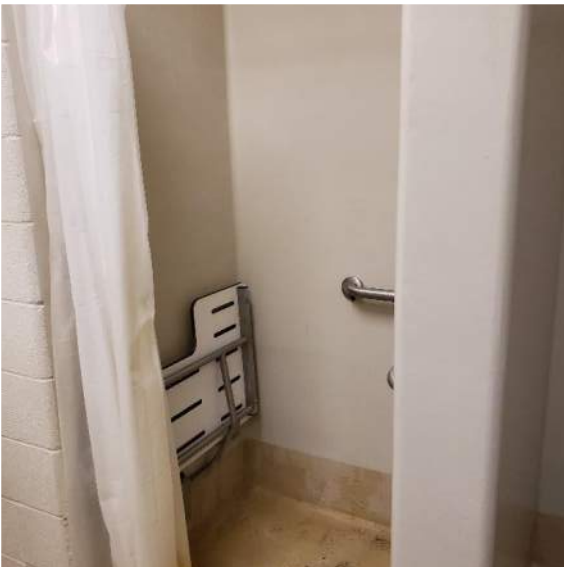


## Hallway



- Need separate areas for searching and isolation.

## Curains



- Curtains need to be longer than the curb, so the water isn't leaking out.
- Need retrofitted curtains.

## Female Laundry



- Female laundry room needs larger space with more washer and dryers.

## Bathroom



- Curtains need to be retrofitted.
- The flat floor will cause problems for drainage.

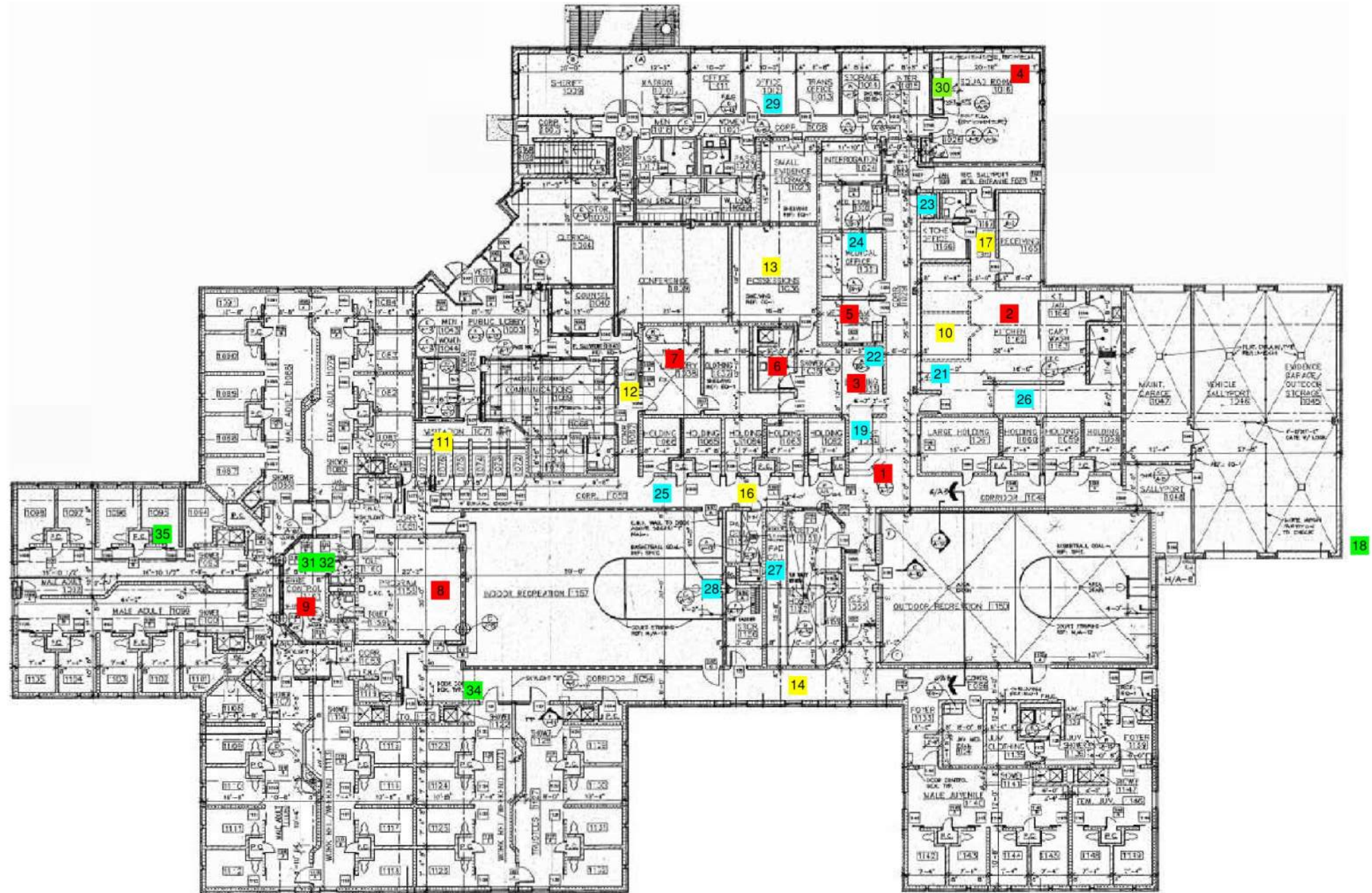
# EXISTING CORRECTIONAL FACILITY OBSERVATIONS

1. Intake station needs to be elevated from the ground.
2. The kitchen should be expanded with an addition for carts.
3. The booking station needs to be expanded.
4. Need more administration offices.
5. Medical room needs to be larger with more available storage for equipment.
6. There needs to be added bathrooms for both inmates and clerks near intake station.
7. Expanded laundry room with more washers and dryers.
8. Need more program spaces.
9. Control room needs raised above cells for better observable views.

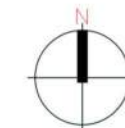
10. Refrigerator's need to be located next to exterior walls.
11. Outdated visitor booths need removed.
12. Need wider hallways for comfortable circulation.
13. Consider a more efficient property storage system by vacuum sealing the property of the inmates.
14. Sprinklers need to be replaced for non-detention sprinklers.
15. Mechanical wiring needs to be in a separate and secure location.
16. The holding cells are not observable.
17. Kitchen needs a separate area for carts.
18. Need additional dumpster.

19. Intake station is not secured from the public.
20. Need larger storage for dishes.
21. Need more tables or booths for eating.
22. Need another fingerprint and mug shot station.
23. Need additional storage for maintenance room.
24. The break room needs to be expanded.
25. Acrylic light fixtures need taken out.
26. Kitchen space needs better circulation.
27. Padded cell needs updated with different colored padding.
28. Existing basketball goal needs removed.
29. The administrator's offices need more privacy and storage.

30. The office needs a more functional layout and separate eating space.
31. Video cameras need high resolution capabilities.
32. Weight lifting area is insufficient.(Basement)
33. Sprinklers need to be placed in a more secure location. (Basement)
34. The mechanical box outside of each cell could cause issues for maintenance.
35. Toilet location could cause an issue with maintenance.



**FIRST FLOOR PLAN**  
**Dubois County**  
**JASPER, INDIANA**



1 FIRST FLOOR PLAN  
 SCALE: 1"=40'-0"



Dubois County Jail Study  
*Space Evaluation*

Intake



- Intake station needs to be elevated from the ground.

Kitchen



- The Kitchen will need to expand for future growth of the jail population.

## Booking



- Booking station needs to be expanded.

## Administration Office



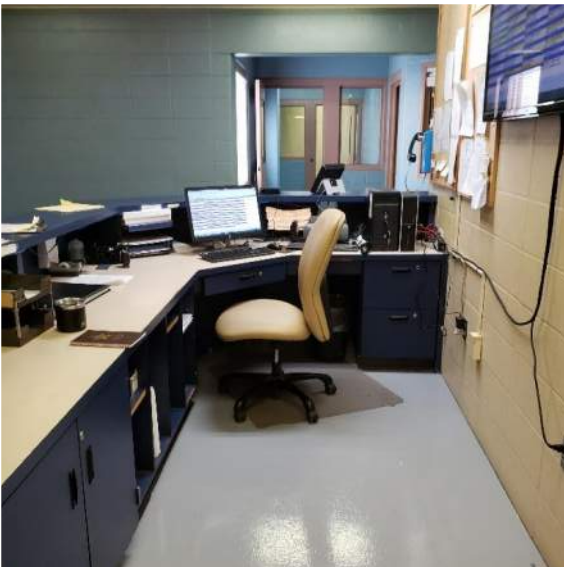
- Some administration offices are cramped and overcrowded.

### Medical Room



- Medical room needs to be larger with more available storage for equipment.

### Additional Restroom



- There needs to be an added bathroom for both inmates and clerks near the intake station.

## Laundry



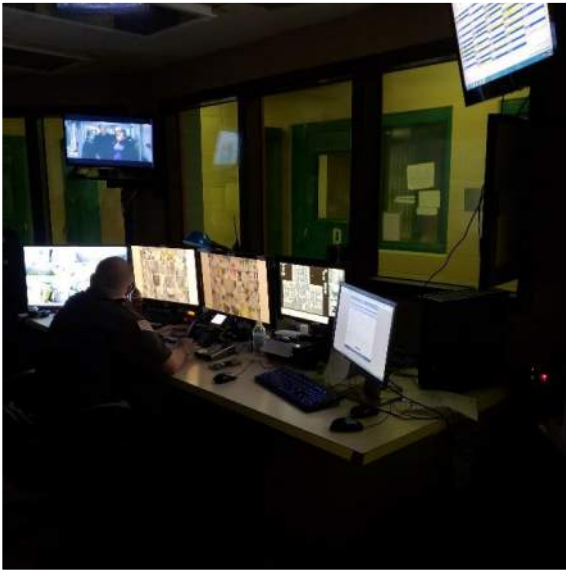
- Expanded laundry room with more washers and dryers.

## Program Space



- There is an insufficient amount of program spaces in the jail.

## Control Center



- The Control Center needs to be raised above the cells for better observable views.

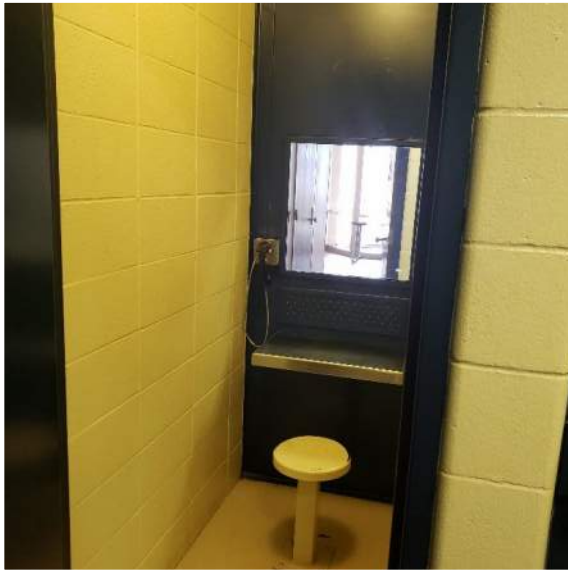
## Refrigerator



- The refrigerator's need to be located next to an exterior wall.



## Visitation



- Outdated visitor booths need removed.

## Hallways



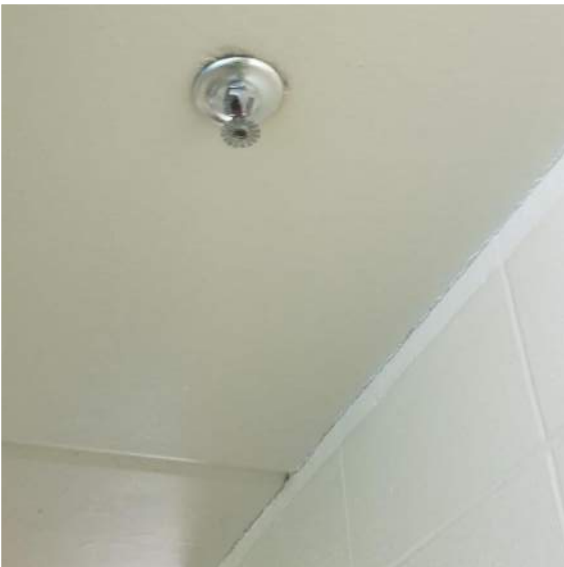
- The hallways need to be wider for comfortable circulation.

## Storage



- Consider a more efficient property storage system by vacuum sealing the property of the inmates.

## Sprinkler Head



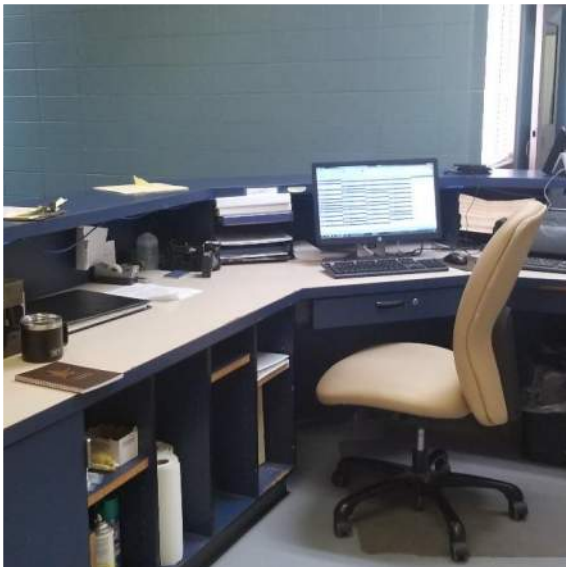
- Sprinklers need to be replaced for non-detention sprinklers

## Mechanical Wiring



- Mechanical wiring needs to be in a separate and secure location.

## Holding Cells



- There are no observable views of the holding cells from the intake desk.

## Kitchen



- The kitchen should have a separate area for carts.

## Dumpster



- Need additional dumpster

## Intake



- Intake station is not secure from the public.

## Dish Storage



- The kitchen needs large storage for the dishes.

## Kitchen



- The kitchen needs more seating areas for employees.

## Booking



- Booking will need to be expanded for additional fingerprint and mug shot station.

## Closet



- Additional storage in maintenance closets.

## Break Room



- The break room needs to be expanded for future growth.

## Acrylic Lights



- Acrylic light fixtures need taken out.

## Kitchen



- Kitchen needs better circulation.



### Padded Cell



- Padded cell needs updated with different colored padding.

### Basketball Goal



- Existing basketball goal needs removed.

## Administration Offices



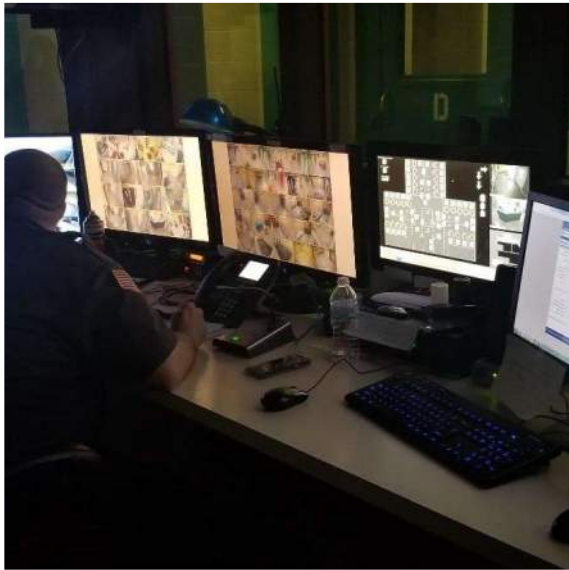
- Administration offices need more privacy and storage space.

## Break Room



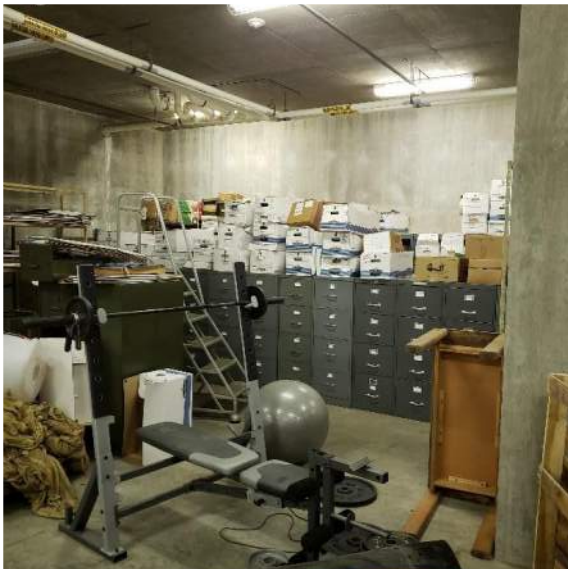
- The break room needs a more functional layout without offices located in it.

## Monitors



- Video cameras need high resolution capabilities.

## Weight Area



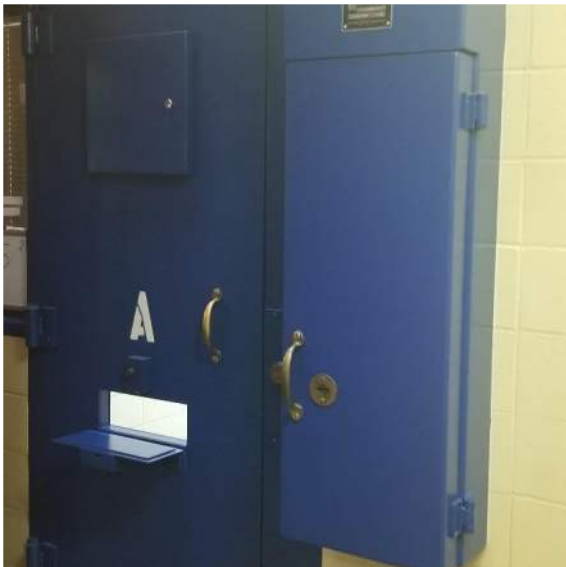
- The weight lifting area is not sufficient.

## Mechanical



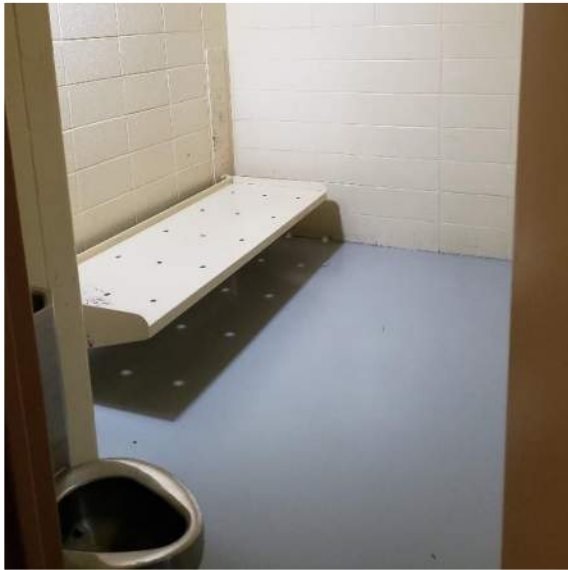
- Mechanical equipment needs to be in a more secure location.

## P.C.



- The mechanical box outside of each cell could cause issues for maintenance.

## Cell toilet



- The toilet location inside the cells could cause an issue with maintenance.

*Appendix C: Architectural Space Program*

---

**Dubois County Justice Study**  
*Courthouse Existing Space Evaluation*

*Department: Assessor*

*Division:*

<i>Reference</i>	<i>Component</i>	<i>Existing NSF</i>	<i>Evaluation Score</i>	<i>Adjusted NSF</i>	<i>Comments</i>
C.1	Assessor	64	7	96	*Workstation "DD.2"
C.2	Deputy	64	7	96	*Workstation "DD.2"
C.3	Deputy	64	7	96	*Workstation "DD.2"
C.4	Deputy	64	7	96	*Workstation "DD.2"
C.5	Deputy	64	7	96	*Workstation "DD.2"
C.6	Rented Out Space	261	7	261	
C.7	Conference Room	300	6	300	
<b>Total Existing NSF</b>		<b>881</b>	<b>6.86</b>	<b>1,041</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space, or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>		<b>1,189</b>			
<b>Required New Spaces SF</b>				<b>0</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>842</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation

**Dubois County Justice Study**  
*Courthouse Existing Space Evaluation*

**Department:** Auditor  
**Division:**

<i>Reference</i>	<i>Component</i>	<i>Existing NSF</i>	<i>Evaluation Score</i>	<i>Adjusted NSF</i>	<i>Comments</i>
A.1	Auditor	64	5	120	*Private Office "CC.1"
A.2	Deputy	64	5	96	*Workstation "DD.2"
A.3	Deputy	64	5	96	*Workstation "DD.2"
A.4	Deputy	64	5	96	*Workstation "DD.2"
A.5	Deputy	64	5	96	*Workstation "DD.2"
A.6	Deputy	64	5	96	*Workstation "DD.2"
A.7	Deputy	64	5	96	*Workstation "DD.2"
A.8	Main Frame	160	7	160	
A.9	Conference Room	300	7	300	
A.10	Mail Room	90	7	90	
A.11	Human Resources	0		120	*Private Office "CC.1"
A.12	HR Assistant	0		120	*Workstation "DD.2"
<b>Total Existing NSF</b>		<b>998</b>	<b>5.60</b>	<b>1,246</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space, or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>		<b>1,347</b>			
<b>Required New Spaces SF</b>				<b>240</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>2,006</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation



**Dubois County Justice Study**  
*Courthouse Existing Space Evaluation*

**Department:** Clerk  
**Division:**

<i>Reference</i>	<i>Component</i>	<i>Existing NSF</i>	<i>Evaulation Score</i>	<i>Adjusted NSF</i>	<i>Comments</i>
E.1	Clerk	64	6	120	*Private Office "CC.1"
E.2	Deputy	64	6	96	*Workstation "DD.2"
E.3	Deputy	64	6	96	*Workstation "DD.2"
E.4	Deputy	64	6	96	*Workstation "DD.2"
E.5	Deputy	64	6	96	*Workstation "DD.2"
E.6	Deputy	64	6	96	*Workstation "DD.2"
E.7	Deputy	64	6	96	*Workstation "DD.2"
E.8	Record's Storage	120	7	140	Additional 15% space
E.9	Workroom	260	6	300	Additional 15% space
E.10	Deputy	0		96	*Workstation "DD.2"
<b>Total Existing NSF</b>		<b>828</b>	<b>6.11</b>	<b>1,136</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space, or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>		<b>1,118</b>			
<b>Required New Spaces SF</b>				<b>96</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>1,663</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation

**Dubois County Justice Study**  
Annex Existing Space Evaluation

Department: Commissioners  
Division:

Reference	Component	Existing NSF	Evaluation Score	Adjusted NSF	Comments
J.1	Commissioner's Office	260	8	260	
J.2	Commissioner's Room	780	8	780	
J.3	County Council's Chambers	520	8	520	
J.5	Council's Office	81	8	120	*Private Office "CC.1", 2 seats
J.6	Restroom	260	8	260	
J.7	Veteran's Office	126	7	126	
J.9	Small Claims	520	8	520	
J.10	File Room	134	7	134	
J.11	Surveyor's Office	200	7	200	
J.12	Weights and Measures	220	8	220	
J.13	Small Claims Conference Area	386	8	386	
J.14	Office	108	6	120	*Private Office "CC.1", 2 seats
J.15	Commissioner Assistant	0		120	*Private Office "CC.1", 2 seats
<b>Total Existing NSF</b>		<b>3,595</b>	<b>7.58</b>	<b>3,646</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space, or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>		<b>4,853</b>			
<b>Required New Spaces SF</b>				<b>120</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>5,084</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation

**Dubois County Justice Study**  
*Community Corrections Existing Space Evaluation*

**Department:** Community Correction  
**Division:**

<i>Reference</i>	<i>Component</i>	<i>Existing NSF</i>	<i>Evaluation Score</i>	<i>Adjusted NSF</i>	<i>Comments</i>
L.1	Lobby / Visiting	825	8	825	
L.2	Executive Administration / Clerical	2,040	8	2,040	
L.3	Staff Support	200	8	200	
L.4	Control Center	500	7	500	
L.5	Dormitories / Inmate Housing	3,000	5	3,000	
L.6	Inmate Restrooms	1,100	7	1,100	
L.7	Dayrooms	2,400	7	2,400	
L.8	Program	2,000	5	2,000	
L.9	Intake / Lockers	1,000	8	1,000	
L.10	Laundry	500	7	500	
L.11	Commissary	300	7	300	
L.12	Classroom Spaces	0		2,369	
L.13	Administration Offices	0		1,044	
L.14	Male Dormitory	0		1,742	
L.15	Female Dormitory	0		1,196	
L.16	Restroom	0		608	
L.17	Laundry	0		180	
<b>Total Existing NSF</b>		<b>13,865</b>	<b>7.00</b>	<b>13,865</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space, or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>		<b>18,718</b>			
<b>Required New Spaces SF</b>				<b>7,139</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>28,355</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation

**Dubois County Justice Study**  
*Courthouse Existing Space Evaluation*

**Department:** Courts  
**Division:**

<i>Reference</i>	<i>Component</i>	<i>Existing NSF</i>	<i>Evaluation Score</i>	<i>Adjusted NSF</i>	<i>Comments</i>
F.1	Superior Court	1,150	8	3,300	Large Courtroom *see space program template*
F.2	Superior Judge's Office	267	8	267	
F.3	Superior Court Reporters	364	5	455	Additional 25% space
F.4	Superior Court Jury Room	295	6	392	Additional 33% space
F.5	Circuit Court	1,150	8	3,300	Large Courtroom *see space program template*
F.6	Circuit Judge's Office	210	8	210	
F.7	Circuit Court Reporters	389	5	486	Additional 25% space
F.8	Circuit Court Jury Room	194	5	258	Additional 33% space
F.9	Waiting Area	290	8	290	
F.10	Lobby	340	8	340	
F.11	Holding Rooms	70	7	105	Additional 50% space
F.12	Restrooms	608	7	608	
F.13	Attorney Client	80	6	600	Six 100 sq. ft. Attorney Client rooms
F.14	Court	955	8	955	*Third Floor Courtroom*
F.15	Judges's Office	177	7	177	*Third Floor Judge's Office*
F.16	Court Reporters	364	7	364	*Third Floor Court Reporters*
<b>Total Existing NSF</b>		<b>6,903</b>	<b>6.94</b>	<b>12,107</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space, or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>		<b>9,319</b>			
<b>Required New Spaces SF</b>				<b>0</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>16,344</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation

**Dubois County Justice Study**  
*Annex Existing Space Evaluation*

*Department: Emergency Management*  
*Division:*

<i>Reference</i>	<i>Component</i>	<i>Existing NSF</i>	<i>Evaluation Score</i>	<i>Adjusted NSF</i>	<i>Comments</i>
I.1	Emergency Management Office	105	6	120	*Private Office "CC.1", 2 seats
I.2	Assistant	64	6	96	*Workstation "DD.2"
I.3	Phone Room	140	7	140	
I.4	Storage	350	7	350	
I.5	Training Room	0		1,000	
<b>Total Existing NSF</b>		<b>659</b>	<b>6.50</b>	<b>706</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space, or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>		<b>890</b>			
<b>Required New Spaces SF</b>				<b>1,000</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>2,303</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation

**Dubois County Justice Study**  
*Jail Existing Space Evaluation*

**Department: Jail**  
**Division:**

Reference	Component	Existing NSF	Evaluation Score	Adjusted NSF	Comments
M.1	Booking	225		262	Additional 15% space
M.2	Cells	2,850		2,850	
M.3	Central Control	172		200	Additional 15% space
M.4	Break Room	145		175	Additional 20% space
M.5	Receiving	130		130	
M.6	Cloth Storage	175		175	
M.7	Comm.	320		320	
M.8	Consultancy	105		120	*Private Office "CC.1"
M.9	Indoor / Outdoor Rec	3,000		3,000	
M.10	Dayrooms	3,600		3,600	
M.11	Evidence Garage / Outdoor Garage	732		732	
M.12	Male Juvenile	315		315	
M.13	Exam Room	175		240	each Exam Room = 120 sq. ft.
M.14	Holding	672		672	
M.15	Female Juvenile	150		150	
M.16	Squad Room	450		450	
M.17	Interrogation	90		90	
M.18	Trans Office	100		120	*Private Office "CC.1"
M.19	Kitchen	755		755	
M.20	Laundry	200		230	Additional 15% space
M.21	Law Lib. / Consult.	370		370	
M.22	Matron / Dietician	150		150	
M.23	Conference	400		400	
M.24	Possessions	310		310	
M.25	Office	240		240	
M.26	Men's and Women's Locker Room	175		175	
M.27	Kitchen Office	60		120	*Private Office "CC.1"
M.28	Sallyport	145		145	
M.29	Sheriff's Office	240		240	
M.30	Small Evidence Storage	160		186	Additional 15% space
M.31	Public Lobby	350		350	
M.32	Vehicle Sallyport	732		732	
M.33	Visiting	175		175	
M.34	Program	400		400	
M.35	Additional Program Space	0		400	
M.36	Storage	0		150	
M.37	JPAC	0		200	
M.38	Admin. Offices	0		240	*Private Office "AA.1", room for table and chairs
M.39	Medical	0		1,000	
M.40	Pod	0		37,086	
<b>Total Existing NSF</b>		<b>18,268</b>		<b>18,579</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space, or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>		<b>24,662</b>			
<b>Required New Spaces SF</b>				<b>39,076</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>77,834</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation

**Dubois County Justice Study**  
*Courthouse Existing Space Evaluation*

**Department: Probation**  
**Division:**

<i>Reference</i>	<i>Component</i>	<i>Existing NSF</i>	<i>Evaluation Score</i>	<i>Adjusted NSF</i>	<i>Comments</i>
G.1	Chief Probation Officer	146	6	240	*Private Office "AA.1", room for table and chairs
G.2	Probation Officer	130	7	130	
G.3	Probation Officer	146	7	146	
G.4	Probation Officer	150	7	150	
G.5	Probation Officer	86	6	120	*Private Office "CC.1", 2 seats
G.6	Probation Officer	86	6	120	*Private Office "CC.1", 2 seats
G.7	Assistant's Office	150	7	150	
G.8	Conference Room	145	6	167	Additional 15% Space
G.9	Reception Area / Printing Space	350	7	350	
G.10	Waiting	367	7	367	
G.11	Assistant's Office	0		120	*Private Office "CC.1", 2 seats
G.12	Probation Officer	0		120	*Private Office "CC.1", 2 seats
G.13	Drug Screening Restroom	0		100	
<b>Total Existing NSF</b>		<b>1,756</b>	<b>6.60</b>	<b>1,940</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space, or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>		<b>2,370</b>			
<b>Required New Spaces SF</b>				<b>340</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>3,078</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation

**Dubois County Justice Study**  
*Annex Existing Space Evaluation*

**Department: Prosecutor**

**Division:**

<b>Reference</b>	<b>Component</b>	<b>Existing NSF</b>	<b>Evaluation Score</b>	<b>Adjusted NSF</b>	<b>Comments</b>
K.1	Prosecutor's Office	168	7	168	
K.2	Office	165	7	165	
K.3	Office	102	7	120	*Private Office "CC.1", 2 seats
K.4	Prosecutor Assistant's Space	265	7	265	
K.5	Break Room	104	7	120	Additional 15% space
K.6	Investigator / Prosecutor Space	480	6	560	Additional 15% space
K.7	Victim's Advocate	200	7	200	
K.8	Conference / Library	140	6	160	Additional 15% space
K.9	Reception Area	224	8	224	
K.10	Waiting Area	210	7	210	
K.11	Storage	40	6	40	
K.12	Prosecutor's Office	0		120	*Private Office "CC.1", 2 seats
K.13	Prosecutor Support	0		120	*Private Office "CC.1", 2 seats
K.14	Restrooms	0		100	*Employee only*
<b>Total Existing NSF</b>		<b>2,098</b>	<b>6.82</b>	<b>2,232</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space, or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>		<b>2,832</b>			
<b>Required New Spaces SF</b>				<b>340</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>3,472</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation



**Dubois County Justice Study**  
*Courthouse Existing Space Evaluation*

*Department: Public Defender*  
*Division:*

<i>Reference</i>	<i>Component</i>	<i>Existing NSF</i>	<i>Evaluation Score</i>	<i>Adjusted NSF</i>	<i>Comments</i>
H.1	Public Defender's Office	0		120	*Private Office "CC.1"
H.2	Public Defender's Assistant	0		96	*Workstation "DD.2"
H.3	Staff Office	0		120	
H.4	Conference Room	0		300	
H.5	Reception Area	0		200	
<b>Total Existing NSF</b>		<b>0</b>		<b>0</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space, or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>		<b>0</b>			
<b>Required New Spaces SF</b>				<b>836</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>1,129</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation

**Dubois County Justice Study**  
*Courthouse Existing Space Evaluation*

**Department: Recorder**

**Division:**

<i>Reference</i>	<i>Component</i>	<i>Existing NSF</i>	<i>Evaluation Score</i>	<i>Adjusted NSF</i>	<i>Comments</i>
D.1	Recorder	64	7	96	*Workstation "DD.2"
D.2	Deputy	64	7	96	*Workstation "DD.2"
D.3	Deputy	64	7	96	*Workstation "DD.2"
D.4	Research	260	7	260	Public
D.5	Record's Storage	351	7	351	*room for rack-storage records, computer access terminals (6) -
D.6	Deputy	0		96	*Workstation "DD.2"
<b>Total Existing NSF</b>		<b>803</b>	<b>7.00</b>	<b>899</b>	<b>Adequate:</b> Quantity may be barely sufficient; configuration/flow are less than ideal; some renovation or expansion would enhance operations.
<b>Total Existing (GSF)</b>		<b>1,084</b>			
<b>Required New Spaces SF</b>				<b>96</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>1,343</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation

**Dubois County Justice Study**  
*Courthouse Existing Space Evaluation*

*Department: Treasurer*  
*Division:*

<i>Reference</i>	<i>Component</i>	<i>Existing NSF</i>	<i>Evaluation Score</i>	<i>Adjusted NSF</i>	<i>Comments</i>
B.1	Treasurer	64	7	96	*Workstation "DD.2"
B.2	Deputy	64	7	96	*Workstation "DD.2"
B.3	Deputy	64	7	96	*Workstation "DD.2"
B.4	Conference Space	100	7	115	Additional 15% space
<b>Total Existing NSF</b>		<b>292</b>	<b>7.00</b>	<b>403</b>	<b>Adequate:</b> Quantity may be barely sufficient; configuration/flow are less than ideal; some renovation or expansion would enhance operations.
<b>Total Existing (GSF)</b>		<b>394</b>			
<b>Required New Spaces SF</b>				<b>0</b>	Proposed New Construction
<b>Total Adjusted and New GSF</b>			<b>907</b>		Utilizes a 35% Grossing Factor for Chases, Walls & Circulation

*Architectural Space Program Summary*

**Department: All**

**Division: All**

No.	Component	Adjacency: Refer to Each Department/Division		
		Existing Sq.	Proposed Sq. Ft.	Comments
A.	Auditor	998	1,246	
B.	Treasurer	292	403	
C.	Assessor	881	1,041	
D.	Recorder	803	899	
E.	Clerk	828	1,136	
F.	Courts	6,903	12,107	
G.	Probation	1,756	1,940	
H.	Emergency Management	659	706	
I.	Commissioner	3,595	3,646	
J.	Prosecutor	2,098	2,232	
K.	Public Defender	0	836	
L.	Community Correction	13,865	13,865	
M.	Jail	18,268	18,579	
<b>Subtotal</b>		<b>50,946</b>	<b>58,636</b>	
<b>Total Departmental Gross Square Feet (DGSF)</b>		<b>68777.10</b>	<b>79158.60</b>	

## SPACE PROGRAM

### SPACE: PRIVATE OFFICE "A"

#### **AA.1 240 Square Feet**

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -3
- F. Conference Table, Qty. -1
- G. Conference Chairs, Qty. -3

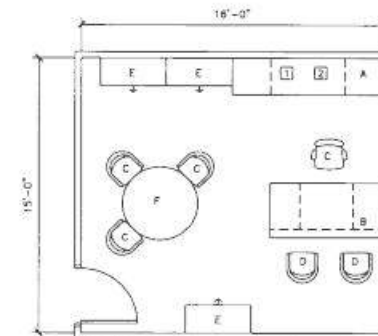
##### Storage

File	156"
Drawer	136"
Bookshelf	368"

\*Additional filing could replace bookshelves

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment



## SPACE PROGRAM

### SPACE: PRIVATE OFFICE "A"

#### AA.2 240 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -3
- F. Lounge Seating, Qty. -2
- G. Coffee Table, Qty. -1

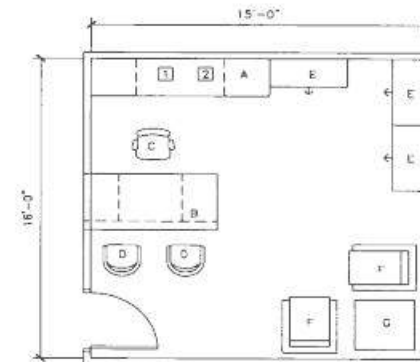
##### Storage

File	156"
Drawer	136"
Bookshelf	368"

\*Additional filing could replace bookshelves

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment



## SPACE PROGRAM

### SPACE: PRIVATE OFFICE "A"

#### **AA.3 240 Square Feet**

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -3
- F. Conference Table, Qty. -1
- G. Conference Chairs, Qty. -5

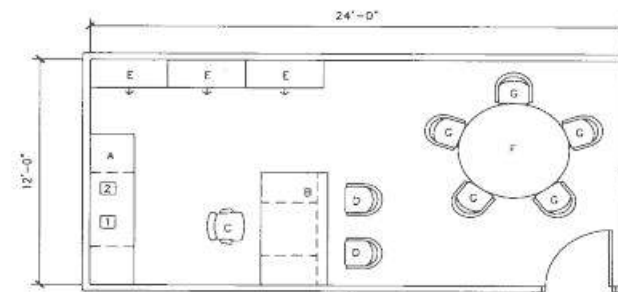
##### Storage

File	156"
Drawer	136"
Bookshelf	368"

\*Additional filing could replace bookshelves

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment



## SPACE PROGRAM

### SPACE: PRIVATE OFFICE "B"

#### BB.1 192 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Unit, Qty. -1
- F. Conference Table, Qty. -1
- G. Conference Chairs, Qty. -4-5

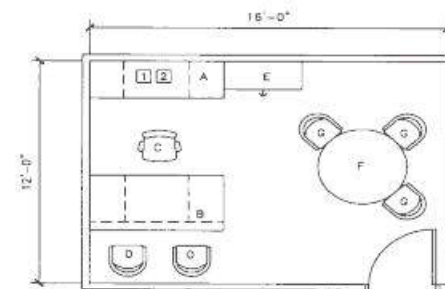
##### Storage

File	156"
Drawer	136"
Bookshelf	368"

\*Additional filing could replace bookshelves

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment





## SPACE PROGRAM

### SPACE: PRIVATE OFFICE "B"

#### BB.2 192 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -1
- F. Conference Table, Qty. -1
- G. Conference Chairs, Qty. -3-4

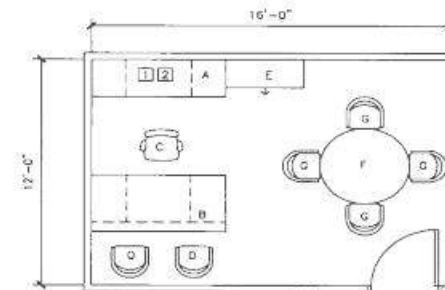
##### Storage

File	156"
Drawer	136"
Bookshelf	368"

\*Additional filing could replace bookshelves

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment



## SPACE PROGRAM

### SPACE: PRIVATE OFFICE "B"

#### **BB.3 192 Square Feet**

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Unit, Qty. -1
- F. Lounge Seating, Qty. -2
- G. End Table, Qty. -1

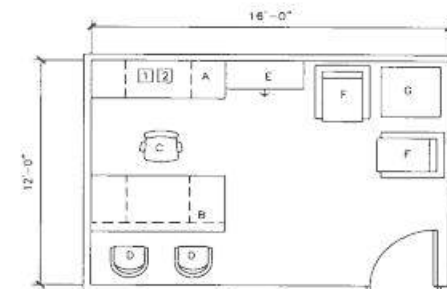
##### Storage

File	156"
Drawer	136"
Bookshelf	368"

\*Additional filing could replace bookshelves

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment



## SPACE PROGRAM

### SPACE: PRIVATE OFFICE "C"

#### CC.1 120 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -3

##### Storage

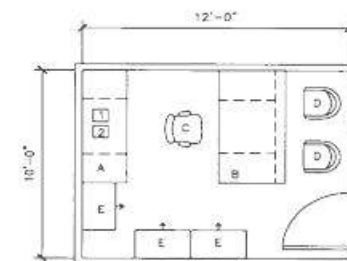
File	144"
Drawer	112"
Bookshelf	408"

\*Additional filing could replace bookshelves

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.



## SPACE PROGRAM

### SPACE: PRIVATE OFFICE "C"

#### CC.2 120 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2) and Typewriter (3)
- B. Double Pedestal Desk- 36" x 72" with Return
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -2

##### Storage

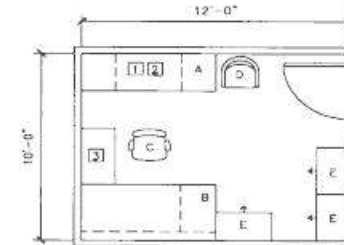
File	116"
Drawer	56"
Bookshelf	408"

\*Additional filing could replace bookshelves

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.



## SPACE PROGRAM

### SPACE: PRIVATE OFFICE "C"

#### CC.3 120 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2) and Typewriter (3)
- B. Double Pedestal Desk- 36" x 72" with Return
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -2

##### Storage

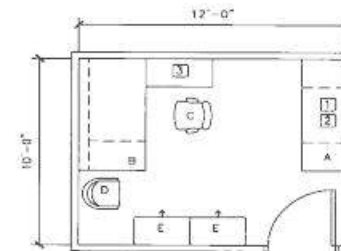
File	116"
Drawer	56"
Bookshelf	272"

\*Additional filing could replace bookshelves

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment
3. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "D"

#### **DD.1 96 Square Feet**

##### Plan View

- A. Work Surface 36" x 96"- shown with PC (1) and Printer (2)
- B. Drafting Table or Large Work Surface
- C. Desk Chair
- D. Rolled Drawing, Qty.-1

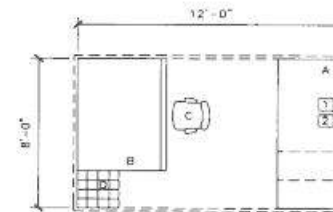
##### Storage

File	84"
Drawer	56"

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "D"

#### **DD.2 96 Square Feet**

##### Plan View

- A. Work Surface 30" x 96"- shown with PC (1) and Printer (2)
- B. Drafting Table or Large Work Surface
- C. Desk Chair
- D. Rolled Drawing, Qty.-1
- E. Bookshelves, Qty.-2

##### Storage

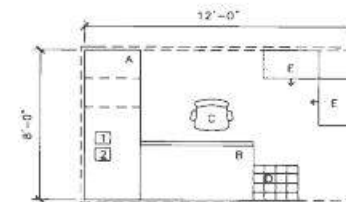
File	66"
Drawer	44"
Bookshelf	272"

\*Additional filing could replace bookshelves.

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "D"

#### **DD.3 96 Square Feet**

##### Plan View

- A. Work Surface 24" x 144" - shown with PC (1) and Printer (2)
- B. Drafting Table or Large Work Surface
- C. Desk Chair
- D. Rolled Drawing, Qty.-1
- E. Bookshelf Unit, Qty.-1

##### Storage

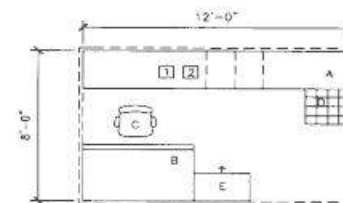
File	66"
Drawer	44"
Bookshelf	136"

\*Additional filing could replace bookshelves.

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.





## SPACE PROGRAM

### SPACE: WORKSTATION "E"

#### **EE.1 80 Square Feet**

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Bookshelf Units, Qty.-3

##### Storage

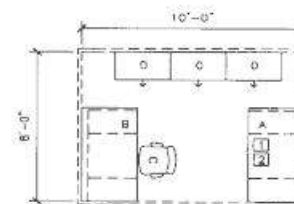
File	132"
Drawer	88"
Bookshelf	408"

\*Additional filing could replace bookshelves.

##### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "E"

#### **EE.2 80 Square Feet**

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Guest Chair, Qty.-1
- E. Bookshelf Units, Qty.-3

##### Storage

File	132"
Drawer	88"
Bookshelf	408"

\*Additional filing could replace bookshelves.

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "E"

#### **EE.3 80 Square Feet**

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Guest Chair, Qty.-1
- E. Bookshelf Units, Qty.-2

##### Storage

File	132"
Drawer	88"
Bookshelf	272"

\*Additional filing could replace bookshelves.

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "E"

#### EE.4 80 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Guest Chair, Qty.-1
- E. Bookshelf Units, Qty.-1

##### Storage

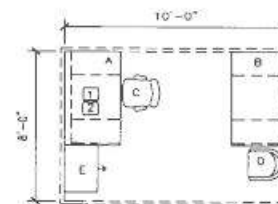
File	132"
Drawer	88"
Bookshelf	136"

\*Additional filing could replace bookshelves.

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "E"

#### EE.5 80 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Bookshelf Units, Qty.-3

##### Storage

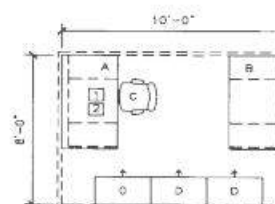
File	132"
Drawer	88"
Bookshelf	408"

\*Additional filing could replace bookshelves.

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.



# SPACE PROGRAM

## SPACE: WORKSTATION "F"

### FF.1 48 Square Feet

#### Plan View

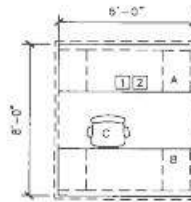
- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 33", 36" X 72"
- C. Desk Chair

#### Storage

- File 132"
- Drawer 88"

#### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment



# SPACE PROGRAM

## SPACE: WORKSTATION "F"

### FF.2 48 Square Feet

#### Plan View

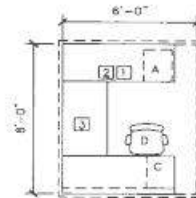
- A. Work Surface 24" x 48", shown with Typewriter (3)
- B. Desk with PC (1) and Return, shown with Printer (2)
- C. Desk Chair

#### Storage

- File 22"
- Drawer 44"

#### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment
- 3. Suggested Location of Equipment



## SPACE PROGRAM

### SPACE: WORKSTATION "F"

#### **FF.3 48 Square Feet**

##### Plan View

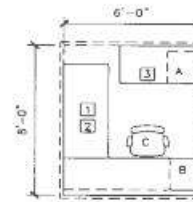
- A. Work Surface 24" x 60", shown with PC (1) and Printer (2)
- B. Work Surface, shown with Typewriter (3)
- C. Desk 30" x 60"
- D. Desk Chair

##### Storage

File	66"
Drawer	44"

##### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment
- 3. Suggested Location of Equipment





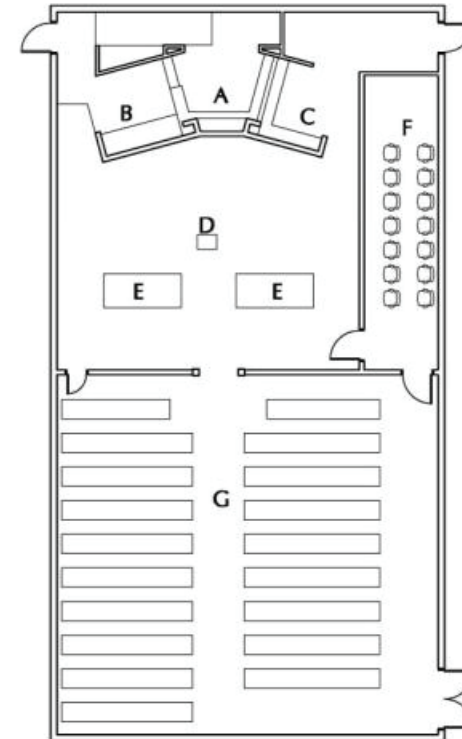
## SPACE PROGRAM

**SPACE:** Large Courtroom

**LC 3,300 Square Feet**

### Plan View

- A. Judges Bench
- B. Recorder
- C. Witness Stand
- D. Litigation Area
- E. Litigation Tables
- F. Jury - 12 man 2 with 2 alternates
- G. Gallery/Public Seating 130-140



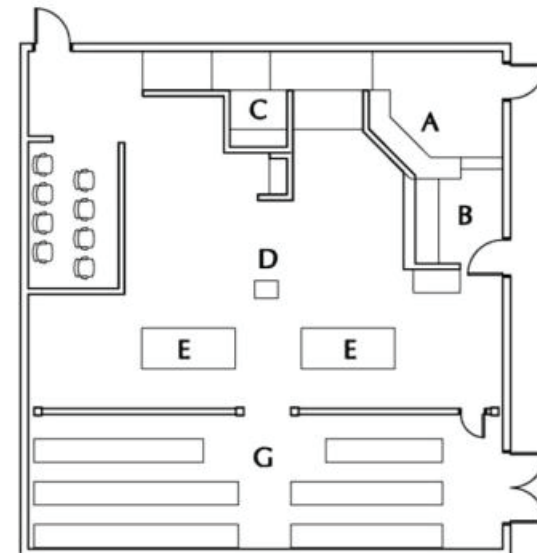
## SPACE PROGRAM

**SPACE:** Medium Courtroom

**MC 1,600 Square Feet**

### Plan View

- A. Judges Bench
- B. Recorder
- C. Witness Stand
- D. Litigation Area
- E. Litigation Tables
- F. Jury - 6 man 2 with 2 alternates
- G. Gallery/Public Seating 60-70



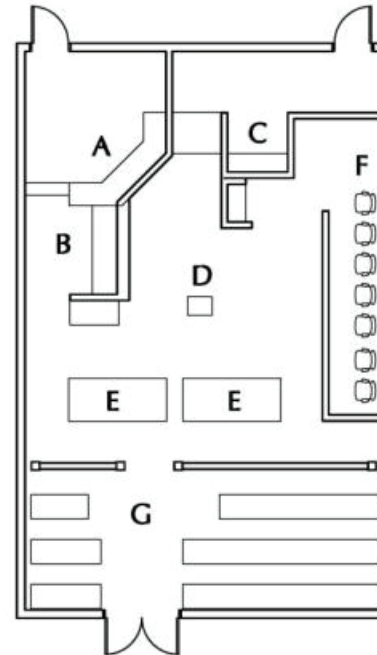
## SPACE PROGRAM

**SPACE:** Small Courtroom

**SC 1,425 Square Feet**

### Plan View

- A. Judges Bench
- B. Recorder
- C. Witness Stand
- D. Litigation Area
- E. Litigation Tables
- F. Jury - 5 man 2 with 2 alternates
- G. Gallery/Public Seating 30-40

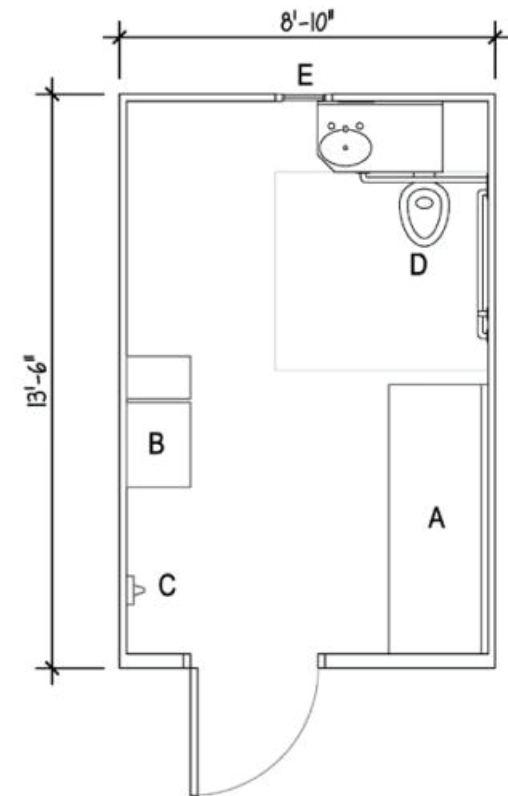


## SPACE PROGRAM

**SPACE: ONE MAN ACCESSIBLE CELL**  
120 Square Feet

### Plan View

- A. Wall Mounted Bunk, Qty. -1
- B. Cell Desk With One Seat, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -1
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1



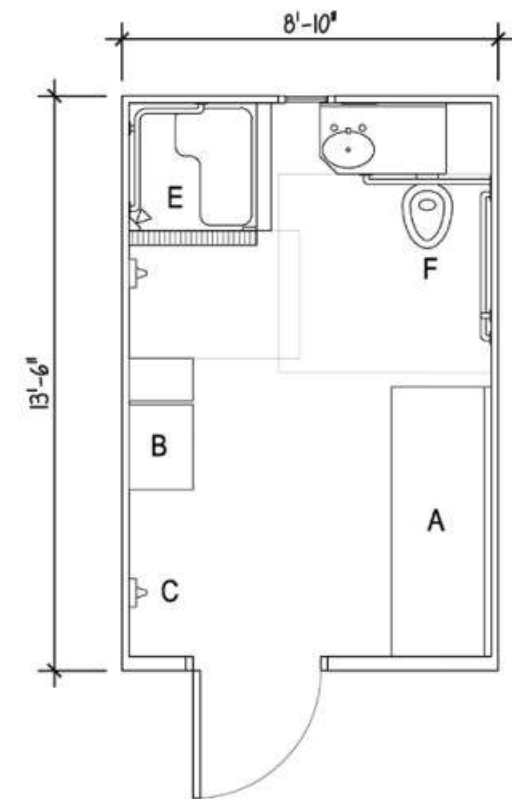
## SPACE PROGRAM

**SPACE: ONE MAN ACCESSIBLE CELL WITH SHOWER**

120 Square Feet

### Plan View

- A. Wall Mounted Bunk , Qty. -1
- B. Cell Desk With One Seat, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -1
- D. Stainless Steel Robe Hook for Shower, Qty. -1
- E. Stainless Steel Accessible Shower Unit with Anti-Microbial Curtain, Qty. -1
- F. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- G. Window, Qty. -1



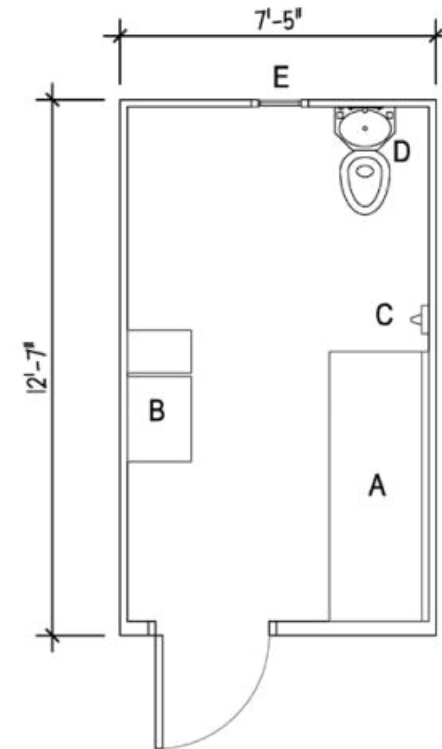
## SPACE PROGRAM

**SPACE:** ONE MAN CELL

94 Square Feet

### Plan View

- A. Wall Mounted Bunk, Qty. -1
- B. Cell Desk With One Seat, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -1
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1

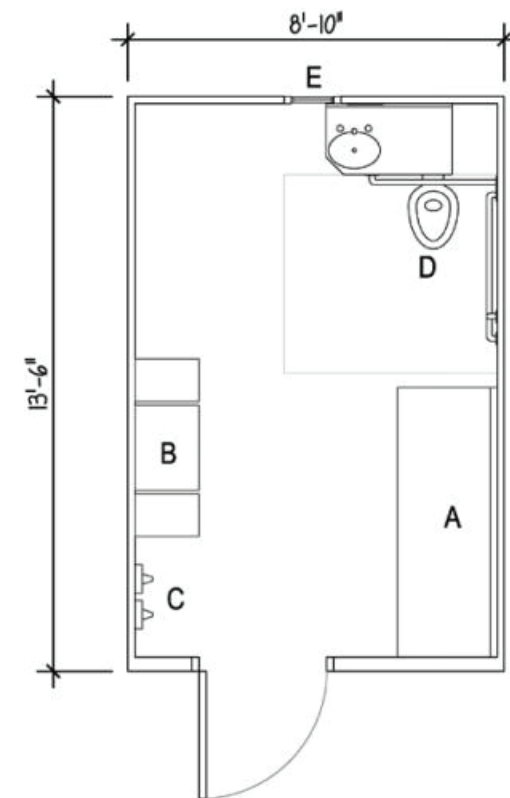


## SPACE PROGRAM

**SPACE: TWO MAN ACCESSIBLE CELL**  
120 Square Feet

### Plan View

- A. Wall Mounted Bunk, Qty. -2
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -2
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1



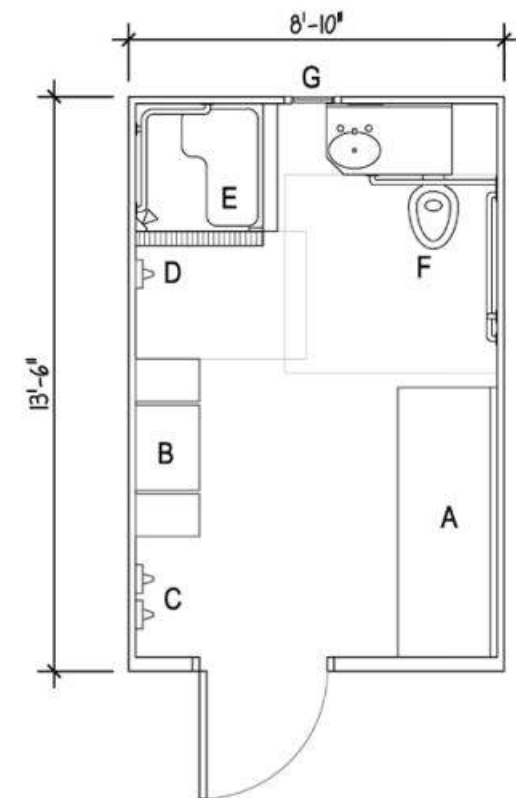
## SPACE PROGRAM

**SPACE: TWO MAN ACCESSIBLE CELL WITH SHOWER**

120 Square Feet

### Plan View

- A. Wall Mounted Bunk , Qty. -2
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -2
- D. Stainless Steel Robe Hook for Shower, Qty. -1
- E. Stainless Steel Accessible Shower Unit with Anti-Microbial Curtain, Qty. -1
- F. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- G. Window, Qty. -1





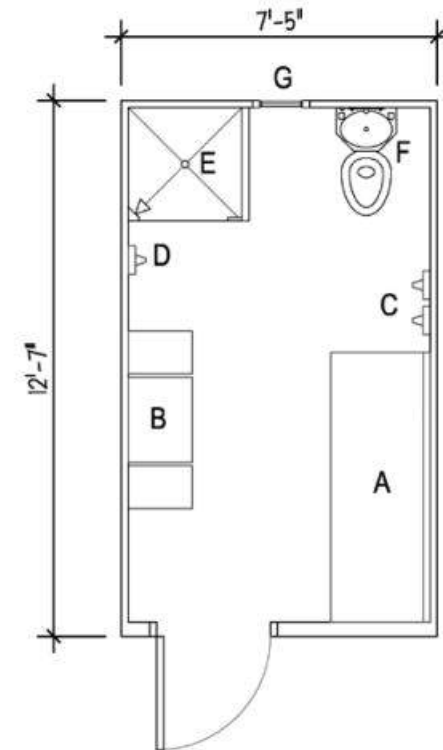
## SPACE PROGRAM

**SPACE:** TWO MAN CELL WITH SHOWER

94 Square Feet

### Plan View

- A. Wall Mounted Bunk, Qty. -2
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -2
- D. Stainless Steel Robe Hook for Shower, Qty. -1
- E. Stainless Steel Shower Unit with Anti-Microbial Curtain, Qty. -1
- F. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- G. Window, Qty. -1



## SPACE PROGRAM

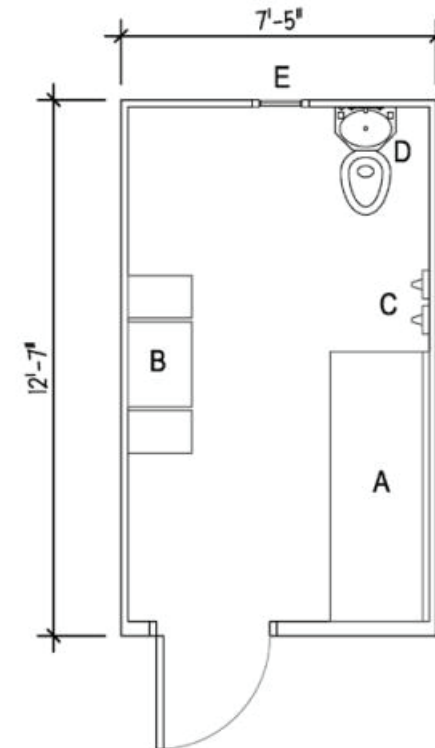
**SPACE:** TWO MAN CELL

94 Square Feet

### Plan View

- A. Wall Mounted Bunk, Qty. -2
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook , Qty. -2
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1

z

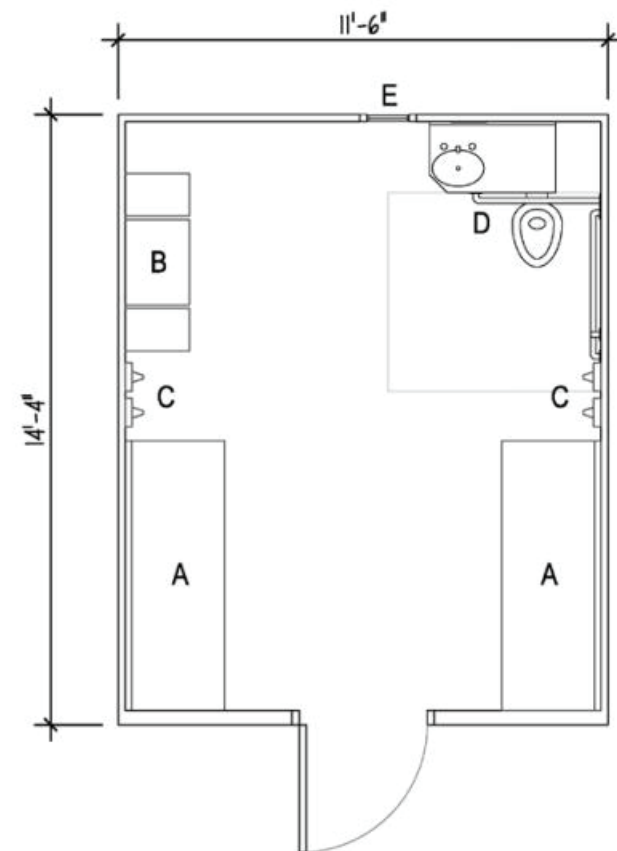


## SPACE PROGRAM

**SPACE: FOUR MAN ACCESSIBLE CELL**  
165 Square Feet

### Plan View

- A. Wall Mounted Bunk, Qty. -4
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -4
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1



## SPACE PROGRAM

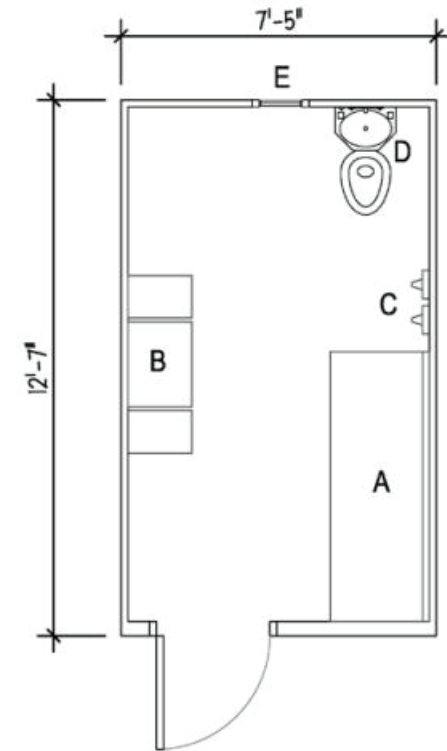
**SPACE:** TWO MAN CELL

94 Square Feet

### Plan View

- A. Wall Mounted Bunk, Qty. -2
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook , Qty. -2
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1

z



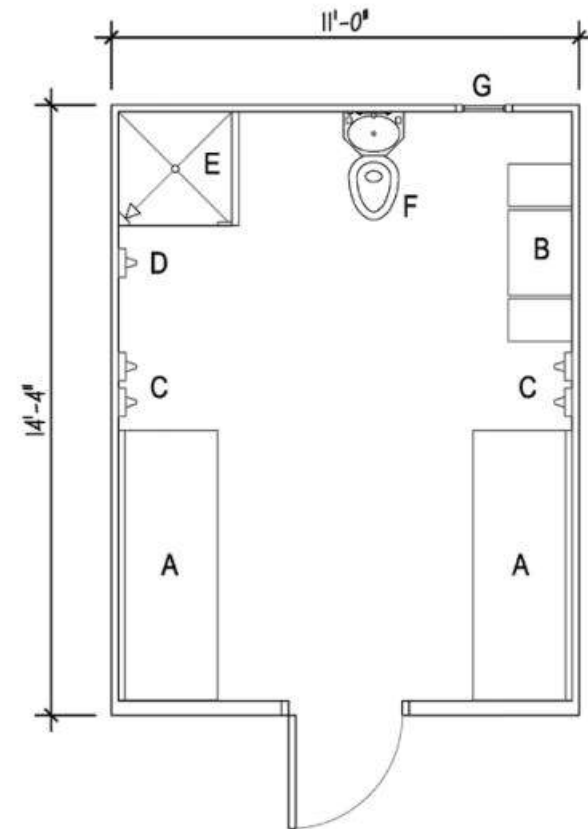
## SPACE PROGRAM

**SPACE: FOUR MAN CELL WITH SHOWER**

158 Square Feet

### Plan View

- A. Wall Mounted Bunk, Qty. -4
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -4
- D. Stainless Steel Robe Hook for Shower, Qty. -1
- E. Stainless Steel Shower Unit with Anti-Microbial Curtain, Qty. -1
- F. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- G. Window, Qty. -1



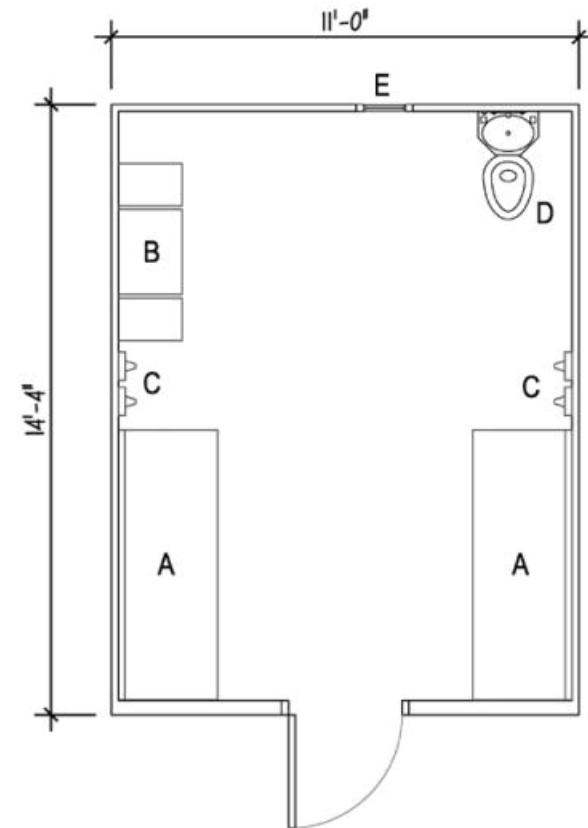
## SPACE PROGRAM

SPACE: FOUR MAN CELL

158 Square Feet

### Plan View

- A. Wall Mounted Bunk, Qty. -4
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -4
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1



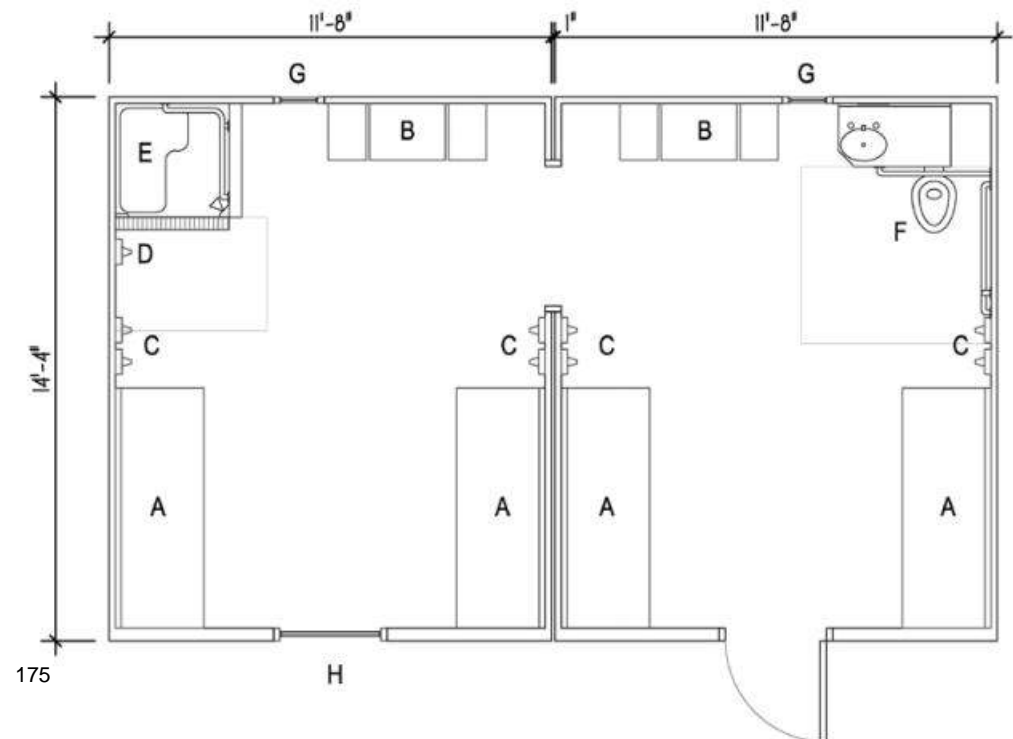
## SPACE PROGRAM

**SPACE: EIGHT MAN ACCESSIBLE CELL WITH SHOWER**

335 Square Feet

### Plan View

- A. Wall Mounted Bunk , Qty. -8
- B. Cell Desk With Two Seats, Qty. -2
- C. Stainless Steel Robe Hook, Qty. -8
- D. Stainless Steel Robe Hook for Shower, Qty. -1
- E. Stainless Steel Accessible Shower Unit with Anti-Microbial Curtain, Qty. -1
- F. Stainless Steel Accessible Toilet Sink Combo Unit, Qty. -1
- G. Window, Qty. -2
- H. Cell Interior Window, Qty. -1



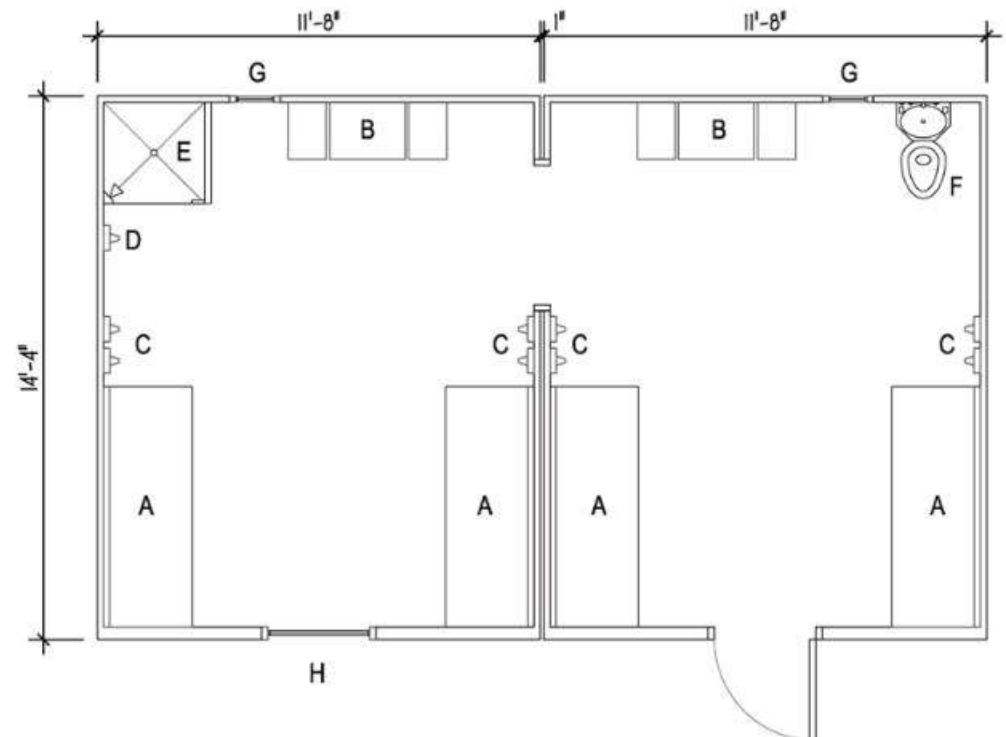
## SPACE PROGRAM

**SPACE: EIGHT MAN CELL WITH SHOWER**

335 Square Feet

### Plan View

- A. Wall Mounted Bunk, Qty. -8
- B. Cell Desk With Two Seats, Qty. -2
- C. Stainless Steel Robe Hook, Qty. -8
- D. Stainless Steel Robe Hook for Shower, Qty. -1
- E. Stainless Steel Shower Unit with Anti-Microbial Curtain, Qty. -1
- F. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- G. Window, Qty. -2
- H. Cell Interior Window





## SPACE PROGRAM

---

### SPACE: JUVENILE HOUSING

Min 35 Square Feet Unencumbered Space per occupant

Living units are primarily designed for single occupancy sleeping rooms.

Each facility has at a minimum the following:

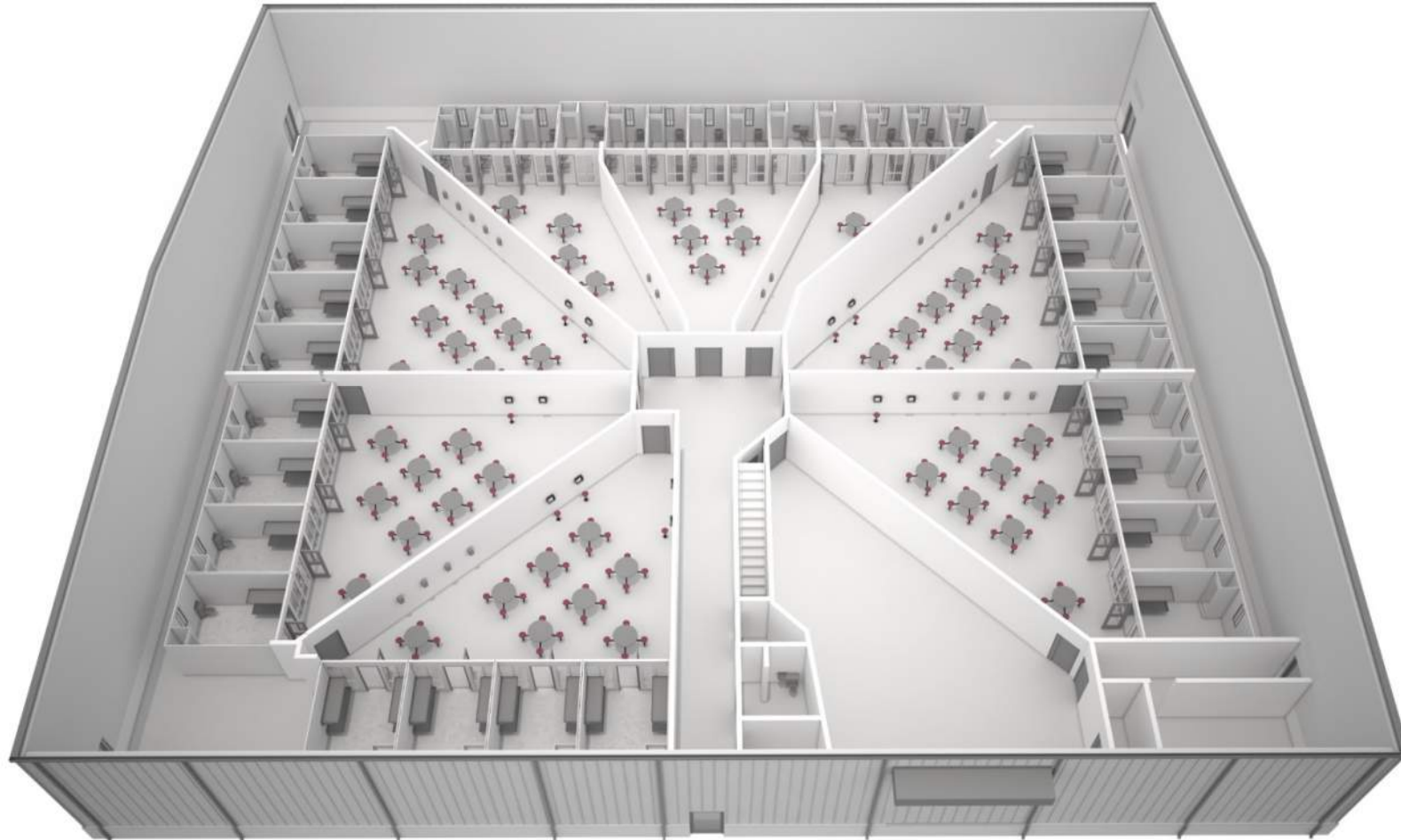
- A. **Sanitation Facilities, Including access to Toilets available without staff assistance 24 hours a day**  
Toilets are provided at a minimum ratio of 1 for every 12 juveniles in male facilities and 1 for 8 in female facilities.  
Urinals may be substituted for up to one half of toilets in male facilities  
All housing units with five or more juveniles must have a minimum of 2 toilets.
- B. **A wash basin with hot and cold running water**  
A housing unit must have a minimum ration of one basin per 12 occupants.
- C. **Shower Access**  
Access to operable showers at a minimum ration of one shower per 8 juveniles with water controlled temperatures ranging from 100-120 degrees Fahrenheit.
- D. **Drinking Fountain Access**
- E. **A bed**  
A bed must be elevated from the floor, have a clean covered mattress with blankets provided as needed.
- F. **A desk with a chair or stool**  
Dayrooms must provide sufficient seating and writing surfaces for every juvenile using the dayroom at one time.
- G. **Natural Light**
- H. **Controlled Temperatures**

*Appendix D: Podular Design*

---

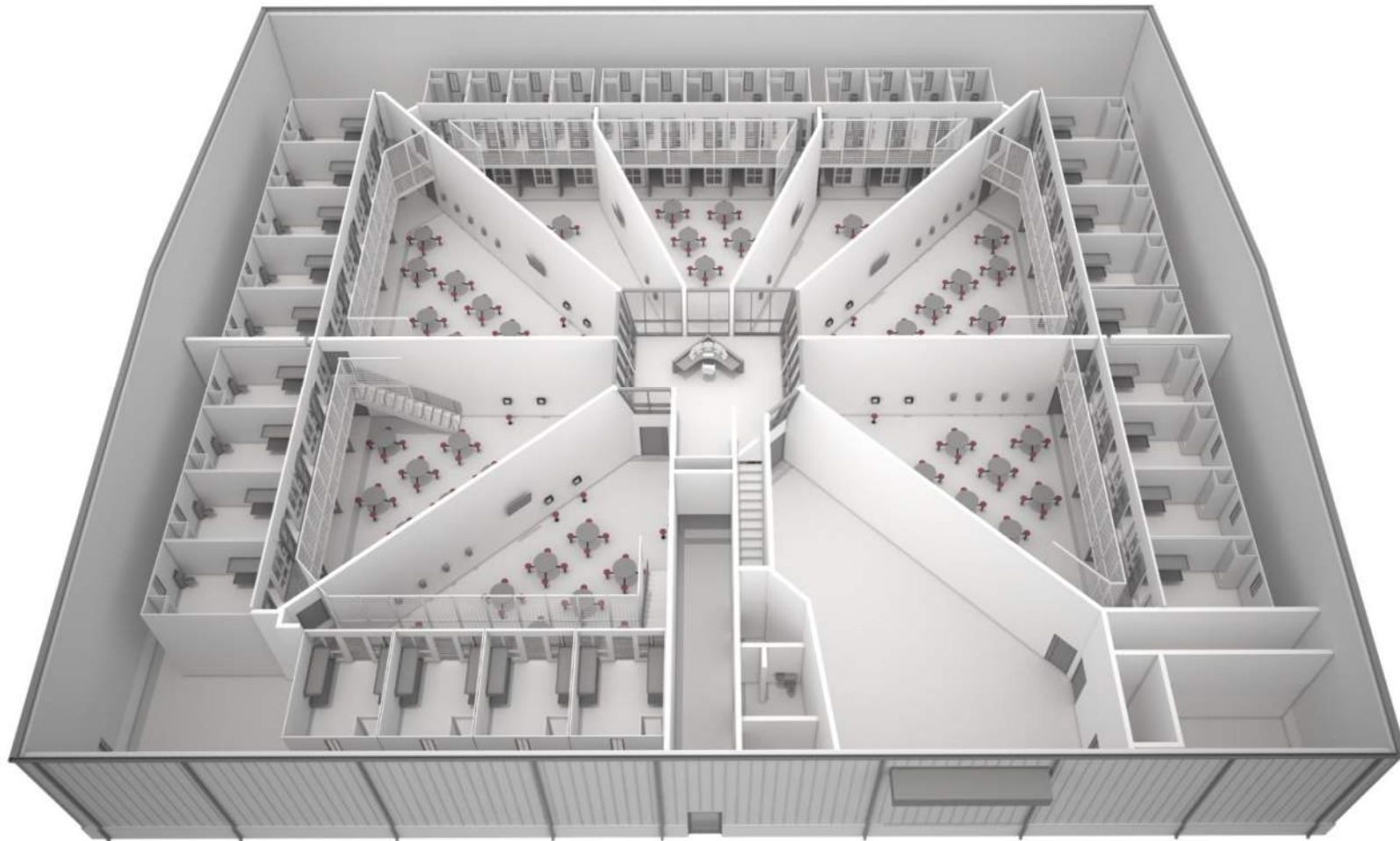


## *Aerial View of First Floor Plan*





## *Aerial View of Mezzanine and Control Room Floor Plan*



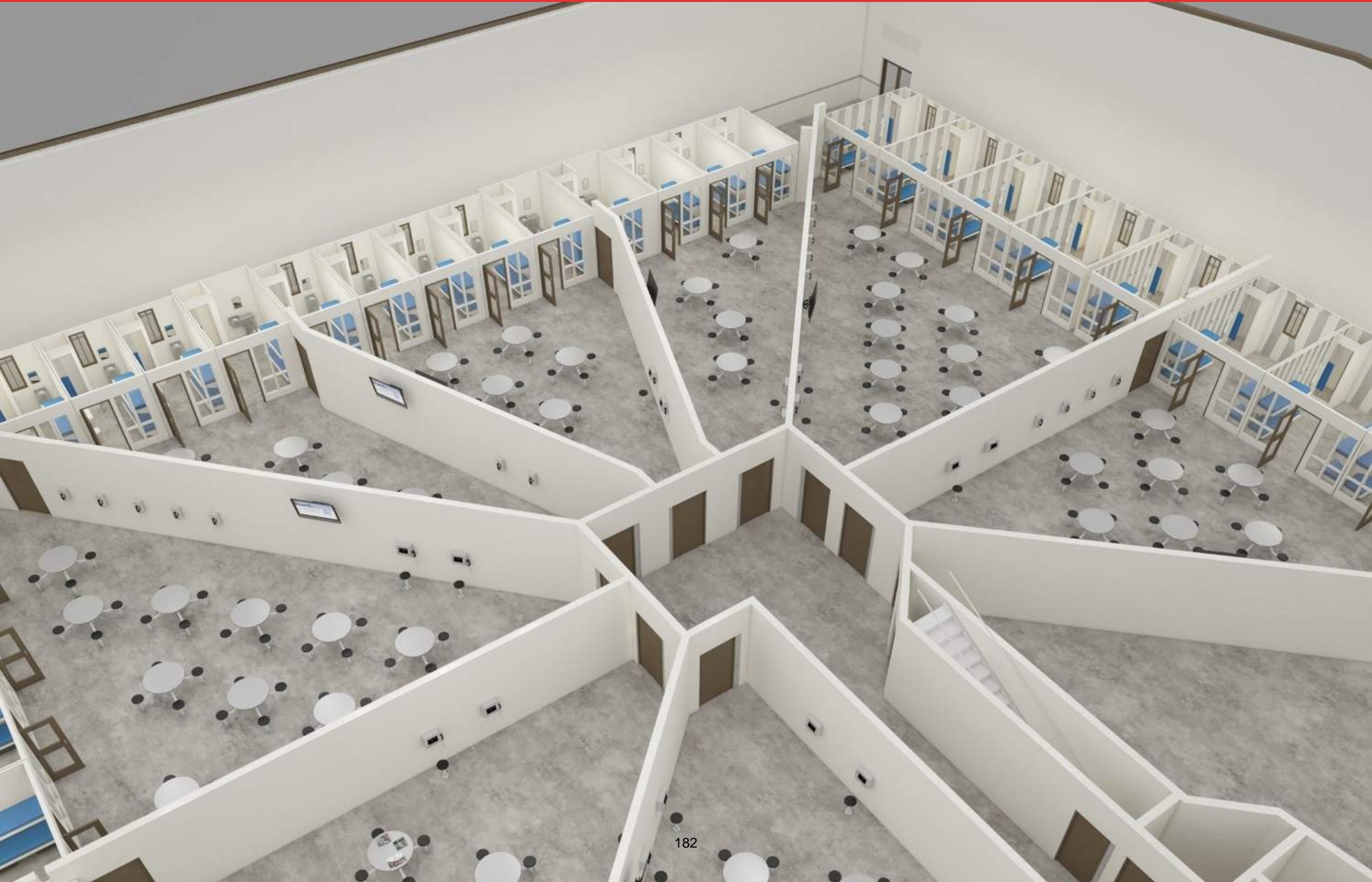
# PODULAR DESIGN OPPORTUNITIES



**RQAW**  
ARCHITECTURE



# PODULAR DESIGN OPPORTUNITIES



# PODULAR DESIGN OPPORTUNITIES



**RQAW**  
ARCHITECTURE

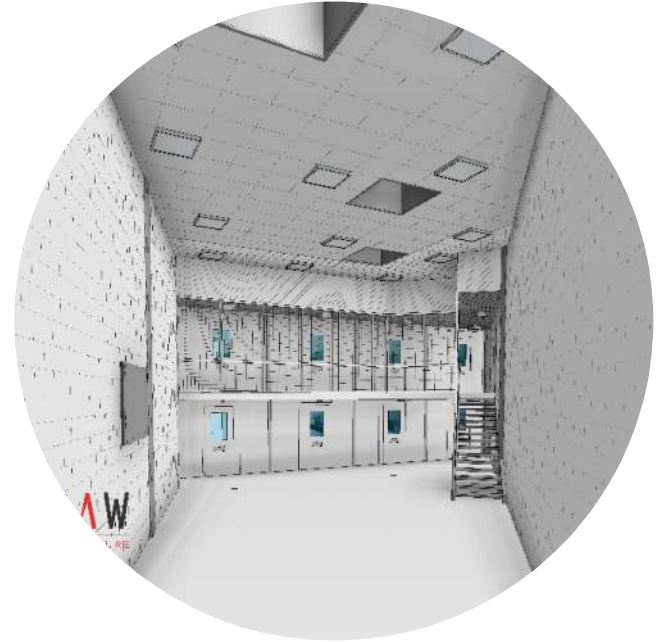
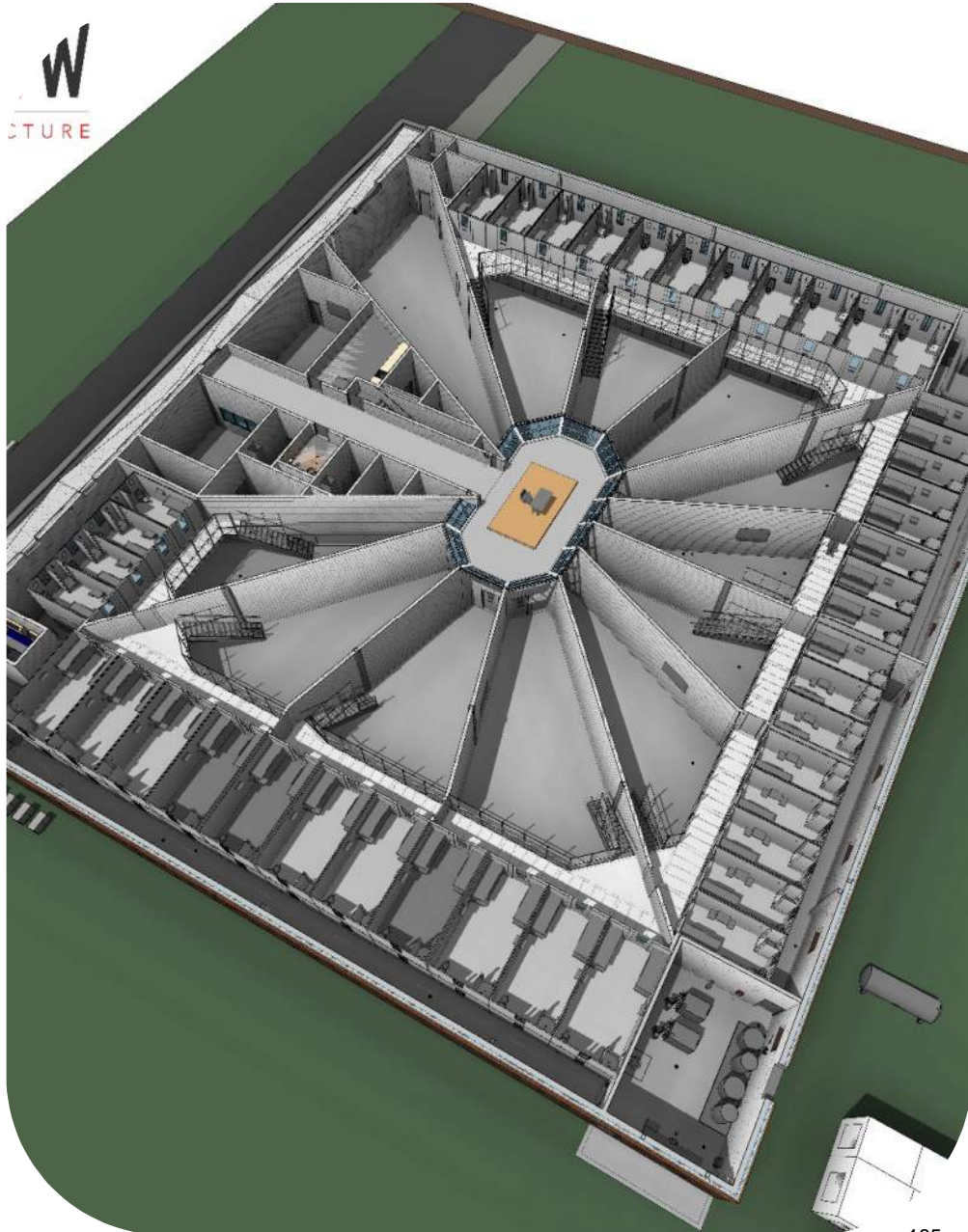


# PODULAR DESIGN OPPORTUNITIES





# PODULAR DESIGN OPPORTUNITIES



# PODULAR DESIGN OPPORTUNITIES



# PODULAR DESIGN OPPORTUNITIES



*Allegan County Jail- Dayroom*

# PODULAR DESIGN OPPORTUNITIES



*Kalamazoo County Jail –  
Typical 2 Man Cell*

# PODULAR DESIGN OPPORTUNITIES



*Kalamazoo County Jail –  
Typical 4 Man Cell*



# PODULAR DESIGN OPPORTUNITIES



*Allegan County Jail –  
Typical Dormitory Style  
Housing*



# PODULAR DESIGN OPPORTUNITIES



*Kalamazoo County Jail-  
Medical*



# PODULAR DESIGN OPPORTUNITIES



*Allegan County Jail – Rear  
Mechanical/Plumbing Chase*





*Appendix E: Conceptual Design*

---



Security Center

Community Corrections

Jail Pod

## Pros

## Cons

-The renovation of the existing jail will allow for additional:

- Admin. Offices
- JPAC
- Medical Offices
- Larger Kitchen
- Program Spaces
- Expanded Intake & Booking
- Larger Public Lobby
- Attorney Client Rooms

-The Pod will be able to sufficiently house the jail population for 20 year needs with classification.

-The Jail can maintain operations during construction of POD.

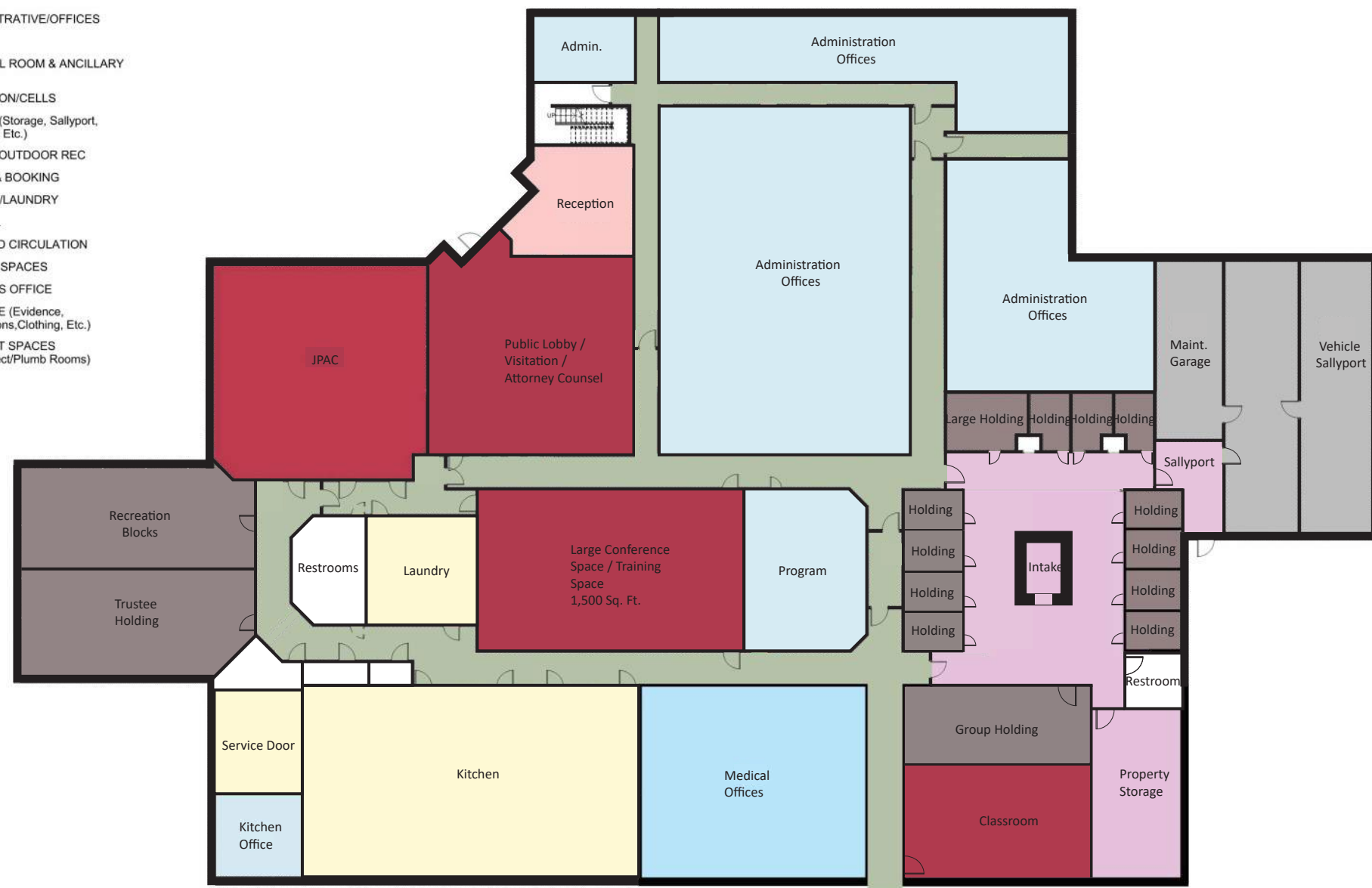
-No land acquisition

-Phased construction could cause longer duration.

-The cost of the renovation and the Pod.

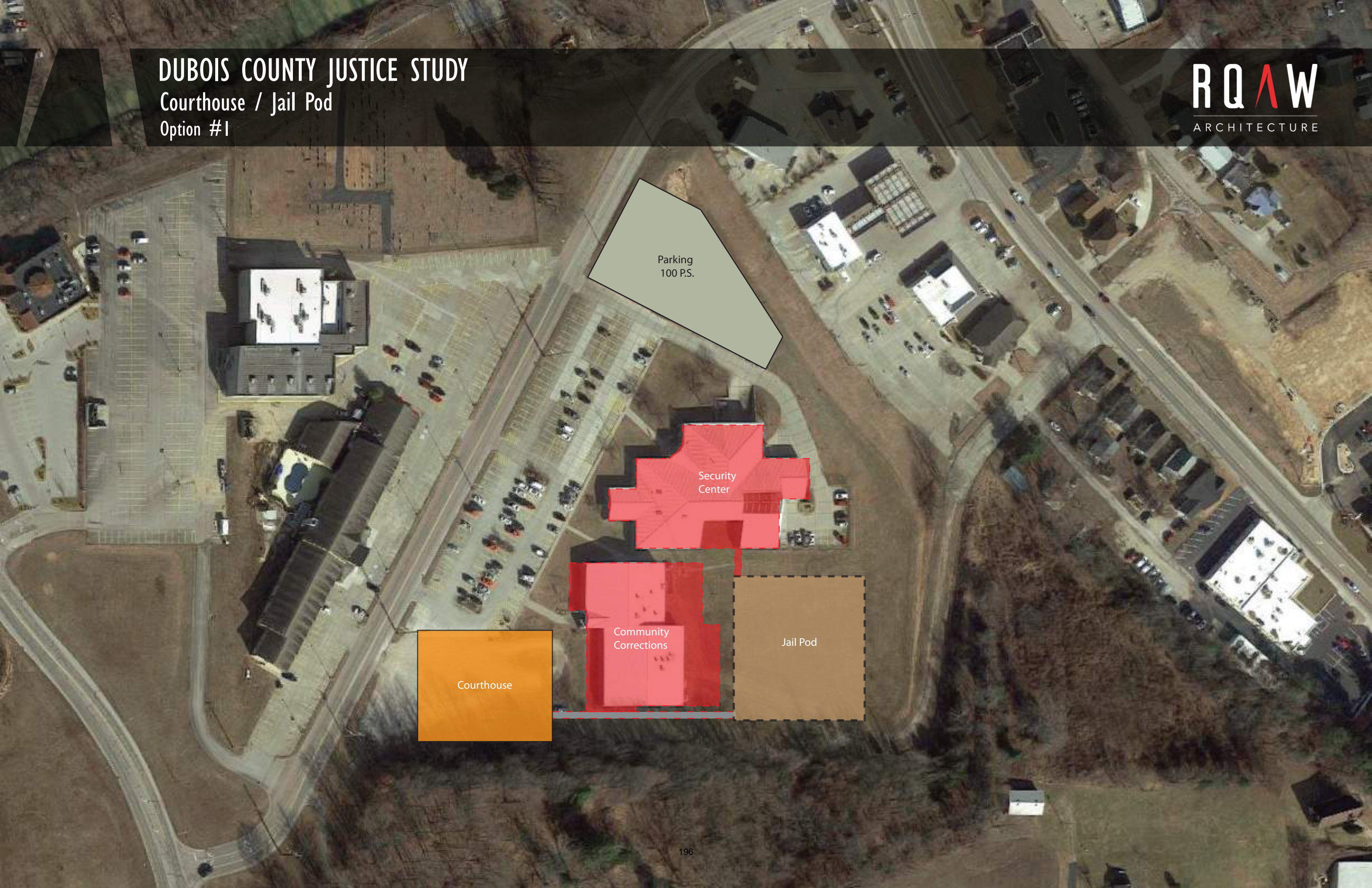
Color Key

- ADMINISTRATIVE/OFFICES
- CLERK
- CONTROL ROOM & ANCILLARY SPACES
- DETENTION/CELLS
- GARAGE (Storage, Sallyport, Evidence, Etc.)
- INDOOR/OUTDOOR REC
- INTAKE & BOOKING
- KITCHEN/LAUNDRY
- MEDICAL
- SECURED CIRCULATION
- SHARED SPACES
- SHERIFFS OFFICE
- STORAGE (Evidence, Possessions, Clothing, Etc.)
- SUPPORT SPACES (Mech/Elect/Plumb Rooms)



# DUBOIS COUNTY JUSTICE STUDY

Courthouse / Jail Pod  
Option #1



Parking  
100 P.S.

Security  
Center

Community  
Corrections

Jail Pod

Courthouse



Expansion:

- Women's Dormitory
- Men's Dormitory
- Administration Offices
- Classrooms
- Secure / Public Lobby
- Circulation



## Pros

## Cons

- Women's Dormitory is adding 34 beds.
- A larger women's laundry room and restroom
- Men's Dormitory is expanding to two sections with 48 beds.
- Additional 5 classrooms
- Three additional administration offices.
- Strip Search is moved to a larger room.
- Phased Construction

- Future expansion could be an issue due to lack of surrounding land.
- Remote male housing
- The cost of the expansion.

Community  
Corrections



## Pros

## Cons

-The departments located in the Jail, Courthouse, and Annex are all now in the same building.

-The Jail administration offices would receive more space.

-Jail operations could go on while the construction of the Pod is underway.

-The location of the Jail is not in an ideal location.

-Dubois County will have to buy the Old National Bank.

-Community Corrections is no longer in proximity of the Jail.

-Parking will become a major issue.

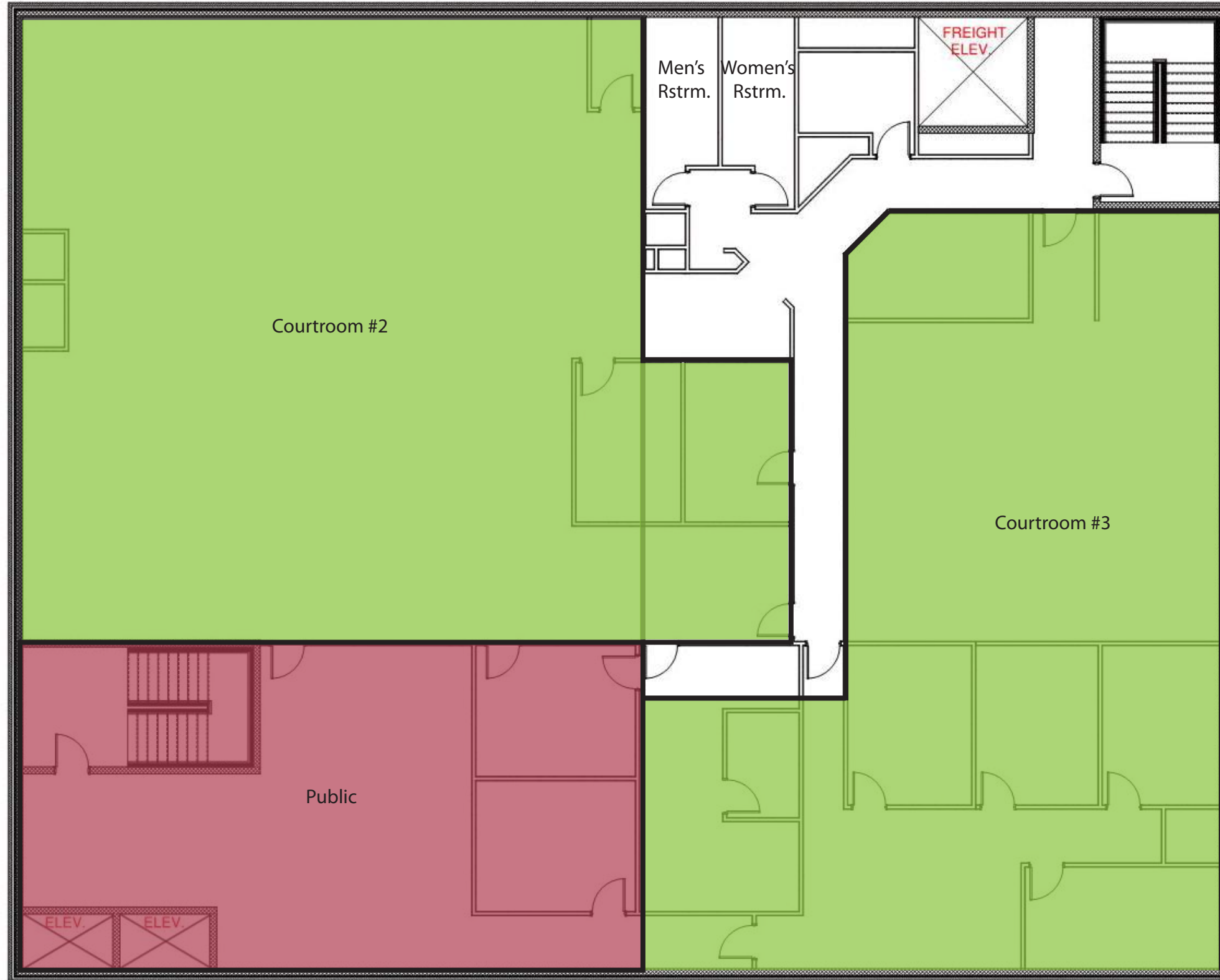
-Limited land for future expansion of the Jail.

Parking Garage  
175 p.s.  
Three-Story

JAIL POD

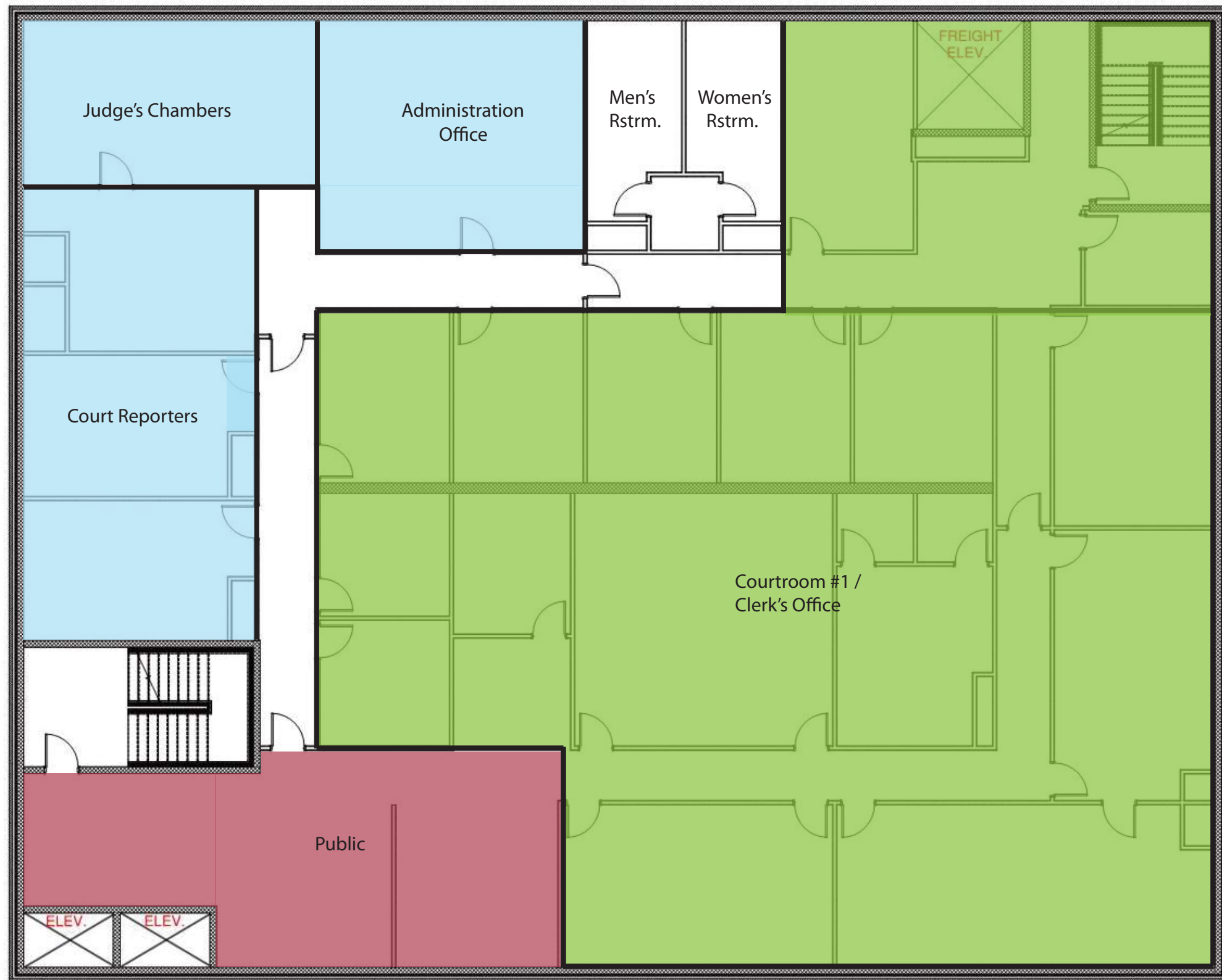
DUBOIS COUNTY- OLD NATIONAL BANK  
SITE PLAN  
Option #2

RQAW  
ARCHITECTURE

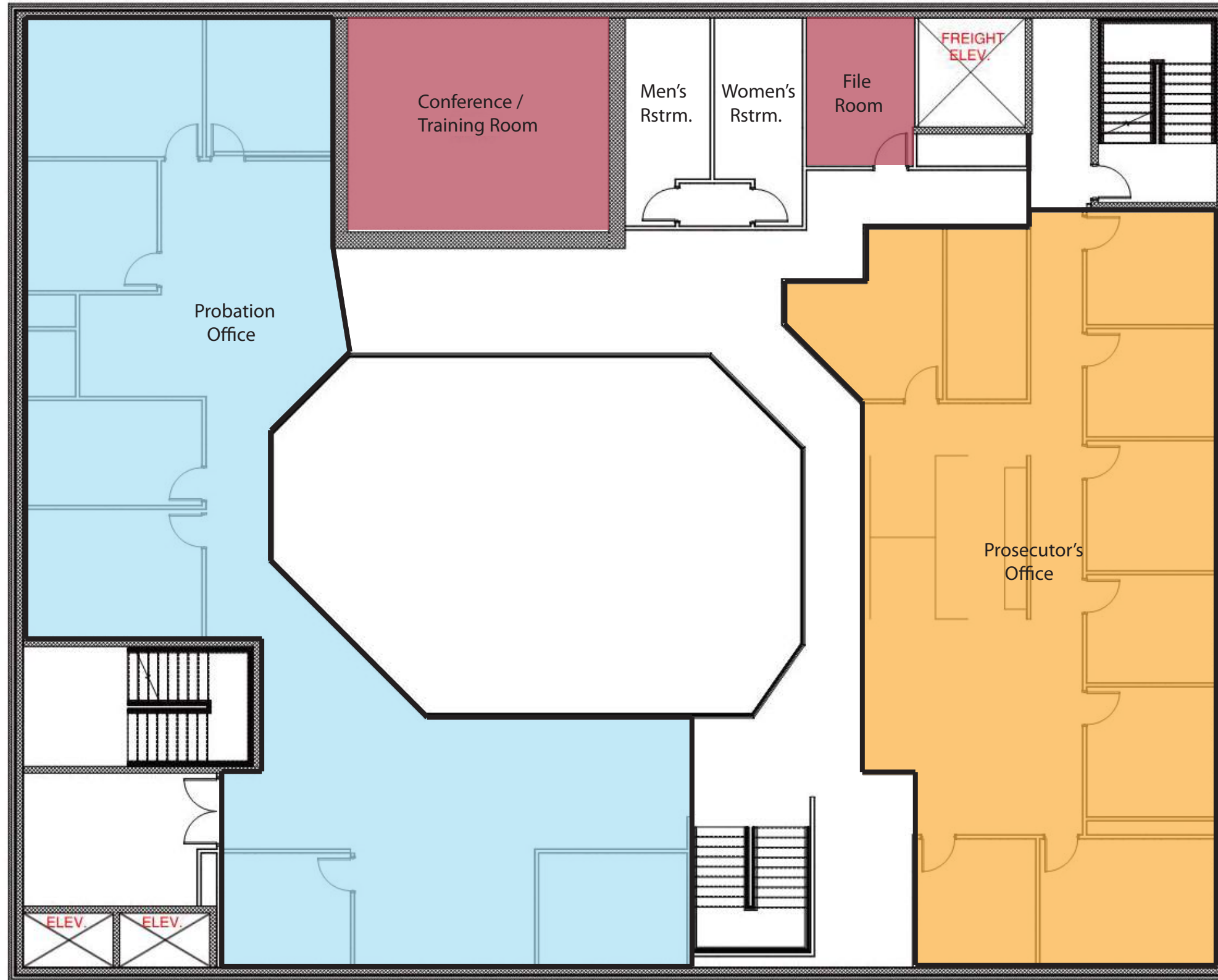


1 FOURTH FLOOR  
1/4" = 1'-0"





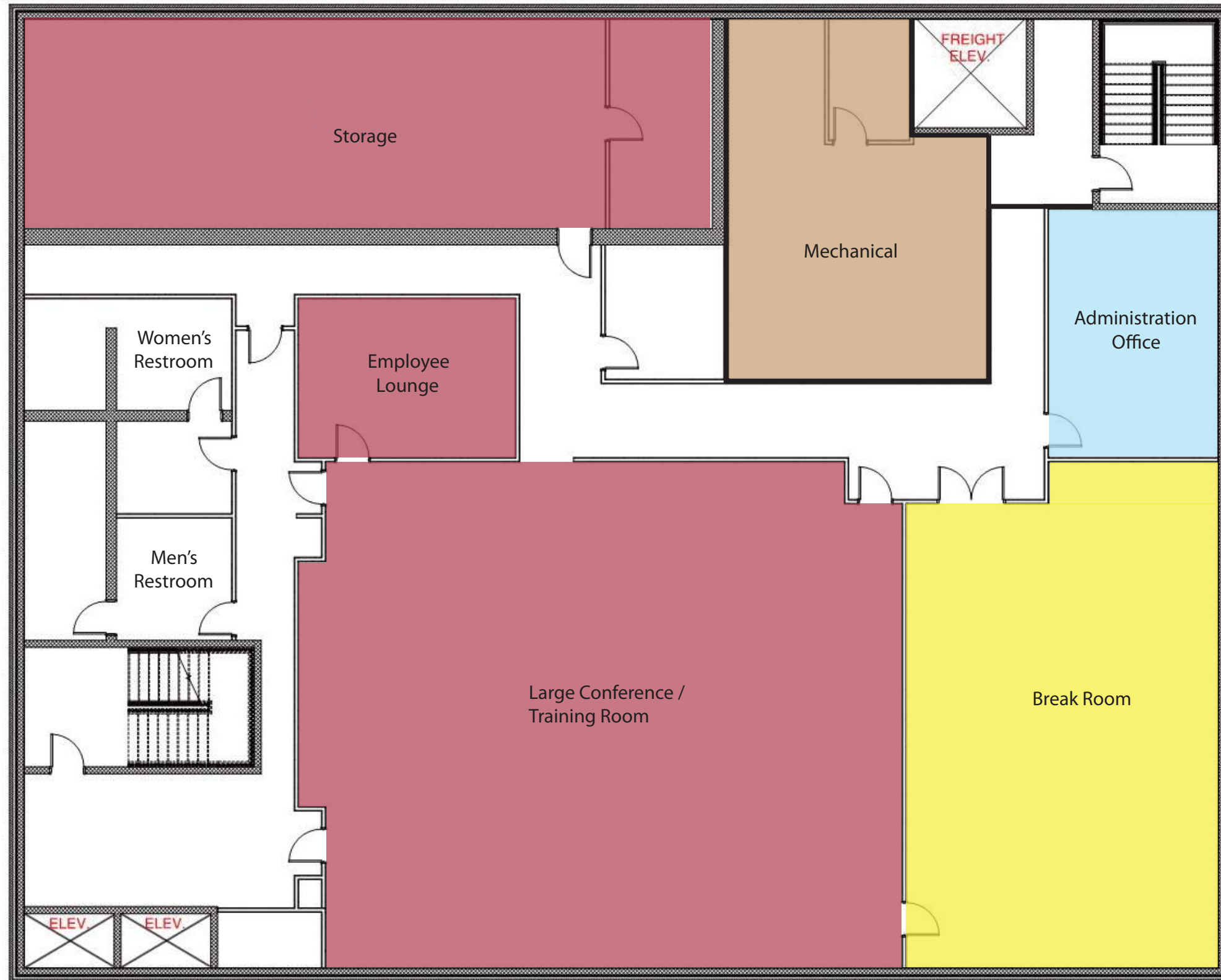
① THIRD FLOOR  
1/8" = 1'-0"



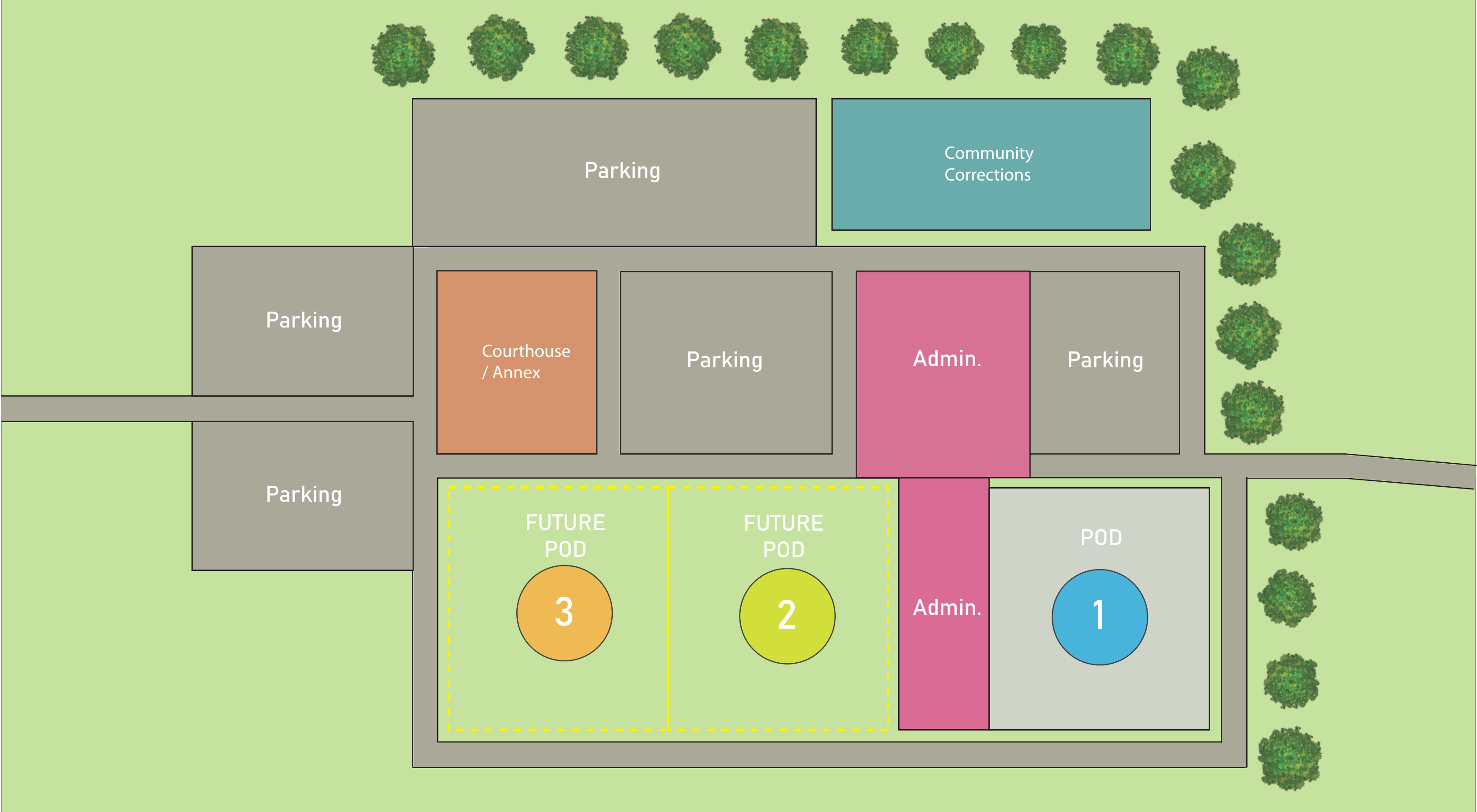
1 SECOND FLOOR(1)  
14' x 14'



1 First Floor Plan - Working  
1/4" = 1'-0"



1 BASEMENT  
1/4" = 1'-0"



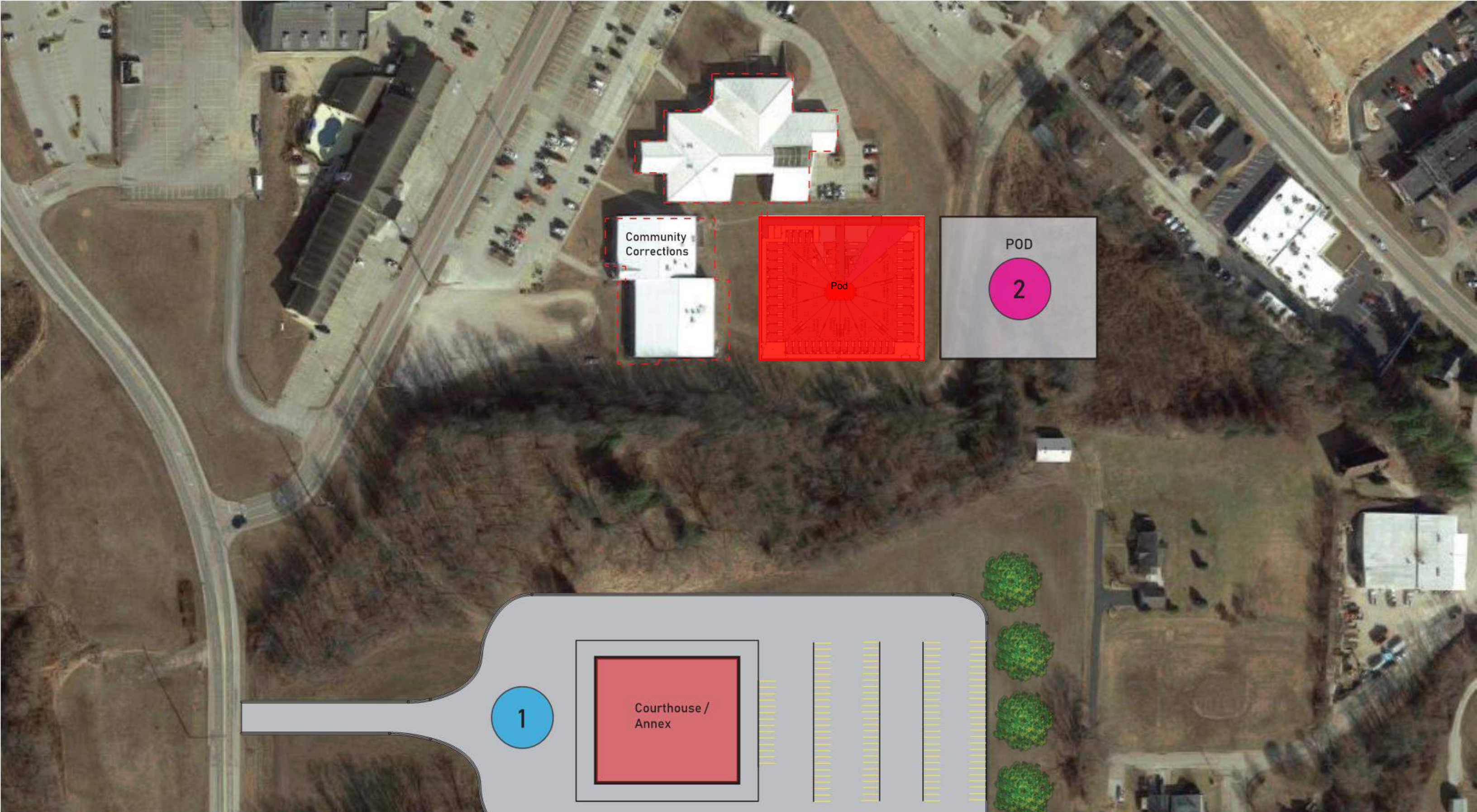


Community  
Corrections

Pod



Pros	Cons
<ul style="list-style-type: none"> <li>-The Courthouse, Jail, and Community Corrections are all in close proximity of each other.</li> <li>-This will take care of parking issue in the courthouse square.</li> <li>-Employees no longer pay for parking.</li> <li>-Each department would receive their proposed additional space.</li> </ul>	<ul style="list-style-type: none"> <li>-The Courthouse is no longer in the center of the city.</li> <li>-There is already a fully functioning Courthouse.</li> <li>-The Courthouse and Annex are no longer being used for their purpose.</li> </ul>



Community  
Corrections

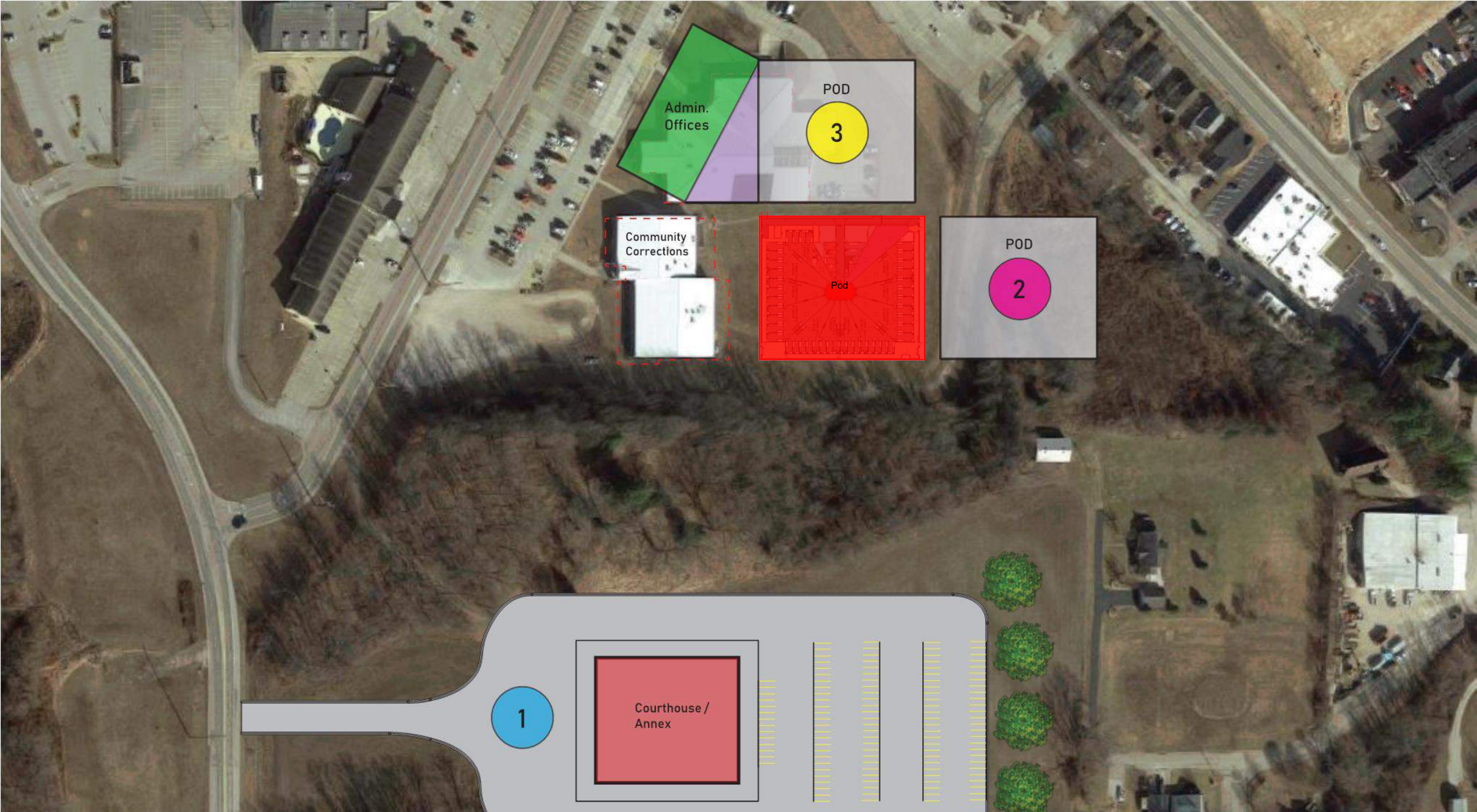
Pod

POD  
2

1

Courthouse /  
Annex

**DUBOIS COUNTY JUSTICE STUDY**  
**SITE PLAN** (Option evaluated but not selected)  
03/14/19



**DUBOIS COUNTY JUSTICE STUDY**  
**SITE PLAN** (Option evaluated but not selected)  
03/14/19



*Appendix F: Staffing & Operational Costs*

---

## DUBOIS COUNTY JAIL - STAFFING ANALYSIS - 12 HR Shift

Position	Ref. Number	Days	Evenings	Nights	Total Positions	Relief Factor	Total Staff
<b>Administration</b>							
Jail Commander		1.00	0.00	0.00	1.00	1.00	1.00
Assistant Jail Commander		1.00	0.00	0.00	1.00	1.00	1.00
Shift Supervisor		1.00	0.00	1.00	2.00	1.00	2.00
Matron		1.00	0.00	0.00	1.00	1.00	1.00
<b>Subtotal</b>		<b>4.00</b>	<b>0.00</b>	<b>1.00</b>	<b>5.00</b>		<b>5.00</b>
<b>Security</b>							
Central Control / Housing Pod		1.00	0.00	1.00	2.00	2.23	4.46
Intake/Processing/Medical		1.00	0.00	1.00	2.00	2.23	4.46
Rover		1.00	0.00	0.00	1.00	2.23	2.23
Transport Officer		1.00	0.00	1.00	2.00	1.50	3.00
<b>Subtotal</b>		<b>4.00</b>	<b>0.00</b>	<b>3.00</b>	<b>7.00</b>		<b>14.15</b>
<b>Support Services</b>							
Cooks (Contract)		3.00	0.00	0.00	3.00	0.00	0.00
Maintenance (County Staff)		1.00	0.00	0.00	1.00	0.00	0.00
<b>Subtotal</b>		<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>		<b>0.00</b>
<b>Program Services</b>							
Program Director		0.00	0.00	0.00	0.00	0.00	0.00
Nurse (Contract)		0.00	0.00	0.00	0.00	1.00	0.00
Physician (Contract)		0.00	0.00	0.00	0.00	0.00	0.00
<b>Subtotal</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>Summary</b>							
Administration		4.00	0.00	1.00	5.00		5.00
Security		4.00	0.00	3.00	7.00		14.15
Support Services		4.00	0.00	0.00	4.00		0.00
Program Services		0.00	0.00	0.00	0.00		0.00
<b>TOTAL</b>		<b>12.00</b>	<b>0.00</b>	<b>4.00</b>	<b>16.00</b>		<b>19.15</b>
<b>Existing Jail Staff = 19</b>							

<b>Day 1 Proposed Security</b>							
Central Control / Housing Pod		1.00	0.00	1.00	2.00	2.23	4.46
Intake/Processing/Medical		1.00	0.00	1.00	2.00	2.23	4.46
Rover		1.00	0.00	0.00	1.00	2.23	2.23
Transport Officer		1.00	0.00	1.00	2.00	1.50	3.00
<b>Subtotal</b>		<b>4.00</b>	<b>0.00</b>	<b>3.00</b>	<b>7.00</b>		<b>14.15</b>
<b>10 Year Proposed Security</b>							
Central Control / Housing Pod		1.00	0.00	1.00	2.00	2.23	4.46
Intake/Processing/Medical		1.00	0.00	1.00	2.00	2.23	4.46
Rover		2.00	0.00	2.00	4.00	2.23	8.92
Transport Officer		1.00	0.00	0.00	1.00	1.50	1.50
<b>Subtotal</b>		<b>5.00</b>	<b>0.00</b>	<b>4.00</b>	<b>9.00</b>		<b>19.34</b>
<b>20 Year Proposed Security</b>							
Central Control / Housing Pod		1.00	0.00	1.00	2.00	2.23	4.46
Intake/Processing/Medical		1.00	0.00	1.00	2.00	2.23	4.46
Rover		4.00	0.00	2.00	6.00	2.23	13.38
Transport Officer		1.00	0.00	0.00	1.00	1.50	1.50
<b>Subtotal</b>		<b>7.00</b>	<b>0.00</b>	<b>4.00</b>	<b>11.00</b>		<b>23.80</b>

# DUBOIS COUNTY JAIL - 10 YEAR STAFFING COST PROJECTIONS

## Jail Facility

Staff Position	Number of Staff		Salary	Total Salaries		Remarks
	Existing	Planned		Existing	Planned	
Matron	1.00	1.00	\$49,449.00	\$49,449.00	\$49,449.00	
Jail Commander	1.00	1.00	\$49,449.00	\$49,449.00	\$49,449.00	
Assistant Jail Commander	1.00	1.00	\$45,068.00	\$45,068.00	\$45,068.00	
Shift Supervisor	2.00	2.00	\$43,068.00	\$86,136.00	\$86,136.00	
Courthouse Security	1.00	1.00	\$43,068.00	\$43,068.00	\$43,068.00	
Assistant Court Security	1.00	1.00	\$42,046.00	\$42,046.00	\$42,046.00	
Jailer	9.00	12.00	\$42,046.00	\$378,414.00	\$504,552.00	
Jailer	6.00	7.00	\$41,046.00	\$246,276.00	\$287,322.00	
Extra Jailer	2.00	3.00	\$40,046.00	\$80,092.00	\$120,138.00	
Admin. Assistant	1.00	1.00	\$35,006.00	\$35,006.00	\$35,006.00	
Kitchen Manager	1.00	1.00	\$32,136.00	\$32,136.00	\$32,136.00	
Full-Time Cook	3.00	3.00	\$27,976.00	\$83,928.00	\$83,928.00	
Part-Time Cooks & Clerk	4.00	4.00	\$15,000.00	\$60,000.00	\$60,000.00	
Maintenance	1.00	1.00	\$37,336.00	\$37,336.00	\$37,336.00	
<b>Subtotal</b>	<b>34.00</b>	<b>39.00</b>	<b>5.00</b>	<b>\$1,268,404.00</b>	<b>\$1,475,634.00</b>	<b>\$373,414.00</b>
Overtime				\$80,000.00	\$90,000.00	
Benefits				\$460,842.00	\$609,235.00	
<b>Total Staffing Cost</b>				<b>\$1,809,246.00</b>	<b>\$2,174,869.00</b>	<b>\$365,623.00</b>

# DUBOIS COUNTY JAIL - 20 YEAR STAFFING COST PROJECTIONS

## Jail Facility

Staff Position	Number of Staff		Salary	Total Salaries		Remarks
	Existing	Planned		Existing	Planned	
Matron	1.00	1.00	\$49,449.00	\$49,449.00	\$49,449.00	
Jail Commander	1.00	1.00	\$49,449.00	\$49,449.00	\$49,449.00	
Assistant Jail Commander	1.00	1.00	\$45,068.00	\$45,068.00	\$45,068.00	
Shift Supervisor	2.00	2.00	\$43,068.00	\$86,136.00	\$86,136.00	
Courthouse Security	1.00	1.00	\$43,068.00	\$43,068.00	\$43,068.00	
Assistant Court Security	1.00	1.00	\$42,046.00	\$42,046.00	\$42,046.00	
Jailer	9.00	14.00	\$42,046.00	\$378,414.00	\$588,644.00	
Jailer	6.00	9.00	\$41,046.00	\$246,276.00	\$369,414.00	
Extra Jailer	2.00	3.00	\$40,046.00	\$80,092.00	\$120,138.00	
Admin. Assistant	1.00	1.00	\$35,006.00	\$35,006.00	\$35,006.00	
Kitchen Manager	1.00	1.00	\$32,136.00	\$32,136.00	\$32,136.00	
Full-Time Cook	3.00	3.00	\$27,976.00	\$83,928.00	\$83,928.00	
Part-Time Cooks & Clerk	4.00	4.00	\$15,000.00	\$60,000.00	\$60,000.00	
Maintenance	1.00	1.00	\$37,336.00	\$37,336.00	\$37,336.00	
<b>Subtotal</b>	<b>34.00</b>	<b>43.00</b>	<b>9.00</b>	<b>\$1,268,404.00</b>	<b>\$1,641,818.00</b>	<b>\$373,414.00</b>
Overtime				\$80,000.00	\$100,000.00	
Benefits				\$460,842.00	\$728,026.00	
<b>Total Staffing Cost</b>				<b>\$1,809,246.00</b>	<b>\$2,469,844.00</b>	<b>\$660,598.00</b>

# DUBOIS COUNTY JAIL - OPERATING COST ANALYSIS

## Jail Facility

Item	Cost			
	Existing	Day 1 Proposed	10 Year Proposed	20 Year Proposed
<b>Personnel Services</b>				
Salaries, Wages and Benefits	\$1,809,246.00	\$1,809,246.00	\$2,174,869.00	\$2,469,844.00
<b>Supplies</b>				
Office Supplies	\$7,000.00	\$7,500.00	\$7,775.00	\$8,050.00
Other Supplies	\$38,400.00	\$42,000.00	\$43,080.00	\$44,160.00
Cleaning Supplies	\$20,000.00	\$23,000.00	\$23,000.00	\$23,000.00
Inmate Housing on Other County	\$0.00	\$0.00	\$0.00	\$0.00
<b>Professional Services/Other Supplies</b>				
Dues & Meetings	\$1,000.00	\$1,000.00	\$1,100.00	\$1,200.00
Inmate Meals	\$110,000.00	\$110,000.00	\$167,500.00	\$225,000.00
Uniforms & Accessories	\$6,200.00	\$6,200.00	\$6,665.00	\$7,130.00
Inmate Medical / Dental	\$150,000.00	\$150,000.00	\$200,000.00	\$250,000.00
Laundry	\$4,200.00	\$4,200.00	\$5,350.00	\$6,500.00
Extradition	\$5,200.00	\$5,200.00	\$5,590.00	\$5,980.00
Inmate Transportation	\$2,500.00	\$2,500.00	\$2,687.50	\$2,875.00
Telephone	\$18,000.00	\$18,000.00	\$19,350.00	\$20,700.00
Other Operations	\$10,000.00	\$10,000.00	\$10,750.00	\$11,500.00
<b>Operating Expense Subtotal</b>	<b>\$2,181,746.00</b>	<b>\$2,188,846.00</b>	<b>\$2,667,716.50</b>	<b>\$3,075,939.00</b>
<b>Utilities and Maintenance/Repairs</b>				
Vehicle Repairs	\$40,330.00	\$40,330.00	\$44,363.00	\$48,396.00
Vehicle & Generator Fuel	\$48,425.00	\$48,425.00	\$53,267.50	\$58,110.00
Utility Estimated ( Including Water, Electric, Heat, Sewer)	\$100,000.00	\$110,000.00	\$120,000.00	\$130,000.00
Maintenance & Repair	\$40,000.00	\$40,000.00	\$43,000.00	\$46,000.00
<b>Utility/Maintenance Expense Subtotal</b>	<b>\$228,755.00</b>	<b>\$238,755.00</b>	<b>\$260,630.50</b>	<b>\$282,506.00</b>
<b>Total Operating Expense</b>	<b>\$2,410,501.00</b>	<b>\$2,427,601.00</b>	<b>\$2,928,347.00</b>	<b>\$3,358,445.00</b>

*Appendix G: Statement of Probable Cost*

---

**Dubois County Justice Study**  
*Statement of Probable Cost Options*

Component	Area (SF)	Unit Cost	Cost (USD)	Comments
<b>Option #2</b>				
<b>A. Old National Bank Jail</b>				
1. Land Acquisition		\$ 1,000,000.00	\$1,000,000	
2. Renovation	50,000	\$50 Per SF	\$2,500,000	Sheriff Admin included
3. Intake / Booking / Laundry / Kit. / Supp. / Med.	20,675	\$350 Per SF	\$7,236,250	
4. Jail Administration	7,500	\$250 Per SF	\$1,875,000	
5. Jail Pod	37,086	\$400 Per SF	\$14,834,400	Scope 1
6. Community Corrections Expansion	10,950	\$150 - \$250 Per SF	\$2,737,500	Scope 2
7. Parking Garage	175	\$20,000 Per Spot	\$3,500,000	175 total parking spaces
<b>Subtotal</b>	<b>126,386</b>		<b>\$33,683,150</b>	
<b>Project Contingency</b>		<b>8%</b>	<b>\$2,694,652</b>	
<b>Design Contingency</b>		<b>8%</b>	<b>\$2,694,652</b>	
<b>Total Construction Cost</b>			<b>\$39,072,454</b>	
<b>Soft Costs</b>		<b>30% Est.</b>	<b>\$11,721,736</b>	Finance, FF&E etc.
<b>Total Project Costs</b>			<b>\$50,794,190</b>	
<b>Option #1</b>				
<b>B. Dubois Co. Jail Site</b>				
1. Land Acquisition		\$ 350,000.00	\$350,000	
2. Community Corrections Expansion	10,950	\$150 - \$250 Per SF	\$2,737,500	Scope 2
3. Jail Remodel	25,000	\$150 - \$250 Per SF	\$5,000,000	Scope 1
4. Courts Building	25,000	\$250 Per SF	\$6,250,000	
5. Jail Pod	37,086	\$375 Per SF	\$13,907,250	Scope 1
6. Connector to Courts	1,200	\$200 Per SF	\$240,000	
7. Surface Parking	102	\$1,000 Per Spot	\$102,000	279 total parking spaces
<b>Subtotal</b>	<b>99,338</b>		<b>\$28,586,750</b>	
<b>Project Contingency</b>		<b>8%</b>	<b>\$2,286,940</b>	
<b>Design Contingency</b>		<b>8%</b>	<b>\$2,286,940</b>	
<b>Total Construction Cost</b>			<b>\$33,160,630</b>	
<b>Soft Costs</b>		<b>30% Est.</b>	<b>\$9,948,189</b>	Finance, FF&E etc.
<b>Total Project Costs</b>			<b>\$43,108,819</b>	

**Dubois County Justice Study**  
*Statement of Probable Cost Options*

Component	Area (SF)	Unit Cost	Cost (USD)	Cost of Future Built-Out
<b>Scope 1</b>				
<b>A. Security Center</b>				
1. Intake / Booking Remodel	3,760	\$250 Per SF	\$940,000	
2. Administration Remodel	5,590	\$225 Per SF	\$1,257,750	
3. Medical Offices Addition	1,450	\$225 Per SF	\$727,500	
4. Classroom / Program Remodel	1,365	\$150 Per SF	\$204,750	
5. Laundry / Kitchen Remodel	3,172	\$250 Per SF	\$793,000	
6. Trustee / JPAC Dormitory Remodel	3,200	\$250 Per SF	\$800,000	
7. Lobby / Visitation / Attorney Counsel Remodel	1,440	\$100 Per SF	\$144,000	
8. Jail Pod	37,086	\$350 Per SF	\$12,980,100	
<b>Subtotal</b>	<b>57063</b>		<b>\$17,847,100</b>	
<b>Project Contingency</b>		<b>8%</b>	<b>\$1,427,768</b>	
<b>Design Contingency</b>		<b>8%</b>	<b>\$1,427,768</b>	
<b>Total Scope 1</b>			<b>\$20,702,636</b>	
<b>Scope 2</b>				
<b>B. Community Corrections Expansion</b>				
1. Women's Dormitory (Laundry, Rest., Dayroom)	2,400	\$250 Per SF	\$600,000	
2. Men's Dormitory (Restrooms)	2,910	\$250 Per SF	\$727,500	
3. Classrooms	3,255	\$225 Per SF	\$732,375	
4. Administration Offices	1,485	\$225 Per SF	\$334,125	
5. Public Lobby / Secure Lobby	900	\$150 Per SF	\$135,000	
<b>Subtotal</b>	<b>10,950</b>		<b>\$2,529,000</b>	
<b>Project Contingency</b>		<b>8%</b>	<b>\$202,320</b>	
<b>Design Contingency</b>		<b>8%</b>	<b>\$202,320</b>	
<b>Total Scope 2</b>			<b>\$2,933,640</b>	
<b>Scope 3</b>				
<b>C. Old National Bank County Building</b>				
1. Land Acquisition	0	\$ 1,000,000.00	\$1,000,000	
2. Renovation	50,000	\$50 Per SF	\$2,500,000	
<b>Subtotal</b>	<b>50000</b>		<b>\$3,500,000</b>	
<b>Project Contingency</b>		<b>8%</b>	<b>\$280,000</b>	



<b>Design Contingency</b>		<b>8%</b>	<b>\$280,000</b>	
<b>Total Scope 3</b>			<b>\$4,060,000</b>	
<b>Scope 4</b>				
<b>D. Old National Bank Jail</b>				
1. Land Acquisition	0	\$ 1,000,000.00	\$1,000,000	
2. Renovation	50,000	\$50 Per SF	\$2,500,000	
3. Intake / Booking / Laundry / Kit. / Supp. / Med.	20,675	\$350 Per SF	\$7,236,250	
4. Administration	7,500	\$250 Per SF	\$1,875,000	
5. Jail Pod	37,086	\$375 Per SF	\$13,907,250	
<b>Subtotal</b>	<b>115261</b>		<b>\$26,518,500</b>	
<b>Project Contingency</b>		<b>8%</b>	<b>\$2,121,480</b>	
<b>Design Contingency</b>		<b>8%</b>	<b>\$2,121,480</b>	
<b>Total Scope 4</b>			<b>\$30,761,460</b>	
<b>Scope 5</b>				
<b>F. Courthouse</b>				
1. Land Acquisition	0		\$350,000	
2. Courts Building	25,000	\$250 Per SF	\$6,250,000	
3. Connector to Courts	1,200	\$200 Per SF	\$240,000	
<b>Subtotal</b>	<b>26200</b>		<b>\$6,840,000</b>	
<b>Project Contingency</b>		<b>8%</b>	<b>\$547,200</b>	
<b>Design Contingency</b>		<b>8%</b>	<b>\$547,200</b>	
<b>Total Scope 5</b>			<b>\$7,934,400</b>	
<b>Scope 6</b>				
<b>G. Judicial Campus on green field site</b>				
1. Land Acquisition	0		TBD	
2. New Jail	62,000	\$375 Per SF	\$23,250,000	
3. New Community Corrections	30,000	\$250 Per SF	\$7,500,000	
4. New Court	25,000	\$250 Per SF	\$6,250,000	
5. New Parking Structure	175	\$20,000 Per Spot	\$3,500,000	
<b>Subtotal</b>	<b>117,175</b>		<b>\$40,500,000</b>	
<b>Project Contingency</b>		<b>8%</b>	<b>\$3,240,000</b>	
<b>Design Contingency</b>		<b>8%</b>	<b>\$3,240,000</b>	
<b>Total Scope 6</b>			<b>\$46,980,000</b>	
<b>CONSTRUCTION COST SUMMARY</b>				
		<b>LOW (\$)</b>	<b>HIGH (\$)</b>	

<b>SOFT COSTS</b>				
FF&E & Soft Cost Allowances			TBD	TBD
Legal Advertising			TBD	TBD
Survey			TBD	TBD
Soils Investigation			TBD	TBD
Environmental Analysis			TBD	TBD
Construction Document Printing			TBD	TBD
State Plan Review Fees			TBD	TBD
<b>Subtotal</b>			<b>TBD</b>	<b>TBD</b>
<b>PROFESSIONAL COMPENSATION</b>				
<b>Architect/ Engineer</b>				
Basic Services			TBD	TBD
Additional Services			TBD	TBD
Reimbursable Expenses			TBD	TBD
<b>Construction Manager</b>				
Basic Services			TBD	TBD
Additional Services			TBD	TBD
Reimbursable Expenses			TBD	TBD
<b>Data/Communications Consultant</b>				
<b>Special Consultants</b>				
			TBD	TBD
<b>Subtotal</b>			<b>TBD</b>	<b>TBD</b>
<b>Legal &amp; Financing (Final determination of type of financing is required prior to determining cost estimates)</b>				
Capitalized Interest (3%)			TBD	TBD
Bond Issuance Costs (2.5%)			TBD	TBD
Legal Fees			TBD	TBD
Insurance			TBD	TBD
<b>Subtotal</b>			<b>TBD</b>	<b>TBD</b>
<b>SOFT COST SUMMARY</b>			<b>#VALUE!</b>	<b>#VALUE!</b>

*Appendix H: Anticipated Project Schedule*

---

# Dubois County Justice Study Schedule

Date:	2019												2020											
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
04/29/2019				█																				
04/30/2019				█																				
05/10/2019					█																			
05/16/2019					█																			
05/23/2019					█																			
05/30/2019					█																			
06/01/2019						█																		
06/01/2019						█																		
06/03/2019						█																		
06/15/2019						█																		
07/01/2019							█																	
08/15/2019								█																
10/15/2019									█															
10/31/2019									█															
10/31/2019									█															
12/15/2019											█													
01/01/2020													█											
01/15/2020													█											
02/01/2020														█										

# Dubois County Justice Study Schedule



	2019												2020											
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
03/15/2020 Construction bids received.																								
03/23/2020 Week of March 23, 2020: Baker Tilly Municipal Advisors circulates draft Preliminary Official Statement (POS) to working group for review and comments.																								
03/30/2020 Receive working group comments on POS.																								
04/01/2020 Notice to Proceed (Contingent on financing).																								
04/01/2020 Construction contract written.																								
04/02/2020 BTMA submits POS to Standard & Poor's to begin rating process.																								
04/23/2020 Receive bond rating from Standard & Poor's.																								
04/24/2020 BTMA distribution of POS to perspective Bond purchaser.																								
05/01/2020 Construction start and duration. (05/01/20-11/01/21)																								
05/05/2020 Bond sale (or pricing, of negotiated sale/place ment is used).																								
05/19/2020 Closing on bond financing.																								

- NO DATE: Agreement reached with Jasper with respect to use public safety income Tax.
- NO DATE: Notice of public hearing of Council on tax increases published.
- NO DATE: County Council holds public hearing and adopts on first reading ordinance approving income tax increase.

*Appendix I: Jail Inspection Reports*

---



**PROGRAM REVIEW DIVISION  
INDIANA DEPARTMENT OF CORRECTION  
JAIL INSPECTION REPORT**

COUNTY: **Dubois**  
 DATE OF INSPECTION: **4/21/2014**  
 COUNTY NUMBER: **19**  
 JAIL STREET ADDRESS: **255 Brucke Strasse Road**  
 CITY: **Jasper**  
 ZIP: **47546**  
 SHERIFF: **Donald Lampert**  
 YEAR OF OFFICE (including prior terms): **3rd Year, 1st Term**  
 PHONE: **812-482-3522**  
 FAX: **812-482-9434**  
 E-MAIL: **[donnylampert@yahoo.com](mailto:donnylampert@yahoo.com)**

CIRCUIT COURT JUDGE: **Honorable William Wiekert**  
 COUNTY COMMISSIONERS: **Rich Vollmer**  
 COUNTY PROSECUTOR: **Kevin Krouse**  
 ALL COUNTY JUDGES:  
 Insurance: **CHUBB**  
 YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED: **1990**

DEATHS SINCE LAST INSPECTION:	<b>0</b> Natural
	<b>0</b> Suicide
	<b>0</b> Homicide

ESCAPES SINCE LAST INSPECTION:	<b>0</b> From the jail
	<b>0</b> From custody
	<b>0</b> Walk-away/did not return

<b>Administration and Organization</b>		Remarks
--	--	---------

1. Is there a Jail Administrator/Commander?	<b>yes</b>	Randy Schnell <a href="mailto:randyschnell@duboiscountyin.org">randyschnell@duboiscountyin.org</a>
1a. Telephone Number:		
1b. E-mail address:		
2. Was there an annual report of services prepared?	<b>yes</b>	Provided at inspection.
3. Is there a manual of policies and procedures?	<b>yes</b>	
3a. Has it been reviewed by all employees?	<b>yes</b>	
4. Has it been reviewed and updated in the last year by the sheriff or his/her designee?	<b>yes</b>	
4a. Date of review:		2013 review completed
4b. Reviewed by:		Sheriff and Jail Commander

<b>Fiscal Management</b>		Remarks
--------------------------	--	---------

5. Is there a written procedure for the handling of monies?	<b>yes</b>	
6. Is there a written jail cost record?	<b>yes</b>	
7. Have you had a State Board of Accounts audit?	<b>yes</b>	

223

8. Is there a written budget request prepared by the Sheriff? yes

9. Is there a written inventory of county jail property? yes

<b>Training and Staff Development</b>		Remarks
---------------------------------------	--	---------

10. Is there a written training and staff development plan? yes

10a. Date of annual evaluation and revision:

Jan-13

10b. Reviewed by:

Sheriff and Jail Commander

11. Has each new jail officer received forty (80) hours of orientation and training, at the jail, prior to job assignment? yes

12. Has each new jail officer received forty (40) hours of certified training through the Law Enforcement Training Board during their first year of employment? yes

13. Has each jail officer received 16 CEU hours of documented training this year for those subjects outlined in the written staff development plan? yes

13a. Has the jail commander received 24 CEU hours of documented training? yes

14. Has each authorized employee been trained and qualified in the past year with weapons? yes

14a. Is this training documented?

15. Has every employee authorized to use a weapon been trained in the use of deadly force? yes

16. Is training in your budget request as required? yes \$5K

<b>Management Information Systems and Inmate Records</b>		Remarks
--	--	---------

17. Does the intake form contain all the required information? yes

18. Are there proper records maintained on all inmates? yes

19. Are population movement records properly maintained? yes

20. Is there a written policy concerning jail incident reports? yes

21. Is there a written policy regarding inmate records privacy? yes

22. Is the inmate's medical record separate from the confinement record? yes

<b>Physical Plant</b>		Remarks
-----------------------	--	---------

23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks? yes 25 Ft/C on day of inspection 2014.



24. Cubic feet per minute of air flow movement on day of inspection? 692 C/Ft/M on day of inspection 2014.

25. The temperature at the time of inspection was: 69' on day of inspection

26. Was the clothing and bedding adequate for the prevailing temperature? yes

27. Was there both hot and cold running water in each cell? yes

28. Is there one toilet and one shower for twelve (12) inmates in the activity area? yes

29. Is the inmate receiving and booking area outside the inmate living area? yes

30. Is the inmate receiving and booking area inside the secured perimeter? yes

31. Does this area have proper weapons lockers outside of the secured perimeter? yes

32. Does it have proper temporary holding space? yes

33. Are there fixed benches in ample supply for its capacity? yes

34. Is there audio and visual communication in the temporary holding area? yes

35. Are there available toilets, washbasins with hot and cold running water in the temporary holding area? yes

36. Is there a booking area in the reception area? yes

37. Is there a medical examination area in the reception area? yes

38. Are there shower facilities in the reception area? yes

39. Is there secure storage for the inmate's personal property in the reception area? yes

40. Are there telephone facilities in the reception area? yes

41. Are supply areas separate from inmate living and activity areas? yes

42. Is there adequate secure storage space for all supplies and equipment? yes

2/25

43. Are arsenals located outside the security perimeter of the inmate living and activity areas?	<u>yes</u>	
44. Is there an area for inmates under special medical supervision?	<u>yes</u>	
45. Is there a special area for temporary detention of inmates under the influence of alcohol?	<u>yes</u>	
46. Is there a special area for temporary detention of inmates that are violent, uncontrollable or self-destructive?	<u>yes</u>	Refusal of inmates testing above .23 % BrAC or BAC
46a. Are the above two (2) areas equipped with audio-video monitoring?	<u>yes</u>	
46b. Do inmates have access to a toilet and running water?	<u>yes</u>	
47. Is there a bed for all incarcerated inmates?	<u>yes</u>	
48. Total number of operational jail beds?		<b>84</b>
49. Number of adult males incarcerated?		<b>54</b>
50. Number of adult females incarcerated?		<b>12</b>
51. Number of waived males less than 18 years old?		<b>0</b>
52. Number of waived females less than 18 years old?		<b>0</b>
53. Total inmate count on inspection day.		<b>66</b>
54. Number of inmates sentenced to serve county time?		<b>17</b>
54a. How many of these are sentenced to a work release program?		<b>0</b>
55. Is this an IDOC Holding Jail?	<b>no</b>	
55a. Total number of beds identified for IDOC holding.		<b>0</b>
55b. Number of inmates being held for IDOC?		<b>0</b>

- 56. Number of sentenced inmates awaiting transfer to IDOC? 0
- 57. Number of inmates being held for the US Marshal? 1 But still held on local charges.
- 58. Number of military prisoners? 0
- 59. Is there a written plan for preventative maintenance? yes
- 60. Is it reviewed and updated annually? yes

<b>Commissary</b>	Remarks
-------------------	---------

61. Did the State Board of Accounts approve your commissary policy? yes

<b>Safety and Sanitation</b>	Remarks
------------------------------	---------

- 62. Is cleaning equipment available to inmates daily? yes
- 63. Is the jail inspected weekly by a designated official? yes
- 64. Are written inspection reports maintained? yes
- 65. Are insect and rodent inspections made weekly? yes
- 66. Is there a licensed exterminator contract? yes Action Pest Control
- 67. Are plumbing fixtures functional? yes
- 68. Are faulty plumbing fixtures repaired promptly? yes
- 69. Are exits clearly marked, illuminated continuously and clear? yes
- 70. Is there a written evacuation plan for emergencies? yes
- 71. Are evacuation instructions in all living and working areas? yes
- 72. Has the Sheriff requested the Board of Health to inspect the jail annually? yes
- 73. Has the Board of Health inspected the jail annually? yes Recommend that a letter be sent to the BoH requesting an annual walk through inspection for the jail. Same recommendation for 2014.
- 74. Is there a written policy concerning safety, sanitation and supply control? yes

<b>Clothing and Personal Hygiene</b>	Remarks
--------------------------------------	---------

227

- 75. Are suitable clothing, bedding and towels provided for the total inmate population? **yes**
- 76. Are all inmates provided with shaving materials, bar soap, toothpaste and toothbrush? **yes**
- 77. Do inmates shower upon admission to general population? **yes**
- 78. Are inmates afforded the opportunity to shower at least three (3) times within every seven (7) days? **yes**
- 79. Are haircuts available, upon request, at least every six (6) weeks? **yes**
- 80. May inmates wear personal clothing to their trials? **yes**

<b>Medical Care, Health Services and Suicide Prevention</b>		<b>Remarks</b>
---	--	----------------

- 81. Is there a licensed physician responsible for medical and qualified for suicide screening and prevention services at the **yes** Advanced Correctional/Dr Hoke'. Nurse at the jail on Monday. Attempting to get
- 82. Are there written procedures for medical service delivery to inmates? **yes**
- 83. Are these procedures approved by a physician? **yes**
- 84. Are health care personnel licenses or certification on file with the Sheriff? **yes**
- 85. Do jail security regulations apply to medical personnel? **yes**
- 86. Are there adequate space, equipment, supplies and materials for medical services available? **yes**
- 87. Are first aid kits available at the jail? **yes** x2 located in control and on the admin
- 88. Are first-aid kits inspected and refilled according to the responsible physician contracted by the county for your jail? **yes**
- 89. Are inmates medically screened upon admission? **yes**
- 90. Has the doctor approved the medical screening form? **yes**
- 91. Are all inmates in jail given a medical examination within fourteen (14) days? **yes**
- 92. Is this medical examination given by a physician or his designee? **yes**
- 93. Are inmates medical complaints collected daily? **yes**

228

229

- 94. Are medical/mental health complaints responded to by medically/mental health trained personnel? yes With Advance.
- 95. Is there a physician available at least weekly to respond to medical complaints? yes
- 96. Is twenty-four (24) hour emergency medical, dental and psychological care available pursuant to a written contract yes Southern Hills M/H utilized for M/H court orders. Recommend obtaining an MOU for
- 97. Is there a written emergency medical plan? yes
  - 97a. Emergency evacuation of inmates yes
  - 97b. Use of an emergency medical vehicle yes
  - 97c. Use of one or more designated hospital emergency rooms or appropriate health facilities yes Jasper Memorial Hospital
  - 97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. yes Dr. Friz local dentist at Huntingburg
  - 97e. Security procedures that provide for the immediate transfer of inmates when appropriate. yes
  - 97f. Are there arrangements for emergency psychological services? yes Memorial Hospital for emergency and after hour psych evals.
- 98. Are all jail personnel first aid trained? yes
- 99. Is one (1) person per shift trained in receiving screening? yes
- 100. Is one (1) person per shift trained in CPR & AED? yes All personnel trained
- 101. Is one (1) person per shift trained in common symptom recognition? yes
- 102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation? yes
- 103. Does jail refuse acceptance of an unconscious or critically injured person? yes
  - 103a. What is your BrAC/BAC cut off for refusal? *0.23%and must be medially cleared prior to admission.*
- 104. Are all injured inmates examined immediately by competent medical personnel? yes
- 105. Is a written description of the injury prepared? yes
- 106. Are photographs taken of the injury? yes
- 107. Are prescribed medications given as per physician orders? yes
- 108. Are all persons administering medication trained by the responsible physician? yes
- 109. Are records of medication administered kept? yes
- 110. Did the physician approve the record form? yes

111. Is chronic care, convalescent care and medical preventive maintenance provided? yes

112. Did the inmate medical file contain all information approved by a responsible physician? yes

113. Is access to inmate medical records controlled by the responsible physician? yes

<b>Diet and Food Preparation</b>	<b>Remarks</b>
----------------------------------	----------------

114. Has the Sheriff established written policies and procedures concerning food, quantity and quality? yes

115. Is discipline by means other than denial of food? yes

116. Are meals served under supervision of the jail administrator or his designee? yes

117. Is there always less than fourteen (14) hours between meals? yes

118. Do inmates receive three (3) meals a day? yes

119. Is at least one (1) meal each day served cooked? yes At least 2 a day served cooked.

120. Are menus prepared in advance? yes

121. Are records retained of meals served? yes

122. Have the meals been approved by a qualified dietician and reviewed every 2 years? yes

123. Are all food service areas and equipment inspected daily by administrative jail personnel? yes

124. Is all stored food placed on racks off the floor? yes

125. Is food covered while being transported to the inmate? yes

126. Is the kitchen floor cleaned daily? yes

127. Is the kitchen equipment cleaned daily? yes

128. Are walls and vents clean? yes

129. Has the jail administrator requested the local health officer to inspect the kitchen facilities? yes 10/24/2013

130. Does the local health officer or other qualified agency inspect it annually? yes

131. Are eating utensils sanitized after each use? yes

200

- 132. Is kitchen equipment operational? yes
- 133. Do you use inmates in the kitchen? no
- 134. Do kitchen inmates receive pre-service medical examinations? NA
- 135. Do kitchen inmates receive periodic medical examinations and daily visual exams? NA No inmate workers.
- 136. Do kitchen inmates wear approved clothing for food handling? NA
- 137. Are medical diets served when approved by the responsible physicians? yes
- 138. Are religious diets served when accessible and authorized by the sheriff? yes
- 139. Has the sheriff established, in writing, a control system to monitor and control food pilferage, misuse or spoilage? yes

<b>Security and Control</b>	<b>Remarks</b>
-----------------------------	----------------

- 140. Is there an established manual of policies for security and control? yes
- 141. Is it accessible and reviewed by all jail personnel? yes
- 142. Is it reviewed and updated annually and documentation provided? yes Ensure that cover sheet is signed and dated indicating that the polices have been reviewed/updated. **Completed 2014.**
- 143. Have jail officers been trained consistent with the manual? yes
- 144. Have pre and post training exams been administered? yes
- 145. Have the results been made a part of the employee's records? yes
- 146. Is there an extra set of jail keys securely stored? yes Within the Sheriff's personal office.
- 147. Are written reports prepared when a weapon is discharged by jail personnel? yes
- 148. Are weapons restricted from designated areas? yes
- 149. Do you use mace or teargas? no **TAZER** utilized, all custody staff trained in its deployment

231

150. Is there a list of persons authorized to use mace or tear gas? no TAZER authorization list

151. Have they been trained in its usage? yes

152. If a person is injured by a chemical agent, does he receive an immediate medical examination? yes

153. Is there a communication control center? yes  
153a. Was it secured? yes

154. Is there an audio communication system between the control center and the inmate living area? yes

155. Is there an emergency generator? yes  
155a. What day is it tested? Monday

156. Is it functional? yes

157. Is it tested weekly? yes

158. Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area? yes

159. Are all doors on security perimeters kept locked? yes

160. Do you prohibit a jail officer from entering a high security cell area without a back-up? yes

161. Are contraband searches held? yes

162. Are written reports made of items confiscated? yes

163. Are inmates informed of their authorized articles? yes

164. Are contact visitors and inmates searched? no no contact visits are allowed

165. Are all inmates searched before leaving or returning to the jail? yes

166. Is there a written policy concerning contraband, searches and seizures? yes

232

Supervision of Inmates	Remarks
------------------------	---------

167. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates? no

167a. How was staff sufficiency established?

*NIC staffing analysis. Recommend that I receive a copy for review and further suggestions. **Strongly Recommend that a staffing analysis be completed to determine proper staffing levels for the Dubois county jail in 2014.***



168. Is there personal observation of the inmate at least every sixty(60) minutes during lockdown hours at night? yes

169. Is this observation documented? yes

170. Is there written policy on male-female supervision by male-female staff? yes

171. Are privacy rights considered in this policy? yes

172. Are there written policies for segregation of inmates? yes

172a. Do jail officials review the status of the inmate at least once every seven (7) days. yes

172b. Does time spent confined or separated from the general population before determination of guilt credit toward the period of segregation imposed? yes

172c. Does the disciplinary segregation period exceed thirty (30) day for any single instance of disciplined conduct yes

Max violation: 40 days with 20 days GTC, Minor violation: 20 days with 10 days GTC.

172d. Do jail officials maintain a permanent written record of activity in segregation areas? yes

173. Is each area of the jail visited by the Sheriff or his designee at least once weekly? yes

174. Is each area of the jail visited by supervisory staff daily? yes

175. Are these visits documented? yes

176. Are inmates prevented from supervising or exerting control or assuming any authority over other inmates? yes

233

**Inmate Rights** | Remarks

177. Do inmates have access to courts? yes

178. Do inmates have confidential access to attorneys? yes

179. Do inmates have reasonable access to an adequate law library, if operating Pro se'? yes

Law disk and law books. Inmates access CD with stand alone computer in library.

180. Are all forms of discrimination of inmates forbidden? yes

181. Do inmates have access to reading material (not pornography)? yes

182. Do inmates have religious freedom where security is not broken? yes

183. Is physical exercise available indoor? yes

184. Is physical exercise available outdoor? yes

- 185. Is refusal of recreation documented? yes
- 186. do you provide a list of all inmates sentenced and incarcerated to the county clerk quarterly as required by IC 3-7--46-6? yes
- 187. Is there a written inmate work assignment record? yes
- 188. Is there a written grievance policy and procedure? yes
- 189. Is it distributed to the inmates? yes
- 190. Is there a written jail visitation policy and procedure? yes
- 191. Is there a written jail telephone policy and procedure for inmates? yes
- 192. Is there jail visitor registration? yes

Mail	Remarks
------	---------

- 193. Is there a written procedure governing inmate correspondence? yes
- 194. Is mail unlimited in volume? yes
- 195. May inmates correspond within the jail by mail? no Authorized by permission of the Sheriff.
- 196. Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media? yes
- 197. If mail is delayed, censored, or withheld, is the inmate given prompt notice? yes
- 198. Is there a written record of this action? yes
- 199. Are indigent inmates provided free writing supplies? yes

Discipline	Remarks
------------	---------

- 200. Are there written rules of inmate conduct? yes
- 201. Do they describe disciplinary actions to be taken? yes
- 202. Do they describe the procedure to be followed? yes
- 203. Are copies of rules distributed to inmates or posted in the living areas? yes
- 204. Do you prohibit the use or physical force as a discipline? yes

234

205. Have personnel been trained as to inmate rules of conduct?

yes

- 206. Have personnel been trained as to sanctions available? yes
- 207. Are all disciplinary standards met? yes
- 208. Are disciplinary hearings provided for and held? yes
- 209. Are these consistent with the standards? yes
- 210. Are there provisions for an appeal? yes

<b>Classification</b>			<b>Remarks</b>
-----------------------	--	--	----------------

- 211. Is there a written plan for classification of inmates? yes
- 212. Are inmates with contagious diseases separated? yes
- 213. Are intoxicated inmates segregated? yes
- 214. Are inmates experiencing drug withdrawal segregated? yes
- 215. Are inmates experiencing mental conditions segregated? yes

<b>Reception, Orientation. Property Control and Release</b>			<b>Remarks</b>
---	--	--	----------------

- 216. Are there written procedures governing reception and orientation? yes
- 217. Is the inmate's personal property inventoried and securely stored? yes
- 218. Is the inmate's money securely stored? yes Inmate Trust Fund
- 219. Does the inmate sign for his property upon release? yes

<b>Jail Program Survey</b>
----------------------------

- Have arrangements been made for the provision of special education services as needed? yes
- Does the jail provide GED services? No No funding and lack of participation. Researching the possibility of re-starting GED.
- Does the jail provide any substance abuse counseling services in the jail? yes AA/NA for all inmates.
- Is smoking within the jail prohibited? yes
- Does the county have a community corrections program? yes
- Other programs? yes Faith based programming, life skills, religious

236

**OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS**

Items discussed with the jail commander.

1 Recommend that data storage have at a minimum of 180 days

2 New radios recently added to the communications system

3 **Leaks noted in the ceiling of the property room and the**

2013 This is still an issue. Recommend

4 The kitchen was neat, clean and orderly. Kitchen staff was very

2014 Repaired.

5 Recommend that jail policies and procedures be produced on a CD and distributed to all staff members.

Hard copies completed. Suggest issuing CD copy to all employees. 2104 completed.

237

6 Strongly recommend that a nurse be hired at least part-time to monitor inmate medical issues, conduct daily medical call/review sick slips and provide a medical link directly to the contacted physician. This would greatly reduce the jails liability.

2013 Recommend that additional hours for nursing staff be added. This action would reduce the county's liability and improve inmate care and treatment. 2014 STRONGLY recommend that the commissioners provide additional nursing hours. By contracting nursing hours will enhance policies and procedures and avoid custody staff from making critical decisions pertaining to inmate care and treatment. By adding nursing hours will greatly reduce the counties liability and reduce total medical cost.

Accompanied by:  
Randy Schnell, Jail Commander

Inspected by:  
Kenneth J. Whipker  
Executive Liaison  
Sheriff and Jail Operations



**PROGRAM REVIEW DIVISION  
INDIANA DEPARTMENT OF CORRECTION  
JAIL INSPECTION REPORT**

COUNTY: **Dubois**  
 DATE OF INSPECTION: **4/20/2015**  
 COUNTY NUMBER: **19**  
 JAIL STREET ADDRESS: **255 Brucke Strasse Road**  
 CITY: **Jasper**  
 ZIP: **47546**  
 SHERIFF: **Donald Lampert**  
 YEAR OF OFFICE (including prior terms): **5th Year, 2nd Term**  
 PHONE: **812-482-3522**  
 FAX: **812-482-9434**  
 E-MAIL: **[donyl Lampert@yahoo.com](mailto:donyl Lampert@yahoo.com)**

CIRCUIT COURT JUDGE: **Honorable Nathan Verkamp**  
 COUNTY COMMISSIONERS: **Larry Vollmer**  
 COUNTY PROSECUTOR: **Anthony Quinn**  
 ALL COUNTY JUDGES:  
 Insurance: **CHUBB**  
 YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED: **1990**

DEATHS SINCE LAST INSPECTION:	0	Natural
	0	Suicide
	0	Homicide

ESCAPES SINCE LAST INSPECTION:	0	From the jail
	0	From custody
	0	Walk-away/did not return

Administration and Organization	Remarks
1. Is there a Jail Administrator/Commander? 1a. Telephone Number: 1b. E-mail address:	<u>yes</u> Randy Schnell <a href="mailto:randyschnell185@gmail.com">randyschnell185@gmail.com</a>
2. Was there an annual report of services prepared?	<u>yes</u> Provided at inspection 2015
3. Is there a manual of policies and procedures? 3a. Has it been reviewed by all employees?	<u>yes</u> <u>yes</u>
4. Has it been reviewed and updated in the last year by the sheriff or his/her designee? 4a. Date of review: 4b. Reviewed by:	<u>yes</u> 2015 review completed but not signed yet Sheriff and Jail Commander

Fiscal Management	Remarks
5. Is there a written procedure for the handling of monies?	<u>yes</u>
6. Is there a written jail cost record?	<u>yes</u>

- 7. Have you had a State Board of Accounts audit? yes
- 8. Is there a written budget request prepared by the Sheriff? yes
- 9. Is there a written inventory of county jail property? yes

<b>Training and Staff Development</b>	<b>Remarks</b>
---------------------------------------	----------------

- 10. Is there a written training and staff development plan? yes
  - 10a. Date of annual evaluation and revision: 2015 completed but not signed yet
  - 10b. Reviewed by: Sheriff and Jail Commander
- 11. Has each new jail officer received forty (80) hours of orientation and training, at the jail, prior to job assignment? yes
- 12. Has each new jail officer received forty (40) hours of certified training through the Law Enforcement Training Board during their first year of employment? yes
- 13. Has each jail officer received 16 CEU hours of documented training this year for those subjects outlined in the written staff development plan? yes
  - 13a. Has the jail commander received 24 CEU hours of documented training? yes
- 14. Has each authorized employee been trained and qualified in the past year with weapons? yes
  - 14a. Is this training documented?
- 15. Has every employee authorized to use a weapon been trained in the use of deadly force? yes
- 16. Is training in your budget request as required? yes \$5K

<b>Management Information Systems and Inmate Records</b>	<b>Remarks</b>
--	----------------

- 17. Does the intake form contain all the required information? yes
- 18. Are there proper records maintained on all inmates? yes
- 19. Are population movement records properly maintained? yes
- 20. Is there a written policy concerning jail incident reports? yes
- 21. Is there a written policy regarding inmate records privacy? yes
- 22. Is the inmate's medical record separate from the confinement record? yes

<b>Physical Plant</b>	<b>Remarks</b>
-----------------------	----------------

240

- 23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks? **yes** 14-25 Ft/C on day of inspection. I would strong recommend a lighting study for installation of new and more efficient lighting.
- 24. Cubic feet per minute of air flow movement on day of inspection? 692 C/Ft/M on day of inspection 2014.
- 25. The temperature at the time of inspection was: 69' on day of inspection
- 26. Was the clothing and bedding adequate for the prevailing temperature? **yes**
- 27. Was there both hot and cold running water in each cell? **yes**
- 28. Is there one toilet and one shower for twelve (12) inmates in the activity area? **yes**
- 29. Is the inmate receiving and booking area outside the inmate living area? **yes**
- 30. Is the inmate receiving and booking area inside the secured perimeter? **yes**
- 31. Does this area have proper weapons lockers outside of the secured perimeter? **yes**
- 32. Does it have proper temporary holding space? **yes**
- 33. Are there fixed benches in ample supply for its capacity? **yes**
- 34. Is there audio and visual communication in the temporary holding area? **yes**
- 35. Are there available toilets, washbasins with hot and cold running water in the temporary holding area? **yes**
- 36. Is there a booking area in the reception area? **yes**
- 37. Is there a medical examination area in the reception area? **yes**
- 38. Are there shower facilities in the reception area? **yes**
- 39. Is there secure storage for the inmate's personal property in the reception area? **yes**
- 40. Are there telephone facilities in the reception area? **yes**
- 41. Are supply areas separate from inmate living and activity areas? **yes**



42. Is there adequate secure storage space for all supplies and equipment? yes

43. Are arsenals located outside the security perimeter of the inmate living and activity areas? yes

44. Is there an area for inmates under special medical supervision? yes

45. Is there a special area for temporary detention of inmates under the influence of alcohol? yes

46. Is there a special area for temporary detention of inmates that are violent, uncontrollable or self-destructive? yes

Refusal of inmates testing above .25 %  
BrAC or BAC

46a. Are the above two (2) areas equipped with audio-video monitoring? yes

46b. Do inmates have access to a toilet and running water? yes

47. Is there a bed for all incarcerated inmates? yes

48. Total number of operational jail beds? **84**

241

49. Number of adult males incarcerated? **66**

50. Number of adult females incarcerated? **12**

51. Number of waived males less than 18 years old? **0**

52. Number of waived females less than 18 years old? **0**

53. Total inmate count on inspection day. **78** *Once a jail reaches 80% of its capacity it is considered overcrowded. @ 92%*

54. Number of inmates sentenced to serve county time? **29**

54a. How many of these are sentenced to a work release program? **0**

55. Is this an IDOC Holding Jail? **no**

- 55a. Total number of beds identified for IDOC holding. 0
- 55b. Number of inmates being held for IDOC? 0
- 56. Number of sentenced inmates awaiting transfer to IDOC? 0
- 57. Number of inmates being held for the US Marshal? 0
- 58. Number of military prisoners? 0
- 59. Is there a written plan for preventative maintenance? yes
- 60. Is it reviewed and updated annually? yes

<b>Commissary</b>	<b>Remarks</b>
-------------------	----------------

- 61. Did the State Board of Accounts approve your commissary policy? yes

<b>Safety and Sanitation</b>	<b>Remarks</b>
------------------------------	----------------

- 62. Is cleaning equipment available to inmates daily? yes
- 63. Is the jail inspected weekly by a designated official? yes
- 64. Are written inspection reports maintained? yes
- 65. Are insect and rodent inspections made weekly? yes
- 66. Is there a licensed exterminator contract? yes Action Pest Control
- 67. Are plumbing fixtures functional? yes
- 68. Are faulty plumbing fixtures repaired promptly? yes
- 69. Are exits clearly marked, illuminated continuously and clear? yes
- 70. Is there a written evacuation plan for emergencies? yes
- 71. Are evacuation instructions in all living and working areas? yes
- 72. Has the Sheriff requested the Board of Health to inspect the jail annually? yes
- 73. Has the Board of Health inspected the jail annually? yes
- 74. Is there a written policy concerning safety, sanitation and supply control? yes

<b>Clothing and Personal Hygiene</b>	<b>Remarks</b>
--------------------------------------	----------------

75. Are suitable clothing, bedding and towels provided for the total inmate population? yes

76. Are all inmates provided with shaving materials, bar soap, toothpaste and toothbrush? yes

77. Do inmates shower upon admission to general population? yes

78. Are inmates afforded the opportunity to shower at least three (3) times within every seven (7) days? yes

79. Are haircuts available, upon request, at least every six (6) weeks? yes

80. May inmates wear personal clothing to their trials? yes

Medical Care, Health Services and Suicide Prevention	Remarks
--	---------

81. Is there a licensed physician responsible for medical and qualified for suicide screening and prevention services at the	<u>yes</u> Advanced Correctional/Dr Hoke. Nurse at the jail on Monday. Attempting to get
--	--

82. Are there written procedures for medical service delivery to inmates?	<u>yes</u>
---	------------

83. Are these procedures approved by a physician?	<u>yes</u>
---	------------

84. Are health care personnel licenses or certification on file with the Sheriff?	<u>yes</u>
---	------------

85. Do jail security regulations apply to medical personnel?	<u>yes</u>
--	------------

86. Are there adequate space, equipment, supplies and materials for medical services available?	<u>yes</u>
---	------------

87. Are first aid kits available at the jail?	<u>yes</u> x2 located in control and on the admin
---	---

88. Are first-aid kits inspected and refilled according to the responsible physician contracted by the county for your jail?	<u>yes</u>
--	------------

89. Are inmates medically screened upon admission?	<u>yes</u>
--	------------

90. Has the doctor approved the medical screening form?	<u>yes</u>
---	------------

91. Are all inmates in jail given a medical examination within fourteen (14) days?	<u>yes</u>
--	------------

92. Is this medical examination given by a physician or his designee?	<u>yes</u>
---	------------

93. Are inmates medical complaints collected daily?	<u>yes</u>
---	------------

- 94. Are medical/mental health complaints responded to by medically/mental health trained personnel? yes With Advance.
- 95. Is there a physician available at least weekly to respond to medical complaints? yes
- 96. Is twenty-four (24) hour emergency medical, dental and psychological care available pursuant to a written contract yes
- 97. Is there a written emergency medical plan? yes
  - 97a. Emergency evacuation of inmates yes
  - 97b. Use of an emergency medical vehicle yes
  - 97c. Use of one or more designated hospital emergency rooms or appropriate health facilities yes Jasper Memorial Hospital
  - 97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. yes Dr. Friz local dentist at Huntingburg
  - 97e. Security procedures that provide for the immediate transfer of inmates when appropriate. yes
  - 97f. Are there arrangements for emergency psychological services? yes Memorial Hospital for emergency and after hour psych evals.
- 98. Are all jail personnel first aid trained? yes
- 99. Is one (1) person per shift trained in receiving screening? yes
- 100. Is one (1) person per shift trained in CPR & AED? yes All personnel trained
- 101. Is one (1) person per shift trained in common symptom recognition? yes
- 102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation? yes
- 103. Does jail refuse acceptance of an unconscious or critically injured person? yes
  - 103a. What is your BrAC/BAC cut off for refusal? yes 0.25% and must be medially cleared prior to admission.
- 104. Are all injured inmates examined immediately by competent medical personnel? yes
- 105. Is a written description of the injury prepared? yes
- 106. Are photographs taken of the injury? yes
- 107. Are prescribed medications given as per physician orders? yes
- 108. Are all persons administering medication trained by the responsible physician? yes
- 109. Are records of medication administered kept? yes
- 110. Did the physician approve the record form? yes

111. Is chronic care, convalescent care and medical preventive maintenance provided? yes

112. Did the inmate medical file contain all information approved by a responsible physician? yes

113. Is access to inmate medical records controlled by the responsible physician? yes

Diet and Food Preparation	Remarks
---------------------------	---------

114. Has the Sheriff established written policies and procedures concerning food, quantity and quality? yes

115. Is discipline by means other than denial of food? yes

116. Are meals served under supervision of the jail administrator or his designee? yes

117. Is there always less than fourteen (14) hours between meals? yes

118. Do inmates receive three (3) meals a day? yes

119. Is at least one (1) meal each day served cooked? yes At least 2 a day served cooked.

120. Are menus prepared in advance? yes

121. Are records retained of meals served? yes

122. Have the meals been approved by a qualified dietician and reviewed every 2 years? yes

123. Are all food service areas and equipment inspected daily by administrative jail personnel? yes

124. Is all stored food placed on racks off the floor? yes

125. Is food covered while being transported to the inmate? yes

126. Is the kitchen floor cleaned daily? yes

127. Is the kitchen equipment cleaned daily? yes

128. Are walls and vents clean? yes

129. Has the jail administrator requested the local health officer to inspect the kitchen facilities? yes 1/16/2015

130. Does the local health officer or other qualified agency inspect it annually? yes

131. Are eating utensils sanitized after each use? yes

132. Is kitchen equipment operational? yes
133. Do you use inmates in the kitchen? no
134. Do kitchen inmates receive pre-service medical examinations? NA
135. Do kitchen inmates receive periodic medical examinations and daily visual exams? NA No inmate workers.
136. Do kitchen inmates wear approved clothing for food handling? NA
137. Are medical diets served when approved by the responsible physicians? yes
138. Are religious diets served when accessible and authorized by the sheriff? yes
139. Has the sheriff established, in writing, a control system to monitor and control food pilferage, misuse or spoilage? yes

Security and Control	Remarks
----------------------	---------

- |  |            |  |
|--|------------|--|
| 140. Is there an established manual of policies for security and control?        | <u>yes</u> |  |
| 141. Is it accessible and reviewed by all jail personnel?                        | <u>yes</u> |  |
| 142. Is it reviewed and updated annually and documentation provided?             | <u>yes</u> |  |
| 143. Have jail officers been trained consistent with the manual?                 | <u>yes</u> |  |
| 144. Have pre and post training exams been administered?                         | <u>yes</u> |  |
| 145. Have the results been made a part of the employee's records?                | <u>yes</u> |  |
| 146. Is there an extra set of jail keys securely stored?                         | <u>yes</u> | Within the Sheriff's personal office.                              |
| 147. Are written reports prepared when a weapon is discharged by jail personnel? | <u>yes</u> |  |
| 148. Are weapons restricted from designated areas?                               | <u>yes</u> |  |
| 149. Do you use mace or teargas?   | <u>no</u>  | <u>TAZER</u> utilized, all custody staff trained in its deployment |
| 150. Is there a list of persons authorized to use mace or tear gas?              | <u>no</u>  | TAZER authorization list   |

247

- 151. Have they been trained in its usage? yes
- 152. If a person is injured by a chemical agent, does he receive an immediate medical examination? yes
- 153. Is there a communication control center? yes  
153a. Was it secured? yes
- 154. Is there an audio communication system between the control center and the inmate living area? yes
- 155. Is there an emergency generator? yes  
155a. What day is it tested? Monday
- 156. Is it functional? yes
- 157. Is it tested weekly? yes
- 158. Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area? yes
- 159. Are all doors on security perimeters kept locked? yes
- 160. Do you prohibit a jail officer from entering a high security cell area without a back-up? yes
- 161. Are contraband searches held? yes
- 162. Are written reports made of items confiscated? yes
- 163. Are inmates informed of their authorized articles? yes
- 164. Are contact visitors and inmates searched? no no contact visits are allowed
- 165. Are all inmates searched before leaving or returning to the jail? yes
- 166. Is there a written policy concerning contraband, searches and seizures? yes

<b>Supervision of Inmates</b>		<b>Remarks</b>
-------------------------------	--	----------------

167. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates? no

167a. How was staff sufficiency established?

*NIC staffing analysis. Recommend that I receive a copy for review and further suggestions. Strongly Recommend that a staffing analysis be completed to determine proper staffing levels for the Dubois county jail in 2014. 2015 same recommendation for 2015. There was only one officer on the floor during the inspection. Unless the analysis is completed the jail will be considered UNDER STAFFED.*

168. Is there personal observation of the inmate at least every sixty(60) minutes during lockdown hours at night? yes

169. Is this observation documented? yes

170. Is there written policy on male-female supervision by male-female staff? yes

171. Are privacy rights considered in this policy? yes

172. Are there written policies for segregation of inmates? yes

172a. Do jail officials review the status of the inmate at least once every seven (7) days. yes

172b. Does time spent confined or separated from the general population before determination of guilt credit toward the period of segregation imposed? yes

172c. Does the disciplinary segregation period exceed thirty (30) day for any single instance of disciplined conduct yes

Max violation: 40 days with 20 days GTC,  
Minor violation: 20 days with 10 days GTC.

172d. Do jail officials maintain a permanent written record of activity in segregation areas? yes

173. Is each area of the jail visited by the Sheriff or his designee at least once weekly? yes

174. Is each area of the jail visited by supervisory staff daily? yes

175. Are these visits documented? yes

176. Are inmates prevented from supervising or exerting control or assuming any authority over other inmates? yes

Inmate Rights	Remarks
---------------	---------

177. Do inmates have access to courts? yes

178. Do inmates have confidential access to attorneys? yes

248



179. Do inmates have reasonable access to an adequate law library, if operating Pro se? yes Law disk and law books. Inmates access CD with stand alone computer in library.
180. Are all forms of discrimination of inmates forbidden? yes
181. Do inmates have access to reading material (not pornography)? yes
182. Do inmates have religious freedom where security is not broken? yes
183. Is physical exercise available indoor? yes
184. Is physical exercise available outdoor? yes
185. Is refusal of recreation documented? yes
186. do you provide a list of all inmates sentenced and incarcerated to the county clerk quarterly as required by IC 3-7--46-6? yes
187. Is there a written inmate work assignment record? yes
188. Is there a written grievance policy and procedure? yes
189. Is it distributed to the inmates? yes
190. Is there a written jail visitation policy and procedure? yes
191. Is there a written jail telephone policy and procedure for inmates? yes
192. Is there jail visitor registration? yes

249

Mail	Remarks
193. Is there a written procedure governing inmate correspondence?	<u>yes</u>
194. Is mail unlimited in volume?	<u>yes</u>
195. May inmates correspond within the jail by mail?	<u>no</u> Authorized by permission of the Sheriff.
196. Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media?	<u>yes</u>
197. If mail is delayed, censored, or withheld, is the inmate given prompt notice?	<u>yes</u>
198. Is there a written record of this action?	<u>yes</u>
199. Are indigent inmates provided free writing supplies?	<u>yes</u>

Discipline		Remarks
------------	--	---------

- 200. Are there written rules of inmate conduct? yes
- 201. Do they describe disciplinary actions to be taken? yes
- 202. Do they describe the procedure to be followed? yes
- 203. Are copies of rules distributed to inmates or posted in the living areas? yes
- 204. Do you prohibit the use or physical force as a discipline? yes
- 205. Have personnel been trained as to inmate rules of conduct? yes

250

- 206. Have personnel been trained as to sanctions available? yes
- 207. Are all disciplinary standards met? yes
- 208. Are disciplinary hearings provided for and held? yes
- 209. Are these consistent with the standards? yes
- 210. Are there provisions for an appeal? yes

<b>Classification</b>	<b>Remarks</b>
-----------------------	----------------

- 211. Is there a written plan for classification of inmates? yes
- 212. Are inmates with contagious diseases separated? yes
- 213. Are intoxicated inmates segregated? yes
- 214. Are inmates experiencing drug withdrawal segregated? yes
- 215. Are inmates experiencing mental conditions segregated? yes

<b>Reception, Orientation, Property Control and Release</b>	<b>Remarks</b>
---	----------------

- 216. Are there written procedures governing reception and orientation? yes
- 217. Is the inmate's personal property inventoried and securely stored? yes
- 218. Is the inmate's money securely stored? yes Inmate Trust Fund
- 219. Does the inmate sign for his property upon release? yes

<b>Jail Program Survey</b>	
----------------------------	--

- Have arrangements been made for the provision of special education services as needed? yes
- Does the jail provide GED services? No No funding and lack of participation. Researching the possibility of re-starting GED.
- Does the jail provide any substance abuse counseling services in the jail? yes AA/NA for all inmates.
- Is smoking within the jail prohibited? yes
- Does the county have a community corrections program? yes
- Other programs? yes Faith based programming, life skills, religious

**OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS**

Items discussed with the jail commander.

- 1 Recommend that data storage have at a minimum of 180 days
  
- 2 The kitchen was recently re-painted and sections of stainless
  
- 3 Nursing and mental health hours were increased.
  
- 4 The kitchen was neat, clean and orderly. Kitchen staff was very
  
- 5 The Gen set was recently rebuilt
  
- 6 Strong recommendation for an NIC staffing analysis to be

Accompanied by:  
Randy Schnell, Jail Commander

Inspected by:  
Kenneth J. Whipker  
Executive Liaison  
Sheriff and Jail Operations



**PROGRAM REVIEW DIVISION  
INDIANA DEPARTMENT OF CORRECTION  
JAIL INSPECTION REPORT**

COUNTY: **Dubois**  
 DATE OF INSPECTION: **3/18/2016**  
 COUNTY NUMBER: **34**  
 JAIL STREET ADDRESS: **555 Brucke Strasse Road**  
 CITY: **Jasper**  
 ZIP: **47546**  
 SHERIFF: **Donald Lampert**  
 YEAR OF OFFICE (including prior terms): **6th Year, 2nd Term**  
 PHONE: **812-482-3522**  
 FAX: **812-482-9434**  
 E-MAIL: **donnylampert@yahoo.com**

**Deliberative and Confidential  
IC 5-14-3-4**

CIRCUIT COURT JUDGE: **Honorable Nathan Verkamp**  
 COUNTY COMMISSIONERS: **Larry Vollmer**  
 COUNTY PROSECUTOR: **Anthony Quinn**  
 ALL COUNTY JUDGES:  
 Insurance: **CHUBB**  
 YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED: **1990**

253

DEATHS SINCE LAST INSPECTION:	<b>0</b> Natural
	<b>0</b> Suicide
	<b>0</b> Homicide

ESCAPES SINCE LAST INSPECTION:	<b>0</b> From the jail
	<b>0</b> From custody
	<b>0</b> Walk-away/did not return

<b>Administration and Organization</b>		Remarks
1. Is there a Jail Administrator/Commander?	<b>yes</b>	Randy Schnell
1a. Telephone Number:		<a href="mailto:randyschnell185@gmail.com">randyschnell185@gmail.com</a>
1b. E-mail address:		
2. Was there an annual report of services prepared?	<b>yes</b>	annual report is completed and will be emailed.
3. Is there a manual of policies and procedures?	<b>yes</b>	
3a. Has it been reviewed by all employees?	<b>yes</b>	
4. Has it been reviewed and updated in the last year by the sheriff or his/her designee?	<b>yes</b>	
4a. Date of review:		Jan-16
4b. Reviewed by:		Sheriff and Jail Commander

<b>Fiscal Management</b>	Remarks
--------------------------	---------

5. Is there a written procedure for the handling of monies? **yes**

6. Is there a written jail cost record? **yes**

- 7. Have you had a State Board of Accounts audit? yes
- 8. Is there a written budget request prepared by the Sheriff? yes
- 9. Is there a written inventory of county jail property? yes

<b>Training and Staff Development</b>		Remarks
---------------------------------------	--	---------

- 10. Is there a written training and staff development plan? yes
  - 10a. Date of annual evaluation and revision: Jan-16
  - 10b. Reviewed by: Sheriff and Jail Commander
- 11. Has each new jail officer received forty (80) hours of orientation and training, at the jail, prior to job assignment? yes
- 12. Has each new jail officer received forty (40) hours of certified training through the Law Enforcement Training Board during their first year of employment? yes
- 13. Has each jail officer received 16 CEU hours of documented training this year for those subjects outlined in the written staff development plan? yes
  - 13a. Has the jail commander received 24 CEU hours of documented training? yes
- 14. Has each authorized employee been trained and qualified in the past year with weapons? yes
  - 14a. Is this training documented?
- 15. Has every employee authorized to use a weapon been trained in the use of deadly force? yes
- 16. Is training in your budget request as required? yes \$5K

<b>Management Information Systems and Inmate Records</b>		Remarks
--	--	---------

- 17. Does the intake form contain all the required information? yes
- 18. Are there proper records maintained on all inmates? yes
- 19. Are population movement records properly maintained? yes
- 20. Is there a written policy concerning jail incident reports? yes
- 21. Is there a written policy regarding inmate records privacy? yes
- 22. Is the inmate's medical record separate from the confinement record? yes

<b>Physical Plant</b>		Remarks
-----------------------	--	---------

254

23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks?

yes 14-25 Ft/C on day of inspection. I would strong recommend a lighting study for installation of new and more efficient lighting. 6/1/2015 Amended as follows for light readings: B Block 32.9 Ft/C, C block 17-32 Ft/C, D Block 17-24 Ft/C, E Block 22-29 Ft/C, F Block 26-34 Ft/C, G Block 25-44 Ft/C, H Block all LED lighting 41-55 Ft/C. The other blocks had burned out lights replaced or in the process of replacing them. H Block was very consistent and lighting appeared to be the same "color" throughout the cell block. Strong consideration is being given to install all LED lighting throughout the facility resulting in a more efficient, brighter and resulting in a cost savings for the county. 2016 20-40 Ft/C with the exception of above the TV's to reduce glare.

24. Cubic feet per minute of air flow movement on day of inspection?

356 C/Ft/M on day of inspection 2016.

25. The temperature at the time of inspection was:  
*Noise Level*

70' on day of inspection  
56DB

26. Was the clothing and bedding adequate for the prevailing temperature?

yes

27. Was there both hot and cold running water in each cell?

yes

28. Is there one toilet and one shower for twelve (12) inmates in the activity area?

NO

Some areas of the jail exceeded the 12:1 ratio due to overcrowding with the

29. Is the inmate receiving and booking area outside the inmate living area?

yes

30. Is the inmate receiving and booking area inside the secured perimeter?

yes

31. Does this area have proper weapons lockers outside of the secured perimeter?

yes

32. Does it have proper temporary holding space?

yes

33. Are there fixed benches in ample supply for its capacity?

yes

34. Is there audio and visual communication in the temporary holding area?

yes

256

35. Are there available toilets, washbasins with hot and cold running water in the temporary holding area? yes
36. Is there a booking area in the reception area? yes
37. Is there a medical examination area in the reception area? yes
38. Are there shower facilities in the reception area? yes
39. Is there secure storage for the inmate's personal property in the reception area? yes
40. Are there telephone facilities in the reception area? yes
41. Are supply areas separate from inmate living and activity areas? yes
42. Is there adequate secure storage space for all supplies and equipment? yes
43. Are arsenals located outside the security perimeter of the inmate living and activity areas? yes
44. Is there an area for inmates under special medical supervision? yes
45. Is there a special area for temporary detention of inmates under the influence of alcohol? yes
46. Is there a special area for temporary detention of inmates that are violent, uncontrollable or self-destructive? yes Refusal of inmates testing above .25 % BrAC or BAC
- 46a. Are the above two (2) areas equipped with audio-video monitoring? yes
- 46b. Do inmates have access to a toilet and running water? yes
47. Is there a bed for all incarcerated inmates? NO See # 28
48. Total number of operational jail beds? **84**

256



49. Number of adult males incarcerated? **66**
50. Number of adult females incarcerated? **15**
51. Number of waived males less than 18 years old? **0**
52. Number of waived females less than 18 years old? **0**
53. Total inmate count on inspection day. **81** *Once a jail reaches 80% of its capacity it is considered overcrowded.*
54. Number of inmates sentenced to serve county time? **21**
- 54a. How many of these are sentenced to a work release program? **0**
55. Is this an IDOC Holding Jail? **no**
- 55a. Total number of beds identified for IDOC holding. **0**
- 55b. Number of inmates being held for IDOC? **16** L6
56. Number of sentenced inmates awaiting transfer to IDOC? **0**
57. Number of inmates being held for the US Marshal? **0**
58. Number of military prisoners? **0**
59. Is there a written plan for preventative maintenance? **yes**
60. Is it reviewed and updated annually? **yes**

<b>Commissary</b>		Remarks
-------------------	--	---------

61. Did the State Board of Accounts approve your commissary policy? **yes**

<b>Safety and Sanitation</b>		Remarks
------------------------------	--	---------

62. Is cleaning equipment available to inmates daily? **yes**
63. Is the jail inspected weekly by a designated official? **yes**
64. Are written inspection reports maintained? **yes**
65. Are insect and rodent inspections made weekly? **yes**
66. Is there a licensed exterminator contract? **yes** Action Pest Control
67. Are plumbing fixtures functional? **yes**
68. Are faulty plumbing fixtures repaired promptly? **yes**

- 69. Are exits clearly marked, illuminated continuously and clear? yes
- 70. Is there a written evacuation plan for emergencies? yes
- 71. Are evacuation instructions in all living and working areas? yes
- 72. Has the Sheriff requested the Board of Health to inspect the jail annually? yes
- 73. Has the Board of Health inspected the jail annually? yes
- 74. Is there a written policy concerning safety, sanitation and supply control? yes

<b>Clothing and Personal Hygiene</b>		Remarks
--------------------------------------	--	---------

- 75. Are suitable clothing, bedding and towels provided for the total inmate population? yes
- 76. Are all inmates provided with shaving materials, bar soap, toothpaste and toothbrush? yes
- 77. Do inmates shower upon admission to general population? yes
- 78. Are inmates afforded the opportunity to shower at least three (3) times within every seven (7) days? yes
- 79. Are haircuts available, upon request, at least every six (6) weeks? yes
- 80. May inmates wear personal clothing to their trials? yes

<b>Medical Care, Health Services and Suicide Prevention</b>		Remarks
---	--	---------

- 81. Is there a licensed physician responsible for medical and qualified for suicide screening and prevention services at the jail? yes Advanced Correctional/Dr Everson. Nurse at the jail on Monday. Attempting to get
- 82. Are there written procedures for medical service delivery to inmates? yes
- 83. Are these procedures approved by a physician? yes
- 84. Are health care personnel licenses or certification on file with the Sheriff? yes
- 85. Do jail security regulations apply to medical personnel? yes
- 86. Are there adequate space, equipment, supplies and materials for medical services available? yes
- 87. Are first aid kits available at the jail? yes x2 located in control and on the admin

259

88. Are first-aid kits inspected and refilled according to the responsible physician contracted by the county for your jail? **yes**
89. Are inmates medically screened upon admission? **yes**
90. Has the doctor approved the medical screening form? **yes**
91. Are all inmates in jail given a medical examination within fourteen (14) days? **yes**
92. Is this medical examination given by a physician or his designee? **yes**
93. Are inmates medical complaints collected daily? **yes**
94. Are medical/mental health complaints responded to by medically/mental health trained personnel? **yes** With Advance.
95. Is there a physician available at least weekly to respond to medical complaints? **yes**
96. Is twenty-four (24) hour emergency medical, dental and psychological care available pursuant to a written contract **yes**
97. Is there a written emergency medical plan? **yes**
- 97a. Emergency evacuation of inmates **yes**
- 97b. Use of an emergency medical vehicle **yes**
- 97c. Use of one or more designated hospital emergency rooms or appropriate health facilities **yes** Jasper Memorial Hospital
- 97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. **yes** Dr. Friz local dentist at Huntingburg
- 97e. Security procedures that provide for the immediate transfer of inmates when appropriate. **yes**
- 97f. Are there arrangements for emergency psychological services? **yes** Memorial Hospital for emergency and after hour psych evals.
98. Are all jail personnel first aid trained? **yes**
99. Is one (1) person per shift trained in receiving screening? **yes**
100. Is one (1) person per shift trained in CPR & AED? **yes** All personnel trained
101. Is one (1) person per shift trained in common symptom recognition? **yes**
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation? **yes**
103. Does jail refuse acceptance of an unconscious or critically injured person? **yes**

103a. What is your BrAC/BAC cut off for refusal?

0.25% and must be medically cleared prior to admission.

104. Are all injured inmates examined immediately by competent medical personnel? yes

105. Is a written description of the injury prepared? yes

106. Are photographs taken of the injury? yes

107. Are prescribed medications given as per physician orders? yes

108. Are all persons administering medication trained by the responsible physician? yes

109. Are records of medication administered kept? yes

110. Did the physician approve the record form? yes

111. Is chronic care, convalescent care and medical preventive maintenance provided? yes

112. Did the inmate medical file contain all information approved by a responsible physician? yes

113. Is access to inmate medical records controlled by the responsible physician? yes

260

Diet and Food Preparation	Remarks
---------------------------	---------

114. Has the Sheriff established written policies and procedures concerning food, quantity and quality? yes

115. Is discipline by means other than denial of food? yes

116. Are meals served under supervision of the jail administrator or his designee? yes

117. Is there always less than fourteen (14) hours between meals? yes

118. Do inmates receive three (3) meals a day? yes

119. Is at least one (1) meal each day served cooked? yes At least 2 a day served cooked.

120. Are menus prepared in advance? yes

121. Are records retained of meals served? yes

122. Have the meals been approved by a qualified dietician and reviewed every 2 years? yes

123. Are all food service areas and equipment inspected daily by administrative jail personnel? yes

124. Is all stored food placed on racks off the floor? **yes**
125. Is food covered while being transported to the inmate? **yes**
126. Is the kitchen floor cleaned daily? **yes**
127. Is the kitchen equipment cleaned daily? **yes**
128. Are walls and vents clean? **yes**
129. Has the jail administrator requested the local health officer to inspect the kitchen facilities? **yes** 10/13/2015
130. Does the local health officer or other qualified agency inspect it annually? **yes**
131. Are eating utensils sanitized after each use? **yes**
132. Is kitchen equipment operational? **yes**
133. Do you use inmates in the kitchen? **no**
134. Do kitchen inmates receive pre-service medical examinations? **NA**
135. Do kitchen inmates receive periodic medical examinations and daily visual exams? **NA** No inmate workers.
136. Do kitchen inmates wear approved clothing for food handling? **NA**
137. Are medical diets served when approved by the responsible physicians? **yes**
138. Are religious diets served when accessible and authorized by the sheriff? **yes**
139. Has the sheriff established, in writing, a control system to monitor and control food pilferage, misuse or spoilage? **yes**

201

Security and Control	Remarks
----------------------	---------

140. Is there an established manual of policies for security and control? **yes**
141. Is it accessible and reviewed by all jail personnel? **yes**
142. Is it reviewed and updated annually and documentation provided? **yes**
143. Have jail officers been trained consistent with the manual? **yes**

262

- 144. Have pre and post training exams been administered? yes
- 145. Have the results been made a part of the employee's records? yes
- 146. Is there an extra set of jail keys securely stored? yes Within the Sheriff's personal office.
- 147. Are written reports prepared when a weapon is discharged by jail personnel? yes
- 148. Are weapons restricted from designated areas? yes
- 149. Do you use mace or teargas? no TAZER utilized, all custody staff trained in its deployment
- 150. Is there a list of persons authorized to use mace or tear gas? no TAZER authorization list
- 151. Have they been trained in its usage? yes
- 152. If a person is injured by a chemical agent, does he receive an immediate medical examination? yes
- 153. Is there a communication control center?  
153a. Was it secured? yes  
yes
- 154. Is there an audio communication system between the control center and the inmate living area? yes
- 155. Is there an emergency generator?  
155a. What day is it tested? yes Monday
- 156. Is it functional? yes
- 157. Is it tested weekly? yes
- 158. Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area? yes
- 159. Are all doors on security perimeters kept locked? yes
- 160. Do you prohibit a jail officer from entering a high security cell area without a back-up? yes
- 161. Are contraband searches held? yes
- 162. Are written reports made of items confiscated? yes
- 163. Are inmates informed of their authorized articles? yes
- 164. Are contact visitors and inmates searched? no no contact visits are allowed

165. Are all inmates searched before leaving or returning to the jail? yes

166. Is there a written policy concerning contraband, searches and seizures? yes

Supervision of Inmates	Remarks
------------------------	---------

167. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates? no

167a. How was staff sufficiency established?

*NIC staffing analysis. Recommend that I receive a copy for review and further suggestions. **Strongly Recommend that a staffing analysis be completed to determine proper staffing levels for the Dubois county jail in 2014. 2015 same recommendation for 2015. There was only one officer on the floor during the inspection. Unless the analysis is completed the jail will be considered UNDER STAFFED. 2016 STRONG recommendation to complete a staffing analysis to determine the jails staffing needs.***

168. Is there personal observation of the inmate at least every sixty(60) minutes during lockdown hours at night? yes

169. Is this observation documented? yes

170. Is there written policy on male-female supervision by male-female staff? yes

171. Are privacy rights considered in this policy? yes

172. Are there written policies for segregation of inmates? yes

172a. Do jail officials review the status of the inmate at least once every seven (7) days. yes

172b. Does time spent confined or separated from the general population before determination of guilt credit toward the period of segregation imposed? yes

172c. Does the disciplinary segregation period exceed thirty (30) day for any single instance of disciplined conduct? yes

Max violation: 40 days with 20 days GTC,  
Minor violation: 20 days with 10 days GTC.

172d. Do jail officials maintain a permanent written record of activity in segregation areas? yes

173. Is each area of the jail visited by the Sheriff or his designee at least once weekly? yes

174. Is each area of the jail visited by supervisory staff daily? yes

175. Are these visits documented? yes

176. Are inmates prevented from supervising or exerting control yes  
or assuming any authority over other inmates?

Inmate Rights		Remarks
---------------	--	---------

177. Do inmates have access to courts? yes

178. Do inmates have confidential access to attorneys? yes

179. Do inmates have reasonable access to an adequate law library, if operating Pro se? yes Law disk and law books. Inmates access CD with stand alone computer in library.

180. Are all forms of discrimination of inmates forbidden? yes

181. Do inmates have access to reading material (not pornography)? yes

182. Do inmates have religious freedom where security is not broken? yes

183. Is physical exercise available indoor? yes

184. Is physical exercise available outdoor? yes

185. Is refusal of recreation documented? yes

186. do you provide a list of all inmates sentenced and incarcerated to the county clerk quarterly as required by IC 3-7--46-6? yes

187. Is there a written inmate work assignment record? yes

188. Is there a written grievance policy and procedure? yes

189. Is it distributed to the inmates? yes

190. Is there a written jail visitation policy and procedure? yes

191. Is there a written jail telephone policy and procedure for inmates? yes

192. Is there jail visitor registration? yes

Mail		Remarks
------	--	---------

193. Is there a written procedure governing inmate correspondence? yes

194. Is mail unlimited in volume? yes



- 195. May inmates correspond within the jail by mail? **no** Authorized by permission of the Sheriff.
- 196. Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media? **yes**
- 197. If mail is delayed, censored, or withheld, is the inmate given prompt notice? **yes**
- 198. Is there a written record of this action? **yes**
- 199. Are indigent inmates provided free writing supplies? **yes**

Discipline	Remarks
------------	---------

- 200. Are there written rules of inmate conduct? **yes**
- 201. Do they describe disciplinary actions to be taken? **yes**
- 202. Do they describe the procedure to be followed? **yes**
- 203. Are copies of rules distributed to inmates or posted in the living areas? **yes**
- 204. Do you prohibit the use of physical force as a discipline? **yes**
- 205. Have personnel been trained as to inmate rules of conduct? **yes**

205

- 206. Have personnel been trained as to sanctions available? **yes**
- 207. Are all disciplinary standards met? **yes**
- 208. Are disciplinary hearings provided for and held? **yes**
- 209. Are these consistent with the standards? **yes**
- 210. Are there provisions for an appeal? **yes**

<b>Classification</b>		Remarks
-----------------------	--	---------

- 211. Is there a written plan for classification of inmates? **yes**
- 212. Are inmates with contagious diseases separated? **yes**
- 213. Are intoxicated inmates segregated? **yes**
- 214. Are inmates experiencing drug withdrawal segregated? **yes**
- 215. Are inmates experiencing mental conditions segregated? **yes**

<b>Reception, Orientation, Property Control and Release</b>		Remarks
---	--	---------

- 216. Are there written procedures governing reception and orientation? **yes**
- 217. Is the inmate's personal property inventoried and securely stored? **yes**
- 218. Is the inmate's money securely stored? **yes** Inmate Trust Fund
- 219. Does the inmate sign for his property upon release? **yes**

<b>Jail Program Survey</b>
----------------------------

- Have arrangements been made for the provision of special education services as needed? **yes**
- Does the jail provide GED services? **No** No funding and lack of participation. Researching the possibility of re-starting GED.
- Does the jail provide any substance abuse counseling services in the jail? **yes** AA/NA for all inmates.
- Is smoking within the jail prohibited? **yes**
- Does the county have a community corrections program? **yes**
- Other programs? **yes** Faith based programming, life skills, religious

206

**OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS**

Items discussed with the jail commander.

- 1 Recommend that data storage have at a minimum of 180 days 2016 same recommendation.
  
- 2 New boilers added: heat and water.
  
- 3 **Nursing and mental health hours were increased.** LCSW hired 1x p/w.
  
- 4 The kitchen was neat, clean and orderly. Kitchen staff was very
  
- 5 Strong recommendation for an NIC staffing analysis to be 2016 strongly recommend that a

267

**Accompanied by:**  
Randy Schnell, Jail Commander

**Inspected by:**  
Kenneth J. Whipker  
Executive Liaison  
Sheriff and Jail Operations



**PROGRAM REVIEW DIVISION  
INDIANA DEPARTMENT OF CORRECTION  
JAIL INSPECTION REPORT**

COUNTY: **Dubois**  
 DATE OF INSPECTION: **3/21/2018**  
 COUNTY NUMBER: **19**  
 JAIL STREET ADDRESS: **255 Brucke Strasse Road**  
 CITY: **Jasper**  
 ZIP: **47546**  
 SHERIFF: **Donald Lampert**  
 YEAR OF OFFICE (including prior terms): **8th Year, 2nd Term**  
 PHONE: **812-482-3522**  
 FAX: **812-482-9434**  
 E-MAIL: **[donnylampert@yahoo.com](mailto:donnylampert@yahoo.com)**

CIRCUIT COURT JUDGE:  
 COUNTY COMMISSIONERS:  
 COUNTY PROSECUTOR:  
 ALL COUNTY JUDGES:  
 Insurance  
 YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED: **1990**  
**Honorable Nathan Verkamp**  
**Chad Blessinger**  
**Anthony Quinn**  
**German American**

208

DEATHS SINCE LAST INSPECTION:	<b>0</b> Natural
	<b>0</b> Sulcide
	<b>0</b> Homicide

ESCAPES SINCE LAST INSPECTION:	<b>0</b> From the jail
	<b>0</b> From custody
	<b>0</b> Walk-away/did not return

<b>Administration and Organization</b>		Remarks
1. Is there a Jail Administrator/Commander?	<b>yes</b>	Randy Schnell
1a. Telephone Number:		<a href="mailto:randyschnell185@gmail.com">randyschnell185@gmail.com</a>
1b. E-mail address:		
2. Was there an annual report of services prepared?	<b>yes</b>	Presented at Inspection
3. Is there a manual of policies and procedures?	<b>yes</b>	
3a. Has it been reviewed by all employees?	<b>yes</b>	
4. Has it been reviewed and updated in the last year by the sheriff or his/her designee?	<b>yes</b>	
4a. Date of review:		Jan-18
4b. Reviewed by:		Sheriff and Jail Commander

<b>Fiscal Management</b>		Remarks
5. Is there a written procedure for the handling of monies?	<b>yes</b>	
6. Is there a written jail cost record?	<b>yes</b>	
7. Have you had a State Board of Accounts audit?	<b>yes</b>	

8. Is there a written budget request prepared by the Sheriff? yes

9. Is there a written inventory of county jail property? yes

<b>Training and Staff Development</b>		Remarks
---------------------------------------	--	---------

10. Is there a written training and staff development plan? yes

10a. Date of annual evaluation and revision:

Jan-18

10b. Reviewed by:

Sheriff and Jail Commander

1/1/2018

11. Has each new jail officer received forty (80) hours of orientation and training, at the jail, prior to job assignment? yes

12. Has each new jail officer received forty (40) hours of certified training through the Law Enforcement Training Board during their first year of employment? yes

13. Has each jail officer received 16 CEU hours of documented training this year for those subjects outlined in the written staff development plan? yes

13a. Has the jail commander received 24 CEU hours of documented training? yes

14. Has each authorized employee been trained and qualified in the past year with weapons? yes

14a. Is this training documented?

15. Has every employee authorized to use a weapon been trained in the use of deadly force? yes

16. Is training in your budget request as required? yes \$3,500.00

<b>Management Information Systems and Inmate Records</b>		Remarks
--	--	---------

17. Does the intake form contain all the required information? yes

18. Are there proper records maintained on all inmates? yes

19. Are population movement records properly maintained? yes

20. Is there a written policy concerning jail incident reports? yes

21. Is there a written policy regarding inmate records privacy? yes

22. Is the inmate's medical record separate from the confinement record? yes

<b>Physical Plant</b>		Remarks
-----------------------	--	---------

23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks? yes **43.5 Ft/C on day of inspection in the A block. However, several other areas/cell blocks are marginal. Recommend that the Commissioners change out the lighting to LED.**
24. Cubic feet per minute of air flow movement on day of inspection? 815 C/Ft/M on day of inspection 2018.
25. The temperature at the time of inspection was: yes 74' on day of inspection  
*Noise Level* 43.5 DB
26. Was the clothing and bedding adequate for the prevailing temperature? yes
27. Was there both hot and cold running water in each cell? yes
28. Is there one toilet and one shower for twelve (12) inmates in the activity area? yes
29. Is the inmate receiving and booking area outside the inmate living area? yes
30. Is the inmate receiving and booking area inside the secured perimeter? yes
31. Does this area have proper weapons lockers outside of the secured perimeter? yes
32. Does it have proper temporary holding space? yes
33. Are there fixed benches in ample supply for its capacity? yes
34. Is there audio and visual communication in the temporary holding area? yes
35. Are there available toilets, washbasins with hot and cold running water in the temporary holding area? yes
36. Is there a booking area in the reception area? yes
37. Is there a medical examination area in the reception area? yes
38. Are there shower facilities in the reception area? yes
39. Is there secure storage for the inmate's personal property in the reception area? yes
40. Are there telephone facilities in the reception area? yes
41. Are supply areas separate from inmate living and activity areas? yes

270

42. Is there adequate secure storage space for all supplies and equipment? **yes**
43. Are arsenals located outside the security perimeter of the inmate living and activity areas? **yes**
44. Is there an area for inmates under special medical supervision? **yes**
45. Is there a special area for temporary detention of inmates under the influence of alcohol? **yes**
46. Is there a special area for temporary detention of inmates that are violent, uncontrollable or self-destructive? **yes** Refusal of inmates testing above .25 % BrAC or BAC
- 46a. Are the above two (2) areas equipped with audio-video monitoring? **yes**
- 46b. Do inmates have access to a toilet and running water? **yes**
47. Is there a bed for all incarcerated inmates? **yes**
48. Total number of operational jail beds? **84**

271

49. Number of adult males incarcerated? **68**
50. Number of adult females incarcerated? **14**
51. Number of waived males less than 18 years old? **0**
52. Number of waived females less than 18 years old? **0**
53. Total inmate count on inspection day. **82** *Once a jail reaches 80% ( 67 inmates) of its capacity it is considered overcrowded.*
54. Number of inmates sentenced to serve county time? **37**
- 54a. How many of these are sentenced to a work release program? **0**

- 55. Is this an IDOC Holding Jail? no
- 55a. Total number of beds identified for IDOC holding. 0
- 55b. Number of inmates being held for IDOC? 14 L6
- 56. Number of sentenced inmates awaiting transfer to IDOC? 0
- 57. Number of inmates being held for the US Marshal? 0
- 58. Number of military prisoners? 0
- 59. Is there a written plan for preventative maintenance? yes
- 60. Is it reviewed and updated annually? yes

<b>Commissary</b>		Remarks
-------------------	--	---------

61. Did the State Board of Accounts approve your commissary policy? yes

<b>Safety and Sanitation</b>		Remarks
------------------------------	--	---------

272

- 62. Is cleaning equipment available to inmates daily? yes
- 63. Is the jail inspected weekly by a designated official? yes
- 64. Are written inspection reports maintained? yes
- 65. Are insect and rodent inspections made weekly? yes
- 66. Is there a licensed exterminator contract? yes Action Pest Control/on location during inspection.
- 67. Are plumbing fixtures functional? yes
- 68. Are faulty plumbing fixtures repaired promptly? yes
- 69. Are exits clearly marked, illuminated continuously and clear? yes
- 70. Is there a written evacuation plan for emergencies? yes
- 71. Are evacuation instructions in all living and working areas? yes
- 72. Has the Sheriff requested the Board of Health to inspect the jail annually? yes
- 73. Has the Board of Health inspected the jail annually? yes
- 74. Is there a written policy concerning safety, sanitation and supply control? yes

<b>Clothing and Personal Hygiene</b>		Remarks
--------------------------------------	--	---------



75. Are suitable clothing, bedding and towels provided for the total inmate population? yes

76. Are all inmates provided with shaving materials, bar soap, toothpaste and toothbrush? yes

77. Do inmates shower upon admission to general population? yes

78. Are inmates afforded the opportunity to shower at least three (3) times within every seven (7) days? yes

79. Are haircuts available, upon request, at least every six (6) weeks? yes

80. May inmates wear personal clothing to their trials? yes

<b>Medical Care, Health Services and Suicide Prevention</b>	<b>Remarks</b>
---	----------------

81. Is there a licensed physician responsible for medical and qualified for suicide screening and prevention services at the	<u>yes</u> Advanced Correctional/Dr Everson. Nurse at the jail on Monday. M/H clinical social
--	---

82. Are there written procedures for medical service delivery to inmates?	<u>yes</u>
---	------------

83. Are these procedures approved by a physician?	<u>yes</u>
---	------------

84. Are health care personnel licenses or certification on file with the Sheriff?	<u>yes</u>
---	------------

85. Do jail security regulations apply to medical personnel?	<u>yes</u>
--	------------

86. Are there adequate space, equipment, supplies and materials for medical services available?	<u>yes</u>
---	------------

87. Are first aid kits available at the jail?	<u>yes</u> x2 located in control and on the admin
---	---

88. Are first-aid kits inspected and refilled according to the responsible physician contracted by the county for your jail?	<u>yes</u>
--	------------

89. Are inmates medically screened upon admission?	<u>yes</u>
--	------------

90. Has the doctor approved the medical screening form?	<u>yes</u>
---	------------

91. Are all inmates in jail given a medical examination within fourteen (14) days?	<u>yes</u>
--	------------

92. Is this medical examination given by a physician or his designee?	<u>yes</u>
---	------------

93. Are inmates medical complaints collected daily?	<u>yes</u>
---	------------

94. Are medical/mental health complaints responded to by medically/mental health trained personnel? **yes** With Advance.
95. Is there a physician available at least weekly to respond to medical complaints? **yes**
96. Is twenty-four (24) hour emergency medical, dental and psychological care available pursuant to a written contract **yes**
97. Is there a written emergency medical plan? **yes**
- 97a. Emergency evacuation of inmates **yes**
- 97b. Use of an emergency medical vehicle **yes**
- 97c. Use of one or more designated hospital emergency rooms or appropriate health facilities **yes** Jasper Memorial Hospital
- 97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. **yes** Jasper Family Dentistry/Dr. Luke Keusch
- 97e. Security procedures that provide for the immediate transfer of inmates when appropriate. **yes**
- 97f. Are there arrangements for emergency psychological services? **yes** Memorial Hospital for emergency and after hour psych evals.
98. Are all jail personnel first aid trained? **yes**
99. Is one (1) person per shift trained in receiving screening? **yes**
- 274 100. Is one (1) person per shift trained in CPR & AED? **yes** All personnel trained
101. Is one (1) person per shift trained in common symptom recognition? **yes**
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation? **yes**
103. Does jail refuse acceptance of an unconscious or critically injured person? **yes**
- 103a. What is your BrAC/BAC cut off for refusal? *0.25% and must be medially cleared prior to admission.*
104. Are all injured inmates examined immediately by competent medical personnel? **yes**
105. Is a written description of the injury prepared? **yes**
106. Are photographs taken of the injury? **yes**
107. Are prescribed medications given as per physician orders? **yes**
108. Are all persons administering medication trained by the responsible physician? **yes**
109. Are records of medication administered kept? **yes**

- 110. Did the physician approve the record form? yes
- 111. Is chronic care, convalescent care and medical preventive maintenance provided? yes
- 112. Did the inmate medical file contain all information approved by a responsible physician? yes
- 113. Is access to inmate medical records controlled by the responsible physician? yes

<b>Diet and Food Preparation</b>		Remarks
----------------------------------	--	---------

- 114. Has the Sheriff established written policies and procedures concerning food, quantity and quality? yes
- 115. Is discipline by means other than denial of food? yes
- 116. Are meals served under supervision of the jail administrator or his designee? yes
- 117. Is there always less than fourteen (14) hours between meals? yes
- 118. Do inmates receive three (3) meals a day? yes
- 119. Is at least one (1) meal each day served cooked? yes At least 2 a day served cooked.
- 120. Are menus prepared in advance? yes
- 121. Are records retained of meals served? yes
- 122. Have the meals been approved by a qualified dietician and reviewed every 2 years? yes
- 123. Are all food service areas and equipment inspected daily by administrative jail personnel? yes
- 124. Is all stored food placed on racks off the floor? yes
- 125. Is food covered while being transported to the inmate? yes
- 126. Is the kitchen floor cleaned daily? yes
- 127. Is the kitchen equipment cleaned daily? yes
- 128. Are walls and vents clean? yes
- 129. Has the jail administrator requested the local health officer to inspect the kitchen facilities? yes 6/19/2017
- 130. Does the local health officer or other qualified agency inspect it annually? yes

276

- 131. Are eating utensils sanitized after each use? yes
- 132. Is kitchen equipment operational? yes
- 133. Do you use inmates in the kitchen? no
- 134. Do kitchen inmates receive pre-service medical examinations? NA
- 135. Do kitchen inmates receive periodic medical examinations and daily visual exams? NA No inmate workers.
- 136. Do kitchen inmates wear approved clothing for food handling? NA
- 137. Are medical diets served when approved by the responsible physicians? yes
- 138. Are religious diets served when accessible and authorized by the sheriff? yes
- 139. Has the sheriff established, in writing, a control system to monitor and control food pilferage, misuse or spoilage? yes

<b>Security and Control</b>	<b>Remarks</b>
-----------------------------	----------------

276

- 140. Is there an established manual of policies for security and control? yes
- 141. Is it accessible and reviewed by all jail personnel? yes
- 142. Is it reviewed and updated annually and documentation provided? yes
- 143. Have jail officers been trained consistent with the manual? yes
- 144. Have pre and post training exams been administered? yes
- 145. Have the results been made a part of the employee's records? yes
- 146. Is there an extra set of jail keys securely stored? yes Within the Sheriff's personal office.
- 147. Are written reports prepared when a weapon is discharged by jail personnel? yes
- 148. Are weapons restricted from designated areas? yes
- 149. Do you use mace or teargas? no TAZER utilized, all custody staff trained in its deployment

150. Is there a list of persons authorized to use mace or tear gas? **no** TAZER authorization list on file
151. Have they been trained in its usage? **yes**
152. If a person is injured by a chemical agent, does he receive an immediate medical examination? **yes**
153. Is there a communication control center?  
153a. Was it secured? **yes**  
**yes**
154. Is there an audio communication system between the control center and the inmate living area? **yes**
155. Is there an emergency generator?  
155a. What day is it tested? **yes** Monday/reviewed log
156. Is it functional? **yes**
157. Is it tested weekly? **yes**
158. Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area? **yes**
159. Are all doors on security perimeters kept locked? **yes**
160. Do you prohibit a jail officer from entering a high security cell area without a back-up? **yes**
161. Are contraband searches held? **yes**
162. Are written reports made of items confiscated? **yes**
163. Are inmates informed of their authorized articles? **yes**
164. Are contact visitors and inmates searched? **no** no contact visits are allowed
165. Are all inmates searched before leaving or returning to the jail? **yes**
166. Is there a written policy concerning contraband, searches and seizures? **yes**

277

Supervision of Inmates	Remarks
------------------------	---------

167. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates? **no**

167a. How was staff sufficiency established?

*NIC staffing analysis completed in August of 2016. The analysis indicated that a total of 30 personnel were needed for total jail operations/internal and external operations. 2 additional custody staff were approved for 2018. The positions were to be advertised the week of 26 March, 2018. The Dubois County Council is to be commended for adding the additional staff and developing a plan of action for fulfilling the staffing requirements.*

168. Is there personal observation of the inmate at least every sixty(60) minutes during lockdown hours at night? **yes**

169. Is this observation documented? **yes**

170. Is there written policy on male-female supervision by male-female staff? **yes**

171. Are privacy rights considered in this policy? **yes**

172. Are there written policies for segregation of inmates? **yes**

172a. Do jail officials review the status of the inmate at least once every seven (7) days. **yes**

172b. Does time spent confined or separated from the general population before determination of guilt credit toward the period of segregation imposed? **yes**

172c. Does the disciplinary segregation period exceed thirty (30) day for any single instance of disciplined conduct **yes**

Max violation: 40 days with 20 days GTC,  
Minor violation: 20 days with 10 days GTC.

172d. Do jail officials maintain a permanent written record of activity in segregation areas? **yes**

173. Is each area of the jail visited by the Sheriff or his designee at least once weekly? **yes**

174. Is each area of the jail visited by supervisory staff daily? **yes**

175. Are these visits documented? **yes**

176. Are inmates prevented from supervising or exerting control or assuming any authority over other inmates? **yes**

278

Inmate Rights	Remarks
---------------	---------

177. Do inmates have access to courts? **yes**

178. Do inmates have confidential access to attorneys? **yes**

- 179. Do inmates have reasonable access to an adequate law library, if operating Pro se'? yes Law disk and law books. Inmates access CD with stand alone computer in library.
- 180. Are all forms of discrimination of inmates forbidden? yes
- 181. Do inmates have access to reading material (not pornography)? yes
- 182. Do inmates have religious freedom where security is not broken? yes
- 183. Is physical exercise available indoor? yes
- 184. Is physical exercise available outdoor? yes
- 185. Is refusal of recreation documented? yes
- 186. do you provide a list of all inmates sentenced and incarcerated to the county clerk quarterly as required by IC 3-7--46-6? yes
- 187. Is there a written inmate work assignment record? yes
- 188. Is there a written grievance policy and procedure? yes
- 189. Is it distributed to the inmates? yes
- 190. Is there a written jail visitation policy and procedure? yes
- 191. Is there a written jail telephone policy and procedure for inmates? yes
- 192. Is there jail visitor registration? yes

279

Mail	Remarks
------	---------

- 193. Is there a written procedure governing inmate correspondence? yes
- 194. Is mail unlimited in volume? yes
- 195. May inmates correspond within the jail by mail? no Authorized by permission of the Sheriff.
- 196. Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media? yes
- 197. If mail is delayed, censored, or withheld, is the inmate given prompt notice? yes
- 198. Is there a written record of this action? yes
- 199. Are indigent inmates provided free writing supplies? yes

Discipline	Remarks
------------	---------

- 200. Are there written rules of inmate conduct? yes
- 201. Do they describe disciplinary actions to be taken? yes
- 202. Do they describe the procedure to be followed? yes
- 203. Are copies of rules distributed to inmates or posted in the living areas? yes
- 204. Do you prohibit the use or physical force as a discipline? yes
- 205. Have personnel been trained as to inmate rules of conduct? yes



- 206. Have personnel been trained as to sanctions available? yes
- 207. Are all disciplinary standards met? yes
- 208. Are disciplinary hearings provided for and held? yes
- 209. Are these consistent with the standards? yes
- 210. Are there provisions for an appeal? yes

<b>Classification</b>			<b>Remarks</b>
-----------------------	--	--	----------------

- 211. Is there a written plan for classification of inmates? yes\*\* **\*\* Noncompliant Since the jail exceeds**
- 212. Are inmates with contagious diseases separated? yes
- 213. Are intoxicated inmates segregated? yes
- 214. Are inmates experiencing drug withdrawal segregated? yes
- 215. Are inmates experiencing mental conditions segregated? yes

<b>Reception, Orientation. Property Control and Release</b>			<b>Remarks</b>
---	--	--	----------------

- 216. Are there written procedures governing reception and orientation? yes
- 217. Is the inmate's personal property inventoried and securely stored? yes
- 218. Is the inmate's money securely stored? yes Inmate Trust Fund
- 219. Does the inmate sign for his property upon release? yes

<b>Jail Program Survey</b>
----------------------------

- Have arrangements been made for the provision of special education services as needed? yes
- Does the jail provide GED services? No No funding and lack of participation. Researching the possibility of re-starting GED.
- Does the jail provide any substance abuse counseling services in the jail? yes AA/NA for all inmates.
- Is smoking within the jail prohibited? yes
- Does the county have a community corrections program? yes
- Other programs? yes Faith based programming, life skills,

281

religious studies.

**OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS**

Items discussed with the jail commander.

1 Recommend that data storage have at a minimum of 180 days

2016 same recommendation. 2017 SAS

2 Recommend that all interior lighting be updated and

Some areas have had the ballast and lights

3 Two additional staff were added to the manning table for

4 The kitchen was neat, clean and orderly. Kitchen staff was very

5 Strong recommendation for an NIC staffing analysis to be

Staffing analysis completed in August

282

Accompanied by:  
**Commander Randy Schnell**

**Inspected by:**  
Kenneth J. Whipker  
Executive Liaison  
Sheriff and Jail Operations



**PROGRAM REVIEW DIVISION  
INDIANA DEPARTMENT OF CORRECTION  
JAIL INSPECTION REPORT**

COUNTY: **Dubois**  
 DATE OF INSPECTION: **3/31/2017**  
 COUNTY NUMBER: **19**  
 JAIL STREET ADDRESS: **255 Brucke Strasse Road**  
 CITY: **Jasper**  
 ZIP: **47546**  
 SHERIFF: **Donald Lampert**  
 YEAR OF OFFICE (including prior terms): **7th Year, 2nd Term**  
 PHONE: **812-482-3522**  
 FAX: **812-482-9434**  
 E-MAIL: **[donnylampert@yahoo.com](mailto:donnylampert@yahoo.com)**

CIRCUIT COURT JUDGE: **Honorable Nathan Verkamp**  
 COUNTY COMMISSIONERS: **Larry Vollmer**  
 COUNTY PROSECUTOR: **Anthony Quinn**  
 ALL COUNTY JUDGES:  
 Insurance: **CHUBB**  
 YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED: **1990**

<b>DEATHS SINCE LAST INSPECTION:</b>	<input type="checkbox"/> Natural <input type="checkbox"/> Suicide <input type="checkbox"/> Homicide
--------------------------------------	---

<b>ESCAPES SINCE LAST INSPECTION:</b>	<input type="checkbox"/> From the jail <input type="checkbox"/> From custody <input type="checkbox"/> Walk-away/did not return
---------------------------------------	--

<b>Administration and Organization</b>	<b>Remarks</b>
--	----------------

- |  |            |   |
|--|------------|---|
| 1. Is there a Jail Administrator/Commander?  | <b>yes</b> | Randy Schnell<br><a href="mailto:randyschnell185@gmail.com">randyschnell185@gmail.com</a> |
| 1a. Telephone Number:  |            |   |
| 1b. E-mail address:  |            |   |
| 2. Was there an annual report of services prepared?                                      | <b>yes</b> | annual report is completed and will be emailed.   |
| 3. Is there a manual of policies and procedures?   | <b>yes</b> |   |
| 3a. Has it been reviewed by all employees?   | <b>yes</b> |   |
| 4. Has it been reviewed and updated in the last year by the sheriff or his/her designee? | <b>yes</b> |   |
| 4a. Date of review:  |            | Jan-16  |
| 4b. Reviewed by:   |            | Sheriff and Jail Commander  |

<b>Fiscal Management</b>	<b>Remarks</b>
--------------------------	----------------

- |   |            |
|---|------------|
| 5. Is there a written procedure for the handling of monies? | <b>yes</b> |
| 6. Is there a written jail cost record?                     | <b>yes</b> |

283

- 7. Have you had a State Board of Accounts audit? yes
- 8. Is there a written budget request prepared by the Sheriff? yes
- 9. Is there a written inventory of county jail property? yes

<b>Training and Staff Development</b>		Remarks
---------------------------------------	--	---------

- 10. Is there a written training and staff development plan? yes
  - 10a. Date of annual evaluation and revision: 1/1/2016. No updates or revisions for Sheriff and Jail Commander
  - 10b. Reviewed by: 1/1/2016. No updates or revisions for
- 11. Has each new jail officer received forty (80) hours of orientation and training, at the jail, prior to job assignment? yes
- 12. Has each new jail officer received forty (40) hours of certified training through the Law Enforcement Training Board during their first year of employment? yes
- 13. Has each jail officer received 16 CEU hours of documented training this year for those subjects outlined in the written staff development plan? yes
- 13a. Has the jail commander received 24 CEU hours of documented training? yes
- 14. Has each authorized employee been trained and qualified in the past year with weapons? yes
  - 14a. Is this training documented?
- 15. Has every employee authorized to use a weapon been trained in the use of deadly force? yes
- 16. Is training in your budget request as required? yes \$5K

<b>Management Information Systems and Inmate Records</b>		Remarks
--	--	---------

- 17. Does the intake form contain all the required information? yes
- 18. Are there proper records maintained on all inmates? yes
- 19. Are population movement records properly maintained? yes
- 20. Is there a written policy concerning jail incident reports? yes
- 21. Is there a written policy regarding inmate records privacy? yes
- 22. Is the inmate's medical record separate from the confinement record? yes

<b>Physical Plant</b>		Remarks
-----------------------	--	---------

284

23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks?

yes 14-25 Ft/C on day of inspection. I would strong recommend a lighting study for installation of new and more efficient lighting. 6/1/2015 Amended as follows for light readings: B Block 32.9 Ft/C, C block 17-32 Ft/C, D Block 17-24 Ft/C, E Block 22-29 Ft/C, F Block 26-34 Ft/C, G Block 25-44 Ft/C, H Block all LED lighting 41-55 Ft/C. The other blocks had burned out lights replaced or in the process of replacing them. H Block was very consistent and lighting appeared to be the same "color" throughout the cell block. Strong consideration is being given to install all LED lighting throughout the facility resulting in a more efficient, brighter and resulting in a cost savings for the county. 2016 20-40 Ft/C with the exception of above the TV's to reduce glare. 2017 20 Ft/c obtained which is the MINIMUM allowable reading. A STRONG recommendation that new lighting be installed to increase the amount of light in the inmate common areas.

24. Cubic feet per minute of air flow movement on day of inspection?

432 C/Ft/M on day of inspection 2017.

25. The temperature at the time of inspection was:  
*Noise Level*

75' on day of inspection  
46.1 DB

26. Was the clothing and bedding adequate for the prevailing temperature?

yes

27. Was there both hot and cold running water in each cell?

yes

28. Is there one toilet and one shower for twelve (12) inmates in the activity area?

NO

Some areas of the jail exceeded the 12:1 ratio due to overcrowding with the

29. Is the inmate receiving and booking area outside the inmate living area?

yes

30. Is the inmate receiving and booking area inside the secured perimeter?

yes

31. Does this area have proper weapons lockers outside of the secured perimeter?

yes

32. Does it have proper temporary holding space?

yes

33. Are there fixed benches in ample supply for its capacity? yes
34. Is there audio and visual communication in the temporary holding area? yes
35. Are there available toilets, washbasins with hot and cold running water in the temporary holding area? yes
36. Is there a booking area in the reception area? yes
37. Is there a medical examination area in the reception area? yes
38. Are there shower facilities in the reception area? yes
39. Is there secure storage for the inmate's personal property in the reception area? yes
40. Are there telephone facilities in the reception area? yes
41. Are supply areas separate from inmate living and activity areas? yes
42. Is there adequate secure storage space for all supplies and equipment? yes
- 28 43. Are arsenals located outside the security perimeter of the inmate living and activity areas? yes
44. Is there an area for inmates under special medical supervision? yes
45. Is there a special area for temporary detention of inmates under the influence of alcohol? yes
46. Is there a special area for temporary detention of inmates that are violent, uncontrollable or self-destructive? yes Refusal of inmates testing above .25 % BrAC or BAC
- 46a. Are the above two (2) areas equipped with audio-video monitoring? yes
- 46b. Do inmates have access to a toilet and running water? yes
47. Is there a bed for all incarcerated inmates? NO see # 28 2017 the jail exceed its rated capacity by 11 inmates on the day of
48. Total number of operational jail beds? 84

49. Number of adult males incarcerated? 71
50. Number of adult females incarcerated? 24
51. Number of waived males less than 18 years old? 0
52. Number of waived females less than 18 years old? 0
53. Total inmate count on inspection day. 95 *Once a jail reaches 80% ( 67 inmates) of its capacity it is considered overcrowded.*
54. Number of inmates sentenced to serve county time? 35
- 54a. How many of these are sentenced to a work release program? 0
55. Is this an IDOC Holding Jail? no
- 55a. Total number of beds identified for IDOC holding. 0
- 55b. Number of inmates being held for IDOC? 19 L6
56. Number of sentenced inmates awaiting transfer to IDOC? 0
57. Number of inmates being held for the US Marshal? 0
58. Number of military prisoners? 0
59. Is there a written plan for preventative maintenance? yes
60. Is it reviewed and updated annually? yes

<b>Commissary</b>		Remarks
-------------------	--	---------

61. Did the State Board of Accounts approve your commissary policy? yes

<b>Safety and Sanitation</b>		Remarks
------------------------------	--	---------

62. Is cleaning equipment available to inmates daily? yes
63. Is the jail inspected weekly by a designated official? yes
64. Are written inspection reports maintained? yes
65. Are insect and rodent inspections made weekly? yes
66. Is there a licensed exterminator contract? yes Action Pest Control

- 67. Are plumbing fixtures functional? yes
- 68. Are faulty plumbing fixtures repaired promptly? yes
- 69. Are exits clearly marked, illuminated continuously and clear? yes
- 70. Is there a written evacuation plan for emergencies? yes
- 71. Are evacuation instructions in all living and working areas? yes
- 72. Has the Sheriff requested the Board of Health to inspect the jail annually? yes
- 73. Has the Board of Health inspected the jail annually? yes
- 74. Is there a written policy concerning safety, sanitation and supply control? yes

<b>Clothing and Personal Hygiene</b>		Remarks
--------------------------------------	--	---------

- 75. Are suitable clothing, bedding and towels provided for the total inmate population? yes
- 76. Are all inmates provided with shaving materials, bar soap, toothpaste and toothbrush? yes
- 77. Do inmates shower upon admission to general population? yes
- 78. Are inmates afforded the opportunity to shower at least three (3) times within every seven (7) days? yes
- 79. Are haircuts available, upon request, at least every six (6) weeks? yes
- 80. May inmates wear personal clothing to their trials? yes

<b>Medical Care, Health Services and Suicide Prevention</b>		Remarks
---	--	---------

- 81. Is there a licensed physician responsible for medical and qualified for suicide screening and prevention services at the yes Advanced Correctional/Dr Everson. Nurse at the jail on Monday. Attempting to get
- 82. Are there written procedures for medical service delivery to inmates? yes
- 83. Are these procedures approved by a physician? yes
- 84. Are health care personnel licenses or certification on file with the Sheriff? yes
- 85. Do jail security regulations apply to medical personnel? yes



289

86. Are there adequate space, equipment, supplies and materials for medical services available? yes
87. Are first aid kits available at the jail? yes x2 located in control and on the admin
88. Are first-aid kits inspected and refilled according to the responsible physician contracted by the county for your jail? yes
89. Are inmates medically screened upon admission? yes
90. Has the doctor approved the medical screening form? yes
91. Are all inmates in jail given a medical examination within fourteen (14) days? yes
92. Is this medical examination given by a physician or his designee? yes
93. Are inmates medical complaints collected daily? yes
94. Are medical/mental health complaints responded to by medically/mental health trained personnel? yes With Advance.
95. Is there a physician available at least weekly to respond to medical complaints? yes
96. Is twenty-four (24) hour emergency medical, dental and psychological care available pursuant to a written contract yes
97. Is there a written emergency medical plan? yes
- 97a. Emergency evacuation of inmates yes
  - 97b. Use of an emergency medical vehicle yes
  - 97c. Use of one or more designated hospital emergency rooms or appropriate health facilities yes Jasper Memorial Hospital
  - 97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. yes Dr. Friz local dentist at Huntingburg
  - 97e. Security procedures that provide for the immediate transfer of inmates when appropriate. yes
  - 97f. Are there arrangements for emergency psychological services? yes Memorial Hospital for emergency and after hour psych evals.
98. Are all jail personnel first aid trained? yes
99. Is one (1) person per shift trained in receiving screening? yes
100. Is one (1) person per shift trained in CPR & AED? yes All personnel trained
101. Is one (1) person per shift trained in common symptom recognition? yes

102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation? yes

103. Does jail refuse acceptance of an unconscious or critically injured person? yes

103a. What is your BrAC/BAC cut off for refusal?

*0.25% and must be medically cleared prior to admission.*

104. Are all injured inmates examined immediately by competent medical personnel? yes

105. Is a written description of the injury prepared? yes

106. Are photographs taken of the injury? yes

107. Are prescribed medications given as per physician orders? yes

108. Are all persons administering medication trained by the responsible physician? yes

109. Are records of medication administered kept? yes

110. Did the physician approve the record form? yes

111. Is chronic care, convalescent care and medical preventive maintenance provided? yes

112. Did the inmate medical file contain all information approved by a responsible physician? yes

113. Is access to inmate medical records controlled by the responsible physician? yes

290

Diet and Food Preparation	Remarks
---------------------------	---------

114. Has the Sheriff established written policies and procedures concerning food, quantity and quality? yes

115. Is discipline by means other than denial of food? yes

116. Are meals served under supervision of the jail administrator or his designee? yes

117. Is there always less than fourteen (14) hours between meals? yes

118. Do inmates receive three (3) meals a day? yes

119. Is at least one (1) meal each day served cooked? yes At least 2 a day served cooked.

120. Are menus prepared in advance? yes

121. Are records retained of meals served? yes

122. Have the meals been approved by a qualified dietician and reviewed every 2 years? yes
123. Are all food service areas and equipment inspected daily by administrative jail personnel? yes
124. Is all stored food placed on racks off the floor? yes
125. Is food covered while being transported to the inmate? yes
126. Is the kitchen floor cleaned daily? yes
127. Is the kitchen equipment cleaned daily? yes
128. Are walls and vents clean? yes
129. Has the jail administrator requested the local health officer to inspect the kitchen facilities? yes 11/30/2016
130. Does the local health officer or other qualified agency inspect it annually? yes
131. Are eating utensils sanitized after each use? yes
132. Is kitchen equipment operational? yes
133. Do you use inmates in the kitchen? no
134. Do kitchen inmates receive pre-service medical examinations? NA
135. Do kitchen inmates receive periodic medical examinations and daily visual exams? NA No inmate workers.
136. Do kitchen inmates wear approved clothing for food handling? NA
137. Are medical diets served when approved by the responsible physicians? yes
138. Are religious diets served when accessible and authorized by the sheriff? yes
139. Has the sheriff established, in writing, a control system to monitor and control food pilferage, misuse or spoilage? yes

291

<b>Security and Control</b>		Remarks
-----------------------------	--	---------

140. Is there an established manual of policies for security and control? yes
141. Is it accessible and reviewed by all jail personnel? yes

142. Is it reviewed and updated annually and documentation provided? yes
143. Have jail officers been trained consistent with the manual? yes
144. Have pre and post training exams been administered? yes
145. Have the results been made a part of the employee's records? yes
146. Is there an extra set of jail keys securely stored? yes Within the Sheriff's personal office.
147. Are written reports prepared when a weapon is discharged by jail personnel? yes
148. Are weapons restricted from designated areas? yes
149. Do you use mace or teargas? no TAZER utilized, all custody staff trained in its deployment
150. Is there a list of persons authorized to use mace or tear gas? no TAZER authorization list on file
151. Have they been trained in its usage? yes
152. If a person is injured by a chemical agent, does he receive an immediate medical examination? yes
153. Is there a communication control center?  
153a. Was it secured? yes  
yes
154. Is there an audio communication system between the control center and the inmate living area? yes
155. Is there an emergency generator?  
155a. What day is it tested? yes Monday
156. Is it functional? yes
157. Is it tested weekly? yes
158. Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area? yes
159. Are all doors on security perimeters kept locked? yes
160. Do you prohibit a jail officer from entering a high security cell area without a back-up? yes
161. Are contraband searches held? yes
162. Are written reports made of items confiscated? yes

163. Are inmates informed of their authorized articles? **yes**
164. Are contact visitors and inmates searched? **no** no contact visits are allowed
165. Are all inmates searched before leaving or returning to the jail? **yes**
166. Is there a written policy concerning contraband, searches and seizures? **yes**

Supervision of Inmates	Remarks
------------------------	---------

167. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates?

**no**

167a. How was staff sufficiency established?

*NIC staffing analysis. Recommend that I receive a copy for review and further suggestions. **Strongly Recommend that a staffing analysis be completed to determine proper staffing levels for the Dubois county jail in 2014. 2015 same recommendation for 2015. There was only one officer on the floor during the inspection. Unless the analysis is completed the jail will be considered UNDER STAFFED. 2016 STRONG recommendation to complete a staffing analysis to determine the jails staffing needs. 2017 no additional staff have been hired. Additionally, since the jail has exceeded its rated capacity additional staff are required to ensure the safety, security and the proper inmate and staff supervision. The Dubois County Council is noncompliant with the Indiana Jail Standards.***

168. Is there personal observation of the inmate at least every sixty(60) minutes during lockdown hours at night? **yes**

169. Is this observation documented? **yes**

170. Is there written policy on male-female supervision by male-female staff? **yes**

171. Are privacy rights considered in this policy? **yes**

172. Are there written policies for segregation of inmates? **yes**

172a. Do jail officials review the status of the inmate at least once every seven (7) days. **yes**

172b. Does time spent confined or separated from the general population before determination of guilt credit toward the period of segregation imposed? yes

172c. Does the disciplinary segregation period exceed thirty (30) day for any single instance of disciplined conduct yes

Max violation: 40 days with 20 days GTC,  
Minor violation: 20 days with 10 days GTC.

172d. Do jail officials maintain a permanent written record of activity in segregation areas? yes

173. Is each area of the jail visited by the Sheriff or his designee at least once weekly? yes

174. Is each area of the jail visited by supervisory staff daily? yes

175. Are these visits documented? yes

176. Are inmates prevented from supervising or exerting control or assuming any authority over other inmates? yes

Inmate Rights	Remarks
---------------	---------

177. Do inmates have access to courts? yes

178. Do inmates have confidential access to attorneys? yes

179. Do inmates have reasonable access to an adequate law library, if operating Pro se? yes

Law disk and law books. Inmates access CD with stand alone computer in library.

180. Are all forms of discrimination of inmates forbidden? yes

181. Do inmates have access to reading material (not pornography)? yes

182. Do inmates have religious freedom where security is not broken? yes

183. Is physical exercise available indoor? yes

184. Is physical exercise available outdoor? yes

185. Is refusal of recreation documented? yes

186. do you provide a list of all inmates sentenced and incarcerated to the county clerk quarterly as required by IC 3-7--46-6? yes

187. Is there a written inmate work assignment record? yes

188. Is there a written grievance policy and procedure? yes

189. Is it distributed to the inmates? yes

190. Is there a written jail visitation policy and procedure? yes

191. Is there a written jail telephone policy and procedure for inmates? yes

192. Is there jail visitor registration? yes

Mail		Remarks
------	--	---------

193. Is there a written procedure governing inmate correspondence? yes

194. Is mail unlimited in volume? yes

195. May inmates correspond within the jail by mail? no Authorized by permission of the Sheriff.

196. Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media? yes

197. If mail is delayed, censored, or withheld, is the inmate given prompt notice? yes

198. Is there a written record of this action? yes

199. Are indigent inmates provided free writing supplies? yes

Discipline		Remarks
------------	--	---------

200. Are there written rules of inmate conduct? yes

201. Do they describe disciplinary actions to be taken? yes

202. Do they describe the procedure to be followed? yes

203. Are copies of rules distributed to inmates or posted in the living areas? yes

204. Do you prohibit the use or physical force as a discipline? yes

205. Have personnel been trained as to inmate rules of conduct? yes

296

- 206. Have personnel been trained as to sanctions available? **yes**
- 207. Are all disciplinary standards met? **yes**
- 208. Are disciplinary hearings provided for and held? **yes**
- 209. Are these consistent with the standards? **yes**
- 210. Are there provisions for an appeal? **yes**

<b>Classification</b>		Remarks
-----------------------	--	---------

- 211. Is there a written plan for classification of inmates? **yes\*\*** **\*\* Since the jail exceeds its rated**
- 212. Are inmates with contagious diseases separated? **yes**
- 213. Are intoxicated inmates segregated? **yes**
- 214. Are inmates experiencing drug withdrawal segregated? **yes**
- 215. Are inmates experiencing mental conditions segregated? **yes**

<b>Reception, Orientation. Property Control and Release</b>		Remarks
---	--	---------

- 216. Are there written procedures governing reception and orientation? **yes**
- 217. Is the inmate's personal property inventoried and securely stored? **yes**
- 218. Is the inmate's money securely stored? **yes** Inmate Trust Fund
- 219. Does the inmate sign for his property upon release? **yes**

<b>Jail Program Survey</b>		
----------------------------	--	--

- Have arrangements been made for the provision of special education services as needed? **yes**
- Does the jail provide GED services? **No** No funding and lack of participation. Researching the possibility of re-starting GED.
- Does the jail provide any substance abuse counseling services in the jail? **yes** AA/NA for all inmates.
- Is smoking within the jail prohibited? **yes**
- Does the county have a community corrections program? **yes**
- Other programs? **yes** Faith based programming, life skills, religiou



**OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS**

Items discussed with the jail commander.

- 1 Recommend that data storage have at a minimum of 180 days 2016 same recommendation. 2017 SAS
  
- 2 Strongly recommend that all interior lighting be updated
  
- 3 **Nursing and mental health hours were increased.** LCSW hired 1x p/w. 2017 Strongly
  
- 4 The kitchen was neat, clean and orderly. Kitchen staff was very
  
- 5 Strong recommendation for an NIC staffing analysis to be 2016 strongly recommend that a

297

Accompanied by:  
**Jail Officer Kelly Faulkenberg**

**Inspected by:**  
Kenneth J. Whipker  
Executive Liaison  
Sheriff and Jail Operations

*Appendix J: Questionnaires & Meeting Minutes*

---

---

**Project Name:** Dubois County Jail Study

**Date Held:** 12/13/18

**Organizer:** Sanjay Patel

**Date Issued:** 12/21/18

**Topic:** Kick-off Meeting

**Pages:** 1 of 2

**Attendees:** Sanjay Patel, Lara Dawson, and Kevin Meyer from RQAW. See meeting attendance.

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

---

A. Organization / Communication

1. Committee Organization – County Primary Point of Contact

- i. Commissioner: Chad Blessinger
- ii. Sheriff Elect: Tom Kleinhelter
- iii. Director of Community Corrections: Megan Durlauf
- iv. Judge: To be determined
- v. County Council: Jerry Hunefeld
- vi. Probation: Jennifer Lampert
- vii. Prosecutor: Anthony Quinn
- viii. Public: Gill Elerly
- ix. Jail Commander: Randy Schnell

B. Scope of Study

1. Review RQAW Proposal

- i. \$15,000 Study cost +\$1,500 reimbursable

2. Study Plan: considerations

- i. Remodel to existing jail
- ii. Addition to existing jail
- iii. New construction of jail
  1. Reviews of potential sites

C. Establish Schedule

1. Review Study Process – Review RQAW Proposal

- i. Finish study goal: End of February, early march.
  1. Commissioner’s comment: Focus quality of study over timeline.

2. Establish Meeting Dates

- i. Bi-weekly meetings scheduled for 4pm Thursday starting with January 3<sup>rd</sup>.
- ii. Once a month will be an advertised public meeting.
- iii. All meetings are open.

D. Establish Goals/Objectives

1. Mission Statement

- i. Statement from the original jail committee will be emailed to Sanjay
  - 2. Short-Term/ Long Term Goals
    - i. Financial feasibility
      - 1. County doesn't have anyone under contract
      - 2. County will find someone to set as financial advisory preferably a 3<sup>rd</sup> party.
    - ii. Include focus on Community Corrections
      - 1. Incorporate programs other counties have used to successfully integrate inmates into the community after time spent in jail.
    - iii. Operational costs
      - 1. Comparing current costs with future costs
      - 2. Ideas, solutions, and recommendations to reduce operational costs
    - iv. Bill Wilson/ Rod Miller
      - 1. RQAW states they don't feel it if necessary to hire, but states that it is fine if the county would like another validation in staffing conclusions made by RQAW
      - 2. RQAW states that their input does become valuable with evaluation of existing facility and how it functions.
    - v. Courthouse Issues
      - 1. Transportation to and from court, including holding cells etc.
    - vi. Interview all core people for this project.
- E. Establish Interview Time/Dates: To be determined by Kevin and Lara
  - 1. Commissioners
  - 2. Auditor
  - 3. Director of Community Corrections
  - 4. Probation Officer
  - 5. Sheriff
  - 6. Superior Court Judge
  - 7. Circuit Court Judge
  - 8. Council
  - 9. Prosecutor
- F. Compilation of Information
  - 1. Questionnaires complete once received from RQAW
  - 2. Existing Floor Plans
    - i. Courthouse plans- RQAW still needs
    - ii. Annex: RQAW still needs
    - iii. Jail: RQAW should have, Sanjay to confirm.
- G. Concerns Expressed
  - 1. Operational costs
  - 2. Options that are affordable as well as more inclusive, the "Cadillac"
  - 3. Should EMA, 911, and the Coroner spaces be included in this study?

## Meeting Attendance

December 13, 2018

Name	Representing (Department, Division, etc.)	Address	Phone	E-mail
Chad Blessinger	Commissioner			cablessinger@duboiscounty.in.gov
Elmer Brames	Commissioner			ebrames@duboiscounty.in.gov
Nick Hostetter	Commissioner			NICKHOS@GMAIL.COM
MIKE KLUESNER	COUNTY COUNCIL			MN.KLUESNER@GMAIL.COM
MARYE "Becky" Beckman	County Council			mbeck71man@psci.net
Charmian Klem	County Council			c.klem@hotmail.com
Craig M. Crealich	County Council			Craig@psci.net
JIM HUNSIKER	Public J. Hum			jhunsiKER@PSCI.NET

## Meeting Attendance

December 13, 2018

Name	Representing (Department, Division, etc.)	Address	Phone	E-mail
Candy Neal	The Herald			cneal@theherald.com
Jenny Huffel	Council			hunj@psci.net
Anthony Quinn	Prosecutor			adquinn@duboiscounty.in.org
Tom Kleinhetter	Sheriff			taKleinhetter@hotmail.com
BIL ECKERLE	D.C. Study Com			gilteckerle@gmail.com
Dana Wood	Community Corrections			ddwood@duboiscounty.in.org
Jennifer Lampert	Prosecution			jstampert@duboiscounty.in.org
Brad Hudoy	DCSO MAINTENANCE			600852@DUBOIS@ICLOUD.COM
TERRY TAXNER	Retired Sheriff Jail Study Comtee			Ttaxner@fac.com
Kevin Meyer	RQAW			Kmeyer@RQAW.com

## Questionnaire

**Facility:** Auditor  
**Department/Division:** \_\_\_\_\_  
**Responder:** Sandy Morton  
**Date of Response:** 1/4/19

The following Questionnaire related to the Dubois County Jail Study is in a word format that can be altered to expand response categories as required to complete the information requested. If there are items that you do not believe apply to your Department/Division note "Not Applicable" or "N/A" after the item.

The goal is to receive all requested Questionnaires by the end of the Day January 4, 2019 or sooner. If there are items that will take more time to complete or if you have questions about the information requested, please feel free to contact by phone or e-mail the designated RQAW Team member noted at the end of this document. Thank you for your assistance.

### A. Strategic Planning

#### 1. Historic Staffing Data:

Division	Staff Position/Title	1997	2007	2017	Comments
A.	1. Auditor	1	1	1	
	2. 1st Deputy	1	1	1	
	3. 2nd Deputy	1	1	1	
	4. 3rd Deputy	4	4	4	
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
B.	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
C.	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				

D.	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				

2. What additional staff do you anticipate in the next 20 years:

Division	Staff Position/Title	2022	2027	2032	2037	Comments
A. Deputy Auditor	1.	1	?	?	?	As the County continues to grow - I see the need to increase since we have never had an increase over 20 years and have increased the workload
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
B.	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
C. HR Director	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
D.	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					



	8.					
	9.					
	10.					

3. List the types of programs and/or services administered, average number of participants and durations. If you administer Juvenile Programs/Services, copy the table and insert the same relevant information:

Program/Service (Adult)	2013	2014	2015	2016	2017	Average Length of Participation
1. Work Release						
a. Male						
b. Female						
2. Work Release						
a. Male						
b. Female						
3. Work Release						
a. Male						
b. Female						
4. Community Services						
a. Male						
b. Female						
5. Community Services						
a. Male						
b. Female						
6. Weekend Sentencing						
a. Male						
b. Female						
7. Home Detention						
a. Male						
b. Female						
8. Pre-Sentencing Diversion						
a. Male						
b. Female						
Other (List below and add more rows if required)						
9.						
a. Male						
b. Female						
10.						
a. Male						
b. Female						

4. Are there additional and/or alternative programs or services you are currently considering implementing? If so, describe intent, purpose and description:

- a.
- b.
- c.
- d.

5. Are there recent or current Federal, State or county legislative, philosophical or operational changes implemented or anticipated to be implemented that will affect the current means you are conducting business or providing services? If so, please describe and outline the anticipated impact and or responsive changes that are anticipated:

- a.
- b.
- c.
- d.

6. Summarize thoughts, opinions or observations you have about the current <sup>DuBois</sup> Hamilton County Justice System and outline potential philosophical, procedural or operational changes that may improve the current means of doing business:

- a.
- b.
- c.
- d.

**B. Space Evaluation/Architectural Space Programming**

1. Describe any space deficiencies you are currently experiencing that are adversely affecting your operations or ability to provide programs and/or services:

- a. Auditor should have an office for confidential/privacy
- b. when working with personnel issues, health
- c. insurance etc.
- d.
- e.
- f. New staff would require desk space.

2. Describe special space, technology, storage, etc. space needs your Department/Division requires that is currently not provided:

- a.
- b.
- c.
- d.

3. How many visitors do you typically have on a daily bases and what type?

- a. Public: varies
- b. Attorneys: varies
- c. Other Department Staff: varies
- d. Vendors: \_\_\_\_\_
- e. Other:
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
  - iv. \_\_\_\_\_

**C. Other Comments**

1. Summarize or include any additional information you believe relevant to the efforts of this study:

- a.
- b.
- c.

If you have questions feel free to contact Sanjay Patel with RQAW Corporation (Phone: 317/815-7244 E-Mail : [spatel@rqaw.com](mailto:spatel@rqaw.com)). Once the Data Request is completed, return the responses to [spatel@rqaw.com](mailto:spatel@rqaw.com)

## Questionnaire

Facility: Commissioner

Department/Division: \_\_\_\_\_

Responder: Chad Blessinger

Date of Response: 12-29-18

The following Questionnaire related to the Dubois County Justice Study is in a word format that can be altered to expand response categories as required to complete the information requested. If there are items that you do not believe apply to your Department/Division note “Not Applicable” or “N/A” after the item.

The goal is to receive all requested Questionnaires by the end of the Day January 4, 2019 or sooner. If there are items that will take more time to complete or if you have questions about the information requested, please feel free to contact by phone or e-mail the designated RQAW Team member noted at the end of this document. Thank you for your assistance.

### A. Strategic Planning

#### 1. Historic Staffing Data:

Division	Staff Position/Title	1997	2007	2017	Comments
A.	1. Commissioner	3	3	3	The Commissioners appoint and hire many positions throughout the county from custodian to engineer to the county attorney. We have no admin. staff other than that provided by the office of the County Auditor. Commissioners must approve the addition of any new positions.
	2.				
	3.				
	4.				
	5.				
	10.				

#### 2. What additional staff do you anticipate in the next 20 years:

Division	Staff Position/Title	2022	2027	2032	2037	Comments
----------	----------------------	------	------	------	------	----------

A. Commissioners	1. Attorney	.5				I can see Dubois County taking our current part time attorney from part to full time in the near future. I use .5 as we are paying at least for half of that position currently.
	2. Human Resources		1			Some within the county have been supportive of hiring this kind of position and may succeed in the next 5 to 10 years.
	3. County Manager or Executive Assistant			1		May be needed in the future to aid the Commissioners in doing their work.
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
B. 911 Dispatch	1. Dispatcher	1				As calls increase and local law enforcement staffs increase there will be an additional burden on dispatch. An additional dispatcher may be required to meet the need.
	2.					
	3.					
	4.					
	5.					
	6.					

3. List the types of programs and/or services administered, average number of participants and durations. If you administer Juvenile Programs/Services, copy the table and insert the same relevant information:

Program/Service (Adult)	2013	2014	2015	2016	2017	Average Length of Participation
1. Work Release						
a. Male						

b. Female						
2. Work Release						
a. Male						
b. Female						
3. Work Release						
a. Male						

4. Are there additional and/or alternative programs or services you are currently considering implementing? If so, describe intent, purpose and description:
  - a. The Dubois County Community Corrections Director, staff and Advisory Board have discussed the addition of an intensive, residential rehabilitation wing/program to the suite of services already provided. This is something not offered anywhere else in Dubois County and would be a groundbreaking enterprise.
  - b. I would like to see cognitive and behavioral treatment provided in the jail. The addition of rehabilitative, evidence based services can start the process of reducing recidivism.
  - c.
  - d.
5. Are there recent or current Federal, State or county legislative, philosophical or operational changes implemented or anticipated to be implemented that will affect the current means you are conducting business or providing services? If so, please describe and outline the anticipated impact and or responsive changes that are anticipated:
  - a. State and federal programs, rule changes, etc. (Such as the First Step Act, legislation proposed by State Sen. Erin Houchin, etc.) are putting the focus on skills training and rehabilitation and not just warehousing criminals. These changes will require us to provide a different set of services to the population served.
  - b. I want the philosophical position of Dubois County to start with the assumption that individuals can be treated and can return to a crime free lifestyle. We must help provide the skills needed to re-enter society. From 1980 until today, we have more than 4 times the number of people in jail. It has to stop.
6. Summarize thoughts, opinions or observations you have about the current Dubois County Justice System and outline potential philosophical, procedural or operational changes that may improve the current means of doing business:
  - a. We currently offer no evidence-based rehab services in the county jail. Ideally, we would have the space and staff to change this with any future changes to our justice system.
  - b. Continuing to change our philosophy from punitive to rehabilitative is needed. We need to follow the words in the State Bill of Rights (Section 18. The penal code shall be founded on the principles of reformation, and not of vindictive justice.)
  - c.
  - d.

**B. Space Evaluation/Architectural Space Programming**

1. Describe any space deficiencies you are currently experiencing that are adversely affecting your operations or ability to provide programs and/or services:
  - a. Dubois County Corrections is often short of space/beds, especially for a female population.
  - b. There is insufficient space at the courthouse for attorneys to meet with clients, insufficient holding cells, and space deficiencies when transporting persons into and through the facility.
  - c.
  - d.
2. Describe special space, technology, storage, etc. space needs your Department/Division requires that is currently not provided:
  - a. I would like to see the justice system use remote court appearances implementing technology to reduce the number of transports made. The possibility or remote arraignment and evidentiary hearings should be explored.

- b. The Commissioners themselves have sufficient office and meeting facilities. It would be nice to have a theater-style room with fixed audience seats in a tiered seating arrangement for educational trainings, the swearing in of officials, public meetings, etc. Jasper City Hall has such a room and it is useful for a number of public events and needs.
- c. We have seen large rooms in other facilities such as the Posey County Jail and admin section of Adams County Jail that can be used for training, department head meetings, and in the case of emergencies (as a command center). This may meet the same needs and more of my previous comment.
- d. It would be beneficial to have improved technology in the Commissioner/Council meeting chambers including items such as a camera to live stream the meetings, a screen to show slide shows/presentations, a camera to project and enlarge documents for the benefit of all attendees. Something currently has to be set up each time when a guest wants to show something to the commissioners. If someone has an exhibit to share, they now must approach the bench, lean over it and give it to us (meaning the public and media can't easily see it).
3. How many visitors do you typically have on a daily bases and what type? Commissioner Attendance forms and meeting minutes are available in the Auditor's office to get accurate figures.
- Public: \_\_\_\_\_
  - Attorneys: \_\_\_\_\_
  - Other Department Staff: \_\_\_\_\_
  - Vendors: \_\_\_\_\_
  - Other: \_\_\_\_\_

### C. Other Comments

- Summarize or include any additional information you believe relevant to the efforts of this study:
  - I would like the study to explain Indiana's Purposeful Incarceration Program and if it has a place in Dubois County.
  - I would like RQAW to ignore any previous staffing analysis work completed in Dubois County, especially at the jail, and develop your own conclusions based on the facts as you find them.
  - I want to see RQAW determine what kind of video, internet, remote court and conferencing would be welcomed by the courts and prosecutors office.
  - Please look at ways to better utilize the jail basement space.
  - Determine facility needs to house a program similar to the JCAP program in Dearborn County.
  - Our EMA office is currently in the basement of our annex with some of their gear/supplies held at other locations. I would like to explore moving them into any new facility we build so they can share resources and be a more visible partner in county projects.

If you have questions feel free to contact Sanjay Patel with RQAW Corporation (Phone: 317/815-7244 E-Mail : spatel@rqaw.com). Once the Data Request is completed, return the responses to spatel@rqaw.com

## Questionnaire

Facility: Commissioner

Department/Division: \_\_\_\_\_

Responder: **Elmer Brames**

Date of Response: **January 2, 2019**

The following Questionnaire related to the Dubois County Jail Study is in a word format that can be altered to expand response categories as required to complete the information requested. If there are items that you do not believe apply to your Department/Division note “Not Applicable” or “N/A” after the item.

The goal is to receive all requested Questionnaires by the end of the Day January 4, 2019 or sooner. If there are items that will take more time to complete or if you have questions about the information requested, please feel free to contact by phone or e-mail the designated RQAW Team member noted at the end of this document. Thank you for your assistance.

### A. Strategic Planning

#### 1. Historic Staffing Data:

Division	Staff Position/Title	1997	2007	2017	Comments
A. Dubois County	1. Full Time		200	200	Approximate
	2. Part Time		100	100	Approximate
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
B.	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
C.	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				



D.	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				

2. What additional staff do you anticipate in the next 20 years:

Division	Staff Position/Title	2022	2027	2032	2037	Comments
A. Dubois County	1. HR Director	1				Estimates
	2. HR Assistant	1				Estimates
	3. County Manager		1			Estimates
	4. Prosecutor		1	1		Estimates
	5. Prosecutor Support		2	1		Estimates
	6. Community Correction Security		3			Estimates
	7. Community Correction Counselor		3		2	Estimates
	8. Security Center - Jailor	2	3			Estimates
	9. Security Center - Support		3			Estimates
	10. Security Center - Medical	1				Estimates
	11. Sheriff Deputy		2	2	2	Estimates
	12. Highway		2	2	2	Estimates
	13. Trash Ordinance Enforcement	1				Estimates
	14. Courthouse Security		1			Estimates
	15. Health Dept.		1	1	1	Estimates
	16. Other Departments	2	2	2	2	Estimates
	17.					
	18.					
	19.					
	20.					
C.	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
D.	1.					
	2.					
	3.					

	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					

3. List the types of programs and/or services administered, average number of participants and durations. If you administer Juvenile Programs/Services, copy the table and insert the same relevant information:

<b>Program/Service (Adult)</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Average Length of Participation</b>
1. Work Release						
a. Male						
b. Female						
2. Work Release						
a. Male						
b. Female						
3. Work Release						
a. Male						
b. Female						
4. Community Services						
a. Male						
b. Female						
5. Community Services						
a. Male						
b. Female						
6. Weekend Sentencing						
a. Male						
b. Female						
7. Home Detention						
a. Male						
b. Female						
8. Pre-Sentencing Diversion						
a. Male						
b. Female						
Other (List below and add more rows if required)						
9.						
a. Male						
b. Female						
10.						
a. Male						
b. Female						

4. Are there additional and/or alternative programs or services you are currently considering implementing? If so, describe intent, purpose and description:  
**County Wide:**  
**HR Director**  
**Trash/Junk Ordinance Enforcement**
  
5. Are there recent or current Federal, State or county legislative, philosophical or operational changes implemented or anticipated to be implemented that will affect the current means you are conducting business or providing services? If so, please describe and outline the anticipated impact and or responsive changes that are anticipated:  
**NA - ????**
  
6. Summarize thoughts, opinions or observations you have about the current Dubois County Justice System and outline potential philosophical, procedural or operational changes that may improve the current means of doing business:  
**We would like to see more treatment programs implemented in the Security Center and more cooperation with the Community Correction and the programs that they offer.**  
**Better logistics between the jail and the court systems. Jail to court video or bring them under one roof.**

**B. Space Evaluation/Architectural Space Programming**

1. Describe any space deficiencies you are currently experiencing that are adversely affecting your operations or ability to provide programs and/or services:  
**Nearly every department in the county is experiencing space limitations making privacy for employees and public difficult. Mixing offenders with the general public in the courthouse creates serious security concerns.**
  
2. Describe special space, technology, storage, etc. space needs your Department/Division requires that is currently not provided:  
**The county really needs a large group meeting area equipped with presentation technology for employee and public meetings.**
  
3. How many visitors do you typically have on a daily bases and what type?
  - a. Public: \_\_\_\_\_
  - b. Attorneys: \_\_\_\_\_
  - c. Other Department Staff: \_\_\_\_\_
  - d. Vendors: \_\_\_\_\_
  - e. Other:
  - f.

**C. Other Comments**

1. Summarize or include any additional information you believe relevant to the efforts of this study:  
**I would like the study to include alternate building sites that could include the entire justice system.**

If you have questions feel free to contact Sanjay Patel with RQAW Corporation (Phone: 317/815-7244 E-Mail : spatel@rqaw.com). Once the Data Request is completed, return the responses to spatel@rqaw.com

---

**Project Name:** Dubois County Justice Study

**Date Held:** 02/07/19

**Organizer:** Sanjay Patel

**Date Issued:** XX/XX/19

**Topic:** Interviews

**Attendees:** Jennifer Lampert, Sandy Morton, Sheriff Kleinhelter, Anthony Quinn, Tammy Humbert, Elmer Brames, Chad Blessinger, Sanjay Patel, Cole Walters

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

---

### Commissioner Brames

- Need for a Human Resources position in the next 6 months -1 year.
  - They will need their own office.
- Can they afford for a Human Resources position?
- Jail costs added with HR costs need to be feasible.
- Dubois County has been growing steadily
  - Homegrown industries are pivotal to the economy of Dubois County
  - North / South Corridor
    - Would add significant growth.
    - Would be a major hub for distributing. (distribution centers)
    - FedEx has done a study on a possible distribution center.
- Housing is needed
  - It would attract people
  - The town has trouble filling job openings.
  - Wages are going up.
- Dubois County has the lowest unemployment in the State
- Surrounding counties come to Dubois to work.
- There is sufficient amount of technology in Dubois but not in the rural parts.
  - Verizon is main service

- Mr. Brames would like to keep the Courthouse's central location.
- He was not convinced that courts need to be in courthouse.
  - Possibly build it onto the jail.
- Mr. Brames does not believe everyone needs to be in the Courthouse.
- Security is an issue for the Courthouse
  - Money is the problem
  - Need guards / Security Clearance.
- No security at the Health Department
- Parking is a huge issue.
  - Not enough parking downtown
  - Have discussed additional parking before
- Costs played a major role in all of his points.

#### Anthony Quinn-Prosecutor

- Adding another Prosecutor next year
- Investigative staff needs additional space.
- He would like two interview spaces
  - One smaller one larger.
- Prosecution does not need to be in the courthouse
- Conference room for at least 20 people
- Dedicated bathrooms for staff.
- Drug charges have gone up
  - Heroin and Crystal meth
  - Increased in arrests in last 5 years
  - 1200-1400 Charges
- Legislation - 2015 new criminal codes
  - Dealing went from felony to misdemeanor

- Jails weren't made for +2 years sentences
- People are violating their opportunities.
- JCAP program or other mental health facilities should be thought of
- Possible Child Support addition
  
- Summers are busier
- Holiday World brings people from out of town into Dubois
- Audio / IT / Tech - Wanted

#### Judge Verkamp

- Jury Room needs to be larger
  - 65 people can't fit
- Circuit court uses superior court's jury room
- Both have restrooms
- Biggest Complaint = HVAC
- New technology and IT would be beneficial.
- There are four court reporters that are crammed into one room
  - Doesn't need individual offices
- There are no attorney conference areas
  - Need private space
- Judge's office is adequate
- Likes being in the courthouse
  - Mr. Verkamp thinks the courts should be in the Courthouse
- Need 3rd Court
  - Fifth in the state for judicial need
- Workload is 1.8 = almost two judges
  - He doesn't mind being busy.

- Men's is sufficient / Female is over capacity.
- Need to expand Work Release for women.
- Legislation did not cause overcrowding
- Programming in jail is needed
- Video conference is needed.
  - Would be beneficial to jail and courts.

### Sheriff

- Judge Linton sent a large amount of people to jail.
- Office space is lacking
- Basement space is not used.
- There are 21 deputies (counting Sheriff)
  - 12-hour shifts
- The courts should at least be in walking distance of courthouse.
- Jailors often have to walk inmates through the courthouse lobby.
  - No secure facility in courthouse
- There is a lot of wasted time for deputies
  - One deputy is dedicated to transportation to and from the courthouse.
  - Monday's are the busiest
- Video Conference for inmates would be beneficial (CHIN)
- Fiber Connections (Matrix-Contact them for more info)
- Sex offenders' space for 60. (20 at a time)
- Basement - Evidence storage and Lockers
- Courthouse needs a sally port and body scanner.

### Community Corrections Director

- Large population is pre-trial

- Women's Dormitory- Always over capacity.
- Commissary, CTP, Project Income Funds
- No funding from county unless for the building itself.
- House Bill 1006
- No one has got a raise
- Advisory Board sets fees
  - Has not been changed in last 7 years
- Programming spaces help the jail.
- The jail does not allow Community Corrections to help with programming opportunities
  - The Jailors don't like to move inmates around
- Need more classroom spaces, sober living unit, and lobby portal.
- Day Reporting program isn't used

#### Commissioner Chad Blessinger

- Summer is the busiest time for crime.
- Bring programming from Community Corrections to the Jail.
- Jail struggles to move the inmates



---

**Project Name:** Dubois County Justice Study

**Date Held:** 1/24/19

**Organizer:** Sanjay Patel

**Date Issued:** XX/XX/19

**Topic:** Interviews

**Attendees:** Jennifer Lampert, Timothy DeMotte, Sandy Morton, Tammy Humbert, Elmer Brames, Chad Blessinger, Sanjay Patel, Cole Walters

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

---

### Probation- Jennifer Lampert

- Probation should stay in the same building as the courts, because both communicate with each other daily.
- Security for probation is needed:
  - Door clearance
  - Bullet proof glass
  - Larger waiting area
- There will be a need for an additional probation officer in the next 5 years.
- Legislation on drug offenses changed in 2013.
  - Marijuana dealing went from a felony to a misdemeanor.
- Monday's are rather busy.
- Second Tuesday of every month = 20-40 people
  - They are scheduled every half hour
- Assessors have a large portion of the third floor.
  - Some space is rented out.
  - Assessors conference room is often time not even being used.
- Third floor needs larger bathrooms.
- Probation needs a larger space for storage.
  - Pre-sentence report = Stored for 50 years

- Probation Files = Stored for 7 years
- Probation requested:
  - Windows that open
  - Odyssey
  - No cameras in offices
  - Training, Break, and Conference Rooms
  - Better HVAC system.

#### Defense Attorney- Timothy DeMotte

- Mr. DeMotte is in the court for approximately 5 hours a week.
- He accumulates 5 or 6 cases added a month.
- Assessor and Recorder's do not need to be in the courthouse.
- Mr. DeMotte requested:
  - Attorney / client area in the court.
  - Jury room needs to be farther from the courtroom or sound proof.
  - The court needs another judge or magistrate.
- Inmates have had issues with the jail:
  - Not enough food
  - Little yard time
  - Need larger outdoor space
- Work Release works very well.
- A possible mental health facility would benefit Dubois County.
- Old K-Mart/J.C. Penny would be a possible location.
- Judges have been letting inmates go more frequently.
  - Meth changed to a level 4 felony
- Keeping the jail smaller may be better than adding to it.
- RQAW should interview inmates for this study.

- Interview different leveled inmates
- Interview inmates from Community Corrections as well.
- 
- Auditor- Sandy Morton
- There are six deputies and one auditor.
- Security pertaining to the entrance is not sufficient.
  - Separated lobby with waiting space.
- Auditor needs their own office.
  - Privacy is currently limited.
- Need Conference Room / Break Room
- Everything they do is still through paper.
- May need to add an additional human resource position.
  - This position would need an office.
- Air flow is not ideal.
  - Bad HVAC
  - Windows need changed or resealed.
- Large amounts of foot traffic
- ADA is not sufficient
- IT maintenance and parking are issues.
- Need printing / work area
- 

#### EMA- Tammy Humbert

- Preferable Program:
  - Training, Operational, Office space, Kitchen, Restrooms
- HVAC is extremely loud
  - HVAC has to be turned off for meetings because of noise.
- Biggest need / request = TRAINING ROOM

- Other requests:
  - Conference Room
  - Windows
  - Kitchen / Break Room
- EMA does not need to be close to the courthouse.
- Generator is 12.5 kw
- 

#### Old National Bank

- Old National Bank takes up the first and second floor. CPA is renting the third floor and Premier Marketing has rented the fourth floor.
- Boiler is original and has not been replaced or fixed
  - Regularly has maintenance.
- Rooftop units were replaced in 2007.
- Roof is EPDM and was built in 1998.
- Windows facing south were replaced due to water leakage.
- The concrete parking lot had maintenance 5 years ago.
- Elevator is precast concrete while the walls are all CMU.
- There are no restrooms on the first floor.
- Fire alarm was updated 3-4 years ago
- HVAC works well
- Basement, Third, and Fourth Floor all have LED lighting.
  - First and Second Floor have T8 bulbs.

---

**Project Name:** Dubois County Justice Study

**Date Held:** 2/28/19

**Organizer:** Sanjay Patel

**Date Issued:** XX/XX/19

**Topic:** Discussion

**Attendees:** Jennifer Lampert, Megan Durlauf, Judge Verkamp, Judge McConnell, Sandy Morton, Tammy Humbert, Elmer Brames, Chad Blessinger, Sanjay Patel, Cole Walters

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

---

- Land behind Community Corrections and Jail
- Variance for Jail construction
- Parking in front of Community Corrections is 1.6 acres.
- There are 16 acres on top of the hill south of the Jail.
  - Land Acquisition = 1 million dollars
- Why are inmates in Jail?
- Plan for worst case scenario
- Judges and prosecutors will change with time.
- Inmates
  - Probation violations (many)
  - Treatment PODs in Jail run by Community Corrections?
  - 90 Days and then go to Community Corrections
  - Funding of trial from HB 1006
  - Repeat Offenders
  - No work release in jail
  - Need assessment
- Start program Pre-Trial?
  - Voluntary for period of time
- Condition of Probation
- Public Defender

---

**Project Name:** Dubois County Jail Study

**Topic:** Kick Off Meeting

**Organizer:** RQAW

**Date:** 12.13.2018

**Invited:** Dubois County Commissioners, Council, Sheriff, Judges, Auditor, Community Corrections, Prosecutor, Probation, (Jail Study Committee)

**Attendees:** : Refer to sign-in sheet

---

A. Introductions/Organizations/Sign-in

1. RQAW
2. Study Committee/County

B. Organization / Communication

1. Committee Organization – County Primary Point of Contact
2. Reporting/Accounting Procedures

C. Scope of Study

1. Review RQAW Proposal
2. Additional Comments/Issues

D. Establish Schedule

1. Review Study Process – Review RQAW Proposal
2. Establish Meeting Dates

E. Establish Goals/Objectives

1. Mission Statement
2. Short-Term Goals
3. Long Term Goals

F. Establish Interview Time/Dates

1. Commissioners
2. Auditor
3. Director of Community Corrections
4. Probation Officer
5. Sheriff
6. Superior Court Judge
7. Circuit Court Judge
8. Council
9. Prosecutor

- G. Compilation of Information
  - 1. Questionnaires
  - 2. Existing Floor Plans
  - 3. Existing Space Evaluation
  - 4. General County Information
  - 5. Interviews
  
- H. Objectives for Next Meeting
  
- I. Duties/Assignments
  
- J. Adjournment

**Follow-Up**

A written report will be issued to all participants.

---

**Project Name:** Dubois County Justice Study

**Date Held:** 1/3/19

**Organizer:** Sanjay Patel

**Date Issued:** 1/18/19

**Topic:** Meeting #2

**Pages:** 1 of 3

**Attendees:** Sanjay Patel, Eric Weflen, Lara Dawson, and Kevin Meyer from RQAW. See meeting attendance.

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

---

---

- A. Scope of Study
  - a. Approval RQAW Proposal
- B. Establish Goals/Objectives
  - a. Original Jail Study was given to RQAW.
- C. Establish Interviews or “Meetings” Time/Dates
  - a. Week of January 14<sup>th</sup> RQAW would like to schedule meetings.
  - b. Meetings would likely take 45mins of conversation and 30-45 mins of touring the current space.
  - c. RQAW will send out an email with time slots or a live document w/ time slots to sign up
  - d. Should EMA and 911 be included in this study?
    - i. EMA: [duboisema@psci.net](mailto:duboisema@psci.net)
    - ii. 911 director: [jlove@duboiscountyin.org](mailto:jlove@duboiscountyin.org).
- D. Compilation of Information
  - a. Questionnaires
    - i. RQAW would prefer to get questionnaires back by January 11<sup>th</sup> to schedule meetings.
    - ii. Any information that you think may be important, whether it’s asked or not, feel free to include on the questionnaires.
    - iii. Once problems are expressed, RQAW can find “solutions” and evaluate by the users (Dubois County)
  - b. Existing Floor Plans
    - i. RQAW has the jail and community corrections floor plans
    - ii. Still need courthouse plans and annex plans
    - iii. Courthouse and annex blueprints requested from maintenance chief, Scott Hopf. [Sahopf@duboiscountyin.org](mailto:Sahopf@duboiscountyin.org)
  - c. Possible sites evaluation
    - i. Conversations



1. Unsure of space needed to determined size of site
    - a. Use existing footprints, remodeled
    - b. Use existing footprint + connection space (addition)
    - c. New build, new site
  2. Some potential sites identified
    - a. Space behind jail (owned by County)
    - b. Space in front of community corrections (gravel lot, not currently owned by county)
    - c. Space on hill behind jail (not currently owned by county)
    - d. Old national Bank building: RQAW to set up a tour
    - e. Open ground somewhere outside of city
  3. Opinions discussed
    - a. County Council President- prefers all parts to be together
    - b. Commissioner- prefers to expand on existing jail
    - c. Where do the courts belong? Do they need expanded?
- E. Objectives for Next Meeting
- a. Next meeting January 31<sup>st</sup>, 2019, 4 PM: advertised meeting
  - b. RQAW goal is to have graphics to present
  - c. Requested for RQAW to send agenda out 2 days in advance to review

**General Information:**

1. County census population data:
  - a. Population
    - i. 42,000+ Not a huge change over the years
  - b. Ethnic make-up:
    - i. Hard to predict the change of this
2. Chamber of Commerce data:
  - a. Ed Cole at Dubois Strong [ecole@duboisstrong.com](mailto:ecole@duboisstrong.com)
  - b. Nancy Eckerle at the Jasper Chamber of Commerce [chamber@jasperin.org](mailto:chamber@jasperin.org)
  - c. Ferdinand Chamber of Commerce at [info@ferdinandchamber.com](mailto:info@ferdinandchamber.com).
3. Information of prospective sites:
  - a. Plat maps, Utility information, Topography, Land cost data, Soils testing information (if available), and Surveys (if available)
    - i. Auditor, [smorton@duboiscountyin.org](mailto:smorton@duboiscountyin.org)
    - ii. Surveyor, [brosmersurvey@psci.net](mailto:brosmersurvey@psci.net)
4. Financial information:
  - a. Commissioner states they will be interviewing 3 options for a financial advisor
    - i. Expert to advise where Dubois County will be in 15-20 years

- ii. What Dubois can do with existing revenue.
    - iii. What Dubois can do with existing revenue rearranged
    - iv. Down the road, will taxes need to be raised?
    - v. How can state caps effect this income?
  - b. Total county indebtedness
    - i. County isn't in dept. Council President says, Dubois County has more money coming in than they have going out.
  - c. Renting open beds
    - i. Judge: Make new jail larger than needed and rent to other counties to help pay for jail
    - ii. Commissioner says he has heard positives and negatives to renting out beds.
    - iii. RQAW states flexibility is key, design to expand.
5. RQAW
- a. End goal is to have a booklet and a clear understanding of what the next step is after this study is complete
  - b. Is anyone interested in touring a modern jail? (besides Posey County, which was already toured)

# Meeting Attendance

January 3, 2019

Name	Representing (Department, Division, etc.)	Address	Phone	E-mail	Present
Chad Blessinger	Commissioner			<a href="mailto:cablessinger@duboiscountyin.org">cablessinger@duboiscountyin.org</a>	X
Nick Hostetter	Commissioner			<a href="mailto:nickohos@duboiscountyin.org">nickohos@duboiscountyin.org</a>	
Elmer Brames	Commissioner			<a href="mailto:efbrames@duboiscountyin.org">efbrames@duboiscountyin.org</a>	
Tom Kleinhelter	Sheriff			<a href="mailto:tomkleinhelter@duboiscountyin.org">tomkleinhelter@duboiscountyin.org</a>	X
Randy Schnell	Jail Commander			<a href="mailto:randyschnell@duboiscountyin.org">randyschnell@duboiscountyin.org</a>	X
Megan Durlauf	Dir. Community Corrections			<a href="mailto:msdurlauf@duboiscountyin.org">msdurlauf@duboiscountyin.org</a>	X
Jerry Hunefeld	County Council			<a href="mailto:hunj@psci.net">hunjj@psci.net</a>	X
Jennifer Lampert	Probation			<a href="mailto:jslampert@duboiscountyin.org">jslampert@duboiscountyin.org</a>	X
Anthony Quinn	Prosecutor			<a href="mailto:adquinn@duboiscountyin.org">adquinn@duboiscountyin.org</a>	X
Judge McConnell	Superior Court			<a href="mailto:mrmccconnell@duboiscountyin.org">mrmccconnell@duboiscountyin.org</a>	X
Judge Verkamp	Circuit Court			<a href="mailto:naverkamp@duboiscountyin.org">naverkamp@duboiscountyin.org</a>	X

Name	Representing (Department, Division, etc.)	Address	Phone	E-mail	Present
Gil Eckerle	Study Committee			<a href="mailto:gilteckerle@gmail.com">gilteckerle@gmail.com</a>	X
Terry Tanner	Retd. Sheriff			<a href="mailto:ttanner@twc.com">ttanner@twc.com</a>	
Greg Schnarr	County Attorney			<a href="mailto:gsschnarrlaw@psci.net">gsschnarrlaw@psci.net</a>	X
Jerry Gramelspacher	DCCC Maintenance			<a href="mailto:jlgramelspacher@duboiscountyin.org">jlgramelspacher@duboiscountyin.org</a>	X
Todd Biggs					
Eric Weflen	RQAW			<a href="mailto:eweflen@rqaw.com">eweflen@rqaw.com</a>	X
Kevin Meyer	RQAW			<a href="mailto:kmeyer@rqaw.com">kmeyer@rqaw.com</a>	X
Lara Dawson	RQAW			<a href="mailto:ldawson@rqaw.com">ldawson@rqaw.com</a>	X
Sanjay Patel	RQAW			<a href="mailto:spatel@rqaw.com">spatel@rqaw.com</a>	X

---

**Project Name:** Dubois County Justice Study

**Topic:** Meeting #2

**Date:** 01.03.2019

**Organizer:** RQAW

**Invited:** Dubois County Commissioners, Council, Sheriff, Judges, Auditor, Community Corrections, Prosecutor, Probation, (Jail Study Committee)

**Attendees:** : Refer to sign-in sheet

---

- A. Sign-in
  - 1. Study Committee/County/RQAW
- B. Scope of Study
  - 1. Review/Approval RQAW Proposal
- C. Establish Goals/Objectives
  - 1. Mission Statement
  - 2. Short-Term Goals
  - 3. Long Term Goals
- D. Establish Interview Time/Dates
  - 1. Commissioners
  - 2. Auditor
  - 3. Director of Community Corrections
  - 4. Probation Officer
  - 5. Sheriff
  - 6. Superior Court Judge
  - 7. Circuit Court Judge
  - 8. Council
  - 9. Prosecutor
- E. Compilation of Information
  - 1. Questionnaires
  - 2. Existing Floor Plans
  - 3. Existing Space Evaluation
  - 4. General County Information
  - 5. Possible sites evaluation
- F. Objectives for Next Meeting
- G. Adjournment

**Follow-Up**

A written report will be issued to all participants.

# Maintenance Supervisor's Concerns to Consider When designing a new Facility

November 28, 2018

## HEATING EFFICIENCY:

At the present time we have two, 20 ton air handling units designed to supply 55 degree air to 24 zones with reheat coils, 365 days a year. We have 2 - 1,000,000 BTU gas fired boilers, also running 365 days a year, supplying hot water to the reheat coils to bring the zone temperature up to the desired setting, These two boilers switch back and forth as needed. This is efficiency at its worst in my opinion. To add more inefficiency they use the whole attic space for a return air duct instead of having return air ductwork installed like there should be. The hotter or colder it gets in the attic it is effecting the return temperature And adding a great deal of cubic feet to the building to heat and cool.

The entire space above the ceiling tiles and below the roof was used as a return air plenum, referred to as an "Open Plenum Return", that added Thousands and thousands of cubic feet of space to "condition", instead of having sealed, insulated, return air ducts.

Why not have water source heat pumps supplying the needed air to all of the zones? Fresh, outside air could be ducted to each of the zones using a common, fresh air, duct system. I, personally, helped install some of these systems in Dubois County: for example, at Kimball International main offices located on 15<sup>th</sup> St., here in Jasper, JOFCO main offices located on Vine Street in Jasper, Buehler's Main Offices located behind the Uebelhor Toyota dealership in Jasper and Precious Blood School located on Hwy 56, in Jasper The systems all had storage tanks of water supplying the water source heat pumps. The tank water was pumped through heat exchangers to feed the heat pumps and the temperature in the storage tanks could be regulated with boilers and/or cooling towers as needed to meet the needs of the heat pump condensing coils.

Another, more efficient system would be individual heat pump units for each zone using typical air to air heat pumps manufactured by Samsung, or Mitsubishi. Electric strip heat could be added for backup/supplemental heat.

#### PLUMBING CONCERNS:

At present, tempered hot water is being distributed to the entire building. The laundry, kitchenettes, mop sinks and lavatories and showers ALL receive tempered hot water. If I recall, the plumbing code requires tempered water to the showers only. Normal (120 to 130 degree) water should be going to lavatories (with individual mixing valves), mop sinks, kitchenettes and the laundry areas. Some of our people, men and women both, can't get cold water to brush teeth and hot water to wash their face because of single, push button style faucets.

There were NO urinals installed anywhere in the building initially. When I engineered the new restroom/shower areas of the men's lockdown I specified urinals. Urinals should be installed in the "public" use restrooms also. There should be male and female employee restrooms also. We have one, unisex employee restroom now and several times a day there is a line waiting for access to the room.

#### CEILING TILE CONCERNS:

The way the lockdown restroom facilities were constructed, our clients could stand on top of their toilets, step up on the plumbing chase ridge, and then stand on the wall partitions and place contraband above the ceiling tiles to retrieve whenever they want. These ceilings should be drywalled with access doors strategically placed for maintenance and valve access.

#### ELECTRICAL CONCERNS:

Currently there is NO emergency back-up power. At present there is battery back-up for emergency lighting and to run the Control Room computers and electric, emergency, exit and dorm doors but that back-up lasts only for 1 ½ hr. at the most.

I strongly urge the installation of an emergency, diesel powered generator(s). When the big earthquake, that scientists keep talking about, happens, natural gas may be non-existent. That is why I recommend Diesel fired generators. L.P. gas could be used provided that seismic restraints are installed for their support. Diesel tanks can be buried to keep the fuel from gelling in cold temperatures.

There was no wire tray installed down the main course of the building to pull ethernet, cable TV cables and communication cable through.



#### MORE CONCERNS:

##### LOADING DOCK:

There is not a loading dock at our building. It is a petty thing but would come in very handy several times a year. There should be a storage room located adjacent to, or be a part of, the Loading dock. This storage room could house new skids of paper and other items brought in, along with used cardboard and shredded paper so the county recycling truck could back up to it with their 1 ton, box truck and load easier.

##### STORAGE SPACE:

There is not enough storage space for archived files and skids of paper or supplies. There is NO ROOM for future expansion.

##### SECURE AREA ENTRYWAY:

Currently, the public and our participants use the same lobby area and entry doors. The public and participants should not be able to intermingle. The participants should come in to the building through a locked door controlled by the Guards electronic door opening system only. Participants can be logged in and out easier this way and can't sneak out or in on their own. This doorway should allow entrance to a Pat-Down area and hallway that allows them access to their respective male/female locker rooms and lockdown dorm areas. There should be areas for visitors to meet with participants.

# Meeting Attendance

January 3, 2019

Name	Representing (Department, Division, etc.)	Address	Phone	E-mail	Present
Chad Blessinger	Commissioner			<a href="mailto:cablessinger@duboiscountyin.org">cablessinger@duboiscountyin.org</a>	X
Nick Hostetter	Commissioner			<a href="mailto:nickohos@duboiscountyin.org">nickohos@duboiscountyin.org</a>	
Elmer Brames	Commissioner			<a href="mailto:efbrames@duboiscountyin.org">efbrames@duboiscountyin.org</a>	
Tom Kleinhelter	Sheriff			<a href="mailto:tomkleinhelter@duboiscountyin.org">tomkleinhelter@duboiscountyin.org</a>	X
Randy Schnell	Jail Commander			<a href="mailto:randyschnell@duboiscountyin.org">randyschnell@duboiscountyin.org</a>	X
Megan Durlauf	Dir. Community Corrections			<a href="mailto:msdurlauf@duboiscountyin.org">msdurlauf@duboiscountyin.org</a>	X
Jerry Hunefeld	County Council			<a href="mailto:hunjj@psci.net">hunjj@psci.net</a>	X
Jennifer Lampert	Probation			<a href="mailto:jslampert@duboiscountyin.org">jslampert@duboiscountyin.org</a>	X
Anthony Quinn	Prosecutor			<a href="mailto:adquinn@duboiscountyin.org">adquinn@duboiscountyin.org</a>	X
Judge McConnell	Superior Court			<a href="mailto:mrmccconnell@duboiscountyin.org">mrmccconnell@duboiscountyin.org</a>	X
Judge Verkamp	Circuit Court			<a href="mailto:naverkamp@duboiscountyin.org">naverkamp@duboiscountyin.org</a>	X

Name	Representing (Department, Division, etc.)	Address	Phone	E-mail	Present
Gil Eckerle	Study Committee			<a href="mailto:gilteckerle@gmail.com">gilteckerle@gmail.com</a>	X
Terry Tanner	Retd. Sheriff			<a href="mailto:ttanner@twc.com">ttanner@twc.com</a>	
Greg Schnarr	County Attorney			<a href="mailto:gsschnarrlaw@psci.net">gsschnarrlaw@psci.net</a>	X
Jerry Gramelspacher	DCCC Maintenance			<a href="mailto:jlgramelspacher@duboiscountyin.org">jlgramelspacher@duboiscountyin.org</a>	X
Todd Biggs					
Eric Weflen	RQAW			<a href="mailto:eweflen@rqaw.com">eweflen@rqaw.com</a>	X
Kevin Meyer	RQAW			<a href="mailto:kmeyer@rqaw.com">kmeyer@rqaw.com</a>	X
Lara Dawson	RQAW			<a href="mailto:ldawson@rqaw.com">ldawson@rqaw.com</a>	X
Sanjay Patel	RQAW			<a href="mailto:spatel@rqaw.com">spatel@rqaw.com</a>	X

## Meeting Attendance

December 13, 2018

Name	Representing (Department, Division, etc.)	Address	Phone	E-mail
Candy Neal	The Herald			cneal@edcherald.com
Jenny Hunsfeld	Coroner			hunj@psci.net
Anthony Duran	Prosecutor			adgvin@duboiscounty.in.org
Tom Kleinheffer	Sheriff			taKleinheffer@hotmail.com
Bill Eckerle	D.C. Study Com			gilteckerle@gmail.com
Dana Wood	Community Corrections			ddwood@duboiscounty.in.org
Jennifer Lampert	Prisonation			jstampert@duboiscounty.in.org
Brad Budoy	DCSA MATING			GOODERBUDDOY@IC101470.COM
TERRY TAXWELER	Retired Sheriff Tribal Study Center			Taxwelter@fac.com
Kevin Meyer	RCATW			Kmeyer@RCATW.com

## Meeting Attendance

December 13, 2018

Name	Representing (Department, Division, etc.)	Address	Phone	E-mail
Chad Blessinger	Commissioner			cablessinger@duboiscountyming
Elmer Brames	Commissioner			eframes@duboiscountyming
Nick Hostetter	Commissioner			NICKHOS@GMAIL.COM
MIKE KLUESNER	COUNTY COUNCIL			MN.KLUESNER@GMAIL.COM
MARYE "Becky" Beckman	County Council			mbeck71man@psci.net
Charmian Klem	County Council			c.klem@hotmail.com
Craig McCreath	County Council			Craig@psci.net
JIM HUNSCKER	Public J. Hunscker			JHUNSCKER@PSCI.NET

## Questionnaire

Facility: Probation

Department/Division: \_\_\_\_\_

Responder: Jennifer Lampert

Date of Response: 1/2/19

The following Questionnaire related to the Dubois County Justice Study is in a word format that can be altered to expand response categories as required to complete the information requested. If there are items that you do not believe apply to your Department/Division note "Not Applicable" or "N/A" after the item.

The goal is to receive all requested Questionnaires by the end of the Day January 4, 2019 or sooner. If there are items that will take more time to complete or if you have questions about the information requested, please feel free to contact by phone or e-mail the designated RQAW Team member noted at the end of this document. Thank you for your assistance.

### A. Strategic Planning

#### 1. Historic Staffing Data:

Division	Staff Position/Title	1997	2007	2017	Comments
A.	1.Chief Probation Officer	2	2	1	Probation consolidated to one department/one chief in 2010.
	2.Probation officer	3	4	6	
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
B.	1.Probation assistant	1	2	2	
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
C.	1.				
	2.				
	3.				
	4.				
	5.				
	6.				

	7.				
	8.				
	9.				
	10.				
D.	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				

2. What additional staff do you anticipate in the next 20 years:

Division	Staff Position/Title	2022	2027	2032	2037	Comments
A.	1. Probation Officer	1		1		This depends on legislation, plea agreements, as well as the number of people placed on probation in lieu of another type of sentence.
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
B.	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
C.	1.					
	2.					
	3.					
	4.					
	5.					
	6.					

	7.					
	8.					
	9.					
	10.					
D.	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					

3. List the types of programs and/or services administered, average number of participants and durations. If you administer Juvenile Programs/Services, copy the table and insert the same relevant information:

Program/Service (Adult)	2013	2014	2015	2016	2017	Average Length of Participation
1. Work Release						
a. Male						
b. Female						
2. Work Release						
a. Male						
b. Female						
3. Work Release						
a. Male						
b. Female						
4. Community Services						
a. Male						
b. Female						
5. Community Services						
a. Male						
b. Female						
6. Weekend Sentencing						
a. Male						
b. Female						
7. Home Detention						
a. Male						
b. Female						
8. Pre-Sentencing Diversion						
a. Male				3	10	1-1/2 years
b. Female				2	5	1-1/2 years
Other (List below and add more rows if required)						
9. Adult						
a. Felony	253	206	177	138	123	There has been a steady decrease in Felony offenses placed on probation.



b. Misdemeanor	228	246	272	253	256	Misdemeanor probationers have seen a slight increase of people placed on probation.
10. Juvenile						
a. Male	100	84	108	129	73	
b. Female	55	45	56	77	42	

4. Are there additional and/or alternative programs or services you are currently considering implementing? If so, describe intent, purpose and description:
  - a. We recently added a quality assurance person that is shared between us and community corrections. We do not have room for her to have an office in probation. I do not believe that community corrections has an office space available for her either. We are also a pilot county for the State of Indiana in a coaching initiative program. I do not anticipate the need for additional space for this program as it is intended for staff to become more effective in their day to day duties.
  - b.
  - c.
  - d.

5. Are there recent or current Federal, State or county legislative, philosophical or operational changes implemented or anticipated to be implemented that will affect the current means you are conducting business or providing services? If so, please describe and outline the anticipated impact and or responsive changes that are anticipated:
  - a. I assume you are aware that the President is going to, or just did, sign some legislation changing criminal justice sentencing. Historically, these types of changes greatly affect probation, community corrections, and the jail. I anticipate probation numbers increasing as a result.
  - b.
  - c.
  - d.

6. Summarize thoughts, opinions or observations you have about the current Dubois County Justice System and outline potential philosophical, procedural or operational changes that may improve the current means of doing business:
  - a. Dubois County needs to implement evidence-based programming in the jail. Probation and Community Corrections have already begun the process and are making great strides in reducing recidivism. Dearborn County has a program that could be tailored for Dubois County. Any new jail or justice center built needs to have an area specifically for this type of programming as offenders in treatment should not be mixed in with offenders who are not. Having this type of programming does not mean an inmate serves any less time on their sentence, it means that while they are serving their sentence at the jail they can participate in bettering themselves in the hopes of reducing recidivism in the future.
  - b.
  - c.
  - d.

**B. Space Evaluation/Architectural Space Programming**

1. Describe any space deficiencies you are currently experiencing that are adversely affecting your operations or ability to provide programs and/or services:

- a. We underwent a renovation 2 years ago in which we were able to obtain adequate space for the officers we have. Prior to this renovation, 2 of my probation officers worked out of 9x7 file rooms. However, our numbers are on the way back up, and if this continues, I anticipate the need to add another probation officer within the next five years. We currently have a conference room that could be converted to an office, but that would leave us without a conference room or training space.
  - b.
  - c.
  - d.
  - e.
  - f.
2. Describe special space, technology, storage, etc. space needs your Department/Division requires that is currently not provided:
- a.
  - b.
  - c.
  - d.
3. How many visitors do you typically have on a daily bases and what type?
- a. Public/ Probationers: \_\_\_\_ 10-30
  - b. Attorneys: \_\_\_\_ 3-5 \_\_\_\_
  - c. Other Department Staff: \_\_\_\_ 3-5 \_\_\_\_
  - d. Vendors: \_\_\_\_ 1 \_\_\_\_
  - e. Other:
    - i. \_\_\_\_\_
    - ii. \_\_\_\_\_
    - iii. \_\_\_\_\_
    - iv. \_\_\_\_\_

**C. Other Comments**

- 1. Summarize or include any additional information you believe relevant to the efforts of this study:
  - a. Whether a new justice center or jail is built, Probation needs to remain with the Courts as our day to day operations revolve around the Court and it's schedule. If we are not located close to the courtroom, too much time is lost traveling between departments. Our probationers also tend to get lost if they have to travel too far in between locations.
  - b. The Court system needs to have a video chat system available with the jail for certain cases. This would alleviate some of the busyness of the deputies transporting inmates to the courthouse. This would also help with the danger of transporting certain dangerous inmates. There is no secure sally port area at the courthouse.
  - c. Several of us have completed lists and questionnaires already that go into further detail. Gil Eckerle was provided all of this information and as chair of the committee he should be able to provide you with all that information which will be very helpful to you.

If you have questions feel free to contact Sanjay Patel with RQAW Corporation (Phone: 317/815-7244 E-Mail : spatel@rqaw.com). Once the Data Request is completed, return the responses to spatel@rqaw.com

**Strategic Planning, Programming and Conceptual Design Questionnaire**

Department/Division: Prosecutor

Responder:Anthony D. Quinn

Date of Response: 01/13/19

**A. Strategic Planning**

1. Historic Staffing Data:

Division	Staff Position/Title	1997	2007	2017	Comments
A. Attorney	1. Prosecutor	x	x	x	
	2.Chief Deputy	x	x	x	
	3.Deputy		x	x	Began in 2001
	4.Deputy		x	x	Began in 2005 or 2006
	5.Deputy				Beginning in 2019
	6.				
	7.				
	8.				
	9.				
	10.				
B.Staff	1.Support Staff	x	x	x	
	2.Support Staff	x	x	x	
	3.Support Staff	x	x	x	
	4.Support Staff		x	x	Began approx.. 2005
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
C. Investigator	1. chief investigator			x	Began in 2016
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
D. Victim Advocate	1.Victim Advocate		x	x	Began in 2001
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				

2. Anticipated 20 year growth (5 year increments)

a. What additional staff do you anticipate in the next 20 years?

i. Assuming the addition of another Court, how will this affect your future staffing?

Division	Staff Position/Title	2022	2027	2032	2037	Comments
A. Attorney	1. Deputy		X			
	2. IV D Deputy	X				May become full time position current part-time out of office
	3. Deputy				X	
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
B. Staff	1. Support Staff	X				Asking for in 2020 budget
	2. Support Staff		X			
	3. Support Staff				X	
	4. IV D Staff	X	X			May have to house two full time staff beginning in 2020
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
C. Investigator	1. Deputy investigator		x			
	2. Deputy investigator				x	
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
D. Victim Advocate	1. 2 <sup>nd</sup> advocate			x		
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					

3. What are the factors that will influence your Departmental/Division growth?

a. criminal arrests in Dubois County

- b. IV D Deputy prosecutor retiring
- c. transition from incarceration to rehabilitation
- d.
- 4. Describe the space deficiencies you are currently experiencing:
  - a. offices for attorney/investigator
  - b. conference room for deposition
  - c. interview room
  - d. storage
- 5. On a scale of 0 (None Existent) to 10 (Adequate), how would you rate your existing space: 3\_

Existing Space Evaluation Methodology										
Rating	Unacceptable		Unsuitable		Marginal		Adequate		Appropriate	
Score:	1	2	3	4	5	6	7	8	9	10
Score	Rating		Definition							
9 - 10	Appropriate		Sufficient quantity of space; good configuration and layout; little, if any improvement required							
7 - 8	Adequate		Quantity may be barely sufficient; configuration/flow are less than ideal; some renovation or expansion would enhance operations							
5 - 6	Marginal		Lacks sufficient quantity of space, quality of space or both; requires some expansion or renovation to achieve minimum recommended space standards							
3 - 4	Unsuitable		Poor quality and quantity of space; too small, improper layout, urgently requires improvement							
1 - 2	Unacceptable		Very overcrowded; numerous difficulties and inefficiencies; considered fundamentally unacceptable for continued use							
0	None Existent		Space currently does not exist but is critical to minimum operational efficiency							

- 6. Describe how these space deficiencies are adversely affecting your operations/efficiency:
  - a. had to turn old conference room into office
  - b. have to find space either in annex or courthouse to conduct depositions
  - c. have to use JPD or Sheriff’s Department to conduct recorded interviews
  - d.
  - e.
  - f.
  - g.
- 7. Are you currently experiencing any deficiencies due to a poor adjacency relationship with another department and/or user? If so, please describe:
  - a. frequent must travel to Sheriff’s Department and/or Community Corrections
  - b.
  - c.

d.

**B. Programming**

1. Briefly discuss the duties/services your Department/Division perform and/or responsibilities and who are the major users of your services?
  - a. Prosecute Criminal Cases
  - b. provide services to crime victims
  - c. provide PTD to traffic violators
  - d. run a bad check program for local merchants
2. Do you currently perform all your duties and responsibilities in the same building or do you have staff at a remote location? If staff are at a remote location, where and how many staff?
  - a. IV D Prosecutor- 1 part-time attorney and 2 part time support staff
  - b.
  - c.
  - d.
3. Are you currently outsourcing any of your duties and/or responsibilities? If so, what are you outsourcing, is this anticipated to be a continuing trend and/or do you anticipating outsourcing in the future?
  - a. IV D prosecutor anticipate outsourcing until current deputy retires expected in 2022
  - b.
  - c.
  - d.
4. How many visitors do you typically have on a daily basis and what type?
  - a. Public: 10
  - b. Attorneys: \_3
  - c. Other Department Staff:4
  - d. Vendors:\_1
  - e. Other:
    - i. Law Enforcement- 5
    - ii. \_\_\_\_\_
    - iii. \_\_\_\_\_
    - iv. \_\_\_\_\_
5. How many visitors on average do you have at any one time? 2
6. Describe you record/file storage needs (number and size of file cabinets and/or rooms, secure/non-secure) and duration you retain records by type:
  - a. file room is full
  - b. approximately 15 4 drawer file cabinets full
  - c. keep all criminal cases 10 years any major felony or warrants are kept indefinitely
  - d.
7. Describe your departments special system needs:
  - a. Information Technology:
    - i.
    - ii.
    - iii.
  - b. Security:
    - i. Need limited locked access to our records and staff
    - ii.
    - iii.
    - iv.
  - c. Other:

- i.
- ii.
- iii.
- iv.

8. What type of space do your staff need to efficiently perform their duties/tasks:

Staff Position/Title	Office (√)	Approximate Size	Work Station/Desk (√)	Approximate Sixe
1. Attorney	x			
2. support staff			x	
3. victim advocate	x			
4. investigator	x			
5.				
6.				
7.				
8.				
9.				
10.				

9. What type of support space other than offices, work stations and record/file storage do you need to be operationally efficient? Conference room/recorded interview room

- a. Conference/meeting rooms:
  - i. Number of people: up to 20
  - ii. Special amenities (A/V, other) yes
- b. Supply storage:
  - i. Yes
  - ii.
- c. Evidence Storage:
  - i. no
  - ii.
- d. Break room/galley:
  - i. yes
  - ii.
- e. Reception Counter
  - i. yes
  - ii.
- f. Reception/Waiting:
  - i. yes
  - ii.
- g. Workroom:
  - i. no
  - ii.
- h. Public Work Stations/Data Stations
  - i. no
  - ii.
- i. Other
  - i. recorded inteviw
  - ii.

10. Other Programming Comments:

- a.
- b.

- c,
- d.
- e,
- f.
- g.
- h.

C. Conceptual Design

1. Briefly summarize your operational philosophies: not sure how to answer will need guidance on this section
  - a. Staff:
    - ii.
    - iii.
    - iv.
  - b. Public:
    - i.
    - ii.
    - iii.
    - iv.
  - c. Other Departments:
    - i.
    - ii.
    - iii.
    - iv.
  - d. Other Agencies:
    - i.
    - ii.
    - iii.
    - iv.
  - e. Other:
    - i.
    - ii.
    - iii.
    - iv.
2. What departments do you need to be close to (Adjacency) to be operationally efficient?
  - a. Superior Court
  - b. Circuit Court
  - c. Clerk
  - d. Sheriff's Department
3. Describe what spaces within your office need to be adjacent to each other to achieve operational efficiency:
  - a. all of them
  - b.
  - c.
  - d.
4. What spaces do you anticipate being used by the general public; how many might use the space at any one time and what hours?
  - a. conference room during all hours of work day and evenings
  - b. witness interview during all hours of work day and evenings
  - c.
  - d.



5. What spaces need public access and what level of security is anticipated?
  - a. none expect heightened security
  - b.
  - c.
  - d.
6. Briefly discuss the existing building deficiencies that adversely affect your department's operations
  - a.lack of sufficient space, storage, meeting and interviewing locations
  - b.
  - c.
  - d.
  - e.
  - f.
7. Other Design Comments:
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
  - g.
  - h.

If you have questions feel free to contact Sanjay Patel with RQAW Corporation (Phone: 317/815-7244 E-Mail : [spatel@rqaw.com](mailto:spatel@rqaw.com)). Once the Data Request is completed, return the responses to [spatel@rqaw.com](mailto:spatel@rqaw.com)

## Questionnaire

**Facility:** Courts

**Department/Division:** Circuit Court

**Responder:** Judge Verkamp

**Date of Response:** 1-3-19

The following Questionnaire related to the Dubois County Justice Study is in a word format that can be altered to expand response categories as required to complete the information requested. If there are items that you do not believe apply to your Department/Division note "Not Applicable" or "N/A" after the item.

The goal is to receive all requested Questionnaires by the end of the Day January 4, 2019 or sooner. If there are items that will take more time to complete or if you have questions about the information requested, please feel free to contact by phone or e-mail the designated RQAW Team member noted at the end of this document. Thank you for your assistance.

### A. Strategic Planning

1. Summarize the impact of recent or current Federal, State or county legislative, philosophical or operational changes implemented or anticipated to be implemented that will affect the current means you are conducting business or providing services:
  - a. None
  - b.
  - c.
  - d.
2. Summarize thoughts, opinions or observations you have about the current Dubois County Justice System and outline potential philosophical, procedural or operational changes that may improve the current means of doing business:
  - a. Providing evidenced based programing to those in the DCSC.
  - b.
  - c.
  - d.
3. What alternative programs to incarceration have been recently implemented or are being considered for implementation and how these programs may affect Community Corrections, Jail and Juvenile Services Facilities:
  - a. Nothing has been recently implemented or is being considered for implementation.
  - b.
  - c.
  - d.
4. What Pre-Trial diversion programs have been implemented or are being considered for implementation that could reduce the Pre-Trial population of the Jail and/or Juvenile Service Facilities:
  - a. None. Pre-trial diversion is a prosecutorial function.

5. Have alternative courts been established or being considered to be established such as Veterans, Mental Health, etc. to expedite the judicial process and reduce the average length of pre-trial incarceration:
  - a. Superior Court currently offers a Drug Court services. Circuit Court has been fortunate to be able to refer individuals to their program. Veterans Courts and Mental Health Courts have been considered, but due to costs and prospective usage of such programs have not been implemented. Individuals identified with such needs have had their case handled in a somewhat different track.
6. Summarize the total number of sentenced D Felonies by gender for each year from 2014 through 2017 and current Class 6 in equivalent terms as well as the average sentencing durations (Time):

Gender	2014				2015				2016				2017			
	D	Time	6	Time	D	Time	6	Time	D	Time	6	Time	D	Time	6	Time
Male																
Female																
Male																
Female																
Male																
Female																
Male																
Female																
Male																
Female																
Male																
Female																
Male																
Female																

I have attached the total filings for DF/F6 over this period of time. It would be exceptionally time consuming to correctly answer this question. Some felony charges start out higher than a DF/F6 but are plead down and some start as FD/F6 charges but are plead as misdemeanors. The average sentence would be the presumptive sentence.

**B. Other Comments**

1. Summarize or include any additional information you believe relevant to the efforts of this study:
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.

If you have questions feel free to contact Sanjay Patel with RQAW Corporation (Phone: 317/815-7244 E-Mail : spatel@rqaw.com). Once the Data Request is completed, return the responses to spatel@rqaw.com

**Strategic Planning, Programming and Conceptual Design Questionnaire**

Department/Division: Dubois County Community Corrections

Responder: Megan Durlauf, Director

Date of Response: 1/4/2019

**A. Strategic Planning**

1. Historic Staffing Data:

Division	Staff Position/Title (FUNDING SOURCE)	1997	2007	2017	Comments
A. Admin	1. Director (DOC Grant)		1	1	
	2. Assistant Director (DOC Grant)		1	1	Position was unfilled from 2014 - 2016
	3. Case Manager Supervisor (DOC Grant)		1	1	Position was unfilled from 2014 - 2016
	4. Officer Supervisor (DOC Grant)		1	1	Temporarily only acting as a field officer/training officer
	5. CQI Specialist (1006)				Received grant in 2018
B. Case Manager	1. Case Manager (DOC Grant)		3	2	Typically secure funding
	2. Case Manager (TANF)			1	Unsecure funding- discontinue grant in June 2019
	3. Case Manager (1006)			1	Typically secure funding
	4. Pretrial Case Manager (1006)			1	Typically secure funding
	5. Drug Court Case Manager (1006)			1	On Community Corrections payroll and grant, but does not perform any function or duties for Community Corrections. This is for Court Substance Abuse Services and part of the collaboration plan. Typically secure funding.
C. Officers	1. Control Room Officers (Project Income)		8	9	Funding fluctuates with participant user fee collections. Raises are dependent upon collections.
	2. Field Officer (1006)			1	Typically secure funding.
	3. Control Room Officer (1006)				Received grant funding in 2018, Typically secure funding.
	4. Part Time Officers (Project Income)		1	6	Depends on collections of participant user fees.
D. Treatment Program Facilitators	1. Treatment Program Facilitator (IDOC Grant)			1	Typically secure funding.
	2. Treatment Program Facilitator (TANF Grant)			1	Unsecure funding- discontinue grant in June 2019

2. Anticipated 20 year growth (5 year increments)

a. What additional staff do you anticipate in the next 20 years?

i. Assuming the addition of another Court, how will this affect your future staffing?

Division	Staff Position/Title	2022	2027	2032	2037	Comments
A. Admin	1. Administrative	1	3	4	5	I see the need for support

	Asst./Support Staff					staff with data entry, reporting to the funding sources, financial and accounting, etc.
B. Case Manager	1. Case Managers	8	9	10	11	Additional case managers to maintain low CM to participant ratio, depending on projected growth.
C. Officers	1. Corrections Officers	12	16	16	16	Corrections Officer numbers would be based on projected number of bunks and living spaces added. Hard to determine without a proposal.
	2. Field Officers	2	3	4	5	
D. Treatment	1. Treatment Program Facilitators	2	3	4	5	

3. What are the factors that will influence your Departmental/Division growth?
  - a. HEA 1006 legislation, which requires level 6 felons to be housed at the local level. Dubois County rarely sent felons to prison prior to 1006—usually 3-6 per year—but this does eliminate IDOC as a sentencing option for some defendants. Also dropped some crimes to lower level felonies and misdemeanors, and reduced max sentence for some crimes. Level 6 felons can earn good time credit and serve 50%, but now Level 1-5 have to serve 75% of their time. These individuals are staying longer.
  - b. Rule 26, will likely be effective, with some changes, starting January 2020. This will impact bond and will likely increase the need to pretrial supervision. Community Corrections already performs a pretrial risk assessment on all new arrests in Dubois County to help inform bond. Community Corrections will also likely be responsible for the pretrial supervision.
  - c. The potential creation of a new intensive residential treatment program in the Community Corrections building. The Advisory Board has discussed this option as there are grant dollars available through the Department of Correction for operations. This would require adding on a separate housing unit or pod.
  
4. Describe the space deficiencies you are currently experiencing:
  - a. We need our observation room to separate participants who need to be monitored 24/7 such as someone with a suicide risk or someone who appears under the influence of a mind or mood altering substance and should not be placed in general population. Currently this door is not hooked up to the Stanley system so when someone is in there, the door must remain unlocked.
  - b. We need a separate secure entrance for Work Release participants, which is separate from the general public in the lobby.
  - c. We lack work spaces for support staff, data entry, treatment program facilitators, and CQI Specialist.
  - d. We only have one employee restroom.

e. Our female capacity needs to increase. This would also require adding another bathroom in order to meet standards. We consistently are at capacity and typically have a waitlist of 2-4 women.

f. We typically are not full on the men’s side, but we have been, and with anticipated growth, additional dorm space may be necessary. The space is also tough to monitor, especially the larger dorm, which houses more than 50 participants. It would be beneficial to be able to have smaller dorms in order to house participants according to risk and need.

5. On a scale of 0 (None Existent) to 10 (Adequate), how would you rate your existing space: 6

Existing Space Evaluation Methodology										
Rating	Unacceptable		Unsuitable		Marginal		Adequate		Appropriate	
Score:	1	2	3	4	5	6	7	8	9	10
Score	Rating		Definition							
9 - 10	Appropriate		Sufficient quantity of space; good configuration and layout; little, if any improvement required							
7 - 8	Adequate		Quantity may be barely sufficient; configuration/flow are less than ideal; some renovation or expansion would enhance operations							
5 - 6	Marginal		Lacks sufficient quantity of space, quality of space or both; requires some expansion or renovation to achieve minimum recommended space standards							
3 - 4	Unsuitable		Poor quality and quantity of space; too small, improper layout, urgently requires improvement							
1 - 2	Unacceptable		Very overcrowded; numerous difficulties and inefficiencies; considered fundamentally unacceptable for continued use							
0	None Existent		Space currently does not exist but is critical to minimum operational efficiency							

6. Describe how these space deficiencies are adversely affecting your operations/efficiency:

- a. Observation Room: participants who need to be temporarily separated from general population either are housed in the observation room, which we cannot lock due to it not being on the Stanley system, or they are returned to general pop where they cannot be monitored as closely as they should be.
- b. Separate Secure Entrance for Work Release: currently our control room monitors a lobby that is shared by the public, Home Detention Participants, and Work Release participants making it hard to maintain accurate WR count numbers with the high rate of traffic in and out of the lobby. Work Release participants are also currently patted down in the lobby and put directly in the lockdown door so they do not have to pat them down in the locker room area and risk the chance of someone passing contraband to them as they pass through the lobby.

- c. Lack of Work Space/Classroom Space: We currently have field officers and our CQI Specialist working out of a back storage area and sharing computers. The Director and Assistant Director share an office space, which at times impacts productivity. The Treatment Program Facilitator uses a classroom as an office, which puts that classroom out of service when classroom space is desperately needed. Most nights, all of our classrooms are full, and we spend a ton of time on logistics because we don't have adequate space for all classes we would like to offer in house. Individual meeting space would also be beneficial for participants to have one-on-one meetings with attorneys, clergy, therapists, etc.
  - d. One Employee Restroom: We have about 25 part time and full time employees, plus the Court Substance Abuse Service staff, with one unisex employee single stall restroom.
  - e. Increase Female Capacity: There is a consistent waitlist for our female Work Release program. The prosecutors and judges have expressed that there are women who they feel would be appropriate for Work Release who spend more time in jail than necessary waiting for a bunk to open up. Of course, when your living space is completely full, it leads to other operational issues in-house making it hard to keep victims and perpetrators separate or to accommodate for special needs.
  - f. Increase Male Capacity: We typically are not full on the men's side, but we have been, and with anticipated growth, additional dorm space may be necessary. The space is also tough to monitor, especially the larger dorm, which houses more than 50 participants.
7. Are you currently experiencing any deficiencies due to a poor adjacency relationship with another department and/or user? If so, please describe:
- a. Community Corrections sometimes is not completely in the loop being further away from the courthouse. Our interactions with the criminal justice entities typically occur over the phone or via email. Despite being further away, I feel like we have a good collaborative relationship.

**B. Programming**

1. Briefly discuss the duties/services your Department/Division perform and/or responsibilities and who are the major users of your services?
  - a. Work Release—utilized for pre and post-conviction option
  - b. Home Detention— utilized for pre and post-conviction option
  - c. Pretrial Services (Day Reporting)—pretrial defendants who are waiting for a disposition of their case
  - d. Community Service Adult and Juvenile—Probation referrals who have community service as part of their probation order
  - e. Educational and Rehabilitative Treatment Programming— utilized by moderate to high risk community corrections participants, probationers, or Court Substance Abuse Services referrals.
2. Do you currently perform all your duties and responsibilities in the same building or do you have staff at a remote location? If staff are at a remote location, where and how many staff?
  - a. Pretrial Services—we have a case manager go to the jail daily to conduct pretrial risk assessments on newly arrested defendants.
  - b. Court Proceedings—any time that a case manager or staff member needs to be present for a court proceeding, that is done outside of the building
  - c. Continuous Quality Improvement Specialist—this individual is shared between Community Corrections, Probation, Court Substance Abuse Services, and the Prosecutor's Office. Eventually her services will likely be utilized to evaluate jail treatment when that becomes necessary.

- d. Field Officers—these officers have a base work station in Community Corrections, but conduct field visits throughout the entire county, and sometimes on the outskirts of the county line if the participant was sentenced in Dubois County, but lives right outside the county. These officers are funded through Community Corrections, but also conduct Probation and Drug Court checks as part of our collaboration plan.
- 3. Are you currently outsourcing any of your duties and/or responsibilities? If so, what are you outsourcing, is this anticipated to be a continuing trend and/or do you anticipating outsourcing in the future?
  - a. Cognitive Behavioral Programming—Community Corrections is the recipient of a TANF grant (secured through June 2019, but expected to discontinue funding for next fiscal year) through this grant, we have outsourced rehabilitative services such as MRT, Anger Management, and Interactive Journaling. We also refer out to community mental health for some substance abuse services.
  - b. Electronic Monitoring Sentinel Call Center-- Sentinel, the company we use for electronic monitoring, has a call center that calls to check on all instances of non-compliance and reports those instances back to the case manager, along with a message regarding what the participant stated in the call. This allows for immediate response to problem behavior.
  - c. All other duties are performed/managed in-house—cleaning, payroll, maintenance, commissary, pay phones, payments, accounting, field checks, case management, drug screens, data entry, etc.
- 4. How many visitors do you typically have on a daily basis and what type?
  - a. Public: 20-50 depending on the day (includes Home Detention)
  - b. Attorneys: rarely, our participants make appointments at the attorneys' offices
  - c. Other Department Staff: 3-5
  - d. Vendors: 4-7
  - e. Other:
    - i. Volunteers: 3-5
    - ii. Work Release Participants: 80-102
- 5. How many visitors on average do you have at any one time? Day time: 5, Afternoon/Evening 10-15
- 6. Describe you record/file storage needs (number and size of file cabinets and/or rooms, secure/non-secure) and duration you retain records by type:
  - a. We adopted the state mandated records retention schedule that probation uses; however, we have storage rooms full of records dating back to the inception of the facility. No files have ever been destroyed.
  - b. We have 2 small and 1 large storage room with file cabinets. We also have a maintenance department area with supply storage, a closet area for cardboard and cleaning Electronic Monitoring bracelets, and a closet for storing cleaning supplies.
  - c. Commissary is also a storage area for all commissary supplies, as well as some cleaning supplies.
- 7. Describe your departments special system needs:
  - a. Information Technology:
    - i. Software system to manage Work Release participants schedules and in/out status and times
    - ii. Upgrade to the Stanley system to get the observation room on the lock/unlock system
    - iii. Security camera upgrade with better night vision and audio in more locations throughout lockdown.
  - b. Security:
    - i. Separate Work Release Entrance
    - ii. Body scanners to eliminate contraband
    - iii. Metal detectors for general public and home detention participants to pass through prior to meeting with staff.
  - c. Other:
    - i.
- 8. What type of space do your staff need to efficiently perform their duties/tasks:



Staff Position/Title	Office (√)	Approximate Size	Work Station/Desk (√)	Approximate Sixe
1. CQI Specialist			1	
2. Support Staff/Data Entry			2	
3. Treatment Program Facilitator			2	

9. What type of support space other than offices, work stations and record/file storage do you need to be operationally efficient?
  - a. Conference/meeting rooms:
    - i. Number of people: 3-4 additional classrooms with capacity of 15 – 20 with at least one larger training room for staff
    - ii. Special amenities: All equip with A/V
  - b. Supply storage:
    - i. Storage space with loading dock
  - c. Evidence Storage:
    - i.
  - d. Break room/galley:
    - i.
  - e. Reception Counter
    - i. Separate reception area for general public, inaccessible to work release participants
    - ii.
  - f. Reception/Waiting:
    - i. Separate reception for general public, inaccessible to work release participants
    - ii.
  - g. Workroom:
    - i. Work Room space expanded. Currently only in a closet.
    - ii. Need counter space and many cabinets
  - h. Public Work Stations/Data Stations
    - i. Classroom/computer lab area for participants
    - ii.
  - i. Other
    - i.
    - ii.

10. Other Programming Comments:
  - a. Dubois County Community Corrections has discussed the option of facilitating an in-patient residential program in the building. This would require a separate housing unit that would be accessible to classrooms, maybe with a classroom or case manager office inside the living unit. One of the major areas this community is lacking is quality in-patient substance abuse and mental health treatment. This would be managed from an operational standpoint, by Community Corrections who would contract out for treatment services offered by licensed practitioners. Community Corrections already has a rehabilitative nature to the programs, and the staff know that rehabilitation is ingrained in the mission. It would be the natural place to house such a program, especially because of our strict adherence to evidence-based practices and effective intervention. Outcomes would be best for such a program in our environment in comparison to the jail.

C. Conceptual Design

1. Briefly summarize your operational philosophies:
  - a. Staff:

- i. Staff is the vehicle to achieve your mission. Staff the agency, to the best of your ability, to ensure all areas of the mission are being met and exceeded. If not, analyze operations. If that doesn't work analyze staffing.
  - b. Public:
    - i. The public needs to be educated on Community Corrections, and the millions of dollars it saves the county by not having to house these participants in jail. We are an effective alternative sentencing option, and a wonderful investment.
  - c. Other Departments:
    - i. Other departments are all part of the county, and we should all work together in a team effort. May other departments share this view. A few do not. We accomplish so much more when we work together.
  - d. Other Agencies:
    - i.
  - e. Other:
    - i.
2. What departments do you need to be close to (Adjacency) to be operationally efficient?
    - a. Jail, immediately adjacent
    - b. Court Substance Abuse Services Office, Probation, Courts, Prosecutor (within a short driving distance)
  3. Describe what spaces within your office need to be adjacent to each other to achieve operational efficiency:
    - a. lock down and pat down area
    - b. lobby and reception area
    - c. case manager offices and admin offices
    - d. substance abuse services offices and the lobby
  4. What spaces do you anticipate being used by the general public; how many might use the space at any one time and what hours?
    - a. lobby- up to 25-30 typically most busy between 4 PM – 8 PM
    - b. classrooms-- up to 25-30 typically most busy between 4 PM – 8 PM
  5. What spaces need public access and what level of security is anticipated?
    - a. Classrooms
    - b. Lobby
    - c. Case Management Hallway with secure door
  6. Briefly discuss the existing building deficiencies that adversely affect your department's operations
    - a. See attachment with Jerry's notes, maintenance department

**\*\* General thoughts:**

There is a rather large pretrial population housed in the jail. If we could utilize pretrial supervision options more frequently, overcrowding may be less of a problem.

There is an extreme lack of mental health and substance abuse in-patient services. This county needs to make mental health a priority. Our jail population will continue to increase if we do not help them address the problems that brought them into contact with the criminal justice system in the first place.

If you have questions feel free to contact Sanjay Patel with RQAW Corporation (Phone: 317/815-7244 E-Mail : spatel@rqaw.com). Once the Data Request is completed, return the responses to spatel@rqaw.com

Dubois County Jail Study  
RQAW Questionnaire

Facility: Courts  
Department/ Division: Superior Court  
Responder: Mark R. McConnell, Judge  
Date of Response: January 2019

A.

1.

- a. The D.O.C. has determined that our jail is overcrowded and therefore it must be remodeled, or a new, larger jail is needed. In the alternative some means of reducing the jail population must be determined.
- b. Recent legislation has placed emphasis on jailing less serious offenders locally or imposing community corrections sentences as opposed to committing such individuals to state prison. As a result, more pressure is put on these local assets.
- c. Both the jail and community corrections center would be better served by additional classroom space to be used for treatment of those with drug, alcohol, or mental health issues with the goal of providing programming to reduce recidivism.
- d. The opioid crisis and the practice of providing free needles to drug users has only increased the number of offenses being committed.
- e. Numbers of female offenders seems to be increasing dramatically, creating a need to have dorms or pods that may be readily adapted back and forth between male and female populations to adjust as needed to a spike in either population.

2. I have attached the following in answer to this question:

Memo to County Commissioners dated June 21, 2017

Judge's Survey dated 12/7/17

Memo to Gil Eckerle dated May 22, 2018

Memo to County Commissioners dated August 6, 2018

3. See answer to No. 2 above.

4. We do screenings of those arrested to determine their pre-trial risk level so we can decide if they should remain in jail; have bail set, and to assess the proper amount of bail; if they should be placed on pre-trial supervision through community corrections; if certain pre-trial conditions of bail should be imposed such as no-contact orders, substance abuse assessments and referrals, abstention from drug or alcohol use, prescription monitoring, mental health referrals, etc.; and if they should be released without bail on a promise to appear for future court dates.

The Prosecutor's Office offers pre-trial diversion agreements for first offenses of many kinds.

The Court in other cases will place offenders in Court Custody without a conviction provided they do not reoffend for a specified period.

We also, of course have a full array of sentencing options including informal probation, supervised probation, community service, daily reporting, home detention, and work release.

5. Superior Court has had a Drug Court since 2006. Circuit Court has a Truancy Court in addition to juvenile jurisdiction.

6.	2014		2015		2016		2017	
	D	6	D	6	D	6	D	6
Male	97	14	12	81	0	104	1	92
Female	42	5	9	31	4	45	0	40

B. See answer to A. 2. Above.

**DUBOIS County, IN**  
**Jail and Justice System Assessment**  
**Judges' Survey**

(District Court and Magistrates that primarily handle criminal cases)

Court Dubois Superior Court

Person(s) Interviewed Judge Mark McConnell Date \_\_\_\_\_

1. What is the structure and organization of the courts in Dubois County?  
*We have a Circuit Court - Judge Nathan Verkamp  
 and a Superior Court - Judge Mark McConnell  
 Caseload is divided per attached local rule*
2. Does Dubois County have any problem solving courts (veterans, substance abuse, etc)?  
 If so, please briefly describe the type and level of utilization.  
*We have drug court that is under Superior Court*
3. Does the jurisdiction have ability to set bail 24 hours a day?  
*Judges can be reached by phone, however we have a bail  
 schedule that is primarily used by the jail for offenders arrested  
 after hours or on weekends.*
4. Can a judge review bail set by another judge?  
*Usually not, but if one judge cannot be reached the other  
 is often available to address such matters.*
5. Are summons, in lieu of arrest, issued on a regular basis?  
*yes*
6. Do the judges use a bail schedule?  
*yes*
7. Does the jurisdiction have systems in place whereby bonds and fines can be paid 24  
 hours a day?  
*yes. During office hours they are paid through the Clerk's  
 office. After hours/weekends they can be paid at the jail.*
8. Are there some detainees automatically excluded from having a bond set by policy  
 decision or by statute?  
*yes*

9. Are video arraignments conducted? If so, for what types of hearings?

*No*

10. How is initial appearance handled (rotational, always same judge, several judges at a time, five days/week, seven days/week)?

*Each judge handles any case filed in their court unless a judge is unavailable and the other judge will handle it for him.*

11. What is the court's policy on bond reviews?

*Superior Court - I will set a review hearing almost always if requested.*

12. What is the court's policy on continuances?

*Short continuances are almost always granted. Continuances are less likely as the case gets age but may be granted so long as the parties are working toward a resolution. We try to keep cases moving and*

13. What is the court's policy on probation revocation? *to be efficient.*

*Whenever violations occur the probation Dept. notifies the prosecutor & files a petition to Revoke. The Court conducts an initial revocation hearing advising the probationer of the allegations, his rights. We review counsel status, set an admit/deny*

14. How is the court's docket managed (e.g., by judge, court administrator, or prosecutor)? *hrz. before a formal evidentiary hearing.*

*The Court (Judge & court reporters) manage the docket with input from prosecutors, probation, defense counsel)*

15. What sentencing options/alternatives are the Courts currently using?

*D.O.C., jail, Work Release, Home Detention, Community Service, Drug Court, Probation, SCRAM device, Specialized Driving Privileges, Ignition Interlock*

16. What other sentencing options would be considered if they were available?

*I believe we have all options available to us.*

17. To what extent is the current condition of the jail or lack of bed space a factor in pre-trial release or sentencing decisions?

*Minimal, if at all.*

18. Are there mandatory sentencing laws that affect the jail population? If so, please describe.

*I don't believe any such laws have affected our jail population.*

19. Are there laws or policies which mandate pretrial incarceration in DWI or domestic violence cases?

*Must incarcerate DWI arrestees until they sober up. Domestic violence arrestees are normally held for a "cool down" period.*

20. Are there mental health laws that have an impact on the jail population? If so, please describe.

*Not that are impacting the jail population that I am aware of.*

21. Is there any new or pending legislation that is likely to impact the jail population in the future? If so, please describe.

*New legislation has required those convicted of Level 5 felonies or above to serve  $\frac{3}{4}$  of their sentence vs.  $\frac{1}{2}$  in past. D.O.C. will not accept. Level 6 felonies or misdemeanors unless as a result of revoke of Prob. or community*

22. Are there standing court orders that allow the sheriff to release inmates when a certain population level is reached?

*No*

23. Is the jail able to transport inmates to court in a timely manner?

*yes*

24. Are any additional judiciary-related issues not addressed in these questions?

*I don't believe we have had chronic jail overcrowding. The population in jail fluctuates. At times we could use additional space in jail and our community corrections center. Inasmuch as the majority of Defendants in both courts have drug, alcohol, or mental health issues that co-exist with their criminal behavior I believe a secure rehabilitation center might be a wiser use of dollars than adding on to the jail or community corrections center. I believe this would reduce the populations of both and do more to address recidivism than could be accomplished in jail.*

TO: Indiana Supreme Court  
Office of Judicial Administration  
State House, Room 314  
200 West Washington Street  
Indianapolis, IN 46204

The Judges of Dubois Circuit Court and Dubois Superior Court give notice this 24<sup>th</sup> day of May, 2017 that they will continue to allocate their caseload as follows pursuant to Local Rules LR19-AR1-4 and LR19-CR2.2-2

#### LR19-AR1-4 CASELOAD ALLOCATION

In order to ensure an even distribution of judicial workload between the two Courts in Dubois County, pursuant to Administrative Rule 1, the Courts are adopting the local rule as follows:

1. Dubois Circuit Court shall have exclusive jurisdiction of all probate and juvenile matters;
2. Dubois Superior Court shall have exclusive jurisdiction of all traffic and small claims cases;
3. Both Courts shall have concurrent jurisdiction for all other cases.

#### LR19-CR2.2-2 ASSIGNMENT OF CASES

Pursuant to current policy, all cases which involve juveniles, domestic violence, and check deception shall be filed in Dubois Circuit Court. All cases involving traffic-related offenses, small claims, conservation violations, and all alcohol-related offenses shall be filed in Dubois Superior Court.

In addition, beginning July 1, 1995, the following categories of charges shall be filed in the Dubois Circuit Court and Dubois Superior Court respectively:

##### DUBOIS CIRCUIT COURT

Homicide  
Mischief  
Burglary  
Trespass  
Forgery  
Battery  
Kidnapping  
Sex Crimes  
Robbery  
Crimes against Public  
Administration  
Bribery and Other Official

##### DUBOIS SUPERIOR COURT

Arson  
Theft  
Home Improvement Fraud  
Offenses against Public Health, Order and  
Decency  
Public Order  
Communications  
Pollution  
Public Indecency  
Prostitution  
Gambling  
Racketeering



Misconduct  
Perjury  
Interference with  
Governmental Operations  
Article 46 – Miscellaneous Offenses  
Weapons and Violence

Loan sharking  
Gang Control  
Stalking  
Controlled Substances  
Obscenity and Pornography

In the event of dismissal and re-filing of a criminal case, it shall be re-filed in the same court in which it was originally filed.

  
NATHAN A. VERKAMP, JUDGE  
DUBOIS CIRCUIT COURT

  
MARK R. McCONNELL, JUDGE  
DUBOIS SUPERIOR COURT

From: Mark R. McConnell

To: Gil Eckerle

Re: Criminal Justice System Wish List

Date: May 22, 2018

Dear Gil:

Let me qualify my comments by saying that they are in response to a request for a "wish list" and that I am not in any way complaining about the current state of any of our facilities as I consider myself very fortunate to be serving the people of Dubois County with the accommodations that exist. I believe that we are resourceful and have and will make do with whatever conditions exist. That being said here goes.

Enclosed is a copy of a memo I sent to the County Commissioners in June, 2017. This was my wish list in general terms and my request has not changed. I have learned since that time that Dearborn County has a program that is essentially what I had outlined. It is my understanding that a visit from their representative is in the works so that we can learn more details as a team about their program. It is called the JCAP (Jail Chemical Addiction Program). In this program individuals who are incarcerated for drug offenses, or who admit they have a drug problem with which they want assistance, and who meet certain assessment criteria agree to stay in jail for at least 90 days in a pod that is isolated from the general population of the jail. While in this pod they attend group counseling sessions, and participate in cognitive behavioral change programs. They are not guaranteed any particular result and are told up front that participation in the program does not entitle them to any favorable treatment in their case. They further agree that upon completion of the JCAP program they will participate in aftercare as recommended. This may be in the form of being admitted to drug court for longer term treatment or to a community substance abuse treatment provider as required by the Court Alcohol and Drug Program, or even at the Department of Correction if imprisoned. This JCAP program is not the end, but rather the beginning of the offender's treatment, but gets them off to a good start in a secure, drug free environment away from offenders who are not interested in change and gives them a strong foundation on which to build.

Dearborn County started their program in their old jail, proving that a state of the art facility is not necessary in order to succeed in addressing substance abuse issues among this population. I believe that such a program if implemented here could reduce the jail population such that our overcrowding issue might be eliminated over time without building a new jail. In Dearborn County, however, a new jail was subsequently built with the full support of their county officials and that has enhanced their program. If it's a wish list you want I believe that a new jail with multiple pods that would allow segregation of men from women, and those seeking help with substance abuse from those who are not would be ideal, where these two

populations never mix. Dearborn County, as I understand it holds arrestees in isolation when first arrested and performs assessments in the first week or so to see if an individual is an appropriate candidate for the program. If deemed appropriate they are promptly placed in the JCAP pod. The programming is such that they can be plugged in at any point and advance individually. When this program first started Dearborn County had a professional on staff that administered the program. Since then that person has moved on and they now contract with outside providers to provide the program. I believe in order to operate such a program a new jail would ideally have multiple pods, multiple classrooms, an office(s) for a treatment provider(s) and individual meeting rooms for any individual counseling that may be necessary.

I note that the Sheriff of Daviess County recently oversaw the construction of a new jail and seemed to be very knowledgeable and fiscally conservative. He seemed to know where money could be saved by using local contractors, different materials, etc. and brought their jail in under budget. He is retiring at the end of the year. I think it would be outstanding if we could convince him to come aboard as Clerk of the Works to construct our new jail, if the Commissioners choose to build one.

As for the rest of the justice system my thoughts are as follows:

The need for beds in our community corrections center will likely continue to grow. I expect we will need to add on to that facility in the near future as well. The female work release program has been at or near capacity for nearly a year and a half. The male dorms seem to be within about 10 % from full capacity. Likewise this center provides a myriad of evidenced based programming to offenders and I am told there are not sufficient classrooms to conduct all of the meetings and classes they would like to provide. I am also told that additional office space is needed as well so that case managers can conduct confidential meetings with clients. Our Court Alcohol & Drug Program and our Drug Court Offices are also housed in the same building. Currently we have a director, a case manager, and an administrative assistant sharing one room. Needless to say this is chaotic and does not allow for the necessary confidentiality these positions require to meet with clients and to perform assessments. I anticipate over time that a Veterans Treatment Court may be added requiring another case manager. As these offices grow additional staff will likely be needed. Perhaps this could be a use of the old jail to house these and other offices if it can be done in a fiscally sound way? Bottom line is that the community corrections center is bulging at the seams.

As for the Courthouse, improvements that I would like to see include a secure sally port that would allow prisoners to be transported from the jail without being exposed to the weather or the general population. There is also a tremendous, tremendous need for attorney-client meeting space. This would include secure rooms with windows where attorneys could meet with their incarcerated criminal clients as well as several small conference rooms to be used by attorneys to meet with civil clients or to conduct mediations. We currently take prisoners from lock up near the bench, through the often crowded courtroom, into the jury room at the back of the courtroom to confer with attorneys. We currently have one very small dedicated conference room (8'x9') in the entire courthouse, situated near the restrooms on the second floor. Attorneys use hallways, corners, the jury room, the third floor courtroom, the

assessors hearing room, etc. to meet with clients or conduct mediations. This is far from ideal. Most courthouses have at least two meeting rooms per courtroom, and more would really be ideal. The only complaint I get from jurors is usually that the jury room is either too hot or too cold. I also believe that the jury rooms are extremely small, especially when a 12 person jury with an alternate(s) is needed. We have an issue with sound from the heating and air conditioning system that has really existed ever since the courthouse was remodeled the last time. It was addressed with baffles, but this really did not solve the problem either. Generally we are required to shut off the heating or cooling during court sessions so everyone can hear and the session can be properly recorded. Then we turn it back on during breaks to cool off or heat up as needed. As you might imagine this is not the best as far as the comfort of those in the courtroom. Believe it or not, the fountain on the west lawn of the Courthouse also makes a great deal of noise and is distracting as is the chiller unit on the northwest corner of the Courthouse that whines incessantly. Between all of these things contributing to noise pollution in the courtroom, hearing witness testimony is a sometimes a challenge for the aging judge and some jurors. We could also stand to have some more modern capabilities to show videos to the jury or present electronic evidence or visual aids. Currently the Prosecutor's Office provides a big screen television for jury trials, but this is really not their responsibility. I know Judge Verkamp has often spoken of the ways he might benefit from a closed-circuit television connection to handle hearings remotely.

Thank you, Judge McConnell

From: Dubois County Jail Study Committee, Gil Eckerle, Chairman  
To: Dubois County Commissioners  
RE: Recommendations of Study  
Date: August 6, 2018

After a comprehensive study of the criminal justice system in Dubois County, Indiana, we recommend the following in order of priority:

1. Construction of a new security center that meets the following criteria:
  - A. 250-300 inmate capacity;
  - B. Designed with a central officer-occupied tower surrounded by pods in which inmates can be segregated by gender, level of offense, treatment vs. non-treatment, etc. (similar to Daviess County, Indiana);
  - C. That inmates who qualify receive substance use disorder treatment for at least 90 days in a program similar to Dearborn County's JCAP and that the security center contain sufficient classroom space to accommodate this;
  - D. That appropriate jail inmates have access to all of the same evidence-based programming available to participants of our community corrections center. (This is not currently the case);
  - E. A feasibility study be undertaken as required by law.

2. The Dubois County Community Corrections Center be expanded. Currently we have male and female individuals in jail on a waiting list awaiting work release beds. Best case scenario would be to structure the new jail and community corrections in such a way that the evidence-based programming resources currently available in community corrections could also be provided to appropriate jail inmates.

3. Determine what economically feasible use of the current security center can be accomplished, if any. It may be possible to use it to expand community corrections or house justice system support offices, such as probation, prosecutor, etc. We are told that if we make any alterations to it as a jail then the entire facility must be brought up to current D.O.C. standards and such an undertaking would be more costly than just tearing it down and starting over. The feasibility study may answer these questions.

4. Consideration should be given to creation of a totally new Judicial or Justice Center if savings can be achieved in the long run by doing so now as opposed to building this in

a future phase. Our current courthouse has many security and other issues that can be better discussed in a closed session.

*Appendix K: Regional Jail Letters (HB1263)*

---



BOARD OF COMMISSIONERS  
OF  
DUBOIS COUNTY

Chad A. Blessinger  
Elmer Brames  
Nick Hostetter

One Courthouse Square  
Jasper, Indiana 47546  
Phone: 812-481-7045  
Fax: 812-481-7044

Commissioners,

Dubois County is performing a comprehensive justice system study currently. We hired a firm to work with us on a study and have brought on a financial consultant to help determine funding options. As part of this process, we are exploring the idea of a regional jail.

As you are likely aware, HEA 1263 was enacted in 2018 by the state legislature. One component of the act mentions a county may adopt an ordinance to impose a tax rate for correctional facilities and rehabilitation facilities in the county. It further provides that before adopting the ordinance to impose the tax rate, the county council must first study the feasibility of, the need for, and the desire of contiguous counties to establish a regional single gender jail.

I write today to ask if you think such a project is feasible, is needed or if your county has any desire for a regional jail. My understanding is the county executive may not enter into a regional jail agreement unless the regional jail agreement is first approved by both the county fiscal body and the county sheriff. It is my opinion this would be a hard sell in many ways but do believe it is worth exploring.

Thank you for your consideration of this issue. I would greatly appreciate a response by mail or email.

  
Chad Blessinger

President, Dubois County Commissioners

[cablessinger@duboiscountyin.org](mailto:cablessinger@duboiscountyin.org)

1 Courthouse Sq. Room 104  
Jasper, IN 47546



Daviess County Commissioners  
200 E Walnut St  
Washington, IN 47501

Martin County Commissioners  
PO Box 600  
129 S Main St  
Shoals, IN 47581

Orange County Commissioners  
205 E Main St Suite 1  
Paoli, IN 47454

Crawford County Commissioners  
715 Judicial Plaza Drive  
English, IN 47118

Perry County Commissioners  
2219 Payne St  
Tell City, IN 47586

Pike County Commissioners  
801 E Main St  
Petersburg, IN 47567

Spencer County Commissioners  
200 Main St Room 6  
Rockport, IN 47635

Warrick County Commissioners  
One County Square, Ste 214  
Boonville, IN 47601



www.pickperry.com

## Perry County Commissioners

2219 Payne Street  
Tell City, Indiana 47586  
Phone: 812.547.2758  
Fax: 812.547.9786

.pccomm@psci.net  
www.perrycounty.IN.gov

March 4, 2019

Chad Blessinger, President  
Dubois County Board of Commissioners  
One Courthouse Square, Room 104  
Jasper, IN 47546

RE: Regional Jail

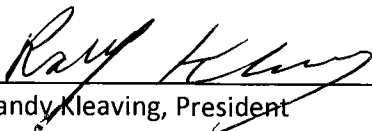
Dear Commissioner Blessinger,

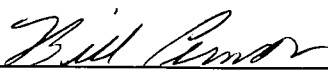
The Perry County Board of Commissioners would like to thank you for your consideration in exploring the idea of a regional jail as part of the process of your comprehensive justice system study. Perry County built a new jail facility in 2014. The funding for the construction of our jail was made possible from the passing of an additional tax rate per IC 6-3.6-7-17. Therefore, Perry County would not be interested in a regional jail.

We wish you all the best during your justice system study and hope that Dubois County experiences a desirable outcome.

Sincerely,

Perry County Board of Commissioners

  
\_\_\_\_\_  
Randy Kleaving, President

  
\_\_\_\_\_  
Bill Amos, Vice President

  
\_\_\_\_\_  
Thomas J. Hauser, Commissioner

**PIKE COUNTY COMMISSIONERS**  
**801 MAIN STREET**  
**PETERSBURG, INDIANA 47567**  
**812.354.8448**

3/11/19

Dear Commissioner Blessinger,

Thank you for contacting the Pike County Board of Commissioners regarding the need and/or interest in a regional single gender jail. At this point in time, we have no interest in a regional jail. If you have any other questions or concerns, please feel free to reach out again.

Sincerely

The Pike County Board of Commissioners



*Pike County Courthouse*

*Circa 1970*

*Petersburg, Indiana*

*Appendix L: Federal Performance Based Detention Standards*

---

## **PURPOSE OF THE FEDERAL PERFORMANCE-BASED DETENTION STANDARDS**

The Federal Performance-Based Detention Standards is based on the American Correctional Association Standards and is designed to establish the performance level required by the Government to meet the detention contract requirements. The Federal Performance-Based Detention Standards is an aid for Subject Matter Experts designed to support the Government Contract Quality Assurance Program (Federal Acquisition Regulation Part 46).

## 2017 Update of the Federal Performance Based Detention Standards (FPBDS)

This update of FPBDS included the review of current industry standards in medical, food, fire and environmental safety and other standards, including:

- American Correctional Association's (ACA), Performance Based Standards for Adult Local Detention Facilities (ALDF), 4<sup>th</sup> Edition
- National Commission on Correctional Health Care (NCCHC), Standards for Health Services in Jails, 2008
- National Fire Protection Association (NFPA), Life Safety Code 101
- Food and Drug Administration, U.S. Food Code, 2013

Additionally the review incorporates the principles established by the January 2016, U.S. Department of Justice, Report and Recommendations, Concerning the Use of Restrictive Housing.

If a standard discussed below was directly related to one of the industry standards used above, the industry standard is cited below the FPBDS standard (e.g., "4-ALDF-7D-06").

# CONTENTS TO FEDERAL PERFORMANCE-BASED DETENTION STANDARDS REVIEW BOOK

## **SECTION A: ADMINISTRATIVE AND MANAGEMENT**

A.1	Policies and Procedures .....	7
A.2	Quality Control.....	7
A.3	Detainee Records.....	7
A.4	Facility Admission and Orientation Program .....	8
A.5	Detainee Property.....	9
A.6	Detainee Transfers and Releases.....	10
A.7	Detainees with Disabilities .....	10
A.8	Discrimination Prevention .....	10
A.9	Staffing .....	11
A.10	Staff Training .....	12
A.11	Emergency Plans .....	15
A.12	External Agency Notifications .....	15
<b>SECTION B: HEALTH CARE .....</b>		<b>16</b>
B.1	Health Care Administration .....	16
B.2	Intake Health Screening .....	18
B.3	Medical, Mental Health, and Dental Appraisals.....	19
B.4	Access to Health Care .....	21
B.5	Provision of Health Care.....	22
B.6	Incident Health Care.....	25
<b>SECTION C: SECURITY AND CONTROL .....</b>		<b>29</b>
C.1	Correctional Supervision.....	29
C.2	Detainee Accountability .....	29
C.3	Control of Contraband .....	30
C.4	Use of Force/Non-Routine Application of Restraints .....	30
C.5	Weapons Control.....	31
C.6	Keys, Tools, and Medical Equipment Control.....	32

C.7 Post Orders ..... 33

C.8 Detainee Discipline ..... 33

C.9 Detainee Transportation..... 35

**SECTION D: FOOD SERVICE .....36**

D.1 Food Service Administration ..... 36

D.2 Food Service ..... 42

D.3 Food Storage and Preparation..... 37

D.4 Equipment, Utensils, and Linens ..... 37

D.5 Detainee Meals and Special Diets..... 39

**SECTION E: RESTRICTIVE HOUSING .....40**

E.1 Detainee Records ..... 40

E.2 Detainee Transfer and Releases..... 40

E.3 Staffing ..... 40

E.4 Staffing Training ..... 40

E.5 Incident /Health Care..... 40

E.6 Detainee Discipline..... 41

E.7 Administrative/Disciplinary ..... 41

E.8 Restrictive Housing:Classification and Housing..... 46

**SECTION F: SAFETY AND SANITATION .....46**

F.1 Fire Safety and Chemical Control ..... 46

F.2 Sanitation and Environmental Control..... 48

F.3 Clothing and Bedding ..... 49

F.4 Detainee Hygiene ..... 50

F.5 Emergency Power and Communication..... 51

**SECTION G: SERVICES AND PROGRAMS .....51**

G.1 Classification and Housing..... 51

G.2 Access to the Courts and Legal Materials..... 52

G.3 Mail..... 52

G.4 Telephones ..... 53

G.5 Religious Programs ..... 53

G.6 Recreation ..... 53

G.7 Visitation ..... 54

G.8 Work Programs..... 54



G.9 Grievance Program..... 54

# ADMINISTRATION AND MANAGEMENT

## SECTION A:

## A.1 Policies and Procedures

- A.1.1 The facility director ensures that written policies and procedures describe all facets of facility operation, maintenance, and administration. **4-ALDF-7D-06**
- A.1.2 Written policies and procedures are communicated to all employees unless security concerns justly limit access. **4-ALDF-7D-06**
- A.1.3 Detainees can obtain copies of facility policies and procedures unless security concerns justly limit access. **4-ALDF-7D-06**
- A.1.4 Policies and procedures are reviewed and updated on an annual basis. **4-ALDF-7D-06**

## A.2 Quality Control

- A.2.1 An internal quality control plan requires an annual review of the facility operations to ensure compliance with facility policies and procedures. Corrective measures are identified and completed. **4-ALDF-7D-09**
- A.2.2 At a minimum, the internal quality control plan addresses the following areas:
  - A.2.2.a Detainee Health Care
  - A.2.2.b Security and Control
  - A.2.2.c Safety and Sanitation
  - A.2.2.d Food Service
  - A.2.2.e Detainee Grievance Program
  - A.2.2.f Staff Training/Professional Certifications
- A.2.3 The review of the detainee grievance program not only ensures the viability of the grievance program but identifies grievance trends pertaining to facility functions and staff.
- A.2.4 Documentation of the previous quality control review and the corrective action measures are kept on file.
- A.2.5 The facility administrator or assistant facility administrator, and designated department heads visit the facility's living and activity areas at least weekly to encourage information contact with staff and detainees and to encourage informal contact with staff and detainees and to informally observe living and working conditions. **4-ALDF-2A-06**

## A.3 Detainee Records

- A.3.1 The facility maintains custody records on all detainees committed or assigned to the facility.

- A.3.2 Each detainee custody record will include the following:
  - A.3.2.a Intake/booking information
  - A.3.2.b Cash and property receipts
  - A.3.2.c Reports of disciplinary actions, grievances, incidents, or crimes(s) committed while in custody
  - A.3.2.d Frequency and cumulative length of restrictive housing placements **DOJ-Restrictive Housing Report**
  - A.3.2.e Records of program participation
  - A.3.2.f Work assignments
  - A.3.2.g Classification records
- A.3.3 The contents of detainee records are identified and separated according to a format approved by the facility director. **4-ALDF 7D-20**
- A.3.4 Detainee files shall be located in a secured area and maintained in an appropriately confidential manner.
- A.3.5 Detainee files remain active during the detainee's stay at a facility and are closed and archived upon the detainee's transfer, release, or removal.

#### **A.4 Facility Admission and Orientation Program**

- A.4.1 The admission process for newly admitted detainees includes but is not limited to: **4-ALDF 2A-21**
  - A.4.1.a Recording basic personal data and information to be used for mail and visiting lists
  - A.4.1.b Photographing and fingerprinting
  - A.4.1.c Medical, dental, and mental health screenings
  - A.4.1.d Screening to detect signs of drug/alcohol abuse
  - A.4.1.e Suicide screening
  - A.4.1.f Searching of detainees
  - A.4.1.g Inventorying of detainee property
- A.4.2 Newly admitted detainees are separated from the general population during the admission process. **4-ALDF-2A-22**
- A.4.3 Before reassignment from intake and short-term holding, there is an initial classification of the detainee that considers safety and security issues. **4-ALDF-2A-25**

- A.4.4 Prior to placing and detainee in general population, the detainee is given the opportunity to shower and is issued clean laundered clothing. **4-ALDF-2A-26**
- A.4.5 Prior to being placed in the general population, each detainee is provided with an orientation to the facility, which includes at a minimum **(4-ALDF-2A-27; 4-ALDF-4D-22)**:
- A.4.5.a Written materials describing facility rules and sanctions
  - A.4.5.b Explanation of mail and visiting procedures
  - A.4.5.c Explanation of transportation options for visitors
  - A.4.5.d Explanation of grievance procedures
  - A.4.5.e Explanation of all fees, charges, or copayments that may apply
  - A.4.5.f Description of services, programs, and eligibility requirements
  - A.4.5.g Information on how to access health care
  - A.4.5.h This information is contained in a written handbook that is given to each detainee.
  - A.4.5.i The handbook is translated into those languages spoken by significant numbers of detainees
  - A.4.5.j Sexual Assault Prevention/Intervention
  - A.4.5.k Sexual Assault Self-Protection
  - A.4.5.l Reporting sexual abuse/assault
  - A.4.5.m Sexual Assault Treatment and Counseling
- A.4.6 Detainees are screened within 24-hours of arrival at the facility for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior; housing assignments are made accordingly. **4-ALDF-4D-22-1**
- A.4.7 Detainees verify, by signature, the receipt of their initial orientation and of the detainee handbook and written orientation materials. Signed acknowledgement of the handbook is maintained in the detainee's file. **4-ALDF-2A-28**
- A.4.8 If a detainee cannot read orientation materials then they are read to the detainee by a staff member, or are provided through the use of an audio or video tape. For detainees who do not speak English, interpretive services are provided. **4-ALDF-2A-28**

## **A.5 Detainee Property**

- A.5.1 An itemized inventory of all personal property of newly admitted detainees is conducted during intake. An inventory receipt is provided to the detainee listing all property being held until release. **4-ALDF-2A-23**
- A.5.2 Space is provided for storing the personal property of detainees safely and securely. **4-ALDF 2A-24**
- A.5.3 A system for the tracking and maintenance of detainee personal property and funds on deposit with the facility exists and is in use.

## **A.6 Detainee Transfers and Releases**

- A.6.1 Detainees are only released or transferred with proper orders and notification from the agency of jurisdiction.
- A.6.2 Prior to releasing or transferring a detainee, the facility verifies relevant paperwork/orders, as well as the identity of the detainee being released.
- A.6.3 Absent a compelling reason, detainees are not released directly from restrictive housing to the community. **DOJ-Restrictive Housing Report**

## **A.7 Detainees with Disabilities**

- A.7.1 Detainees with disabilities, including temporary disabilities, are housed in a manner that provides for their safety and security. **4-ALDF-6B-04**
- A.7.2 Housing used by detainees with disabilities, including temporary disabilities, is designed for their use and provides for integration with other detainees. **4-ALDF-6B-04**
- A.7.3 Program and service areas are accessible to detainees with disabilities housed at the facility. **4-ALDF-6B-04**
- A.7.4 Appropriately trained individuals are assigned to assist disabled detainees who cannot otherwise perform basic life functions. **4-ALDF-6B-06**
- A.7.5 Detainees with disabilities are provided with the education, equipment, and facilities, and the support necessary to perform self-care and personal hygiene in a reasonably private environment. **4-ALDF-6B-07**
- A.7.6 Reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and usable by visitors with disabilities. **4-ALDF-7E-05**

## **A.8 Discrimination Prevention**

- A.8.1 There is no discrimination regarding administrative decisions or program access based on a detainee's race, religion, national origin, gender, sexual orientation, or disability. **4-ALDF-6B-02**

- A.8.2 When both males and females are housed in the same facility, all available services and programs are comparable. Neither gender is denied opportunities on the basis of its smaller number in the population.

## A.9 Staffing

- A.9.1 A comprehensive staffing analysis is conducted annually. Essential posts and positions, as identified in the staffing plan, are consistently filled with qualified personnel. **4-ALDF 2A-14**
- A.9.2 Prior to entering on duty, a background investigation is conducted on all new employees, contractors, and volunteers.
- A.9.3 Background investigations include:
- A.9.3.a Criminal history
  - A.9.3.b Employment References
  - A.9.3.c Credit history
  - A.9.3.d Verification of US citizenship
  - A.9.3.e Pre-employment interview
  - A.9.3.f Drug screening
- A.9.4 A pre-employment physical examination is conducted for all potential Security personnel. **4-ALDF-7B-04**
- A.9.5 Within one year of each on-site employee's enter on duty date the facility administrator, or designee, shall review, identify, and resolve all derogatory information obtained during the background investigation.
- A.9.6 The facility conducts re-investigations of employees, contractors, and volunteers.
- A.9.7 Compliance with restrictive housing policies is reflected in the employee-evaluations of staff assigned to restrictive housing units. **DOJ-Restrictive Housing Report**
- A.9.8 The facility has a written code of ethics that it provides to all employees. At a minimum the code: **4-ALDF-7C-02; 4-ALDF-7C-01**
- A.9.8.a Prohibits staff, contractors, and volunteers from accepting any gift or gratuity from, or engaging in personal relations or business transactions with a detainee or a detainee's immediate family.
  - A.9.8.b Requires employees to immediately report arrests or other integrity violations relating to themselves or to fellow-employees.
  - A.9.8.c Prohibits the use/possession of illegal drugs.

- A.9.9 Sexual contact between staff and detainees, or contract personnel and detainees, regardless of consensual status, is prohibited and subject to administrative and criminal disciplinary sanctions. **4-ALDF-4D-22-5**
- A.9.10 Staff acknowledges in writing that they have reviewed facility work rules ethics regulations conditions of employment and related documents. A copy of the signed acknowledgement is placed in each staff member's personnel file. **4-ALDF-7C-03**
- A.9.11 The facility provides a confidential means for reporting staff misconduct by other staff and/or detainees.
- A.9.12 An investigation is conducted and documented whenever a sexual assault or threat is reported. **4-ALDF-4D-22-2**
- A.9.13 Staff misconduct allegations are investigated and/or reported to appropriate law enforcement entities.
- A.9.14 The agency of jurisdiction is notified of all employee sexual misconduct allegations made by detainees.

## **A.10 Staff Training**

- A.10.1 Each new employee is provided with an orientation prior to assuming duties. At a minimum, the orientation includes **(4-ALDF-7B-05)**:
  - A.10.1.a Working conditions
  - A.10.1.b Code of ethics
  - A.10.1.c Personnel policy manual
  - A.10.1.d Employees' rights and responsibilities
  - A.10.1.e Overview of the criminal justice system
  - A.10.1.f Tour of the facility
  - A.10.1.g Facility goals and objectives
  - A.10.1.h Facility organization
  - A.10.1.i Staff rules and regulations
  - A.10.1.j Personnel policies
  - A.10.1.k Program overview
- A.10.2 A qualified individual coordinates the staff development and training program. This person has specialized training for that position. Full-time training personnel complete at least a 40-hour training-for-trainers course. The training plan is reviewed annually. **4-ALDF-7B-06**
- A.10.3 All new professional and support employees, including contractors, who have regular or daily detainee contact receive training during their first year



of employment. Forty hours are completed prior to being independently assigned to a particular job. An additional 40 hours of training is provided each subsequent year of employment. At a minimum, this training covers the following areas:

- A.10.3.a Security procedures and regulations
- A.10.3.b Supervision of detainees
- A.10.3.c Signs of suicide risk
- A.10.3.d Suicide precautions
- A.10.3.e Use-of-force regulations and tactics
- A.10.3.f Report writing
- A.10.3.g Detainee rules and regulations
- A.10.3.h Key control
- A.10.3.i Rights and responsibilities of detainees
- A.10.3.j Safety procedures
- A.10.3.k Interpersonal relations
- A.10.3.l Social/cultural lifestyles of the detainee population
- A.10.3.m Cultural diversity
- A.10.3.n Communication skills
- A.10.3.o Cardiopulmonary resuscitation (CPR)/first aid
- A.10.3.p Counseling techniques
- A.10.3.q Sexual harassment/sexual misconduct awareness
- A.10.3.r Code of ethics
- A.10.4 All new full-time health care employees complete a formalized, 40-hour orientation program before undertaking their assignments. At a minimum, the orientation program includes instruction in the following **(4-ALDF-7B-09)**:
  - A.10.4.a The purpose, goals, policies, and procedures for the facility and parent agency
  - A.10.4.b Security and contraband regulations
  - A.10.4.c Key control
  - A.10.4.d Appropriate conduct with detainees
  - A.10.4.e Responsibilities and rights of employees
  - A.10.4.f Universal precautions
  - A.10.4.g Occupational exposure

- A.10.4.h Personal protective equipment
- A.10.4.i Bio hazardous waste disposal
- A.10.4.j An overview of the correctional field
- A.10.5 All new correctional officers receive 160 hours of training during their first year of employment. At least 40 of these hours are completed prior to being independently assigned to any post. At a minimum, this training covers the following areas **(4-ALDF-7B-10)**:
  - A.10.5.a Security and safety procedures
  - A.10.5.b Emergency and fire procedures
  - A.10.5.c Supervision of offenders
  - A.10.5.d Suicide intervention/prevention
  - A.10.5.e Use-of-force
  - A.10.5.f Offender rights
  - A.10.5.g Key control
  - A.10.5.h Interpersonal relations
  - A.10.5.i Communications skills
  - A.10.5.j Standards of conduct
  - A.10.5.k Cultural awareness
  - A.10.5.l Sexual abuse/assault intervention
  - A.10.5.m Cultural diversity for detainees and staff
  - A.10.5.n Code of ethics
  - A.10.5.o Correctional implications of young adult (age 18-24) brain development and associated de-escalation tactics. **DOJ-Restrictive Housing Report**
- A.10.6 Written policy, procedure, and practice provide that all correctional officers receive at least 40 hours of annual training. This training shall include at a minimum the following areas **(4-ALDF-7B-10-1)**:
  - A.10.6.a Standards of conduct/ethics
  - A.10.6.b Security/safety/fire/medical/emergency procedures
  - A.10.6.c Supervision of offenders including training on sexual abuse and assault
  - A.10.6.d Use of force

- A.10.7 Facility management and supervisory staff receive at least 40 hours of management and supervision training during their first year and at least 24 hours of management training each year thereafter. **4-ALDF-7B-11**
- A.10.8 All personnel authorized to use firearms receive appropriate training before being assigned to a post involving the possible use of such weapons. **4-ALDF-7B-14**
- A.10.9 Firearms' training covers the use, safety, and care of firearms and constraints on their use. **4-ALDF-7B-14**
- A.10.10 All personnel authorized to use firearms must demonstrate competency in their use at least annually. **4-ALDF-7B-14**
- A.10.11 All personnel authorized to use chemical agents receive thorough training in their use and in the treatment of individuals exposed to a chemical agent. **4-ALDF-7B-15**
- A.10.12 All security personnel are trained in self-defense and in the use of force to control detainees. **4-ALDF-7B-16**

## **A.11 Emergency Plans**

- A.11.1 There is a plan that specifies the procedures to be followed in situations that threaten facility security. Such situations include but are not limited to:
  - A.11.1.a Riots
  - A.11.1.b Hunger strikes
  - A.11.1.c Disturbances
  - A.11.1.d Escapes
  - A.11.1.e Hostage situations
- A.11.2 The facility has written agreements securing the provision of emergency assistance as identified by the emergency plans.
- A.11.3 A plan provides for continuing operations in the event of a staff work stoppage or other job action. Copies of this plan are available to appropriate supervisory personnel. **4-ALDF-1C-06**

## **A.12 External Agency Notifications**

- A.12.1 The facility director ensures the immediate notification to the agency of jurisdiction of serious incidents including, but not limited to:
  - A.12.1.a Deaths;
  - A.12.1.b Suicide attempts;
  - A.12.1.c Hunger Strikes;

- A.12.1.d Emergency medical trips;
- A.12.1.e Escapes;
- A.12.1.f Use of Force;
- A.12.1.g Full or partial facility lockdowns;
- A.12.1.h Incidents impacting facility operations (Riots, Disturbances, Food Strikes, Fires, Natural Disasters);
- A.12.1.i Assaults on staff or detainees requiring medical attention;
- A.12.1.j Detainee transportation incidents;
- A.12.1.k Incidents attracting unusual interest or publicity.

## SECTION B: HEALTH CARE

### B.1 Health Care Administration

- B.1.1 The facility has a designated health authority with responsibility for health care services.
- B.1.2 The responsibilities of the health authority include: **4-ALDF 4D-01**
  - B.1.2.a Developing mechanisms, including written agreements, when necessary to assure that the scope of services is provided and properly monitored
  - B.1.2.b Developing a facility's operational health policies and procedures
  - B.1.2.c Identifying the type of health care providers needed to provide the determined scope of services
  - B.1.2.d Establishing systems for the coordination of care among multidisciplinary health care providers
  - B.1.2.e Developing a quality management program
- B.1.3 The health authority may be a physician, health services administrator, or health agency. When the health authority is other than a physician, final clinical judgments rest with a single, designated, responsible physician. **4-ALDF 4D-01**
- B.1.4 Clinical decisions are the sole province of the responsible clinician and are not countermanded by non-clinicians. **4-ALDF 4D-02**
- B.1.5 Health care services are provided by qualified health care personnel whose duties and responsibilities are governed by job descriptions that include qualifications and specific duties and responsibilities. **4-ALDF 4D-03**
- B.1.6 Detainees are treated at the facility by health care personnel other than a licensed provider, the care is provided pursuant to written standing orders or direct orders by personnel authorized by law to give such orders.

**4-ALDF 4D-03**

- B.1.7 All professional staff comply with applicable state and federal licensure, certifications, or registration requirements. Verification of current credentials are on file in the facility. **4-ALDF 4D-05**
- B.1.8 The health authority shares with the superintendent or the warden information regarding a detainee's medical management. **4-ALDF 4D-13**
- B.1.9 The circumstances are specified when correctional staff are advised of a detainee's health status. Only that information necessary to preserve the health and safety of a detainee, other detainees, volunteers, visitors, or the correctional staff is provided. Information provided to correctional, classification staff, volunteers, and visitors addresses only the medical needs of the detainee as it relates to housing, program placement, security and transport. **4-ALDF 4D-13**
- B.1.10 Informed consent standards of the jurisdiction are observed and documented for detainee care in a language understood by the detainee. In case of minors, the informed consent of a parent, guardian, or a legal custodian applies when required by law. **4-ALDF 4D-15**
- B.1.11 When health care is rendered against the patient's will, it is in accordance with state and federal laws and regulations. Otherwise, any detainee may refuse, in writing, medical, dental, and mental care. If the detainee declines to sign the refusal form, it must be signed by at least two witnesses. The form then must be sent to medical and reviewed by a qualified health care professional. If there is a concern about decision-making capacity, and evaluation is done, especially if the refusal is for critical or acute care. **4-ALDF 4D-15**
- B.1.12 First aid kits are available in designated areas of the facility as determined by the designated health authority in conjunction with the facility administrator. The health authority approves the contents, number, location, and procedures for monthly inspection of the kits and written protocols for use by non-medical staff. **4-ALDF 4D-09**
- B.1.13 An automatic defibrillator is available for use at the facility. **4-ALDF 4D-09**
- B.1.14 Correctional and health care personnel are trained to respond to health-related situations within a four-minute response time. The training program is conducted on an annual basis and is established by the responsible health authority in cooperation with the facility or program administrator and includes instruction on the following: **4-ALDF 4D-08**
- B.1.14.a Recognition of signs and symptoms and knowledge of action that is required in potential emergency situations
  - B.1.14.b Administration of basic first aid
  - B.1.14.c Certification in CPR
  - B.1.14.d Methods of obtaining assistance
  - B.1.14.e Signs and symptoms of mental illness, violent behavior, and acute

chemical intoxication and withdrawal

- B.1.14.f Procedures for patient transfers to appropriate medical facilities or health care providers
- B.1.14.g Suicide intervention
- B.1.15 Individual health emergency (man-down) drills are conducted once a year on each shift where health staff are assigned. Each drill is evaluated. **NCCHC J-A-07**
- B.1.16 The method of recording entries in the health record and the format of the health record are approved by the responsible health authority and in a manner that ensures the health record file is complete maintained in a uniform manner. **NCCHC J-H-01; 4-ALDF 4D-26**
- B.1.17 The confidentiality of a patient's written or electronic health record as well as orally conveyed health information is maintained. **NCCHC J-H-02**
- B.1.18 Active and inactive health record files are retained or transferred as permanent records in compliance with the legal requirements of the jurisdiction. **4-ALDF 4D-28**

## B.2 Intake Health Screening

- B.2.1 All Detainees receive a medical and mental health screening upon admission to the facility. **4-ALDF 4C-22**
- B.2.2 Medical screenings are conducted by health trained or qualified health care personnel. **4-ALDF 4C-22**
- B.2.3 Medical screenings document the following:
  - B.2.3.a Inquiry into:
    - B.2.3.a.1 History of chronic illnesses, serious infections, or communicable diseases
    - B.2.3.a.2 Current illness or health problems
    - B.2.3.a.3 Dental problems
    - B.2.3.a.4 Drug and alcohol use
    - B.2.3.a.5 Pregnancy
    - B.2.3.a.6 Other health problems designated by the responsible physician
  - B.2.3.b Observation of the following: **4-ALDF 4C-22; NCCHC J-E-02):**
    - B.2.3.b.1 Behavior including state of consciousness, mental status, appearance, conduct, tremor, and sweating
    - B.2.3.b.2 Body deformities and other physical abnormalities
    - B.2.3.b.3 Ease of movement
    - B.2.3.b.4 Condition of the skin, including trauma markings, bruises, lesions, jaundice, rashes, and infestations,

recent tattoos, and needle marks or other indications of drug abuse

- B.2.4 A tuberculin skin test or radiograph is performed within 72 hours of arrival.
- B.2.5 Medical screenings result in one the following dispositions: Cleared for general population; Cleared for general population with prompt referral to appropriate health care service; or Referral to appropriate health care service for emergency treatment. **4-ALDF 4C-22**
- B.2.6 Mental health screenings are conducted by mental-health trained or qualified mental-health personnel. **4-ALDF 4C-29**
- B.2.7 Mental health screenings document the following:
  - B.2.7.a Inquiry into whether the detainee:
    - B.2.7.a.1 Has a present suicide ideation
    - B.2.7.a.2 Has a history of suicidal behavior
    - B.2.7.a.3 Is presently prescribed psychotropic medication
    - B.2.7.a.4 Has current mental health complaint
    - B.2.7.a.5 Is being treated for mental health problems
    - B.2.7.a.6 Has a history of inpatient or outpatient psychiatric treatment
    - B.2.7.a.7 Has a history of treatment for substance abuse
    - B.2.7.a.8 Has a history of sexually aggressive behavior
    - B.2.7.a.9 Is at risk for sexual victimization
  - B.2.7.b Observation of the following: **4-ALDF 4C-29; 4-ALDF 4D-22-4**:
    - B.2.7.b.1 General appearance and behavior
    - B.2.7.b.2 Evidence of abuse and/or trauma
    - B.2.7.b.3 Current symptoms of psychosis, depression, anxiety, and/or aggression
- B.2.8 Mental health screenings result in one the following dispositions: Cleared for general population; Cleared for general population with prompt referral to appropriate mental-health care service; or Referral to appropriate mental-health care service for emergency treatment. **4-ALDF 4C-29**

### **B.3 Medical, Mental Health, and Dental Appraisals**

- B.3.1 A comprehensive health appraisal for each detainee is completed by qualified health care professional within 14-days after arrival at the facility. If there is documented evidence of a health appraisal within the previous 90-days, a new health appraisal is not required except as determined by the designated health authority. **4-ALDF 4C-24**
- B.3.2 Health appraisals include the following: **4-ALDF 4C-24; NCCHC J-E-04**

- B.3.2.a A review of the intake screen
- B.3.2.b Collection of additional data to complete the medical, dental, mental health, and immunization histories
- B.3.2.c Recording of vital signs
- B.3.2.d Physical Examination, as indicated by the patient's gender, age, and risk factors
- B.3.2.e Review of the results of the medical examination, tests, and identification of problems
- B.3.2.f Immunizations, when appropriate
- B.3.2.g Initiation of therapy, when appropriate
- B.3.2.h Development and implementation of treatment plan, including recommendations concerning housing, job assignment, and program participation, when appropriate
- B.3.3 Medical appraisal results are reviewed by a physician or other qualified health care personnel. **NCCHC J-E-04**
- B.3.4 Detainees referred receive a comprehensive mental health appraisal by a qualified mental health person within 14-days after arrival at the facility. If there is documented evidence of a health appraisal within the previous 90-days, a new health appraisal is not required except as determined by the designated health authority. **4-ALDF-4C-30**
- B.3.5 The comprehensive mental health appraisal includes:
  - B.3.5.a History of:
    - B.3.5.a.1 Psychiatric hospitalization and outpatient treatment
    - B.3.5.a.2 Suicidal behavior
    - B.3.5.a.3 Violent behavior
    - B.3.5.a.4 Victimization
    - B.3.5.a.5 Special education placement
    - B.3.5.a.6 Cerebral trauma or seizures
    - B.3.5.a.7 Sex offenses
  - B.3.5.b Current status of:
    - B.3.5.b.1 Psychotropic medications
    - B.3.5.b.2 Suicidal ideation
    - B.3.5.b.3 Drug or alcohol use
  - B.3.5.c Orientation to person, place, and time
  - B.3.5.d Emotional response to incarceration
  - B.3.5.e Screening for intellectual functioning **ALDF 4C-30; NCCHC J-E-05**



- B.3.6 An oral screening by dentist or qualified health care professional trained by a dentist is performed within 14-days of admission. **4-ALDF 4C-20**
- B.3.7 Oral screening include (unless completed during intake screening):  
**4-ALDF 4C-20; NCCHC J-E-06**
- B.3.7.a Visual observation of the teeth and gums and notation of any obvious or gross abnormalities requiring immediate referral to a dentist
- B.3.7.b Instructions on dental hygiene
- B.3.8 The health record contains results of the medical, mental health, and dental appraisals with documentation of the referral or initiation of treatment when indicated.

## **B.4 Access to Health Care**

- B.4.1 All detainees are informed about how to access health services during the intake/admission process in a manner understood by the detainee to include translation into languages spoken by a significant numbers of detainees, or verbally communicated to the detainee if literacy is an issue. **NCCHC 4C-01**
- B.4.2 If the facility charges detainees a co-payment fee, detainees are informed of the guidelines of the co-payment program during the intake/admission process. **NCCHC 4C-02**
- B.4.3 Detainees are not denied access to health services due to an inability to pay co-payment fees.
- B.4.4 Co-payment fees are not applied to appointments, services, or follow-up appointments initiated by medical staff. **NCCHC 4C-02**
- B.4.5 Using readily available forms, all detainees may request health care services (sick call) on a daily basis. These requests are triaged daily by health professionals or health trained personnel, with a priority system used to schedule clinical services. **NCCHC 4C-03**
- B.4.6 Clinical services are available to detainees in a clinical setting at least five days a week and are performed by a physician or other qualified health care professional. **NCCHC 4C-03**
- B.4.7 Detainees who require health care beyond the capacity of the facility as determined by the responsible physician are transferred under appropriate security to a facility where such care is available. (All non-emergency outside care of USMS detainees shall require pre-authorization of the USMS to ensure consistency with USMS Detainee Health Care Standards).  
**NCCHC 4C-05**
- B.4.8 There are 24-hour emergency medical dental and mental health services. Services include the following (**NCCHC 4C-08**):
- B.4.8.a On-site emergency first aid and crisis intervention
- B.4.8.b Emergency evacuation of the detainee from the facility

- B.4.8.c Use of one or more designated hospital emergency rooms or other appropriate health facilities.
- B.4.8.d Emergency on-call physician, dentist, and mental health professional services are available 24-hours per day when the emergency health facility is not located in the community
- B.4.9 Health encounters including medical and mental health interviews, examinations, and procedures are conducted in a setting that respects the detainee's privacy. Female detainees are provided a female escort for encounters with a male health care provider. **4-ALDF-4D-19**

## B.5 Provision of Health Care

- B.5.1 If infirmity care is provided it includes at a minimum the following (**4-ALDF-4C-09; NCCHC J-G-03**)
  - B.5.1.a Definition of the scope of infirmity care services available
  - B.5.1.b A physician on call or available 24-hours a day
  - B.5.1.c A supervising registered nurse is on-site at least once every 24-hours
  - B.5.1.d Detainee patients are within sight or sound of a qualified health care professional
  - B.5.1.e A manual of nursing care procedures is consistent with the state's nurse practicing act and licensing requirements
  - B.5.1.f The frequency of physician and nursing rounds is commensurate with the category of care being provided
- B.5.2 Patients with chronic diseases are identified and enrolled in a chronic disease program to decrease the frequency and severity of symptoms, prevent disease progression and complication, and foster improved function. Chronic diseases include, but are not limited to: asthma, diabetes, high blood cholesterol, HIV, hypertension, seizure disorder, tuberculosis, and major mental illnesses. **NCCHC J-G-01**
- B.5.3 Chronic care treatment programs include but are not limited to (**NCCHC J-G-01; 4-ALDF-4C-19**):
  - B.5.3.a Determining the frequency of follow-up for medical evaluation
  - B.5.3.b Adjusting the treatment modality as clinically indicated
  - B.5.3.c Indicating the type and frequency of diagnostic testing and therapeutic regimens
  - B.5.3.d Instructions on diet and exercise
- B.5.4 The health authority maintains a list of chronic care patients. **NCCHC J-G-01**

- B.5.5 A proactive program exists that provides care for special needs patients who require medical supervision or multidisciplinary care. Special needs patients include, but are not limited to developmentally disabled individuals, frail/elderly, physical impairments which impair mobility, and patients with serious mental health needs. **NCCHC J-G-02**
- B.5.6 The health authority maintains a list of special needs patients. **NCCHC J-G-02**
- B.5.7 Female Detainees receive gynecological and obstetrical treatment and examinations, including pap smears and mammograms, in accordance with community medical standards for those detainees in uninterrupted custody or 12 months or more.
- B.5.8 Pregnant Detainees receive timely and appropriate prenatal care, specialized obstetrical services when indicated, and postpartum care. **NCCHC J-G-07**
- B.5.9 There is a written plan that addresses the management and reporting to applicable local, state, and federal agencies of infections and communicable diseases. **4-ALDF-4C-14**
- B.5.10 There is a written plan addressing the management of infections and communicable diseases including, but not limited to: **4-ALDF-4C-15; 4C-16; 4C-17**
- B.5.10.a Tuberculosis
- B.5.10.b Hepatitis A, B, & C
- B.5.10.c HIV
- B.5.11 Written plans addressing the management of infectious and communicable diseases include: **ACA-4-ALDF-4C-15; 4C-16; 4C-17; NCCHC J-B-01**
- B.5.11.a Identification
- B.5.11.b Surveillance
- B.5.11.c Treatment, when indicated
- B.5.11.d Follow-up and isolation, when indicated (Active TB patients are housing in negative pressure rooms).
- B.5.12 Immunizations are provided to prevent disease where appropriate. **NCCHC J-B-01**
- B.5.13 Management of bio-hazardous waste and decontamination of medical and dental equipment complies with applicable local, state, and federal regulations. **4-ALDF 4C-18**
- B.5.14 Detoxification, when performed at the facility, is done only under the medical supervision in accordance with local, state, and federal laws. Specific guidelines are followed for the treatment and observation of individuals manifesting mild or moderate symptoms of intoxication or withdrawal from alcohol and other drugs. **4-ALDF 4C-36**
- B.5.15 Detainees experiencing severe, life threatening intoxication (overdose) are

- or withdrawal are transferred under appropriate security conditions to a facility where specialized care is available. **4-ALDF 4C-36**
- B.5.16 Detainees have access to a chemical dependency treatment program. **4-ALDF 4C-37**
- B.5.17 Management of pharmaceuticals includes: **4-ALDF-4C-38; NCCHC J-D-01; NCCHC J-D-02**
- B.5.17.a A formulary
  - B.5.17.b A formalized method for obtaining non-formulary medications
  - B.5.17.c Prescription medications are administered or delivered to the patient only on the order of a physician, dentist, or other legally authorized individual
  - B.5.17.d Secure storage and perpetual inventory of all controlled substances, syringes, and needles
  - B.5.17.e Administration of medication is by persons properly trained and under the supervision of the health authority and facility administrator or designee.
  - B.5.17.f Providing a 7-day supply of prescribed medication to detainees transferring/releasing from the facility.
- B.5.18 Detainees entering the facility on prescription medications continue to receive the medication in a timely fashion as prescribed, or acceptable alternate medications are provided as clinically indicated. **NCCHC J-D-02**
- B.5.19 Mental Health services include at a minimum **(4-ALDF-4C-27)**:
- B.5.19.a Screening for mental health problems on intake
  - B.5.19.b Referral for the detection, diagnosis, and treatment of mental illness
  - B.5.19.c Crisis intervention, and management of acute psychiatric episodes
  - B.5.19.d Stabilization of the mentally ill and the prevention of psychiatric deterioration in the correctional setting
  - B.5.19.e Referral to licensed mental health facilities for detainees with psychiatric needs exceeding the treatment capacity of the facility
  - B.5.19.f Obtaining and documenting consent
- B.5.20 Routine and emergency dental care is provided to each detainee under the direction and supervision of a licensed dentist. **4-ALDF-4C-20; NCCHC J-E-06**
- B.5.21 Dental care includes the following **(4-ALDF-4C-20; NCCHC J-E-06)**:
- B.5.21.a Intake dental screening
  - B.5.21.b Instruction in oral hygiene and preventative oral care

- B.5.21.c Oral treatment is timely and includes prompt access for urgent or painful conditions.
- B.5.21.d Oral treatment is provided within the scope of the USMS detainee Health Care Standards
- B.5.21.e Detainees in USMS custody for more than 12 months receive an oral examination.
- B.5.22 The use of detainees for medical, pharmaceutical, or cosmetic experiments is prohibited, unless written authorization is provided by the agency of jurisdiction. **4-ALDF-4D-18**
- B.5.23 Investigational or Experimental drugs, devices, and procedures are not covered. For procedures, services, and supplies that are experimental or investigational, and/or not approved by the FDA, if the detainee is taking an investigational drug on a compassionate use basis at the time of arrest, he or she may continue it as long as it involves no cost to the government, and as long as the investigational protocol does not require the detainee to make visits anywhere outside of the facility to which he or she is confined. **USMS Detainee Health Care Standard – Publication 100**

## B.6 Incident Health Care

- B.6.1 Detainee Suicides
  - B.6.1.a The facility suicide prevention program is approved by the health authority and the facility warden or designee.
  - B.6.1.b The suicide prevention program includes specific procedures for:
    - B.6.1.b.1 Staff training
    - B.6.1.b.2 Intake/admission procedures
    - B.6.1.b.3 Identifying suicidal detainees
    - B.6.1.b.4 Referring suicidal detainees for mental health intervention
    - B.6.1.b.5 Housing observation, and Suicide watch
    - B.6.1.b.6 Incident review/debriefing
    - B.6.1.b.7 Follow-up monitoring
  - B.6.1.c All staff who supervise detainees receive suicide prevention/response training annually.
  - B.6.1.d Staff training in suicide prevention/response includes, but is not limited to:
    - B.6.1.d.1 Identifying warning signs and symptoms of impending suicide behavior
    - B.6.1.d.2 Responding to suicidal and depressed detainees
    - B.6.1.d.3 Use of referral procedures

- B.6.1.d.4 Housing observation and suicide watch procedures
- B.6.1.e Detainees referred for suicide intervention are evaluated promptly by a designated health professional, who is able to direct the intervention and assure follow-up treatment/evaluation as needed.
- B.6.1.f Actively suicidal detainees and potentially suicidal detainees who are placed in isolation are maintained under constant supervision.
- B.6.1.g Housing for suicidal detainees facilitates staff observation and utilizes suicide resistant fixtures.
- B.6.1.h Suicide review debriefings include administration, health services, and security representatives.
- B.6.1.i The agency of jurisdiction received notification of the incident.
  
- B.6.2 Hunger Strikes
  - B.6.2.a The facility's hunger strike management program is reviewed by the health authority.
  - B.6.2.b Medical staff receives training in hunger strike evaluation and treatment and remain up to date on these procedures.
- B.6.3 Medical Restraints/Therapeutic Seclusion
  - B.6.3.a Clinically ordered restraint and seclusion are available for patients exhibiting behavior dangerous to self or others as a result of medical or mental illness. **NCCHC J-I-01**
  - B.6.3.b The procedures for the use of medical restraints/seclusion include **NCCHC J-I-01; 4-ALDF-4D-21**
    - B.6.3.b.1 The authorization by a physician or other qualified health care professional where permitted by law, who has determined that no less restrictive treatment is appropriate
    - B.6.3.b.2 The types of restraints to be used
    - B.6.3.b.3 Documentation of 15-minute checks by health-trained personnel or health services of detainees placed in medical restraints
    - B.6.3.b.4 How proper hydration, nutrition, and toileting are provided
    - B.6.3.b.5 Documentation of efforts for less restrictive treatment alternatives as soon as possible
- B.6.4 Sexual Assault
  - B.6.4.a Detainees identified as high risk with a history of sexually assaultive behavior are assessed by a mental health or other qualified professional. Detainees with a history of sexually

assaultive behavior are identified, monitored, and counseled.

**4-ALDF-4D-22-3**

- B.6.4.b Detainees identified as at risk for sexual victimization are assessed by a mental health or other qualified professional. Detainees at risk for sexual victimization are identified, monitored, and counseled. **4-ALDF-4D-22-4**
- B.6.4.c Victims of sexual assault are referred under appropriate security provisions to a community facility for treatment and gathering of evidence. If these procedures are performed in-house, the following guidelines are used: **4-ALDF-4D-22-6**
  - B.6.4.c.1 A history is taken by health care professionals who conduct an examination to document the extent of physical injury and to determine if referral to another medical facility is indicated. With the victim's consent, the examination includes collection of evidence from the victim, using a kit approved by the appropriate authority.
  - B.6.4.c.2 Provision is made for testing of sexually transmitted diseases and counseling as appropriate.
  - B.6.4.c.3 Prophylactic treatment and follow-up for sexually transmitted diseases are offered to all victims as appropriate.
  - B.6.4.c.4 Following the physical examination there is availability of an evaluation by a mental health professional to assess the need for crisis intervention counseling and long-term follow-up.
  - B.6.4.c.5 A report is made to the facility or program administrator or designee to assure separation of the victim from his or her assailant.
- B.6.4.d All case records associated with claims of sexual abuse, including incident reports, investigative reports, offender information, case disposition, medical and counseling evaluation findings, and recommendations for post-release treatment and/or counseling are retained in accordance with an established schedule. **4-ALDF-4D-22-8**
- B.6.5 Detainee Death
  - B.6.5.a As part of an overall protocol that describes the actions to be taken in the event of a detainee death, the facility will immediately notify the agency of jurisdiction. **4-ALDF-4D-23**
  - B.6.5.b All deaths are reviewed to determine the appropriateness of clinical care; to ascertain whether changes to policies, procedures,

or practices are warranted; and to identify issues that require further study. This process will ensure: **NCCHC J-A-10**

- B.6.5.b.1 All deaths are reviewed within 30 days
- B.6.5.b.2 A death review consists of:
  - B.6.5.b.2.1 An administrative review
  - B.6.5.b.2.2 A clinical mortality review
  - B.6.5.b.2.3 A psychological autopsy if death is by suicide
- B.6.5.b.3 Treating staff are informed of the clinical mortality review and administrative review findings.
- B.6.5.b.4 Corrective actions identified through the mortality review process are implemented and monitored.

#### B.6.6 Restrictive Housing

- B.6.6.a When a detainee is transferred to restrictive housing, health care personnel are informed immediately and provide assessment and review of medical and mental health risk factors as indicated by the protocols established by the health authority. **4-ALDF-2A-4**
- B.6.6.b If a detainee with serious mental illness is placed in restrictive housing: **DOJ-Restrictive Housing Report**
  - B.6.6.b.1 Mental health staff conduct a mental health consultation at the time of the detainee's placement;
  - B.6.6.b.2 The detainee receives intensive, clinically appropriate mental health treatment for the entirety of the detainee's placement in restrictive housing;
  - B.6.6.b.3 At least once per week, a qualified mental health practitioner, assigned to supervise mental health treatment in the restrictive housing unit, conducts face-to-face clinical contact with the detainee, to monitor the inmate's mental health status and identify signs of deterioration.
- B.6.6.c After 30 days in restrictive housing, and every 30 days thereafter, all detainees in restrictive housing receive a face-to-face psychological review by mental health staff. If at any point a detainee show signs of psychological deterioration while in restrictive housing, the detainee is immediately evaluated by mental health staff. **DOJ-Restrictive Housing Report**



## SECTION C: SECURITY AND CONTROL

### C.1 Correctional Supervision

- C.1.1 Space is provided for a 24-hour secure control center for monitoring and coordinating the facility's security, life safety, and communications systems. **4-ALDF-2A-01**
- C.1.2 The secure control center is staffed continuously. **4-ALDF-2A-02**
- C.1.3 Correctional officer posts are located in or immediately adjacent to detainee living areas to permit officers to see or hear and respond promptly to emergency situations. **4-ALDF-2A-03**
- C.1.4 Prisoners classified as medium or maximum security risks are personally observed by an officer at least every 40 minutes on an irregular schedule. Prisoners classified as minimum or low security risks are personally observed by an officer at least every 60 minutes on an irregular schedule. **4-ALDF-2A-05**
- C.1.5 When both males and females are housed in a facility, at least one male staff member and one female staff member are on duty at all times. **4-ALDF 2A-08**
- C.1.6 No detainee or group of detainees is given control, or allowed to exert authority, over other detainees. **4-ALDF-2A-09**
- C.1.7 All Detainee movement from one area of the facility to another is controlled by staff. **4-ALDF-2A-10**
- C.1.8 Correctional staff maintain a permanent log recording routine information, emergency situations, and unusual incidents. **4-ALDF-2A-11**
- C.1.9 Correctional supervisors review permanent logs on each shift to provide responsible department heads/shift supervisors with relevant information. These reviews are documented. **4-ALDF-2A-11**
- C.1.10 Supervisory staff conduct a daily patrol, including holidays and weekends, of all areas occupied by detainees. Unoccupied areas are to be inspected at least weekly. Patrols and inspections are documented. **4-ALDF-2A-12**
- C.1.11 A qualified person conducts at least weekly inspections of all security devices, identifying those needing repair or maintenance. Results the weekly security inspections are reported in writing. **4-ALDF-2A-13**

### C.2 Detainee Accountability

- C.2.1 There is a detainee population management system that includes records on the admission, processing, and release of detainees. **4-ALDF-2A-16**
- C.2.2 The facility has a system for physically counting detainees. The system includes strict accountability for detainees being counted outside of their assigned living area. **4-ALDF-2A-17**

- C.2.3 At least one complete institution count is conducted for each shift, with no less than three complete institution counts being conducted in a 24-hour period. **4-ALDF-2A-17**

### **C.3 Control of Contraband**

- C.3.1 Procedures guide searches of facilities and detainees to control contraband and provide for its disposition. **4-ALDF-2C-01**
- C.3.2 Procedures govern the preservation, control, and disposition of all physical evidence obtained in connection with a violation of law and/or institution regulation. At a minimum, the procedures address the following **(4-ALDF-2C-06)**.
- C.3.2.a Chain of custody
  - C.3.2.b Evidence handling
  - C.3.2.c Location and storage requirements
  - C.3.2.d Manner of disposition
- C.3.3 A search of a detainee's body and attire is conducted upon their arrival at the facility and prior to transportation out of the facility.
- C.3.3.a Detainees are searched after contact with the public or when returning from public areas.
  - C.3.3.b Detainee searches are conducted in an appropriate setting and by staff of the same gender.
- C.3.4 A strip search of general population detainees is only conducted when there is reasonable belief that the detainee may be in possession of an item of contraband. The least invasive form of search is conducted. **4-ALDF-2C-04**
- C.3.5 Manual or instrument inspection of body cavity is conducted only when there is reasonable belief that the detainee is concealing contraband and when authorized by the facility administrator or designee. Health care personnel conduct the inspection in private. **4-ALDF-2C-05**

### **C.4 Use of Force/Non-Routine Application of Restraints**

- C.4.1 The use of physical force is restricted to instances of justifiable self-defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority. **4-ALDF-2B-01**
- C.4.2 Physical force and restraints are not used as punishment. **4-ALDF-2B-01; 4-ALDF-2B-02**
- C.4.3 There are defined circumstances under which supervisory approval is needed prior to the application of restraints. **4-ALDF-2B-02**
- C.4.4 The application of four/five point restraints complies with the following criteria **(4-ALDF-2B-03)**:

- C.4.4.a Four/five point restraints are used only in extreme instances and only when other types of restraints have proven ineffective.
- C.4.4.b Advance approval is secured from the facility administrator/designee before a detainee is placed in a four/five point restraint.
- C.4.4.c The health authority or designee must be notified to assess the detainee's medical and mental health condition.
- C.4.4.d The health authority or designee determines if, whether based on serious danger to self or others, the detainee should be in a medical/mental health unit for emergency involuntary treatment with sedation and/or other medical/mental health unit.
- C.4.5 In the event a detainee is placed in four/five point restraints the following procedures are followed **(4-ALDF-2B-03)**:
  - C.4.5.a Direct visual observation by staff is continuous prior to obtaining approval from the health authority or designee
  - C.4.5.b Subsequent visual observation is made at least every 15 minutes
  - C.4.5.c Restraint procedures are in accordance with guidelines approved by the designated health authority
  - C.4.5.d All decisions and actions are documented
- C.4.6 Written reports are submitted to the facility administrator or designee no later than the conclusion of the tour of duty when any of the following occur **(4-ALDF-2B-07)**:
  - C.4.6.a Discharge of firearm or other weapon
  - C.4.6.b Use of less lethal devices to control detainees
  - C.4.6.c Use of force to control detainees
  - C.4.6.d Detainee(s) remaining in restraints at the end of the shift
- C.4.7 All calculated Use of Force Incidents and Non-Routine Application of Restraints are supervised and videotaped.
- C.4.8 The agency of jurisdiction is immediately notified of any Use of Force Incident or Non-Routine Application of Restraints.
- C.4.9 All Use of Force incidents are reviewed by the facility director to ensure compliance with the facility's Use of Force policy.

## **C.5 Weapons Control**

- C.5.1 Procedures govern the availability, control, and use firearms, less lethal devices, and related security devices, and specify the level of authority required for their access and use. **4-ALDF-2B-04**
- C.5.2 Chemical agents and electrical disablers are used only with the authorization of the facility administrator or designee. **4-ALDF-2B-04**

- C.5.3 Employees are instructed to use deadly force only after other actions have been tried and found ineffective, unless the employee believes that a person's life is immediately threatened. **4-ALDF-2B-08**
- C.5.4 Storage space is provided for the secure storage of less lethal devices and related security equipment, and this space is located in an area separate and apart from detainee housing or activity areas. **4-ALDF-2B-05**
- C.5.5 Access to the weapons storage space is restricted to authorized persons only. **4-ALDF-2B-05**
- C.5.6 The facility maintains a written record of routine and emergency distribution of security equipment. **4-ALDF-2B-06**
- C.5.7 Firearms, chemical agents, and related security equipment are inventoried at least monthly to determine their condition and expiration dates. **4-ALDF-2B-06**
- C.5.8 Firearms, chemical agents, and related security equipment are issued only to qualified staff.
- C.5.9 Visiting Law Enforcement Officers secure their weapons in a locker located outside the secure perimeter of the facility. **4-ALDF-2B-08**
- C.5.10 Employees on duty use only firearms or other security equipment that have been approved by the facility administrator. **4-ALDF-2B-08**
- C.5.11 Appropriate equipment is provided to facilitate safe unloading and loading of firearms. **4-ALDF-2B-08**
- C.5.12 Incidents of missing weapons are reported promptly to supervisory security personnel.

## **C.6 Keys, Tools, and Medical Equipment Control**

- C.6.1 The use of keys is controlled and inventoried. **4-ALDF-2D-01**
- C.6.2 Emergency keys:
  - C.6.2.a Are kept in a secure but accessible location
  - C.6.2.b Reach every area of the facility
  - C.6.2.c Usage is limited to authorized staff
  - C.6.2.d Usage is documented
- C.6.3 The use of tools and culinary equipment is controlled and inventoried. **4-ALDF-2D-02**
- C.6.4 In the event detainee workers are assigned to work details involving the use of tools, facility policy identifies what tools may be used by detainees and identifies the level of required staff supervision.
- C.6.5 Medical and dental instruments, equipment, and supplies (syringes, needles, and other sharps) are controlled and inventoried. **4-ALDF-2D-03**

- C.6.6 Incidents of missing keys, tools, culinary equipment, medical and dental equipment, and supplies are reported promptly to security personnel.

## C.7 Post Orders

- C.7.1 There are current written orders for every correctional officer post, which clearly outline duties, responsibilities, and expectations of that post. **4-ALDF-2A-04**
- C.7.2 Post orders for armed posts contain instructions regarding the proper care and safe handling of firearms and specific instructions stating when and under what circumstances their use is authorized.
- C.7.3 Officers assigned to those posts acknowledge in writing that they have read and understand the orders and record the date. **4-ALDF-2A-04**
- C.7.4 The facility administrator or designee reviews post orders annually and updates them as needed. **4-ALDF-2A-04**

## C.8 Detainee Discipline

- C.8.1 Rules of detainee conduct specify acts prohibited within the facility and the range of penalties that can be imposed for various degrees of violations. **4-ALDF-3A-01**
- C.8.2 Disciplinary Segregation, as a penalty for committing a prohibited act, is reserved for offenses involving violence, escape, or posing a threat to institutional safety by encouraging others to engage in such conduct. **DOJ-Restrictive Housing Report**
- C.8.3 There is a sanctioning schedule for rule violations. The maximum sanction for rule violations is no more than 60 days of disciplinary segregation for all violations arising out of one incident. **4-ALDF-2A-50**
- C.8.4 A detainee who allegedly commits an act covered by criminal law is referred to the appropriate criminal justice agency. **4-ALDF-6C-02**
- C.8.5 There are written guidelines for resolving minor detainee infractions that include a written statement of the rule violated and a hearing and decision within seven days, excluding weekends and holidays, by a person not involved in the rule violation; detainee may waive the hearing. **4-ALDF-6C-01**
- C.8.6 When rule violations require formal resolutions, staff members prepare a disciplinary report and forward it to the designated supervisor. **4-ALDF-6C-03**
- C.8.7 Disciplinary reports include, but are not limited to, the following: **4-ALDF-6C-04**
- C.8.6.a Specific rule violated
  - C.8.6.b Formal statement of the charge
  - C.8.6.c An explanation of the event that includes who was involved, what

transpired, and the time and location of the occurrence

C.8.6.d Any physical evidence and disposition

C.8.6.e Any immediate action, including use of force

C.8.6.f Reporting staff member's signature and date and time of incident.

C.8.8 When an alleged rule violation is reported, an appropriate investigation is begun within 24 hours of the time the violation is reported and is completed without delay, unless there are exceptional circumstances for delaying. **4-ALDF-6C-05**

C.8.9 Absent compelling circumstances, such as a pending criminal investigation, a detainee does not remain in investigative segregation for a longer period of time than the maximum term of disciplinary segregation permitted for the most serious offense charged. **DOJ-Restrictive Housing Report.**

C.8.10 A detainee charged with a rule violation receives a written statement of the charge(s) including a description of the incident and specific rules violated. The detainee is given the statement at the same time the disciplinary report is filed with the disciplinary committee but no less than 24 hours prior to the disciplinary hearing. The hearing may be held in less than 24 hours, only with the detainee's written consent. **4-ALDF-6C-07**

C.8.11 Detainees charged with rule violations are present at the hearing, unless they waive that right in writing or through their behavior. Any detainee's absence or exclusion is documented. **4-ALDF 6C-08**

C.8.12 Disciplinary hearing are convened as practical but no later than seven days, excluding weekends and holidays, after the alleged violation. Inmates are notified of the hearing at least 24 hours in advance of the hearing. Reasons for postponement or continuance are documented. **4-ALDF 6C-09; 4-ALDF 6C-10**

C.8.13 The disciplinary hearing is conducted by a correctional official outside the regular chain of command at the institution where the inmate is housed. **DOJ-Restrictive Housing Report**

C.8.14 Detainees have an opportunity to make a statement and present documentary evidence at the hearing and can request witnesses on their behalf; the reasons for denying such a request are stated in writing. **4-ALDF-6C-12**

C.8.15 A staff member or agency representative assists detainees at disciplinary hearings when it is apparent that a detainee is not capable of collecting and presenting evidence on his or her own behalf. **4-ALDF 6C-13**

C.8.16 When a disciplinary hearing officer is confronted with a detainee who demonstrates symptoms of mental illness, the disciplinary officer consults with qualified mental health services professionals to provide input as to: **DOJ-Restrictive Housing Report**

C.8.16.a The detainee's competence to participate in the disciplinary hearing;

- C.8.16.b Responsibility for charged behavior;
- C.8.16.c Information of known mitigating factors in regard to the behavior
- C.8.16.d Impact of applicable sanctions on the detainee's mental health treatment plan.
- C.8.17 Disciplinary decisions are based solely on information obtained in the hearing process, including staff reports, the statements of the inmate charged, and the evidence derived from witnesses and documents. **4-ALDF 6C-14**
- C.8.18 The detainee's behavior while in investigative segregation is given consideration by the disciplinary hearing officer. **DOJ-Restrictive Housing Report**
- C.8.19 Time spent in investigative segregation is credited towards the term of disciplinary segregation. **DOJ-Restrictive Housing Report**
- C.8.20 Disciplinary sentences for offenses resulting from the same incident are served concurrently. **DOJ-Restrictive Housing Report**
- C.8.21 A written report is made of the decision and supporting reasons, and a copy is given to the detainee. The hearing record and supporting documentation are kept in the detainee's file.
- C.8.22 The facility administrator or designee reviews all disciplinary hearings and dispositions to assure conformity with policy and regulations. **4-ALDF-6C-17**
- C.8.23 Detainees may appeal decisions of the disciplinary hearing officer. Appeals of disciplinary actions must be affirmed or reversed within 15 days of the appeal. **4-ALDF 6C-18**

## **C.9 Detainee Transportation**

- C.9.1 Detainee transportation vehicles receive an annual safety inspection by qualified personnel. **4-ALDF-1B-03**
- C.9.2 Transportation vehicles are secured when not in use.
- C.9.3 Transportation vehicles are equipped with serviceable air conditioning and heating systems.
- C.9.4 Transportation vehicles are available to accommodate disabled or movement impaired detainees.
- C.9.5 Transportation vehicles are equipped with serviceable communication equipment.
- C.9.6 Transportation vehicles are equipped with a serviceable fire extinguisher.
- C.9.7 Transportation vehicles are compartmentalized to permit the secure separation of male and female detainees if they are transported in the same vehicle.

- C.9.8 Transportation vehicles are equipped with security screens between the operator compartment and the detainee compartment
- C.9.9 The facility's vehicle sally port provides a secure environment for the loading and unloading of detainees.
- C.9.10 The facility's detainee intake and discharge area provides a secure area for processing, transferring, searching, and applying/removing retraining devices.
- C.9.11 Detainees are searched prior to boarding a vehicle.
- C.9.12 Detainees are fully restrained (handcuffs, waist chains, and leg irons) during transportation. Medical exceptions are documented and approved.
- C.9.13 Transportation officers consist of a minimum of two armed escorts when utilizing a sedan or van; and a minimum of two armed escorts in addition to the driver when utilizing a bus to transport detainees
- C.9.14 Transport vehicles are searched for contraband prior to and after each detainee movement.

## SECTION D: FOOD SERVICE

### D.1 Food Service Administration

- D.1.1 A person who is experienced in food service management supervises food service operations and is certified by a food protection manager certification program. **4-ALDF-4A-04; 2013 U.S. Food Code: 2-102.11, 2-102.12, 2-102.20, 2-103.11**
- D.1.2 The Food Service Administrator or designee conducts daily inspections of all food service areas, including dining and food preparation areas and equipment. **4-ALDF-4A-15**
- D.1.3 The facility's food service operation is reviewed by an independent; outside source to ensure the food service facilities and equipment meet established governmental health and safety codes. Corrective action is documented for all deficiencies. **4-ALDF-4A-11**
- D.1.4 Meals are prepared, delivered, and served under staff supervision. **4-ALDF-4A-17**
- D.1.5 All staff, contractors, and volunteer detainee workers who work in the food service department are trained in the use of food service equipment and in the safety procedures to be followed in the food service department. **4-ALDF-4A-12-1**

### D.2 Food Service Employee/Worker Health

- D.2.1 Volunteer, detainee food service workers receive a pre-assignment medical examination and periodic reexamination to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils.



#### 4-ALDF-4A-13

- D.2.2 Food service employees/workers are required to report information about their health and activities as they relate to diseases that are transmissible through food, in a timely manner and sufficient detail to reduce the risk of foodborne disease transmission. **2013 U.S. Food Code: 2-201.11, 3-103.11(3)**
- D.2.3 Food service employees/workers are required to clean their hands and exposed portions of their arms immediately before engaging in food preparation including working with exposed food, clean equipment, and utensils. **2013 U.S. Food Code: 2-301.11, 2-301.12, 2-301.14**
- D.2.4 Food service employees/workers are required to clean their hands in a handwashing sink or approved automatic handwashing facility and may not clean their hands in a sink used for food preparation or ware washing, or in a service sink or a curbed cleaning facility used for the disposal of mop water and similar liquid waste. **2013 U.S. Food Code 2-301.15**
- D.2.5 Food service employees/workers are required to wear clean outer clothing to prevent contamination of food, equipment, utensils, linens, and single-service and single-use articles. **2013 U.S. Food Code 2-304.11**
- D.2.6 Food Service employees/workers are required to wear hair restraints such as hats, hair coverings or nets, beard restraints, and clothing to keep their hair from contacting exposed food; clean equipment, utensils, and linens. **2013 U.S. Food Code 2-402.11**
- D.2.7 Food service employees and detainee workers shall eat or drink only in designated areas where contamination of exposed food, clean equipment, utensils or other items cannot occur. **2013 U.S. Food Code 2-401.11**

### D.3 Food Storage and Preparation

- D.3.1 Refrigerated, potentially hazardous food deliveries are checked on delivery to ensure compliance with Food Code. **2013 U.S. Food Code 3-202.11, 3-202.15**
- D.3.2 Food is stored in a manner compliant with Food Code. **2013 U.S. Food Code 3-3**
- D.3.3 Food is protected from contamination from equipment, utensils, and linens in a manner compliant with Food Code. **2013 U.S. Food Code 3-305.11, 3-305.12**
- D.3.4 During preparation (Cooking, Freezing, Reheating), unpackaged food shall be protected from environmental sources of contamination in a manner compliant with Food Code. **2013 U.S. Food Code 3-4, 3-5**

### D.4 Equipment, Utensils, and Linens

- D.4.1 Utensils and food contact surfaces are designed and constructed of

- materials compliant with Food Code. **2013 U.S. Food Code 4-1, 4-2**
- D.4.2 Ware washing (dishwashing) machines are operating within designed specifications and/or in a manner compliant with Food Code. **2013 U.S. Food Code: 4-204.113, 4-204.114, 4-204.115, 4-204.117, 4-204.118, 4204.119, 4-501.110, 4-501.112, 4-501.113, 4-501.114, 4-501.116**
- D.4.3 Manual ware washing operations utilize at least 3 sufficiently sized compartments for manually washing, rinsing, and sanitizing equipment and utensils; and are compliant with Food Code. **2013 U.S. Food Code 4-301.12, 4-301.13, 4-501.114, 4-501.111**
- D.4.4 If hot water is used for sanitization in manual ware washing operations, the sanitizing compartment of the sink shall be compliant with Food Code. **2013 U.S. Food Code 4-204.116, 4-204.119**
- D.4.5 Drain boards, utensil racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation shall be provided for necessary utensil holding before cleaning and after sanitizing. **2013 U.S. Food Code 4-301.13**
- D.4.6 Ventilation hood systems and devices shall be sufficient in number and capacity to prevent grease or condensation from collecting on walls and ceilings. **2013 U.S. Food Code 4-301.14**
- D.4.7 Food temperature measuring devices shall be readily accessible for used in ensuring attainment and maintenance of food temperatures and the manual washing and sanitizing temperatures as specified under Food Code. **2013 U.S. Food Code 4-302.12, 4-302.13**
- D.4.8 A test kit or other device that accurately measures the concentration sanitizing solutions shall be provided. **2013 U.S. Food Code 4-302.14**
- D.4.9 Food service equipment shall be cleaned, maintained in good repair and in a manner compliant Food Code. **2013 U.S. Food Code 4-501.11, 4-501.12, 4-501.14**
- D.4.10 Food service equipment shall be used in accordance with the manufacturer's operating instructions and in a manner compliant with Food Code. **2013 U.S. Food Code 4-501.15, 4-501.16**
- D.4.11 Cleaning agents are used in accordance with the manufacturer's label instructions. **2013 U.S. Food Code 4-501.17**
- D.4.12 In manual ware washing operations, the wash, rinse, and sanitize solutions shall be maintained clean and temperatures maintained in accordance with the cleaning agent manufacturer's label instructions or as required by Food Code. **2013 U.S. Food Code 4-501.18, 4-501.19**
- D.4.13 Equipment, Food-Contact Surfaces, Nonfood-Contact Surfaces, and Utensils shall be clean to sight and touch. **2013 U.S. Food Code 4-601.11a**
- D.4.14 The food-contact surfaces of cooking equipment and pans shall be kept free of encrusted grease deposits and other soil accumulations.

**2013 U.S. Food Code 4-601.11b**

- D.4.15 Nonfood-contact surfaces of equipment shall be kept free of an accumulation of dust, dirt, food residue, and other debris. **2013 U.S. Food Code 4-601.11c**
- D.4.16 Equipment, food-contact surfaces, utensils, cooking equipment, baking equipment, non-food contact surfaces, and linens, shall be cleaned in frequency and method compliant with Food Code. **2013 U.S. Food Code: 4-602.11, 4-602.12, 4-602.13, 4-603.11, 4-603.12, 4-603.13, 4-603.14, 4-603.15, 4-603.16, 4-603.17, 4-701.10, 4-702.11, 4-703.11, 4-801.11, 4-802.11, 4-803.11, 4-803.12, 4-803.13**
- D.4.17 Clean and sanitized equipment and utensils are dried in accordance with Food Code. **2013 U.S. Food Code: 4-901.11, 4-901.12, 4-904.14**
- D.4.18 Food service equipment maintenance is performed in a manner, which does not contaminate food contact services and is compliant with Food Code. **2013 U.S. Food Code: 4-902.11, 4-902.12**
- D.4.19 Food service equipment, utensils, linens, and single service and single use articles are stored in a manner compliant with Food Code. **2013 U.S. Food Code: 4-903.11, 4-903.12, 4-904.11, 4-904.12, 4-904.13**

**D.5 Detainee Meals and Special Diets**

- D.5.1 Detainee meal menus and religious diets are reviewed annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended dietary allowances for basic nutrition for appropriate age groups. **4-ALDF-4A-07**
- D.5.2 Prepared detainee meals adhere to the approved menus. Meal substitutions are nutritionally equivalent. **4-ALDF-4A-08**
- D.5.3 Accurate records are maintained of all meals served. **4-ALDF-4A-06**
- D.5.4 Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established basic daily servings. **4-ALDF-4A-07**
- D.5.5 The planning and preparation of all meals takes into consideration food flavor, texture, temperature, appearance, and palatability. **4-ALDF-4A-08**
- D.5.6 Three meals, including at least two hot meals, are provided at regular times during each 24-hour period, with no more than 14-hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met. **4-ALDF-4A-18**
- D.5.7 Therapeutic diets are provided as prescribed by appropriate clinicians. **4-ALDF-4A-09**
- D.5.8 Clinical orders for medical diets include the type of diet, the duration for which it is to be provided, and any special instructions. **NCCHC J-F-02**
- D.5.9 Special diets are provided for detainees whose religious beliefs require the

*Federal Performance-Based Detention Standards Handbook*

adherence to religious dietary laws when approved by the facility chaplain.  
**4-ALDF-4A-10**

## SECTION E: RESTRICTIVE HOUSING

### E.1 Detainee Records

E.1.1 Frequency and cumulative length of restrictive housing placement.

#### **DOJ-Restrictive Housing Report**

### E.2 Detainee Transfer and Releases

E.2.1 Absent a compelling reason, detainees are not released directly from restrictive housing to the community.

#### **DOJ-Restrictive Housing Report**

### E.3 Staffing

E.3.1 Compliance with restrictive housing policies is reflected in the employee-evaluations of staff assigned to restrictive housing units. **DOJ-Restrictive Housing Report**

### E.4 Staff Training

E.4.1 Correctional implications of young adult (age 18-24) brain development and associated de-escalation tactics. **DOJ-Restrictive Housing Report**

### E.5 Incident Health Care

E.5.1 When a detainee is transferred to restrictive housing, health care personnel are informed immediately and provide assessment and review of medical and mental health risk factors as indicated by the protocols established by the health authority. **4-ALDF-2A-4**

E.5.2 If a detainee with serious mental illness is placed in restrictive housing: **DOJ-Restrictive Housing Report**

E.5.2.a Mental health staff conducts a mental health consultation at the time of the detainee's placement;

E.5.2.b The detainee receives intensive, clinically appropriate mental health treatment for the entirety of the detainee's placement in restrictive housing;

E.5.2.c At least once per week, a qualified mental health practitioner, assigned to supervise mental health treatment in the restrictive housing unit, conducts face-to-face clinical contact with the detainee, to monitor the inmate's mental health status and identify signs of deterioration.

E.5.3 After 30 days in restrictive housing, and every 30 days thereafter, all detainees in restrictive

housing receive a face-to-face psychological review by mental health staff. If at any point a detainee show signs of psychological deterioration while in restrictive housing, the detainee is immediately evaluated by mental health staff. **DOJ-Restrictive Housing Report**

## E.6 Detainee Discipline

- E.6.1 Disciplinary Segregation, as a penalty for committing a prohibited act, is reserved for offenses involving violence, escape, or posing a threat to institutional safety by encouraging others to engage in such conduct. **DOJ-Restrictive Housing Report**
- E.6.2 Absent compelling circumstances, such as a pending criminal investigation, a detainee does not remain in investigative segregation for a longer period of time than the maximum term of disciplinary segregation permitted for the most serious offense charged. **DOJ-Restrictive Housing Report.**
- E.6.3 The disciplinary hearing is conducted by a correctional official outside the regular chain of command at the institution where the inmate is housed. **DOJ-Restrictive Housing Report**
- E.6.4 When a disciplinary hearing officer is confronted with a detainee who demonstrates symptoms of mental illness, the disciplinary officer consults with qualified mental health services professionals to provide input as to: **DOJ-Restrictive Housing Report**
- E.6.5 The detainee's behavior while in investigative segregation is given consideration by the disciplinary hearing officer. **DOJ-Restrictive Housing Report**
- E.6.6 Time spent in investigative segregation is credited towards the term of disciplinary segregation. **DOJ-Restrictive Housing Report**
- E.6.7 Disciplinary sentences for offenses resulting from the same incident are served concurrently. **DOJ-Restrictive Housing Report**

## E.7 Administrative/Disciplinary

- E.7.1 The reason for placing and retaining a detainee in restrictive housing is clearly articulated, supported by objective evidence, and serves a specific penological purpose. **DOJ-Restrictive Housing Report**
- E.7.2 Policy identifies the conditions in which a detainee may be placed in restrictive housing in response to an alleged disciplinary violation. Such placements are limited to an investigation into those offenses for which disciplinary segregation is an approved sanction. (Offenses involving violence, escape, or a threat to institutional safety by encouraging others to engage in such misconduct.) **DOJ-Restrictive Housing Report**
- E.7.3 Policy prohibits the placement of juveniles in restrictive housing. **DOJ-Restrictive Housing Report**
- E.7.4 The facility administrator or designee can order immediate placement in restrictive housing when it is necessary to protect the detainee or others. The action will be approved, denied, or modified within 24 hours by an appropriate and higher authority who is not involved in the initial placement.

- E.7.5 Detainees are not placed in restrictive housing unless correctional officials conclude, based on evidence, that no other form of housing will ensure the detainee's safety and the safety of staff, other detainees and the public. **DOJ-Restrictive Housing Report**
- E.7.6 Detainees who are lesbian, gay, bisexual, transgender, intersex (LGBTI), gender nonconforming, or whose appearance or manner does not conform to traditional gender expectations should not place in restrictive housing solely on the basis of such identification or status. If a detainee in this category faces a legitimate threat from other inmates, correctional officials shall seek alternative housing, with conditions comparable to those of general population. **DOJ-Restrictive Housing Report**
- E.7.7 Women who are pregnant, who are postpartum, who recently had a miscarriage, or who recently had a terminated pregnancy should not to be placed in restrictive housing. If a detainee in this category is placed in restrictive housing, the decision to must be approved by senior correctional officials above the facility administrator and in consultation with health officials who are above the facility clinical director. This review must be completed within 24-hours of the initial placement and reviewed every 24-hours thereafter. **DOJ-Restrictive Housing Report**
- E.7.8 When a detainee is transferred to restrictive housing, health care personnel are informed immediately and provide assessment and review of medical and mental health risk factors as indicated by the protocols established by the health authority.
- E.7.9 Detainees with serious mental illness are not placed in restrictive housing, unless: **DOJ-Restrictive Housing Report**
- E.7.9.a The detainee presents such an immediate and serious danger that there is no reasonable alternative;
- E.7.9.b A qualified mental health practitioner determines:
- E.7.9.b.1 That placement in restrictive housing would not harm the detainee;
- E.7.9.b.2 The detainee is not a suicide risk;
- E.7.9.b.3 The detainee does not have active psychotic symptoms;
- E.7.9.b.4 In disciplinary circumstances, the detainee's lack of responsibility due to mental illness or mitigating factors related to the mental illness should also preclude the detainee's placement in restrictive housing.
- E.7.10 If a detainee with serious mental illness is placed in restrictive housing: **DOJ-Restrictive Housing Report**
- E.7.10.a Mental health staff conduct a mental health consultation at the time of the detainee's placement ;
- E.7.10.b At least once per week, a multidisciplinary committee of correctional officials should review the detainee's placement in restrictive housing;

- E.7.10.c The detainee receives enhanced opportunities for in-cell and out-of-cell therapeutic activities and additional unstructured out-of-cell time, to the extent such activities can be conducted while ensuring the safety of the detainee, staff, other detainees and the public;
- E.7.10.d After 30 days in restrictive housing, the detainee is removed from restrictive housing, unless the facility administrator certifies that transferring the detainee to alternative housing is clearly inappropriate. This determination includes an evaluation by mental health staff.
- E.7.11 Unless medical attention is needed more frequently, all detainees in restrictive housing receives a daily visit from a qualified health care provider. The presence of a health care provider in restrictive housing is announced and recorded.
- E.7.12 Clinical encounters are conducted out-of-cell to ensure patient privacy and reduce barriers to treatment. **DOJ-Restrictive Housing Report**
- E.7.13 After 30 days in restrictive housing, and every 30 days thereafter, all detainees in restrictive housing receives a face-to-face psychological review by mental health staff. **DOJ-Restrictive Housing Report**
- E.7.14 A detainee's initial and ongoing placement in restrictive housing is reviewed every seven days by a multi-disciplinary staff committee, which includes facility leadership and medical and mental health professionals. **DOJ-Restrictive Housing Report**
- E.7.15 To incentivize conduct that furthers institutional safety, detainees who demonstrate good behavior during disciplinary segregation should be given consideration by the multi-disciplinary committee for early release from segregation. **DOJ-Restrictive Housing Report**
- E.7.16 For every detainee in restrictive housing correctional staff develop a clear plan for returning the detainee to less restrictive conditions as promptly as possible. This plan is shared with the detainee, unless doing so would jeopardize the safety of the inmate, staff, other inmates, or the public. **DOJ-Restrictive Housing Report**
- E.7.17 Detainees placed in restrictive housing for preventative purposes are provided an opportunity to participate in a step-down program to allow them to progress to less restrictive housing. **DOJ-Restrictive Housing Report**
- E.7.18 There is a defined process for releasing a detainee from restrictive housing.
- E.7.19 Continuous confinement in restrictive housing for more than 30 days requires the review and approval of the facility administrator.
- E.7.20 Restrictive housing units provide living conditions that approximate those of the general detainee population. All exceptions are clearly documented. **4-ALDF-2A-51**

- E.7.21 Restrictive housing cells/rooms permit the detainees assigned to them converse with and be observed by staff members. **4-ALDF-2A-51**
- E.7.22 Written policy, procedure, and practice require that all special management inmates are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; self-harm and suicidal inmates are under continuous observation. Identification of the type of observation (minimal to constant) is determined and documented on a log by a qualified mental health professional during regular hours or medical staff after hours.
- E.7.23 Detainees in restrictive housing receive daily visits from the facility administrator or designee, and weekly visits from members of the program staff.
- E.7.24 Staff assigned, on a regular basis, to work directly with detainees in restrictive housing are selected based on criteria that includes:
- E.7.24.a Completion of a 1-year probationary period (Staff of USMS contract facilities must have also received final employment approval.)
  - E.7.24.b Experience
  - E.7.24.c Suitability for this population
  - E.7.24.d Specialized training which includes: (1) a review of restrictive housing policy and procedures, and (2) identifying and reporting signs of mental health decompensation of detainees in restrictive housing. **DOJ-Restrictive Housing Report**
- E.7.25 Staff assigned to restrictive housing units are closely supervised and their performance is documented annually. There are provisions for rotation to other duties/posts.
- E.7.26 Staff operating restrictive housing units maintain a permanent log that contains at a minimum the following information for each detainee admitted to restrictive housing:
- E.7.26a Name
  - E.7.26b Number
  - E.7.26c Housing location
  - E.7.26d Date admitted
  - E.7.26e Type of infraction or reason for admission
  - E.7.26f Tentative/actual transition date
  - E.7.26g Special medical or mental health issues
- E.7.27 All visitors to the restrictive housing unit are documented on a permanent log.



- E.7.28 Written policy, procedure, and practice provide that all detainees in restrictive housing are provided medication as prescribed. **4-ALDF-2A-56**
- E.7.29 Written policy, procedure, and practice provide that all detainees in restrictive housing are provided suitable clothing, and access to basic personal items for use in their cells unless there is imminent danger that a detainee or any other detainee(s) will destroy an item or induce self-injury. **4-ALDF-2A-56-1**
- E.7.30 Detainees in restrictive housing units have the opportunity to shave and shower at least three times per week. Detainees in restrictive housing units receive laundry and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as detainees in general population. Exceptions are permitted only when determined to be necessary. Any exception is recorded in the unit log and justified in writing. **4-ALDF-2A-57**
- E.7.31 When a detainee in restrictive housing is deprived of any usual authorized item or activity, a report of the action is made and forwarded to the facility administrator or designee. **4-ALDF-2A-58**
- E.7.32 If a detainee uses food or food service equipment in a manner that is hazardous to self, staff, or other detainees, alternative meal service may be provided. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of facility administrator or designee and responsible health authority. The substitution does not exceed seven days. **4-ALDF-2A-59**
- E.7.33 Detainees in restrictive housing units can write and receive letters on the same basis as detainees in the general population. **4-ALDF-2A-60**
- E.7.34 Detainees in restrictive housing units have opportunities for visitation unless there are substantial reasons for withholding such privileges. All denials for visitation are documented. **4-ALDF-2A-61**
- E.7.35 Detainees in restrictive housing units have access to legal materials. **4-ALDF-2A-62**
- E.7.36 Detainees in restrictive housing units have access to reading materials. **4-ALDF-2A-63**
- E.7.37 Detainees in restrictive housing units are offered a minimum of one hour of exercise five days a week outside of their cells, unless security or safety considerations dictate otherwise. **4-ALDF-2A-64**
- E.7.38 In addition to the minimum period of recreation, the multi-disciplinary committee identifies ways to increase out-of-cell opportunities for recreation, education, clinically appropriate treatment therapies, skill-building, and social interaction with staff and other detainees. **DOJ-Restrictive Housing Report**
- E.7.39 Detainees in disciplinary detention are allowed limited telephone privileges consisting of telephone calls related to specifically to access to the judicial process and family emergencies as determined by the facility administrator or designee. **4-ALDF-2A-65**

E.7.40 Detainees in restrictive housing have access to programs and services that include, but are not limited to the following:

- E.7.40.a Educational services
- E.7.40.b Commissary services
- E.7.40.c Library services
- E.7.40.d Social services
- E.7.40.e Religious guidance
- E.7.40.f Recreational programs
- E.7.40.g Telephone access
- E.7.40.h Medical and behavioral health services

E.7.41 Data is available about several aspects of restrictive housing units. This data includes: **DOJ-Restrictive Housing Report**

- E.7.41.a Total number of each type of restrictive housing placement
- E.7.41.b Restrictive housing recidivism rates
- E.7.41.c Average length of restrictive housing placement
- E.7.41.d Demographic information of detainees placed in restrictive housing to include: race, national origin, religion, gender, gender identity, sexual orientation, disability, and age.

## **E.8 Restrictive Housing: Classification and Housing**

- E.8.1 The classification process ensures detainees are housed in the least restrictive setting necessary to ensure their own safety, as well as the safety of staff, other detainees, other detainees, and the public. **DOJ-Restrictive Housing Report**
- E.8.2 Classification systems identify the most common reasons that detainees request protective housing (e.g., prior cooperation with law enforcement, conviction for sex offense, gang affiliation, and sex or gender identification) and identify procedures for safely housing these detainees outside restrictive housing units. **DOJ-Restrictive Housing Report**

# **SECTION F: SAFETY AND SANITATION**

## **F.1 Fire Safety and Chemical Control**

*Federal Performance-Based Detention Standards Handbook*

*Page 46 of 55*

- F.1.1 The facility conforms to applicable federal, state, and/or local fire safety codes; in addition to those set forth by the National Fire Protection Association (NFPA), and the Occupational Safety and Health Administration (OSHA).
- F.1.2 The facility's fire prevention regulations and practices ensure the safety of staff, detainees, and visitors. These include, but are not limited to: **4-ALDF-1C-08**
- F.1.2.a An adequate fire protection service;
- F.1.2.b Availability of fire hoses or extinguishers at appropriate locations throughout the facility.
- F.1.3 A fire alarm and automatic detection system is required. The jurisdiction having authority approves any variances, exceptions, or equivalencies and these must not constitute a life-safety threat to the occupants of the facility. **4-ALDF-1C-07**
- F.1.4 Where the fire alarm system is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated, or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire alarm system has been returned to service. **NFPA Life Safety Code 101 - 9.6.1.6**
- F.1.5 The facility fire safety inspection includes: **4-ALDF-1C-09**
- F.1.5.a A weekly fire and safety inspection of the facility by a qualified departmental staff member;
- F.1.5.b A comprehensive and thorough monthly inspection of the facility by a qualified fire and safety officer for compliance with safety and fire prevention standards;
- F.1.5.c An annual inspection by local or state fire officials;
- F.1.5.d Documented corrective action for all areas of non-compliance.
- F.1.6 Fire safety equipment is tested at least quarterly. **4-ALDF-1C-09**
- F.1.7 Facility furnishings meet fire safety performance requirements. **4-ALDF-1C-10**
- F.1.8 An evacuation plan is used in the event of a fire or major emergency. The plan is approved by an independent outside inspector trained in the application of national fire safety codes and is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction. The plan includes the following: **4-ALDF-1C-02**
- F.1.8.a Location of building/room floor plan

- F.1.8.b Use of exit signs and directional arrows for flow of traffic
- F.1.8.c Location of publicly posted plan
- F.1.9 There is a means for the immediate release of detainees from locked areas in case of emergency and provisions for a back-up system. **4-ALDF-1C-03**
- F.1.10 The facility has exits that are properly positioned, are clear from obstruction, and are distinctly and permanently marked to ensure the timely evacuations of detainees and staff in the event of fire or other emergency. **4-ALDF-1C-04**
- F.1.11 Fire drills are conducted (**NFPA Life Safety Code 101 Section 4.7**):
  - F.1.11.a Fire drills are conducted monthly or with sufficient frequency that observed fire drills demonstrate fire drill procedures are a matter of routine
  - F.1.11.b Fire drill locations and times are varied and unexpected
  - F.1.11.c Fire drills are documented and evaluated
- F.1.12 Use of padlocks and/or chains on cell doors and areas of assembly are prohibited.
- F.1.13 The use and storage of flammable, toxic, and caustic chemicals includes:
  - F.1.13.a Controlled access
  - F.1.13.b A current inventory
  - F.1.13.c Material Data Safety Sheets
  - F.1.13.d Personal Protective Equipment
  - F.1.13.e Staff and detainee safety training

## **F.2 Sanitation and Environmental Control**

- F.2.1 The facility is kept clean and in good repair. A housekeeping and maintenance plan addresses all facility areas and provides for daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and detainees. **4-ALDF-1A-04**
- F.2.2 The facility complies with all applicable laws and regulations of the governing jurisdiction, and there is documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected. The following inspections are implemented: **4-ALDF-1A-01**
  - F.2.2.a Weekly Sanitation inspection of all facility areas by a qualified department staff member;
  - F.2.2.b Comprehensive and thorough monthly inspection by a safety/sanitation specialist;
  - F.2.2.c An annual inspection by federal, state, and/or local sanitation and health officials.

- F.2.3 Areas of non-compliance identified during sanitation inspections are reported and corrective action measures are implemented.
- F.2.4 Vermin and pests are controlled through monthly inspections and treatment by a qualified pest control technician. **4-ALDF-4D-04**
- F.2.5 Smoking is not permitted in the facility. **4-ALDF-1A-21**
- F.2.6 Disposal of liquid, solid, and hazardous materials complies with applicable government regulations. **4-ALDF-1A-02**
- F.2.7 The facility's potable water source and supply, whether owned and operated by the public water department or the facility, is certified at least annually by an independent, outside source to be in compliance with jurisdictional laws and regulations. **4-ALDF-1A-07**
- F.2.8 A program exists to monitor environmental conditions of the facility. This program ensures:
- F.2.8.a Lighting throughout the facility is sufficient for the tasks performed. Lighting levels in detainee cells/rooms are at least 20 ft. candles in grooming and writing surface areas. **4-ALDF-1A-14**  
Temperature and humidity are mechanically raised or lowered to acceptable comfort levels. **4-ALDF-1A-20**
  - F.2.8.b A ventilation system supplies at least 15 cubic ft. per minutes of circulated air per occupant with a minimum of five cubic ft. per minute of outside air. Toilet rooms, and cells with toilets, have no less than four air changes. Air quantities are documented by a qualified technician not less than once every three years. **4-ALDF-1A-19**
  - F.2.8.c Noise levels in Detainee housing do not exceed 70 dBA (A scale) in daytime and 45 dBA (A scale) at night. Measurements are documented by a qualified, independent source and checked not less than every three years.
- F.2.9 Areas of non-compliance identified during environmental control monitoring are reported and corrective action measures are implemented.
- F.2.10 The number of detainees does not exceed the facility's rated bed capacity. **4-ALDF-1A-05**
- F.2.11 Detainee sleeping surfaces and mattresses are 12 inches off the floor. **4-ALDF-1A-11**
- F.2.12 Detainees are provided a place to store clothes and personal belongings. **4-ALDF-1A-11**

### **F.3 Clothing and Bedding**

- F.3.1 Facility clothing is properly fitted, climatically suitable, durable, and presentable. **4-ALDF-4B-03**

- F.3.2 Detainees are issued clean well-maintained clothing items in a sufficient quantity of each item, or provided an opportunity to exchange or have laundered, each item on a weekly equivalent basis:
- F.3.2.a Two outer garments (two shirts & pants, or two jumpsuits)
  - F.3.2.b Seven pairs of underwear
  - F.3.2.c Seven pairs of socks
- F.3.3 Detainees are issued one pair of facility footwear.
- F.3.4 Detainees are issued clean linens and towels in the following quantities and are provided the opportunity to exchange, or have laundered, these items each week:
- F.3.4.a Two sheets
  - F.3.4.b One pillowcase
  - F.3.4.c One towel
- F.3.5 Detainees are issued clean blankets in sufficient quantity to provide comfort under existing temperature controls. **4-ALDF-4B-02**
- F.3.6 Detainees are issued one mattress, not to include a mattress with integrated pillow. **4-ALDF-4B-02**
- F.3.7 The volunteer detainee workers are provided clothing appropriate for their work assignments.
- F.3.8 Detainee food service workers are permitted to exchange clothing daily. Other detainee workers are permitted to exchange clothing on a schedule appropriate to their work assignment.
- F.3.9 There is no delay in replacing clothing, linen, and bedding. **4-ALDF-4B-04**

## **F.4 Detainee Hygiene**

- F.4.1 Detainees have access to toilets and washbasins with temperature controlled hot and cold running water 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas. **4-ALDF-4B-08**
- F.4.2 Detainees have access to operable showers with temperature controlled hot and cold running water. **4-ALDF-4B-09**
- F.4.3 Water for showers is thermostatically controlled to temperatures ranging from 100 degrees to 120 degrees Fahrenheit to ensure the safety of Detainees and to promote hygienic practices. **4-ALDF-4B-09**
- F.4.4 Articles for maintaining proper personal hygiene are available to all Detainees. **4-ALDF-4B-06**
- F.4.5 Detainees have access to hair care services. Hair care tools and equipment are cleaned and disinfected. **4-ALDF-4B-07**

## F.5 Emergency Power and Communication

- F.5.1 Essential lighting and life sustaining functions are maintained inside the facility and have the ability to operate in an emergency. **4-ALDF-1C-12**
- F.5.2 Preventative maintenance is guided by a plan, which provides for emergency repair or replacement. **4-ALDF-1C-13**
- F.5.3 Safety and security equipment is repaired or replaced immediately by qualified personnel. **4-ALDF-1C-14**
- F.5.4 Emergency equipment and systems are tested at least quarterly. Power generators are inspected weekly and load tested quarterly at a minimum, or in accordance with the manufacturer's recommendations and instruction manual. **4-ALDF-1C-15**

## SECTION G: SERVICES AND PROGRAMS

### G.1 Classification and Housing

- G.1.1 There is a formal classification process that starts at admission, for managing and separating detainees, and administering the facility. **4-ALDF-2A-30**
- G.1.2 The classification process ensures detainees are housed in the least restrictive setting necessary to ensure their own safety, as well as the safety of staff, other detainees, other detainees, and the public. **DOJ-Restrictive Housing Report**
- G.1.3 The classification process uses verifiable and documented data about detainees. **4-ALDF-2A-30**
- G.1.4 The classification system is used to separate detainees into groups that reduce the probability of assault and disruptive behavior. **4-ALDF-2A-30**
- G.1.5 Classification systems identify the most common reasons that detainees request protective housing (e.g., prior cooperation with law enforcement, conviction for sex offense, gang affiliation, and sex or gender identification) and identify procedures for safely housing these detainees outside restrictive housing units. **DOJ-Restrictive Housing Report**
- G.1.6 At a minimum, the classification system evaluates the following (**4-ALDF-2A-30; 4-ALDF-4D-22-3; 4-ALDF-4D-22-4**):
  - G.1.6.a Mental and emotional stability
  - G.1.6.b Escape history
  - G.1.6.c History of assaultive behavior
  - G.1.6.d Risk of sexual victimization
  - G.1.6.e Medical status

- G.1.6.f Age
- G.1.6.g Need to keep separate
- G.1.7 The initial classification is completed prior to reassignment from intake and short-term holding. **4-ALDF-2A-25**
- G.1.8 The detainee classification process ensures review of detainee status, and revision of detainee status as needed in response to changes in detainee behavior or circumstances. **4-ALDF-2A-31**
- G.1.9 Detainee housing assignments are based on age, gender, legal status, custody needs, special problems and needs, behavior. **4-ALDF-2A-32**

## **G.2 Access to the Courts and Legal Materials**

- G.2.1 The right of detainees to have access to courts is ensured. **4-ALDF-6A-01**
- G.2.2 Detainee access to counsel is ensured. Detainees are assisted in making confidential contact with attorneys and their authorized representatives. Such contact includes, but is not limited to **(4-ALDF-6A-02)**:
  - G.2.2.a Telephone communications
  - G.2.2.b Uncensored correspondence
  - G.2.2.c Visits
- G.2.3 Detainees have access to a law library if there is not adequate free legal assistance to assist them with criminal, civil, and administrative legal matters. Detainees have access to legal materials to facilitate the preparation of documents. **4-ALDF-6A-03**

## **G.3 Mail**

- G.3.1 Detainees are allowed to send and receive mail. When the detainee bears the mailing cost, there is no limit in the volume of letters he/she can send or receive or on the length, language, content, or source of mail publications, except when there is a reasonable belief that limitations are necessary to protect public safety or maintain facility order and security. **4-ALDF-5B-05**
- G.3.2 Indigent detainees receive a specified postage allowance to maintain community ties, and necessary postage for privileged correspondence. **4-ALDF-5B-06**
- G.3.3 Detainees are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to the following: courts, counsel, officials of the confining authority, state and local chief executive officers, administrators of grievance systems, and members of the paroling authority. Staff in the presence of the detainee, may be allowed to inspect outgoing privileged mail for contraband before it is sealed. Mail to detainees from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the detainee, unless waived in



writing, or in circumstances, which may indicate contamination or a security threat. **4-ALDF-5B-09**

G.3.4 All incoming and outgoing non-privileged mail is inspected for contraband.

G.3.5 Excluding weekends and holidays or emergency situations, incoming and outgoing letters are held for no more than 24-hours, and packages are held for not more than 48-hours. **4-ALDF-5B-10**

## G.4 Telephones

G.4.1 Detainees are provided with access to telephones. **4-ALDF-5B-11**

G.4.2 Detainees with hearing and/or speech disabilities, and detainees who wish to communicate with parties, who have such disabilities, are afforded access to a telecommunications device for the deaf (TDD), or comparable equipment. Telephones with volume control are also made available to detainees with a hearing impairment. **4-ALDF-5B-11**

G.4.3 Staff ensures detainee telephones are operable.

G.4.4 Detainee telephone restrictions are documented.

## G.5 Religious Programs

G.5.1 Detainees have the opportunity to participate in practices of their religious faith that are deemed essential by the faith's judicatory, limited only by documentation showing a threat to the safety of persons involved in such activity itself or disruption of order in the facility. **4-ALDF-5C-17**

G.5.2 There is a chaplain with the minimum qualifications of clinical pastoral education or equivalent specialized training, and endorsement by the appropriate religious-certifying body. The chaplain assures equal status and protection for all religions. **4-ALDF-5C-19**

G.5.3 The chaplain, in cooperation with the facility administrator and/or designee, plans, directs, and supervises all aspects of the religious program, including approval and training of both lay and clergy volunteers from faiths represented in the detainee population. **4-ALDF-5C-20**

G.5.4 The chaplain and religious coordinator have physical access to all areas of the facility to minister to Detainees. **4-ALDF-5C-21**

G.5.5 When a religious leader of a detainee's faith is not represented through the chaplaincy staff or volunteers, the religious coordinator and chaplain assist the detainee in contacting such a person. That person must have the appropriate credentials from the faith's judiciary and may minister to the detainee under the supervision of the religious coordinator or chaplain. **4-ALDF-5C-22**

G.5.6 The facility provides space and equipment adequate for conducting and administering religious programs. **4-ALDF-5C-23**

## G.6 Recreation

- G.6.1 Detainees have access to exercise opportunities and equipment, including at least one-hour daily of physical exercise outside the cell and outdoors, when weather permits. (Access to the housing unit's dayroom does not satisfy the standard's requirement.) **4-ALDF-5C-01**
- G.6.2 Detainees have opportunities to participate in leisure-time activities outside their respective cell or living room on a daily basis. **4-ALDF-5C-02**

## G.7 Visitation

- G.7.1 The facility has a detainee visitation program to facilitate the maintaining of family and community ties.
- G.7.2 Sufficient space is provided for: **4-ALDF 5B-01**
- G.7.2.a Detainee visiting;
  - G.7.2.b Screening and searching of detainees and visitors;
  - G.7.2.c Storage of visitor's coats, handbags, and other personal items not allowed into the visiting area.
- G.7.3 The number of visitors a detainee may receive and the length of visits are limited only by the facility's schedule, space, and personal constraints or when there are substantial reasons to justify such limitations. **4-ALDF 5B-02**
- G.7.4 Conditions under which visits may be denied are defined in writing. **4-ALDF 5B-02**
- G.7.5 Special visits are provided. **4-ALDF-5B-03**
- G.7.6 Visitors identify themselves and register on entry into the facility. The circumstances under which visitors are searched are described in writing. **4-ALDF-5B-04**

## G.8 Work Programs

- G.8.1 The facility has a detainee work assignment program. **4-ALDF-5C-06**
- G.8.2 Detainee working conditions comply with all applicable federal, state, or local work safety laws and regulations. **4-ALDF-5C-11**
- G.8.3 Detainee work assignments do not compromise the security of the facility.
- G.8.4 Detainees work under the direction of staff and not under other detainees.
- G.8.5 Pretrial and un-sentenced detainees are not required to work except to do personal housekeeping and to clean their housing area. **4-ALDF-5C-08**
- G.8.6 Detainees are allowed to volunteer for work assignments. A work/volunteer agreement document is on file for all detainees participating in non-routine housekeeping and sanitation work assignments. **4-ALDF-5C-08**
- G.8.7 Detainees are compensated for work performed. **4-ALDF-5C-12**

## G.9 Grievance Program

- G.9.1 A grievance procedure is made available to all detainees and includes at least one level of appeal. **4-ALDF-6B-01**
- G.9.2 Grievance forms are readily available and easily accessible to detainees.
- G.9.3 Detainee grievances are tracked in a system that records at a minimum the basis and disposition of each complaint.
- G.9.4 Detainee's grievance forms provide the opportunity for detainees to retain a copy of the grievance filed.