

NEEDS ASSESSMENT STUDY / ADULT CORRECTIONAL CENTER EXPANSION PROJECT

For the Adult Corrections Facility
Washtenaw County, Michigan

DRAFT

December 2, 2003

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SECTION ONE

Introduction

Preface

The following report was prepared to summarize the planning process, findings and recommendations of this **Needs Assessment / Adult Correctional Facility Expansion Project**. This planning effort is part of an overall coordinated effort of analyses and studies designed to address the issue of overcrowding at the Adult Correctional Facility and associated challenges facing the justice system in Washtenaw County.

The overall process has been designed to provide an overall step-by-step analysis of the local criminal justice system and how the various agencies within the system affect the needs of other agencies and the Adult Correctional Facility. Each step of the process has provided another building block to provide additional information, provide an appropriate range of options, and narrow and refine the focus of the planning effort and eventual planning for facilities.

This (DRAFT) Final Report is the culmination of this planning process and reflects discussions, decisions, and policy choices made at each step of the process. The report is not meant to stand alone, but instead is the first chapter of the next phase of development of facilities designed to address the strategic, short- and long-range challenges facing the county and the justice system agencies and departments.

This is the (DRAFT) Final Report for the Needs Assessment and Adult Corrections Center Expansion Project. It is organized into six major sections:

- Section 1 -- Introduction
 - Section 2 -- Existing Facilities Evaluation
 - Section 3 -- Basis for Program Development
 - Section 4 -- Summary of Facility Requirements
 - Section 5 -- Proposed Functional Organization
 - Section 6 -- Special Architectural Considerations
 - Section 7 -- Detailed Program Requirements
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- Appendix A -- Demographics and Projections
 - Appendix B -- Preliminary Staffing Assumptions
 - Appendix C -- Other

Acknowledgments

A project of this scope and magnitude requires the coordinated and cooperative efforts of a large team of officials, staff, professionals and specialists. The Healy, Snyder, Bender & Associates, Inc. Planning Team wish to recognize the contributions and thank the following groups and individuals:

- Jail Overcrowding Task Force
- Space and Facilities Subcommittee (of the Jail Overcrowding Task Force)
- Washtenaw County Board of Commissioners
- Washtenaw County Administrator's Office and staff members
- Washtenaw County Sheriffs Office and staff members
- Washtenaw County Facilities Department
- Washtenaw County Trial Court Judges, administrators and staff members
- Washtenaw County Prosecutor's Office
- Washtenaw County Public Defender's Office
- Washtenaw County

The HSB Planning Team is grateful for the leadership and support of project Executive Committee members, including:

Mr. Robert Guenzel, County Administrator
Mr. Frank Cambria, Deputy County Administrator
Commander Kirk Filsinger, Washtenaw County Sheriff's Office
Scott Patton, Business Analyst
Amy Klinke, Administrative Analyst

The interviews, research, and development of design concepts for the project were completed between mid-September and mid-November, 2003. The timing of the study overlapped an independent study of the Washtenaw County Justice System, conducted under a technical assistance grant by the National Institute of Corrections (NIC). The HSB Team wishes to recognize the input and assistance in reviewing initial system trends and demographic information provided by the NIC team of Robert Gibson and Robert Aguirre. In particular, the HSB Team appreciated the insights of the NIC Team regarding the need for and recommended composition of a future Justice Coordinating Council in Washtenaw County.

This Needs Assessment and Adult Corrections Center Expansion Project was prepared by the Healy, Snyder, Bender & Associates, Inc. (HSB) Planning Team, with the assistance of the following specialty consultants:

Hayes, Seay, Mattern & Mattern, Inc. (HSMM), Mechanical / Electrical System Evaluations of Existing Facility
Latta Technical Services (LTS), Security System Evaluations and Preliminary Budget Information
Voorhis / Robertson Justice Systems, Inc., Detention Facility Operational / Organizational Consultant Team.

Project Approach

This planning project was conducted between September and November, 2003. The process included a series of inter-related steps and activities designed to review existing facilities and operations, develop and gain consensus regarding a likely range of future projections of inmates and justice system activities associated with the Adult Correctional Facility, and to uncover and develop a range of construction options to address the needs of the County. Specific activities and tasks included:

Kick-off meetings
Review of applicable codes, standards and planning criteria
Review of existing/previous reports
Architectural /Engineering Review of the Existing Facility
Codes, Standards and Legal Requirements
Physical Condition Assessment
Functional Evaluation
Demographic Analysis / Projections
Review and Update of Harley Ellington Study
Integration with National Institute of Corrections Study
Independent Modeling of Policy-Free Projections for Anticipated Future Admissions / Average Daily Population
Operational Meetings / Component-Level Interviews, outlining current policies, procedures, functions, programs, operations, standards and preferred operations.
Development of Site and Facility Options
New Construction vs. Renovation / Addition
Evaluation Criteria and Construction

Adult Corrections Facility Requirements, with consideration of Sheriffs Office, Courts, and Related Agency Spaces
Construction/Project Cost and Staffing Estimates for Various Options
Final Report and Presentation

Next Steps

Based on direction received from the County, HSB will prepare a Facility Master Plan report that will be concise, illustrated with graphics, tables, charts and other information that will assist in review of options and recommendations. The report will include blocking plans illustrating proposed functional deployment of the jail components and areas, related court and agency areas, and Sheriff's Department office and support areas. Based on direction received from the County, we will revise the implementation plan showing recommended project phasing and projects by calendar or fiscal year for recommended improvements.

HSB will make several public presentations to the Jail Space Committee, Jail Overcrowding Task Force, User's Committee, and/or the Board of County Commissioners within the scope of this proposal. We will remain available for additional review meetings on an hourly basis (additional service to this proposal), including being available for presentations or coordination with selected consultants engaged to implement recommendations provided in this Master Plan study.

SECTION TWO

Executive Summary

Introduction

Washtenaw County again is experiencing a shortage of available beds for adult male and female detention housing.

A Jail Overcrowding Task Force was created in 2003 to address the challenged posed by the continued overcrowding of the existing Adult Corrections Facility. A Space Planning Subcommittee of the Task Forces was established in June, 2003, to coordinate the planning of facility responses with operational improvements and other proposed remedies. In support of the Space Planning Subcommittee, this Needs Assessment and Adult Correctional Facility Expansion Project was undertaken to prepare a master plan for expanded or expanded facilities for the existing 332-bed Washtenaw County Adult Detention Center located in Ann Arbor, Michigan. The study included:

- An assessment of the existing physical plant, staffing and programs

- Review of historical / current facility utilization

- Review of historical demographics and development of projected requirements for male/female detention housing;

- Development of required spaces for facilities, staffing, and programs; and

- Development of site and facility concepts, including evaluation of the initial and long-term impact of new construction and renovation / addition options for the existing facility.

The HSB Planning Team has provided a series of planning and technical studies over the 10-week project period between mid-September and the end of November, 2003. Assessment and conceptual design work was conducted by an integrated team of planners, architects, engineers, and financial / cost specialists representing both local and national experience in their respective fields. The process included a series of interrelated steps and activities designed to review existing facilities and operations, develop and gain consensus regarding a likely range of future projections of inmates and justice system activities associated with the Adult Correctional Facility. Services were performed in conjunction and cooperation with the concurrent work performed by the independent team from the National Institute of Corrections, whose assistance is recognized with appreciation by the HSB Team, and whose findings are consistent with and incorporated into the findings of this study.

Summary of Facility Assessment

Summary of Demographics / Projections Report

Summary of Master Plan Concepts Studies

Summary of Recommended Option and Financial Model

Summary of Implementation Phases and Next Steps

SECTION THREE

Existing Facilities Evaluation

Physical Facilities Audit

The purpose of the physical facilities audit is to describe the building systems; assess their condition, capacity, and life expectancy; and, describe and cost items that need repair / replacement to bring the facility up to today's standards. A team consisting of licensed professionals representing architecture, mechanical engineering, electrical engineering and electronic security disciplines conducted a physical facilities audit of the Washtenaw County Adult Correctional Center, 2201 Hogback Road, Ann Arbor, Michigan. The team was on-site Tuesday, September 30, 2003 and Wednesday, October 1, 2003 touring the facility and conducting interviews with Lieutenant Gary Greenfield, Washtenaw County Sheriff's Office, Mr. Glen Williams and Mr. Gene Sutton, Washtenaw County Facilities.

Summary

Overall the building was built to last: masonry exterior and interior walls, concrete columns and roof structure, redundant central plant systems, security hollow metal doors and frames, and minimal finishes. Maintenance has been outstanding extending the life of mechanical systems. To continue to use the building in the next 30-years, key systems will require upgrading, replacing or installing for the first time at a cost of \$20,640,000.

Current building code requires installation of a fire protection (sprinkler) system throughout the building.

Current building code requires a second means of egress from the housing pods directly to the exterior to another smoke area.

Current building code requires that 5% of the housing be accessible by classification. The facility does not meet these requirements.

The existing security system is obsolete and not operationally functional requiring a complete replacement.

Central plant mechanical systems are in good condition for their age; however they are at the end of their life expectancy and require replacement.

Air handling units do not function adequately and are at the end of their life expectancy requiring replacement.

Secure and non-secure exterior windows are in poor condition and require replacement.

The kitchen and laundry equipment are both at the end of their life operating beyond their capacity and require replacement.

Facility Background

The existing Adult Correctional Facility was designed by the architectural/engineering firm of HOK, and opened in 1978 with a capacity of 215 inmates. The 132,540 square foot building is designed in the podular remote observation style. A total of six housing units consisting of two 16 cell-pods connected to a combined dayroom space, observed from a security post, was designed around inmate services. Inmate services include Booking, Medical, Classrooms, Gymnasium, and Visitation. Additionally, the secure portion of the facility has a kitchen, dry storage, bulk storage, loading dock, laundry, and a central mechanical room. The current rated capacity of the Adult Corrections Facility is 332.

The building also houses Sheriff's Office law enforcement and administrative functions, including the Administrative Service and Police Services Divisions and a three-bay vehicle maintenance garage. The site has a secure, covered parking area for the Sheriff's Office vehicles and a car wash.

Since opening, the building has undergone several additions and remodeling over the past 25 years. Additions to the facility included enclosing the north courtyard (current I Block) in 1982, and enclosing the east and south courtyard (current J and G2 Block) in 1998.

Additionally, the building has also added a lower level addition on the southeast side of the building, outside of the security perimeter, for a 9-1-1 communications center in 1985.

A two-story 6,000 square foot addition in the 1980s to the southwest side of the building houses the Huron Valley Ambulance (HVA). Although the HVA addition is attached to the building physically, it functions and operates independently from the Sheriff's Office operations. The HVA building has previously been evaluated and was not evaluated as part of this project.

2000 Michigan Building Code

The building construction and design is regulated by the 2000 Michigan Building Code. Importantly, the 2000 Michigan Building Codes reference (1101.2 Design) notes that buildings and facilities shall be designed and constructed to be accessible in accordance with this code and the ICC/ANSI A117.1, and the Americans with Disabilities Act (ADA). In addition, American Correctional Association Standards for Local Detention Facilities (4th Edition) state, "The institution conforms with applicable federal, state, and/or local building codes. (Renovation, Addition, New Construction Only). (4.-4123 Building Codes)". ACA standards also require that, "(MANDATORY) The institution conforms with applicable federal, state, and/or local fire safety codes. Compliance is documented by the authority having jurisdiction. A fire alarm and automatic detection system are required, as approved by the authority having jurisdiction, or there is a plan for addressing these or other deficiencies within a reasonable time period. The authority approves any variances, exceptions, or equivalencies that do not constitute a serious life safety threat to the occupants or the facility. (4-4124 Fire Codes)."

Base Information

The building Use Group is identified as Institutional Group I, Group I-3, with a Classification Condition 5. The building construction is Type I-B noncombustible materials (602.1). With a Group I-3 and construction Type I-B allows an unlimited area and 4 stories in height (Table 503). This type of construction requires fire ratings (Table 601) for the following building elements as follows: Structural frame including columns and beams: 2 hours; bearing walls: 2 hours, floor construction: 2 hours, and roof construction including supporting beams and joists: 1 hour.

Use Group I-3 requires an automatic sprinkler system throughout the building (903.2.5). The building does not have an automatic sprinkler system throughout the building.

Use Group I-3 has special detailed requirements in Section 408. Items that are not in compliance with Section 408 include:

408.3.1 Door width. Existing resident sleeping doors are 22-1/2-inches wide versus the 28-inches required.

408.3.4 Exit discharge. The fence does not allow a minimum of 50-feet away from the building, therefore not allowing the required 15 square feet per person space requirement.

408.7.2 Occupancy Condition 5 requires that each sleeping area and/or common areas are separated from an exit access corridor by a smoke-tight partition. (Doors from housing pods are sliders, are not smoke tight)

408.7.3 Opening in room face shall not exceed 120 square inches and in Condition 5 openings shall be closable from the room side (all doors have a food pass that is closable from outside the room)

Egress requirements are contained in Chapter 10. Items that are not in compliance include the following:

1004.2.1 Requires 2 or more exits from a space with a maximum occupant load greater than 10 (housing units).

1004.3.2.3 Requires that dead end corridors cannot be longer than 20-feet in length (corridors to housing Blocks A, B, C, D, E, F).

1007.1 Requires that boiler and furnace rooms over 500 square feet require a second means of egress.

Americans with Disabilities Act (ADA). The MDOC includes some additional requirements to the ACA.

Items that are not in compliance include:

1107.5.5 Not less than 5%, but not less than 1, of the dwelling unit and sleeping units shall be accessible (housing Blocks A, B, C, D, E, F, G are not accessible)

1109.2 Requires that toilet rooms and bathing facilities be accessible in a ratio of at least one per each cluster or 5% of the required fixtures. (Not accessible in Housing Blocks A, B, C, D, E, F, G and intake shower)

1109.5 At least 50% of drinking fountains on a floor or a minimum of 1 shall be accessible. (Housing units A, B, C, D, E, F, G)

Non-contact visiting area is not accessible on the public side and is not accessible from the inmate side.

Areas of rescue assistance are required at the second required exits from housing in the I Block, G2 Clock and J Block due to stairs as part of the means of egress.

Michigan Department of Corrections

MDOC standards (Construction Handbook for Jails and Lockups, Michigan Department of Corrections County Jail Services Unit, issued August 13, 1998 (MDOC)) were developed to provide consistent information to the counties for constructing or renovating their facilities. The County is not required to use any of the information listed within. Of the 37 MDOC standards, 28 were in compliance, 8 were not in compliance and 1 was not applicable. Items that were not in compliance include:

Space Allocation

The facility does not have a control center that controls all security systems. Item (G) Control Center.

The laundry equipment is not sized for to meet the facility needs. Item (M) Laundry.

Dayrooms in Pods A, B, C, D, E, F do not provide sufficient seating and writing surfaces. Item (N) Day rooms.

There are not enough multipurpose rooms that are not less than 600 SF for each 100 inmates in the facility; population requires five rooms, only have three. Item (O) Multipurpose room.

Administrative and clerical space is not located outside of the security perimeter (corrections services, Sergeant Offices. Item (R) Administrative and clerical space.

Other Design Objectives

The facility does not have a built-in two way audio electronic monitoring system. Item (A) Security Systems.

The facility does not have emergency electrical power equipment that maintains essential services, security and safety. Item (D) Emergency electrical power equipment.

The heating and ventilation systems in the holding and booking area are not designed to provide temperatures within the normal comfort zone. Item (E) Heating and ventilation systems.

ACA Standards

ACA Standards (Standards for Adult Correctional Institutions, 4th Edition, American Correctional Association, dated July 1, 2003 (ACA)) were developed to provide a national accreditation program for all components of adult and juvenile corrections. Their purpose to promote improvement in the management of correctional agencies through the administration of a voluntary accreditation program and ongoing development and revision of relevant, useful standards. Of the 76 ACA standards for Physical Plant, XX were in compliance, 34 were not in compliance and XX was not applicable. Items that were not in compliance with Chapter 2 Physical Plant include:

Section A: Building and Safety Codes

4-4123 Building Codes. The exiting does not comply with the 2000 Michigan Building Code.

Section B: Size, Organization, and Location

4-4125 Staff Inmate Interaction.

4-4126 Facility Size

4-4129 Rated Capacity

Section C: Inmate Housing

4-4131 Single cells do not have a minimum of 35 square feet unencumbered space. Confinement in the cell is for more than 10 hours, requiring 80 total square feet of space. Supervision is not consistent with standard 4-4177.

4-4132 multiple occupancy cells do not have a minimum of 25 square feet of unencumbered space per inmate. Confinement in the cell is for more than 10 hours, requiring 80 total square feet of space. Supervision does not have direct supervision.

- 4-4133 Single-occupancy rooms are not available for special needs inmates (medical, mental illness, sexual predators, victimized)
- 4-4136 Dayroom Furnishings. There is not enough seating and writing surfaces for the capacity of the dayroom.
- 4-4137 Toilets are required at a minimum ratio of 1:8, not in compliance in the former Gymnasium
- 4-4138 Washbasins are required at a minimum ratio of 1:12; not in compliance in the gymnasium.
- 4-4139 Showers are required at a minimum ratio of 1:8; not in compliance in the former gymnasium.
- 4-4140 Segregation housing do not permit assigned inmates to converse with and be observed by staff members (Maximum Housing).
- 4-4141 Segregation housing does not provide for a minimum of 80 square feet of total area (Maximum Housing west cells)
- 4-4142 Housing for the Disabled can only be accomplished in the J Block and G2 Block. These are both dormitory style and do not allow the inmates to be housing in a manner that provides for their safety and security according to classification.

Section D: Environmental Conditions

- 4-4145 Lighting in inmate rooms/cells is not at 20 foot-candles
- 4-4147 All inmate rooms/cells do not have access to natural light (Gymnasium)
- 4-4149 Each dayroom does not have a minimum of 12 square feet of transparent glazing with a view to the outside.
- 4-4150 Noise levels in inmate housing units can exceed 70 dBA in the daytime.
- 4-4152 Indoor air circulation??
- 4-4152 Temperatures in indoor living and work areas are not appropriate to the summer and winter comfort zones (Booking, Holding, Maximum, I Block)

Section E: Program and Service Areas

- 4-4154 Indoor recreation spaces must be fully functional when the outdoor areas are not feasible for use (Gymnasium)
- 4-4155 Segregation units do not have both outdoor and covered/ enclosed exercise areas.
- 4-4156 Sufficient space for contact visitation is available, however, the space is not adequately designed to permit screening of inmate and visitors, and there is no proper storage for visitors' coats, handbags, and other personal items not allowed into the visiting area.
- 4-4158 Dining spaces are not large enough to allow meals to be served (not enough seating an tables)
- 4-4159 The food preparation space is inadequately sized for the population.
- 4-4164 Space is provided for storing of the inmates personal property, however, that are not secure.

Section F: Administrative and Staff Areas

- 4-4167 Adequate space is not provided for administrative, security, professional and clerical staff.
- 4-4168 Staff do not have adequate spaces that an area or room and/or employee lounge that offers privacy from inmates; space for shift-change briefings

Section G: Security

- 4-4170 The control center does not provide monitoring and coordinating of all internal and external security systems, communications systems, safety alarms, detection systems, and other mechanical and electrical system. Access to a washbasin and toilet is not provided.

Chapter 3 Institutional Operations

- 4-4176 The facility does not have a communication system between the control center and inmate living areas.
- 4-4177 The correctional officer posts are not located in or immediately adjacent to inmate living areas to permit officers to hear and respond promptly to emergency situations (A Block, Maximum Housing, I Block, Gymnasium Housing, G2 Block)

4-4216 The facility does not have the equipment necessary to maintain essential lighting and life-sustaining functions with the institution.

4-4078 Reference materials are not readily accessible to employees for training and staff development.

4-4080 The necessary space and equipment for the training and staff development program are not available. (spaces not large enough for 20-30 students)

Description of Current Systems

This section describes the existing building and site systems, including the condition, capacity, and life expectancy of each system. The audit includes five general categories: Site / Civil, Architectural/Structural, Mechanical, Electrical and Security.

Site Design / Civil Engineering

The site 40-acre County Service Center is located at the northeast corner of Washtenaw Avenue and Hogback Road in Pittsfield Township and includes the following separate buildings / functions:

District 14A Courthouse;

Juvenile Detention Facility;

DEIS Building -- Community Corrections

LLRC

Huron Valley Ambulance (HVA); and

The Sheriff's Office and Adult Correctional Facility. The Sheriff's Office and Adult Correctional Facility is located in the northern portion of the site and covers approximately 12-acres.

The site of the Sheriff's Office and Adult Correctional Facility has a significant grade differential, sloping from the south to the north. Overall, the change in elevation exceeds 42 feet. The design of the building takes advantage of the site by locating the two-story administrative on the southern portion of the site with the upper level at grade to the south, and the lower level at grade level to the north. This configuration provides a natural separation of functional flows of the inmates and public with the inmate level at the lower level and the public on the upper level. The jail functions are located on the lower level to the north of the administration block.

The site flows are separate for the public and inmate traffic. The public enters the building from a single entrance on the south side of the building, inmates enter the building from a single entry point on the west side of the building. Staff enters the building via the public entrance. Building services enter the building via the west entrance shared with the inmate traffic. HVA operations also enter from the shared inmate / services on the west.

Specific comments and observations:

A 12-foot tall fence with a new triple razor wire at the top of the fence and a monitoring system on the fabric of the fence surrounds the perimeter of the housing units and entry into the service courtyard. The fence is in excellent condition; the razor wire and monitoring system are new this year. The vehicle entry gate is in poor condition. Staff has reported several maintenance calls on the motor.

Landscaping within the fenced area is limited to grass. The grass coverage is intermittent in some locations, especially near the fence, causing erosion to occur. There are two areas of erosion that require immediate attention at the fence line along the west side of the property. Erosion has also occurred in two locations of the gravel perimeter road.

A fine gravel road surrounds the fence line of the SODF on the east, north and west side. The road is in excellent condition with the exception of two areas that have experienced erosion due to the surrounding underdeveloped landscaping. A fireman's connection is located in three locations around the perimeter of the fence. Fireman have access from the gravel roadway. The undeveloped north, east and west portion around the SODF is heavily wooded.

A storm water retention pond is located on the northeast corner of the property collecting water from the roofs of the SODF and surrounding parking areas. The outlet of the retention pond is into the Swift Run Creek running from west to east across the northerly portion of the property line. The capacity of the pond is

not available via the county's documentation; therefore the ability to increase the capacity of the pond is indeterminable at this time.

The sidewalk on the south side of the building is in good condition. There are several areas near the public and staff entrance that are in poor condition and will require replacement.

The asphalt western parking area is in fair condition. The surface has some alligating and areas that have settled. Additionally, there is a large area that is not paved, consisting of CA-6 gravel. This area is used for storage of large evidence and other vehicles. This surface is in poor condition with areas exhibiting erosion and settlement.

The south parking lot is shared with all of the other buildings on-site. This parking lot is in poor condition and has been identified in the County's maintenance plan for replacement this year. At the time of this report, the work has not been engineered or built.

A communications tower and service building are located on the southeast portion of the SODF site. The existing horizontal wiring from the service building to the tower is exposed and accessible. A fence should be installed to isolate the area.

According to the original documents, a below grade 12,000-gallon boiler fuel oil tank was installed. The county reports that this tank has since been removed, but at the time of this reports, confirmation drawings were unavailable to the team.

There is an underground tank located in the service courtyard by the kitchen that for the diesel fuel storage of the generator. No further information is available.

Site Utilities

Domestic water is supplied to the building from Hogback Street via the City of Ann Arbor system. The service line has been replaced recently due to liming of the existing piping. The size of the service is adequate for the domestic water supply and the limited areas that have an automatic fire sprinkler system.

A separate water service would not be required for an automatic fire protection system if a new system was installed for the complete building.

The sanitary sewer line connects to the City of Ann Arbor system on Hogback Street. No problems are reported with the system.

The gas service is supplied Hogback Street. The service is low pressure.

Electrical service is supplied by Detroit Edison. The service comes in from Hogback road via a concrete encased underground line to the service courtyard.

Phone service is supplied by SBC. The service comes in from Hogback Road underground to the service courtyard.

Architectural Systems

Editor's Note: The system condition ratings are based on the following scale: Excellent, Good, Fair, and Poor. An excellent rating indicates that the system is in like new condition and requires no work. A good rating indicates that the system has been well maintained however requires minor repair or maintenance. A fair rating indicates that the system requires major repair, maintenance and/or replacement. A poor rating indicates that the system is in failure and requires repair or replacement.

The building consists of two distinct parts: the southern portion of the building is a two-story building, the northern portion contains the jail is a one-story building with a mezzanine in the housing unit.

Exterior Envelope

The exterior envelope consists of the following elements: Foundations and footings, Exterior walls, windows, doors, and roofing construction.

Foundations and footings consist of poured concrete and are in excellent condition.

Exterior Walls consist of a 14-inch thick cavity wall consisting of brick, an air space, rigid insulation, and block bearing wall at secure and non-secure areas. According to the original construction documents, the walls in the secure areas have security reinforcing. The masonry is in good condition; and will, with continued maintenance, its life will be another 20 - 30 years.

The north wall of the I Block housing has efflorescence and is missing horizontal and vertical joints. This area requires cleaning of the brick, pointing, and rebuilding the upper 1/3 of the wall. Cracking of the masonry wall is occurring at the bridge over the service entry and at the main entrance. These areas require pointing. Caulking of masonry expansion and controls joints is in fair condition and is near the end of its life. The caulking will require replacement. Although base flashing is present throughout, there is no evidence that any of the walls were constructed with weep holes at the base of the walls or at the base of lintels. At this point it has not created any damage but should be regularly reviewed.

Exterior Windows: Windows in the non-secure areas are fixed anodized aluminum with insulated glass. The windows are fair condition: the anodized finish weather-beaten, the rubber gaskets between the glazing and the frame are deteriorated, and the perimeter caulking is cracked and separating from the frame. The windows are at the end of life. Windows of the cell areas in the secure portion of the building have metal frames and a single piece / thickness glass on the exterior face, divided metal framing with 5 to 5-1/4-inches clear opening between the frame. The frames are in fair condition and will require repainting on the exterior. The glazing is single pane and has had the interior glazing bead picked by inmates through the years. The glazing should be replaced with energy efficient insulated glazing. These windows are in fair condition and are at the end of their life. The glazing in the windows at the dayrooms are in poor condition and should be replaced with energy efficient glazing that is transparent.

Exterior man doors in the non-secure area of the building are aluminum sliding glass doors that are sensor activated. They are in good condition. Exterior man doors in the secure area are hollow metal swing doors and are in good condition. Exterior overhead doors are metal coiling type and are in good condition.

Roof Structure and Roofing Material. The roof is flat and is constructed of cast-in-place concrete waffle slabs. The structure is in excellent condition; no spalling, cracking or water damage was observed or reported. The roof structure is covered with a loose laid ballasted single ply membrane roof on tapered insulation. This system was installed within the last 5 years and is in excellent condition and has a life expectancy of another 10 years. The roofing membrane is terminated at the exterior wall with a minimal parapet that has a metal coping. The coping is in good condition and should continue to perform as long as the roof membrane.

Structural System

The structural system at the roof is constructed of cast-in-place waffle slabs over the housing units and concrete deck with concrete joists and beams at the remaining portions of the building. The roofs are supported with cast-in-place concrete columns and masonry bearing walls. Floor construction at the second floor consists of concrete deck with concrete joists and beams. Floors at the lower level are 5-inch thick concrete slab-on-grade with vapor barrier and compacted granular fill. The foundation system is a standard reinforced concrete footing and foundation wall system. The foundation is damp-proofed or water-proofed depending on locations. All systems are in excellent condition. The joint at the housing units / outdoor recreation deck is leaking into the housing unit. The deck of the recreation area is higher than the lower tier of the housing unit. Destructive investigation will be required to determine if the water-proofing has been damaged or if the foundation has cracked.

Interior Finishes

Housing Units A, B, C, D, E, F, G, Medical Unit, and Maximum Unit. The finishes in the Housing Units consist of painted concrete block walls, unpainted concrete waffle slabs ceiling/roof system, and epoxy floor surface in the dayroom. The floors of the cells are sealed concrete. All doors and frames are detention grade hollow metal. The glass in the hollow metal frames between dayrooms is single glazed XX. The glazing is scratched and discolored. Maintenance has been excellent in the units. Surfaces have been regularly painted and are in good condition. The staff noted that the epoxy floor is hard to maintain due to an inexpensive topping that allows staining from coffee and juices. The floor surface is in good condition.

Housing Units I, J, G2. The finishes in these Housing Units consist of painted concrete block walls, 12-inch by 12-inch vinyl composition tile floors and carpeting with rubber base, and standard 2-foot by 4-foot suspended acoustical ceilings with lay-in light fixtures. Maintenance has been excellent and the surfaces are in good condition. Carpeting is worn and should be replaced.

Corridors. The corridors have 12-inch by 12-inch vinyl composition tile floors, rubber base, painted concrete block walls, and standard 2-foot by 4-foot suspended acoustical ceilings with lay-in light fixtures. Maintenance has been excellent and the surfaces are in good condition. Ceiling tiles at the intersection of the kitchen corridor are sagging and in poor condition. There is a large crack in the floor of the corridor leading to B Block that will require repair.

Offices / Classrooms / Correctional Services / Medical Clinic. The rooms have 12-inch by 12-inch vinyl composition tile floors or carpeting with rubber base, painted concrete block walls, and standard 2-foot by 4-foot suspended acoustical ceilings with lay-in light fixtures. Maintenance has been excellent and the surfaces are in good condition. Carpeting is worn and should be replaced.

Kitchen. The kitchen has a quarry tile floor and base, painted concrete block walls or stainless steel panels, and a drywall ceiling with lay-in light fixtures. Maintenance has been good and the surfaces are in good condition.

Environmental Hazards

No information was available from the County regarding asbestos containing materials, lead containing paint and/or radon. Additionally, there was an oil tank removed from the east portion of the site. The drawings indicate that two underground tanks were installed: one for a gasoline tank near the car wash building and at the second in the service courtyard for diesel tank for the generator. Monitoring information is not available.

Mechanical Systems

Editor's Note Regarding Mechanical/Plumbing Systems and Required Replacement Decisions: The maintenance personnel at this facility has demonstrated a high level of initiative in its preventative maintenance and repair activities. If their maintenance programs continue at the current high standard, many of the systems in this facility can remain serviceable for 30 additional years with modest annual expenses for compressor, tubing and device repair and/or replacement and as long as replacement parts are available.

Introduction

The mechanical systems audit was prepared by Hayes, Seay, Mattern & Mattern, Inc. (HSMM), Virginia Beach, Virginia. HSMM evaluated the following mechanical systems: Plumbing, Fire Protection, and Mechanical Systems.

Plumbing

Domestic Water system (including water heating). The domestic water system is pressurized by street pressure alone and some areas of the facility were reported to have low water pressure. Therefore, it would be expected that a water pressure booster pump will be necessary to properly serve the facility for an additional 30 years. This cost is included in the cost spreadsheet. The domestic water piping system is in satisfactory condition. With proper maintenance, this system should be able to serve the facility for an additional 30 years. The original domestic hot water boiler 600-gallon storage tank was replaced within the last 3 years. There is a separate water heater for the 180-degree water temperature requirements for the kitchen and laundry. Water heaters have a service life of about 15 years. Costs to replace these two water heaters are included in the cost spreadsheet. The water softener serving the process equipment was replaced in 1984, placing it at 19 years of service. Typical water softener life is 15 years, so it is anticipated that two new water softeners would be required if the facility is to be used for an additional 30 years. The cost of the new water softeners is included in the cost spreadsheet.

Sanitary sewer system - interior. The system consists of interior and below grade cast iron sewer and vent piping. Cast iron piping systems generally have a long life expectancy. However, sewer pipe backups attributed to root infiltration into the below grade pipes were reported. Wholesale replacement of underground, below slab piping would be difficult operationally and cost prohibitive. Selective identification and remediation of problem areas with root-clogged pipe is advised. Cost to keep the sanitary sewer system operational for 30 additional years should be easily absorbed by the annual maintenance budget.

Plumbing fixtures. The institutional plumbing fixtures are a mix of vitreous china and stainless steel. Both of these fixture types are suitable for the corrections environment, provided that the china fixtures are subjected to low risk inmates only. These fixtures should provide 30 additional years of service with proper maintenance.

Roof Drainage System. The roof drainage system consists of roof drains and interior storm leaders. There were no reported problems. No additional costs, other than routine maintenance, are expected to add 30 years of service life to the facility.

Fire Protection System

There is a standpipe and hose reel fire protection system throughout most of the facility. However, only two of the hose reels are connected to a pressurized water supply. The remainder are "dry" and requires a fire pumper truck to supply water to them. Some of newer areas of the building (J, G2, etc.) have wet pipe sprinkler systems. These existing fire protection systems are in satisfactory condition. Michigan building code requires a sprinkler system for the entire facility. The cost to provide a sprinkler system for the facility is included in the cost spreadsheet. The kitchen hood fire protection system was recently replaced. This system should be capable of serving the kitchen for 30 years with proper maintenance.

Mechanical Systems

HVAC - AHUs. Heating, Ventilating and Cooling (HVAC) are primarily accomplished by air handling units (AHU's) with hot- and chilled-water coils. Many of the AHU's are located in rooftop penthouses and have very poor accessibility for maintenance and repair. Replacement would be an extremely complex and costly operation. The currently practice of individual component replacement rather than entire unit replacement is the only practical course unless significant redesign and reconstruction resources are made available. Security grilles for supply, return and exhaust air at the cells and showers need replacement. The existing grilles replaced the previous grilles because of their poor security. These current grilles are virtually choked off due to subsequent paint and lint clogging the small perforations. Replacement cost for the security grilles is included in the cost spreadsheet. Presently, outside air ventilation is being provided through damper leakage. Current standards require that significantly more outside air be provided. In order to meet the current standards, a facility-wide heating and cooling load calculation should be performed to establish the ventilation, heating and cooling needs of a twenty-five year old building and the occupancy, equipment and operational changes that have occurred. Subsequently, a Testing and Balancing contractor should be engaged to correctly balance the HVAC systems to the current load. This cost is included in the cost spreadsheet. (Costs for increased equipment, duct and pipe sizes cannot be determined until the detailed calculations and subsequent design has been performed.) A smoke purge system was reported to exist in the building. However, the operation of the system is in question. The smoke purge system should be investigated and tested to confirm proper operation and adherence to current standards. The cost to investigate and test the smoke purge system for the facility is included in the cost spreadsheet. (Cost for additional design and construction if current system is inadequate is not included.)

HVAC - Heating. The facility is currently heated by 2 steam boilers that serve two hot water converters that convert the steam to hot water for heating. The boilers and converters are original equipment. Each boiler has the capacity to carry the entire heating load, so heating redundancy already exists. Proper maintenance can greatly a boiler's typical life of 25 years. However, boiler replacement is prudent to ensure an additional 30 years of service. The maintenance staff has reported ongoing problems maintaining the steam traps and would prefer that the steam boilers, if replaced, be replaced by hot water boilers. Boiler replacement costs are included in the cost spreadsheet. The heating hot water pumps and piping system are in satisfactory condition. However, pump replacement is prudent to ensure an additional 30 years of service.

HVAC - Cooling. The facility is cooled by two 120-ton chillers. The chillers are original equipment, though the compressors have been replaced. The chillers use refrigerant R-22. This refrigerant is scheduled to be phased out of usage. It is expected that the chiller manufacturer will be able to offer a viable alternative refrigerant. Each chiller has the capacity to carry the entire cooling load, so cooling redundancy already exists. Proper maintenance can greatly a chiller's typical life of 23 years. However, chiller replacement is prudent to ensure an additional 30 years of service. The chilled water pumps and piping system are in satisfactory condition. However, pump replacement is prudent to ensure an additional 30 years of service. The cooling tower was replaced in 1996. The typical life of a cooling tower is 20 years, so an additional

cooling tower will be required to extend the service to 30 years. The condenser water pumps and piping are in satisfactory condition. However, pump replacement is prudent to ensure an additional 30 years of service.

HVAC - Fuel systems and piping. The heating and domestic hot water boilers are fired by natural gas. The fuel oil tank and piping have been removed. The natural gas piping and equipment are in satisfactory condition. It is assumed that the natural gas service piping to the building is owned by the utility and that they are responsible for maintenance of the underground piping. The interior natural gas piping system should be capable of serving the facility for 30 additional years with proper maintenance.

HVAC - Temperature Controls. The facility uses pneumatic automatic temperature controls throughout. The typical life expectancy of an automatic temperature control system is 20 years. The main facility is 25 years old, so it might be assumed that there is no useful life remaining. However, the condition of the compressors, pneumatic tubing and temperature controls themselves is satisfactory. It is prudent to include a replacement cost of the entire system for an additional 30 years of service in the cost spreadsheet.

Miscellaneous. It was reported that there is no asbestos in the facility. Therefore, no contingency for asbestos abatement or management is included. Several individual systems/equipment items noted to require attention are beyond the scope of this report because they exceed the "master planning" level of detail. However, they are important and should be considered for inclusion in the ongoing maintenance program:

The valves at the cell plumbing fixtures and showers require frequent maintenance.

The wet and dry lint traps at the laundry also need frequent maintenance.

The room called the "hot room" needs an extensive engineering evaluation to redesign the HVAC system in this area to properly condition the space.

Numerous cell chases have not been provided with cleanout access to the sewer pipe.

The grease traps in the kitchen require frequent maintenance.

Electrical

The electrical systems audit was prepared by Hayes, Seay, Mattern & Mattern, Inc. (HSMM), Virginia Beach, Virginia. HSMM evaluated the following electrical systems: Lighting, Transformers, Panelboards, Switchboard, Service Entrance, Generator, and Fire Alarm.

Lighting. The existing lighting systems within the facility have been upgraded to fluorescent T8 lamps and electronic ballasts. This upgrade is relatively new and is the latest industry standard for lighting systems. The lighting systems are well maintained and periodically checked by maintenance staff, and there appears to be no noticeable deficiencies in any of the lighting systems. The life expectancy for the systems would be approximately fifteen years, so there would be the requirement for an additional upgrade over a thirty-year life for a building. Replacement costs are included in the costs spreadsheet.

Transformers. The existing transformers on site have been previously checked for PCB's and they have been found not to contain any hazardous insulating liquid. The transformers appeared to be clean, well maintained and not heavily loaded. There appears to be no noticeable deficiencies for any of the transformers. If this arrangement were to continue, there would be no requirement for upgrade or replacement of the units over a thirty-year life for a building.

Panelboards. The existing panelboards within the electrical distribution system appear to be clean and well maintained. The only drawback is that there are no spare breakers or space for expansion. This was typical for most, if not all panelboards, within the facility. The life expectancy for the panelboards would be for an additional fifteen years, so there would be the possibility of upgrades over a thirty-year life for a building. Replacement costs are included in the costs spreadsheet.

Switchboard. The existing main service switchboard for the facility appeared to be clean and well maintained. The switchboard was originally sized for ten-percent future growth, and it is not able to expand in service size to the facility. In addition, the switchboard is not able to provide expansion for additional circuit breakers to feed circuits for other parts of the building. The life expectancy of the switchboard is therefore very limited, due to the fact there is no expansion capability. The switchboard should be replaced in order to support a thirty-year life for the building. Replacement costs are included in the costs spreadsheet.

Service Entrance. The electrical service to the facility was adequate for initial construction in the 1970's. At this point, the electrical service should be upgraded to handle the existing loads and any future additions that may take place over the next thirty years. This upgrade should take place only once such that the service can handle any future building additions or electrical loads that may be added in the future. Replacement costs are included in the costs spreadsheet.

Generator. The emergency generator system is approximately 50 percent loaded and appears to be operating normally. There are life safety systems (emergency lighting, etc.) that are not currently running on emergency power that should be connected to this system. It appears the generator is constantly tested and well maintained, and there are no noticeable deficiencies with the system. The remaining life expectancy for the generator is approximately five to ten years and then should be replaced. Replacement costs are included in the costs spreadsheet.

Fire Alarm. The existing fire alarm system is an addressable system that still has some limited capacity for expansion. The system appears to be operating normally and is well maintained, with no noticeable deficiencies in the system. Upgrades will be required for this system over a thirty year building life. Replacement costs are included in the costs spreadsheet.

Security

The security systems audit was prepared by LTS Security Engineers, Inc., Indianapolis, Indiana. LTS evaluated seven security systems: Electronic Security Systems, Security Intercom and Paging Systems, Video Surveillance Systems (CCTV), Access Control Systems, and Perimeter Detection Systems.

The Washtenaw County Jail was built in the second half of the 70's and has systems that were typical for that generation of facilities; i.e. they are essentially non-integrated. The locking controls system and intercom had both system switches installed on a hard graphic panel along with switches for the lighting controls. CCTV is a separate system. There were a limited number of Officer "Panic" pushbuttons installed and wired into the graphic panel. Over the years the intercom system has been taken off of the graphic panel and been replaced with a telephone type switch. Within the past year a perimeter fence system has been installed with touch screen display for that portion of the system only.

With the exception of the perimeter system, all of the systems can be considered to be well past their operational life. They are being kept operational through the efforts of a dedicated facility staff who have learned, through necessity, how to keep them patched together. It is a lot like trying to keep a patrol car of similar vintage on road patrol.

With the exception of the perimeter system, all other systems should be replaced with a modern PLC based, integrated system if the current facility is to be maintained in operation and expanded. This recommendation is equally true if the facility is expected to be replaced and the time frame for that replacement is five years or more. Catastrophic failure of the existing systems could occur at any time, particularly if anything happened to the maintenance staff.

It should be noted that replacement of systems will have to be done in a carefully phased manner to minimize the disruption of operations while maintaining safety of staff and inmates. It is my opinion that housing units should be converted on a standalone basis. When these conversions are complete, Central Control should be totally reconfigured to allow two Officers during peak hours and the housing systems then networked together so that they are once again under the control of Central.

System Narratives

Locking Control System. The system was manufactured by Hager Control Systems of St. Louis, MO. Hager Control Systems went out of the business in the very early 80's, so the system has not had a reliable source of parts for over 20 years. Graphic control panels use LED's to indicate the status of devices in an "active" mode; i.e. a green LED indicates that a door is locked and a red LED indicates that it is unlocked. Switches are miniature toggle switches that were developed for use on compact electronic laboratory instruments. They have a record of substantial failure in this and other detention facilities where they were used. One of the means that has been used to extend the life of this system has been to convert the facility from the designed operational mode of Indirect Supervision to Direct Supervision, thereby reducing the use of the

control panels. The system utilizes discreet relay logic arranged on 12 control stations, ten of which are supposed to be capable of being taken over from Central Control. One is a small stand alone system for visitation. It is noted that the takeover function is essentially non-operational. Each housing control panel is wired to "central" logic boxes located in the penthouse above the unit. Low voltage wiring then goes from the penthouses back down to the control relays in the plumbing chases. These logic boxes are probably of sufficient size to have small form factor PLC's installed, and the wiring is probably reusable. Present locking devices are a combination of "kick release" sliders, solenoid, and motor operated swinging doors operated from 120 VAC. These locks are operated by low voltage relays mounted in proximity to the doors (in plumbing chases). Monitoring is all low voltage and "active." It should be noted that the current Direct Supervision mode of facility operation has the Officers using keys to operate many doors.

Intercom and Paging System. The original intercom system used Executone components and was partially integrated into the Hager control panels. This system failed and was replaced with a TOA system. It should be noted that this system would not be considered "detention grade" in today's market environment. In addition to the Executone intercom system there was a Dukane sound threshold system installed as part of the original system. That system is still functional. The TOA system is a digital system that was installed without removing the original Executone parts which is a violation of current electrical codes. Removal of abandoned equipment will be one of the cost components in doing a system upgrade. Officers have some radios available for use, and they are necessary because there are a number of controlled passage doors that are not equipped with intercom stations.

Video Surveillance (CCTV) System. System consists of approximately 40 cameras arranged to provide surveillance of corridors and exterior entrances. Switching is through multiplexers. There is no video follow audio capability in the system. Entire system needs replacement. Most cameras and monitors are monochrome and at the end of their useful life. There have been some multiplexers installed and some recorders. There is no central matrix switch to allow full flexibility of camera to monitor selection. Because of the limited availability of raceway for the installation of new cable, I would suggest that this facility is probably a prime candidate for the latest network camera technology.

Access Control System. There has been an access control system installed for the administrative offices. It is not tied into the Jail control system. It appears to function adequately and should not require replacement in the short term. If all other Jail systems are replaced as part of a major expansion and decision to extend the life of the facility for another twenty plus years, it might be desirable to consider replacing this system with one which is integrated into the overall system and shares a common database.

Personal Duress Alarm System. There are a limited number of fixed "call" buttons at fixed staff stations. These report to the Central Control station. There is no wireless system of any type. For all intents and purposes, there is no duress system to replace. A modern duress system should be a priority for any new system.

Perimeter Detection System. In the past year a fence has been installed around the entire facility and equipped with an ISC (Ann Arbor based) shaker system (geophone from the appearance). The new head end touch screen for this system has literally been shoehorned into Central Control. This system is new and appears to be functioning properly. The issue will be in the further reconfiguration of Central Control.

COST SUMMARY REPAIR, REPLACEMENT AND STANDARDS ITEMS

Construction Costs	\$15,401,589
Site Civil	\$ 43,680
Architectural/Structural	\$ 6,102,721
Mechanical / Plumbing	\$ 3,890,900
Electrical	\$ 335,000
Security	\$ 3,318,000
Subtotal Construction	\$13,690,301
GC / OH+P @ 12.5%	\$1,711,288
Construction Cost	\$15,401,589
 Other Costs	 \$5,236,540

Contingency @ 20%	3,080,318
FF+E @ 6%	\$924,095
Fees / Permits @ 8%	\$1,232,127
Total Project Costs	\$20,638,129

SECTION FOUR

Basis for Program Development

Adult Corrections Center Mission

It is the mission of the Washtenaw County Sheriff's Office and the Adult Corrections Facility to:

- Preserve safety and security for the community
- Provide safe, secure and humane custody of all persons in our charge
- Protect the constitutional guarantees of all persons
- Deliver appropriate services to members of the community and in particular to those under the custody and control of the Sheriffs Office
- Treat all persons with respect, fairness and understanding
- Maintain the highest professional standards of performance and conduct

Over the past decade, overcrowding conditions have been reached at the facility more than 30 times. In response, several renovations have been undertaken which increased the rated bed capacity of the facility, but have, over time, created a situation where the overall plan for the facility must be reviewed and restructured to provided a long-term and strategic plan for growth and expansion.

Planned Housing Capacity

Please refer to Appendix A for detailed information regarding facility capacity projections. In general, the projections suggest that the adult male and female detention requirements for Washtenaw County will exceed 450 inmates (average daily population) by 2015, and more than 528 inmates by 2025. This corresponds to an overall rated bed requirement of between 528 rated beds by 2015, and approximately 656 beds by 2025. Long term requirements for the County suggest that an overall rated bed capacity of 800 to 900 beds should meet the need of the County for the next thirty years, based on historical trends and projections of adult age-at-risk and general populations. These numbers are consistent with the analyses completed by National Institute of Corrections in an independent and concurrent study.

Correspondingly, the following report summarizes the space requirements for support of detention / correctional facility operations to support an Adult Correctional Facility with 528 rated beds (for the 2015 timeframe) and 656 rated beds (for the 2025 timeframe). Tables 4.1 (below) and 4.2 (overleaf), provide a distribution of the 528-bed and 656-bed models, by classification. Additional expansion of the facility (to 800 or more beds) has been used as the basis for site planning efforts and for design consideration in planning building support services and space requirements.

In all new construction and / or renovation-addition options, all rated beds should be accommodated in a podular arrangement of housing units. Each housing unit will incorporate sleeping spaces, dayroom / dining areas, and toilet/shower facilities, with access to indoor / outdoor recreation areas and appropriate variety of operational and program support spaces.

Inmate housing within the facility will be managed during the "active" portions of the 24 hour day (day and afternoon shifts) in either a direct supervision mode (with corrections staff in immediate contact with or proximate to the inmate population) or a modified direct supervision mode (with corrections staff proximate to the inmate population at a non-fixed physical position). During "inactive" portions of the 24 hour day (night shift), management of the majority of housing pods will occur in an indirect mode of supervision to maximize staffing efficiencies. This will entail the use of roving corrections staff supplemented by indirect (remote) housing supervision by the Control Center. Certain housing pods (female housing pod and male high risk and disciplinary housing pods) will continue to operate in a direct-modified or indirect mode during the night shift due to the particular security and supervision requirements of these pods.

Table 4.1 Profile of Bed Distribution, by Classification (at 528 beds)

Classification	Total Bed Requirement	% of Rated Beds	Beds	Male Beds	Female	Comments
Rated Beds						
Maximum (High - 1)	16	3	12	4		
Medium - High	16	3	12	4		
Medium (3-4)	200	38	184	16		
Minimum-In (5)	120	23	72	48		
Minimum (6, 7, 8)	96	18	72	24		
Classification	64	12	56	16		
High-Risk	16	3		12	4	Medical?
Work Release / Weekenders						To be determined
SUBTOTAL	528		540	116		
Non-Rated Beds						
Medical / Mental Health	16	3	12	4		
Disciplinary Segregation	16	3	12	4		
Holding	132	25	108	24		Holding cells / spaces

Table 4.2 Profile of Bed Distribution, by Classification (at 656 beds)

Classification	Total Bed Requirement	% of Rated Beds	Beds	Male Beds	Female	Comments
Rated Beds						
Maximum (High - 1)	16	2.5	12	4		
Medium - High	16	2.5	12	4		
Medium (3-4)	240	36.5	224	16		
Minimum-In (5)	192	29	144	48		
Minimum (6, 7, 8)	96	14.5	72	24		
Classification	72	11	56	16		
High-Risk	24	4		20	4	Medical?
Work Release / Weekenders						To be determined
SUBTOTAL	656		540	116		
Non-Rated Beds						
Medical / Mental Health	16	2.5	12	4		
Disciplinary Segregation	16	2.5	12	4		
Holding	132	20	108	24		Holding cells / spaces

Compliance with State and National Minimum Jail Standards

The Washtenaw County Adult Corrections Facility must meet all applicable minimum standards of the Michigan Department of Corrections. It is also the expressed goal of the Sheriff's Office to fully comply with all applicable minimum standards of the American Correctional Association (ACA) Standards for Adult Local Detention Facilities, Fourth Edition.

Detention Operations / Planning Capacities

ID	Component / Function	Delivery Mode	Planning Capacity
1	Administration and Training		
	Corrections Administration	Centralized (outside security)	General administrative functions only. No future expansion required.
	Facilities Management	Centralized (inside security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Briefing	Centralized (inside security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Staff Training	Centralized (outside security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Lobby and Reception	Centralized (outside security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Video Proceedings	Centralized (inside security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
2	Employee Facilities		
	Shower / Locker	Centralized (outside security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Staff Lunch / Breakroom	Centralized (inside security)	Sized to accommodate 33% of peak shift on-site in support of 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
3	Security / Central Control		
	Central Control	Centralized (inside security)	Initially to support an 800-bed capacity with no further expansion required.
4	Inmate Housing		
	Classification Housing	Centralized (inside security)	Initially to support an 800-bed capacity with no further expansion required.
	Existing Housing - Male	Decentralized (inside security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Existing Housing - Female	Centralized (inside security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Sentenced / Work Release	Centralized (outside security)	Capacity determined by Community Corrections
5	Intake / Transfer / Release		
	Assessment Center	Centralized (inside security? outside security)	Initially to support an 800-bed capacity with no further expansion required.
	Booking Operations	Centralized (inside security)	Initially to support an 800-bed capacity with no further expansion required.
	Release Operations	Centralized (inside security)	Initially to support an 800-bed capacity with no further expansion required.
	Transportation (Non-Court Operations)	Centralized (inside security)	Initially to support an 800-bed capacity with no further expansion required.
	Court Movement Operations	Centralized (inside security)	Initially to support an 800-bed capacity with no further expansion required.
	Property Storage	Centralized (inside security)	Initially to support an 800-bed capacity with no further expansion required.

6 Public / Official Visiting

Non-Contact Visiting Booths

Centralized (accessible to
Assessment Cntr - Intake /
Transfer / Release Area

Initially to support a 528-bed capacity, with internal
investment to accommodate up to an 800-bed
capacity

ID	Component / Function	Delivery Mode	Planning Capacity
7	Medical / Mental Health Services		
	Intake Screening	Centralized (inside security and within the Booking / Assessment process	Consistent with peak booking capacity
	Critical care	Off-Site	At community hospitals; provide emergency exit vehicle capability in VSP; gurney clearances throughout facility
	Inpatient Sub-Acute Care	Centralized (inside security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Outpatient Care (Treatment / Examination)	Centralized (inside security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Outpatient Care (Meds / Sick Call	Decentralized (inside security, at housing units)	Initially to support a 528-bed capacity. Include provisions in any expansion of inmate housing.
8	Inmate Programs		
	Religious, Education	Centralized Support (inside security); with centralized / decentralized program delivery	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity; Include provisions for additional program areas at housing units in any expansion of inmate housing.
	Library / Law Library	Centralized Law Library (inside security); decentralized cart / service delivery to units	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Correctional Services Program	Centralized (inside security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity. If expansion of general population housing for program is considered, located Correctional Services support adjacent area.
9	Inmate Recreation		
	Indoor / Outdoor Recreation	Centralized Indoor (within security -- at Gym);decentralized for appropriate custodies and new housing units	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
10	Inmate Services		
	Mail Services	Centralized mail collection / distribution location (within security); decentralized delivery (to units)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Commissary	Centralized order reception and processing (within security); decentralized delivery to units	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Hair Care Services	Centralized storage (VERIFY) (within security); decentralized service for some classifications	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
11	Food Services		
	Preparation / Storage	Centralized (within security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed

Inmate Dining	Decentralized (within security) -- cart delivery of thermal trays to housing units	capacity Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
Staff Dining	Centralized (inside security in designated staff dining area / breakarea)	Sized to accommodate 33% of peak shift on-site in support of 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity

ID	Component / Function	Delivery Mode	Planning Capacity
12	Laundry Services		
	Central Laundry	Centralized (inside security)	Initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity. Assume multi-shift operations
	Inmate Laundry	Decentralized (inside security at specific housing units)	Personal laundry at some units (to be determined); particularly in new, lower custody units (in-out work assignments)
	Clothing Storage (Booking)	Centralized (inside security, at Booking / Assessment Center)	Consistent with peak booking / assessment center processing and intake holding capacity
	Clothing/Bedding Storage	Centralized (inside security at laundry)	Initially to support minimum of one full exchange at 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
	Clothing Exchange	Decentralized (inside security; distribution to / from housing units)	At units -- initially to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity
13	Building Maint./Storage		
	Maintenance Shops	Centralized (outside security)	On-site shop areas provided to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity.
	Building Storage	Centralized (outside security)	Storage provide on-site to support a 528-bed capacity, with internal investment to accommodate up to an 800-bed capacity.

SECTION FIVE

Summary of Facility Requirements

The development of this architectural program was developed based on a series of operational assumptions and overall facility capacity assumptions described on the previous pages. For comparison purposes, the space program was developed based on projected requirements for new construction of a jail facility. Actual areas to be provided in renovation / addition options will be governed by the program insofar as possible, but may differ in some areas due to existing rooms and area configurations. Wherever possible, the overall area to be provided should be guided by the program, but will be finalized during the Schematic Design phases of each project or addition.

Table 4.1 (overleaf) summarizes anticipated space requirements, by component, for future facilities for the Washtenaw County Sheriff's Office and Adult Detention Facility.

Net Area Requirements (NSF)

Net area requirements are defined as the actual measurable area (inside measured area) of the various individual spaces required for each space or function, expressed in terms of net square feet (NSF).

Component Gross Areas Requirements (CGSF)

The Component Gross Area includes the Net Areas described above, with additional areas required to accommodate structure, wall thicknesses and internal circulation necessary to accommodate the net or functional areas for each component. The factors used to describe the necessary component gross area vary based on the average size of the spaces included in the department / component, anticipated width of circulation or corridors, likely configuration of the spaces, wall thicknesses provided within the area, and the likely efficiency of the layouts (range between 1.1 and 1.8).

Building Gross Area (BGSF)

The Building Gross Area (BGSF) includes the sum of the component gross areas (described above), and includes an additional allocation of space for stairwells, dedicated fire egress corridors, public restrooms, janitorial / electrical / communication closets, entry and interior pedestrian vestibules, as well as building mechanical system spaces. The Building Gross Area (BGSF) is the actual area that is required for construction cost estimates. Please note that actual BGSF requirements for new construction versus renovation / reuse and addition projects can vary due to the likely / potential efficiencies of the design of mechanical / electrical systems and spaces, and any configuration penalties which may result from reuse of existing facilities.

Other areas

Additional areas have been listed for enclosed vehicular sallyport and semi-enclosed recreation areas associated with housing areas.

**Table 4.1
Washtenaw County Adult Corrections Center
Space Program Requirements**

CAP. 656 (800+ Ultimate)		NET AREA REQUIRED (NSF)	GROSSING FACTOR (CGSF/NSF)	COMPONENT GROSS (CGSF)	COMMENTS
ID	COMPONENT				
ADULT CORRECTION CENTER					
A.	INTAKE / TRANSFER / RELEASE	13,565	1.4	18,991	
B.	INTAKE MEDICAL	410	1.5	615	
C.	CLASSIFICATION HOUSING UNIT (72)	7,456	1.6	11,930	
D1.	GENERAL HOUSING (80)	9,484	1.4	13,278	
D2.	GENERAL HOUSING (80)	9,484	1.4	13,278	
D3.	GENERAL HOUSING (96)	10,772	1.4	15,081	
D4.	GENERAL HOUSING (96)	10,772	1.4	15,081	
D5.	GENERAL HOUSING (80)	9,484	1.4	13,278	
D6.	GENERAL HOUSING (96)	10,772	1.4	15,081	
D7.	GENERAL HOUSING (Future)	0	1.4	0	
E.	MAXIMUM SECURITY (24)	3,520	1.5	5,104	
F.	VISITING	5,341	1.2	6,409	
G.	CUSTODY ADMIN (w/in PERIMETER)	1,870	1.1	2,057	
H.	CENTRAL CONTROL	905	1.1	996	
I.	CORRECTIONAL SERVICES PROGRAM	5,815	1.2	6,978	
J.	CLINIC	3,310	1.5	4,965	
K.	INFIRMARY (24)	2,120	1.5	3,180	
L.	FOOD SERVICE	8,410	1.1	9,251	
M.	LAUNDRY	3,560	1.15	4,094	
N.	OTHER SUPPORT	5,470	1.1	6,017	
P.	WORK RELEASE (150 optional)	15,340	1.4	21,476	
COMPONENT GROSS AREA REQUIRED		137,860		187,138	
Building Gross Factor (MEP, Exiting, Other)				1.35	
BUILDING GROSS AREA REQUIRED				252,636	BGSF
SHERIFF'S OFFICE -- OTHER OPERATIONS					
Q.	EXECUTIVE ADMINISTRATION	4,095	1.3	5,324	
R.	CORRECTIONS ADMINISTRATION	4,040	1.4	5,656	
S.	PREVENTION SERVICES	2,105	1.3	2,737	
T.	SUPPORT SERVICES	7,265	1.3	9,445	
U.	LAW ENFORCEMENT	5,025	1.3	6,533	
V.	COMMUNICATIONS CENTER	2,440	1.4	3,416	Plan for 7KSF +
COMPONENT GROSS AREA REQUIRED		218,003		33,109	
Building Gross Factor (MEP, Exiting, Other)				1.35	
BUILDING GROSS AREA REQUIRED				44,697	
OTHER COUNTY SERVICES / FUNCTIONS					
W.	EMERGENCY OPERATIONS CENTER	2,480	1.3	3,224	
X.	TRIAL COURT SET	4,305	1.4	6,027	One Court Set
Y.	NON-JURY COURT SET	3,160	1.4	4,424	One Court Set
Z.	CIRCUIT CLERK SATELLITE OFFICE	615	1.4	861	
AA.	DISTRICT COURT ADMINISTRATION	2,735	1.3	3,556	
AB.	DISTRICT CLERK - CRIMINAL / CIVIL AREA	1,530	1.3	1,989	
AC.	TRAFFIC BUREAU	1,615	1.3	2,100	
AD.	DISTRICT COURT PROBATION	925	1.3	1,203	
COMPONENT GROSS AREA REQUIRED		252,203		23,383	
Building Gross Factor (MEP, Exiting, Other)				1.35	
BUILDING GROSS AREA REQUIRED				31,566	

SECTION FIVE

Proposed Functional Organization

Building Access and Interior Movement

Access to the Adult Corrections Facility will occur through a series of separate and distinct points. This is critical to assure that staff, official visitors, public visitors, inmates and material entering the facility reach appropriate destinations in a manner where by maximum security is maintained and staffing impacts are minimized.

Staff: Custody and civilian personnel assigned to the corrections facility will enter and exit the building through a dedicated staff entrance located proximate to locker and shower rooms. From this point they will proceed to a secure pedestrian vestibule, monitored by Central Control, which will allow movement into the security perimeter of the facility.

Public Visitors: All general public and visitors to the Adult Corrections Facility will access the building through the public lobby where an information / reception point will be located. From the lobby, after security screening, visitors will move to new / reconfigured visitation areas, located above the Assessment / ITR Center. Inmate access to the area will be provided by means of dedicated elevators and corridors. This connection will also serve to provide access to the reconfigured hearing room(s). Access from the public area into the secure perimeter of the Jail will be provided by means of a stair and elevator. All access through the security perimeter will be observed, monitored, and controlled by Central Control.

Arrestees and Transports: Arrestees and transported inmates will move into and out of the Adult Corrections Facility through a secure and covered vehicle sally port. From this location, individuals will access the security perimeter through secure pedestrian vestibules (with separate access provided for transportation / court movement from that used for male / female intake/booking/assessment. Individuals being released from the facility will exit the building through the public lobby.

Weekenders/Work Release: Weekender and work release programs housed at the Adult Corrections Facility will require specific access points and search procedures. All long-range future planning assumes that inmates actively involved in weekender and work release programs will enter and exit the Adult Corrections Facility through a secure pedestrian vestibule directly adjacent to the dormitory housing units to which they are assigned. In renovation / addition options, inmates involved in weekender and work-release programs may access the facility at the Intake/Transfer/Release area.

Service and Supplies: Operational supplies and materials, as well as trash, will be moved into and out of the facility at a secure entry dock / receiving area enclosed within a fenced service yard. County and outside vendor personnel involved in building maintenance operations also will access the facility at this location.

Interior Movement

Custody Staff and Inmates: Inmate movement within the facility is planned to occur under the supervision of Corrections staff, and monitored by Central Control, independent of public and visitor circulation patterns. In general, the intent is to limit movement of medium and maximum-security inmates, although some movement, for necessary medical / mental health services, court transfers, and releases, will be required. It is crucial for effective operations that internal circulation corridors are simple and wide to support clear and direct movement, and, to the degree possible, within the direct line-of-sight observation of Central Control.

Visitors: Family and official visitors will move from the facility public lobby to the non-secure side of the centralized visiting areas by means of dedicated corridors. Following visitation, individuals will return to the lobby and exit the facility.

Support Services: The movement of operational supplies and materials within the facility will occur primarily from the loading dock / receiving area to the kitchen, laundry and facility storage areas. Inmate trustees will have access to these areas (under supervision and control), but the general inmate population will not be permitted within these areas of the facility.

SECTION SIX

Planning Criteria

Jail design has experienced substantial and dynamic changes since the design and construction of the current Washtenaw County Adult Correctional Facility. To assist decision-makers involved in planning and design of new construction and/or renovation / addition projects, the National Institute of Corrections in conjunction with the American Correctional Association developed "A Design Guide for Secure Adult Correctional Facilities" to assist decision makers involved in planning of new detention/correctional facilities. Specific design guidelines include the following:

Offenders are sentenced to confinement as punishment for a criminal offense, but not for further punishment in the hands of their keepers or by harsh conditions in their physical environments.

Inmates can expect to be confined humanely and safely.

The institutional atmosphere should be as normal as possible for the welfare of both inmates and staff and ultimately, for that of the public, as conditions of confinement will likely influence behavior after release.

Staff should interact directly with inmates. They should not be separated by architectural barriers (except where necessary) that communicate a negative attitude by management or that impede the open, interpersonal communications necessary for a positive climate in any human culture.

Useful Life

Overall design considerations, value engineering analysis, cost estimating and site / facility development should assume and anticipate a minimum useful of forty to fifty years for the Washtenaw County Adult Corrections Facility. Architectural and engineering design should feature durable and low maintenance finishes, and should feature building systems and infrastructure design capable of adapting to new technologies.

Building Code Requirements

The new Adult Corrections Facility shall be designed and constructed in accordance with, but not limited to, the following code and jurisdictional agency requirements. Typically, the latest edition of each jurisdictional and regulatory agency code provision will apply; should conflicts occur, the most stringent provisions should be considered and met. National/Federal, State and Local Regulations which should be met:

Occupational Safety and Health Administration (O.S.H.A.)

Americans with Disabilities Act (ADA), Titles II and III

Building Code Regulations adopted by Washtenaw County (MI BLDG CODE)

National Commission on Correctional Health Care Standards for Health Service in Jails (NCCHC)

American Correctional Association (ACA) Standards for Adult Local Detention Facilities, 4th Edition

State of Michigan Standards for Local Jails

American Standard Safety Code or Elevators, Dumbwaiters, Escalators and Moving Walks

Special Design Considerations

Barrier-Free Access

Access and use requirements for all new and /or renovation-addition options must be designed to be in full compliance with the Americans with Disabilities Act. Barrier-free access criteria will require that the new Adult Corrections Facility be designed and constructed to be readily accessible and usable by persons with disabilities, including both ambulatory and non-ambulatory individuals. Barrier-free access requirements will extend to both public and non-public areas of the facility, including inmate housing. While detention facilities, by their specific nature, present limitations to the development of a barrier-free environment, the design of detention functions should adhere, as applicable, to the provisions of A.D.A. with regard to building access, resident living and sleeping areas, work areas and public spaces. A.D.A. regulations call for three (3) percent of housing cells be accessible to the disabled. Michigan Standards require that five (5) percent of housing cells must be accessible to the disabled. Further, a

minimum of 5 percent, but no fewer than one, of the non-contact visiting cubicles must be accessible for both inmates and visitors.

4-4054 Written policy, procedure, and practice provide a mechanism to process requests for reasonable accommodation to the known physical and/or mental impairments of a qualified individual with a disability, either an applicant or an employee. The accommodation need not be granted if it would impose an undue hardship or direct threat. Comment: Reasonable accommodation refers to modifications or adjustments which enable qualified applicants with disabilities to access the job application process or which enable qualified employees with disabilities to perform the essential functions of the job and to enjoy the same terms, conditions, and privileges of employment that are available to persons without disabilities. Terms, conditions, and privileges include, but are not limited to:

- Recruitment, selection, and hiring
- Salary and compensation
- Benefits, holidays, leave, and work hours
- Promotion and advancement
- Staff development, including in-service training
- Retirement, resignation, and termination

An undue hardship means significant difficulty or expense. Direct threat means a significant risk of substantial harm to the health or safety of any person, including the applicant or employee with a disability, that cannot be eliminated or reduced by reasonable accommodation. A qualified individual with a disability means an individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements for the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the functions of such position.

Suicide Prevention

The planning and design of new and renovated areas of the Jail should respond to recommended American Correctional Association (ACA) design requirements to reduce the potential for self-inflicted injury by inmates identified as special holds. Please refer to the Sheriff's Office Policies and Procedures Manual for specific operational policies and practices related to identified high-risk inmates. Design of designated high-risk holding cells and housing rooms should minimize physical features and characteristics (i.e., construction details, fixed and- movable equipment, plumbing/mechanical / lighting fixtures) which may support suicide attempts on the part of the inmate. Select inmate housing (approximately 1% to 2% of the facility capacity, based on current use trends) should receive special design attention to reduce the potential for suicide and self-destructive behavior.

Natural Light and Solar Exposure

According to a number of recent studies, access to natural light from interior spaces is desirable in a number of tangible and intangible ways. However, special design requirements must be followed regarding the design and anchorage of windows, glazing materials, and the amount and location of window glazing on exterior wall surfaces, considering light source and location, veiled reflections, glare, and other issues.

Acoustical Considerations

Provide solid absorptive wall panels and an appropriate ceiling system capable of maintaining a high degree of sound absorption or sound control through multipurpose rooms, portions of dayrooms, visiting/counseling rooms, and at the lobby and open booking areas of the facility. Care should be taken in locating noise generating activities (e.g., mechanical equipment, office equipment, foot impact traffic and voices in corridors). Where spatial adjacencies do not permit distance to buffer conflicting acoustical environments, the provision of slab-to-slab partitioning, sound blankets, return air boots or other effective sound control systems may be required. In a detention setting it is often more feasible to isolate the noise generating activity rather than acoustically treat sensitive work areas.

Finish and Materials

Maintenance and repair represents a major portion of on-going building operating costs in any public facility. This is particularly true in detention facilities where high volumes of people move in and about the building 24 hours per day. The selection of permanent and low maintenance materials will improve vandal-resistance, and result in reduced

refinishing and/or replacement. While the inmate population will fall under close observation and supervision, unauthorized access to in-place materials and finishes must be anticipated. Care will be required in the detailing and specification of interior building components to minimize opportunities for self-inflicted injury or attacks on staff or other inmates, the fabrication of "weapons", and the concealment of contraband.

Building Systems

The design and engineering of the various building systems to be provided within the new Adult Corrections Facility will be of critical importance to the successful operation of the facility. The inherent complexities of a detention facility place special demands on structural, mechanical, electrical and plumbing systems. Key factors include:

Systems should be designed to support security zoning, limits of access, and other requirements for internal/external security.

The safety of detention staff and inmates confined within areas with many barriers. Building systems must contain and limit impact of hazards, allow rapid response to life-threatening conditions, and support controlled evacuation into secure areas-of-refuge.

Building systems should provide a high degree of reliability and should accommodate both preventative maintenance and periodic repair without a disruption of operations (a majority of which must function 24 hours per day, 365 days per year).

The system design should conserve energy. Beyond the design of energy efficient building systems, consideration in new construction options should be given to building orientation and configuration, exterior wall and roof systems, window glazing and sun control systems, weather proofing and other passive conservation measures.

Special Building Systems

Life-Safety Systems

The design of fire alarm, smoke detection and fire suppression systems for the Jail are of critical importance to staff, inmates and visitors. Life-safety systems must include provisions for rapid exhaust of smoke from housing areas to reduce the need for inmate movement / evacuation in the event of a contained fire which generates smoke within the sealed building. Although specific criteria for such systems must meet the requirements of the State Fire Marshal, it is recommended that other stringent design criteria be met, including standards promulgated by the National Fire Protection Association, Inc. (Reference Life Safety Code Handbook, Section Seven, New Detention and Correctional Occupancies -- most current edition).

Emergency Power Systems

Emergency power and lighting capacity will be required throughout extensive areas of the Adult Corrections Facility. Connected loads and specific requirements for emergency power and lighting should be finalized during the architectural design process in conjunction with the determination of the final facility configuration. The emergency power systems shall be in compliance with state and local air quality management regulations.

Plumbing Systems

The Adult Corrections Facility requires extensive plumbing systems in relation to housing functions, holding areas, employee facilities, food services and laundry services. Special consideration relative to detention functions will be required in regard to water temperature control and the minimization of tampering and vandalism to both fixtures and piping connections. Care must also be made in the design of the plumbing system configuration for regular repair and maintenance work.

Lighting and Interior Illumination

A variety of lighting level conditions must be provided within the Adult Corrections Facility. In general, uniform lighting solutions are appropriate for general support areas. In other areas, it is cost effective and environmentally desirable to modulate illumination levels, where appropriate, within D.O.C. and A.C.A. standards. Lighting system design and switching must minimize opportunities for tampering and vandalism. Lighting system specifications should also include minimization of fixture types, the provision of energy efficient low BTU ballasts, and ease of re-lamping. Further, fixture and lamp selection should minimize glare, particularly where high levels of illumination are required.

Security Communication System

Staff communications within the facility will be achieved by a range of wired and wireless systems. An extensive telephone system will be supplemented by the selective use of dedicated intercom linkages where priority communication and hands-free access is required. Personal wireless communications capability should be provided by means of mobile radio equipment carried by staff. Emergency duress alarm provisions will supplement or be incorporated with the mobile communication system. The specification of detailed security systems, equipment and hardware will occur as part of the architectural design process. It should be anticipated that power, voice and video communication capability will be required for support of door and sallyport control, emergency alarm systems,

telephone and internal intercom systems and non-wired audio communications. Video surveillance systems will be selectively utilized throughout the facility to observe critical activities and to provide security back-up.

Technological Applications

The use of computer and information technology within the Adult Corrections Facility will represent an evolution and expansion of present applications. A variety of custody functions will utilize computer, data, and voice communications systems to process and provide access to court, inmate and criminal justice information. A number of data system applications should be anticipated within the design of the facility. These may potentially entail the following: booking and release records systems; inmate classification, housing assignment, transportation and court movement scheduling; visiting scheduling; inmate banking systems; word processing; food and menu preparation; as well as supply and inventory systems. Detailed specification and engineering of data processing and data access systems will occur during the architectural design process. It should be anticipated that communication linkages (coordinated telephone and data communications) will be required extensively throughout the new facility to permit a high degree of flexibility for the location of remote access terminals and peripheral devices.

SECTION SEVEN

Detailed Program Requirements

Adult Corrections Facility operations are organized within the following thirteen components:

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MEDICAL / MENTAL HEALTH SERVICES	41	
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INMATE SERVICES	47	
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LAUNDRY	51	
BUILDING MAINTENANCE / STORAGE	53	

CUSTODY ADMINISTRATION

The Administration component is responsible for assuring that all legal standards applicable to, and minimum guidelines for, local detention facilities in the State of Michigan are complied with at the Washtenaw County Adult Corrections Facility. The daily management of staff and inmates, as well as the coordination of staff training and daily briefing functions, are primary responsibilities of this program component.

Security and Operational Objectives

To manage and supervise staff and inmates housed in the facility as well as booking, release, transportation and court movement activities.

To coordinate the daily delivery of inmate programs and services within the corrections facility.

To provide management of emergency actions related to life-safety, internal security and external security.

To coordinate with other elements of the criminal justice system, county departments and law enforcement agencies.

To meet all legally required minimum standards for staff training and jail operations.

To provide effective on-the-job training to new recruits and veteran staff.

To assure a safe and secure working environment for staff involved in administrative, public contact and inmate contact duties.

Behavioral Objectives

To provide an administrative area which fosters a sense of staff well-being and promotes productive group and individual work activities.

To provide a reception point which provides for the orientation and dignity of the visitor.

To provide a sense of team effort to the overall staff by means of relevant briefing and training programs.

Summary of Operations

Corrections Administration. Corrections Administration will be located outside the facility security perimeter and is responsible for the overall administrative management of the facility.

Facility Management. Facility Management activities will be located outside the security perimeter of the facility, but will be provided with support and work areas inside the perimeter, and will receive daily activity assignments to support the daily operational management of the facility from Corrections Administration.

Briefing. Daily shift briefings of corrections personnel will occur within the centrally located staff room inside the security perimeter. This room will additionally accommodate radio recharging and disbursement and the delivery of staff mail.

Staff Training. To support individual and group staff physical training/exercise activities, a physical training room will be provided outside the facility security perimeter. This room will accommodate both universal-type and free-weight exercise equipment as well as floor mats to permit a variety of physical training functions. Classroom training involving large groups of corrections facility personnel, beyond that accommodated within the squad room or administrative conference room, also will be located outside of the corrections facility.

Lobby and Reception. Lobby and reception functions, located outside the security perimeter, includes public information, visitor management and cashiering functions, as well as public visitor waiting. From this location public and official visitors, after appropriate security screening, will move to the visiting areas above the ITR area. Surrenders will also access the ITR area from the lobby. Inmates released from custody will exit the corrections facility from the release counter in the ITR area via a secure pedestrian vestibule to the lobby. Associated with Lobby and reception will be public telephones, restrooms, and coin-operated personal property lockers for use by public and official visitors.

Hearing Room. An additional area will be reserved for a hearing room to support video-based arraignment and in-custody appearances and court functions. Space to accommodate this activity will be accessed directly and separately from both inside and outside the security perimeter from the public lobby and from the ITR areas.

Hours of Operation

Corrections Administration: Monday through Friday, day shift.

Facility Management: Monday through Sunday, all shifts.

Briefing: Monday through Sunday, all shifts.

Staff Training: Monday through Sunday, all shifts.

Lobby and Reception: Monday through Sunday, one or two shifts.

Planning Capacities

Daily briefing and shift preparation activities will involve a capacity based upon the total custody and select civilian staff over the peak shift period (to be conducted within the squad room).

Monthly administrative meetings, product demonstrations, and select training activities will be accommodated within the administrative conference room and involve a maximum capacity of 12 individuals.

Physical training programs and individual exercise will occur, on a periodic basis, within the physical training room, at a capacity of approximately 10 individuals.

The corrections facility lobby waiting capacity will be based upon 1.25 times the maximum simultaneous visitation volume.

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

- 4-4015 Written policy, procedure, and practice provide for regular meetings between the warden/superintendent and all department heads and between department heads and their key staff members. Such meetings are to be conducted at least monthly.
- 4-4025 Consistent with policy, the warden/superintendent is responsible for fiscal policy, management, and control. Management of fiscal operations may be delegated to a designated staff person.
- 4-4026 The fiscal officer has appropriate professional qualifications, including at a minimum a bachelor's degree in business administration or a related field and three or more years of demonstrated supervisory and administrative experience. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the bachelor's degree.
- 4-4067 The institution maintains a current, accurate, confidential personnel record on each employee. Information obtained as part of a required medical examination (and/or inquiry) regarding the medical condition or history of applicants and employees is collected and maintained on separate forms and in separate medical files and treated as a confidential medical record.
- 4-4073 Written policy, procedure, and practice provide that the institution's employee staff development and training programs are planned, coordinated, and supervised by a qualified supervisory employee. The training plan is reviewed annually.
- 4-4078 Library and reference services are available to complement the training and staff development program.

- 4-4080 The necessary space and equipment for the training and staff development program are available.
Comment: Facilities for classroom instruction should be easily accessible, free from distracting noise or observation by inmates, large enough to accommodate 20 to 30 students, and appropriate for audiovisual presentations. Separate spaces should be provided for specialized training (for example, use of firearms and/or chemical agents, physical training).
- 4-4082 Written policy, procedure, and practice provide that all new full-time employees must complete a formalized 40-hour orientation program before undertaking their assignments. At a minimum, the orientation program should include instruction in the following: the purpose, goals, policies, and procedures for the facility and parent agency; security and contraband regulations; key control; appropriate conduct with offenders; responsibilities and rights of employees; universal precautions; occupational exposure; personal protective equipment; biohazardous waste disposal; and an overview of the correctional field.
- 4-4083 Written policy, procedure, and practice provide that all, administrative and managerial staff receive 40 hours of, training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter, in areas relevant to their position.
- 4-4084 Written policy, procedure, and practice provide that all new correctional officers receive an added 120 hours of training during their first year of employment and an added 40 hours of training each subsequent year of employment. At a minimum, this training covers the following areas:
- security procedures
 - supervision of offenders
 - signs of suicide risks
 - suicide precautions
 - use-of-force regulations and tactics
 - report writing
 - offender rules and regulations
 - rights and responsibilities of offenders
 - fire and emergency procedures
 - safety procedures
 - key control
 - interpersonal relations
 - social/cultural lifestyles of the offender population
 - communication skills
 - first aid/CPR
 - counseling techniques
 - cultural diversity
- 4-4085 Written policy, procedure, and practice provide that all professional specialist employees who have inmate contact receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter.
- 4-4086 Written policy, procedure, and practice provide that all support employees who have regular or daily contact with inmates receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter.
- 4-4087 Written policy, procedure, and practice provide that all clerical/support employees who have minimal contact with inmates receive 16 hours of training in addition to orientation training during their first year of employment and 16 hours of training each year thereafter.
- 4-4089 Written policy, procedure, and practice provide that correctional officers assigned to an emergency unit have at least one year of experience as a correctional officer and 40 hours of specialized training before undertaking their assignments. The specialized training may be part of the officer's first-year training program. Officers on emergency units receive 40 hours of training annually, at least 16 of which are specifically related to the emergency unit assignment.

- 4-4117 The screening and selection of volunteers allows for recruitment from all cultural and socioeconomic parts of the community.
- 4-4167 Adequate space is provided for administrative, security, professional, and clerical staff; this space includes conference rooms, storage room for records, a public lobby, and toilet facilities. Comment: None.
- 4-4168 Staff needs are met through providing adequate spaces in locations that are convenient for use. Staff are provided with the following: An area to change clothes and to shower. An area, room, and/or employee lounge that offers privacy from inmates and provides space for meals. Access to exercise/physical training facilities and equipment. Space for training. Space for shift-change briefings. Toilets and washbasins that are not used by inmates. Comment: None.
- 4-4169 Reasonable accommodation is made to ensure that all parts of the facility that are accessible and usable by staff and visitors with disabilities. Comment: None.

EMPLOYEE FACILITIES

The primary function of Employee Facilities is to provide Sheriff's corrections personnel and civilian support staff the opportunity to prepare for and gain relief from the performance of detention-related responsibilities during scheduled break periods and at the beginning and end of each shift. Employee facilities will consist of a staff lunch / break room located within the security perimeter, and shower / locker rooms located outside the security perimeter of the facility.

Security and Operational Objectives

To provide staff with facilities to showier and store uniforms and personal belongings; and the opportunity for dining and/or relaxation during scheduled break periods.

To preclude unauthorized access to staff shower/locker and employee facilities.

To assure security of staff equipment and personal belongings.

Behavioral Objectives

To provide shower/locker areas which meet individual needs for privacy and encourage attention to personal appearance and hygiene.

To provide the opportunity for temporary relaxation and for respite from on-going daily corrections responsibilities.

Summary of Operations

Facilities which support employees assigned County Adult Corrections Facility will be provided both inside and outside of the security perimeter and accommodate custody and civilian staff locker rooms, associated toilet / shower areas, and a staff lunch/ break room to accommodate staff dining. The employee shower / locker rooms will be located outside the security perimeter with convenient access to the staff entrance to the facility. The lunch/ break room will be located within the security perimeter contiguous to but distinct from the central kitchen.

Hours of Operation

Monday through Sunday, all shifts.

Planning Capacities

All staff will be provided full-size lockers based upon staffing over all shifts, including relief, at an assumed ratio of 70% male and 40% female personnel (including contingency).

The staff lunch / break room seating capacity will be based upon 33% of the total peak shift.

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

4-4167 Adequate space is provided for administrative, security, professional, and clerical staff; this space includes conference rooms, storage room for records, a public lobby, and toilet facilities. Comment: None.

4-4168 Staff needs are met through providing adequate spaces in locations that are convenient for use. Staff are provided with the following: An area to change clothes and to shower. An area, room, and/or employee lounge that offers privacy from inmates and provides space for meals. Access to exercise/physical training facilities and equipment. Space for training. Space for shift-change briefings. Toilets and washbasins that are not used by inmates. Comment: None.

4-4169 Reasonable accommodation is made to ensure that all parts of the facility that are accessible and usable by staff and visitors with disabilities. Comment: None.

SECURITY AND CENTRAL CONTROL

A fundamental purpose of a detention facility is to provide the security necessary to protect citizens from the dangerous criminal; to assure the appearance of unreliable defendants in court; to protect inmates from one another; and afford staff and visitor safety. As a result of the high turnover of a county jail population, security must be flexible to meet ever changing and potentially unstable responses with respect to particular inmates. Conversely, this capability must be achieved without the blanket application of an inflexible regimentation which overly restricts those inmates who pose little threat.

Essential to the safe and orderly operation of the County Adult Corrections Facility will be a properly structured concept for perimeter and interior security, central control, and internal custody command and supervision.

Security and Operational Objectives

- To assure the physical safety of staff and inmates.
- To provide and monitor a comprehensive security perimeter which allows a range of interior security zones.
- To apply unit management principles to support proactive response through establishment of staff / inmate interpersonal communication.
- To provide high surveillance capability of all inmate housing and activity areas in a consistent manner.
- To facilitate rapid intervention when security is threatened without disrupting non-involved activities.
- To provide for containment of security incidents through a series of barriers to freedom.
- To provide for operational adjustment in order to reinforce or relax internal security as required.
- To maintain security perimeter integrity where high volume of access and egress activities are involved.

Behavioral Objectives

- To promote inmate self-responsibility for actions through physical configuration, environment and visible reserve of available restraints.
- To provide stabilizing influences on the inmate population through normalization of the environment.
- To conduct corrections facility operations in a secure, efficient manner while allowing for the reduction of tension on the part of inmates and staff.
- To convey the gravity and seriousness of detention to the inmate population without them being physically or psychologically damaged by the experience.

Summary of Operations

Perimeter Security

Maintenance of an effective perimeter is essential to the success of security and control within the corrections facility. The security perimeter is necessary to:

- Preclude escape attempts from the facility;
- Preclude unauthorized access into secure areas of the facility; and

Control the introduction of contraband and the threat to the safety of inmates and staff it represents. To maintain a safe environment within the corrections facility and prevent escapes, it is necessary to maintain strict accountability and control over all movements through the security perimeter. This will be achieved through centralizing control of the perimeter and maintaining effective security routines including searches, screening of visitors, identifications, spot checks, continuous surveillance, etc.

Hours of Operation

Monday through Sunday, all shifts.

Internal Security

Internal security within the corrections facility will be focused on a combination of continuous supervision of the inmate population and the mitigation of hostility and alienation of the incarcerated individual. For the majority of the inmate population these objectives can be achieved through five primary operational assumptions:

- Housing inmates in groups of "manageable" size;
- Providing opportunities for personal activities within limits of security;
- Providing for constructive use of an inmate's time;
- Maximizing direct personal management and interaction between staff and inmates; and
- Providing comprehensive visual observation of inmate movement throughout all areas of the facility.

Security Zones

Within the overall perimeter of the corrections facility, four basic security zones should be established:

The first security zone constitutes the primary security area and will require 24 hours / day surveillance by corrections staff. Included within this zone are inmate movement corridors, the ITR area, and all housing pods.

The second security zone is that requiring surveillance by corrections staff during the hours in which the areas are utilized by inmates and staff. This zone consists of all areas to which inmates have access outside of the housing pods but are not in operation on a 24 hour basis (i.e., food service and laundry, medical/mental health unit, etc.).

The third security zone is a moderate security area to which only staff and visitors have access. Visual surveillance will be maintained and visitors to this security area will be monitored. This zone would include the public lobby, corrections administration offices, visiting areas (non-secure side) and employee facilities. It is crucial that access to these areas be limited to authorized personnel and that the building configuration isolate these areas from inmate accessibility.

The fourth security zone includes public areas of the corrections facility which, for the most part, require only visual surveillance. These areas include the facility entrances, the staff and public parking lots, and the building approaches.

Central Control

The Central Control operation will have primary responsibility for the following functions: internal security zone perimeter access (pedestrian vestibule control); vehicle sallyport control; key control; internal communications; fire / life-safety and natural disaster alarms; emergency communications; internal coordination of emergency response; and elevator and TV /radio system override capability. The Control Center will maintain line of sight surveillance of the primary paths of inmate movement inside the security perimeter from the booking area to dedicated inmate elevators. It will also maintain remote video surveillance of the ITR area, all housing pods, visiting areas, select internal building corridors, and the facility exterior perimeter.

A special responsibility of the Control Center will be that of maintaining remote management of all housing pods during the night shift. While the primary mode of inmate supervision during the "active" shifts will be that of direct or modified direct management, housing supervision during the "inactive" shift will be achieved by a combination of remote supervision by Control Center staff and the use of roving custody staff.

In the event of emergency circumstances within the security perimeter of the corrections facility, the Control Center will provide internal response coordination with external communication linkages to the administrative elements of the Sheriff's Office. As a back-up, the administrative conference room will be equipped to serve as an out-of-security command center.

Shift Supervision

Internal management and supervision of security and custody operations within the perimeter of the corrections facility will be the responsibility of the Shift Commanders. Office space for these staff, although accounted for under

Administration and Training, will be located proximate to the Control Center to facilitate coordination of overall security management. Also associated with the Control Center will be the secure storage of non-lethal, life-safety and emergency equipment accommodated within the CRT room. An armory, housing side arms and master key storage, will be located outside the security perimeter proximate to Corrections Administration.

Planning Capacities

The Control Center will be sized to accommodate two custody personnel over each shift.

Certain housing pods will continue to operate in either a direct or modified direct mode of supervision during the night shift; reference the Inmate Housing component.

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

- 4-4175 The institution maintains a control center to provide order and security. Comment: The control center should be staffed 24 hours per day and should monitor and take responsibility for inmate counts, key control, and coordination of internal and perimeter security. It should also serve as the institution's communications center and monitor the operation of various systems: fire alarm, public address, smoke and thermal detection, radio, teletype, computer, surveillance alarms, walk and perimeter lighting, and other mechanical and electrical systems.
- 4-4170 Space is provided for a 24-hour control center for monitoring and coordinating the institution's security, safety, and communications systems. The control center provides access to a washbasin and toilet. Comment: The control center should contain sufficient space for monitoring and coordinating all internal and external security systems, communications systems, safety alarms and detection systems, and other mechanical and electrical systems.
- 4-4171 The institution's perimeter is controlled by appropriate means to provide that inmates remain within the perimeter and to prevent access by the general public without proper authorization. Comment: The means chosen to ensure perimeter security should reflect the facility's needs based on size and the degree of security required. Perimeter surveillance can be maintained through watchtowers, mechanical surveillance devices (for example, electronic, pressure, or sound detection systems), mobile patrols, or some combination of these techniques. All areas adjacent to the perimeter should be visible under all conditions.
- 4-4172 Pedestrians and vehicles enter and leave at designated points in the perimeter. Safety vestibules and sally ports constitute the only breaches in the perimeter of maximum security institutions. Comment: None.
- 4-4173 Firearms, chemical agents, and related security items are stored in a secure but readily accessible depository outside of inmate housing and activity areas. Comment: None.
- 4-176 The facility has a communication system between the control center and inmate living areas. Comment: A mechanical or audio communication system should be used to supplement direct staff supervision activities (for example, to advise staff of emergency needs), not as a substitute for staff supervision.

INMATE HOUSING

The focal point of the Washtenaw County Adult Corrections Facility will be that portion of the building dedicated to the housing of inmates. The Inmate Housing component is where inmates will spend the majority of their time. It is the most important function in the corrections facility from the perspective of the proportion of the total space of the facility it consumes, the attitudes it produces in inmates and staff toward both the institution and one another, and the ability of the facility to effectively operate in a secure and safe manner.

The basic objective of the Inmate Housing component is to guarantee an inmate's right to a healthful living environment and staff's right to a safe working environment. Specifically, this involves the provision of continuous staff supervision, the maintenance of clean and sanitary conditions within the facility according to accepted health standards, the provision of adequate opportunities for inmates to maintain personal hygiene, the supply of proper levels of environmental controls (temperature, lighting and ventilation) and the prevention of overcrowding.

In addition to meeting minimum health requirements, the Inmate Housing component should also promote an environment conducive to the pursuit of the facility's detention/corrections philosophy. Subject to security considerations, undue confinement and restriction of the inmate should be minimized and opportunities to participate in corrections programs and activities should be maximized. The environment of the housing pods should not be overly regimented in order to promote the development of positive inmate behavior, to encourage efforts at self-improvement, and to minimize the negative effects of institutionalization on the inmate.

Each inmate will be screened upon admission to the corrections facility through a classification process to determine which housing pod he/she will be assigned. The major goals of classification are to separate inmates of differing security categories and to combine inmates with compatible behavioral characteristics. The assignment of inmate housing according to security risk, legal status, and other special considerations is necessary to maximize administrative control and order within the facility. Housing standards and guidelines, as summarized below and promulgated throughout the country, have guided the development of contemporary detention and correctional facilities:

Housing pods should be organized to permit separation of inmates as required and to permit housing assignments from maximum security to minimum control.

Housing pods should be organized with inmate rooms clustered around a general purpose space.

Housing design should permit normal human behavior and allow demonstration of responsibility supportive of facility management and sound detention goals.

Housing dayrooms should have direct access to inmate rooms and be used for a variety of recreational activities.

Each housing pod should have its own indoor/outdoor recreational area and inmate dining area supported by centralized service support.

Security and Operational Objectives

To assure the physical safety of staff and inmates.

To permit the separation of inmates by gender and appropriate housing classification category.

To house inmates in appropriate room types according to security needs.

To minimize disruptive behavior and physical vandalism.

To minimize unnecessary inmate movement outside of the housing area.

To provide high surveillance capability of all inmate areas in a consistent manner.

To accommodate secure and efficient inmate access to programs and services.

To facilitate efficient and rapid intervention when security is threatened without disrupting non-involved activities.

To provide for the containment of security incidents through a series of barriers to freedom.

To provide for operational adjustment to enhance or relax internal security, as required.

To provide for fire detection, exhaust of smoke, and rapid egress to an area of refuge in a secure manner.

Behavioral Objectives

To promote inmate self-responsibility for actions through physical configuration, environment and visible reserve of available restraints.

To provide housing areas which reflect a human scale and normative atmosphere, offer a range of environments responding to behavioral classification, and decrease anxiety.

To provide a positive physical environment conducive to the formation of constructive and respectful relationships between inmates and staff.

To provide opportunities, within security considerations, for inmate socialization and positive group experiences in order to promote desired behavior patterns.

To establish a perceivable distinction between the typical housing environment and the restrictive (disciplinary) housing environment in order to foster reinforcement of positive behavior.

Hours of Operation

Monday through Sunday, all shifts.

Summary of Operations

The planned inmate capacity of the Washtenaw County Adult Corrections Facility is based upon the accommodation of 714 inmates (rated beds) in a podular arrangement of individual housing units. A non-rated bed capacity of 48 will also be provided to accommodate male inmates under disciplinary charge. Six non-rated beds will be provided to accommodate female inmates under disciplinary charge.

It is proposed that the housing component will be physically organized within a variety of "pods". Each housing pod, as identified below, will encompass one or more "housing units" and incorporate inmate housing room or sleeping space, dayroom/dining areas and toilet/shower facilities, and be provided access to visiting, indoor/outdoor recreation areas, and a variety of operational and program support spaces.

Inmate Housing within the new corrections facility will be managed during the "active" portions of the 24 hour day (day and afternoon shifts) in either a direct supervision mode (with corrections staff in immediate contact with or proximate to the inmate population) or a modified direct supervision mode (with corrections staff proximate to the inmate population at a non-fixed physical position). During "inactive" portions of the 24 hour day (night shift), management of the majority of housing pods will occur in an indirect mode of supervision in order to maximize staffing efficiencies. This will entail the use of roving corrections staff supplemented by indirect (remote) housing supervision by the Control Center. Certain housing pods (the female housing pod and male high risk and disciplinary housing pods) will continue to operate in a direct/modified direct mode during the night shift due to the particular security and supervision requirements of these pods.

The housing pods supporting inmates involved in weekender/work release programs, while integral to the maximum security envelope of the corrections facility, will be configured as multi-occupancy (dorm) rooms and will maintain an independent, external point of access and egress.

Within the following organization of housing pods, a total of 714 inmates will be accommodated in a combination of 576 rated single occupancy rooms and 138 rated dormitory-type beds. Non-rated disciplinary segregation beds (48 male and 6 female) will also be provided within the new facility.

Profile of Bed Distribution, by Classification (at 656 beds)

Classification	Total Bed Requirement	% of Rated Beds	Beds	Male Beds	Female	Comments
Maximum (High - 1)	16	2.5	12	4		
Medium - High	16	2.5	12	4		
Medium (3-4)	240	45	200	40		
Minimum-In (5)	192	15	148	44		
Minimum (6, 7, 8)	96	10	48	44		
Classification	72	15	56	16		
High-Risk	6	1		5	1	
Work Release / Weekenders						To be determined
Non-Rated Beds						
Medical / Mental Health	16	2.5	12	4		
Disciplinary Segregation	16	2.5	12	4		
Holding	132	20	108	24		Holding cells / spaces

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

- 4-4125 Physical Plant design facilitates personal contact and interaction between staff and inmates. (Renovation, Addition, New Construction Only). Comment: Separation of supervising staff from inmates reduces interpersonal relationships and staff awareness of conditions on the housing unit. Staff effectiveness is limited if the only staff available are isolated in control centers as observers or technicians in charge of electronic management systems.

- 4-4128 Single-cell living units shall not exceed 80 inmates. (New Construction Only). Comment: None.

- 4-4131 Single cells are required for inmates assigned to maximum custody. All cells in which inmates are confined conform to the following requirements:
 1. There must be 35 square feet of unencumbered space for the single cell occupant.
 2. When confinement exceeds 10 hours per day, there is at least 80 square feet of total floor space for the occupant.
 3. "Unencumbered space" is usable space that is not encumbered by furnishing or fixtures. At least one dimension of the unencumbered space is no less than seven feet. In determining unencumbered space, all fixtures must be in operational position and must provide the following minimum areas per person: bed, plumbing fixtures, desk, and locker.
 4. Supervision is consistent with standard 4-4177.
 Comment: This standard encourages design flexibility and creativity by relating cell size to the amount of unencumbered or free space provided.

- 4-4131 Single cells/rooms and multiple-occupancy cells/rooms may be used for housing inmates in medium/minimum custody when the classifications system, cell/room size, and level of supervision meet the following requirements:
 1. Number of occupants: 1 - Amount of Unencumbered Space* = 35 square feet per occupant; Number of occupants: 2-50 - Amount of Unencumbered Space* = 25 square feet.

* "Unencumbered Space" is usable space that is not encumbered by furnishings or fixtures. At least one dimension of the unencumbered space is no less than seven feet. In determining unencumbered space in the cell or room, the total square footage is obtained and the square footage of fixtures and equipment is

subtracted, All fixtures and equipment must be in operational position and must provide the following minimums per person: bed, plumbing fixtures (if inside the cell/room), desk, locker, and chair or stool.

2. When confinement exceeds ten hours per day, there are at least 80 square feet of total floor space per occupant.
3. Housing is in compliance with American Correctional Association standards 4-4137, 4-4138, 4-4139, 4-4142, 4-4151 and 4-4295. Medium-security inmates housed in multiple-occupancy cells/rooms require direct supervision.

- 4-4133 Written policy, procedure and practice provide that single-occupancy cells/rooms shall be available, when indicated, for the following: inmates with severe medical disabilities; inmates suffering from serious mental illness; sexual predators; inmates likely to be exploited or victimized by others; inmates who have other special needs for single housing. Comment: While the standard permits the housing of medium-security inmates in multiple cells/rooms, there is a need for single cells/rooms for the inmate groups listed. The caveat "when indicated" refers to determinations made by the classification system, medical diagnosis, or other professional conclusions.
- 4-4134 Each inmate confined to a cell/room for ten or more hours daily is provided a sleeping area with the following: a sleeping surface and mattress at least 12-inches off of the floor; a writing surface and proximate area to site; storage for personal items; and adequate storage space for clothes and personal belongings. Each inmate confined to a cell/room for less than ten hours daily is provided a sleeping area with the following: a sleeping surface and mattress at least 12-inches off the floor; storage for personal items; and adequate storage space for clothes and personal belongings. Comments: The words "writing surface" refer to a fixed or free-standing surface under which a person can sit.
- 4-4135 Dayrooms with space for varied inmate activities are situated immediately adjacent to the inmate sleeping areas. Dayrooms provide a minimum of 35 square feet of space per inmate (exclusive of lavatories, showers, and toilets) for the maximum number of inmates who use the dayroom at one time, and no dayroom encompasses less than 100 square feet of space (exclusive of lavatories, showers, and toilets). Comment: While the standard establishes a minimum square footage for any dayroom, total square footage is calculated for the maximum number of users at one time rather than the total number of inmates served.
- 4-4136 Dayrooms provide sufficient seating and writing surfaces. Dayroom furnishings are consistent with the custody level of the inmates assigned. Comment: The standard provides managers and designers with flexibility in design and furnishing dayrooms and takes into consideration the range of activities that may occur (for example, dayroom activities usually include television viewing, reading, recreation, conversation, and games, and sometimes include eating and work). In lower security settings, the use of "normalized" furnishings should be considered.
- 4-4137 Inmates have access to toilets and hand-washing facilities 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas. Toilets are provided at a minimum ratio of 1 for every 12 inmates in male facilities and 1 for every 8 inmates in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with 3 or more inmates have a minimum of 2 toilets. These ratios apply unless national or state building or health codes specify a different ratio. Comment: The standard ensures the availability of toilets and requires a measure of privacy and control for users. At the same time, the standard provides flexibility for designers and managers, who have increased options for "dry" cells if toilet facilities are accessible by other means (for example, push-button locks on cells for use during night hours). Creative design approaches that increase privacy and decrease management problems associated with congregate facilities (for example, the creation of a series of "single occupancy" toilet areas) are encouraged. The requirement of an approved ratio is designed to assure that inmates have adequate access to meet their basic personal hygiene needs.
- 4-4138 Inmates have access to operable washbasins with hot and cold running water in the housing units at a minimum ratio of 1 basin for every 12 occupants, unless national or state building or health codes specify a different ratio. Comment: Provision must be made for inmate access in cells or sleeping areas, dayrooms,

and other parts of the facility. The requirement of an approved ratio is designed to assure that inmates have adequate access to meet their basic personal hygiene needs.

- 4-4139 Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every eight inmates, unless national or state building or health codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and to promote hygienic practices. Comment: Offenders can use scalding showers as a weapon against, or punishment for, other inmates. Also, accidental injury could occur when cold water is drawn in other areas, thereby unexpectedly elevating the hot water in showers to scalding temperatures. Water temperatures below 100 degrees Fahrenheit are uncomfortable and may deter an individual from pursuing good hygienic practices. The temperature controls should not preclude the use of water at higher temperatures, if needed, in other areas of the institution, such as kitchens.
- 4-4140 Segregation housing units provide living conditions that approximate those of the general inmate population; all exceptions are clearly documented. Segregation cells/rooms permit the inmates assigned to them to converse with and be observed by staff members. Comment: None.
- 4-4141 All cells/rooms in segregation provide a minimum of 80 square feet, of which 35 square feet is unencumbered space. Comment: Segregated inmates are confined in cells/rooms for more extended periods during the day. Therefore the cell/room must provide additional space for in-cell activity.
- 4-4142 Inmates with disabilities are housed in a manner that provides for their safety and security. Housing used by inmates with disabilities is designed for their use and provides for integration with other inmates. Programs and services are accessible to inmates with disabilities who reside in the facility. Comment: If the facility accepts individuals with disabilities, it must provide for their housing and use of facility resources. Housing includes, but is not limited to, rooms, sleeping areas, furnishings, dayrooms, toilets, washbasins, showers, and other common elements. An offender with a disability should not be placed in a special unit (for example, the infirmary, security room, or protective custody) that cannot accommodate the offender's disability. Program and service areas include, but are not limited to, exercise and recreation areas, visiting rooms, classrooms, dining rooms, commissary/canteen, telephone facilities, library, reception and classification areas, chapel, and administrative areas where appropriate.
- 4-4146 Lighting in inmate rooms/cells is at least 20 footcandles at desk level and in personal grooming areas, as documented by an independent, qualified source. Comment: None.
- 4-4147 All inmate rooms/cells provide access to natural light. (Existing, Renovation, Addition Only). Comment: None.
- 4-4148 Inmates in general population who are confined in their rooms/cells for ten or more hours daily have access to natural light by means of an opening or a window of at least three square feet with a view to the outside. Inmates in general population who are confined to their rooms/cells for less than ten hours daily have access to natural light through an opening or window as described above or through an opening or a window of at least three square feet between their room/cell and an adjacent space. (New Construction Only). Comment: Natural light should be available from an opening or window that has a view to the outside or from a source within 20 feet of the room/cell.
- 4-4149 Each dayroom provides a minimum of 12 square feet of transparent glazing with a view to the outside, plus two additional square feet of glazing per inmate whose room/cell does not contain an opening or window with a view to the outside. (New Construction Only). Comment: Many inmates spend most daylight hours outside of their cells, often in their dayroom, and the standard gives designers increased options for providing natural light.
- 4-4150 Circulation is at least 15 cubic feet of outside or recirculated filtered air per minute per occupant for cells/rooms, officer stations, and dining areas, as documented by an independent, qualified source. (Renovation, Addition, New Construction Only). Comment: Mechanical ventilation may provide for

recirculation of outside air except where prohibited by codes. The outside air requirements may be reduced to a minimum of 33 percent of the specified ventilated air quantity if adequate temperature control is provided in addition to filtering equipment so that the maximum concentration of particles entering the space is reduced to acceptable limits. In no case should the outdoor air quantity be less than five cubic feet per minute per person.

- 4-4152 Circulation is at least ten cubic feet of fresh or recirculated filtered air per minute per occupant for inmate rooms/cells, officer stations, and dining areas, as documented by an independent, qualified source. (Existing). Comment: None.
- 4-4158 Dining space should be large enough to allow for meals to be served, affording each inmate the opportunity to have at least 20 minutes of dining time for each meal. Comment: None.
- 4-4162 Adequate space is provided for janitorial closets accessible to the living and activity areas. The closets are equipped with a sink and cleaning implements. Comment: None.
- 4-4177 Correctional officer posts are located in or immediately adjacent to inmate living areas to permit officers to bear and respond promptly to emergency situations. Comment: The presence of correctional officers within hearing distance of inmate living quarters can help prevent inmate misbehavior and avoid disturbances.
- 4-4180 Written policy, procedure, and practice facilitate personal contact and interaction between staff and inmates. Comment: Staff effectiveness is limited if the only staff available are placed in isolated control centers during periods of inmate activity in the housing units.
- 4-4257 Written policy, procedure, and practice require that all special management inmates are personally observed by a correctional officer at least every 30 minutes on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; suicidal inmates are under continuing observation. Comment: None.
- 4-4262 Written policy, procedure, and practice provide that inmates in segregation have the opportunity to shave and shower at least three times per week. Comment: Inmates in segregation should have the opportunity to maintain an acceptable level of personal hygiene unless these procedures cause an undue security hazard. If conditions permit, the inmates should be able to shower daily.
- 4-4263 Written policy, procedure, and practice provide that inmates in segregation receive laundry, barbering, and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when found necessary by the senior officer on duty; any exception is recorded in the unit log and justified in writing. Comment: None.
- 4-4270 Written policy, procedure, and practice provide that inmates in segregation receive a minimum of one hour of exercise per day outside their cells, five days per week, unless security or safety considerations dictate otherwise. Comment: Inmates in segregation should be provided with the opportunity to exercise in an area designated for this purpose, with opportunities to exercise outdoors, weather permitting, unless security or safety considerations dictate otherwise. A written record should be kept of each inmate's participation in the exercise program. Reasons for the imposition of constraints should be documented.
- 4-4273 Written policy, procedure, and practice provide that inmates in administrative segregation and protective custody have access to programs and services that include, but are not limited to, the following: educational services, commissary services, library services, social services, counseling services, religious guidance, and recreational programs. Comment: Although services and programs cannot be identical to those provided to the general population, there should be no major differences for reasons other than danger to life, health, or safety. Inmates in administrative segregation and protective custody should have the opportunity to receive treatment from professionals such as social workers, psychologists, counselors, and psychiatrists. The standard also applies to inmates held in disciplinary detention for more than 60 days.

4-4400 (MANDATORY) When an offender is transferred to segregation, health care personnel will be informed immediately and will provide assessment and review as indicated by the protocols established by the health authority. Unless medical attention is needed more frequently, each offender in segregation receives a daily visit from a health care provider. The visit ensures that offenders have access to the health care system. The presence of a health care provider in segregation is announced and recorded. The frequency of physician visits to segregation units is determined by the health authority. Comment: Health care providers' visits are intended to be screening rounds and are not meant to be clinical encounters. Those offenders who request "sick call" are evaluated by a health care provider who determines the appropriate setting for further medical attention or examination. Health care providers may request that an offender be removed from a cell or housing area for medical attention or examination. All "sick call" encounters are documented in the offender's health record.

INTAKE / TRANSFER / RELEASE

The Intake / Transfer /Release (and Court Movement) component of the new Washtenaw County Adult Corrections Facility is responsible for the systematic processing of individuals from the point at which the arresting or transporting officer completes pre-booking activities and acceptance is granted, through the determination of whether the individual should either be released or housed within the corrections facility. This component is also responsible for the physical release of in-custody inmates and for the confirmation of an inmate's identity prior to release from the corrections facility. It further maintains responsibility for the processing of inmates to be moved to court and to be transported off-site to medical/mental health facilities or other detention/correctional facilities.

The booking and release process involves' critical information gathering and evaluation functions which should be conducted in a stable and humane environment while still maintaining the safety and security of both staff and inmates. The information gathered at booking involves positive identification of the detainee to determine his/her background and special needs (i.e., medical/mental health), as well as eligibility for release options. During the release process, the identification of the inmate and his or her eligibility for release must be verified, as well as personal clothing and valuable property returned.

The environment in which these processes take place should be respectful of the staff's and detainee's legal and human rights, particularly during the booking process when a detainee is normally only suspected and not convicted of a crime. The processing should be as prompt as possible and should attempt to preserve the detainee's dignity and individuality while reducing his/her anxiety and the potential for conflict. This effort is especially important during the detainee's first contact with the corrections facility-if a positive environment is to be fostered during the remainder of the inmate's stay within the corrections facility. It is in the booking/release area that the expectations and intent of the corrections system can be best demonstrated. Desired behavioral objectives should be reflected in both the physical environment as well as operational procedures. It is important to expedite the transition from the possibly adversarial relationship between the arresting officer and the suspect to that of a "neutral" custodianship assuring the suspect's safety and established legal rights.

Relative to transportation and court movement functions, the movement of inmates should be carried out with security as the highest priority. On-site and off-site movement of the inmate outside of the security perimeter of the corrections facility presents greater opportunities for escape and thus corrections staff must exercise particular caution during such operations. Nonetheless, the physical environment and inmate management procedures related to transportation and court movement activities should be structured to foster a stable and humane perspective on the part of both the inmate and corrections personnel.

Security and Operational Objectives

- To assure the safety of detainees, corrections staff, and arresting / transporting officers.
- To allow transfer of individuals from vehicles into the corrections facility under closely-supervised conditions.
- To provide for medical/mental health screening in support of appropriate acceptance decisions.
- To provide for differentiated holding/waiting areas for cooperative and responsible individuals versus dangerous and disruptive individuals.
- To provide an appropriate holding environment for individuals under the influence of alcohol or narcotics.
- To provide for the safe and secure storage of the detainee's clothing and personal property.
- To provide for efficient clothing issuance in conjunction with adequate shower and dressing areas.
- To provide for proper identification of all detainees and individuals subject to release.
- To assure the secure movement of inmates to court, off-site health care, and detention and correctional facilities of other jurisdictions.
- To minimize disruptive or unauthorized behavior .during the booking, release and transportation processes.

- To provide high surveillance capability of all processing and holding areas in a consistent manner.
- To maintain security perimeter integrity during periods of ingress and egress.
- To facilitate rapid intervention when security is threatened without disrupting non-involved activities.

Behavioral Objectives

- To provide a well defined and orderly process for booking, release and transportation in a secure yet humane manner.
- To promote self-responsibility for detainee and inmate actions through physical configuration, environment and visible reserve of available restraints.
- To conduct the booking, release, and transportation process in a secure, efficient manner while allowing for a reduction in tension on the part of staff and detainees.
- To provide a physical environment for booking, release and transportation operations at a human scale, offering a range of waiting and holding areas responding to inmate behavior.

Hours of Operation

- Booking and Release: Monday through Sunday, all shifts.
- Transportation: Monday through Friday, day and afternoon shifts, and as required.
- Court Movement: Monday through Friday, day-and afternoon shifts.

Summary of Operations

The Booking/Release/Transportation/Court Movement component will entail three collocated but operationally distinct functional elements. Both males and females will be processed within independent flow patterns and held within separate holding/waiting areas.

Booking Functions

A detainee's introduction to the booking process will begin through the vehicle sallyport. Once out of the transporting vehicle, the detainee will be moved to a secure entry vestibule under the supervision of the arresting/transporting officer. Adjacent to the entry vestibule, the detainee may initially undergo blood alcohol testing at a dedicated breathalyzer station, if appropriate. Those detainees significantly intoxicated or under the influence of narcotics may not be admitted to the corrections facility. Completion of pre-booking documentation by the arresting officer, with the detainee at hand, will then occur at a nearby location off the entry vestibule. The individual will be given a pat-down search at this point by the arresting officer. In the case of a violent or combative detainee, the arresting officer may place the individual in a temporary waiting room off the entry vestibule.

Corrections staff, with the support of medical personnel on an as-required basis, will then be responsible for the conduct of medical and mental health screening and for the formal acceptance of the detainee into custody. In cases of significant medical or mental health problems, the detainee will be transported by the arresting officer to an off-site health care facility. Intoxicated individuals, if under criminal charge and suitable for acceptance, will be formally admitted into the facility and placed in an adjacent observation holding cell until they are capable of participating in the booking/release process.

If accepted, the detainee will move from the entry vestibule to the booking area. The detainee will first be subject to an additional search by custody staff, including the removal, inventory and bagging of personal property (non-clothing). The detainee's personal property, within a sealed bag, will be stored temporarily in a secure cabinet behind the booking counter. Such property will be returned to individuals being quick-released. Property related to individuals to be housed will be added to the personal clothing bag and stored within the property room.

The detainee then will be moved to the booking counter. Prior to the formal booking process, the detainee will be finger printed and photographed by means of optical scanning and digital video equipment. At this point, the male and female flow will separate and corrections staff will formally book the individual, conduct identity searches, prepare

records documentation and initiate pre-trial release and classification evaluations. Throughout this process, the male and female detainees will be placed in separate temporary holding/waiting areas, as required.

Those individuals to be housed will then be moved to the property storage counter/window, where personal clothing will be exchanged for jail clothing. Upon completion of that transaction, detainees will utilize an adjacent shower, change into jail clothing, and be moved back to the temporary holding area. From this location the detainee will be escorted to an appropriate housing pod based on the classification evaluation. The detainee's personal clothing and valuable property will be stored in the property room throughout the duration of the individual's incarceration within the corrections facility. Property will be placed in a storage bag and hung on a property rack. Items requiring cleaning due to special circumstances will be laundered prior to storage. The property room, due to its pivotal role, will maintain adjacency and provide counter/window access to each of the booking, release, transportation and court movement areas.

Those individuals qualified for pre-trial release will be moved to a release counter station where their identities will be verified and personal property returned prior to release. From this location they will move through the security perimeter to exit the corrections facility through the public lobby. While still involved in the booking process, individuals, on a select basis, may access non-contact official visiting stations located between the booking area and the public lobby. A secure pedestrian vestibule will also be required at this location to permit access from the facility lobby to the booking area to accommodate the processing of out-of-custody individuals reporting for "self-booking" on an independent basis.

Release From Custody Functions

Upon notification and verification of release eligibility, an inmate in custody will be removed from the housing pod and escorted to the booking/release area. The individual will access the property storage counter/window to exchange jail clothing for his/her personal clothing. The individual will then move to the release counter station where identity is confirmed and personal property returned prior to release from the corrections facility.

Court Movement and Transfer Functions

With minor variations, the initial stages of the out-going process for the movement of inmates to court and to off-site detention/correctional facilities will be identical. Upon notification and verification of a movement/transfer requirement, inmates in custody will be assembled in the housing pod and moved either individually or in groups to the booking/release/transportation/court movement component of the facility. At this location, subject to segregation requirements, inmates may either be temporarily placed in single or group holding cells, independent of booking holding, to await court movement or transportation, or may be moved directly into the transport vehicles. Individuals eligible for pre-trial video proceedings will be moved to the adjacent Video Proceedings Rooms.

Individuals being moved to court will in most cases be taken in jail clothing. Upon request, individuals may require the exchange of personal clothing for jail clothing. This exchange will occur at a counter/window station and dressing area adjacent to the property room. The return process for individuals involved in a court appearance will entail movement from court back to the transportation holding area. Prior to their return to the housing pods individuals will be appropriately assembled, searched and, if appropriate, exchange personal clothing for jail clothing.

Those individuals transferred to an off-site detention/correctional facility will be dressed for transportation, cuffed and moved to the vehicle sallyport with transfer papers and select personal effects. This movement between the transporting holding area and the vehicle sallyport will take place within a secure corridor independent of the circulation through the booking/release area.

Planning Capacities

The results of an analysis of booking, release from custody, transportation, and court movement capacities were prepared for projected operations to support inmate bed capacity levels of 656 and 800 beds. The physical capacity of the ITR area has been based upon the following parameters consistent with an extended inmate capacity of 800 beds:

A peak booking and release from custody activity level - occurring over the afternoon shift, involving a holding capacity of 50 seats (42 male / 8 female) in support of an hourly volume of 8 bookings (7 male / 1 female) and 6 releases (5 male/ 1 female).

A peak transportation and court movement activity level occurring over the day shift, involving a holding capacity of 63 seats (55 male/8 female) in support of independently scheduled transportation and court movement processes.

Based upon the above parameters, a total holding capacity is planned at 100 seats, reflecting an aggregation of peak day shift requirements (transportation/court movement) and peak afternoon shift requirements (booking/release). Theoretically, as peak holding requirements of booking/release vs. transportation/court movement occur over different shifts, options exist for shared use of a portion of the total holding capacity. After practical scheduling considerations are taken into account, the potential reduction of required holding seats, based upon shared use by shift, is not estimated to exceed 10% of the total planned capacity. For this reason, no adjustments have been made to the planned holding capacity.

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

4-4163 Space is provided in the institution to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations. Comment: None.

4-4164 Space is provided for storing the personal property of inmates safely and securely. Comment: None.

4-4285 Written policies and procedures govern the admission of inmates new to the system. These procedures include, at a minimum, the following:

- determining that the inmate is legally committed to the institution
- thorough searching of the individual and possessions
- disposing of personal property
- showering and hair care, if necessary
- issuing of clean, laundered clothing as needed
- photographing and fingerprinting, including notation of identifying marks or other unusual physical characteristics
- medical, dental, and mental health screening
- assigning to housing unit
- recording basic personal data and information to be used for mail and visiting list
- explaining mail and visiting procedures
- assisting inmates in notifying their next of kin and families of admission
- assigning of registered number to the inmate
- giving written orientation materials to the inmate
- documenting any reception and orientation procedure completed at a central reception facility

Comment: Staff should explain the procedures being undertaken at each step in the admissions process. When necessary, these procedures should be reviewed for inmates transferred from within the system.

4-4286 Written policy, procedure, and practice require the preparation of a summary admission report for all new admissions. The report includes, at a minimum, the following information:- legal aspects of the cases summary of criminal history, if any

- social history
- medical, dental, and mental health history
- occupational experience and interests
- educational status and interests
- vocational programming

- recreational preference and needs assessment
- psychological evaluation
- staff recommendations
- pre-institutional assessment information

Comment: The summary admission report is the first document in the inmate's cumulative case record and identifies areas for follow-up. This document may be duplicated and used by the classification committee and other staff in developing the inmate's program.

- 4-4287 There is a program for inmates during the reception period. Comment: The daily program in the reception unit should include interviews, tests, and other admissions-related activities, including distribution of information on programs and services. New inmates should be provided reading materials, be permitted to attend religious services, receive exercise on the same schedule as the general population, and perform work assignments on the reception unit.
- 4-4295 Inmates are classified to the most appropriate level of custody and programming both on admission and upon review of their status.
- 4-4296 The classification system specifies the level of custody required and provides for a regular review of each classification. Comment: A correctional system should provide at least three levels of custodial control. All inmates should be assigned to the least restrictive custody level necessary.
- 4-4305 Written policy, procedure, and practice provide for identification of special needs inmates. Comment: Special needs inmates include, but are not limited to, drug addicts and drug abusers, alcoholics and alcohol abusers, inmates who are emotionally disturbed or suspected of being mentally ill, the mentally retarded, and those who pose a high risk or require protective custody. Procedures should identify the number, type, and frequency of commitment for special needs inmates, and special programs should be instituted for their appropriate management when the numbers or frequency of commitment warrant. Every possible effort should be made to place the mentally ill and mentally retarded in a non-correctional setting.
- 4-4339 The institution provides for the thorough cleaning and, when necessary, disinfecting of inmate personal clothing before storage or before allowing the inmate to keep and wear personal clothing. Comment: Inmate personal clothing should be cleaned and disinfected to prevent odors and pests and should be stored outside of the inmate housing area.
- 4-4342 Articles necessary for maintaining proper personal hygiene are available to all offenders and provided to those who are indigent. Each offender should be provided soap, toilet paper, and a tooth brush, and toothpaste, denture cleaner and adhesives, if needed. Shaving equipment should be made available upon request, and the special hygiene needs of all offenders should be met. Comment: None.
- 4-4447 Written procedures for releasing inmates at the end of their term include, but are not limited to, the following:
- verification of identity
 - verification of release papers
 - completion of release arrangements, including notification of the parole authorities in the jurisdiction of release, if required
 - return of personal effects or contraband
 - check to see that no facility property leaves the facility
 - arrangements for completion of any pending action, such as grievances or claims for damages or lost possessions
 - medical screening and arrangements for community follow-up where needed
 - instructions on forwarding of mail

Comment: The release process should ensure that all matters relating to the facility are completed. If released to another agency or facility, everyone involved should understand what is to occur with respect to timing, expectations, forwarding of records, and responsibility for completing the transfer.

PUBLIC AND OFFICIAL VISITING

Public and official visiting within the Washtenaw County Adult Corrections Facility will encompass official and confidential interviews conducted between the inmate and authorized individuals (i.e., attorneys, law enforcement and justice agency personnel, etc.), as well as personal visits which occur between the inmate and his/her family and friends. Official and attorney visitation areas are designed to provide areas and opportunities to protect the inmates' right of access to the courts and to legal counsel. This is especially important since a significant percentage of inmates to be housed in the corrections facility will be pretrial detainees.

A constructive visitation environment, subject to security considerations, should be as informal and nonrestrictive as possible, in order to allow for comfortable and natural interaction between inmates and visitors. Such an atmosphere is conducive to the development of official relationships and maintenance of strong ties to family members, friends, and the community.

Within the facility both official and personal visitation will occur at centralized locations on the inmate housing floors, with direct access to the ITR area. These locations require direct public access from the facility lobby.

Security and Operational Objectives

- To efficiently move inmates and visitors to visiting facilities without security conflicts.
- To minimize visitation staffing requirements by means of proper configuration and adjacency of spaces.
- To prevent the exchange of contraband between visitors and inmates.
- To rapidly interdict unauthorized behavior on the part of the inmate or the visitors.

Behavioral Objectives

- To allow reasonable privacy between inmate and visitor within security requirements.
- To provide supervision which is apparent but not oppressive.
- To provide a comfortable and relaxing environment conducive to conversation and interaction.
- To accommodate a wide range of emotional reactions on the part of both the inmate and visitor.

Hours of Operation

Monday through Sunday, scheduled periods over day and afternoon shifts.

Summary of Operations

Public and official visitation will be accommodated in a centralized manner by means of both non-contact and contact visiting booths. After identification and screening at the reception counter in the public lobby, official and personal visitors will be admitted to the public side of the visitation booths. An inmate participating in a contact visit will be searched subsequent to the visit and prior to his/her return to housing. Official visitation will also occur at the ITR area by means of non-contact visiting booths and involves a similar identification and screening process to that noted above.

Planning Capacities

Personal Visits (Inmates/Week)	2 (1)	
Visit Duration (Hours)	0.5	
Personal Visit Hours/Inmate/Week	1	
Adjusted Facility Bed Capacity	656	
Total Personal Visit Hours/Week	656	
Personal Visit Hours Available/Week		24
Calculated Booth Quantity	27	
Scheduling Allowance (%)	50 %	
Visitation Booths Required		41
Medical/Mental Health Inpatient Visitation Room Allowance	1	

Official Visitation Booths Required (Allowance)	15
Booking/Video Proceedings Visitation Room Allowance	2
Total Visitation Slots Required	76 (38)

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

- 4-4156 Sufficient space is provided for a visiting room or area for contact visiting and, if necessary, non-contact visiting. There is adequately designed space to permit screening and searching of both inmates and visitors. Space is provided for the proper storage of visitors' coats, handbags, and other personal items not allowed into the visiting area. Comment: None.

- 4-4275 Written policy, procedure, and practice ensure and facilitate inmate access to counsel and assist inmates in making confidential contact with attorneys and their authorized representatives; such contact includes, but is not limited to, telephone communications, uncensored correspondence, and visits. Comment: Institutional authorities should assist inmates in making confidential contact with attorneys and their authorized representatives; these representatives may include law students, special investigators, lay counsel, or other persons who have a legitimate connection with the legal issue being pursued. Provision should be made for visits during normal institutional hours, uncensored correspondence, telephone communications, and after-hours visits requested because of special circumstances.

- 4-4498 Written policy, procedure, and practice provide that the number of visitors an inmate may receive and the length of visits may be limited only by the institution's schedule, space, and personnel constraints, or when there are substantial reasons to justify such limitations. Comment: Inmates should not be denied access to visits with persons of their choice except when the warden/superintendent or designee can present clear and convincing evidence that such visitation jeopardizes the safety and security of the institution or the visitors.

- 4-4499 Written policy, procedure, and practice provide that written information regarding procedures governing visitation be made available to the inmate within 24 hours after arrival at the facility. At a minimum, the information will include, but not be limited to, the following:
 - facility address/phone number, directions to facility, and information about local transportation days and hours of visitation
 - approved dress code and identification requirements for visitors
 - items authorized in visitation room special rules for children
 - authorized items that visitors may bring to give to the offender (for example, funds, pictures, and so forth)
 - special visits (for example, family emergencies)

Comment: Providing detailed information to inmates to give to their family and friends on visitation procedures will facilitate the visiting process and eliminate confusion and fear on the part of the visitor

MEDICAL / MENTAL HEALTH SERVICES

Adequate health services should be provided to inmates not only to maintain their health and to protect the inmate population and staff from the spread of contagious diseases, but also to promote the rehabilitative process by alleviating the physical and mental problems which may contribute to criminal or anti-social behavior.

The Medical/Mental Health Services component of the Washtenaw County Adult Corrections Facility will be structured to make available health care to inmates at a level comparable to that commonly available in society. Medical/Mental Health Services will include initial screening during the booking function; inpatient and outpatient medical care, emergency or crisis intervention treatment of inmates; and coordination of the referral of individuals to off-site medical and mental health facilities for extended and critical care or treatment.

Security and Operational Objectives

To identify inmates in need of urgent and emergency medical and/or mental health services and provide such services at the earliest time.

To provide incarcerated individuals an adequate level of health care and acute care consistent with State of Illinois Department of Corrections, ACA and AMA standards.

To insure a secure environment for inmates receiving medical/mental health services.

To provide physical safety to medical/mental health personnel in the performance of their duties and their interaction with the inmate population.

To preclude the movement of contraband and the unauthorized use of drugs, medical equipment or supplies.

To preclude the occurrence of disruptive or unauthorized behavior of inmates involved in medical or mental health services.

To provide the means, within the parameters of mandated confidentiality and security guidelines, for exchange of clinically related information between medical staff and mental health staff and their clients/patients.

Behavioral Objectives

To provide a working environment for medical/mental health services which supports a professional level of performance and normalizes the clinical setting consistent with overall facility security.

To reduce anxiety associated with medical and mental health treatment on the part of both the inmate and staff.

To provide a setting for both inpatient and outpatient care conducive to physical and psychological well-being.

Hours of Operation

Booking/Intake Screening: Monday through Sunday, all shifts.

Outpatient Care: Monday through Sunday, day and afternoon shifts.

Inpatient Care: Monday through Sunday, all shifts.

Critical Care: Monday through Sunday, as required.

Summary of Operations

Medical and mental health care will be made available to the inmate population by a combination of on-site and off-site services. Initial medical/mental health screening and evaluation will occur in conjunction with the booking process. Inpatient as well as outpatient treatment, referred by a daily sick-call (triage) process, will be provided within the facility, as well as dental treatment and scheduled psychiatric counseling services.

Inmates requiring extended critical and specialized medical and mental health care will be accommodated by the utilization of available community health care resources. This will encompass overnight inpatient care, surgical and orthopedic treatment, specialty diagnostic and clinical services, select radiology evaluation beyond that performed on-site, and lab testing.

Medical/Mental Health Services will be accessed by the inmate population at three principal locations:

ITR Medical Screening. The primary role of Medical/Mental Health Services within the intake process is to review, as required, the initial screening evaluation of all arrestees conducted by corrections staff. At this point a determination is made whether an individual is physically and mentally able to participate in the booking process and enter into custody. If not, indication will be made to the arresting/transporting officer that the individual requires medical/mental health treatment at an off-site location. At the initial screening notation will be made regarding an individual's general physical and mental status as a means to identify immediate on-site treatment required as well as to record medical/mental health needs to be further evaluated and treated during incarceration. Initial screening will be conducted by corrections staff, with the support of medical/mental health personnel on-call from Medical/Mental Health Services. Provision will be made for the physical accommodation of an on-call or full-time medical/mental health staff member within the ITR.

Medical/Mental Health Unit. Medical/Mental Health Services will entail both centralized inpatient and outpatient units. At this location diagnostic and medical treatment will be provided by the nursing staff and a licensed physician scheduled for periodic on-site visits and as required for emergency medical treatment. Mental health services will also be provided and involve individual and group

Counseling treatment. Outpatient medical and mental health care will be provided to the inmate population on a referral basis evolving from the daily sick-call process conducted on the housing floors. Space within Medical/Mental Health services will be required for medical and dental examination/treatment rooms; the storage of medications, medical supplies and equipment; and work space for medical and mental health personnel. An inmate waiting room will be required to accommodate the staging of individuals involved in daily sick call. Active medical and mental health records will also be stored within the Medical/Mental Health, Services component. The assumed use of scanned, on-line computer records and off-site records storage will support on-site activities. While critical medical care will be provided to the inmate population on the basis of off-site resources, it is planned that convalescing inmates and individuals with sub-acute medical problems will be housed in a number of infirmary beds located within Medical/Mental Health Services.

Inmate Housing. Daily distribution of medication sick call will be held at the housing pods and involve medical/mental health procedures not requiring the central facilities of the Medical/Mental Health Unit. Such decentralized activities include: routine physical and medical evaluations for further treatment as well as mental health/psychiatric evaluations.

Planning Capacities

The outpatient medical operation will be based upon a continuation of current patterns of service demand consistent with the planned growth of the inmate population.

The outpatient mental health operation will be based upon a continuation of current patterns of service demand consistent with the planned growth of the inmate population.

The inpatient operation, based upon current demand for bed usage related to direct medical purposes, is planned to increase in direct proportion to the planned growth of the inmate population. At a facility capacity of 656 inmates, inpatient requirements are estimated to be 12 beds. At a facility capacity of 800 inmates, inpatient requirements are estimated to be 16 beds.

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

4-4349 A transportation system that assures timely access to services that are only available outside the correctional facility is required. Such a system needs to address the following issues:

- prioritization of medical need
- urgency (for example, an ambulance versus a standard transport)
- use of a medical escort to accompany security staff
- transfer of medical information

The safe and timely transportation of offenders for medical, mentalhealth, and dental clinic appointments, both inside and outside the correctional facility (for example, to the hospital, health care provider, or another correctional facility) is the joint responsibility of the facility or program administrator and the health services administrator. Comment: It is essential that the medical and the custody staff work cooperatively in the design and implementation of the medical transport system. Consideration should balance issues of security as well as medical or psychological concerns about the use of restraint devices that may affect the offender's health condition or access to care. Protocols: Written policy or procedure. Transport form, log.

4-4352 Offenders are provided access to infirmary care. If infirmary care is provided onsite, it includes, at a minimum, the following:

- definition of the scope of infirmary care services available
- a physician on call or available 24 hours per day
- health care personnel with access to a physician or a registered nurse and on duty 24 hours per day when patients are present
- all offenders/patients are within sight or sound of a staff member
- an infirmary care manual that includes nursing care procedures
- an infirmary record that is a separate and distinct section of the complete medical record
- compliance with applicable state statutes and local licensing requirements

Comment: An infirmary is a specific area of a health care facility, separate from other housing areas, where offenders are housed and provided health care. Admission and discharge from this area is controlled by medical orders or protocols.

4-4353 (MANDATORY) If female offenders are housed, access to pregnancy management services is available. Provisions of pregnancy management include the following:

- pregnancy testing
- routine and high-risk prenatal care
- management of chemically addicted pregnant offenders
- comprehensive counseling and assistance
- appropriate nutrition
- postpartum follow up

Comment: Management should include family planning services prior to release.

4-4359 (MANDATORY) There is a plan for the management of biobazardous waste and for the decontamination of medical and dental equipment. Comment: None.

4-4360 Routine and emergency dental care is provided to each offender under the direction and supervision of a licensed dentist. There is a defined scope of available dental services, including emergency dental care, which includes the following:

- dental screening conducted within seven days of admission unless completed within the last six months
- a full dental examination by a dentist and instruction on oral hygiene
- preventative care by dental trained personnel within three months of admission, diagnostic x-rays are to be taken, if necessary
- a defined charting system is completed that identifies the oral health condition and specifies the priorities for treatment by category

- consultation and referral to dental specialists, including oral surgery is provided, when necessary

Comment: The dental examination should include taking or reviewing the offender's dental history and a full examination of hard and soft tissue of the oral cavity; diagnostic x-rays should be available, if deemed necessary. The examination results should be recorded on a uniform dental record. Oral hygiene and preventative care instruction may include the use of videotaped material.

4-4362 (MANDATORY) Intake medical screening for offender transfers, excluding intrasystem, commences upon the offender's arrival at the facility and is performed by health-trained or qualified health care personnel. All findings are recorded on a screening form approved by the health authority. The screening includes at least the following:

Inquiry into:

- any past history of serious infectious or communicable illness, and any treatment or symptoms (for example, a chronic cough, hemoptysis, lethargy, weakness, weight loss, loss of appetite, fever, night sweats that are suggestive of such illness), and medications
- current illness and health problems, including communicable diseases
- dental problems use of alcohol and other drugs, including type(s) of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of any problems that may have occurred after ceasing use (for example, convulsions)the possibility of pregnancy and history of problems (female only); and other health problems designated by the responsible physician

Observation of the following:

- behavior, including state of consciousness, mental status, appearance, conduct, tremor, and sweating
- body deformities, ease of movement, and so forth
- condition of, the skin, including trauma markings, bruises, lesions, jaundice, rashes, and infestations, recent tattoos, and needle marks or other indications of drug abuse
- Medical disposition of the offender:
 - general population
 - general population with prompt referral to appropriate health care service
 - referral to appropriate health care service for emergency treatment

Offenders who are unconscious, semiconscious, bleeding, or otherwise obviously in need of immediate medical attention are referred. When they are referred to an emergency department, their admission or return to the facility is predicated on written medical clearance. When screening is conducted by trained custody staff, procedures will require a subsequent review of positive findings by the licensed health care staff. Written procedures and screening protocols are established by the responsible physician in cooperation with the facility manager. Comment: Health screening is a system of structured inquiry and observation to (1) prevent newly arrived offenders who pose a health or safety threat to themselves or others from being admitted to the general population; (2) identify offenders who require immediate medical attention. Receiving screening can be performed at the time of admission by health care personnel or by a health-trained correctional officer. Facilities that have reception and diagnostic units or a holding room must conduct receiving screening on all offenders on their arrival at the facility as part of the admission procedures.

4-4365 (MANDATORY) A comprehensive health appraisal for each offender, excluding intrasystem transfers, is completed as defined below, 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. Health appraisals include the following:

Within 14 days after arrival at the facility:

- review of the earlier receiving screen

- collection of additional data to complete the medical, dental, mental health, and immunization histories
- laboratory or diagnostic tests to detect communicable disease, including venereal disease and tuberculosis
- record of height, weight, pulse, blood pressure, and temperature
- other tests and examinations, as appropriate Within 14 days after arrival for inmates with identified significant health care problems:
- medical examination, including review of mental and dental status (for those inmates with significant health problems discovered on earlier screening such as cardiac problems, diabetes, communicable diseases, and so forth)
- review of the results of the medical examination, tests, and identification of problems by a physician or other qualified health care personnel, if such is authorized in the medical practice act
- initiation of therapy, when appropriate
- development and implementation of a treatment plan, including recommendations concerning housing, job assignment, and program participation

Within 30 days after arrival for inmates without significant health care problems:

- medical examination, including review of mental and dental status (for those inmates without significant health care concerns identified during earlier screening-no identified acute or chronic disease, no identified communicable disease, and so forth)
- review of the results of the medical examination, tests, and identification of problems by a physician or other qualified healthcare professional, if such is authorized in the medical practice act
- initiation of therapy, when appropriate
- development and implementation of a treatment plan, including recommendations concerning housing, job assignment, and program participation

Comment: Test results, particularly for communicable diseases, should be received and evaluated before an offender is assigned to housing in the general population. Information regarding the offender's physical and mental status may also dictate housing and activity assignments. When appropriate, additional investigation should be conducted into alcohol and drug abuse and other related problems.

4-4368 (MANDATORY) There is a mental health program that includes at a minimum:

- screening for mental health problems on intake as approved by the mental health professional
- outpatient services for the detection, diagnosis, and treatment of mental illness
- crisis intervention and the management of acute psychiatric episodes
- stabilization of the mentally ill and the prevention of psychiatric deterioration in the correctional setting
- elective therapy services and preventive treatment where resources permit
- provision for referral and admission to licensed mental health facilities for offenders whose psychiatric needs exceed the treatment capability of the facility
- procedures for obtaining and documenting informed consent

Comment: An adequate number of qualified staff members should be available to deal directly with offenders who have severe mental health problems and to advise other correctional staff about their contacts with such individuals.

4-4370 (MANDATORY) All intersystem and intra-system transfer offenders will receive an initial mental health screening at the time of admission to the facility by mental health trained or qualified mental health care personnel. The mental health screening includes, but is not limited to:

Inquiry into:

- whether the offender has a present suicide ideation
- whether the offender has a history of suicidal behavior
- whether the offender is presently prescribed psychotropic medication

- whether the offender has a current mental health complaint
- whether the offenders are being treated for mental health problems
- whether the offender has a history of inpatient and outpatient psychiatric treatment
- whether the offender has a history of treatment for substance abuse

Observation of:

- general appearance and behavior
- evidence of abuse and/or trauma
- current symptoms of psychosis, depression, anxiety, and/or aggression

Disposition of offender:

- to the general population
- to the general population with appropriate referral to mental health care service
- referral to appropriate mental health care service for emergency treatment

Comment: None.

(MANDATORY) The facility has a designated health authority with responsibility for ongoing health care services pursuant to a written agreement, contract, or job description. Such responsibilities include the following:

- establishing a mission statement that defines the scope of health care services
- developing mechanisms, including written agreements, when necessary, to assure that the scope of services is provided and properly monitored
- developing a facility's operational health policies and procedures
- identifying the type of health care providers needed to provide the determined scope of services
- establishing systems for the coordination of care among multidisciplinary health care providers
- developing a quality management program

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. The health authority is authorized and responsible for making decisions about the deployment of health resources and the day-to-day operations of the health services program. Comment: The health authority and health services administrator may be the same person. The responsibility of the health authority includes arranging for all levels of health services, assuring the quality of all health services, and assuring that offenders have access to them. Health services provides for the physical and mental well-being of the offender population and should include medical and dental services, mental health services, nursing care, personal hygiene, dietary services, health education, and attending to environmental conditions. While overall responsibility may be assumed at the central office level, it is essential that each facility have an onsite health services administrator. The health authority and health services administrator may be the same person.

4-4389 (MANDATORY) 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:

- recognition of signs and symptoms, and knowledge of action that is required in potential emergency situations
- administration of basic first aid
- certification in cardiopulmonary resuscitation (CPR) in accordance with the recommendations of the certifying health organization
- methods of obtaining assistance
- signs and symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal
- procedures for patient transfers to appropriate medical facilities or health care providers
- suicide intervention

Comment: The facility administrator or designee may designate those correctional officers and health care providers who have responsibility to respond to health care emergencies. Staff not physically able to perform CPR are exempt from the expected practice.

- 4-4390 First aid kits are available in designated areas of the facility based on need. Comment: The availability and placement of first aid kits are 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 kit(s) and develops written procedures for the use of the kits by nonmedical staff.
- 4-4415 Inactive health record files are retained as permanent records in compliance with the legal requirements of the jurisdiction. Health record information is transmitted to specific and designated physicians or medical facilities in the community upon the written request or authorization of the offender. Comment: Requirements for records on juveniles may vary from those for adults.
- 4-4417 There are sufficient bathing facilities in the medical housing unit and infirmary area to allow offenders housed there to bathe daily. Comment: At least one bathing facility should be configured and equipped to accommodate offenders who have physical impairment or who need assistance to bathe
- 4-4418 Offenders have access to operable washbasins with hot and cold running water in the medical housing unit or infirmary area at a minimum ratio of one basin for every 12 occupants, unless state or local building or health codes specify a different ratio. Comment: None.
- 4-4419 Offenders have access to toilets and hand-washing facilities 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in the medical housing unit or in the infirmary area. Toilets are provided at a minimum ratio of 1 for every 12 offenders in male facilities and 1 for every 8 offenders in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with three or more offenders have a minimum of 2 toilets. These ratios apply unless state or local building or health codes specify a different ratio. Comment: The standard ensures the availability of toilets and requires a measure of privacy and control for users. At the same time, the standard provides flexibility for designers and managers, who have increased options for "dry" cells if toilet facilities are accessible by other means (for example, pushbutton locks on cells for use during night hours). Creative design approaches may increase privacy and decrease management problems associated with congregate facilities.
- 4-4426 Adequate space is provided for administrative, direct care, professional, and clerical staff. This space includes conference areas, a storage room for records, and toilet facilities. Comment: None.

INMATE PROGRAMS

Within the Washtenaw County Adult Corrections Facility a variety of inmate programs including Education and Counseling Services, Religious Services, and Legal and Reading Library Services will be made available to the incarcerated population.

Education and Counseling

The majority of incarcerated individuals, due to their level of literacy and job skills, carry a burden of educational and social handicaps which prevent them from breaking out of the cycle of failure and incarceration. Correctional philosophy at the local level has generally rejected the objective of rehabilitation. A continued need for education and counseling is, however, generally acknowledged and sentenced inmates, as well as pre-trial detainees, may participate on a voluntary basis. Because of the relatively short average length of stay inherent in county detention facilities, educational and counseling programs must be adequately condensed and readily available to the inmate population appropriate to their length of stay. Education and Counseling Services are designed to provide the inmate population an introduction to fundamental skills (e.g., basic math and reading understanding), job related task skills, GED preparation, and means to identify and modify substance abuse/dependency and antisocial behavior. Education and group counseling program activities will be scheduled in decentralized multipurpose rooms located on each housing floor.

Religious Services

The free practice of the religion of one's choice is recognized as a basic human right and is guaranteed to all citizens under the First Amendment. Freedom of religion among inmates should be restricted sparingly and only in the case of legitimate security risks. Correctional policy will afford equal status to all recognized religions. Religious practice should be voluntary and not be used as a factor influencing an inmate's status or release. The objective of Religious Services within the corrections facility will be to replicate, within security considerations, the levels and types of religious opportunities available outside the facility. Programming therefore will include scheduled and nonscheduled opportunities for participation in formal religious services, and individual and/or group counseling. Beyond the provision of formal worship services, the Religious Services program will facilitate the availability of voluntary assistance to inmates in the form of individual counseling and aid to help the inmate gain control of the personal crisis precipitated by his or her arrest and incarceration. Work space for chaplain and lay personnel will be available at a shared program office and support area centrally located within the security perimeter. Formal religious services and group counseling activities will be supported by multipurpose rooms located contiguous to the housing pods. Individual counseling may also occur in non-contact visitation booths on the housing floors.

Library Services

Library Services will support the required access of eligible inmates to legal references and allow for the provision of recreational reading materials to all eligible incarcerated individuals. The availability of legal reference material and resources, as well as access to basic references, is necessary to adequately protect an inmate's legal rights as provided under the 14th Amendment. Specifically, it is necessary to allow qualified pre-trial detainees as well as sentenced inmates access to legal information necessary for the preparation and filing of legal papers. Within the corrections facility, legal reference material will be maintained within a centralized storage room and will be provided to eligible inmates on a request only basis. Typewriters necessary to support legal research will also be available to eligible inmates within decentralized multipurpose rooms associated with the housing pods.

Recreational library services within the facility will be accessed by inmates on a decentralized basis involving the provision of reading materials within each housing pod dayroom. Rotation of the reading material will occur on a scheduled basis, from a centralized storage room, by means of book carts.

Security and Operational Objectives

To disperse, by means of efficient educational programming, maximum practical knowledge and skills within a limited timeframe.

To enable inmates to maintain religious beliefs and practices in support of their individual spiritual needs.

To provide the inmate population access to legal reference material and recreational reading materials in a manageable manner.

To assure a safe and secure environment for inmate program staff, public volunteers and participating inmates.

To deter occurrence of disruptive or unauthorized behavior during inmate program activities.

To assure staff safety without unnecessarily detracting from educational, counseling and religious goals.

To preclude unauthorized use of program equipment, supplies and library materials.

To preclude the exchange of contraband during inmate program activities.

To preclude mixing of incompatible inmate segregation categories during inmate program activities.

Behavioral Objectives

To encourage involvement, cooperation and participation by inmates in a variety of inmate program activities.

To provide the means for channeling built-up energies and tensions through inmate program participation.

To offset the physical and psychological effects associated with being housed in a confined environment.

To support attentiveness to subject matter by means of varying instructional settings ranging from individual to group and formal to informal.

Hours of Operation

Education and Counseling: Monday through Friday, day and afternoon shifts.

Religious Services: Monday through Sunday, day and afternoon shifts.

Library Services: Monday through Sunday, day and afternoon shifts.

Summary of Operations

Educational, Counseling and Religious Service programming will occur in decentralized multipurpose rooms located contiguous to inmate housing pods.

The corrections facility will store a legal reference collection based upon recommended guidelines established by the State of Illinois Department of Corrections. Library materials will be made available to the eligible inmate population within the housing pod dayrooms, supported by a centralized storage room.

Planning Capacities

Based upon a continuation of current programming frequency and the need to assure separation of inmate classifications, decentralized multipurpose rooms adjacent to each housing pod will be required under the assumption of a 20 hour per week schedule of activities. Seating capacity within these rooms will be limited to 12 inmates. The shelving capacity for the storage of legal library materials will be based upon a limited collection of compiled statutes and jail standards as called for by the Illinois Department of Corrections.

The shelving capacity for the storage of recreational library materials will be based upon 4 books per inmate.

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

4-4157 In institutions offering academic and vocational training programs, classrooms are designed in consultation with school authorities. (Renovation, Addition, New Construction Only). Comment: Space requirements that afford safety and mobility are necessary in both the educational and vocational areas.

- 4-4276 Written policy, procedure, and practice provide for the right of inmates to have access to an appropriate law library and to paper, typewriters or typing services, and other supplies and services related to legal matters. The law library includes, at a minimum, relevant and up-to-date constitutional, statutory, and case law materials, applicable court rules, and practice treatises. When an inmate is unable to make meaningful use of the law library on his or her own, the additional assistance necessary for effective access is provided. Comment: The constitutional right of access to the courts requires that inmates who request assistance in preparing and filing legal papers receive the assistance necessary. This should include assistance from persons with legal training, law school legal assistance programs, public defender's offices, and law library facilities. State court rulings suggest that the law library should include, at a minimum, state and federal constitutions, state statutes and decisions, procedural rules and decisions and related commentaries, federal case law materials, court rules and practice treatises, and legal periodicals and indices.
- 4-4277 Written policy, procedure, and practice prohibit discrimination based on an inmate's race, religion, national origin, sex, disability, or political views in making administrative decisions and in providing access to programs. Comment: Inmates should be assured equal opportunities to participate in all institutional programs.
- 4-4278 Written policy, procedure, and practice provide that male and female inmates housed in the same institution have separate sleeping quarters but equal access to all available services and programs. Neither sex is denied opportunities solely on the basis of their smaller number in the population. Comment: Institutions housing males and females should be smaller than other institutions. Coeducational programming is not desirable in any maximum-security institution.
- 4-4428 There is a social service program that provides a range of resources appropriate to the needs of inmates, including individual and family counseling, family planning, and parental education, and community services. Comment: Social services provide guidance and professional assistance to inmates with family and personal problems; some services may be provided through contractual arrangements with continuity agencies.
- 4-4432 The social services program is administered and supervised by a qualified, trained person with a minimum of a bachelor's degree in the social or behavioral sciences or a related field. Comment: The social services program supervisor should have an undergraduate degree in the social or behavioral sciences, such as psychology, social work, or counseling to handle the administrative and programming responsibilities. A graduate degree may be an appropriate requirement for this position.
- 4-4437 Written policy, procedure, and practice provide for substance abuse programs, to include monitoring and drug testing, for inmates with drug and alcohol addiction problems. Comment: None.
- 4-4439 Where a drug treatment program exists, written policy, procedure, and practice provide for an appropriate range of primary treatment services for alcohol and other drug abusing inmates that include, at a minimum, the following:
- inmate diagnosis
 - identified problem areas
 - individual treatment objectives
 - treatment goals
 - counseling needs
 - drug education plan
 - relapse prevention and management
 - culturally sensitive treatment objectives, as appropriate
 - the provision of self-help groups as an adjunct to treatment
 - prerelease and transitional service needs
 - coordination efforts with community supervision and treatment staff during the prerelease phase to ensure a continuum of supervision and treatment

Comment: None.

4-4441 Where a drug and alcohol treatment program exists, written policy, procedure, and practice provide incentives for targeted treatment programs to increase and maintain the inmate's motivation for treatment. Comment: These incentives may include a variety of options such as preferences in housing, clothing, award certificates, or other items consistent with the goals of the facility.

4-4455 (MANDATORY) Written policy, procedure, and practice provide that all institutional work, industry, and vocational education programs meet minimum applicable federal, state, or local work, health, and safety standards. There is documentation that the programs are inspected by federal, state, or local health and safety officials at least annually. The programs also are inspected weekly by qualified departmental staff and monthly by a safety officer. Comment: The annual inspection can be conducted by a central office or regional safety inspector or by local qualified safety officials. Weekly inspections must be conducted by the institution's safety officer or by the industries/shop administrative staff, the duty officer may not conduct these inspections unless qualified to do so.

4-4464 Written policy, procedure, and practice provide for a comprehensive education program, available to all inmates who are eligible, that includes the following:

- educational philosophy and goals
- communication skills
- general education
- basic academic skills
- GED preparation
- special education
- vocational education
- post-secondary education
- other education programs as dictated by the needs of the institutional population

Comment: A needs assessment of the institutional population is used to determine the type and number of programs needed to meet identified needs. A comprehensive education program may include other components in such areas as English as a second language, social and living skills, health education, pre-employment training, occupational training, and computer literacy.

4-4465 Written policy, procedure, and practice provide for an educational program that is consistent with the needs of the inmate population. Comment: Many institutions house inmates with sentences of a few days or weeks, there are increasing numbers that are held for longer periods, sometimes up to five years. An educational program for those longer-term inmates should include an evaluation of educational needs and a method for providing for those needs.

4-4466 There is a written, standardized, competency-based curriculum supported by appropriate materials and classroom resources. Comment: Standardization of curriculum assists in monitoring student progress from class to class or between institutions. Emphasis should be on individual student progress as measured by observable or assessable instructional objectives. Programmed instruction, teaching machines, and educational television may be used in addition to traditional teaching methods.

4-4467 Vocational training programs are integrated with academic programs and are relevant to the vocational needs of inmates and to employment opportunities in the community. Comment: Relevant vocational training can occur through correctional industries, work assignments, apprenticeships, and on-the-job training. Employment opportunities can be assessed through contacts with local businesses, industries, and trade groups

4-4468 Written policy, procedure, and practice provide for a vocational program that is consistent with the needs of the inmate population. Comment: While many institutions house inmates with sentences of a few days or weeks, there are increasing numbers that are held for longer periods, sometimes up to five years. A vocational program for those longer-term inmates should include an evaluation of vocational needs and a method for providing for those needs.

- 4-4469 All academic and vocational education personnel are certified by a state department of education or other comparable authority. Comment: All teachers, supervisors, and administrators should be certified and should receive additional training to meet the special needs of inmates. Policies should also provide for emergency or temporary certification to facilitate hiring qualified personnel who lack complete or current certification.
- 4-4474 Written policy, procedure, and practice provide for a system of academic and vocational counseling as well as initial screening, assessment, and evaluation to determine each inmate's educational needs. Comment: There should be a systematic procedure for screening, assessment, and evaluation at intake, including appropriate standardized testing, so that each inmate can be placed in appropriate educational programs. Staff should be qualified to interpret tests and decide when additional testing is needed.
- 4-4475 Provision is made to meet the educational and vocational needs of inmates who require special placement because of physical, mental, emotional, or learning disabilities. Comment: Inmates should be placed in educational and vocational programs commensurate with their abilities, needs, and interests. Remedial services and certified special education teachers should be provided, where applicable.
- 4-4476 The educational program allows for flexible scheduling that permits inmates to enter at any time and to proceed at their own learning pace. Comment: "Flexible scheduling" is open-entry, open-exit instruction, with emphasis on individualized instruction. If a program has no vacancies, inmates may be placed on a waiting list.
- 4-4477 Written policy, procedure, and practice provide that comprehensive education programs are available to all eligible inmates at a time when the majority can take advantage of the programs. Comment: Educational programs should not have to compete with work assignments, visitation, counseling, and so forth, but should be offered at off-peak program hours, in the evenings, and on weekends. Encouragement to participate should be provided by using a reward system and limiting barriers to attendance.
- 4-4505 The institution maintains and/or provides access to comprehensive library services that include, but are not limited to, a reference collection containing general and specialized materials, and planned and continuous acquisition of materials to meet the needs of the institutional staff and inmates. Comment: The institution's library service should be comparable to a public library, providing the following:
- logical organization of materials for convenient use;
 - circulation of materials to satisfy the needs of users;
 - information services;
 - reader's advisory service to help provide users with suitable materials;
 - promotion of use of library materials through publicity, book lists, special programs, book and film discussion groups, music programs, contests, and other appropriate means;
 - a congenial library atmosphere;
 - and educational and recreational audiovisual materials.
 - The reference collection should contain specialized materials on such subjects as consumer skills, prerelease, finding employment, and education.
- 4-4506 The institution has a qualified staff person who coordinates and supervises library services. Comment: This position may be full-time or part-time and may be filled by a volunteer or contract personnel. If the person is not a trained librarian, he or she should receive training in library services.
- 4-4510 Library services are available daily, including evenings and weekends. Comment: There should be no restrictions on access to library services and facilities. Library services should be provided at prime program hours as well as at times that do not compete with work assignments, visitation, counseling, or other programs. Every inmate should have access to library services. It is preferable that the facility's main library is available seven days a week; in lieu of this, library services are available seven days a week.

- 4-4512 There is a qualified chaplain (or chaplains) with minimum qualifications of (1) clinical pastoral education or equivalent specialized training and (2) endorsement by the appropriate religious certifying body. The chaplain assures equal status and protection for all religions. Comment: None.
- 4-4513 In facilities with an average daily population of 500 or more inmates, there is a full-time chaplain (or chaplains). In facilities with less than 500 inmates, adequate religious staffing is available. Comment: None.
- 4-4520 Written policy, procedure, and practice require that the institution provide space and equipment adequate for the conduct and administration of religious programs. The institution makes available non inmate clerical staff for confidential material. Comment: Sufficient space should be available for congregate worship/religious services, individual counseling, group counseling and/or religious studies, and chaplaincy offices. Equipment, office supplies, and secretarial help should be adequate to meet the needs of the religious program. Volunteers are acceptable as clerical support staff.
- 4-4521 The chaplain, in cooperation with the institutional administrator or designee, develops and maintains communications with faith communities and approves donations of equipment or materials for use in religious programs. Comment: Approval of donations helps ensure that equipment and materials are available for approved religious practices and helps avoid the accumulation of duplicate or inappropriate materials.

INMATE RECREATION

A diverse recreation program is recognized as an important element in the maintenance of an inmate's physical and mental health. Not only are active sports and physical exercise desirable, but also table games, arts, music and other hobbies, as well as diversions such as television and radio.

In addition to passive recreation, active recreation opportunities should also be made available. Such activities allow the inmate to keep physically fit and, more importantly, they serve to relieve the boredom of institutionalization and allow inmates to disperse pent-up tension. Without such positive outlets, their energy may instead be released through negative actions resulting in maladjusted behavior and disciplinary problems.

The Inmate Recreation component of the Washtenaw County Adult Corrections Facility will encompass the provision of exercise as well as active and passive recreational opportunities in both indoor and outdoor settings. Passive activities, such as reading, television viewing and table games, will typically occur within the housing pod dayrooms. Active recreation to accommodate small group athletics and physical exercise will be conducted in outdoor recreation areas adjacent to the housing pods.

Security and Operational Objectives

- To provide a variety of opportunities for passive individual and small group indoor recreation.
- To permit outdoor exercise while precluding access to contraband and opportunity for escape.
- To avoid conflict between incompatible recreational activities (i.e., television, noisy games and quiet games, reading and sleeping).
- To insure a safe and secure environment for staff and inmates during recreational activities.
- To minimize inmate movement to recreational areas and associated staff escort.
- To minimize requirements for dedicated staff for the supervision of recreational activities.

Behavioral Objectives

- To provide for sedentary recreation, conversation and positive small group interaction.
- To provide means for releasing tension, aggression and pent-up energy through controlled, non-violent recreational activity.
- To accommodate noise and active recreation while avoiding cold and restrictive architectural responses.

Hours of Operation

Monday through Sunday, day and afternoon shifts.

Summary of Operations

Inmate access to indoor and outdoor recreational areas within the corrections facility will occur on a decentralized basis in association with the inmate housing pods. It is planned that recreational activities will occur on a scheduled and unscheduled basis in housing pod dayrooms and recreation areas located adjacent to the housing pods. These areas will be configured to facilitate direct visual observation by housing pod staff.

Individual and/or small group active and passive recreational opportunities will be provided daily to all eligible inmates. Access to indoor and/or outdoor opportunities will meet or exceed 7 hours per week per inmate. Inmates under disciplinary charge will be provided access to out of cell exercise, under close supervision, for not less than 1 hour per day.

Recreational activities within the corrections facility will be structured in the following manner:

- Recreational activities occurring in individual inmate housing rooms will be limited to reading and individual exercise.

Recreational activities occurring in dayrooms may include: reading; television viewing; music listening; card and board games; and arts and crafts.

Recreational activities in outdoor recreation areas located adjacent to the housing pods may include: personal exercise and leisure, single athletics and small group sports such as basketball and volleyball.

Planning Capacities

The capacity for individual outdoor recreational areas will be limited to a maximum of 12 inmates (modified direct supervision pods), and up to 24 inmates (direct supervision pods).

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

- 4-4155 Segregation units have both outdoor and covered/enclosed exercise areas. The minimum space requirements for outdoor and covered/enclosed exercise areas for segregation units are as follows: Group yard module - 15 square feet per inmate expected to use the space at one time, but not less than 500 square feet of unencumbered space. Individual yard modules - 180 square feet of unencumbered space.
Comment: None.
- 4-4481 Written policy, procedure, and practice provide for a comprehensive recreational program that includes leisure-time activities and outdoor exercise. Comment: Varied forms of recreation (for example, activities in the yard, library, and auditorium) should be designed to consider inmates' recreational interests.
- 4-4482 The recreation program is supervised by a qualified person who has a minimum of a bachelor's degree in recreation or leisure services or the equivalent in combined education and experience. In institutions with more than 100 inmates, this position is full-time. Comment: To ensure a high-quality leisure services program, it is important to have an administrator with training specific to recreation and/or leisure activities. This position may be filled by a volunteer or contract personnel.
- 4-4484 Facilities and equipment suitable for the planned leisure activities are available in proportion to the inmate population and are maintained in good condition. Comment: Facilities should include the following: an outdoor recreation area; a gymnasium with seats for spectators; an auditorium with stage equipment; game rooms and games such as table tennis, shuffleboard, chess, checkers, cards, and so forth; weightlifting apparatus and other physical-fitness conditioning equipment and space for their use; locker rooms, showers, and dressing rooms; a music room; and space for arts, crafts, and hobbies. All equipment should be inspected regularly and repaired or replaced as necessary. Guidelines for facilities and equipment are available from the National Recreation and Park Association

INMATE SERVICES

The Inmate Personal Services component of the corrections facility encompasses the processing of inmate mail, the provision of commissary services, and the provision of hair care opportunities to the inmate population. Individuals incarcerated within the Washtenaw County Adult Corrections Facility maintain the right to the posting and receipt of personal and legal mail, subject to screening and inspection by corrections staff with respect to the control of contraband and interests of security and control.

Commissary services made available to the inmate population serve to support the maintenance of personal hygiene. It further serves to mitigate the monotony of institutional life and increases inmate morale and positive behavior patterns. Within the corrections facility, commissary services will be provided on a decentralized vendor operated, non-cash basis.

Also supportive of positive inmate behavior and personal hygiene is the availability of hair care opportunities. A decentralized hair care operation accommodated within the housing pods will be conducted by civilian hair care vendors with inmate access provided on a scheduled basis.

Security and Operational Objectives

- To provide timely and accurate delivery and posting of appropriately screened personal and legal mail.
- To prevent the unauthorized receipt, movement or exchange of contraband through personal and legal mail.
- To provide an efficient system for the ordering, accounting and delivery of commissary items.
- To prevent the unauthorized use or distribution of commissary items.
- To preclude the exchange of contraband between inmates receiving commissary orders.
- To provide hair care and grooming opportunities in a manner which meets sanitation and safety requirements.
- To preclude unauthorized access to hair care equipment or supplies.

Behavioral Objectives

- To provide facilities for hair care and grooming in a setting which, subject to appropriate supervision, allows a sense of individual dignity.
- To provide mail service procedures, within security requirements, which permit a sense of privacy and confidentiality.

Hours of Operation

- Mail Services: Monday through Saturday, day and afternoon shifts.
- Commissary Services: Monday through Friday, day and/or afternoon shifts.
- Hair Care Services: Monday through Friday, day and/or afternoon shifts, as authorized.

Summary of Operations

Incoming inmate mail processing will occur at the receptionist/cashier stations where initial sorting and screening of all mail will take place. Sorted inmate mail will be transported via cart to each housing pod. Outgoing inmate mail will be picked up at the housing pod and will be delivered to the receptionist/cashier stations for screening and posting. Commissary Services, operated by an outside vendor, will entail the assembly of commissary orders at the vendor's off-site location. Filled orders will be transported to the corrections facility and delivered via cart to each inmate housing pod. A non-cash accounting system will be maintained by the receptionist / cashier where the cost of ordered commissary items is deducted from individual inmate accounts.

Hair care services will be made available to the inmate population by hair care vendors and will occur within the housing pods: A mobile barbering chair will be rotated from pod to pod, on a scheduled basis.

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

- 4-4042 An inmate commissary or canteen is available where inmates can purchase approved items that are not furnished by the facility. The canteen/commissary's operations are strictly controlled using standard accounting procedures.
- 4-4166 Separate and adequate space is provided for mechanical and electrical equipment. Comment: None.
- 4-4342 Articles necessary for maintaining proper personal hygiene are available to all offenders and provided to those who are indigent. Each offender should be provided soap, toilet paper, and a tooth brush, and toothpaste, denture cleaner and adhesives, if needed. Shaving equipment should be made available upon request, and the special hygiene needs of all offenders should be met. Comment: None.
- 4-4343 Written policy, procedure, and practice provide that hair care services that comply with applicable health requirements are available to inmates. Comment: Large facilities should designate a room for hair care services; small facilities can use any multipurpose room. In all cases, hair should be cut under sanitary conditions and in an area that permits observation by staff. Equipment should be stored securely when not in use.
- 4-4487 When the inmate bears the mailing cost, there is no limit on the volume of letters the inmate can send or receive or on the length, language, content, or source of mail or publications except when there is reasonable belief that limitation is necessary to protect public safety or institutional order and security. Comment: The number of approved correspondents for an inmate should be unlimited, and there should be no limit on the number of letters an inmate may send or receive from approved correspondents. Limits may be placed on the use of mail for the conduct of an inmate business.
- 4-4489 Written policy, procedure, and practice provide that indigent inmates, as defined in policy, receive a specified postage allowance to maintain community ties. Comment: An inmate without financial resources should be provided the means to send a reasonable number of letters per month. Community ties include family, personal friends, and so on, but not privileged communication to attorney, public officials, and courts.
- 4-4491 Written policy, procedure, and practice provide that inmate mail, both incoming and outgoing, may be opened and inspected for contraband. Mail is read, censored, or rejected based on legitimate institutional interests of order and security. Inmates are notified when incoming or outgoing letters are withheld in part or in full. Comment: Case law has defined legal limits on censorship of mail. Inmates should be permitted uncensored correspondence so long as the correspondence poses no threat to the safety and security of the institution, public officials, or the general public and is not being used to further illegal activities. When inmate mail is censored or rejected, the inmate or author should be notified of the reasons for the action and have an opportunity to appeal that decision; such appeals should be referred to officials who did not participate in the original disapproval of the correspondence.

FOOD SERVICE

The essential objective of an institutional food service program is the delivery of quality food that meets minimum daily nutritional requirements. Experience has shown that the food service operation is one of the most influential factors in establishing the mood of the detention environment. Food service should provide sanitary, nutritious meals that are palatable and attractive at a reasonable cost.

The Food Service component of the Washtenaw County Adult Corrections Facility will be responsible for the preparation and delivery of three daily meals to each on-site inmate and for preparation of a bag lunch for inmates transported to court. Corrections personnel at the facility will also be provided one meal per shift.

Security and Operational Objectives

- To provide the inmate population nutritious meals in an efficient and cost-effective manner.
- To provide a process for inmate dining which minimizes the need for escorted inmate movement and associated staffing required for supervision.
- To provide physical safety to food service personnel working with inmate workers in the food service operation.
- To preclude the exchange of contraband between inmates and workers assigned to the food service operation.
- To preclude the use of food service equipment and utensils as weapons.
- To preclude the contamination of food provided to inmates and custody personnel.
- To preclude the theft or unauthorized access to food items and materials associated with the food service operation.

Behavioral Objectives

- To provide a working environment within the food preparation area which fosters high motivation and task performance by food service staff.
- To provide an inmate dining environment, based on smaller grouping of inmates, to foster positive socialization within a secure setting.
- To provide a staff dining environment which presents a respite from the daily routine and opportunities for both social and professional interaction.

Hours of Operation

Monday through Sunday, all shifts.

Summary of Operations

Within the corrections facility, meals will be prepared at a central food preparation area (kitchen) staffed by a combination of contracted civilian staff and inmate workers. Food will be "dished up" into compartmentalized thermal trays which will be transported to the housing pods on utility carts together with cups, utensils and a beverage. Within the housing pods, inmates will generally utilize table seating within the dayroom for their dining needs, although meals may be served within individual inmate housing rooms where circumstances dictate. At the completion of the meal, the food trays, cups and utensils will be returned by cart to the ware-washing area of the central kitchen for clean-up and storage. Bag lunches will be prepared for those inmates involved in off-site court proceedings over the lunch period.

Meals will also be prepared for and served to staff in the lunch / breakroom (see Employee Facilities). At that location, tray-based meals will be augmented by beverage and salad bar offerings.

Planning Capacities

A food preparation capacity to provide three daily meals to the planned inmate population, a portion of which will constitute bag lunches provided to inmates involved in court movement.

A capacity to provide up to one meal per staff member based upon peak shift staffing levels.

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

- 4-4159 The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service. Comment: None.
- 4-4160 There are sanitary, temperature-controlled facilities for the storage of all foods. Comment: None.
- 4-4161 Toilet and washbasin facilities are available to food service personnel and inmates in the vicinity of the food preparation area. Comments: None.
- 4-4313 Food service operations are supervised by a full-time staff member who is experienced in food service management. Comment: The food service manager should have the resources, authority, and responsibility to provide complete food service for the institution, including three nutritionally adequate, palatable, and attractive meals a day produced under sanitary conditions and at reasonable costs. The food service manager should have a minimum of three years' experience in food service management.
- 4-4321 (MANDATORY) There is documentation by an independent, outside source that food service facilities and equipment meet established governmental health and safety codes; corrective action is taken on deficiencies, if any. Comment: Food service facilities and equipment should meet all standards and requirements set by qualified professional and/or governmental bodies. Food service personnel should be trained in accident prevention, first aid, use of safety devices, floor care, knife storage, and use of fire extinguishers. They should attend regular meetings to discuss accident prevention and analyze major accidents to prevent recurrence.
- 4-4325 Written policy, procedure, and practice provide that stored shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit, refrigerated foods at 35 degrees to 40 degrees Fahrenheit, and frozen foods at 0 degrees Fahrenheit or below, unless national or state health codes specify otherwise. Comment: None.
- 4-4326 Written policy, procedure, and practice provide that meals are served under conditions that minimize regimentation, although there should be direct supervision by staff members. Comment: Cafeteria facilities are preferable to inmate waiter service. The dining area should provide normal group eating facilities, and conversation should be permitted during dining hours. When possible, there should be "open" dining hours, thus eliminating traditional waiting lines and forced seating by housing, assignment, and so on. Full cutlery services should be provided based on a control system. All meals should be served under the direct supervision of staff.
- 4-4327 Space is provided for group dining except when security or safety considerations justify otherwise. Comment: Meals should not be served in cells unless necessary for safety and security. When a meal must be served in a cell, a small table or shelf and some type of seating should be provided.
- 4-4328 Written policy, procedure, and practice require that at least three meals (including two hot meals) are provided at regular meal 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. Comment: When inmates are not routinely absent from the institution for work or other purposes, at least three meals should be provided at regular times during each 24-hour period.

LAUNDRY SERVICE

Proper laundry services are essential to maintain sanitary conditions within the corrections facility and to assure the inmate's right to a healthful environment. Unclean linen and clothing are not only unpleasant for the inmates and staff, thus lowering jail morale, but more importantly such conditions can create a health hazard by promoting the spread of disease and proliferation of vermin.

Within the Washtenaw County Adult Corrections Facility, Laundry Services will be responsible for the storage, cleaning and distribution of corrections-issued clothing, linen and bedding to the inmate population. A centralized laundry operation will be located within the security perimeter of the facility and be staffed primarily by inmate workers (trustees), under the supervision of corrections staff.

Decentralized washer/dryer units will also be provided within the housing pods to allow for inmate personal use regarding the laundering of personal undergarments. Laundry detergent will be made available through commissary Services.

Security and Operational Objectives

- To provide means to adequately clean and disinfect clothing, towels and bedding according to applicable health and sanitation standards.
- To provide an efficient method for exchanging inmate clothing, bedding and towels on a scheduled basis.
- To ensure a safe and secure environment for staff and inmate workers involved in laundry operations.
- To preclude the unauthorized collection and/or destruction of clothing articles.
- To prevent the movement of contraband during laundry and clothing exchange operations.

Behavioral Objectives

- To foster a level of self-respect and personal attention to grooming through the provision of sanitary clothing and bedding to the inmate population.
- To foster motivation and self-responsibility on the part of inmate workers assigned to Laundry Services activities.

Hours of Operation

- Central Laundry: Monday through Friday, day shift. (Operation of the laundry during the afternoon and night shifts, as well as on the weekends, may occur in support of an expanded inmate bed capacity).
- Decentralized Washer/Dryer Units: As permitted.
- Clothing/Bedding Exchange: Monday through Friday, day shift (clothing exchange to occur twice per week and bedding exchange once per week).

Summary of Operations

Inmate clothing, linen and bedding will be exchanged at the housing pods within the corrections facility once to twice per week. Soiled and clean laundry materials will be transported between the housing pods and the central laundry operation by cart using inmate labor supervised by corrections staff. At the central laundry, commercial grade washer/dryer equipment will be provided in conjunction with sorting tables, supply storage, and clean clothing, linen and bedding storage.

In support of the laundering of inmate undergarments, washer/dryer units will be provided in each housing pod for inmate use during authorized periods.

Planning Capacities

A washer/dryer capacity based upon an average of 15 pounds of laundry per inmate per week applied to an inmate bed capacity of 656 (assuming a single shift laundry operation at initial occupancy with long-term laundry requirements accommodated by a multiple shift operation).

A storage capacity for jail clothing, linen and bedding based upon 100% of the inmate capacity (assuming one set stored, one set in use, and one set being laundered).

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

- 4-4338 Inmates are provided the opportunity to have three complete sets of clean clothing per week. The facility may provide this clean clothing in several ways, including access to self-serve washer facilities, central clothing exchange, or a combination of the two. Wash basins in cells or rooms are not compliant. Comment: None.
- 4-4339 The institution provides for the thorough cleaning and, when necessary, disinfecting of inmate personal clothing before storage or before allowing the inmate to keep and wear personal clothing. Comment: Inmate personal clothing should be cleaned and disinfected to prevent odors and pests and should be stored outside of the inmate housing area.
- 4-4340 Written policy, procedure, and practice provide for the issue of suitable, clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, not to exclude a mattress with integrated pillow, and sufficient blankets to provide comfort under existing temperature controls. There is provision for linen exchange, including towels, at least weekly. Comment: None.

BUILDING MAINTENANCE AND STORAGE

Proper maintenance and cleaning is one of the essential factors which makes it possible for a corrections facility to operate safely and efficiently. The sanitary conditions resulting from effective housekeeping are necessary to fulfill an inmate's right to a healthful environment. In addition, good building maintenance prevents deterioration of the facility, thereby reducing future costs of repair and protecting the initial capital investment in the building.

Building Maintenance and Storage services supporting the Washtenaw County Adult Corrections Facility will entail a combination of daily facility upkeep, selective repair and appropriate preventive maintenance so as to minimize the operational down-time of equipment and functional areas of the facility. In addition, Building Maintenance and Storage will accommodate the receipt, storage and distribution of supplies and products housed on-site. Inmate workers assigned to this building component in combination with outside vendors will primarily be responsible for maintenance and daily upkeep of the facility.

Security and Operational Objectives

- To provide preventive maintenance to the physical plant and equipment so as to minimize operational down-time.
- To rapidly repair or replace damaged or malfunctioning equipment and elements of the physical plant.
- To maintain adequate and readily accessible levels of corrections facility operational supplies.
- To maintain proper storage facilities for hazardous materials.
- To preclude the unauthorized use, damage or destruction of supplies and equipment by inmates involved in maintenance activities.
- To assure the physical safety of staff, inmate workers, and outside vendors involved in building maintenance and storage activities.

Behavioral Objectives

- To preclude the occurrence of disruptive or unauthorized behavior of inmates involved in maintenance activities.
- To foster responsible performance by both staff and inmate workers through the provision of a proper working environment in the maintenance storage and shop area.

Hours of Operation

Monday through Friday, day shift (with on-call maintenance provided on an as-required basis).

Summary of Operations

It is planned that general on-going upkeep and preventive maintenance within the corrections facility will involve the active participation of inmate workers supervised by corrections staff. Select building and equipment repair and site upkeep will be conducted by contracted vendors (snow removal, lawn mowing, electrical system repair, etc.). A centralized shop and operational supplies storage room will be provided outside of the security perimeter with convenient access to a receiving area and loading dock.

Within the security perimeter of the corrections facility, a number of small storage rooms will be provided to house supplies / repair carts. Also provided within the security perimeter will be limited office and work space for building engineering and maintenance personnel.

Planning Capacities

- Short shelf-life operational supplies (7 to 10 day usage period) will be accommodated in decentralized storage areas throughout the housing floors.
- Long term bulk storage, limited by assumptions of on-demand vendor delivery, will be accommodated centrally within the facility.

ACA Standards

The following Standards for Adult Local Detention Facilities, published by the American Correctional Association, are applicable to this component of the Washtenaw County Adult Corrections Facility. A complete listing of applicable standards are provided within the July 2003 Standards for Adult Local Detention Facilities, Fourth Edition.

- 4-4216 The institution has the equipment necessary to maintain essential, lights, power, and communications in an emergency. Comment: The institution should have emergency power units, either battery or motor driven, to provide essential lighting and life-sustaining functions within the institution and to maintain outside communications in an emergency.

- 4-4218 There is a written plan for preventive maintenance of the physical plant; the plan includes provisions for emergency repairs or replacement in life-threatening situations. Comment: Regular care and inspection of equipment is essential for safe and efficient operations. The preventive maintenance plan should be implemented by qualified staff or maintenance professionals.

- 4-4219 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 manufacturer's recommendations and instruction manuals. Comment: Emergency equipment, such as standby lighting, batteries, power generators, fire fighting apparatus, communications systems, and alarms should be checked frequently to ensure their reliability.

CURRENT POLICIES AND PROCEDURES

Building Security (6.01 PG)

The person assigned to the Front Desk is responsible for checking all persons entering the building for identification and authorization to enter secured areas of the building. All departmental personnel in civilian clothes must wear departmental ID tags. All visitors entering the building (any area but Administration), must sign in and receive a visitor's tag. Attorneys must present a current Bar Association Card before interviewing an inmate.

Perimeter Security

Any patrol unit arriving at or leaving Station #1 will conduct a perimeter inspection of the facility, including driving around the entire building using the perimeter driveway. Anything suspicious should be brought to the attention of the Jail Commander. Doors are not be propped open and left unattended. The lobby door to the Jail Visiting Section is locked at all times except when the Visiting Area is open.

Intrusion Alarms (6.08 PG)

The Jail is equipped with a perimeter intrusion alarm system designed to detect persons entering or leaving the perimeter of the Jail. The alarm system provides both audible and visual signals when tripped to the Booking Area, Central Control, and in Central Dispatch. Policy and procedure outlines response based on location of the alarm and response from Road Patrol or Jail personnel, and for communication and coordination via radio contact.

Security Doors / Locking Devices (6.11 PG)

Locking devices and security doors are crucial to the effective operation of a safe and secure Jail facility. Corrections officers are required to ensure that all doors in inmate living and security areas are kept locked except as required to permit authorized entry or exit. Maintenance requests are to be filed for priority repairs if inoperable or tampered with locking devices are discovered during daily cell inspections.

Delivery Entrance (6.02 PG)

The Office of the Sheriff is committed to providing a safe and secure environment for all staff; recognize, reduce and prevent inmate escapes; and recognize, reduce and prevent smuggling of contraband. Policy and procedure require:

Delivery vehicles and pedestrians enter and exit the secure perimeter of the jail at the vehicle sally port and main delivery gate.

Booking Officer will ensure that civilian and delivery vehicles have been searched prior to entry or exit through the delivery doors.

Entry through the delivery doors is restricted to Police / Correction agencies or service vehicles:

Maintenance

Deliveries

Utilities

Refuse collection

Parking

Sheriff's Office employees are to park personal vehicles in the general (south) parking lot. Employees are prohibited from parking in or near (parallel to) the parking areas near the front entrance, the Detective Bureau parking lot, and in front of the Maintenance Garage doors. Vehicles assigned to the Detective Bureau are to be parked in the upper level east lot, in designated areas only. Marked patrol vehicles are not to be parked in the Detective Bureau lot.

Use and Storage of Hazardous Materials

Policy and procedure requires that staff and facilities provide for safe storage, handling, use and disposal of flammable, toxic, and caustic materials. Materials used at the facility include gasoline, fertilizers, insecticide / pesticides, bleach / acid, drain cleaner, paint / paint thinner, aerosol cans, and cleaning materials. Hazardous materials are to be stored in secure areas inaccessible to inmates. All storage rooms and cabinets are to be searched and secured by Corrections staff when in use. Hazardous materials are not to be stored in the same areas as food items, in stairways, or in emergency exits.

Fire Alarms / Response (6.03 PG)

The Sheriff's Office is responsible for the safety and security of the inmate population in the event of a fire or fire alarm. The Corrections staff will follow procedures to ensure the security of the facility while preparing for the safe evacuation or location of the inmates. Fire alarms have been placed throughout the Sheriff's Office and Corrections Facility to alert staff in the event of a fire.

Central Control personnel are responsible to dispatch personnel to the alarm area, record the time of alarm and names of responding officers. Officers are required to search the area, determine the status of the situation, notify the Shift Supervisor and Central Control, and in the event of a fire in progress, immediately institute the Fire Emergency Plan. Pittsfield Township Fire Department is the Fire Protection Agency responsible for the Jail. The State or local Fire Marshall will evaluate the fire alarm system annually, and inadequacies are to be corrected in a timely manner.

Fire extinguishers, fire blankets and self-contained breathing apparatus equipment is located at a number of areas within the Jail security perimeter.

Fire Safety Plan (6.04 PG; 10.08 PG -- Fire Emergency Plan)

The Sheriff and Corrections staff are responsible for the lives of those who cannot voluntarily leave the Jail should a fire occur. The fire plan provides for the safety of staff, civilians, and inmates and prevention of serious tragedy by preventing fire. Policy and procedure require that the Facility abide by all applicable fire safety codes to provide for a safe, secure environment.

Policy require that an annual fire safety inspection is to be conducted of the fire alarm system, testing of the emergency sprinkler system, inspection of other emergency fire equipment, evaluation of fire control and evacuation plan, fire exit identification and evaluation, and documentation of the facilities' compliance with applicable fire safety codes.

The Plan calls for the Facility to maintain an automatic fire suppression system, fire hoses where applicable. Additionally, the facility shall maintain fire extinguishers at appropriate locations that are inspected annually by qualified personnel. The facility also is required to maintain a fire alarm system.

Emergency Response Plan / Electrical Power Failure (10.03 PG; 10.04 PG)

It is the policy of the Sheriff's Office to maintain emergency response plans and train facility personnel in response to emergency situations. The Jail Administrator, or designee, is responsible to develop and maintain policies and procedures which correspond to the requirements in the DOC's Administrative Rules for Jails and Lockups. These directives cover:

- Escape;
- Tornado;
- Riot;
- Medical Emergency;
- Hostage Situation;
- Fire (see above);
- Death of an Inmate.

Evacuation of Inmates (10.07 PG)

Policy and procedure provide guidelines for safe and secure evacuation of the Jail in an emergency that renders or has the potential to rend a housing unit or the entire facility uninhabitable. Emergency evacuation is a possibility in fires, natural or man-made disasters, or in the aftermath of an institutional disturbance.

The Shift Supervisor may authorize evacuation of a housing unit to an internal safe area in the event of a life-threatening emergency in the immediate area. Policy and procedure allow several alternate evacuations to safe areas for short-term solutions, including:

- Outside to the perimeter fence area.

Into another housing unit.

Court lock-ups

Long-term solutions involve evacuation and transport to other facilities. Authorization of the Sheriff, Undersheriff, or Jail Commander is needed anytime it is deemed necessary to evacuate the entire facility. Evacuation from the facility will require movement to the gym as ordered by security levels, and emergency equipment will be deployed (leg irons, belly changes, daisy chains, cuffs, and other equipment as required).

Personnel Files (2.17 GO)

The Undersheriff shall maintain the custody and control of the departmental personnel files.

Staff Assignments / Schedules (2.16 GO; 2.20 PG)

Schedule books are maintained at each operational station of the Sheriff's Office. Each schedule book reflects the duty roster for every person who receives a duty assignment at the Sheriff's Office. Deputies, corrections officers, and all other personnel, with the exception of those on probation, are rated on an extensive list of criteria, including attendance. Shift relief factor determination will assume only approved absences.

Process:

Leave days are part of the shift bid process;

Departmental training days and approved training days for specialized units are entered by the Duty Sergeant.

The Duty Sergeant reviews submitted schedules, and makes necessary schedule adjustments to insure adequate staffing.

Time off requests include leave days, compensatory leave requests (72 hour notice), funeral leave (per union agreement), military leave (per union agreement), personal leave day (72 hour notice except in emergency), and vacation leave (per current bargaining agreement).

Sick calls must be made at least one hour before shift. Sick leave includes personal illness and family member. Three instances within 90 days requires physician's written statement of inability to work (else, not granted). Sick leaves adjacent to leave day, personal leave, comp day, scheduled vacation, also require physician's written notice.

Training and Evaluation Program (2.10 PG)

Sheriff's Office guidelines govern training for all full- and part-time Sheriff's Office employees. Several types of training must be accommodated, including:

Training Requirements Related to Use of Force, Firearms, Control (3.04 RR). Sheriff's Office employees (Command Staff, Deputy Sheriffs both uniformed and non-uniformed, Corrections Officers, Community Service Officers, Court Security Officers, Marine Safety Officers, Reserve Deputies, Work program Officers, Animal Control Officers, and Bailiffs where applicable) may be required to use force in the performance of their duties, and must undergo initial and follow-up training. Specific training requirements must be met for Sheriff's Office employees authorized to use firearms. Firearms training, certification, and associated requirements are required, and those authorized to carry and use firearms must be properly trained through a two-step initial course and qualification process. (3.10 RR)

Fire-Training Program. All Corrections staff are required to participate in a fire-training program that addresses basic fire safety and response and placement of fire protection equipment. Documentation of this training is to be maintained by the Facility. (10.04 PG)

Other Emergency Response Training. Emergency response training and/or drills as elected or required are completed on an annual or quarterly manners, and documented for review. (10.04 PG)

Records

Standard jail forms and reports are filed and kept in ????

Records -- Unusual Occurrences (5.56 PG)

Policy provides guidelines for documenting and reporting unusual occurrence as they may occur in the Facility. Reports are required and must be provided to the on-duty jail supervisor. Shift supervisors are responsible that involved personnel complete detailed reports, State Incident Report forms are completed, Central Dispatch is contacted in the event of major incidents, and that all records are submitted to the Jail Lieutenant. The Jail Lieutenant is responsible for verifying that incidents do or do not fall under rule 791.605 of the MDOC rules for jails, lockups and security camps, and if so, mailing reports to MDOC.

Weapons (5.58 PG)

To ensure the safety and security of the jail staff and inmates, all firearms or weapons are strictly prohibited inside the Jail. Central Control and Booking Officer supervising entry into the facility are to require that all persons entering the jail secure weapons in the lock boxes located in the visiting area and vehicle sally port. Any person found to be possession of a weapons while inside the Jail is immediately and quietly escorted from the building. The Shift Supervisor is to be notified immediately on such occasions.

Central Control

Central Control maintains and provides perimeter control and oversight.

Key Control (6.09 PG)

Jail keys are kept in the Central Control room in designated lockers. All keys must be properly signed in and out to ensure security is not jeopardized. The Central Control officer is responsible to inventory key locker at beginning and end of shift, keep log of keys signed in and out, maintain the jail key index manual, notify maintenance of keys that need to be replaced, and immediately notify the shift command officer of any keys that are not / cannot be accounted for.

MAIL / INMATE MAIL and FUNDS

Mail (2.13 PG)

Interdepartmental mail is picked up and delivered to each station at least once daily. Only authorized persons are allowed to carry mail. Outgoing correspondence sent via inter-departmental mail must use appropriately marked envelopes. Mail to be delivered to any county agency must be placed in the County Building file. The mail will be resorted by Central Services for continued processing. The County courier picks up and delivers this mail twice daily, once in the morning and once in the afternoon. Outgoing official departmental mail (U.S.P.S.) is collected at a central location near Staff Services. Central services will not post private mail.

Inmate Mail (5.24 PG)

Inmates in the Jail are allowed to send and receive an unlimited amount of mail. All mail is received via the U.S.P.S. or an approved parcel service. Items may not be dropped off for inmates at the front desk or visiting office without prior approval. Letter addressed to inmates will be opened and inspected for contraband. Letters from attorneys, the Courts or other public officials will be opening and inspected only in the presence of the inmate to whom the correspondence is addressed. Mail will not be read or censored except where there is clear justification for such actions. When money is found, it will be deposited (see Inmate Funds, below). No parcels or packages are accepted, except that inmates shall be allowed to receive books, publications and periodicals. Mail is distributed to inmates every evening -- M-F excluding holidays. Outgoing mail is not inspected unless certain conditions exist. Outgoing mail addressed to an attorney or the courts is not opened. Mail is placed in the mailbox located near Central Control by Block Officers. Officers will never deliver mail from inmates to any location other than the mailbox. The Visiting Officer will send mail out M-F mornings. Indigent inmates are provided with weekly allowances from the jail commissary with which they may purchase the required elements of a letter.

Inmate Funds (5.22 PG)

Money may be deposited into inmate accounts at the front desk or via U.S. Mail. At time of receipt, inmate fund deposits will be entered into the computer on the ARAMARK ACTFAS Prison Module System. A receipt will be generated to document deposits and ensure that funds are placed in the appropriate inmate's account, with copies to the person leaving money, the inmate and to the safe. Only cash and money orders are accepted at the desk. Only certified checks and money orders are accepted via U.S. Mail. Cash is returned sender. For funds sent via U.S. mail, inmates signature must be obtained on the certified check or money order prior to being deposited into the inmate's account. There is no limit to the amount of funds that may be deposited. Up to 50% of account balance can be released to a visitor (only once during incarceration), with a check made available on the inmate's scheduled visitation day. Prior to releasing money, the visitor must sign the money release form, and the inmate must endorse the back of the check. The balance of account money is given to inmates at release (as they are exiting the facility). If the inmate is released to the custody of another agency, the check is turned over to the receiving officer picking up the inmate.

INMATE MOVEMENT / TRANSPORTATION

Inmate Transport (5.32 PG)

Inmates being moved outside the facility will be transported in a safe and humane manner under the supervision of experienced and trained officers. The primary responsibility of transport officers is public safety.

It is the policy of the Sheriff's Office to treat inmates in a humane and respectful manner. It is the policy of the Jail to use metal (hard) restraints in the transporting of inmates for safety, security and custody. Soft restraints may be used to control a violent, hostile or aggressive inmate (5.55 PG).

Transport Staff Allocation and Procedures (additional officers may be assigned as necessary)

Inmates who are classified as Level 1 are transported alone at a ratio of two (2) transport officers per one (1) inmate.

Transports of one or more male or female inmate(s) with a classification level of 1 through 4 will require, at minimum, two (2) officers per transport vehicle.

Transports of one or more male or female inmate(s) with a classification level of 5 through 8 will require one officer. A maximum number of six (6) inmates with a classification level of 5 through 8 will be assigned to one (1) officer.

Only weapons-qualified officers are permitted to carry weapons. Each officer must wear protective vest while performing transport duties. Officers are responsible for obtaining necessary information regarding the inmate and court / transport instructions. Assigned officers will search each inmate prior to transporting.

After being searched, inmates will be isolated from all other inmates who have yet to be searched.

Each inmate will be placed in restraints prior to transport, consisting of leg irons, belly chains, handcuffs, 2-3-4 man restraining chains. Soft restraints may be utilized in some cases, with prior approval of on-duty Command Officer.

Inmates will be transported in a full-marked Sheriff's Office vehicles unless otherwise approved by an on-duty Command Officer.

Opposite Sex Transports: When escorting several inmates of the opposite sex, efforts will be made to ensure that inmates of the opposite sex will be seated separately.

Officers assigned to transport duties carry Transport Division radio, restricted to official departmental business. Transporting officer call in to the Booking area prior to leaving for any assigned designation and on arrival, and officer advises Booking of their radio designation.

Transporting officers complete and submit Daily Activity Sheets for transportation with counts and documentation of delays or unusual occurrences.

Court Transport in Citizen -Occupied Areas

Transporting Officer must escort inmates into court buildings through pre-designated prisoner entrance.

On arrival, ask all citizens loitering in the vicinity of the prisoner entrance to clear the area.

More than one transport officer should be present when escorting inmates in public corridors. In crowded hallways, the public are to be moved to one side.

Inmates are to be placed in the courtroom lock-up while awaiting disposition.

Escorting Inmates in Courtroom

Obtain the inmate from the courtroom lock-up.

Transport Officer must remain behind the inmate while escorting him/her to and from the Defense table.

After position the inmate at the Defense table, the officer will position themselves behind but near the inmate.

IF the inmate must approach the podium, position them away from the Prosecuting Attorney table.

Court Custody Arrests

Take physical custody of new inmate and escort them to a secure area.

Remove all items, belts, shoelaces, jewelry, coat, money, etc.

Have inmate remove shoes and check inside under inserts and bottom of feet.

Conduct a thorough pat down and log all property obtained onto property inventory sheet.

Magistrate Courtroom Transport

Two officers are assigned to provide inmate control and security for the courtroom area. One is positioned inside the Magistrate's courtroom to assure proper order and security in the courtroom. A second officer will be positioned inside the Contact Visiting area to maintain control over the inmates awaiting their appearance before the Magistrate and document all court information on Booking Cards.

Carrying of firearms is optional unless it is determined by a Command Officer that an armed officer is needed.

All inmates will be placed in appropriate restraints (leg irons) prior to entering the courtroom.

Prison Transport

Transport officer will:

Check with Transport Sergeant for Pre-Sentence Investigation and Judgment of Sentence papers.

Check with Medical Department for any medical papers.

Fill out Prisoner Questionnaire Form located in the Transport Office.

Pat down inmates to be transported. Only Bibles and court papers are allowed to travel with the inmate.

Have inmate sign Booking Card and account sheet.

Upon arrival at prison, take all paperwork and inmates to receiving.

After inmate has changed clothes, retrieve Washtenaw County Correctional Facility uniform(s).

Emergency Medical Transport (5.10 PG)

Policy and procedure ensure that inmates who are in need of emergency medical treatment are transported to a medical facility in a safe, secure manner without delay. The On-Duty Jail Sergeant shall:

Establish the number of security staff necessary to conduct the transport:

Single officer for minimum security inmates or inmates awaiting trial or sentence on a misdemeanor offense;

Two officers for pre-trial felons, guilty felons, inmates sentenced to a state / federal prison, those with a history of assaultive / aggressive behavior.

Assign personnel to the transport (jail staff, road patrol, or other staffing)

Set up a hospital guard program.

HOUSING UNITS

Housing Unit Supervisory Staff (5.05 PG; 5.15 PG Headcounts, cell counts; 5.31 PG Inmate Telephone Use)

Housing Unit officers assigned to inmate housing areas are responsible for completing Daily Activity Sheets (DAS). DAS contain count verification, inventories, checks, cleanliness ratings, and activities. The DAS is used to record all incidents, activities, and assignments during the entire shift. It may also contain information that the officer received during their shift that is worthy of documentation. Completed sheets are turned in to the On-Duty Sergeant at the end of each shift.

Jail personnel are to provide visual inspection (head count) of each inmate at least once every 60 minutes, more often in high-risk areas, and conduct a cell check of each unit and individual cell a minimum of once per shift on the day and afternoon shift. Officers assigned a housing unit shall conduct head counts hourly, but at irregular times, not more than 60 minutes apart. Head counts should be documented on the unit DAS.

Cell checks shall be conducted to ensure that security of each cell and unit are maintained. Unit officers assigned to the day and afternoon shifts are required to conduct one cell check per shift that includes the dining area, living area, and each individual cell in the unit. Officers are to physically enter each individual cell for inspection. All items are to be removed from the cell walls, ceiling, door, windows, window frame, and lights. Ensure that the walls, windows, window frames and doors are secure. Cell counts must be documented on the DAS. Officers are responsible for instituting disciplinary action against inmates found to be tampering with structure / security, and prohibiting use of cells that are not securable.

Collect call telephones and Public Defender telephones are located at housing units. Electronic switches control inmate telephones throughout the Jail. Certain emergency calls may be screened and scheduled through Corrections Services.

Telephones are turned off at night.

Telephones are turned off during prison transports.

Telephones may be turned off during emergencies.

Housing Unit Schedules (5.06 PG)

Policy and procedure specify guidelines for inmate activities to ensure consistent treatment and timely provision of inmate's basic needs.

Meal schedule: Breakfast -- 7:30 AM to 8:30 AM; Lunch -- 12:00 Noon to 1:00 PM; Dinner -- 4:30 PM - 5:30 PM

Daily Out Times, Blocks B, C, D, E, and the Left Side of F: 8:30 to 9:30 AM Top Tier Out; 9:30 to 11:00, Bottom Tier out. 11:00 to 12:00 Noon, Unit Locked Down. 1:30 PM to 3:00 PM, Top Tier Out; 3:30 to 4:30 PM, Bottom Tier Out; 5:30 - 7:00 PM Unit Locked Down. 7:00 to 8:30 PM, Top Tier Out; 8:30 to 10:30 PM Bottom Tiers Out; 10:30 PM Unit Locked Down.

Specific and limited times are scheduled for the Right side of F-Unit Normal Schedule and Disciplinary Schedule.

Maximum Security inmates are allowed to be out for a period of one hour each day on a rotating schedule.

Unit Housekeeping (5.03 PG)

Policy and procedure dictate that the Washtenaw County Corrections Facility will ensure that all areas within the facility will be kept clean, sanitary, and healthy. It will be the responsibility of the unit officer to make sure that all necessary cleaning supplies are in the unit.

Each officer will be responsible for the cell and living areas, sally port, control pod, and hallway leading the unit. Inmates will be held responsible for maintaining their cell blocks in a clean, sanitary and orderly condition, which will include: Individual inmate cells (beds made, floor mopped, no articles on walls or window sills, toile area, air vents, etc.); Inmate living and day areas; and Shower facilities.

Housekeeping in Inmate Areas will include: Inmates will be instructed to clean all areas daily; all beds will be made when inmates are out of their cells; the unit officer will inspect to ensure that cells are clean, beds made, cells in order, inmate living areas are swept and orderly, shower stall are clean and sanitary, dayroom is clean, sink is sanitary and free from stains, and all trash receptacles are empty and clean. The Unit Officer is responsible for implementing disciplinary procedures who do not carry out housekeeping duties or share equally in keeping cell/living areas clean. All housekeeping and cell inspection will be logged on the daily activity sheet.

Shakedown Searches (5.51 PG)

Shakedown searches are conducted frequently to keep dangerous weapons, drugs, or other potentially disruptive contraband from the possession of inmates and to discover evidence of illicit activities and/or intentions of escape. Specific areas which must be searched include: holes or cracks in walls; lighting fixtures; washbowl, toilet and plumbing; shelves and articles on shelves; bed clothing; mattresses; windows and door frames; and trash cans. Under PG 8.08, staff are required to use protective gloves in searches of cells and to carry puncture-proof containers and clearly-marked plastic bags to store items.

INMATE RIGHTS / HEARINGS

Inmate Rights (5.29 PG)

Policy and procedure provide for protection of the rights of inmates including but not limited to: personal abuse, corporal punishment, personal injury, disease, property damage, and harassment. Policy and procedure also provide for the creation of a formal complaint process for an inmate who feels that the Jail staff has violated his/her rights. In brief, policy and procedure state that:

The Jail shall establish and maintain written policies to protect rights of inmates

Employees shall not mistreat persons in their custody;

Employees shall handle persons in custody in accordance with the law and Sheriff's Office procedures;

Inmates may file grievances by written communication through a duty sergeant or lieutenant detailing his/her complaint;

The Sheriff's Office has a formal procedure for complaints:

Published in the Inmate Rulebook

Allow inmates to readily file (through Kite or other written document)

Provide for one level of appeal, and a hearing board as necessary

Written notice to the inmate of disposition or findings of the grievance.

Disciplinary Hearing Board (5.08 PG)

Policy and procedure provide guidelines for selecting a Disciplinary Hearing Board and to conduct efficient investigations of incidents. The Disciplinary Hearing Board will be comprised of the shift supervisor, and at least two other staff members who were not directly involved in the incident. The Board will determine that the inmate has received written notice of the allegations made against him / her. The Hearing Board will: Convene when necessary; gather all facts surrounding the incident; evaluate the situation and allow the inmate to present his / her side of the situation; determine appropriate action (based on guilty or not-guilty determination). The Board will determine sanctions, and document decisions on the Disciplinary Report Form. The inmate is given a copy of the form, and the Board must advise the inmate that an appeal can be made to the Jail Lt. All matters must be reported on the jail summary.

Uncooperative, Hostile Inmates (5.55 PG)

It is the policy of the Sheriff's Office to treat inmates in a humane and respectful manner. The restraint chair is a method of control to be used only when other methods of control have failed, not as a means of punishment or discipline. Policy and procedure govern response situations and requirements regarding use of various hard and soft restraints. Use of the Emergency Restraint Chair (ERC) is limited to specific situations and use only with approval and at the direction of specified command staff. Medical services must be notified every time the ERC is used. Medical staff will assess the medical and mental health condition of the inmate, and advise whether, on the basis of serious danger to self or others, the inmate should be placed in a medical / mental health unit, and if so, which facility is most appropriate. Upon placement in the ERC, inmates are checked every 15 minutes (restraints, circulation to hands, etc.). If after two hours, the inmate still demonstrates that he / she may be a danger to self or others, a psychological evaluation by CMH is required. The maximum time of use of the ERC.

INTAKE / TRANSFER / RELEASE

Intake (Booking) Policy and Procedure (5.02 PG; 5.07 PG Acceptance; 5.12 PG Fingerprint/Photo; 5.35 PG Persons with Disabilities)

The Jail obtains and complete and accurate information for the booking record during the admissions process of newly-detained persons.

Process

The arresting officer and his/her detainee shall enter the facility through the prisoner entrance (garage).

The arresting officer shall secure his/her weapon in the lock boxes provided in the garage area.

The detainee will enter the booking sally port, at which time the arresting officer will conduct a pat-down search. Any weapons or contraband found on detainee are to be confiscated. The arresting officer shall begin the booking process by completing and signing the top portion of the Jail Receiving Form.

At this time, the arresting officer shall submit to the booking officer any warrants, court documents relevant to the detention of his/her detainee. A major concern in the admission of new inmates is the assurance of proper identification of the inmate to ensure that the person being processed within the Jail is the person specified.

The arresting officer shall remain with his/her prisoner until advised by the Booking Officer that they may leave.

Receiving Screening - Medical (5.49 PG)

Every inmate, on arrival to the Jail, is questioned and observed for potentially threatening health-related circumstances which may endanger their own, or another inmate's health and safety if admitted to the general population. Health screening upon receiving is essential in preventing the spread of communicable disease, and in protecting the health and safety of new inmates who may have chronic illness, injuries requiring treatment or health issues.

Prisoners are to be visually assessed for obvious signs of illness, injury or incapacitation due to substance abuse and the intake officer will complete a receiving screening form. To determine whether an individual, due to illness, injury or substance abuse, is in immediate need of medical evaluation and treatment, the receiving officer will visually assess each prisoner prior to accepting custody from the arresting / transporting officer. The screening will consist of several segments:

Inmate's personal information

Visual Assessment of physical condition

Notice of Access to care and inmate comment

Inmate medical screening questionnaire

Authorization for medical treatment and release of information

The Intake (Booking) Officer will complete a receiving screening form

Refusal of Custody

When it is the observation of the receiving officer that based on the visual screening and medical needs assessment that an immediate need for medical evaluation and / or treatment exists. The Receiving Officer will contact medical and command staff, who will then decide whether or not to accept the inmate. Upon the Receiving Officer refusing to accept custody, the arresting / transporting officer will be advised that the Jail cannot accept custody of the prisoner until the individual is either provided medical treatment or detoxification and written documentation of treatment is provided.

Booking Officers have the authority to reject the following types of individuals for lodging in the Jail prior to arraignment:

Misdemeanor Offenses -- If the person lodged is not assaultive, intoxicated, charged with multiple offenses or a Bench Warrant. However, Domestic Assault arrests and Domestic Assault misdemeanor warrants may never be rejected.

Mentally Ill. If the person can be reasonably expected within the near future to intentionally or unintentionally seriously physically injure himself or herself / or if the person is unable to attend to basic physical needs such as food, clothing or shelter.

Self-Care -- Medically unable to perform personal activities (i.e., eating, dressing, bathing, etc.)

Health Risk -- A person with a communicable diseases (e.g., TB, chicken pox, other).

Physical Injury -- A person that has sustained a physical injury and is in need of medical treatment; or

Intoxicated -- A person that is intoxicated to the point of being unconscious, unresponsive or unable to give coherent answers.

If a detainee is refused admission to the Jail, the arresting agency shall be responsible for transporting that person to the appropriate treatment facility.

If the detainee is subsequently returned to the Jail following treatment, the arresting officer must present the Booking Officer with appropriate documentation from the treating physician certifying that the detainee has been treated and is fit for admission to the Jail.

When the person is thought to be mentally ill, the document signed by the physician should state that the person is not a danger to himself/herself or others.

If the receiving screening process indicates a need for emergency treatment, the prisoner will immediately be transported to the emergency room of St. Joseph's Hospital. If the receiving screening process indicates a need for a closer monitoring within the jail, the inmate will be placed in a cell that can be closely monitored. A copy of the Receiving Screening Form will be forwarded to the inmate's medical record.

During the Admissions (booking) process, a health screening is completed for each new inmate:

Medical staff is to be notified of any new inmate having chronic or acute illness, contagious condition, mental illness, handicap or medication requirements

Medical staff will be immediately notified if a prisoner indicates that they have epilepsy, heart disease, diabetes, pregnancy or other possible life threatening conditions

New inmates suspected of having a communicable disease are immediately isolated until the Medical staff can evaluate them to rule out contagious illness, arrange for isolation housing or send to a medical facility.

Prisoners possibly going through alcohol or drug withdrawals or those prisoners who may be suicidal or otherwise mentally incapacitated shall be assigned to an area where continuous observation may be carried out for the safety of the individual

Prisoners who are known to be HIV positive may be assigned to general population if their current health status and behavior will allow. Special attention should be paid in the event the inmate requires reverse isolation for immune system failure

Medical staff will complete an intake screening form

Medical staff will continue to monitor and follow-up treatment on the individual, including medications and outside referrals

Officers accepting any person into custody who is deaf or significantly hearing impaired to the extent that they require lip reading, sign language or written messages are to immediately contact the Duty Command Officer. The Duty Command Officer will immediately procure the services of a qualified deaf interpreter to assist with the admissions process and court arraignment. The Booking Officer will allow the hearing impaired individual to use the Telecommunications Device for the Deaf (TDD) located in Correctional Services.

Officers accepting any person into custody who is mobility impaired will Contact Classification and Medical. Medical staff will determine whether the individual may safely be housed in the general population or be confined to the Medical Housing Unit. If the individual may be housed in general population, the Classification Officer will decide where the safest, most barrier free location will be to meet the needs of the individual.

Officers accepting any person into custody who is acutely or chronically mentally ill will notify the duty Medical staff immediately

The Medical staff person will assess the individual and make necessary referrals to Community Mental Health. The Booking and/or transporting officer will assist the Medical staff with information for the referral. The Medical staff and Community Mental Health staff will continue to monitor and follow up treatment on the individual, including medications and outside referrals

Booking Officers are responsible for the following:

Complete the initial AS400 computer booking record, which includes but is not limited to: place of birth, citizenship, scars or marks, and designation of the court the inmate will appear before. If the inmate has been arraigned by the arresting agency, then the court disposition must be logged. Note: In-transit inmates are inmates lodged in the Jail for agencies outside the jurisdiction of the Sheriff's Office. The AS400 computer booking record is required for these inmates in the same manner as others.

Complete the Core Medical Assessment portion of the Jail Receiving Form.

Fingerprint detainee. All prisoners will be fingerprinted according to guidelines. Booking officers must determine if charge is a felony, misdemeanor or civil offense, as this will dictate which print cards will be processed. Detainees must sign Print Cards. Printing officer must sign and date Print Cards. Booking Officer must completely type out Print Cards. All completed print cards are placed in designated file in the Booking area.

Inmates charged with Felonies will have prints made on one FBI card and two state cards. One FBI card and one state card are sent to the Prosecutor's office and the other placed in the booking jacket. A copy of the original state and FBI cards must be attached to the felony warrant.

Inmates charged with misdemeanors will be printed on one state card.

Civil offenses will be printed on one state card.

Photographs. The photo image machine will be used to take a side and front view photograph of each inmate lodged into the facility.

Log inmate's name and charge into computer.

Complete Medical Screening Form -- See Receiving / Screening, above.

Explain Booking Sheet to inmate and obtain signature.

Secure inmate in appropriate holding cell.

Update cell roster with the name, race and sex of the detainee.

Interim Bail (5.36 PG)

Policy and procedure provide a guide for the setting and posting of Interim Bail for warrant-less arrests and/or arrests on misdemeanor warrants issued by the District Courts of Washtenaw County.

Warrant-less Misdemeanor Arrests. Policy provides for a schedule of required bail amounts based on charges including traffic offenses, assault and battery, disorderly person, larceny under \$100, shoplifting / simple larceny, and OUIL / OUID. If the arrestee cannot post the required amount of bail, the On-Duty Corrections Sergeant may authorize a reduction in bail down to and including Personal Recognizance.

Warrant Misdemeanor Arrest. If the warrant includes a set bail amount, attempts will be made to collect the amount of bond indicated. If the arrestee cannot post the required amount of bail, the On-Duty Corrections Sergeant may authorize a reduction in bail down to and including Personal Recognizance.

Misdemeanor Bench Warrants. If the bench warrant has a bond indicated, the arrestee may post the indicated amount. If the bench warrant does not indicate a bail amount or the arrestee cannot post the required amount of bail, the subject shall be held and taken before the Court at the next Court session.

Release of Authority. If, in the opinion of the On-Duty Corrections Sergeant, the arrested person is under the influence of liquor or narcotic drugs, is wanted by police authorities to answer another charge, or it is otherwise unsafe to release him/her, the arrested person shall be held until he/she is in a proper condition to be released.

Legal Medical Tests (5.41 PG)

Legal medical tests required by statute or ordered by Circuit and/or District Courts will be directed to Community Corrections Public Health or the patient will be transported to the local ER and recorded in the inmate's computerized record. Court-ordered medical testing must be completed prior to entry or re-entry into the jail. Court-ordered test results are immediately returned to the court. Medical tests include, but are not limited to: urine drug screening; alcohol screening; HIV/AIDS testing; pregnancy testing; and tuberculosis screening.

Parole Detainers (5.46 PG)

Booking Officers are to receive a written detainer prior to lodging a parolee (FORM CFO-108, DOC, Bureau of Field Services). The parole agent must sign the detainer. The Shift Commander may accept a verbal detainer via telephone, but written detainer must be obtained by the end of the first complete working day, and the subject is to be released at the end of that working day if no written detainer is received. Only a Parole Agent may lift a Parole Detainer, by signing the Booking Card in the designated area.'

Inmate Telephone Use (5.31 PG)

Policy and procedure allow newly arrested persons the opportunity to use a telephone as quickly after admission as possible. All prisoners during the admissions process have a right to complete a reasonable number of unmonitored telephone calls to secure counsel, bail or to contact family or friends.

Process

The Booking Officer informs all prisoners that they are allowed 15 minutes of unlimited telephone calls as soon as the initial steps of the admissions process have been completed.

Inmate collect-call telephones are located beside the Admissions windows in the Booking area.

Collect-call telephones are also located inside specified holding cells for inmate use while awaiting cell assignments.

Inmate Property (5.27 PG)

Upon admission to the Jail, all inmate personal property is under the care and custody of the Sheriff's Office. A high priority is placed on accountability and accurate records to ensure that: the inmate properly receives his/her personal belongings when released; that officers and the Sheriff's Office is protected from false claims of lost or stolen property; and that proper care and custody of the inmate's property is maintained.

Intake Prisoner Property

The facility takes inmate personal property during three stages:

On entry to the facility, the Admitting Officer will:

Ensure the inmate is mentally and medically stable;

Pat down the inmate and remove their property (including shoe laces, jewelry, and money). All property and money removed from the inmate's person is taken to the Booking Window for inventory in AS 400 and on the property sheet.

Check the inmate's mouth and shoes for items

Have the inmate sign the property log sheet and enter their property information into the AS-400.

At Dress-in, all inmates being lodged in an area other than the holding cell shall be strip-searched and dressed into Jail clothing prior to placement. The Property Officer will:

Take the inmate and his/her property to the clothing room and perform a strip search.
Log all of the inmate's property and clothing on the property form and into the AS-400.
Place clothing into garment bag and place in appropriate alphabetical location
Issue inmates a jail uniform and shower shoes
Place the inmate in his/her assigned cell

At Clothing Exchanges. Clothing exchanges take place during an inmate's assigned visiting time. When a clothing exchange is requested, the Visiting Officer will notify the Property Officer.

When notified, the Property Officer will:

Take the inmate's clothing from Property to the Visiting Area
Exchange the clothing, item for item
Ensure that the clothing taken in exchange is searched before being placed back in the property room
Document the exchange and any property received in the computer

Process -- Property Release

The facility releases an inmate's personal property in two situations:

Inmate Release from Jail

Property is returned on an inmate's release from the Jail. The Property Officer will:
Print out a property form
Sign the form, documenting which officer released the property
Have the inmate inspect the property
Ensure the inmate signs for receipt of property

Release of Property to a Visitor

Property may be signed out to a visitor only on the inmate's visiting day
The entire inventory must be released. When releasing the inmate's personal property, the Property Officer will:
Date and sign the form
Ensure that the inmate signs the back of the form and indicate to whom the property is being released.
Log property being released
Confirm the identity of the visitor receiving the property
Have the visitor sign, date and address on the Property Form
Ensure that the Form is returned to the Property Room

Transfer / Release (Book Out) Policy and Procedure (5.01 PG)

Release and Transfer practice includes:

Documentation Authorizing Release
Court Disposition
Detainers Lifted (signature required by parole agents)
Time Served (inmates have completed their sentence)
Pick-up by another agency (signature required by receiving officer)
Posted Bond (if posted in court, requires attachment of bond receipt to booking card)
Fines and cost or payments made (if payment made at court, attach a copy of receipt to booking card)
Transfer to another agency

Prison
Parole
Drug rehab, houses, etc.

Process includes:

Verify identity of inmate being released (photo verification, and additional information if needed);
Conduct a warrant check on LEIN (record results; hold subject if warrant is discovered)
Double check releasing authority (attach required copies to booking card)
Issue check and have signed by Duty Sergeant.
Have inmate sign account sheet and property log. Place account sheet in designated drawer for Staff Services.
Issue any receipts or applicable paperwork, with explanation to inmate.
Releasing officer must sign booking card, including date and time.
The inmate must sign the booking card (under release), and sign the back of the booking card for money and property.

If transfer, the officer must transport inmates being turned over to or being picked up by another agency. The inmates' property is to be turned over to the officer and not the inmate. Releasing officer is responsible for obtaining the inmate medical information and medication from medical staff before the inmate is released to another agency.

Holds (5.17 PG)

New arrests or persons already incarcerated in the Jail may have "holds" placed on them from other agencies by way of a LEIN printout. Holds are to be handled as follows:

In-County Holds -- Any charges placed on an inmate by an agency inside Washtenaw County will add hold notation to inmate's AS400 Booking Record;

Out-County Holds -- The Booking Officer must confirm the warrant with the out-of-county agency via telephone and request a pick-up time. Booking Cards must be stamped "HOLD" and notation for inmate's AS400 Booking Record ("Hold for out-county agency") must be designated when the charge is entered into the computer (AS400).

Releasing Holds (5.17 PG)

After a prisoner has taken care of all charges in County (bonding out, fines and costs paid, etc.), outside agencies are contacted, and the Booking Officer will advise that the prisoner is ready for pick-up. The date and time the agency will pick up the subject and place it on the Booking Card. Bonding may also lift an out-county hold. If the prisoner has a HOLD and the hold contains a bond, he/she may post the bond rather than be picked up. Contacting the agencies and asking for bond information can receive Bond Information.

Court Appearance (Transfer and Return) (5.04 PG; 5.09 PG Dispositions)

Policy and procedure ensure that inmates are prepared for transport to court, and dressed, and on return from court, dressed into jail uniforms and returned to housing units in a timely, orderly and secure manner.

Transport to Court

The midnight shift Block Officers are provided with a list containing the names of inmates scheduled for court.

Inmates are awakened at 0600 to allow adequate time for personal hygiene and to make beds before transport.

If required, Transport Officer(s) escort inmates from the units to the clothing change rooms where the Property Officer dresses out inmates into their civilian clothing. Inmates are only allowed to wear civilian clothing to court if they are scheduled to appear in a jury trial.

Transport Officer search all inmates prior to transport.

Return from Court

The transporting officers place inmates in a holding cell.

The Property Officer places inmates dressed in civilian clothes in the clothing change room, returns jail clothing, retrieves personal clothing.

Inmates are returned to housing units.

Transporting Officers inform the Shift Supervisor of any change in the inmate's behavior (depression, severe anger, etc.) or classification (charge reduction, bond change, etc.).

Policy and procedure require that court dispositions concerning inmates in the Jail are properly recorded in required areas. Jail records of dispositions must be reliably and accurately maintained, as they directly affect prisoner status and the operation of the facility. This requires that the Transport Officers must log all dispositions from the court that they bring to the facility. All other agency's personnel must deliver disposition information to the booking areas. The Booking Officer is responsible for logging these dispositions. Disposition data is recorded on the Booking Card (inmate ID no., case no., court no., judge, date of disposition, bond information, future appearance dates and reasons for appearances, and initial of officer recording the disposition). Dispositions are then placed in the inmates' jacket after being properly recorded. Dispositions for the Community Work Program will be forwarded to the Work Program Supervisor. Dispositions for Weekenders are deposited in the appropriate spot in the Booking Area.

INMATE CLASSIFICATION

Classification (5.12 PG)

The purpose of inmate classification is to provide fair and consistent guidelines in determining inmate housing assignments (both pre- and post-arraignment) to housing areas, security levels, treatment and program services. The classification system shall:

Provide for the management and confinement needs of this facility and the inmate for their protection, the safety of other inmates, to prevent escape, and to protect the general public;

Take precedence over any treatment or program classification;

Not discriminate based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record, or handicap.

Classification staffs consist of a Classification Supervisor and the classification Officer(s). Classification staff have the authority to assign inmates and hold classification review hearings. The Classification Committee consists of three (3) members: The Classification Supervisor, Director Classification Services or Jail Commander, and the Corrections 1st Lieutenant. The Classifications Committee will have the authority to review the Classification Plan and conduct classification appeals.

Security Classification Categories

Minimum-Security Classification. Inmates assigned to minimum-security level (low medium, low, very low) are typically felons and misdemeanants sentenced to the jail, except those who have been convicted of assaultive felony crimes. Inmates so assigned must have no felony or probation "holds," or other pending court action against them. Minimum-security inmates must display a cooperative attitude toward the staff and the rules and regulations of the facility.

Medium-Security Classification. Inmates assigned to the medium-security level include sentenced misdemeanants and felons who do not qualify for minimum security and also who do not require a higher level of security. In addition, inmates in the facility awaiting trial or sentencing and who do not require a higher level of security will be placed in medium security, as will inmates sentenced to "boot camp."

Medium-security inmates should be treated as an escape risk and may prove to be slightly uncooperative or resistant to jail rules, but may not display a significant disciplinary problem. These inmates will require a normal amount of staff supervision. The medium-security inmates will be somewhat limited in their out-of-cell movement and will require continuous supervision. They will be allowed to participate in most in-house programs, including outside exercise.

Medium-security Assault/Escape include inmates who are medium security and have an assaultive or escape history, and have a current assaultive felony charge or a past assaultive felony conviction or escape history.

Medium-Security Pre-Sentence Inmates. Those who have no other factors warranting a medium-security level other than the fact that they are awaiting conviction and sentence. These inmates are temporarily assigned a medium-security status and may be reclassified minimum-security upon sentencing.

Maximum-Security Classification. Inmates who are assigned to a maximum-security level (medium high, high) will be those who have been charged with extremely serious felony crimes and/or have holds or other pending court action concerning such types of crimes. In addition, such inmates may be individuals who have displayed significant disciplinary problems within the facility and/or display a need for maximum supervision. Maximum (high) security inmates may be allowed only a very limited amount of out-of-cell recreation time and such time will be under direct officer supervision. Their program participation is limited to those programs conducted within the security of the cellblock. These inmates will not be allowed to associate with the general inmate population. They will typically be housed in a selected area of the facility.

Females. Females will be housed separate from the male population. The same classification assignments (Maximum, Medium, and Minimum) will be applied to female inmates.

Additional Qualifiers and High-Risks. Overrides and special conditions can create special requirements related to physical or mental handicap, diet restriction, alcohol or drug withdrawal. The high-risk designation is used for inmates described as being a great risk to themselves (suicidal), to the staff, or to fellow inmates (systems risk). As a result of the high-risk designation, a special high visibility or isolation requirement may be warranted. High-risk inmates will be treated on an individual basis consistent with the circumstances requiring the high risk 'flag.' The amount of their out-of-cell movement and participation programs will be determined on the basis of their individual circumstances.

Inmate Classification and Participation in Programming

Inmate participation in certain programming options is restricted by the degree of assigned security. Programming which may be available and are assessed based on need and level of security, by level of security:

High / Maximum Security (Level 1): No out-of-cell group participation. May have individual counseling, security permitting.

Medium-High (Level 2): May participate in limited out-of-cell group activities with other designated Level 2 inmates only, security permitting.

Medium (Levels 3 & 4): May participate in all in-house jail programs and recreation activity.

Medium-Security Per-Sentence (Level 5): May participate in all in-house jail programs and recreational activity. May be considered for in-house Trusty following departmental guidelines.

Minimum (Levels 6, 7, and 8): May participate as Trusty's both inside and outside, recreational activity and all education and treatment programs.

Special Conditions (Protective Custody and High Risk): Program availability is determined by the assigned security level restrictions and case-by-case circumstances.

Initial Classification

Initial classification procedures are designed to provide the Booking Officer with an initial classification process to provide safe and secure temporary housing (in a temporary holding area) within 72 hours of reception. The Booking Officer's direct interview with the inmate includes consideration of current charges, legal status, current physical / mental condition, predatory risk, and any other factors relevant in determining appropriate short-term housing placement.

Steps involved in Initial Classification include:

Review of arresting officer's intake paperwork for accuracy and completion

Place inmate's name on cell roster

Log inmate's name and charge into the AS-400 computer

Complete the "receiving medical screening" form

Notify medical staff of any medical needs

Complete initial computer booking

Take photos of inmate with photo imager

Officer has inmate review medical screening form for accuracy and apply signature

Officer explains booking sheet to inmate and obtains inmate signature to verify comprehension

Officer secures inmate in appropriate holding cell

Inmate is assigned to an intake space, according to charge

Booking Officer notifies block officers of waiting inmates

Temporary cell assignments for all adult females will be limited to either one designated housing unit in the reception area or the general female housing area.

On occasion, an inmate may be housed in general population immediately after intake and initial classification, and prior to primary classification. Classification officer will review the inmate roster for any inmates not yet classified and take appropriate action.

Within seventy-two (72) hours after court arraignment all inmates will be subject to the primary classification process.

Primary Classification Process

Primary classification of an inmate will normally occur prior to an inmate being moved to the general housing areas of the jail. This classification will be the lowest security level necessary while assuring community, staff, and inmate safety. In completing the Primary Classification Interview, the Classification Officer is expected to:

- Explain the Classification Process
- Conduct a jail orientation and answer questions
- Process inmate personal information
- Treat inmates in a fair and consistent manner
- Thoroughly and accurately complete the primary classification form

Classification Reviews and Appeals

An inmate may appeal classification. In addition, an Administrative Hearing Board, correctional staff member, or program staff member can request the Classification staff to conduct a reclassification review. All inmates who were classified while unsentenced will be reviewed at sentencing. All other inmates are reviewed based on classification level: maximum security -- every 30 days; medium security -- every 60 days; minimum-security inmates are reviewed periodically.

Inmate Identification Wristbands (5.23 PG)

Inmate classification identification wristbands are considered part of the standard uniform and are to be worn by inmates during their entire incarceration. Policy requires proper identification and classification levels while inmates are housed in the Jail. Special medical bands are used to assist with limitation of physical activities (loss of gym or outdoor recreation privileges).

Band classifications:	
Red:	Maximum Security
Yellow:	Medium Security
Light Green:	Minimum Security
Gray:	Medical with Physical Activity Limits
White & Blue	Trustee Status

Female Inmates

Policy and procedure provide guidelines for conducting female inmate operations. Specific requirements include:

- They will be under the supervision and control of a female correction officer;
- The Booking Officer shall process females separately from male inmates in the female booking area;
- A female Property Officer will log their property;
- A female officer will conduct a strip search in the female property room.
- They will be housed separately from male inmates;
- They will attend separate visits from male inmates;
- Female trustees will wash their jail uniforms and personal underclothing in the female housing block;
- Female trustees will serve their meals;

Male officers may have contact with female inmates under the following circumstances:

At request of a female officer to accompany her for security reasons into the female unit.

If transporting a female inmate, at request of a female officer, in the jail hallway in view of other officers (to inmate services, booking, etc.)

There is an emergency and it would be hazardous to wait for a female officer.

Suicide Prevention / Attempts (5.53 PG)

The Sheriff's Office is committed to provide a safe and secure environment for all inmates, with the goal to recognize, reduce, and prevent, wherever possible, suicidal behavior. Staff are taught to recognize high-risk inmates by identifying behavioral signs and symptoms associated with suicide. Once an inmate is identified as potentially suicidal, the identifying officer will conduct a strip search of the inmate, dress the inmate in a white uniform, search and remove all items from a designated observation cell, and place the inmate in the cell where he / she can be observed on a regular and frequent basis.

Other requirements:

Inmate may have a uniform and blanket in the observation cell. In some situations, a safety gown and safety blanket will be issued in place of the uniform and wool blanket.

Medical staff will conduct immediate review, and complete a Community Medical Health (CMH) referral form.

The Booking Officer will begin observation and closely monitor the behavior of the inmate.

In the event of an actual attempt at suicide, the Officer who first witnesses or discovers an inmate will activate ERS 911, request assistance from available officers and medical staff, and using caution, enter the unit and initiate first aid/CPR measures.

Inmates with Disabilities (5.35 PG)

Policy and procedure specify that the Jail provide a consistently high level of services to all incarcerated persons include handicapped inmates and those needing special services. Detainees are screened during the Admissions Process for handicaps, prostheses, and acute and chronic health issues for the provision of care and services. These services include medical care for persons with acute or chronic health conditions, assistance and housing for the mobility challenged, rapid access to interpreters for persons with hearing and speech disabilities, access to professional support for the mentally or emotionally disabled, assistance and housing for the visually impaired.

Trustee Selection (5.54 PG)

Trustees include inmates selected from the jail population to perform custodial and maintenance duties in and around the facility. Selection of trustees is the responsibility of the officer assigned to trustee supervision. Inmates must be medically cleared prior to beginning job assignments. Trustee status will be denied if the inmate has: open charges or warrants; past behaviors that indicate aggressive or assaultive nature; a history of medical or psychological problems; a history of attempted escape, escape, or walkaway; given the reviewing officer a reason to believe that the inmate may jeopardize the good order and security of the facility.

Trustees will not be assigned detail outside the jail if the inmate has: a capital crime conviction; committed a sex offense; a known history of drug or alcohol addiction; not been reviewed by the shift supervisor.

Juvenile Admissions (5.38 PG)

It is the policy of the Jail not to permit juvenile offenders within the secure confines of the Jail. In general, juvenile offenders brought to the Jail will be refused admission and referred to the Juvenile Detention Facility. Exceptions to this policy are reserved for emergencies and disasters involving the Juvenile Detention Facility and must be authorized by the Sheriff, Undersheriff or Jail Commander. 17-year-old juveniles who are arrested, charged as an adult, and lodged in the Jail will need parental consent (signature of medical treatment form by parent or legal guardian) prior to medical treatment.

VISITING / ACCESS TO JAIL

Inmate Visits / Access Control to Jail (5.33 PG)

Policy and procedure specify that only legitimate visitors and employees are permitted entry to and exit from the facility. All persons entering or leaving the facility must be properly and positively identified, including employees, visitors, vendors, volunteers, contract employees, attorneys, etc. Inmates shall be identified according to established procedures; if there is doubt of identify, a supervisor should be contacted. All persons receiving a facility pass / tag must maintain constant control of their pass, and the pass / tag must be prominently displayed before any individual enters and leaves the facility. The pass must be returned to the control point employee, and the visitor's log sheet properly completed.

Process

Employees

Departmental employees while on duty must have in their positions and wear the card in a conspicuous manner.

Civilian and contracted employees shall wear their department or issued photo ID in a conspicuous manner.

Uniformed law enforcement personnel requesting entry to the Jail must have a badge, nametag, and departmental ID in their possession.

Non-uniformed law enforcement agency employees requesting entry to the Jail must have a badge with appropriate carrying case and departmental ID in their possession.

Non-Employees

Non corrections personnel only will be allowed access to "general public" access areas, unless the person is providing an authorized service in an operational, administrative or support function capacity (and issued a facility pass).

Attorneys, on presentation of a valid MI Bar Association card and at least one other photo ID, may visit their client. Attorneys may visit inmates whom they represent at any time.

Attorneys will complete an attorney interview form showing date, time, name of attorney, name of inmate.

Inmate can be brought forward. No attorney-client should be unreasonably delayed.

Interviews may be conducted during feeding periods, but policy is to inform attorneys of the feeding schedules to avoid unnecessary delays.

Attorney interviews, unless stated otherwise in writing, will be confidential and conducted in private interview room(s). Where there appears to be a risk to the facility, attorneys may be asked to conduct their interviews in the visiting area via telephone or through written correspondence.

Investigators, interpreters, and legal secretaries will be allowed to interview clients if accompanied by an attorney. A letter of introduction is to be submitted in advance with attorney letterhead, attorney signature, occupation of person, name of inmate.

Bonds persons

Licensed bond persons, on presentation of valid and current bondsperson ID / licenses and appropriate photo ID are allowed to interview inmates for the purpose of arranging bond. They may interview both bondable and non-bondable inmates

Bond interviews may be conducted during feeding periods, but policy is to inform the bond person of the feeding schedules to avoid unnecessary delays.

Bondsperson interviews should be held in interview rooms or supervised by the security officer in the holding area.

Bondspersons wishing to interview an inmate will complete a bondsperson interview slip

Clergy

Members of the clergy are allowed to visit inmates for the purpose of spiritual counseling and guidance. Members of the clergy are allowed entrance in the facility on presentation of appropriate certificate of ordination and must be registered through Corrections Services. They may visit under circumstances and conditions at the discretion of the Shift Commander.

Other Groups

Outside community groups, either volunteers or staff members of outside programs and agencies, may be approved for scheduled visits to the facility. Anyone wishing to visit the facility on a regular or frequent basis for the purpose of guidance, counseling, or any other service rendered to inmates will be required to fill out an application for pass form. Upon approval, a pictured facility pass, purple for interview rooms and yellow for all other areas of the facility, will be issued.

Contract Staff / Vendors

Secure Care health services, ARAMARK food services employees, Facilities Management/Maintenance and other contractual services shall maintain access to all areas.

Non-professional, non-contact inmate visitation (5.45 PG)

Inmates in the Jail will be allowed one personal non-contact visit per week. This policy provides the opportunity to maintain important ties between inmates and families / friends in the community.

Process

Each inmate is allowed one twenty (20) minute visit per week.

Visits are scheduled through the Station 1 front desk, and may be arranged either in person or via telephone on a first-come, first serve basis.

Family and friends may schedule visits no more than seven days and at least three business days prior to the date and time of the inmate's visitation day.

All visitors are subject to the following:

Only one adult (seventeen or older) visitor will be allowed per visit.

All adult visitors will be required to provide adequate proof of ID before being granted permission to visit an inmate.

Children under 17 may participate in visitation if accompanied by adult. They must have the permission of their legal guardian to participate, and visitors may be asked to leave if children become disruptive.

All visitors and items brought into the visiting area will be subject to electronic or physical inspection. Visitors who bring dangerous weapons or illegal contraband into the facility may be placed on visitor restrictions and be subject to criminal prosecution.

Visitors who appear to be under the influence of drugs or alcohol will be denied visitation privileges.

Visitors who become disruptive before, during, or after a visitation will be asked to leave and may be placed on visitation restrictions. Visitors who destroy county property will be placed on visitor restriction and may be subject to criminal prosecution.

The Visiting Office will not accept or pass any articles or items to or from inmates and visitors. Exceptions:

Inmate property releases may be made at any regularly scheduled visit. Inmates wishing to release their personal property must notify the visiting officer in writing at least 24 hours prior to the proposed visit.

Clothing may be dropped off for inmates for the sole purpose of court trials. All trial clothes will be thoroughly searched and logged into the inmate's property.

Visiting is a privilege and may be denied due to court orders, inmate disciplinary actions, inmate requests or visitor restrictions.

Visitation Schedule. Visiting days are scheduled according to the first letter of the inmate's last name:

Monday A-G 1:10 PM to 4:05 PM
Tuesday (H-N) 1:10 PM to 4:05 PM
Wednesday (O-S) 1:10 PM to 4:05 PM
Thursday (T-Z) 1:10 PM to 4:05 PM
Friday (Females) 1:10 PM to 4:05 PM

Visiting will be closed on weekends and County holidays. Visiting may also be closed on occasion for security reasons. The Visiting Officer will post all closing ahead of time whenever possible.

FOOD SERVICE

(5.25 PG Inmate Meals; 5.13 PG - Inspection; 5.39 Kitchen Sanitation and Food Handlers; 5.52 Special Diets)

The Jail provides three meals / day for each inmate. Each inmate is provided an equal portion of food and drink, and in case shall withholding of meal service be used as a form of punishment. Jail medical staff are responsible for notifying the kitchen of any special dietary needs for specific inmates. Kitchen personnel will ensure that special meals are provided in compliance with the medical staff's orders.

Activities

Inmates have at least 15 minutes to eat meals. Each inmate is to receive a complete food tray, including a beverage. Trays and utensils are counted as they are taken in and removed from housing units. Inmates will never receive extra or left-over food, juice, desserts, etc. All surplus food and drink items are returned to the kitchen.

Officers supervising feeding:

- Meet the meal cart at the bottom kitchen door and verify the amount of trays and beverages;

- Block workers are released to pass trays out to each inmate in their cell;

- Alternate feeding order of cell areas;

- Spoons are counted when trays are picked up after inmates finish meals;

- Empty food carts are then returned to the kitchen;

- Verify that special diet trays are delivered to the proper inmate (document and notify medical staff if inmate eats food from other trays or gives away / trades food from their own tray);

- Document any inmates refusing meals on the Daily Activity Sheet.

Inspection

Policy and procedure provides for weekly inspections of foodstuffs, food preparation areas and dining areas to ensure the health quality of meals served inside the jail facility. The Jail Administrator is required to appoint a Food Service Supervisor responsible for inspections:

- Food preparation equipment;

- Food storage equipment;

- Food serving equipment;

- Cleaning and food disposal equipment.

Daily inspections are to include:

- Stored shelf good storage between 45 and 80 degrees F.

- Refrigerated good maintained between 35 and 40 degrees F.

- Frozen goods maintained at 0 degrees F.

- Water temperature in final dishwasher wash at 180 degrees F or 140 degrees if sanitizer is used on full rinse;

- Foodstuffs are labeled and stored with expiration dates clearly marked;

- Open food containers resealed and stored

- Cleaning materials are properly labeled and stored separate from food storage areas.

Sanitation and Food Handlers

The County Health Authority acts in an advisory capacity in the Jail Food Handling Sanitation program. The purpose of the program is to assure that kitchen, dining and food storage areas are kept clean and sanitary for the preparation and serving of meals. In general, medical staff will assure that inmates working in Food Services are free from

diarrhea, skin infections and other illnesses transmissible by food or utensils. The Kitchen Supervisor will monitor this daily. Should the Supervisor or other Food Services staff observe an inmate exhibiting signs or symptoms of any of the above illnesses, then they should immediately report an illness or infection to the medical staff, and remove the inmate from a Food Services assignment until the inmate is cleared for such an assignment by the Medical staff.

Special Diets

Policy and procedure require that inmates with special diet need receive a diet that incorporates basic food groups based on current Recommended Daily Allowances. Food Service staff accommodates inmates requiring special diets when the provision of such a special diet is: a) necessary to accommodate legitimate medical or dental needs; or b) in furtherance of an accepted, recognized religious belief.

LAUNDRY

Laundry Operations (5.40 PG)

Laundry operations are conducted to provide clean, sanitary clothing and linen for inmates. Cleaned linen and clothing will be regularly distributed to inmates to maintain standards of personal hygiene in the Jail. Each inmate is issued two (2) sheets, one (1) towel, and one (1) jail jumpsuit. Currently, inmate personal laundry is exchanged weekly.

Process

The Unit Officer will supervise laundry exchanges to ensure that each block's laundry is exchanged between 9:00 AM and 11:00 AM on the following days:

Monday -- G Block and Gym

Tuesday -- E Block

Wednesday -- C Block

Thursday -- D Block

Friday -- J Block

Saturday -- F Block

Sunday -- A Block, Maximum and Medium Security

Personal laundry is collected and placed into a mesh bag with the inmate's cell number on it. Personal laundry is returned on the same day it is collected. Surplus clothing is stored in the Medical Unit. Clothing for kitchen trustees is made available for exchange on a daily basis. Blankets are to be washed at least every two months. Trustees are provided education and written instructions for tending to contaminated laundry.

JAIL COMMISSARY

Commissary Operations (5.37 PG)

The Jail will keep and maintain a commissary to provide inmates with articles for personal hygiene, writing, mailing letters, snacking, etc. The Commissary is provided for the benefit of the inmates. Any inmate may purchase items from the Commissary, subject to provisions outlined in Section 5.37.

Process

If the inmate has sufficient funds in the account, he / she may place a maximum order of \$80 each week.

Maximum-security inmates are limited to \$25 and prohibited from ordering food items.

The right side of F Block also is limited to \$25, but inmates housed in F Block right side may order food items.

Inmates who meet the requirements of indigence may order any combination of items that amount to \$3 or less. An inmate will only be permitted to order commissary items based on account balance. Indigent inmates will only be permitted to order hygiene and/or stationary kits.

Order Distribution Process

Commissary order forms are distributed on Friday.

Completed store order will be completed at 9:30 AM on the day before commissary delivery.

Orders are distributed at 4:00 PM on days designated for each cellblock:

Monday -- A,C,F and Maximum-security cellblock

Tuesday -- G and Medical block

Wednesday -- D, E, and I Blocks

Thursday - J Block

Friday -- Make-ups, B Block and Gymnasium occupants

Commissary orders will be distributed on the day after completed order forms are collected.

The housing officer and/or the commissary supervisor will inventory each store order with the inmate to ensure that there are no discrepancies between the order form and items delivered.

If an inmate is not in the block to accept their store order, the housing officer and commissary supervisor will inventory the contents and initial the receipt. The housing officer will then be responsible for delivering the order to the inmate upon their return. The inmate must sign the receipt and a copy is deposited into the kitchen mail slot in the booking area.

MEDICAL / MENTAL HEALTH SERVICES

Medical / Health Services (5.16 Health Appraisal; 5:49 Receiving Screening; 5.20 PG Hunger Strikes; 5.26 PG Inmate Medication Distribution; 5.34 PG Inmates with Contagious, Life-Threatening Disease; 5.42 Medical Research; 5.43 Medical Services; 5.44 Medical Treatment; 5.50 Responsible Health Authority)

Policy and procedure specify that medical services are provided for all inmates confined in the Jail to promote health and safety. Emergency medical and dental services are provided 24 hours/day. Non-emergency complaints are processed daily by qualified medical staff.

Policy and procedure specify that the Medical Health Authority (SecureCare) is responsible for overseeing and arranging all levels of medical health care services for inmates housed in the Jail, and the Mental Health Authority (Washtenaw County Community Mental Health) is responsible for mental health services for all inmates. The Medical and Mental Health Authority and contract Jail physician have autonomy in matters of medical, dental and mental health judgment. The Correctional Facility Administration has autonomy in matters of Jail security. The Health Authorities arrange for the availability of health care services. The responsible physician is to have no restrictions imposed upon him/her by the Sheriff's Office regarding the practice of medicine. The Jail Administration provides the administrative support for accessibility of health care services.

Specific medical / health services provided at the Jail include:

- Emergency and Non-Emergency Medical Services
- Health Appraisal Screening
- Reviews and Referrals (hunger strikes, other)
- Distribution of Medications
- Medical supervision of inpatient care (Medical Block Housing)

Emergency and Non-Emergency Medical Services

Assessment

Upon learning that an inmate is in need of medical attention, the officer must determine the severity of the illness or injury. Medical services are handled according to the severity of the injury or illness:

- Serious -- including but not limited to illness or injury, which may result in loss of life or permanent injury (e.g., severe bleeding, unconsciousness, serious breathing difficulties, head injury, severe burns, back injury, cardiac arrest, etc.) Call medical emergency. If the injury or illness is serious, policy and procedure require a page for assistance from available officers and immediate contact of medical staff.
- Moderate -- an illness or injury requiring medical attention without unnecessary delay (e.g., sprained ankles, broken finger, cuts with controlled bleeding, etc.)

Written policy requires 24-hour emergency medical and dental care, including examination and treatment as determined by the Medical Health Authority of all persons injured in an incident or requiring emergency care. In general, policy requires that a qualified medical person is available at all times to triage the injured or ill inmates.

If the injury or illness is such that it cannot be properly treated by the Facility's on-duty staff, the inmate shall be seen either on-site by qualified emergency medical personnel or off-site at the closest or most appropriate emergency medical facility. The Jail has a working relationship with Saint Joseph Mercy Hospital and the University of Michigan Medical Facility. When a qualified medical person is not available to triage the injured or ill inmate, the inmate shall be seen off-site by qualified emergency medical personnel at the most appropriate emergency medical facility.

With appropriate notifications, the inmate shall be evacuated from the facility using the safest method considering the injury or illness:

The Jail shall have a transport vehicle available on site at all times, in case a medical transport is required but an ambulance is not necessary considering the inmate's condition;

The Jail shall immediately call for Huron Valley Ambulance for an emergency transport to the most appropriate emergency medical facility as determined by qualified medical personnel.

The designated on-call physician, dentist or mental health professional may perform on-site examination and treatment.

When an injury is self-inflicted, the inmate will be referred to a mental health professional (Psychiatric Emergency Services of UMMC and/or Washtenaw County Mental Health).

Emergency Medical Response

The Shift Supervisor will respond to the scene and notify on-duty jail medical personnel. Call medical emergency.

Balance need for security and need for responses, enter the area with assistance, and establish severity, requesting ambulance through the Communications Division if the injury is serious.

If necessary, initiate first aid and continue administration until relieved by medical personnel.

Documentation (incident report, jail summary, transport and hospital forms)

Non-Emergency Medical Response

When inmates request assistance for non-emergency medical problem (cold, flu, minor illnesses, etc.) the officer will have the inmate complete a medical "kite" (slip of paper).

Medical personnel will screen medical kites and administer appropriate medical attention.

Health Appraisal Screening

Policy and procedure provide that medical staff is provided with relevant information in addition to that obtained during the initial receiving screening process to complete the medical, dental, mental health, immunization, and substance abuse histories of all inmates. The Medical Health Authority or designee shall complete a full health appraisal for each inmate within 14 days of admission to the Correctional Facility unless there is documented evidence of a health appraisal within the previous 90 days.

The Health Appraisal shall include:

Review of the Receiving Screening Form;

Collection of additional data to complete the medical, dental, and mental health histories;

Laboratory and/or diagnostic test to detect communicable disease and other tests as determined by the responsible health authority upon consultation with and approved by the Washtenaw County Public Health authority.

Recording height, weight, pulse, blood pressure, and temperature.

A physical examination, including mental and dental health status;

Further test and examination; and

A review of the results and development of a treatment plan.

Only health-trained or qualified health personnel shall collect health histories and vital signs. When documentation is obtained by a health care professional, documentation will be placed on-site with the inmate's medical records and will remain the property of the Correctional facility.

Reviews and Referrals -- Hunger Strike

Medical staff are required to perform the following:

Measure and record height and weight

Medical Reviews that include recording vital signs, at least once every 24 hours while the inmate is on hunger strike

Food Intake
Urinalysis
Psychological and/or psychiatric evaluation
General medical evaluation and care as needed
Radiographs as clinically indicated
Laboratory studies as clinically indicated

It is the responsibility of the medical staff to refer the inmate to a medically-appropriate locked room and provide corrections personnel with food intake, baseline weight, and vital signs log for inmates on hunger strike. While reasonable efforts to convince the inmate to voluntarily accept, a physician may be administered for immediate treatment of a life or health-threatening situation. In extreme and last-resort cases, review by the appropriate court should be sought.

Reviews and Referrals -- Inmates with Contagious, Life-Threatening Disease (5.34 PG)

Periodically, persons with contagious and/or life-threatening illnesses may be confined in the Jail. It is the Department's responsibility to provide a safe environment for such persons while assuring that every precaution is taken to ensure that an inmate's condition is cared for and does not present a health hazard to other inmates, employees, or member of the public who have access to the Jail. Staff should use universal precautions at all times, due to the low number of known persons with infectious diseases. The key to effectively managing inmates known or suspected of having contagious or life-threatening illnesses is cooperation between operations staff, supervision, and medical staff. The Sheriff's Office in partnership with Correction Facility Medical Staff will provide educational programs.

Process

Policy and procedure require that the same procedures be used whether the condition is known to exist or merely suspected. It should be recognized that illnesses may be either or both contagious and life threatening. In all cases, currently OSHA guidelines for blood born pathogen safety in the work place apply. In addition, persons with contagious and/or life-threatening illnesses are considered generally disables and are protected by Federal and most State laws prohibiting discrimination against the handicapped. The rights of privacy of individual inmates will be respected. Information about such individuals or conditions may be release to persons outside the department only with approval of the Undersheriff or Sheriff. In all situations, medical staff must stay in close communication with on-duty supervisors at all times.

Any discovered incident of a contagious or life-threatening illness will be handled as follows:

Immediately report to the Command Officer on Duty, and through the COD to the Jail Medical Administrator or Medical Director. The officer discovering the condition shall report directly to Jail Medical staff if the Command Officer is not immediately available.

Individually evaluate the case for the most appropriate response. The Jail Medical Administrator or Physician on Duty will:

Confirm if the situation is a contagious and/or life-threatening illness and document findings

Make an assessment of the degree of risk that has occurred or may occur to other inmates, jail staff, medical personnel, or other parties and document;

Contact the County Health Department and appraise them of the situation and document;

Make recommendations as to proper response and information the Correction Control Staff of the plan of action.

If life-threatening:

Report to COD, or if not available, to the Medical Staff

Medical staff on a case-by-case basis will implement care options;

Medical staff will determine and manage specific inmate needs; the COD will make decisions on the basis of security. Inmate accommodations will be handled appropriately, based on specific condition, personal needs of the affected individual against the safety of other inmates, employees and the security of the facility.

If contagious and life-threatening:

Report to COD, or if not available, to the Medical Staff

Medical staff on a case-by-case basis will implement care options;

Medical staff will evaluate each inmate diagnosed as having a contagious illness. On a case-by-case basis, isolation of the inmate may be necessary to provide appropriate medical treatment and protection of others. Persons who are medically isolated will continue to receive the same services as other inmates.

Inmate accommodations will be handled appropriately, based on specific condition, personal needs of the affected individual against the safety of other inmates, employees and the security of the facility.

Pharmaceuticals

Medical storage is provided at the Correctional Facility to meet the needs of the inmates in accordance with all legal requirements. Policy and procedure provide that the health care provider(s) at the Jail comply with all applicable state and federal requirements regarding prescribing, dispensing, administering and procuring pharmaceuticals.

Pharmaceutical Storage. Drugs are to be stored under proper conditions of sanitation, temperature, light, moisture, segregation and security. Medicals used for external purposes shall be stored separately from internal and injectable medications. Medications that require special storage will be stabilized as appropriate (refrigerated). Disinfectants are to be stored separately from internal and injectable medications. Antidotes and emergency drugs are to be readily available to the staff. All medications are to be current, updated regularly, and listed.

Medications not stocked at the facility will be procured (by FAX) after receiving an order. All medications will be delivered by a delivery service to the Jail. Medication is stored in a secure room (designated as the medication room). The health care provider is responsible for receiving, verification, and reconciling medications received with orders.

Medications are administered by trained health care staff, in conformance with appropriate state and federal law and under the supervision of the health care authority. All

All needles and syringes are counted daily. All controlled substances are counted on each shift.

DEA controlled substances are locked in a cabinet in the locked medical room. All DEA controlled substances, psychotropic drugs or other drugs that may be abused will have stop orders unless directions by the physician otherwise. Maintenance drugs for chronic conditions shall not be stopped without physician order

Medication Distribution

Only certified medical personnel are allowed to distribute medication. Inmates are not allowed to prepare, dispense, or administer medications for another inmate. Inmates are to receive medication only at times and in doses provided by the prescribing doctor.

Process:

Medical personnel distributing medication shall:

Wash his/her hands prior to handling medication;

Identify each inmate who is to receive medication by checking their wristband and asking their name;

Verify the medication type and dosage with the inmate's medical record;

Record distribution information on inmate's medication record;

Watch the inmate take medication -- ensure that inmate swallows by having him/her swallow water and then open mouth and check under tongue;

Document problems on inmate's medication record, including comments and observations;

Document date and time of all refusals.

Hospitalization (5.19 PG)

In some cases, inmates may be hospitalized. In these cases, policy and procedure guidelines require uniform, efficient and secure guarding of inmates at the hospital. Policy recognizes that possible security problems while an inmate is being hospitalized include escapes, attempted escapes, disruptions and assaults. Escapes are a critical problem during hospitalization, and escape attempts, assaults, or disturbances are recognized to be more likely with hospitalization of maximum-security inmates, in highly publicized trials, or when inmates or their followers have a cause to make known.

Policy and procedure require:

All inmates will be restrained to hospital bed at all times (leg irons with additional restraints if approved by jail supervisor).

Additional restraints may be applied to ensure that safety and custody are maintained.

Visits are not allowed except under extreme circumstances approved by Jail Lt.

Phone calls are not allowed except under extreme circumstances approved by Jail Lt.

Security staff must inspect the room, position to maintain security and view, and stay with inmate. Post relief is to be provided by the hospital security guard (up to 10 minutes). Maximum-security inmates are to be under constant 24-hour hospital guard (2 officers).

Officers are to call in hourly security checks to the jail Booking Officer.

Space Requirements

Medical isolation / observation room (for hunger strike) shall be at a minimum, a single cell observation room where no other inmate contact is possible.

Medical Research

Policy and procedure specify that no inmate housed at the Jail shall be used in biomedical, chemical, cosmetic or behavioral research.

INMATE PROGRAMS / SERVICES

Recreation (5.28 PG)

Inmate recreation is provided in an effort to reduce tension and stress, and to promote good physical health of all inmates confined at the Jail. Recreation periods are conducted in an orderly manner, maintaining security and custody at all times.

Indoor Recreation

Indoor recreation is conducted in accordance with professional standards in the gymnasium when the gymnasium is available and weather does not permit use of the outside recreation courtyards.

Shift Supervisor shall ensure:

- Gym recreation schedule is maintained documenting dates, times, units and officers assigned
- Unit officers are notified when their units are assigned to the gym

The Unit Officer will ensure:

- Inmate are locked down and a head count is taken
- Gym is secure and clean prior to and following each use
- Inmates wear authorized jail clothing during recreation
- No personal property is taken to the gym
- All inmates (except those under disciplinary action and/or medical restriction) are allowed to take part in the recreation period
- Each side of the housing unit will be given recreation separately. Side not receiving recreation will be locked down along with inmates not wishing to participate. Inmates refusing to participate are documented on the Unit DAS.
- Transport to/from the gym is conducted in a secure and orderly manner
- Inmates are monitored throughout the recreation period
- The number of inmates participating in recreation is documented on the DAS.
- Inmates are patted down on return to the unit and head count is conducted

Outdoor Recreation

Outdoor recreation is permitted in facility courtyards when weather permits.

Shift Supervisor shall ensure:

- Maintain a log documenting recreation dates and times.
- Ensure that security is assigned during all outside recreation periods

The Unit Officer will ensure

- All inmates (except those under disciplinary action) are permitted to take part in recreation period
- Inmates refusing to participate are documented on the Unit DAS
- All inmates are dressed in proper jail clothing
- Courtyard doors are secure before, during and after recreation
- A head count is completed and all inmates are searched when re-entering the Unit.

Religious Programs / Services (5.61 PG)

Policy and procedure provide guidelines to allow inmates to exercise their religious beliefs (practices of recognized religions). All inmates are subject to those limitations necessary to maintain the order and security of the facility, including health and safety of prisoners, staff and visits. No employee, agent of the Sheriff's Office, or other prisoner shall convert or permit others to convert, any prisoner without his / her consent. No prisoner will be discriminated against, or given preferential treatment, because of his / her religious beliefs or practices.

The Jail's Institutional Chaplain shall function as coordinator of religious programs, working with the Corrections Commander or his designee. The Institutional Chaplain shall be available to respond to the religious and spiritual needs of any prisoner who requests assistance, regardless of their religious affiliation. The Chaplain works to develop and maintain relationships with religious resources in the community. In addition, the Chaplain shall assist in scheduling and participate in the Jail's orientation program for new religious personnel.

If resources such as time or space are limited, the Jail Commander or designee may establish a maximum number of hours, which will be available per week or month for religious services and activities and divide those hours among recognized religious groups. Preference may be given to those religious groups with the largest numbers, but all recognized religious groups shall be allowed at least some opportunity for group services. The Jail Commander or designee may restrict the size of the group attending religious services or activities for legitimate security reasons. Inmates that are on Protective Custody, housed in Maximum Security or have a Classification Level of (1) or (2) will not be allowed to participate in group services. The Chaplain is responsible for maintaining religious material from a variety of religious groups for prisoner use.

Volunteer Services / Programs -- Religious and Other Programs (5.60 PG)

The Sheriff's Office encourages the involvement of volunteers from all cultural and socioeconomic segments of the community. Volunteer programs must meet the operational needs and goals of the Jail, and are contingent on the availability of the adequate time and space at the facility. Volunteer services by a specific volunteer or group may be limited, postponed, or permanently discontinued by the Corrections Commander or his designee. A volunteer or group whose services are permanently discontinued may appeal that decision by submitting a written request to the Sheriff.

Ordained ministers and priests with verified pastoral educational background and carry an endorsement may conduct religious services and meet with inmates for one-on-one religious counseling.

ALTERNATIVES TO INCARCERATION PROGRAMS

Home Confinement / Electronic Tether (5.18 PG)

The purpose of home confinement and electronic tethering is to provide alternative jail population management alternatives by placing eligible defendants back into the community to be monitoring under conditions of minimum confinement. Tethers are electronic monitors that are affixed to individual defendants for surveillance while they are under home confinement. The system is designed to monitor curfews and other conditions of confinement allowing defendants to live in the community under sentence, on probation or while awaiting trial.

The Washtenaw County Jail will implement home confinement and electronic tethering of non-violent defendants who meet the criteria for this or other approved alternative sentencing options. Contracting for monitoring services will be with the Michigan DOC.

Note: Persons who meet the classification / diversion requirements for community alternative sentencing programming must also meet requirements set forth for electronic monitoring selection, and sign an agreement indicating they will follow all rules for the program.

Activities

After assessment of eligibility, Tether Agents (TA) will:

- Receive a recommendation for tether
- Verify eligibility of the individual for home confinement
- Pre-Tether Procedures (in Residence)
- Orientation with inmates and others in residence
- Sign contract with inmates (i.e., schedules, rules)
- Physical check of residence to determine working equipment and overall condition
- Tether hookup
- Place on and secure
- Activate transmitter, power and telephone lines
- Verify with DOC field officer that the tether is working

Monitoring

The host computer is located in Flint Field Office. The DOC will contact the Jail with alarms, violations, etc. Tether agents will be notified and a physical check for violation verification must be conducted (if required). Complete records must be kept on each individual out on tether.

Appendix A

Demographics and Projections

Analysis of Historical Data

Please refer to the summary charts and tables (on following pages).

The Average Daily Population (calculated) is a product of the number of admissions to the facility times the length of stay of each person admitted to the custody of the Sheriff at the facility. Both the data regarding a) the number of admissions and b) the average length of stay are crucial factors in understanding, projecting, and managing the jail population in Washtenaw County.

Additional material to be added regarding Admissions. Data collected regarding admissions over the past decade (1992-2002) illustrates that while overall admissions to the facility have increased, the number of admissions to the facility has been relatively constant, and has not increased at a rate equal to the increase in average daily jail population at the facility. Projections of admissions have been developed by the HSB Planning Team, and a review of historical data suggests that the at-risk age cohort of the general population may have predictive value for future projections of admissions to the facility.

Additional material to be added regarding average length of stay. Importantly, the average length-of-stay of inmates held at the facility has increased by more than 25% over the past decade, and by more than 15% over the past seven years. These increases illustrate that additional and detailed review of the components of the jail population should be undertaken to ascertain if the changes are warranted and should be factored into future projections (constant or changing ratios), or if these trends represent specific event-driven trends or recent changes which may not continue in the future.

Additional material to be added regarding components of the population. Recent data points to an increase of more than 42 percent in one year in the average daily population of unsentenced felons (between 1997 and 2002).

Additional material to be added regarding suppressed usage -- the potential that additional beds could or would have been used if the jail was not operating at or near its rated bed capacity. The NIC study reported that alternatives to jail are being used at a higher rate due to the chronic overcrowding of the facility. According to the study, the facility has been operating above the "crowding line" - 80% of total rated bed capacity -- for more than six years, and this reduces the effectiveness of the classification system and conditions begin to deteriorate in the jail for staff and inmates.

Resulting Projections

In general, the HSB Planning Team developed a policy-free statistical projection model based on historical ADP and general population for Washtenaw County. This model illustrates that the average daily population of the Adult Correctional Facility over the past ten years (monthly averages), has increased at a rate proportional to overall county population. However, there is a range of values for the average daily population (monthly average) that reflects seasonal and other peaks. This range has been approximately +/- 10 percent over the past decade.

