

Greene County, NY Jail Needs Assessment

Functional and Architectural Program

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Functional and Architectural Program

Introduction

Background

The Operational and Architectural Space Program establishes the functional and square footage space requirements for the proposed new jail facility. The Functional and Architectural Space Program was developed with significant input from the Greene County Sheriff's Office Jail Division. A Space Needs Survey was developed by the consultant and completed by facility users in advance of interactive programming interviews that were conducted over a two day on-site period in October. Jail staff also provided data on usage indicators for areas such as intake and visitation, which were also considered in quantifying related spaces and sizes. The document is organized according to the major functional components that comprise the proposed new jail facility. Each Functional Component contains two parts:

A **Functional Narrative** that provides a written description of the functional mission, operational objectives, activities and flow associated with each major component within the facility. The narrative is an expression of *future* operational goals and objectives, not a description of current operations. These include:

- Public Entrance/Lobby and Visitation
- Executive Administration
- Custody Administration
- Staff Support Services
- Central Control
- Intake, Transports and Release
- Housing
- Programs and Services
- Health Services
- Food Services
- Laundry, Maintenance, and Warehouse Support

A room-by-room **Space Program** that documents the corresponding square footage space needs for each functional component above, taking into account operations, inmate classification profiles and requirements, bedspace projections, and applicable standards.

Space requirements were determined in accordance with New York State Commission of Corrections (NYSCOC) standards and minimum space standards for Adult Local Detention Facilities as established by the American Correctional Association (ACA).

Area tabulations for the proposed Jail are presented in spreadsheet fashion itemizing every assignable room contained in the building for each functional area. Spaces are listed and quantified according to the following hierarchy:

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Square Footage Requirements: Net Square Footage (NSF), or “useable” area requirements for each space are calculated representing the area from inside wall to inside wall for each assignable space delineated.

A *Circulation Factor* ranging from 1.10 to 1.65 is applied to the NSF total of each functional component to account for intra-unit circulation, equipment, and interior wall thicknesses. Different functional areas have different circulation factors depending on the number of hallways, partitions, and other unassigned areas within the space. This multiplier yields the *Departmental Gross Square Feet (DGSF)* for each functional component.

A *Building Gross Factor*, applied to determine the overall building size and to account for other spaces within the building necessary to support the facility (i.e. exterior wall thickness of the building; visitor, staff and inmate corridors; elevators; exit stairs; mechanical chases and equipment closets. The total building size is expressed as total *Gross Square Feet (GSF)*.

Facility Operational and Planning Concepts

As a whole, the new jail should be designed to promote a stable environment whereby security, inmate rehabilitation and staff satisfaction are promoted by the building’ physical and operational attributes. The facility should provide ample natural light in both inmate and staff areas and maximize views to the outside where appropriate. The facility will operate under the following broad operational concepts:

Jail Bedspace Capacity and Expansion

The opening day capacity of the proposed new Greene County Jail is 130 beds, in line with the 20-year inmate population and bedspace projections generated in previous analyses. However, the facility provides the potential for future expansion through double celling a portion of the general population housing units (20%) as permitted by the NY State Commission of Corrections. As such, the Space Program is sized to accommodate a total of 152 beds, should this additional capacity be necessary in the future.

Direct Supervision

For the most part, the new jail will operate under a direct supervision design and management concept. Officers will be posted within the housing unit in an open workstation where they will directly observe and interact with inmates assigned to the housing unit. Direct supervision facilities afford the officer the opportunity to be proactive in managing the inmate population – addressing issues and diffusing potentially problematic situations before they occur. Staff interaction with inmates in a direct one-to-one environment increases security and enhances management in day-to-day operations. This means that the officer spends more time moving about the unit than sitting at the workstation, and it requires good lines of sight into all areas of the housing unit. In addition, a direct supervision facility should be designed to provide good lines of sight in all other inmate-occupied areas throughout the jail as well. This is achieved through simple circulation/corridor layouts and organization of spaces to maximize views into and within spaces.

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Modified Direct Supervision

Modified Direct Supervision housing units are planned for certain populations where the small number of inmates fitting any one classification category makes discrete units operationally unviable. In these instances, the unit is planned to provide for physical separation of different classification categories within, under the supervision of one officer. In a modified direct supervision configuration, the officer has good lines of sight into each sub-component, but the station is typically enclosed and outside of the housing unit. Sub-units have dedicated dayrooms and shower facilities, with shared support spaces.

Assessment and Classification

The cornerstone of effective jail security lies in the internal classification of inmates according to their security/supervision and program needs. Classification screening begins at booking when an inmate enters the jail. After processing, new admissions will be housed in a designated Pre-classification Unit to await further assessment and classification. Once the classification decision is made using an objective assessment instrument (i.e. written and validated), the inmate is assigned to a permanent housing unit. This process, including medical clearance is expected to take about three days.

Variety of Housing Units

Modern operating correctional practices require that facilities have the capability to classify inmates and separate them according to security risk, needs, and behavioral factors. The most obvious classification-driven housing assignment is that of separating inmates according to gender. The Program provides for separation of High risk inmates from general population inmates, and designated units are provided for minimum, medium, and maximum classifications. The jail will be designed to provide a variety of housing units to respond to the following classification designations:

- (1) Male Pre-classification and Special Risk (sub-divided unit) housing unit
 - Includes a sub-unit for high security risk inmates such as administrative segregation, disciplinary segregation, and protective custody
 - Includes a sub-unit for pre-classification inmates
- (2) Male General Population housing units
- (1) Female Housing Unit (all designations)
 - Includes sub-unit for maximum/special risk inmates
 - Includes sub-unit for minimum/medium security inmates

In addition, 4 rooms are provided in the Health Services clinic for inmates whose medical or mental health conditions require on-site care. These include (1) detox cell, (1) constant supervision cell, and (2) single patient cells.

Housing Unit Configuration

The Greene County Sheriff's Office desires as much uniformity across housing unit designations as possible. Rather than creating different physical environments for different inmate classifications (e.g. dorms vs cells), jail administration has indicated that they will create operational distinctions (e.g. more outdoor recreation time, later lights out, etc). This creates a behavioral incentive for inmates and provides GCSO with the greatest amount of flexibility

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should population characteristics change in the future. A mezzanine style configuration is acceptable, with cells arranged around a common dayroom outfitted with tables and chairs to allow for passive recreational activities, group meetings, and dining in the unit. Each cell contains a stainless steel sink and toilet combination unit.

Double Bunking for Expanded Capacity

For planning purposes, 20% of the cells in all general population units are sized to accommodate double bunking. This is in line with NYSCOC regulations, and it provides the County with immediate expand-in-place capability beyond the baseline bedspace projections, if necessary.

Housing Unit Matrix

The following Housing Unit matrix contains the proposed distribution of housing units for the facility, including unit type, the capacity, and double bunking where applicable. This matrix is reflective of inmate population and bedspace projections, classification goals and objectives, inmate population profiles, and recognition of staffing efficiency goals.

Housing Units	Capacity at Opening			Expansion Potential*				
	Total Capacity	# of Units	Total # of Beds	Expansion Capacity per Unit	Total Capacity	# of Units	Total # of Beds	% Cells Double-Bunked
Male Pre-Class / Special Risk	18	1	18	0	18	1	18	0
Female GP**	32	1	32	6	38	1	38	20%
Male GP	38	1	38	8	46	1	46	20%
Male GP	38	1	38	8	46	1	46	20%
Medical/Mental Health	4		4	0	4		4	0
Total Bed Capacity		4	130	22		4	152	

Notes:

*Expansion achieved by planning for some housing cells to be sized for a double-bunk bed.

**Includes all categories; Pre-Classification, Special Risk, Minimum, Medium, and Maximum Security

Medical/Mental Health Housing (located in Health Services)

Detox Cell (1)
Constant Supervision Cell (1)
Patient Single Cell (2)

Special Risk/Special Need Beds:

AdSeg, P.C., Disciplinary

Programs and Services Delivery

The jail will employ a decentralized program and services delivery model whereby programs and services occur mostly at the housing unit level instead of moving inmates to a centralized location within the facility. This reduces the amount of inmate movement and associated escort requirements for day-to-day activities while increasing safety and security by reducing possible conflicts with other classifications of inmates. A typical housing unit operated under this model should be designed so that meals are served in the housing unit dayroom and spaces are provided on the unit for educational and treatment programs, counseling, outdoor

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recreation/exercise, and medical triage services. Additionally, Jail Administration envisions issuing electronic tablets to inmates that have the capability to access pre-loaded programs, reading and law library materials, and to order commissary. Commissary orders are bagged by jail personnel and delivered to the housing unit on an as scheduled basis.

Decentralized programs and services spaces located at the housing unit level include:

- Dayroom
- Outdoor recreation
- Interview room
- Multi-purpose room
- Laundry
- Medical triage/medication distribution

Dayroom

The Dayroom supports passive recreation, informal unit meetings, and dining. Kiosks are located in the dayroom to provide access for eventual visitation if the State allows for it in the future.

Outdoor Recreation

The outdoor recreation area is within the secure perimeter and provides the only space for outdoor physical activity. This is a small enclosed space directly accessible from the unit dayroom and within direct view from the housing unit officer's station. Outdoor recreation can be operated either as an extension of the dayroom, where inmates have free access during out of cell time, or it can be a scheduled activity where the outdoor recreation area is open during designated times each day. This may vary based on the classification level of the housing unit, as long as it is in compliance with the NYSCOC one hour per day requirement.

Interview Room

The interview room allows inmates to have professional visits away from the inmate population in an area that fosters confidentiality protection by providing an element of visual and acoustical privacy. The proximity of the interview room to the housing unit, typically located off of an immediately adjacent internal corridor, allows the counselor to access the room without having to enter the housing unit proper. The inmate accesses the room from the housing unit side.

Multi-purpose Room

The multi-purpose room, located on (or directly accessible from) the housing unit, provides flexibility for engaging in a variety of programs and services. The room can be used for recreational activities, such as table games, group counseling, classroom activities, meetings, hair care, and the like. Face-to-face inmate programming is supplemented by electronically administered classes and programs available on institutionally issued hand held tablets.

Inmate Laundry

A recessed, wall mounted washer and dryer with a chemical injection system will be incorporated into the dayroom. This configuration allows for space efficiency and provides for optimal sight lines. Inmates will be responsible for their own laundry, with the exception of institutional bedding (sheets and blankets).

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Medical Triage/Dispensary

Nursing staff will provide triage services and medication distribution at the housing unit level in the triage spaces provided. If additional medical attention is required, the nurse will schedule the inmate to be seen by a physician in the Health Services clinic area.

Centralized programs and services are limited to a large Multi-purpose Room; the Contact Visitation area and Non-contact visitation booths, and the Health Services Area.

Multi-Purpose Room

A centralized multi-purpose room is provided for conducting GED/educational classes, religious services, and other designated group activities.

Contact Visitation Room

Per NYSCOC standards, contact visitation is required. The centralized contact visitation area provides opportunities for inmates to visit with family and other authorized visitors. Attorneys and other professional visits can also occur in the contact visitation room.

Non-Contact Visitation Booths

For those inmates who are not medically cleared or have professional visits that require separation, non-contact booths will be available in the visitation area.

Executive Administration

The Executive Administration component, located outside of the secure perimeter, includes spaces such as private offices and workstations, a conference room, storage and office support spaces, and a kitchenette.

Staff Support

Greene County is committed to promoting the highest level of staff professionalism through on-going training for all jail staff and provision of adequate and appropriate spaces that support their work. This includes appropriately planned and designed staff support areas for a variety of activities, in spaces that are specifically intended for the private use of jail facility employees. A dedicated staff entrance is envisioned. Other staff support spaces located outside the secure perimeter includes male and female locker and shower rooms, a line-up/training room, and an employee fitness room. Inside the secure perimeter, a staff break room is provided in proximity to the jail kitchen.

Security

While staff are the first line of security in a correctional facility, the building is operated and equipped with features that facilitate safety and security goals. Efficient and effective facility surveillance and inmate supervision relies on strategic deployment of officer posts, intuitive officer response routes, and clear sightlines for surveillance throughout the facility and around the facility site. A robust CCTV monitoring system supplements officer supervision at strategic areas throughout the facility.

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All movement at the access points to the secure perimeter and at key control points within the secure perimeter must be strictly controlled. Secure entrance sallyports are planned for all points where the secure perimeter is penetrated (contact visitation, staff entrance to perimeter, and facility intake). An important feature of a secure sallyport is the interlocking doors, at least one of which must be closed at all times to prevent sudden unauthorized movement through the sallyport. Sallyports are also necessary where inmate movement must be restricted, such as at the entrance to every housing unit. These sallyports are controlled remotely from a central control room.

The new facility will have a dedicated Control Center that acts as the security hub for the facility. Central Control has responsibility for monitoring the exterior perimeter, controlling access points into and out of the facility, controlling sallyports within the facility, monitoring CCTV systems and life safety panels, among other security-related functions.

Space is also provided for Custody Administration. This includes offices and support spaces located inside of the secure perimeter for the facility Shift Commander and the administrative lieutenant.

Building Support

Building support spaces include a Maintenance shop for on-going facility maintenance and repairs, and a Warehouse for storage of bulk items. The Warehouse includes a loading dock, arranged so it can also accommodate Food Services deliveries.

Additional Facility Planning Considerations

This document includes the operational and space requirements for the Jail Division only. The new facility will most likely include co-located spaces for the Sheriff's Office (referred to as Road Patrol Division). These spaces, not yet programmed, will impact the current Jail Facility Space Program, particularly in shared areas such as lobby, executive administration, lockers, and other staff support spaces.

It is also noted that the County is considering the inclusion of a back-up Emergency Command control station. Once the direction for these two components have been established, the Space Program and Functional Narrative will be modified and revised to include them.

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Summary Space Program

The following Space Program Summary provides the square footage requirements for each Functional Component described above (DGSF), and for the facility as a whole (Total GSF). This is followed by a functional narrative and detailed space list for each individual component.

SPACE REQUIREMENTS FOR GREENE COUNTY JAIL

Space Description	DGSF
1. Public Entrance and Lobby	2,792
2. Executive Administration	1,391
3. Custody Administration/Central Control	1,270
4. Staff Support Services	3,704
5. Intake, Transports and Release	4,608
6. Housing Units	33,624
Male Pre-Class/Special Risk Unit	4,892
GP Male Housing Unit	10,022
GP Male Housing Unit	10,022
GP Female Housing Unit	8,687
7. Inmate Programs and Services	589
8. Health Services	2,767
9. Food Services	3,246
10. Maintenance & Support	3,884
Total DGSF	57,874
x 1.15 Building Grossing Factor	1.15
Total BGSF	66,555
11. Warehouse Building DGSF	1,298
x 1.10 Building Grossing Factor	1.1
Total BGSF	1,428

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1. Public Entrance and Lobby

Functional Description

Public Entrance and Lobby

Public entering the facility are typically family or friends arriving to visit an inmate, attorneys meeting with incarcerated clients, and other professionals who need to meet with an inmate. Other public coming to the facility may be inquiring after inmates, doing business with facility administration, or meeting released inmates. All inmates who are released from the custody of the Greene County jail back into the community will exit through the Public Lobby.

The public entrance should be convenient to the public parking area and easily identified at the facility exterior. An entry vestibule leads directly into the public lobby which serves as a reception area for inmate visitors and those having business with facility administration. It will also serve as a drop-off and collection point for administration and inmate mail. A Bail Room, located off of the Public Lobby, will have a pass through window in the Public Lobby for bail payments. A money-drop kiosk for visitors to deposit money into an inmate's commissary account is provided in the Public Lobby.

The lobby includes a public reception counter, which serves as the facility's official reception point and information resource for everyone entering the building, and from where individuals are directed to their destinations. Within the lobby, a waiting area is provided to accommodate visitors. Accessible public restrooms are in the lobby area, as well as wall-mounted public lockers for visitors to secure personal items not allowed within the secure perimeter of the facility. Public lockers should be in proximity to, but prior to the point of entry to the secure perimeter.

Once visitors have placed personal items in the lockers, those who have official business with Jail Administration may be permitted into the administration area through a door adjacent to the lobby. Access is controlled from the public reception counter. The Jail Administrative offices are outside of the secure perimeter of the facility.

Individuals arriving for inmate visits will be directed to the inmate visitation area immediately adjacent to the lobby.

All visitors must be screened. The screening station is equipped with a magnetometer and x-ray package screener, to prevent weapons and potential contraband from entering the facility. The screening station should provide a clear view of the entrance and lobby area.

All persons entering the visitation area of the facility proceed through a secure vestibule (sallyport) which is controlled remotely from central control. The sallyport includes two interlocking doors, and only one door may be open at a time.

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Inmate Visitation

The goal of public visits is to permit inmates to maintain contact with family, friends and community through regularly scheduled visitation in accordance with established criteria and mandated visitation standards. As such, visitation is primarily contact.

After screening and once through the sallyport, visitors (professional or family) proceed directly to a visitation waiting area. The waiting area is adjacent to the Contact Visitation Room, with seating for up to 10 people. As the jail will have set visitation times in a rotating schedule, for the most part, waiting time for visitors will be short.

The contact visitation room is within the secure perimeter, though outside of the facility's general inmate circulation area. Inmates are escorted to the visitation area and enter the contact visitation area via a secure inmate sallyport, which is controlled remotely from central control. The inmate then proceeds to the assigned seat. Typically, the inmate is seated before the visitor is brought into the room. The contact visitation room provides seating for 15 inmates, with 8 of the stations accommodating one visitor, and the other 7 stations sized to accommodate two visitors, for a total maximum capacity of 37 occupants. One of the seating stations is handicap accessible. A counter set-up is envisioned, with visitors and inmate seated on either side, separated by a low partition. A horseshoe configuration is desired to maximize sight lines and supervision.

In addition, five non-contact visitation booths are provided. Three of these are available for inmates who are not medically cleared or who, because of administrative status, are not appropriate for contact visitation at the time. The other two are for professional and attorney visits that require confidential consultations away from other inmates. These are equipped with a paper pass for inmates to review and/or sign legal paperwork.

Inmates participating in contact visits must be searched prior to leaving the visitation area. Once an inmate's visitation time is complete, he/she will be escorted out of the contact visitation room and strip searched in an alcove off the adjacent secure corridor. This space is equipped with a curtain for visual privacy.

Design Considerations

- The Public lobby is located outside of secure perimeter of the jail and should present a business-like image, less correctional than the secure jail facility it serves.
- All of the spaces in this component should be constructed with durable, low maintenance materials. Sound absorption materials should be used where feasible to reduce noise levels in both the lobby and visitation areas.
- An intercom and CCTV camera, monitored by Central Control, will be positioned outside the main door entrance.

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Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
<u>Public Entrance/Lobby</u>					
1.01	Entry Vestibule	1	80	80	weather vestibule
1.02	Public Lobby	1	300	300	no seating in this area
1.03	Visitor Lockers	1	15	15	recessed in wall
1.04	Visitor Screening	1	100	100	metal detector/magnetometer, queing. also ID check for inmate visitors
1.05	Bail Room	1	100	100	includes counter with pass through window and workstation, off lobby
1.06	Commisary Kiosk	1	20	20	money drop-off
1.07	Public Restrooms (ADA)	2	150	300	handicap accessible M/F
1.08	Janitor's Closet	1	35	35	
1.09	Secure Entry Vestibule	1	64	64	dedicated circulation from lobby to jail componnet
<u>Visitation</u>					
1.10	Secure Vestibule	1	64	64	for inmates
1.11	Visitation Waiting Area	1	150	150	capacity for 10 people
1.12	Contact Visitation Area	1	500	500	visitors and inmates separated by counter and low partition, 15 visitation stations including 5% ADA accessible, 25% of all stations can accommodate 2 visitor chairs, U-shaped table, 37 people total
1.13	Non-Contact Booths	5	60	300	visitors and inmates separated by counter and security partition
1.14	Strip and Frisk Area	3	40	120	adjacent to contact visitation area
Total Net Square Feet (NSF)				2,148	
x Department Grossing Factor				1.30	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				2,792	

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2. Executive Administration

Functional Description

Executive administrative functions involve general administrative, business and facility responsibilities for the jail. The Executive Administration area will contain offices for the Jail Superintendent and secretary, as well as an office for future staff for performing business functions.

The Executive Administration area is located outside of the jail's secure perimeter, adjacent to the public lobby. Access to the Executive Administrative Suite is via the public lobby through a locked door into the Executive Administration Reception/Waiting Area. Administration Staff will have key card access. All other jail personnel and public and official visitors will have controlled access from the lobby to the Executive Administration suite. The reception waiting area for the administrative component will include seating for 4 persons.

A private office is provided for the Superintendent, containing a desk, a table with four chairs for conferencing, and personal file cabinets.

Clerical and administrative support functions include reception, business/finance and mail. The secretary provides reception for the administrative area and the workstation is at the entry to the administrative suite, but also convenient to the Superintendent's office. All incoming mail will be collected and sorted in the administrative area.

Support spaces located within this area include handicap accessible staff toilets; storage and supply rooms; a conference room with a capacity to seat six to eight persons; a records/copy-fax/mail room containing bins, shelving, a counter, and a table where mail can be sorted for distribution; and a kitchenette with counter, cabinets, sink, small refrigerator, and microwave.

Design Considerations

- The Executive Administration area is located outside the secure perimeter, and easily accessed from the Public Lobby.
- The area shall be ADA compliant for accessibility.
- This area is a mixture of private offices and office support spaces. All office spaces are envisioned as workspaces designed and constructed similar to an office type environment. Natural light is desirable for staff work areas.
- All desks will be computer network ready. All computers will have access to a county-wide network system.

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Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
<u>Executive Suite</u>					
2.01	Superintendent's Office	1	150	150	private office: contains small table w/ 4 chairs and filing cabinet
2.02	Receptionist/Secretary	1	120	120	gatekeeper to executive suite, 4 seats for
2.03	Extra office	1	120	120	private office
<u>Departmental Support Space</u>					
2.04	Main I.T. Data Center	1	150	150	
2.05	Conference Room	1	200	200	6-8 people
2.06	Copy-Fax/Mail Room	1	100	100	
2.07	Kitchenette	1	50	50	counter, cabinets, sink, fridge, microwave
2.08	Supply Storage/Janitor's Closet	1	80	80	
2.09	Staff Toilet	2	50	100	handicap accessible (ADA) M/F
Total Net Square Feet (NSF)				1,070	
x Department Grossing Factor				1.30	
Total Departmental Gross Square Feet (DGSF)				1,391	

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3. Central Control and Custody Administration

Functional Description

Central Control

Central Control is the main security and communications control hub for the jail. Central Control is highly secure and only accessed by assigned members and supervisory, command staff. Facilities maintenance and restricted/escorted tours access to the Central Control Room will be limited and controlled by the control center itself. An interlocking secure vestibule is needed for entry into the Control Room.

Central Control staff are tasked with the overall safety and security of the entire facility. This includes the monitoring of the exterior perimeter, access control to the secure outdoor areas, access control into and out of the building, including the vehicular sallyport and its secure interior perimeter, and the monitoring of certain areas occupied by inmates. Movement control within the secure interior perimeter is monitored at this location. In addition, Central Control staff are responsible for all communications such as the intercom system and CCTV systems used extensively at secure door locations, monitoring of duress alarms and the subsequent deployment of staff for alarm or duress situations, monitoring of fire alarm, signal system, and electronic surveillance system. Central Control will have over-ride capabilities for the following functions: fire alarms, plumbing valves, and housing control panels (this includes lighting and locks for dayrooms and individual cells).

This component includes a Central Control Room equipped with 2 workstations at the control console. Exchange of staff equipment will take place at the post, however a radio charging station is located within the control center. Since Central Control security officers cannot leave the post, a staff toilet is provided within the Central Control room. A Security Electronics Equipment Room will be located outside of, but in immediate proximity to Central Control. An adjacent, self-contained video equipment storage room with a viewing area is also provided.

Custody Administration

Custody Administration is responsible for maintaining a secure and controlled environment throughout the jail facility and for providing supervision and assistance to all uniformed staff. Custody Administration staff are responsible for all shift activities, shift assignment, and command decisions.

Custody Administration is located inside the secure perimeter. Staff includes the Administrative Lieutenant and Sergeants with shift command responsibilities. The Lieutenant's office is located adjacent to central control. The sergeant/shift commander office contains three workstations (one for each shift commander), located in convenient proximity to the housing units. This office is sized to also accommodate a fax/copier/printer and general office supply storage.

A secure storage room, directly accessible from the Shift Commander's office provides appropriate storage for emergency response equipment, including batons, shock shields,

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restraint chairs, handcuffs, gloves, and video equipment for recording the event. Pepper spray is stored separately in the CERT area.

Design Considerations

Central Control

- The Central Control Room does not require an adjacency to any specific operational component, as Central Control staff communicate with facility staff via intercom enunciation, radio, telephone and paging systems.
- The room must be handicap accessible with either a ramp or lift.
- As the nerve center of the facility, the area must be within its own security envelope. This means that the floors, walls and ceiling must be highly secure. One-way vision glazing should be provided in the Central Control Room.
- Control panels must be configured in a way that officers can easily operate the control panels and observe the CCTV monitors, with ergonomically designed layouts.
- The room environment must include temperature control, proper ventilation, sound absorption, and controlled lighting (dimmer switch).

Custody Administration

- The spaces provide a controlled but normative office environment for jail supervisory staff.
- Natural light is desired for staff work areas.
- The area shall be ADA compliant for accessibility.

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3. CUSTODY ADMINISTRATION/CENTRAL CONTROL

Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
<u>Custody Administration</u>					
3.01	Jail Lieutenant Office	1	100	100	private office, secure side, adjacent to central control
3.02	Sergeant/Shift Commander Office	1	200	200	Adjacent to housing units, 3 workstations, includes fax/copier
3.03	Staff Restroom	2	50	100	handicap accessible, M/F
3.04	Secure Storage	1	80	80	off of sergeant office: holds batons, shock shields, restraint chairs, handcuffs, video equipment, gloves, etc.
All CCTV monitoring and controlling access is done here (vehicular, public entrance, sallyports), fire alarm system, panels. Proximately, it is away from lobby					
<u>Central Control</u>					
3.05	Secure Vestibule	1	64	64	
3.06	Control Room	1	300	300	2 workstations, file cabinets, radio charging station, man down alarm system
3.07	Staff Toilet M/F	1	50	50	within central control
3.08	Security Elec. Equip. Room	1	100	100	
3.09	Video Viewing Workstation	1	64	64	for video viewing, etc
Total Net Square Feet (NSF)				1,058	
x Department Grossing Factor				1.20	
<i>Sub- Total Departmental Gross Square Feet (DGSF)</i>				1,270	

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4. Staff Support Services

Functional Description

Modern jail facilities provide a professional environment for all staff. This includes professional amenities such as locker rooms and provisions for physical fitness, training, and staff development.

A dedicated Staff Entrance is provided, in proximity to the Staff Support area, accessible by key card. Gun lockers with discharge capability are provided in the Staff Entry vestibule.

Correctional officers can report to work either in or out of uniform. Upon entering the building all staff will proceed to the locker room (one male and one female) to change into uniform and/or stow all personal belongings, which are not permitted inside the secure perimeter of the facility prior to attending roll call and briefing. Lockers are also provided for civilian staff working in the jail who are employed or contracted by Greene County.

After dressing and securing personal items in lockers, personnel assemble in the training/muster room for a daily briefing before reporting to their post, and equipment not distributed on the post can be issued here. The line-up room also doubles as a staff training room. An adjacent training office is provided, with storage capacity for materials, A/V equipment, and the like.

A fitness room is also provided, which includes exercise equipment and workout space. The fitness room may be utilized in conjunction with defensive tactics and other physical training sessions. The fitness room is also available to all staff members for exercise either prior to or after shift. The room is large enough to accommodate a number of stationary machines, free weights and a drinking fountain.

The locker rooms, roll call/training room, training office, and fitness room are all located outside of the secure perimeter. Other Staff Spaces located outside of the secure perimeter include a Quartermaster Room with adequate storage (shelving and hanging) for uniforms, CERT and fire response equipment.

All jail staff are provided a break during their shift and the opportunity to eat in the staff Break Room. This room is located inside the secure perimeter, in proximity to the jail kitchen. It includes a vending machine, microwave, refrigerator, table and chairs, counter, and coffee station.

Design Considerations

- Staff areas are not public areas. Therefore, they need to be separate and secure from unauthorized use.
- Per jail policy, each staff member will be assigned a designated locker. Full size lockers are provided and sized to hang uniforms and store personal clothing such as outer coats, boots, etc. Separate locker rooms are provided for males and females, with dedicated shower/toilet areas immediately accessible. The Fitness Room should be conveniently accessible from the locker rooms.

Functional and Architectural Program

- The line-up room also doubles as a staff training room, including defensive tactics training in which floor mats are used. As such, the room design and layout must be flexible and adaptable.

Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
4.01	Staff Entrance/Secure Vestibule	1	64	64	separate from public entrance, designated door with key card swipe, includes (15) wall-mounted gun lockers
4.02	Male Locker Room	55	12	660	full size lockers, assumes 75/25 M/F split and some staff
4.03	Female Locker Room	15	12	180	full size lockers, assumes 25/75 F/M split and some staff growth
4.04	Male Toilet/ Shower (ADA) Room	1	150	150	2 toilets, 2 sinks/counter, 2 showers
4.05	Female Toilet/ Shower (ADA) Room	1	150	150	2 toilets, 2 sinks/counter, 2 showers
4.06	Training/Line Up Room	1	750	750	capacity for 50 people; coupled for training
4.07	Training Room office/storage	1	80	80	1 workstation with storage capability
4.08	Quarter Master Storage Room	1	80	80	Shelving and hanging capability
4.09	Staff Fitness Room	1	300	300	secure weight area, in between male and female locker rooms
4.10	Staff Break Room	1	300	300	Capacity of 10 people, contains vending machine, microwave, re fridge space, table/chairs, counter, coffee station
4.11	I.T. Work Room	1	100	100	Outside of secure perimeter; contains work bench, table, and storage
4.12	Janitor's Closet	1	35	35	
Total Net Square Feet (NSF)				2,849	
x Department Grossing Factor				1.30	
Total Departmental Gross Square Feet (DGSF)				3,704	

Functional and Architectural Program

5. Intake/Transport/Release (IRT)

Functional Description

This component of the facility is the locus of secure transport into and out of the building, via a vehicular sallyport, and the reception and processing of individuals remanded to the Greene County jail. All new arrivals enter through the intake area, which includes spaces for the reception, holding, processing, and booking of new admissions. Additionally, all secure transport to court, outside medical appointments, or other facilities occurs through the transport/release area. Inmates released back to the community (e.g. time served or bailed out) are processed out through this area and then escorted to the public lobby where they leave through the public entrance.

For operational and staffing efficiency, the area should be configured so that the same staff can perform all ITR functions as needed. The layout must maximize space utilization and staff efficiency, while supporting a smooth operational flow that keeps incoming arrestees separate from inmates being released.

Vehicular Sallyport (VSP)

The Vehicular Sallyport will be the point of entry for all vehicular activity in and out of the facility. All inmate admissions occur through the Vehicular Sallyport controlled by Central Control. The Vehicular Sallyport is sized to accommodate up to two (2) waiting police/transport vehicles, and two parking spots for ambulance and other emergency vehicles. No long term parking is provided in the VSP.

The Vehicular Sallyport will include a decontamination/eyewash shower station, gun lockers for the transporting law enforcement officers to secure their weapons before entering the facility, and lethal weapons storage.

Upon arrival, law enforcement vehicles will notify Central Control via intercom located at the outer sallyport gate. When the incoming law enforcement vehicle is stopped, doors secured and arresting officers have secured their weapons in a gun locker provided on the wall within the Vehicular Sallyport, the arresting officers bring the handcuffed arrestee into the Intake area. Access to Intake area is directly from the Vehicular Sallyport via the dedicated Intake sallyport.

Intake Area

The Intake Area accommodates a number of essential activities related to the reception, processing and formal booking functions. These activities include the completion of documentation by the arresting officer; the identification of arrestees to correctional officers for processing; initial search of arrestee; the transfer of arrestee custody to the jail; and the final completion of all documents/statement of charges necessitated by the arrest type. Additionally, initial medical/psychiatric screening and assessment is performed in this area.

As this area is the first point of contact for inmates, the environment can be stressful. The operation and design of the area should maximize human dignity and minimize stress during

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processing. This helps to establish positive inmate behavioral expectations and accountability from the onset.

The intake process involves the following steps:

Paperwork is verified – in the secure entry vestibule, inmate paperwork is passed through a secure window to a booking officer inside of the intake area for the purpose of verifying that commitment paperwork is in order.

Initial medical screening – inmates are screened initially by the booking officer to ensure that the arrival is not injured or requires immediate medical attention. If necessary, a nurse is called in for a more thorough assessment.

Property transfer – the L.E officer turns over any property that was taken from the defendant, and property is documented and forms are signed.

Inmate waiting and holding – Inmate is pat searched before being placed in a holding cell or open seating waiting area. In keeping with the principles of direct supervision and an expectation of appropriate behavior at the onset, inmates may wait in an open seating area until they are called for booking and processing, unless behavioral or risk factors dictate otherwise. This waiting area will have fixed seating to accommodate up to 8 people, a drinking fountain, TV and phones. The detainee is allowed telephone calls to try to secure release. If the detainee cannot be released, his/her property will be placed in property storage.

The open waiting area should be configured to provide sight lines for optimal visual supervision of the area by booking officers, as well as organized to support efficient movement and flow of individuals to and from each step in the booking process. Hard separators are not required, but the configuration of seating should connote boundaries for detainees in the waiting area, and ample space should be provided to ensure adequate separation. A single toilet will be located adjacent to the open inmate waiting area.

Individuals who are not willing or able to conform and behave responsibly are placed in a holding cell until their booking and processing is complete. One group and two individual holding cells will be provided. Holding cells have stainless steel toilet combination units.

Inmate booking – inmates are interviewed by jail staff at a booking counter to be processed into the jail. The booking counter is equipped with a computerized workstation for direct entry of the information into the jail management information system. The inmate is fingerprinted and photographed in their street clothes as part of the intake identification process. Once the booking process is complete, the detainee will be directed to return to the open seating area or escorted to a holding cell.

Search, shower and clothing exchange– inmates are thoroughly searched, shower, and are issued institutional clothing. Personal clothing is inventoried along with any property taken at

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initial reception. Inmate money will be counted, logged, and put in the money drop safe for later deposit. The inmate is issued a receipt for all collected property and money.

Upon completion of the booking process, the inmate is escorted to the Pre-classification Unit (or pre-classification cell in the female unit) for orientation, classification, and assignment to a permanent housing unit. Therefore, the Intake area should be conveniently located to the Pre-classification Housing Unit. During the classification assessment period, (usually 72-96 hours) inmate movement will be held to a minimum. Following classification, inmates will be given a permanent housing unit assignment consistent with their classification status.

Property room – the officer takes all property to the property room where it is stored in bags and placed on a hanging rack storage system, with sealed valuables placed in the property bag. A washer/dryer in the area (discussed under Centralized Laundry Services at the end of this section) allows soiled clothing to be washed before being placed in the property bag. This helps to maintain good hygiene in the property room. The property storage system should be sized to accommodate 168 bags. The additional capacity (20%) provides for storage of property left behind after release. Per jail policy, inmate property is held for 10 days after release; property not collected after this period is disposed of.

Medical assessment– A more in-depth medical assessment including medical history, vitals, examination - is conducted by medical personnel in a medical triage/exam room located in the intake area. -

Secure Transport

Secure transport includes the routine transportation of inmates to and from the facility for attendance at court hearings, medical and other outside appointments, or transfer to another secure facility.

Inmates being transported from the jail are escorted from the housing unit to the IRT area and placed in single or group holding cells pending transport. The same holding cells that are used for intake will be utilized for transport purposes, with usage scheduled and managed by the IRT officer to ensure separation of incoming and outgoing detainees. Inmates will be released to the awaiting transportation deputies, one inmate at a time, for proper pat down and search. Transportation officers will then place each inmate in restraints. Once all inmates have been secured, all necessary paperwork will be provided to the transportation officers for the transport. Once all the paperwork is confirmed, the IRT officer will permit transportation officers to exit the area and inmates will be escorted to the appropriate transport vehicle(s). When all inmates are secured in the vehicles, transportation officers will retrieve their weapons and exit via the Vehicular Sallyport.

The IRT officer will process the return of inmates at the work counter according to established procedures (search, paperwork, etc).

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Release

The primary function of the Release Area is to ensure that inmates are properly discharged after all necessary paperwork and property exchange functions are completed. Inmates released from the Greene County jail for transport to another secure facility are processed out of the jail (dressed out, property return, paperwork check), and readied for secure transport, as described above.

Inmates released back into the community leave the facility through the Public Lobby. After receiving notification that an inmate is to be permanently discharged from the facility, the Housing Unit Officer will instruct the inmate to collect all issued clothing, linen, and bedding, and will escort him/her to the IRT release area. Inmates will wait in the open waiting area until the IRT officer initiates the discharge process, one inmate at a time. Property is returned to the inmate, and a smart card is issued for any remaining funds. The inmate signs a receipt for all returned property and changes into their own clothing in the strip/frisk/shower area. Once the release process is finished and approved by the Sergeant, the inmate is escorted from this area to the Public Lobby and exits the building via the public entrance.

Centralized Laundry

Central laundry facilities are located within the IRT area. This has several advantages. The immediate proximity to intake allows soiled or contaminated inmate clothing to be immediately washed and dried before being placed in property storage. This will assist in maintaining hygiene in the property room. Staff posted in the IRT area can also be utilized to coordinate general laundry during down time in the IRT area, for greater staffing efficiency.

All institutional bedding, sheets, towels, blankets, and soiled medical clothing will be washed and dried in the Central Laundry located in IRT. Inmate uniforms and other non-institutional clothing will be laundered at the housing unit level, as each housing unit will have a washer and dryer.

The Centralized Laundry includes industrial grade washers and dryers, space for sorting and folding, and adequate shelving space for the storage of clean clothing, linen and bedding. The Centralized Laundry area also provides capacity for storing a small number of new inmate uniforms, lint collections, indigent supplies and inmate toiletries.

A mattress sanitizing room is desired, as sanitizing mattresses when inmates are released may be required in the future. The room requires capability to hang and spray a mattress, and should provide storage for up to five mattresses.

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Design Considerations

Intake, Transport and Release

- The Vehicular Sallyport should be a drive-thru to restrict all vehicle movement to a single direction.
- All doors between the the vehicular sallyport, IRT, and adjacent components outside of intake must operate as interlocking two-door sallyports, controlled remotely by central control.
- Search areas and change alcoves require privacy for inmates, but officers conducting searches must be visible to other officers.
- All areas in intake, transport, and release must have clear sightlines for officer supervision.
- The Inmate Property storage area will be located adjacent to the intake/release area.

Centralized Laundry

- The property room should not be accessible from the central laundry, in the event that inmate workers are utilized in the laundry.
- The Laundry Area should have appropriate ventilation, floor drains, appropriate non-skid flooring, and fire detection and suppression conforming to local building codes.

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5. INTAKE / TRANSPORTS / RELEASE

Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
<u>Vehicular Sallyport</u>					
5.01	Vehicular Sallyport	1	1,260	1,260	Closed and sized for 2 vehicles. 2 parking spots for emergency vehicles, 4 gun lockers
5.02	Lethal Weapon Storage	1	80	80	inside sallyport for transfers
5.03	Decontamination Eyewash/Shower Station	1	15	15	in sallyport
5.04	Pedestrian Sallyport	1	100	100	secure door between sallyport & intake area
Sub-Total Net Square Feet (NSF)				1,455	
x Department Grossing Factor				1.10	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				1,601	
<u>Intake</u>					
5.05	Law Enforcement Counter	1	100	100	
5.06	Strip/Shower/Dressing Room	1	150	150	contains strip search area, shower, toilet, bench, a privacy stall, and shelving for uniforms
5.07	Open Waiting	1	150	150	fixed seating for 8 people, TV, phones
5.08	Booking Counter/Live Scan	1	130	130	counter and additional workstation
5.09	Money Drop Box	1	20	20	For inmates to put money in at intake
5.10	Single Holding Cells, wet (ADA)	2	60	120	shared with transport and release
5.11	Group Holding Cell	1	100	100	Dry; holds 4-5 people, also used for transport and release
5.12	Medical Triage/Exam Room	1	100	100	used by medical or MH services for initial screening
5.13	Laundry Room	1	250	250	institutional bedding, sheets, towels, blankets, medical, and folding area
5.14	Mattress Sanitation Room	1	100	100	Adjacent to laundry room, holds a small number of extra mattresses
5.15	Property/Valuables Storage	1	250	250	hanging bag system, sized for 168 bags
5.16	Inmate Uniform Storage	1	150	150	
5.17	Inmate Record File Cabinets	1	120	120	active and archived
5.18	Inmate Toilet	1	50	50	adjacent to open waiting
5.19	Staff Toilet	1	50	50	
5.20	Janitor's Closet	1	35	35	
5.21	Secure Vestibule	1	64	64	
<u>Transports</u>					
5.22	Restraining Equipment Room	1	100	100	Inmates can be restrained at open seating area at intake Shackles, handcuffs, restraining belts, used for changing
5.23	Dress Out/Search Room	1	35	35	Shared with Release functions if needed
<u>Release</u>					
shared spaces with intake					
Sub-Total Net Square Feet (NSF)				2,074	
x Department Grossing Factor				1.45	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				3,007	
Total Departmental Gross Square Feet (DGSF)				4,608	

Functional and Architectural Program

6. Housing Units

Functional Description

The mission of the Housing component is to provide for the safety of inmates incarcerated at the Greene County Jail, with proper security for the inmates and staff. The housing units will provide the living area for a maximum capacity of 152 inmates.

Overall, the facility's design should make possible the division of the inmates into distinct housing units of manageable size organized to provide for the separation of inmates based on gender and according to risk and need factors. Only inmates of the similar classification category will be housed in the same contiguous area. This concept promotes greater inmate interaction with institutional staff, is an effective management tool and clearly aids security control and supervision.

Inmates are assigned general population or special housing based on classification, which is determined at admission into the facility and may change based on an inmate's behavior during the incarceration period. The variety of housing unit types provides flexibility in responding to a malleable jail population, and supports the goal of implementing an objective and behavioral-based classification system in the new facility.

The facility provides a variety of housing units to respond to the following established classifications:

- (1) Male Pre-classification and Special Risk (sub-divided unit)
 - Special Risk sub-unit
 - Pre-Classification sub-unit
- (2) Male General Population housing units
- (1) Female Housing Unit (all designations)
 - Maximum/Special Risk inmates sub-unit
 - Minimum/Medium security sub-unit

Inmate housing units provide a controlled living environment and adjacent programming spaces. A variety of activities occur in the housing units. In general, dayroom activities include watching TV, making telephone calls, dining, meeting with staff, and electronically accessing programs, reading and study materials on jail-issued hand-held tablets. Each inmate will be given, at minimum, one hour of outdoor recreation everyday (weather permitting).

According to best practices, where possible, housing units will be designed for direct supervision management, with the officer posted in the housing unit to foster direct interaction and proactive supervision of residents. Direct supervision promotes a healthy and safe environment, encouraging order, positive behavior, accountability and mutual respect within a secure, structured setting. Housing unit officers communicate with and supervise inmates, inspect areas, supervise food service, control internal doors, lights, TV, telephone and electrical outlets. They also observe adjacent activity areas such as the interview/triage and multi-purpose rooms and the outdoor recreation area.

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The following housing units have been established:

Special Risk/Pre-classification Housing Unit: This is a sub-divided unit to accommodate two distinct population types:

Special Management Populations: Male inmates posing high security risks, individuals requiring administrative segregation, disciplinary inmates, protective custody, special needs and vulnerable inmates requiring separation from the general population will be housed in the special risk housing unit. This housing unit will provide 12 single cells to accommodate these special management populations.

Pre-Classification Populations: Pre-classification housing provides for up to 72 hours of initial housing of newly admitted individuals. Dedicated pre-classification housing provides an opportunity for evaluation and assessment of new admissions before classification and permanent housing unit assignment. The goal is to move inmates who are not released from pre-classification to permanent housing once classified.

A total of 6 pre-classification male beds are provided, consistent with historical and future booking activity assumptions and a 72-hour assessment period for new admissions.

Because this unit is sub-divided, it will operate in a modified direct supervision mode, where the officer has a direct view of all sub-units from within an enclosed station located outside of the unit. Housing unit support spaces such as the multipurpose room, interview room, outdoor recreation area, etc. will be shared between both populations.

General Population: Male Maximum, Medium and Minimum Security:

Minimum, medium, and maximum classification male inmates are accommodated in two housing units, each accommodating 38-bed single occupancy cells, expandable to 46 occupants through double celling 20% of the cells. Housing units are envisioned as mezzanine style housing with cells organized around a common dayroom. Podular design and direct supervision management is supported by a barrier-free officer station located directly in the dayroom.

Female Housing Unit

The Female housing unit will consist of one 32- bed housing unit, expandable to 38 beds through double celling 20% of the general population cells. This unit will house the entire female population, including general population, special risk, and pre-classification categories. Female bed distribution is as follows:

- 6 Maximum security single cells, expandable to 7 beds
- 20 Medium security single cells, expandable to 24 beds
- 6 Minimum security cells, expandable to 7 beds

The unit may be sub-divided to support required classification separations, which would result in the officer being posted in the larger female sub-unit (minimum/medium classification), with a see-through glass that allows sight into the maximum/special risk sub-unit.

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Housing Unit Support

Greene County's operational preference is to minimize inmate movement inside the facility to maximize security and thereby reduce the need for escorting. The housing units are organized so that inmate movement can be held to a minimum, with most routine daily living needs being provided at the housing unit level. Most programs and services will be brought to the housing unit or to a space adjacent to the housing units. In support of a decentralized delivery model, all units will be configured to include:

- *Dayrooms* – primary living space for inmates, used for passive recreation, socializing and inmate dining.
- *Inmate computer kiosks* – kiosks are provided within the dayroom for communication with family and legal counsel in the event that video visitation is permitted by SCOC in the future.
- *Inmate phones*
- *Multi-Purpose Room*- provided for small group activities and programs
- *Interview Room*- intended for one-on-one counseling, interview and meeting space with correctional staff or service providers
- *Medical triage room*- where a nurse can attend to basic and routine medical needs, sick call screening, medication distribution and the like at the housing unit level, minimizing escorted inmate circulation to the health services area. More serious medical issues must be addressed in the health services area. This room should include a counter, sink, and dressing table.
- *Laundry* – includes a wall mounted washer and dryer for inmates to launder their clothing.
- *Outdoor recreation* – covered outdoor space where inmates may have access to fresh air.
- *Storage*
- *Janitor's Closet*

Access to all housing units is limited to residents of the unit, housing unit staff and other authorized personnel. Entry to each housing unit is via a secure vestibule with interlocked doors. The outer sallyport door is controlled by Central Control; the inner door is controlled by the housing unit officer.

Design Considerations

- Housing Units should be adjacent to the housing unit support spaces located convenient to centralized medical and the inmate programs and services components.
- The housing unit officer station should allow for good sight lines into the dayrooms, cells, and activity areas. All of the housing units will be designed to provide maximum observation by the housing unit officer. Privacy will be provided where necessary in a manner that does not inhibit observation.

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- Housing Unit cells will be outfitted with the following: wall-mounted direct/indirect light; a work surface with stool; a single bed; shelf with collapsible clothing hook; and a non-breakable mirror.
- Compliant with ACA standards, one shower is provided for every eight inmates in each housing unit. The showers should have sloped floors to help with possible flooding and a stainless steel gate for privacy. Compliant with ADA standards, handicapped accessible showers will be provided in each housing unit.
- One toilet is provided for every eight inmates in each dormitory housing unit, including a handicap accessible toilet.
- Special Management cells will be configured with food pass-through capability, as there may be some instances where some individuals must eat in their cells.
- Outdoor recreation will be adjacent to the dayrooms to minimize circulation.

Functional and Architectural Program

6. HOUSING

Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
<i>Male Special Risk/Pre-Class Unit</i>					
<i>Special Risk Housing Space: 12 beds</i>					
6.01	Special Risk Single Cells wet	11	80	880	Disciplinary, Ad Seg, P.C.: no double bunking
6.02	Special Risk/Pre-Class Single Cell ADA wet	1	100	100	
6.03	Sub-Dayroom	1	420	420	Direct supervision, includes tables, chairs, TV
6.04	Phone/Kiosk	1	50	50	1 kiosk per 12 inmates
6.05	Sub-Unit Shower Area (ADA)	1	60	60	
6.06	Janitor Closet	1	35	35	
<i>Pre-Class Housing: 6 beds</i>					
6.07	Pre-Class single cells, wet	5	80	400	
6.08	Pre-Class single cells, wet (ADA)	1	100	100	
6.09	Sub-Dayroom	1	210	210	Direct supervision, includes tables, chairs, TV
6.10	Sub-Unit Shower Area (ADA)	1	60	60	
6.11	Janitor Closet	1	35	35	
<i>Shared Housing Unit Space</i>					
6.12	Secure Vestibule	1	100	100	
6.13	Officer Station	1	50	50	
6.14	Staff Toilet (ADA)	1	50	50	
6.15	Storage Closet	1	35	35	
6.16	Clean/Dirty Linen	1	80	80	
6.17	Laundry	1	40	40	recessed into wall, wash everything but bedding
6.18	Interview Room	1	80	80	
6.19	Multi-Purpose Room	1	180	180	
Total Net Square Feet (NSF)				2,965	
x Department Grossing Factor				1.65	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				4,892	
<i>not included in DGSF</i>					
6.20	Speical Risk/Pre-Class Outdoor Recreation Space	1	500	500	

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<u>Male GP Housing Unit: 46 beds</u>				
6.21	Secure Vestibule	1	64	64
6.22	Officer Station	1	50	50 within dayroom
6.23	Single, wet Cells	29	80	2,320
6.24	Single, wet cell ADA	1	100	100
6.25	Single cells, wet, expandable	8	110	880 expandable for double bunking
6.26	Dayroom	1	1,610	1,610 Direct supervision, includes tables, chairs, TV, kiosk
6.27	Phones/Kiosk	4	50	200 1 kiosk per 12 inmates
6.28	Toilet and sink	1	50	50 within dayroom for inmates
6.29	Staff Toilet (ADA)	1	50	50
6.30	Shower Area (ADA)	1	60	60
6.31	Shower Area	3	40	120
6.32	Janitor Closet	1	35	35 slop sink with some storage
6.33	Storage Closet	1	35	35
6.34	Clean/Dirty Linen	1	80	80
6.35	Laundry	1	40	40 recessed into wall, wash everything but bedding
6.36	Interview Room	1	80	80
6.37	Multi-Purpose Room	1	180	180
6.38	Medical Triage Room	1	120	120
Total Net Square Feet (NSF)				6,074
x Department Grossing Factor				1.65
Sub-Total Departmental Gross Square Feet (DGSF)				10,022
<i>not included in DGSF</i>				
6.39	Outdoor Recreation Space	1	750	750
<u>Male GP Housing Unit: 46 beds</u>				
6.40	Secure Vestibule	1	64	64
6.41	Officer Station	1	50	50 within dayroom
6.42	Single, wet Cells	29	80	2320
6.43	Single, wet cell ADA	1	100	100
6.44	Single cells, wet, expandable	8	110	880 expandable for double bunking
6.45	Dayroom	1	1,610	1610 Direct supervision, includes tables, chairs, TV, kiosk
6.46	Phones/Kiosk	4	50	200 1 kiosk per 12 inmates
6.47	Toilet and sink	1	50	50 within dayroom for inmates
6.48	Staff Toilet (ADA)	1	50	50
6.49	Shower Area (ADA)	1	60	60
6.50	Shower Area	3	40	120
6.51	Janitor's Closet	1	35	35 slop sink with some storage
6.52	Storage Closet	1	35	35
6.53	Clean/Dirty Linen	1	80	80
6.54	Laundry	1	40	40 recessed into wall, wash everything but bedding
6.55	Interview Room	1	80	80
6.56	Multi-Purpose Room	1	180	180
6.57	Medical Triage Room	1	120	120
Total Net Square Feet (NSF)				6,074
x Department Grossing Factor				1.65
Sub-Total Departmental Gross Square Feet (DGSF)				10,022
<i>not included in DGSF</i>				
6.58	Outdoor Recreation Space	1	750	750

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<i>Female Housing Unit: 38 beds</i>					
6.59	Secure Vestibule	1	100	100	
6.60	Officer Station	1	50	50	within dayroom
<i>Maximum Security/Special Risk: 7 beds</i>					
6.61	Single, wet cells	4	80	320	
6.62	Single, wet cell ADA	1	100	100	
6.63	Single cells, wet, expandable	1	110	110	expandable for double bunking
6.64	Sub-Dayroom	1	250	250	
6.65	Sub-Unit Shower Area (ADA)	1	60	60	
6.66	Phones/Kiosk	1	50	50	1 kiosk per 12 inmates
<i>Medium Security: 24 beds</i>					
6.67	Single, wet cells	15	80	1200	
6.68	Single, wet cell ADA	1	100	100	
6.69	Single cells, wet, expandable	4	110	440	
<i>Minimum Security: 7 beds</i>					
6.70	Single, wet cells	4	80	320	
6.71	Single, wet cell ADA	1	100	100	
6.72	Single cells, wet, expandable	1	110	110	expandable for double bunking
6.73	Dayroom	1	1,085	1085	Direct supervision, includes tables, chairs, TV, kiosk
6.74	Phones/Kiosk	2	50	100	1 kiosk per 12 inmates
6.75	Toilet and sink	1	50	50	within dayroom for inmates
6.76	Staff Toilet (ADA)	1	50	50	
6.77	Shower Area (ADA)	1	60	60	
6.78	Shower Area	1	40	40	
6.79	Medical Triage Room	1	120	120	cabinet, counter top, sink, table, workstation, sick call screening, dressing/changings, medication distribution, some injections, storage for some meds
6.80	Multi-purpose Room	1	180	180	
6.81	Interview Room	1	80	80	
6.82	Janitor's Closet	1	35	35	slop sink with some storage
6.83	Storage Closet	1	35	35	
6.84	Clean/Dirty Linen	1	80	80	
6.85	Laundry	1	40	40	recessed into wall, wash everything but bedding
Total Net Square Feet (NSF)				5,265	
x Department Grossing Factor				1.65	
Sub-Total Departmental Gross Square Feet (DGSF)				8,687	
<i>not included in DGSF</i>					
6.86	Outdoor Recreation Space	1	750	750	
Total Departmental Gross Square Feet (DGSF)				33,624	

Functional and Architectural Program

7. Inmate Programs and Services

Functional Description

The mission of the Inmate Programs and Services component is to provide inmates with guidance and opportunities to participate in a variety of programs and services that encourage self-improvement, release readiness, group interaction and educational skills development. Constructive use of leisure time can improve safety and security by reducing inmate idleness and encouraging positive behavioral change and self-improvement. Accordingly, the new jail will be designed to support delivery of a variety of inmate programs, services and meaningful interventions that benefit inmates while in custody and upon release. All inmates in the facility will be able to participate in all programs, which are comparable for each gender. These may include:

- Education programs
- A.A. and N.A. classes
- Religious services, bible studies, pastoral/spiritual counseling
- Counseling services
- Re-entry/release readiness programs
- Law Library and legal aid
- Recreational Library
- Outdoor recreation
- Leisure time activities
- Commissary
- Visitation
- Hair Care

In order to minimize the frequency of inmate movement throughout the facility, many inmate programming opportunities may be accommodated in the multi-purpose rooms located at the housing unit level. However, some programs may include inmates from more than one housing unit, or may require specialized space. Therefore, a centralized multi-purpose room is also planned to accommodate GED, religious services, and other group programs.

Health Services will be provided in the centralized Health Services area, with the exception of some medication distribution and basic triage, such as minor injuries, sick call screening, and the like, which will occur in triage rooms located at the housing unit level.

Inmates will be issued electronic tablets that are pre-loaded tablets with reading and law library materials, and program curricula/support materials to supplement face-to-face programming.

Commissary will be ordered through the institutional tablet and delivered bagged to the housing unit.

Functional and Architectural Program

Design Considerations

- Multipurpose and interview rooms furnishings (chairs and table) should be lightweight and movable to accommodate a variety of activities.
- The Centralized multipurpose room will have an intercom system, good acoustics and will be easy to supervise and monitor. It will be large enough to accommodate a maximum of 20 inmates and will support multiple program uses.

7. INMATE PROGRAMS AND SERVICES

Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
7.01	Multi-Purpose Room	1	300	300	capacity for 20 inmates
7.02	Inmate Toilet (ADA)	1	50	50	
7.03	Commissary Office/phone system	1	150	150	private office, 1 workstation, storage closet
7.04	Janitor's Closet	1	35	35	
	Sub-Total Net Square Feet (NSF)			535	
	x Department Grossing Factor			1.10	
	Total Departmental Gross Square Feet (DGSF)			589	

Functional and Architectural Program

8. Health Services

General Description

The Health Services Unit is responsible for providing services to inmates with medical and mental health needs. Services include basic medical exams, sick call, minor medical procedures, dental exams, mental health consultations, and medication dispensing. Preliminary medical screening and very minor routine medical activities, including general direct medication dispensing, is planned to occur in the medical triage rooms located at the housing unit level. Inmates requiring additional medical attention are scheduled by nursing to be seen by the physician in the Health Services area or transferred to an appropriate medical bed in the Health Services Unit. For medical matters more serious than can be accommodated in the jail, inmates are transported off-site to a hospital or more appropriate medical facility.

Nursing staff supplemented by a contracted physician will provide health services for most of the facility's medical needs. An on-call psychiatrist will be available for examination and consultation. Clients may request mental health services at any time by filling out a request form or letting any staff member know.

The following health services and functions will be available at the facility:

- initial screening and assessment
- first aid
- provision for emergency medical care
- health care assessment/physical examinations
- sick call
- medication management and distribution
- medical testing (blood and urinalysis)
- minor treatment and medical referrals
- storage of bio-hazardous waste
- dental health care
- mental health services, including evaluation for the appropriateness of psychotropic medications
- medical storage and records keeping

Centralized Health Services

Inmate access to the centralized medical area will be by appointment or emergency. Inmates requesting medical attention will be seen by a nursing staff on the housing units, in the medical triage room. This room will also be used for medication distribution. If additional medical attention is required, the nurse will schedule the inmate to be seen by a physician in the Centralized Clinic Services, where inmates will be brought on a scheduled basis.

Functional and Architectural Program

Personnel Space:

The Health Care Personnel area will provide private offices and support spaces for the nurses and doctor that support the overall management of the healthcare program. This area will also include spaces for medical records and storage. The medical supply storage room must be secure, as it contains medical supplies such as wheelchairs, crutches, canes, and a cabinet for OTC drugs such as topical treatments, needle storage, narcotics, and refrigerated medications. The records/supply storage room must also be secure as it contains file cabinets with inmate health records, a fax/copy machine, workspace counter, and paper storage capability.

Exam/Treatment:

The Exam/Treatment area will provide spaces for the assessment and treatment of inmates with medical and mental health needs. Exam rooms should be equipped and able to accommodate an exam table, counter/wall cabinets, a sink and a desk. A Dental Room will also be provided within this area for emergency (not preventive or routine) dental care that will include a dental chair and sterilization/lab area. A Dentist will be contacted on a per-need basis, as the Greene County jail aims to minimize transporting inmates out of the facility as little as possible.

Inmates are escorted to the Health Services area by officers, and all access in and out of the clinic is controlled. A designated officer post is not envisioned for this area. Rather, the escort officer supervising inmates in this area must have clear sightlines of all inmate-accessible areas with sensitivity towards the need for patient confidentiality and dignity. Inmates will wait in a waiting area (with a capacity of 10 seats) and will be seen in an examination area when called. A nurses' station is provided to oversee inmate waiting.

A lab testing area will accommodate nurses and doctors to have space for urine tests, blood tests, pregnancy tests, and blood sugar tests.

Staff and Inmate Toilets will also be provided within this area.

Medical/Mental Health Beds:

Four Medical/Mental Health beds will be provided: two patient single cells (sized for hospital beds), one constant supervision cell, and one detox cell. These beds are provided for inmates whose medical/mental health condition requires separation from the general population, including but not limited to daily monitoring, inmates recently discharged from the hospital, suicidal inmates and inmates r medication therapy. An officer station is provided, which will be manned as needed. Inmates in this area will be reviewed daily to determine their continued need for treatment and supervision. Based on medical staff's judgment, cases requiring acute or hospital level of care for further diagnosis, as well as cases requiring long term isolation, would be transported to a local hospital with a security escort.

The medical beds should have exterior windows, if possible, with hot and cold water in each room and in convenient access to the patients' shower room.

Functional and Architectural Program

Design Considerations

- The Centralized Health Services area should be adjacent to or in close proximity to the Intake, Transports and Release area and the Pre-classification Housing Unit.
- The Health Services area should be designed to take into account environmental factors such as lighting, temperature control, acoustics, and cleanliness. The entire area should be ADA compliant for accessibility.
- The nurse's station should be located for direct supervision of inmate waiting and exam areas. The station will be a built in counter available to accommodate two (2) workstations.
- Exam rooms should be observable from the open officer post, but also designed with sensitivity for patient confidentiality and dignity.
- Medical bed rooms are sized for hospital beds.
- Though barrier-free design is required throughout the facility per building codes, handicap accessible design is particularly important in the medical services area.

GREENE COUNTY, NY
JAIL NEEDS ASSESSMENT

Functional and Architectural Program

Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
<u>Centralized Health Services</u>					
8.01	Waiting Room	1	150	150	adjacent to booking and intake capacity of 10 inmates, in proximity of nurse's station
8.02	Doctor's Office	1	100	100	Located in clinic, private office with no inmate access
8.03	Nurse's Office	1	100	100	private office shared across shifts
8.04	Nurse's Workstation	2	60	120	
8.05	Exam Rooms	2	120	240	contains table, cabinetry, counter, sink, surface area for work
<u>Support Space</u>					
8.06	Records/Supply storage room	1	80	80	must be secure: 6 file cabinets, fax/copy machine, workspace counter, paper storage
8.07	Medical Supply storage Room	1	80	80	must be secure: wheelchair, crutches, canes; separate cabinet for OTC drugs, topical treatments, etc; needle storage; narcotics, locked cabinets, refrigerations
8.08	Lab Testing	1	60	60	Urine tests, blood tests, pregnancy, blood sugar tests
8.09	Dental Room	1	140	140	contains dentist chair, work counter, cabinets
8.10	Staff Restroom	1	50	50	
8.11	Inmate Restroom	1	50	50	
8.12	Janitor's Closet	1	35	35	
Sub-Total Net Square Feet (NSF)				1,205	
x Department Grossing Factor				1.40	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				1687	
<u>Medical/MH Housing Beds</u>					
8.13	Patient Single Cells, wet	2	100	200	sized for hospital bed
8.14	Constant Supervision cell	1	70	70	
8.15	Detox Cell, wet	1	80	80	
8.16	Dayroom	1	140	140	tables, chairs, TV
8.17	Officer Station	1	50	50	within dayroom, has control of inner door and all cell doors
8.18	Shower Area (ADA)	1	80	80	for inmates
8.19	Interview Room	1	100	100	
Total Net Square Feet (NSF)				720	
x Department Grossing Factor				1.50	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				1,080	
Total Departmental Gross Square Feet (DGSF)				2,767	
<i>not included in DGSF</i>					
8.20	Outdoor Recreation Space	1	500	500	separate outdoor rec space

Functional and Architectural Program

9. Food Services

General Description

Food Services is responsible for serving three nutritionally adequate, well prepared and balanced meals to the inmates on a daily basis and to provide meal services for staff who are not allowed to leave the building during their shift.

The Food Service component will be operated by licensed food services employees of the County. Daily meals will be prepared and served by inmate workers under the supervision of food services staff in a manner that meets safety codes and established governmental health regulations. With the exception of those inmates classified as workers, this area is off limits to inmates and generally restricted to Food Services personnel.

Receiving, Storage, Food Production and Sanitation

Fresh food is delivered to the facility on a regular basis, but there must be enough food storage space in the kitchen for two weeks of food in case of emergencies, such as bad weather, when food deliveries are not possible. Cold and frozen food should be accommodated in climate controlled refrigerator and freezer rooms accessible from the kitchen. The Food Services area will be connected to a Receiving/Loading Dock shared with the jail Maintenance component of the correctional facility. The Receiving/Loading Dock will be accessed via a dedicated vehicular sallyport yard under the observation of and controlled by Central Control. The exterior dedicated loading dock door for food reception will be locally controlled by Food Service staff and CCTV monitored with override by Central Control.

The Food Service area should also have access to a Trash and Recycling pick-up room, also accessible from the Loading Dock, which will be used for building-wide sorting of recyclables and waste containers. The majority of the trash is disposed immediately in the Trash Compactor after collection.

The Food Services component is comprised of a cook-serve kitchen accommodating all phases of food preparation.

Included within this functional component are a large food preparation area with cooktops, ovens, boilers, fryers, tray assembly line, counter space, dishwashing area, freezer, refrigeration and dry storage, and other support spaces. A cleaning supply storage will be provided for the storage of cleaning supplies, dishwashing products and mops.

The use of sharp utensils by inmates in the Food Service operation requires close monitoring and strict supervision by staff. Use of all sharp utensils is restricted to the main kitchen area. Before returning to their Housing Unit, inmate workers will be searched for contraband and possession of sharps and kitchen utensils. The delivery of food at the proper temperature and in a timely fashion is critical to the successful operation of a correctional facility. Meals will be prepared, placed in thermal trays, and delivered to the housing units for each of 3 daily meals using wheeled push carts. With the exception of inside workers, access to the food services area

Functional and Architectural Program

is off limits to inmates and generally restricted to food services and detention supervisory personnel.

A private Office will be provided within this area that contains two workstations and provides visibility into the kitchen area. Staff and inmate restrooms are provided adjacent to the food services area. A small open break area with a table, coffee station, and seating for up to six inmate workers is provided in the food services area.

A staff break area is also provided for staff breaks, adjacent to the food services area.

Design Considerations

- The Receiving and Loading area should be located outside of the secure perimeter, with a secure vestibule leading from the receiving area to the food service area. The Receiving/Loading dock will be a covered and gated dock. One dock bay with a dock leveler will be required to accommodate a single tractor trailer.
- The Food Service component will be located within the secure perimeter, adjacent to or near the Receiving/Loading Dock for the convenience of receiving large delivery trucks. It should be also located adjacent to the trash/recycle area and for convenient access to the Housing Units for efficient movement to and from for meals delivery, as part of the overall daily schedule.
- The Food Services area will be designed as to include separate long-term and short-term food storage and food cart storage, staging and washing spaces. There will be sanitary, temperature-controlled areas for dry, refrigerated and frozen food storage.
- Good sightlines and lighting is required for all work areas within the food preparation and assembly area. The whole area shall have appropriate ventilation, floor drains, appropriate non-skid flooring, and fire detection and suppression conforming to local building codes.
- Doors to and from kitchen, trash room and storage areas should be of appropriate width to accommodate carts and movement of materials.
- The Staff Break room shall have durable and easy to maintain furnishings and flooring. It should provide a comfortable atmosphere with natural light.

Functional and Architectural Program

9. FOOD SERVICES

Space #	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
9.01	Preparation Area	1	800	800	shares loading dock with maintenance Ovens, steamers, prep tables, mixing/slicing, grill area, coffee station
9.02	Wash/Dry Area	1	300	300	sinks, dishwashers
9.03	Private office	1	120	120	2 workstations with open view to kitchen area
9.04	Walk-in fridge	1	200	200	storage for up to 2 weeks at a time
9.05	Walk-In freezer	1	200	200	Storage up to 2 weeks at a time
9.06	Dry Storage	1	200	200	dry good storage for up to 2 weeks at a time
9.07	General storage	1	300	300	
9.08	Cart Storage	1	100	100	
9.09	Trash/Recycling Room	1	100	100	
9.10	Trash Compactor	1	100	100	
9.11	Kitchen Worker Break Room	1	150	150	6 users: open area with seating, table, coffee station
9.12	Staff Restroom	1	50	50	
9.13	Inmate Restroom	1	50	50	
9.14	Janitor's Closet	1	35	35	
Total Net Square Feet (NSF)				2,705	
x Department Grossing Factor				1.20	
Total Departmental Gross Square Feet (DGSF)				3,246	

Functional and Architectural Program

10. Warehouse and Maintenance

Functional Description

Warehouse

The Warehouse is a stand-alone facility located outside of the secure perimeter. It does not require secure construction; a butler style facility is acceptable. However, the warehouse should be located adjacent to the jail facility loading dock. The warehouse includes storage capacity for excess office equipment, maintenance and IT storage equipment, and surplus inmate/staff uniforms and mattresses.

Facility Maintenance

Maintenance staff plays an active role in the upkeep of the jail, making frequent inspections of their assigned areas and correcting those items that are within their capability such as replacing light bulbs, fuses, plumbing adjustments, missing screws, etc. Inmates will be responsible for cleaning their living units. Supplies will be secured and stored in janitor closets located within or in proximity to the living areas. Although janitorial closets are provided in the facility program and distributed throughout the jail, they are not considered part of the maintenance component.

A maintenance shop will be provided to support routine facility maintenance and small repairs. This will be located inside the Warehouse building which allows for work space and simultaneous security of the warehouse (warehouse manager). A workstation is included in the space.

The maintenance shop will be an open workspace subdivided by to support the various maintenance functions (electrical, carpentry, etc). Tool carts and individual shop equipment will be maintained within this area. Contained within this space will be a lockable caged tool space for the control and inventory of shop tools.

A service entrance and loading dock (shared with food services) provide delivery access and serves as a point of exit for trash and recycling from the secure facility. Access to and from the loading dock area must be strictly controlled from central control with particular sensitivity to ensure that vehicles and items moving in and out of the service entrance area are all authorized, contraband does not enter through the service entrance, and no inmates or contraband items are exiting through the service entrance. The loading dock must be restricted to authorized vehicles only, and all deliveries must be verified and screened before entering the facility. Delivery personnel are not permitted into the secure perimeter.

In addition to maintenance support, an I.T. work room will be provided in the jail. This room will be outside of the secure perimeter near staff support functions, and will contain a work bench and work table for IT equipment repair. The work room will have locked cabinets for extra equipment storage.

Functional and Architectural Program

Design Considerations

- The loading dock includes a lift gate and adequate staging area for efficient deliveries.
- The loading dock and sallyport must be large enough to accommodate a tractor trailer.
- Rooms housing building systems and equipment must be inaccessible to inmates and strictly monitored. Rooms requiring access by outside contractors and vendors should be accessible without the need to enter the facility's secure perimeter where possible.
- All tool storage must be secure.
- All shops must be properly ventilated.
- Warehouse should have high ceilings to accommodate efficient stacking of stored items.

10. MAINTENANCE AND SUPPORT

Space Number	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
<u>Support</u>					
10.01	Sallyport/Loading Dock	1	500	500	large enough for tractor trailer, shared with food services
Total Net Square Feet (NSF)				500	
x Department Grossing Factor				1.3	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				650	
<u>Energy Plant/Building Support</u>					
10.02	Intermediate I.T. Closet	2	80	160	
10.03	Telephone Switch Room	1	80	80	
10.04	Central Mechanical Room	1	2,000	2000	
10.05	Main Electrical Room	1	500	500	
10.06	Main Emergency Electrical Room	1	200	200	
Total Net Square Feet (NSF)				2,940	
x Department Grossing Factor				1.10	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				3,234	
Total Departmental Gross Square Feet (DGSF)				3,884	

Functional and Architectural Program

11. WAREHOUSE BUILDING

Space Number	Space Designation	# of Spaces	NSF Space	Total NSF	Comments
11.01	Warehouse Building	1	1000	1000	Separate, stand-alone building but close to jail: holds extra office equipment, maintenance and IT storage, kitchen storage, inmate/staff uniforms, surplus of mattresses
12.02	Maintenance workstation	1	180	180	Located inside warehouse
Total Net Square Feet (NSF)				1180	
x Department Grossing Factor				1.1	
<i>Sub-Total Departmental Gross Square Feet (DGSF)</i>				1298	
Total DGSF				1298	
1.1 Building Grossing Factor				1.1	
Total BGSF				1,428	