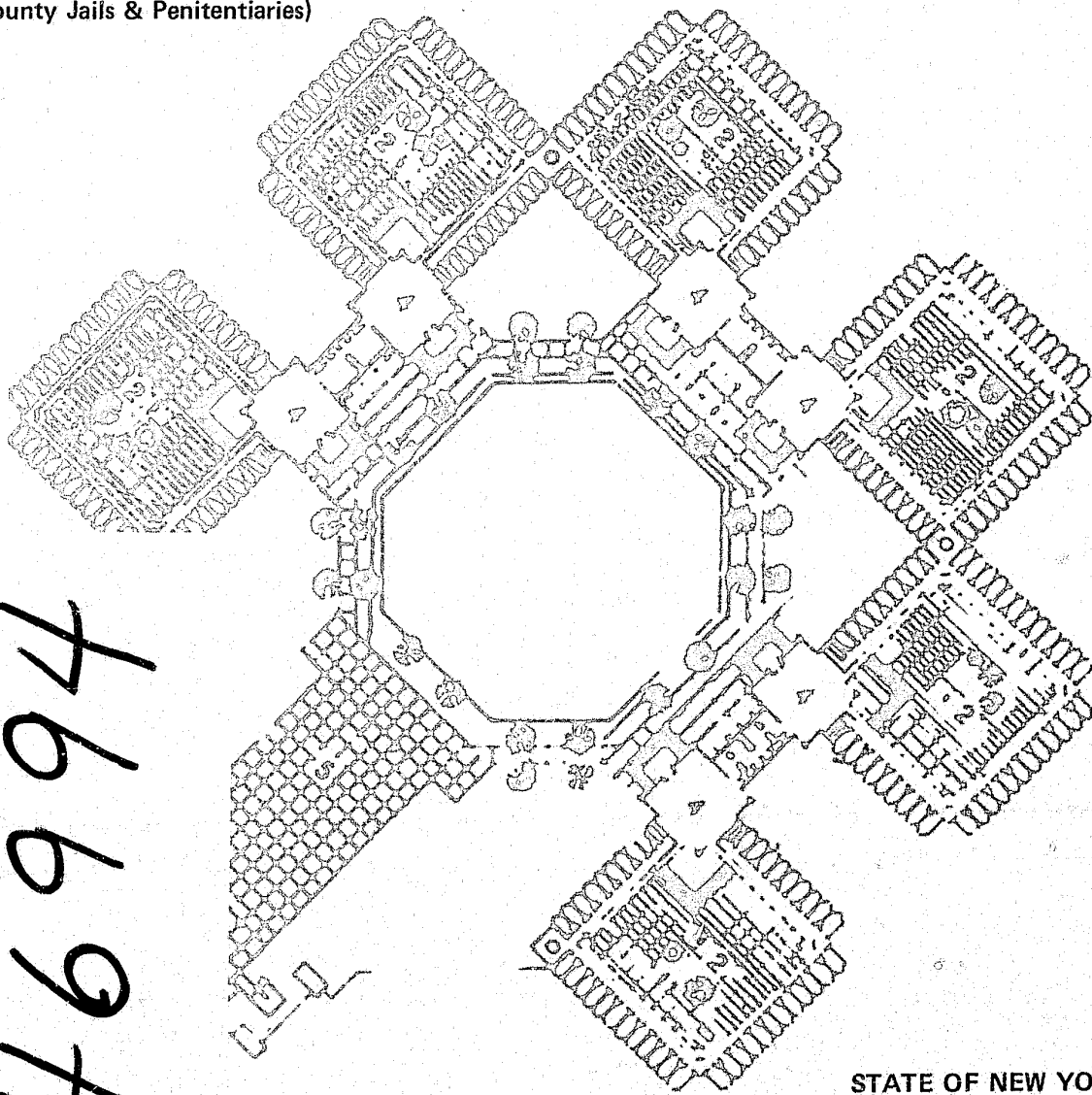


# PLANNING & DESIGN GUIDELINES FOR CONSTRUCTION RENOVATION PROGRAMS

LOCAL CORRECTIONAL FACILITIES  
(County Jails & Penitentiaries)



46694

STATE OF NEW YORK  
COMMISSION OF CORRECTION

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ACQUISITION



STATE OF NEW YORK • EXECUTIVE DEPARTMENT  
STATE COMMISSION OF CORRECTION  
TOWER BUILDING, EMPIRE STATE PLAZA  
ALBANY, NEW YORK 12223

CHAIRMAN  
STEPHEN CHINLUND

COMMISSIONERS  
DOROTHY WADSWORTH  
JOSEPH WASSER

Dear Facility Administrator/Planner/Designer:

Among the duties and responsibilities of the State Commission of Correction is that concerning all remodeling and new construction proposals. Because we believe that the facility itself greatly determines the constraints on function and program, we are placing a high priority on the physical plant.

While some would question the legitimacy of correctional institutions in the first instance and would withhold any assistance which would facilitate a facility's continuation and upgrading, we acknowledge the need for correctional facilities and argue for changes so that they might operate at least at a more humane level.

One of the most outspoken and widely known advocates for a moratorium on prison and jail construction, because of disenchantment with incarceration as the method of dealing with sentenced and unsentenced prisoners, has been William G. Nagel. In his book, "THE NEW RED BARN, Mr. Nagel expresses a view that the nation's principal commitments during this decade and the rest of the century should be to reducing crime by correcting the crime producing conditions in our economic and social structures, and that accomplishment of release techniques and alternatives to confinement take precedence over the building of new prisons.--A view that only the crudely primitive among us would consider deserving of complete disapproval.--Nevertheless, Mr. Nagel continues and further states:

"Having said all that, I hate to end this book with a proposal for prison construction, but my myopic vision does not allow me to see any other ultimate solution. Certainly, not even in the bravest of new worlds, will we be free of people who do unpardonable criminal acts. Nor in that brave new world will Americans revert to the wholesale use of corporal and capital punishments. So until we invent an acceptable substitute for prisons in which to hold the relatively small numbers of intractable criminals among us, we will, in time, have to build better facilities.

---"

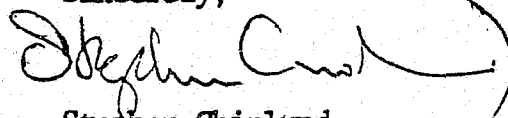
The following text was prepared as the first edition of a guideline manual that will apply to all new county correctional facilities and also to new equipment installation in existing buildings and to alterations and extensions of existing equipment and building components. We will in the future have available statistical information sheets and specific design data.

All of the features listed and described in the body of this manual (even those not required) are desirable and should be thoroughly considered for incorporation in planning for a new local correctional facility or remodeling of existing facilities. Should new or improved methods of planning, construction or new materials be illustrated or specified by the planner/designer for any one, or a number of features contained herein, they will be carefully studied by the Commission of Correction and will likely take precedence where more practicable or effective.

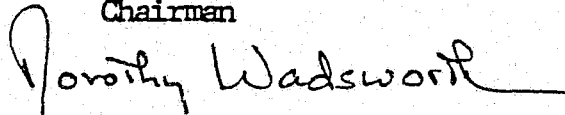
The makeup of this manual was researched and prepared by the Commission's Construction Review Bureau staff. The interpretation of code requirements, space allocations and equipment needs reflects their experiences in the review processes of correctional facility design and construction. Noted improvements in design, materials or methods will be reflected in periodic revisions to the data and requirements contained herein.

You may consider the Commission's Construction Review Bureau (David Walsh, Director - Phone: (518) 474-6770) to be your primary contact if you have any questions regarding these guidelines. All of us, however, look forward to working with you toward the successful completion of planning and construction programs.

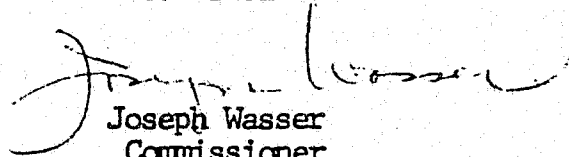
Sincerely,



Stephen Chinlund  
Chairman



Dorothy Wadsworth  
Commissioner



Joseph Wasser  
Commissioner

## INTRODUCTION

General

Program Study Phase

Schematic Design Phase

Design Development Phase

Contract Document Phase

Construction Phase



## I. - INTRODUCTION:

In accord with subdivision 10, Section 45 of the Correction Law, the State Commission of Correction shall: "Approve or reject plans and specifications for the construction or improvement of correctional facilities."

In order to complement and give impetus to the Commission's efforts to upgrade the standards and delivery of program services in local correctional facilities, the Commission recognizes the implications that substantive changes will have upon the edifices of many existing facilities. Most local correctional facilities were built at a time when the containment/retribution philosophies were prevalent and provisions for sufficient space were not made. Where required, a refurbishment or new construction program must be initiated to humanize the intra-facility environments in order that the facility's objectives can be realized, namely, to serve as a humane shelter, as an adequate plant and as a corrections system.

The purpose of these guidelines is to assure provisions for environmental factors, facility components, equipment installation and functional layout arrangements. That is, provisions which can reasonably be required to allow for the establishment of proper jail management procedures that will meet Commission standards and regulations (9NYCRR, PARTS 7000 and 7100).

The guidelines, however, should in no way be considered so rigid or absolute to the extent that would exclude proposals of an architectural or engineering nature indicative of new approaches in correctional facility design.

We will endeavor to avoid requirements which might involve unreasonable hardships or unnecessary inconvenience or interference with the normal use and occupancy of existing buildings. We will, however, in our project review and technical assistance functions insist upon compliance with certain minimum requirements, particularly where the safety and welfare of persons confined, and staff personnel alike, is a concern.

Commission involvement at some stage of the various phases of a construction/renovation project will generally include:

### (A) Program Study Phase

1. To assist facility administrators and planners focus on issues that should be considered when translating physical and social requirements into correctional facilities and programs, we would review and analyze survey study reports relative to:

- population/offender census;
- inventory of correctional system as it currently operates;
- past jail records as regards type of offenses, relative sizes of offender categories, length of stay and rate of bed-days by various categories of offenders;
- number of individuals who may conceivably be eligible for programs or facilities other than secure detention;
- applicability of recent reports and/or standards, and court decisions on planning strategy.

2. Aid in a determination as to the adaptability of existing facilities to anticipated program needs and the feasibility of alteration, reconstruction or repair by:

- evaluating the facility and its operations to determine how well it is or is not serving its purpose as a humane shelter, as an adequate plant, as a corrections system;
- assisting in determining the extent and advisability of rehabilitation of, and/or in addition to existing buildings;
- evaluating any relationship of other available buildings for their possible inclusion into the criminal justice system, and analyze proposed building solutions as they might relate to these other buildings.

3. After review of the above information and analysis of possible building and/or program solutions, we would then present our findings, comments and recommendations.

4. Confer with planning groups, citizens' organizations, public officials and other state agencies either directly or indirectly involved with matters pertaining to construction projects, to advise and/or explain Commission requirements and state laws affecting the facility, its design and operations. Serve as the moderator where there is disagreement between factions, or a tendency to involve personalities in the program planning or design scheme.

#### (B) Schematic Design Phase

1. Participate in the selection and evaluation of proposed site for location of a new local correctional facility, and prepare a narrative report with recommendation as to whether or not particular sites are suitable to accommodate a new facility.

This would require an on-site inspection of the ground areas proposed, taking into consideration:

- proximity to courts, and to those persons working with agencies which are concerned with classification, bail, diversionary programs, volunteer programs, etc.;
- community planning constraints;
- public transportation;
- economics;
- zoning and neighborhood;
- topography; etc.

2. Confer with architects, engineers, planners and public officials relative to planning and on review of schematic design studies, operational procedures, space relationships and requirements, etc.

3. Develop modifications to suit the needs of the institution or design scheme, if necessary, taking into consideration the effect of plans on staff and equipment requirements and the possibility of construction or program alternatives.

(C) Design Development Phase

1. Make studies of preliminary plans and outline specifications, and prepare a narrative report with a summary as to whether or not such plans and specifications reflect the major components and functional space relationships of a facility design consistent with that required.

2. Prepare overlay drawings or sketches relative to suggested layout revisions as required.

3. Confer with the project architect and/or engineer as to specific requirements to be observed in preparing final plans and specifications.

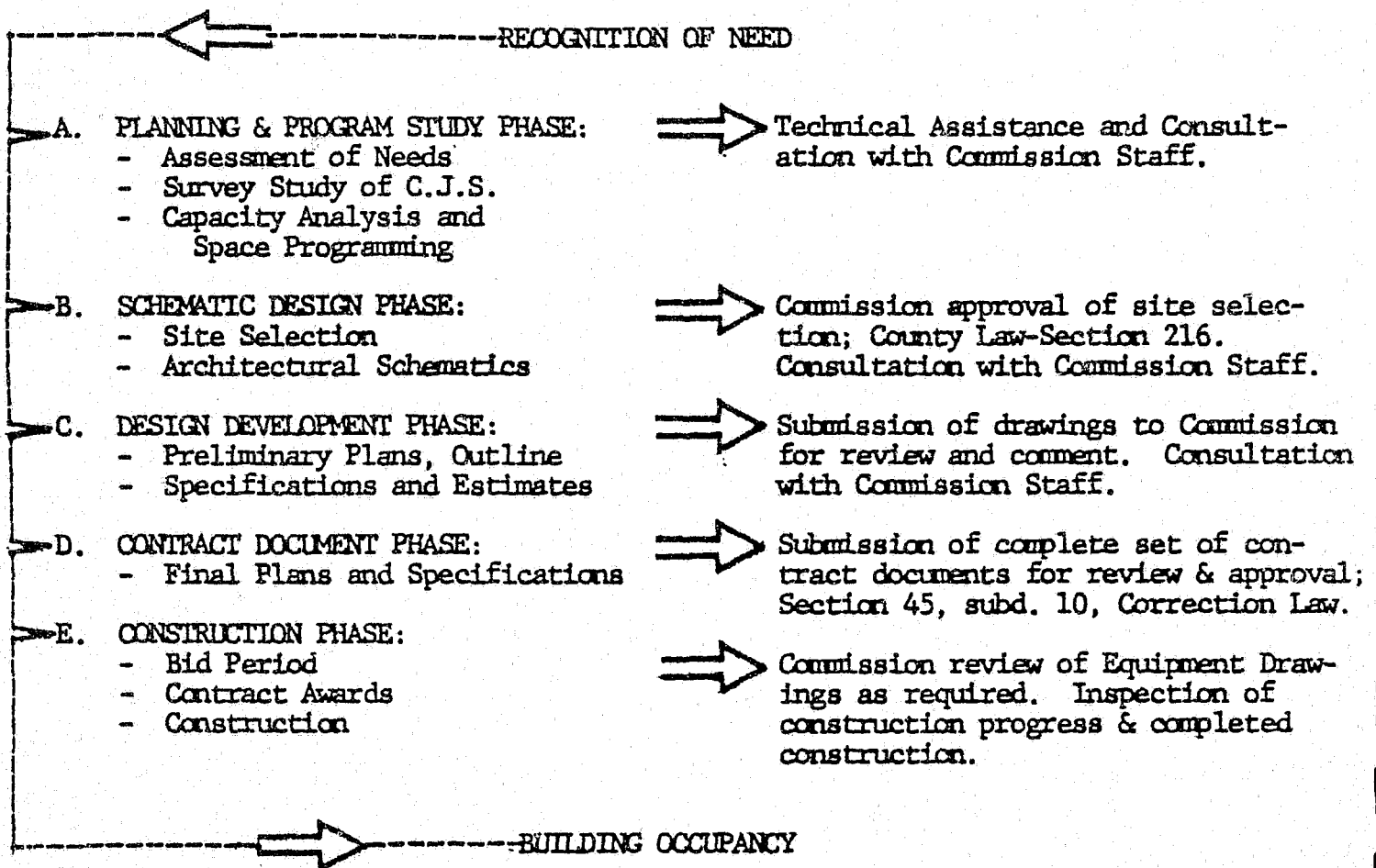
(D) Contract Document Phase

1. Review working drawings and contract specifications submitted for Commission approval, and prepare a narrative report on same. The Commission may approve or reject the project proposal as submitted, or approve the proposal subject to compliance with listed provisos.

(E) Construction Phase

1. Make inspection of detention equipment contractors shop drawings, as noted and/or approved by the architect, for comparison with previously approved contract documents.
2. Make periodic field inspections of construction progress and final inspection of completed construction.
3. Prepare a listing of unsatisfactory work items, if required, and make inspection of corrective work when necessary.

PROJECT FLOW CHART - LOCAL CORRECTIONAL FACILITIES  
(As it pertains to Commission involvement at various stages)



Plans and specifications for any new construction or remodeling shall be prepared by a registered architect or engineer and shall be in accordance with applicable building codes, laws, rules and regulations and shall be approved by the appropriate state and local agencies prior to advertising for bids and prior to construction.

During the initial planning stage, it is important that early contact with the Commission staff be made so that their knowledge and experiences may be available in the beginning stages of a new construction or renovation project. The alternative to this is waiting until preliminary and/or final plans and specifications are completed and then discovering that somewhat drastic changes are necessary to meet Commission requirements.

The Commission of Correction will provide consultative, review and technical services in the development of programming and planning for the remodeling of existing facilities, or for new jail construction, and will assist a jail building committee, facility administrator, architect or engineer until final plans are agreed on and submitted to the Commission for their review and approval. The services of its staff are offered by the Commission as a public benefit in a field that is not only highly specialized but also is controversial in many respects.

Whenever the owners and/or architect have caused to be prepared the drawings and specifications for the work of construction, reconstruction, alteration, repair or improvement of any local correctional facility, such drawings and specifications when prepared shall be filed in the office of the State Commission of Correction, The Construction Review Bureau, Tower Building-23rd Floor, Empire State Plaza, Albany, New York 12223. The Commission shall adopt, modify through suggestion or recommendation, or reject any such drawings and specifications and no work should begin until the drawings and specifications, therefore, have been approved.

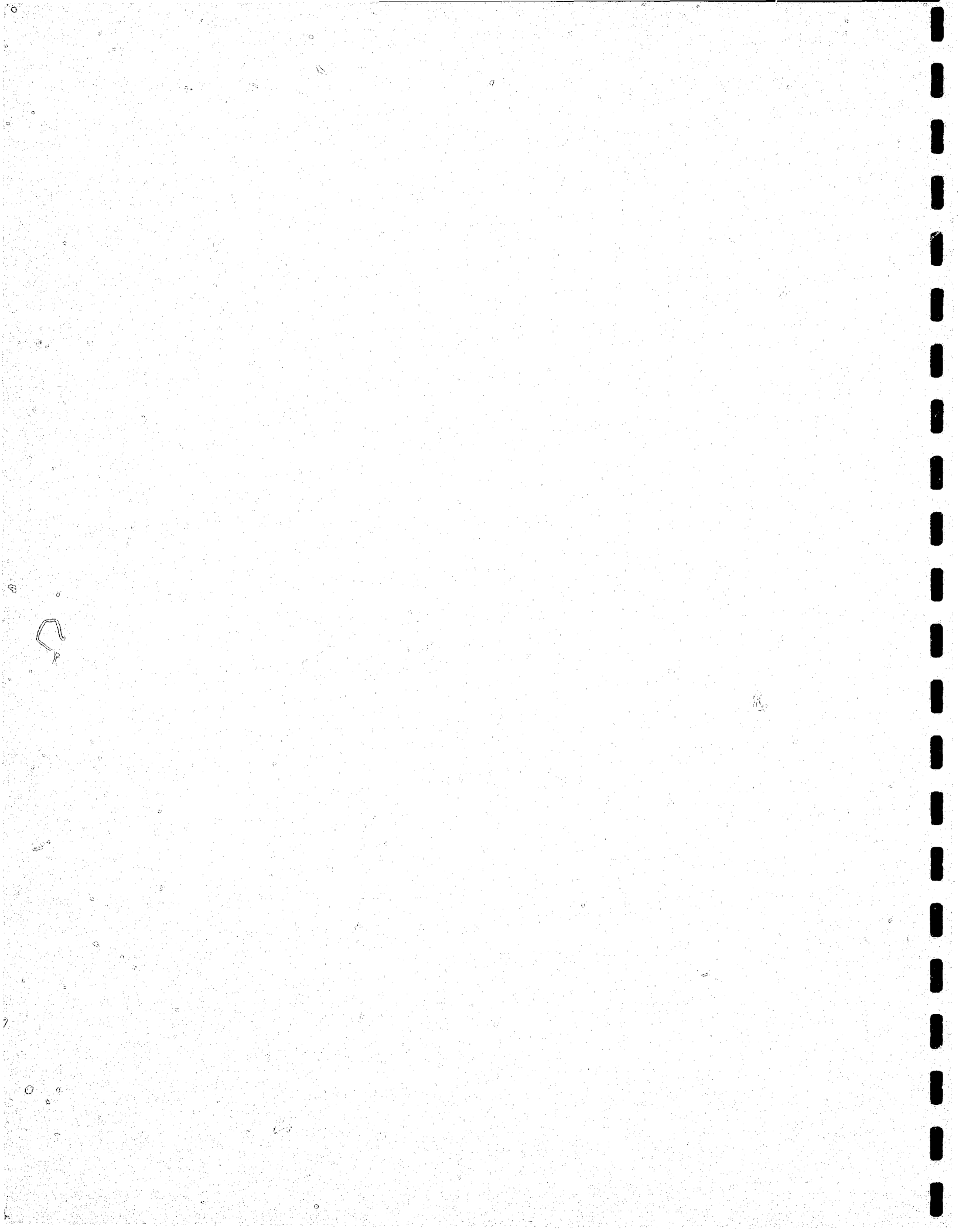
The owners and/or architect should allow the Commission a period of at least thirty (30) and not more than sixty (60) days in which to review the drawings and specifications and submit a statement of their opinions and suggestions or recommendations in regard to the same.



SITE SELECTION

General

Legal Authority



## II. - SITE SELECTION:

In selection and evaluation of proposed sites for location of a local correctional facility, Section 216 of the County Law requires that no site or location for any county jail shall be selected or acquired by a county legislative body which shall not have been approved by the State Commission of Correction.

Identification and evaluation of various sites for local correctional facilities are dealt with in the context of particular facility requirements, community planning constraints, and specific site suitability. The object is to locate facilities in areas and on sites that will allow the maximum potential for correction operations and management.

The topography and land area being considered for location of a new jail facility should be such as not to incur unusual design constraints nor prohibit future expansion.

The site should not detract unreasonably from the criminal justice processes, i.e. its location should not be geographically remote to the extent that would limit visiting, both personal and official, or frequent and easy access to the courts. Those working with governmental and private agencies, social workers, teachers, para-professionals, volunteers, etc. should be able to reach the location easily.

Since a facility of this kind will not make a direct contribution to a city's, village or town's economy, it is recognized that economic considerations at the local level will play an important part in a definite site selection. Where possible, the site should have an economic advantage as regards tax loss and purchase price; a site that would not require any substantial demolition; and, a site serviced with water supply, sewage and electric service.

The jail structure and facilities should be located on stable ground, not subject to excessive noise, vibration or air pollution, nor so as to be subject to effects of fire or explosive hazards. Access roads and service entrances should be such as to be made safe, convenient and adequate for the purpose. They should be of such design, width and grade to minimize accident, facilitate entrance and exit, and permit ready use and turn-around by intended vehicles and equipment, including snow plows, fire trucks, prisoner transport and service vehicles without impeding traffic.

All occupied structures and facilities and those essential to the maintenance of service shall be located in well drained areas not subject to flooding or insect breeding. Surrounding grounds shall be graded to prevent ponding and drained to readily carry away surface waters. Ditches, drains and culverts shall be adequate to handle anticipated flows.

Further, the new correctional facility's relationship to its neighbors must be a strong consideration by the county. It should not be incompatible with existing or known future land use nor should it arouse too great an opposition from its neighbors. Then too, soil borings to determine underground problems, if any, and an engineer's evaluation of test reports and other advantages or disadvantages of the site must be considered.

It should be noted that if existing county functions (Civil Office of the Sheriff) are presently located within the boundaries of a city or village, and it is planned to relocate outside the limits of such city or village, such a move, in addition to Commission approval, must first be approved by the electorate. Section 216 of the County Law ("Location of County Offices") states in part that:

"The Board of Supervisors shall have the power to select and change the site of any county office or building within the county except as hereinafter provided. No site or location for any county jail shall be selected or acquired by such Board of Supervisors which shall not have been approved by the State Commission of Correction. No courthouse, civil office of the sheriff, office of the county clerk, county treasurer, clerk of the Board of Supervisors, or Board of Elections, now or hereinafter located in a city or village, shall be removed beyond the limits of such city or village without the approval of a proposition by the affirmative vote of a majority of the qualified electors of the county voting thereon at a general or special election..."

GENERAL

Legal Authority

Design

Commission Contact

Component Relationships

Space Allocations

Facility Environments

Operating Plan



### III. - GENERAL:

- Section 217 of the County Law provides that each county shall continue to maintain a county jail facility, but does not actually define what a county jail is. However, Section 500-a of the Correction Law stipulates that county jails shall be used for the detention of persons duly committed as witnesses in a criminal case; those charged with crime and committed for trial or examination; and for the confinement of persons duly committed on civil process or convicted of any offense and sentenced to imprisonment therein.

- Section 216 of the County Law requires that no site or location for any county jail shall be selected or acquired by such county legislative body which shall not have been approved by the State Commission of Correction.

- In addition, no courthouse, civil office of the sheriff, etc., now or hereinafter located in a city or village, shall be removed beyond the limits of such city or village without the approval of a proposition by the affirmative vote of a majority of the qualified electors of the county voting thereon at a general or special election.

- Housing and separation of prisoners in county jail facilities is governed by the provisions of the Correction Law, Section 500, 500-a, 500-b, 500-c and 500-g. The law (Section 500-c) provides that each of the following classes of prisoners must not be confined in the same room or allowed to commingle in the corridors with prisoners of other classes, except for the sole purpose of enabling such persons to participate in educational, vocational and divine worship programs conducted within the jail facility. This results in the following listed three basic categories which, with four identical subdivisions in each, provides for twelve (12) classifications:

- (1) Serving Sentence.
- (2) Civil Process or Contempt.
- (3) Criminal Process, Trial or Examination, Material Witness.
  - (i) Male adults, ages 21 and over
  - (ii) Male minors, ages 16-20 inclusive
  - (iii) Female adults, ages 21 and over
  - (iv) Female minors, ages 16-20 inclusive

- Section 500-g of the Correction Law requires that the administrator of a county jail facility shall receive and safely keep every person duly committed to the facility under his jurisdiction for any offense against the United States, provided that this will not result in violation of any of the provisions of the Correction Law, Section 500-c, which section also applies to the classification of those committed for any offense against the United States.

- While the official in charge (sheriff, superintendent, commissioner) is responsible for its administration, the responsibility of providing a detention/correctional facility adequate for the proper care, custody and legal classification of those committed to it rests with the legislative body of the jurisdiction.

- In addition to the classification requirements mandated by statutes, experiences in the operation of county jail facilities has forcibly demonstrated a need to house other classes of prisoners separate. A few instances of this type separation are represented by the following factors:

- (a) Separation of persons who appear to be suffering from a mental disorder, escape risks and unruly prisoners.
- (b) Separation of recidivists and felons from the unsophisticated first offender and misdemeanant.
- (c) Separation of crime partners, as requested by authorities such as the district attorney or for their own safety.
- (d) Separation of institutional work groups, those participating in work release programs and those serving intermittent sentence.

- Recognizing that a jail's design should reflect future, not past, trends, it would still appear that the conventional high security perimeter concept for county jail facilities, coupled with the introduction of moderate and low security provisions in interior spaces is the most practical approach in design considerations. The building envelope, then, must provide the required degree of security and, yet, maintain an interesting architectural appearance, respecting the surrounding environment. The use of interior medium and low security sections would allow for a reduction in physical controls and increased freedom of movement. Then too, for the administrative areas and other ancillary functions of the jail facility, the materials used should reflect a reduction in security requirements with their associated cost savings.

- Recognizing that conventional sound-absorbing materials can not, as a general rule, be used in a jail facility due to poor maintenance and security characteristics, the configuration of the structure itself must carefully consider control of acoustic problems. The use of double-tier cell areas should be avoided. Echo might be reduced by means of non-parallel walls and varying ceiling heights. Functions should be arranged to provide acoustic buffer zones to reduce sound transmission between major use areas.
- Construction should be open-ended to allow for future expansion, either horizontally or vertically. The use of demountable partitions is a consideration in program spaces.
- Adequate space shall be provided for cells, dormitories, dining rooms, recreation areas, assembly areas, visiting areas, and any other places where prisoners sleep, live, work or play. Adequate space is necessary to reduce stress, carry out certain tasks, provide for privacy where and when indicated, and contribute to comfort and mental health.
- In approximating a proper facility size, the requirements per prisoners would be about 300-350 sq. ft. This 300-350 sq. ft. can be broken down into: 50-70 sq. ft. per cell, 25-35 sq. ft. of day space, and the remaining 225-245 sq. ft. in support and program space located throughout the facility but not including areas such as administration or other areas to which the inmates do not have access.
- Design, maintenance and arrangement of facilities, including surface finishes and lighting, shall minimize hazards of falling, slipping and tripping. Protection shall be provided against all electrical hazards including shocks and burns. Design, installation and maintenance of fuel burning and heating equipment shall minimize exposure to hazardous or undesirable products of combustion and prevent fires or explosions. Facilities shall be provided for safe and proper storage of drugs, insecticides, flammable liquids, poisons, detergents and other deleterious substances.
- The structures, floors, walls, ceilings, mechanical and other equipment, doors and gates shall be designed to minimize unnecessary noise and vibration, especially during rest hours.
- Construction materials shall be sound, suitable for the intended uses and require minimal maintenance. Materials shall comply with the requirements of state and nationally recognized building construction codes.
- Fire-fighting and control services shall be readily accessible to all structures and facilities. Construction, installation, materials, arrangements, facilities and maintenance shall minimize danger of explosions and fires, and their spread. Design, arrangement and maintenance shall facilitate ready transfer or evacuation of prisoners in case of fire or other emergency.

- All construction and finishes shall be fire-resistant and fabrics and drapes fire-retardant treated. Chutes, shafts, stairs, kitchens, boiler rooms, incinerator rooms, paint and carpenter shops shall have fire-resistant enclosures.
- The water supply shall be of satisfactory sanitary quality and adequate in quantity to meet the demands, including fire fighting, without significant reduction in water pressure. The water system shall be under competent operational control and be protected against backflow of non-potable water and against back-syphonage from any plumbing fixture connection. The water source, treatment process, storage and distribution system shall be under surveillance by the appropriate regulatory agency and shall comply with applicable state and local standards. First consideration shall be given to the use of a municipal supply where this is feasible.
- All sewage and all other liquid waste shall be collected, treated and disposed of in accordance with established state and local standards. Sewers, pumping stations and treatment facilities shall be of adequate size to prevent surcharge, backup and overflow or bypass of inadequately treated wastewater.
- In general: All heating, electrical and air conditioning equipment should be approved by Underwriters Laboratory; All electrical wiring should be conformed to the Underwriters Electrical Code for materials, installation and workmanship; All electrical equipment should be grounded; The heating equipment should be capable of maintaining an indoor temperature of at least 72 degrees F. when the outdoor temperature is at the average minimum temperature for the coldest month in the area; To prevent heat buildup, natural and mechanical ventilation shall be provided.
- Alternate sources of power shall be readily available and adequate to maintain power to essential services and lighting to vital areas.
- Adequate and properly designed, located and controlled natural and artificial illumination shall be provided for all purposes and areas, including passageways, assembly areas, kitchens, work areas, dining areas, recreation areas, and for special uses and facilities. Sufficient artificial illumination must be provided throughout the institution to facilitate supervision and good housekeeping. Adequate light for reading will require approximately 30 foot candles for each housing cell or room. Fixtures should be of a design and quality material which will create a virtually indestructible unit ideal for installations exposed to vandalism. No open electrical outlet, fixture, switch or conduit should be accessible to any prisoner in a confinement area. All electrical installation work shall be done in strict accordance with the rules and regulations of local and state authorities having jurisdiction over such work.

- The complete plumbing installation shall comply with local building codes and the requirements of local and state authorities having jurisdiction. In order that the plumbing may be adequate, prevent back-syphonage and cross-connection and the resulting contamination of water with non-potable water or sewage, it is important that the proper plumbing codes and regulations be followed. Drinking fountains with diagonal jets, or single service drinking cups, shall be provided in each cell and in assembly areas. All fixture valves used by prisoners in confinement should be of the vandalproof push-button type, and all cell rooms should have security type fixtures. All water, soil, waste and drain lines should be installed in utility corridors, or pipe spaces, beyond the reach of prisoners. To preclude a distinct nuisance factor, soil piping to female prisoner sections should be entirely separate from that for male prisoner sections.

- Toilet, lavatory and bathing facilities shall be adequate and suitable for the particular type of detention housing classification. The facilities provided should include:

- a) Individual flush toilet and lavatory, or equivalent, for each cell.
- b) If dormitories or multiple occupancy holding units are used, flush toilets and lavatories in the ratio of 1 to 5 prisoners.
- c) Shower facilities in the ratio of 1 to 12 prisoners, or 1 for each housing section.
- d) Tempered water (110 degrees F.) connection for showers.
- e) Metal mirror at each lavatory.
- f) Sanitary type drinking fountain or single service drinking cups for each cell and housing section day space.
- g) Water closet and lavatory, with hot (tempered) and cold water connection, for prisoner use available at such housing section.
- h) Service sink for each housing section.
- i) For dormitories, urinals may be substituted for up to 2/3 of the water closets for men.

- Fixtures for employees shall consist of at least the same number and type as shown in the following table:

<u>No. of Water Closets</u>	<u>No. of Employees</u>	<u>No. of Lavatories</u>	<u>No. of Employees</u>
1	1-15	1	1-20
2	16-35	2	21-40
3	36-55	3	41-60
4	56-80	4	61-80
5	81-110	5	81-100

- In addition, one drinking fountain or equivalent fixture should be provided. Urinals may be substituted in men's toilet rooms for not more than 1/3 of the required number of water closets when more than 35 males are employed. Toilet facilities shall be in separate rooms for each sex, where there are five or more employees, and shall be readily accessible and convenient to their regular working places.

- Toilet facilities should also be within 100 ft. of public areas served and the number of plumbing fixtures provided for each sex should be based on the maximum number of visitors to be accommodated at any one time as follows:

<u>No. of Visitors</u>	<u>No. of Water Closets</u>	<u>No. of Lavatories</u>
1-15	1	1
16-35	2	2
36-55	3	3
56-80	4	4

- In addition, a sanitary drinking fountain should be provided for each 75 persons and a slop sink should be available on each floor for cleaning. Urinals may be substituted for up to 2/3 of the water closets for men. Water closets should be in separate compartments.

- Adequate facilities or services for the processing, handling, storage and transportation of soiled linen and clothing and clean linen and clothing shall be provided. Soiled linen should be collected in such a manner as to avoid microbial dissemination into the environment; it should be placed into bags or containers at the site of collection. It is important that separate containers be used for transporting clean linen and soiled linen. Also, laundering facilities, when located in the institution, should be separated from the clean linen processing area, from occupied rooms, from areas of food preparation and storage and from areas in which clean material and equipment are stored.

- The laundry area should be planned, equipped and ventilated so as to prevent the dissemination of contaminants. Soiled linen from isolation areas should be identified and suitable precautions should be taken in its subsequent processing. Institutions using commercial linen processing must require that the company providing the service maintain at least the standard outlined herein. Further, the company must ensure that clean linen is completely packaged and is protected from contamination upon delivery to the premises.

- All food shall be wholesome, clean, from approved sources, free from adulteration, processed, prepared, transported, stored and served in a sanitary manner. All food service and food vending, planning, design, equipment, construction, operation and maintenance shall be in compliance with applicable state and local requirements.

- Adequate medical facilities shall be provided for the care and treatment of prisoners. In addition to the basic services and practices discussed elsewhere in the Commission's minimum standards, medical care facilities should comply with the following:

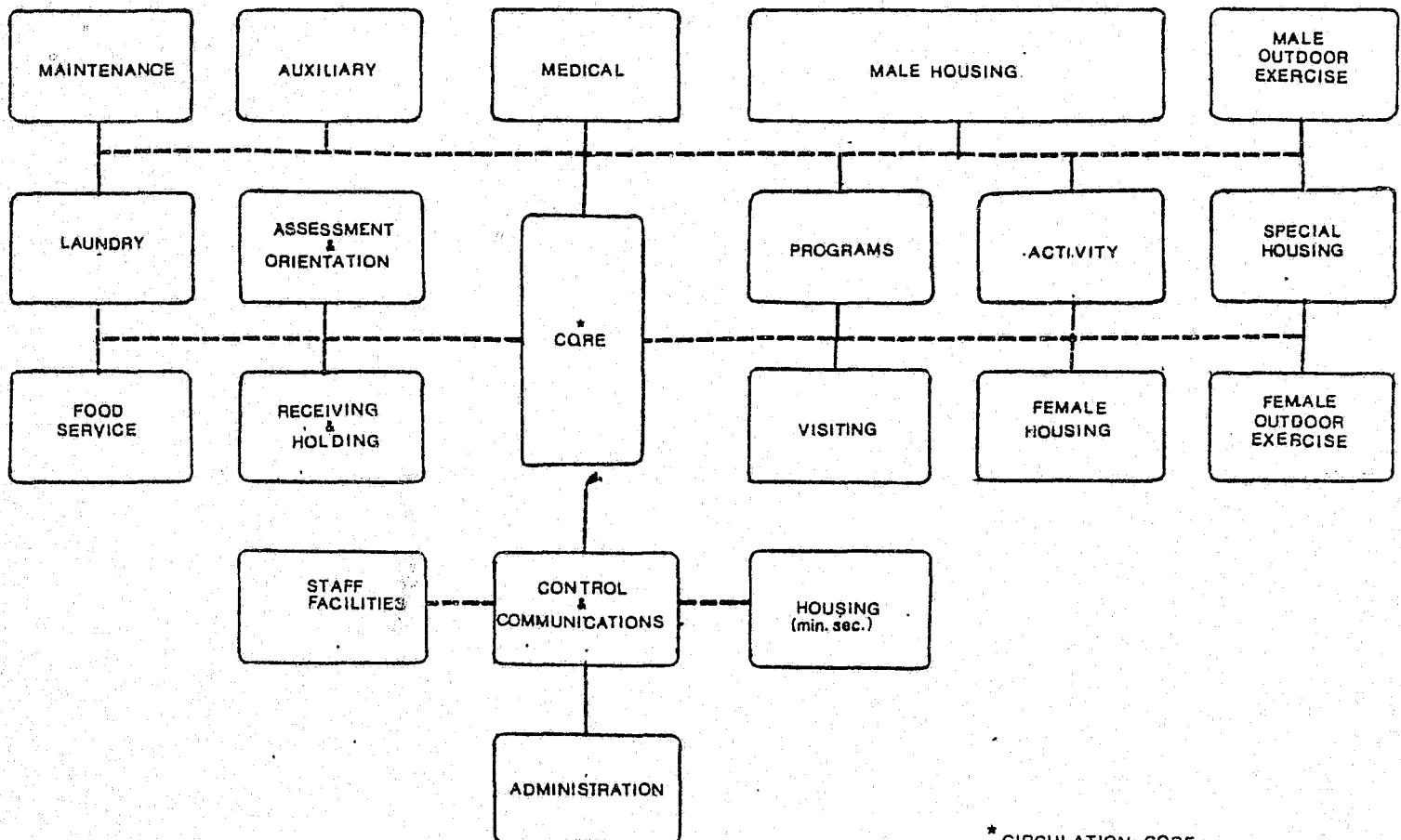
- a) Adequate medical care areas: examining, patient and isolation rooms; bath and toilets; nursing and service areas; central and general storage.
- b) Proper storage of drugs and biologicals: dispensed by a responsible person, stored under lock and key, and inventory maintained.
- c) Adequate disinfection and sterilization facilities.
- d) Refrigeration to be provided for pharmaceuticals, etc. as required.

- Barber and/or beauty shops shall be properly designed and operated and maintained in a sanitary manner. Barbering should be done in a separate location, designed and equipped for that purpose, which is maintained in a clean and sanitary condition. Construction, lighting, heat, plumbing, hot and cold water, ventilation, space, fixtures and toilet facilities should be adequate for the operation.

- Safe, sanitary, adequate and suitable indoor and outdoor recreation space, facilities and program shall be provided for prisoners. Recreation facilities, coupled with a moderate exercise program and leisure time activities, are conducive to improved physical and mental health. Outdoor recreation areas should be level, except for drainage needs and maintained so as to be well drained. The recreation areas should have ready access to showers, toilet and lavatory facilities and sanitary drinking fountains or single service cups.

- With the introduction of increased space allotments and features allowing for a reduction in physical controls, county legislators must be aware of the need to add or substitute staff-prisoner relationships to function both as control-custody and program factors. It is, therefore, urgently recommended that an operating plan and manpower analysis be developed concurrently with design progress. Tentative post orders and program staffing needs governing the operation must be developed so that local legislators will know more specifically the operating problems involved, the number of personnel that will be required and have a reasonably firm estimate of what the operating costs will be.

- The following is a graphic representation of programmed spaces in a county detention/correctional facility, with indications of basic relationships. The diagram relates to the adaptation of the program to any building concept, whether new or remodeled. It is important to bear in mind the fact that there is no attempt to indicate scale, only relationships.



STUDY REPORT/CAPACITY ANALYSIS



#### IV. - STUDY REPORT/CAPACITY ANALYSIS:

A study of jail population trends must be undertaken in an attempt to project jail needs over the next several decades of time, so as to provide prisoner housing components adequate in space and flexibility to permit jail administrators to make housing assignments on the basis of classification procedures to meet the needs of a diversified prisoner population. Statistical information pertaining to jail population trends, for use in projecting a total rated capacity, should be obtained from the Sheriff's Annual Report and the daily population record forms (Commission Form CJ-1), which are maintained by the sheriff and can be made available for study. The study should include records over a period of at least the preceding ten years. Graphs made from these forms and other jail records, if properly tabulated and interpreted, will bring out jail population trends. These trends should then be correlated with general population growths in the jurisdiction. Assuming that all other relevant factors continue unchanged, such as the incidence of crime in the community, the effectiveness of law enforcement activities, attitudes and policies of committing magistrates, and other intangible influences in the community, it is possible to do a fairly accurate job of projecting jail needs over several decades of time.

Items which are essential to the preplanning of a modern correctional facility include:

1. An assessment of the jurisdiction's criminal justice system, its needs and its resources.
2. A survey of existing agencies which can take an active role in offender programs.
3. A definition of the future offender population by the use of some recognized projection technique.
4. A thorough investigation of programs of alternatives to incarceration which do not imply facilities or construction, including, but not limited to: summons, appearance ticket, bail, release on recognizance, probation and conditional discharge.
5. A study of the existing detention facilities and a plan for the coordination of their services within the county criminal justice system and any proposed new correctional facility.
6. A correctional program statement which consolidates the above five items into a criminal justice master plan for the jurisdiction with recommendations for the implementation of the plan.

As can easily be seen, most of these programs require close coordination and support of the judiciary. Therefore, it is critical that representation from the courts are involved at the initial planning stage and that they understand the objectives and are sympathetic to the goals. Without court support, correction reform has limited opportunity for change.

In any analysis and program development of detention needs, it is essential that a variety of techniques be designed to determine the appropriate restrictions on the liberty of adults charged with crime and that a variety of alternatives to detention be explored to determine their feasibility. The results of these techniques and alternatives should be evaluated as they are utilized, and a sensitivity to all risks posed should be maintained. In addition to the present choice of either outright release or high security detention, there are a variety of other alternatives. Implementation of these alternatives, with that sensitivity to all risks posed, should be given a priority in cases where existing detention facilities are outmoded or overcrowded or both. Many of these existing facilities have no arrangement for separation of hardened or seriously disturbed offenders from others, and few have any programs to break the monotony of idleness.

The survey study, then, should be conducted so as to carry a systems approach beyond the corrections aspect alone. This should include law enforcement, probation and court activities and their effects on a facility's offender census and programming. To a large extent, the correctional facility is a captive of these two systems, insofar as it must accept those persons processed and remanded to its custody.

The following will serve as a suggested guideline for a systems approach to criminal justice planning:

#### Phase I

- I.1 Analysis of population/offender census, 19\_\_ to 20\_\_ inclusive.
- I.2 Inventory of correctional system as it currently operates:
  - I.2.1 Facilities
  - I.2.2 Manpower
  - I.2.3 Programs
  - I.2.4 Management
- I.3 Analysis of Uniform Crime Reports and past jail records to determine types of offenses, relative sizes of offender categories, length of stay and rate of bed days by various categories of offenders.
- I.4 Determine number of individuals who may conceivably be eligible for programs or facilities other than secure detention. (Pre-trial)

- I.5 Determine number of individuals who may conceivably be eligible for programs or facilities other than secure correctional facilities. (Post-trial)
- I.6 Determine the number of bed spaces needed in:
  - I.6.1 pre-trial detention
  - I.6.2 post-trial corrections
- I.7 Applicability of recent court decisions on planning strategy.
- I.8 Applicability of recent reports and/or standards. (Local, State and National)

## Phase II

- II.1 Brief inventory of County Judicial System.
  - 2.1.1 Facilities
  - 2.1.2 Manpower
  - 2.1.3 Caseload
  - 2.1.4 Practices/Management
- II.2 In-depth analysis of Uniform Crime Reports for target area.
- II.3 Analysis and data collection relative to Law Enforcement in target area.
  - II.3.1 Manpower
  - II.3.2 Arrest rates
  - II.3.3 Clearance rates
  - II.3.4 Guilty findings
  - II.3.5 Management
- II.4 Inventory of community agencies and services for possible consideration as correctional resources.
- II.5 Develop effective alternatives to secure detention for those offenders eligible; i.e.
  - II.5.1 Police citation
  - II.5.2 Police summons
  - II.5.3 Pre-trial intervention programs
- II.6 Formulation of alternative programs to incarceration for sentenced offenders.
- II.7 Develop strategies to increase:
  - II.7.1 Utilization rate of jail
  - II.7.2 Public-staff-inmate security

Phase III

With the foregoing information, you will be more able to define your space needs, now and into the future.

- III.1 Tabulate and analyze existing administrative functions.
- III.2 Determine required administrative space needs.
- III.3 Determine detention/correctional requirements.
- III.4 From information gathered in above items, determine extent and advisability of rehabilitation of and addition to existing building.
- III.5 Evaluate any relationship of other available buildings for their possible inclusion into the criminal justice system and analyze proposed building solutions as they might relate to these other buildings.

Alternatives to incarceration include the following program suggestions:

(1) Pre-Trial Alternatives

a) Summons (Sec. 130.00 - Criminal Procedure Law)

The summons is a process issued by a local criminal court directing a defendant to appear before it at a designated future time in connection with an accusatory instrument.

The summons, then, is initiated by the local criminal court; is applicable to non-felony offenders; is an alternative to warrant of arrest; and, is to achieve defendants court appearance for arraignment.

b) Appearance Ticket (Sec. 150.00 - Criminal Procedure Law)

The appearance ticket is a written notice issued and subscribed by a police officer directing a person to appear in local criminal court at a future time in connection with such person's alleged commission of an offense.

The appearance ticket, then, is initiated at the discretion of a police officer; is applicable to non-felony offenders; is an alternative to arrest without warrant; and, directs defendant to appear at future time for arraignment.

- c) Appearance Ticket and Pre-Arraignment Bond  
(Section 150.30 - Criminal Procedure Law)

Under this section, after a person has been arrested and taken to the police station, the statute gives authority for the desk officer or any of his superiors (not the arresting officer), at their discretion, to fix a sum constituting pre-arraignment bail; and, if said sum is posted, an appearance ticket is issued. This procedure is applicable to non-felony offenses.

- d) Bail (Sec. 500 - Criminal Procedure Law)

The bail procedure is given to alleged offenders, after an arrest, to secure their presence at various stages of the criminal case or proceeding, while remaining at liberty at all other times.

The forms of bail permitted by law at arraignment are:

1. cash bail
2. an insurance company bail bond
3. secured surety bond
4. a secured appearance bond
5. a partially secured surety bond
6. a partially secured appearance bond
7. an unsecured surety bond
8. an unsecured appearance bond

Bail is available for all offenses, including felonies, and bail is always set by the court.

- e) Release on Own Recognizance  
(Secs. 510 and 530 - Criminal Procedure Law)

As defined, a person is released on his own recognizance when the court permits him to be at liberty, during his criminal case, on condition that he will appear in court whenever his attendance is required.

This procedure is initiated by the person confined or under securing order; is applicable to non-felony offenders, or felons as restricted by Sec. 530, CPL; and, is an alternative to bail or custody of the sheriff.

- f) Adjournment in Contemplation of Dismissal - "ACD"  
(Section 170 - Criminal Procedure Law)

This procedure is an adjournment of the action without date, with a view to ultimate dismissal of the accusatory instrument in furtherance of justice. The people may move within six months to restore the case and to proceed, otherwise the case is deemed to have been dismissed.

This procedure is initiated by motion of the people, of the defendant or of the court, and with the consent of all parties; is applicable to non-felony offenders; and, is an alternative to proceeding with the action beyond arraignment.

(2) Post-Trial Alternatives

a) Probation (Secs. 60 and 65 - Penal Law)

A person may be sentenced to probation after conviction of any crime except a Class A felony. Periods of probation must be initially set by the court. The court is required to set conditions of probation; and permissible conditions relating to conduct, rehabilitation and supervision are set out by law. Included in permissible conditions are restitution or reparation of loss or damage.

This procedure is initiated by the court; is applicable to any but Class A felonies-with exceptions for Class A-III felonies; is an alternative to incarceration, conditional discharge, unconditional discharge, split sentence option, and intermittent imprisonment; and, provides for a defendant to be released without imprisonment but subject to specified probation supervision and certain conditions.

b) Conditional Discharge (Secs. 60 and 65 - Penal Law)

When a sentence of conditional discharge is imposed, it means that the defendant must be released without imprisonment, fine or probation but subject, during the period of conditional discharge, to such conditions as the court may determine. The conditions that may be imposed are the same as for probation.

This procedure is initiated by the court; is applicable after conviction of any offense except a Class A or Class B felony or a dangerous drug felony defined in Art. 220, Penal Law; a Class C or Class D felony listed in Sec. 60.05, or is a multiple offender under Sec. 60.05, Penal Law.

c) Unconditional Discharge (Sec. 64 - Penal Law)

The court may impose a sentence of unconditional discharge in any case where a sentence of conditional discharge could be given if the court is of the opinion that no proper purpose would be served by imposing any condition upon the defendant's release.

d) Split Sentence Option (Secs. 60 and 65 - Penal Law)  
"Shock Probation"

This procedure may be imposed when an extensive jail term is deemed unnecessary, but a short period of incarceration before being put on probation or conditionally discharged would have a significant effect.

This procedure is initiated by the court; is applicable to offenses as listed under probation and conditional discharge; and, the jail term cannot exceed 60 days.

e) Intermittent Imprisonment (Art. 85 - Penal Law)  
"Weekenders"

This is a revocable sentence of imprisonment to be served on the days, or during certain periods of days, or both, specified by the court as part of the sentence.

This sentence is applicable to any non-felony offense and to Class D or E felonies if the person is other than a second or persistent felony offender.

f) Work Release (Art. 27 - Correction Law)

Upon approval of the legislative body of the county, the sheriff may establish a work release program pursuant to which prisoners, sentenced to and confined in any county jail under his jurisdiction, may be granted the privilege of leaving confinement for the purpose of working at gainful employment, participating in a privately or publicly sponsored program of vocational training, with or without compensation, or attending an educational institution.

In the case of female prisoners, the work release program may also include the release from confinement during necessary and reasonable hours for the purpose of caring for her family.

Participation in the program is initiated by the prisoner on application to the sheriff. The program is applicable to any offense and serves as a partial alternative to incarceration.

g) Conditional Release (Parole), (Art. 25 - Correction Law)

Any person who receives a definite sentence of imprisonment may request conditional release. Persons eligible for such release shall be within the discretion of the Board of Parole.

Participation in this program is initiated by the prisoner on application to the Board of Parole. The program is applicable to any definite sentence and serves as a partial alternative to incarceration.

These factors, and any new programs, can be difficult to measure and are likely to vary over periods of time. Therefore, it is critical to the planning efforts of local governing bodies and state agencies that there be a sustained evaluation of all planning phases and the impact of programs and facilities on the detention/corrections system. Shifts in populations, the incidence of crime, the effectiveness of law enforcement activities, attitudes and policies of the judiciary, emerging court orders and Commission mandates, new legislation, and other intangible influences can quickly invalidate basic recommendations in even the best of correctional planning efforts.

In order to account for population changes over periods of time and to permit comparisons with total arrests, it is suggested that arrest rates might be analyzed and projected as a ratio of offenders per one-thousand population and the trend established over a ten-year period, the ratio might then be projected through the next several decades. At this stage, the ratio might also reflect a probable increase in law enforcement efficiency. That is, it seems reasonable to expect that with updated equipment, improved investigative techniques and maybe additional personnel, police efficiency will increase the arrest rate and possibly the rate of jail admissions.

The next step in the process of calculating the future population of the local correctional facility would be to apply the projected ratio to estimates of future county population growth. This will, of course, only depict the projected number of persons estimated to be arrested for a designated period. It does not provide insight as to the number of individuals who will be actually sentenced, nor does it provide specific information regarding offender characteristics including sex and age. The next phase of the study should explain the various classification categories and its impact on clarification as to the number of persons likely to be sentenced.

In order to properly determine the potential need in each classification, it will be necessary to analyze past holding patterns to identify recent experience as to the percentage of admitted offenders that have actually been sentenced. Additional analysis might also be conducted to further specify arrest and sentence data according to age and sex breakdowns. This data should then be analyzed on the basis of past experience during the most recent ten-year period.

It should be noted that in projecting a total rated capacity, Commission experience has demonstrated that approximately 80 percent occupancy of the total rated capacity is the maximum workable capacity to properly maintain classification categories (e.g. an 80-inmate population count required a 100-bed facility). Any census over the 80 percent occupancy will tend to strain the resources of the physical plant, place an added burden on both incarcerants and staff, restrict programs and general maintenance, etc.

BUILDING COMPONENTS

Administrative Services

Control/Communications

Receiving/Processing

Assessment/Orientation

Housing

Medical Services

Visitation

Activity Space

Program Space

Food Service

Laundry Service

Staff Facilities

Vertical Circulation

Auxiliary Services

Maintenance & Storage



## V. - BUILDING COMPONENTS:

The program development should provide a detention/correctional facility subdivided in the following major components:

### A.) Administrative Services

Although not within the scope of our review to make explicit recommendations regarding administrative spaces, the sheriffs' offices should be located in an area not accessible to prisoners but easily accessible to the general public for the reception of business visitors and the public information process. Administration for correctional functions should be separate from that of law enforcement. This component should provide spaces consistent with the scope of operations and include administrative staff offices, clerical stations, conference and meeting rooms, records storage, arms vault, and public and staff toilets, etc.

Included in the administrative service component might be the lobby, reception and waiting areas to service the visitation component. This then would include such amenities as seating, telephones, drinking fountains, parcel and bag lockers, etc.

### B.) Control/Communications

There should be designed into the floor layout a secure central control room from which the movements of prisoners, staff personnel and visitors can be observed, checked and controlled with a maximum of accuracy and convenience. The central control room should provide full operating control of the security lock that admits all persons into the security zone of the institution. This center should monitor prisoner movement from the receiving/processing area to housing units and vice versa. This 7-day, 24-hour post should be equipped with internal communications apparatus, door control devices, alarm annunciators, etc.

Where multi-story facilities are proposed, planning should provide a similar secure staff control station at each level to monitor all movement into and out of the housing, program or service modules. This is particularly true where the use of interior medium and low security provisions would allow for a reduction in physical controls and increased freedom of movement. These control stations should be located so that all entrances and exits to the floor, and all vertical transportation system openings are clearly visible.

## C.) Receiving/Processing

There should be provided a vehicular car-lock (sally port arrangement) or pedestrian entrance entirely separate from the public entry and through a security lock under the full control of the central control station. Here, to insure the proper disposition of the escorting officer's sidearm before his entrance into the security zone of the facility, there should be included provision for pistol lockers or pass thru to the central control room. Then too, suitable spaces must be provided where the processes of booking, searching, fingerprinting and photographing, entrance shower, issuing and donning of jail clothing, etc. may be accomplished. Also, adequate storage for prisoners' valuables should be provided with suitable administrative controls established for the fixing of responsibility for their safekeeping.

## D.) Assessment/Orientation

Planning should provide a suitable component for intake assessment/orientation functions. Suitable space allotment and functional relationship should allow for newly admitted prisoners to be given a physical examination for their placement in a holding cell where they can be informed of institutional procedures and operations and issued a printed set of rules, and where they can be classified for a permanent housing assignment.

This component would also allow for development of functions to provide intake screening, pre-trial intervention and release, pre-sentence investigations, post-sentence offender assessment, etc. Establishment and effective use of such functions would be in keeping with increased emphasis on alternatives to incarceration.

This component should be located adjacent to, or be a part of, the receiving/processing area and should contain single and multiple occupancy temporary holding rooms. Single rooms for overnight detention and group occupancy rooms for short-term holding. Although furnished with vandal-resistant equipment, these temporary holding rooms should be designed to give the impression of a waiting room which could also serve as an interview room for legal assistance and for information collection as well as counseling. The area should not be designed or used for violent arrestees or those charged with serious crimes of violence. Such persons should be moved directly to high security housing.

## E.) Housing

The prisoner housing component must provide flexible and adequate space to permit the administration to make housing assignments on the basis of classification procedures to meet the needs of a diversified population. The female prisoner sections must be entirely separate from male housing sections but with easy access to program, activity and service areas for shared use.

Sufficient space must be provided to make possible use of the room or areas as intended without crowding, confusion or conflict. Cells are to be designed for single occupancy only. Dormitories are discouraged as are double deck bunks.

Single cells with open fronts (bar grille grating) must provide a minimum of 48 sq. ft. area. Single cells with closed fronts (full height solid barriers) must provide a minimum of 70 sq. ft. area.

Where multiple occupancy (dormitories) units are permitted, a minimum of 75 sq. ft. per prisoner bed is required.

Each cell, having 48 sq. ft. area, shall have a horizontal dimension at a minimum of 6'-0" in any direction and 400 cu. ft. Cells or rooms having 70 sq. ft. area, shall have a horizontal dimension at a minimum of 7'-0" in any direction and 550 cu. ft. Multiple occupancy or dormitory housing shall have a minimum of 600 cu. ft. per prisoner bed.

Dayrooms should be included as a part of each housing section and provide space equal to at least 50 percent of the cells. Where day spaces are a part of cell front corridors the space equal to 50 percent of the cell area must be increased by 20 sq. ft. for each cell to allow for installation of tables and benches.

Although some very eloquent arguments might be presented in favor of including multiple occupancy units in the jail design, Commission policy relative to same dictates that approval be limited. Multiple occupancy or dormitory housing requires that a careful screening procedure be meticulously observed to provide the degree of selectivity necessary to reject for congregate housing those prisoners who are unfit because of personality defects, etc. Where multiple occupancy or dormitory housing is acceptable because of a high level of stability and dependability of the prisoners for normal behavior, such components shall at least have an individual semi-private space provided by partial height partitions, storage/desk unit barriers, etc.

We cannot stress enough at this point that the concept of single room occupancy is infinitely preferable for the prisoner involved, as well as the administration, when compared to group occupancy and the possibility of gang assaults, homosexual attacks, stealing, etc.--facts of life in a jail or prison setting.

Recognizing that the ideal situation for housing of work release prisoners is to provide facilities outside the security of the institution, leased space in the community would be a consideration. However, there exists limited possibilities to adapt such a procedure at this time for most jail facilities because of the probable small number of participants and the classification of prisoners required by statute. If future programs dictate a need for same, a satellite facility would

then be a consideration. Work release housing within a jail structure, but as a separate component, would be the alternative. By providing housing and activity arrangements which will allow for initiating administrative procedures to eliminate contact between work release participants and others in general confinement, it will minimize insofar as possible the occurrence of passing contraband or other unauthorized or illegal acts. Work release facilities might also serve intermittent sentence prisoners and selected institutional work groups.

#### F.) Medical Services

A medical clinic room, easily accessible from housing sections and the prisoner admission area, should provide suitable space for medical examination and treatment. Then too, there should be provided a room or rooms which can be used for infirmity cases should removal to an outside hospital not be considered necessary by the jail physician. Sick call in the medical unit should be near the circulation core, and there should be provision for prisoner waiting.

There should be provided a room of sufficient dimensions (approx. 300 sq. ft.) to hold at least the following equipment:

- A desk or table, filing cabinet and two chairs;
- A set of scales with attachment for measuring height;
- Lavatory with running hot and cold water;
- Medical examination table;
- Sterilizer for instruments;
- Cabinet with secure lock for instruments;
- Cabinet with lock for medical supplies;
- Properly recessed toilet and lavatory.

Where patient care facilities provide single-bed infirmity room(s), at 80 sq. ft., the room should be provided with individual toilet and lavatory for medical isolation.

#### G.) Visitation

Dependent on a predetermined visiting schedule as regards the facility's total rated capacity, number of visiting days per week, number of sessions per day, etc.--the plan and space allocation must insure that the prisoner is able to receive an acceptable number of weekly visits.

The visitation component should provide areas for visitor identification, visitor processing, package exchange, visitor waiting, open visiting spaces as well as adjacent security visiting, prisoner screening and waiting, and official visiting spaces.

The most widely used visiting area design should be in the form of an open-type setting in which the supervising officer(s) may circulate freely according to need. While visitor and prisoner might enjoy informal seating arrangements and converse without restraint, the furniture should be durable and anchored to the floor or wall.

Recognizing that a number of incarcerants will require extremely close custody, high security provisions might also be featured in which prisoners are physically separated from visitors. Here, the use of large shatter-resistant glass panels and telephone handsets are preferred as opposed to screen barriers or the standard visiting panel with baffled speaking device. The latter tends to obstruct view and cause confusion of conversation.

Official visiting requires that, in addition to family visitation, separate interview spaces be included where prisoners and attorneys or other authorized persons can converse with a reasonable degree of privacy. A small number of private rooms should be provided to accommodate the prisoner and his official visitor. Supervision should be provided through large glass panels arranged in such a fashion that a number of rooms may be supervised simultaneously by one officer.

#### H.) Activity Space

Based on 100 percent population, without adjustment for reduction for prisoners remaining in housing sections, participating in day space activities, library, educational program, clinic call, visiting, etc., provision should be made to provide recreation space amounting to approximately 35 sq. ft. per prisoner for both indoor and outdoor recreation. In any event indoor and outdoor recreation areas should be sufficiently sized to accommodate the largest single classification category and to allow prisoners a recreation period of at least one hour each day.

Outdoor exercise area(s) shall provide a congregate of at least 1500 sq. ft. Active recreation shall include physical exercise and activities including, but not limited to, the following: basketball, jogging, handball, weight lifting, and calisthenics and individual exercise. (Minimum Standards, Section 7028.2(c)).

Careful space planning and ingenuity could allow for indoor recreation areas to be used so that a variety of active games might be enjoyed, to serve for congregate religious activities, for viewing of movie films, or other group activities.

Indoor areas shall be of sufficient size to enable prisoners to engage in recreation activities including, but not limited to, the following: cultural activities, including lectures, drama, music and special events; prisoner meetings and group activities; arts and crafts programs; movies, radio and television; and, moderate physical activities. (Minimum Standards, Section 7028.2(e)).

There should be provided as a part of every housing section, prisoner exercise corridors or day spaces. These corridors or day spaces, suitably equipped, would allow for those prisoners held in their respective housing section and not engaged in some other jail activity to gather and participate in passive-type games, group conversations, partaking of meals, television viewing, etc.

As regards outdoor recreation facilities, where an urban or municipal complex location requires, consider the effect of noise on surrounding community and/or office activities, the need for security, prevention of communication and privacy. Access to the yard should be from a jail building security passage, and toilet facilities should be immediately available from the yard. In addition to space for competitive games, a quiet games and rest area must be considered for the infirm, older and less active prisoners.

#### I.) Program Space

Based on 100 percent population, provision should be made to provide 15-20 sq. ft. per prisoner for programs, i.e. library, classrooms, group counseling, etc. This might be a multi-use space or individual rooms. These spaces should be located in an area with ready access from prisoner housing sections. For library purposes attention must be given to provide space for adequate shelving, seat and table units, natural and artificial light, etc. In addition to its use as a library for the entire jail population, such a room could provide a significant type of activity for those prisoners not interested in participating actively in games or sports, or not physically able to do so. Where planned as multi-use space, such a room could also be an indispensable unit in an educational or group counseling program. Here, the use of demountable partitions is a consideration.

In accord with Section 7031.4, Minimum Standards, each local correctional facility shall provide prisoners' access to legal reference materials. When choosing a location for the legal reference collection, we recommend a library layout with a separate room. A room of approximately 300 sq. ft. should be adequate to house the minimum legal collection and space for about seven (7) prisoners doing research. The room partitions should be furnished with large vision panels for visual supervision from the officer's station, librarian's work area or other persons responsible for supervising the space.

## J.) Food Service

It is incumbent that space allocation for this component be sufficient to include all phases of the preparation and distribution of food in the institution. Based on 100 percent population an approximation for space allocation would be 10 sq. ft. per prisoner.

It is difficult to describe and formulate all requirements needed to carry out these phases since conditions and situations vary in so many ways. However, the floor plan of the food service component must be such as to make the area secure, including all outside doors to minimize the possibility of escape attempts by prisoners assigned thereto, and the control of its utensils must be such as to keep all dangers and risks to a minimum. A proper relationship with the kitchen as regards a receiving point with control lock between should also be provided.

No jail kitchen and food service component is complete without adequate toilet room facilities conveniently located and readily accessible to prisoner-trusty help without compelling them to leave the confines of that component. Shower/bath installation will add to higher standards of personal hygiene of food handlers.

Should a county complex be planned which would include the jail and other county buildings, it would be advantageous to consider a centralized kitchen, along with laundry, power plant, storage facilities, etc. adequate to service all buildings. Planning then should provide a food receiving and distribution area only, and maybe a preparation area for cold foodstuffs and dishwashing.

As regards the matter of omitting the kitchen unit and having the food service provided by a caterer. Presently, there are two (2) local correctional facilities in the State utilizing the services of a caterer. Although the food service is catered, the actual kitchen facilities are located within the confines of the jail building.

We are of the opinion that the least satisfactory method of food service is that of a contract with a local restaurant. Experience in other parts of the country has shown that this type of service will rapidly deteriorate and prisoner complaints become vociferous. It would be our recommendation that the actual preparation of food, whether or not the service is catered, be accomplished in kitchen facilities within the proposed jail building or county complex. This will enhance administrative control of the service, provide some in-house work assignments and restrict the possibility of contraband introduction, etc.

#### K.) Laundry Service

If services are not provided on a contract basis, a laundry area utilizing commercial-type equipment should be provided. A location in connection with the kitchen and maintenance service corridor, with adjacent clothing issues and linen supply room will generally provide a functional relationship. The flow of items to and from the laundry will be relatively constant, consisting of collecting soiled items from the housing sections, kitchen, and prisoner receiving areas, etc., transporting them to the laundry and reversing the procedure for distribution of clean items.

In some cases, particularly the women's section, laundry facilities within or adjacent to housing units may be developed for use by the prisoners for personal care of clothing.

#### L.) Staff Facilities

In addition to toilet facilities readily accessible and convenient to their regular working places, this component should provide staff lockers, showers, toilet facilities, lounge and areas for officer muster and training. As regards training, other administrative multi-purpose and/or prisoner program spaces might be utilized for this purpose. The muster and training area, however, should preferably be near the locker room and sized for at least the largest tour of duty.

#### M.) Vertical Circulation

Where circumstances dictate that housing units be located on upper or lower floor levels, there should be provided a security elevator, or elevators, sized to accommodate a stretcher, food cart or group of prisoners. (One dimension being 8'-0" with the other dimension at least 5'-4"). General use stairs should be adjacent to the elevator core to centralize, except during emergency conditions, all vertical circulation between floors. A safe and secure fire and emergency exit should be located at the backside of each cell block as required.

#### N.) Auxiliary Services

To supplement the basic essential services provided the prisoner population, there should be provided a commissary function which should be located close to the incoming supply source as well as to the vertical transportation system or central corridors to the housing units.

Haircutting should be done in a centralized barber facility located in the custody portion of the institution. Shaving should be accomplished by individual prisoners in their respective housing sections.

#### 0.) Maintenance Service and Storage

Maintenance of the jail plant and equipment as well as replacement of equipment is essential to good jail management. The physical plant and equipment must be maintained thoroughly and efficiently or the jail deteriorates rapidly, the problems of security are compounded, and the administrator comprises in his attempts to develop a constructive jail program. Regardless of its size, it is imperative that the jail have a maintenance shop where minor work can be performed, where tools can be protected, and where dangerous supplies can be controlled.

Adequate storage space should be available for a certain amount of maintenance equipment, replacement parts, general supplies, etc. Janitor's closets for housecleaning equipment and supplies should be provided under the various building components. These areas should include storage and working space for mops, brooms, cleaning equipment and detergents.



DESIGN DATA



VI. - DESIGN DATA:

In the development of this part, we will be attentive to the following component features and equipment listings, which you might now use as a check list.

Components

Administrative Office(s)	Hospital, pharmacy
Armory/Arsenal	Housing, general
Auditorium	I.D. Record Room
Barbering Area	Information Desk
Bathing/Shower Areas	Interrogation/Interview Room(s)
Boiler Room	Jail Office, administrator
Booking Office	Janitor's closet
Cell blocks	Kitchen
Cells, regular	Laundry
Cells, special	Lawyer's Consultation Room(s)
Chapel	Library, general
Clean-up Room (R&D Area)	Library, legal
Commissary	Locker Room, staff
Control Room(s)	Locker Room, prisoner property
Corridors, main jail	Maintenance Shop
Corridors, cell access	Receiving-Discharge Area(s)
Corridors, patrol & inspection	Recreation Area(s)-inside, outside
Dayrooms	Rest Rooms, public
Detention/Holding Room(s)	Rest Rooms, staff
Dining Room, staff	Safety Vestibules
Dining Room, prisoners	Sallyports
Dishwashing	Sanitary Fixtures
Doctor's Office	School Rooms
Dormitories	Staff Facilities
Elevator, public	Stairs
Elevator, jail traffic	Storage Rooms, kitchen, dry
Elevator, freight	Storage Rooms, kitchen, refrig.
Elevator, food	Storage Rooms, miscellaneous
Entrances, regular	Storage Rooms, pris. pers. prop.
Entrances, emergency	Visiting, open
Exits, regular	Visiting, closed
Exits, emergency	Visiting, official
Females, Housing	Waiting Rooms, public
Females, R & D Area	Waiting Rooms, prisoner
Females, Activity/Prog. Area	Wall Construction
Female, Officers Area	Window Units
Hospital, rooms	Work Release Housing
Hospital, exam room	

Equipment

Alarm System, Communications  
Desks/Tables & Chairs  
Fences - Perimeter systems  
Fire-fighting equipment  
Fire stairs, escapes  
Fire extinguishers  
Fire exits  
Fire lines and hoses  
Firearms, storage  
Food carts  
Gas Equipment (CN)  
Glass, Glazing  
Gun Lockers  
Heating System  
Hollow metal work  
Intercoms  
Jail hardware  
Keys  
Lights  
Licks  
Locking mechanisms  
Metal Detectors  
Mirrors, prisoners  
Mirrors, blind corner control  
Monitoring Devices  
Passes, package & gun  
Passes, document  
Plumbing Fixtures  
Plumbing System  
Power, Electric  
Public Address System  
Remote door/gate controls  
Smoke-exhausting  
Standpipes  
Telephones  
Ventilating Systems  
Windows



**END**