



INTENTIONAL INNOVATION

VANDEBURGH COUNTY

JAIL NEEDS ASSESSMENT AND FEASIBILITY STUDY

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INTRODUCTION

This report is structured as an Executive Summary and Appendices. The Executive Summary is a brief synopsis of the data provided by the County, our evaluation of the existing facilities, feedback provided by County staff and elected officials, and the major outcomes and conclusions of the study. The Appendices include information that was utilized in evaluating the jail and other components of the Study and the proposed solution. The process by which this study was undertaken is listed below.

PROCESS

In December 2017, RQAW Corporation was retained by the Evansville-Vanderburgh County Building Authority to study the adult detention needs in Vanderburgh County and how those needs may be satisfied through the renovation and expansion of the existing jail facility. Several objectives were identified for the study and they include:

- Determine the immediate and projected growth to establish County Jail and Community Corrections requirements to the year 2027 and 2037.
- 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 Jail
- Assess the current justice system and jail statistics including but not limited to the types of crimes, offenders and classification of jail inmates
- Review all pertinent data concerning the present jail (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 jail
- Prepare and analyze financing and funding alternatives for the construction/renovation and operations of the existing and any proposed facility.
- Determine the feasibility of housing federal prisoners by contacting pertinent agencies to obtain all requirements for facility eligibility. Included will be an analysis of potential revenue from this opportunity.

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 and data collected reflecting the criminal justice system in place in Vanderburgh 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 Jail personnel at this stage of the study as well.

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Included in PHASE II of the study is the 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

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 Feasibility Study.

a. Organization/Communication-The Study team shall:

- i. Facilitate the Blue-Ribbon Commission.
- ii. Develop reporting and accounting procedures for all aspects of the project.
- iii. Confirm the scope of the Feasibility Study.
- iv. Confirm a preliminary schedule.

b. Mission Statement – The Study team shall:

- i. Develop a mission statement for the Jail and Community Corrections
- ii. Develop short and long-range planning goals.

2. Step 2: Data Collection

The primary objective of the second step of the Feasibility Study is to collect and summarize the data (provided by the courts, jail, etc.) and establish the immediate space needs and adult (inmate) population projections to be used as a basis to determine the detailed architectural program for each element of the project. During this step, a facility evaluation will be conducted to optimize the efficiency of the existing facility, 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 space needs, capacity, support spaces and services required for adult detention facilities. Elements to consider include:

- i. Interview key criminal justice personnel. Conduct interviews with Judges, Sheriff, Jail Commander and staff, Prosecutor, Auditor, Probation Department, State Jail Inspector (Reports) and other County Officials
- ii. Review demographics and statistical data used to determine the inmate population
- iii. Review previous research studies and jail inspection reports
- iv. Collect jail statistics – collect and review average daily population, length of stay by offense, net bookings, felony and misdemeanor inmates, pre-trial, adult males and females in jail, DWI, weekenders and Work Release.
- v. Collect court statistics – collect and review court filing and dispositions. Review court processes to determine "local policy" and its impact on the jail operation and population.

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- vi. Review current policies and procedures regarding jail operations including classification of inmates, housing inmates outside the county, inmate transportation and inmate transfer to court.
- vii. Determine county census for past 10-20 years and projected growth for the next 20 years. Consider other items that may impact or influence future county population growth.
- viii. Explore any criminal code revisions which may impact future Average Daily Population (ADP).
- ix. Evaluate the funding of the Public Defender system and any impact it has on jail population. Consider what jail bonds pay for and what the impact will be if the bond requirements are changed.
- x. Inventory personnel/staffing.

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 project. Size, site, character and cost will be developed in this step.

- a. Facility Evaluation/Program
 - i. Review existing facilities, document existing functional and code related deficiencies.
 - ii. Determine needs/components.
 - iii. Establish relationship of components.
 - iv. Determine spatial requirements and establish optimum square footage.
 - v. Develop detailed architectural program.
 - vi. Compare existing space available versus the project future needs.
 - vii. Review and evaluate the existing facilities' ability to accommodate the program.
 - viii. Compare existing cell count versus the component classification and standard requirements. Determine the most appropriate inmate housing mix.
 - ix. Determine future expansion capabilities.
 - x. Review standards to which any renovation, renovation/addition must conform. Determine the relative impact on conformance with ACA standards as compared to local state jail standards.
 - xi. Determine operational philosophy of the Facility
 - xii. Perform an analysis of all correctional processes.
 - a) Determine where updated processes and Procedures may provide efficiencies and cost savings.
- b. Site Evaluation
 - i. Determine size requirements of site.
 - ii. Determine utility locations
 - iii. Determine expansion capabilities
 - iv. Determine site access and provide vehicular and pedestrian separation for law enforcement vehicles and private vehicles.
 - v. Analyze site cost.
- c. Master Plan – Develop conceptual drawings utilizing criteria established above to illustrate:
 - i. Renovation of existing jail.

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- ii. Renovation and expansion of existing jail
- iii. Develop short term solutions
- iv. Develop long term solutions
- v. Develop approach to phasing construction if required.
- d. Project Cost Analyses –Prepare cost analyses of each option reflecting all costs associated with the solution, including:
 - i. Demolition
 - ii. Utility relocation
 - iii. Site improvement, such as sidewalks and parking lots
 - iv. Landscaping
 - v. Construction costs
 - vi. Furnishings and equipment
 - vii. Professional compensation
 - viii. Financing
 - ix. Develop expense of phased construction and/or inflation factors required because of deferred construction periods.
 - x. Develop staffing/operational cost projections for all options.
- e. Funding and Financing Alternatives – Review alternatives for funding the capital costs of construction, as well as long-term, on-going operational costs.
 - i. Traditional public financing:
 - a) Property tax supported bond issue
 - b) Income/Sales tax supported bond issue
 - ii. 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.

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EXECUTIVE SUMMARY

RQAW Corporation was charged with working with a Jail Committee Working Group to determine the needs of the Vanderburgh County Jail 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 Vanderburgh County Jail.

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 the statistical information gathered shows that the factors that impact jail population have been increasing. Since 2000, Vanderburgh County's population has increased five percent (5%). When considering factors like the completion of the I-69 corridor to Indianapolis, an increase in manufacturing jobs and other county investments (Regional Cities Money) meant to attract people to Vanderburgh County, there is no indication that the population will decrease over the next twenty years. It should also be mentioned that while the county's population is expected to rise to nearly 200,000 in the next twenty (20) years, Evansville serves as the cultural, commercial and medical hub to over 900,000 people in the tri-state area. While an increasing county population does not necessarily mean an increase in jail population, it can mean an increase in crime.

Similarly, the jail statistics show that jail population has been increasing and will continue to grow. Within the last thirty days, the Vanderburgh County Jail has over 800 people detained in the jail and out of county. Around one-hundred (100) are housed out of county and approximately seven-hundred (700) are housed in the jail, which has a detention housing bed capacity of 512 (rated bed capacity 553). Over the last ten years, the jail has seen a thirty-six percent (36%) increase in its Average Daily Population (ADP). In 2017, the ADP totaled 688. Refer to Appendix A for more information on data and statistics.

There are several factors that impact the ADP and indicate that it will continue to increase. First, the number of Capital/Felony court filings is increasing. Over the past ten years, this number has increased by nearly fifteen percent (15%). An increase in the seriousness of offenses can have a significant impact on jail population and Vanderburgh County has seen a significant increase in the number of murders, as an example. On January 29, 2018, there were eleven (11) pending murder cases. As of this report, there are twenty-one (21) inmates with pending murder cases. Historically, this number has been around six to seven (6 – 7). Next, the number of women in jail has increased significantly over the past ten years. Since 2008, the number of women in jail has gone up seventy-five percent (75%) from 72 to 126 in 2017. Another factor that significantly impacts the average daily population is the number of Level 6 felons the county must house that had previously been sent to the Department of Corrections. In January 2016, the Vanderburgh County Jail housed sixteen (16) L6 inmates. Today, there are around one-hundred (100) on average and this number is expected to rise to 100 – 150 in the near future. Another impact on ADP is arrests. There were 2,258 arrests in the first quarter of 2017 and during the same time period this year, there were 2,555 (a 300 arrest increase). It is also important to note that there are currently over 12,000 open warrants in Vanderburgh County and over two-hundred (200) of them are for very serious offenses. This further indicates that the ADP will not decrease in the near future.

VANDERBURGH COUNTY JUSTICE SYSTEM

When considering the need to expand a jail facility for additional bed space, it is prudent to ask, "Is there anything we can do differently to reduce the number of people in jail?" As part of this study, RQAW and

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the Jail Committee Working Group has asked this question. In considering the Vanderburgh County Justice System, there are several indicators that confirm that the system is functioning in a cooperative and efficient manner. First, the Average Length of Stay (ALOS) for inmates is lower than typical for an Indiana County Jail. The Vanderburgh County Jail's ALOS for 2017 was nineteen (19). While this number has been increasing slightly over the past few years, it is still below what is typically seen. This means that the system is quickly processing those that can be released from jail. This is further indicated by the fact that the jail books over 9000 people per year but only has 700 – 800 in jail at any given time. This indicates that most of those arrested are released within a short period of time.

Feedback provided by the Public Defender's office indicated that there is a deliberate effort on their part to move people through the system as quickly as possible and out of jail when possible. It was stated that there had been a program several years ago that included Bond Commissioners that would interview arrestees and provide a report to Judges that set the bonds. There was an indication that a program like this may help some inmates make bond and not remain in jail. It was also mentioned that programs like Recovery Works, a state program that will give vouchers to providers that offer specialized services to those without Medicare or insurance who are struggling with mental illness and/or substance abuse and addiction, could be used more. This program is focused on pre-incarceration diversion services and post-incarceration in an effort to reduce recidivism and the number of persons in the criminal justice system with drug and mental health issues.

It is important to note, that it has been stated that those that are incarcerated in the Vanderburgh County Jail, need to be in jail in the interest of public safety. Every program that is available and might have an impact on the number of people incarcerated is already being utilized. These programs include but are not limited to Treatment Court, Therapeutic Work Release, Voluntary Chemical Addiction Program and Electronic Home Detention. Therapeutic Home Detention currently has around 130 – 140 enrolled and a capacity of two-hundred (200). This does not mean that those that play a significant role in the system are not constantly looking for other opportunities, it simply means that there are not changes that could be implemented today that would result in a significant decrease in inmates. There has been a suggestion that there could be a reduction in bond amounts and that this could have a significant impact on the jail population. In the review of this opportunity, it appears that Judges currently set bonds as low as possible. Based on feedback, it does not seem likely that a change in bonding guidelines would change who is in jail. If guidelines do change, it is unlikely to have an impact on funds available to the county. Generally, some of the bond funds might go to pay fees associated with any program the defendant might participate in as part of a sentence. However, typically, the bond proceeds go back to the person who posted the bond or such funds may go to the attorney for the defendant per order of the Court. It is even possible that some bond funds may go to a third party by way of a garnishment order. Regardless, zero bond funds go to the County general fund. In Vanderburgh County, those in jail are there because they have committed a significant and serious crime or are serious nuisance/repeat offenders and therefore, the bonds are not likely to change. This also suggests that a program like Recovery Works will not significantly reduce the number of inmates in the jail. It has also been stated that the current jail population has very few candidates for this type of voluntary program. Finally, it is also important to note that it has been stated that for charges like first-time shoplifting, operating without a license, DUI and possession of marijuana, arrestees are not held in the jail.

EXISTING FACILITY OVERVIEW

RQAW Corporation also spent a considerable amount of time evaluating the Vanderburgh County Jail and interviewing jail personnel to better understand the opportunities and challenges of the existing facility. The facility was designed and is operated as a "direct supervision" jail. This design is inherently staff

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intensive and the county is continuously written up during jail inspections for being significantly understaffed. The latest staffing study conducted by Bill Wilson (Indiana Sheriff's Association) recommended thirty-five (35) additional staff but Sheriff Wedding has indicated that seventeen to twenty (17 - 20) more may suffice. The jail consists of eight (8) cell blocks of sixty-four (64) beds each for a total of 512 detention housing beds. This configuration makes it very difficult to properly classify inmates. Other than the lack of total bed count and the maintenance challenges, the inability to properly classify inmates is the most significant challenge for the jail.

EXISTING FACILITY CLASSIFICATION CHALLENGES

Classification, or segregation, enables the jail to separate inmates within a system that can lead to a safer and more manageable facility. Classification is a system by which the jail staff determines who should be housed with whom. For instance, it is a requirement that men and women be sight and sound separated. Within these two groups, the jail should also segregate the most violent from the non-violent. Other groups that are typically segregated include but are not limited to sex offenders, juveniles, those in treatment programs (Voluntary Chemical Addiction Program) and the mentally unstable, including the acute mentally ill. This type of segregation results in what is often referred to as a classification factor. For planning and operational purposes, this number is usually twenty percent (20%). This means that a 512-bed facility is at its operational capacity with 410 inmates, if properly classified. This is compounded at the Vanderburgh County facility by the cell blocks consisting of sixty-four (64) beds each. There are typically much smaller groups that require segregation but there are no smaller housing units. For instance, there are typically thirty to forty (30 - 40) very disruptive inmates. If only those were housed together, there would be twenty-four (24) empty beds. The medical cells and medical isolation cells are also used for segregation. Juveniles, women and mental health inmates are often housed in either of these units. This means that when there are those that require medical isolation, those being segregated in these areas must be moved to another area or cohoused with the general population. If there is a medical isolation need, juveniles that are being housed in this area are often moved to booking. Regardless, using cells dedicated for medical is not an ideal way to manage classification needs. Also, within a female population of over one-hundred (100), there are several classification groups that are all housed within one sixty-four (64) bed unit. These existing units were also not designed for sight and sound separation and therefore, the jail staff has installed film on the windows and moved furniture to block views. Proper classification should be a significant consideration in the design of a new housing addition. The impact of PREA (Prison Rape Elimination Act) cannot be overstated and the requirements of this Act have the potential to be enforceable under newer standards within five (5) years.

EXISTING FACILITY MAINTENANCE CHALLENGES

Other observations that require attention include components that relate to the physical condition of the facility. 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. These items include fixtures that are easily vandalized, like fire protection sprinkler heads. These can be changed to a detention grade, vandal resistant type. All of the eight (8) person cells have ADA showers that were designed without a curb, which allows water to run out onto the concrete floor. Some have been retrofitted with a curb that has helped but a more permanent solution is needed. Inmates purposefully "back up" these showers on the upper level to flood the lower cells. These fixtures have controls that are expensive to replace as well. A water management system would also help reduce usage and water costs. As part of a future project, this water control retrofit should be considered and included in any new construction. Access to fixtures is also challenging (small chases, etc.). While modifying this in the existing facility is difficult, any new construction should provide easy access for maintenance. Light fixtures should be replaced as they are

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easily vandalized as well. A higher detention grade fixture should be used. Finally, the pneumatic doors require constant maintenance and contain very expensive replacement parts. A preventative maintenance program has helped reduce costs, but replacement should be considered. Refer to Meeting Minutes dated 1/19/18 (issued 1/22/18) in Appendix C for more information and other maintenance related items.

EXISTING FACILITY ANNUAL JAIL INSPECTION REPORTS

The annual Jail Inspection Reports conducted by the Indiana Department of Corrections for the years 2011 through 2016 were reviewed. Each report indicated that the Vanderburgh County Jail had an excellent operation and should be used as a model for other facilities. Each of the reports indicate that the jail was over capacity and since 2013, the reports have noted that the jail is understaffed based on the NIC staffing analysis that was conducted in 2003. The 2015 and 2016 reports point out the difficulty in classifying inmates when the jail population exceeds 80% of the rated capacity and they note that this compromises the safety and security of the jail. The 2016 report also indicates that a letter of non-compliance was sent to the Sheriff for overcrowding. Refer to Appendix J for the inspection reports.

PROGRAMMING, MENTAL HEALTH AND OTHER SUPPORT SPACES

Several programmatic needs were identified as well. The existing facility significantly lacks space dedicated to mental health and programming. As mentioned earlier, one of the major efforts for those in jail involves treatment and other programs. These programs include but are not limited to church, GED, Alcoholics Anonymous, Narcotics Anonymous and other addiction programs. Because of the existing jail configuration, there is only one classroom that can be utilized by the women inmates and there are views into this space from the common, secure corridor area, which therefore does not provide sight and sound separation.

Probably the best opportunity that Vanderburgh County has to slow the growth of the jail 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 robberies, assaults and shootings often are the result of the drug epidemic, including meth and opioids. Therefore, a focus on space where these programs can be effectively administered, in a more therapeutic environment, should be included in any future designs. Proper classification, as previously described, and abundant classrooms spaces for programs can help reduce the criminogenic effect and in turn, reduce the recidivism rate. Refer to the Architectural Space Program for more information (Appendix D)

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 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.

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 closer to housing.

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POSSIBLE SOLUTION COMPONENTS

As part of the study, RQAW Corporation and the Jail Committee Working Group considered short-term options to help with the immediate housing needs at the Vanderburgh County Jail. Converting the existing Work Release facility into minimum security housing was one option. To make this option practical, the housing areas would need to be modified to “harden” the space. This would require, but not be limited to work like replacing fixtures (lights, sprinkler heads, etc.), hardening ceilings, adding security mesh to windows and “hardening” restrooms. While this option is feasible, it would halt the County’s ability to operate the Therapeutic Work Release program. There are currently over 130 participants in this program that can keep their jobs while serving their sentences. Therefore, there would be the cost of converting the space and the cost to house these participants at another location, like the abandoned Clarion hotel (and the other space components required for the programs – conference rooms, offices, etc.). Refer to Appendix I for more information. Therefore, this option is not recommended.

The old Clarion hotel was also evaluated as a potential option for detention housing. This option provided both the possibility of a short-term housing solution for Therapeutic Work Release (see paragraph above) and long-term housing. Because all the systems would need to be replaced and not just require extensive renovations (building envelop, finishes and MEP) the building does not immediately appear to be a good short-term solution. The building does not lend itself to a long-term housing option either. The facility would be very staff intensive due to its configuration and not only require the systems replacement mentioned previously but also require a significant amount of “hardening” to make it suitable for detention housing. There are significant challenges to getting this done including but not limited to the through-wall HVAC units in each room and all demising walls and ceilings would require replacement and hardening. It should also be noted that even if fixtures are replaced with detention grade, access to them and their locations in the secure area would continue to cause maintenance issues. For these and other reasons detailed in Appendix I, it is not recommended that the hotel be used for any housing.

PROPOSED SOLUTION CONFIGURATION

The proposed solution should utilize an “indirect supervision” podular housing design. This configuration provides multiple cell blocks, including cells, dormitories and dayrooms around a centrally located control station. 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 space, honor dorms and video courts. Refer to Appendix E for more information on indirect supervision, podular housing design.

PROPOSED SOLUTION - HOUSING FEDERAL INMATES

The proposed design solution and configuration were evaluated in regard to the ability to house federal inmates. RQAW contacted the United States Marshal Service (USMS) and asked if there were any special requirements for local detention facilities and the indication was that there were not. RQAW also reviewed and evaluated the proposed facility regarding the “Federal Performance Based Detention Standards 2017 Amendment” that lists requirements for local jails to be listed for use by the USMS. There was nothing included in this document (Appendix K) that would preclude the proposed facility from being listed as an approved facility.

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PROPOSED SOLUTION BED COUNT

In February 2018, Vanderburgh County had approximately 800 inmates and 90-100 of these have been housed out of county. Based on the classification factor (20%) and requirements that were discussed earlier, this jail population requires approximately 1,000 beds today. With the existing 512 detention housing beds, a housing pod addition of approximately 500 beds would be required to meet today's demand. As mentioned, there does not appear to be alternative programs or other opportunities to relieve overcrowding and there are no other indicators that the jail population will stop growing. Therefore, it is important to consider the projected need of the facility. Based on historical trends (2008 – 2016), it is projected that the Vanderburgh County Jail population will exceed 1,100 inmates in 2037. With the twenty percent (20%) classification factor, this will require 1,375 beds or 863 additional beds. If one considers the more dramatic increases of the last few years (2014 – 2017), it is projected that the housing needs of Vanderburgh County will exceed 1,500 beds in 2037 (more than 1,800 beds properly classified). This would require an addition of 1,288 beds to accommodate all projected future needs (refer to Appendix for Data and Projection information). Based on this, RQAW Corporation and the Jail Committee recommend an approximately 900 – 1,200 bed addition that will consist of cells and dormitory spaces. To minimize the footprint and to keep the addition as staff efficient as possible, the design has four housing pods stacked on two levels (both levels include a mezzanine level) with vertical circulation being addressed by elevators/stairs.

PROPOSED SOLUTION KITCHEN AND LAUNDRY

To meet the demand of the increased beds, RQAW met with Aramark and reviewed the existing kitchen and storage areas. There is no indication that the current kitchen footprint cannot handle the proposed expansion. The modifications that would be required include new, larger equipment like kettles, mixers, steamers and ovens. The proposed design also includes some additional space dedicated to kitchen functions (warming kitchen and storage) and would require new heated carts. It is anticipated that the current laundry footprint will be able to handle the short-term inmate population increase by replacing the equipment with larger capacity washers and dryers. Future demand will be met by providing additional laundry space within the new expansion.

PROPOSED SOLUTION CLASSIFICATION

The new housing pods should consist of cell blocks that meet the classification demands that are not available within the existing facility. The jail staff provided a general breakdown (provided in Appendix A) that shows seventeen (17) different classifications for today's jail population. The design should limit any one dayroom to no more than thirty-two (32) inmates and no fewer than twelve (12) with an approximate average of twenty-four (24) inmates. Therefore, the required cell block count for planning purposes is approximately forty-two (42). It is anticipated that Medium Risk Males and L6 DOC Ineligible Males (DIM) properly classified would require approximately 400 beds and could be housed in the existing facility. This would provide one additional classification in the existing facility and some flexibility for medium risk male housing. Other classifications that require sight and sound separation should be planned in the new expansion. These would include males and females of the following: juveniles, mental health, honor dorms and high risk, among others. These classifications will also enable the existing medical areas to be only utilized for medical housing. This gives the county an opportunity to implement a recovery block and detox ward, further enhancing the county's ability to respond to the drug crisis. The intent of the proposed design is to no longer simply "warehouse" inmates; the expansion will be designed to enhance the county's ability to rehabilitate inmates. Refer to the Architectural Space Program in Appendix D for

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additional information.

OPERATIONALLY EFFICIENT DESIGN

The proposed plan for the expansion is designed to be extremely operationally efficient. First, two control rooms are linked on a secure level so that jail staff can move freely between them. These elevated control locations also provide direct sight lines into the blocks and therefore enable a minimal number of staff the ability to observe a large number of beds. This level would also include restrooms and break areas or offices so that staff does not need to move out of this area for these purposes. Next, nearly everything that an inmate requires is available within the housing pods including but not limited to programming space, video courts, segregation, padded cells, indoor/outdoor recreation, medical exam rooms and contact visitation space (attorney, clergy, etc.). Also included in the pods are staff spaces for report writing and meetings. Refer to Appendix F to review the Conceptual Design.

The intent of this design 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 Vanderburgh County, thus limiting the need for transport officers to travel out of county. Refer to the Operational Budgets and Staffing Analysis provided in Appendix G for more information.

CONCLUSION

Through this study, it is apparent that the jail population of Vanderburgh County is not going to reduce and that there are serious classification and programming space issues with the existing facility. The proposed solution of an additional 900 – 1,200 beds not only addresses both items but does so in the most operationally efficient manner. The spaces that are proposed will not only enhance the opportunity to reduce recidivism but will also increase staff and inmate safety and meet the short-term and long-term detention housing needs of the county.

It is anticipated that the proposed solution will have a hard construction cost of approximately \$43,000,000 – \$47,000,000 and require an annual operational budget increase of about \$4,000,000. These amounts are preliminary budget numbers and should be updated periodically due to forecasted escalation in the construction market (tariffs, limited resources, etc.).

FUNDING

It has been stated that the County has the option of dedicating the Local Option Income Tax (“LOIT”) that was passed in October of 2017 – County Public Safety Funds to the repayment of a bond to fund the construction and operating expenses of the proposed projects. The county began receiving these funds this year (2018). It is anticipated that this funding source will generate approximately \$4,000,000 per year or over \$300,000 per month. \$2.5 million dollars could be dedicated to the payment on a thirty (30) year term and the balance dedicated to operations. The funds dedicated to housing inmates out of county can also be utilized along with the Level 6 offender per diem. These sources are expected to provide over \$40 million that could be used for this project. The county should engage their financial advisor to confirm these opportunities and amounts. County officials have also indicated that there is a continued attempt to request capital expense funds from the State of Indiana to cover the cost of housing inmates in the county rather than at the Department of Corrections.

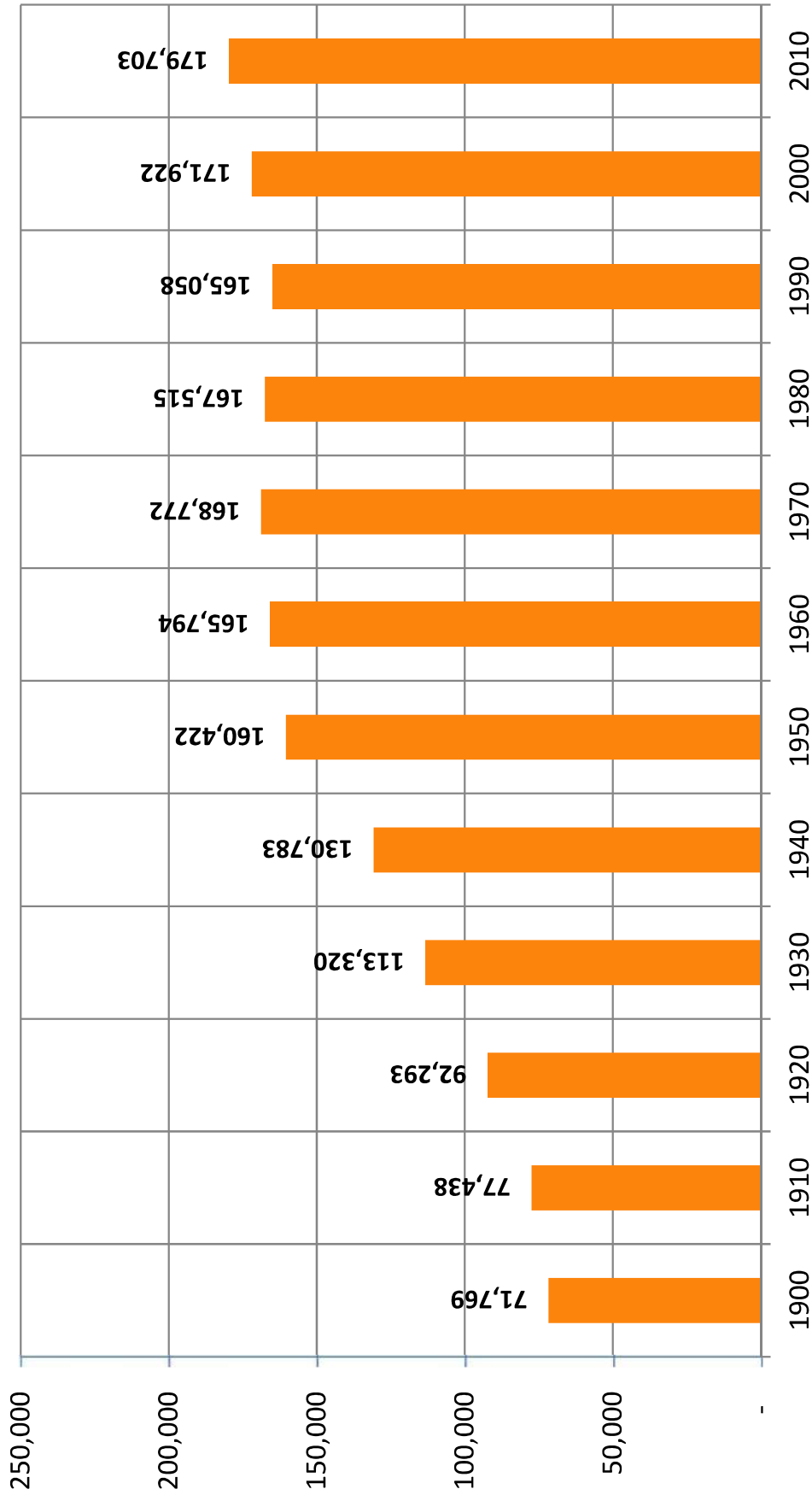
Appendix A: Data & Projections

Vanderburgh County Sheriff's Office and Jail Feasibility Study

Types of Housing Unit Classifications and Population on 1/31/18

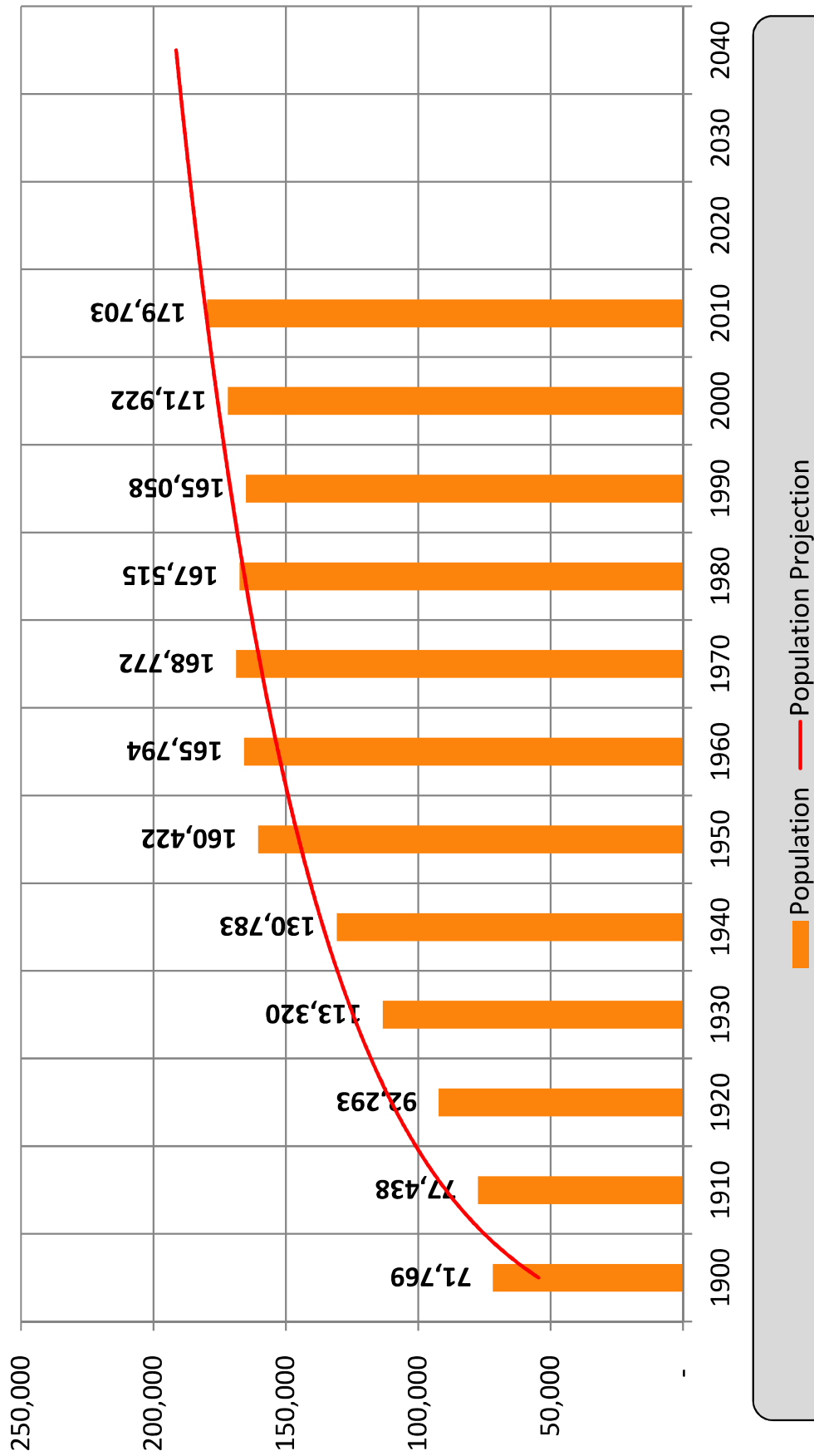
Types of Housing Unit Classification	Numbe of Inmates
Medium Risk Male Existing Housing (MRM)	240
Medium Risk Female Existing Housing (MRF)	64
Honor Dorm Male (HDM)	69
Honor Dorm Female (HDF)	18
L6 DOC Ineligible Male (DIM)	63
L6 DOC Ineligible Female (DIF)	11
Suicide - Mental Health	18
High Risk Existing Housing Male (HRM)	75
B1 Problem Unit (cooling off) (B1)	20
Inmate Worker (IW)	36
Special Management (ChoMO-Weak) (SM)	38
Booking/Holding (H)	63
Segregation Male (SGM)	16
Segregation Female (SGF)	1
Medical (M)	10
Juvenile Male (JM)	4
Juvenile Female (JF)	0
Total Inmates	746

County Population

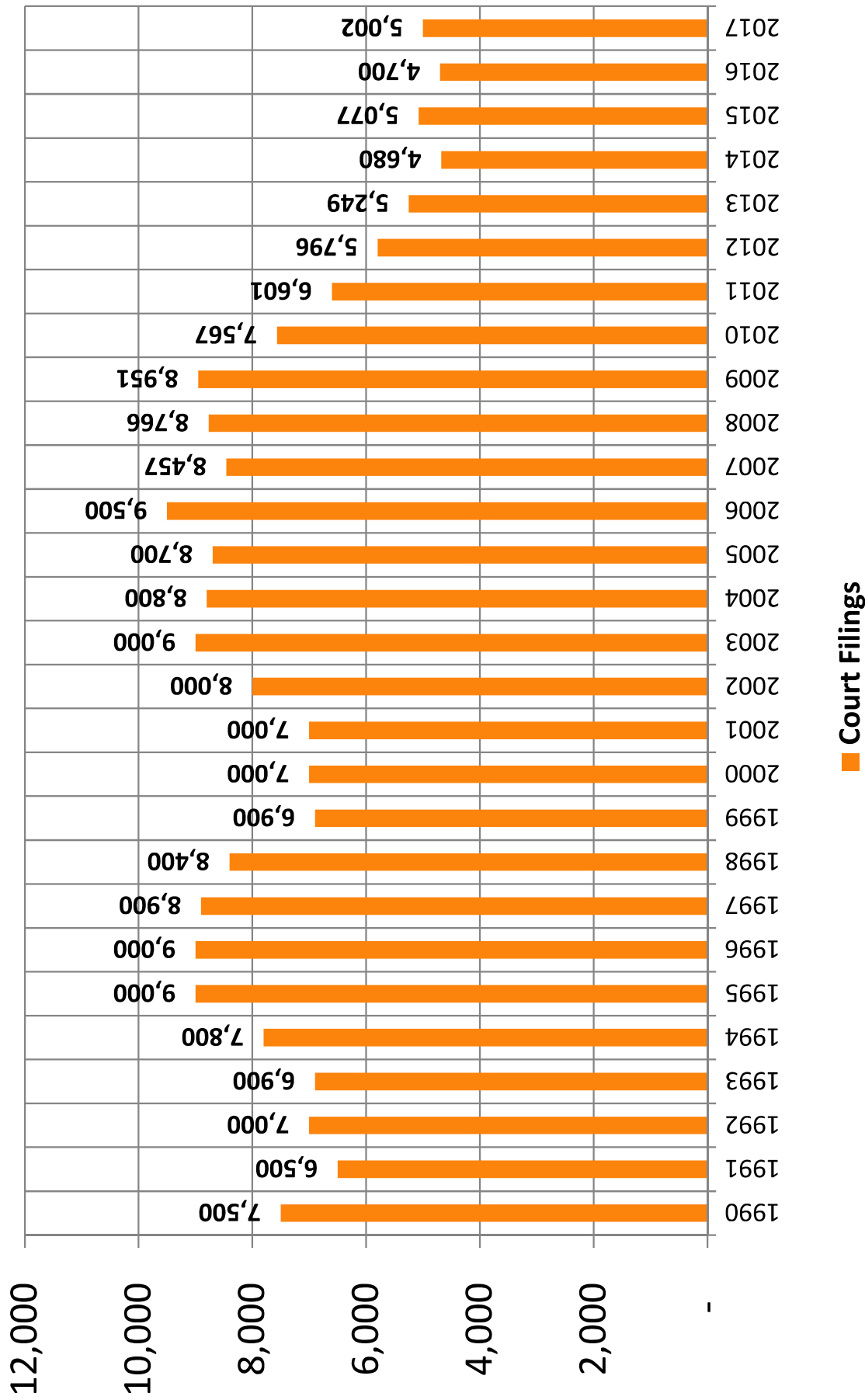


Data: US Census Bureau

County Population Projection

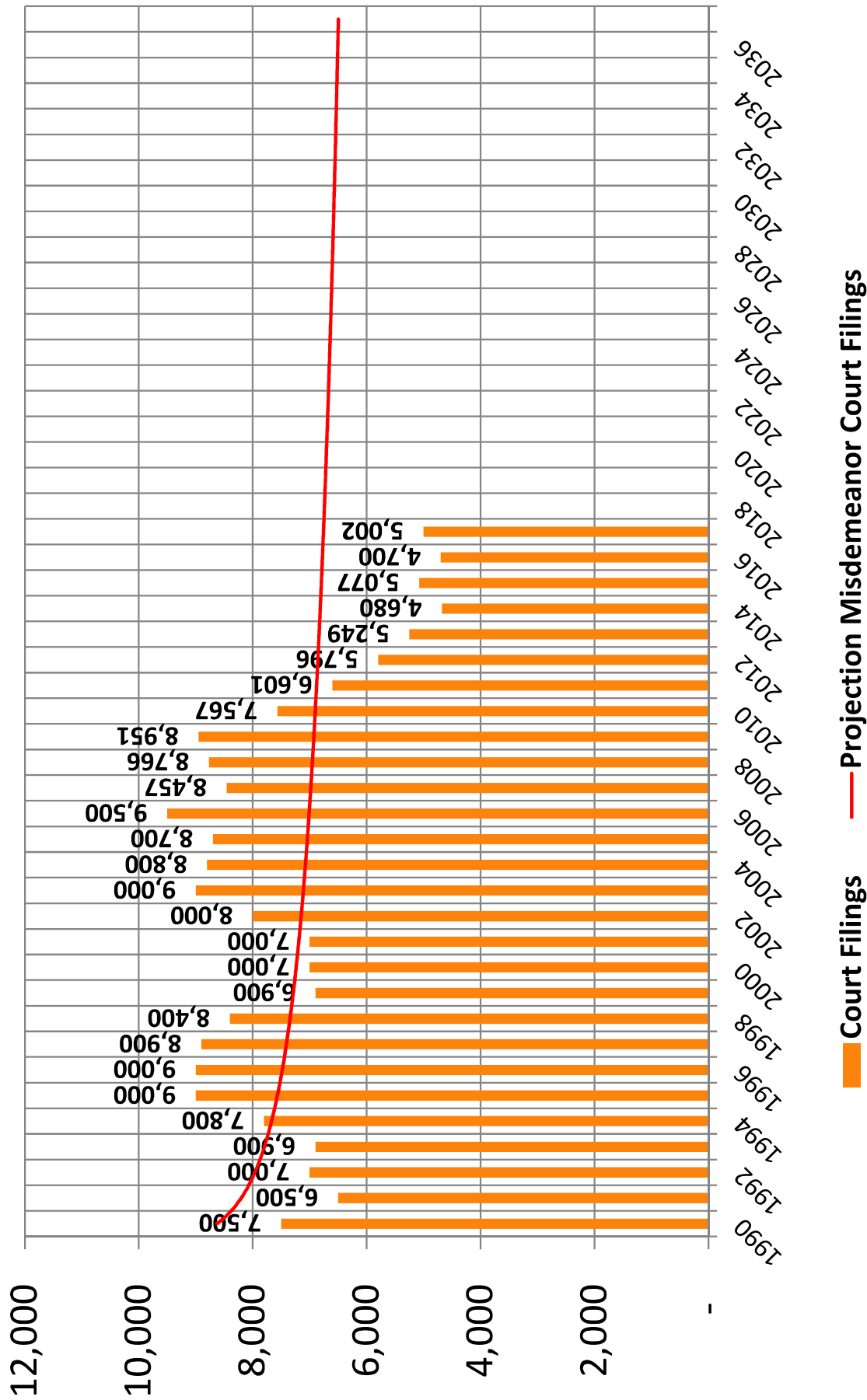


Misdemeanor Court Filings



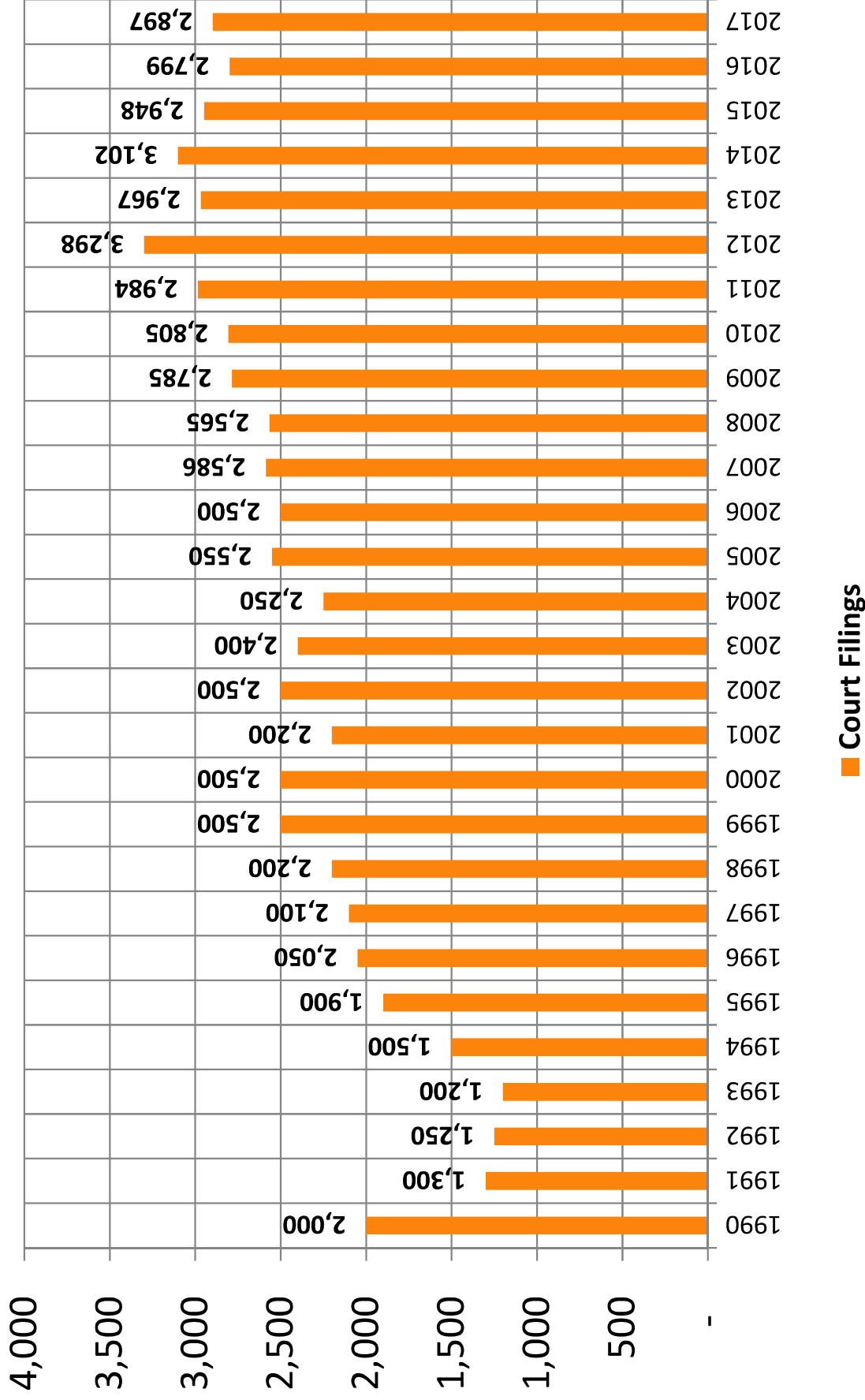
Graphic Summary of data provided by Vanderburgh County Courts. Filing numbers are approximate

Misdemeanor Court Filings Projection



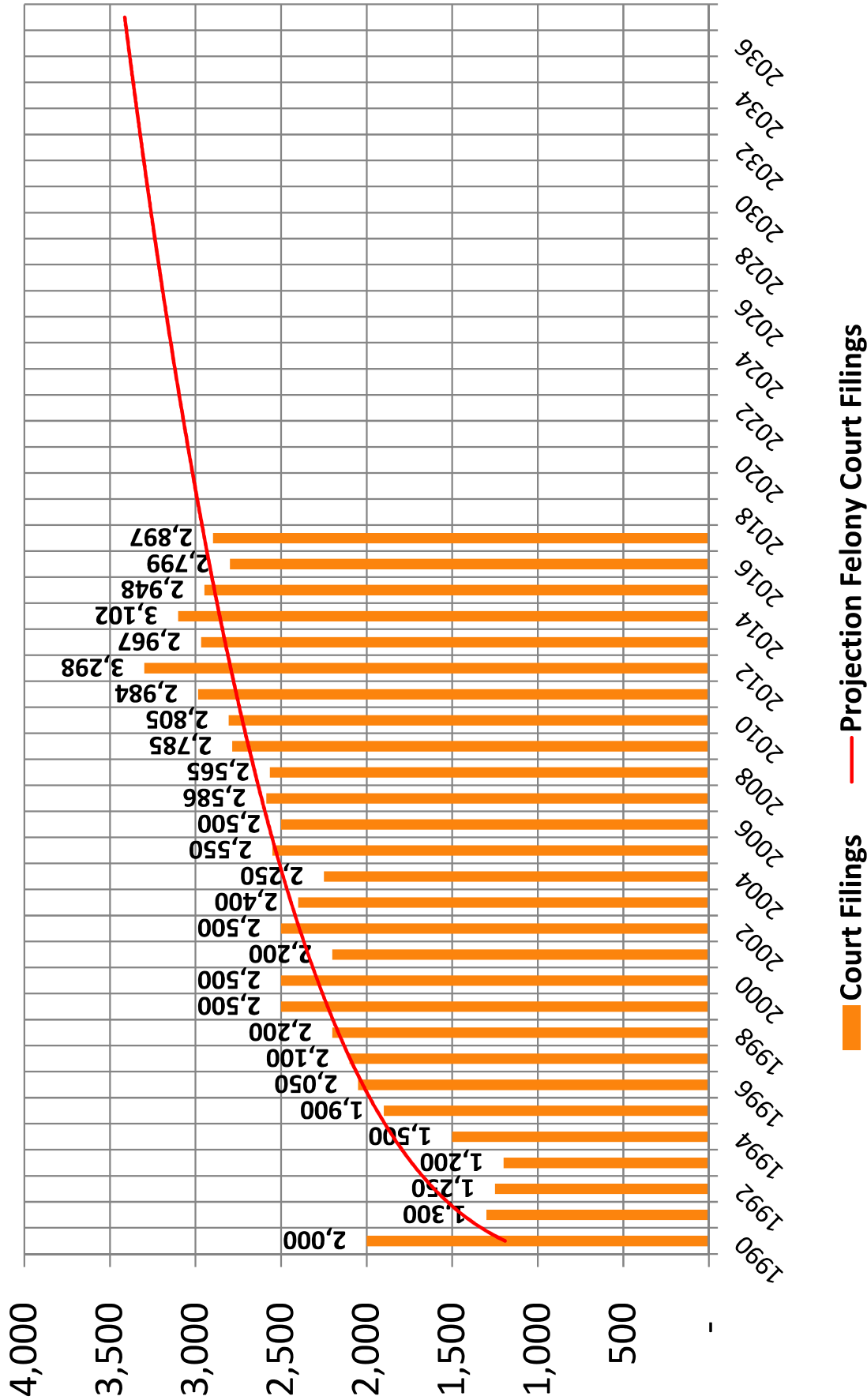
Graphic Summary of data provided by Vanderburgh County Courts. Filing numbers are approximate

Capital/Felony Court Filings



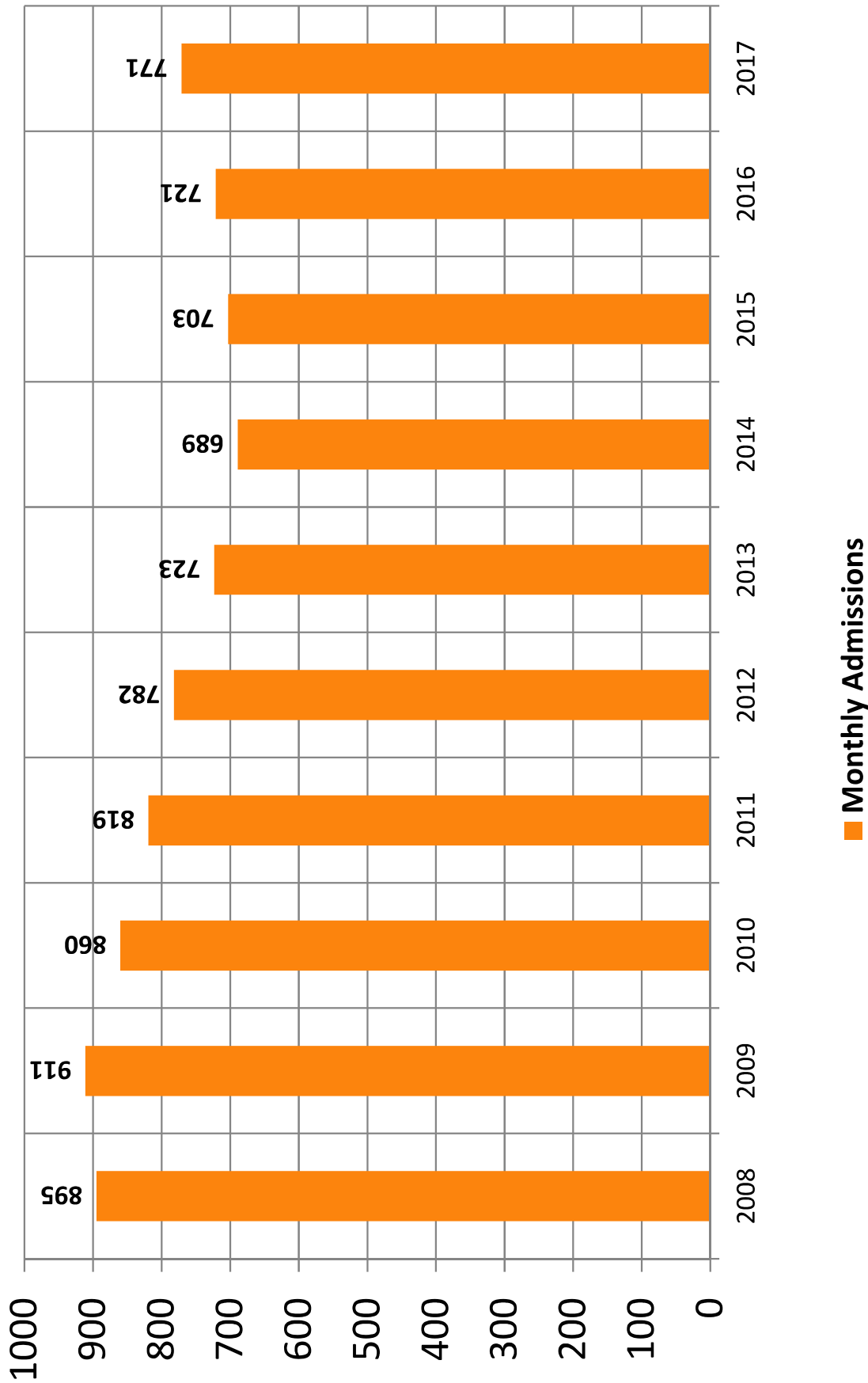
Graphic Summary of Data provided by Vanderburgh County Courts. Filing numbers are approximate

Capital/Felony Court Filing Projection

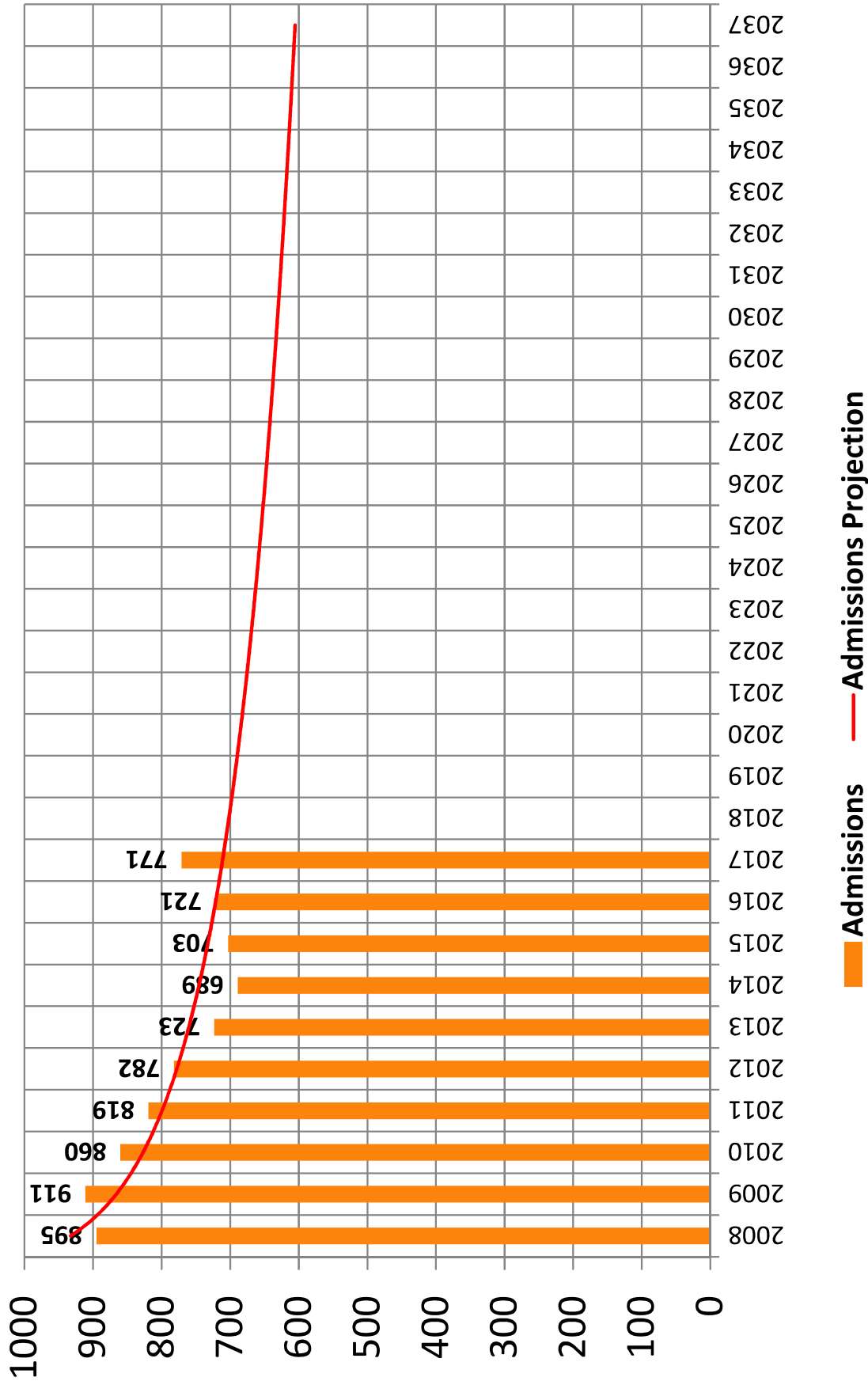


Graphic Summary of Data provided by Vanderburgh County Courts. Filing numbers are approximate

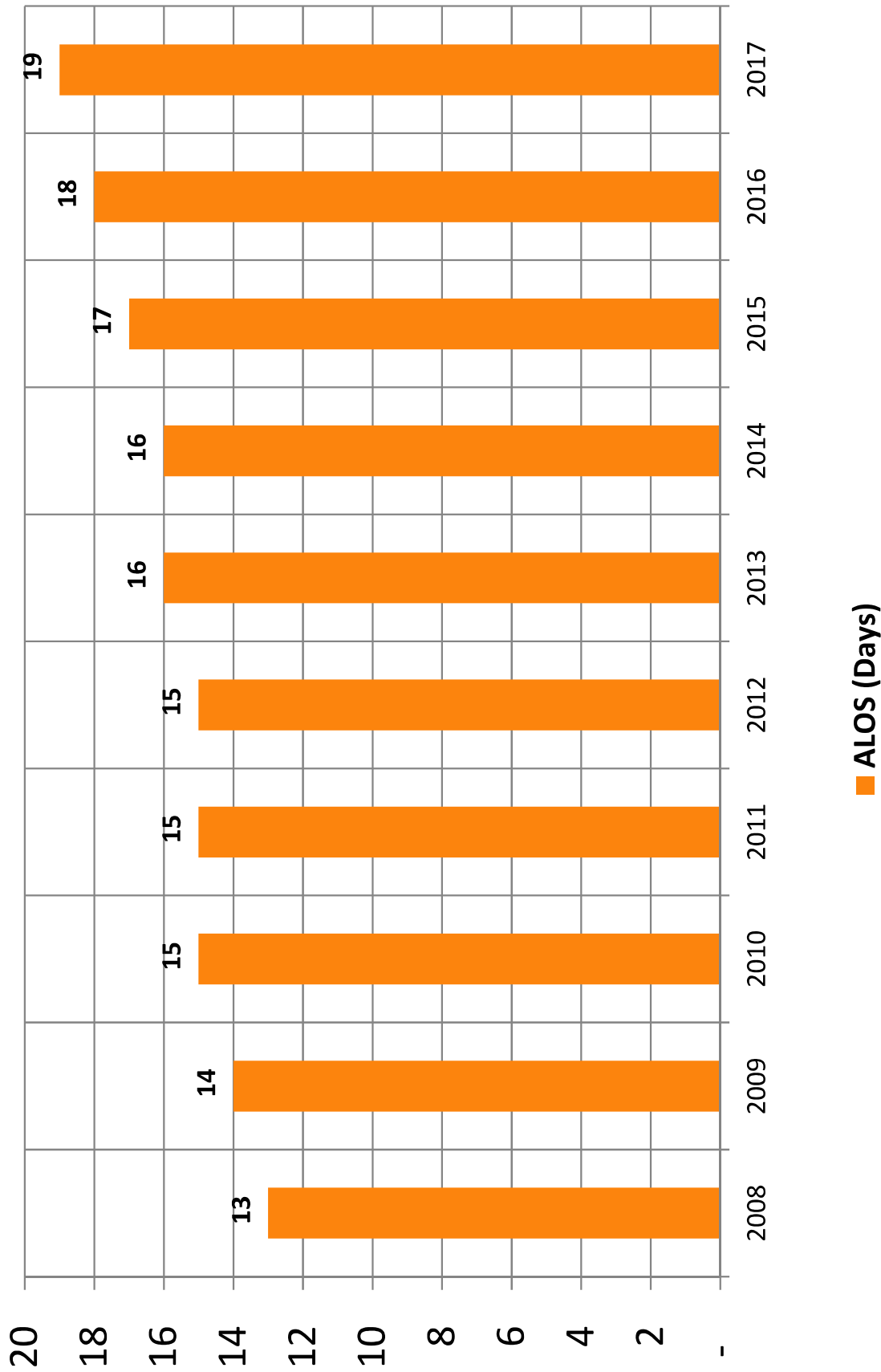
Average Monthly Jail Admissions



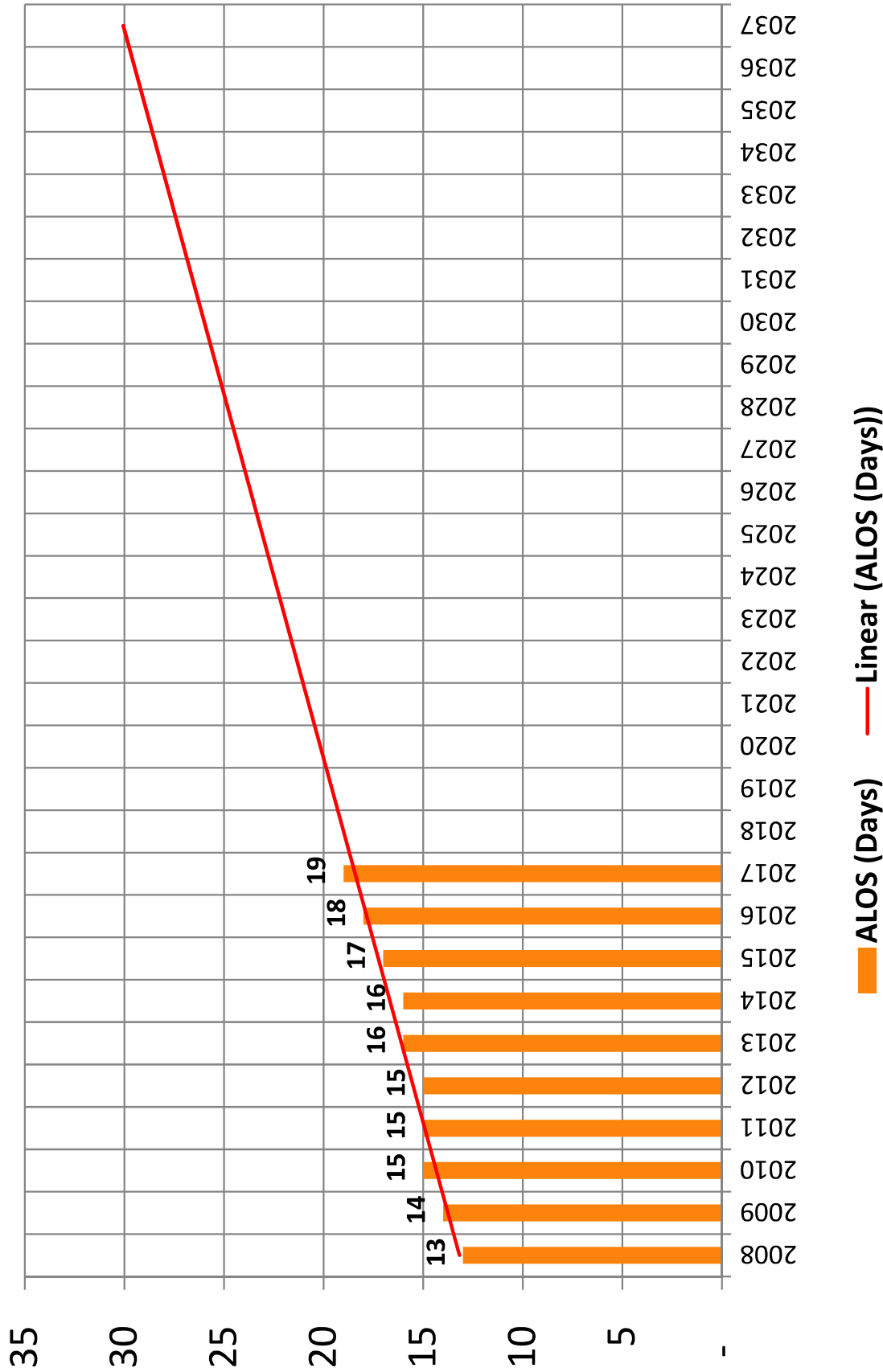
Average Monthly Jail Admission Projection



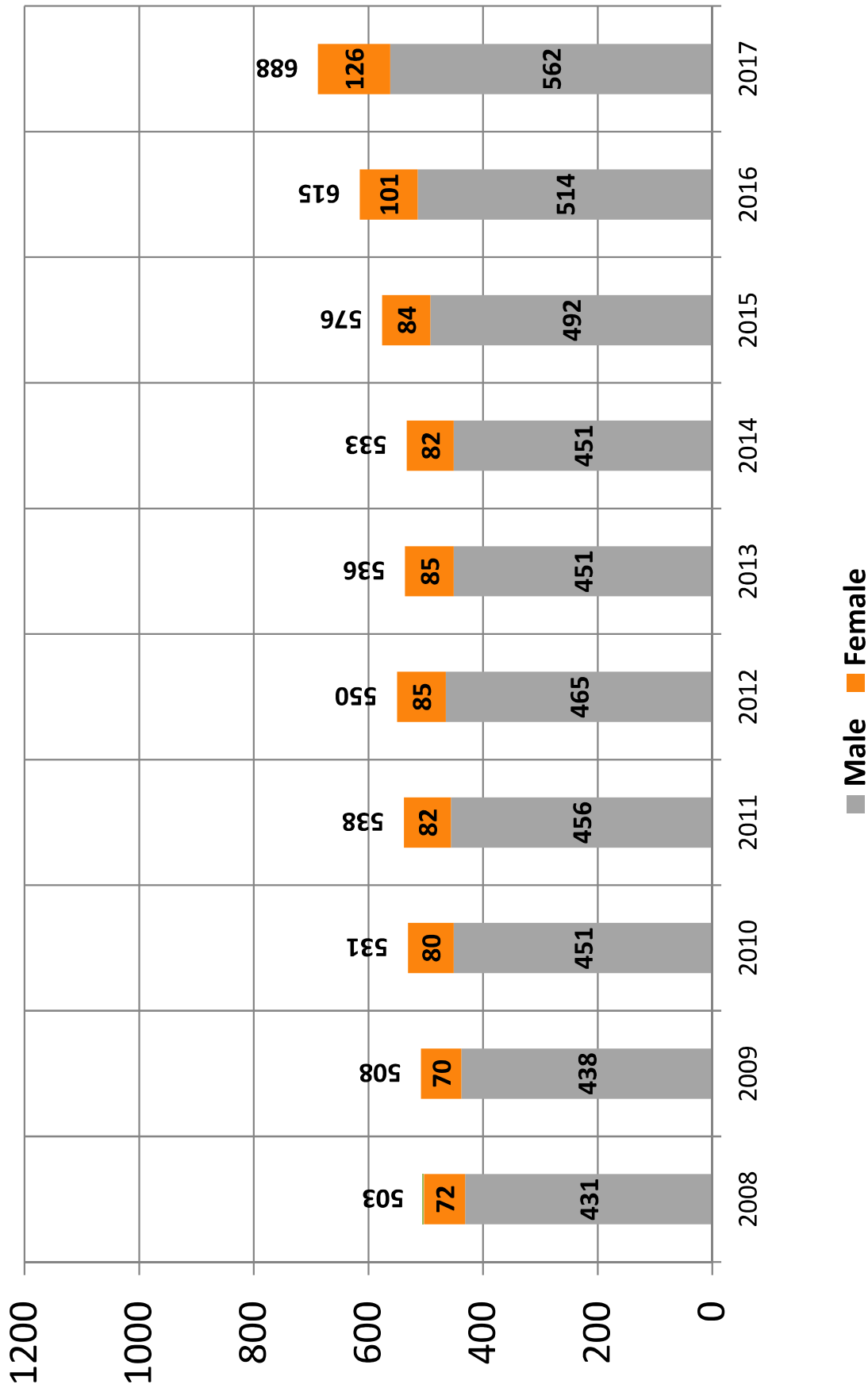
Average Length of Stay (ALOS)



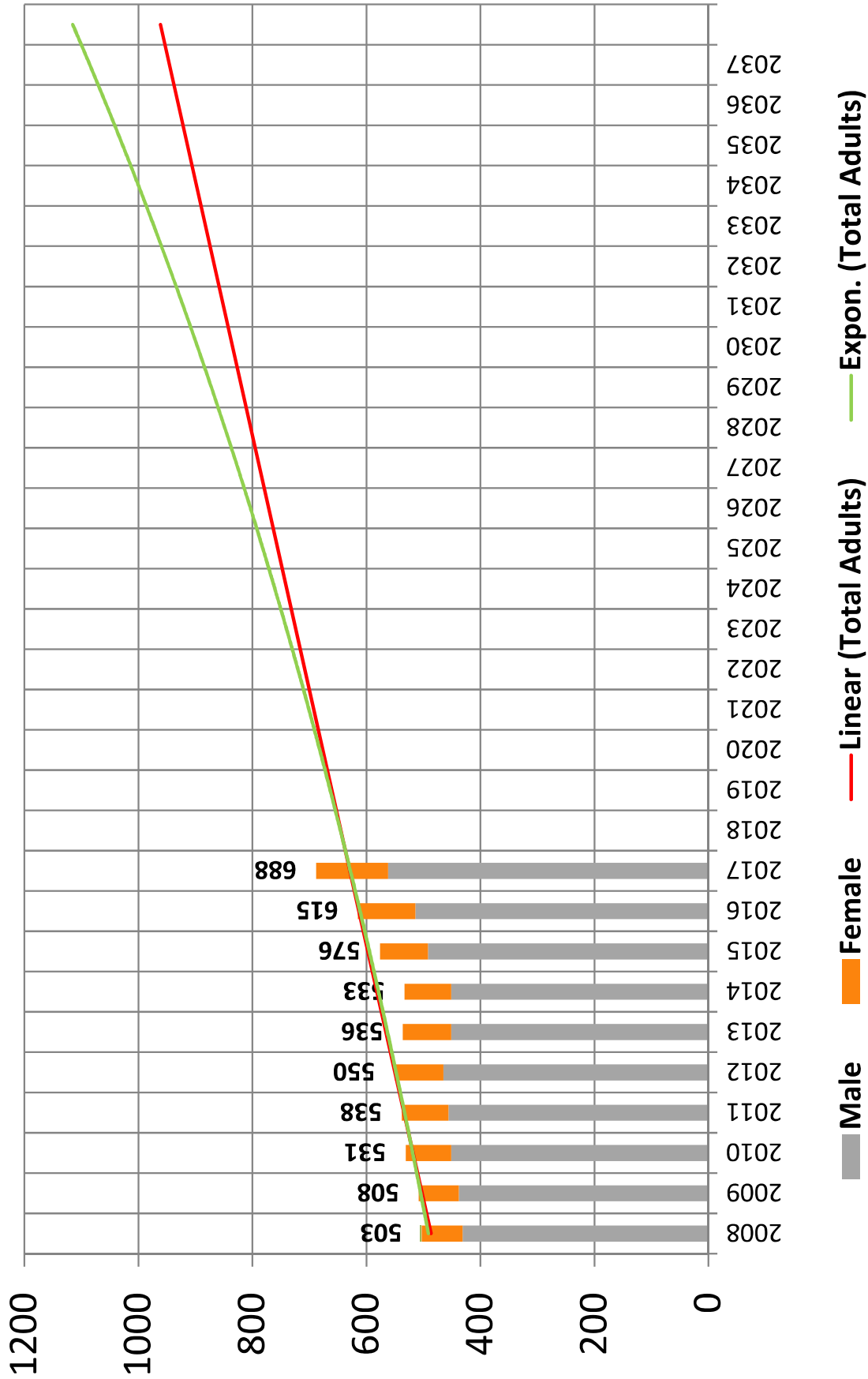
Average Length of Stay (ALOS) Projection



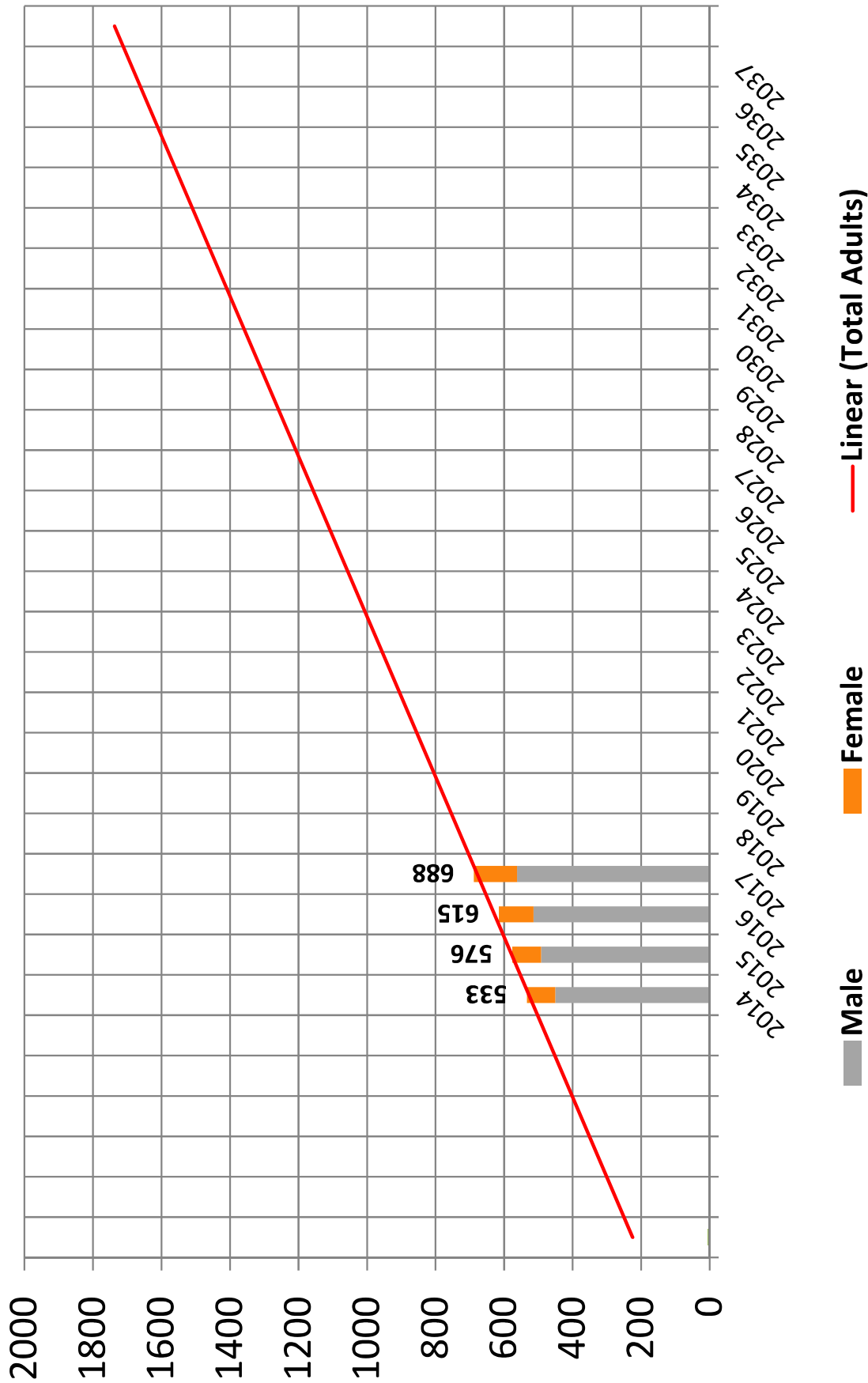
Average Daily Population



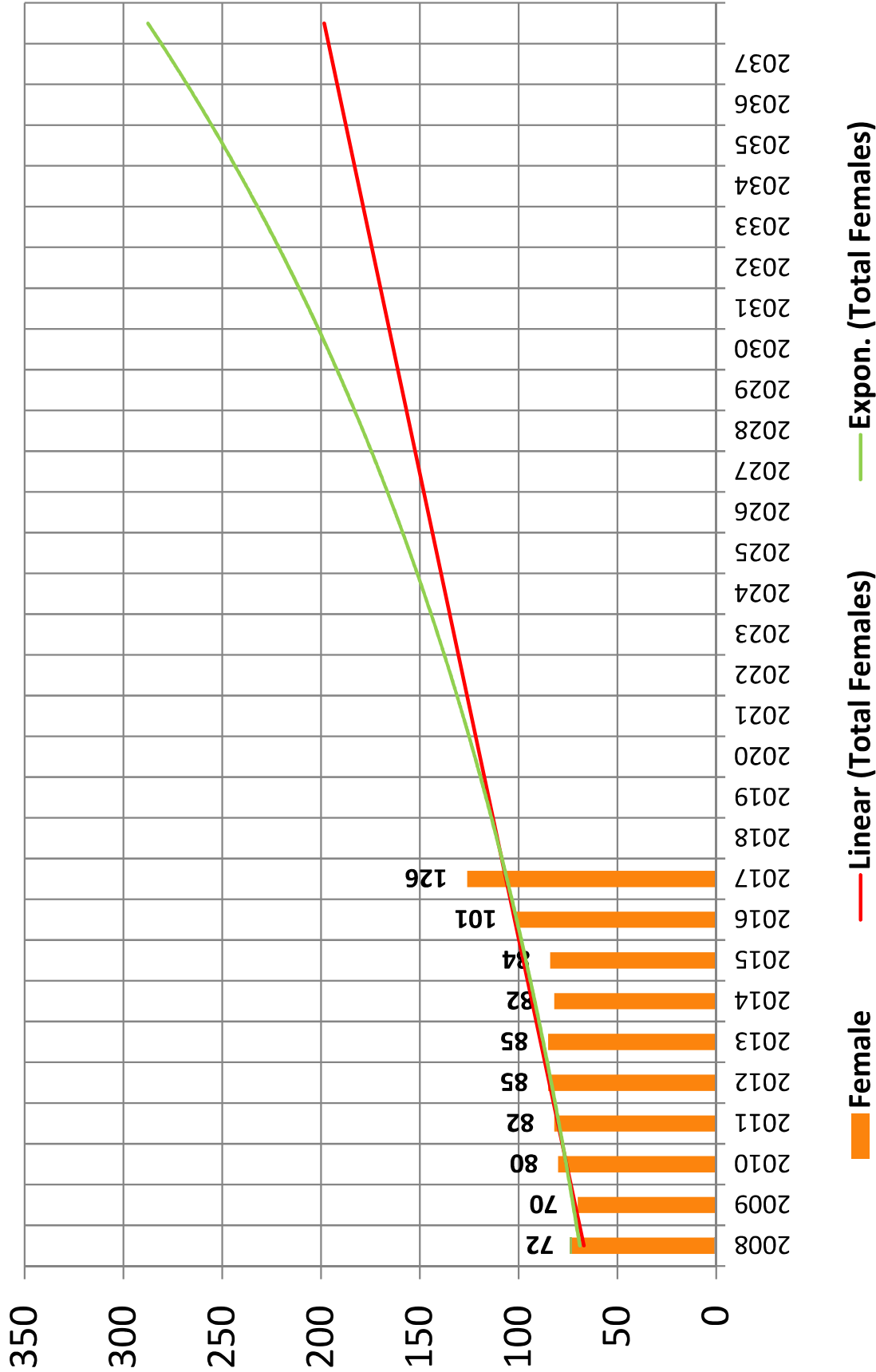
Average Daily Population Projection



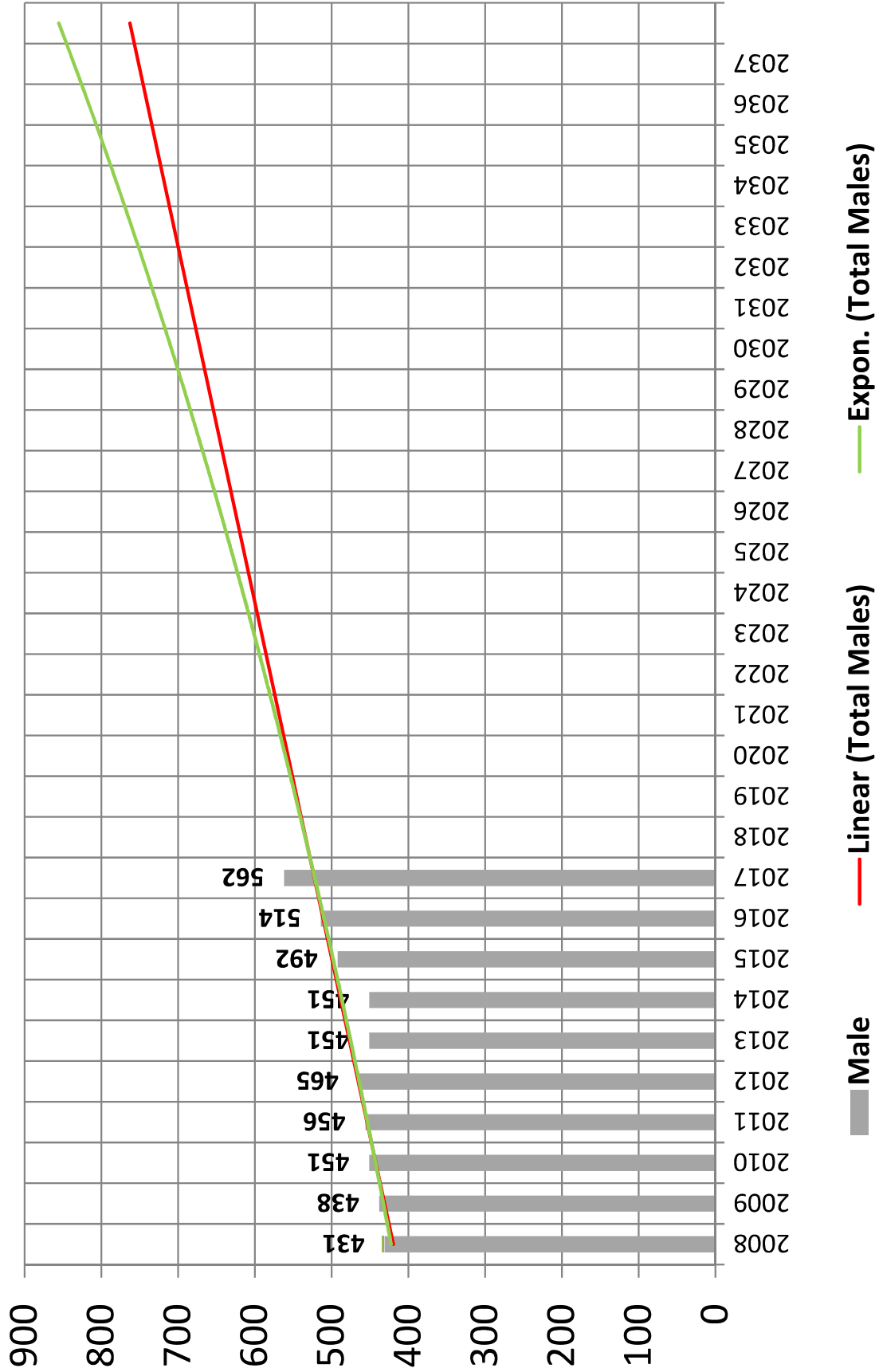
ADP Projection Based on Last 4 Years



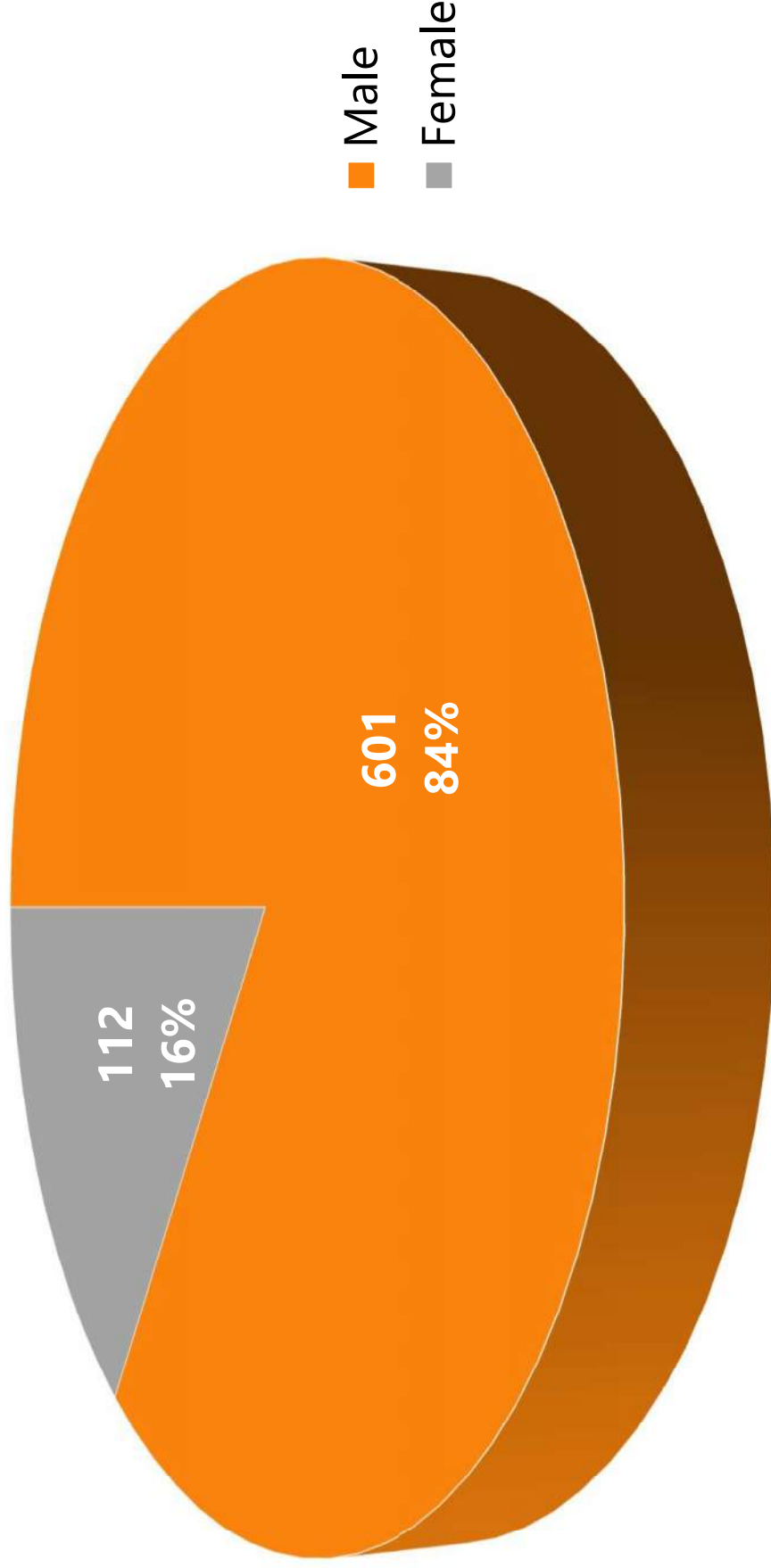
Average Daily Female Population Projection



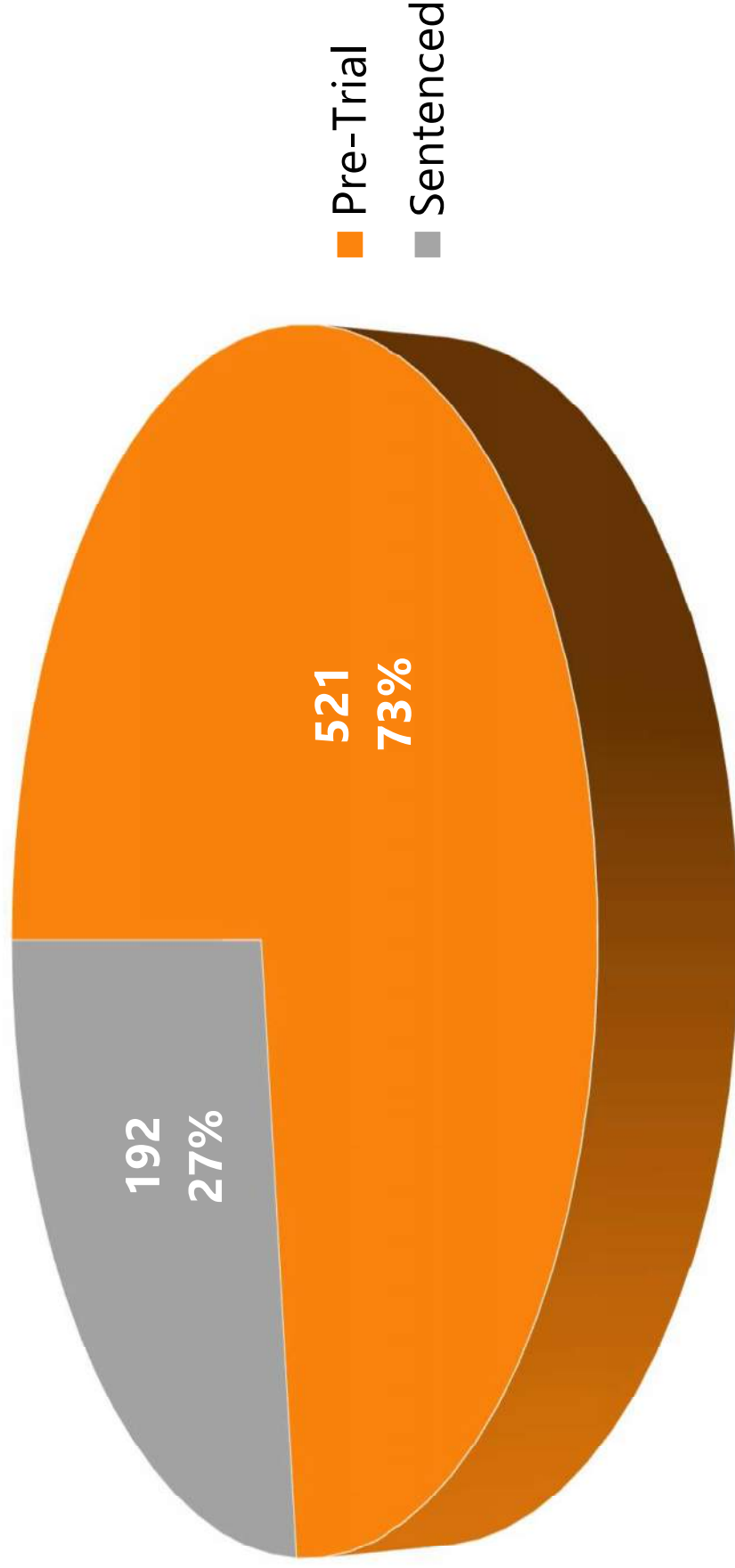
Average Daily Male Population Projection



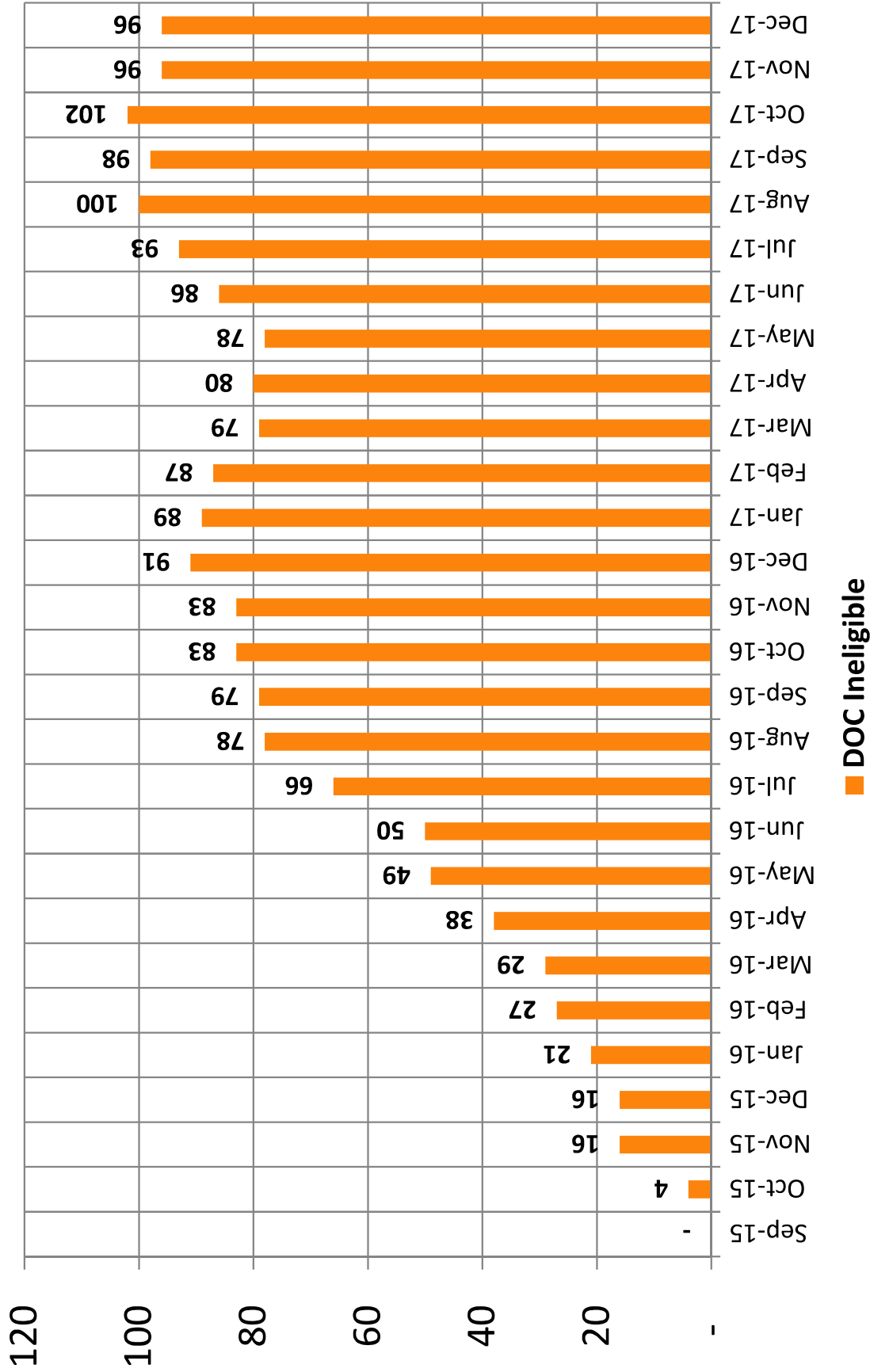
One Day Snapshot 01/11/18 Male-Female Populations



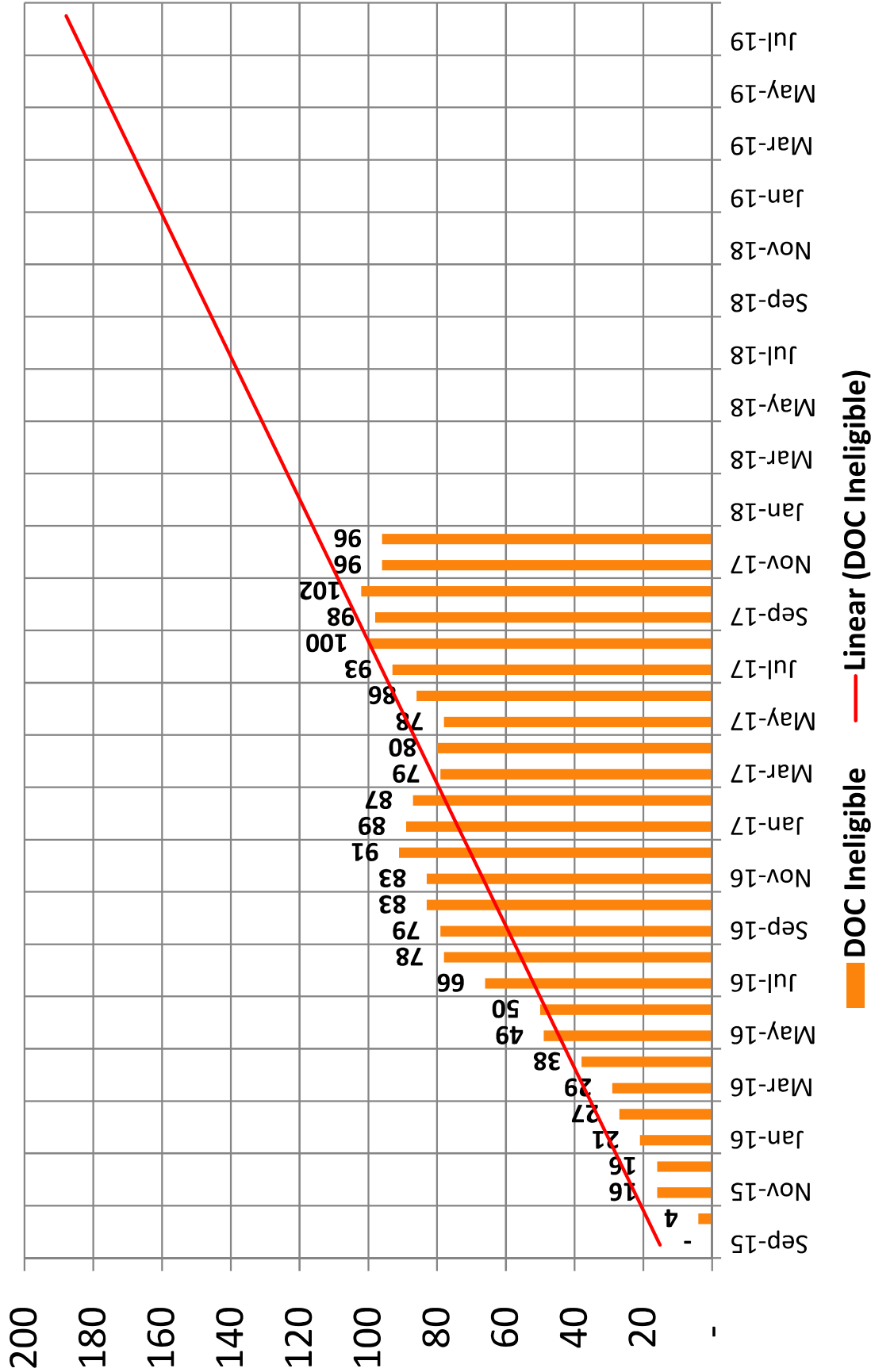
One Day Snapshot 01/11/18 Pretrial-Sentenced



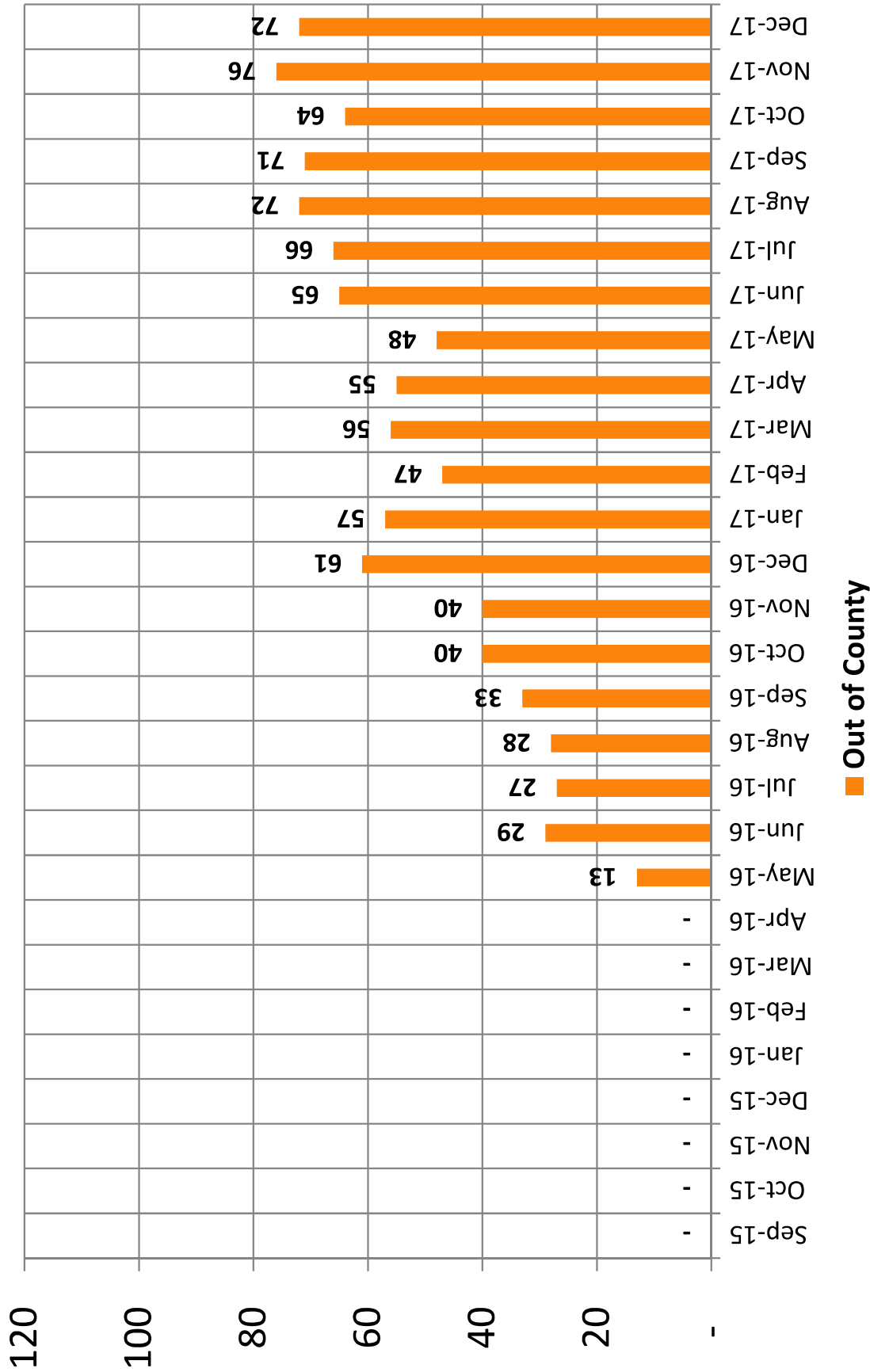
Average L6/DOC Ineligible Jail Population



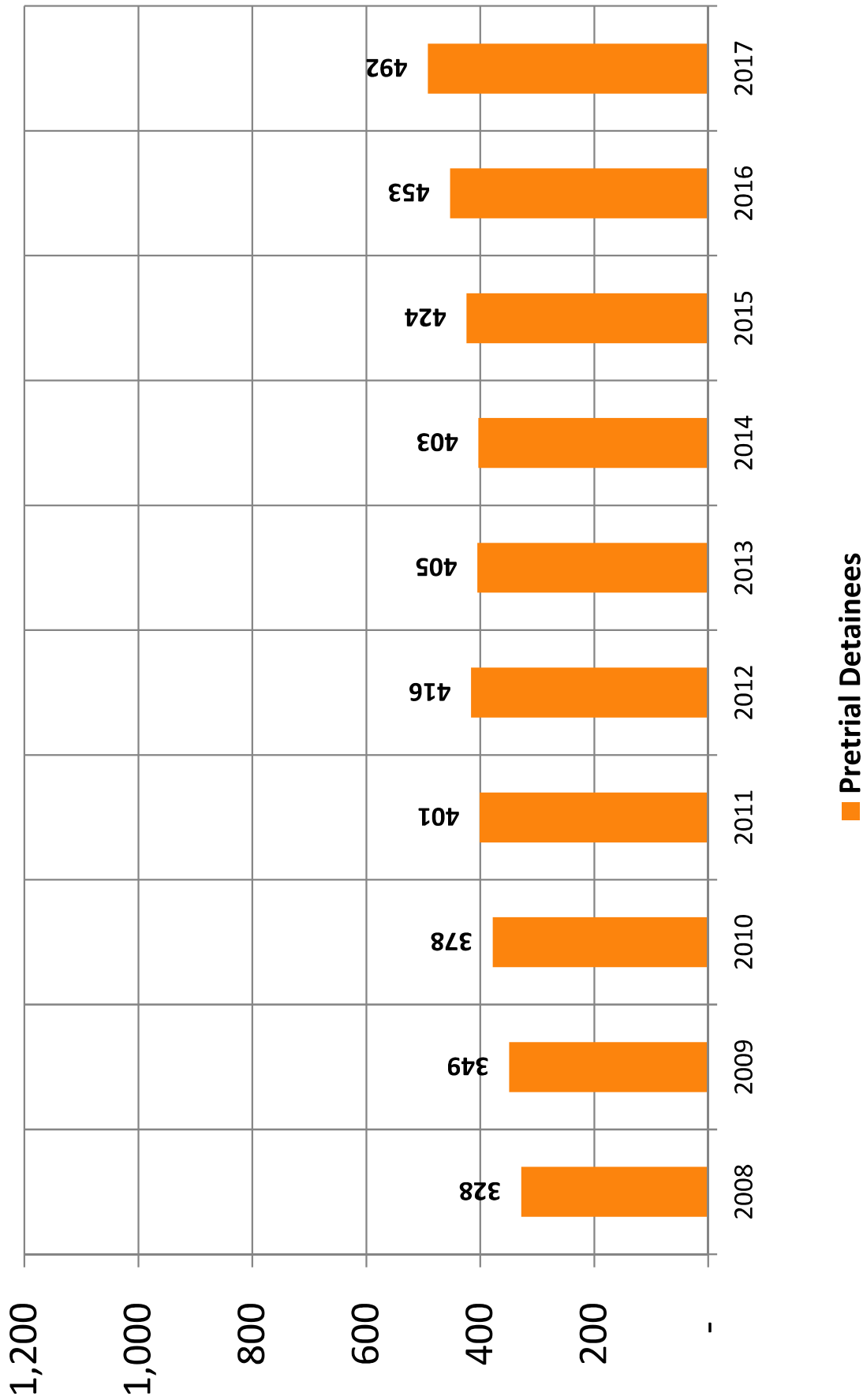
Average L6/DOC Ineligible Population Projection



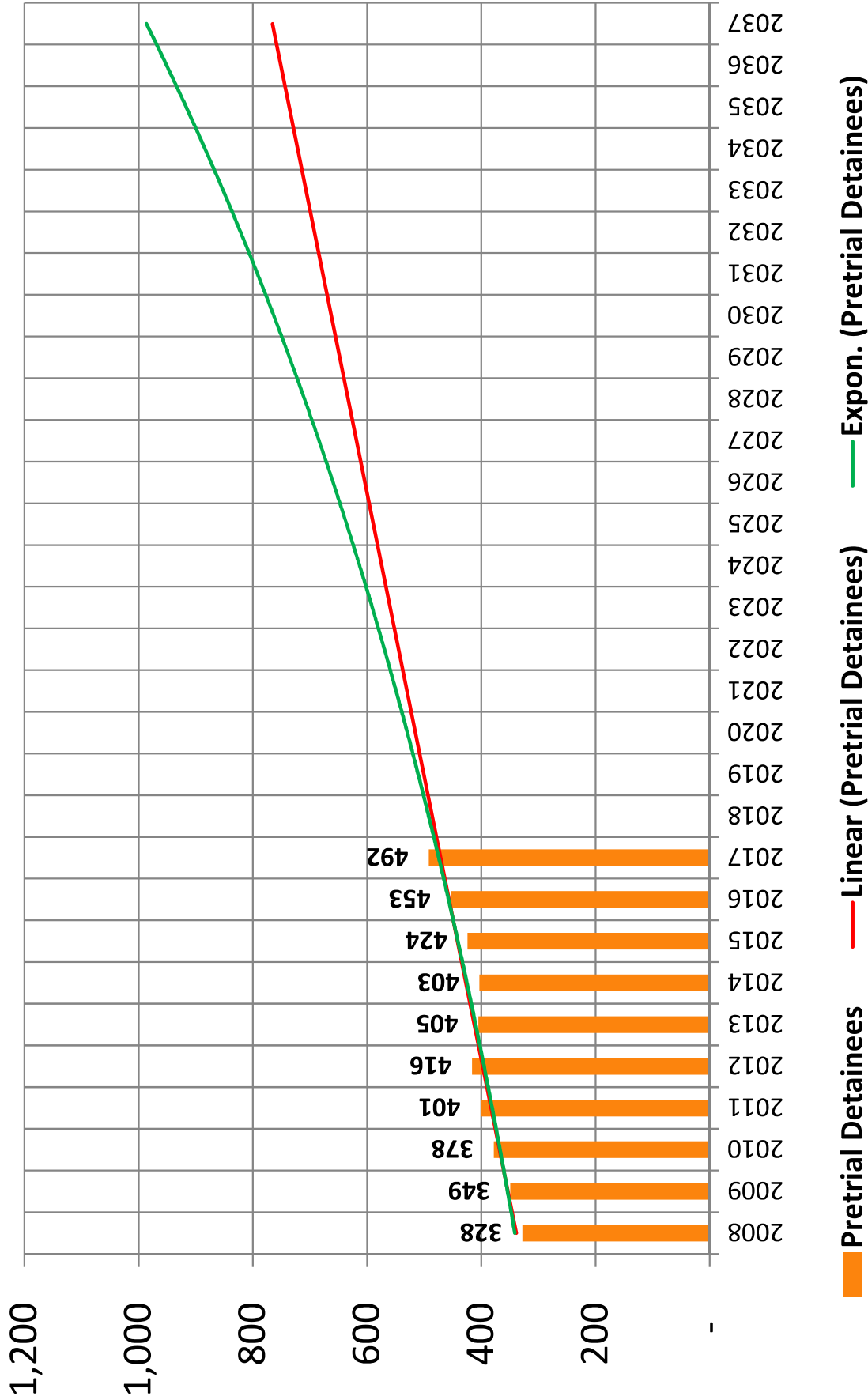
Average Inmates Out of County



Average Number of Pretrial Detainees



Average Number of Pretrial Detainee Projection



Appendix B: Existing Space Evaluation

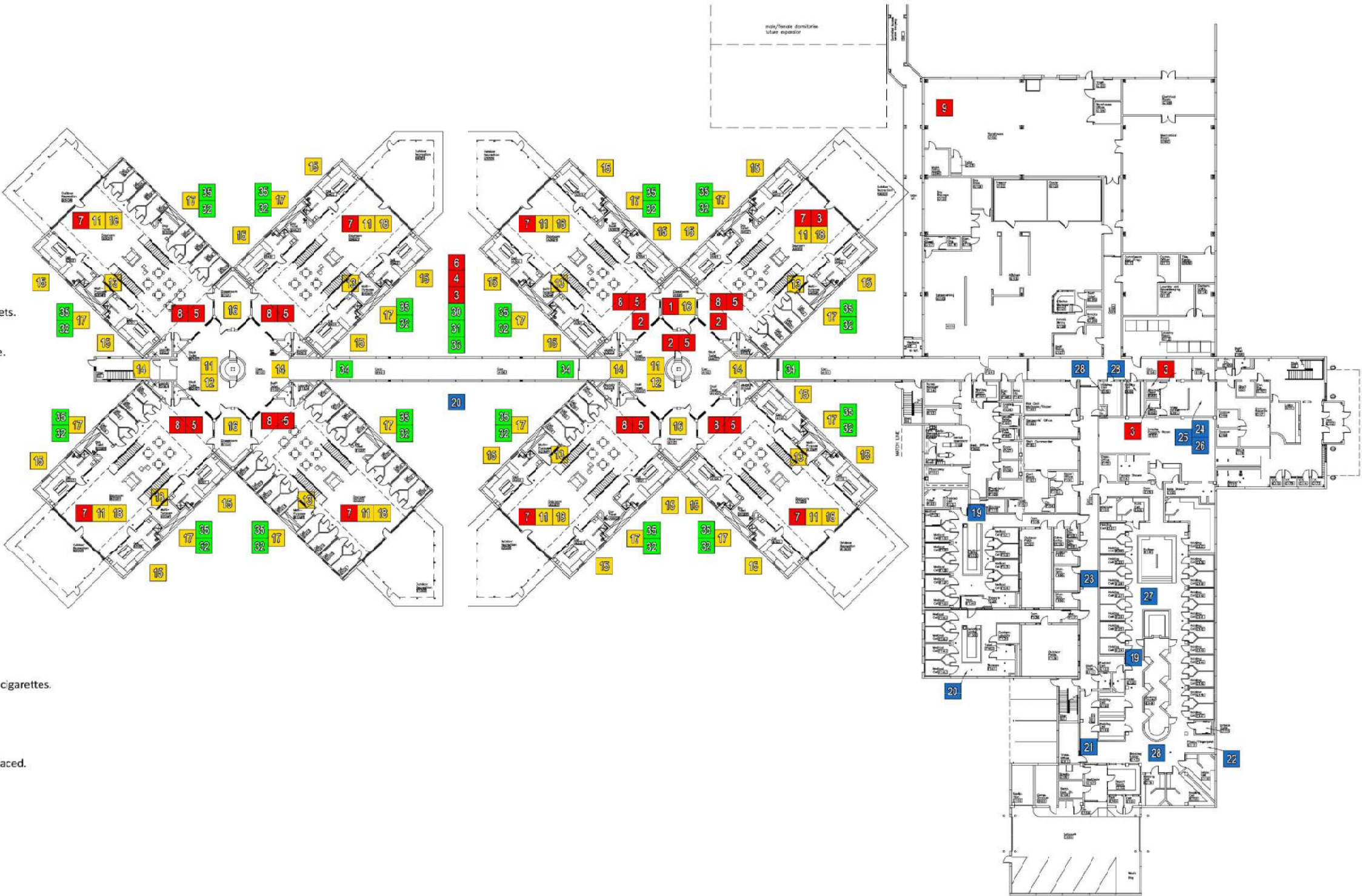
EXISTING JAIL OBSERVATIONS

- 1. Only one women's classroom in the facility.
- 2. Sight lines into women's classrooms, prevent sight separation.
- 3. Need more female space beds.
- 4. Not enough classroom/program space in facility.
- 5. Not enough smaller housing units for proper classification.
- 6. Jail HVAC system does not maintain a constant temperature.
- 7. TVs not enclosed and are subject to abuse.
- 8. Older camera in dayrooms do not cover dayrooms completely.
- 9. IT needs more storage.

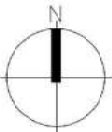
- 10. Requires a lot of staff to operate jail.
- 11. Control stations in central control and dayrooms not secure.
- 12. No segregation cells are located in the pods.
- 13. Pod video visitation has no privacy between stations.
Inmates can hide behind the wall below window.
- 14. Laundry area in the dayroom is subject to abuse.
- 15. TV wires are accessible to inmates.
- 16. Ceilings in classroom are accessible to inmate and support wires can be used as a weapon.
- 17. Inadequate shower drainage and inadequate plumbing in toilets.
There is no trench drain in front of showers.
- 18. Dayrooms were noisy. Added ceilings helped reduce the noise.

- 19. Only two padded cells are in the building.
- 20. Lack of a separated area in the building just for juveniles.
- 21. Need extra room for a body scanner.
- 22. Need another fingerprint and mug shot station.
- 23. Need separate area for clerk. Need of file area reorganization.
- 24. Need separate areas for men and women in video conference/arraignment area.
- 25. Need another video conference/arraignment station.
- 26. Attorney visitation area is not used.
- 27. Need a classification office.
- 28. Need a more efficient booking areas.

- 29. Light fixtures in cells have been vandalized. Use wires to light cigarettes.
- 30. Sprinkler heads area have been vandalized.
- 31. Smoke detectors cages have been broken.
- 32. Stainless steel showers in cell areas have rusted.
- 33. Wide security caulked joints in exterior walls needs to be replaced.
- 34. Pneumatic doors need a lot of maintenance.
- 35. Utility chases are difficult to access and crowded.



FIRST FLOOR PLAN
VANDERBURGH COUNTY JAIL
EVANSVILLE, INDIANA



1 FIRST FLOOR PLAN
SCALE: 1"=20'-0"



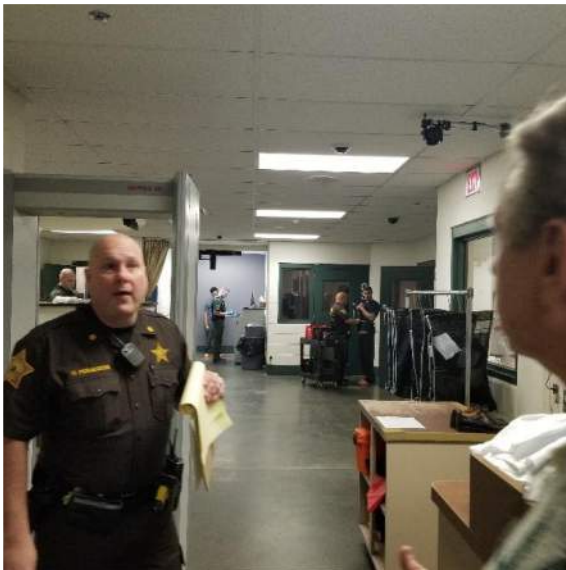
Vanderburgh County Jail Study
Space Evaluation

Booking



Need more efficient booking areas.
Need separate area for clerk.
Need a classification area.

Booking



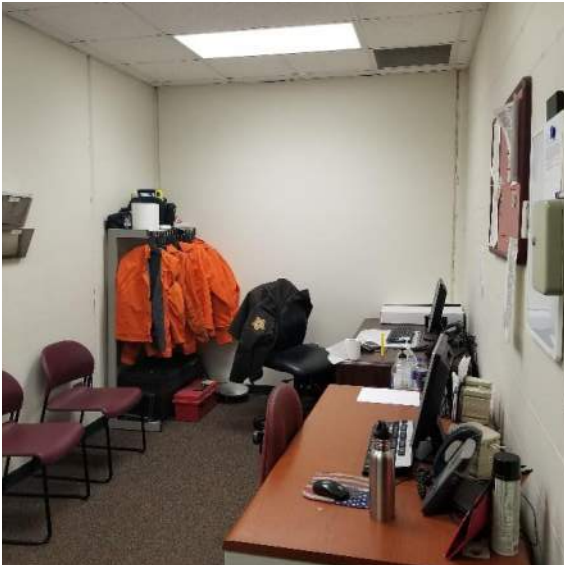
Need extra room for body scanner.

Holding



Pneumatic doors need a lot of maintenance.

Admin Offices



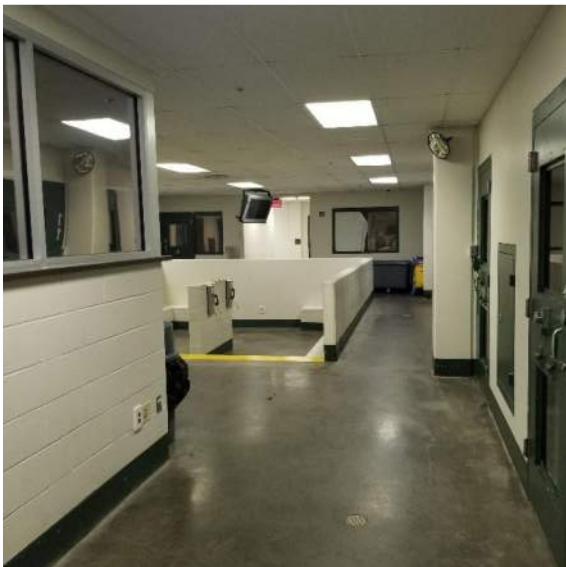
Need separate areas for clerks.
Need a classification area.

Booking



Need more efficient booking areas.
Need separate areas for clerk.
Need a classification area.

Holding



Need more efficient booking area.
Need separate areas for clerk.
Need a classification office.

Booking



Need more efficient booking area.
Need separate areas for clerk.
Need a classification office.

Booking



Need more efficient booking area.
Need separate areas for clerk.
Need a classification office.

Waiting Area



Need more efficient booking area.
Need separate areas for clerk.
Need a classification office.
Waiting area can be repurposed.

Property Rooms



Consider more efficient property storage system to make property room more efficient.

Storage



Consider more efficient property storage system to make property room more efficient.

Circulation



Pneumatic doors need a lot of maintenance.

Medical Lobby



Need additional separated areas in jail for juveniles.

Medical Lobby



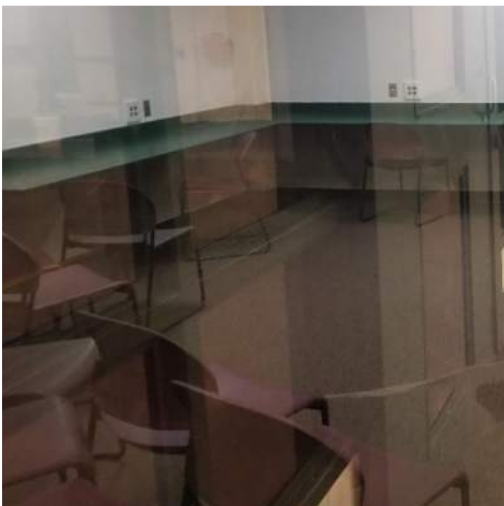
Need additional separated areas in jail for juveniles.

Circulation



Only one women's classroom in the facility.
Sight lines into women's classrooms, prevent sight separation.

Program Spaces



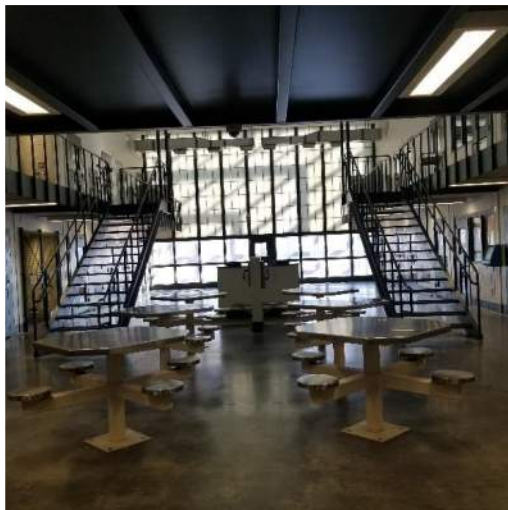
Need more program rooms.

Indoor Rec.



Need better sight and sound separation.

Dayroom



Dayrooms were noisy. Added ceilings helped reduce the noise.
Need a lot of staffing to operate jail.

Direct Supervision



Requires a lot of staffing to operate jail.



Enlarge kitchen equipment for expansion.
Additional serving & carts required.

Storage



Need larger storage areas.

Storage



Need larger storage areas.

Roll Call/Video Arrangement



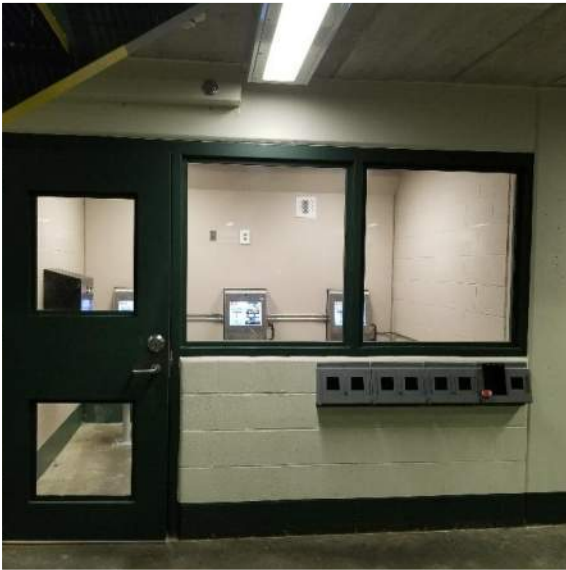
Provide additional space for video conferencing and holding.

Laundry



Expand laundry with additional equipment and provide space in any expansion.

Video Visitation



Pod video visitation has no privacy between stations. Inmates can hide behind the wall below window.

Pod Control CTR Monitor



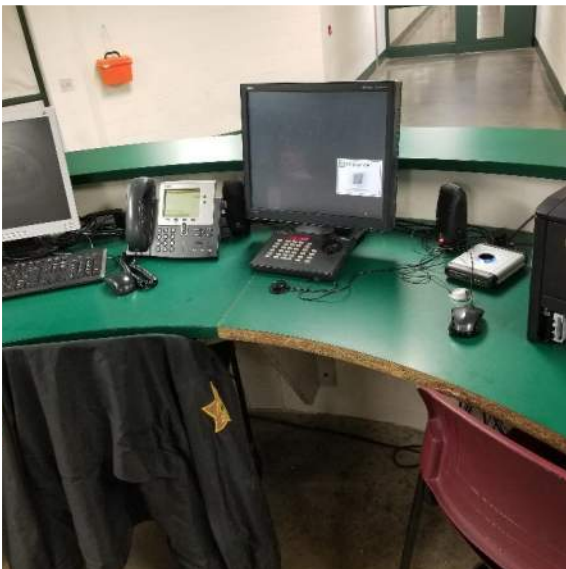
Outdated technology needs updating.

Pod Control



Control Stations in central control and dayrooms are not secure.

Pod Control



Control Stations in central control and dayrooms are not secure.

Booking



Need extra room for body scanner.

Cells



Sprinkler heads in cell areas have been vandalized

Security Cameras



Need for additional cameras & security upgrade.

Appendix C: Questionnaires & Meeting Minutes

Questionnaire

Facility: Sheriff's Office and Related Facilities

Department/Division: _____

Responder: _____

Date of Response: _____

The following Questionnaire related to the Vanderburgh 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 8, 2018 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	budget	2007	2017	Comments
1 st Shift	1. Jail Commander- Major		1	1	2017 --1 st shift requires 16 COs to cover all posts
0600-1400	2. Assistant Jail Commander- Lieutenant		1	1	
	3. Sergeant - Compliance/Training		0	1	
	4. Sergeant – Facilities Manager		1	1	
	5. Supervisory Sergeants		3	2	2018 —1 st shift requires 13 officers to cover all posts
	6. Confinement Officers		33	15	
	7. Video Court Deputy		0	1	
	8. Booking Clerks		3	2	
	9. Front Reception Clerk		2	2	
	10. Medical Staff		4	0	
	11. Community Service (COs)		2	1	
2 nd Shift	1. Assistant Jail Commander- Lieutenant		1	1	2017 –2nd shift requires 16 COs to cover all posts
1400-2200	2. Supervisory Sergeants		3	2	
	3. Confinement Officers		33	16	
	4. Booking Clerks		2	2	
	5. Front Reception Clerk		2	2	2018 —2 nd shift requires 13 officers to cover all posts
	6. Medical Staff		2	0	
	7.				
	8.				
	9.				
	10.				
Relief	1. Supervisory Sergeants		0	2	2017 –Relief shift requires 16 COs to cover all posts
2 shifts 2 nd shift / 2 shifts 1 st	2. Confinement Officers		0	15	
	3. Booking Clerks		0	2	
	4. Front Reception Clerk		0	0	
	5. Medical Staff		0	0	2018 —Relief shift requires 13 officers to cover all posts
	6.				
	7.				
	8.				

	9.				
	10.				
3 rd Shift	1. Assistant Jail Commander- Lieutenant		1	1	2017 —3 rd shift requires 10 COs to cover all posts
3 rd shift works with 3 squads. 2 squads work while 1 is off. They rotate every 2 days.	2. Supervisory Sergeants		3	3	
	3. Confinement Officers		24	14	
	4. Booking Clerks		1	1	2018 —3 rd shift requires 7 officers to cover all posts
	5. Front Reception Clerk		0	0	
	6. Medical Staff		2	0	
	7.				
	8.				
	9.				
In 2016, VCSO did away with our own medical staff and hired an outside vendor to provide inmate medical care.					
In 2018, the VCSO left the Work Release Facility which relieved 3 CO's from working there and allowed them to work in the jail					

2. What additional staff do you anticipate in the next 20 years:

Division	Staff Position/Title	2022	2027	2032	2037	Comments
A.	1.					
	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. 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. **Treatment and Rehabilitation**-- I think that in general the philosophical change in jails will move more toward treatment and rehabilitation. I expect that any classes or programs that a prison offers, a jail will be expected to offer. I don't believe there will ever be enough therapist, counselors, or educators to provide these services. Therefore someone will need to devise canned, or one size-fits-all, programs that confinement officers will be forced to supervise and teach. Instead of a councilor, confinement officers will take a 40 or 80 hour class and serve as a councilor. This will require more custody staff and more space to do such programming.

b. **Case Management**—I think in-custody case management (similar to what prisons do) will eventually make their way to jails. The purpose is to manage and classify inmates more effectively while they are here. But more importantly, such case management would follow inmates once they are released. The goal is after care. Case managers would assist inmates with housing, follow-up medical and mental health appointments, job counseling, etcetera.

c. **Personal Thoughts** -- I am not confident that any of the previously described philosophical changes to the way a jail operates is what a jail should be doing. I think a jail should be a temporarily holding space for pre-trial inmates. Unfortunately, most communities are seeing jails turn to long term inmate housing. Communities see jails on the front lines of addiction and mental health issues and expect jails to fix those problems.

There have been dozens of initiatives throughout the years to solve the problem of criminals being criminals. The programs are devised by good people who don't understand how criminals think. For a non-criminal, who finds himself afoul of the law, he welcomes a second chance. Send him to counseling or a work release program and he will do well and likely never commit another crime again. Criminals see counseling, or work release, as a way to manipulate the system. They either get a time cut or a more lenient sentence. They view the system that showed them compassion as a bunch of fools. Programs to rehabilitate criminals have failed for years and will continue to do so. I really hate wasting a lot of time on it, but it is what the current thinking is. Therefore we have to consider treatment, rehabilitation, and case management as a core of any jail projects.

d.

6. Summarize thoughts, opinions or observations you have about the current VANDERBURGH County Justice System and outline potential philosophical, procedural or operational changes that may improve the current means of doing business:
- Our courts do not move cases quickly enough.
 -
 -
 -

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 have 4 classrooms to cover 8 housing units. It makes it hard to do programming for all inmates.
 - b. Female space is sorely needed.
 - c. There is no disciplinary unit for females
 - d. Medical negative airflow cells are used for juvenile inmates
 - e. Need space for juvenile inmates
 - f.
2. Describe special space, technology, storage, etc. space needs your Department/Division requires that is currently not provided:
 - a. In booking, our clerks have to do IDACS/ NCIC entries, process arrests and releases, calculate sentences, answer phones and a ton of other miscellaneous duties. It is important to have at least one clerk in that area, but it makes it difficult to concentrate on precision entry, when inmates are banging, yelling, or smearing feces. A separate area to do NCIC entry and store the files would be nice.
 - b. IT services needs more storage space. They currently take up a sizeable portion of the warehouse.
 - c. Would like a classification office that is used for that function
 - d. We do not have space for a body scanner in the booking area.
 - e. Need more room for court holding tanks. Those tanks need to have a bathroom facility
 - f. Need more efficient use of booking area. To include more computer work stations for officers, medical and part time clerks. We need a second fingerprint, booking photo, and property photo set-up.
3. How many visitors do you typically have on a daily bases and what type?
 - a. Public: Except for escorted tours, the public is rarely in the jail. They do onsite video visitation in the reception area (30-35 per day)
 - b. Attorneys: 4 per week
 - c. Other Department Staff: _____
 - d. Vendors: 5/ day
 - e. Other:
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____

Visitors: Avg: 24 per day @7 day stretch from 01/03 to 01/10 (This should include both professional visitors (attorneys, clergy, AA, etc) and other visitors (DCS, CASA, etc). It does not include detectives who are not checked-in when they come in from the front. One outlier day on the week I chose was 01/05 @ 52 visitors.

C. Other Comments

1. Summarize or include any additional information you believe relevant to the efforts of this study:
 - a. Sprinkler heads and light fixtures are easily accessible. Inmates destroy them at will.
 - b. Current jail design makes the utility chases a nightmare to work in.
 - c. The phone pit in booking seems to be wasted space.

- 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

VANDERBURGH COUNTY JAIL

JAIL DATA:

1. Jail/Inmate population for the last ten (10) years:

Year	Inmate Days	Avg Daily Population
2017	251,352	689
2016	225,292	617
2015	210,186	576
2014	194,442	533
2013	196,056	537
2012	201,082	551
2011	196,101	537
2010	193,994	531
2009	185,915	507
2008	183,823	504
2007	185,673	509
Total	2,223,916	Ten Year ADP 609

A. Number of admissions (monthly)

Number of Admissions Monthly													
Year	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	AVG
2014	725	645	735	698	749	694	741	738	655	680	584	628	689
2015	715	632	679	697	668	705	814	729	696	791	666	649	703
2016	689	639	804	786	760	715	664	820	769	727	635	627	720
2017	769	679	871	715	776	823	811	895	840	710	722	652	772
AVG													

B. Number of inmates held (daily)

AVERAGE MONTHLY POPULATION BY YEAR													
Year	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	AVG
2011							567	553	558	581	544	545	
2012	553	543	537	537	579	563	581	599	552	519	525	504	551
2013	525	523	532	543	547	556	560	572	551	551	510	474	537
2014	506	528	526	515	522	526	541	561	562	545	532	528	533
2015	537	546	560	560	558	557	557	607	623	625	602	575	576
2016	560	521	543	600	665	652	634	657	647	650	629	624	615
2017	643	648	640	656	681	703	729	715	723	713	707	703	689

C. Total number of meals served (monthly)

VANDERBURGH COUNTY JAIL

695,769 Meals served in 2017

57,981 Average Meals Served Per Month

- D. For above data: On 01/11/18 713 inmates in custody
1. Number of felons
 2. Number of misdemeanors
 3. Number of pre-trial detainees 521
 4. Number of sentenced inmates 192- 103 are DOC ineligible
 5. Number of males 601
 6. Number of females 112
 7. Number of juveniles 3
- *** Held off campus/ Out of County 80
Male 64 - Female 16

Average Number of Pretrial Detainees													
Year	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	AVG
2015							380	418	425	425	400	391	399
2016	380	362	389	430	471	460	450	462	443	446	437	415	430
2017	456	462	457	471	493	495	515	515	517	492	511	510	491

CARR/CPTC/CPTF/CPTM

- E. Average length of stay
- 2008 13 days
 2009 14 days
 2010 15 days
 2011 15 days
 2012 15 days
 2013 16 days
 2014 16 days
 2015 17 days
 2016 18 days
 2017 19 days
2. Plans of existing jail, including site and/or property descriptions.
Have
 3. State jail inspection reports for the past five (5) years.
In file
 4. Any previous studies/reports on jail conditions and proposals.
2 Letters of Non-Compliance from IDOC Inspector
 5. Staffing analysis of existing jail:

VANDERBURGH COUNTY JAIL

Bill Wilson's Staffing Analysis 10/2015

Bill Wilson's Executive Summary of Staffing Analysis

Internal Jail Staffing 11/2015

- A. Staff roster
In File 2018 Staff Roster – add job positions
 - B. Job descriptions basic one line description
 - C. Annual staff budget (approved salary ordinance)
6. Pending litigation or past lawsuits.
7. Description of diversion programs presently being utilized or anticipated:
 - A. Work Release – Supervised by Courts (average 115-135 participants)
 - B. Probation- Adult probation department supervised by courts
 - C. Community Service – Supervised by Work Release and operated by 1 Jail Staff Member
 - D. Weekend Sentencing- Used infrequently.
 - E. Home Arrest – Used. Supervised by court, paid by VCSO.
 - F. Sheriff Work Detail – Not used (see Community Service)
 - G. Drug Testing- No
 - H. Substance Abuse Programs- AA (limited do to space) and faith based addiction counseling.
 - I. Group Therapy- No room or staff to do programs
 - J. Transition Programs- Recovery works – VA based.
8. Description of community-based corrections utilized or anticipated:
 - A. Grants currently utilized Noah and Regan
 - B. Alternative programs
9. Number of inmates housed outside of existing jail and housing budgets:
 - A. Other counties
 - Knox
 - Perry
 - Pike
 - Warrick
 - Davies
 - Posey

VANDERBURGH COUNTY JAIL

AVERAGE OUT OF COUNTY													
Year	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	AVG
2015													
2016				0	13	29	27	28	33	40	40	61	
2017	57	47	56	55	48	65	66	72	71	64	76	72	63
AVG													

B. Monthly per diems \$35/ day (\$804,825 for 2017 based on average)

Info on transport unit.

Staffing

Budget

Vehicles

Vehicle mileage costs

Vans and mileage

10. Number of unserved warrants. 94,031

11. Please describe any unique processes, programs or features of your jail we should know.

12. Number of Department of Correction inmates you may be holding in the County Jail.
01/11/18

Awaiting abstract/or transport 14

Sentenced to DOC Ineligible 103

13. Any other pertinent information you feel is relevant.

AVERAGE L6/ DOC INELIGIBLE													
Year	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	AVG
2015	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	4	16	16	
2016	21	27	29	38	49	50	66	78	79	83	83	91	58
2017	89	87	79	80	78	86	93	100	98	102	96	96	90
AVG													

VCJ Seniority List

	Name	D.O.H	Y.O.S
1	Zehner, K	12/27/1988	29.19
2	McLamb, L	3/17/1989	28.97
3	Robinson, R	3/9/1992	25.99
4	Payne, J (1)	9/16/1993	24.47
5	Westfall, D	3/31/1997	20.93
6	Shields, M (1)	9/29/1997	20.43
7	Masden, L	3/8/1999	18.99
8	Titus, J (2)	8/9/1999	18.57
9	Brown, D (4)	10/4/1999	18.42
10	Totsch, D	2/25/2002	16.02
11	Sommers, E (5)	10/20/2003	14.37
12	Feller, B (3)	3/8/2004	13.99
13	Taylor, D (7)	9/19/2005	12.45
14	Gibson, J	1/23/2006	12.11
15	Henderson, J	4/17/2006	11.88
16	Gist, C	3/5/2007	10.99
17	Woosley, E (2)	8/20/2007	10.53
18	Deller, T	10/29/2007	10.34
19	Roland, K (9)	10/29/2007	10.34
20	Carl, M (8)	1/14/2008	10.13
21	Febres, R	3/10/2008	9.98
22	Hicks, A (3)	12/15/2008	9.21
23	Gueting, D (6)	11/2/2009	8.33
24	Kern, K	5/14/2012	5.80
25	Lux, R	9/17/2012	5.45
26	Money, T	9/17/2012	5.45
27	Butler, L	9/17/2012	5.45
28	Flanagan, J	9/17/2012	5.45
29	Cobb, J (5)	2/4/2013	5.07
30	Zuber, D (6)	2/4/2013	5.07
31	Shenk, B (11)	2/4/2013	5.07
32	Lappe, D (10)	8/5/2013	4.57
33	Schmitt, J	8/5/2013	4.57
34	Kocis, T	8/5/2013	4.57
35	Carlson, E	1/27/2014	4.09
36	Whitledge, T	1/27/2014	4.09
37	Dile, A	1/27/2014	4.09
38	Martin, J (4)	5/5/2014	3.82
39	Hassler, J	9/22/2014	3.44
40	Counts, B	1/12/2015	3.13
41	Riggs, H	1/12/2015	3.13
42	Schneider, M	1/12/2015	3.13
43	Curry, A	1/12/2015	3.13
44	Botzum, D (7)	1/12/2015	3.13
45	Brandenstein, C	1/12/2015	3.13
46	Rue, D	4/20/2015	2.86
47	Jacobs, J	4/20/2015	2.86
48	Stuart, S	4/20/2015	2.86
49	Jordan, B	9/21/2015	2.44
50	Pfeffer, N	9/21/2015	2.44
51	Stewart, A	2/8/2016	2.06

VCJ Seniority List

52	Phillips, C	2/8/2016	2.06
53	Gander, E	5/31/2016	1.75
54	Turnock, J	5/31/2016	1.75
55	Winn, K	5/31/2016	1.75
56	Feazel, J	5/31/2016	1.75
57	Lahanis, A	9/19/2016	1.44
58	Hollis, R	9/19/2016	1.44
59	Boots, B	1/23/2017	1.10
60	Burridge, A	1/23/2017	1.10
61	Luigs, E	1/23/2017	1.10
62	Stepro, A	1/23/2017	1.10
63	Stewart, S	1/23/2017	1.10
64	Woods, T	1/23/2017	1.10
65	Sidney, R	3/6/2017	0.98
66	Gulley, J	5/1/2017	0.83
67	Osborne, A	5/1/2017	0.83
68	Hicks, Z	5/1/2017	0.83
69	Stewart, Z	8/7/2017	0.56
70	Hertel, A	8/7/2017	0.56
71	Pharr, D	8/7/2017	0.45
72	Burgdorf, B	8/7/2017	0.56
73	Helfert, B	8/7/2017	0.56
AVERAGE YEARS OF SERVICE			6.87

Sanjay Patel

From: Ferguson, Chad <cferguson@vanderburghsheriff.com>
Sent: Saturday, January 20, 2018 11:33 AM
To: Sanjay Patel
Subject: RE: ADP Female

FEMALE AVERAGE YEARLY POPULATION													
Year	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	AVG
2008	79	72	74	73	75	68	67	73	73	72	69	65	72
2009	73	62	61	66	75	77	73	68	73	67	75	72	70
2010	68	72	77	83	85	82	77	88	84	86	81	73	80
2011	69	69	71	81	71	74	97	92	97	97	82	78	82
2012	82	73	81	84	88	91	99	92	83	78	90	77	85
2013	72	75	76	79	84	92	94	97	99	92	82	73	85
2014	71	78	83	73	75	77	89	93	91	89	83	79	82
2015	81	78	80	83	75	77	85	91	93	92	87	85	84
2016	93	91	98	99	108	105	98	100	107	111	99	99	101
2017	109	118	115	119	138	140	141	129	132	132	124	118	126

Sanjay Patel

From: Ferguson, Chad <cferguson@vanderburghsheriff.com>
Sent: Sunday, January 21, 2018 12:01 PM
To: Sanjay Patel
Subject: ADP Male

From: Harrison, Mark
Sent: Saturday, January 20, 2018 5:54 PM
To: Ferguson, Chad
Subject: FW: ADP Male

MALE AVERAGE YEARLY POPULATION													
Year	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	AVG
2008	412	411	421	435	430	437	416	444	426	452	454	430	431
2009	433	431	418	434	453	442	442	431	433	446	460	437	438
2010	452	437	440	433	446	449	464	463	467	468	464	434	451
2011	448	457	443	451	438	445	470	462	461	482	462	449	456
2012	471	470	456	453	491	472	482	507	469	441	435	427	465
2013	453	448	456	464	463	464	466	475	452	459	428	401	451
2014	435	450	443	442	447	449	452	468	471	456	449	449	451
2015	456	468	480	477	483	480	472	516	530	533	515	490	492
2016	467	430	445	501	557	547	537	556	540	539	531	525	514
2017	533	529	526	537	543	563	588	586	591	581	583	585	562

From: Sanjay Patel
Sent: Sunday, January 21, 2018 1:00 PM
To: Gary Fisher
Subject: Fwd: Juve ADP

Sanjay Patel, AAIA, CPTED, LEED AP

| Project Manager

RQAW

ARCHITECTURE

10401 N. Meridian St., Ste. 401
Indianapolis, IN 46290
O: 317.815.7200
C: 317.294.6156
www.rqaw.com

----- Original message -----

From: "Ferguson, Chad" <cferguson@vanderburghsheriff.com>
Date: 1/21/18 12:46 PM (GMT-05:00)
To: Sanjay Patel <spatel@RQAW.com>
Subject: FW: Juve ADP

Sanjay,

I don't know that these numbers take into account the big picture of our Juvenile issue. It doesn't happen often, but on occasion we have had 7-8 juveniles housed in our facility. They typically don't stay very long. Even though our ADP for 2017 was 3, it certainly doesn't mean we only need 3-4 juvenile beds.

Additionally, I think juveniles in our area are committing more serious crimes and more gun crimes. That automatically gets them waived to adult jail. I expect our juvenile numbers to start creeping up—even though I can't find any numbers to back it up.

I also expect our juvenile female numbers to go up. I look at the trend of adult female offenders and can't believe our juvenile female numbers have not gone up. I have even less statistical data to back that up. I ran 10 years worth of juvenile female data and our ADP for juvenile females is .0405.

Regardless, I can set up a discussion between our juvenile judges and you if you need it.

Chad

JUVENILE ADP BY YEAR													
Year	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	AVG
2008	9	8	5	3	5	7	7	4	5	4	4	3	5
2009	3	3	1	1	2	3	2	2	2	2	1	1	2
2010	1	2	1	1	1	1	1	1	1	0	1	3	1
2011	3	2	3	3	3	1	4	4	4	4	4	5	3
2012	5	4	6	4	2	4	5	4	4	4	2	2	4
2013	2	3	3	4	3	2	2	2	0	0	0	0	2
2014	0	0	0	2	1	2	2	1	1	1	0	0	1
2015	0	1	1	1	3	4	3	2	3	3	4	4	2
2016	4	3	3	4	4	3	3	3	3	2	0	1	3
2017	2	3	4	4	5	4	5	2	1	2	1	1	3

Sanjay Patel

From: Ferguson, Chad <cferguson@vanderburghsheriff.com>
Sent: Wednesday, February 7, 2018 11:55 AM
To: Sanjay Patel
Subject: FW: Pretrial detainees

Sanjay,
I think I forgot to send you these statistics:

Average Number of Pretrial Detainees													
Year	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	AVG
2008	340	315	320	341	325	324	325	342	328	330	330	317	328
2009	349	322	323	341	352	341	350	350	355	358	380	361	349
2010	361	359	360	355	379	387	387	385	393	406	402	364	378
2011	376	400	385	389	378	396	425	405	406	425	413	412	401
2012	429	418	409	398	436	433	446	447	417	389	396	372	416
2013	395	399	386	398	405	418	427	443	423	407	390	365	405
2014	382	383	381	396	406	414	425	440	436	404	385	381	403
2015	404	414	419	419	414	403	405	445	461	456	425	417	424
2016	416	383	414	455	498	484	472	479	471	469	458	439	453
2017	458	465	459	473	494	496	515	516	518	492	511	510	492

CARR/CPTC/CPTF/CPTM

Sanjay Patel

From: Ferguson, Chad <cferguson@vanderburghsheriff.com>
Sent: Sunday, January 21, 2018 1:09 PM
To: Sanjay Patel
Subject: Staff Turnover

Sanjay,

I am not sure why 2015 is missing. I am also working on number of people we hired. Ill get those numbers to you as soon as I can.

t

10 YEAR TURNOVER	
YEAR	NUMBER OF OFFICERS LEAVING EMPLOYMENT
2008	16
2009	11
2010	17
2011	18
2012	19
2013	19
2014	13
2015	
2016	25
2017	35

Questionnaire

Facility: Community Corrections

Department/Division: Community Corrections

Responder: Jodi Uebelhack

Date of Response: December 27, 2017

The following Questionnaire related to the Vanderburgh 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 8, 2018 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. Work Release	1. Case Manager		X	X	Prior to jail being built work release in separate location
	2. Case Manager		X	X	
	3. Case Manager		X	X	
	4. Case Manager		X	X	
	5. Case Manager		X	X	
	6. Booking Clerk		X	X	
	7. Booking Clerk		X	X	
	8. Administrative		X	X	
	9. Administrative		X	X	
	10.				
B. Work Release	1. Residential Supervisor				Positions created late 2017 taking effect January 1, 2018
	2. Residential Officer				
	3. Residential Officer				
	4. Residential Officer				
	5. Residential Officer				
	6. Residential Officer				
	7. Residential Officer				
	8 Residential Officer.				
	9. Residential Officer				
	10. Residential Officer				
	11. Residential Officer				
	12. Residential Officer				
	13 Residential Officer.				
	14. Residential Officer				

	15. Residential Officer				
C. Treatment Court	1. Case Manager		X	X	
	2. Case Manager		X	X	
	3. Case Manager		X	X	
	4. Case Manager			X	
	5. Administrative		X	X	
	6. Administrative		X	X	
	7.				
	8.				
	9.				
	10.				
D. Community Corrections	1. Director Work Release		X		
	2. Director Treatment Court		X		
	3. Director Community Corrections			X	Two programs under one director as of July 1, 2015
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				

2. What additional staff do you anticipate in the next 20 years: N/A

Division	Staff Position/Title	2022	2027	2032	2037	Comments
A.	1.					
	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	556	451	455	531	611	146 days
a. Male	470	359	371	422	483	
b. Female	86	92	84	109	128	
2. Work Release						
a. Male						
b. Female						
3. Work Release						
a. Male						
b. Female						
4. Community Services	1404	861	1090	1281	1329	
a. Male	830	529	742	879	942	46 days
b. Female	574	332	348	402	387	
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. Treatment Court	207	223	236	228	218	433 days
a. Male	131	141	153	167	149	
b. Female	76	82	83	61	69	
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. As of January 1, 2018, Residential Officers were added to the staff so that confinement officers will not longer rotate through the facility. This will improve our therapeutic environment giving the participants continuity.
 - 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. Prison Rape Elimination Act. No requirement to comply at this time but encouraged to attempt to follow.
 - b.
 - c.
 - d.
6. Summarize thoughts, opinions or observations you have about the current **Vanderburgh?** 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. We would like more 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: 0
 - b. Attorneys: 0
 - c. Other Department Staff: _____
 - d. Vendors: 0
 - 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). Once the Data Request is completed, return the responses to
spatel@rqaw.com

Gary Fisher

From: Sanjay Patel
Sent: Monday, January 22, 2018 2:13 PM
To: Gary Fisher
Subject: FW: Jail Study

Sanjay Patel, AAIA, CPTED, LEED AP | Project Manager

O: 317.815.7200

C: 317.294.6156

www.rqaw.com

From: Ferguson, Chad [mailto:cferguson@vanderburghsheriff.com]
Sent: Monday, January 22, 2018 1:40 PM
To: Sanjay Patel <spatel@RQAW.com>
Subject: FW: Jail Study

Sanjay,

I asked our IT guy what he thought he needed. Here is what he sent.

We can sit down with him if you need further explanation.

Chad

From: Robinson, Noah
Sent: Tuesday, January 16, 2018 1:12 PM
To: Ferguson, Chad
Cc: Selby, Greg
Subject: RE: Jail Study

A. 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. No physical space deficiencies present in current jail.
 - b.
 - c.
 - d.
 - e.
 - f.
2. Describe special space, technology, storage, etc. space needs your Department/Division requires that is currently not provided:
 - a. Automatic Halon Fire Suppression system installed in current and future cold rooms.
 - b. 11 foot by 13 foot server room in proposed jail addition.

- c. Mini-split A/C cooler in server room in proposed jail addition.
- d. Non-dusting IT grade drop ceiling in proposed jail addition server room.
- e. MERV 13 air cleaner installed in operations center cold room and server room in proposed jail addition.
- f. 12 pair multimode cable run with termination panels from current cold room to server room in proposed jail addition.
- g. 2 copper cables (50 pair) for inmate phone run from current cold room to server room in proposed jail addition.
- h. 2 Cat 5 Ethernet cable runs from current cold room to server room in proposed jail addition.

December 21, 2017

Ms. Cherie Wood, Chief Probation Officer
Adult Probation Department
1 NW Martin Luther King Jr. Blvd.
Civic Center Complex, Room 127
Evansville, IN 47708

Re: Vanderburgh County Jail Study

Dear Ms. Wood:

RQAW Corporation (RQAW) is very pleased to have been retained by the Vanderburgh County Commissioners to study the Vanderburgh County Justice System as it relates to the Jail and Courthouse.

In order to make this study as meaningful as possible, we will require information from you concerning the jail, probation programs in Vanderburgh County and alternative sentencing options available. This information includes:

1. How many probation officers are currently on staff in Vanderburgh County? How many are adult probation officers? How many are juvenile probation officers?
2. Are there plans to add more probation officers? How many?
3. Please provide historical statistical data to include:
4. Over the last ten (10) years, how many individuals, on the average, are on probation? How many are adult male/females? How many are juvenile male/females? Length of time on probation?
5. Are there any projections for growth of the number of probationers in Vanderburgh County that your office or others have made?
6. Would an increase in beds available in either the jail or the juvenile detention center decrease the number of probationers?

There will be a meeting of the Planning Committee to discuss the study further. We request that you provide this information by January 8, 2018 so that we can begin our work.

If you have any questions about these issues, please do not hesitate to contact us. We look forward working with you on this study.

Sincerely,

RQAW CORPORATION

A handwritten signature in black ink, reading "Eric Weflen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Eric Weflen, AIA
Director of Architecture

Answer #1: Adult Felony Probation: We have 13 full time officers and 1 part time officer in the adult felony department.

Juvenile Probation: There are 14 full time officers and 4 part time officer in the juvenile probation department.

Answer #2: Adult Felony Probation does not have any current plans to add any more probation officers. Juvenile Probation states they would like to add one more full time juvenile probation officer to our field supervision unit, but county budget does not have sufficient general funding to authorize additional staff.

Answer #3/#4: **Adult Felony Probation reports:** In the past ten years, we have averaged approximately 1415 defendants on probation. We do not have the breakdown of male/female, but I know we have more male than female clients.

Juvenile Probation reports: In the past ten years, average quarterly probation supervisions have decreased from 350 -400 plus to 200-225. Length of supervision has also decreased from 12 to 24 months to 6 to 12 months. While not having specific descriptive statistics, we have noticed an increase in female probationers during the past ten years.

Answer #5: Felony Probation: We do not have any specific projections, but have seen an increase in probationers placed on regular probation.

Juvenile Probation: We are also experiencing trend in reduction of state correctional commitments for both sex juveniles. Due to state dcs/child probation standards and statutes having been evolving and restructuring in the past 10 years, as well as the adoption and utilization of standard risk assessments, the length of stay and number of juvenile detainments have been reduced.

Answer #6: **Adult Felony Probation reports:**

Juvenile Probation reports: Locally, our detention center has experienced a reduction in certified and contracted beds for 24 males and 6 females, with separate contract for overage space for up to 6 additional juveniles. Few years ago, our detention center held 30 beds for males, and 6 beds for females.

Questionnaire

Facility: Courts

Department/Division: Juvenile/Probate

Responder: Judge Brett J. Niemeier

Date of Response: 1-2-18

The following Questionnaire related to the Vanderburgh 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 8, 2018 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. Video Court should make court a safer environment.
 - b. Electronic filing is allowing faster processing of documents and tasks for court employees.
2. Summarize thoughts, opinions or observations you have about the current Vanderburgh County Justice System and outline potential philosophical, procedural or operational changes that may improve the current means of doing business:
 - a. The courts need more staff and judicial officers to make any serious improvements.
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. Juvenile court has implemented a new field officer unit for more intensive supervision for the highest risk and most dangerous delinquents. This allows the court more flexibility on which juveniles can be released from incarceration.
 - b. Juvenile court has implemented a new screening program immediately upon the arrest of a juvenile to determine whether there are any other alternatives rather than incarceration that could be used until the juvenile appears in court.
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. Juvenile court has always used a variety of diversion programs to reduce detention numbers including using group homes and electronic house arrest.

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. Juvenile Court at one time had a teen drug court, but we have suspended its operation due to a lack of success.
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																

B. Other Comments

1. Summarize or include any additional information you believe relevant to the efforts of this study:
 - a. Money is always the barrier. If the courts had the money to fund alternatives such as minimum secure detention and house arrest, instead of relying on the offenders to pay for some of it, the jail population could be reduced. Unfortunately, even with this reduction, I do not know if it would have a serious long term impact.
Unfortunately, Vanderburgh County was short sided and built a facility which was too small the first day it was opened. All knowledgeable people surrounding the project was aware of this fact, but money was an issue, so the problem was simply kicked down the road.

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: Courts

Department/Division: Civil & Family Court

Responder: Hon. Mary Margaret Lloyd (82D05)

Date of Response: 01/05/17

The following Questionnaire related to the Vanderburgh 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 8, 2018 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. As a civil judge, incarceration is not a significant factor that I address. On occasion, a civil writ may be issued for failure to appear. Oftentimes, the writs are recalled without ever being served. If the writ is served and the defendant arrested, the Sheriff's Office notifies the Court and a release is quickly issued that same day, so anyone arrested on the civil matter stays in the local jail for a miniscule period of time. One of the Court's powers is contempt. The possibility exists to find an individual in contempt and either fine or order a jail sentence, accordingly. Depending on the type of conduct as the basis of the contempt, a purge amount may be set. If this amount is paid, the contempt is deemed to be served and closed without any further action on the contempt finding. If the individual was sentenced to jail for the contempt finding, they would be released if a purge amount was paid. In my seventeen years on the bench, I have had less than a handful of contempt findings for inappropriate behavior in a civil case, and fewer sentenced to jail time. Normally, behavior is corrected with a threat of contempt, and no further action necessary.
 - b. Family cases consist of divorces and paternities. Oftentimes, individuals are arrested for failures to appear. We add them on the next court session after arrest where they appear by video. If the matter can be resolved at that time, it is. A reasonable bond may be set, or they may be released on their own recognizance without ever posting a bond, and another court date is set for them to appear. Bonds posted are often designated to be applied to a child support arrearage, if any, in the case. If someone willfully and intentionally refuses to pay child support, they may be found in contempt by the Court. Sometimes, the person is sentenced to jail. If the contempt finding is based upon a failure to pay child support or other monetary issue, a purge amount is set. If that purge amount is paid, the individual is immediately released from jail, and the contempt is deemed to be served and the contempt finding closed with no further action. The Courts are one of the few means available to have an individual pay to support their child, and the contempt filing is the sole mechanism to bring the case before the Court.
 - c.
 - d.
2. Summarize thoughts, opinions or observations you have about the current Vanderburgh County Justice System and outline potential philosophical, procedural or operational changes that may improve the current means of doing business:

a. In Family Law cases, the Prosecutor's Office, local attorneys, and the Courts utilizes many options to enforce a parent's financial support of their child preferably without a jail sentence. The child support enforcement's goal is to have people pay their child support which does not occur if they are in jail. The threat of jail is used to encourage compliance, but many methods outside of jail are utilized. Wage Withholding Orders may be initiated to the parent's employer where the support is taken out of the parent's earnings. Tax refunds may be seized to pay arrearages. Professional licenses can be ordered suspended to enforce a child support order. The Prosecutor's Office often moves to modify child support while a parent is incarcerated, so that the support arrearage more accurately reflects the person's ability to pay. Once released, the child support returns to pre-incarceration levels. The Prosecutor's Office with Court assistance has initiated a Child Support Pilot Initiative to assist a parent in obtaining skills for employment, so that child support can be paid. On a contempt case where the individual is found in contempt, they are sentenced to ninety days in jail which is suspended on the condition the parent successfully completes the jobs program. All these methods are utilized to encourage child support payments without sending individuals to an overcrowded jail.

- 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. See above.
- 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.
- b.
- c.
- d.

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. Our County already has a Veteran's Court, Mental Health Court, Drug Court, and Treatment Courts in an effort to expedite the judicial process and reduce the average length of pre-trial incarceration.
- b.
- c.
- d.

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																	

B. Other Comments

1. Summarize or include any additional information you believe relevant to the efforts of this study:
 - a. The Superior Court Administrator, Krista Weiberg, is available to assist you with further statistical information for your study.
 - b. Question 6 is being answered and addressed by the Criminal Judges.
 - 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

December 21, 2017




Honorable Robert Pigman
Superior Court
825 Sycamore St. Room 122
Civic Center Courts Building
Evansville, IN 47708


Re: Vanderburgh County Jail Study







Dear Judge Pigman:

RQAW Corporation (RQAW) is very pleased to have been retained by the Vanderburgh County Commissioners to study the Vanderburgh County Justice System as it relates to the Jail.

In order to make this study as meaningful as possible, we will require information from you concerning the jail and courts in Vanderburgh County and alternative sentencing options available. This information includes:

1. Please provide statistical history of the past ten (10) years for the following:
 - A. Misdemeanor Case Filings and Dispositions
 - B. Felony Case Filings and Dispositions
 - C. For All Courts  Attached
2. Please indicate major factors that, in your opinion, have helped increase the jail population.  H.B. 1006
3. What programs for alternative sentencing and/or diversion for adults or juveniles are currently available in Vanderburgh County? These programs could include:
 - A. Work release
 - B. Probation
 - C. Community service 
 - D. Weekend Sentencing
 - E. Home detention
 - F. Other

All of these are currently being used in Vanderburgh County.
4. Are any of these available programs limited in capacity to such an extent that they cannot be used for all individuals that qualify?  NO

5. Of the programs that do not currently exist, are there any that would be appropriate for some sentenced individuals in Vanderburgh County? 
6. Are there currently sentenced individuals in alternative programs that are there because of lack of bed space in the jail?  NO
7. If the capacity of the jail were larger would any of the alternative programs be used less often?  NO
8. How many probation officers are currently on staff in Vanderburgh County? How many are adult probation officers? How many are juvenile probation officers? 
9. Are there plans to add more probation officers? How many? 
10. Over the last ten (10) years, how many individuals, on the average, are on probation? How many are adult male/female? How many are juvenile male/female?
11. Are there any projections for growth of the number of probationers in Vanderburgh County that your office or others have made?
12. Would an increase in beds available in either the jail or the juvenile detention center decrease the number of probationers?  NO

There will be a meeting of the Planning Committee soon to discuss the study further. We request that you provide this information by January 8, 2018 so that we can continue our work.

If you have any questions about these issues, please do not hesitate to contact us. We look forward working with you on this study.

Sincerely,

RQAW CORPORATION



Eric Weflen, AIA
Director of Architecture

Questionnaire

Facility: Courts

Department/Division: Vanderburgh Superior Court

Responder: Judge Robert Pigman

Date of Response: 01/16/2018

The following Questionnaire related to the Vanderburgh 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 8, 2018 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. *The largest impact on the jail population is the effect of H.B. 1006, which requires certain level 6 felonies incarcerated at the Vanderburgh County Jail.*
 - b.
 - c.
 - d.
2. Summarize thoughts, opinions or observations you have about the current Vanderburgh County Justice System and outline potential philosophical, procedural or operational changes that may improve the current means of doing business:
 - a. *One of the largest needs in the current system would be for adequate funding for the electronic home detention program. A fair number of Defendants qualify as a sentencing matter, but cannot afford the program economically.*
 - 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. *Work Release Program has been made therapeutic, which has allowed to take a larger number of Defendants who were incarcerated for substance abuse programs. A variety of treatment is provided to the offenders who are serving sentences there. This 200 bed facility had only 35 to 45 participants before it was converted to a therapeutic program. Currently the facility has 160 participants. Nearly 100% are employed and engage in therapeutic programing provided at the facility. The programing includes drug and alcohol treatment, moral recognition therapy, cognitive and behavioral restructuring education, and G.E.D. training. Programing also includes 12 step meetings and other programs designed to reduce recidivism.*
 - 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. *The prosecuting attorney currently operates a pre-trial program for a low level, non-violent, felons.*
b.
c.
d.
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. *Yes, Drug, veteran, and mental health courts have all been established in Vanderburgh County. The Drug and Veteran Court has been operational for long period of time. The mental health court is new.*
b.
c.
d.
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																
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This information was previously provided by Joe Lutz – our Chief Misdemeanor Probation Officer.

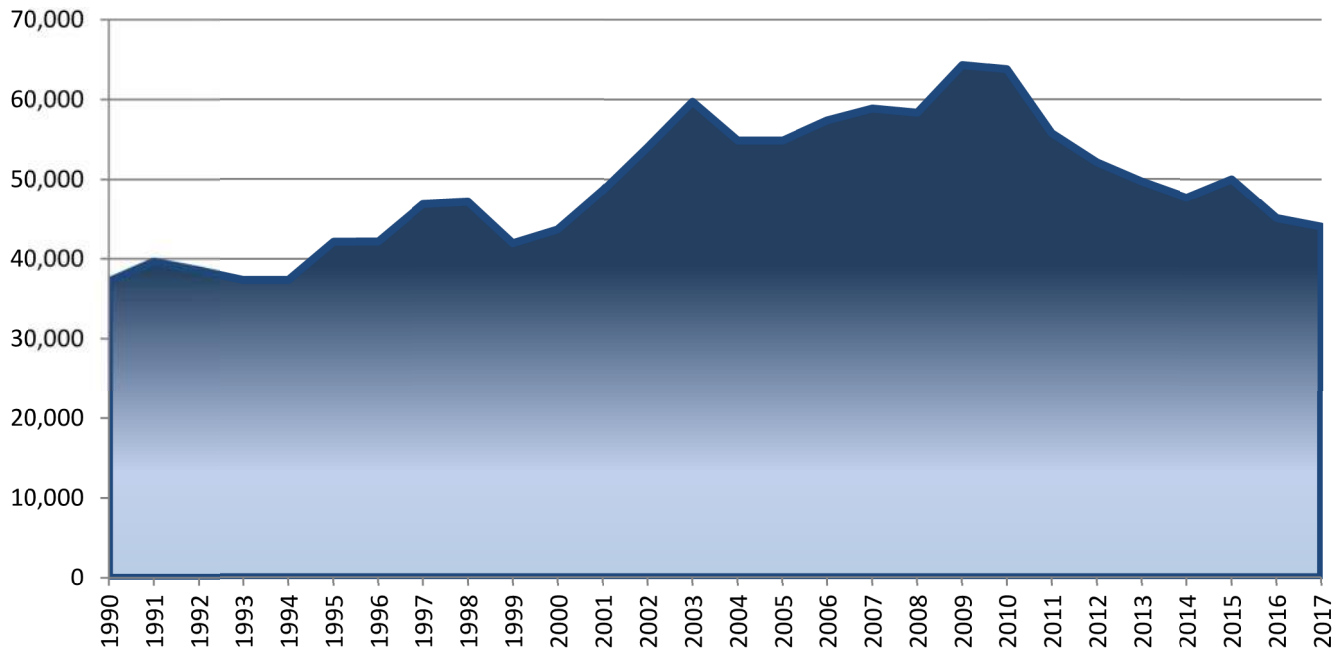
B. Other Comments

1. Summarize or include any additional information you believe relevant to the efforts of this study:
a. *Many of the other factors that determine jail population are demographic and are matters that the court has no control.*
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

Graphic Summary

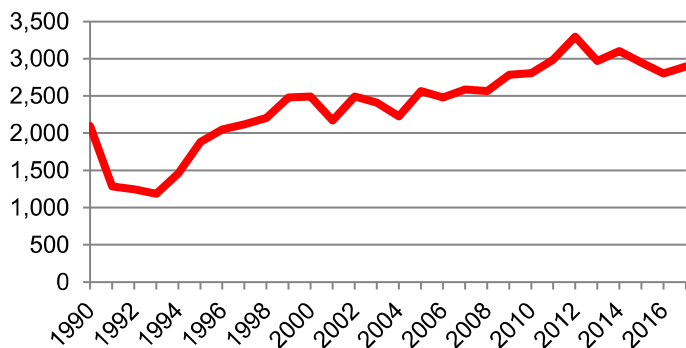
Frist Judicial Circuit of Indiana Vanderburgh County Courts



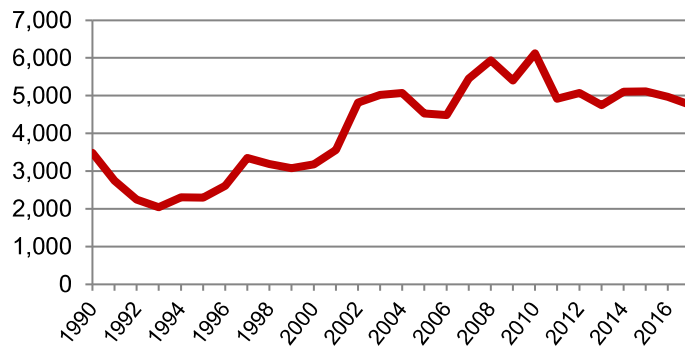
Case Types	1990	Average 1990-99	2000	Average 2000-09	2010	Average 2010-17	2017	2017 Rank
Capital/Felony	2,097	1,800	2,490	2,476	2,805	2,975	2,897	6
Misc Criminal	0	0	0	2,055	3,063	2,866	3,187	1
Misdemeanor	7,507	7,753	6,984	8,477	7,567	5,584	5,002	26
Infraction	11,763	12,989	15,283	20,508	23,142	15,419	12,342	23
Ordinance Violations	600	503	622	539	375	253	88	25
Total	21,967	23,045	25,379	34,056	36,953	27,097	23,516	19
Civil	3,478	2,733	3,179	4,743	6,129	5,100	4,759	13
Domestic Relations	1,732	1,632	1,385	1,278	1,249	1,153	1,116	26
Protective Orders	0	903	1,462	1,857	2,086	1,928	1,917	9
Small Claims	8,400	10,718	9,783	10,560	13,257	11,885	8,688	27
Total	13,610	15,986	15,809	18,438	22,721	20,066	16,480	21
Delinquency/Status	349	373	354	570	673	524	411	20
Juv Misc	239	53	176	262	689	764	922	1
Paternity	367	482	594	707	880	743	726	8
Services	219	232	332	429	936	884	1,062	1
Total	1,174	1,140	1,456	1,968	3,178	2,914	3,121	3
Probate	337	660	714	612	636	568	521	24
Adoptions	99	208	300	398	311	373	402	7
Total	436	868	1,014	1,010	947	941	923	19
Vanderburgh Courts	37,187	41,039	43,658	55,471	63,799	51,018	44,040	19

1990 - 2017 Graphic Summary

Capital/Felony



Plenary, Tort & Other Civil



Vanderburgh New Filings

Average for 1990 to 1993 was 38,188

Average for 2000 to 2003 was 51,500

Average for 2010 to 2013 was 55,328

Criminal Case Type Notes

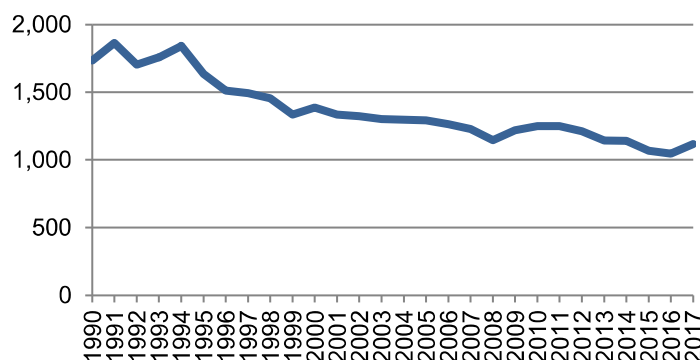
in 1995 the D Felony (DF) case type was introduced

Prior to 2001 we rarely reported MC cases

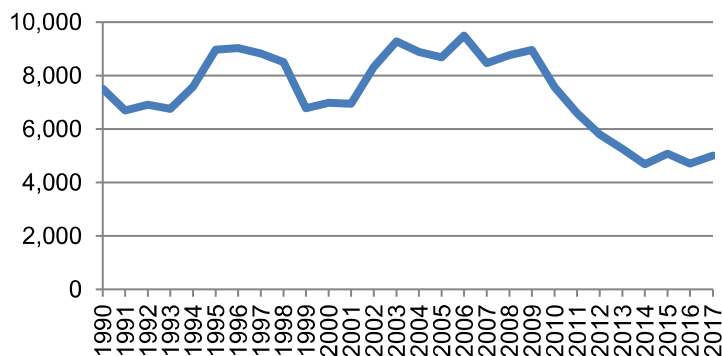
in 2002 additional types began (MR, FA, FB, FC, FD)

In 2014 felony levels replaced classes and reduced some lower felony to Misd.

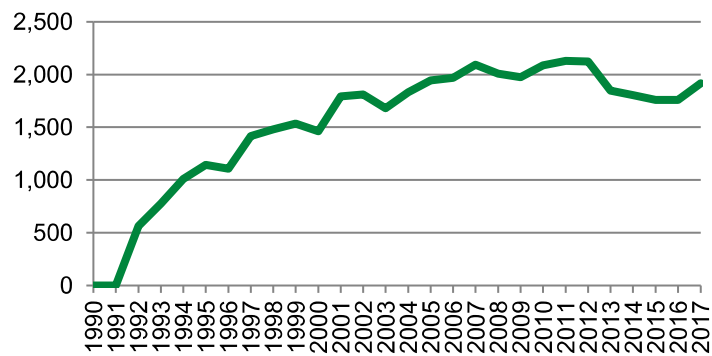
Domestic Relations



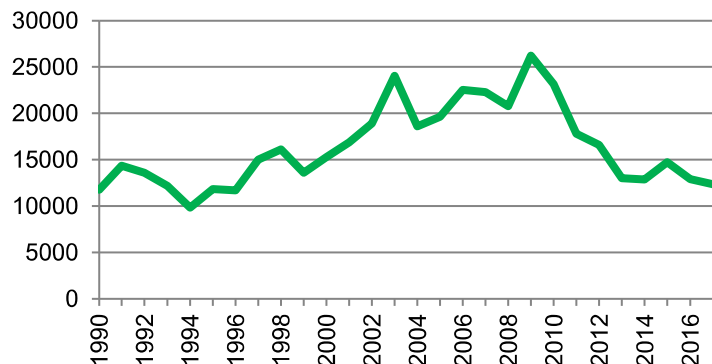
Misdemeanor



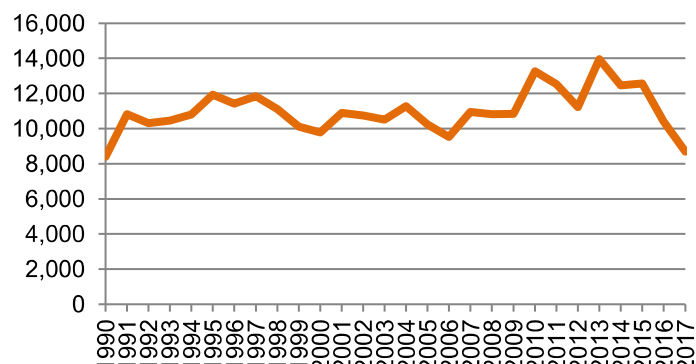
Protective Orders



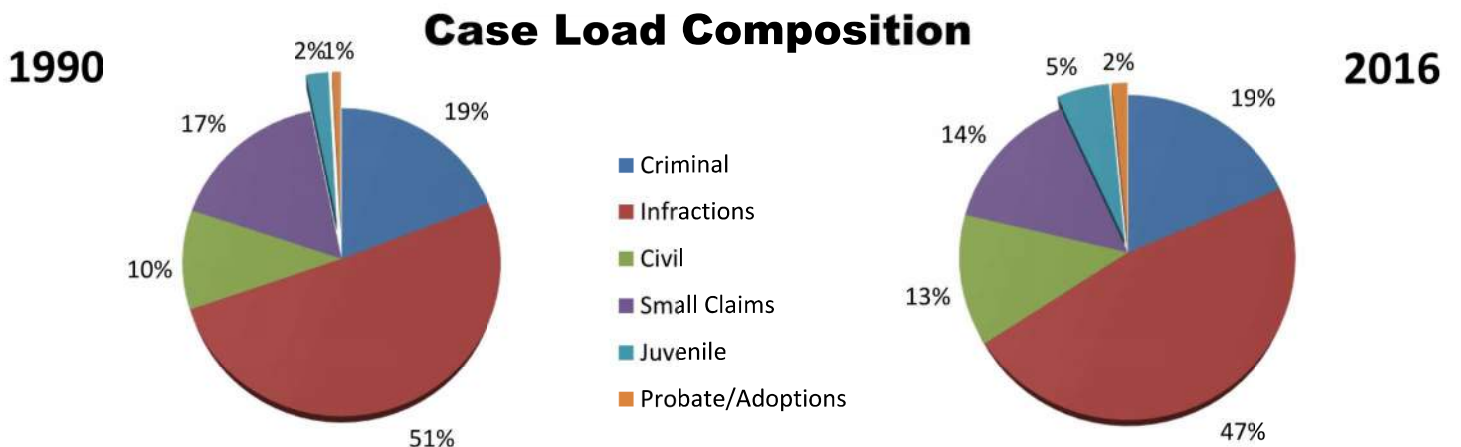
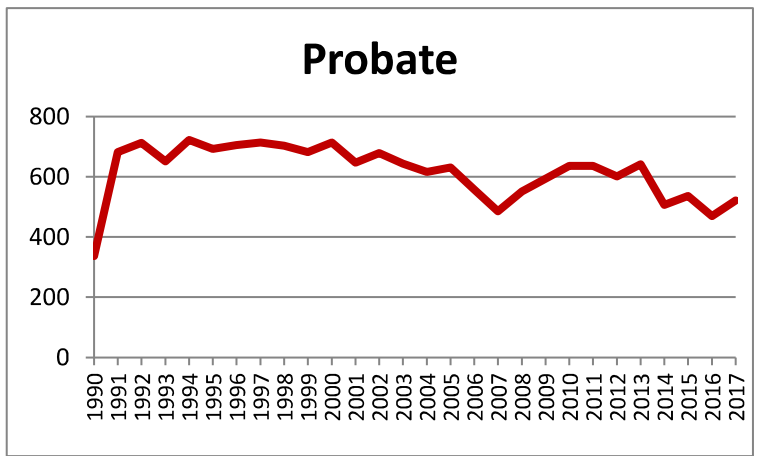
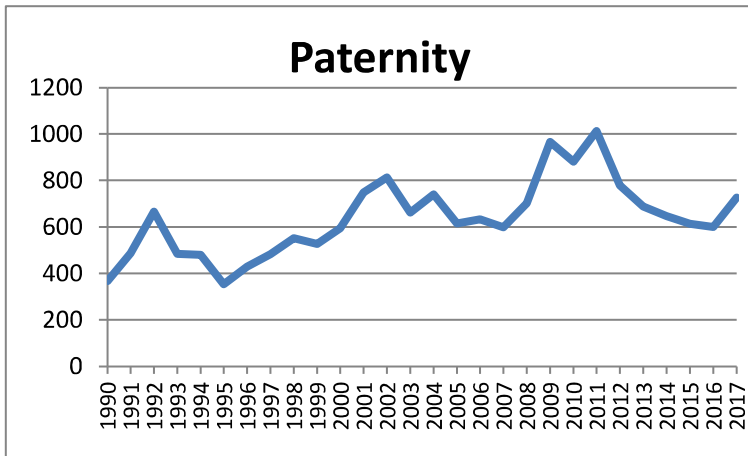
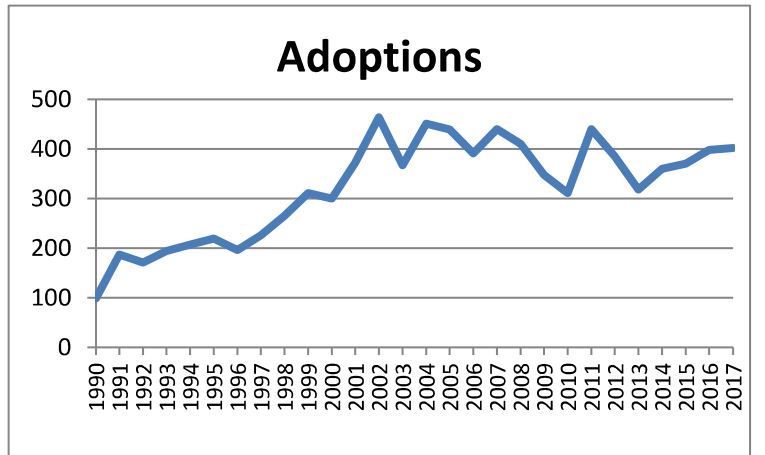
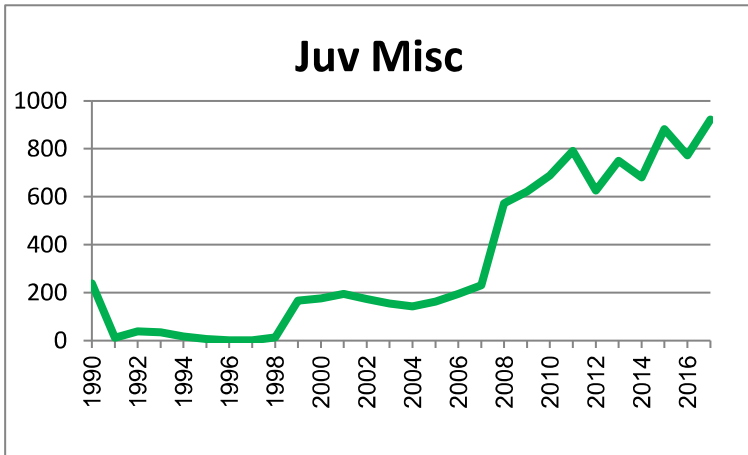
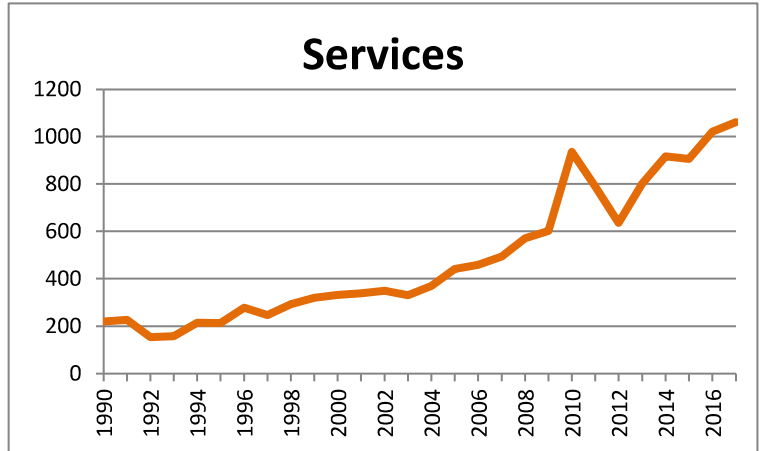
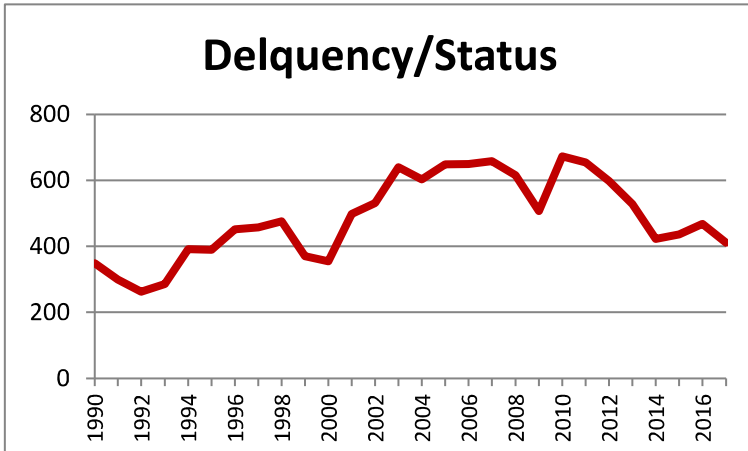
Infraction



Small Claims



1990 - 2017 Graphic Summary



Project Name: Vanderburgh County Jail
Feasibility Study

Topic: Initial Meeting

Date Held: 1/4/18

Organizer: Eric Weflen

Date Issued: 1/9/18

Attendees: Dave Rector, Sheriff Wedding, Joe Harrison, Chad Ferguson, Roger Stephens, Eric Weflen, Sanjay Patel, Byron Sanders

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.

I. General

A. RQAW commitment

1. Eric Weflen, Sanjay Patel, Roger Stephens and Byron Sanders are committed to this project immediately
2. Eric Weflen can be reached anytime at 317-517-8999 (see attached contact/sign-in sheet for Roger Stephens and Sanjay Patel, who are available as well)
3. Byron Sanders will be available to the County for direct contact anytime – “boots on the ground.”
4. Reporting/Accounting Procedures - all information that is to be distributed, published, discussed, etc. is to be submitted to Dave Rector and Sheriff Wedding for review.
5. Interviews will not be conducted without Dave Rector’s direction being given. Dave will inform RQAW of those that can be interviewed and whether they are to be interviewed by phone or in person.

B. Eric reviewed Agenda 1 (attached).

1. A./B. working group discussed...will meet every two weeks, starting January 4th – see “Reporting/Accounting Procedures” information above.
 2. C. Scope – see notes by working group members below.
 3. D. Next group meeting date set for January 19th; RQAW will observe jail operations on January 11th and 12th. Status of data collection will be reported on the 19th and a decision will be made at that time regarding a Blue Ribbon Committee meeting date.
 4. E. Will be completed with Blue Ribbon Committee and at the next working group meeting.
 5. F. Per Dave Rector’s direction and guidance. See A.5 above.
 6. G. in progress
- C. RQAW will need to review budget information in order to develop operational costs – staff salaries, utility costs, supplies, food, medical, etc. Please submit or provide this information as soon as possible.
- D. RQAW will need to interview the kitchen/food vendor – Aramark; they can attend the next meeting
- E. RQAW will provide information regarding what other counties are doing – some of these proposed facilities will be toured. RQAW to contact Mike Smith of Steel Cell to set up tour of dormitory style facility seen in photos while we were in GA.

- II. Dave Rector (many items from Dave Rector's discussion are listed above)
 - A. Questionnaire - not well received – clarification will be via phone calls and email from Dave – RQAW will call during the week of the 8th per Dave's direction.
 - B. Council Meeting last night (challenging questions):
 - 1. are we going to have alternates? - yes
 - 2. is the timeline realistic? – yes, dedicated design staff –responsiveness of county entities will have an impact
 - C. Selling the construction of a new 500 bed unit will be a challenge – need to be very prepared
 - D. Looking for creative approach
 - E. Address Budgets in the Study
 - 1. Operations/Staffing
 - 2. Hard/Soft
- III. Sheriff Wedding
 - A. The current Jail is designed for 550 max (770 currently housed)
 - B. Issue - how to house Level 6 Felons long term
 - C. General Questions? (everyone asks):
 - 1. Who's in jail?
 - 2. Why?
 - 3. What's the forecast?
 - D. Blue Ribbon Committee:
 - 1. To be named soon (next Tuesday)
 - 2. Will be concerned with “are there alternatives to incarceration?”
 - 3. Will be public meetings
 - E. New facility
 - 1. We need to address recidivism (especially in a short time)
 - 2. There is no rehab for the drug problem (this needs to be addressed in the study) - Chemical Addiction Programs
 - 3. The Sheriff stated that there are 512 beds available to “lock people down”. Therefore, there is an opportunity to design alternative housing, including dormitory that is “softer” and historically less expensive.
 - 4. Most jails are grossly understaffed – we need to demonstrate that the new construction will be operationally and staff efficient.
 - 5. Leverage technology to reduce transporting costs – video court and connectivity to other outside agencies/entities.
 - 6. Build for the future
 - 7. Do not use direct supervision
 - 8. Direct line of site and leverage technology; microphones, cameras, etc. – “hearing can be as good as seeing.”
 - 9. Develop a unique facility solution that is tailored and innovative for Vanderburgh County.
 - 10. There are 30 – 40 very disruptive inmates in jail today
 - 11. Want to utilize existing central control staff – design so that new construction central control can be tied into the existing facility – maximize staff efficiency.
 - F. Get report from Major Ferguson - "How Long People Have Been in Jail" (avg.)
 - G. Common Question – “Why are you keeping so many pre-trial detainees in jail?”

1. 2017: Vanderburgh County arrested 9000, had 600 in jail at any given time; this reality needs to be conveyed - most are out within 48 hours
- H. Most legislators think most people are in jail for "pot," DWI, shoplifting and that these aren't serious offenses that merit being locked up.
- I. Let's look for alternate ways to fund our Project(s)
 1. Does the State have funds if we include State Sanctioned Initiatives?
 2. Design so that the facility can house federal prisoners
 3. Follow up on if there is an opportunity with the Attorney General's Office to fund an aspect of the jail project through a chemical addiction program.
- J. Next Year Sheriff Wedding will be the Chairman of the ISA Jail Reform Committee - will also be the President of the ISA
- K. Sheriff Wedding will work with the State regarding our "plan" delivery date
- L. Anticipated programming (from dry-erase board)
 1. 512 in current Facility
 2. Level 6 Housing (240)
 3. Honor Dorm Housing (120)
 4. Juvenile Housing (30)
 5. Segregation Housing (50)
 6. Booking Housing (50)
 7. Medical (10)
 8. Mental (10) State may pay for additional Staff for this need
- IV. Joe Harrison
 - A. Let's make this (possibly) something different - out of the box and be creative on all fronts.
 - B. Is there something that's being overlooked in the incarceration of women?
 - C. Be sure to consider how to address Medical/Mental Health
 - D. Something to consider
 1. look at all the people with warrants - and we can't house anymore.
 2. 200+ serious warrants outstanding
 3. 8,000 – 10,000 overall open warrants
 - E. Some difficult considerations, like homelessness
 1. How do you release inmates with no place to go
 2. If homeless, cannot provide home detention as alternative
 - F. "Promise Zone" - is this something we connect to?
- V. Jail Tour by Jail Commander, Chad Ferguson – Roger Stephens, Eric Weflen and Sanjay Patel toured the entire facility.

Vanderburgh County Jail Feasibility Study

Contact List

Name	Representing (Department, Commissioner, etc.)	Attendance	Phone	E-mail
E WEFLEN	RQAW		1. Office: 1. Cell: 317 512 8199	cwe-flan@rqaw.com
DAVID RECTOR	EVCBA		2. Office: 2. Cell: 812-483-1999	DIRECTOR@EVCBA.ORG
JOE HARRISON	ATTORNEY FOR EVCBA and VAND. CO.		3. Office: 3. Cell: 812-499-3947	jhjemasseylawoffices.com
MYRON SANDERS	RQAW		4. Office: 4. Cell: 812/449 8004	msanders@rqaw.com
Roger Stephens	RQAW		5. Office: 5. Cell: 317 840 0055	rstephens@rqaw.com
SANJAY PATEL	RQAW		6. Office: 6. Cell: 317 294 6156	SPATEL@RQAW.COM
David Wedding	Sheriff		7. Office: 812 7. Cell: 421-6220	dwedding@vanderburghsheriff.com
Chad Ferguson	Jail Commander		8. Office: 812 8. Cell: 421-6160	cferguson@vanderburghsheriff.com

Project Name: Vanderburgh County Jail
Feasibility Study

Topic: Meeting with Jail Staff

Date Held: 1/11/18-1/12/18

Organizer: Eric Weflen

Date Issued: 1/17/18

Attendees: Chad Ferguson, Roger Stephens, Eric Weflen and Sanjay Patel

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.

- Sightlines into women's classroom for programs. Steel cabinets used to screen classroom glazing at times.
- One officer in each dayroom always + one in center of pod – staff intensive
- Work release staff is now operated by court staff. 3 Jail staff moved to from work release back to jail.
- Food for work release being provided by jail kitchen.
- Max 30 per classroom ideal per staff. Rotate classroom occupancy to separate women conflicts.
- Recreation is 2:30/3:00 to 5:00 and 6:00/6:30 to 9:00.
- Only one classroom available for women – need more program space
- Drop ceilings in classroom accessible to inmates – no hold down clips? Use ceiling hanging wires as weapons.
- No isolation/segregation cells in pods – have to move to holding (use up holding cells)/medical and isolation.
- Pod visitation stations – no privacy. Visibility from control desk an issue – inmates hide behind partial height masonry wall.
- Laundry provided in each dayroom – equipment gets abused/broken. Rooms too big.
- TV in 8 man dayrooms – wires accessible to inmates – use to short/light cigarettes.
- TV's are not in tamper resistant enclosures. Get damaged.
- Ceilings low in cells therefore light fixtures in cells are vandalized and wires used for lighting cigarettes. Provide better detention grade fixtures.
- Older and fewer cameras in dayrooms with severe sight line issues. Blind spots are a problem. PTZ cameras require staff control to view various points. Replace with megapixel 180/360 fixed cameras.
- 8 man dorms are housing 10+ inmates – 2 man cells remain as 2 man housing.
- 740 inmates in jail – rated capacity 512.
- Classification issues – not enough smaller units – causing mixing of high and low risk inmates. Potential of low risk inmates being converted to high risk offenders.
- Older intercoms are past their life and require constant maintenance
- Security Electronics Commander stations breaking down – need upgrades.
- Dayroom stations control doors to Rec, classroom and cells/dorms.
- Central control desk controls doors to dayrooms and hallway – no takeover capability – not secured from inmates as it is on same level and in the circulation space.

- Morning shuffle issues to get inmates out of dayrooms and ready for transportation to court.
- Ideal ratio 7 inmates/staff.
- HVAC issues – Different areas of jail are at different temperatures
- Sprinkler heads are vandalized. Upgrade to vandal resistant heads
- Smoke detector cages are broken/vandalized and accessible. Move to non-inmate accessible locations.
- Cell showers are stainless steel and rusted thru. Replace. Use polyurea Galvannealed steel modular showers.
- Inadequate shower drainage and ineffective plumbing. Not trench drain in front of showers.
- Sprinkler bulkheads in cells/dorms – incorporate in modular units.
- Wide security caulk joints in exterior walls – showing signs of cracking – requires maintenance.
- Pneumatic doors are a problem and constantly needs maintenance.
- Medical setup/configuration is good – but needs to be dedicated to medical.
- Juveniles are kept in medical isolation area – have to move to booking in case of a medical isolation need.
- Medical area needs expansion. Only one padded cell.
- Jail using the Guard 1 watchtour system
- Reconfigure for 30 juveniles? With sight and sound separation.
- Provide space for body scanner – prevent contraband and ease burden on staff for searches.
- Intake backing up at fingerprinting and mugshot stations – add at least one more of each.
- All existing intake booking stations are needed.
- Dayrooms should address sound levels – provide acoustical ceilings or sound proofing – no bare concrete ceilings.
- Corridor
- Intake – consider moving one clerk to separate location for operation efficiency.
- Ryan Barrett – Video Arraignment officer
 - Provide separate holding area for men and women adjacent to Video Arraignment area.
 - Provide inmate toilets.
 - High cost of video arraignment stations (\$30,000 per) – research more economical solutions.
 - Not all courts are video arraignment ready.
- MAJ Chad Ferguson – Jail Commander
 - Data review
 - ADP
 - ALOS (review 19 days too low?)
 - Admissions
 - Meals served
 - Felons/Misdemeanants
 - Gangs breakdown
 - Racial breakdown of inmates
 - Pre-trial
 - Who is in jail?

- Male/Female/Juvenile population breakdown
- Jail staff budgets
- Jail operation budgets
- Work release / Road Crew
- Drug addiction programs – limited by volunteers
- Transition/Recovery programs – not effective
- Staffing analysis – Who/position/shift
- DOC Reports
- Group Therapy
 - Lack of staff
 - Lack of classrooms
 - Separation between instructor and inmates?
 - Separate access for instructors
- Electronic Home Detention in lieu of bond – Tried 10-12 – not effective - many back in jail within a week – some do not have homes.
- State/DOC pays \$35/day level 6 – goes into general fund. (103 inmates)
- Should keep 80/90 level 6 inmates out of county max.
- Jail operation manual – Chad to provide
- Jail is union shop
- Data on staff - length of employment at Vanderburgh County.
- 2011 change to relief crew shift (4 shifts)
- In 2015, 7 jail staff for work release were removed from staff total. Now funded by courts.
- Make work release successful to ease burden on jail? How?
- Compliance officer – required.
- 2 video arraignment spaces – not enough staff to operate both.
- Additional warehousing/storage space available but IT would have to move stored equipment out.
- No pre-classification housing – using group holding in intake.
- Northpoint Classification Software implementation. Need better classification ability.
- Video Visitation not effective in lobby. Only 3 stations.
- Offer free offsite visitation? Online?
- Attorney visitation stations not being used. Required to transport inmates downtown for attorney visitation. Change required or staff added.
- Addiction/Mental health recovery programs – costs?
- After Care/ Recovery Works.
- CIT programs
- IT needs to be reviewed and addressed.
- Medical staff were eliminated in 2016.

Project Name: Vanderburgh County Jail
Feasibility Study

Topic: Update meeting with Jail Committee

Date Held: 1/19/18

Organizer: Eric Weflen

Date Issued: 1/22/18

Attendees: Dave Rector, Sheriff Dave Wedding, MAJ Chad Ferguson, Joe Harrison, David Totsch, Jeff Titus, Dawn Zuber, Matt Schnell, Dave Guetling, Brent Counts, Bryan Wagner, Darrell Heineman, Ralph Kissinger, Roger Stephens, Eric Weflen and Sanjay Patel

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The Committee was given an update on status of the study and following topics discussed:

- Voluntary Chemical Addiction Program – Effectiveness
 - Program enrollees are required to be in the program for up to 4 months
 - They can be pre-trial detainees
 - Additional program spaces are required with collapsible partitions for class size flexibility
 - Need to determine what is the ideal pod/cell size for the program
 - Required to be segregated from general population
 - Volunteers of America operate some of the programs
 - If money is available, it may pay for some programming or dedicated housing.
- Need for segregation / isolation housing to keep the most disruptive / hardened inmates apart from general population and for disciplining.
 - Needs to be sized for up to 23 hrs./day lockdown.
- Need for Mental Health unit in the facility
- Blue Ribbon Committee to be formed by the county and shall be part of the study process
- The Sheriff and tenured staff shall be part of the study review committee.
- Solutions developed should be unique to Vanderburgh County and a role model for others, and shall meet all required standards
- Showers:
 - Current design needs constant maintenance
 - System failing and need to be replaced
 - Research prototype for replacement shower units.
 - Needs to be durable, low maintenance, should not leak, should drain properly, slip resistant floors, and have secured maintenance access from outside the security perimeter.
- Work Release statistics were discussed.
 - 200 bed capacity
 - 130-140 being used at present
 - Need to work with the Vanderburgh Justice System
(Judges/Prosecutor/Sheriff/Work Release to make it more effective)

- Additional jail beds are the most immediate need in Vanderburgh County
- Sharp increase in hardened inmates in facility.
 - Number of inmates in jail for murder have increased from 6-7 to 20 at present.
- Outstanding warrants will have potential impact on the need for additional jail beds.
- New housing shall take PREA (Prison Rape Elimination Act) into consideration as these requirements are becoming more of a concern and have the potential to be enforceable under newer standards within 5 years.
- Current Staffing:
 - Only 1 officer at console for four blocks during third shift.
 - The latest staffing study conducted by Bill Wilson, recommended an additional 35 staff required for optimal operation of the Vanderburgh County Jail.
 - Sheriff believes that an additional 17 staff would be sufficient for operations
 - 3 staff positions were removed after the Work Release supervision was moved to the courts.
- Video Courts:
 - High cost of connecting the courts (\$30,000 per site) was an issue
 - Need to investigate more cost-effective solutions
- Operational Budgets were requested – Sheriffs Staff (Regan Buchanan) and RQAW shall work together to filter out the budget into manageable sections and provide budget projections for the larger facility.
- Current out of county housing budget is \$900,000 per year – which does not include vehicles, transport officers, etc. That is just the housing costs.
- Regional Cities Money is being made available to grow the county population – some projection information will be provided by the county that would skew the direct projection.
- Level 6 offenders account for 90 – 100 of those in jail – to be confirmed by jail statistics being prepared by Jail Commander.
- Violent crimes against children is increasing.
- Average Length of Stay (ALOS)
 - The current ALOS of 19 is believed to be low compared other counties/facilities of similar size
 - The reporting system has some impact on the low number. Majority of the arrestees are out (bond/bail) in less than 48 hours and the ALOS of those does not register as 2 days in jail (registers as 0 or 1?).
 - Increase in inmates in for murder/Level 6 should have a bigger impact on the ALOS.
- The Inmate population breakdown was requested and staff is working on providing clearly understandable statistics.
 - Male/Female
 - Felony/Misdemeanor
 - Pre-trial/Sentenced
 - Other classification
 - RQAW would like numbers on % of reoffenders
- Transient inmates
 - Large portion of the inmates are out of county – will require some work to provide stats.

- Staff to provide statement to include in study
- Research what tracking software other counties are using
- Existing jail deficiencies were presented.
 - Documented on floor plan – items on list will be categorized and the graphic color coordinated to identify “types” of deficiencies
 - These are intended to identify issues in the current facility
 - They will not be replicated in the addition and may be addressed as part of the addition or as a separate maintenance/upgrade project.
- Data received from courts was reviewed - Dave Rector to initiate contact with Judges to see if more detailed data and be made available.

- **Jail Maintenance Issues**

- **Plumbing**
 - Vandalism of fixtures is major issue
 - Fixtures need to be more durable and vandal resistant
 - Access to fixtures is either from the exterior or from small chases within the security perimeter and not suitable for easy maintenance
 - Need for ladder to access upper level cells maintenance in chases
 - Need for 2 maintenance staff to work on fixtures in the cells and require removal of ducts etc. to access plumbing – make access easier in addition; have to lock down inmates to do work
 - All 8 man cells have ADA showers – issue with drainage; there are no thresholds – were retrofitted curbs as a “band-aid”
 - ADA showers dual height controls require additional maintenance
 - Shower controls are expensive to replace (\$80/control) – provide more economical and durable controls
 - Provide water management controls from central control
 - High water bill (\$25k-\$30k) – no restrictions on fixture usage
 - Excessive shower usage leads to high humidity in cells and potential for mold.
 - 8 man cells are housing 12 inmates leading to additional water usage
 - Showers are stainless steel with stainless steel floors – not durable and all are showing signs of extensive corrosion
 - Shower doors are heavy and have been removed by inmates to use as weapons to vandalize light fixtures etc.
 - Most maintenance issues are addressed by a system of work orders and logs may be available from staff
 - Shower curtains are being used but not effective as they are too short or not wide enough to prevent water from splashing onto cell floor.
 - Water softener in use in facility
 - Prestressed concrete floor slabs not sloped to drains and not slip resistant when wet.

- Water pressurization for domestic water in place – difficult to balance pressure over entire facility
- **Electrical**
 - Light fixtures in cells are easily vandalized. Security screws are removed by inmates. Provide higher detention grade fixtures.
 - Fixtures using older fluorescent bulbs – Convert/replace to LED fixtures? Inmates beat on the fixtures until the night light bulb filaments are damaged and not working.
 - Provide additional lighting controls
- **Fire Protection**
 - Original sprinkler heads not detention grade/need to replace with vandal resistant
- **Facility**
 - Tables/stools in cells are not vandal resistant enough.
 - Mezzanine railing does not provide adequate fall/throw over protection
 - Replacing with screens
 - Any future addition should either not be tiered OR should have mesh screen at mezzanines.
 - Doors – Preventative Maintenance program needed
 - Pneumatics require constant maintenance
 - Very expensive to replace parts
 - IT addresses electronics
 - Maintenance addresses equipment and pneumatics
 - Slider door equipment covers – very heavy steel const. Have been replaced with custom aluminum covers.
- **HVAC**
 - Existing Trane chiller has been rebuilt
 - Boilers have been replaced
 - Diffusers in cells direct air towards inmates – being blocked with paper. Provide directional diffusers in addition
- **Kitchen**
 - Most equipment original to facility. Need to update as equipment breaks or requires constant repairs.
 - Provide preventative maintenance contracts for equipment.
 - Currently serving 2,200 meals per day
 - Dishwasher PM implemented and now operates regularly without break downs.
 - Older food trays need to be phased out as they jam/damage the washer.
 - Tables see excessive damage by not having spray nozzles to rinse off food.
 - Warming ovens are nearing EOL and need replacement

- Currently have 1-2 Aramark kitchen contract staff and 14-16 trustees. Work flow is efficient and can handle additional capacity without adding additional workers.
- Freezer/Coolers are adequate (60% full now) not additional needed for future growth.
- Dry storage space adequate for projected growth
- Possible equipment needs for additional beds
 - Replace 2 – 40 gal kettles with 2 – 80 gal kettles
 - Add 2 stack steamers
- 6 ovens in kitchen currently – using 3-4 now. All are old and will need replacement. No additional required for projected growth.
- Ice maker is old and needs upgrade – could use more capacity for jail use
- Hot boxes are old and need maintenance / replacement
- Additional beds will require some coordination as carts will get back logged – no additional space required. Will need to consider how many segregation units are added and account for with new carts.
- Ceiling tiles are old/dirty and need replacement/paint
- Floor is sealed concrete and works for their needs.

March 23, 2018

From: Gary Fisher
Re: Telephone Conversations

Kitchen:

Per Sanjay's request, Bryan Wagner of Aramark called me on 8/22/18. Mr. Wagner was asked if the existing jail kitchen could handle an increase in jail capacity of 750 to 1,000 additional inmates.

Mr. Wagner indicated that it could if several of the pieces of equipment were replaced with larger equipment. He mentioned kettles, mixers and steamers and new ovens. He indicated that the storage, freezers and coolers had room for additional racks to be added.

Mr. Wagner said that the delivery of additional meals would require additional carts, possible heated carts so that the food could be delivered properly.

US Marshalls Service:

The US Marshall Service website has a document called "Federal Performance Based Detention Standards 2017 Amendment" that lists requirements for local jails to be listed for use by the USMS.

I contacted the United States Marshall Service to see if there were special requirements for local detention facilities to house federal inmates. I contacted Ryan Filson in the Southern Indiana region and he indicated that the Vanderburgh County Jail was currently approved to receive federal inmates but was not receiving them because of overcrowding. He did not know of any special requirements so he referred me to Gregory Snyder, who referred me to Maiya Morales, who indicated that she could not help me when I called. I contacted Mr. Filson and Mr. Snyder by e-mail to ask specifically if a double fence was required and Mr. Snyder replied that he was not aware of such a requirement and had never seen a double fence at a local detention facility the Marshalls Service uses.

Public Defender:

I contacted Steve Owens of the Public Defender's Office. He indicated he thought that there was more the county could do to reduce the pre-trial inmates in the jail. At one time, there were Bond Commissioners that would interview arrestees and provide a report to the Judges that would set the bonds. That system no longer exists and most of the Public Defenders' clients now cannot make bond and therefore stay in jail. State programs like Recovery Works have not been used often.

Mr. Owens indicated that bonds may be inflated in some cases because the Prosecutor over charges the accused.

Cases are complicated because the Prosecutor's Office will not accept plea agreements that send inmates

to the Work Release program. Defendants have no guarantee the judge will sentence them so that they can be sent to the Work Release.

There is no transitional housing between jail and freedom. Many of the PD's clients have nowhere to go when they are released and wind up in the same place situation they were in prior to arrest.

Attorney Rooms in the jail are inadequate. The shelf is too small to write on and the pass through is small. There is only one plastic chair to sit on and until recently, no place to hang a coat in the room. Often there is not enough staff in the jail to allow visitations during an off-peak hour period. Telemate is used for conversations with inmates but sometimes those don't connect.

Adult Felony Probation - Cherie Wood:

There are three components to Probation: Adult Felony, Adult Misdemeanor and Juvenile. Probation covers a large number of programs.

Probation can be a condition of pre-trial release.

There are several special programs that probation operates for drug courts and other courts. Many have nothing to do with the jail. Probation has very little to do with the jail. Most pre-sentence interviews are conducted by video.

People that fail drug or alcohol tests may be sent back to jail for a short time, but are usually out soon. Ms. Wood did not think the failure rate was too high.

1/19

1. ERIC WEFLER RQAW ewefler@rqaw.com
2. Roger Stephens RQAW rstephens@rqaw.com
3. JOE HARRISON County Atty jhj@masseylawoffices.com
4. DAVID RECTOR EUCBA DIRECTOR@EUCBA.ORG
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Vanderburgh County Jail Feasibility Study

Jail Blue Ribbon Committee Meeting 1

January 29, 2018

Jail Facility Review Committee

Jail Facility Workgroup

Dave Rector
Sheriff Dave Wedding
Joe Harrison Jr.
MAJ Chad Ferguson

RQAW Corporation

Eric Weflen
Roger Stephens
Byron Sanders
Sanjay Patel

Organization/Communication

RQAW's commitment to the project.

Jail Facility Workgroup meetings every 2 weeks.

Byron Sanders will be available to the County for direct contact anytime – "boots on the ground."

All information to be distributed, published, discussed, etc. shall be approved by Dave Rector and Sheriff Wedding.

Interviews will be conducted at Dave Rector's direction.

Scope of the Study

Prepare a Feasibility Study to determine the adult detention needs of Vanderburgh County and how those may be satisfied through renovation/expansion of the existing facilities.

Provide assistance in responding to Indiana DOC regarding violations.

Provide design concepts with updated estimated construction and operational costs.

Schedule

Jail Feasibility Study Sixty Days

Step 1 Planning Process/Methodology

Step 2 Data Collection

Step 3 Facility Criteria

Step 4 Preliminary/Final Report

Goals and Objectives

Operational efficiency

Appropriate classification spaces

Adequate program spaces

Staff safety

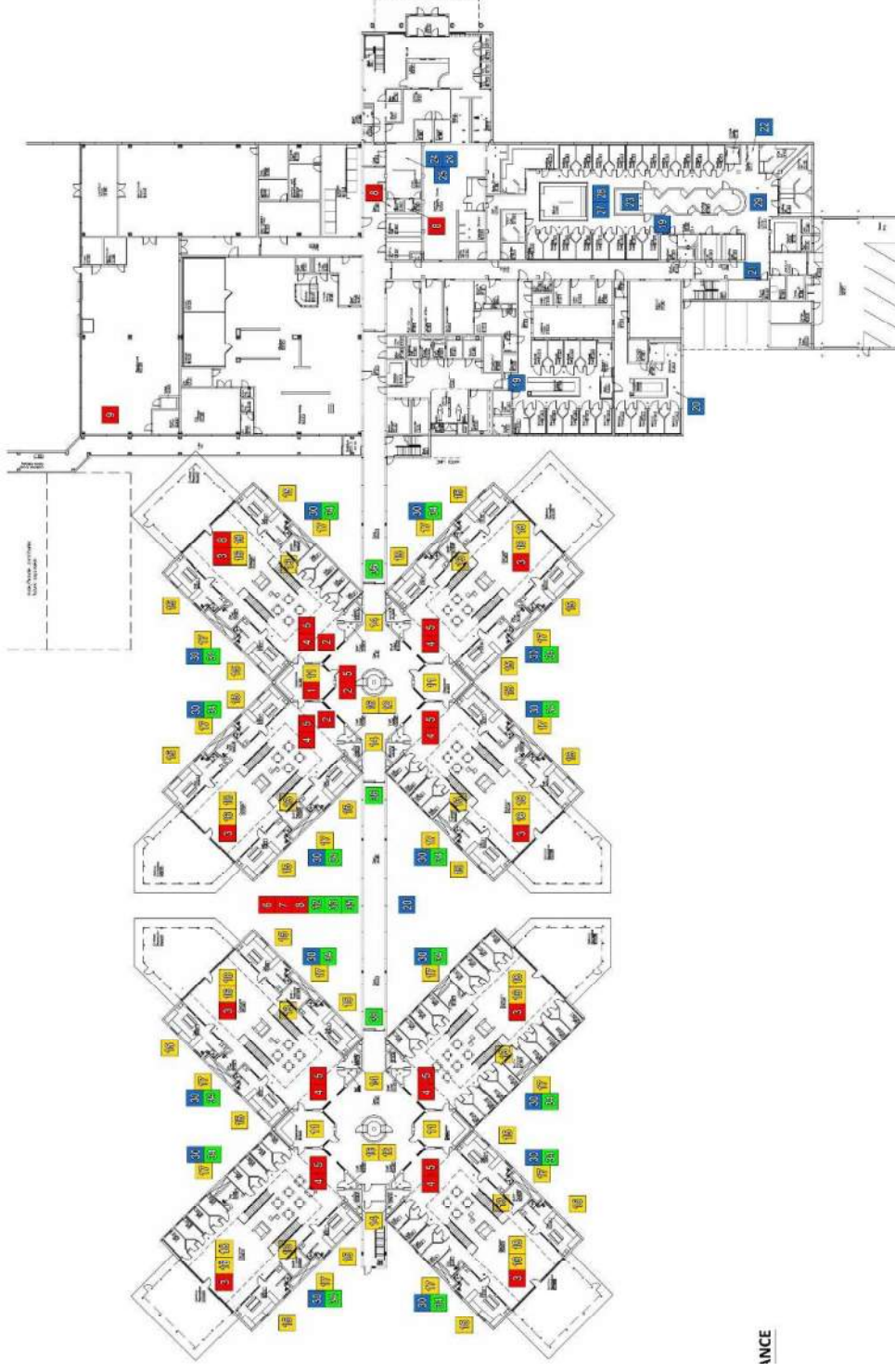
Long term durability

Plan for future growth

Study Status Update

Existing jail evaluation:

Review the existing facility and meet with the staff to identify strengths and weaknesses of the existing facility.



Study Status Update

Compilation of Data:

Questionnaires sent out and responses received.

Data has been received from Jail Staff on historical admissions, populations and average length of stay.

Interviews have been conducted with Sheriff, Jail operations staff, maintenance and kitchen staff and the function of the building has been observed.

Scheduling interviews with Judges to refine understanding of court data provided.



Vanderburgh County Jail Blue Ribbon Committee Meeting #1 Minutes

Jan 29, 2018 (Issued Feb 5, 2018), Room 301, Civic Center Complex, Evansville, IN 47708

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.

1. CALL TO ORDER

2. ROLL CALL AND INTRODUCTION OF JAIL BLUE RIBBON COMMITTEE MEMBERS

- a. See Attached Sign-in sheet.

3. ELECTION OF JAIL BLUE RIBBON COMMITTEE CHAIRMAN AND VICE-CHAIRMAN

- a. Nominations for Chairman: Sheriff Wedding nominated- Seconded
 - b. Sherriff is the Chairman of the Blue Ribbon Committee
 - c. Nominations for Vice-Chair : Nick Herman nominated - Seconded
 - d. Nick Herman is the Vice-Chair of the Blue Ribbon Committee
-

4. DEFINE MISSION STATEMENT / ROLES / RESPONSIBILITIES OF THE JAIL BLUE RIBBON COMMITTEE

- a. Mission Statement/Roles/Responsibilities are to be determined at the next meeting.
- b. Joe Harrison Jr. is a non-voting Member.

5. OPENING STATEMENTS BY CHAIRMAN/VICE-CHAIR & MEMBERS

- a. As everyone knows the jail over capacity and continues to have significant arrests (serious and nuisance). Numbers are rising, In excess of 700 in custody. 620-630 inmates that are either pre-trial or people serving small sentences. In addition, around 100 Level 6 felons that are in custody based on House Bill HB1006. The House Bill is here to stay. Returning these state prisoners back to the dept. of corrections is not going to happen. Must find housing for them. Predicted to see a rise in Level 6 felons in the next 3-5 years. Strange year last year for murders, approx. 20 people arrested for murders. We do know their incarceration is 12-24 months. Hoping down the road, they will be able to start

some chemical addiction treatment programs within the jail. (A large increase in drug addiction arrests.) – There's one offered by the attorney general's office called JCAP, but within that program, we would have to build jail space specifically for those people. There's also one by Volunteers of America for women and family members (children) addicted to drugs. It's a start, but we have a long way to go.

- b. I just wanted to add that one of the responsibilities is to respond to the October 2017 letter from the Dept. of Corrections that our jail is in non-compliance with their rules and regulations. 6 different items in which jail is non-compliant. Given 180 days to respond/comply with moving forward. Respond by April 27th.
- c. To what extent do we have to have our ducks in a row by the April deadline?
 - 1. I would assume from talking to council that we have to have a plan in place, we don't necessarily have to have anything completed. We have to have a schedule of when these 6 items would be complete. RQAW has been conducting a feasibility study. We will be working on a letter and share with the committee to at least put them on notice that we are taking it seriously and plan to address the issues.
- d. We need to understand what the solution is, how we are going to pay for it, how we are going to implement it. People have to understand who is in jail and why they're in jail, and what we anticipate 3-5 years from now. Used to only have 180 people in custody in the early 80's. When inmate population went up to 200, we thought we were in crisis mode. Now we have 750 offenders in custody, and we are in a crisis. Judge Pigman said when you are the judge sitting on the bench trying to figure out who to release from custody is a pretty tough call. The average length of stay in our jail is pretty short. Many offenders are out of our custody within 24-48 hours, so we are releasing them as fast as we are incarcerating them. But we are holding people who are dangerous to themselves or dangerous to the community. That's what we have to look at when we build. Do we have the right people in jail? Are we adjudicating the cases quick enough? I think we are doing a pretty good job right now, with the staff we have and the finances we are operating with, that we have the right number of people in custody.
- e. I think our court system does a great job at getting people out of custody who need to be out. Judges have done a good job to address low level offenders and getting them help. But 100 of these people aren't ours, they got dropped on us by the state. I don't know if we can do anything to shrink the population, and we've added 100 inmates.

6. NEW BUSINESS

a. PRESENTATION BY RQAW

- 1. See attached powerpoint presentation.

b. INTRODUCTIONS

- 2 -

1. Jail Facility Workgroup
2. RQAW

c. ORGANIZATION / COMMUNICATION

All of the information is being distributed through the Dave Rector and the Sheriff.

d. SCOPE OF STUDY

1. Determine adult detention needs of Vanderburgh County and how they may be satisfied through renovation/expansion.
2. Provide assistance to respond to the DOC letter regarding violations
3. Provide design concepts with operational costs.

e. SCHEDULE

1. We committed to the study in 60 days. In the last 4 weeks, we've probably been here 2 days a week. From a process standpoint, we have completed Step 1. We know that this committee plays a big role in where this study goes and what the final recommendations are going to be. From data collection, we are probably about 85-90% complete. Still in process of reviewing all data, and making good use of it. Step 3 - Facility Criteria. How do we implement what we've found out? We take what we have observed and not replicate the deficiencies in the new construction and provide suggested solutions to address those in the existing.

f. GOALS / OBJECTIVES

1. Goals and Objectives of study are always to consider operational efficiency. We want max operational efficiency.
2. Who is in jail gets broken down into a lot of sub groups. We want Vanderburgh County with a facility that has optimum number of classification opportunity. Inmate safety, staff safety, separating males/females...sight and sound separation. You may have 8-10 gangs within Evansville. Keep various gang members separated. Child molesters, victims of crimes, perpetrators of crimes, witnesses, juveniles all moving through the building. Prison Rape Elimination Act that says where we are supposed to house these people. There are a lot of spaces that need to be available to separate inmates. The way we are operating right now makes it very tough to meet that criteria. This is vital to the new build.
3. Big part of what we're studying and collecting numbers. Understanding the mix of inmates that are going to be in jail as we go forward, so we can plan for that. Staff safety is a priority. Long-term durability. We want to provide you a design that is a long-term solution. Plan for future growth. We want to look at ways to grow the facility whether it be 30-40 years from now.

4. Have we defined what future growth/extended time we're talking about in this design? Are we talking 30 years-40 years? What is the objective/goal?
5. We've been gathering information far enough back that we think we have a meaningful projection out to 30 years.
6. We had a good meeting today with several judges and talking about all the info feedback we've gotten from them. It's one thing to look at numbers, but it's another thing to sit down with people who know exactly what those numbers mean. A lot of times there are areas in the data where there's a dip or a spike, and understanding why that is. Accounting for those outliers.
7. There are a couple ways that we are going about this. I've talked briefly about data collection, but we are spending quite a bit of time in the facility. Color coded plans have been generated. We've spent a couple days in the jail watching operations, talking to the kitchen, maintenance and the jail commander. Understanding the different challenges with the facility. We want to talk about better ways of doing things to make it most efficient. Whether it be inmates or how staff have to deal with classification in the existing facility and how we can improve that with added space with this project.

g. COMPILATION OF DATA (STATUS UPDATE)

1. Compilation of data involved many steps. First was a questionnaire. Spent a lot of time with the Sheriff and Major Ferguson talking about what that data means. Talking with the judges. – From a study standpoint are there any questions?
2. Are you also studying the processes of the people in the jail? From the time they are arrested, to the time they are in the court. Is that process efficient? Is that process something we need to look out. Some seem to think we have too many people sitting in jail awaiting trial. Does that require an addition judge? An additional courtroom?
3. It is. We look at stats from the courts and from the jail. We look at average length of stay, who's in the jail, who's pre-trial, who's sentenced. Talked to judges today about that process. Based on data and conversations, things seem to be working very efficiently. I made a comment when we were going through data, and looking at average length of stay. Fairly quick in comparisons to other places we have worked. The way the system is working, everything we've seen to this point, points to efficiency. Everyone seems to be working together well to get things done. Comprehensive questionnaire results...this was the thought across the board.

7. CHAIRMAN/MEMBER COMMENTS

- a. I think any decision this group makes – anything we send back to the state, we should request/demand that the state of Indiana extend our funds to expand our facility or pay us what it would have cost to house the ones they have sent us. We have 100 extra inmates, and we are not getting any funds.
- b. Cost is \$54 a day, and state is giving us \$35.
- c. Won't be addressed this year, because it isn't a budget year.
- d. What is the consequence of not meeting the deadline? – DOC Might take the jail over. We've been written up before for jail overcrowding. I think they would work with us, but we need to show that we are working to move forward.
- e. 750 inmates...550 max – Need additional beds- This is a no brainer.
- f. Alleviating the problem of not enough staff.
- g. Operational costs/Construction costs – Elaborate a little more on what you are going to do to assist us in making the decision.
 1. We are looking at opportunities that can solve some immediate problems and then some longer term construction projects. Providing a detailed architectural program. Assessing current justice system, not just the jail facility. Types of crimes, classification of all inmates. Staffing projections for expansion. Staffing and operational costs. Feasibility of housing federal prisoners. Analysis from the potential revenue from this opportunity. Provide assistance in regard to DOC and violations.
- h. Sheriff said possibility getting Indiana Sheriff's Assoc. involved. Sheriff chaired on a committee about jail overcrowding. We have approx. 10 sheriffs that serve on this committee from small-large jails. Depending on where you are in the state, determines your inmate population problems.
- i. The effect of the state legislature on our issue. We need state assistance to correct this situation. Would it be advisable to get a state representative or senator as a member of this committee, and a person we could count on to lobby for us at the next session when they go through the budget. Should we approach any local reps/senators?
- j. It depends on who is on the proper state committees, if they can help us. We speak with Sen. Tones on a regular basis. But there is a certain number of people at the statehouse who have all the control. So, if we can't get in with them, it becomes difficult. They think we have a bunch of pot smokers and judges that can't get anything done. I asked for assistance and they just wouldn't have any part of it. They lack the knowledge of what is occurring in our county. I will be up there to address the legislators. We have to get our plea to the right ears. Rep. Hatfield was a very good voice for Vanderburgh County and Sen. Tones.
- k. I think our entire legislative contingency is supportive of this. It would be very helpful if we can get them to say that we should be paying more than \$35 a day. Not expecting anything to happen this session, if any time, it would be next session.
- l. Our inmate population almost rivals Lake Co. and Allen Co., and they are much larger than Vanderburgh. Hamilton Co. is almost 300,000 population with 500 inmates. The legislators know we have a problem. But it's a tough dilemma. We

will eventually come across some funding, but we are going to need a lot of phone calls. Multiple people calling and explaining our need.

m. Are there other recommendations besides expansion?

1. This committee is about a jail improvement. We will have to look at the people in Vanderburgh Co. as to why they are in jail. Right now, the big issue is we have too many people in jail and that number isn't going to drop for many years. Case management doesn't come without a cost. Example: Chemical Addiction Program. Increase cost to hire case managers.

8. OBJECTIVES FOR NEXT MEETING

- a. Provide an update on the progress of the study.

9. PUBLIC COMMENT

- a. None

10. SET NEXT MEETING

- a. March 5th at 3:00
- b. Subsequent monthly meetings

11. ADJOURNMENT

Vanderburgh County Jail Blue Ribbon Committee

Contact List

Name	Representing (Department, Commissioner, etc.)	Attendance	Phone	E-mail
Bruce Ungethiem	Commissioners	✓	Office: 812 435 5245 Cell:	brungethiem@vanderburgh.gov.org
Cheryl Musgrave	"	✓	Office: Cell: 430-8891	CW Musgrave@vanderburgh.gov.org
Ben Shoulders	COMMISSIONERS	✓	Office: 461-9056 Cell: 453-3037	BSH@CLDERSCAMPBERRIDGE.ORG
Sheriff Dave Wedding	Sheriff	✓	Office: 812-421-6220 Cell: 812-319-5593	dwedding@vanderburghsheriff.com
Stephanie Terry	Council	✓	Office: Cell: 812 589 3754	determinedse@gmail.com
James Raben			Office: Cell:	
Mike Goebel	Council	✓	Office: Cell: 812-204-4453	Mgoebel389@yahoo.com
Nick Hermann	Prosecutor	✓	Office: 812-435-5150 Cell: 812-455-6451	NHermann@vanderburgh.gov.org
Judge Kiely	Vand. Circuit Ct.	✓	Office: 812-435-5417 Cell:	AKiely@vanderburgh.gov.org
Judge Trockman	Vand. Superior Ct.	✓	Office: 455 5408 Cell: 453 2253	wtrockman@vanderburgh.gov.org
Judge Pigman	Vand. Superior Ct.	✓	Office: 812-435-5410 Cell: 812-453-8004	RPigman@vanderburgh.gov.org
Steve Owens	Public Defender	✓	Office: 812 435 - 5895 Cell:	SOwens@vanderburgh.gov.org
Chief Billy Bolin	BEPD	✓	Office: 812-436-7896 Cell: 812-449-9816	bbolin@evansvillepolice.com
Dave Rector	EVCBA	✓	Office: 812-435-5801 Cell: 812-483-1999	DIRECTOR@EVCBA.ORG

VANDERBURGH COUNTY JAIL

FEASIBILITY STUDY

JAIL BLUE RIBBON COMMITTEE MEETING 2

125

RQAW
ARCHITECTURE

MARCH 5, 2018

PROCESS UPDATE SINCE MEETING 1

- ☑ RQAW compiled data, evaluated trends and are developing projections
- ☑ RQAW met with Sheriff and Jail Staff to review classification goals, operational procedures and staffing needs.
- ☑ RQAW worked with County Staff to develop an understanding of Jail operational budget.
- ☑ RQAW inspected the abandoned Clarion Hotel and evaluated possible adaptive re-use of the building.

VANDERBURGH COUNTY

VANDERBURGH COUNTY JUSTICE SYSTEM

- Review of the data shows that the Justice System is seeing an increase in numbers “across the board.”
- All of the components of the Justice System are being maximized to the extent possible.
- Our discussions with the Judges and the Prosecutor indicated that:
 - The courts are using every known program available that might affect the numbers sent to the jail.
 - Every person in jail is there because that is the appropriate place for them.

VANDERBURGH COUNTY

VANDERBURGH COUNTY JUSTICE SYSTEM

- Capital/Felony Court Filings have risen 38% in the last 20 years
- Work Release Populations have risen 35% since 2014.
- Average Monthly Jail Admissions have risen 12% since 2014
- Average Length of Stay in the Jail has risen 46% in the last 10 years
- Average Daily Population of the Jail has risen 28% in the last 5 years alone and 37% in the last 10 years.

VANDERBURGH COUNTY

VANDERBURGH COUNTY JUSTICE SYSTEM

- Female Populations in the Jail are rising faster than the Total Jail Population and have increased from 72 to 126 in the last 10 years.
- L6/DOC Ineligible Inmates are rising rapidly since new rules went into effect going from 16 at the end of 2015 to 96 at the end of 2017.
- The number of inmates that Vanderburgh County has out of county at any given time increased from 0 in 2015 to around 100 in 2018.

VANDERBURGH COUNTY

JAIL POPULATION

- December 2017 - Average Jail Population of close to 700, not including 100 inmates housed out-of-county.
- Total County Jail Population is currently averaging around 800.
- To properly house 800 inmates, there should be 20% more beds than inmates in the housing areas. This accounts for classification inefficiency.
- Therefore, the current need, including a classification factor, is 1,000 housing beds.
- Currently, there are 512 housing beds in the jail.

CLASSIFICATION ISSUES

- The Jail currently has 8 different housing blocks with 64 beds each in cells and/or dorms around a common dayroom.
- The jail staff has identified 17 different inmate classifications that should each be housed separately. A “1-Day Snapshot” from January 31, 2018 showed that the largest single classification group included 240 inmates and the smallest classification group included only 1. There were varying amounts for the other classifications between these extremes.
- Since the current building has such large housing pods, any new construction should have smaller housing units to make classifying and managing inmates easier. Dayroom size should vary from 12 beds to 32 beds and be accounted for in cells and dormitories.

INDIRECT SUPERVISION

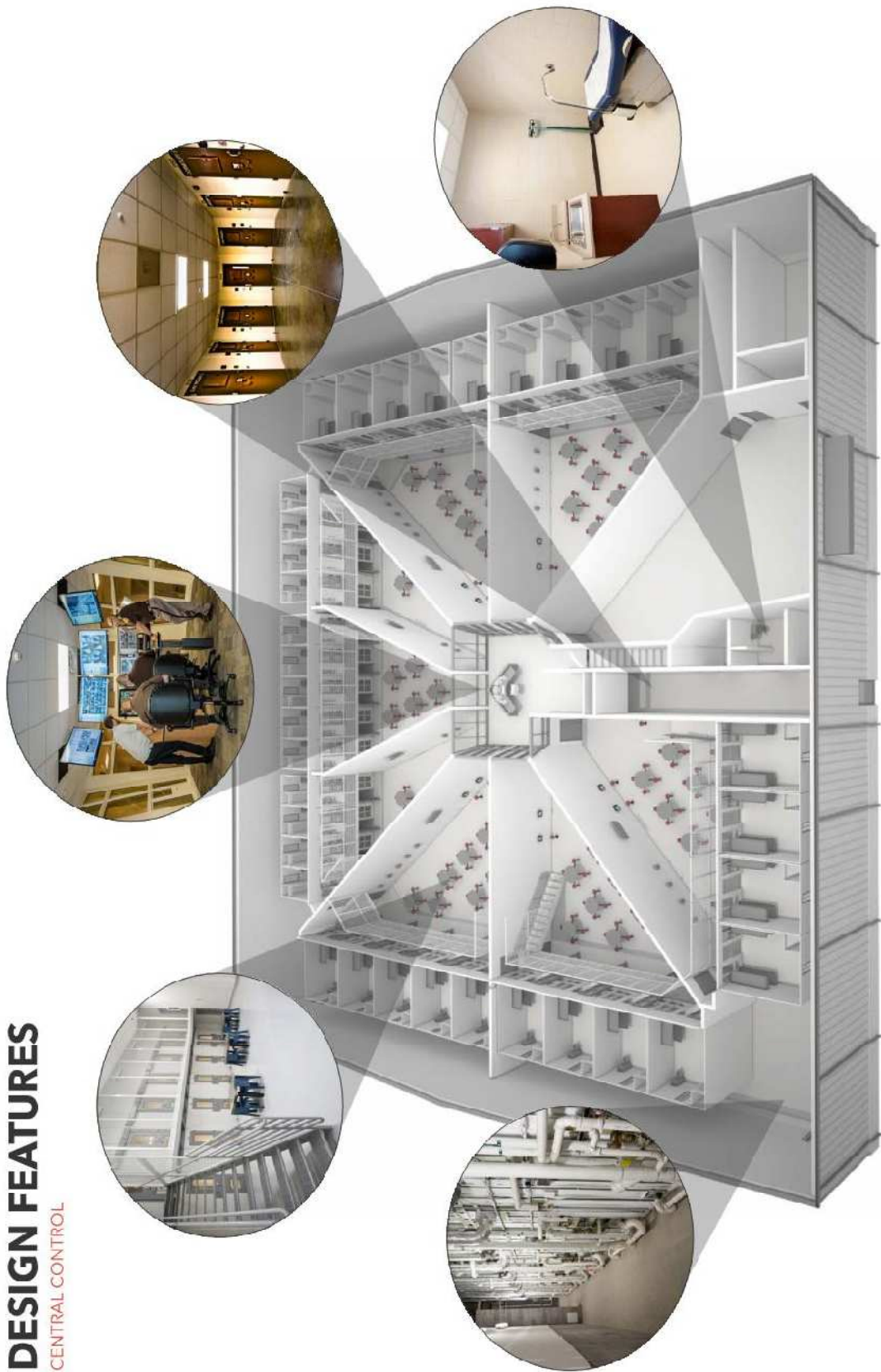
- The current building is a “direct supervision” jail that is staffed with an officer in each housing pod plus additional control officers and roaming officers. This type of jail design is very staff intensive and is the reason the existing housing blocks need to be so large.
- “Indirect supervision” jails allow a single control point to monitor an entire housing pod with up to 300 beds.
- Control staff and security controls remain behind mirrored, attack resistant glass. Pod roamers interact with inmates and do hourly watch tours at night.

"PODULAR" JAILS

- A single raised control room can monitor a housing unit with up to 300 beds.
- Modular steel cells provide rapid construction on site and easy to maintain wall surfaces inside the cells.
- Since the control point is raised, access to each housing unit is from below and sight and sound separation is maintained between housing units that are next to each other – this allows maximum classification flexibility.
- Cells can be arranged with a continuous rear chase for easy access to mechanical, electrical and plumbing components. Maintenance is easier and safer.
- Housing units will also include recreation spaces, medical exam rooms, segregation cells, caseworker direct contact rooms, video arraignment rooms and program areas to keep inmate and staff movement to a minimum.

DESIGN FEATURES

CENTRAL CONTROL





Vanderburgh County Jail Blue Ribbon Committee Meeting #2 Minutes

March 5, 2018 (Issued March 12, 2018), Room 301, Civic Center Complex, Evansville, IN 47708

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.

I. CALL TO ORDER

- A. Meeting was called to order by Sheriff Dave Wedding.

II. COMMITTEE MEMBER ATTENDEES

- A. Commissioner Bruce Ungethiem
- B. Commissioner Cheryl Musgrave
- C. Commissioner Ben Shoulders
- D. Sheriff Dave Wedding
- E. Council Member Stephanie Terry (Not present)
- F. Council Member James Raben (Not present)
- G. Council Member Mike Goebel
- H. Prosecutor Nick Hermann
- I. Judge Kiely (Not present)
- J. Judge Trockman
- K. Judge Pigman
- L. Public Defender Steve Owens
- M. Police Chief Billy Bolin
- N. Dave Rector, General Manager, Evansville-Vanderburgh County Building Authority
- O. Joe Harrison, County Attorney (Non-voting member)

III. NEW BUSINESS

- A. CONDITIONS AT THE JAIL (Sheriff Dave Wedding)
 - 1. Inmate population in excess of 800
 - 2. Over 100 inmates housed in six counties
 - 3. Entering agreement with seventh county
 - 4. Jail Population continuing to rise
 - 5. Historically, this is a low jail population time of year. In the last 20 years, Feb. and Mar. are typically the lowest level months.
 - 6. Evansville Police has started a unit that is proactive in making arrests for outstanding warrants – this might be part of the reason for this increase in jail population.

7. Level 6 offenders account for about 100 inmates (+/- 10%)
- B. FUNDING/FINANCING OPTIONS (Joe Harrison, County Attorney)
 1. Financial Advisor (FA) has been contacted
 2. FA evaluated some preliminary numbers
 3. LOIT tax was passed last year.
 4. Revenue has been coming in since January 2018 – projected \$3.5 million per year.
 5. It was projected that the County could financially support a \$42 million project over 30 years (\$38 million for 25 years) by dedicating \$2.5 million of the \$3.5 million per year.
 6. County needs to consider operational costs (additional staff specifically) as well and where those funds would come from.
 7. It is unlikely that the City would share funds they receive from the tax to help build the jail.
 8. County needs to consider the opportunity to house inmates from other counties and/or federal inmates. County already houses L6 felons and it is possible the DOC will pay \$50/day (currently pays \$35/day) per L6 inmate – if this happens, it won't be until 2019 at the earliest (would vote in 2019).
 9. Sheriff has talked with US Marshal Service – they are considering housing up to 50 – 100 inmates in Vanderburgh County – they pay more than the State. Sheriff stated that between DOC and federal inmates, the County could bring in up to \$3 million per year.
 10. Senate Bill 242 – currently in the House (passed by Senate). Amendment 2 reads that counties who are required by the DOC to build or enlarge their jail will have the option to pass a local option income tax up to 2% for jail construction only.
 11. Existing jail was built with property tax revenue before the referendum requirement.
- C. PRESENTATION BY RQAW (Weflen)
 1. See attached PowerPoint presentation.
 2. Reviewed statistics – numbers are continuing to rise.
 3. Evaluated how the existing facility is operating today.
 4. Classification is key to operating an efficient and safe facility and there is little classification opportunity in the existing facility. Classification “one-day snapshot” was reviewed.
 5. Major Chad Ferguson spoke to the importance of classification, the limits of the existing jail in this regard and the challenges this poses to the staff.
 6. Existing facility is “Direct Supervision” and inherently staff intensive; also, is not easily maintained, is expensive to maintain and maintenance access is inconvenient.
 7. Proposed Facility
 - a) New facility should be “Indirect Supervision” and staff/operationally efficient (up to 300 beds around 1 control point)

- b) Use modular steel cells/dormitories – cleanability enhanced (polyurea coating)
- c) Rear chase – maintenance friendly, tools/staff are outside of secure perimeter
- d) Sight/Sound separation for maximum classification flexibility.
- e) Provide programming, exam rooms, recreation, etc. in the housing pods to limit staff and inmate movement to enhance safety.

D. EXISTING FACILITY MAINTENANCE OVERVIEW (Dave Rector, General Mgr., EVCBA)

- 1. Current design of the existing jail is not easily maintained.
- 2. Maintenance access is challenging. Plumbing chases are accessed from the exterior. Catwalks to second level. Interior plumbing chases are accessed through doors that must be climbed through. Had to build ladders that hang off the cell doors so that maintenance can be done in some areas.
- 3. Handicap showers on mezzanine levels are purposefully backed up by inmates to flood the cells below.
- 4. Many of the fixtures (lights, sprinkler heads) are not vandal resistant and are frequently damaged by inmates.
- 5. Very expensive, inconvenient and time-consuming jail to maintain.
- 6. A podular design will be more convenient. With the current facility, it can take up to an hour before maintenance can get into the areas where maintenance is needed. When this is done, inmates must be locked down and inmate movement is disrupted.

E. COMMITTEE ROLE/GOALS

- 1. Get enough information to respond to the DOC letter – must be done the second week of April. RQAW will assist in responding. Joe Harrison recommended that a letter be written that states that RQAW has been retained to study a jail expansion and provide meeting agendas and PowerPoint presentations so that the DOC can see that the County is serious and that the process is ongoing. Contact has been made with the State Jail Inspector and he is pleased with the steps being taken. It was suggested that a timeline be determined by the Committee. The Sheriff stated that the amount of money spent sending inmates out of county will continue to increase.
- 2. Continue discussion with the State regarding funding (L6 inmates are in the County Jail due to the State). The Sheriff has discussed the idea with the State of providing a “capital expense fund” to offset some of the costs of expanding the jail. The Sheriff met with the Attorney General’s Office regarding chemical addiction programs (where space must be dedicated to those ONLY in the program) and asked if they would be willing to contribute funds to build a “wing” for this type of program. He did not get a response. The Sheriff told them that the County is very interested in a chemical addiction program if they will fund it – he doesn’t want to

take on another unfunded mandate. The Sheriff stated that he will continue to work with the State and ask for capital improvement money.

3. Some aspects of the potential project delivery process were discussed:
 - a) The study will include a proposed design solution.
 - b) RQAW will provide estimated operational and construction costs as part of the study for the proposed design solution.
 - c) Dave Rector stated that the Commissioners would need to direct the EVCBA to let bonds and the Council would have to approve funding. The bond process would take 2 - 3 months (per Dave Rector, confirmed by Joe Harrison). Once this is done, design and construction could follow. Design can take up to 8 months and the bidding process up to 2 months.
4. At the "Meet Your Legislators" meeting, six legislators were told that it is likely that over the next 20 years, the County would be housing 200 L6 inmates per month and would need to build space for them. Calculated at \$70,000/inmate, that would cost \$14,000,000 to house L6 inmates and that the State should cooperate in funding this. There was not a response from the legislators.
5. It was suggested that the Committee should work to promote the idea that the State should provide funds for a jail expansion project.

F. UPCOMING STEPS

1. RQAW will present statistical projections and a proposed solution at a future meeting.
2. Review youth facility with Jail Working Group. This facility is not part of the study but some things might be considered and therefore, the facility should be toured. It does not make sense to solve the adult detention housing problem and not consider the future needs of youth detention.
 - a) County pays \$1.5 million per year to facility
 - b) Houses male and female juvenile offenders
 - c) 36 current beds (need to look at future expansion needs)

IV. PUBLIC COMMENTS - NONE

V. SCHEDULE

1. Next meeting Monday, April 2, 2018 at 3pm

VI. ADJOURNMENT

VANDERBURGH COUNTY JAIL

FEASIBILITY STUDY

JAIL BLUE RIBBON COMMITTEE MEETING 3

139

RQAW
ARCHITECTURE

APRIL 2, 2018

PROCESS UPDATE SINCE MEETING 2

Projections

Based on the data provided by the county, RQAW has developed projections to account for future growth and potential changes in the justice system in Vanderburgh County.

Impacts

RQAW has considered and evaluated projections and the impact of them on the jail.

Solutions

Considering the projections and the anticipated impacts, RQAW has developed a design solution for the County to consider.

VANDERBURGH COUNTY

JAIL POPULATION

- December 2017 - Average Jail Population of close to 700, not including 100 inmates housed out-of-county.
- Total County Jail Population is currently averaging around 800 (including out-of-county).
- To properly house 800 inmates, there should be 20% more beds than inmates in the housing areas. This accounts for classification inefficiency.
- Therefore, the current need, including a classification factor, is around 1,000 housing beds.
- Currently, there are 512 housing beds in the jail.

VANDERBURGH COUNTY

VANDERBURGH COUNTY JUSTICE SYSTEM

- Capital/Felony Court Filings have risen 38% in the last 20 years
- Work Release Populations have risen 35% since 2014.
- Average Monthly Jail Admissions have risen 12% since 2014
- Average Length of Stay in the Jail has risen 46% in the last 10 years
- Average Daily Population of the Jail has risen 28% in the last 5 years alone and 36% in the last 10 years.
- The jail books over 9000 per year and 90% are released within a short period of time.
- 2018 Year to Date Arrests = 2,555
- 2017 Same Time Period = 2,258 (over 300 arrest increase)

VANDERBURGH COUNTY

VANDERBURGH COUNTY JUSTICE SYSTEM

- Female Populations in the Jail are rising faster than the Total Jail Population and have increased from 72 to 126 in the last 10 years.
- L6/DOC Ineligible Inmates are rising rapidly since new rules went into effect going from 16 at the end of 2015 to 96 at the end of 2017.
- The number of inmates that Vanderburgh County has out of county at any given time increased from 0 in 2015 to around 100 in 2018.
- There are over 8000 open warrants and over two-hundred of them are for very serious offenses.
- The serious nature of offenses is increasing. The jail does not hold those charged with first-time shoplifting, operating without a license, DUI, possession of marijuana (unless they are significant repeat offenders).
- There are 21 inmates with pending murder cases in the jail.

VANDERBURGH COUNTY

VANDERBURGH COUNTY JUSTICE SYSTEM PROJECTIONS

- Evansville is the commercial, medical and cultural hub of the Indiana-Illinois-Kentucky area, which is home to over 900,000 people. Vanderburgh County's population is expected to grow to nearly 200,000 people in the next 20 years.
- Average Daily Jail Population will continue to grow to as high as 1,100 beds in 2037 (requiring over 1,300 beds properly classified).
- More recent trends (2014-2017) suggest that this number will be as high as 1,500 beds in 2037 (requiring over 1,800 beds properly classified).
- Females will become a larger percentage of the total inmate population over time.
- The number of L6 Felons has been increasing and is expected to continue to rise.
- The number housed out-of-county is expected to reach 150 – 200 in the near future.
- There is no indication that these trends will change.

VANDERBURGH COUNTY

VANDERBURGH COUNTY JAIL 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 1,800 beds (includes classification factor) to manage the diverse and changing jail population (acute mental health, recovery 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.

VANDERBURGH COUNTY

VANDERBURGH COUNTY JAIL SOLUTIONS

- To meet a 20 year need, the solution needs to include at 900 – 1,200 additional beds and should be expandable.
- 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 additional staff required to manage the jail, the solution should utilize an indirect supervision “podular” design with centralized control rooms that maximizes visibility and minimizes inmate/staff movement.

VANDERBURGH COUNTY

VANDERBURGH COUNTY JAIL SOLUTIONS - PROGRAM

- Up to eight (8) flexible multi-purpose program spaces in each pod that can be subdivided or repurposed as needed.
- Recreation area, padded cells, isolation cells, nurse's stations and video arraignment area accessible to each pod, which significantly reduces inmate/staff movement.
- Additional space for segregation of juveniles near the existing intake/booking area.
- Additional kitchen support and laundry space in the pods.
- Additional storage is provided in the housing expansion and there is a storage expansion to the existing facility.
- Additional staff offices are provided in the housing expansion.
- The proposed design is tailored to Vanderburgh County's specific needs and will serve as a model for future jails.

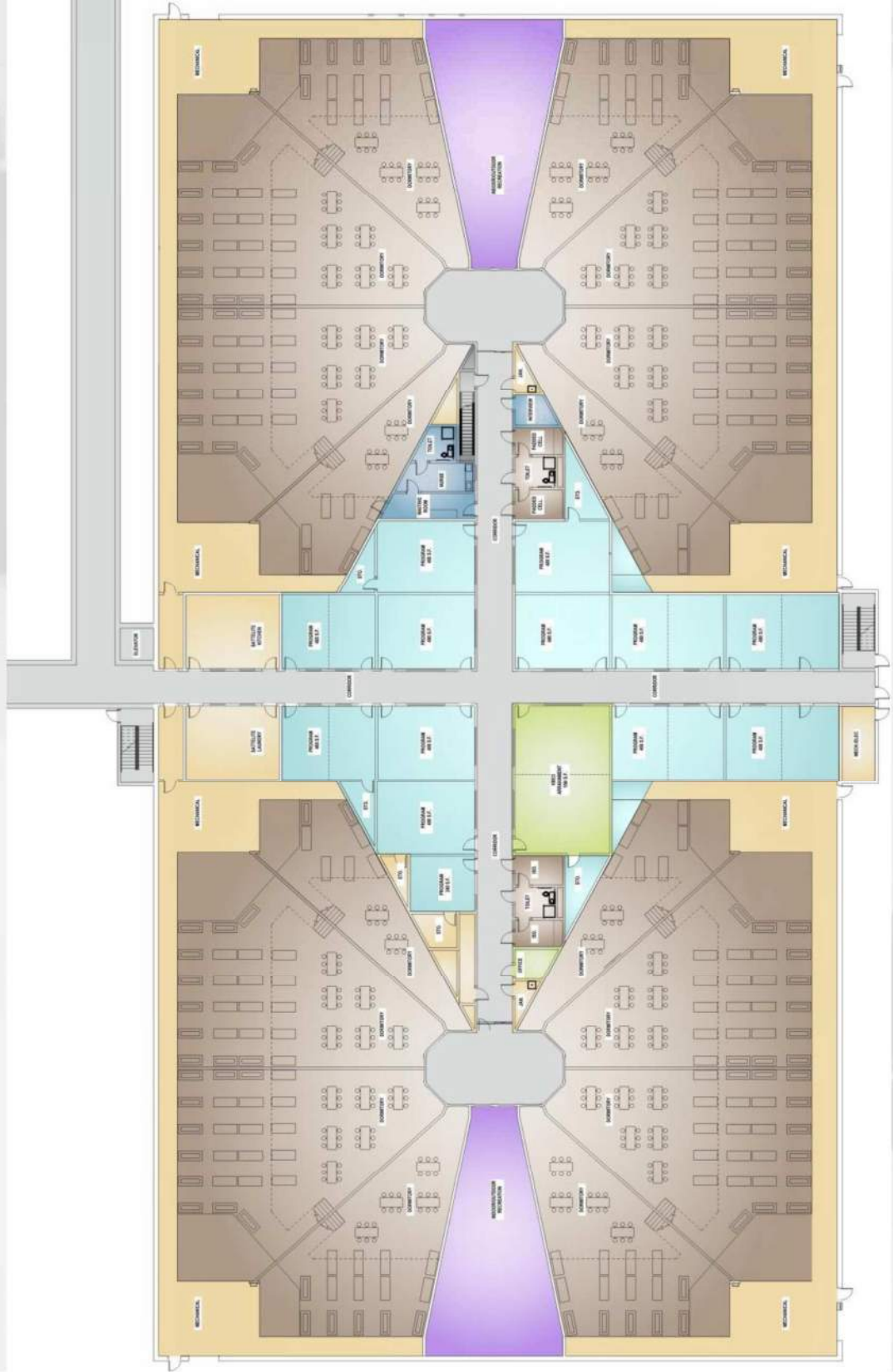
VANDERBURGH COUNTY

VANDERBURGH COUNTY JAIL – EXPANSION SITE PLAN



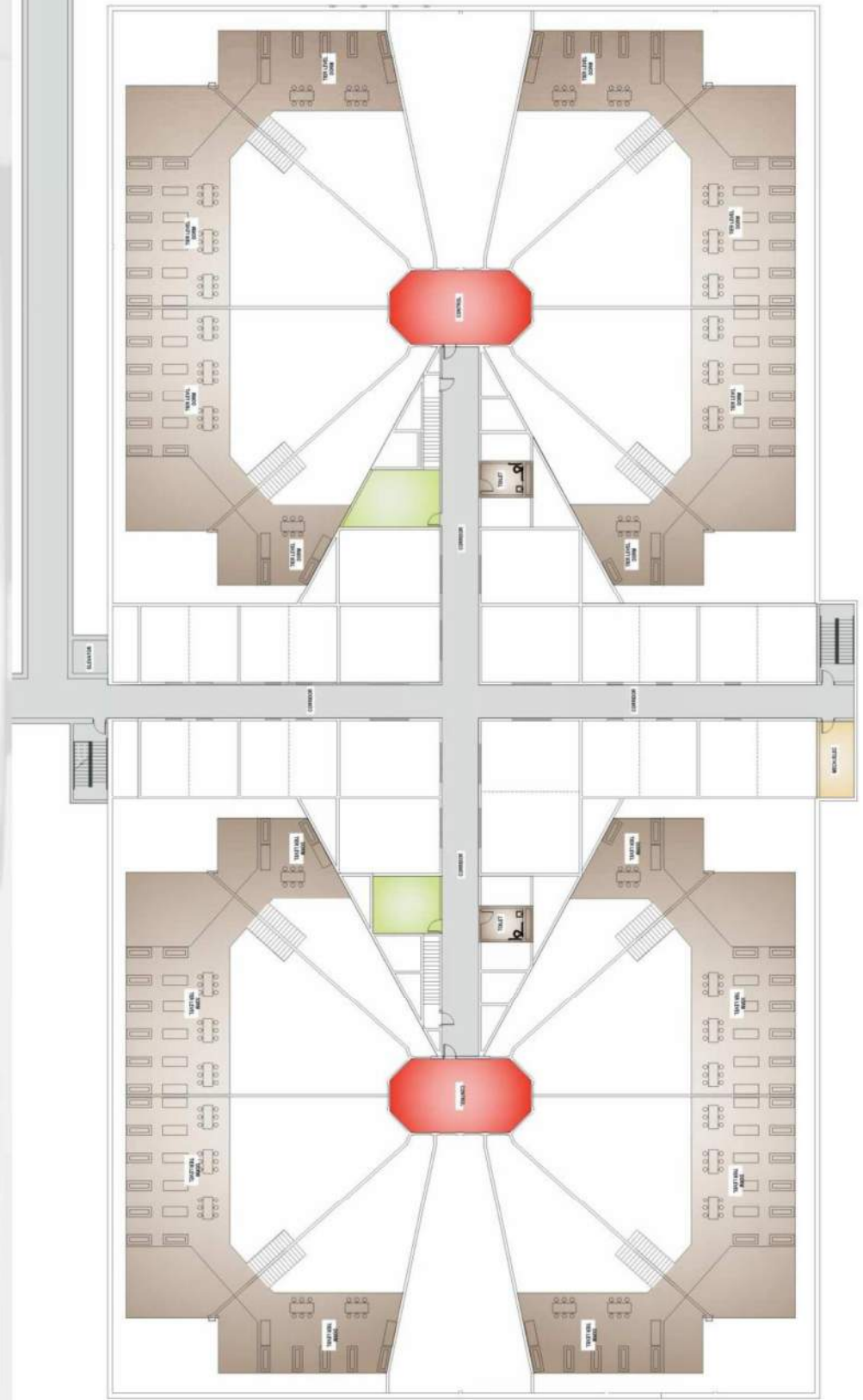
VANDERBURGH COUNTY

VANDERBURGH COUNTY JAIL – EXPANSION 1ST FLOOR



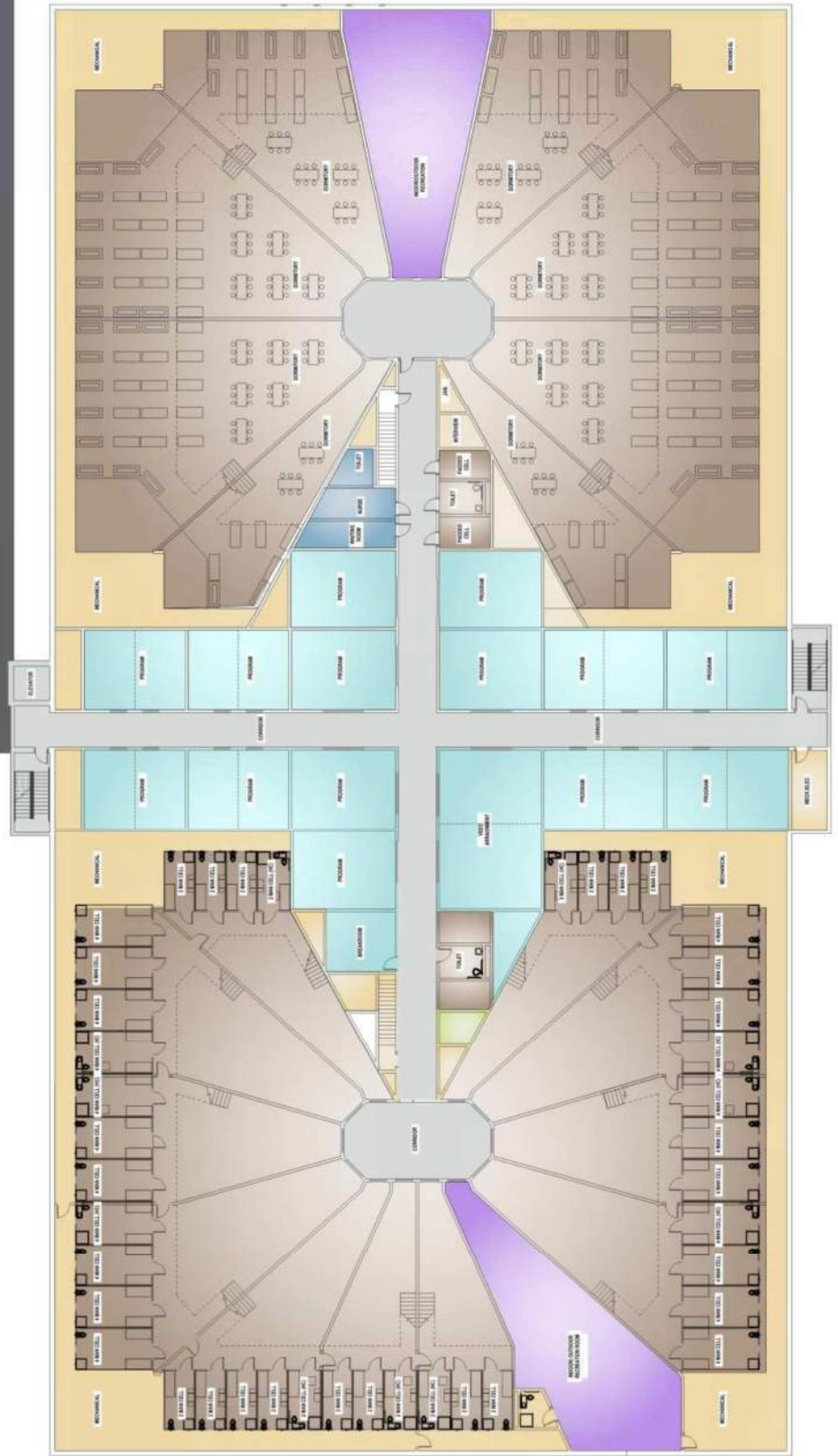
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VANDERBURGH COUNTY JAIL – EXPANSION 1ST FLOOR MEZZANINE



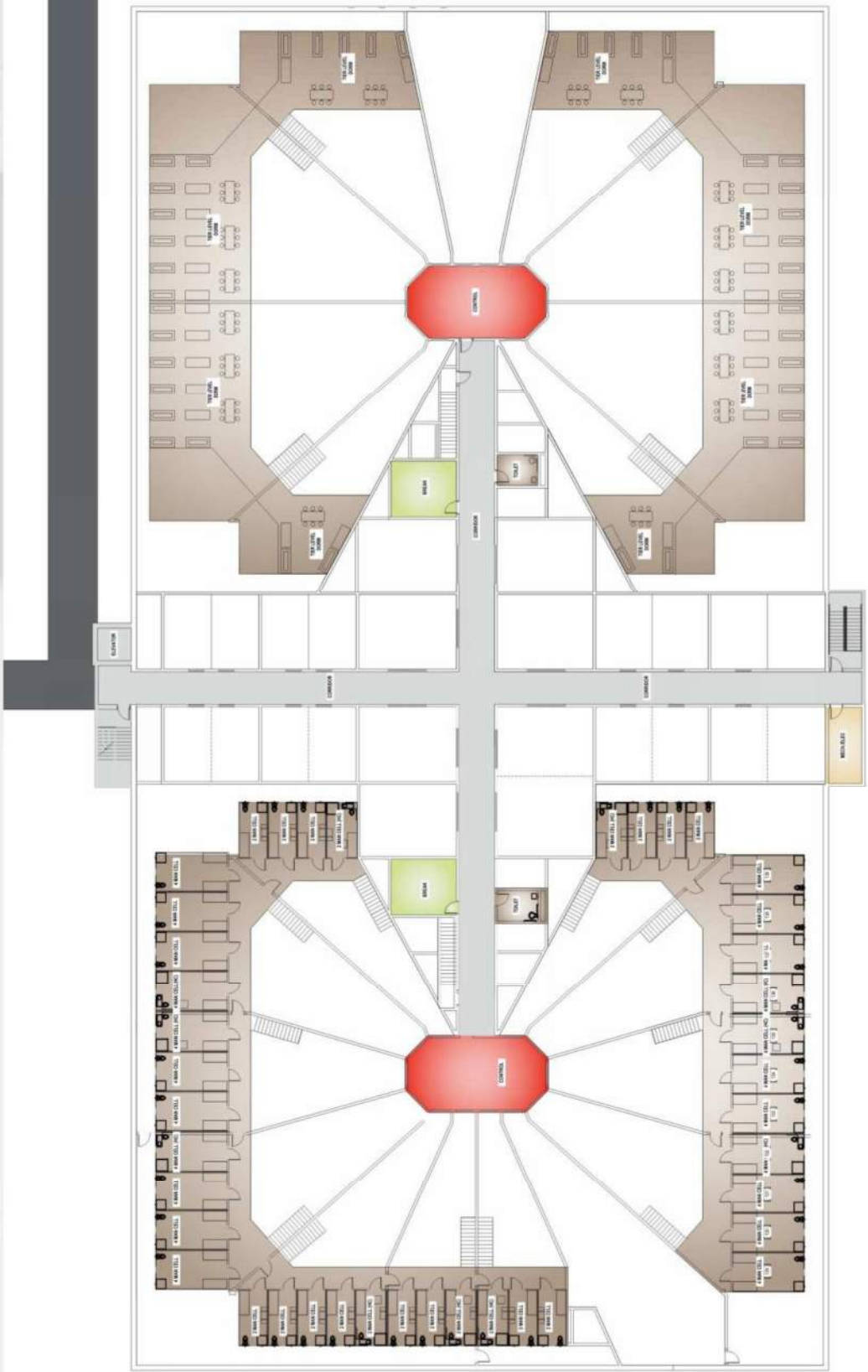
VANDERBURGH COUNTY

VANDERBURGH COUNTY JAIL – EXPANSION 2ND FLOOR



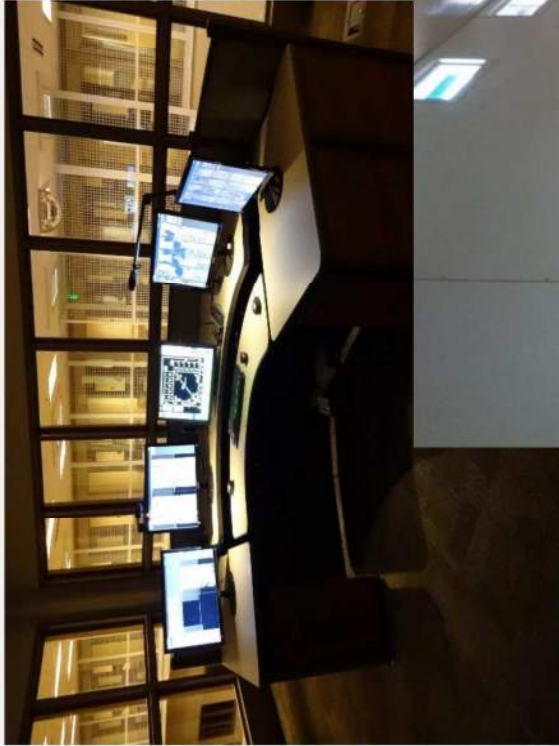
VANDERBURGH COUNTY

VANDERBURGH COUNTY JAIL – EXPANSION 2ND FLOOR MEZZANINE



VANDERBURGH COUNTY

VANDERBURGH COUNTY JAIL – REPRESENTATIVE IMAGES



VANDERBURGH COUNTY

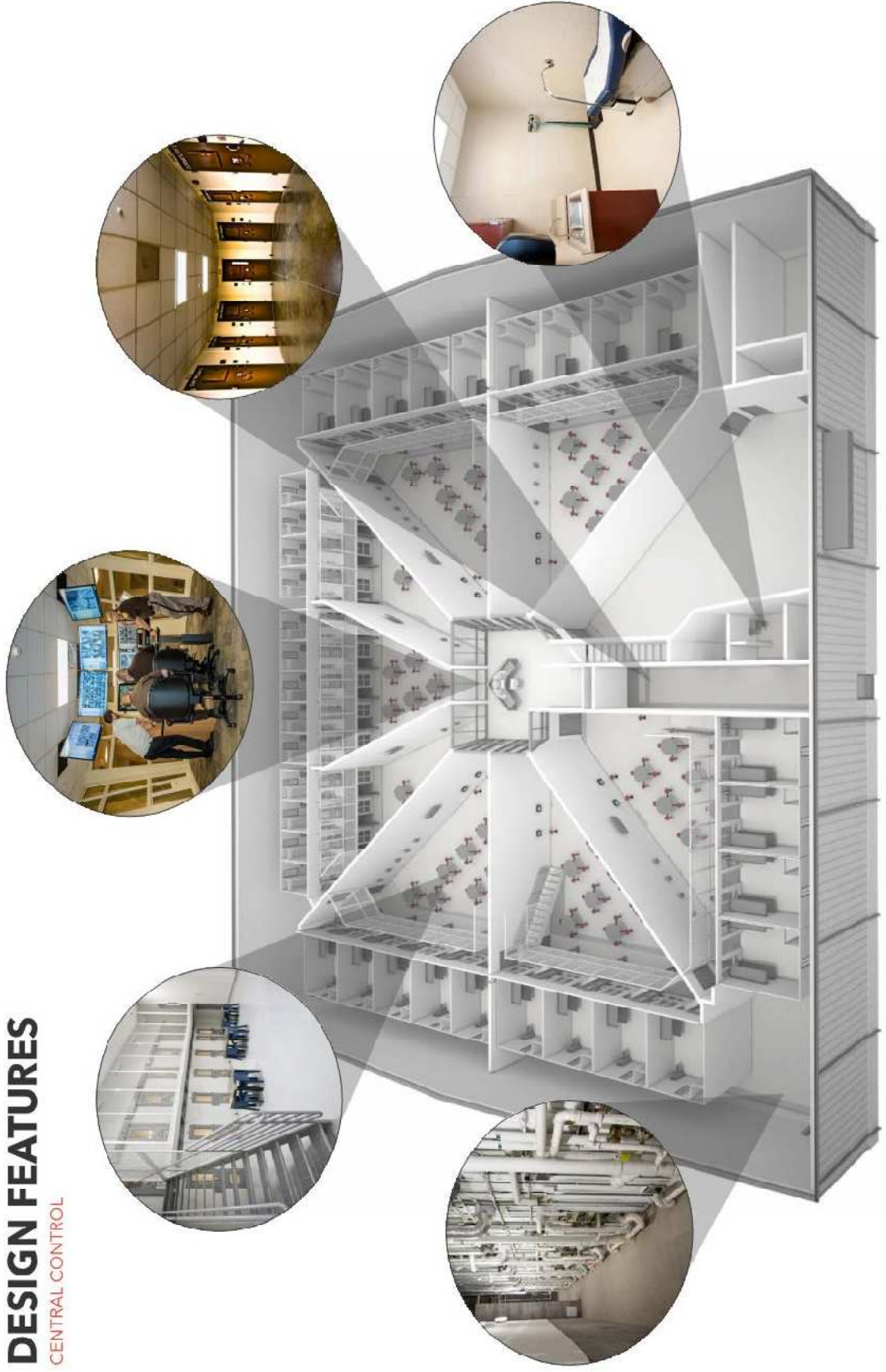
VANDERBURGH COUNTY JAIL – REPRESENTATIVE IMAGES



VANDERBURGH COUNTY

DESIGN FEATURES

CENTRAL CONTROL



VANDERBURGH COUNTY

VANDERBURGH COUNTY JAIL – ESTIMATED EXPANSION COSTS

- Project Construction Costs \$43 million - \$47 million
- Project Soft Costs \$10 million - \$11 million
- Anticipated Operational Budget \$15.9 million
- Existing Operational Budget \$11.7 million

(Operational Budgets include Jail and Building Authority Budgets and some of the Sheriff's Budget)

Appendix D: Architectural Space Program

Vanderburgh County

Jail Building Addition for up to 900 Beds

Space	Square Footage		Primary Function
	Initial	Revised	
Public			
Administration			
Patrol/Detectives			
Intake and Booking		2,730	Juvenile Detention Expanded Transport Holding
Housing Area Support		31,791	Program Space
Housing Pods		85,882	Inmate Cells and Dorms
Laundry/Kitchen/Commissary			
Future Expansion		31,500	
Vertical Circulation		<u>11,225</u>	
Subtotal		163,128	



VANDERBURGH COUNTY JAIL

Building Renovation and Addition Program Up to 900 Additional Beds

No.	Space	Size		Area		Comments
		Quantity	Width	Length	Sq. Ft.	
Public						
Net Subtotal					0	
Grossing Factor at 15%					0	
SUBTOTAL					0	
Administration						
Net Subtotal					0	
Grossing Factor at 25%					0	
SUBTOTAL					0	
Patrol/Detectives						
Subtotal					0	
Grossing Factor at 25%					0	
SUBTOTAL					0	
Intake and Booking						
	Juvenile Housing	1	45	40	1,800	
	Additional Transport Holding	2	12	16	384	
Subtotal					2,184	
Grossing Factor at 25%					546	
SUBTOTAL					2,730	
Housing Area Support						
	Pod Control	3	20	32	1,920	
	Toilet	3	8	8	192	
	Breakroom	2	25	15	750	
	Serving Kitchen	1	24	48	1,152	As necessary
	Satellite Laundry	1	24	24	576	As necessary
	Programming	18	24	24	10,368	
	Video Arraignment	2	25	40	2,000	
	Small Program	1	12	20	240	
	Indoor/Outdoor Recreation	3	31	50	4,650	
	Toilet/Showers	3	8	10	240	
	Padded Cell	2	8	16	256	
	Isolation Cell	4	8	16	512	
	Toilet	3	8	8	192	
	Nurse	1	8	16	128	
	Waiting	2	8	16	256	
	Interview	2	8	10	160	
	Office	2	8	10	160	

VANDERBURGH COUNTY JAIL

Building Renovation and Addition Program Up to 900 Additional Beds

No.	Space	Size			Area	Comments
		Quantity	Width	Length	Sq. Ft.	
	Storage Room	9	8	10	720	
	Storage Space	1	31	31	961	Adjacent to existing storage
Subtotal					25,433	
Grossing Factor at 25%					6,358	
SUBTOTAL					31,791	
Housing Pod						
	Double Occupancy Cells	35	12	15	6,161	Same area could be dorms
	Handicapped Double Occupancy Cells	5	12	15	880	Same area could be dorms
	Quad Occupancy Cells/Dorms	38	12	19	8,664	Same area could be dorms
	Handicapped Quad Occupancy Cells	6	12	19	1,368	Same area could be dorms
	Dayroom	206	4	10	8,240	Same area could be dorms
	Dorms	600	7	10	39,000	Same area could be cells
	Janitor Closet	3	4	6	72	
	Mechanical Room	9	24	20	4,320	
Subtotal					68,706	
Grossing Factor at 25%					17,176	
SUBTOTAL					85,882	

VANDERBURGH COUNTY JAIL

Building Renovation and Addition Program Up to 900 Additional Beds

No.	Space	Quantity	Size Width	Length	Area Sq. Ft.	Comments
Laundry/Kitchen/Commissary						
Subtotal					0	
Grossing Factor at 25%					0	
SUBTOTAL					0	
Expansion						
	Fourth Pod Shell	1	180	175	31,500	Gross Area
Subtotal					31,500	
Grossing Factor at 0%					0	Included
SUBTOTAL					31,500	
Circulation						
	Stairs	2	25	10	500	
	Elevators	4	8	10	320	
	Corridors	2	12	340	8,160	
Subtotal					8,980	
Grossing Factor at 25%					2,245	
SUBTOTAL					11,225	

Appendix E: Podular Design

Staff Efficient Central Control



Space Efficient Tiered Housing



Limited Staff/Inmate Movement



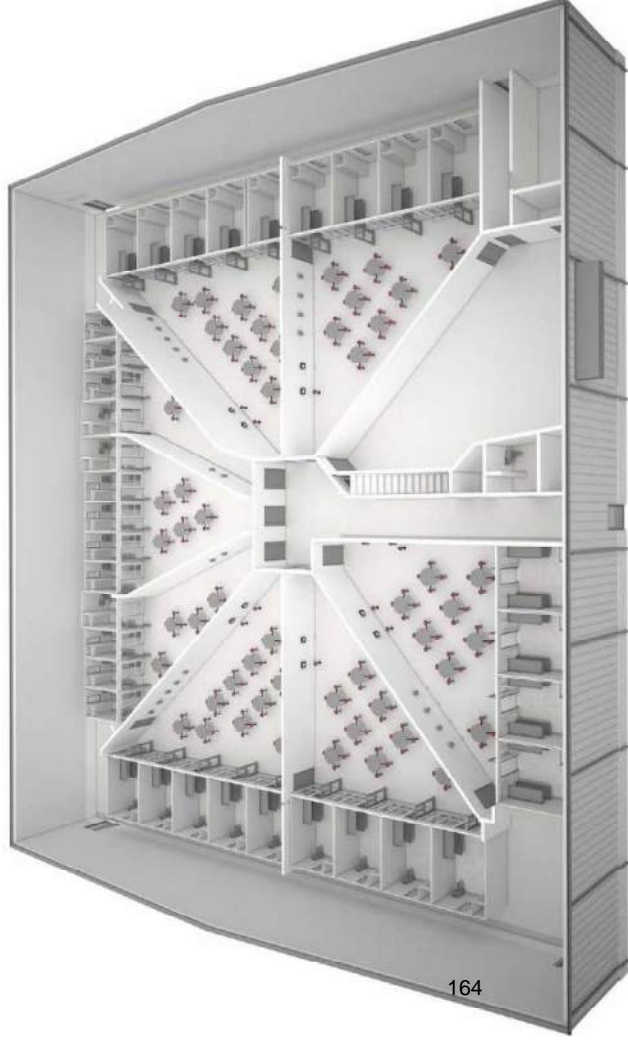
*Support Spaces
in Pod*



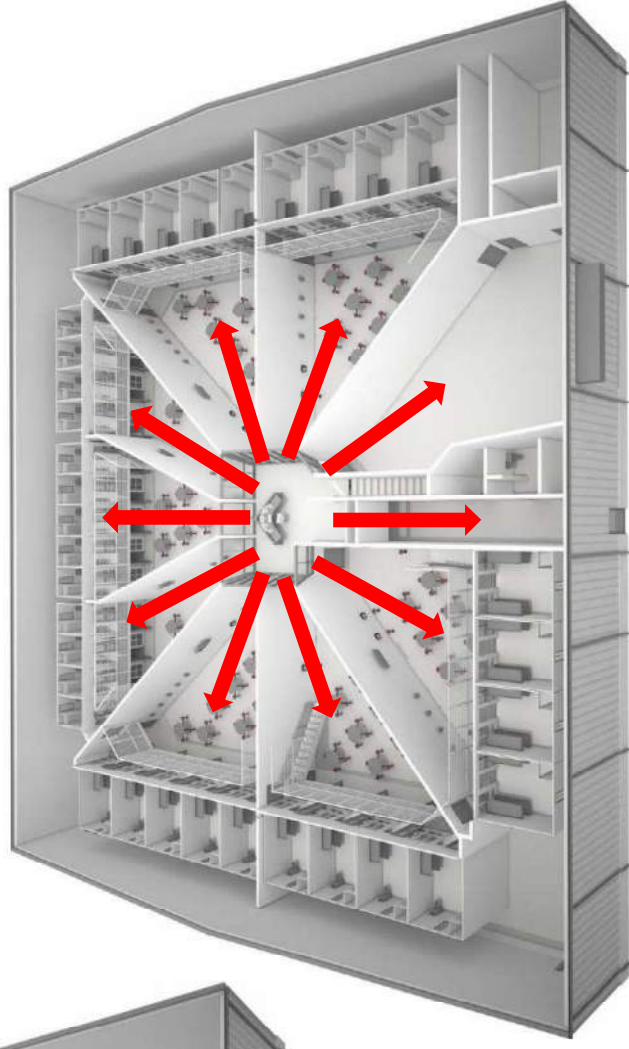
Rear Mechanical Chase



Example Images of Cell Pod Addition



Aerial View of First Floor Plan



*Aerial View of Mezzanine and Control
Room Floor Plan*

Example Images of Cell Pod Addition



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

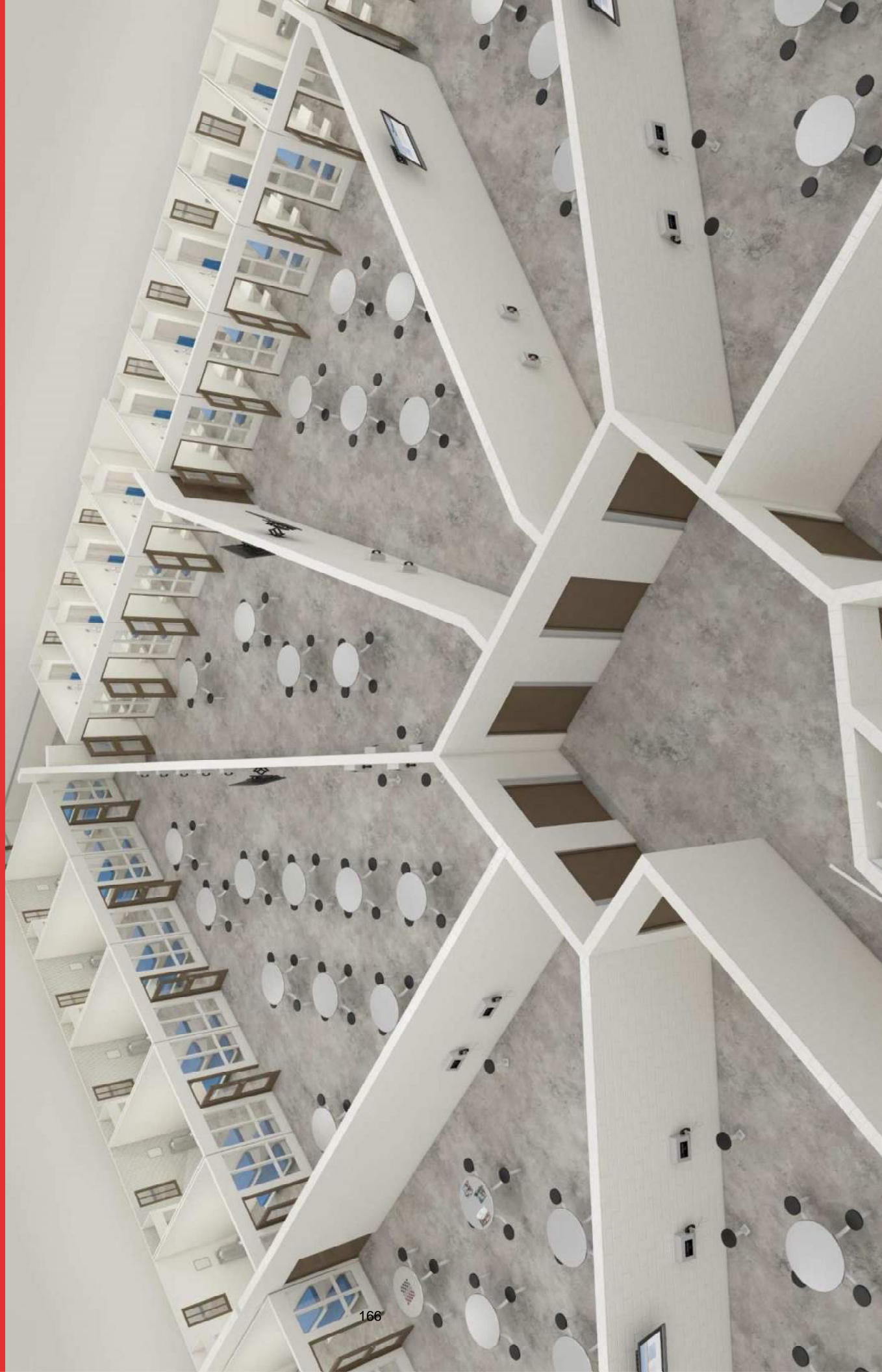


View to Housing from Control Room

Podular Design Opportunities

RQAW

ARCHITECTURE



Podular Design Opportunities

RQAW

ARCHITECTURE



Podular Design Opportunities

RQAW

ARCHITECTURE





Example Images of Cell Pod Addition



*Kalamazoo County Jail - Control
Room*



Example Images of Cell Pod Addition



Allegan County Jail - Dayroom

Example Images of Cell Pod Addition



*Kalamazoo County Jail - Typical 2
Man Cell*

Example Images of Cell Pod Addition



*Kalamazoo County Jail - Typical 4
Man Cell*

Example Images of Cell Pod Addition



*Allegan County Jail - Typical
Dormitory Style Housing*

Example Images of Cell Pod Addition



Kalamazoo County Jail – Medical

Example Images of Cell Pod Addition



*Allegan County Jail – Rear
Mechanical/Plumbing Chase*



Appendix F: Conceptual Design

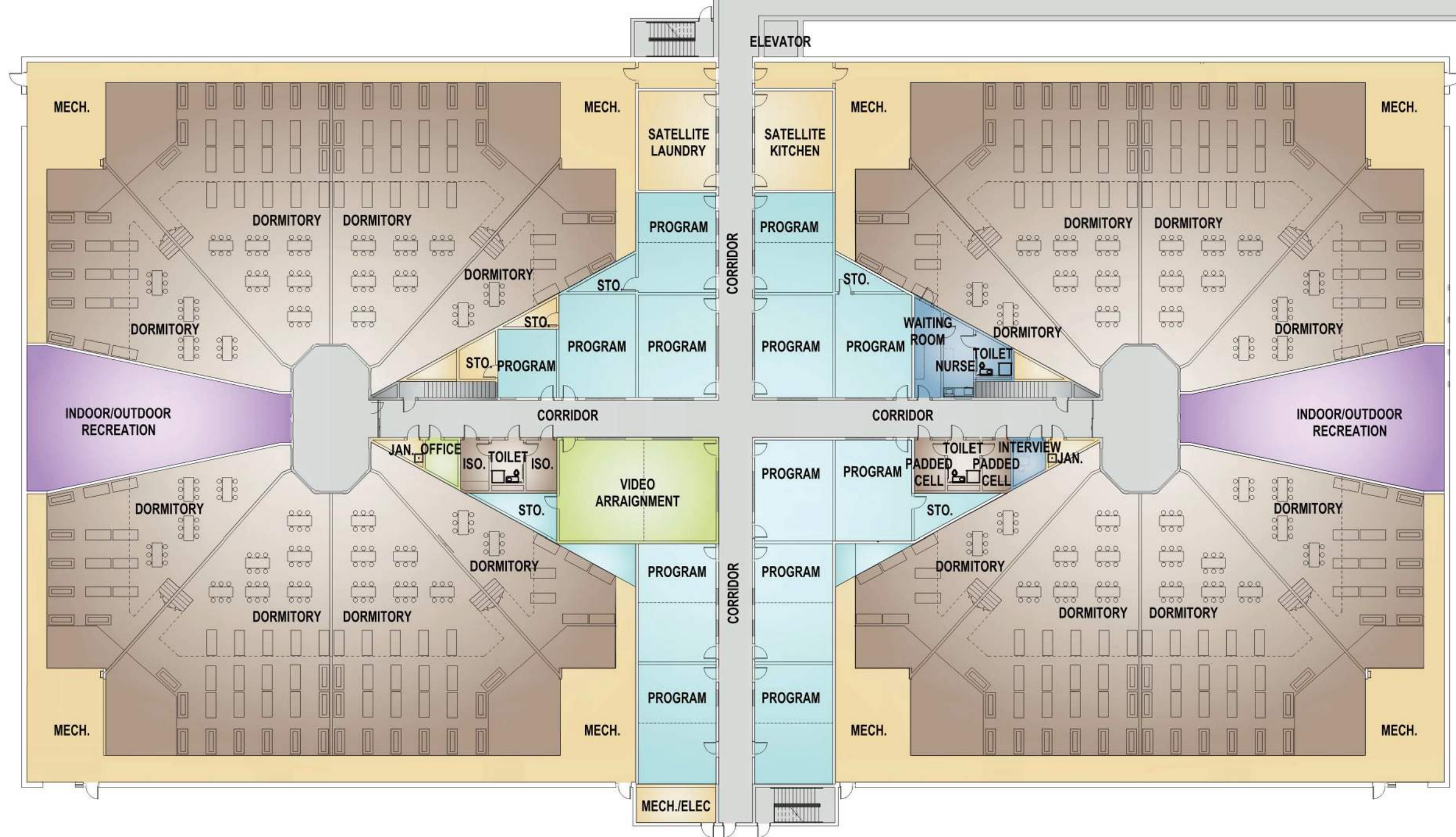


SITE PLAN
VANDERBURGH COUNTY JAIL
EVANSVILLE, INDIANA



1 SITE PLAN
SCALE: 1"=40'-0"

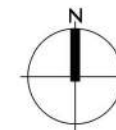


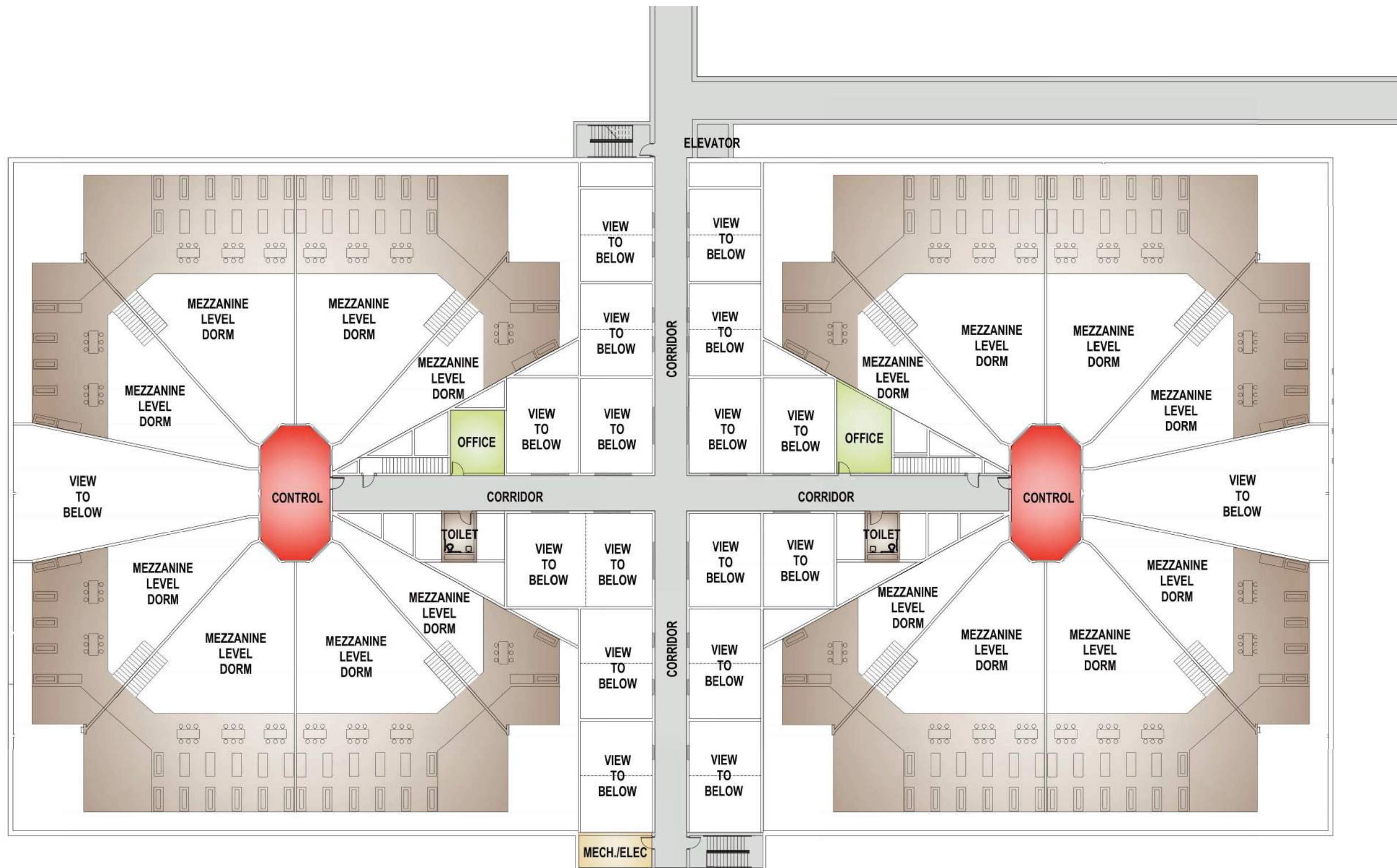


- SECURE CIRCULATION
- SUPPORT SPACES
- MEDICAL/INTAKE/BOOKING
- ADMINISTRATION AREAS
- PROGRAM AREAS
- INDOOR & OUTDOOR RECREATION
- DAY ROOM & CELL AREAS

3 ADDITIONAL PODS: UP TO 900 ADDITIONAL BEDS
 4 ADDITIONAL PODS: UP TO 1,200 ADDITIONAL BEDS

FIRST FLOOR PLAN **VANDERBURGH COUNTY JAIL** **EVANSVILLE, INDIANA**

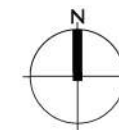


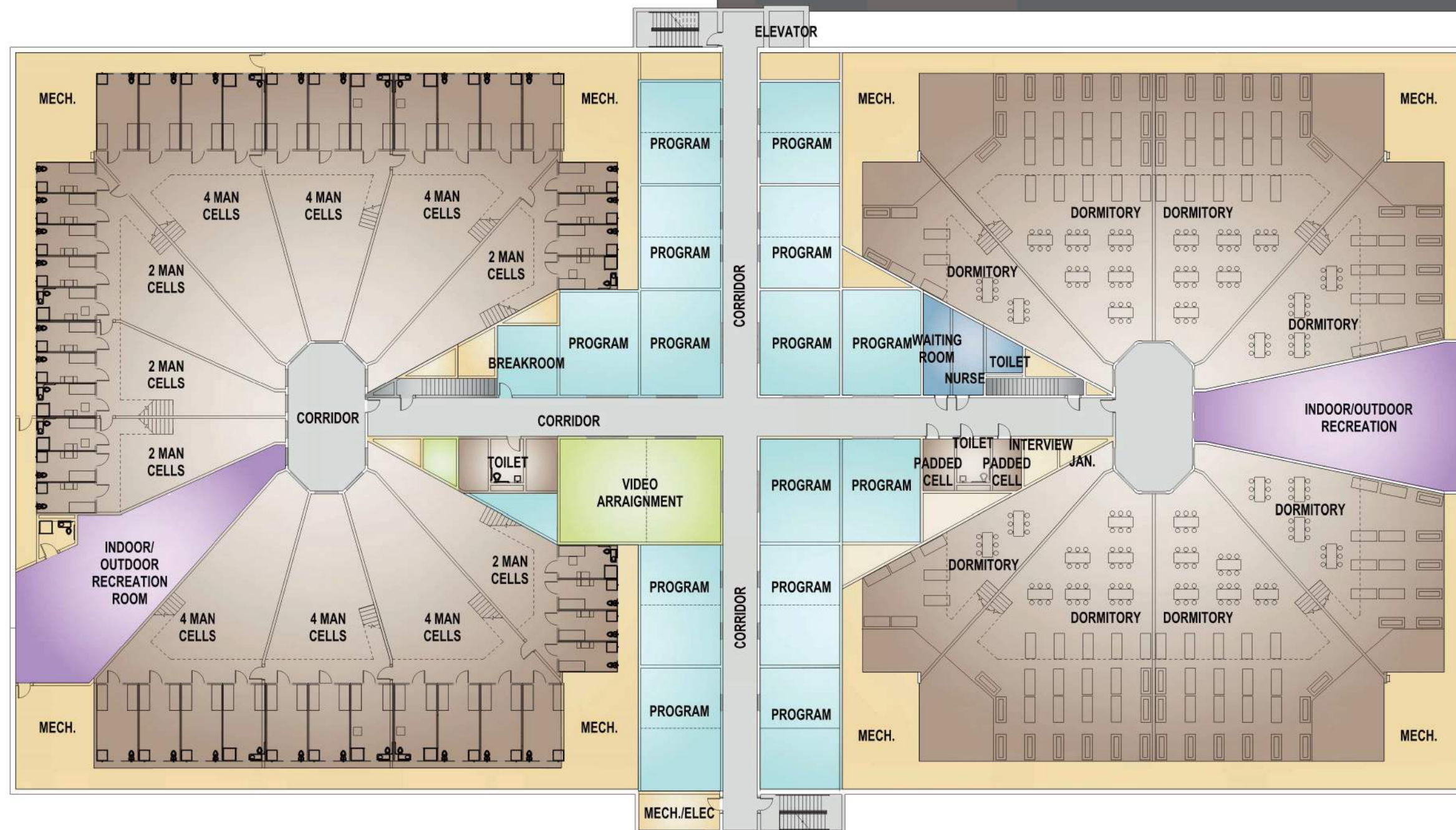


- SECURE CIRCULATION
- SUPPORT SPACES
- MEDICAL/INTAKE/BOOKING
- ADMINISTRATION AREAS
- PROGRAM AREAS
- INDOOR & OUTDOOR RECREATION
- DAY ROOM & CELL AREAS
- CONTROL ROOM

3 ADDITIONAL PODS: UP TO 900 ADDITIONAL BEDS
 4 ADDITIONAL PODS: UP TO 1,200 ADDITIONAL BEDS

FIRST MEZZANINE FLOOR PLAN **VANDERBURGH COUNTY JAIL** **EVANSVILLE, INDIANA**





- SECURE CIRCULATION
- SUPPORT SPACES
- MEDICAL/INTAKE/BOOKING
- ADMINISTRATION AREAS
- PROGRAM AREAS
- INDOOR & OUTDOOR RECREATION
- DAY ROOM & CELL AREAS

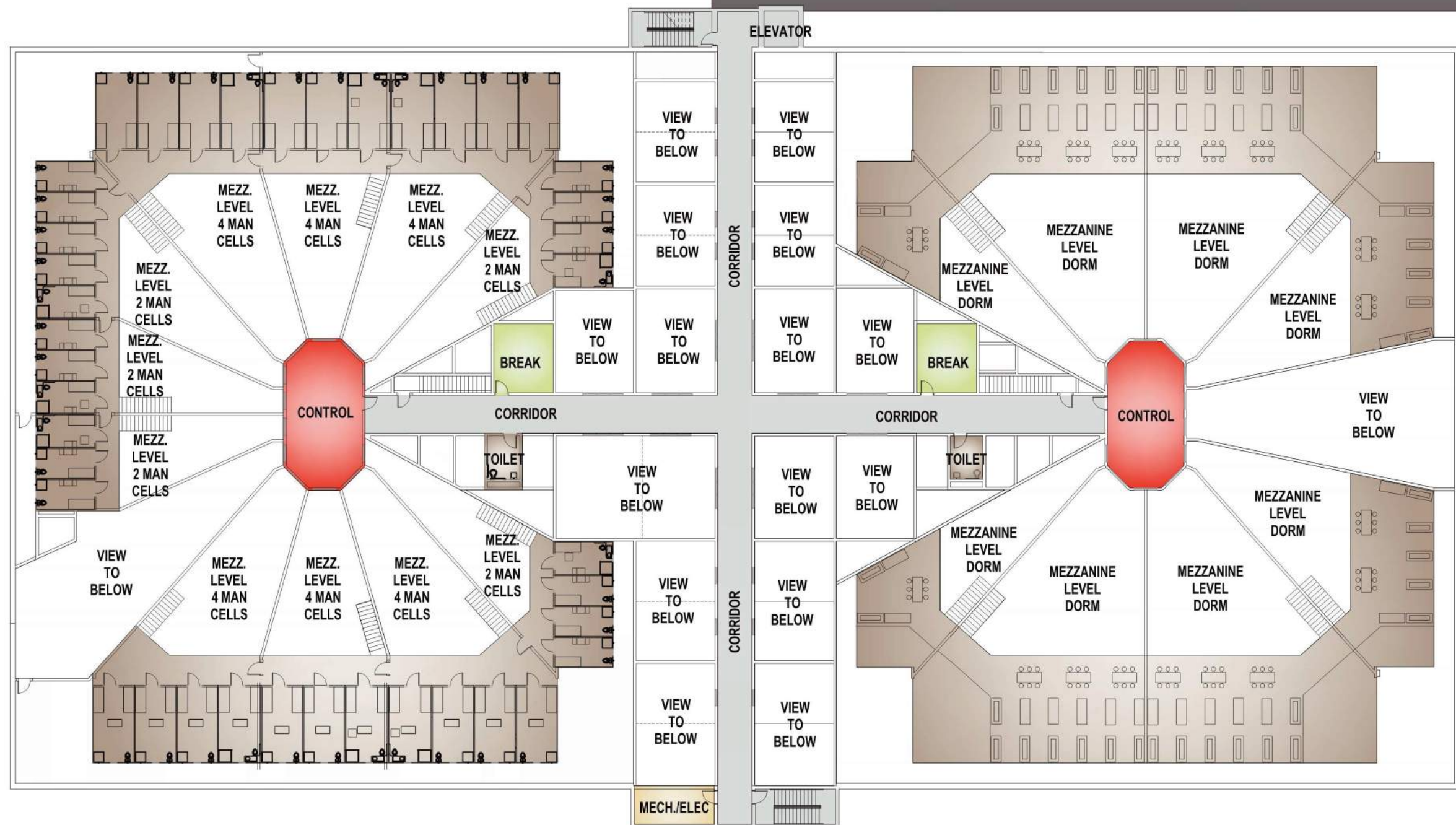
3 ADDITIONAL PODS: UP TO 900 ADDITIONAL BEDS
 4 ADDITIONAL PODS: UP TO 1,200 ADDITIONAL BEDS

SECOND FLOOR PLAN

VANDERBURGH COUNTY JAIL

EVANSVILLE, INDIANA





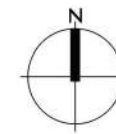
- SECURE CIRCULATION
- SUPPORT SPACES
- MEDICAL/INTAKE/BOOKING
- ADMINISTRATION AREAS
- PROGRAM AREAS
- INDOOR & OUTDOOR RECREATION
- DAY ROOM & CELL AREAS
- CONTROL ROOMS

3 ADDITIONAL PODS: UP TO 900 ADDITIONAL BEDS
 4 ADDITIONAL PODS: UP TO 1,200 ADDITIONAL BEDS

SECOND MEZZANINE FLOOR PLAN

VANDEBURGH COUNTY JAIL

EVANSVILLE, INDIANA



Appendix G: Staffing & Operational Costs

VANDEBURGH COUNTY JAIL

Staffing Analysis

Jail Facility

Position	Days	Evenings	Nights	Relief	Total Staff
Supervisors					
Jail Commander	1.00	0.00	0.00	0.00	1
Jail Lieutenant	1.00	1.00	1.00	0.00	3
Jail Sergeant Supervisor	2.00	2.00	3.00	2.00	9
Facility Supervisor	1.00	0.00	0.00	0.00	1
Compliance Sergeant	1.00	0.00	0.00	0.00	1
Subtotal	6.00	3.00	4.00	2.00	15
Civilian Positions					
Booking Clerk	2.00	2.00	1.00	2.00	7
Administrative Assistant	1.00	0.00	0.00	0.00	1
Front Reception Clerk	2.00	2.00	0.00	0.00	4
Subtotal	5.00	4.00	1.00	2.00	12
Confinement Officers					
Video Court Deputy	1.00	0.00	0.00	0.00	1
Community Service (CO)	1.00	0.00	0.00	0.00	1
Booking Officer	3.00	3.00	3.00	3.00	12
A Pod Control	1.00	1.00	1.00	1.00	4
A-Pod Direct Supervision Officer	4.00	4.00	4.00	4.00	16
A Pod Roamer	4.00	3.00	3.00	3.00	13
B Pod Control	1.00	1.00	1.00	1.00	4
B Pod Direct Supervision Officer	4.00	4.00	4.00	4.00	16
B Pod Roamer	4.00	3.00	3.00	3.00	13
Central Control Officer	1.00	1.00	1.00	1.00	4
Subtotal	24.00	20.00	20.00	20.00	84
Summary					
Administration	6.00	3.00	4.00	2.00	15
Security	5.00	4.00	1.00	2.00	12
Confinement Officers	24.00	20.00	20.00	20.00	84
TOTAL	35.00	27.00	25.00	24.00	111

New Pod Confinement Officers

Jail Sergeant Supervisor	1.00	1.00	1.00	1.00	4
Pod Control Officer	6.00	6.00	6.00	3.00	21
Pod Roamers	6.00	3.00	3.00	3.00	15
Subtotal	13.00	10.00	10.00	7.00	40

VANDEBURGH COUNTY JAIL

Staffing Cost Projection

Jail Facility (Three New Pods - 50% increase in inmates)

Staff Position	Number of Staff		Salary	Total Salaries	
	Existing	Planned		Existing	Planned
Jail Commander	1.00	1.00	\$83,624	\$83,624	\$83,624
Jail Lieutenant	3.00	3.00	\$76,416	\$229,249	\$229,249
Confinement Officer	84.00	120.00	\$40,780.00	\$3,425,588	\$4,893,600
Jail Sergeant Supervisor	11.00	15.00	\$49,087.00	\$539,957	\$736,305
Booking Clerk	7.00	7.00	\$33,998.43	\$237,989	\$237,989
Front Reception Clerk	4.00	4.00	\$31,624.50	\$126,498	\$126,498
Administrative Assistant	1.00	1.00	\$46,531.00	\$46,531	\$46,531
Part Time Clerk	2.00	2.00	\$23,751.00	\$47,502	\$47,502
Subtotal				\$4,736,938	\$6,401,298
Overtime Pay				\$361,000	\$361,000.00
Shift Differential				\$83,827	\$113,280.27
Incentive Pay				\$106,250	\$143,581.76
Subtotal				\$5,288,015	\$6,544,880
Social Security/FICA				\$374,038	\$462,940.01
PERF				\$686,092	\$849,163.56
Sheriff Retirement				\$39,000	\$39,000
Teamsters Dues				\$17,520	\$21,684.18
Total Staffing Cost				\$6,404,665	\$7,917,668

Vanderburgh County Jail - Operating Cost Analysis

Jail Facility (Three New Pods - 50 % increase in inmates)

Item	Cost	
	Existing	Planned
Jail Staff		
Salaries, Wages and Benefits	\$6,404,665	\$7,917,668
County Funded Accounts		
Contractual Services-Medical	\$884,840	\$1,327,260
Inmate Meals	\$650,000	\$975,000
Jail Supplies	\$118,000	\$177,000
Maintenance & Repairs	\$4,500	\$6,750
Medical	\$300,000	\$450,000
Training & Education	\$5,000	\$6,250
Operating Expense Subtotal	\$1,962,340	\$2,942,260
Out of County Housing Transport Costs (Vehicle, Fuel)	\$160,000	\$0
Out of County Housing Expense	\$700,000	\$0
Out of County Housing Expense Subtotal	\$860,000	\$0
Building Authority Salaries & Benefits		
Salaries	\$420,855	\$925,881
Overtime	\$27,500	\$60,500
Group Insurance	\$194,086	\$426,989
Social Security/Medicare	\$34,299	\$75,458
Retirement	\$63,666	\$140,065
Salary & Benefits Subtotal	\$740,406	\$1,628,893
Utilities		
Electric	\$495,000	\$1,089,000
Gas	\$95,000	\$209,000
Water/Sewer	\$360,760	\$793,672
Utilities Subtotal	\$950,760	\$2,091,672
Additional Building Authority Expenses		
Repairs	\$38,000	\$95,000
Supplies	\$85,800	\$214,500
Miscellaneous	\$175,750	\$277,734
Subtotals Expenses	\$299,550	\$587,234

Perpetuation Accounts and Commissary

Equipment	\$2,655	\$5,310
Inmate Medical & Dental	\$83,922	\$125,883
Jail Supplies	\$51,588	\$77,382
Jail Technology	\$280,000	\$420,000
Uniforms	\$24,000	\$36,000
Personnel	\$19,600	\$29,400
Training	\$3,545	\$5,318
<i>Operating Expense Subtotal</i>	\$465,310	\$699,293
<i>Total Operating Expense</i>	\$11,683,031	\$15,867,019

Appendix H: Statement of Probable Costs



VANDERBURGH COUNTY JAIL

Preliminary Construction Cost

No.	Item	Area (SF)	Cost/SF (\$)	Low (\$)	High (\$)
A	Land Acquisition				
	City Property			\$0	\$0
	Purchase			\$0	\$0
	Land Appraisal			\$0	\$0
	Title and Insurance			\$0	\$0
	Subtotal			\$0	\$0
	Land Acquisition Cost Summary			\$0	\$0
B	Construction Cost				
	Site Improvements				
	Demolition			Inc.	Inc.
	Site Excavation/Development			Inc.	Inc.
	Parking/Sidewalks/Drives			Inc.	Inc.
	Landscaping			Inc.	Inc.
	Utilities			Inc.	Inc.
	Subtotal			\$200,000	\$250,000
	Building				
	Storage Addition	1,000	\$130	130,000.00	\$143,000
	Jail - Intake & Booking - Juvenile Expansion	3,000	\$370	1,110,000.00	\$1,221,000
	Jail - Housing Area Support	30,600	\$250	7,650,000.00	\$8,415,000
	Jail - Housing Pods (80% Dorm, 20% Cell)	86,000	\$315	27,090,000.00	\$29,799,000
	Future Expansion (Shell Space)	31,500	\$100	3,150,000.00	\$3,465,000
	Vertical Circulation and Corridor	11,000	\$250	2,750,000.00	\$3,025,000
	Subtotal	162,100		41,880,000.00	\$46,068,000
	Equipment				
	Kitchen Equipment			\$75,000	\$93,750
	Small Kitchenware			\$1,000	\$1,250
	Booking Equipment			\$10,000	\$12,500
	Laundry Equipment			\$60,000	\$75,000
	Data & Communication Connections	162,100	\$2	\$324,200	\$405,250
	Interior Signage			\$10,000	\$12,500
	Furniture & Equipment			\$250,000	\$312,500
	Subtotal			\$730,200	\$912,750
	CONSTRUCTION COST SUMMARY			\$42,810,200	\$47,230,750

C SOFT COST

Miscellaneous Costs

Legal Advertising	\$1,000	\$1,250
Survey	\$10,000	\$12,500
Soils Investigation	\$10,000	\$12,500
Environmental Analysis	\$0	\$0
Construction Document Printing	\$5,000	\$6,250
State Plan Review Fees	\$10,000	\$12,500

Subtotal	\$36,000	\$45,000
-----------------	-----------------	-----------------

Professional Compensation

Architect/ Engineer

Basic Services	\$1,712,408	\$1,889,230
Additional Services	\$0	\$0
Reimbursable Expenses	\$10,000	\$12,500

Construction Manager

Basic Services	\$1,465,800	\$1,612,380
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Legal

TBD	TBD
-----	-----

Data/Communications Consultant

TBD	TBD
-----	-----

Special Consultants

TBD	TBD
-----	-----

Subtotal	\$3,188,208	\$3,514,110
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Project Contingencies

Design Contingencies (5%)	\$2,140,510	\$2,361,538
Construction Contingency (5%)	\$2,140,510	\$2,361,538

Subtotal Contingencies	\$4,281,020	\$4,723,075
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Financing

Capitalized Interest (3.5%)	\$1,498,357	\$1,653,076
Bond Issuance Costs (2.5%)	\$1,070,255	\$1,180,769
Builder's Risk Insurance	\$100,000	\$110,000

Subtotal	\$2,668,612	\$2,943,845
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SOFT COST SUMMARY	\$10,173,840	\$11,226,030
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TOTAL PROJECT COST ESTIMATE	\$52,984,040	\$58,456,780
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Appendix I: Other Housing Options



VANDERBURGH COUNTY WORK RELEASE

SITE CONCEPT

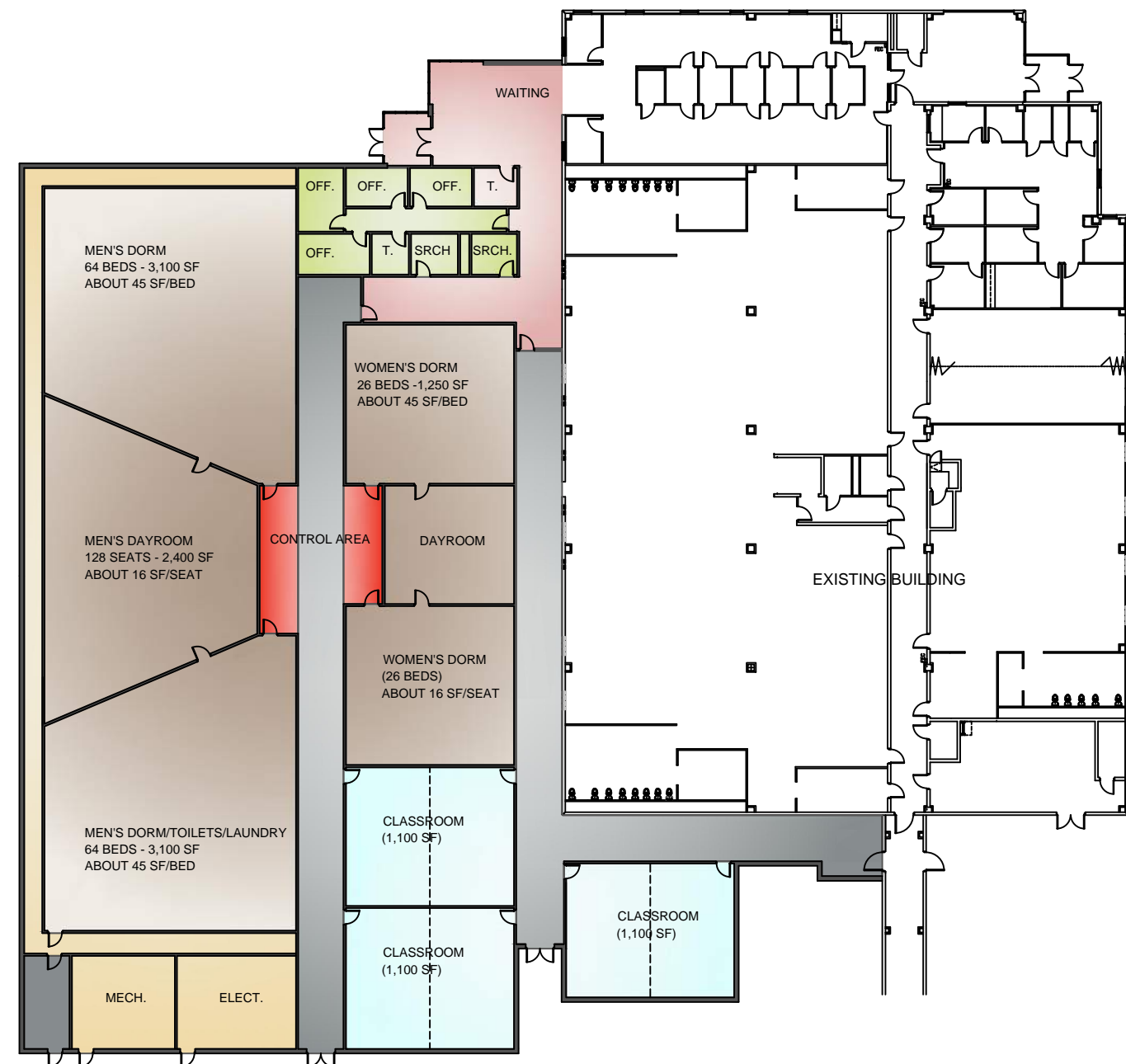
JANUARY 31, 2017



- SECURE CIRCULATION
- CONTROL ROOMS
- SUPPORT SPACES
- PUBLIC AREAS
- ADMINISTRATION AREAS
- PROGRAM AREAS
- DORM AREAS

BUILDING CONCEPT A
 SIMILAR TO EXISTING BUILDING
 DORMS INCLUDE BUNKS, TOILETS, SHOWERS
 AND LAUNDRY ROOMS
 REAR CHASE SHOWN-OPTIONAL
 POSSIBILITY OF CENTRAL OR IN-DORM/DAYROOM CONTROL
 MORE "POD" LIKE SPACE COULD BE DEVELOPED

128 MEN'S BUNKS
 52 WOMEN'S BUNKS
 ADDITION AREA: 26,000 SF
 \$3,900,000 - \$4,300,000 CONSTRUCTION COST ONLY



VANDEBURGH COUNTY WORK RELEASE

BUILDING CONCEPT A JANUARY 31, 2017

- INTERNAL CIRCULATION
- CONTROL ROOMS
- SUPPORT SPACES
- PUBLIC AREAS
- ADMINISTRATION AREAS
- PROGRAM AREAS
- DORM AREAS

BUILDING CONCEPT B

MIN. 50 SF/INMATE PLUS SPACE FOR TOILETS, SHOWERS
AND LAUNDRY IN EACH DAYROOM/DORM. STATE MINIMUM
NUMBER AND SIZE OF DORMS CAN VARY

MALE/FEMALE SEPARATION

POSSIBILITY OF IN ROOM CONTROL

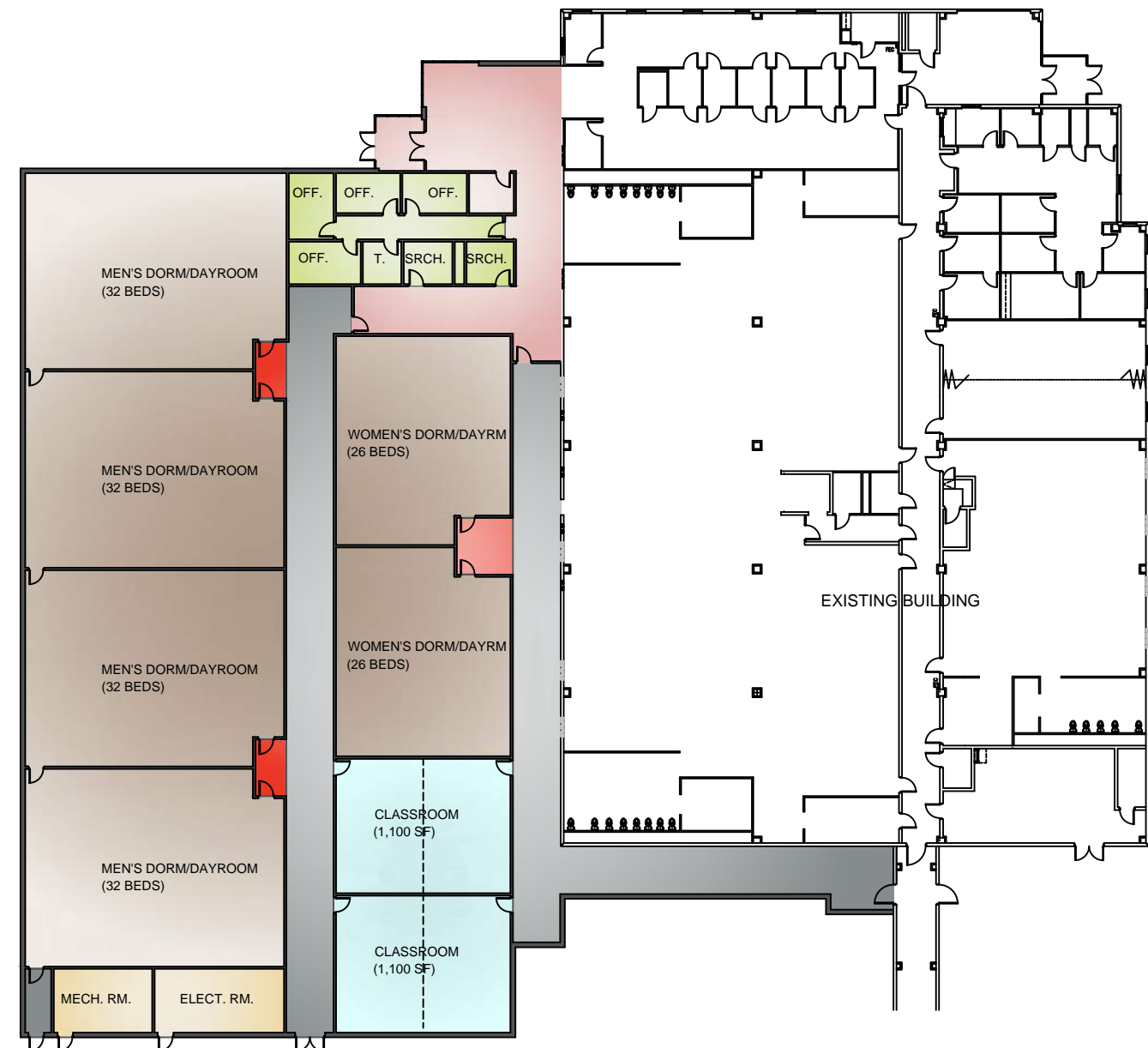
NO REAR CHASE - COULD BE ADDED

128 MEN'S BUNKS

52 WOMEN'S BUNKS

ADDITION AREA: 22,500 SF

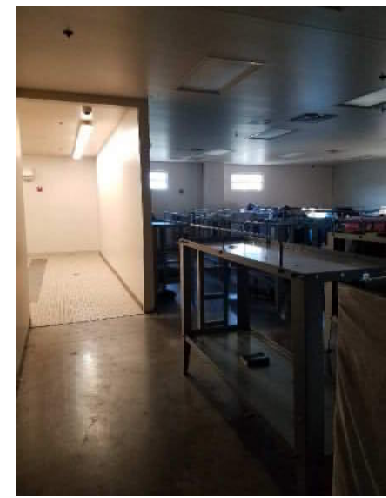
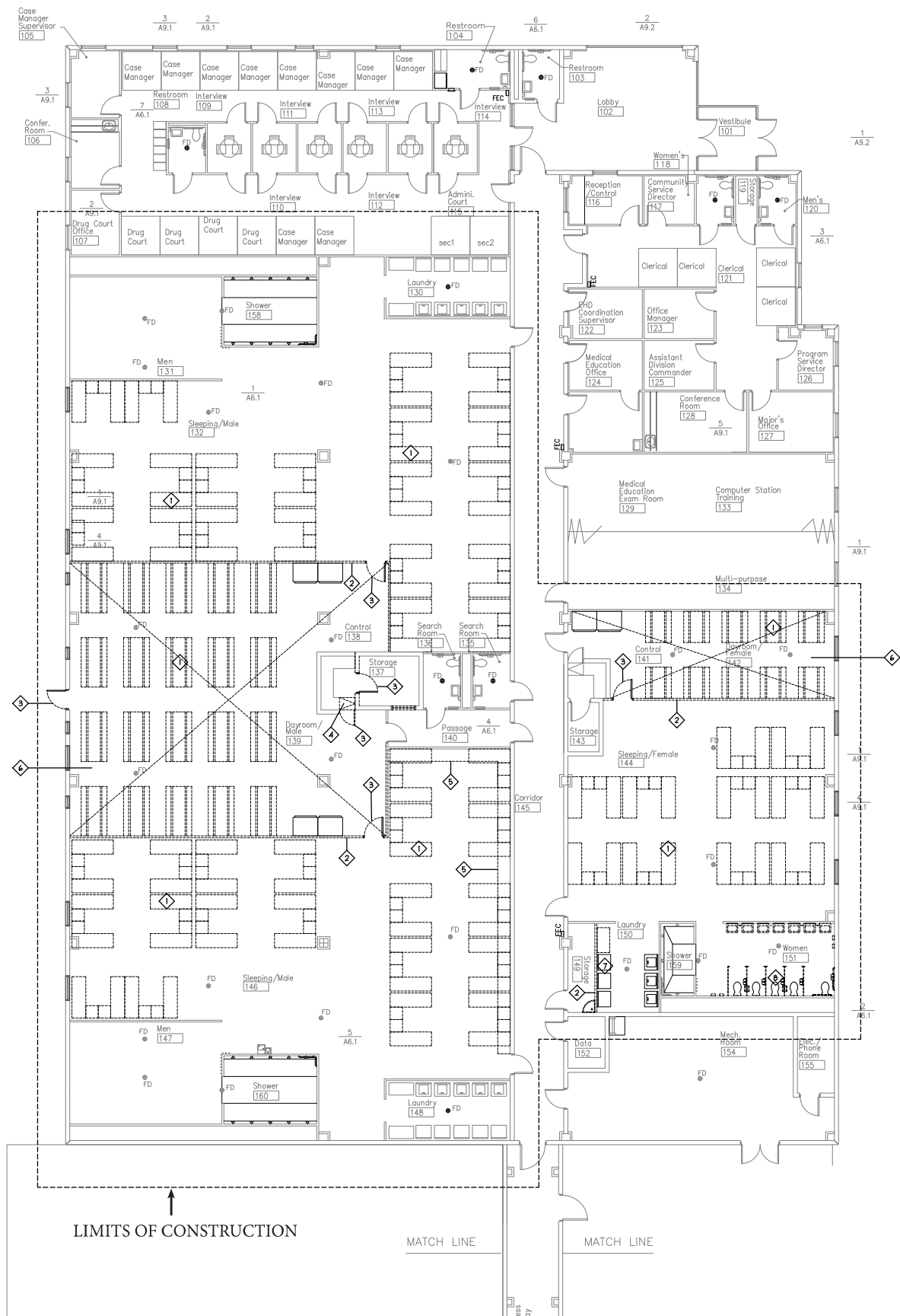
\$3,375,000 - \$3,700,000 CONSTRUCTION COST ONLY



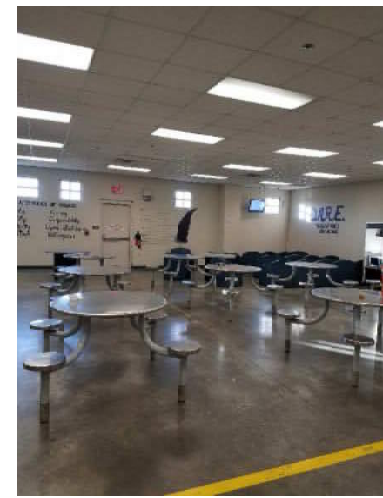
VANDEBURGH COUNTY WORK RELEASE

BUILDING CONCEPT B JANUARY 31, 2017

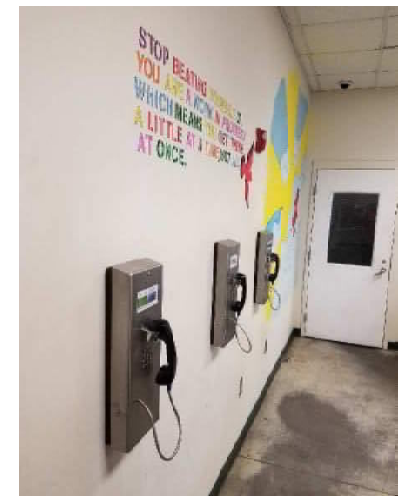




REMOVE BUNKS AND RESTROOM



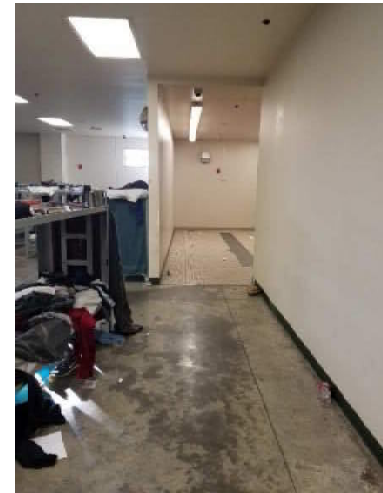
EXISTING FURNITURE



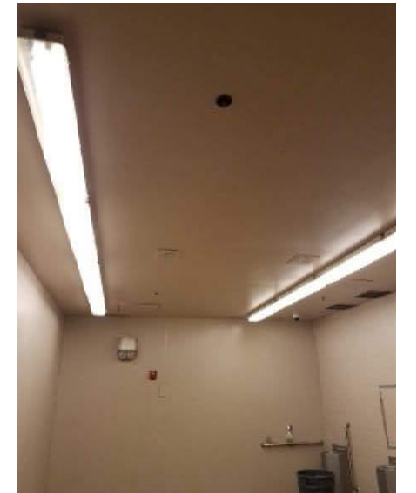
EXISTING PHONES



EXISTING BUNKS AND LOCKERS



EXISTING RESTROOM



EXISTING LIGHTING FIXTURES

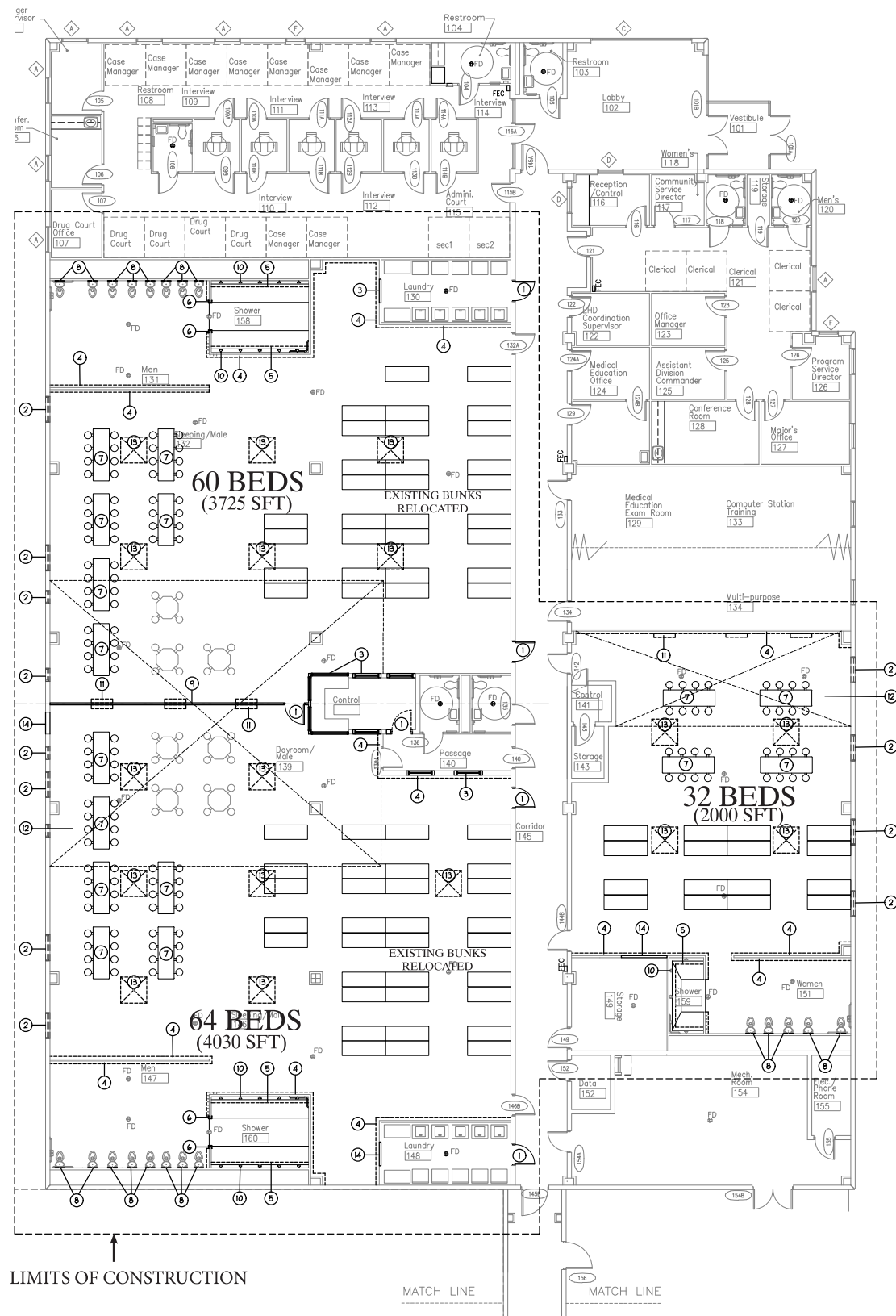
LEGEND

- ① REMOVE EXISTING FURNITURE AS REQUIRED (REUSE AS PER NEW PLAN)
- ② REMOVE EXISTING WALL AS REQUIRED FOR NEW CONSTRUCTION
- ③ REMOVE EXISTING DOOR/ FRAME AS REQUIRED FOR NEW CONSTRUCTION
- ④ REMOVE EXISTING COUNTERTOP
- ⑤ REMOVE EXISTING LOCKERS
- ⑥ REMOVE EXISTING CEILING, LIGHTS, DIFFUSERS AND GRILLS
- ⑦ REMOVE EXISTING WASHERS AND DRYERS
- ⑧ REMOVE EXISTING TOILET FIXTURES AND REPLACE WITH DETENTION FIXTURES

NOTES

1. REMOVE EXISTING LIGHT FIXTURES AND REPLACE WITH NEW DETENTION FIXTURES
2. REMOVE EXISTING HVAC DIFFUSERS AND SUPPLY GRILLS AND REPLACE WITH DETENTION EQUIPMENT
3. REPLACE FLOOR DRAIN COVERS WITH DETENTION GRADE COVERS
4. REMOVE THE LOCKERS

VANDERBURGH COUNTY COMMUNITY CORRECTIONS DEMOLITION PLAN



MAX MULTIPLE OCCUPANCY PER DORMITORY IS 64 (ACA 4-ALDF-1A-10)

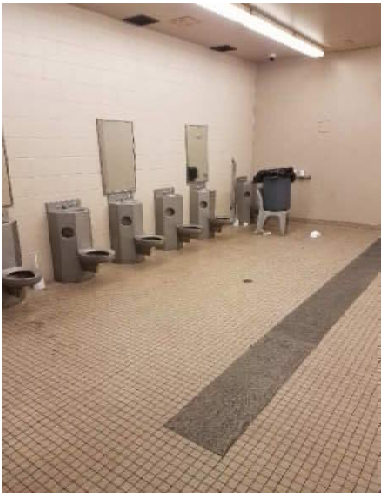
VANDERBURGH COUNTY COMMUNITY CORRECTIONS SCOPE OF WORK PLAN



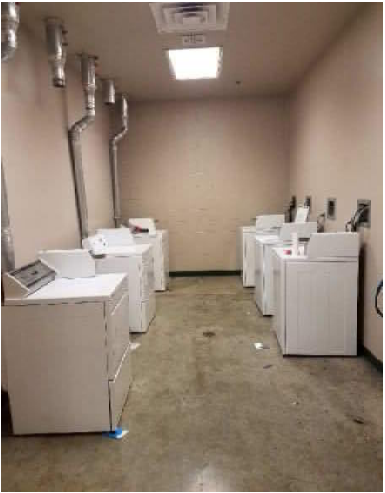
EXISTING BUNKS AND LOCKERS



EXISTING SHOWER HEADS



EXISTING RESTROOM FIXTURES



EXISTING LAUNDRY ROOM



EXISTING CONTROL DESK



EXISTING DAYROOM AND FURNITURE

LEGEND

- | | | | |
|---|---|----|---|
| 1 | NEW SECURITY DOORS W/ CONTROLLED HARDWARE INTEGRATED W/ SECURITY SYSTEM | 8 | NEW SS MIRRORS |
| 2 | NEW SECURITY KANE SCREEN ON ALL WINDOWS | 9 | NEW 6" METAL STUD WALLS W/ GYP. BOARD AND 14 GA METAL SHEATHING |
| 3 | NEW DETENTION WINDOWS | 10 | NEW SECURITY SHOWER HEADS |
| 4 | HARDEN WALLS TO CEILING W/ NEW 14 GA SHEET METAL RIVETED TO EXISTING WALL | 11 | NEW PHONE AND/OR VIDEO VISITATION |
| 5 | NEW SECURITY TRENCH DRAIN COVERS | 12 | NEW HARD CEILING (IMPACT RESISTANT GYP. BOARD ON STUDS) |
| 6 | SECURITY SS CORNER GUARDS (FLOOR TO CEILING) | 13 | NEW - 4X4 SKYLIGHTS (3+ 2SF/ INMATE) (13 TOTAL) |
| 7 | NEW TABLES (FROM FFE BUDGET) | 14 | INFILL EXISTING WALL OPENING |

NOTES

1. REMOVE EXISTING LIGHT FIXTURES AND REPLACE WITH NEW DETENTION FIXTURES
2. REMOVE EXISTING HVAC DIFFUSERS AND SUPPLY GRILLS AND REPLACE WITH DETENTION EQUIPMENT
3. REPLACE FLOOR DRAIN COVERS WITH DETENTION GRADE COVERS
4. REMOVE THE LOCKERS

CODE REQUIREMENTS

50 SF/ INMATE- UNENCUMBERED (BY INDIANA JAIL STANDARD 210-IAC-3-1-7)
3.5 SF/INMATE- TABLES
7.5 SF/INMATE- DOUBLE BUNK

TOTAL- 61 SF/INMATE

Project Name: Vanderburgh County Jail
Feasibility Study

Topic: Clarion Inn Hotel Evaluation

Date Held: 02/20/18

Organizer: Sanjay Patel

Date Issued: 02/21/18

Attendees: Troy Tornatta, Sanjay Patel

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.

RQAW researched the possibility of incorporating the vacant Clarion Inn at the corner of US 41 and Lynch Rd. into the solution for the expansion of the Vanderburgh County Jail. A site visit was conducted on Feb 20th, 2018 along with the Realtor, Mr. Troy Tornatta.

The following observations are a result of the investigations:

1. The Hotel was constructed in the 1970's and is 2.5 miles from the Vanderburgh County Jail.
2. The exterior of the building is mainly EIFS and is in poor condition and will require extensive restoration.
3. The facility consists of all the spaces associated with a typical full service hotel including lobby, kitchen, dining, swimming pools, meeting rooms, laundry and hotel rooms.
4. The hotel rooms are in multiple 2 story wings with standard hotel room types around narrow double loaded corridors. All rooms have typical restroom/shower units with commercial fixtures.
5. The hotel rooms are constructed with masonry bearing demising walls between the rooms and precast concrete floor and roof slabs at 8' AFF. There is evidence of some of the slabs being damaged and an extensive structural analysis will be needed to determine conditions and compliance with current codes and seismic requirements.
6. All the rooms were designed to be conditioned with individual PTAC units in each room with roof top units serving the larger common spaces.
7. The roof is a bituminous membrane over insulation and in extremely poor condition. There are multiple leaks in the roof system and water has permeated the rooms and there is extensive evidence of mold/mildew.
8. All the interior finishes (tile/carpet/wallpaper/drywall) has deteriorated over time and will need to be replaced to make it usable for any possible repurposing.
9. All the HVAC equipment is not salvagable and will need to be replaced.
10. All lighting and wiring has been removed/non-usable and will need to be replaced.
11. All exterior window/glass door systems will need to be replaced to make the facility reusable.

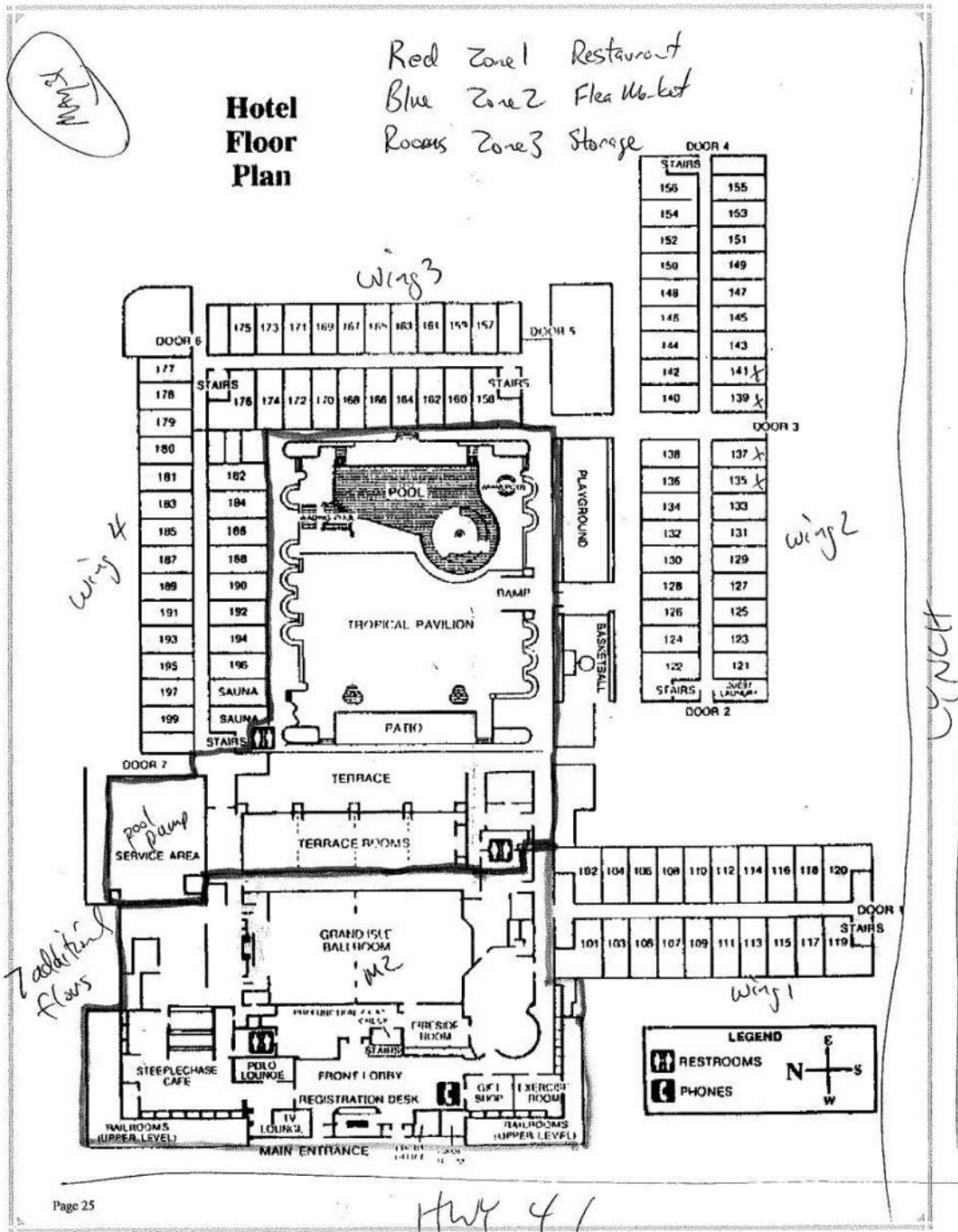
Issues with repurposing as a possible solution to the Vanderburgh County Jail solution:

1. The location of the facility will require a completely new kitchen/laundry facility as those services cannot be services from the existing jail.
2. The facility will require an independent staffing and control scenario without the possibility of sharing staff with the current jail due to the distance from the current jail.
3. The layout of the residential rooms does not allow for efficient observation/control and will be very staff intensive.
4. Except for the precast floor/roof slabs and the demising walls in the residential portion will have to be gutted and replaced.
5. The individual PTAC units will have to be replaced and will be a constant maintenance issue for the county as the equipment will be directly accessible to residents.
6. All exterior elements will have to be hardened to meet the restrictive requirements of the new tenants.
7. All interior plumbing fixtures will have to be replaced.
8. All new wiring/lighting will have to be replaced and surface mounted and will again be a maintenance issue due to the accessibility to the residents.
9. Extensive replacement/refurbishment of all interior common spaces will have to be undertaken to prepare them for the type of residents planned.
10. A complete reroof will be required over the entire facility.
11. Secure fencing will be required around the entire facility and will not work due to the proximity to the main streets and other adjacent commercial facilities.

Due to the high costs of remodeling the facility to bring it into compliance with the current standards, the distance from the existing jail and the inefficient and unsafe layout of the units, it is recommended that this facility not be considered as a possible solution to the overcrowding at the Vanderburgh County Jail.



AERIAL VIEW - CLARION INN - EVANSVILLE
FLOOR PLAN - CLARION INN - EVANSVILLE





ENTRANCE -
CLARION INN -
EVANSVILLE



LOBBY - CLARION
INN - EVANSVILLE



ROOF - CLARION
INN - EVANSVILLE



PRECAST CEILING -
CLARION INN -
EVANSVILLE



HALLWAYS -
CLARION INN -
EVANSVILLE

ROOMS - CLARION
INN - EVANSVILLE





KITCHEN – CLARION
INN - EVANSVILLE



MEP – CLARION INN
- EVANSVILLE

Appendix J: Jail Inspection Reports



STATE OF INDIANA
Department of Correction

Indiana Government Center – South

Mitchell E. Daniels, Jr.
Governor

302 W. Washington Street • Indianapolis, Indiana 46204-2738
Phone: (317) 232-5711 • Fax: (317) 232-6798 • Website: www.in.gov/idoc/

Bruce Lemmon
Commissioner

October 6, 2011

Sheriff Eric Williams
Vanderburgh County Jail
3500 N. Harlan Avenue
Evansville, IN 47711

Dear Sheriff Williams:

Attached is a copy of our recent inspection of the Vanderburgh County Jail. For a detailed explanation of each Jail Standard, please refer to 210 IAC 3.

Observations and recommendations are noted in the right column of the report. General comments not outlined elsewhere within the report may be found at the conclusion of the report.

We respectfully request you provide a copy of this report to those County Officials as required by IC 11-12-4-2.

We trust this annual report will be helpful to you. As you are aware, the draft report becomes a public domain document after ten days from the date this report is mailed. If you wish to discuss this report, please contact you Jail Inspector or me. I can be reached at 317-232-5764.

If there are significant deficiencies that are corrected, you may request a follow-up visits to document the improvements prior to your next scheduled inspection.

Respectfully,

Kenneth J. Whipker, Executive Liaison
Sheriff and County Jail Operations

KJW/ksw

Cc: File



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

COUNTY: **Vanderburgh**
DATE OF INSPECTION: **09/29/2011**
COUNTY NUMBER: **82**
JAIL STREET ADDRESS: **3500 North Harlan Avenue**
CITY: **Evansville**
ZIP: **47711**
SHERIFF: **Eric Williams**
YEAR OF OFFICE (including prior terms): **5th year, 2nd Term**
PHONE: **812-421-6223**
FAX: **812-421-6384**
E-MAIL: **ewilliams@vanderburghsheriff.com**

CIRCUIT COURT JUDGE: **Honorable Carl Heldt**
COUNTY COMMISSIONERS: **Lloyd Winnecke**
COUNTY PROSECUTOR: **Nick Herman**
ALL COUNTY JUDGES:

YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED: **2006**

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

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

Administration and Organization	Remarks
1. Is there a Jail Administrator/Commander?	Yes Major Craig Titzer
1a. Telephone Number:	812-421-6260
1b. E-mail address:	ctitzer@vanderburghsheriff.com
2. Was there an annual report of services prepared?	<u>Yes</u>
3. Is there a manual of policies and procedures?	<u>Yes</u>
3a. Has it been reviewed by all employees?	<u>Yes</u> Reviewed once a month- continual improvement process.
4. Has it been reviewed and updated in the last year by the sheriff or his/her designee?	<u>Yes</u>
4a. Date of review:	Monthly-continual audit process.
4b. Reviewed by:	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

Training and Staff Development	Remarks
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10. Is there a written training and staff development plan? Yes

10a. Date of annual evaluation and revision:

Monthly-continual improvement process.

10b. Reviewed by:

Jail Commander

11. Has each new jail officer received forty (40) hours of orientation and training, at the jail, prior to job assignment? Yes

Employee tested prior to job release.

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 documented training this year for those subjects outlined in the written staff development plan? 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

Management Information Systems and Inmate Records	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

Physical Plant	Remarks
----------------	---------

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

49.3 Ft/c on day of inspection.

24. Has the County Board of Health certified that the air in the living area is not harmful to the inmates? Yes 228 c/ft/m on day of inspection.
25. The temperature at the time of inspection was: 71.7'
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?	<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>
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?	No A number of inmates are sleeping in "boats" or portable beds.
48. Total number of beds in general population:	512
48a. Beds in temporary hold cells in booking?:	23
48b. Number of detoxification cells?	3
48c. Number of padded cells?	2
48d. Medical isolation cell beds?	15
48e. Other administrative or disciplinary holding cells?	3
48f. Work release beds (if within jail)?	0
48g. Total rated beds in this facility?(48, 48a,d,e,&f)	553
49. Number of adult males incarcerated?	476
50. Number of adult females incarcerated?	108
51. Number of waived males less than 18 years old?	5
52. Number of waived females less than 18 years old?	0
53. Total inmate count on inspection day.	584 Over rated capacity by <u>31</u> inmates.
54. Number of inmates sentenced to serve county time?	43
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?	30

56. Number of sentenced inmates awaiting transfer to IDOC? **30**
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

Commissary		Remarks
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61. Did the State Board of Accounts approve your commissary policy? Yes

Safety and Sanitation		Remarks
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62. Is cleaning equipment available to inmates daily? Yes Available all day during normal operational hours: **noted in cell areas on day of inspection.**
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 semiannually? Yes
73. Has the Board of Health inspected the jail semiannually? Yes
74. Is there a written policy concerning safety, sanitation and supply control? Yes

Clothing and Personal Hygiene		Remarks
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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 and Health Services		Remarks
81. Is there a licensed physician responsible for medical services at the jail?	<u>Yes</u>	Advanced Correctional Health Care, Dr Stoltz, 3 FT RN's, 4 EMT's, 1 paramedic on staff.
82. Are there written procedures for medical service delivery to inmates?	<u>Yes</u>	New 2011: all medical requests accomplished via a kiosk. System is now paperless.
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>	7 AED's located throughout the facility.
88. Are first-aid kits inspected and refilled according to local procedure?	<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 opportunity for 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 complaints responded to by medically trained personnel? Yes
95. Is there a physician available at least weekly to respond to medical complaints? Yes
96. Is twenty-four (24) hour emergency medical and dental care available? 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 Deaconess & St. Mary's.
- 97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. Yes
- 97e. Security procedures that provide for the immediate transfer of inmates when appropriate. Yes
98. Are all jail personnel first aid trained? Yes All staff.
99. Is one (1) person per shift trained in receiving screening? Yes All staff.
100. Is one (1) person per shift trained in CPR? Yes All staff.
101. Is one (1) person per shift trained in common symptom recognition? Yes All staff.
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation? Yes All staff.
103. Does jail refuse acceptance of an unconscious or critically injured person? Yes .30% BrAC.BAC 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

Diet and Food Preparation	Remarks
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114. Has the Sheriff established written policies and procedures concerning food, quantity and quality? Yes Aramark contracted to prepare meals.

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 hot? Yes 3X

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? Yes

123. Are all food service areas and equipment inspected daily by administrative 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

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

131. Are eating utensils sanitized? Yes

132. Is kitchen equipment operational? Yes

133. Do you use inmates in the kitchen? Yes
134. Do kitchen inmates receive pre-service medical examinations? Yes
135. Do kitchen inmates receive periodic medical examinations? Yes
136. Do kitchen inmates wear approved clothing for food handling? Yes
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 a written 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?	<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>	Continual improvement process. On line training accessible 24/7 along with operating policies and procedures to all staff members.
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>	
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>Yes</u>	OC, TASER, Pepper ball.
150. Is there a list of persons authorized to use mace or tear gas?	<u>Yes</u>	

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
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? Yes No contact visits 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?	<u>Yes</u>	
168. Is there personal observation of the inmate at least every sixty(60) minutes during lockdown hours at night?	<u>Yes</u>	
169. Is this observation documented?	<u>Yes</u>	Watch Tour, E-log and video tracking.
170. Is there written policy on male-female supervision by male-female staff?	<u>Yes</u>	
171. Are privacy rights considered in this policy?	<u>Yes</u>	

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.

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 without review? No

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
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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 no attorney representation? Yes Law Disc.

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. Are inmates provided the right to vote? Yes

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

188. Is there a written grievance policy and procedure? Yes This process along with inmate handbook, medical sick call and all policies are accessed via an inmate kiosk. This is available during all waking hours.

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
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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

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
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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? 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

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 1 level to Commander. Available to staff 24-7 via a paperless kiosk system.

Classification	Remarks
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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

Reception, Orientation. Property Control and Release	Remarks
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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

Jail Program Survey

- Have arrangements been made for the provision of special education services as needed? Yes Evansville Public School Corp.
- Does the jail provide GED services? Yes
- Does the jail provide any substance abuse counseling services in the jail? Yes AA, NA, 12 steps, Celebrate Recovery.
- Is smoking within the jail prohibited? Yes
- Does the county have a community corrections program? Yes
- Other programs? Yes Peer Monitoring, Faith Based programming.

OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS

- 1 Jail was well maintained, clean and orderly.
- 2 Continual monthly review and improvement process incorporated into training, policies and procedures. **This process is accomplished and updated monthly by command staff.**
- 3 Recommend that outdoor recreational fencing have preventative maintenance completed. Large amount of rust on the fencing along with paint/metal flaking off. Flakes could essentially be used as a weapon since it has a very sharp edge. Additionally, the rust and weatherization affects the safety, security and integrity of the fencing. Fencing may need to be sand blasted and re-painted or powder coated to prevent further damage. **2011-On day of inspection a portion of the repairs and maintenance process had been completed. This will be an ongoing process and is dependent upon weather conditions. It appears that the project will not be completed until after 1st quarter of 2012. However, those areas that have been repaired showed a marked improvement in appearance and security.**
- 4 Model facility that others may wish to emulate. **Recommend that operations and policies at the Vanderburgh County Jail serve as role models/mentors for other jails.**
- 5 On the day of inspection the jail was above its rated capacity (553 beds) by 31 inmates. The Sheriff has taken measures and sought out other alternatives within his authority and power to reduce his population to avoid any litigation pertaining to conditions of confinement. However, the inmate numbers continually are above the rated capacity. **I strongly recommend the Commissioners consider other alternatives for housing inmates such as utilizing other jails to avoid overcrowding, Additionally, consideration should be given to expanding the present jail facility to increase the present bed space. Moreover, a Planning of New Institution (PONI) study should be considered by the Commissioners and judicial system to determine alternatives to incarceration, required bed space, proper jail bed usage, bond schedules, length of inmate incarceration period prior to trial, plea agreements or bonding, and if necessary the size of a new facility or addition to the jail. This can be accomplished at no cost to the county by contacting the National Institute of Corrections, which if deemed appropriate, will provide the necessary consultants and documentation upon the request/authorization by the Commissioners.**

- 6 The jail has switched over to a paperless kiosk system to deal with their daily operations. This includes medical and all sick call requests, inmate handbook, grievances, requests, commissary and intake of inmate cash assets.

Accompanied by:
Major Craig Titzer

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



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

COUNTY: **Vanderburgh**
DATE OF INSPECTION: **10/10/2013**
COUNTY NUMBER: **82**
JAIL STREET ADDRESS: **3500 North Harlan**
CITY: **Evansville**
ZIP: **47711**
SHERIFF: **Eric Williams**
YEAR OF OFFICE (including prior terms): **7th year, 2ndTerm**
PHONE: **812-421-6223**
FAX: **812-421-6384**
E-MAIL: ewilliams@vanderburghsheriff.com

CIRCUIT COURT JUDGE: **Honorable David D. Kiely**
COUNTY COMMISSIONERS: **Marsha Abell**
COUNTY PROSECUTOR: **Nick Herrmann**
ALL COUNTY JUDGES:

YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED: **2006**

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

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

Administration and Organization		Remarks
---------------------------------	--	---------

- | | | |
|--|------------|--|
| 1. Is there a Jail Administrator/Commander? | yes | Major Craig Titzer |
| 1a. Telephone Number: | | 812-421-6260 |
| 1b. E-mail address: | | ctitzer@vanderburghsheriff.com |
| 2. Was there an annual report of services prepared? | yes | On file |
| 3. Is there a manual of policies and procedures? | yes | |
| 3a. Has it been reviewed by all employees? | yes | Reviewed once a month- continual improvement process. |
| 4. Has it been reviewed and updated in the last year by the sheriff or his/her designee? | yes | |
| 4a. Date of review: | | Monthly-continual audit process. |
| 4b. Reviewed by: | | Jail Commander |

Fiscal Management		Remarks
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- | | |
|---|------------|
| 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

Training and Staff Development	Remarks
--------------------------------	---------

10. Is there a written training and staff development plan? yes
 10a. Date of annual evaluation and revision: Monthly-continual improvement process
 10b. Reviewed by: Jail Commander
11. Has each new jail officer received forty (80 hours of orientation and training, at the jail, prior to job assignment? yes Employee tested prior to job release with approx. 400 hrs of OJT before job
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 no 18 new staff need to attend the basic course. Making efforts to certify the OJT training program in lieu of the ILEA basic course.
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
 13b. Has the jail commander received 24 CEU hours of documented training for this year? 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

Management Information Systems and Inmate Records	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

Physical Plant		Remarks
23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks?	yes	49.3 Ft/c on day of inspection. <u>No significant changes to lighting.</u>
24. Cubic feet per minute of air flow movement on the day of inspection?	yes	228 c/ft/m on day of inspection. <u>No significant changes.</u>
25. The temperature at the time of inspection was:		71.7'
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	
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	Over rated capacity by 13 inmates on day of inspection.
48. Total number of operational jail beds:	553	
49. Number of adult males incarcerated?	465	
50. Number of adult females incarcerated?	101	
51. Number of waived males less than 18 years old?	4	
52. Number of waived females less than 18 years old?	0	
53. Total inmate count on inspection day.	566	
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?	8	
56. Number of sentenced inmates awaiting transfer to IDOC?	8	
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	

Commissary		Remarks
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61. Did the State Board of Accounts approve your commissary policy? [yes](#)

Safety and Sanitation		Remarks
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62. Is cleaning equipment available to inmates daily? [yes](#) Available all day during normal operational hours: **noted in cell areas on day of inspection.**

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](#) 10-Jun-13

73. Has the Board of Health inspected the jail annually? [yes](#)

74. Is there a written policy concerning safety, sanitation and supply control? [yes](#)

Clothing and Personal Hygiene		Remarks
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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
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81. Is there a licensed physician responsible for medical services and qualified for suicide prevention and screening at the jail?	<u>yes</u> Dr Stoltz: Medical Director, Rick Miller: Nurse Mgr. 3 FT RN's, 4 EMT's, 1 paramedic on staff/24 hour care. Contract for Mental Health services via Southwest M/H on location 2x per week.
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82. Are there written procedures for medical service delivery to inmates?	<u>yes</u>
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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>
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85. Do jail security regulations apply to medical personnel?	<u>yes</u>
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86. Are there adequate space, equipment, supplies and materials for medical services available?	<u>yes</u>
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87. Are first aid kits available at the jail?	<u>yes</u> 7 AED's located through out the facility.
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88. Are first-aid kits inspected and refilled according to the responsible physician contracted by your county?	<u>yes</u>
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89. Are inmates medically screened upon admission?	<u>yes</u>
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90. Has the doctor approved the medical screening form?	<u>yes</u>
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91. Are all inmates in jail given a medical examination within fourteen (14) days?	<u>yes</u>
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92. Is this medical examination given by a physician or his designee?	<u>yes</u>
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93. Are inmates medical complaints collected daily?	<u>yes</u>
---	----------------------------

94. Are medical/mental health complaints responded to by medically mental health trained personnel?	<u>yes</u> Southwest M/H
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95. Is there a physician available at least weekly to respond to medical complaints?	<u>yes</u>
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96. Is twenty-four (24) hour emergency medical and dental care available?	<u>yes</u>
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97. Is there a written emergency medical plan?	<u>yes</u>
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- 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 Deaconess & St. Mary's
- 97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. yes
- 97e. Security procedures that provide for the immediate transfer of inmates when appropriate. yes
- 97f. Arrangements for emergency psychological services? Yes Southwest M/H and Deaconess
98. Are all jail personnel first aid trained? yes All staff
99. Is one (1) person per shift trained in receiving screening? yes All staff
100. Is one (1) person per shift trained in CPR and AED? yes All staff
101. Is one (1) person per shift trained in common symptom recognition? yes All staff
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation? yes all staff
103. Does jail refuse acceptance of an unconscious or critically injured person? yes
- 103a. What is your BrAC/BAC cutoff for refusal? 0.30%
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
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114. Has the Sheriff established written policies and procedures concerning food, quantity and quality? yes Aramark contracted to prepare meals.
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 3X
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 two 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
130. Does the local health officer or other qualified agency inspect it annually? yes 1-Apr-13
131. Are eating utensils sanitized after each use? yes
132. Is kitchen equipment operational? yes
133. Do you use inmates in the kitchen? yes
134. Do kitchen inmates receive pre-service medical examinations? yes
135. Do kitchen inmates receive periodic medical examinations and daily visual inspections? yes

136. Do kitchen inmates wear approved clothing for food handling? [yes](#)
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
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- | | | |
|--|----------------------------|--|
| 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> | Continual improvement process. On line training accessible 24/7 along with operating policies and procedures to all staff memebrs. |
| 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> | |
| 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>yes</u> | OC, TASER, Pepper ball, Stun Shield |
| 150. Is there a list of persons authorized to use mace or tear gas? | <u>yes</u> | |
| 151. Have they been trained in its usage? | <u>yes</u> | |
| 152. If a person is injured by a chemical agent, does he receive an immediate medical examination? | <u>yes</u> | |
| 153. Is there a communication control center? | <u>yes</u> | |
| 153a. Was it secured? | <u>yes</u> | |

154. Is there an audio communication system between the control center and the inmate living area? yes
155. Is there an emergency generator? yes
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? yes No contact visits 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? 167a. How was sufficiency established?	<u>no</u>	The Staffing Analysis conducted in 2003 provides the county council the necessary
168. Is there personal observation of the inmate at least every sixty(60) minutes during lockdown hours at night?	<u>yes</u>	
169. Is this observation documented?	<u>yes</u>	Watch Tour, E-log and video tracking, Digital tracking
170. Is there written policy on male-female supervision by male-female staff?	<u>yes</u>	
171. Are privacy rights considered in this policy?	<u>yes</u>	
172. Are there written policies for segregation of inmates? 172a. Do jail officials review the status of the inmate at least once every seven (7) days.	<u>yes</u>	

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 no

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
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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 Disc

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 This process along with inmate handbook, medical sick call and all policies are accessed via an inmate kiosk. This is available during all waking hours.

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
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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

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
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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 Posted on Kiosk

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 1 level to Commander/Available to staff

Classification	Remarks
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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

Reception, Orientation. Property Control and Release	Remarks
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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

Jail Program Survey

- Have arrangements been made for the provision of special education services as needed? yes Evansville Public School Corp.
- Does the jail provide GED services? yes
- Does the jail provide any substance abuse counseling services in the jail? yes AA, NA 12 steps, Celebrate Recovery, Renewed Thinking/Cognitive thinking.
- Is smoking within the jail prohibited? yes
- Does the county have a community corrections program? yes
- Other programs? yes Peer Monitoring, faith based programming

OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS

- 1 Jail was well maintained, clean and orderly. **Excellent operation and should be used as a model for other facilities.**
- 2 Continual monthly review and improvement process incorporated into training, policies and procedures. **This process is accomplished and updated monthly by command staff.**
- 3 Cameras to be added to the kitchen operation to monitor inmate behavior.
- 4 Staff now wearing "body cameras" monitoring direct staff/ inmate contacts and conversations.
- 5 On the day of inspection the jail was above its rated capacity (553 beds) by 31 inmates. The Sheriff has taken measures and sought out other alternatives within his authority and power to reduce his population to avoid any litigation pertaining to conditions of confinement. However, the inmate numbers continually are above the rated capacity. **I strongly recommend the commissioners consider other alternatives for housing inmates such as utilizing other jails to avoid overcrowding. Additionally, consideration should be given to expanding the present jail facility to increase the present bed space. Moreover, a Planning of New Institution (PONI) study should be considered by the Commissioners and judicial system to determine alternatives to incarceration, required bed space, proper jail bed usage, bond schedules, length of inmate incarceration period prior to trial, plea agreements or bonding, and if necessary the size of a new facility or addition to the jail. This can be accomplished a no cost to the county by contacting the National Institute of Corrections, which if deemed appropriate, will provide the necessary consultants and documentation upon the request/authorization by the Commissioners. 2012 below rated capacity.** **2013 the jail was over crowded by 13 inmates.**
- 6 The jail has switched over to a paperless kiosk system to deal with their daily operations. This includes medical and all sick call request, inmate handbook, grievances, request, commissary and intake of inmate cash assets.

7 A NIC staffing analysis was conducted prior to opening the Vanderburgh County Jail. This analysis is conducted especially for and based upon the design of this jail. The analysis specified that a minimum of 104 total staff were required for the operation of the jail. Presently there are 75 staff on the budget manning document. Based upon the analysis the jail is 29 personnel below the required minimum recommendation for efficient and safe operation of this facility. It was noted on the day of the inspection that Key supervisory and control post were not manned. Theses critical positions/personnel were being utilized for inmate movement or for other administrative issues. It is noted that additional personnel are needed to man the noted key and critical post and positions. Theses key positions and personnel are needed to improve and enhance the safety and security of facility, Sheriff's personnel, inmate safety and moreover public safety. Based upon the above comments the Vanderburgh County Council has received notice of the issues associated with pubic safety and security for the jail and the lack of sufficient staffing. It is STRONGLY recommended that Council provide the necessary funding to provide the minimum staffing requirements for the Vanderburgh County Jail.

See # 167

8 A formal inspection of the inmate living areas and personal areas is conducted weekly. The inspection process (very similar to a military barracks inspection) and conditions are a part of the inmate hand book. Those areas/inmates in violation of the inspection conditions are subject to loss of privileges for the day the inspection occurs. Outstanding program for inmate accountability and behavior modification.

Inspected by:

Kenneth J. Whipker
Executive Liaison
Sheriff and County Jail Operations



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

COUNTY: **Vanderburgh**
DATE OF INSPECTION: **10/9/2014**
COUNTY NUMBER: **82**
JAIL STREET ADDRESS: **3500 North Harlan**
CITY: **Evansville**
ZIP: **47711**
SHERIFF: **David Wedding**
YEAR OF OFFICE (including prior terms): **Appointed to fill term of prior sheriff.**
PHONE: **812-421-6223**
FAX: **812-421-6384**
E-MAIL: **dwedding@vanderburghsheriff.com**

CIRCUIT COURT JUDGE: **Honorable David D. Kiely**
COUNTY COMMISSIONERS: **Marsha Abell**
COUNTY PROSECUTOR: **Nick Herrmann**
ALL COUNTY JUDGES:
Insurance Carrier: **Princeton E & S**
YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED: **2006**

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?	yes	Major Chad Ferguson
1a. Telephone Number:		812-421-6260
1b. E-mail address:		cferguson@vanderburghsheriff.com
2. Was there an annual report of services prepared?	yes	On file
3. Is there a manual of policies and procedures?	yes	
3a. Has it been reviewed by all employees?	yes	Reviewed once a month- continual improvement process.
4. Has it been reviewed and updated in the last year by the sheriff or his/her designee?	yes	
4a. Date of review:		Monthly-continual audit process.
4b. Reviewed by:		Jail Commander

Fiscal Management		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 Jun-14
8. Is there a written budget request prepared by the Sheriff? yes
9. Is there a written inventory of county jail property? yes

Training and Staff Development	Remarks
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10. Is there a written training and staff development plan? yes
- 10a. Date of annual evaluation and revision: Monthly-continual improvement process
- 10b. Reviewed by: Jail Commander
11. Has each new jail officer received forty (80 hours of orientation and training, at the jail, prior to job assignment? yes Employee tested prior to job release with approx. 400 hrs of OJT before job
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 no 6 new staff need to attend the basic course. Making efforts to certify the OJT training program in lieu of the ILEA basic
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
- 13b. Has the jail commander received 24 CEU hours of documented training for this year? 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

Management Information Systems and Inmate Records	Remarks
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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

Physical Plant	Remarks
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23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks? yes 51 Ft/c on day of inspection 2014
24. Cubic feet per minute of air flow movement on the day of inspection? yes 574 c/ft/m on day of inspection 2014
25. The temperature at the time of inspection was: 68'
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
- 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 **Over rated capacity by 82 inmates on day of inspection.**
48. Total number of operational jail beds: **553**
49. Number of adult males incarcerated? **528**
50. Number of adult females incarcerated? **107**
51. Number of waived males less than 18 years old? **0**
52. Number of waived females less than 18 years old? **1**
53. Total inmate count on inspection day. **635**
54. Number of inmates sentenced to serve county time? **38**
- 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? **38**
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

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

Safety and Sanitation		Remarks
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62. Is cleaning equipment available to inmates daily? yes Available all day during normal operational hours: **noted in cell areas on day of inspection 2014.**
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 26-Jun-14
73. Has the Board of Health inspected the jail annually? yes
74. Is there a written policy concerning safety, sanitation and supply control? yes

Clothing and Personal Hygiene		Remarks
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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
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- | | | |
|--|----------------------------|--|
| 81. Is there a licensed physician responsible for medical services and qualified for suicide prevention and screening at | <u>yes</u> | Dr Stoltz: Medical Director, Rick Miller: Nurse Mgr. 3 FT RN's, 4 EMT's, 1 |
| 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> | 7 AED's located through out the facility. |
| 88. Are first-aid kits inspected and refilled according to the responsible physician contracted by your county? | <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?	<u>yes</u>	Southwest M/H
95. Is there a physician available at least weekly to respond to medical complaints?	<u>yes</u>	
96. Is twenty-four (24) hour emergency medical and dental care available?	<u>yes</u>	Dentist treats on site.
97. Is there a written emergency medical plan?	<u>yes</u>	
97a. Emergency evacuation of inmates	<u>yes</u>	
97b. Use of an emergency medical vehicle	<u>yes</u>	
97c. Use of one or more designated hospital emergency rooms or appropriate health facilities	<u>yes</u>	Deaconess & St. Mary's
97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community.	<u>yes</u>	
97e. Security procedures that provide for the immediate transfer of inmates when appropriate.	<u>yes</u>	
97f. Arrangements for emergency psychological services?	<u>Yes</u>	Southwest M/H and Deaconess
98. Are all jail personnel first aid trained?	<u>yes</u>	All staff
99. Is one (1) person per shift trained in receiving screening?	<u>yes</u>	All staff
100. Is one (1) person per shift trained in CPR and AED?	<u>yes</u>	All staff
101. Is one (1) person per shift trained in common symptom recognition?	<u>yes</u>	All staff
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation?	<u>yes</u>	all staff
103. Does jail refuse acceptance of an unconscious or critically injured person?	<u>yes</u>	
103a. What is your BrAC/BAC cutoff for refusal?		0.30%
104. Are all injured inmates examined immediately by competent medical personnel?	<u>yes</u>	
105. Is a written description of the injury prepared?	<u>yes</u>	
106. Are photographs taken of the injury?	<u>yes</u>	
107. Are prescribed medications given as per physician orders?	<u>yes</u>	
108. Are all persons administering medication trained by the responsible physician?	<u>yes</u>	
109. Are records of medication administered kept?	<u>yes</u>	
110. Did the physician approve the record form?	<u>yes</u>	

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
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114. Has the Sheriff established written policies and procedures concerning food, quantity and quality? yes Aramark contracted to prepare meals.

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 3X

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 two 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

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? [yes](#)
134. Do kitchen inmates receive pre-service medical examinations? [yes](#)
135. Do kitchen inmates receive periodic medical examinations and daily visual inspections? [yes](#)
136. Do kitchen inmates wear approved clothing for food handling? [yes](#)
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
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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](#) Continual improvement process. On line training accessible 24/7 along with operating policies and procedures to all staff memebrs.
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](#)
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? [yes](#) OC, TASER, Pepper ball, Stun Shield

150. Is there a list of persons authorized to use mace or tear gas? yes
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
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? yes No contact visits 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? 167a. How was sufficiency established?	<u>no</u>	The Staffing Analysis conducted in 2003 provides the county council the necessary
168. Is there personal observation of the inmate at least every sixty(60) minutes during lockdown hours at night?	<u>yes</u>	
169. Is this observation documented?	<u>yes</u>	Watch Tour, E-log and video tracking, Digital tracking

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.

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 [no](#)

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
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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 Disc

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 This process along with inmate handbook, medical sick call and all policies are accessed via an inmate kiosk. This is available during all waking hours.

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
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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

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
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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 Posted on Kiosk

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 1 level to Commander/Available to staff

Classification	Remarks
----------------	---------

- | | |
|---|---|
| 211. Is there a written plan for classification of inmates? | <u>yes</u> <u>However, once the jail exceeds 80% of</u> |
| 212. Are inmates with contagious diseases separated? | <u>yes</u> |
| 213. Are intoxicated inmates segregated? | <u>yes</u> |
| 214. Are inmates experiencing drug withdrawal segregated? | <u>yes</u> |
| 215. Are inmates experiencing mental conditions segregated? | <u>yes</u> |

Reception, Orientation. Property Control and Release	Remarks
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- | | |
|---|------------------------------|
| 216. Are there written procedures governing reception and orientation? | <u>yes</u> |
| 217. Is the inmate's personal property inventoried and securely stored? | <u>yes</u> |
| 218. Is the inmate's money securely stored? | <u>yes</u> Inmate Trust Fund |
| 219. Does the inmate sign for his property upon release? | <u>yes</u> |

Jail Program Survey

- | | |
|--|--|
| Have arrangements been made for the provision of special education services as needed? | <u>yes</u> Evansville Public School Corp. |
| Does the jail provide GED services? | <u>yes</u> |
| Does the jail provide any substance abuse counseling services in the jail? | <u>yes</u> AA, NA 12 steps, Celebrate Recovery, Renewed Thinking/Cognitive thinking. |
| Is smoking within the jail prohibited? | <u>yes</u> |
| Does the county have a community corrections program? | <u>yes</u> |
| Other programs? | <u>yes</u> Peer Monitoring, faith based programming |

OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS

- | | |
|--|--|
| 1 Jail was well maintained, clean and orderly. | Excellent operation and should be used as a model for other facilities. 2014 I continue to use the VCSO and Jail as a model operation. However, the jail is severely understaffed and overcrowded. On the day of inspection the jail exceeded its rated capacity by 82 inmates. Once a jail exceeds 80% of its rated capacity (442 inmates) the objective classification system and the safety and security of the jail are severely compromised. Thus, could lead to a critical incident occurring at the jail. |
| | |
| 2 Continual monthly review and improvement process | |
| 3 Cameras to be added to the kitchen operation to monitor | 2014 project not completed. |
| | |
| 4 Jail officer training program certified by the ILEA in 2014. | |
| | |
| 5 <u>On the day of inspection the jail was above its rated</u> | 2014 the jail was over crowded by <u>82</u> |
| 6 <u>The jail has switched over to a paperless kiosk system to deal with their daily operations. This includes medical and all sick call request, inmate handbook, grievances, request, commissary and intake of inmate cash assets.</u> | |
| 7 <u>A NIC staffing analysis was conducted prior to opening the</u> | <u>See # 167</u> |

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



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

COUNTY: **Vanderburgh** **Deliberative and Confidential**
DATE OF INSPECTION: **10/15/2015** **5-14-3-4**
COUNTY NUMBER: **82**
JAIL STREET ADDRESS: **3500 North Harlan**
CITY: **Evansville**
ZIP: **47711**
SHERIFF: **David Wedding**
YEAR OF OFFICE (including prior terms): **1st Year, 1st Term/appointed prior**
PHONE: **812-421-6223**
FAX: **812-421-6384**
E-MAIL: **dwedding@vanderburghsheriff.com**

CIRCUIT COURT JUDGE: **Honorable David D. Kiely**
COUNTY COMMISSIONERS: **Joe Kiefer**
COUNTY PROSECUTOR: **Nick Herrmann**
ALL COUNTY JUDGES:
Insurance Carrier: **Princeton E & S**
YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED: **2006**

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?	yes	Major Chad Ferguson
1a. Telephone Number:		812-421-6260
1b. E-mail address:		cferguson@vanderburghsheriff.com
2. Was there an annual report of services prepared?	yes	2014 On file
3. Is there a manual of policies and procedures?	yes	
3a. Has it been reviewed by all employees?	yes	Reviewed once a month- continual improvement process.
4. Has it been reviewed and updated in the last year by the sheriff or his/her designee?	yes	
4a. Date of review:		Monthly-continual audit process.
4b. Reviewed by:		Jail Commander

Fiscal Management		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 \$5K
9. Is there a written inventory of county jail property? yes

Training and Staff Development	Remarks
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10. Is there a written training and staff development plan? yes
- 10a. Date of annual evaluation and revision: Monthly-continual improvement process
- 10b. Reviewed by: Jail Commander
11. Has each new jail officer received forty (80 hours of orientation and training, at the jail, prior to job assignment? yes Employee tested prior to job release with approx. 400 hrs of OJT before job
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
- 13b. Has the jail commander received 24 CEU hours of documented training for this year? 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

Management Information Systems and Inmate Records	Remarks
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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

Physical Plant	Remarks
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23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks?	<u>yes</u>	20.7 Ft/c on day of inspection Female A4. 24 ft/C A3 2015.
24. Cubic feet per minute of air flow movement on the day of inspection?	<u>yes</u>	390 c/ft/m on day of inspection female A4, male A3 482 CF/M 2015
25. The temperature at the time of inspection was:		70' female A4, 72' male A3 2015
26. Was the clothing and bedding adequate for the prevailing temperature?	<u>yes</u>	
27. Was there both hot and cold running water in each cell?	<u>yes</u>	
28. Is there one toilet and one shower for twelve (12) inmates in the activity area?	<u>NO</u>	The jail is overcrowded. The jail is not compliant with this standard.
29. Is the inmate receiving and booking area outside the inmate living area?	<u>yes</u>	
30. Is the inmate receiving and booking area inside the secured perimeter?	<u>yes</u>	
31. Does this area have proper weapons lockers outside of the secured perimeter?	<u>yes</u>	
32. Does it have proper temporary holding space?	<u>yes</u>	
33. Are there fixed benches in ample supply for its capacity?	<u>yes</u>	
34. Is there audio and visual communication in the temporary holding area?	<u>yes</u>	
35. Are there available toilets, washbasins with hot and cold running water in the temporary holding area?	<u>yes</u>	
36. Is there a booking area in the reception area?	<u>yes</u>	
37. Is there a medical examination area in the reception area?	<u>yes</u>	
38. Are there shower facilities in the reception area?	<u>yes</u>	
39. Is there secure storage for the inmate's personal property in the reception area?	<u>yes</u>	
40. Are there telephone facilities in the reception area?	<u>yes</u>	
41. Are supply areas separate from inmate living and activity areas?	<u>yes</u>	
42. Is there adequate secure storage space for all supplies and equipment?	<u>yes</u>	

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**
- 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** **Over rated capacity by 78 inmates on day of inspection. The jail is non-**
48. Total number of operational jail beds: **553**
49. Number of adult males incarcerated? **535**
50. Number of adult females incarcerated? **96**
51. Number of waived males less than 18 years old? **0**
52. Number of waived females less than 18 years old? **3**
53. Total inmate count on inspection day. **631**
54. Number of inmates sentenced to serve county time? **48**
- 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? **56**

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

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

Safety and Sanitation		Remarks
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62. Is cleaning equipment available to inmates daily? yes Available all day during normal operational hours: **noted in cell areas on day of inspection 2015. Inmates asked questions about cleaning cells and showers. They were advised it was their responsibility to clean common areas. Also noted that the showers in the booking area were being sanitized by custody staff**

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 26-Jun-15

73. Has the Board of Health inspected the jail annually? yes

74. Is there a written policy concerning safety, sanitation and supply control? yes

Clothing and Personal Hygiene		Remarks
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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
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81. Is there a licensed physician responsible for medical services and qualified for suicide prevention and screening at yes Dr Stoltz: Medical Director, Nurse Mgr. 2 FT RN's, 4 EMT's, 1 paramedic on staff/24

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 7 AED's located through out the facility.

88. Are first-aid kits inspected and refilled according to the responsible physician contracted by your county? 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?	<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?	<u>yes</u>	Southwest M/H
95. Is there a physician available at least weekly to respond to medical complaints?	<u>yes</u>	
96. Is twenty-four (24) hour emergency medical and dental care available?	<u>yes</u>	Dentist treats on site.
97. Is there a written emergency medical plan?	<u>yes</u>	
97a. Emergency evacuation of inmates	<u>yes</u>	
97b. Use of an emergency medical vehicle	<u>yes</u>	
97c. Use of one or more designated hospital emergency rooms or appropriate health facilities	<u>yes</u>	Deaconess & St. Mary's
97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community.	<u>yes</u>	
97e. Security procedures that provide for the immediate transfer of inmates when appropriate.	<u>yes</u>	
97f. Arrangements for emergency psychological services?	<u>Yes</u>	Southwest M/H and Deaconess
98. Are all jail personnel first aid trained?	<u>yes</u>	All staff
99. Is one (1) person per shift trained in receiving screening?	<u>yes</u>	All staff
100. Is one (1) person per shift trained in CPR and AED?	<u>yes</u>	All staff
101. Is one (1) person per shift trained in common symptom recognition?	<u>yes</u>	All staff
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation?	<u>yes</u>	all staff
103. Does jail refuse acceptance of an unconscious or critically injured person?	<u>yes</u>	
103a. What is your BrAC/BAC cutoff for refusal?		0.30%
104. Are all injured inmates examined immediately by competent medical personnel?	<u>yes</u>	
105. Is a written description of the injury prepared?	<u>yes</u>	
106. Are photographs taken of the injury?	<u>yes</u>	
107. Are prescribed medications given as per physician orders?	<u>yes</u>	
108. Are all persons administering medication trained by the responsible physician?	<u>yes</u>	

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
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Diet and Food Preparation		Remarks
114. Has the Sheriff established written policies and procedures concerning food, quantity and quality?	<u>yes</u>	Aramark contracted to prepare meals. The kitchen was very clean, neat and orderly.
115. Is discipline by means other than denial of food?	<u>yes</u>	
116. Are meals served under supervision of the jail administrator or his designee?	<u>yes</u>	
117. Is there always less than fourteen (14) hours between meals?	<u>yes</u>	
118. Do inmates receive three (3) meals a day?	<u>yes</u>	
119. Is at least one (1) meal each day served cooked?	<u>yes</u>	3X
120. Are menus prepared in advance?	<u>yes</u>	
121. Are records retained of meals served?	<u>yes</u>	
122. Have the meals been approved by a qualified dietician and reviewed every two years?	<u>yes</u>	
123. Are all food service areas and equipment inspected daily by administrative jail personnel?	<u>yes</u>	
124. Is all stored food placed on racks off the floor?	<u>yes</u>	
125. Is food covered while being transported to the inmate?	<u>yes</u>	
126. Is the kitchen floor cleaned daily?	<u>yes</u>	
127. Is the kitchen equipment cleaned daily?	<u>yes</u>	
128. Are walls and vents clean?	<u>yes</u>	

129. Has the jail administrator requested the local health officer to inspect the kitchen facilities? [yes](#)
130. Does the local health officer or other qualified agency inspect it annually? [yes](#) 18-Jun-15
131. Are eating utensils sanitized after each use? [yes](#)
132. Is kitchen equipment operational? [yes](#)
133. Do you use inmates in the kitchen? [yes](#)
134. Do kitchen inmates receive pre-service medical examinations? [yes](#)
135. Do kitchen inmates receive periodic medical examinations and daily visual inspections? [yes](#)
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Security and Control		Remarks
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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>	Continual improvement process. On line training accessible 24/7 along with operating policies and procedures to all staff members.
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>	

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? yes OC, TASER, Pepper ball, Stun Shield
150. Is there a list of persons authorized to use mace or tear gas? yes
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
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? yes No contact visits 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
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167. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates? **no** The Staffing Analysis conducted in 2003 provides the county council the necessary
- 167a. How was sufficiency established?
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** Watch Tour, E-log and video tracking, Digital tracking
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.
- 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 **no**
- 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 Disc
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 **This process along with inmate handbook, medical sick call and all policies are accessed via an inmate kiosk. This is available during all waking hours.**
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
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204. Do you prohibit the use or physical force as a discipline? [yes](#)
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209. Are these consistent with the standards? yes
210. Are there provisions for an appeal? yes 1 level to Commander/Available to staff

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212. Are inmates with contagious diseases separated? yes
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214. Are inmates experiencing drug withdrawal segregated? yes
215. Are inmates experiencing mental conditions segregated? yes

Reception, Orientation. Property Control and Release	Remarks
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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

Jail Program Survey

- Have arrangements been made for the provision of special education services as needed? yes Evansville Public School Corp.
- Does the jail provide GED services? yes
- Does the jail provide any substance abuse counseling services in the jail? yes AA, NA 12 steps, Celebrate Recovery, Renewed Thinking/Cognitive thinking.
- Is smoking within the jail prohibited? yes
- Does the county have a community corrections program? yes
- Other programs? yes Peer Monitoring, faith based programming

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Excellent operation and should be used as a model for other facilities. 2014 I continue to use the VCSO and Jail as a model operation. However, the jail is severely understaffed and overcrowded. On the day of inspection the jail exceeded its rated capacity by 82 inmates. Once a jail exceeds 80% of its rated capacity (442 inmates) the objective classification system and the safety and security of the jail are severely compromised. Thus, could lead to a critical incident occurring at the jail. 2015 same recommendation. On the day of inspection the jail exceeded it rated capacity by 78 inmates.

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2014 project not completed. 2015

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7 A NIC staffing analysis was conducted prior to opening the

See # 167

Inspected by:

Kenneth J. Whipker
Executive Liaison
Sheriff and County Jail Operations



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

COUNTY: **Vanderburgh** **Deliberative and Confidential**
DATE OF INSPECTION: **10/7/2016** **5-14-3-4**
COUNTY NUMBER: **82**
JAIL STREET ADDRESS: **3500 North Harlan**
CITY: **Evansville**
ZIP: **47711**
SHERIFF: **David Wedding**
YEAR OF OFFICE (including prior terms): **2nd Year, 1st Term/appointed prior**
PHONE: **812-421-6223**
FAX: **812-421-6384**
E-MAIL: **dwedding@vanderburghsheriff.com**

CIRCUIT COURT JUDGE: **Honorable David D. Kiely**
COUNTY COMMISSIONERS: **Joe Kiefer**
COUNTY PROSECUTOR: **Nick Herrmann**
ALL COUNTY JUDGES:
Insurance Carrier: **Princeton E & S**
YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED: **2006**

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?	yes	Major Chad Ferguson
1a. Telephone Number:		812-421-6260
1b. E-mail address:		cferguson@vanderburghsheriff.com
2. Was there an annual report of services prepared?	yes	2015 On file
3. Is there a manual of policies and procedures?	yes	
3a. Has it been reviewed by all employees?	yes	Reviewed once a month- continual improvement process.
4. Has it been reviewed and updated in the last year by the sheriff or his/her designee?	yes	
4a. Date of review:		Monthly-continual audit process.
4b. Reviewed by:		Jail Commander

Fiscal Management		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

Training and Staff Development	Remarks
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10. Is there a written training and staff development plan? yes
- 10a. Date of annual evaluation and revision: Monthly-continual improvement process
- 10b. Reviewed by: Jail Commander
11. Has each new jail officer received forty (80 hours of orientation and training, at the jail, prior to job assignment? yes Employee tested prior to job release with approx. 400 hrs of OJT before job
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
- 13b. Has the jail commander received 24 CEU hours of documented training for this year? 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

Management Information Systems and Inmate Records	Remarks
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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

Physical Plant	Remarks
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23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks?	<u>yes</u>	20.7 Ft/c on day of inspection Female A4. 24 ft/C A3 2015. 2016 no significant changes.
24. Cubic feet per minute of air flow movement on the day of inspection?	<u>yes</u>	390 c/ft/m on day of inspection female A4, male A3 482 CF/M 2015. 2016 no
25. The temperature at the time of inspection was:		70' female A4, 72' male A3 2015
26. Was the clothing and bedding adequate for the prevailing temperature?	<u>yes</u>	
27. Was there both hot and cold running water in each cell?	<u>yes</u>	
28. Is there one toilet and one shower for twelve (12) inmates in the activity area?	<u>NO</u>	The jail is overcrowded. The jail is not compliant with this standard.
29. Is the inmate receiving and booking area outside the inmate living area?	<u>yes</u>	
30. Is the inmate receiving and booking area inside the secured perimeter?	<u>yes</u>	
31. Does this area have proper weapons lockers outside of the secured perimeter?	<u>yes</u>	
32. Does it have proper temporary holding space?	<u>yes</u>	
33. Are there fixed benches in ample supply for its capacity?	<u>yes</u>	
34. Is there audio and visual communication in the temporary holding area?	<u>yes</u>	
35. Are there available toilets, washbasins with hot and cold running water in the temporary holding area?	<u>yes</u>	
36. Is there a booking area in the reception area?	<u>yes</u>	
37. Is there a medical examination area in the reception area?	<u>yes</u>	
38. Are there shower facilities in the reception area?	<u>yes</u>	
39. Is there secure storage for the inmate's personal property in the reception area?	<u>yes</u>	
40. Are there telephone facilities in the reception area?	<u>yes</u>	
41. Are supply areas separate from inmate living and activity areas?	<u>yes</u>	

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**
- 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** Over rated capacity by 66 inmates on day of inspection. The jail is non-
48. Total number of operational jail beds: **553**
49. Number of adult males incarcerated? **510**
50. Number of adult females incarcerated? **109**
51. Number of waived males less than 18 years old? **2** Segregated in medical area for PREA
52. Number of waived females less than 18 years old? **0**
53. Total inmate count on inspection day. **619**
54. Number of inmates sentenced to serve county time? **81** All L/6, 50 in house and 31 housed out of
- 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? **7** With abstracts

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

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

Safety and Sanitation		Remarks
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62. Is cleaning equipment available to inmates daily? yes Available all day during normal operational hours: **noted in cell areas on day of inspection 2015. Inmates asked questions about cleaning cells and showers. They were advised it was their responsibility to clean common areas. Also noted that the showers in the booking area were being sanitized by custody staff**

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 6-Oct-16

73. Has the Board of Health inspected the jail annually? yes

74. Is there a written policy concerning safety, sanitation and supply control? yes

Clothing and Personal Hygiene		Remarks
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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
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81. Is there a licensed physician responsible for medical services and qualified for suicide prevention and screening at yes Quality Correctional Health Care is the provider; Began in JAN 2016

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 7 AED's located through out the facility.

88. Are first-aid kits inspected and refilled according to the responsible physician contracted by your county? 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?	<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?	<u>yes</u>	Southwest M/H as back up to QCC
95. Is there a physician available at least weekly to respond to medical complaints?	<u>yes</u>	
96. Is twenty-four (24) hour emergency medical and dental care available?	<u>yes</u>	Dentist treats on site.
97. Is there a written emergency medical plan?	<u>yes</u>	
97a. Emergency evacuation of inmates	<u>yes</u>	
97b. Use of an emergency medical vehicle	<u>yes</u>	
97c. Use of one or more designated hospital emergency rooms or appropriate health facilities	<u>yes</u>	Deaconess & St. Mary's
97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community.	<u>yes</u>	
97e. Security procedures that provide for the immediate transfer of inmates when appropriate.	<u>yes</u>	
97f. Arrangements for emergency psychological services?	<u>Yes</u>	Southwest M/H and Deaconess
98. Are all jail personnel first aid trained?	<u>yes</u>	All staff
99. Is one (1) person per shift trained in receiving screening?	<u>yes</u>	All staff
100. Is one (1) person per shift trained in CPR and AED?	<u>yes</u>	All staff
101. Is one (1) person per shift trained in common symptom recognition?	<u>yes</u>	All staff
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation?	<u>yes</u>	all staff
103. Does jail refuse acceptance of an unconscious or critically injured person?	<u>yes</u>	
103a. What is your BrAC/BAC cutoff for refusal?		0.30%
104. Are all injured inmates examined immediately by competent medical personnel?	<u>yes</u>	
105. Is a written description of the injury prepared?	<u>yes</u>	
106. Are photographs taken of the injury?	<u>yes</u>	
107. Are prescribed medications given as per physician orders?	<u>yes</u>	

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?	<u>yes</u>	Aramark contracted to prepare meals. The kitchen was very clean, neat and orderly.
115. Is discipline by means other than denial of food?	<u>yes</u>	
116. Are meals served under supervision of the jail administrator or his designee?	<u>yes</u>	
117. Is there always less than fourteen (14) hours between meals?	<u>yes</u>	
118. Do inmates receive three (3) meals a day?	<u>yes</u>	
119. Is at least one (1) meal each day served cooked?	<u>yes</u>	3X
120. Are menus prepared in advance?	<u>yes</u>	
121. Are records retained of meals served?	<u>yes</u>	
122. Have the meals been approved by a qualified dietician and reviewed every two years?	<u>yes</u>	
123. Are all food service areas and equipment inspected daily by administrative jail personnel?	<u>yes</u>	
124. Is all stored food placed on racks off the floor?	<u>yes</u>	
125. Is food covered while being transported to the inmate?	<u>yes</u>	
126. Is the kitchen floor cleaned daily?	<u>yes</u>	
127. Is the kitchen equipment cleaned daily?	<u>yes</u>	
128. Are walls and vents clean?	<u>yes</u>	

129. Has the jail administrator requested the local health officer to inspect the kitchen facilities? [yes](#)
130. Does the local health officer or other qualified agency inspect it annually? [yes](#) 6-Oct-16
131. Are eating utensils sanitized after each use? [yes](#)
132. Is kitchen equipment operational? [yes](#)
133. Do you use inmates in the kitchen? [yes](#)
134. Do kitchen inmates receive pre-service medical examinations? [yes](#)
135. Do kitchen inmates receive periodic medical examinations and daily visual inspections? [yes](#)
136. Do kitchen inmates wear approved clothing for food handling? [yes](#)
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>	Continual improvement process. On line training accessible 24/7 along with operating policies and procedures to all staff memembs.
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? yes
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? yes OC, TASER, Pepper ball, Stun Shield
150. Is there a list of persons authorized to use mace or tear gas? yes
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
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? yes No contact visits 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** The Staffing Analysis conducted in 2003 provides the county council the necessary
- 167a. How was sufficiency established?
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** Guard One , E-log and video tracking, Digital tracking
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.
- 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 **no**
- 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 Disc/ Google Law is now on Tel-mate/tablet system. 8 tablets per housing unit.
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 **This process along with inmate handbook, all policies are accessed via an inmate kiosk. This is available during all waking hours. Sick call conducted via paper slip.**

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

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- Other programs? yes Peer Monitoring, faith based programming

OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS

- | | |
|---|---|
| 1 Jail was well maintained, clean and orderly. | Excellent operation and should be used as a model for other facilities. 2014 I continue to use the VCSO and Jail as a model operation. However, the jail is severely understaffed and overcrowded. On the day of inspection the jail exceeded its rated capacity by 82 inmates. Once a jail exceeds 80% of its rated capacity (442 inmates) the objective classification system and the safety and security of the jail are severely compromised. Thus, could lead to a critical incident occurring at the jail. 2015 same recommendation. On the day of inspection the jail exceeded it rated capacity by 78 inmates. 2016 the same conditions exist. A letter of noncompliance was drafted and sent to the Sheriff in July of 2016. |
| 2 Continual monthly review and improvement process | |
| 3 Cameras to be added to the kitchen operation to monitor | 2014 project not completed. 2015 |
| 4 Jail officer training program certified by the ILEA in 2014. | |
| 5 <u>On the day of inspection the jail was above its rated</u> | 2014 the jail was over crowded by 82 |
| 6 The jail has switched over to a paperless kiosk system to deal with their daily operations. This includes medical and all sick call request, inmate handbook, grievances, request, commissary and intake of inmate cash assets. | |
| 7 A NIC staffing analysis was conducted prior to opening the | See # 167 |

- 8 2016 Additional bunks were added in the common area of the female pod to enhance health and safety related issues. These beds are not part of the rated capacity for the jail. Additional beds are being considered for the male areas. Research has been done to consider moving the female inmates into the work release facility. This area was inspected and found to meet the criteria for jail physical plant standards. However additional staff would be needed to provide oversight and direct supervision.

Inspected by:

Kenneth J. Whipker

Executive Liaison

Sheriff and County Jail Operations

July 8, 2016

Sheriff Dave Wedding
Vanderburgh County Sheriff's Office
3500 N. Harlan Ave.
Evansville, IN 47711

RE: Jail Crowding

Dear Sheriff Wedding/Dave:

I'd like to address a few issues that we discussed during our meeting and tour at the jail on July 6, 2016. Based upon the Indiana Jail Standards (210 IAC 3-1) my observations and data supplied the jail is considered crowded (exceeding its rated bed capacity of 553), lacks a bed (a permanently installed fixture used for sleeping) and fails to meet the 1 commode and 1 shower per 12 inmates incarcerated. On the day of my visit there were 607 inmates in the jail and 30 inmates being housed in other facilities. 100+ of these inmates were female.

Additionally, since the jail is crowded the jail cannot meet the minimum square footage per inmate of 35 square feet in a cell area and 50 square feet in a dormitory setting and provide seating for all of the inmates at any given time.

My last concern pertains to staffing of the jail. Based upon prior review it was determined that the jail needed an additional 34 custody staff to meet the staffing requirements for the jail. This number included staff that would assist in movements, transports, medical, and other internal operations outside the scope of the custody staffs job description. However, just based upon the design of the facility it was determined that 17 additional custody staff would be able to man the assigned 24/7 post that are within each cell block area. Manning at this time is even more critical since the jail is overcrowded and additional manning is needed to ensure the safety and security of the facility: 210 IAC 3-1-14 (a). This is a mandatory requirement for sufficient staffing of the jail at all times.

The items that I have outlined are physical plant and budgetary issues. The Vanderburgh County Commissioners own the jail and are required to provide to the Sheriff a facility that meets the Indiana Jail Standards. Additionally, The Vanderburgh County Council is required to fund the jail and properly staff the jail operation. **Thus, the Commissioners and the Council are in noncompliance with the Indiana Jail Standards: IC 11-12-4-2.**

Recommendations

Consider moving a majority of the female population (those deemed low risk) into the work release facility. This movement would free up one (1) if not two (2) pods for inmate housing and classification. Additionally, based upon a rough estimate it appeared that additional bunks could be added to the female dorm area of the female area in the W/R area.

I would need to take official measurements to determine the exact number of beds that could be added. You may even wish to consider converting the entire male area of the W/R facility to a female lockup since your females are the fastest growing jail population and at the present time number over 100 inmates incarcerated.

In conjunction with moving female inmates into the W/R facility I would recommend that the door that had been removed from the main entry of the W/R secure area be reinstalled to provide a "Sallyport" entrance that is required for a jail setting. Additionally, I would determine if the exterior walls of the W/R facility contain rebar to ensure security of the facility.

As an enhanced security measure I would STRONGLY recommend that any inmate or W/R client be stripped searched any time that they are moved from the facility or have contact with the public. This would require that all W/R clients be searched daily upon entry into the facility or if an inmate is transported to court or other appointments outside of the jail. This would ensure that contraband is not passed on to other W/R clients or on to jail inmates. On the day that I toured the W/R facility it was very obvious by smell that the clientele had been smoking in the dorm area. With the most recent SCOTUS ruling strip searching is recognized to meet the needs of security for the facility and to keep contraband from entering the jail.

In the jail proper I would suggest in any pod that exceeds its rated number of inmates that the additional inmates be housed in the common day area versus squeezing additional inmates into cells. Confining additional inmates into cells exceeding the rated bed capacity only adds to a more "crowded" situation in the cell area. I'd suggest that a 2 bed cell be kept unoccupied to serve the shower and commode needs for those inmates that are housed in the common area. A process would need to be developed to determine which inmates would be selected and appropriate to remain out/housed in the common area versus being locked down in cells during the nighttime hours.

I'd like to suggest that the county conduct a jail needs assessment and a Planning of a New Institution (PONI) study to determine why the jail is overcrowded and if a new jail or addition is needed, review alternatives to incarceration and to develop other means of housing inmates. The National Institute of Corrections (NIC) is a great resource for these studies.

Lastly, there are 9 pilot projects within the State that are using the IRAS as a means for release pre trial without bond from the jail. On the day I toured the jail there were 480 pretrial inmates incarcerated. Based upon an IRAS assessment a number of these inmates may qualify for a pretrial release and open up a number of jail beds within your facility. For any further discussions about this assessment and release I'd recommend contacting Chief PO Brad Barnes in Bartholomew County for additional thoughts and ideas.

If I may be of further assistance please let me know.

Respectfully,

Sheriff Kenneth J. Whipker (Ret.)
Sheriff and County Jail Operations
IDOC

Cc/file, Lee Hoard



**STATE OF INDIANA
Department of Correction**

Indiana Government Center—South

Eric J. Holcomb
Governor

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Robert E. Carter Jr.
Commissioner

October 27, 2017

Vanderburgh County Commissioners
1 NW Martin Luther King Jr. BLVD
Room 305
Evansville, IN 47708

RE: Jail Noncompliance

I inspected the Vanderburgh County Jail on October 25, 2017 and found the jail in noncompliance in accordance with IC 11-12-4-2 and IC 36-2-2-24. By statute these items fall under the control of the county commissioners and the county council.

The following standards at the jail are in noncompliance and under the control of the Commissioners:

- 210 IAC 3-1-1, the jail is overcrowded and the number of inmates exceeds the rated capacity of the jail.
- 210 IAC 3-1-7 (a) (C), each inmate **SHALL** have access to a bed.
- 210 IAC 3-1-7 (5) there **SHALL** be at least 1 toilet and 1 shower per 12 inmates.
- 210 IAC 3-1-7 (i) (1), there **SHALL** be at least 35 square feet per inmate in a cell area and there **SHALL** be at least 50 square feet per inmate in a dorm area.
- 210 IAC 3-1-8 (a), there **SHALL** be an objective classification system in place to properly house, segregate and accommodate inmates with special needs. This system is based upon having a sufficient amount of empty beds (20 %+) in the jail for classification purposes.

The following standard at the jail is noncompliant and under the control of the county council:

- 201 IAC 3-1-14 (a), there **SHALL** be sufficient personnel in the jail at all times to provide adequate supervision of inmates and to ensure staff and inmate safety. The jail is severely understaffed.



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Robert E. Carter Jr.
Commissioner

Based upon the noncompliance the commissioners and the council will have 180 days from the date of this letter to develop a plan of action to become compliant. This will need to include a means to fund a build/remodel or addition plan to become compliant with the Indiana Jail Standards and to include a method to bring the staffing levels in to compliance.

Respectfully,

Sheriff Kenneth J. Whipker (Ret.)
Executive Liaison
Correctional Police Officer
Sheriff and County Jail Operations
IDOC

Cc/file, C. Sweat, Sheriff

Appendix K: 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), 4th 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").

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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

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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.7.26.b Number
 - E.7.26.c Housing location
 - E.7.26.d Date admitted
 - E.7.26.e Type of infraction or reason for admission
 - E.7.26.f Tentative/actual transition date
 - E.7.26.g 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

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- 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.