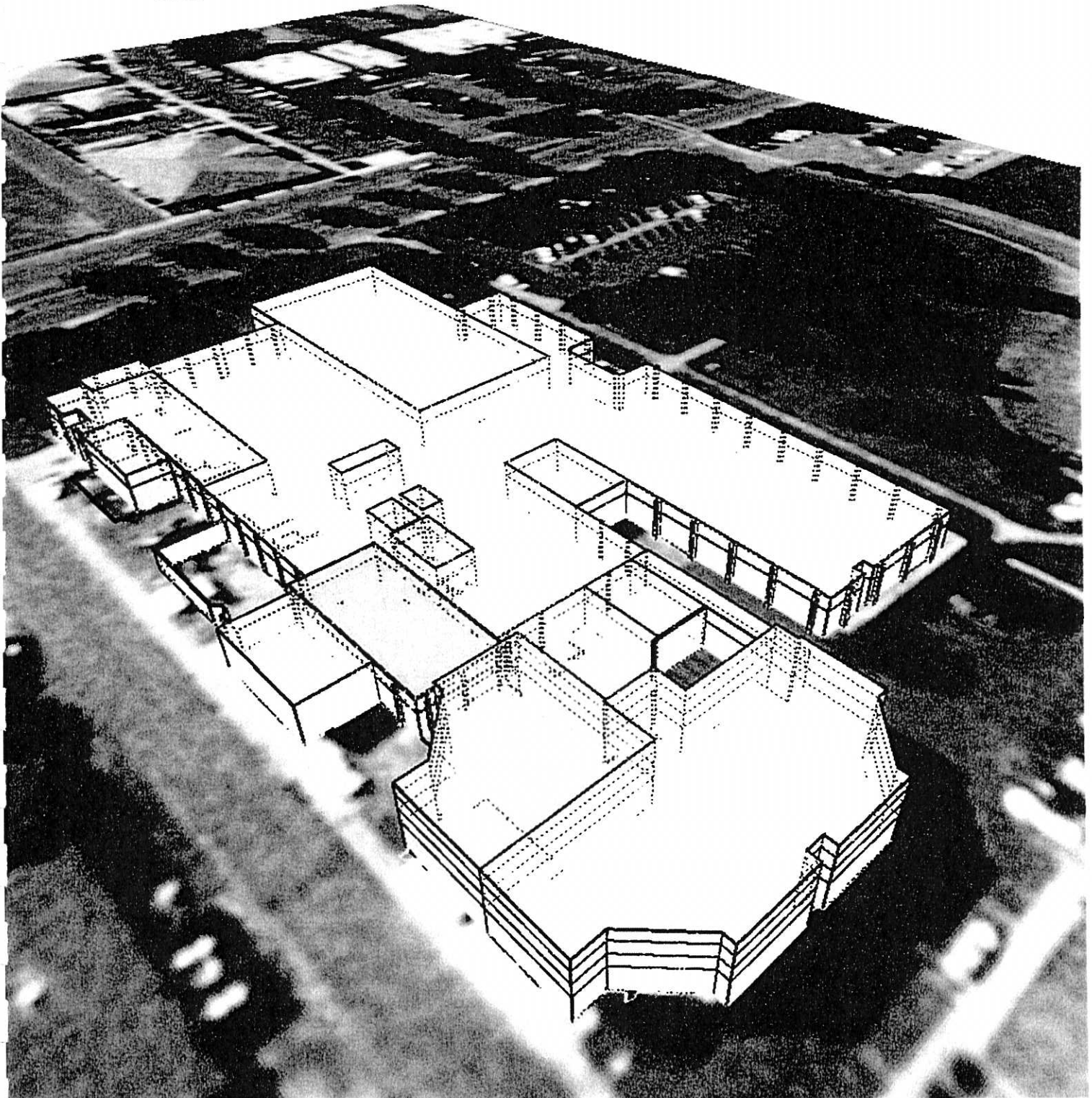




Sutter County Jail Needs Assessment



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PROJECT BACKGROUND AND SCOPE

The Sutter County Jail continues to age and is becoming increasingly more overcrowded and dysfunctional. Continued County growth, and in turn, demand for jail beds, has resulted in inmate population levels that are more frequently approaching the CSA mandated cap of 352 beds, thereby constraining jail staff's ability to adequately segregate the wide variety of inmates that must be housed—a situation which increases the potential for assaults among inmates and between inmates and staff. This situation led the Sheriff's Department and County management to publish a "request for proposals in the summer of 2007 to conduct a long-term jail facilities needs assessment study.

Subsequently, the County contracted with Lionakis Beaumont Design Group and Daniel C. Smith and Associates, Inc. to generate this Sutter Jail Facilities Needs Assessment document. Since that time however, the State Corrections Standards Authority (CSA) issued a separate Request for Proposals (RFP), *Construction or Expansion of County Jails*, in December 2007, that was a direct outgrowth of Assembly Bill 900, the *Public Safety and Offender Rehabilitation Services Act*. Under this RFP, small counties like Sutter can apply for a State match of 75% of the cost of any project(s) up to \$30 million. Consequently, the County amended to the Project Team's contract, to include assistance in responding to this RFP, of which this needs assessment is an integral part of the submittal requirements.

In the broadest sense, the intent of this Jail Needs Assessment is to provide the County with sufficient information that: a) justifies and quantifies near and long-term facility and staffing needs; and, b) provides and substantiates the associated one-time capital facilities development and recurring annualized operational cost estimates.

FACILITIES NEEDS ASSESSMENT SYNOPSIS

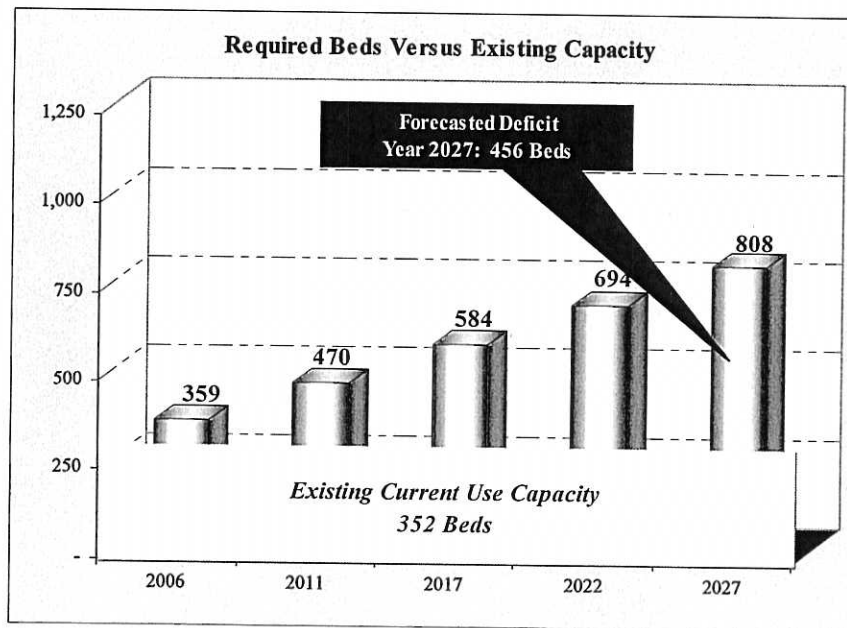
Projected Jail Bed Demand (Reference Section Two for additional details)

Projections Methodology: In general, the Project Team developed projections of the average daily jail population by evaluating historical data and synthesized jail service demand trends, and then applying those trends to projected countywide population increases under a range of logical scenarios. This process yielded the likely parameters of projected growth, in terms of minimum, maximum, and "most likely" forecasts. Within this paradigm, the Project Team reviewed these forecasts with County law and justice representatives, and selected a specific "most likely" average daily jail population forecast. The Project Team then estimated actual bed requirements based on the projected ADP, adjusted to account for peak demand periods and an industry-typical 85% operational factor. In simple terms, the operational factor accounts for the fact that 100% of all beds cannot be occupied 100% of the time due to the jails varying demographics in terms of gender; pre-sentenced vs. sentenced; special needs versus general population; security risk; gang affiliation; and other factors.

Projected Jail Bed Requirements: The accompanying chart, Exhibit A, provides the results of this process and shows a current need of 359 beds, which would increase to 800 beds by year 2027. The year 2027 total represents a 230% increase in the County Jail's bed capacity and results in a deficit of 456 beds over the facility's existing bed capacity.

Exhibit A: Projected Jail Bed Requirements

Criteria and Projections Basis	Applied Factors	Actual 2006	Projections				Net Change	Percent Change
			2011	2017	2022	2027		
County Population		91,669	105,672	128,172	148,584	168,901	77,232	84%
Average Daily Jail Population		271	356	443	526	614	342	126%
Peaking Factor (50% of Avg. Hist. Peak)	11.9%	33	43	53	63	73	40	121%
Peak Population		304	399	496	589	687	382	126%
Operational Allowance	85.0%	55	71	88	105	121	67	122%
Total Required Bed Capacity		359	470	584	694	808	449	125%
Existing Physical Capacity		352	352	352	352	352		
Bed Capacity: Surplus/Deficit		(7)	(118)	(232)	(342)	(456)		
Beds Per 1,000 Co. Residents		3.84	4.45	4.56	4.67	4.78		



Proposed SB 900 Funding Project Synopsis (reference Section Three for additional details)

Existing Jail Expansion and Renovation Plan – Facility Program: This plan calls for the development of: a) one, 28-bed male housing unit; b) one 14-bed dormitory for females; c) a modest rearrangement, renovation, and expansion of the kitchen; and, d) and the enclosure and conversion area of the existing women’s recreation yard into a new medical services area. This new area would house medical outpatient/exam areas and administrative space. As quantified in Exhibit B, this near-term year 2011 plan involves expanding the jail by a total of 5,371 square feet, and renovating 25,105 square feet of existing jail space.

Exhibit B: Year 2011, SB 900 Funding Jail Space Program

Functional Area	Sq. Ft.
New Construction	
Housing (Max.Security C-Pod) Addition	3,504
Housing (Women's Dormitory) Addition	1,298
Kitchen Addition	569
Subtotal - New Construction/Additional Square Footag	5,371
Areas to Be Renovated/Infilled	
Fire Sprinkler (E) Detention Area	18,668
Women's Activity Yard Renovation	574
Kitchen Renovation	2,557
Video Area Renovation	666
NC Visit Rooms Renovation	188
Interview Renovation	92
Medical Infill	1,849
Records Renovation	155
Observation Rooms Renovation	356
Subtotal - Square Footage to be Renovated	25,105
TOTAL PROJECT SQUARE FOOTAGE	30,476

Existing Jail Expansion and Renovation Plan – Staffing Impacts, Estimated Capital Cost and Operational Cost Impacts Synopsis: In total, this near-term plan would result in: a) the need for one additional post position, which would require 4.92 full-time equivalent positions; b) a total project cost of \$6,854,087; and c) a \$719,564 increase in annual operational costs.

Long-Term 20-Year Needs Assessment Plan Synopsis (Reference Section 4 for additional details)

Overview: The intent of the 20-year Needs Assessment is to provide a conceptual facilities development and operational plan, and associated capital and operational cost estimates for a new stand-alone jail. This new facility would meet year 2027 projections, and provide for some logical expansion of inmate housing pods beyond that timeframe, by sizing the core facilities of the jail to accommodate a maximum of 896 beds.

Facility Development Phasing and Space Requirements: In order to meet the 20-year requirements, the Project Team recommended development of a new facility which would be comprised of 800 CSA-rated beds, logically distributed among six inmate housing units. Each housing unit would contain between three and six housing pods dependent upon differences in bed capacities and types of construction (cells versus dormitory housing). Two additional pods could be developed and added to the sixth housing unit post year 2027.

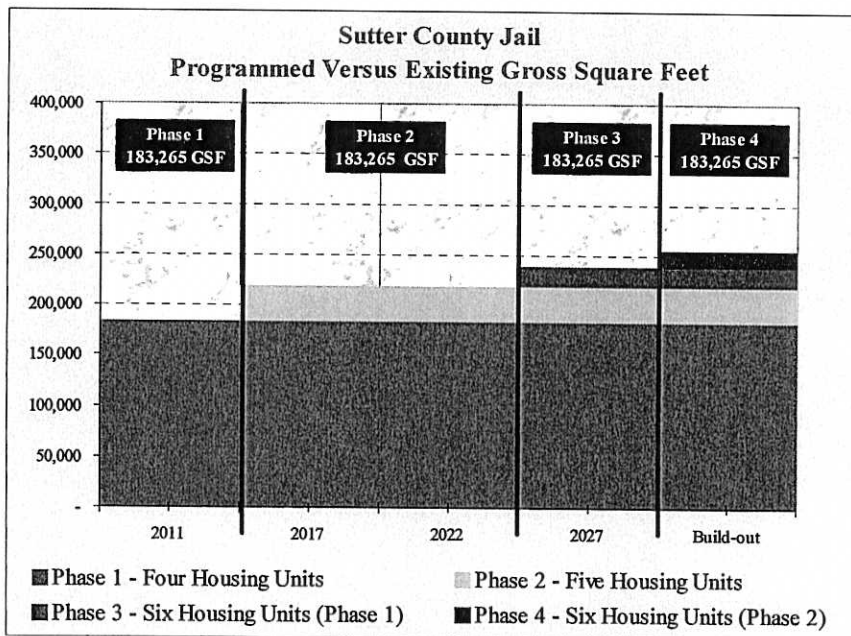
The new Jail could be developed in up to four phases. Phase 1 would include constructing all jail core and support facilities, and four of the six housing units that would ultimately be developed. Phase 1 would provide 512 beds and would essentially meet the bed capacity requirements that the Project Team has forecast for year 2011. Phase 2 would entail developing a fifth housing unit, which would add an additional 192 beds, raising the total capacity of the jail to 707 beds. Phase 3 would entail developing a sixth housing unit. This sixth housing unit however, could be developed in one or two phases, with the

first phase involving constructing the housing control area and two of the four housing pods that would be contained in this unit, while the second phase would entail developing the remaining two additional pods. This would result in 800, or 896 beds depending upon whether the entire pod is developed in a single or multiple phases.

As statistically and graphically described in Exhibit C, the new jail would envelop 254,833 gross square feet at build-out.

Exhibit C: Facilities Space Requirements and Development Phases

Development Phase	Gross Square Feet				Build-out
	2011	2017	2022	2027	
Phase 1 - Four Housing Units	183,265	183,265	183,265	183,265	183,265
Phase 2 - Five Housing Units		36,150	36,150	36,150	36,150
Phase 3 - Six Housing Units (Phase 1)				19,070	19,070
Phase 4 - Six Housing Units (Phase 2)					16,348
Total	183,265	219,415	219,415	238,485	254,833
Net Increase Over Phase 1	-	36,150	36,150	55,220	71,568
Percentage Increase Over Phase 1	-	20%	20%	30%	39%



Facilities Development Rough Order of Magnitude (ROM) Cost Estimate: The total estimated ROM project cost to develop Phase 1 of the long-term implementation plan, totals \$95,781,359 in today's dollars, which includes a 7% construction cost contingency. Reference Section 4 for cost estimates regarding Phases 2-4.

Staffing Requirements and Estimated Operational Costs: The Project Team estimates that 187.14 FTE's would be required to operate the new 800-bed capacity Jail. At full build-out, 192.08 FTE's would be required to service an 896 bed capacity jail. These staffing levels would result in a bed versus staff ratio of 4.27 and 4.66 per staff respectively. Staff costs associated with development of this 800-bed facility

is estimated to total \$13,948,994 annually. The estimated operational budget of the jail for year 2027, to accommodate the 800 beds would total \$16,053,214 annually, which represents a total annual cost per bed of: \$20,067.

These estimated year 2027 figures equate to a total annual operating budget net increase of \$10,876,834, or \$5,361 per bed per year, and represents a 36.5% increase in expenditures per bed per year. Although these figures reflect a substantial increase over the existing annual per bed cost, it should be noted that this plan rectifies a multitude of deficiencies in the existing jail: particularly: a) the lack of mental health and mental health step-down units; b) an infirmary; and, c) conforming to current CSA standards.

NEEDS ASSESSMENT BACKGROUND

The Sutter County Jail continues to age and is becoming increasingly more overcrowded and dysfunctional. Continued County growth, and in turn, demand for jail beds, has resulted in inmate population levels that are more frequently approaching a CSA mandated 352-bed cap, thereby constraining jail staff's ability to adequately segregate the wide variety of inmates that must be housed, and increasing the potential for assaults on inmates and staff.

Considering that, by any measure, the County will continue to grow significantly through the 20-year timeframe of this Needs Assessment, County Jail Management and this Project Team fully expect jail bed demand will continue to increase at least, if not more than the rate of County population. The State Department of Finance projects that Sutter County's population will increase from its May 2007 estimate of 93,919 to 168,901 residents by year 2027. This growth equates to a net increase of 74,982 persons, or 80%. Therefore, the County should expect that the jail would continue to experience an increase in the severity of jail overcrowding on a more frequent basis –if jail bed capacity is not increased.

Given this situation, the County published a "Request for Proposals" in the summer of 2007, to conduct a long-term jail facilities needs assessment study. Subsequently, the County contracted with Lionakis Beaumont Design Group and Daniel C. Smith and Associates, Inc. to generate a long-term 20-year Sutter Jail Facilities Needs Assessment. Since that time, the State Corrections Standards Authority (CSA) released a separate Request for Proposals (RFP), *Construction or Expansion of County Jails*, in December 2007. This RFP is the direct result of State Assembly Bill (AB) 900, *Public Safety and Offender Rehabilitation Services Act*, and is the first phase of the program that has made \$750 million dollars available in state funded lease-revenue bonds. Under this RFP, \$100 million has been designated for allocations to small counties.

Sutter County can request up to 75% of the total project cost of qualifying projects. The total project limit for small counties is \$30 million. Perhaps one of the most important qualifiers is that any SB900 monies would be allocated to meet facilities needs only through 2011, but not beyond. Consequently, the County amended the scope of this facilities needs assessment to include the Project Team identifying, programming, and providing cost estimates for any logical projects that would benefit the County within this limited planning horizon.

NEEDS ASSESSMENT OBJECTIVES AND SCOPE

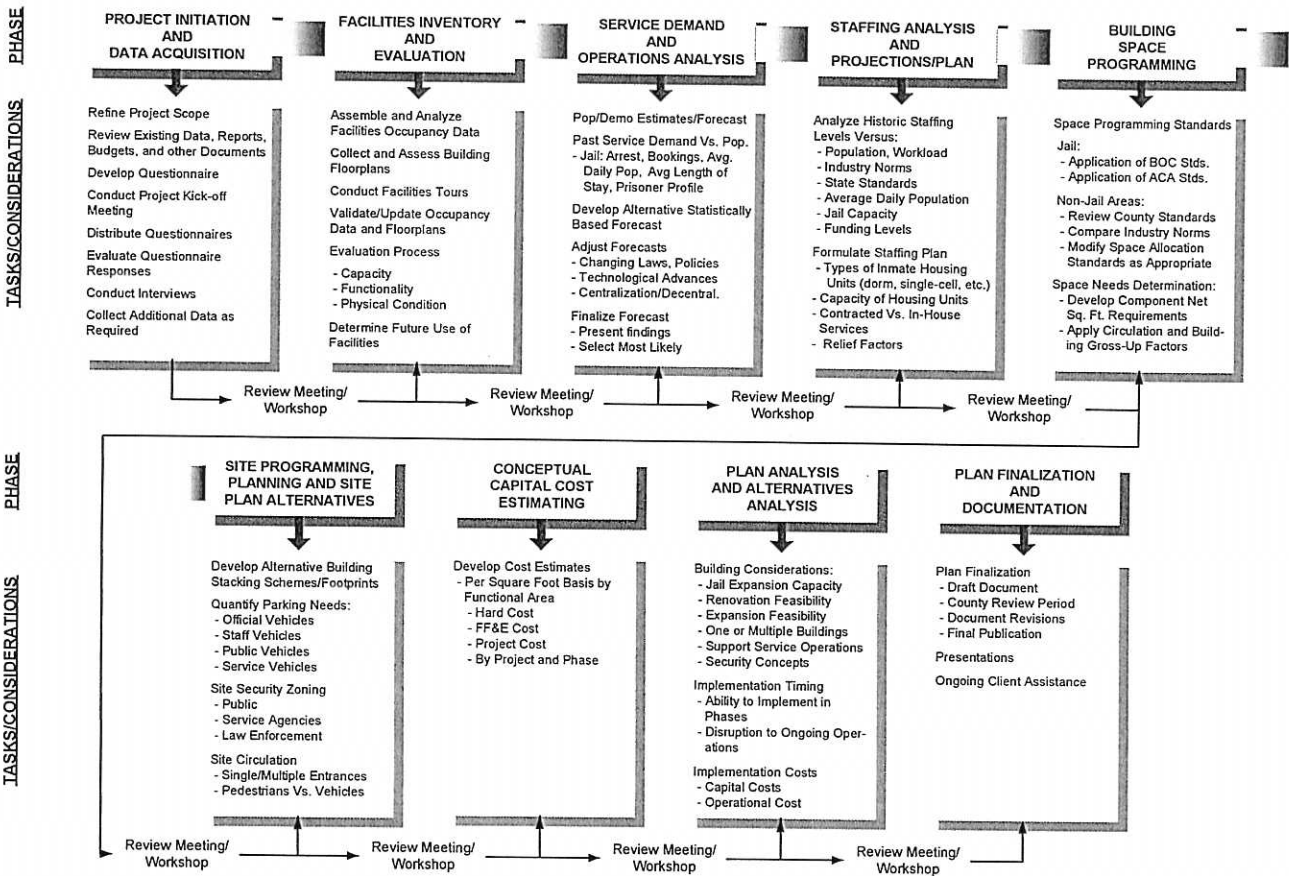
In the broadest sense, the intent of this Jail Needs Assessment is to provide the County with sufficient information to understand near and long-term facility needs, given specific assumptions and forecasts regarding: 1) county population levels; 2) booking rates and volume; 3) average inmate length of stay durations; and, 4) changes in inmate demographics.

More specifically, and as originally envisioned, this scope of this needs assessment would include: a) conducting a general analysis of existing jail conditions; b) developing 20-year projections of jail bed requirements; c) generating a functional program describing how the jail facility generally operate; d) formulating a building space program, which would serve as the basis for a conceptual design, corresponding facilities development plan and capital cost estimates; e) developing a detailed staffing plan; and lastly, f) providing an estimate of the annual operational costs associated with operating the proposed facilities.

As a result of the County's desire to apply for SB 900 funds, the original long-term needs assessment objectives and scope were revised, to include separately and specifically addressing project scope items b, c, d, e, and f, in the above paragraph, but only within the 2011 timeframe, and only as they would relate specifically to the expansion and renovation of the existing jail. The respective findings, recommendations, and proposed projects associated with the application for SB 900 funding are provided in Section 3 of this document.

NEEDS ASSESSMENT APPROACH AND PROCESSES

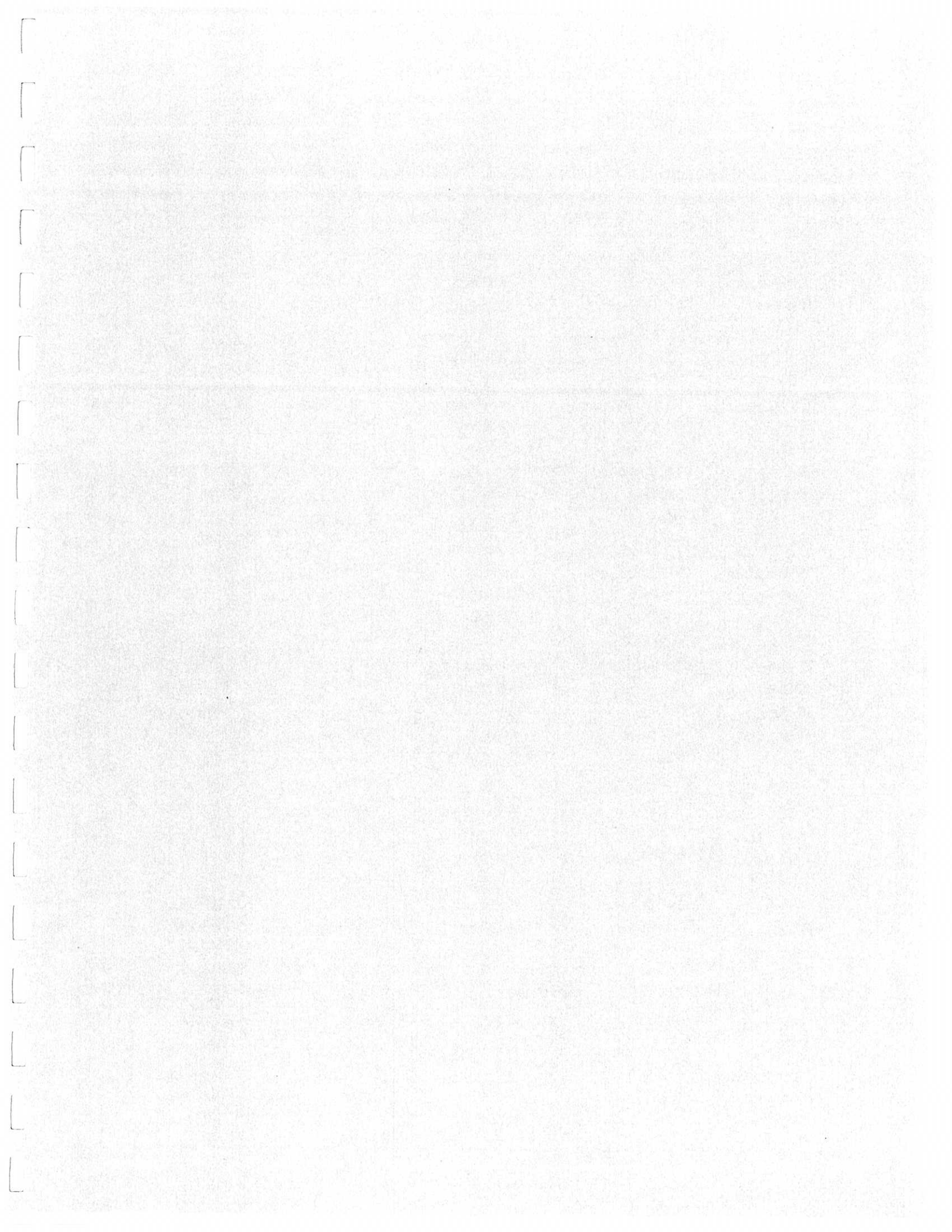
Our Team incorporated a project approach that is process-driven and collaborative. From a process perspective, the Project Team has developed findings and recommendations contained in this needs assessment as a result of incorporating a comprehensive methodology, as illustrated in the chart below.



In terms of collaboration, the proposed projects that are delineated in this document are the result of a unified effort that has involved dialogue, project review meetings and building consensus (where necessary) between: a) the Project Team (DSA and LBDG); b) representatives from the following county departments: Sheriff, District Attorney, Probation, Health, Public Works, Facilities Management, and Information Technologies; and, C) representatives from the State Correctional Standards Authority and Superior Court.

NEED ASSESSMENT CAVEATS

Significant portions of this Needs Assessment address a multitude of long-range planning issues, including but not limited to forecasts of: county population, jail bookings, average length of inmate stay durations and ultimately, resultant average daily jail population levels. Due to the sequential process of developing this project over a period of approximately six months, some the data used in the analysis of historical and “current” jail service demand trends and accompanying narrative had to be “fixed” at a certain point in time as this needs assessment was being developed. Therefore, some information presented in this document could be, or may become outdated. Regardless, the Project Team has every confidence that no significant changes have occurred at the time this document was finalized, which would have substantially impacted the findings and recommendations of this plan. *Regardless, the County should routinely verify and update the projected data and assumptions used by the Project Team in this plan, as changing conditions warrant.*



SECTION ONE OVERVIEW

This section provides: a) a general description of the Sutter County Jail; b) a general evaluation of the functionality and physical condition of the jail; c) a breakdown of current staffing levels; and, d) a summarization of jail operational cost incurred in 2007.

PHYSICAL PLANT DESCRIPTION, DEVELOPMENT HISTORY, AND CAPACITY

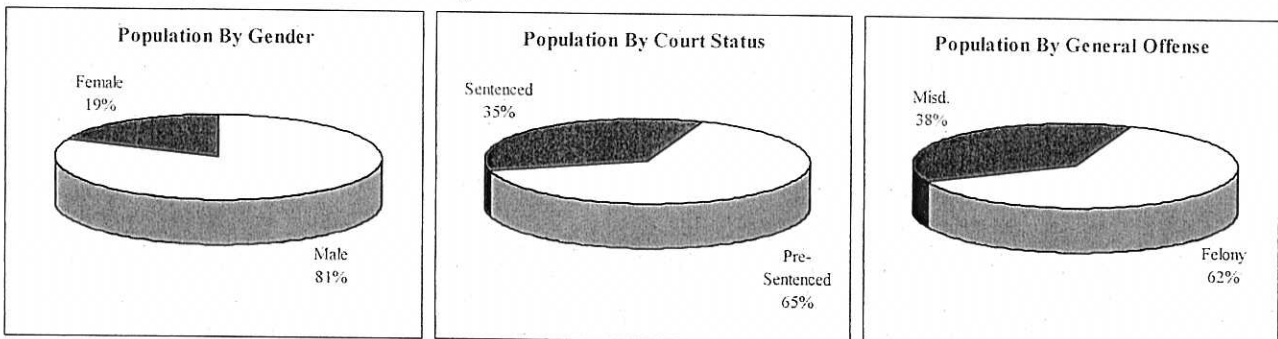
The Sutter County Main Jail is located at 1077 Civic Center Blvd., Yuba City, California. The main portion of the jail was built in 1977. The facility houses both the County Jail and Sheriff's Headquarters. Since its initial construction, the County has completed several renovation, upgrade, and expansion projects. These projects have included: a) a major kitchen renovation; b) development of a 148-bed minimum security facility; c) a 62-bed felony dorm addition; d) a 48-bed maximum security single cell wing, which was completed in 1999; and lastly, e) the implementation of Video Arraignment program, which has been operational since the summer of 2002. As a result of this incremental renovation and expansion, the facility is certainly a mix of old and new, in terms of design, materials, and building systems.

The Jail currently has a physical capacity of 352 beds which are distributed between the main building and minimum security housing trailers, which are located to the east of the main facility. In total, the existing jail facility encompasses 30,430 gross square feet, exclusive of the Sheriff's Department administrative spaces and the minimum security trailer complex. There is the potential for some expansion inside of the existing secure perimeter, directly to the west of A-, and B-Pods. Reference the facility floor plan provided at the end of this Section of the document.

CURRENT JAIL BED DEMAND; INMATE POPULATION AND PROFILE

In 2007, the population of the jail averaged 290 inmates per day. This population level equates to an additional 94 inmates per day, or an increase of 48% beyond that experienced in 2000. Jail bookings averaged 14 new inmates per day as of the end of last year. Exhibit 1.1 provides a general overview snapshot that is representative of the typical inmate population profile.

Exhibit 1.1: Representative Inmate Profile



JAIL FUNCTIONS AND INMATE PROGRAMS OVERVIEW

The Sutter County Jail is a full-service facility providing the following programs and services to inmates and staff:

- On-site Jail Administration
- Staff Training and Daily Briefing
- Staff Break Room
- Central Control
- Inmate Housing
- Inmate Processing
- Inmate Recreation
- Medical/Mental Health Services
- Food Services
- Laundry Services
- Inmate Programs, including: academic instruction, counseling, and religious services
- Public and Official Visitation
- Video Arraignment
- Out-of-Custody Work Release Supervision
- Building Maintenance and Supply Storage

The Jail currently uses an inmate classification system comprised of five primary segregation categories: 1) Administrative Segregation; 2) Maximum Security; 3) Medium Security; and, 4) Minimum Security.

FUNCTIONAL ASSESSMENT

The Project Team analyzed the existing jail by evaluating floorplans, conducting facility tours, and interviewing jail staff. During this process, it became quickly evident that the operational and functional efficiency, as well as security within areas of the original main jail are negatively impacted by an antiquated design. As a result of several major additions and alterations over its history, the facility is bisected by numerous corridors which fragment operations and creates labor intensive travel distances for staff moving between housing units and core support areas (i.e. medical, inmate processing, food services, etc.).

The following discussion will address these and other issues by functional area.

Inmate Housing:

- The housing units in original portion of the jail are arranged on a linear/rectangular basis, surrounded by a perimeter corridor. This arrangement prevents direct lines of site from any control station into cells, and creates long circuitous walking distances for correctional staff and inmates being moved.
- The existing cell block configuration severely limits opportunities for direct supervision management within all but the new maximum security A-, and B-Pods

- The existing housing configuration and bed capacity does not allow for the adequate grouping and treatment of mental health inmates, thereby negating opportunities for focused, common-purpose, efficient and/or enhanced mental health programming and services.
- The design does not allow most housing units to directly access exterior recreation space. Consequently, staff must be available to escort select housing units to and from a shared recreation yard. This situation impacts staffing efficiency and potentially creates scheduling difficulties if escort staff isn't available to move inmates.

Inmate Processing Areas:

- The inmate booking and release area's limited space and circuitous configuration hinders the safe, efficient and expeditious identification and processing of in-custodies into the facility bookings.
- The lack of holding cells and related seating capacity impair staff's ability to segregate inmates during booking, release, and off-site/court movements.
- The area's physical layout prevents the efficient monitoring of in-custodies by staff.
- The vehicle sallyport is not configured as a drive-through. Consequently, during very busy peak periods there is the potential that patrol cars can be trapped should officers leave their vehicle and walk an inmate into the facility.

Medical Areas:

- The fragmented medical area lacks adequate space to meet the facility's current demand for in-patient (non CTC) beds, examination, and treatment rooms, nursing station, laboratory, and support. This lack of adequate space limits staff productivity and negatively impacts the timely delivery of services.
- The lack of decentralized pill call/nurses' triage rooms in the housing areas prevents staff from conducting preliminary evaluations in the housing units. Therefore, inmates must be escorted to the central medical in order to receive even minor medical care, which complicates the supervision of inmates, and makes the process more time-intensive.

Food Service:

- The undersized kitchen and related support spaces are overcrowded and are operating well beyond their design capacity.
- The lack of adequate storage space routinely results in the frequent need to receive, process and store supplies, which takes time away for staff involved in meal preparation and supervision of inmate workers. The lack of freezer and chiller space also limits the Food Service program to prepare and store food products to be used in the future thereby requiring the full production of hot and cold meals every day.

Inmate Programs:

- Since there is only one central multipurpose room, inmate programming opportunities are limited, and this arrangement necessitates use of staff escorts when moving inmates between these areas and their cells.
- Inmate programs are hampered by the lack of adequate space to properly support teacher workspace.

Other Areas:

- The lack of staff shower locker rooms prevents requires personnel to wear their uniform coming to and leaving work. This raises potential safety issues for staff who may be recognized outside of the jail.
- The centralized non contact public visiting area is not staff efficient as it requires officers to escort inmates to and from the visiting area multiple times each day.

PHYSICAL CONDITION ASSESSMENT

Similar to the assessment of the facility's operations and assessment, the following findings were derived from a combination of facility tours, macro-level inspection of building systems and structure and discussions with County staff. In general, the 30-year old facility is nearing the end of its useful life. Any significant renovation of the facilities will be relatively expensive and difficult to accomplish, due to the type of construction and compatibility issues with the various building systems that existing in the facility.

- The Project Team's assessment includes these major findings: The existing area within the Jail site's secure perimeter will be "maxed-out" if the County is successful in implementing near-term expansion and renovation plan proposed in Section Three of this document. Although the jail could be expanded into the area that currently houses Sheriff's Administration
- The 148-bed minimum security unit consists of temporary trailers which are quickly approaching the end of their useful life. Maintenance costs will rapidly rise in the future, as these structures continue to age.
- Overall, the facility is negatively impacted by an obsolete HVAC system which fails to properly heat or cool the Jail or contiguous Sheriff's Department administrative spaces. Repairs are becoming more difficult and expensive to accomplish, due to the age and condition of the equipment, as well as the ability to procure replacement parts.
- Due to the facility's obsolete low voltage security systems, it would be difficult to upgrade the existing system. The system's age and condition also raises critical compatibility issues in context of new systems that may need to be installed in the future.

EXISTING STAFFING

The jail is currently staffed by 62 personnel, paid for out of the Sheriff's budget, which results in a ratio of 5.68 beds per staff, given the facilities 352-bed capacity. These figures, exclude: a) medical/mental health staff, which are accounted for and paid out of the County Health Department budget; b) instructors which are paid for out of the Inmate Welfare Fund; and, c) maintenance personnel which are paid for out of the County's general services fund. Exhibit 1.2 provides a synopsis of existing Sheriff's jail staff levels.

Exhibit 1.2: Existing, Year 2007 Jail Staffing Level Summary

Title	352 Beds
Captain	1.00
Lieutenant	2.00
Secretary	1.00
Mail Clerk	-
Compliance Officer	-
Lobby Officer	-
Receptionist	-
Central Control Officers	-
Sergeant - Housing	5.00
Housing Officers	47.00
Booking Officers	-
Booking/Transportation Sergeant	-
Transportation Officers	-
Booking Clerks	-
Property Clerk	-
Food Services Supervisor	1.00
Corrections Cooks	4.00
Medical Security Officers	-
Laundry/Inmate Worker Supervisor	-
Visitation Officer	-
Programs Coordinator	-
Work Release Officer	1.00
Total Staff	62.00
Bed Capacity	352
Rated Beds Per Correctional Staff	5.68

CURRENT JAIL OPERATING BUDGET

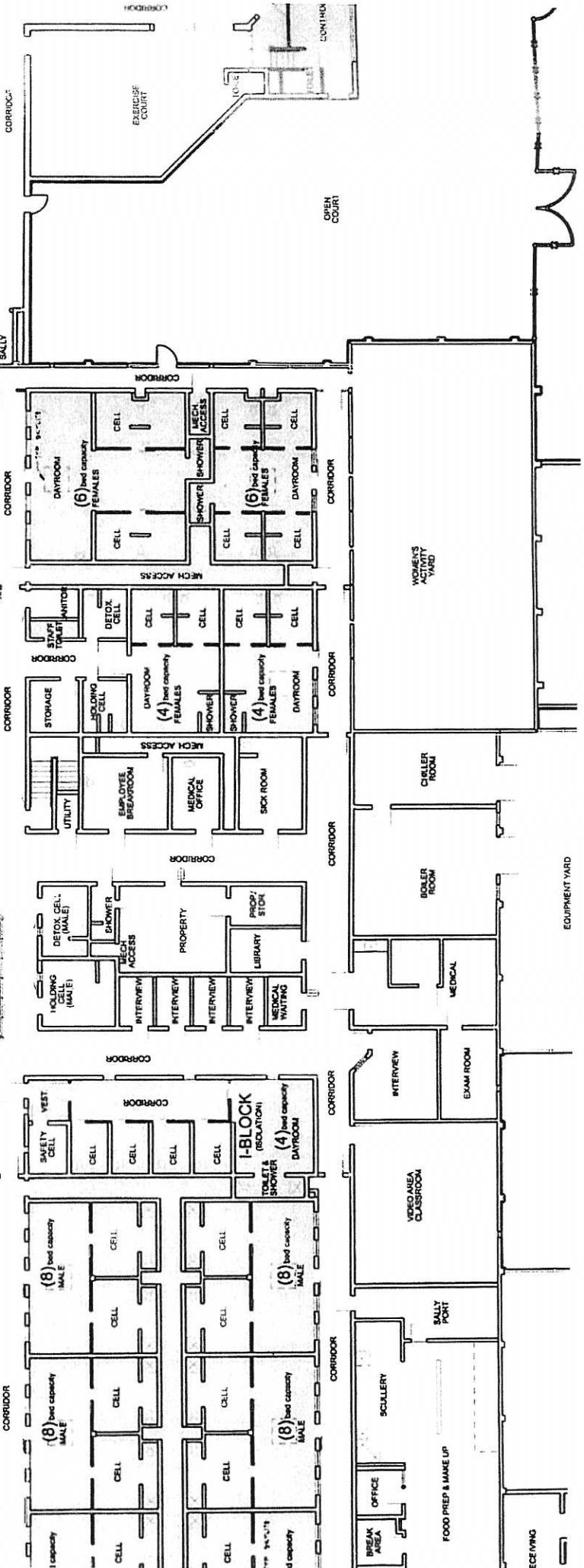
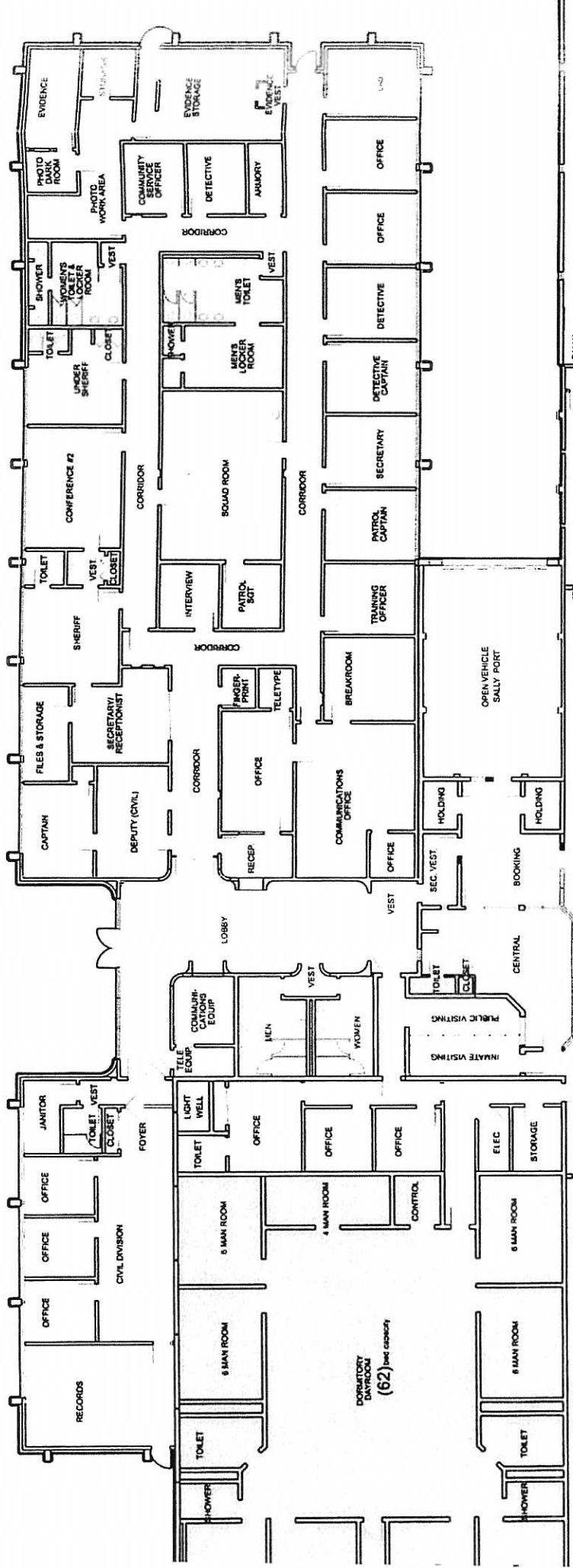
Exhibit 1.3 provides the fiscal year 2007-08 budget for operating the 352-bed capacity jail. As shown, the total budget is \$5,176,380, which equates to an annual operating cost of \$14,706 per bed.

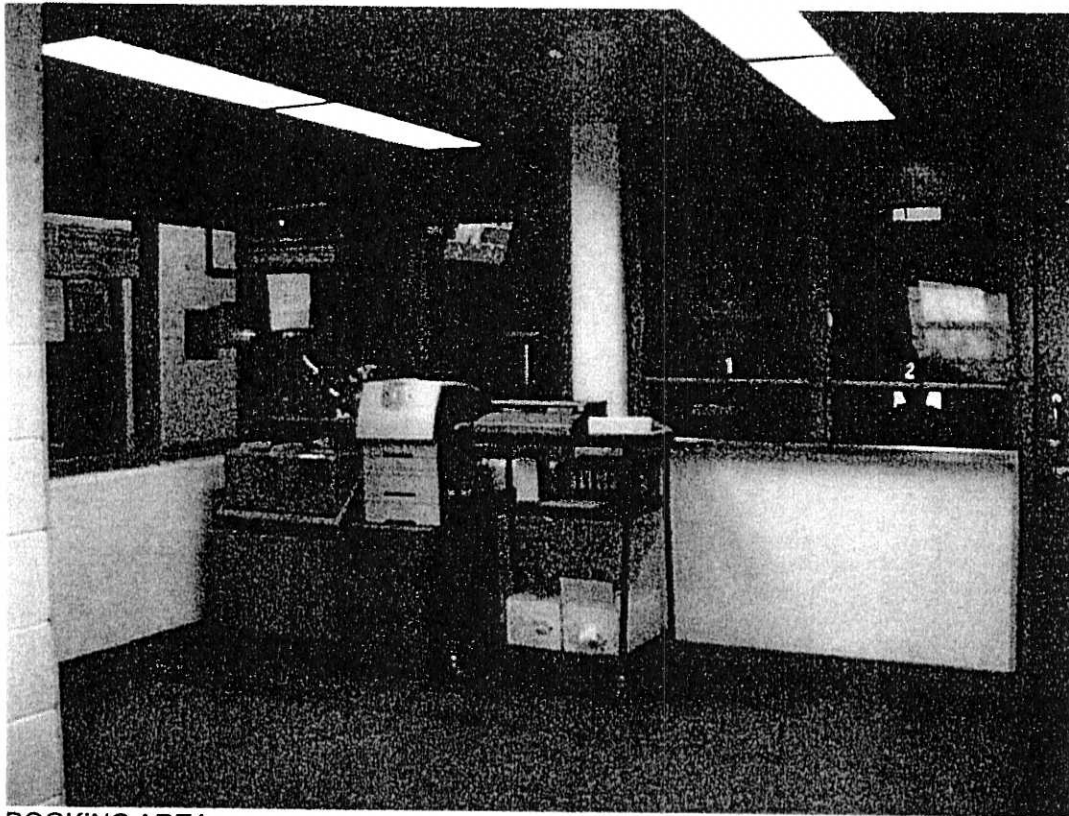
Exhibit 1.3: Fiscal Year 2007-08 Jail Operating Budget

OPERATIONAL COSTS CRITERIA		OPERATIONAL COST BASIS Existing - Year 2008	
Budget Item		FY 2007-08 Budget 352 Pop Cap.	Cost Per Bed Assuming 352 Pop Cap.
DATA			
Total Staff Full Time Equivalents		62.00	
1 Permanent Salary		\$ 2,362,880	\$ 6,713
2 Special Pay		\$ 38,522	
3 Other Pay		\$ 3,071	
4 Extra Help		\$ 31,700	
5 Reserves		\$ 2,000	\$ 6
6 Overtime		\$ 60,000	\$ 170
7 County Contributions FICA		\$ 199,254	\$ 566
8 County Contributions Retirement		\$ 523,645	\$ 1,488
9 Retirement Allowance		\$ 223,791	\$ 636
10 Co-Contributions Group Insurance		\$ 456,374	\$ 1,297
11 IF Workman's Compensation		\$ 281,036	\$ 798
12 Clothing - Personnel		\$ 44,900	\$ 128
13 Security Equipment		\$ 22,654	\$ 64
14 Communications		\$ 5,030	\$ 14
15 Food		\$ 359,000	\$ 1,020
16 Household Expenses		\$ 159,000	\$ 452
17 Maintenance Equipment		\$ 26,000	\$ 74
18 Software License		\$ 18,373	\$ 52
19 Alcohol/Drug Analysis		\$ 23,000	\$ 65
20 Office Expenses		\$ 7,600	\$ 22
21 Small Tools		\$ 6,800	\$ 19
22 Office Equipment		\$ 1,750	\$ 5
23 Employment Training		\$ 39,000	\$ 111
24 Utilities		\$ 281,000	\$ 798
Total		\$ 5,176,380	\$ 14,706

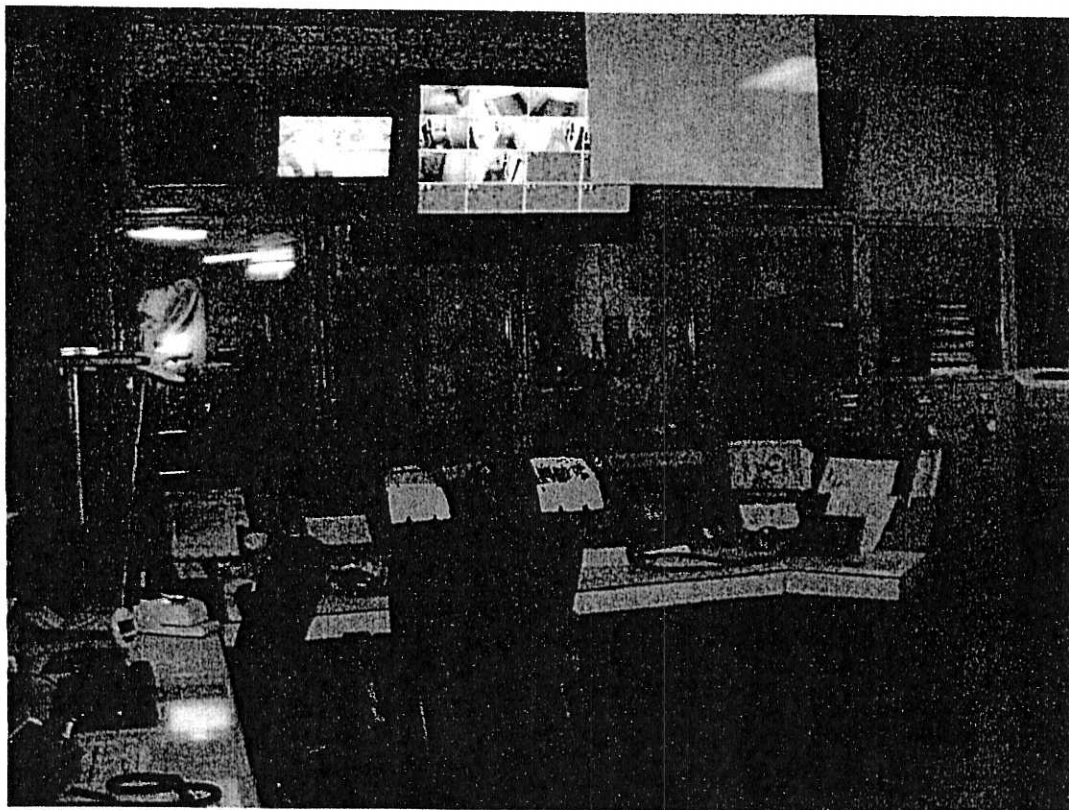
CONCLUSIONS

As should be evident from the discussion above, the existing jail only marginally serves the County's needs, and will continue to become more overcrowded, dysfunctional, and costly to operate. The inability of detention staff to segregate the various populations housed in the jail, especially members of different gangs will become more acute, as the population increases, and overcrowding becomes more frequent and severe. Rectifying the functional and physical condition items identified above will be difficult and costly.

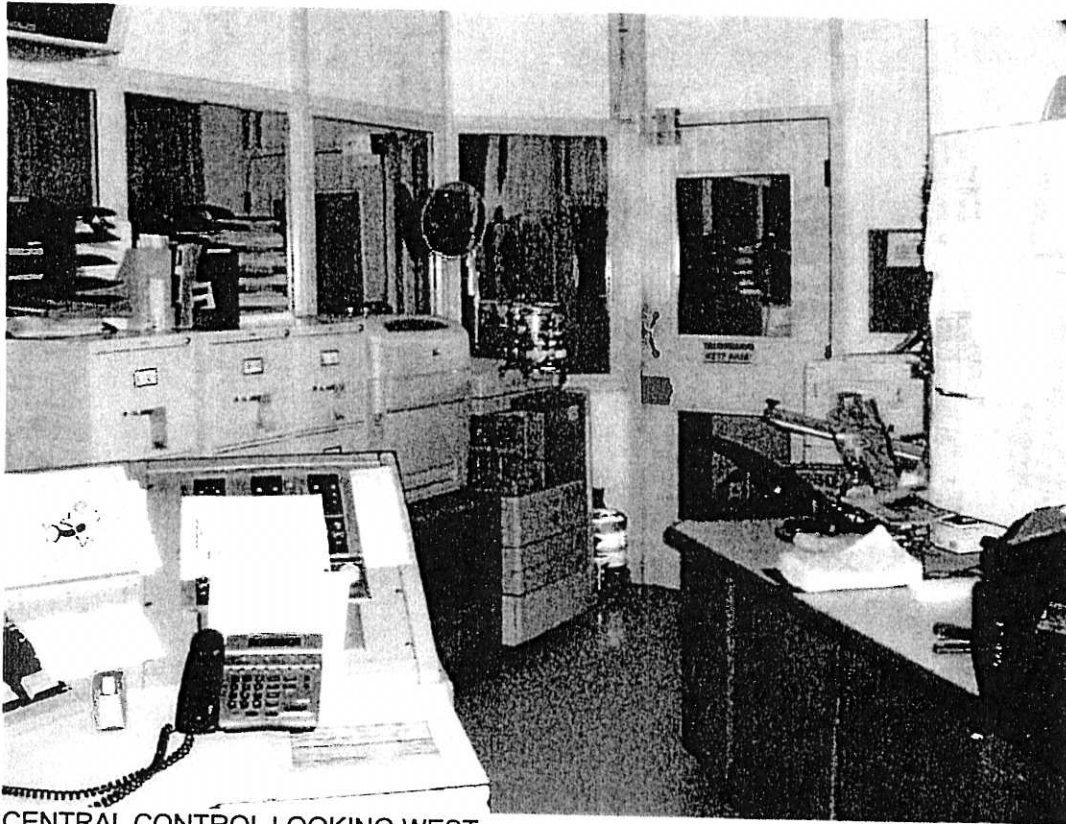




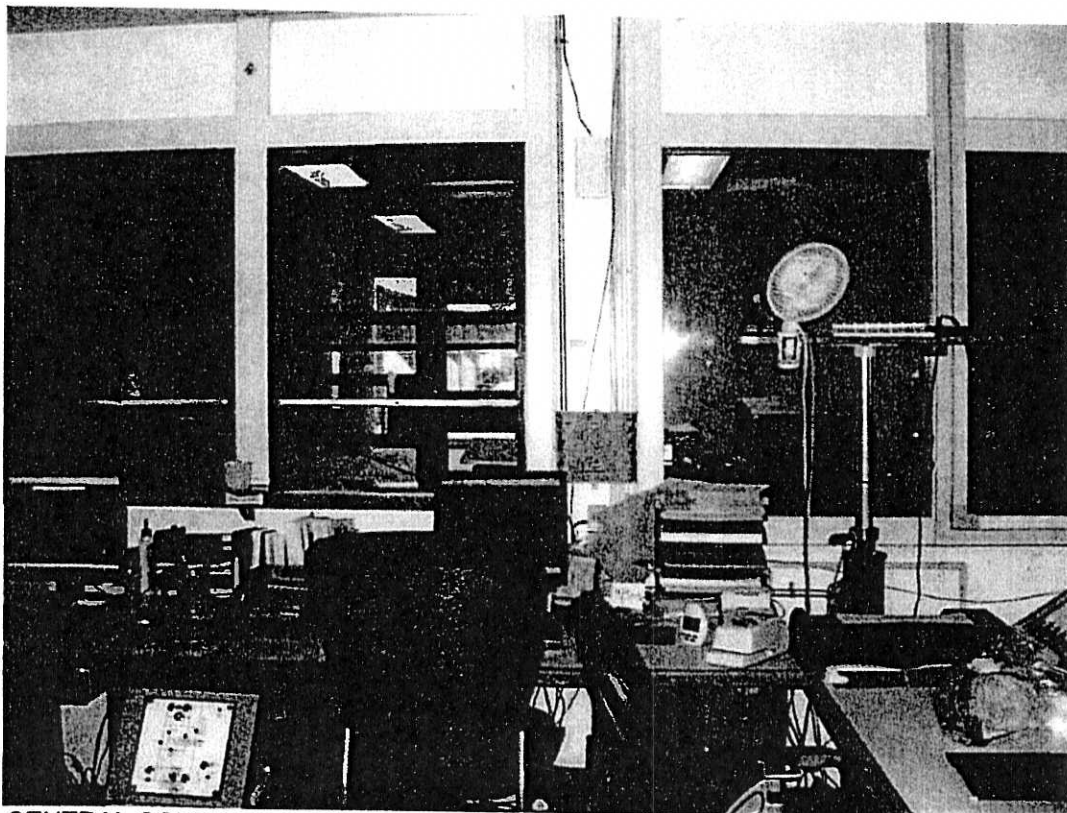
BOOKING AREA



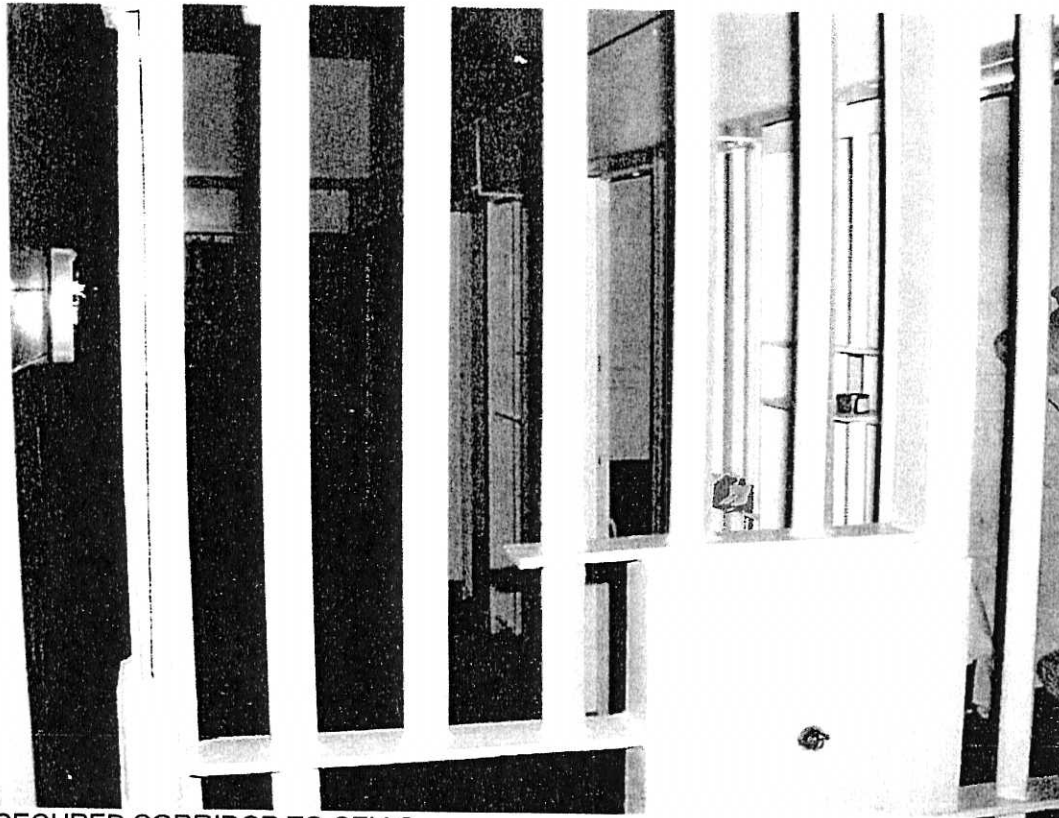
CENTRAL CONTROL ROOM LOOKING SOUTH



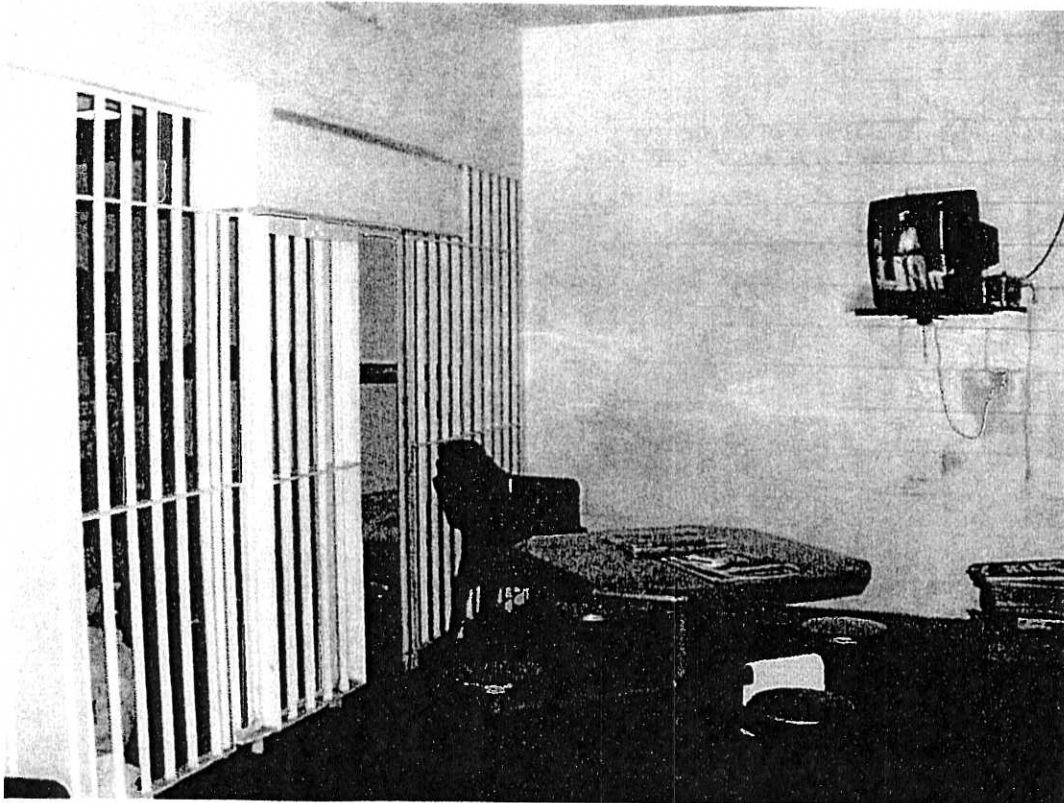
CENTRAL CONTROL LOOKING WEST



CENTRAL CONTROL ROOM LOOKING SOUTH

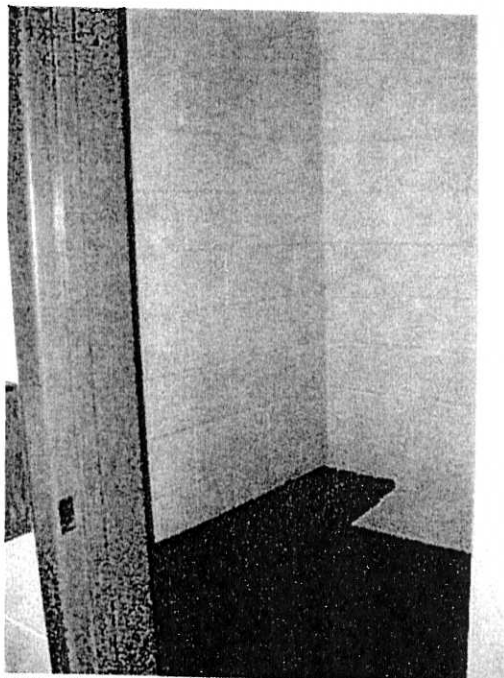


SECURED CORRIDOR TO CELLS

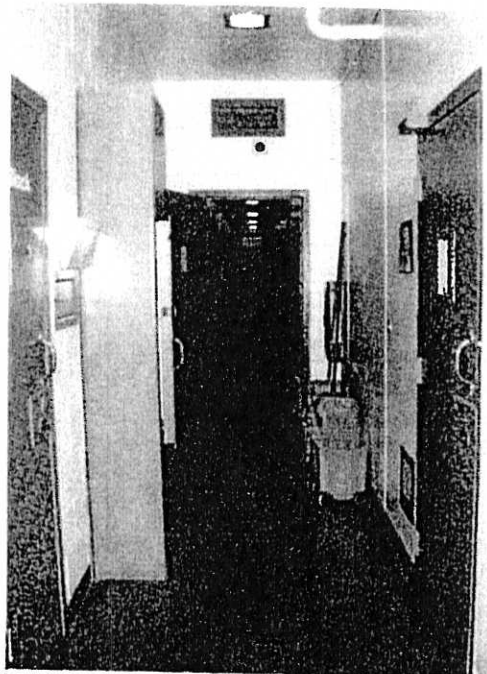


TYPICAL VIEW TOWARDS 4-MAN CELL

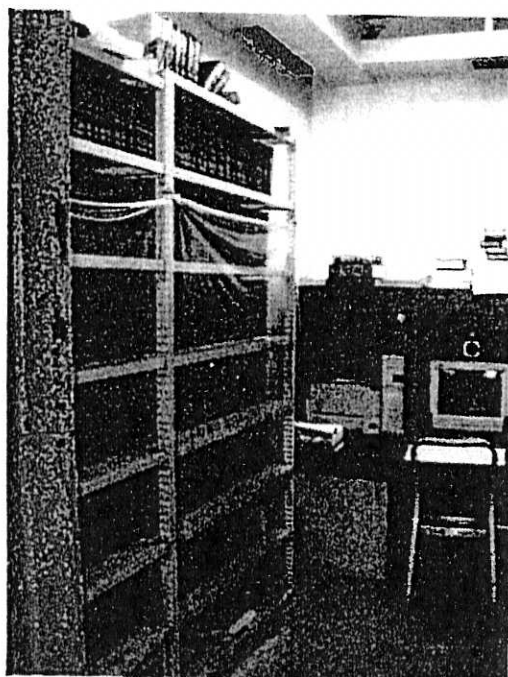
EXISTING CONDITIONS



HOLDING ROOM



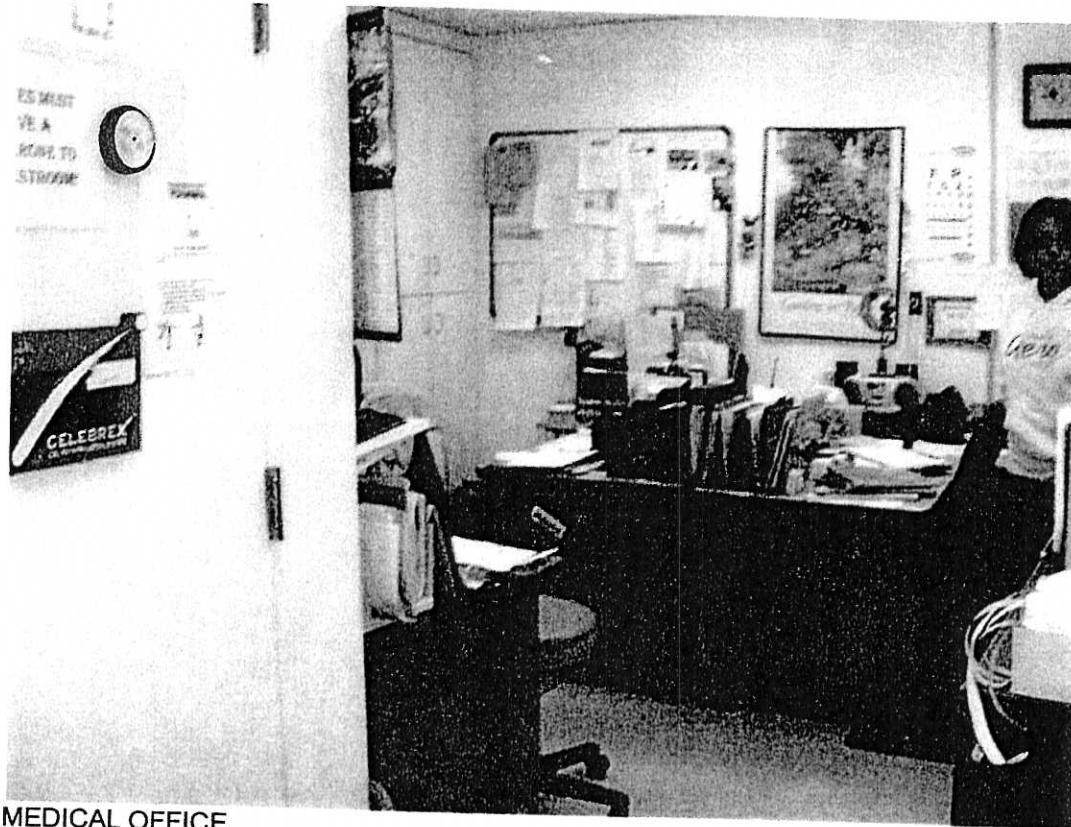
TYPICAL CORRIDOR



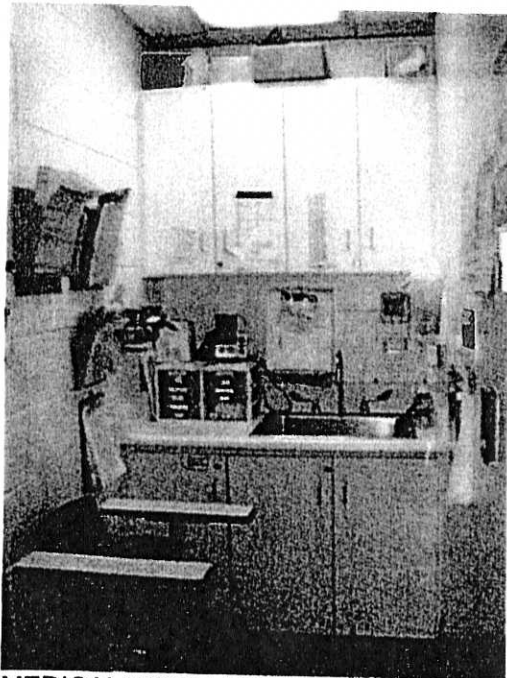
LIBRARY



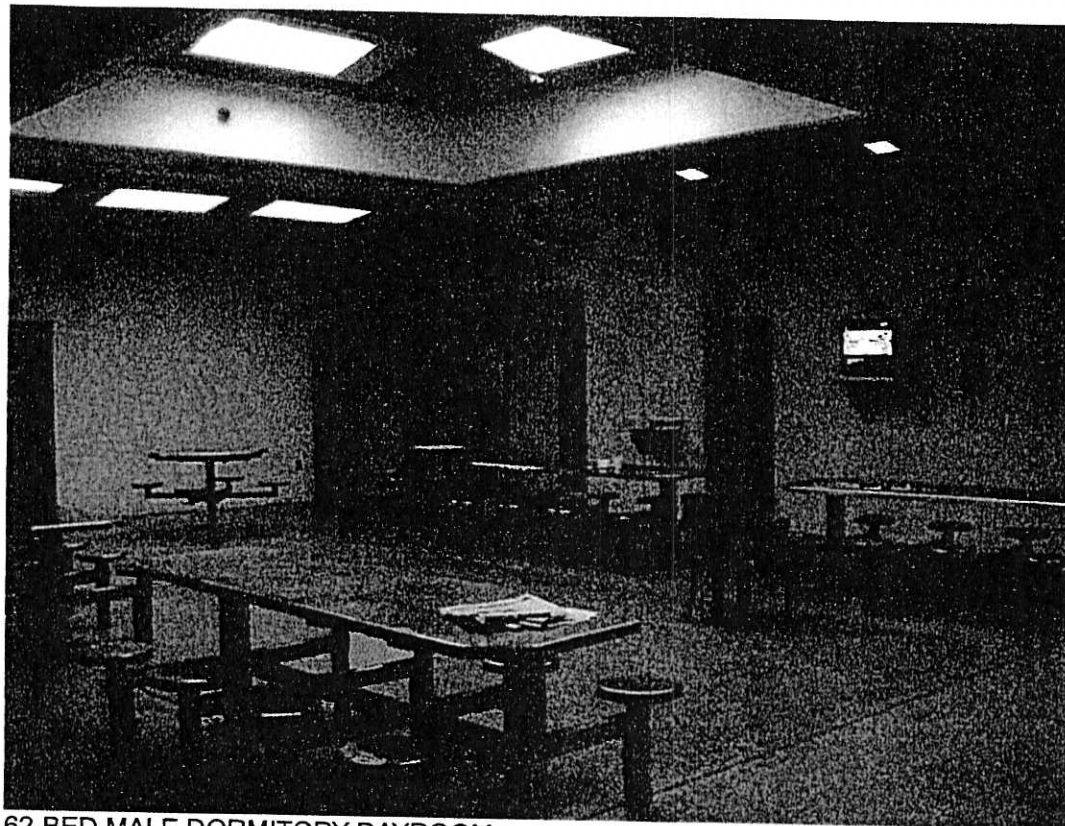
INTAKE SHOWER



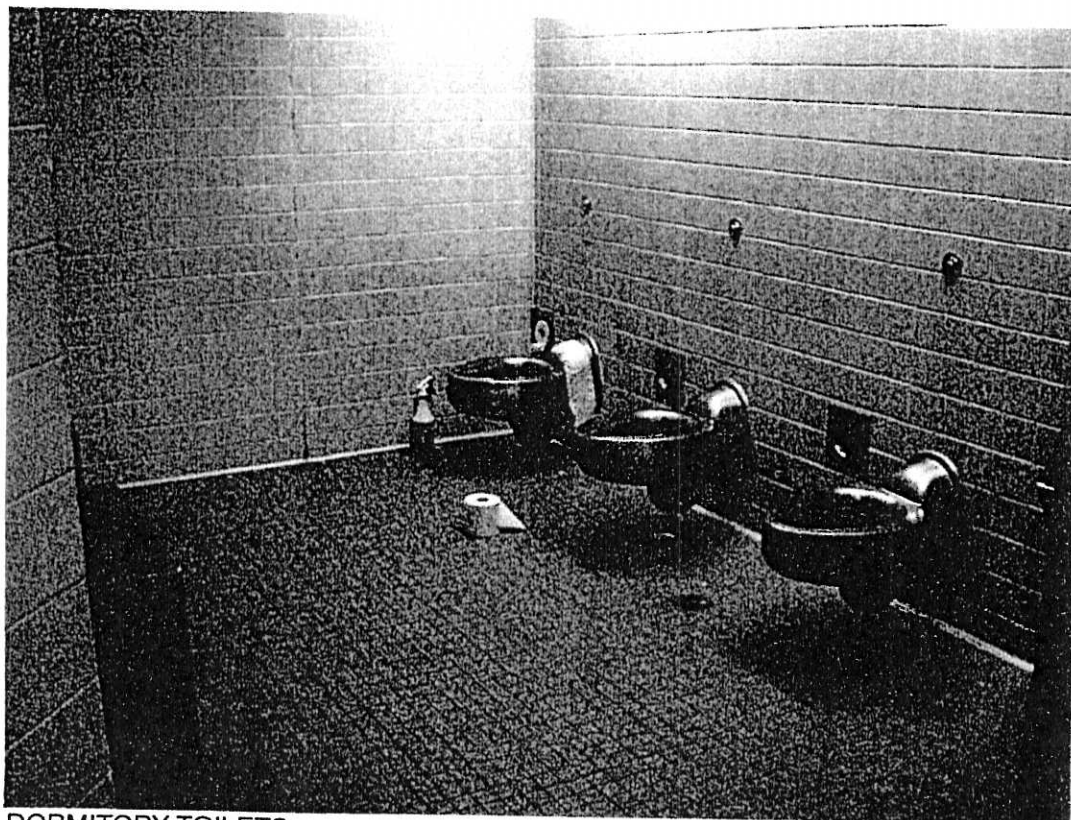
MEDICAL OFFICE



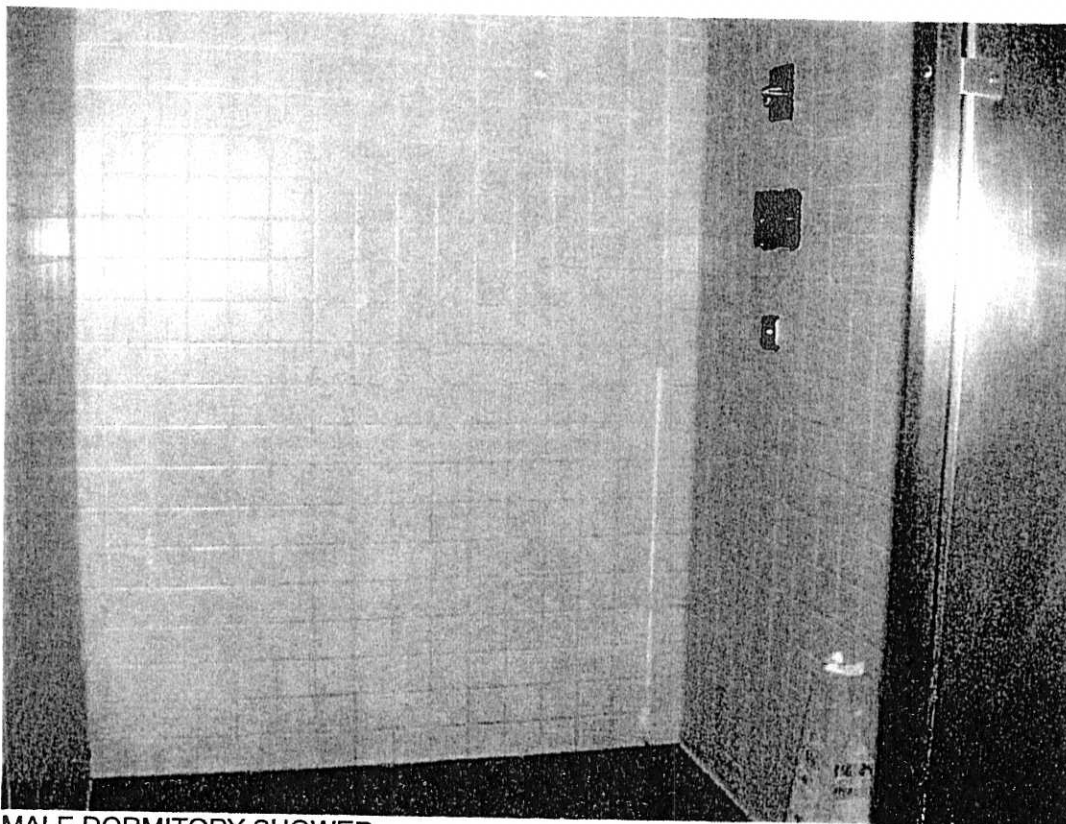
MEDICAL WORK AREA



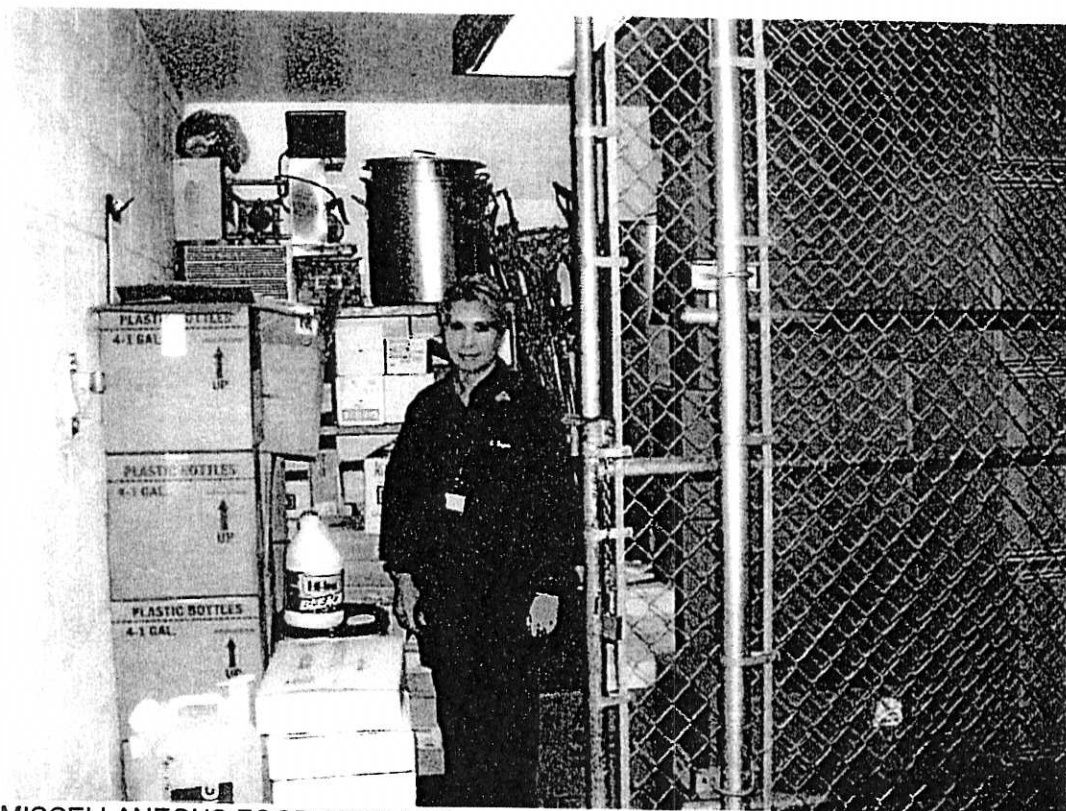
62-BED MALE DORMITORY DAYROOM



DORMITORY TOILETS

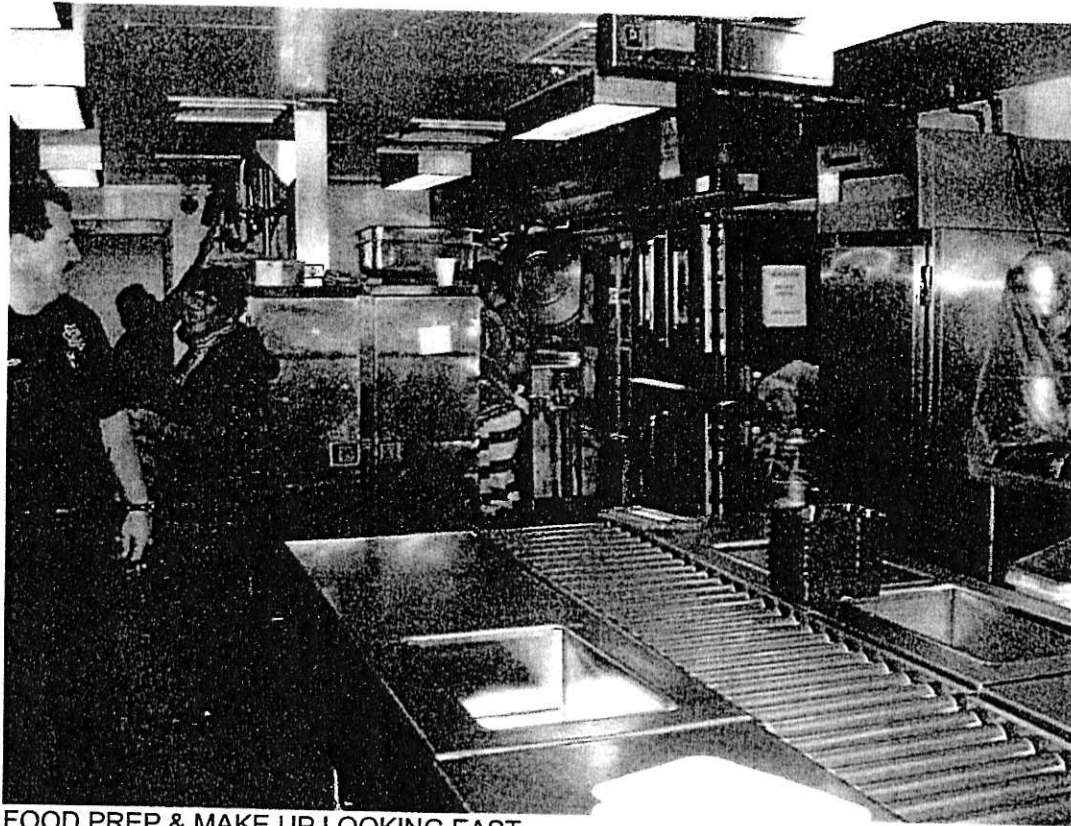


MALE DORMITORY SHOWER

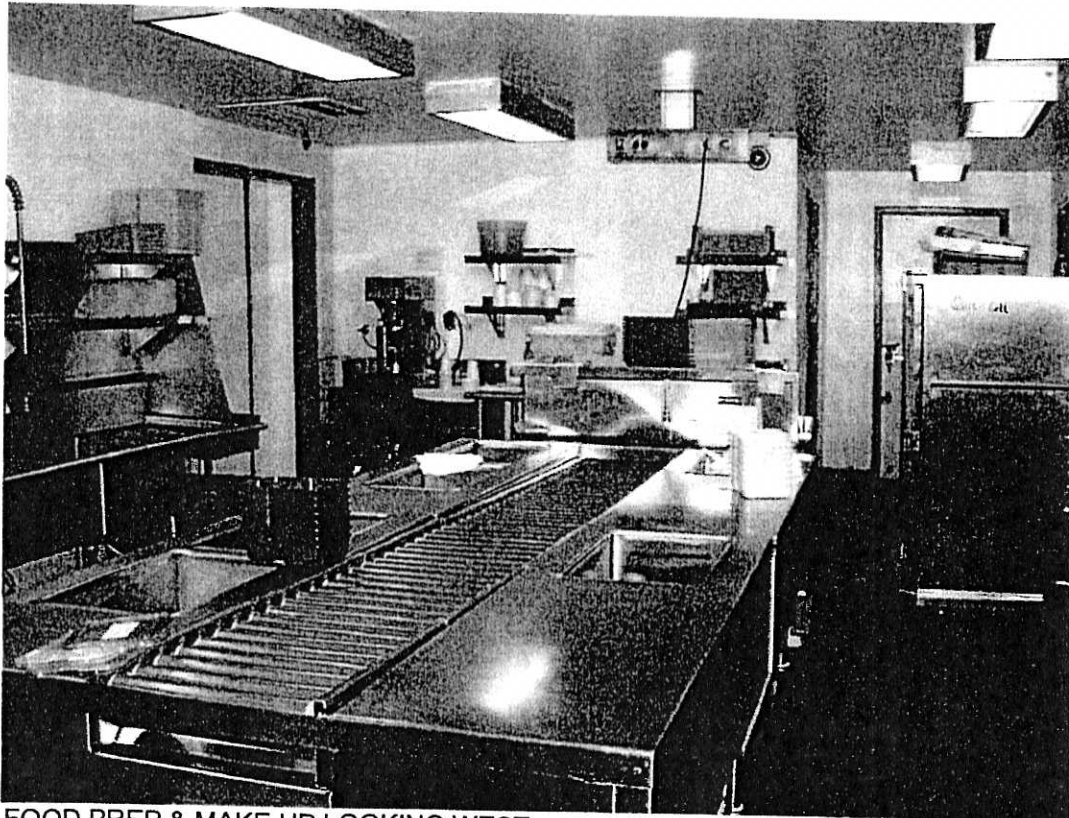


MISCELLANEOUS FOOD STORAGE

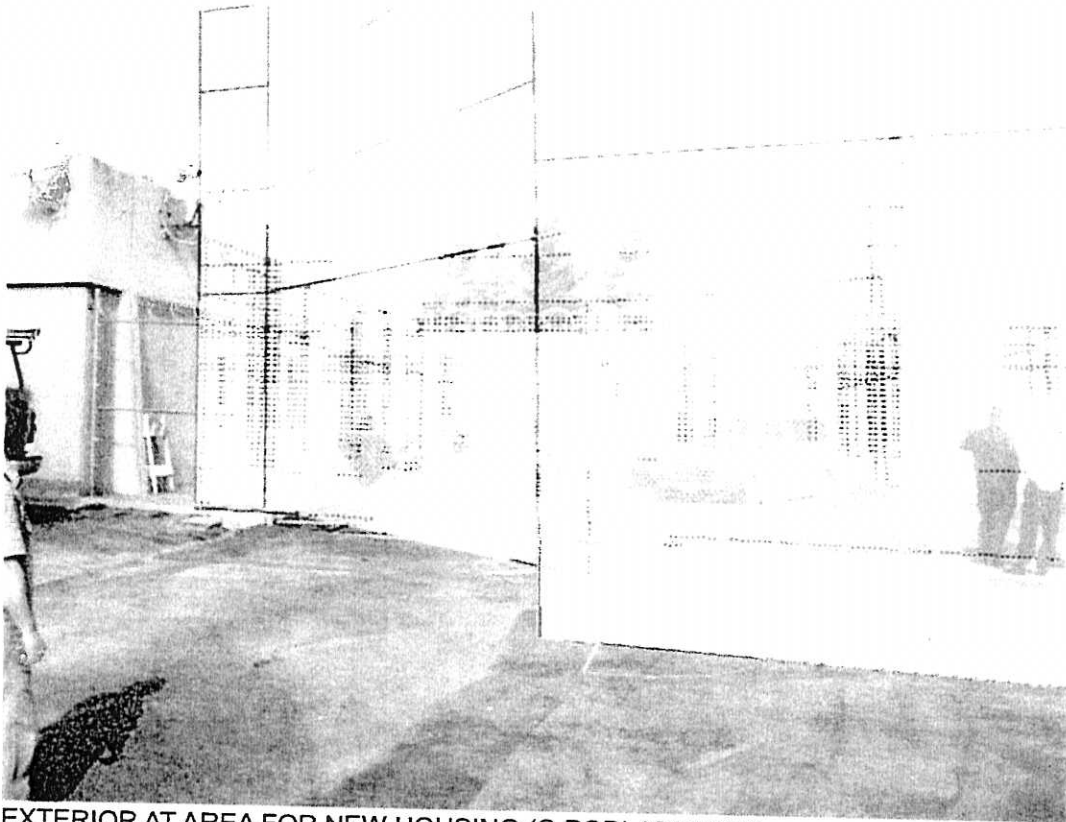
EXISTING CONDITIONS



FOOD PREP & MAKE UP LOOKING EAST



FOOD PREP & MAKE UP LOOKING WEST



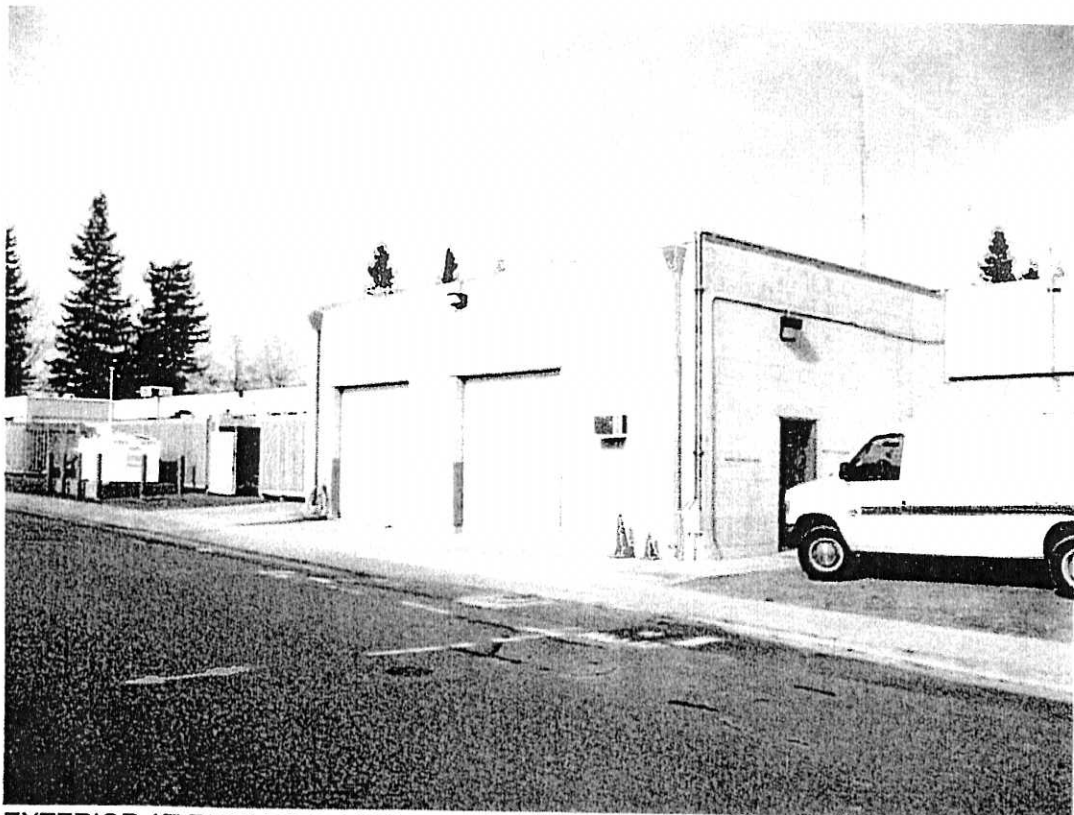
EXTERIOR AT AREA FOR NEW HOUSING (C-POD) ADDITION



EXTERIOR AT AREA FOR NEW HOUSING (C-POD) & WOMEN'S DORM ADDITION

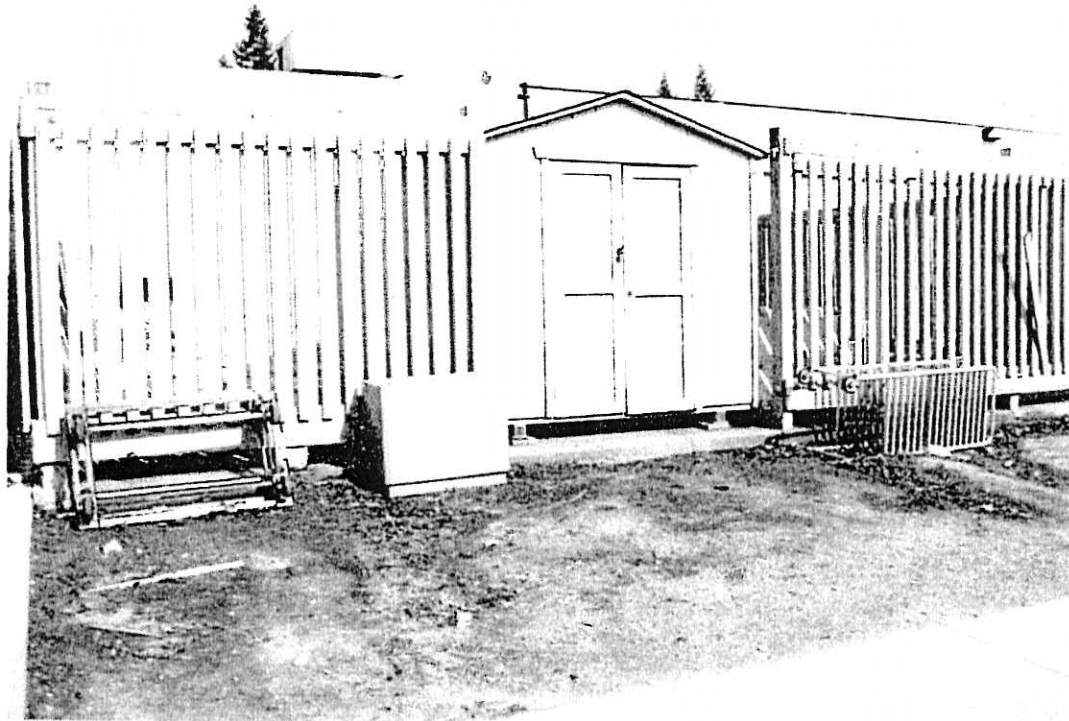


EXTERIOR TOWARDS FACILITIES AND WOMEN'S ACTIVITY YARD AREA

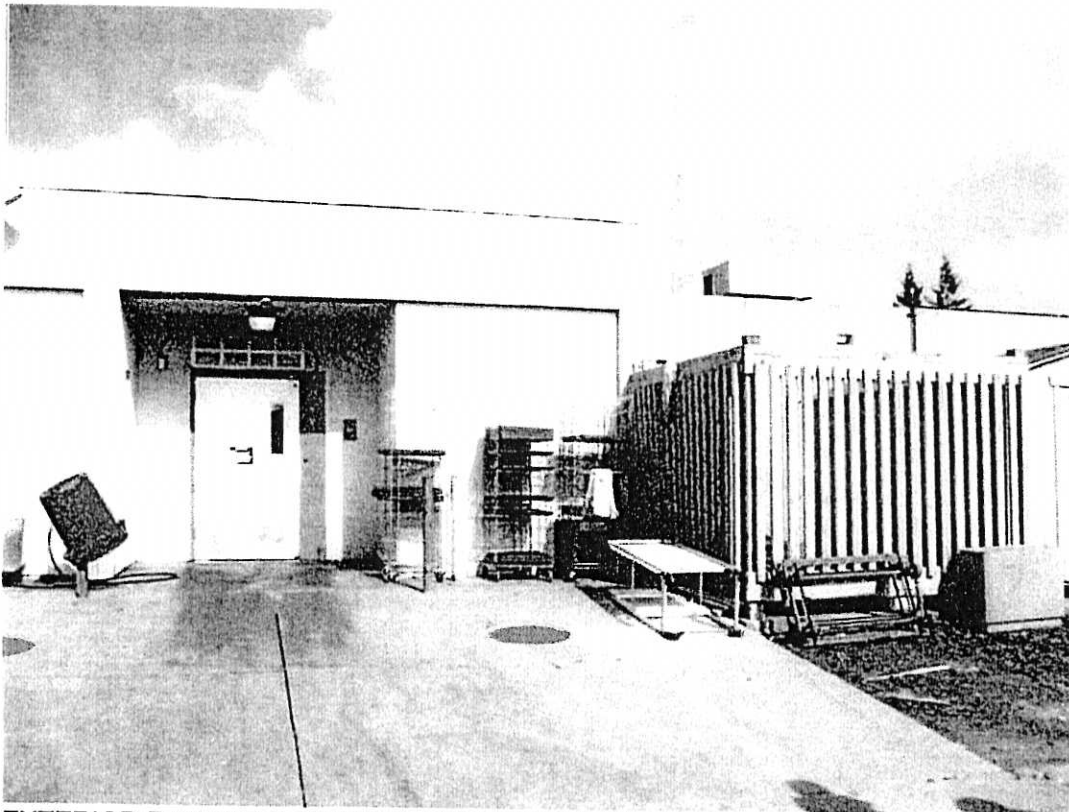


EXTERIOR AT FACILITIES AREA

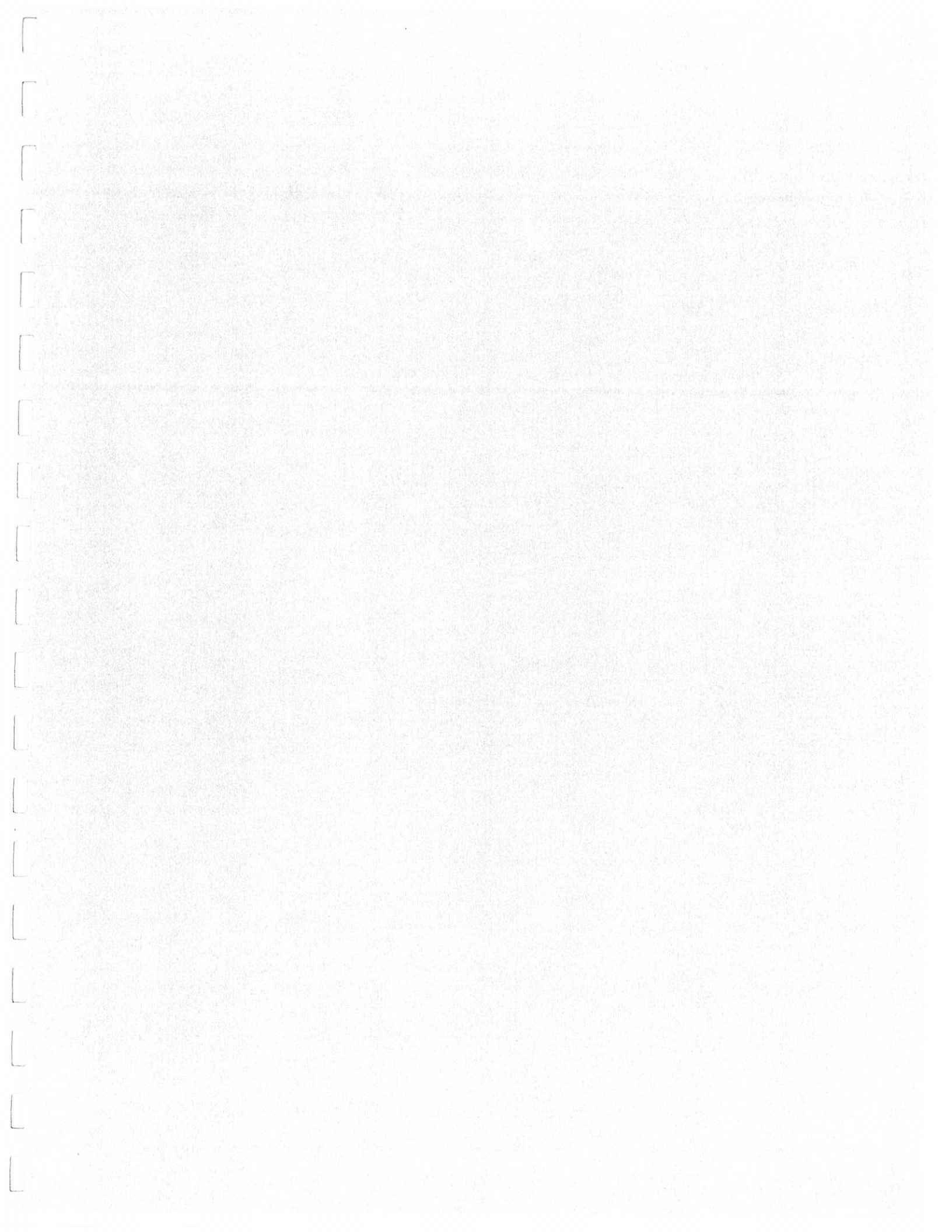
EXISTING CONDITIONS



EXTERIOR AT STORAGE YARD AREA



EXTERIOR ENTRANCE AT FOOD PREP RECEIVING AREA



SECTION OVERVIEW

This section provides: a) documentation of salient historical Sutter County Adult Detention System service demand trends; b) analyses of these trends in terms of: jail booking rates, average daily population, and average length of stay (ALOS); c) a discussion of the methodology, approach, and assumptions that the Project Team used to develop alternative forecasts of jail bookings and average daily inmate populations; d) analyses of these alternative forecasts; e) the specific jail bookings and average daily population forecasts recommended by the Project Team and approved by the County; and ultimately, f) estimates of the corresponding required jail beds.

DATA SOURCES

Historical and Projected County Population: The Project Team did not provide independent population forecasting, as this is a highly specialized field. It is most common that counties have and rely on some official local or state source for this information and use it in connection with all of their planning studies to maintain a consistent set of underlying data and assumptions. In this case, the Project Team utilized historical population estimates and projections data generated by the California Department of Finance in 2007, of which County planning concurred were the most accurate projections available.

Jail Related Data: All raw data related to jail service demand, staffing, and facilities was provided by the Sutter County Sheriff's Department.

JAIL-BED PROJECTIONS METHODOLOGY

In general, the Project Team forecasted future jail bed requirements by generating and applying the following fundamental and largely sequential analyses and processes:

1. Conduct Historical Jail Service Demand Analysis: This process entailed:
 - *Collect Necessary Historical Jail Service Demand Data:* The Project Team compiled seven-years of historical annualized data, including, but not limited to: a) total county population levels; b) jail bookings; c) average daily population; d) peak population; e) annual number of jail days; f) average length of stay; and; g) aggregated inmate population profile data in terms of gender and court status: pre-sentenced versus sentenced inmates.
 - *Aggregation of Historical Data:* The Project Team organized the collected data into structured spreadsheets and graphs to facilitate analysis of the information, identify and understand any statistical variations that may become evident, and most important to surface salient trends that appeared most likely to impact future jail service demand.
 - *Identification and Resolution of Any Apparent Data Anomalies:* The Project Team reviewed this data and discussed a number of concerns with Sheriff's Jail Management, with the intent of understanding any significant underlying factors which may have skewed, or significantly affected, the data being analyzed.
 - *Data Analysis:* The Team analyzed the historical data with particular focus directed to:
 - Annual jail bookings per 1,000 total county population.
 - Average daily inmate levels per 1,000 total county population.

- Peak weekly and monthly inmate population levels.
- Average inmate daily population distributed by pre and post conviction status; and
- Average length of stay from year to year.

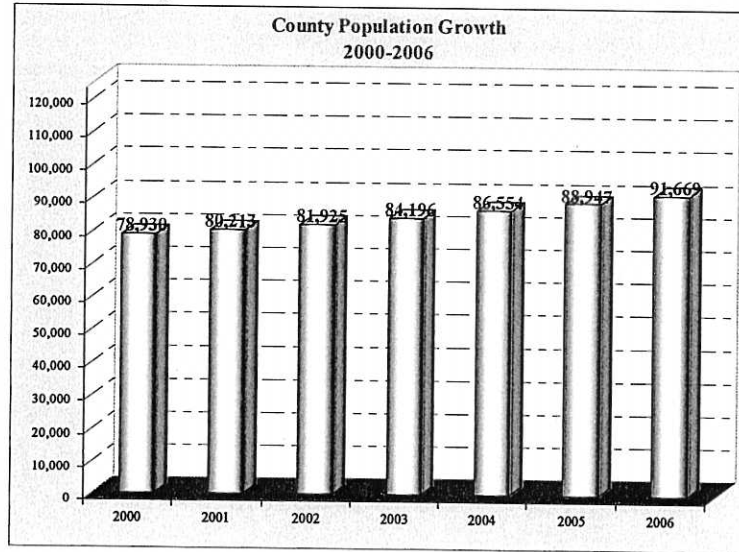
This data was generally assessed in terms of: a) overall growth rates for the timeframes analyzed; and, b) determining the minimum, average, adjusted average, and maximum annual rates per 1,000 County population.

2. Estimate the Amount of Required Jail Beds Based on Statistical Basis: This forecast was predicated on the assumption that no significant changes would occur within the county justice system and in a sense represents a status quo, or “business as usual” scenario. This process entailed:
 - *Forecasting Jail Bookings*: The Project Team developed four alternative forecasts of jail bookings, with the intent of establishing the likely minimum and maximum parameters of future demand, and ultimately selecting a most-likely specific forecast. All forecasts were developed in the following time increments: years 2011, 2017, 2022, and ultimately, year 2027. The Project Team utilized a variety of statistical methodologies to develop these forecasts, including:
 - Applying a number of selected alternative historical booking rates per 1,000 county population to forecasted county population levels.
 - Working with Jail management, County administrative staff, County Court and Probation Staff, and the Yuba City Police Department, to select a most likely forecast of annual bookings.
 - *Projecting the Average Daily Prisoner Population*: This task encompassed:
 - Developing four alternative forecasts, which the Project Team generated by applying projected booking levels by varying inmate average length of stays assumptions.
 - Working with Jail management, County court staff to select a most likely average daily population forecast.
 - *Estimating the Amount of Jail Beds Required*: This task included:
 - Determining monthly and weekly peaking factors by evaluating and synthesizing historical peak demand periods and applying them to selected the average daily population forecast.
 - Determining an operational allowance (bed vacancy rate) to account for needed segregation of various populations, the movement of inmates between various housing units, as well as the housing pods and Intake and Release.
 - *Comparing the resulting estimates to the existing available beds.*

COUNTY POPULATION TRENDS

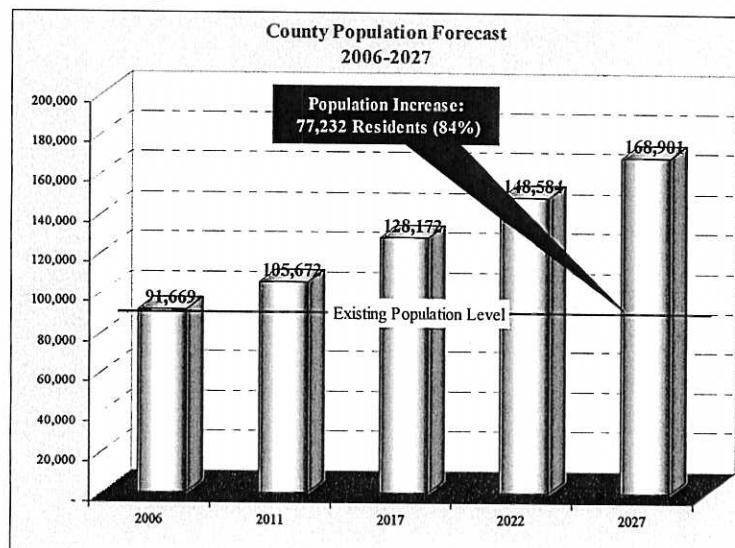
Historical Population Estimates: Exhibit 2.1 provides an overview of total county population growth between years 2000 through 2006, which served as the historical baseline time period for evaluating historical jail service demand jail trends: During this timeframe, the County’s population increased from 78,931 to 91,669 persons, which equates to a net increase of 12,739 persons, or 16.1%. The corresponding annual growth rate was 2.58%.

Exhibit 2.1: Historical County Population Growth



Population Projections: Exhibit 2.2 charts projected County population growth between 2006-2027, and demonstrates that County population would increase from 91,669 to 168,901 persons, This amount of growth, equates to a net increase of 77,232 persons, or 84%, at an annual growth rate of 2.95%.

Exhibit 2.2: Projected County Population Growth

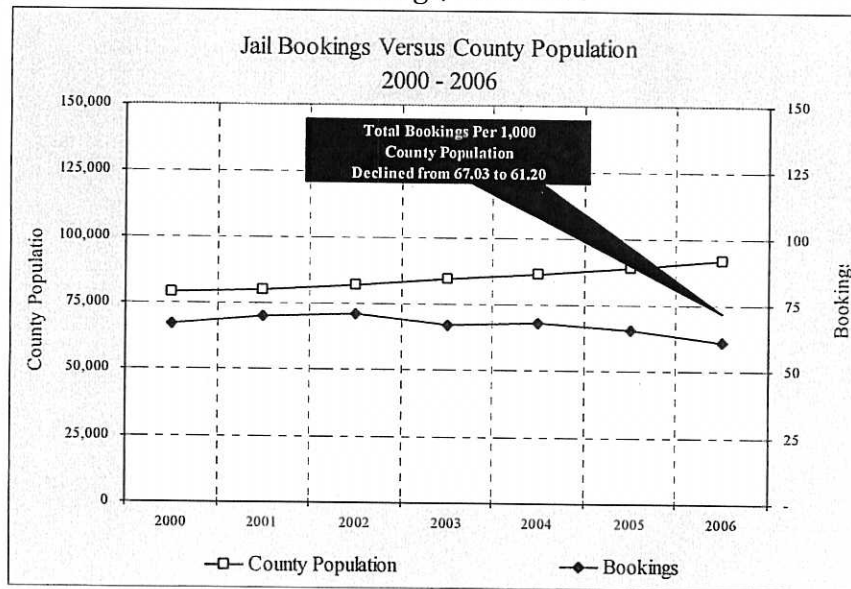


Historical Service Demand Data and Trends: 2000-2006

As previously discussed under the methodology above, the purpose of compiling and synthesizing this historical service demand data was to surface salient trends that would serve as the foundation for the Project Team to analyze past and current service demand levels. Combined, this data and the resulting analysis that is discussed below, would serve as a logical baseline from which statistically based jail service demand projection parameters could be developed by the Project Team. Once established, these parameters would form the basis from which the Project Team could develop more detailed and specific jail bed projection needs, based on a number of factors that are addressed later in this Section. The criteria in this analysis included: county population, jail capacity, annual jail bookings, average annual total jail days, average daily population, and average length of stay.

Jail Bookings: The most important trend to note for this most important of jail service demand indicators is that jail booking rates on a per capita basis increased from 2000 through year 2002 and then declined through 2006.

Exhibit 2.3: Total Annual Historical Jail Bookings; 2000-2006



Specifically:

- Total annual jail bookings increased from 5,291 to 5,610, which equates to a net increase of 319 annual bookings, or 6%.
- Corresponding total bookings per 1,000 population decreased from 67.03 to 61.20, which equals a net decrease of 9%.
- Yuba City Police Department (YCPD) annual jail bookings increased from 1,509 to 1,864, which equates to a net increase of 355 annual bookings, or 24%. Corresponding total YCPD bookings per 1,000 population decreased from 41.05 to 30.73, which equals a net decrease of 25%.
- Sutter County Sheriff’s Office (SCSO) annual jail bookings decreased from 3,088 to 2,697, which equates to a net decrease of 355 annual bookings, or 13%. Corresponding total SCSC

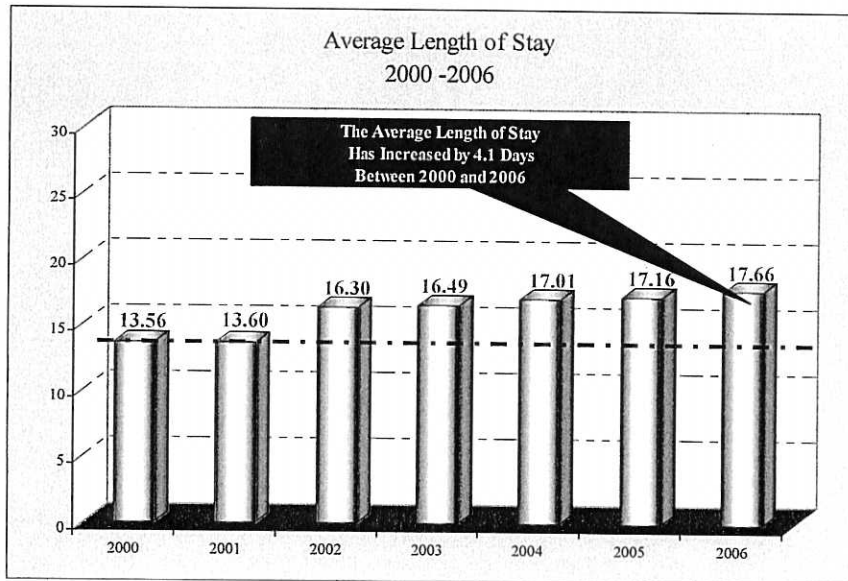
bookings per 1,000 population increased from 73.22 to 86.96, which equals a net decrease of 19%.

- Annual jail bookings from other than YCPD and SCSO sources increased from 694 to 1,049, which equates to a net increase of 355 annual bookings, or 51%.

Average Length of Stay: The average length of stay per jail booking has increased significantly between 2000-2006. As shown in Exhibit 2.4:

- The average length of stay increased from 13.56 days in 2000 to 17.66 days in 2006, or 30%.
- *Due to questionable data for the years 2000 and 2001, a second timeframe between the years 2002 and 2006 was analyzed. As a result:*
 - Over the more recent five-year period between 2002 and 2006, the average length of stay increased from 16.30 to 17.66 days, or by 8%.
 - In comparative terms, the growth rate for the average length of stay experienced between 2002 and 2006 is only 28% of that experienced between 2000 and 2006.

Exhibit 2.4: Average Length of Stay

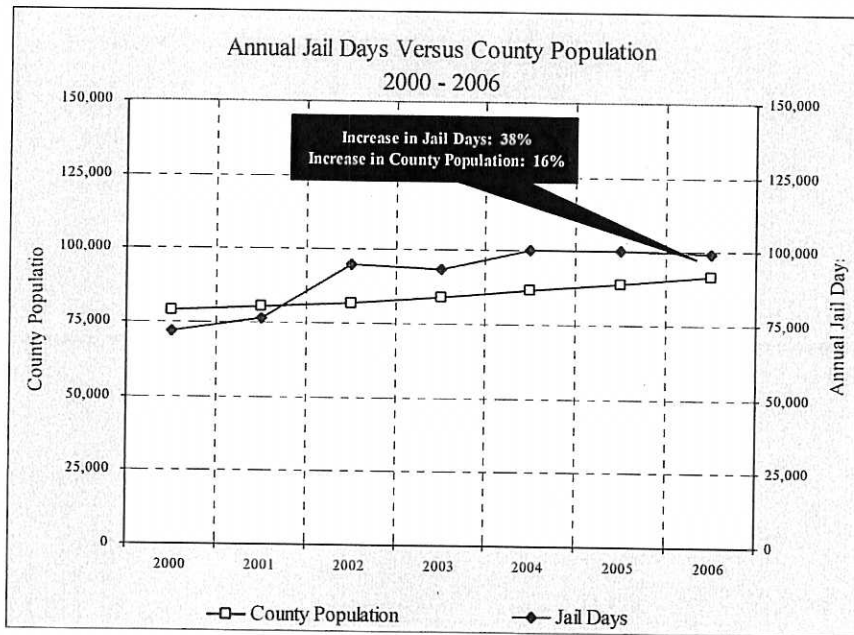


Annual Jail Days and Average Daily Population: As a result of a modest increase in annual bookings and a significant rise in the average length of stay, annual jail days and corresponding average daily jail population levels have increased substantially over the past seven years.

Exhibit 2.5 demonstrates that:

- Annual jail days increased from 71,723 to 99,067. These figures equate to a net increase of 27,345 jail days, or by 38%.
- This growth level is more than twice the rate of county population growth over the same time-frame.

Exhibit 2.5: Annual Jail Days Vs. County Population



Correspondingly, as shown in Exhibit 2.6:

- The average daily population of the jail rather steadily increased from 196.50 to 271.42 inmates over the stated timeframe, which equals a net increase of 74.92 inmates, or 30%.
- Correspondingly, the average daily jail population per 1,000 county population increased from 2.49 to 2.96, or by 19%.

Exhibit 2.6: Average Daily Population vs. County Population

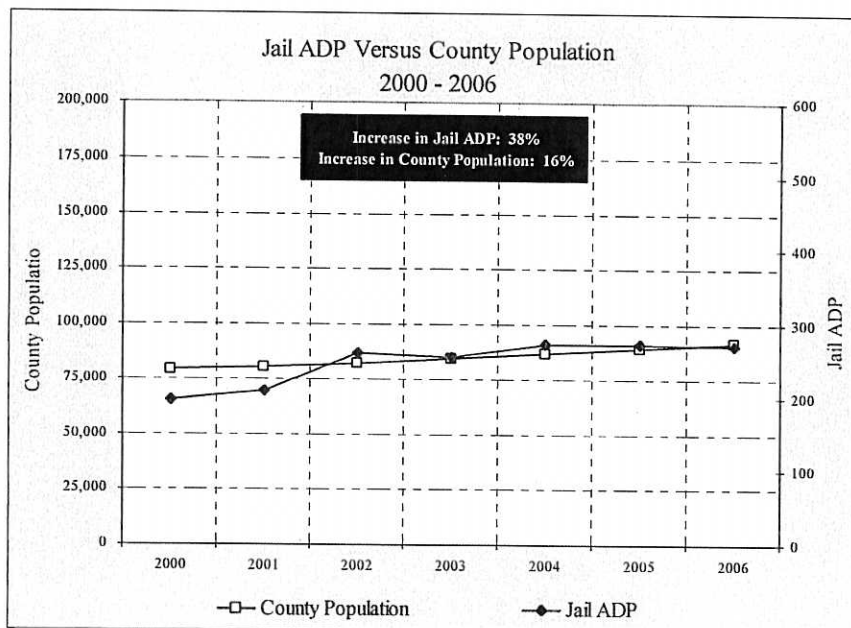


Exhibit 2.7 (next page) provides the detailed annualized data that was used by the Project Team to develop these charts as well as the additional information and charts discussed below.

Exhibit 2.7: Detailed Historical Jail Service Demand Data

Criteria	Recorded Data							Analysis 2000-2006			
	2000	2001	2002	2003	2004	2005	2006	Net Change	Percent Change	Ann. % Change	
General Service Demand Drivers and Other Factors											
1 County Population	78,930	80,213	81,925	84,196	86,554	88,947	91,669	12,739	16%	2.53%	
a. Yuba City Population	36,758	45,958	47,228	48,922	51,401	58,371	60,653	23,895	65%	8.71%	
b. All Less Yuba City Population	42,172	34,255	34,697	35,274	35,153	30,576	31,016	-11,156	-26%	-4.99%	
2 Actual Bed Capacity	336	336	352	352	352	352	352	16	5%	0.78%	
Jail Service Demand											
3 Booking Volumes											
a. Total County Booking Volumes	5,291	5,613	5,816	5,651	5,878	5,826	5,610	319	6%	1.0%	
b. YCPD Booking Volumes	1,509	1,808	1,806	1,896	1,870	1,784	1,864	355	24%	3.6%	
c. SCSO Booking Volumes	3,088	3,151	2,830	2,904	3,083	2,948	2,697	-391	-13%	-2.2%	
d. Other Booking Volumes	694	654	1,180	851	925	1,094	1,049	355	51%	7.1%	
4 Bookings Per 1,000 Population											
a. Total Bookings/1,000 Total County Population	67.03	69.98	70.99	67.12	67.91	65.50	61.20	(5.84)	-9%	-1.5%	
b. YCPD Bookings Per 1,000 Pop. - Yuba City Only	41.05	39.34	38.24	38.76	36.38	30.56	30.73	(10.32)	-25%	-4.7%	
c. SCSO Bookings Per 1,000 Pop - All Less Yuba City	73.22	91.99	81.56	82.33	87.70	96.42	86.96	13.73	19%	2.9%	
d. Other Bookings	<i>Insufficient Data To Determine</i>										
5 Historical Trends Analysis: 2000-2006											
a1. Total Bookings Per 1,000 County Pop.: 2000-2006	Minimum	61.20	Average	67.10	Adj. Avg	68.29	Maximum	70.99			
a2. Total Bookings Per 1,000 County Pop.: 2002-2005	Minimum	65.50	Average	67.88	Adj. Avg	69.07	Maximum	70.99			
b. YCPD Bookings Per 1,000 Pop. - Yuba City Only	Minimum	30.56	Average	36.44	Adj. Avg	37.61	Maximum	41.05			
c. SCSO Bookings Per 1,000 Pop - All Less Yuba City	Minimum	73.22	Average	85.74	Adj. Avg	88.24	Maximum	96.42			
d. Other Bookings	<i>Insufficient Data To Determine</i>										
Jail Activity Levels											
6 Estimated Annual Jail Days	71,723	76,343	94,778	93,197	99,980	99,980	99,067	27,345	38%	5.5%	
7 Average Daily Population	196.50	209.16	259.67	255.33	273.92	273.92	271.42	74.92	38%	5.5%	
7 Average Length of Stay											
a. Days	13.56	13.60	16.30	16.49	17.01	17.16	17.66	4.10	30%	4.5%	
b. Analysis/Trends 2000-06	Minimum	13.56	Average	15.97	Adj. Avg	16.45	Maximum	17.66			
c. Analysis/Trends 2002-06	Minimum	16.30	Average	16.74	Adj. Avg	16.96	Maximum	17.66			
								Analysis: 2002-06	1.36	8%	2.0%
Jail Activity Levels - Analysis											
8 Average Daily Population											
a. ADP Per 1,000 Total County Population	2.49	2.61	3.17	3.03	3.16	3.08	2.96	0.47	19%	2.9%	
b. ADP Per 1,000 Pop. Analysis: 2000-2006	Minimum	2.49	Average	2.93	Adj. Avg	3.02	Maximum	3.17			
General Inmate Status											
9 Average Daily Population											
a. Pre-Conviction - Local	106.3	115.6	130.9	137.0	141.7	148.9	145.9	39.59	37%	5.4%	
b. Post-Conviction - Local	106.9	107.6	130.5	117.6	138.0	135.7	133.7	26.81	25%	3.8%	
c. Special	2.1	2.6	4.2	3.1	3.7	1.9	4.9	2.80	136%	15.4%	
d. Other	3.0	3.1	2.3	4.6	4.8	6.1	5.1	2.11	70%	9.2%	
Total	218.2	228.8	268.0	262.3	288.2	292.6	289.5	71.32	33%	4.8%	
10 Average Daily Population											
a. Pre-Conviction - Local	49%	51%	49%	52%	49%	51%	50%	2%	3%	0.6%	
b. Post-Conviction - Local	49%	47%	49%	45%	48%	46%	46%	-3%	-6%	-1.0%	
c. Special	1%	1%	2%	1%	1%	1%	2%	1%	78%	10.1%	
d. Other	1%	1%	1%	2%	2%	2%	2%	0%	28%	4.2%	
11 ADP - Work Release Inmates											
	71.3	74.0	74.9	70.6	96.3	97.0	70.7	(0.67)	-1%	-0.2%	

Historical Service Demand – Analysis

Clearly, the increases in service demand for the county adult detention system has outpaced overall county population growth, primarily due to a substantial increase in the average length of inmate stays, experienced between 2002-2006. Additional discussion follows

Bookings: Socio-economic factors, county and municipal law enforcement patrol personnel levels, and the arrest polices of those agencies can, and do significantly affect jail booking levels. However, detailed evaluation of these issues fell outside the scope of this study. Regardless, the Project Team particularly noted that total annual booking rates per 1,000 county population have declined since 2002, and in particular, in 2006. The Team also noted that during this time frame, the average daily population of the jail continued to increase, and more frequently experience peak populations approaching the CSA jail population cap of 352 inmates, and certainly exceeding the capacity of the jail, given an industry typical 85-90% operational/administrative bed utilization factors.

As such, it may be possible that jail overcrowding from time to time *might* have influenced booking acceptance criteria and jail booking times for officers in the field. In other words, under these circumstances, an officer may be more inclined to “cite and release” in the field. Another concern of the Project Team and county law and justice staff is that the State began reimbursing local agencies for their booking fees (up to certain limits). It remains to be seen what the long-term impact of these reimbursements will be, but it seems logical that they certainly are intended to aid local law enforcement agencies in their ability to book offenders.

Average Length of Stay: As shown previously, the jail experienced a significant increase in the average length of stay between 2001 and 2002, and then experienced steady, albeit smaller increases between years 2002-06. County law and justice staff and the Project Team surmise that probably the most single contributing factor to this phenomenon was the passage of Proposition 36, which occurred in 2001. Under this proposition, offenders convicted of a “second strike” automatically have their parole revoked. It appears also that the County experienced an increase in gang-related crime which is often more serious in nature, thereby resulting in more lengthy sentences and less impetus for the pre-sentenced population to “plead-out.” Bail amounts are also often higher for these types of inmates, making it harder for them to bail out. For these reasons, the Project Team excluded year 2000-2001 average length of stay trends as a basis for projecting future jail bed needs, especially considering that overall long-term trends in the law and justice community, which have included, more strict sentencing guidelines and laws, and increasing gang activity and serious crime, as is certainly in the case of Sutter County.

Estimates of Future Jail Bed Needs

Projected Bookings: Per the previously discussed methodology, the Project Team generated a forecast of four most-likely jail booking alternatives, which are shown in Exhibit 2.8. Three of these scenarios (1, 2, and 4) were generated by applying either the minimum, maximum or adjusted historical booking rates per 1,000 county population experienced between 2000-2006 to future population levels. The “adjusted” average booking rate simply excludes those years in which the minimum and maximum rates were experienced for the timeframe analyzed, and then averages the data from the remaining years. The fourth methodology involved applying the average booking rate per 1,000 population experienced between 2002-2006 to future population levels. As shown, this process results in forecast parameters where the County could expect to experience a minimum of 10,336 bookings, and up to a maximum of 11,991 bookings by year 2027. Hence, there is a resulting relatively modest difference between the high and low forecast: 1,655 bookings or 16%.

The Project Team discussed these alternative forecasts with detention management staff, County administrative staff, and members of the County’s law and justice system in an effort to select a singular most-

likely projection. Based upon the following, the Project Team with concurrence from county law and justice representatives selected Alternative 3, largely for the following reasons:

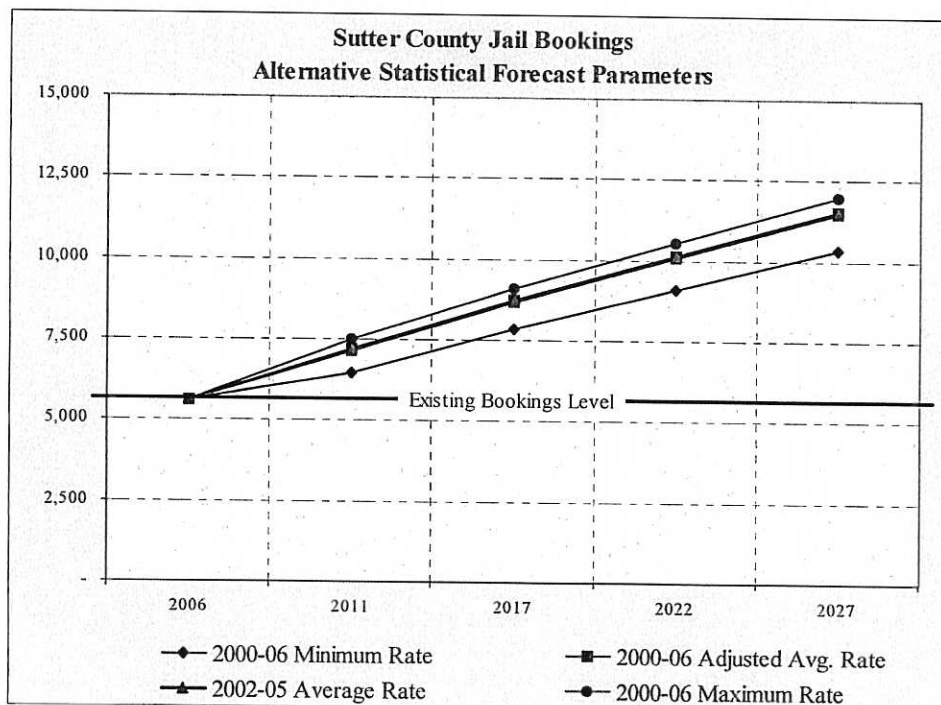
- That the average rate experienced between 2002 and 2005 appeared to be the most reliable given the general consistency of data.
- Basing a projection on the minimum or maximum rate, would be founded on only one years worth of data, and hence may be based on be an anomaly rather than a longer term trends Certainly, the minimum rate of bookings experienced in 2006, may indeed be a suppressed number due to peak jail population periods more frequently exceeding its realistic operational capacity.

In conclusion, the Project Team and County law and justice representatives agreed that the Alternative 3 forecast represents a logical and most-likely forecast. This forecast calls for jail bookings to increase from the 5,610 in year 2006 to 11,465 bookings by year 2027, which equals a net increase of 5,755 bookings, or 104%. This increase would occur at an annual rate of 3.46% versus a 2.95% annual increase in county population.

Exhibit 2.11: Alternative Jail Booking Projections

Criteria and Projections Basis	Applied Historic Rate	Actual 2006	Projections				Analysis		
			2011	2017	2022	2027	Net Change	Percent Change	Ann. % Change
General Factors									
County Population		91,669	105,672	128,172	148,584	168,901	77,232	84%	2.95%
Booking Projection Alternatives:									
1 2000-06 Minimum Booking Rate Per 1,000 Population	61.198	5,610	6,467	7,844	9,093	10,336	4,726	84%	2.95%
2 2000-06 Adjusted Avg. Booking Rate Per 1,000 Population	68.285	5,610	7,216	8,752	10,146	11,533	5,923	106%	3.49%
3 2002-05 Average Booking Rate Per 1,000 Population	67.880	5,610	7,173	8,700	10,086	11,465	5,855	104%	3.46%
4 2000-06 Maximum Booking Rate Per 1,000 Population	70.992	5,610	7,502	9,099	10,548	11,991	6,381	114%	3.68%

¹ Adjusted Average considers each year for the timeframe specified, excludes the years in which the maximum and minimum rates occurred, and averages the remaining years.



Projected Average Daily Population – Statistically Based, “Business as Usual” Scenario: Similar to the process used to develop jail bookings, the Project Team developed a set of five alternative average daily inmate jail population forecasts, in an effort to establish a logical minimum and maximum range of conceivable future average daily population levels. Each of the five alternatives are based on: a) first applying the County-approved booking rate of 6.88 bookings per 1,000 projected total county population; and, b) then applying five different assumed average length of stays to the number of projected bookings; and lastly, c) dividing the previous result by 365 days to determine the estimated average daily population levels for each projection timeframe.

These alternative forecasts and the basis used to develop them are provided in detail in Exhibit 2.12 and summarized in a comparative graph in Exhibit 2.13. As illustrated in these exhibits, the applied processes yielded a wide spread in projected ADP, ranging between 526 to 829 inmates in year 2027 –a difference of 303 beds, or 58%.

Subsequently, the Project Team addressed this process and the corresponding results with Jail Management and other County law and justice representatives. Collectively, the group discounted Scenarios A and B, because both of them applied a constant average length of stay to the projected number of bookings. If one of these scenarios were used, it would be in contrast to what has historically occurred, because as was evident in the analysis of historical average lengths of stay, the ALOS had increased significantly during the 2000-2002 timeframe for reasons already discussed, and then continued to increase between 2000-06. As a consequence, the group believed that it would be prudent to assume that the average length of stay in the jail would continue to increase, but at an even slower rate that that experienced between 2000-06.

So, as shown in the detailed projections baseline data criteria provided in Exhibit 2.12, Scenarios 3 through 5 apply varying average length of stay durations to the constant projected booking data. These variations included assuming that the ALOS would either increase at 25%, 50%, or 100% of the rate of increase that the County experienced between 2002-06. As group, most believed that the increases in ALOS would not continue at the historical rate of increase experienced for the stated timeframe, and collectively agreed, that it would be most prudent to select Scenario 3. This scenario was based on the assumption that the ALOS would continue to increase during the projection timeframe, but at only a quarter of the rate of increase that had been experienced between 2002-06.

Hence, the “most-likely” average daily population forecast selected by County representatives and the Project Team was Scenario 3, which calls for the average daily population of the jail to increase from the year 2006 level of 289.5 to 614.00 by year 2027.

Exhibit 2.12: Alternative Average Daily Jail Population Forecast and Supporting Methodologies

Scenario 1: Applies 2002-05 Average Booking Rate Per 1,000 County Population to the Adjusted Average Length of Stay for Years 2002-06.

Projection Methodology/Scenario	Applied Historic Rate	Actual 2006	Projected Data				Analysis	
			2011	2016	2021	2026	Net Change	Percent Change
County Population		91,669	105,672	128,172	148,584	168,901	77,232	84%
2002-05 Average Booking Rate Per 1,000 Population	67.880	5,610	7,173	8,700	10,086	11,465	5,855	104%
Average ALOS: 2002-06	16.740	17.659	16.740	16.740	16.740	16.740		
Forecasted Average Daily Population		271	329	399	463	526	254	94%
ADP Increase Over 2006 Level			58	128	191	254		

Scenario 2: Applies 2002-05 Average Booking Rate Per 1,000 County Population to the Maximum Length of Stay for Years 2002-06.

Projection Methodology/Scenario	Applied Historic Rate	Actual 2006	Projected Data				Analysis	
			2011	2016	2021	2026	Net Change	Percent Change
County Population		91,669	105,672	128,172	148,584	168,901	77,232	84%
2002-05 Average Booking Rate Per 1,000 Population	67.880	5,610	7,173	8,700	10,086	11,465	5,855	104%
Maximum ALOS: 2002-06	17.659	17.659	17.659	17.659	17.659	17.659		
Forecasted Average Daily Population		271	347	421	488	555	283	104%
ADP Increase Over 2006 Level			76	150	217	283		

Scenario 3: Applies 2002-05 Average Booking Rate Per 1,000 County Population to 25% of the Rate of Increase in Length of Stay for Years 2002-06.

Projection Methodology/Scenario	Applied Historic Rate	Actual 2006	Projected Data				Analysis	
			2011	2016	2021	2026	Net Change	Percent Change
County Population		91,669	105,672	128,172	148,584	168,901	77,232	84%
2002-05 Average Booking Rate Per 1,000 Population	67.880	5,610	7,173	8,700	10,086	11,465	5,855	104%
ALOS = 25% of the rate of historical increase from 2002-06	Variable	17.659	18.111	18.575	19.051	19.539		
Forecasted Average Daily Population		271	356	443	526	614	342	126%
ADP Increase Over 2006 Level			85	171	255	342		

Scenario 4: Applies 2002-05 Average Booking Rate Per 1,000 County Population to 50% of the Rate of Increase in Length of Stay for Years 2002-06.

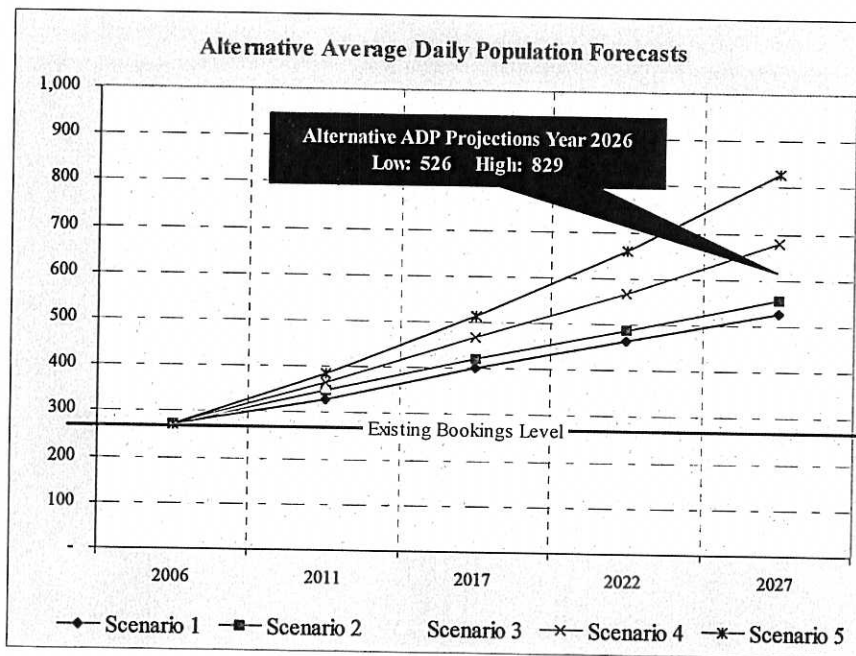
Projection Methodology/Scenario	Applied Historic Rate	Actual 2006	Projected Data				Analysis	
			2011	2016	2021	2026	Net Change	Percent Change
County Population		91,669	105,672	128,172	148,584	168,901	77,232	84%
2002-05 Average Booking Rate Per 1,000 Population	67.880	5,610	7,173	8,700	10,086	11,465	5,855	104%
ALOS = 50% of the rate of historical increase from 2002-06	Variable	17.659	18.573	19.534	20.545	21.608		
Forecasted Average Daily Population		271	365	466	568	679	407	150%
ADP Increase Over 2006 Level			94	194	296	407		

Scenario 5: Applies 2002-05 Average Booking Rate Per 1,000 County Population to 100% of the Rate of Increase in Length of Stay for Years 2002-06.

Projection Methodology/Scenario	Applied Historic Rate	Actual 2006	Projected Data				Analysis	
			2011	2016	2021	2026	Net Change	Percent Change
County Population		91,669	105,672	128,172	148,584	168,901	77,232	84%
2002-05 Average Booking Rate Per 1,000 Population	67.880	5,610	7,173	8,700	10,086	11,465	5,855	104%
ALOS = 100% the rate of historical increase from 2000-06	Variable	17.659	19.524	21.586	23.866	26.386		
Forecasted Average Daily Population		271	384	515	659	829	557	205%
ADP Increase Over 2006 Level			112	243	388	557		

Exhibit 2.13: Alternative Average Daily Jail Population Forecast Summary

Projection Methodology/Scenario <i>Each scenario applies the average booking rate per 1,000 county population experienced between 2002-05 to varying ALOS assumptions</i>	Actual ADP 2006	Projected Average Daily Population				Analysis	
		2011	2017	2022	2027	Net Change	Percent Change
County Population	91,669	105,672	128,172	148,584	168,901	77,232	84%
Average Daily Jail Population Projection Scenarios							
Scn. 1: (Bookings) x (Average ALOS for years 2002-06)	271	329	399	463	526	254	94%
Scn. 2: (Bookings) x Maximum ALOS for Years 2002-06)	271	347	421	488	555	283	104%
Scn. 3: (Bookings) x (25% of the Increase in ALOS for Yrs. 2002-06)	271	356	443	526	614	342	126%
Scn. 4: (Bookings) x (50% of the Increase in ALOS for Years 2002-06)	271	365	466	568	679	407	150%
Scn. 5: (Bookings) x (100% of the Increase in ALOS for Years 2002-06)	271	384	515	659	829	557	205%



Required Jail Beds

In order to accurately determine the actual number of physical jail beds that would be required given the previously discussed ADP forecasts, further analysis was conducted which adjusted the average daily population to account for reasonable monthly and weekly high demand periods. Further, determination of total bed requirements must also include an operational allowance which accounts for inmate housing segregation needs associated with gender separation, security classifications, special needs populations, gang affiliation, and protective custody considerations. In other words, it is unrealistic to assume that all beds in each housing unit can be fully utilized 100% of the time.

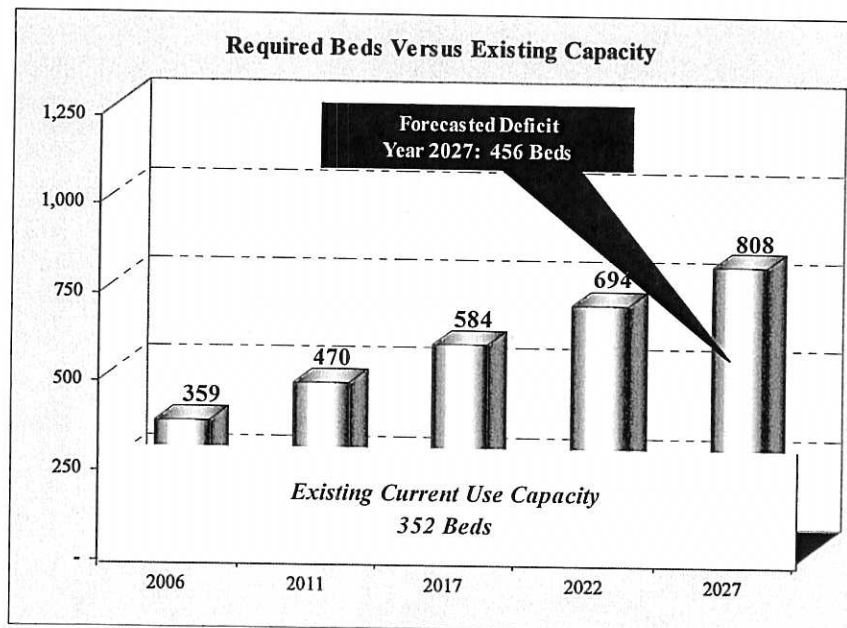
Accordingly, the Project Team has incorporated an 11.9% factor to reflect monthly and weekly peaking (based on analysis of year 2006 data) and an industry typical 85% operational factor that should be applied to the resulting total. The results of this process are provided in Exhibits 2.14 which is provided on the following page.

Exhibit 2.14 provides a synopsis of the total inmate bed requirements and demonstrates that to adequately house and manage the various inmate populations:

- A total of 808 CSA-rated beds will be required by year 2027.
- This total represents a 230% increase in the County Jail’s bed capacity.
- This need represents a deficit of 456 beds over the existing bed capacity of the jail by the year 2027.

Exhibit 2.14: Estimated Required Jail Beds

Criteria and Projections Basis	Applied Factors	Actual 2006	Projections				Net Change	Percent Change
			2011	2017	2022	2027		
County Population		91,669	105,672	128,172	148,584	168,901	77,232	84%
Average Daily Jail Population		271	356	443	526	614	342	126%
Peaking Factor (50% of Avg. Hist. Peak)	11.9%	33	43	53	63	73	40	121%
Peak Population		304	399	496	589	687	382	126%
Operational Allowance	85.0%	55	71	88	105	121	67	122%
Total Required Bed Capacity		359	470	584	694	808	449	125%
Existing Physical Capacity		352	352	352	352	352		
Bed Capacity: Surplus/Deficit		(7)	(118)	(232)	(342)	(456)		
Beds Per 1,000 Co. Residents		3.84	4.45	4.56	4.67	4.78		



After development of macro-level total bed requirements, the Project Team, in conjunction with jail management distributed the projected beds by housing segregation categories and gender (reference Exhibit 2.15). Initially, the Project Team conducted an analysis of historical jail inmate demographics based on gender and security classifications. However, as a result of the analysis and subsequent discussions of the Project Team’s findings with Jail management, it became apparent that the historical data was flawed in that the “classification” data of each inmate was not based on a detailed evaluation of the inmate, but rather the type of housing unit they were housed in. This is important because the existing jail has hardly any beds which it considers medium security.

Consequently, the Project Team provided Jail Management with comparative population demographic data from other Northern California counties, and other like-sized jails, and used averages derived from that data to determine the anticipated distribution of how the forecasted average daily population should be housed. The results of this process are shown below.

Exhibit 2.15: Estimated Required Jail Beds – By Housing Segregation

Bed Classification	Applied %	Actual 2006	Projections				Buildout
			2011	2017	2022	2027	
Total Required Bed Capacity		359	470	584	694	808	894
RATED BEDS							
Administrative Segregation (single-bed cells)	6.62%		31	39	46	54	59
Male	90.00%		28	35	41	49	53
Female	10.00%		3	4	5	5	6
Mental Unit - Step-down (single and 2-bed cells)	5.40%		25	32	37	44	48
Male	75.00%		19	24	28	33	36
Female	25.00%		6	8	9	11	12
Maximum - General Population (single and 2-bed cells)	22.70%		107	133	158	183	203
Male	90.00%		96	120	142	165	183
Female	10.00%		11	13	16	18	20
Medium - General Population (2 and 8-bed cells)	32.16%		151	188	223	260	288
Male	80.00%		121	150	178	208	230
Female	20.00%		30	38	45	52	58
Minimum - General Population (all dorm)	33.11%		156	193	230	268	296
Male	70.00%		109	135	161	188	207
Female	30.00%		47	58	69	80	89
Total Rated Beds			470	585	694	808	894
Male			373	464	551	642	709
Female			97	121	143	167	185
Total Male Beds %			79%	80%	79%	79%	79%
Total Female Beds %			21%	21%	21%	21%	21%
NON-RATED BEDS							
Mental Health - Acute/Intensive Supervision	1.80%		8	11	12	15	16
Medical							
Infirmery (single and four-person rooms)	3.1%		16	19	23	23	28
Negative Air Pressure Rooms	Allowance		2	3	3	3	4
Standard Beds (single-bed rooms)	Allowance		4	4	6	6	6
Standard Beds (four-bed rooms)	Allowance		10	12	14	14	18

Inmate Housing Pod and Unit Configuration

The Project Team analyzed a range of inmate housing pod capacities in an effort to how most efficiently house the distribution of inmates per Exhibit 2.15. Overall, the Project Team's goal was to minimize the number of housing pods with varying bed capacities, while: 1) providing a sufficient number of total beds; 2) providing an adequate number of single occupancy, double occupancy, multiple occupancy and dormitory beds; 3) providing an adequate number housing units to properly segregate inmates; and 4) creating sufficient uniformity and repetition to ensure efficient construction costs and staff assignment.

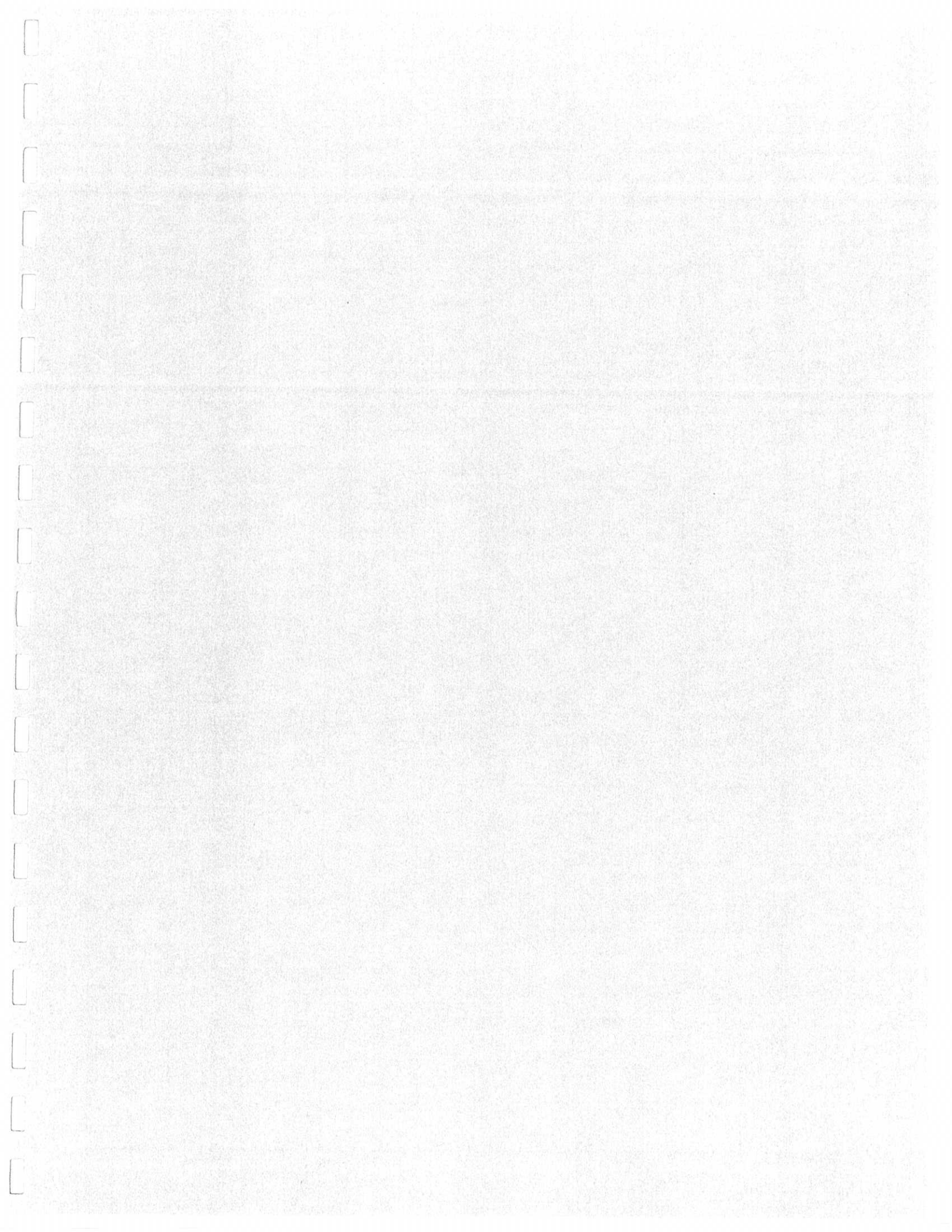
As illustrated in Exhibit 2.16, the recommended housing development configuration includes:

- A total of 24 housing pods comprising 896 rated beds to meet site build-out capacity, which would be distributed among eight, 16-bed, eight, 32-bed, and eight, 64-bed housing pods.
- Administrative Segregation would comprise four, 16 single occupancy bed, housing pods (3 male/1 female).
- Mental Health Step-down would comprise three, 16 bed housing pods (2 male/1 female). The housing pods would consist of a combination of single and double occupancy cells.
- Maximum Security would comprise of one, 16-bed and six, 32 bed housing pods (6 male/1 female). The housing pods would consist of a combination of single occupancy and double occupancy cells.
- Medium Security would comprise of one, 32-bed and four, 64 bed housing pods (4 male/1 female). The housing pods would consist of a combination of four and eight person multiple occupancy cells.
- Minimum Security would comprise of one, 32-bed and four, 64 bed housing pods (3 male/2 female). The housing units would consist of a combination of four-person multiple occupancy cells and 64-person dormitories.

Exhibit 2.17- Housing Unit Configuration

Bed Classification	Required 2027	Planned Number of Housing Units (Bed Capacity Per Living Unit)								Quantity Of Living Units	Total Beds Provided	Bed Surplus/ Deficit Vs. Requirement
		8	10	12	16	24	32	48	64			
Administrative Segregation (single bed cells)	59	-	-	-	4	-	-	-	-	4	64	5
Male	53	-	-	-	3	-	-	-	-	3	48	(5)
Female	6	-	-	-	1	-	-	-	-	1	16	10
Mental Unit - Step-down (single and double bed cells)	48	-	-	-	3	-	-	-	-	3	48	-
Male	36	-	-	-	2	-	-	-	-	2	32	(4)
Female	12	-	-	-	1	-	-	-	-	1	16	4
Maximum - General Population (single bed 2-bed cells)	203	-	-	-	1	-	6	-	-	7	208	5
Male	183	-	-	-	-	-	6	-	-	6	192	9
Female	20	-	-	-	1	-	-	-	-	1	16	(4)
Medium - General Population (4-bed cells' 8 bed cells)	288	-	-	-	-	-	1	-	4	5	288	-
Male	230	-	-	-	-	-	1	-	3	4	224	(6)
Female	58	-	-	-	-	-	-	-	1	1	64	6
Minimum - General Population (4-bed cells and dorm.)	296	-	-	-	-	-	1	-	4	5	288	(8)
Male	207	-	-	-	-	-	-	-	3	3	192	(15)
Female	89	-	-	-	-	-	1	-	1	2	96	7
Totals Beds and Number of Living Units By Type	894	-	-	-	8	-	8	-	8	24	896	2

This housing configuration in conjunction with the operational assumptions documented later in this report will serve as the baseline for the facilities program and development plan that is provided in Section Four of this document.



SECTION FOUR OVERVIEW

This section provides: a) a discussion of the planning objectives associated with the development of the proposed new jail; b) an overview of the conceptual facility development plan alternatives; c) documentation of the building space functional programs that served as the basis for the conceptual jail site plan; d) documentation of the capital and operational costs associated with implementing these plans; and lastly, e) alternative facility site plans and housing unit schemes of the proposed new jail, which are provided in foldouts that are located at the end of this Section of this document.

PLANNING OBJECTIVES

The intent of the Project Team is to provide a conceptual facilities development and operational plan for the New Jail that would ensure it is developed and operated cost-effectively, while resulting in a facility that provides a safe, secure, and humane environment for inmates and staff. Additionally, the physical plant design should support an operational plan that focuses on providing a structured environment for those incarcerated, which emphasizes self-respect, self-discipline, personal responsibility, and accountability.

To this end, the primary planning objectives of this project are as follows:

- Develop a plan that would provide sufficient bed capacity to meet the anticipated inmate population levels through the year 2027, per the Scenario 3 bed projections, that are provided in Section Two of this document.
- Strive to achieve uniformity among housing modules in terms of bed capacity, staffing uniformity efficiency, and overall design.
- Collocate like gender and like program-specific inmates, wherever possible.
- Promote a program and plan that provides for all housing pods to be supervised on a modified direct supervision basis, except for the Administrative Segregation/Lockdown and Maximum Security Housing Pods, which would be supervised solely on an indirect basis.¹ This modified direct approach would allow for the potential of minimized staffing levels, especially at night, while still providing more intensive supervision practices during inmate waking hours.
- Minimize the need for inmate movement and associated escort and monitoring; by providing as many services as possible to inmates within their housing pods, a practice which helps to minimize correctional staffing levels.
- Plan all site and building areas under the paramount principals of security and safety for staff and inmates alike.
- Meet CSA Title 15 and 24 requirements.

¹ Direct supervision is defined as having correctional officers physically located inside of the housing pods and in direct physical contact with inmates for daily supervision and programmed activities, as opposed to being situated in secure housing control rooms. Contemporary detention practice has demonstrated that using direct supervision methods wherever feasible has resulted in reduced inmate disputes and achieves superior relations between inmates and staff.

NEW JAIL CONCEPTUAL OVERVIEW

Locational Impacts to County Operations: The new jail would be developed at a yet to be determined site. The Project Team envisions that the new jail would replace the existing facilities in its entirety. At this juncture, no provision for court facilities have been programmed into the facility, except for video arraignment facilities which have been incorporated into the design of the multipurpose rooms that would be an integral part of all housing units, except Administrative Segregation.

Consequently, the County should be aware that it will incur substantial transportation costs associated with moving pretrial and sentenced prisoners between the existing offsite court facilities and the new jail –unless the County, along with the State Administrative Office of the Courts decides to decentralize court operations, in order to hold in-person arraignments and perhaps pretrial motions at the new jail site.

Facility Capacity: This document is intended to document long-term 20-year needs through year 2027, which the Project Team has forecasted to be 808 beds, per Scenario 3 in Section Two. However, the Project Team and County believed that it would be prudent to program the site and core jail support facilities to ultimately accommodate 896 beds, per the Scenario 4 projections, which would provide for some flexibility if the Scenario 3 projections proved conservative, and/or to provide for some post-year 2027 needs. Regardless, the phasing plan below provides an incremental facilities development approach to increasing the capacity of the jail, as beds are required.

Facility Development Phasing Potential: Exhibit 4.1 shows that the jail could be developed in up to four phases. Phase 1 would include constructing all jail core and support facilities, and four of the six housing units that would ultimately be developed. Phase 1 would provide 512 beds and would essentially meet the bed capacity requirements that the Project Team has forecast for year 2011. Phase 2 would entail developing a fifth housing unit, which would add an additional 192 beds, raising the total capacity of the jail to 707 beds. Phase 3 would entail developing a sixth housing unit. This sixth housing unit however, could be developed in one or two phases, with the first phase involving constructing the housing control area and two of the four housing pods that would be contained in this unit, while the second phase would entail developing the remaining two additional pods. This would result in 800, or 896 beds depending upon whether the entire pod is developed in a single or multiple phases. Reference Appendix B for a detailed housing plan that itemizes the number, capacities, and anticipated inmate population demographics on a housing pod by housing pods basis.

Exhibit 4.1: Facility Development Phasing – Inmate Bed Capacity

Inmate Housing Unit	Inmate Security Classification	Number of Pods	Housing Unit Bed Capacity	Development Phasing and Timeframes				
				Phase 1	Phase 2		Phase 3	Phase 4
				2011	2017	2022	2027	Build-Out
Housing Unit 1	Administrative Segregation	4	64	64	64	64	64	64
Housing Unit 2	Mental Health/Stepdown	4	64	64	64	64	64	64
Housing Unit 3	Maximum Security	6	192	192	192	192	192	192
Housing Unit 4	Medium Security	3	192	192	192	192	192	192
Housing Unit 5	Medium/Minimum Security	3	192		192	192	192	192
Housing Unit 6	Minimum Security							
	Phase 1 (Pods 21-22)	2	96				96	96
	Phase 2 (Pods 23-24)	2	96					96
TOTAL RATED BEDS			896	512	704	704	800	896

General Facility Layout: Since the configuration and size of the undetermined new site are unknown, the Project Team has developed two alternative conceptual site plans designated “A,” and “B,” which are provided at the end of this Section. Conceptual Plan A depicts the non-housing support areas of the facility located along a central spine, adjoined with up to three housing units on each side. Alternatively, conceptual Plan B depicts all public-oriented and jail-secure support areas located in the “front” of the facility with all housing units located to one side, or “behind” the non-housing areas of the facility. However, the size and configuration of the site that is eventually selected will ultimately dictate the overall layout of the facility.

In the conceptual site drawings that are provided at the end of this Section of the document, Phase 1 facility components have been colored in, while the remaining Phase 2 and 3 housing units are shown in outline form only.

General Facility Circulation, Access/Egress, and Security Zoning: The new jail would accommodate a combination of pre-sentenced and sentenced inmates within a variety of differently configured housing modules (e.g. single and double-occupancy cells, four and eight-person multiple-occupancy cells and dormitories). In addition to secure housing, the new jail site would also support an out-of-custody Work Release Program operated by the Sheriff’s Department. A secure access/egress point or points would be required in order to facilitate the movement of staff, materials, supplies, and designated services between the out-of-custody areas (i.e. Work Release, Official Visitation, Service/Loading Dock, etc.) and the secure jail’s security perimeter.

The overall jail site will contain the following security zones (in order from least secure to most secure):

1. *Public Areas:* Those areas which the public can enter and use the facilities without staff escort (e.g. public lobby, Work Release Program and visitation area).
2. *Service Areas:* Those areas which contractors and service delivery staff may access under direct supervision of staff (e.g. loading dock/service area).
3. *Escort Required Areas:* Those areas accessible to authorized visitors with escort (e.g. interview rooms and multipurpose rooms).
4. *General Staff Secure:* Those areas which all authorized staff may access, including civilians without escort (e.g. employee facilities, dining room, administration, etc.).
5. *Inside Inmate Work Crew Secure:* Those areas in which inmate work crews may access and work under appropriate supervision (e.g. laundry, multipurpose rooms and kitchen).
6. *General Inmate Secure:* Those areas in which inmates may reside and directly access while under appropriate supervision (i.e. cells, dayroom, recreation yard, multipurpose rooms, etc.). Subdivisions of this security zone include minimum, medium, and maximum-security housing modules.

Building Access/Egress Points: The Project Team has planned that the Jail would have a maximum of four access/egress points, that would penetrate what otherwise would be a secure exterior perimeter. Each access/egress point would serve the following specific purpose and user-group:

1. *Public Lobby:* The public lobby would function as the sole public access into the facility. It would be located at the “front” of the facility, contiguous to the main building entry and lobby.
2. *Staff Entrance:* Only authorized staff would utilize this entrance. There would be one staff entrance located separate and apart from the public entrance. Ideally, it would be located either at the “rear” or “side” of the facility and would be situated out of view from the public areas of the site and conveniently accessible from the secure staff vehicle parking area. The “side” or “back” location would permit staff to enter and leave the facility with a degree of security, albeit passive.
3. *Service Entrance:* The jail service yard would be utilized for deliveries of materials, supplies, and provisions. This area will be accessed through a gated entry controlled via CCTV and audio connection monitored by central control. After authorized vehicles have entered the service yard, entry into the jail will occur through a service entrance consisting of a roll-up door and a single pedestrian door located at the loading dock.
4. *Inmate Intake/Transfer:* This access/egress point would be located within the secure perimeter of a vehicle sallyport and would be dedicated for use by law enforcement and correctional agency vehicles only. This access/egress point would be controlled via audio visual monitoring conducted by Inmate Processing and be used solely for the intake, transfer, and/or off-site court movement of in-custody persons. In custody releases will not be into the vehicle sallyport parking area.
5. *In custody Releases:* This access point would permit the unobstructed one-way movement of released individuals from the release area within Inmate Processing to either the public lobby or “front” of the building. Control of this pedestrian sallyport will be the responsibility of Central Control.
6. *Administration:* This access point, located contiguous to the administrative area and controlled via Central Control, would allow senior staff to conveniently and efficiently enter the jail and allow line staff and supervisors to access jail command personnel

Exhibit 4.2 provides a synopsis of authorized access by functional area.

Exhibit 4.2: Functional Areas and Level of Access

COMPONENT CODE AND DESCRIPTION	TYPICAL AREAS OF AUTHORIZED ACCESS								
	Visitors			Staff		Inmates			
	Public	Profession-als/Vendor	Volunteer/Contract	County Staff		General Population	Spc. Needs Mental Pop.	Ad. Seg/ Lockdown	Supervised Inmates ¹
			Sworn	Non-Sworn					
1.0 Jail Administration	■	■	■	■	■				■
2.0 Employee Facilities				■	■				■
3.0 Staff Common Support		■	■	■	■				■
4.0 Security and Control				■	■				
5.0 Inmate Housing Pods									
Administrative Seg/Lockdown		■		■				■	
Mental Health/M. H. Step-down		■	■	■			■		
Maximum Security		■	■	■		■			
Medium Security		■	■	■		■			
Minimum Security		■	■	■		■			■
6.0 Inmate Processing									
Vehicle Sallyport				■					
Pre-Booking/Initial Medical Screening				■	■	■			■
Booking: Processing/Identification				■	■	■			■
Inmate Property				■	■				
Release	■	■		■	■				■
7.0 Food Services (Facilities)		■	■	■	■				■
8.0 Medical/Mental Health Services									
Staff Office Areas		■	■	■	■				
Out-Patient Areas			■	■	■	■	■		■
Infirmary			■	■	■	■	■		■
# Acute Mental Health			■	■	■	■	■		■
9.0 Laundry Services				■		■	■	■	■
10.0 Visitation									
Public Video Visitation	■	■		■	■	■	■		■
Professional Contact Visitation			■	■	■	■	■		■
11.0 Inmate Programs									
# Library				■	■	■	■		■
# Education			■	■	■	■	■		■
# Work Crews				■	■	■			■
12.0 Work Release Program	■			■	■				■
13.0 Building Maintenance		■		■	■				■

¹ Inmate Work Crews can have access to potentially nearly all areas except housing control and central control while under direct supervision from corrections staff.

Housing Unit General Design Concept: The general operational and design approach employed for the general inmate housing areas focuses on:

- *Housing will be for five general security-risk/programming categories of inmates:* Administrative Segregation, Mental Health Step-down, Maximum Security, Medium Security, and Minimum Security.
- *Modern modular/podular configuration:* The Project Team envisions that all housing modules would incorporate contemporary modular/podular design concepts, meaning that all inmate cells/beds would be arranged around the day room, and that all areas would be easily visible from the central housing control area. Podular design typically yields: a) more efficient staff to housed inmate ratios; b) reasonable degrees of operational flexibility in program delivery methods; c) increased ease in segregating various inmate populations; and, d) unimpaired lines of sight between housing control and most housing and program areas, which would thereby improve the security of inmates and staff. Components in direct line of sight should include at a minimum: all cell doors, dayrooms, showers, and outdoor recreation areas.
- *Complying with ADA standards and principles:* As such, each housing module will contain an ADA accessible cell of no less than 80 square feet.

- *Promoting staffing efficiencies:* Design that is conducive to staffing all mental health step-down, medium and minimum security housing pods on a direct supervision basis.
- *Minimizing the need for expensive security technologies:* Properly designing housing units will mitigate the intensity of required supervision and the need for expensive electronic security technologies. This includes devoting particular attention to the size and arrangement of specific areas, sight lines to and from them, and distances that staff must traverse to attend to inmate activities and incidences that would occur within the module.
- *Providing a range of security levels and programming:* based on a forecasted profile of the inmate population.
- *Most services will be delivered to inmates within each housing unit:* Therefore, with the exception of administrative segregation, housing pods will include dedicated dayrooms and decentralized sick call/pill call rooms in conjunction with shared multi-purpose rooms located on each housing floor.

In general, the pods of each housing unit would surround a centrally located housing control station that would have direct line of sight into each pod. All housing control areas would be staffed on a "24 by 7" basis. Each housing unit would consist of three to six pods. Each housing unit would be comprised of 16 to 64 beds each, and would typically contain the necessary facilities to allow for a broad range of programming to be delivered to resident offenders within the living units. This programming includes: food, laundry, recreation (indoors and outdoors), counseling, and medical triage.

With the exception of the administrative segregation pods, housing pods would be comprised of: 1) a ground level that would accommodate sleeping rooms, the dayroom, showers, lavatories and toilets, and some program areas depending on the pod security level; and, 2) a mezzanine which would be constituted of sleeping rooms and showers only. Developing two-story, as opposed to single-story living units wherever feasible would provide the following benefits: 1) increased supervision capability through reduced walking distances; 2) improved sight lines between housing control and program/sleeping areas; 3) reductions in square footage; and, 4) reductions in associated facilities development costs. Reference the conceptual housing schemes illustrations provided at this of this Section of this document.

Housing Pod Types: There would be six basic housing configurations:

- 16-cell pod, single-occupancy only: These modules would have day spaces that are sized to accommodate 16 inmates. Each cell would be equipped with stainless steel toilet/lavatory facilities. This type of pod is envisioned to function as the Administrative Segregation Units, and some of the maximum security units.
- 16-cell pod, double-bunked: All cells would be sized to accommodate double bunking, and these types of pods would general house maximum security, and mental health stepdown inmates.
- 64-person pod; eight, 8-person multiple occupancy cells: All cells would include double bunks and are envisioned to house medium security inmates.
- 32-person module consisting of eight, 4-person multiple occupancy cells: All cells would include two-high bunks, and are envisioned to house medium security inmates.
- 32-person and 64-person dormitory housing pods: These pods would house only minimum security inmates.

The day space as well as all support areas within each housing pod type has been sized to accommodate its design bed capacity per CSA standards.

NEW JAIL OPERATIONAL OVERVIEW

Inmate Service Delivery

Service Delivery to General Inmates: The Project Team has programmed the facility based on the fundamental principal of minimizing inmate movement outside of their assigned housing module. Consequently, the Project Team has programmed the facility under the assumption that nearly all services would be delivered to inmates in their housing modules. These services include: meals, laundry exchange, commissary purchases, library services, educational programming, inmate programs (both group and individual counseling), recreation, sick call, and personal visiting (via video).

Exhibit 4.3 provides a synopsis of inmate service delivery points.

Exhibit 4.3: Inmate Service Delivery Points

Program/Service	Primary Point of Service Location			Comments
	Housing Unit Support Area	Inmate Housing Pods	Centralized Facility	
Counseling				
Individual	■	■		To be conducted in interview/exam rooms
Group	■	■		To be conducted in shared multipurpose rooms and housing dayrooms
Courts				
Video Court	■			Classification Unit only; consider other units in future
Educational Programs				
Academic	■			To be conducted in shared multipurpose rooms
Computer Lab			■	All computer training will be centrally located-adj to teacher workroom
Library		■		Reading materials are distributed directly to units by inmate workers
Food Service				All inmate dining will take place in housing units
Clothing Exchange		■		Clothing and bedding exchange to occur within housing unit
Hygiene				
Barber	■	■		To occur either within shared multipurpose room or housing day area
Laundry				
Washing/Drying			■	
Medical/Mental Health Services				
Pill Call		■		Will occur in housing unit interview/exam rooms w/sick call
Dental			■	
Infirmary			■	
Out-Patient			■	
Acute Mental/Psychiatric Ward			■	
Sick Call		■		Will occur in housing unit interview/exam rooms w/sick call
Recreation				
Indoors		■		
Outdoors	■			Outdoor recreation yards are shared among housing units
Religious Programs	■	■		Provided directly in housing unit day area and shared multipurpose rooms.
Visiting				
Professional Visitors	■		■	To utilize video booths, mp rooms, and/or decentralized interview rooms
Public Visitors	■		■	Centralized video booths for public-video booths in shared mp rooms

Service Delivery to Work Release Inmates: The Project Team has programmed the Work Release Program as a separate suite, which would be located outside of the Jail's security perimeter. In order to support this out-of-custody program, the space program calls for a dedicated lobby waiting area that would be separate from the jail lobby. This component would also include a combination of staff workstations, an interview room, and staff support areas. Because correctional staff management has directed the Project Team to assume that Work Furlough participant levels would remain at low levels, the space and operational programs for the facility exclude separate and distinct housing for Work Furlough inmates. These inmates typically leave the facility to go to work and report to the Jail at the end of their workday.

Service Sources: Essentially, the majority of all services would be provided by Sheriff’s staff, with the exception of medical services and mental health services, which are, and would continue to be provided by other County staff; and, educational programming, and commissary services, which are, and would continue to be provided by contract staff.

Detailed Operational and Functional Programming: A detailed operational and functional program for each major component and function that would be located within the proposed new jail facility is provided in Appendix B of this document.

BUILDING SPACE PROGRAM

The Project Team developed a specific building space program, which is based on the aforementioned inmate bed capacities and operational concepts discussed above. All square footages subject to CSA standards have been adhered to in the space program.

Building Space Terminology

The Project Team has quantified all programmed space requirements are expressed in terms of net useable square feet (NUSF) and gross square feet (GSF) for each major component of the facility. The programmed net useable square footage figures reflect the useable space for an area with supplemental internal circulation allowances to account for access into the room or area, as well as movement among multiple rooms within an individual program component. These programmed net useable square foot areas must be “grossed up” to account for building core and shell elements such as stairwells, mechanical systems, exterior walls, dedicated fire egress corridors, circulation between components, public restrooms, janitorial/electrical/communication closets, and entry/movement sallyports. The resulting total square footage is termed gross square feet (GSF).

Building Space Program Summary and Development Phasing

Exhibit 4.4 provides an overview of the total building gross square footage, number of housing units, and associated beds capacities that could be developed in up to four phases. As shown, Phase 1 would result in a facility of 183,265 GSF, which would increase to 254,833 GSF at build-out.

Exhibit 4.4: Development Phasing, Associated GSF Totals, Quantity of Housing Units and Bed Capacities (1 of 2)

Development Phase	Gross Square Feet				
	2011	2017	2022	2027	Build-out
Phase 1 - Four Housing Units	183,265	183,265	183,265	183,265	183,265
Phase 2 - Five Housing Units		36,150	36,150	36,150	36,150
Phase 3 - Six Housing Units (Phase 1)				19,070	19,070
Phase 4 - Six Housing Units (Phase 2)					16,348
Total	183,265	219,415	219,415	238,485	254,833
Net Increase Over Phase 1	-	36,150	36,150	55,220	71,568
Percentage Increase Over Phase 1	-	20%	20%	30%	39%

Exhibit 4.4: Development Phasing, Associated GSF Totals, Quantity of Housing Units and Bed Capacities (2 of 2)

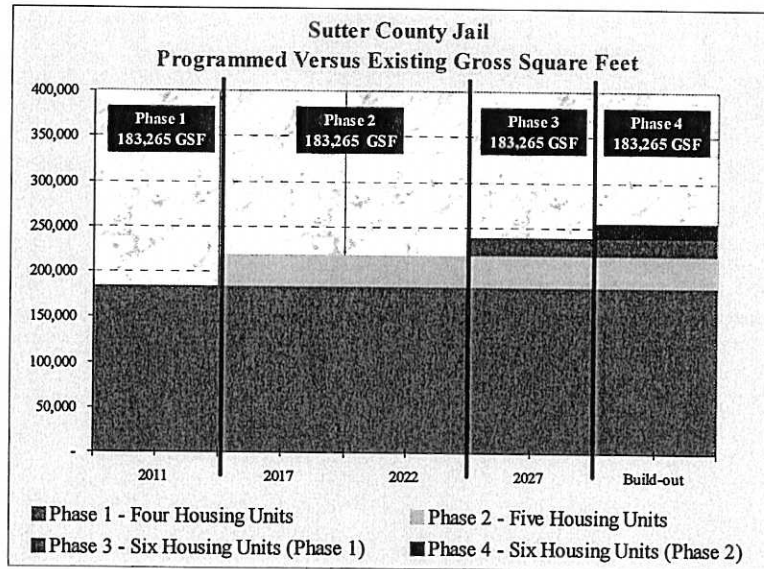


Exhibit 4.5 provides a synopsis of the detailed space program provided in Appendix B. Specifically, this matrix delineates and quantifies the net useable square footage requirements, assumed building net-to-gross ratios, and total gross square footage requirements for each major spatial component, in five year planning increments through facility build-out, given four inmate-bed capacity models as summarized below.

Exhibit 4.5: Building Space Program Requirements Summary

Primary Code	Component	Program Requirements Determination			Development Phasing Timeframe				
		Net Usable Sq. Feet	Gross-up Factor	Gross Sq. Feet	2011	2017	2022	2027	Build-out
1.0	Jail Administration	4,321	0.75	5,761	5,761	5,761	5,761	5,761	5,761
2.0	Employee Facilities	3,490	0.75	4,653	4,653	4,653	4,653	4,653	4,653
3.0	Staff Training	2,350	0.75	3,133	3,133	3,133	3,133	3,133	3,133
4.0	Security & Central Control	1,103	0.70	1,575	1,575	1,575	1,575	1,575	1,575
5.0	Housing								
	Pod 1	12,617	0.65	19,411	19,411	19,411	19,411	19,411	19,411
	Pod 2	14,264	0.65	21,944	21,944	21,944	21,944	21,944	21,944
	Pod 3	31,304	0.65	48,159	48,159	48,159	48,159	48,159	48,159
	Pod 4	22,238	0.65	34,212	34,212	34,212	34,212	34,212	34,212
	Pod 5	23,498	0.65	36,150	-	36,150	36,150	36,150	36,150
	Pod 6								
	Phase 1	12,396	0.65	19,070	-	-	-	19,070	19,070
	Phase 2	10,626	0.65	16,348	-	-	-	-	16,348
	Subtotal - Housing	126,941	0.65	195,294	123,726	159,876	159,876	178,946	195,294
6.0	Inmate Processing	7,305	0.60	12,175	12,175	12,175	12,175	12,175	12,175
7.0	Food Services	8,866	0.80	11,082	11,082	11,082	11,082	11,082	11,082
8.0	Medical/ Mental Health Services	5,690	0.70	8,129	8,129	8,129	8,129	8,129	8,129
9.0	Laundry Services	1,750	0.80	2,188	2,188	2,188	2,188	2,188	2,188
10.0	Visitation	1,592	0.75	2,123	2,123	2,123	2,123	2,123	2,123
11.0	Inmate Programs	1,335	0.80	1,669	1,669	1,669	1,669	1,669	1,669
12.0	Work Release Program	1,390	0.80	1,738	1,738	1,738	1,738	1,738	1,738
13.0	Building Maintenance and Supplies	4,251	0.80	5,314	5,314	5,314	5,314	5,314	5,314
TOTALS		170,383	0.67	254,833	183,265	219,415	219,415	238,485	254,833
	TOTAL RATED BEDS				512	704	704	800	896
	Gross Square Feet Per Bed				358	312	312	298	284

ESTIMATED FACILITIES DEVELOPMENT CAPITAL COSTS

Exhibit 4.6 provides a conceptual rough order of magnitude (ROM) capital cost estimate for developing the County Jail facility. The Project Team has aggregated the costs data into two major groupings: hard (construction) costs, and soft (overhead) costs. In general, the Project Team determined hard costs on a per square foot basis by type of area, using its substantial knowledge of recently completed jail projects in California's Central Valley.

As shown, the total project cost to develop Phase 1 of the long-term implementation plan, which would yield four housing pods, totaling 512 beds, and all facility non-housing areas, sized to meet an ultimate site build-out of 896 beds, **totals \$95,781,359 in today's dollars**. This figure includes a 7% construction cost contingency of \$4,749,573.

The total soft cost of \$16,030,746 equates to 21% of the total hard cost, excluding the 7% contingency, and including an allowance of 3.5% for furniture, fixtures, and equipment. The Project Team has also included a lump sum total project costs for Phase 2 and 3 developments. Again, the Project Team has *not* escalated these estimated out-year total project costs.

Exhibit 4.6: New Jail Facilities Development ROM Estimate

Functional Area	Schematic Design Estimate			Total Cost
	Qty.	Unit	Unit Cost	
HARD/CONSTRUCTION COST (Initial Build, year 2011 demand, 512 rated beds)				
Jail Administration	5,761	SF	\$ 255	\$ 1,469,055
Employee Facilities	4,653	SF	\$ 280	\$ 1,302,840
Staff Training	3,133	SF	\$ 280	\$ 877,240
Security & Central Control	1,575	SF	\$ 430	\$ 677,250
Housing, Phasing for 2011	123,726	SF	\$ 380	\$ 47,015,880
Inmate Processing	12,175	SF	\$ 390	\$ 4,748,250
Food Services	11,082	SF	\$ 450	\$ 4,986,900
Medical/Mental Health Serv	8,129	SF	\$ 375	\$ 3,048,375
Laundry Services	2,188	SF	\$ 410	\$ 897,080
Visitation	2,123	SF	\$ 340	\$ 721,820
Inmate Programs	1,669	SF	\$ 270	\$ 450,630
Work Release Program	1,738	SF	\$ 280	\$ 486,640
Building Maint.& Supplies	5,314	SF	\$ 220	\$ 1,169,080
Subtotal				\$ 67,851,040
Construction Contingency	7	%		\$ 4,749,573
Subtotal - Building Hard Costs	183,266	SF	\$ 396	\$ 72,600,613
Site Development	1	LS	\$ 7,150,000	\$ 7,150,000
Subtotal - All Hard Costs				\$ 79,750,613
SOFT COSTS				
Equipment F.F.& E. & Phone/ Data	3.5	%		\$ 2,791,271
A/E Fees	9	%		\$ 7,177,555
Construction & Start-Up Management	2	%		\$ 1,595,012
Special Consultants	0.5	%		\$ 398,753
Testing/ Inspection	1	%		\$ 797,506
Legal/ Administration	0.5	%		\$ 398,753
Printing, Adv. & Travel	0.25	%		\$ 199,377
Geotechnical Testing	1	Lump Sum Allowance		\$ 35,000
Site Survey	1	Lump Sum Allowance		\$ 75,000
Traffic Study	1	Lump Sum Allowance		\$ 82,000
Moving/ Relocation Costs	0.25	%		\$ 199,377
Plan Review	0.25	%		\$ 199,377
Commissioning	1	%		\$ 797,506
Misc. Costs Estimating/ Constructibility	0.5	%		\$ 398,753
Connection Fees	1	%		\$ 797,506
EIR	1	LS		\$ 88,000
Subtotal - Soft Cost				\$ 16,030,746
TOTAL PROJECT COSTS - Core Facility; 4 Housing Pods; 512 beds				\$ 95,781,359
FUTURE ADDITION COSTS				
Housing, Phasing for 2017	36,150	SF	\$ 494	\$ 17,840,271
Housing, Phasing for 2027	19,070	SF	\$ 494	\$ 9,411,175

STAFFING PLAN

Overview

The discussion below documents the specific staffing program that the Project Team has developed to adequately operate the proposed new jail at its planned year 2027 capacity of 800 beds. The staffing programs provided below are based on: a) the building space program and overall facility plan concept developed by the Project Team; and, b) the facilities development concepts and operational assumptions addressed in this Section.

Although this statement of staffing needs constitutes a reasonable estimate of personnel levels based on the aforementioned parameters, the Project Team recommends that County should re-evaluate this plan and refine it as necessary during the architectural design phase, and ultimately, on the realities of actual operational experience, as each new housing unit and building come online.

The detailed staffing programs provided in this Section quantify all associated jail personnel by: a) component (i.e. Administration, Housing, Food Service, etc.); b) position or title; c) status (sworn/non-sworn staff); d) post-position versus non-post position; and, e) shift assignment. The Project Team has also quantified all staff positions in terms of full-time equivalent positions (FTEs). For the purposes of this program, an FTE position equates to a 2,040 work-year, including time off for vacation, sick leave, training, etc.

Relief Factor Analysis

The Consultant has itemized all post-positions, which is defined as those whose functions require 24-hour per day coverage and/or more than 5-days per week coverage. For those positions, a “relief” factor has been applied on a per shift basis, which reflects the additional hours required to compensate for each employee’s “total days off” during a typical calendar year.

Exhibit 4.7 lists: a) the total annual number of days and hours required for 24-hour per day coverage, based for seven and five day per week post positions (Note at this point, that all County Jail post-positions are seven day post, and that the five day factor is provided for reference); b) an itemization of all time off during a calendar year per typical correctional staff and corresponding total time off (which was provided by jail management); c) the amount of annual actual on-shift time; and, d) lastly the resulting relief factors on a per day and per shift basis.

Exhibit 4.7: Relief Factor Determination

Factors and Process	7-Day Factor		5-Day Factor	
	Days	Hours	Days	Hours
Total Required Coverage Per Year	365	8,760	260	6,240
Itemization of Staff "Off-Shift" Time Per Year:				
Annual Regular Weekly Time Off	104	2,496	104	2,496
Annual Average Vacation and/or Leave Time Time Off	5	120	10	240
Annual Holiday Time Off	-	-	11	264
Annual Average Sick Time Off	5	120	5	120
Average Other Time-Off Shift ¹	3	72	10	240
Total Time Off	117	2,808	140	3,360
Total Actual Work Time	248	5,952	120	2,880
7-Day Relief Factor (line 9 divided by line1)	1.472	1.472	2.167	2.167
Relief Factor Per Shift (based on two 12-hour shifts per day)	0.736	0.736	1.083	1.083

¹ Other days off includes training days, bereavement, etc

In practical terms therefore, assuming that one "post" would be staffed 24-7, 365 days per week and in two, twelve-hour shifts, two persons would be required per day, plus relief for *all* other days they would not work during the year.

Hence to staff one post position, the formula would be:

<i>Base Post Position</i>		FTE's
Shift 1		1.00
	+	
<u>Shift 2</u>		<u>1.00</u>
	=	2.00
	+	
<i>Relief</i>		
Shifts 1 and 2		2.00
	x	
<u>Relief Factor</u>		<u>1.47</u>
=	2.94	
Total Required FTE's		4.94

Staffing Plan Summary

Exhibit 4.8 provides summary data of the staffing levels by functional area that would be required to adequately staff the jail assuming an 800-bed, year 2027 capacity. Note that the Project Team has excluded: a) medical/mental health staff, which are accounted for and paid out of the County Health Department budget; b) instructors which are paid for out of the Inmate Welfare Fund; and, c) maintenance personnel which are paid for out of the County's general services fund.

Exhibit 4.8: New Jail Staffing Plan Summary: Phase 3 (800-beds) and Build-out (896 beds)

Classification	FTE's	FTE's
	800 Beds	896 Beds
1.0 Jail Administration	11.94	11.94
2.0 Employee Facilities	-	-
3.0 Staff Common Support	-	-
4.0 Central Control	9.89	9.89
5.0 Housing	108.76	113.70
6.0 Inmate Processing & Court Movement/Transportation	34.72	34.72
7.0 Food Services	10.89	10.89
8.0 Medical /Mental Health	4.94	4.94
9.0 Laundry Services	1.00	1.00
10.0 Public and Official Visitation	-	-
11.0 Inmate Programs	1.00	1.00
12.0 Work Release Program	4.00	4.00
13.0 Building Maintenance	-	-
TOTALS	187.14	192.08

ANALYSIS:

Jail-Bed Capacity Versus Programmed Staffing Levels at 800 Beds (through Phase 3)

Total Facility Bed Capacity	800
Total Beds Versus Staff	4.27
Total Staff Per Bed	0.23

Jail-Bed Capacity Versus Programmed Staffing Levels at 896 Beds (through Phase 4)

Total Facility Bed Capacity	896
Total Beds Versus Staff	4.66
Total Staff Per Bed	0.21

As shown, the Project Team estimates that 187.14 FTE's would be required to operate the new 800-bed capacity Jail through development Phase 3. At full build-out, 192.08 FTE's would be required to service an 896 bed capacity jail. These staffing levels would result in a bed versus staff ratio of 4.27 and 4.66 per staff respectively. Although both of these staffing ratios are less than the current ratio of 5.68 beds per staff at the existing jail, this is attributable to: a) 13.89 new positions related to classifications and functions that currently do not exist, or currently provide multiple functions (1.00 Compliance Officer, 1.00 Lobby Officer, 1.00 Receptionist, 9.89 booking clerks); b) the creation of an Infirmary which would require post-position staffing (4.69 positions); and, c) the establishment of dedicated Mental Health housing units.

Detailed Staffing Program

Exhibit 4.9 provides the detailed staffing program that itemizes all staff by function, classification, shift worked, and relief factor, assuming an 800-bed jail capacity.

Exhibit 4.9: Detailed Staffing Program 800-bed Capacity
 (1 of 3)

1.0 Jail Administration

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
Captain	x				x	1.00	-	-	1.00	
Lieutenant	x			x		1.00	1.00	2.94	4.94	
Secretary		x			x	2.00	-	-	2.00	
Mail Clerk		x			x	1.00	-	-	1.00	
Compliance Officer		x			x	1.00	-	-	1.00	
Receptionist		x			x	1.00	-	-	1.00	
Lobby Officer		x			x	1.00	-	-	1.00	
Total						8.00	1.00	2.94	11.94	

2.0 Employee Facilities

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
								-	-	No staff are housed in this Component
Total						-	-	-	-	

3.0 Staff Common Support

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
								-	-	No staff are housed in this Component
Total						-	-	-	-	

4.0 Central Control

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
Central Control Officers		x		x		2.00	2.00	5.89	9.89	
								-	-	
Total						2.00	2.00	5.89	9.89	

5.0 Housing

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
Housing Unit 1: Pods 1-4 AD Seg								-	-	
Housing Officer								-	-	Monitored from Central Control
Escort/Prowler								-	-	
Housing Unit 2: Pods 5-8								-	-	
Housing Unit Officer	x			x		1.00	1.00	2.94	4.94	Monitored from Central Control
Pod 5 - MH								-	-	
Housing Officer	x			x		1.00	1.00	2.94	4.94	
Escort/Roving Officers	x			x				-	-	Ref. Housing Support Below
Pod 6 - MH								-	-	
Housing Officer	x			x		1.00	1.00	2.94	4.94	
Escort/Roving Officers	x			x				-	-	Ref. Housing Support Below
Pod 7 - MH								-	-	
Housing Officer	x			x		1.00	1.00	2.94	4.94	
Escort/Roving Officers	x			x				-	-	Ref. Housing Support Below
Pod 8 - Max								-	-	
Housing Officer	x			x				-	-	Indirect Supervision Only
Escort/Roving Officers	x			x				-	-	
Housing Unit 3: Pods 9-14								-	-	
Housing Unit Officer	x			x		2.00	2.00	5.89	9.89	Indirect Supv. Of all Pod Housing
Pod 9 - Max.								-	-	
Housing Officer								-	-	Indirect Supervision Only
Escort/Roving Officers	x			x				-	-	Ref. Housing Support Below
Pod 10 - Max.								-	-	
Housing Officer								-	-	Indirect Supervision Only
Escort Officer	x			x				-	-	Ref. Housing Support Below

Exhibit 4.9: Detailed Staffing Program 800-bed Capacity
 (2 of 3)

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
Pod 11 - Max.										
Escort Officer	x			x		-	-	-	-	Indirect Supervision Only
Escort/Roving Officers						-	-	-	-	Ref. Housing Support Below
Pod 12 - Max.										
Housing Officer						-	-	-	-	Indirect Supervision Only
Escort/Roving Officers	x			x		-	-	-	-	Ref. Housing Support Below
Pod 13 - Max.										
Housing Officer						-	-	-	-	Indirect Supervision Only
Escort/Roving Officers	x			x		-	-	-	-	Ref. Housing Support Below
Pod 14 - Max.										
Housing Officer						-	-	-	-	Indirect Supervision Only
Escort/Roving Officers	x			x		-	-	-	-	Ref. Housing Support Below
Housing Unit 4: Pods 15-17										
Housing Unit Officer	x			x		1.00	1.00	2.94	4.94	
Pod 15 - Med.										
Housing Officer	x			x		1.00	-	1.47	2.47	
Escort/Roving Officers	x			x		-	-	-	-	Ref. Housing Support Below
Pod 16 - Med.										
Housing Officer	x			x		1.00	-	1.47	2.47	
Escort/Roving Officers	x			x		-	-	-	-	Ref. Housing Support Below
Pod 17 - Med.										
Housing Officer	x			x		1.00	-	1.47	2.47	
Escort/Roving Officers	x			x		-	-	-	-	Ref. Housing Support Below
Housing Unit 5: Pods 18-20										
Housing Unit Officer	x			x		1.00	1.00	2.94	4.94	
Pod 18 - Med.										
Housing Officer	x			x		1.00	-	1.47	2.47	
Escort/Roving Officers	x			x		-	-	-	-	Ref. Housing Support Below
Pod 19 - Med.										
Housing Officer	x			x		1.00	-	1.47	2.47	
Escort/Roving Officers	x			x		-	-	-	-	Ref. Housing Support Below
Pod 20 -Med.										
Housing Officer	x			x		1.00	-	1.47	2.47	
Escort/Roving Officers	x			x		-	-	-	-	Ref. Housing Support Below
Housing Unit 6: Pods 21-24										
Housing Unit Officer	x			x		1.00	1.00	2.94	4.94	
Pod 21 -Med										
Housing Officer	x			x		1.00	-	1.47	2.47	
Escort/Roving Officers	x			x		-	-	-	-	Ref. Housing Support Below
Pod 22 -Med										
Housing Officer	x			x		1.00	-	1.47	2.47	
Escort/Roving Officers	x			x		-	-	-	-	Ref. Housing Support Below
Housing Support										
Housing Sergeant	x			x		1.00	1.00	2.94	4.94	
Escort/Roving Officers	x			x		7.00	9.00	23.55	39.55	1 per Pod plus Visitation on day
Total						25.00	19.00	64.76	108.76	

6 Inmate Processing & Court Movement/Transportation

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
Sergeant	x				x	1.00	1.00	-	2.00	
Booking Officers	x			x		2.00	2.00	5.89	9.89	
Booking Clerks		x		x		2.00	2.00	5.89	9.89	
Property Clerk		x		x		1.00	1.00	2.94	4.94	
Transportation Officers	x				x	8.00	-	-	8.00	
									-	
									-	
Total						14.00	6.00	14.72	34.72	

Exhibit 4.9: Detailed Staffing Program 800-bed Capacity
(3 of 3)

7.0 Food Services

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
Supervisor		x			x	1.00		-	1.00	
Line Cook		x		x		2.00	2.00	5.89	9.89	
Total						3.00	2.00	5.89	10.89	

8.0 Medical /Mental Health

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
Medical Security Officer	x			x		1.00	1.00	2.94	4.94	
Total						1.00	1.00	2.94	4.94	

Excludes medical/mental health staff which accounted for within Health Department budget.

9.0 Laundry Services

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
Laundry/Inmate Worker Supr.		x			x	1.00	-	-	1.00	
Total						1.00	-	-	1.00	

10.0 Public and Official Visitation

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
Visitation Officer						-	-	-	-	Include in housing escort/rover staff
Total						-	-	-	-	

Assumes a minimum of 3.0 officers accounted for within the Housing Escort Officer total.

11.0 Inmate Programs

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
Program Coordinator		x			x	1.00	-	-	1.00	
Total						1.00	-	-	1.00	

Excludes teachers which are paid for out of the Inmate Welfare Fund.

12.0 Work Release Program

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
Work Release Officer	x				x	4.00	-	-	4.00	
Total						4.00	-	-	4.00	

13.0 Building Maintenance

Position	Status		Post Position		Non-Post	Shift 1 12 Hours	Shift 2 12 Hours	Relief Positions	Total	Comments
	S	NS	5-Day	7-Day						
Building Maintenance Supervisor						-	-	-	-	
Building Maintenance Worker						-	-	-	-	
Total						-	-	-	-	
Program Totals						59.00	31.00	97.14	187.14	

Excludes Maintenance personnel not accounted for within Sheriff's Department Jail budget.

Subtotal: Correctional Staff:	143.53
Subtotal: Non-correctional Staff:	43.60
Total Correctional Staff	187.14
Bed Capacity Per Correctional Staff @ 800 Beds	5.57
Bed Capacity Per Total Staff: @ 800 Beds	4.27

JAIL OPERATIONAL BUDGET COST ESTIMATE

Overview

The paragraphs and exhibits below provide the estimated total annual recurring costs of operating the proposed new jail per development Phase 3 (800 beds). All costs are stated in year 2008 dollars and have *not* been adjusted by any assumed inflation rate.

Methodology

Staffing Costs: Because staffing compensation costs comprise approximately 87 % of the jail budget, the Project Team estimated these costs in detail by applying current average salaries on a per position basis to projected staff, based on the staffing plan shown above. Exhibit 4.10 provides an itemization of all anticipated personnel positions and annualized compensation amounts. Note that staffing costs for medical services (exclusive of the correctional supervision staff that would be necessary for the new infirmary), building maintenance, and educational instructors are not part of the jail budget have not been included in this analysis.

Exhibit 4.10: Jail Staff Annual Compensation

Title	Salary Ranges ¹			Benefits	Total Compensation
	Minimum	Maximum	Average		
Captain	\$68,671	\$92,390	\$80,531	66%	\$133,681
Lieutenant	\$58,328	\$79,287	\$68,808	66%	\$114,220
Secretary	\$27,911	\$38,463	\$33,187	66%	\$55,090
Mail Clerk	\$22,384	\$30,836	\$26,610	66%	\$44,173
Compliance Officer	\$38,908	\$53,589	\$46,249	66%	\$76,773
Central Control Officers	\$38,908	\$53,589	\$46,249	66%	\$76,773
Sergeant	\$45,569	\$62,451	\$54,010	66%	\$89,657
Housing Officer	\$38,908	\$53,589	\$46,249	66%	\$76,773
Escort/Prowler Officer	\$38,908	\$53,589	\$46,249	66%	\$76,773
Booking Officers	\$38,908	\$53,589	\$46,249	66%	\$76,773
Transportation Sergeant	\$45,569	\$62,451	\$54,010	66%	\$89,657
Transportation Officers	\$38,908	\$53,589	\$46,249	66%	\$76,773
Booking Clerks	\$29,602	\$40,861	\$35,232	66%	\$58,484
Property Clerk	\$22,384	\$30,886	\$26,635	66%	\$44,214
Food Services Supervisor	\$28,851	\$39,811	\$34,331	66%	\$56,989
Corrections Cooks	\$25,672	\$35,419	\$30,546	66%	\$50,706
File Clerk	\$22,384	\$30,886	\$26,635	66%	\$44,214
Medical Security Officers	\$38,908	\$53,589	\$46,249	66%	\$76,773
Laundry Supervisor	\$22,384	\$30,886	\$26,635	66%	\$44,214
Visitation Officer	\$38,908	\$53,589	\$46,249	66%	\$76,773
Programs Coordinator	\$38,908	\$53,589	\$46,249	66%	\$76,773
Work Release Officer	\$38,908	\$53,589	\$46,249	66%	\$76,773

¹ Data Source: Sutter County Salary Schedule

Other Operating Costs: The Project Team has determined all other operational costs by applying the year 2008 operating budget costs for the categories shown, and applying them to the projected bed increases.

Estimated Projected Jail Staffing Annual Budget

Detailed Staffing Costs - 800 Bed Jail Capacity: Exhibit 4.11 provides a detailed estimate of the staffing compensation budget that would be required to operate the proposed new 800-bed jail, which would total \$13,948,994 annually.

Exhibit 4.11: Estimated Jail Staff Compensation Budget (800-Bed Jail Capacity)

Position	FTE's By Classification	Annual Total Compensation Per Classification	Total Estimated Budget Per Classification
Captain	1.00	\$ 133,681	\$ 133,681
Lieutenant	4.94	\$ 114,220	\$ 564,654
Secretary	2.00	\$ 55,090	\$ 110,181
Mail Clerk	1.00	\$ 44,173	\$ 44,173
Compliance Officer	1.00	\$ 76,773	\$ 76,773
Receptionist	1.00	\$ 55,090	\$ 55,090
Lobby Officer	1.00	\$ 76,773	\$ 76,773
Central Control Officers	9.89	\$ 76,773	\$ 759,057
Housing Sergeant	4.94	\$ 89,657	\$ 443,222
Housing Officer	103.81	\$ 76,773	\$ 7,970,101
Booking Officers	9.89	\$ 76,773	\$ 759,057
Transportation Sergeant	2.00	\$ 89,657	\$ 179,313
Transportation Officers	8.00	\$ 76,773	\$ 614,180
Booking Clerks	9.89	\$ 58,484	\$ 578,240
Property Clerk	4.94	\$ 44,214	\$ 218,575
Food Services Supervisor	1.00	\$ 56,989	\$ 56,989
Corrections Cooks	9.89	\$ 50,706	\$ 501,330
Medical Security Officers	4.94	\$ 76,773	\$ 379,529
Laundry/Inmate Worker Supervisors	1.00	\$ 44,214	\$ 44,214
Programs Coordinator	1.00	\$ 76,773	\$ 76,773
Work Release Officer	4.00	\$ 76,773	\$ 307,090
TOTALS	187.14		\$ 13,948,994

Total Annual Projected Jail Operating Budget

As shown in Exhibit 4.12, the total estimated operational budget of the jail for year 2027, to accommodate the 800 beds projected under Scenario 3 and per facility development Phase 3, would total \$16,053,214 annually, at a total cost per bed of: \$20,067. These estimated year 2027 figures equate to a total annual operating budget net increase of \$ \$10,876,834, or \$5,361 per bed per year, and equate to a 36.5% increase in expenditures per bed per year. Although these figures represent a substantial increase over the existing per bed cost, the reader should be cognizant that this plan rectifies a multitude of deficiencies in the existing jail: particularly: a) the lack of mental health and mental health step-down units; b) an infirmary; and, c) conforming to current CSA standards.

Exhibit 4.12: Estimated Operational Costs

OPERATIONAL COSTS CRITERIA	OPERATIONAL COST BASIS Existing - Year-2008		ESTIMATED OPERATING BUDGET				ESTIMATE METHOD
	FY 2007-08 Budget 352 Pop Cap.	Cost Per Bed Assuming 352 Pop Cap.	New Jail		Year 2022	Year 2027	
DATA			Year 2011 512 Rated Beds	Year 2017 704 Rated Beds	Year 2022 704 Rated Beds	Year 2027 800 Rated Beds	
Total Staff Full Time Equivalents	62.00		159.42	172.31	172.31	187.14	Per Detailed Staffing Plan
1 Permanent Salary	\$ 2,362,880	\$ 6,713	\$ 11,842,715	\$ 12,810,408	\$ 12,810,408	\$ 13,948,994	Per Detailed Staffing Plan
2 Special Pay	\$ 38,522						Included in Line 1
3 Other Pay	\$ 3,071						Included in Line 1
4 Extra Help	\$ 31,700						Included in Line 1
5 Reserves	\$ 2,000	\$ 6	\$ 2,909	\$ 4,000	\$ 4,000	\$ 4,545	
6 Overtime	\$ 60,000	\$ 170					Not required if adequately staffed
7 County Contributions FICA	\$ 199,254	\$ 566					Included in Line 1
8 County Contributions Retirement	\$ 523,645	\$ 1,488					Included in Line 1
9 Retirement Allowance	\$ 223,791	\$ 636					Included in Line 1
10 Co-Contributions Group Insurance	\$ 456,374	\$ 1,297					Included in Line 1
11 IF Workman's Compensation	\$ 281,036	\$ 798					Included in Line 1
12 Clothing - Personnel	\$ 44,900	\$ 128	\$ 65,309	\$ 89,800	\$ 89,800	\$ 102,045	Projected in proportion to bed capacity
13 Security Equipment	\$ 22,654	\$ 64	\$ 32,951	\$ 45,308	\$ 45,308	\$ 51,486	Projected in proportion to bed capacity
14 Communications	\$ 5,030	\$ 14	\$ 7,316	\$ 10,060	\$ 10,060	\$ 11,432	Projected in proportion to bed capacity
15 Food	\$ 359,000	\$ 1,020	\$ 522,182	\$ 718,000	\$ 718,000	\$ 815,909	Projected in proportion to bed capacity
16 Household Expenses	\$ 159,000	\$ 452	\$ 231,273	\$ 318,000	\$ 318,000	\$ 361,364	Projected in proportion to bed capacity
17 Maintenance Equipment	\$ 26,000	\$ 74	\$ 37,818	\$ 52,000	\$ 52,000	\$ 59,091	Projected in proportion to bed capacity
18 Software License	\$ 18,373	\$ 52	\$ 26,724	\$ 36,746	\$ 36,746	\$ 41,757	Projected in proportion to bed capacity
19 Alcohol/Drug Analysis	\$ 23,000	\$ 65	\$ 33,455	\$ 46,000	\$ 46,000	\$ 52,273	Projected in proportion to bed capacity
20 Office Expenses	\$ 7,600	\$ 22	\$ 11,053	\$ 15,200	\$ 15,200	\$ 17,273	Projected in proportion to bed capacity
21 Small Tools	\$ 6,800	\$ 19	\$ 9,891	\$ 13,600	\$ 13,600	\$ 15,455	Projected in proportion to bed capacity
22 Office Equipment	\$ 1,750	\$ 5	\$ 2,545	\$ 3,500	\$ 3,500	\$ 3,977	Projected in proportion to bed capacity
23 Employment Training	\$ 39,000	\$ 111	\$ 56,727	\$ 78,000	\$ 78,000	\$ 88,636	Projected in proportion to bed capacity
24 Utilities	\$ 281,000	\$ 798	\$ 306,545	\$ 421,500	\$ 421,500	\$ 478,977	Projected in proportion to staff Assumed 25% reduction in new facility
Total	\$ 5,176,380	\$ 14,706	\$ 13,189,416	\$ 14,662,122	\$ 14,662,122	\$ 16,053,214	
ANALYSIS							
Net Increase in Annual Budget			\$ 8,013,036	\$ 9,485,742	\$ 9,485,742	\$ 10,876,834	
Cost Per Bed	\$ 14,706		\$ 25,761	\$ 20,827	\$ 20,827	\$ 20,067	
Net Change in Annual Cost Per Bed Over Existing			\$ 11,055	\$ 6,121	\$ 6,121	\$ 5,361	
Percentage Increase Annual Cost Per Bed Over Existing			75%	42%	42%	36%	

FUTURE HOUSING

HOUSING 3

HOUSING 2

HOUSING 1

COURT YARD

JAIL ADMIN.

PROGRAM SERVICES

CONTROL

VIDEO VISIT

STAFF SUPPORT

MECH/ELEC.

MENTAL HEALTH

FACILITIES WAREHOUSE

MEDICAL

LAUNDRY

KITCHEN

SECURE SIDE

STORAGE

WORK PROJECTS

INTAKE & TRANSPORTATION

VEHICLE SALLY

CONTROLLED ACCESS

PARKING LOT

NON-SECURE
STAFF/ADMINISTRATION/TRAINING

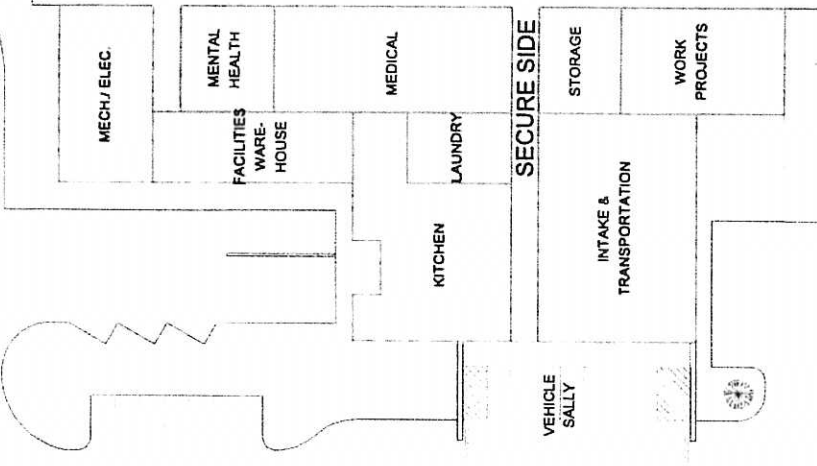
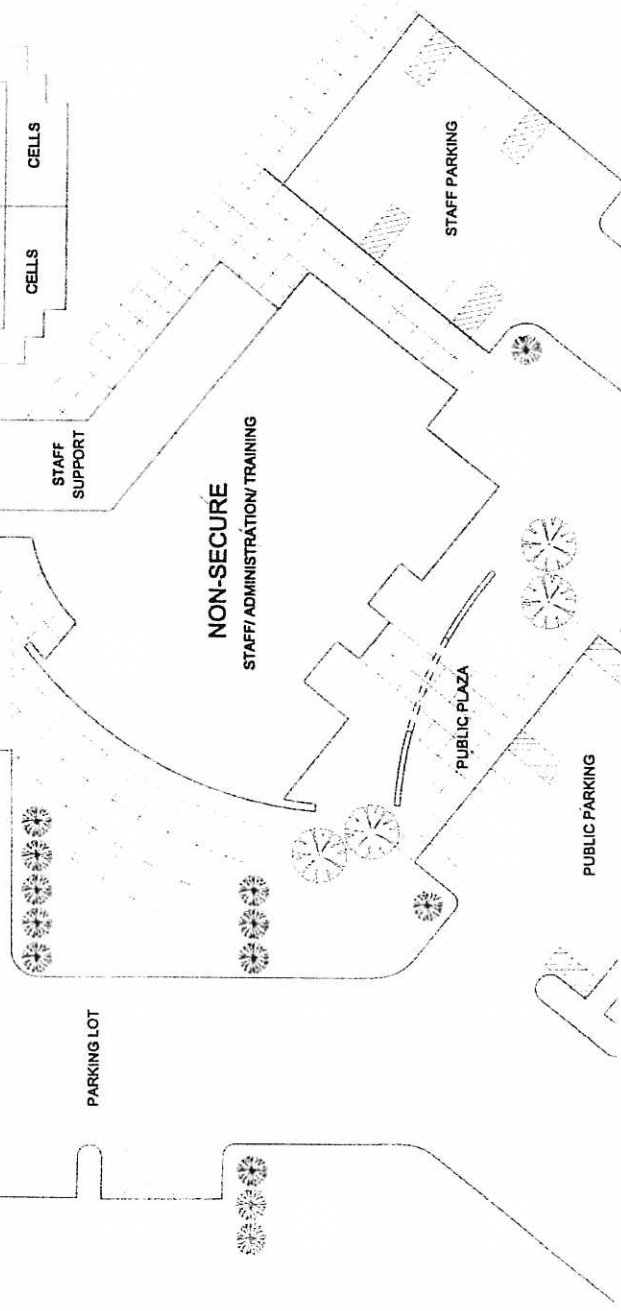
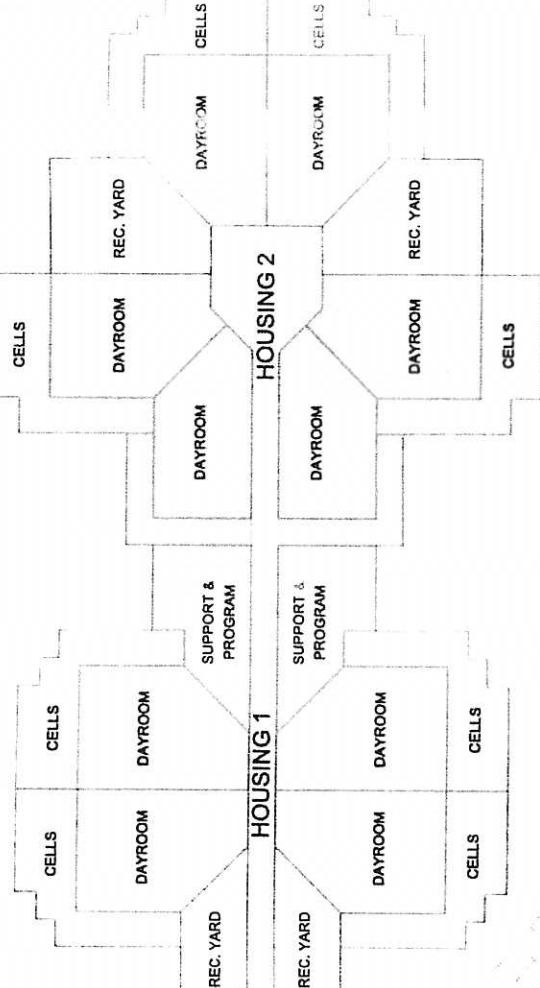
STAFF PARKING

PUBLIC PLAZA

PUBLIC PARKING

FACILITIES PARKING

STAFF PARKING







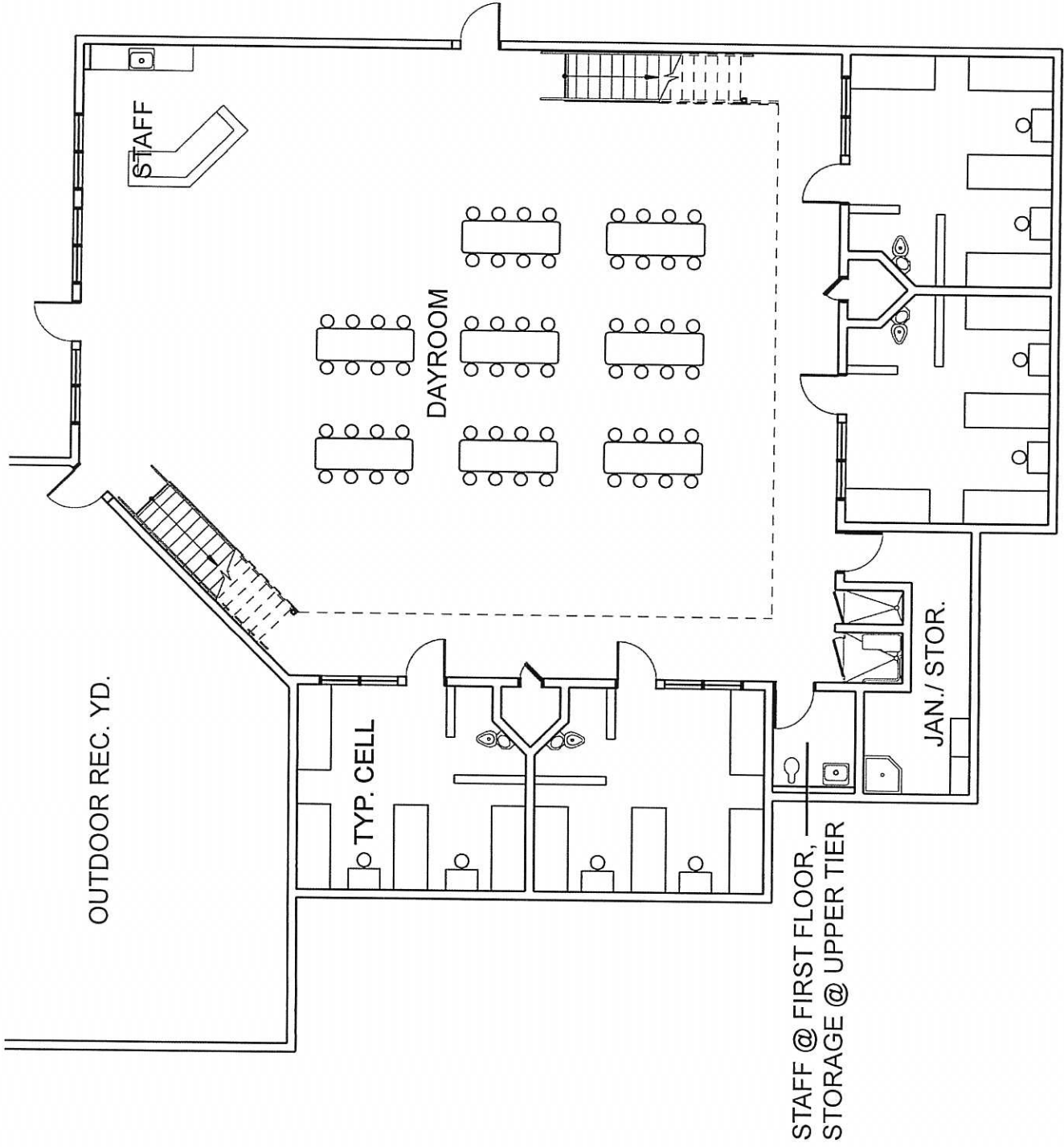
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Design Group Inc.
Architecture • Planning
Engineering • Interiors

COLOR KEY LEGEND

TYP. DAYROOM

TYP. CELLS

TYP. SUPPORT AREAS



POSSIBLE 64 POD PLAN/ 8-BED CELL SCHEME

SCALE: 0

8 16 32

32



Lionakis Beaumont
Design Group Inc.

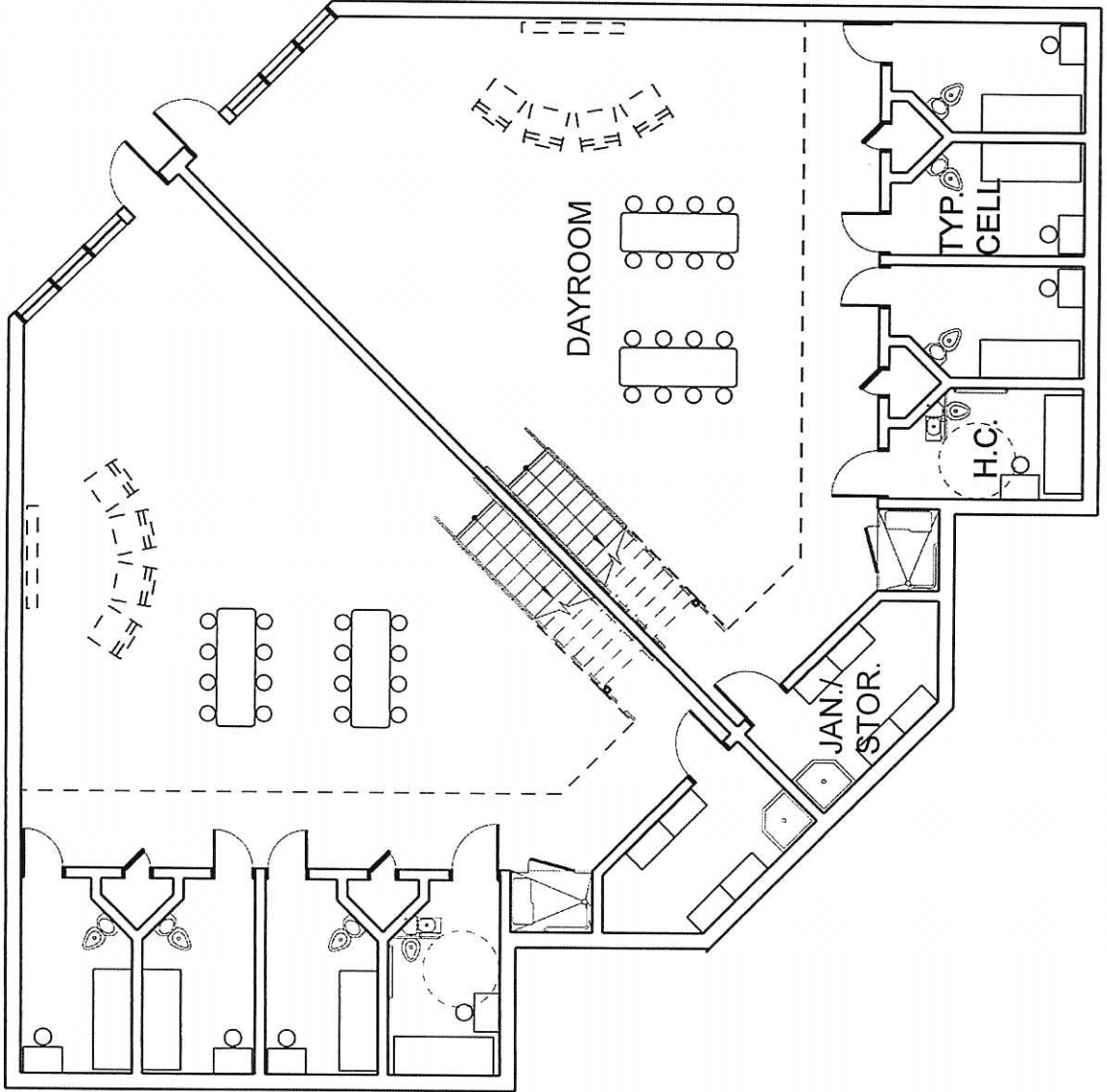
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Engineering • Interiors

COLOR KEY LEGEND

TYP. DAYROOM

TYP. CELLS

TYP. SUPPORT AREAS



SCALE: 0

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POSSIBLE 16-BED UNIT SCHEME A



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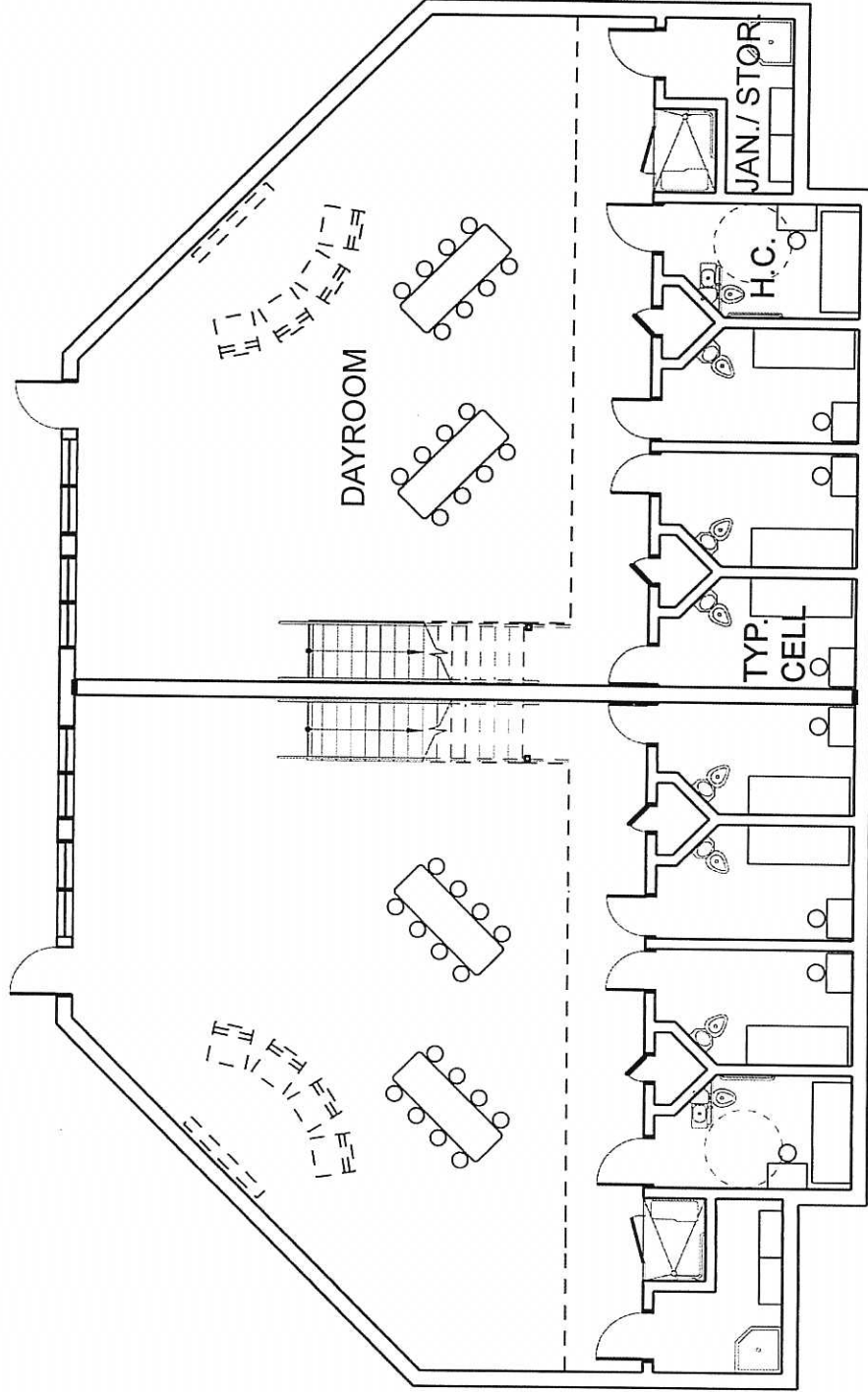
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Engineering • Interiors

COLOR KEY LEGEND

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TYP. CELLS

TYP. SUPPORT AREAS



SCALE: 0 8 16 32

POSSIBLE 16-BED UNIT SCHEME B



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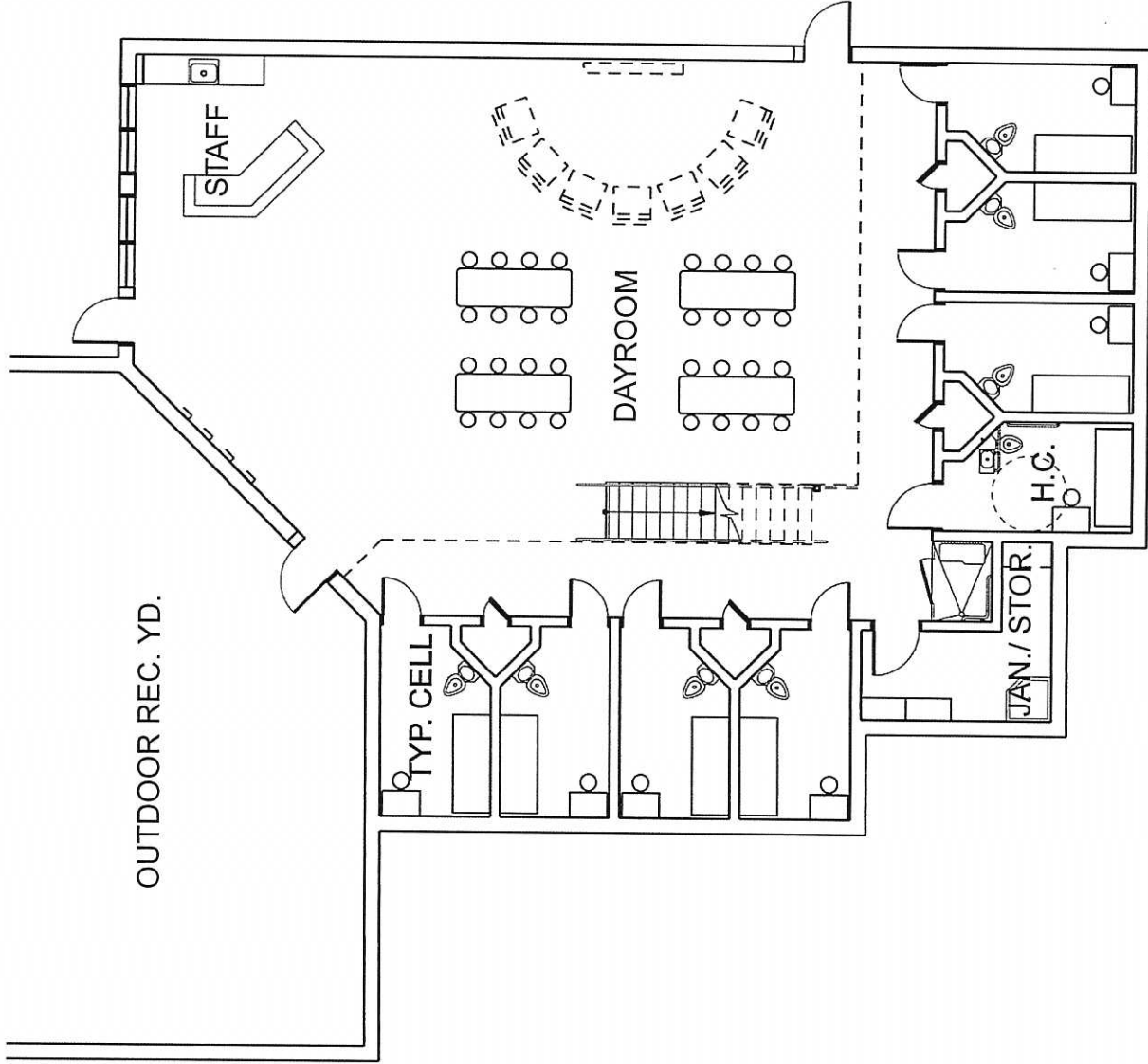
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Engineering • Interiors

COLOR KEY LEGEND

TYP. DAYROOM

TYP. CELLS

TYP. SUPPORT AREAS



OUTDOOR REC. YD.

STAFF

TYP. CELL

DAYROOM

JAN./STOR.

H.C.

SCALE: 0

8

16

32

POSSIBLE 32-BED UNIT SCHEME



Lionakis Beaumont
Design Group Inc.

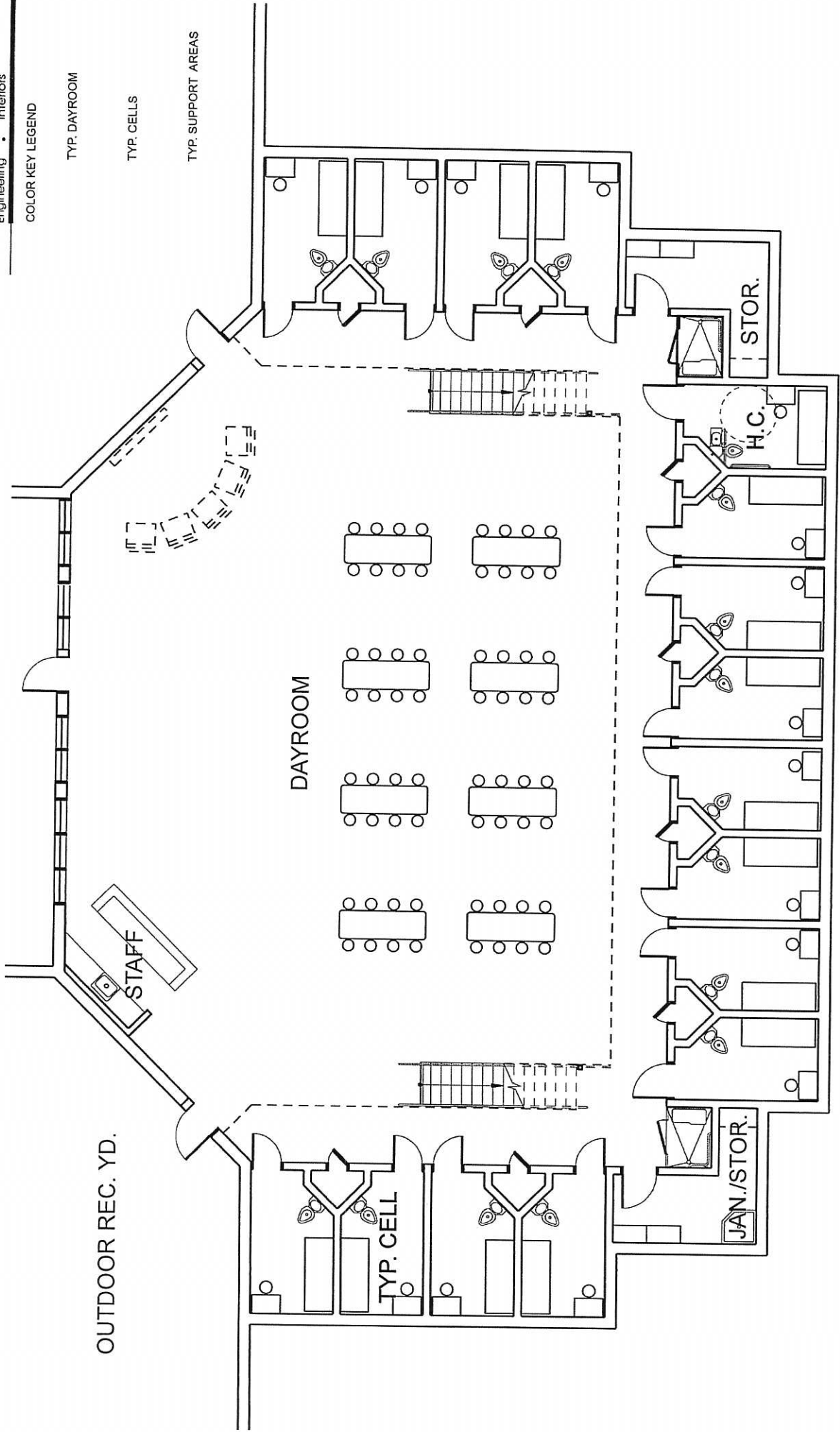
Architecture • Planning
Engineering • Interiors

COLOR KEY LEGEND

TYP. DAYROOM

TYP. CELLS

TYP. SUPPORT AREAS



SCALE: 0

8

16

32

POSSIBLE 64-BED UNIT SCHEME



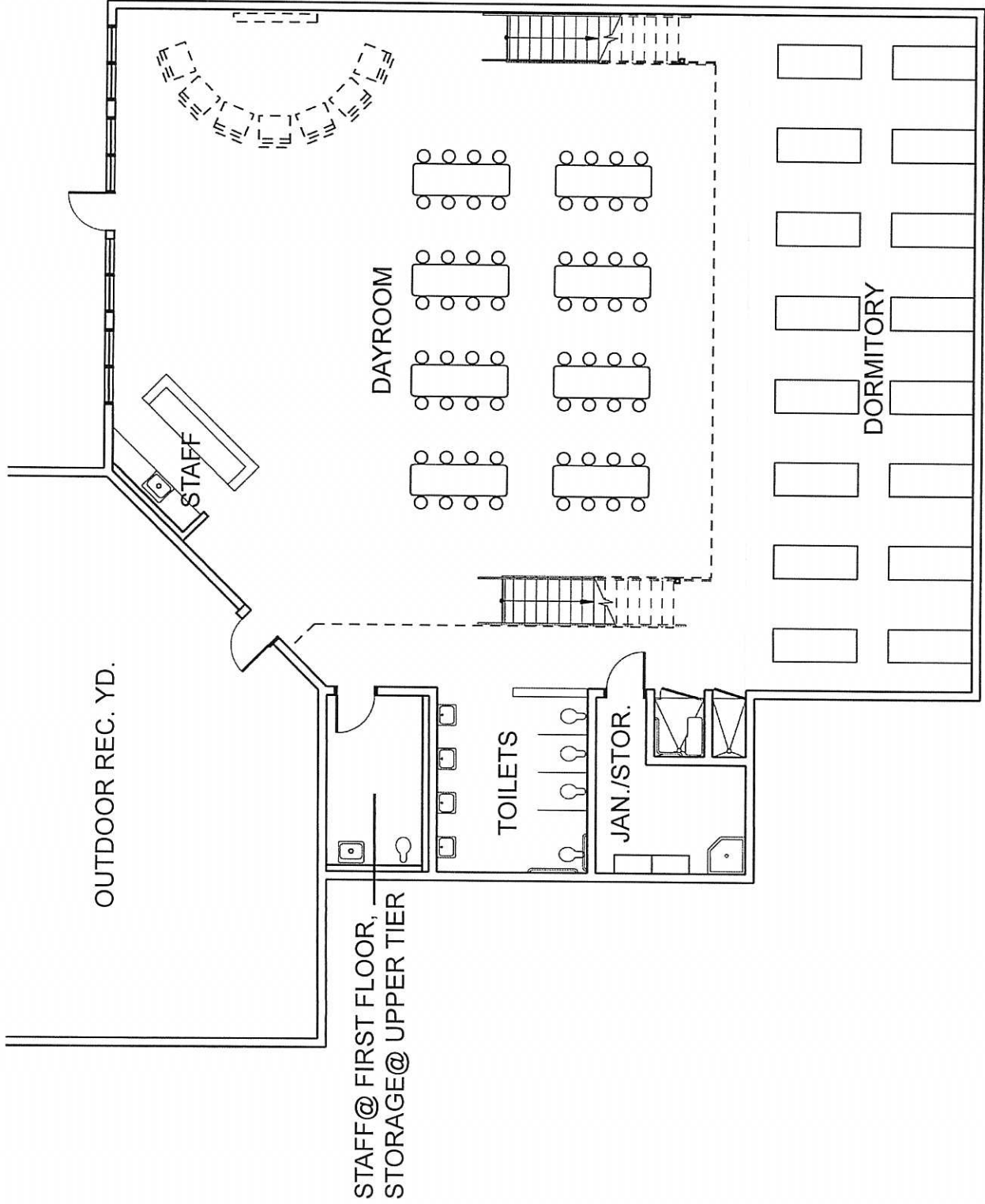
Lionakis Beaumont
Design Group Inc.
Architecture • Planning
Engineering • Interiors

COLOR KEY LEGEND

TYP. DAYROOM

TYP. SUPPORT AREAS

TYP. SLEEP DORMITORY



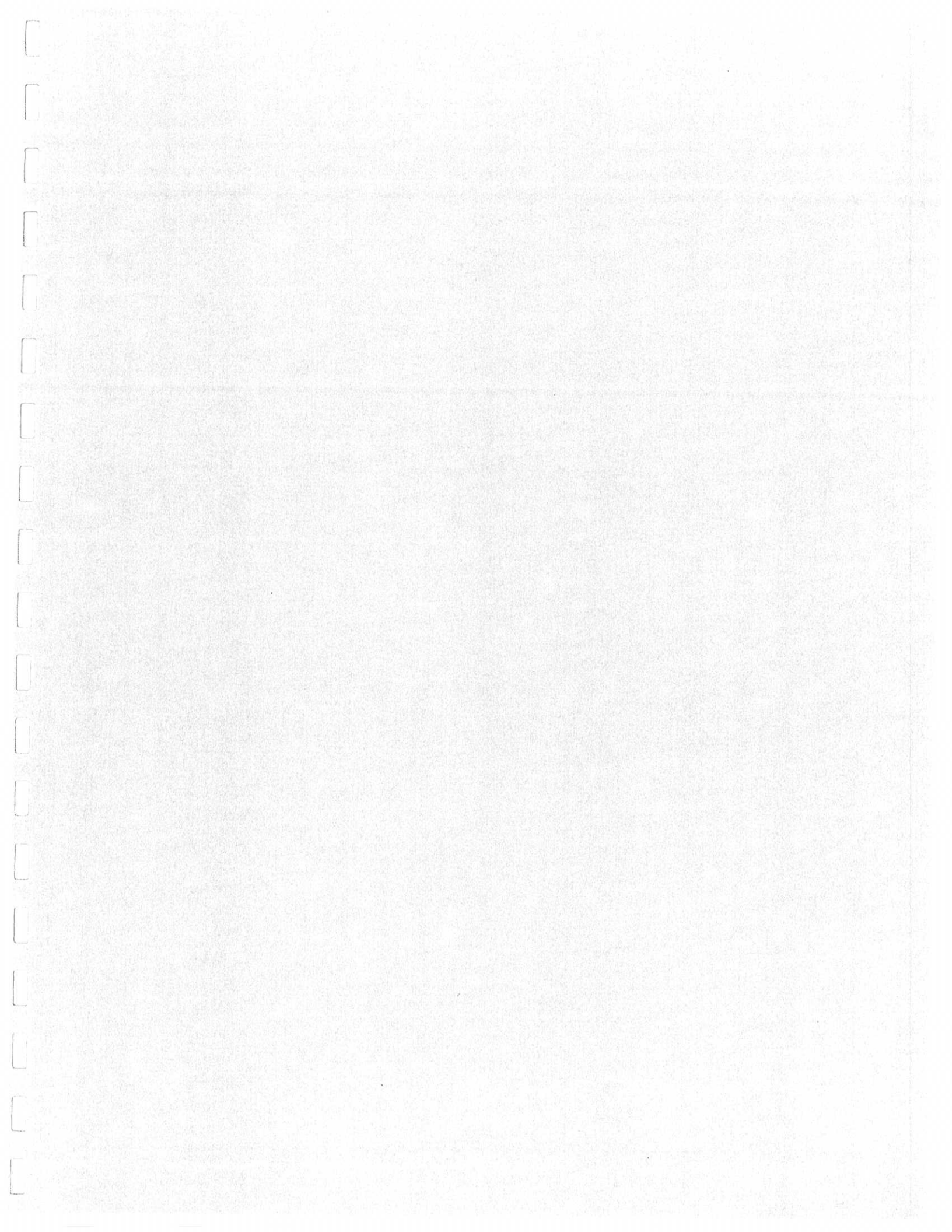
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8

16

32

POSSIBLE 64-BED DORMITORY UNIT



BUILDING SPACE SUMMARY

Primary Code	Component	Program Requirements Determination				Development Phasing Timeframe			Build-out	
		Net Usable		Gross-up		2011	2017	2022		2027
		Sq. Feet	Factor	Sq. Feet	Gross Sq. Feet					
1.0	Jail Administration	4,321	0.75	5,761	5,761	5,761	5,761	5,761	5,761	
2.0	Employee Facilities	3,490	0.75	4,653	4,653	4,653	4,653	4,653	4,653	
3.0	Staff Training	2,350	0.75	3,133	3,133	3,133	3,133	3,133	3,133	
4.0	Security & Central Control	1,103	0.70	1,575	1,575	1,575	1,575	1,575	1,575	
5.0	Housing									
	Housing Unit 1	12,617	0.65	19,411	19,411	19,411	19,411	19,411	19,411	
	Housing Unit 2	14,264	0.65	21,944	21,944	21,944	21,944	21,944	21,944	
	Housing Unit 3	31,304	0.65	48,159	48,159	48,159	48,159	48,159	48,159	
	Housing Unit 4	22,238	0.65	34,212	34,212	34,212	34,212	34,212	34,212	
	Housing Unit 5	23,498	0.65	36,150	-	36,150	36,150	36,150	36,150	
	Housing Unit 6									
	Phase 1	12,396	0.65	19,070	-	-	-	19,070	19,070	
	Phase 2	10,626	0.65	16,348	-	-	-	16,348	16,348	
	Subtotal - Housing	126,941	0.65	195,294	123,726	159,876	159,876	178,946	195,294	
6.0	Inmate Processing	7,305	0.60	12,175	12,175	12,175	12,175	12,175	12,175	
7.0	Food Services	8,866	0.80	11,082	11,082	11,082	11,082	11,082	11,082	
8.0	Medical/ Mental Health Services	5,690	0.70	8,129	8,129	8,129	8,129	8,129	8,129	
9.0	Laundry Services	1,750	0.80	2,188	2,188	2,188	2,188	2,188	2,188	
10.0	Visitation	1,592	0.75	2,123	2,123	2,123	2,123	2,123	2,123	
11.0	Inmate Programs	1,335	0.80	1,669	1,669	1,669	1,669	1,669	1,669	
12.0	Work Release Program	1,390	0.80	1,738	1,738	1,738	1,738	1,738	1,738	
13.0	Building Maintenance and Supplies	4,251	0.80	5,314	5,314	5,314	5,314	5,314	5,314	
TOTALS		170,383	0.67	254,833	183,265	219,415	219,415	238,485	254,833	
HOUSING UNIT PHASING										
	Housing Unit 1	Admin. Seg		Rated Bed Capacity	64	64	64	64	64	
	Housing Unit 2	Mental Health			64	64	64	64	64	
	Housing Unit 3	Maximum			192	192	192	192	192	
	Housing Unit 4	Medium			192	192	192	192	192	
	Housing Unit 5	Med./Minimum			192	192	192	192	192	
	Housing Unit 6	Minimum			192	192	192	192	192	
		Phase 1 (U. 21-22)			96	96	96	96	96	
		Phase 2 (U23-24)			96	96	96	96	96	
		RATED BEDS			512	704	704	800	896	
		Gross Square Feet Per Bed			358	312	312	298	284	

HOUSING SUMMARY

Housing Unit	Description	Prototypical		Net Square Feet	Circulation Factor	Net Usable Square Feet	Net to Gross	Gross Sq. Ft.
		Housing Unit	Beds					
Housing Unit 1								
1	Administrative Segregation	A	16	1,975	50%	2,963	65%	4,558
2	Administrative Segregation	A	16	1,975	50%	2,963	65%	4,558
3	Administrative Segregation	A	16	1,975	50%	2,963	65%	4,558
4	Administrative Segregation	A	16	1,975	50%	2,963	65%	4,558
Housing Unit Support Areas			-	548	40%	767	65%	1,180
Subtotal Housing Unit 1			64	8,448		12,617		19,411
Housing Unit 2								
5	Mental Health Step-down	B	16	1,975	50%	2,963	65%	4,558
6	Mental Health Step-down	B	16	1,975	50%	2,963	65%	4,558
7	Mental Health Step-down	B	16	1,975	50%	2,963	65%	4,558
8	Maximum Security	C	16	1,975	50%	2,963	65%	4,558
Housing Unit Support Areas			-	1,724	40%	2,414	65%	3,713
Subtotal Housing Unit 2			64	9,624		14,264		21,944
Housing Unit 3								
9	Maximum Security	D	32	3,850	50%	5,775	65%	8,885
10	Maximum Security	D	32	3,850	50%	5,775	65%	8,885
11	Maximum Security	D	32	3,850	50%	5,775	65%	8,885
12	Maximum Security	E	32	2,570	50%	3,855	65%	5,931
13	Maximum Security	E	32	2,570	50%	3,855	65%	5,931
14	Maximum Security	E	32	2,570	50%	3,855	65%	5,931
Housing Unit Support Areas			-	1,724	40%	2,414	65%	3,713
Subtotal Housing Unit 3			192	20,984		31,304		48,159
Housing Unit 4								
15	Medium Security	F	64	4,720	40%	6,608	65%	10,166
16	Medium Security	F	64	4,720	40%	6,608	65%	10,166
17	Medium Security	F	64	4,720	40%	6,608	65%	10,166
Housing Unit Support Areas			-	1,724	40%	2,414	65%	3,713
Subtotal Housing Unit 4			192	15,884		22,238		34,212
Housing Unit 5								
18	Minimum Security	I	64	5,020	40%	7,028	65%	10,812
19	Minimum Security	J	64	5,020	40%	7,028	65%	10,812
20	Minimum Security	J	64	5,020	40%	7,028	65%	10,812
Housing Unit Support Areas			-	1,724	40%	2,414	65%	3,713
Subtotal Housing Unit 5			192	16,784		23,498		36,150
Housing Unit 6								
21	Medium Security	F	64	4,720	40%	6,608	65%	10,166
22	Medium Security	G	32	2,410	40%	3,374	65%	5,191
23	Minimum Security	H	32	2,570	40%	3,598	65%	5,535
24	Minimum Security	I	64	5,020	40%	7,028	65%	10,812
Housing Unit Support Areas			-	1,724	40%	2,414	65%	3,713
Subtotal Housing Unit 6			192	16,444		23,022		35,418
TOTALS			896	88,168		126,941		195,294

(1) Reference Space Program Section 5.1 and 5.2 for descriptive information regarding prototypical housing units and support areas.

SUMMARY

Component Number	Staff	Space Code	Unit Standard	Year				Comments				
				2011	2017	2022	2027					
<p>Program Code: 1.0 Function/Area: Jail Administration Sub-Area Code: Sub-Area(s): Location:</p>												
TOTAL NET USEABLE SQUARE FEET				2011	2017	2022	2027	Comments				
TOTAL STAFF				13	13	13	13					
TOTAL NET USEABLE SQUARE FEET				4,321	4,321	4,321	4,321					
Average NUSF Per Person				332	332	332	332					
Subtotal - Net Square Feet				3,441	3,441	3,441	3,441					
26%				879	879	879	879					
Component Number	Staff	Space Code	Unit Standard	Quantity				Comments				
				2011	2017	2022	2027					
1.0 1.00				Component Net Square Feet								
1.0 1.01	x	PO7	224	1	1	1	1	224	224	224	224	Private Office; 14' D x 16' W
1.0 1.02	x	NIWS	80	5	5	5	5	160	160	160	160	Partitioned Workstation; 8' D x 10' W
1.0 1.03	x	SF4	64	1	1	1	1	64	64	64	64	Partitioned Workstation; 8' D x 8' W
1.0 1.04	x	SF4	80	1	1	1	1	80	80	80	80	Partitioned Workstation; 8' D x 10' W
1.0 1.05		ER	1,150	1	1	1	1	1,150	1,150	1,150	1,150	
1.0 1.06		SF4	80	5	5	5	5	400	400	400	400	Partitioned Workstation; 8' D x 10' W
1.0 1.07		SF2	48	13	13	13	13	624	624	624	624	Partitioned Workstation; 6' D x 8' W
1.0 1.08		BC5-3	10	2	2	2	2	20	20	20	20	5 Shelves - 36"x 15"x 56"
1.0 1.09		SPC	10	2	2	2	2	20	20	20	20	
1.0 1.10		FCL5-2	12	4	4	4	4	48	48	48	48	5 Drawer - 36" Wide
1.0 1.11		WT1A	25	1	1	1	1	25	25	25	25	Front Access
1.0 1.12			13	1	1	1	1	13	13	13	13	
1.0 1.13		SPC	150	1	1	1	1	150	150	150	150	Counter stations each require cash registers and computers; Includes 2-Printers, 4-Lateral File Cabinets, 2-Worktable
1.0 1.14		CR16B	288	1	1	1	1	288	288	288	288	Capacity 16 Persons
1.0 1.15		CPY2	42	1	1	1	1	42	42	42	42	Convenience/Freesstanding
1.0 1.16		SCL2	15	2	2	2	2	30	30	30	30	Locking, 2-Door, 36"x 24"x 72"
1.0 1.17		WT1A	25	2	2	2	2	50	50	50	50	Front Access
1.0 1.18		SHRD-1	6	1	1	1	1	6	6	6	6	
1.0 1.19		SS2	9	2	2	2	2	18	18	18	18	Open/Prefab Unit, 36"x 12"x 72"
1.0 1.20		RB2	6	1	1	1	1	6	6	6	6	Large
1.0 1.21			28	1	1	1	1	28	28	28	28	
1.0 1.22		KITT1	26	1	1	1	1	26	26	26	26	W/Sink, Cabinets Above & Below
1.0 1.23		SR5	108	1	1	1	1	108	108	108	108	9' D x 12' W
1.0 1.24		WCP2A	120	1	1	1	1	120	120	120	120	Wall Mounted, 36"x 30"x 42"
1.0 1.25		SPC	15	4	4	4	4	60	60	60	60	Includes small x-ray machine on counter
1.0 1.26												

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Program Code: 1.0
Function/Area: Jail Administration
Sub-Area Code:
Sub-Area(s):

Sheet 2

Component Number	Staff/Component Description	Sf	Space Code	Unit Standard		Quantity					Component Net Square Feet					Comments
				Encl.	Open	2011	2017	2022	2027	2011	2017	2022	2027			
1.0 1.27	File Room			140		1	1	1	1	1	1	140	140	140	140	
1.0 1.28	File Cabinet - Lateral		FCL5-2	12		8	8	8	8			96	96	96	96	5 Drawer - 36" Wide
1.0 1.29	Work Table - 5' x 2 1/2'		WT1A	25		1	1	1	1			25	25	25	25	Front Access
1.0 1.30	Design Conform. Est.		SPC	19		1	1	1	1			19	19	19	19	
	Staff Entry Vestibule (secure entry into jail)					1	1	1	1							Building Gross Area
1.0 1.31	Public Counter		PC2	48		2	2	2	2			96	96	96	96	Standing; both sides
1.0 1.32	Professional/Vol Counter		PC2	48		1	1	1	1			48	48	48	48	Standing; both sides
1.0 1.33	Receptionist	x	SF3	64		2	2	2	2			128	128	128	128	Partitioned Workstation, 8' D x 8' W
1.0 1.34	Public Lobby			7		1	1	1	1			500	500	500	500	
1.0 1.35	Seating - Tandem Seat		SCTS	7		40	40	40	40			280	280	280	280	
1.0 1.36	Queuing		QUE	9		4	4	4	4			36	36	36	36	Per person (standing)
1.0 1.37	Walk-thru Mag. Unit		SPC	120		1	1	1	1			120	120	120	120	
1.0 1.38	Wall-mid TV		SPC	5		1	1	1	1			5	5	5	5	
	Lobby Officer	x	NIWS			1	1	1	1							
1.0 1.39	Design Conf. Est.		SPC	59		1	1	1	1			59	59	59	59	

SUMMARY

Component Number	Staff/Component Description	Space Code	Unit Standard	Year					Comments
				2011	2017	2022	2027	2037	
<p>Program Code: 2.0 Function/Area: Employee Facilities Sub-Area Code: Sub-Area(s): Location:</p>									
TOTAL NET USEABLE SQUARE FEET				3,490	3,490	3,490	3,490	3,490	
Average NUSF Per Person				NA	NA	NA	NA	NA	
Subtotal - Net Square Feet				2,900	2,900	2,900	2,900	2,900	
20%				590	590	590	590	590	
Component Number	Staff/Component Description	Space Code	Unit Standard	Quantity					Comments
Encl.	Open	2011	2017	2022	2027	2037			
2.0 1.00	SUPPORT AREAS			1	1	1	1	1	
2.0 1.01	Male Shower Locker Room	SPC	1,200	6	145	145	145	145	
2.0 1.02	Half- Lockers w/bench	SPC		35	1	1	1	1	24" wide lockers
2.0 1.03	Shower-Accessible	SPC		35	35	35	35	35	
2.0 1.04	Restroom - Dedicated Use	RR7	238	6	2	2	2	2	3 Toilets/4 Urinals/3 Lav
2.0 1.05	Trash Bin	TB2		12	12	12	12	12	Small
2.0 1.06	Drinking Fountain	DRN-S		33	33	33	33	33	Standard
2.0 1.07	Design Conf. Est.			500	500	500	500	500	
2.0 1.08	Female Shower Locker Room	SPC		35	35	35	35	35	24" wide lockers
2.0 1.09	Half Lockers w/bench	SPC		124	124	124	124	124	3 Toilets/2 Lavatories
2.0 1.10	Shower-Accessible	RR6		12	12	12	12	12	Small
2.0 1.11	Restroom - Dedicated Use	TB2		17	17	17	17	17	
2.0 1.12	Trash Bin	DRN-S		500	500	500	500	500	
2.0 1.13	Drinking Fountain	DCE		140	140	140	140	140	
2.0 1.14	Design Conf. Est.			140	140	140	140	140	
2.0 1.15	Physical Training Room	SPC		2	2	2	2	2	
2.0 1.16	Stationary Exercise Equip.	SPC		4	4	4	4	4	
2.0 1.17	Weight Benches	SPC		2	2	2	2	2	
2.0 1.18	Stretching Station	SPC		4	4	4	4	4	
2.0 1.19	Weight Racks	SPC		60	60	60	60	60	
2.0 1.20	Drinking Fountain	DRN-S		4	4	4	4	4	Standard
2.0 1.21	Storage Cabinet	SCL5		24	24	24	24	24	Locking, 2-Door, 36"x 12"x 72"
2.0 1.22	Wall-mtd Television	SPC		4	4	4	4	4	
2.0 1.23	Design Conf. Est.	DCE		28	28	28	28	28	
2.0 1.24	Staff Dining Room	SPC	500	1	1	1	1	1	Locate within Security Perimeter
2.0 1.25	Table w/ 4 Chairs	KIT2		3	3	3	3	3	w/refridg., sink, microwave, cabinets
2.0 1.26	Kitchenette-Large	SPC		77	77	77	77	77	
2.0 1.27	Steam Tray Unit	RB2		24	24	24	24	24	Large
2.0 1.28	Recycling Bin	RB2		6	6	6	6	6	
2.0 1.29	Vending Machine	VEND		3	3	3	3	3	
2.0 1.30	Drinking Fountain	DRN-S		12	12	12	12	12	Standard
2.0 1.31	Wall-mtd. Bulletin Bd.	SPC		6	6	6	6	6	
2.0 1.32	Ceiling-mtd Television	SPC		4	4	4	4	4	
2.0 1.33	Design Conf. Est.	DCE		14	14	14	14	14	

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Program Code: 2.0
 Function/Area: Employee Facilities
 Sub-Area Code:
 Sub-Area(s):

Sheet 2

Component Number	Staff/Component Description	Staff	Space Code	Unit Standard		Quantity					Component Net Square Feet				Comments
				Encl.	Open.	2011	2017	2022	2027	2011	2017	2022	2027		
2.0 1.34	Staff Bunk Room Bunk Beds Night Stands-Qty.-2 Staff Entry Vestibule		ER	100		2	2	2	2	2	200	200	200	200	Locate one room directly accessible from male and Female Locker Rooms
						1	1	1	1						Building Gross Area

SUMMARY

Program Code: 3.0
 Function/Area: Staff Common Support
 Sub-Area Code:
 Location:

Component Number	Staff/Component Description	Space Code	Unit Standard	Year					Comments
				2011	2017	2022	2027	2037	
3.0 1.01	SUPPORT AREAS Training Classroom								
				TOTAL STAFF					
				TOTAL NET USEABLE SQUARE FEET					
				Average NUSF Per Person					
				Subtotal - Net Square Feet					
				25%					
				2011	2017	2022	2027	2037	
3.0 1.02	Briefing Room	SPC	700	1	1	1	1	1	
3.0 1.03	Table Seating	SPC	20	30	30	30	30	30	
3.0 1.04	Presentation/Podium Area	SPC	60	1	1	1	1	1	
3.0 1.05	Wall-mtd. Marker Boards	SPC	6	4	4	4	4	4	
3.0 1.06	Design Conf. Est.		16	1	1	1	1	1	
3.0 1.07	Multi-purpose Room		1,000	1	1	1	1	1	
3.0 1.08	Foyer	SPC	80	1	1	1	1	1	
3.0 1.09	Stackable Chairs	SPC	15	40	40	40	40	40	
3.0 1.10	Work Counter - Perimeter	WCP2A	15	4	4	4	4	4	
3.0 1.11	Storage Room	SR6	120	2	2	2	2	2	
3.0 1.12	Design Conform. Est.		20	1	1	1	1	1	
3.0 1.13	MP Kitchen		180	1	1	1	1	1	
3.0 1.14	Kitchenette-Large	KIT2	77	1	1	1	1	1	
3.0 1.15	Refrigerator	REF2	17	1	1	1	1	1	
3.0 1.16	Work Counter - Perimeter	WCP2A	15	3	3	3	3	3	
3.0 1.17	Cart Staging	SPC	6	2	2	2	2	2	
3.0 1.18	Design Conform. Est.		29	1	1	1	1	1	
	Staff Entry Vestibule			1	1	1	1	1	
				Component Net Square Feet					
				2011	2017	2022	2027	2037	
				2,350	2,350	2,350	2,350	2,350	
				NA	NA	NA	NA	NA	
				1,880	1,880	1,880	1,880	1,880	
				470	470	470	470	470	
				To utilize community/multipurpose room					
				6 LF					
				Include ceiling-mtd audio/visual presentation system					
				Wall Mounted, 36" x 30" x 42"					
				10' D x 12' W					
				w/refridg., sink, microwave, cabinets					
				Full Sized					
				Wall Mounted, 36" x 30" x 42"					
				Included within building gross area					

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Component Number	Staff/Component Description	Slab	Space Code	Unit Standard Encl. Open	Year						Comments		
					TOTAL STAFF								
					2011	2017	2022	2027	2011	2017		2022	2027
4.0 1.00	CENTRAL CONTROL												
4.0 1.01	Central Control Room			420	1	1	1	1		74	74	74	
4.0 1.02	Central Control Officers	x	NIWS		15	15	15	15		880	880	880	
4.0 1.02	Control Console Stations		SPC	60	2	2	2	2		223	223	223	
4.0 1.03	Supr. Console Station		SPC	60	1	1	1	1					
4.0 1.04	Equipment allowance			64	1	1	1	1					
4.0 1.05	Kitchenette - Small		KITI	26	1	1	1	1					
4.0 1.05	CERT Equip Cabinet		SPC	16	4	4	4	4					
4.0 1.06	Water Closer/Toilet Room		TOI-2	56	1	1	1	1					
4.0 1.07	Design Corn. Est.		SPC	30	1	1	1	1					
4.0 1.08	Central Control Equipment Rm		ER	120	1	1	1	1		120	120	120	Allowance
4.0 1.09	Floor Control Stations												Accounted for under Housing
4.0 1.10	Armory			250	1	1	1	1		250	250	250	
4.0 1.10	Gun Lockers		SPC	12	2	2	2	2		24	24	24	
4.0 1.11	FH SWAT Lockers		SPC	12	8	8	8	8		96	96	96	
4.0 1.12	Storage Shelving		SS7	16	4	4	4	4		64	64	64	
4.0 1.13	Storage Cabinet		SCL4	20	2	2	2	2		40	40	40	Open/Prefab Unit, 48"x 24" x 72" Locking, 2-Door, 42"x 24" x 72"
4.0 1.14	Design Conform. Est.			26	1	1	1	1		26	26	26	

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SUMMARY

Component Number	Staff/Component Description	Space Code	Unit Standard	Year				Comments
				2011	2017	2022	2027	
<p>Program Code: 5.1 Function/Area: Housing Sub-Area Code: Sub-Area(s): Location:</p>								
<p>TOTAL NET USEABLE SQUARE FEET</p>								
<p>Average NUSF Per Person Subtotal - Net Square Feet 44%</p>								
5.1 1.00	HOUSING							
5.1 1.01	Prototypical Admin Seg. - Housing Pod "A"							
5.1 1.02	Single Occupancy Cell		80					
5.1 1.03	Dayroom	OA	35					
5.1 1.04	Shower Unit	ER						
5.1 1.05	General Storage	ER	35					
5.1 1.06	Prototypical MH Step-down - Housing Pod "B"							
5.1 1.07	Single Occupancy Cell (16 Beds)		80					
5.1 1.08	Dayroom	OA	35					
5.1 1.09	Shower Unit	ER	35					
5.1 1.10	Medical/Interview Room	ER	100					
5.1 1.11	Prototypical Maximum Security - Housing Pod "C"							
5.1 1.12	Single Occupancy Cell (16 Beds)		80					
5.1 1.13	Dayroom	OA	35					
5.1 1.14	Shower Unit	ER	35					
5.1 1.15	Medical/Interview Room	ER	100					
				<p>Component Net Square Feet</p>				
				2011	2017	2022	2027	
				NA	NA	NA	NA	
				32,085				
				14,069				
				<p>Quantity</p>				
				2011	2017	2022	2027	
				16				
				16				
				1				
				1,975				
				1,280				
				560				
				35				
				100				
				1,975				
				1,280				
				560				
				35				
				100				
				1,975				
				1,280				
				560				
				35				
				100				
				1,975				
				1,280				
				560				
				35				
				100				
				1,975				
				1,280				
				560				
				35				
				100				
				1,975				
				1,280				
				560				
				35				
				100				

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Sutter County, California
Jail Facilities Needs Assessment

Appendix A
BUILDING SPACE PROGRAM DATABASE

Program Code: 5.1
Function/Area: Housing
Sub-Area Code:
Sub-Area(s):

Sheet 2

Component Number	Staff/Component Description	Space Code	Unit Standard Encl. "D"	Quantity				Component Net Square Feet				Comments	
				2011	2017	2022	2027	2011	2017	2022	2027		
5.1 1.16	Prototypical Maximum Security - Housing Pod "D" Single Occupancy Cell (32 Beds)		80				32				3,850		
5.1 1.17											2,560		Includes Fixed Bunk, SS Toilet/Sink, SS Drinking Fountain, Fixed Writing Surface, Fixed Storage Cubicle
5.1 1.18	Dayroom	OA	35				32				1,120		
5.1 1.19	Shower Unit	ER	35				2				70		
5.1 1.20	Medical/Interview Room	ER	100				1				100		
5.1 1.21	Prototypical Maximum Security - Housing Pod "E"										2,570		
5.1 1.22	Double Occupancy Cell (32 Beds)		80				16				1,280		Includes Fixed Double Bunk, SS Toilet/Sink, SS Drinking Fountain, Fixed Writing Surface, Fixed Storage Cubicle
5.1 1.23	Dayroom	OA	35				32				1,120		
5.1 1.24	Shower Unit	ER	35				2				70		
5.1 1.25	Medical/Interview Room	ER	100				1				100		
5.1 1.26	Prototypical Medium Security - Housing Pod "F"										4,720		
5.1 1.27	8-Person Occupancy Cell (64 Beds)		280				8				2,240		Includes 4-Fixed Double Bunk, SS Toilet/Sink, SS Drinking Fountain, 8 Stackable Storage Boxes-SF
5.1 1.28	Dayroom	OA	35				64				2,240		
5.1 1.29	Shower Unit	ER	35				4				140		
5.1 1.30	Medical/Interview Room	ER	100				1				100		
5.1 1.31	Prototypical Medium Security - Housing Pod "G"										2,410		
5.1 1.32	4-Person Occupancy Cell (32 Beds)		140				8				1,120		Includes 2-Fixed Double Bunks, SS Toilet/Sink, SS Drinking Fountain, 4 Stackable Storage Boxes-SF
5.1 1.33	Dayroom	OA	35				32				1,120		
5.1 1.34	Shower Unit	ER	35				2				70		
5.1 1.35	Medical/Interview Room	ER	100				1				100		

Program Code: 5.1
Function/Area: Housing
Sub-Area Code:
Sub-Area(s):

Sheet 3

Component Number	Staff/Component Description	Space Code	Unit Standard Encl. Open	Quantity			Component Net Square Feet			Comments		
				2011	2017	2022	2027	2011	2017		2022	2027
5.1 1.36	Prototypical Minimum Security - Housing Pod "H"		35									
5.1 1.37	Dormitory (32 Beds)					32				2,570		
5.1 1.38	Dayroom	OA	35			32				1,120		
5.1 1.39	Shower Unit	ER	35			2				70		
5.1 1.40	Medical Interview Room	ER	100			1				100		
5.1 1.41	Inmate Restroom	TOI-1	160			1				160		
5.1 1.42	Prototypical Minimum Security - Housing Pod "I"									5,020		
5.1 1.43	Dormitory (64 Beds)		35			64				2,240		
5.1 1.44	Dayroom	OA	35			64				2,240		
5.1 1.45	Shower Unit	ER	35			4				140		
5.1 1.46	Medical/Interview Room	ER	100			1				100		
5.1 1.47	Inmate Restroom	TOI-1	300			1				300		
5.1 1.48	Prototypical Minimum Security - Housing Pod "J"									5,020		
5.1 1.49	Dormitory (64 Beds)		35			64				2,240		
5.1 1.50	Dayroom	OA	35			64				2,240		
5.1 1.51	Shower Unit	ER	35			4				140		
5.1 1.52	Medical/Interview Room	ER	100			1				100		
5.1 1.53	Inmate Restroom	TOI-1	300			1				300		

SUMMARY

Program Code: 5.2	Year				Comments
	2011	2017	2022	2027	
Function/Area: Housing Unit Support Areas	TOTAL STAFF				
Sub-Area Code:	TOTAL NET USEABLE SQUARE FEET				3,181
Sub-Area Code(s):	NA	NA	NA	NA	
Location:	Average NUSF Per Person				2,272
	Subtotal - Net Square Feet				909
	40%				

Component Number	Staff/Component Description	Space Code	Unit Standard Encl.	Quantity				Component Net Square Feet				Comments		
				2011	2017	2022	2027	2011	2017	2022	2027			
5.2 1.00	Prototypical Support Areas													
5.2 1.01	Officer Control Station	ER	180										1,724	
5.2 1.02	Staff Toilet	TOI-2	60										60	Located contiguous to Control Station
5.2 1.02	Multipurpose/Counseling Room	ER	300										600	Includes Table Seating for 8-12, 6L.F Counter w/sink & Lockable Storage Below
5.2 1.03	MP Toilet	ER	49										98	
5.2 1.03	Video Visitation Booths				24								576	
5.2 1.04	Storage Room	SR6	120										120	10' D x 12' W
5.2 1.05	Janitorial Closet					50							50	
5.2 1.06	Carr Alcove	OA	80										160	Requires multiple electrical outlets
5.2 1.07	Pedestrian Sallyport	ER	60										60	
	Exterior Recreation Area													Exterior Covered Space-Include Stainless Steel Toilet/Lav. And Drinking Fountain

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Program Code: 5.2
Function/Area: Housing Unit Support Areas
Sub-Area Code:
Sub-Area(s):

Sheet 2

Component Number	Staff/Component Description	Space Code	Unit Standard		Quantity			Component Net Square Feet			Comments
			Encl.	Open	2011	2017	2022	2011	2017	2022	
5.2 1.08	Prototypical Support-Ad Seg										
5.2 1.09	Medical/Interview Room				100					548	
5.2 1.10	Work counter w/snk	WCP3A			34					100	
5.2 1.11	Exam Table	SPC			32					34	Wall Mounted, Accessible, 48" x 36" x 36"
5.2 1.12	Seating - Stackable Chair	SCSC			8					32	
5.2 1.13	Design Conform. Est.				26					8	Mobile
5.2 1.14	Officer Control Station				180					180	
5.2 1.15	Work Counter - Perimeter	WCP2A			15					60	Wall Mounted, 36" x 30" x 42"
5.2 1.16	Seating - Table Chair Printer (on Counter)	SCTC			8					16	
5.2 1.17	Computer Terminal (on Counter)										
5.2 1.18	File Cabinet - Lateral	FCL2-2			12					12	2 Drawer - 36" Wide
5.2 1.19	Control Console	SPC			6					6	
5.2 1.20	Toilet Design Conform. Est.	TOI-2			30					56	Private Use - Standard
5.2 1.21	Storage Room	SR5			108					108	9' D x 12' W
5.2 1.22	Janitorial Closet	ER			50					50	
5.2 1.23	Cart Alcove	OA			50					50	Requires multiple electrical outlets
5.2 1.24	Pedestrian Sallyport	ER			60					60	

SUMMARY

Component Number	Staff/Component Description	Space Code	Unit Standard Encl.	Unit Standard Open	Year					Comments	
					2011	2017	2022	2027	2037		
<p>Program Code: 6.0 Function/Area: Inmate Processing Sub-Area Code: Sub-Area(s): Location:</p>											
TOTAL NET USEABLE SQUARE FEET					7,015	7,087	7,160	7,305	TOTAL STAFF		39
Average NUSF Per Person					180	182	184	187			
Subtotal - Net Square Feet					5,039	5,089	5,139	5,239			
					1,976	1,998	2,021	2,066			
					39%						
Component Number	Staff/Component Description	Space Code	Unit Standard Encl.	Unit Standard Open	Quantity					Comments	
					2011	2017	2022	2027	2037		
6.0 1.00	SUPPORT AREAS Covered Vehicle Sallyport (Exterior Area)	ER	80	1	1	1	1	1	1	Parking for _vehicles and a separate drive-through lane for a large, 52-seat bus	
6.0 1.01	Pedestrian Entry Sallyport			1	1	1	1	1	1		
6.0 1.02	Officer Pre-book Area Processing Area Work Counter - Perimeter	WCP3B	34	4	4	4	4	4	4	Wall Mounted, 48"x 36"x 42" Each Counter to Include a Computer/Printer and Storage Below 4 LF located contiguous to each Work Counter Station	
6.0 1.03	Cuff Bench	SPC	16	4	4	4	4	4	4	Wall Mounted, Accessible, 48"x 30"x 36"	
6.0 1.04	Intoxilizer Station	WCP4A	26	1	1	1	1	1	1	Includes Intoxilizer Unit, Storage Located beneath the Counter & One Task Chair.	
6.0 1.05	Medical Exam Room	ER	120	1	1	1	1	1	1		
6.0 1.06	Safety Cell	SPC	60	1	1	1	1	1	1		
6.0 1.07	Inmate Toilet Room Booking Area Booking Clerks Booking Officers	ER	49	1	1	1	1	1	1	SF per LBDG Three per shift 24/7 Three per shift 24/7	
6.0 1.08	Safety Cell	SPC	60	1	1	1	1	1	1		
6.0 1.09	Male-4 Person Sobering Cell	SPC	120	2	2	2	2	2	2	Includes Stainless Steel Toilets/Sink & Water Fountain, Padded Floor and Fixed-Padded Bench Seating (12-16 LF). SF per LBDG	
6.0 1.10	Female-4 Person Sobering Cell	SPC	120	1	1	1	1	1	1	Includes Stainless Steel Toilets/Sink & Water Fountain, Padded Floor and Fixed-Padded Bench Seating (12-16 LF). SF per LBDG	
6.0 1.11	Eight-Person Holding Cell	SPC	240	2	2	2	2	2	2	Includes Stainless Steel Toilets/Sink & Water Fountain and Fixed Seating (24-32L F	
6.0 1.12	Single Occupancy Cell	SPC	50	4	5	6	8	8	8	Includes Stainless Steel Toilets/Sink & Water Fountain and Fixed Seating (4L F	
6.0 1.13	Open Waiting Area	OA	7	1	1	1	1	1	1		
6.0 1.14	Seating - Tandem Seat	SCTS	4	20	20	20	20	20	20		
6.0 1.15	Wall-mntd TV	SPC	4	1	1	1	1	1	1		
6.0 1.16	Water Closer/Toilet Room	TOI-2	56	2	2	2	2	2	2	Private Use - Standard	
6.0 1.17	Wall-mntd Telephones	SPC	8	1	1	1	1	1	1	4 L.F.	
6.0 1.18	Inmate Toilet	TOI-2	56	2	2	2	2	2	2	To support open waiting area	
6.0 1.19	Staff toilet	TOI-2	56	1	1	1	1	1	1	Staff use	

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Sutter County, California
Jail Facilities Needs Assessment

Appendix A
BUILDING SPACE PROGRAM DATABASE

Program Code: 6.0
Function/Area: Inmate Processing
Sub-Area Code:
Sub-Area(s):

Sheet 2

Component Number	Staff/Component Description	Staff	Space Code	Unit Standard		Quantity						Component Net Square Feet						Comments
				Encl.	Open	2011	2017	2022	2027	2011	2017	2022	2027					
6.0 1.20	Staff Booking Area		PC3	300		1	1	1	1	1	1	300	300	300	300	90	Inmate Standing; Staff Seated at Workstation	
6.0 1.21	Counter			45		2	2	2	2	2	2	90	90	90	90	90	Provide wall-mtd wingwalls between each counter station	
6.0 1.22	Secure Bail Bonds Window		PC2	48		2	2	2	2	2	2	96	96	96	96	96	Standing; both sides	
6.0 1.23	File Cabinet - Lateral		FCL4-2	12		2	2	2	2	2	2	24	24	24	24	24	4 Drawer - 36" Wide	
6.0 1.24	Photocopier		CPY1	30		1	1	1	1	1	1	30	30	30	30	30	Convenience/Desktop	
6.0 1.25	Workcounter		WCP2A	4		2	2	2	2	2	2	8	8	8	8	8	Wall Mounted, 36"x 30"x 42"	
6.0 1.26	Storage Cabinet		SCL2	15		2	2	2	2	2	2	30	30	30	30	30	Locking, 2-Door, 36"x 24"x 72"	
6.0 1.27	Inmate Que		QUE	9		2	2	2	2	2	2	18	18	18	18	18	Per person (standing_	
6.0 1.28	Design Conform. Est.			4		1	1	1	1	1	1	4	4	4	4	4		
6.0 1.29	Bail Bonds Entry					1	1	1	1	1	1						Accounted for within building gross area	
6.0 1.30	Shared Sergeant's Office		PO4	140		1	1	1	1	1	1	140	140	140	140	140	Private Office; 10' D x 14' W	
6.0 1.31	Photo/ID Station		WCP2A	64		1	1	1	1	1	1	64	64	64	64	64		
6.0 1.32	Work Counter - Perimeter			15		2	2	2	2	2	2	30	30	30	30	30	Wall Mounted, 36"x 30"x 42"	
6.0 1.33	Digital Camera (on Stand)		SPC	4		1	1	1	1	1	1	4	4	4	4	4	With Live Scan Printer and Ink Rolling Pad	
6.0 1.34	Design Conform. Est.			30		1	1	1	1	1	1	30	30	30	30	30	Includes Standing Area for Picture to Be Taken	
6.0 1.35	Male Dress-out Room		SPC	80		1	1	1	1	1	1	80	80	80	80	80	Supports Strip Searches	
6.0 1.36	Bench Seating		SPC	16		1	1	1	1	1	1	16	16	16	16	16	4 L.F.	
6.0 1.37	Shower/Drying Area		SPC	35		1	1	1	1	1	1	35	35	35	35	35		
6.0 1.38	Pass-thru to Property		PCI	20		1	1	1	1	1	1	20	20	20	20	20	Standing; both sides	
6.0 1.39	Design Conform. Est.			9		1	1	1	1	1	1	9	9	9	9	9		
6.0 1.40	Female Dress-out Room		SPC	80		1	1	1	1	1	1	80	80	80	80	80	Supports Strip Searches	
6.0 1.41	Bench Seating		SPC	16		1	1	1	1	1	1	16	16	16	16	16	4 L.F.	
6.0 1.42	Shower/Drying Area		SPC	35		1	1	1	1	1	1	35	35	35	35	35		
6.0 1.43	Pass-thru to Property		PCI	20		1	1	1	1	1	1	20	20	20	20	20	Standing; both sides	
6.0 1.44	Design Conform. Est.			9		1	1	1	1	1	1	9	9	9	9	9		
6.0 1.45	2-Person Pre-housing Holding Cell		SPC	100		2	2	2	2	2	2	200	200	200	200	200	Includes Stainless Steel Toilet/Sink & Water Fountain and Fixed Seating (12-16L F	
6.0 1.46	Movement Sallyport					1	1	1	1	1	1						Accounted for within building gross area	
6.0 1.47	Property Store Room		WCP2A	15		1	1	1	1	1	1	1,325	1,325	1,325	1,325	1,325		
6.0 1.48	Work Counter - Perimeter		SPC	25		2	2	2	2	2	2	30	30	30	30	30	Wall Mounted, 36"x 30"x 42"	
6.0 1.49	Hanging Rack-2 High		WTIA	15		1	1	1	1	1	1	1,200	1,200	1,200	1,200	1,200	12" deep x 18" high x 18" wide per bag/ 500 increasing to 900 Bags-Stacked 2 high	
6.0 1.50	Work Table - 5' x 2 1/2'		SCL2	20		2	2	2	2	2	2	25	25	25	25	25	Locking, 2-Door, 36"x 24"x 72"	
	Storage Cabinet		PCI	20		2	2	2	2	2	2	30	30	30	30	30	Standing; both sides	
	Pass-thru to Changing Rms					1	1	1	1	1	1	40	40	40	40	40		
	Digital Camera (on wktble)					5	5	5	5	5	5						One per shift 24/7	
	Property Clerk					5	5	5	5	5	5							

Sutter County, California
Jail Facilities Needs Assessment

Appendix A
BUILDING SPACE PROGRAM DATABASE

Program Code: 6.0
Function/Area: Inmate Processing
Sub-Area Code:
Sub-Area(s):

Sheet 3

Component Number	Staff/Component Description	Staff	Space Code	Unit Standard Encl. Open	Quantity						Component Net Square Feet						Comments
					2011	2017	2022	2027	2011	2017	2022	2027					
6.0 1.51	Valuables Closet			30	1	1	1	1	1	30	30	30	30	30	Includes safe		
6.0 1.52	Intake Clothing Store Closet		ER	80	1	1	1	1	1	80	80	80	80	80	Includes mop sink		
6.0 1.52	Janitorial Closet			60	2	2	2	2	2	120	120	120	120	120			
6.0 1.53	Interview Room		ER	100	2	2	2	2	2	200	200	200	200	200	Table Seating-Capacity 4		
	Release Vestibule				1	1	1	1	1						Building Gross Area		
6.0 1.54	Release Counter		PCI	45	1	1	1	1	1	45	45	45	45	45	Standing; both sides		
6.0 1.55	Release Bench Seating		OA	16	1	1	1	1	1	16	16	16	16	16	Capacity 4		
6.0 1.56	Transportation/Court Holding Court Movement Office Transportation Sergeant Transportation Officers	x x	PO6	196	1	1	1	1	1	196	196	196	196	196	Private Office; 14' D x 14' W		
6.0 1.57	Court Move. Storage Court Holding Video Arraignment		SR5	108	1	1	1	1	1	108	108	108	108	108	9' D x 12' W to use Processing Holding to use Housing Multi-purpose Rooms		

SUMMARY

Component Number	Staff/Component Description	Space Code	Unit Standard		Quantity			Component Net Square Feet			Comments	
			Encl.	Open	2011	2017	2022	2027	2012	2017		2022
<p>Program Code: 7.0 Function/Area: Food Services Sub-Area Code: Sub-Area(s): Location:</p>												
<p>TOTAL NET USEABLE SQUARE FEET</p>												
<p>Average NUSF Per Person</p>												
<p>Subtotal - Net Square Feet</p>												
7.0 1.00	OFFICE AREAS/SUPPORT AREAS											
7.0 1.01	Supervisor Office	PO6	168		1	1	1	1	1	168	168	168
7.0 1.02	Corrections Cooks	NIWS			14	14	14	14				
7.0 1.02	Shared Cooks Office	ER	168		1	1	1	1	1	168	168	168
7.0 1.03	Staff Restroom	TOI-2	56		1	1	1	1	1	56	56	56
7.0 1.04	Inmate Restroom	TOI-2	56		1	1	1	1	1	56	56	56
7.0 1.05	Inmate Break Area	BRK	180		1	1	1	1	1	180	180	180
<p>STORAGE AND RECY</p>												
7.0 1.06	Receiving Area and Dock - Vestibule	RCV			1	1	1	1	1			
7.0 1.07	Bulk Dry Storage	STOR	1,200		1	1	1	1	1	1,200	1,200	1,200
7.0 1.08	Coolers- Produce & Dairy	COOL	240		3	3	3	3	3	720	720	720
7.0 1.08	Freezer	FREZ	240		2	2	2	2	2	480	480	480
7.0 1.09	Day Dry Storage	DRSTR	300		1	1	1	1	1	300	300	300
7.0 1.10	Ingredient Control/Spice Room	ER	100		1	1	1	1	1	100	100	100
<p>KITCHEN</p>												
7.0 1.11	Prep Area - Meat & Prod.	PREP	450		1	1	1	1	1	450	450	450
7.0 1.12	Prep tables				1	1	1	1	1			
7.0 1.12	Prep tables				2	2	2	2	2			
7.0 1.13	Can Opening	CAN	100		1	1	1	1	1	100	100	100
7.0 1.13	Rack Area	RACK	120		1	1	1	1	1	120	120	120
7.0 1.14	Universal Racks	COOK	850		12	16	20	24		850	850	850
7.0 1.14	Production Cooking	SPC			2	3	3	4				
7.0 1.14	80-Gallon Kettle Station	SPC			1	1	2	2				
7.0 1.14	40-Gallon Braiser Unit	SPC			1	1	2	2				
7.0 1.14	Deep Fryers-3 Pot Battery	SPC			2	3	3	4				
7.0 1.14	Grill Station - 6'-0"	SPC			1	1	2	2				
7.0 1.14	Mixers-80 qt.	SPC			2	2	3	4				
7.0 1.14	Ovens - 2 deck convection ovens	SPC			2	2	3	4				
7.0 1.14	Steamers-2 deck pressure steamers	SPC			2	2	3	4				
7.0 1.14	Multiple SS Tables	SPC			1	1	1	1				
7.0 1.14	Beverage/Ice Station	SPC			1	1	1	1				
7.0 1.14	Multiple Counters w/ deep sinks	SPC			1	1	1	1				
7.0 1.15	Utility Cooler	COOL	120		1	1	1	1	1	120	120	120

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Program Code: 7.0
Function/Area: Food Services
Sub-Area Code:
Sub-Area(s):

Sheet 2

Component Number	Staff/Component Description	Space Code	Unit Standard		Quantity						Component Net Square Feet						Comments
			Encl.	Open	2011	2017	2022	2027	2011	2017	2022	2027					
7.0 1.16	TRAY MAKE-UP LINE AREA Inventory Cooler/Blast Chillers	CHILL	360		1	1	1	1	1	1	360	360	360	360	15' x 24'		
7.0 1.17	Cart Parking - Tray line area Carts	CART	400		1	1	1	1	1	1	400	400	400	400	carts size - 48"x24" - holds up to 24 insulated trays (depends on food service plan)		
7.0 1.18	Assembly Line Area Conveyor belt	LINE	300		1	1	1	1	1	1	600	600	300	300	Minimum belt @ 20'		
7.0 1.19	Dispatch Cooler	DISP	360		1	1	1	1	1	1	360	360	360	360	15' x 24'		
7.0 1.20	Chemical/Non-Food Storage Room	CHEM	200		1	1	1	1	1	1	200	200	200	200	Industrial Shelving Units		
7.0 1.21	SANITATION Janitor Closet	JANT	80		1	1	1	1	1	1	80	80	80	80	Includes Mop Sink		
7.0 1.22	Warewashing Area Warewashing table Tray washer - 24' Rack area	WASH	300		1	1	1	1	1	1	300	300	300	300	Soiled Tray table, 16' Flight type 24 racks		
7.0 1.23	Utensil Wash Area Large wash sink Rinse sink	UTWA	200	5	1	1	16	20	24	24	80	100	100	120	24 racks		
7.0 1.24	Cart Washing Area	CAWA	120		1	1	1	1	1	1	120	120	120	120	Requires Floor Drain and Hose Bib		
	Trash Compactor (Outside)														Exterior Area		

SUMMARY

Component Number	Staff/Component Description	Space Code	Unit Standard	Quantity			Component Net Square Feet			Comments
				Encl.	Open	Total	2011	2017	2022	
8.0 1.00	MEDICAL ADMINISTRATION									
	Office Staff Support Areas									
8.0 1.01	Director	PO5	168	1	1	1	168	168	168	168
8.0 1.02	Shared Doctor's Office	PO5	168	1	1	1	168	168	168	168
8.0 1.03	Shared Psychiatrist's Office	PO5	168	1	1	1	168	168	168	168
8.0 1.04	Medical Files Room	WCP4B	200	1	1	1	200	200	200	200
	Work counter - perimeter storage shelving - open			2	2	2				
	File Clerk	SF1	36	12	12	12				
				1	1	1				
8.0 1.05	Equipment Room		150	1	1	1	150	150	150	150
	Storage shelving - open			4	4	4				
	Open Floor Equip. Staging			1	1	1				
8.0 1.06	Staff Restroom	TOI-2	56	1	1	1	56	56	56	56
8.0 1.07	Staff Break Room		180	1	1	1	180	180	180	180
	Kitchenette-Large	KIT2		1	1	1	77	77	77	77
8.0 1.08	Vending Machine	VEND	15	2	2	2	30	30	30	30
8.0 1.09	Storage Shelving	SS2	9	1	1	1	9	9	9	9
8.0 1.10	Table Seating	SPC	25	2	2	2	50	50	50	50
8.0 1.11	Design Conf. Est.		14	1	1	1	14	14	14	14
8.0 1.12	OUTPATIENT SERVICES									
	Inmate Holding Room	ER	180	2	2	2	360	360	360	360
8.0 1.10	Inmate Restroom	TOI-2	56	1	1	1	56	56	56	56
8.0 1.13	Exam/Treatment Room		144	2	2	2	288	288	288	288
	Exam Table			1	1	1				
	Counter w/ sink			1	1	1				
	Storage cabinet			1	1	1				
8.0 1.14	Dental Lab		120	1	1	1	120	120	120	120
	Work counter - perimeter			6	6	6				
8.0 1.15	Dental Operator		150	1	1	1	150	150	150	150
	Single Dental Chair			1	1	1				
	Counter workspace w/ sink			1	1	1				

Year
 TOTAL STAFF
 38 38 38 38
 4,888 5,177 5,690 5,690

Average NUSF Per Person
 35%
 129 136 150 150
 3,616 3,835 4,215 4,215
 Subtotal - Net Square Feet
 1,272 1,342 1,475 1,475

TOTAL NET USEABLE SQUARE FEET
 4,888 5,177 5,690 5,690

Program Code: 8.0
 Function/Area: Medical/Mental Health Services
 Sub-Area Code:
 Sub-Areas(s):
 Location:

Sutter County, California
Jail Facilities Needs Assessment

Appendix A
BUILDING SPACE PROGRAM DATABASE

Program Code: 8.0
Function/Area: Medical/Mental Health Services
Sub-Area Code:
Sub-Area(s):

Sheet 2

Component Number	Staff/Component Description	Staff	Space Code	Unit Standard	Quantity				Component Net Square Feet				Comments
					2011	2017	2022	2027	2011	2017	2022	2027	
8.0 1.16	Clean Utility Room Storage Shelving			48	1	1	1	1	48	48	48	48	
8.0 1.17	Soiled Utility Room Cart Staging			48	1	1	1	1	48	48	48	48	
8.0 1.18	DIAGNOSTIC AND TESTING Small Laboratory	LAB1		120	1	1	1	1	120	120	120	120	Diagnostic and Testing
8.0 1.19	Storage Cabinet	SCL1		6	1	1	1	1	6	6	6	6	Locking - 2 door, 48"x24"x72"
8.0 1.20	Work Counter	WCAB		18	3	3	3	3	54	54	54	54	accessible, 48"x30"x34"
8.0 1.21	Refrigerator	REF1		6	1	1	1	1	6	6	6	6	Half Sized
8.0 1.22	Hematology Workstation	HEMA		18	1	1	1	1	18	18	18	18	Hematology station, including work counter 48"x30"x34", centrifuge, workstation, cong. analyzi
8.0 1.23	Lab sink	SINK		24	1	1	1	1	24	24	24	24	sink at 20"x20"x10", hold and cold water
8.0 1.23	Terminal/PC Stand	PCS4		12	1	1	1	1	12	12	12	12	4 Ft Wide Stand, 48" x 30" x 27"
8.0 1.24	Pharmacy/Medical Storage			108	1	1	1	1	108	108	108	108	
8.0 1.24	Storage Cabinet	SS1		12	4	4	4	4	48	48	48	48	Locking - 2 door, glass door, 48"x24"x72"
8.0 1.25	Open floor storage	OA		60	1	1	1	1	60	60	60	60	requires hot and cold water, CBC 1231.2.12
8.0 1.26	INFIRMARY Dayroom			200	1	1	1	1	200	200	200	200	Includes Wall-mtd. TV, 2-video visitation screens & table seating for 4-6
8.0 1.27	Single Occupancy Room			90	4	4	6	6	360	360	540	540	NSF per LBDG
	Hospital Bed				1	1	1	1					
	SS toilet/lavatory				1	1	1	1					
	Drinking Fountain				1	1	1	1					
	Secure electrical outlets				1	1	1	1					
8.0 1.28	Four Patient Room			200	2	3	4	4	400	600	800	800	NSF per LBDG
	Hospital Bed				4	4	4	4					
	SS toilet/lavatory				1	1	1	1					
	Drinking Fountain				1	1	1	1					
	Secure electrical outlets				4	4	4	4					
8.0 1.29	Shower/Drying Area			35	2	2	2	2	70	70	70	70	Negative air pressure
8.0 1.30	Isolation Vestibule/Hallway			80	1	1	1	1	80	80	80	80	Negative air pressure

Sutter County, California
Jail Facilities Needs Assessment

Appendix A
BUILDING SPACE PROGRAM DATABASE

Program Code: 8.0 Medical/Mental Health Services
Function/Area: Medical/Mental Health Services
Sub-Area Code:
Sub-Area(s):

Sheet 3

Component Number	Staff/Component Description	Space Code	Unit Standard Encl. Open	Quantity					Component Net Square Feet					Comments
				2011	2017	2022	2027	2011	2017	2022	2027			
8.0 1.31	Clean Linen Storage Closet	ER	40	1	1	1	1	40	40	40	40	40		
8.0 1.32	Isolation Shower		35	1	1	1	1	35	35	35	35	35		
8.0 1.33	Isolation Single Occupancy Rooms Hospital Bed SS toilet/lavatory Drinking fountain Secure electrical outlets		90	2	2	2	2	180	180	180	180	180	negative air pressure - NSF per LBDG Per unit Per unit Per unit	
8.0 1.34	Janitor's Closet Mop sink Storage Shelving		80	1	1	1	1	80	80	80	80	80	Open/Prefab Unit, 48" x 12" x 72"	
8.0 1.35	Security Station Security Officers	OW1 NIWS	30	1	1	1	1	30	30	30	30	30	Open Workstation; 5' D x 6' W	
8.0 1.36	Nursing Station workstation desk file cabinet - vertical locking storage cabinet photocopier Public Counter hand wash sink misc. medical equip Nurses	FCV5-2 PC2 NIWS	250	1	1	1	1	250	250	250	250	250	"2 nurse desks, 3 desk as shared workspace 5 Drawer - Legal "2 door locking cabinet 48" x 24" x 72", medication Standing: both sides	
8.0 1.37	Shared Offices "(MH Counselors) Mental Health Counselors	PO3 NIWS	120	2	2	2	2	240	240	240	240	240	Private Office; 10' D x 12' W	

SUMMARY

Component Number	Staff/Component Description	Staff	Space Code	Unit Standard Encl. Open	Year						Comments		
					Quantity			Component Net Square Feet					
					2011	2017	2022	2027	2011	2017	2022	2027	
Program Code: 9.0 Function/Area: Laundry Services Sub-Area Code: Location:					Year TOTAL STAFF TOTAL NET USEABLE SQUARE FEET								
					3	3	3	3	1,375	1,563	1,688	1,750	
Average NUSF Per Person Subtotal - Net Square Feet 25%					458	521	563	583	1,100	1,250	1,350	1,400	
					275	313	338	350					
9.0 1.00	NON OFFICE AREAS				1	1	1	1	1,100	1,250	1,350	1,400	Assumes 10 pounds of laundry per week per inmate and Operation two shifts/day
9.0 1.01	Laundry Room		SPC	40	4	5	5	5	160	200	200	200	Assumes 10 pounds of laundry per week per inmate and Operation two shifts/day
9.0 1.02	60 Lb Washing Machine		SPC	40	4	5	5	5	160	200	200	200	Assumes 10 pounds of laundry per week per inmate and Operation two shifts/day
9.0 1.03	75 LB Drying Machine		SPC	60	1	1	1	1	60	60	60	60	12 L.F.
9.0 1.04	Work counter w/deep sink		WT/LA	25	4	4	4	4	100	100	100	100	Front Access
9.0 1.05	Work Table - 5' x 2 1/2'		SPC	48	3	3	3	3	144	144	144	144	
9.0 1.06	Folding Table		SPC	6	8	10	12	16	48	60	72	96	
9.0 1.07	Clothing Carts		SS7	16	12	15	18	21	192	240	288	336	Open/Prefab Unit, 48" x 24" x 72"
9.0 1.08	Clothing Storage												Assumes one "set" per inmate equating to approx one cubic foot of storage/inmate
9.0 1.08	Inmate Toilet		TOI-2	56	1	1	1	1	56	56	56	56	Private Use - Standard
9.0 1.09	Chemical Store Room		SR5	108	1	1	1	1	108	108	108	108	9' D x 12' W
9.0 1.10	Janitorial Closet		ER	40	1	1	1	1	40	40	40	40	Includes Mop Sink
9.0 1.11	Design Perform. Est.				1	1	1	1	32	42	34	12	
	Laundry Supervisor	x			3	3	3	3					

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SUMMARY

Component Number	Staff/Component Description	Space Code	Unit Standard	Year							
				2011	2017	2022	2027	2011	2017	2022	2027
### 1.00	SUPPORT AREAS			3	3	3	3	1,592	1,592	1,592	1,592
### 1.01	Public Lobby			531	531	531	531	456	456	456	456
### 1.02	Public Visiting Area			1,136	1,136	1,136	1,136	1,136	1,136	1,136	1,136
10.0 1.03	Video Visitation Stations	SPC	24	24	24	24	24	576	576	576	576
	H/C Multi-Person Video Visiting Station	IER	30	8	8	8	8	240	240	240	240
	Staff Control Station	x NIWS	120	1	1	1	1	120	120	120	120
	Visitation Officer			3	3	3	3	120	120	120	120
10.0 1.04	Official/Professional Interview Room		100	2	2	2	2	200	200	200	200
	Multipurpose Meeting Rooms			1	1	1	1				
	Secure Entry Vestibule			1	1	1	1				

Component Number	Staff/Component Description	Space Code	Unit Standard	Year						Comments		
				2011	2017	2022	2027	2011	2017		2022	2027
### 1.00	SUPPORT AREAS			3	3	3	3	1,592	1,592	1,592	1,592	
### 1.01	Public Lobby			531	531	531	531	456	456	456	456	Accounted for under Jail Administration
### 1.02	Public Visiting Area			1,136	1,136	1,136	1,136	1,136	1,136	1,136	1,136	Based upon an open visitation schedule of 36-40 hours per week
10.0 1.03	Video Visitation Stations	SPC	24	24	24	24	24	576	576	576	576	Located within Lobby/Control Station
	H/C Multi-Person Video Visiting Station	IER	30	8	8	8	8	240	240	240	240	
	Staff Control Station	x NIWS	120	1	1	1	1	120	120	120	120	
	Visitation Officer			3	3	3	3	120	120	120	120	
10.0 1.04	Official/Professional Interview Room		100	2	2	2	2	200	200	200	200	Official visitors/volunteers to check - in at public counter in lobby Includes table w/4 chairs---convert audio video taping capability Locate within jail security perimeter
	Multipurpose Meeting Rooms			1	1	1	1					Accounted for under Housing and Inmate Programs
	Secure Entry Vestibule			1	1	1	1					Included within building gross area. Locate contiguous to public lobby and staff window stations

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SUMMARY

Component Number	Staff/Component Description	Space Code	Unit Standard	Year					Comments	
				Encl	Open	2011	2017	2022		2027
<p>Program Code: 11.0 Function/Area: Inmate Programs Sub-Area Code: Location:</p>										
<p>TOTAL NET USEABLE SQUARE FEET</p>										
				1	1	1	1	1	1	Comments
				1,335	1,335	1,335	1,335	1,335	1,335	
				Average NUSF Per Person						
				Subtotal - Net Square Feet						
				25%						
				267	267	267	267	267		
Component Net Square Feet										
				2011	2017	2022	2027			
### 1.01	Programs Coordinator	PO3	120	1	1	1	1	1	Private Office, 10' D x 12' W Provided on a contracted basis from the School District	
### 1.02	Instructors Education		400	1	1	1	1	1		
### 1.03	Teacher Workroom	SF3	64	4	4	4	4	4		
11.0 1.04	Systems Furniture	BC5-3	10	2	2	2	2	2	Partitioned Workstation; 8' D x 8' W	
11.0 1.05	Bookcase	SCL2	15	2	2	2	2	2	5 Shelves - 36"x 15"x 56"	
11.0 1.06	Storage Cabinet	SFC	1	1	1	1	1	1	Locking, 2-Door, 36"x 24"x 72"	
11.0 1.07	Printer (on stand)	FCL4-2	12	4	4	4	4	4	4 Drawer - 36" Wide	
11.0 1.08	File Cabinet - Lateral	SPC	6	1	1	1	1	1		
11.0 1.09	Monitor (on cart)		40	1	1	1	1	1		
11.0 1.10	Design Conf. Est.		200	1	1	1	1	1	Capacity 8	
11.0 1.11	Computer Lab	ER	108	1	1	1	1	1	Accounted for under the Housing Program	
11.0 1.12	Classroom/Multipurpose Rooms	SR5	120	1	1	1	1	1	Accounted for under the Housing Program	
11.0 1.13	Storage Room	BC5-3	10	8	8	8	8	8	5 Shelves - 36"x 15"x 56"	
11.0 1.14	Counseling/Group Meeting Rooms	SPC	4	4	4	4	4	4	Approximately 800-1,000 books	
11.0 1.15	Library Services		24	1	1	1	1	1		
11.0 1.16	Library Store Room		120	1	1	1	1	1		
11.0 1.17	Bookcase	PCS6	36	1	1	1	1	1	6 Ft Wide Stand, 72"x 30"x 27"	
11.0 1.18	Cart Staging	BC5-3	10	6	6	6	6	6	5 Shelves - 36"x 15"x 56"	
11.0 1.19	Design Conf. Est.	SPC	14	1	1	1	1	1		
11.0 1.20	Design Conf. Est.		14	1	1	1	1	1		
<p>Exterior Recreation Areas</p>										
<p>Hair Care</p>										
<p>Accounted for under the Housing Program</p>										
<p>Accounted for under the Housing Program/to occur within decentralized medical call/pill rooms in conjunction with a mobile chair which will be stored in one of the multipurpose rooms.</p>										

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SUMMARY

Component Number	Staff/Component Description	Staff	Space Code	Unit Standard	Quantity					Component Net Square Feet					Comments			
					Encl.	Open	2011	2017	2022	2027	2012	2017	2022	2027				
### 1.00	OFFICE AREAS																	
### 1.01	Workstations	x	SF3	64	2	2	2	3	4	2	2	3	4	128	128	192	256	Partitioned Workstation; 8' D x 8' W
### 1.02	SUPPORT AREAS																	
12.0 1.03	Staff Work area		PC1	45	2	2	2	2	2	90	90	90	90	90	90	90	90	Standing; both sides
12.0 1.04	Public Counter		SPC	100	1	1	1	1	1	100	100	100	100	100	100	100	100	Includes, 2 laser printers and 2 worktables
12.0 1.05	Shared Equipment Allowance			250	1	1	1	1	1	250	250	250	250	250	250	250	250	
12.0 1.06	Photocopy Workroom		CPY2	42	1	1	1	1	1	42	42	42	42	42	42	42	42	Convenience/Freestanding
12.0 1.07	Storage Cabinet		SCL2	15	4	4	4	4	4	60	60	60	60	60	60	60	60	Locking, 2-Door, 36"x 24"x 72"
12.0 1.08	Work Table - 5' x 2 1/2'		WTIA	25	1	1	1	1	1	25	25	25	25	25	25	25	25	Front Access
12.0 1.09	Shredder-Small		SHRD-1	6	1	1	1	1	1	6	6	6	6	6	6	6	6	
12.0 1.10	File Cabinet - Lateral		FCL4-2	12	8	8	8	8	8	96	96	96	96	96	96	96	96	4 Drawer - 36" Wide
12.0 1.11	Recycling Bin		RB2	6	1	1	1	1	1	6	6	6	6	6	6	6	6	Large
12.0 1.12	Design Conf. Est.		ER	15	1	1	1	1	1	15	15	15	15	15	15	15	15	
12.0 1.13	Interview Room			100	1	1	1	1	1	100	100	100	100	100	100	100	100	Table w/4 chairs
12.0 1.14	Lobby			7	20	20	20	20	20	140	140	140	140	140	140	140	140	
12.0 1.15	Seating - Tandem Seat		SCTS	15	8	8	8	8	8	120	120	120	120	120	120	120	120	Wall Mounted, 36"x 30"x 42"
12.0 1.16	Work Counter - Perimeter		WCP2A	56	1	1	1	1	1	56	56	56	56	56	56	56	56	Report writing counters
12.0 1.17	WStaff Restroom		TOI-2	56	1	1	1	1	1	56	56	56	56	56	56	56	56	Private Use - Standard

Program Code: 12.0
Function/Area: Work Release
Sub-Area Code: (Not in the jail)
Location:

Average NUSF Per Person
Subtotal - Net Square Feet
25%

TOTAL NET USEABLE SQUARE FEET

TOTAL STAFF

2011 2017 2022 2027

2 2 3 4

1,230 1,230 1,310 1,390

615 615 437 348

984 984 1,048 1,112

246 246 262 278

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SUMMARY

Component Number	Staff/Component Description	Space Code	Unit Standard	Quantity				Component Net Square Feet				Comments
				2011	2017	2022	2027	2012	2017	2022	2027	
<p>Program Cod: Pro 13.0 Function/Area: Maintenance/Storage Sub-Area Code: Sub-Area(s): Location:</p>												
				TOTAL NET USEABLE SQUARE FEET				TOTAL STAFF				Comments
				1	1	1	1	5	5	7	7	
				2	2	3	3	4,177	4,177	4,251	4,251	
				Average NUSF Per Person				835	835	607	607	
				Subtotal - Net Square Feet				3,572	3,572	3,636	3,636	
				17%				605	605	615	615	
13.0 1.00	OFFICE AREAS	PO3	120	1	1	1	1	120	120	120	120	Private Office; 10' D x 12' W
13.0 1.01	Maint. Supervisor Building Maint. Worker	NIWS		2	2	3	3					Loc w/in Maintenance Shop
SUPPORT AREAS												
13.0 1.02	Maintenance Shop	SPC	450	1	1	1	1	450	450	450	450	Loc. Adj to Mech. Room/Requires double doors
13.0 1.03	Workbench w/storage below	SPC	30	1	1	1	1	30	30	30	30	6 L.F.
13.0 1.04	Workbench w/deep sink	SPC	30	1	1	1	1	30	30	30	30	6 L.F.
13.0 1.05	Open Workstation	OW2	45	1	1	1	1	45	45	45	45	Open Workstation; 5' D x 8'-6" W
13.0 1.06	Storage Cabinet	SCL2	15	2	2	2	2	30	30	30	30	Incl. Sewing Machine on Table & Stackable Chair
13.0 1.07	Drafting Table	DFT-3	38	1	1	1	1	38	38	38	38	12 LF
13.0 1.08	Storage Shelving	SS7	16	2	2	2	2	32	32	32	32	
13.0 1.09	Flammable Storage Cab.	SPC	12	2	2	2	2	24	24	24	24	
13.0 1.10	Equip. Area	OA	75	1	1	1	1	75	75	75	75	Drill Presses, Snakes, etc.
13.0 1.11	Open work Area	OA	75	1	1	1	1	75	75	75	75	
13.0 1.12	FH Personal Lockers	SPC	6	4	4	4	4	24	24	24	24	
13.0 1.13	Emergency Eyewash	SPC	6	1	1	1	1	6	6	6	6	
13.0 1.14	Design Conf. Est.	SPC	41	1	1	1	1	41	41	41	41	
13.0 1.15	Electronics/Key Repair Shop	ER	120	1	1	1	1	120	120	120	120	
13.0 1.16	Workbench w/storage below	SPC	30	1	1	1	1	30	30	30	30	Incl. Task Chair--6 L.F.
13.0 1.17	Storage Shelving	SS7	16	2	2	2	2	32	32	32	32	Open/Prefab Unit, 48"x 24"x 72"
13.0 1.18	Storage Cabinet	SCL4	20	2	2	2	2	40	40	40	40	Locking, 2-Door, 42"x 24"x 72"
13.0 1.19	Design Conf. Est.	SPC	18	1	1	1	1	18	18	18	18	
13.0 1.20	Maintenance Store Room	SPC	200	1	1	1	1	200	200	200	200	Requires double doors
13.0 1.21	Storage Shelving	SS7	16	4	4	4	4	64	64	64	64	Open/Prefab Unit, 48"x 24"x 72"
13.0 1.22	Open Floor Staging	OA	80	1	1	1	1	80	80	80	80	
13.0 1.23	Chemical Stor. Mat	OA	40	1	1	1	1	40	40	40	40	
13.0 1.24	Design Conf. Est.	SPC	16	1	1	1	1	16	16	16	16	
13.0 1.25	Receiving Area	OA	150	1	1	1	1	150	150	150	150	Locate contiguous to loading dock
13.0 1.26	Trash Compactor/Recycling Dumpsters	ER	250	1	1	1	1	250	250	250	250	Exterior Area--
13.0 1.27	Loading Dock	ER	250	2	2	2	2	500	500	500	500	Exterior Area-Covered--Split level
13.0 1.28	Card Board Bailer Room	ER	250	1	1	1	1	250	250	250	250	Locate contiguous to loading dock
13.0 1.29	Warehouse/Stores	SS7	16	1	1	1	1	16	16	16	16	Requires double doors and a mezzanine level
13.0 1.28	Storage Shelving	SS7	16	80	80	80	80	1,280	1,280	1,280	1,280	Open/Prefab Unit, 48"x 24"x 72"
13.0 1.28	Open Floor Area	OA	500	1	1	1	1	500	500	500	500	New Clothes/Bedding/Shoes, Cleaning Products, General Consumable Supplies etc
13.0 1.29	Work Table - 5' x 2 1/2'	WT1A	25	4	4	4	4	100	100	100	100	Pallet/Stacked Box Storage
13.0 1.29	Work Table - 5' x 2 1/2'	WT1A	25	4	4	4	4	100	100	100	100	Front Access

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Program Code: 13.0
Function/Area: Maintenance/Storage
Sub-Area Code:
Sub-Area(s):

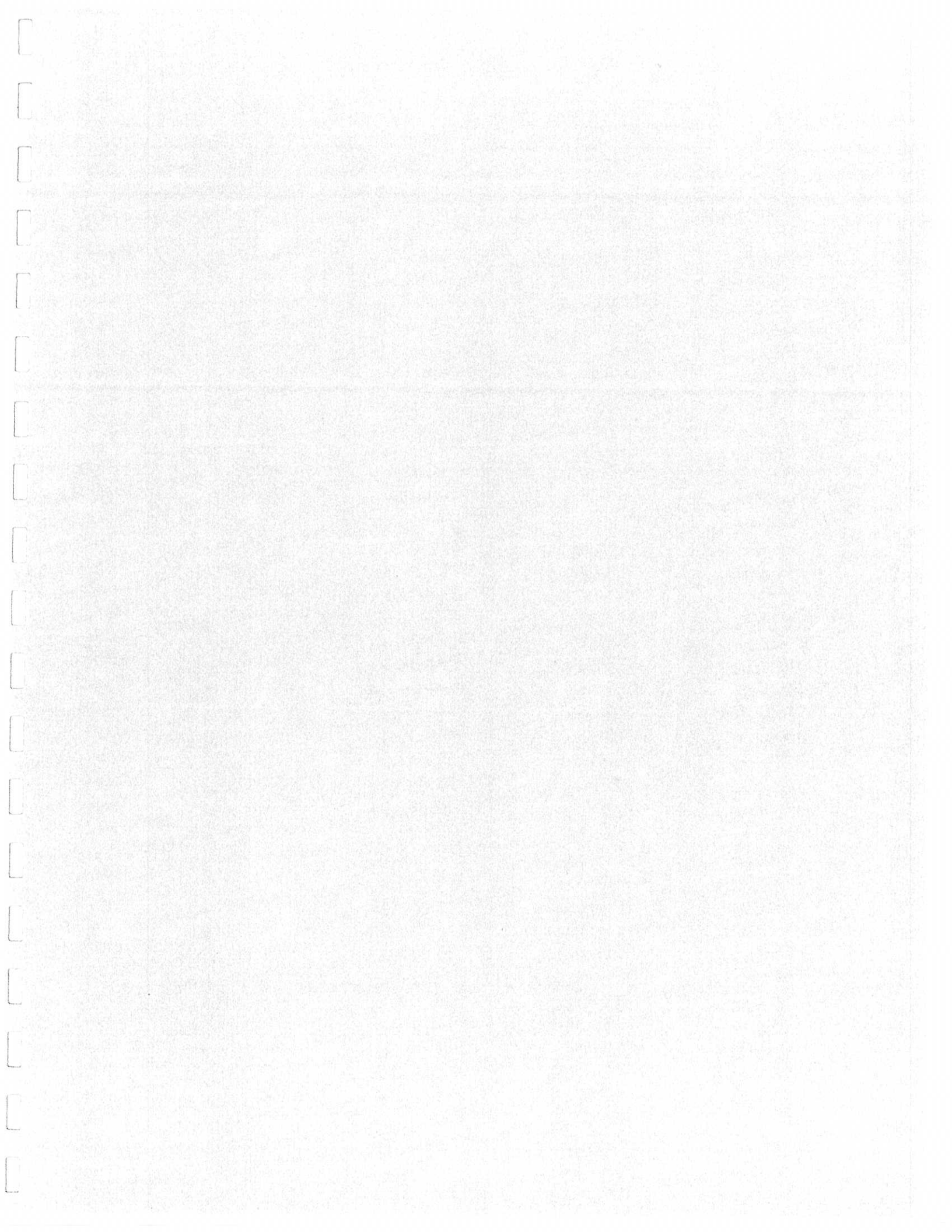
Sheet 2

Component Number	Staff/Component Description	Unit Standard	Quantity			Component Net Square Feet					Comments
			2011	2017	2022	2011	2017	2022	2027		
13.0 1.30	Mattress Storage	100	1	1	1	100	100	100	100		
13.0 1.31	Warehouse Clerk	64	1	1	1	64	64	64	64	Partitioned Workstation; 8' D x 8' W	
13.0 1.31	Design Conf. Est.	20	1	1	1	20	20	20	20		
	<u>Commissary</u>										
13.0 1.32	Commissary Clerk	48	1	1	1	48	48	48	48	Partitioned Workstation; 6' D x 8' W	
13.0 1.33	Account Clerk	64	-	-	-	-	-	-	-	Partitioned Workstation; 8' D x 8' W	
13.0 1.32	Commissary Store Room	180	1	1	1	180	180	180	180	Locate adjacent to loading dock	
13.0 1.34	Fish Kits /Products	16	4	4	4	64	64	64	64	Open/Prefab Unit, 48" X 24" X 72"	
13.0 1.35	Work Table - 5' x 2 1/2'	25	2	2	2	50	50	50	50	Front Access	
13.0 1.35	Cart Staging	6	6	6	6	36	36	36	36		
13.0 1.36	Design Conf. Est.	30	1	1	1	30	30	30	30		
	<u>Communications/Data</u>										
	Server Room	ER	1	1	1	1	1	1	1	Included within building gross area	
13.0 1.37	IT Workroom	225	1	1	1	225	225	225	225	Includes Recording Equipment	
13.0 1.38	Shared Workstations	36	2	2	2	72	72	72	72	Partitioned Workstation; 6' D x 6' W	
13.0 1.39	Workbench	60	1	1	1	60	60	60	60	12 L.F. with multiple electrical and data outlets	
13.0 1.39	Storage Shelving	16	4	4	4	64	64	64	64	Open/Prefab Unit, 48" X 24" X 72"	
13.0 1.40	Design Conf. Est.	29	1	1	1	29	29	29	29		
	<u>Security Electronic Rooms</u>										
	Security Electronic Rooms	ER	3	3	3	3	3	3	3	Building Gross Area	
	Telephone/Cable Room	ER	1	1	1	1	1	1	1	Building Gross Area	

SUMMARY

Component Number	Staff/Component Description	Space Code	Unit Standard Encl.	Open	Quantity			Component Net Square Feet			Comments		
					2011	2017	2022	2027	2012	2017		2022	2027
<p>Program Code: 14.0 Function/Area: Exterior Areas Sub-Area Code: Sub-Area(s): Location:</p>													
<p>TOTAL STAFF</p>													
<p>TOTAL NET USEABLE SQUARE FEET</p>													
<p>Average NUSF Per Person</p>													
<p>Subtotal - Net Square Feet</p>													
<p>2%</p>													
14.0 1.00	SUPPORT AREAS				2011	2017	2022	2027	2012	2017	2022	2027	
14.0 1.01	Vehicle Sallyport Allowance		6,000		1	1	1	1	6,000	6,000	6,000	6,000	Assumes a minimum of 8 parking stalls and bus drive-through lane
14.0 1.02	Recreation Areas		2,000		5	5	5	5	10,000	10,000	10,000	10,000	
14.0 1.03	Service Yard (with loading dock)		2,500		1	1	1	1	2,500	2,500	2,500	2,500	
14.0 1.04	Emergency Generator		250		1	1	1	1	250	250	250	250	
14.0 1.05	Trash/Recycling Dumpsters		500		1	1	1	1	500	500	500	500	
14.0 1.06	Staff Parking		325		110	110	110	110	35,750	35,750	35,750	35,750	Accommodates peak shift overlap with a 5% reduction for vacation, car pooling etc.
14.0 1.07	Public Parking		325		43	43	43	43	13,936	13,936	13,936	13,936	Assumes 100% overlap of all visiting stations and 67% driving own vehicle
14.0 1.08	Service Vehicle Parking		325		4	4	4	4	1,300	1,300	1,300	1,300	

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INTRODUCTION

This section provides programmatic information for each functional component to be located within the new Sutter County Jail. The Project Team has designated the components listed below, using the identical numeric component codes and functional area names that have been used in the space program documented in Appendix A, and as referred to in multiple references throughout the main body of this document.

Consequently, this section is organized as follows:

- 1.0 Jail Administration
- 2.0 Employee Facilities
- 3.0 Staff Common Support
- 4.0 Security and Central Control
- 5.0 Inmate Housing
- 6.0 Inmate Processing
- 7.0 Food Services
- 8.0 Medical and Mental Health Services
- 9.0 Laundry Services
- 10.0 Public and Official Visitation
- 11.0 Inmate Programs
- 12.0 Work Release Program
- 13.0 Building Maintenance/Supplies

The Project Team has used a uniform narrative format to describe the operations of each component and how it would function, according to the itemization below:

Component Data: Provides the programmed component identification number and name.

Functional Objective: Describes the primary purpose and function of the component.

Operational and Design Philosophy: Provides an overview of the operations provided within the component and how the anticipated operations have affected the Project Team's programming and planning assumptions.

Hours of Operation: Documents the hours of operation.

Typical Users: Designates various user groups that will require access and use of a given spatial area. The user group categories incorporated include: public, official visitors, corrections staff, inmates, medical/mental health staff, program staff, and vendors.

Operational Overview: Provides a brief description of the day-in day-out activities and procedures that are employed within each component.

Planning Considerations: Provides the number of occupants, users, vehicles, volume of materials, etc., that would commonly be within a given area at any given time. The programming/design team will utilize this data to size and configure a given area.

Staffing Allocation Estimate: Provides a programmatic level assessment of full-time staffing requirements, by component.

Security Zone: The security zoning for each component will be identified.

Adjacency Requirements: Provides a description of the component's locational requirements within the facility and in relationship to other components, considering: operational efficiency (public, staff, inmate, materials, and supplies circulation and movement) and security zoning.

Applicable CSA Standards: Provides relevant Title 15 and 24 section codes applicable to each operational component within the new Sutter County Jail. It should be noted that the operational, functional, and spatial requirements incorporated within this report reflect CSA standards in-place as of initiation of the project in the fall of 2007. The Project Team is aware that select CSA standards may be modified as part of an update revision planned to occur in 2008.

FACILITIES PROGRAM DETAIL

1.0 Jail Administration

Functional Objective

Jail Administrative is responsible for ensuring that Sheriff's Department policies and procedures comply with all legal requirements and CSA minimum standards applicable to local detention facilities. In addition, the jails' administrative component provides managerial oversight of all department personnel, custody operations and inmate programs, services and activities including daily movements to and from court.

Operational and Design Philosophy

The overriding design philosophy is to provide a secure, comfortable, and esthetically pleasing work environment for the staff. The administration area should be designed comparable to general office environment. This area will house the management and general administrative personnel. It will also include facilities for administrative-specific reception/waiting, executive staff meetings, records storage, information management, photocopy, and central mail processing.

Hours of Operation

Jail Administration typically operations during the day shift, Monday through Friday. In addition, during each shift, Monday through Sunday a senior on-duty staff member is designated as Watch Commander with responsibility for overseeing the safety and welfare of all inmates, staff and public.

Typical Users

Primary Users: Jail administrative staff. Secondary Users: Other jail staff; visitors who converse with the receptionists located at the public counter.

Operational Overview

Activities occurring in this area will be typical of those in most offices, including: general office tasks, information processing, records retention and retrieval, meetings, and training sessions. Specific tasks will include, but not be limited to:

- Managing personnel.
- Developing and administering personnel training activities.
- General accounting.
- Maintaining some essential records.
- Receiving mail, monies, and packages for inmates.
- Dealing with the public in person and by data-communications.
- Accommodating outside professionals/groups for tours, presentations, and meetings.
- Generating, implementing operational, security policies, and procedures.
- Video-conferencing.
- Public waiting.

Planning Considerations

Planning parameters for this function include the following:

- Two general public counter workstations and one professional/volunteer counter workstation.
- A 16-person conference room.
- A file room consisting of eight lateral file cabinets.
- One non-assigned, shared-use enclosed office.
- An Operations Offices consisting of 18 workstations assigned to the facility's Lieutenants and Sergeants.
- A 40-seat public lobby.

Staffing Allocation Estimate

Jail Administration is anticipated to include a total staff compliment of 13 FTEs.

Security Zone

- Level 1 – Public Area (Public Lobby)
- Level 2 – Service Area
- Level 3 – Staff Only Area
- Level 4 – Limited Access Area
- Level 5 – Inmate Worker Only Area
- Level 6 – General Inmate Area

Adjacency Requirements

Jail Administration requires a location contiguous to the public lobby and the main public entrance into the building.

Applicable CSA Standards

Title 15

- 1027. Number of Personnel*
- 1028. Fire and Life Safety Staff*
- 1029. Policy and Procedures Manual*
- 1032. Fire Suppression Preplanning*
- 1040. Population Accounting*
- 1041. Inmate Records*
- 1044. Incident Reports*
- 1045. Public Information Plan*

Title 24

13-102 (c) 6. Design Requirements

2.0 Employee Facilities

Functional Objective

Employee Facilities consists of a variety of rooms and areas which provide staff the opportunity to prepare for, and gain relief from corrections-related duties during scheduled break periods and at the beginning and end of each shift.

Operational and Design Philosophy

All staff support facilities should be designed with the intent of providing a morale enhancing, pleasing, and stress reducing. The facilities should smooth the progress of personnel beginning and ending their shifts, as well as to provide quiet and break areas for use while on-shift. The area should be capable of sustaining normal wear and tear common to correctional facilities, yet provide areas for staff to “decompress”/relax from the detention environment.

Hours of Operation

Rooms and areas accounted for under this component will be available for use by staff, 24 hours per day, 7 days per week.

Typical Users

Primary Users: Correctional Officers, Civilian Staff

Operational Overview

Staff Shift Changes: Staff will begin their shift by parking in a designated staff parking lot, which should be located close to the dedicated staff entrance. The staff will enter the facility through a secure vestibule that is operated by central control. The vestibule should be equipped with badge readers, CCTV, intercom, and have interlocking doors. Staff desiring to enter the facility will press an enunciator to alert Central Control, present their ID badge, where after Central Control will remotely and electronically open the first door into the vestibule. Upon the first door closing, the second door will be opened allowing staff to enter a Staff Secure Area. Staff will then generally proceed to their locker room where they will store their weapon and change into their uniform. All staff will be provided with lockers.

After changing into their uniform, staff will then usually move to the briefing room, for their shift briefing. Staff will either then pick up obtain their keys for housing module/areas to which they have been assigned, or proceed to Central Control to obtain their keys. Lastly, they will report to their post. After their shift is complete, staff will go through the process described above in reverse.

Staff Dining Room: The Staff Dining Room is intended to provide an area for staff during authorized break periods. Here, staff may lounge, watch TV, and eat.

Bunk Rooms: Staff will use these rooms for rest and sleeping if they are ill, or remaining in the facility between shifts.

Physical Training Room: Within this room, staff will be able to exercise with free-weights, fixed weight, and aerobic conditioning equipment.

Staff Shower Locker Rooms: These rooms provide staff an appropriate area to change and store their personal clothing and property before and after their work shift.

Planning Considerations

Planning capacity parameters for this function include the following:

- All sworn personnel are to be provided dedicated full-height personal locker. Locker space will be calculated on the basis of 75% of the staff being male and 25% of the staff being female.
- The staff dining room will be sized to accommodate twelve personnel at table seating.
- The exercise room is sized to accommodate between 8 to 12 staff working out at a variety of stationary exercise machines and free weight benches.
- Two, two-person bunk rooms.

Staffing Allocation Estimate

No staff are planned to be assigned to this component.

Security Zone

- Level 1 – Public Area
- Level 2 – Service Area
- Level 3 – Staff Only Area
- Level 4 – Limited Access Area
- Level 5 – Inmate Worker Only Area
- Level 6 – General Inmate Area

Adjacency Requirements

- The staff locker rooms should be located outside of security, adjacent to the primary staff entrance.
- One bunkroom should be located directly accessible from each staff locker room.
- The staff exercise room should be located contiguous to the staff locker rooms.
- The staff dining room should be located within the facility's security perimeter and contiguous to Food Services in order to expedite resupply of food products and minimize transport time.

Applicable CSA Standards

No specific applicable standards.

3.0 Staff Common Support

Functional Objective

The primary objective of this component is to provide sufficient spaces to accommodate staff training opportunities necessary to meet or exceed annual POST mandated requirements and provide a daily update of activities occurring within the facility.

Operational and Design Philosophy

The multipurpose and briefing rooms should be acoustically separate from surrounding activities and appropriate for academic instruction in terms of lighting and table seating configuration.

Hours of Operation

Formal training classes occurring within the multipurpose room will typically occur during the dayshift, Monday through Friday. The briefing room will be primarily used at the beginning of each shift, 7-days per week.

Typical Users

Primary Users: Correctional Officers, civilian jail staff, and Sheriff's Department training staff.

Operational Overview

Staff training activities will include a combination of on-the-job instruction which will occur throughout the facility, brief "refresher" lectures contacted at daily shift briefings and periodic, scheduled classes which address specific POST mandated curriculum. The scheduled classes will be conducted in the multipurpose room and involve up to 40 participants.

Planning Considerations

Planning parameters for this function include the following:

- A 40-person capacity classroom.
- A 30-person capacity briefing room
- A small kitchen located adjacent the multipurpose room which will support meal and refreshment services during daylong training programs.

Staffing Allocation Estimation

No dedicated Jail personnel assigned to this function.

Security Zone

- Level 1 – Public Area (Multipurpose Room)
- Level 2 – Service Area
- Level 3 – Staff Only Area
- Level 4 – Limited Access Area
- Level 5 – Inmate Worker Only Area
- Level 6 – General Inmate Area

Adjacency Requirements

- The multipurpose room and kitchen should be consolidated in a common location outside the security perimeter and proximate to the public entrance.
- The staff briefing room should be located inside the jail's security perimeter, adjacent to the primary staff entry sallyport.

- The shared-use workstations should be distributed through-out the facility so as to provide staff convenient access to document training related issues during the course of a daily shift.

Applicable CSA Standards – (Training)

Title 15

1021. Jail Supervisory Training

1023. Jail Management Training

Title 24

1024. Court Holding and Temporary Holding Facility Training

1025. Continuing Professional Training

4.0 Security and Central Control

Functional Objective

The Facility's Central Control Room is responsible for the monitoring and control of all communications and life safety warning systems as well as supervision/monitoring of all inmate, staff, and public movements within the facility. The latter occurs through remote control over sallyport doors and elevators. Central Control also serves as a backup for the housing floor control stations.

Operational and Design Philosophy

The Central Control Room should be designed as a self-contained, self-sufficient component, capable of operating all building system controls quickly and efficiently with minimum staff. At this early juncture in the planning process, the Project Team envisions a minimum of three control panels (two operational and one available for a supervisor or training). Each of the panels would provide a reasonable number of specific functions, so that personnel can remain focused on their specific responsibilities.

The entire envelope surrounding this area should be of secure construction to prevent unauthorized admittance by detainees, public, or unauthorized staff. Therefore, all openings into the Central Control Room should ideally be secure, including pass-through, air supply ducts, and electrical openings.

The built environment should be developed to mitigate stress and fatigue of staff who are confined within a small amount of space for long periods. Special consideration to temperature, humidity, ventilation, lighting systems, and acoustics should be directed towards this area.

Special fit-out considerations should include:

- Microphone/speaker communication and pass through slot for the transfer of documents and keys to correctional staff.
- Substantial use of security glazing to permit maximum visibility out of the area.
- Control boards/stations/touchscreens should be recessed in counters, to assure clear lines of sight out of the area.

Hours of Operation

The Central Control Room will be staffed 24 hours per day, 7 days per week.

Typical Users

Primary Users: Assigned Correctional Officers Only

Operational Overview

Central Control should be designed as a self-contained, self-sufficient component, capable of operating all building system controls quickly and efficiently with access solely through the secure sallyport.

From the Central Control Room, staff would be involved with:

- Controlling and monitoring all access and egress to and from the facilities secure envelope.
- Monitoring and or controlling the following building systems.
 - Building and perimeter alarms.
 - Life-safety.
 - Card key access points.
 - CCTV
 - Public address system.
 - Perimeter lighting.
 - Radio systems.
 - Personal alarm systems.
 - Telecommunications
 - Environmental Controls
 - Key Issue
- Serving as the communications center for the facility; and,
- Controlling inmate movement within the facility, and
- Controlling all vehicle sallyports

Staffing Allocation Estimate

The Central Control Room is anticipated to require two officers per shift, 24 hours per day, 7 days per week or 15 full-time positions, including relief.

Planning Considerations

Planning capacity parameters for this function include the following:

- A central control room with three control console stations.
- An armory with locker capacity for eight SWAT team members.
- A dedicated central control equipment room.

Security Zone

- Level 1 – Public Area
- Level 2 – Service Area
- Level 3 – Staff Only Area (Authorized personnel only)
- Level 4 – Limited Access Area
- Level 5 – Inmate Worker Only Area

- Level 6 – General Inmate Area

Adjacency Requirements

- Central Control does not require any specific location within the facility as the vast majority of its responsibilities are conducted via remote audio and CCTV monitoring systems.
- The Armory should be located outside of the facility's security perimeter, proximate to an entry sallyport.

Applicable CSA Standards

Title 15

1044. Incident Reports

1053. Administrative Segregation

1055. Use of Safety Cell

1058. Use of Restraint Devices

Title 24

470A.2.19. Safety Equipment Storage

470A.2.24. Emergency Power

5.0 Inmate Housing

Functional Objective

A fundamental element of a jail's housing program is the provision of a secure and sanitary environment for the inmate population and a safe working environment for staff. Specifically, this involves the provision of sufficient resources to ensure continuous staff supervision and the maintenance of a comprehensive inmate classification system, operation of a facility maintenance program which meets accepted and legally required health standards, having available to inmates adequate opportunities to maintain personal hygiene and having properly functioning environmental controls (temperature, lighting and ventilation).

A secondary objective of this component is having a sufficient quantity of beds so that inmates can be provided an appropriate housing assignment based upon security/segregation needs. Inmate housing units will consist of eight basic configurations. Configuration 1 will be a 16-bed, single occupancy celled podular unit. Configuration 2 is a 16-cell, 32-bed (double occupancy) podular unit. Configuration 3 is an eight cell, 64-bed podular unit (eight beds per cell). Configuration 4 is an eight cell, 32-bed podular unit (four beds per cell). Configurations 5 and 6 respectively reflect 32 and 64 bed dormitory units.

Operational and Design Philosophy

Inmate housing comprised of Configurations 1 through 5 will be operated either as direct or indirect supervision management units (Administrative Segregation and Maximum Security-indirect, remainder direct supervision). The overall housing unit design should allow for movement of inmates from housing to showers; to dining space and to program space with a minimum level of direct physical contact with staff. Electronic door controls, easy visual staff supervision, and design of the unit should accomplish this.

Each housing unit or housing support cluster will include space for, or direct access to, a medical treatment area, visiting area including video visiting and attorney areas, counseling area, multi-purpose area, linen and other storage supply and janitors closet. Inmate movement outside of the housing unit should be minimized.

Configurations 5-6 - Dormitory Units: The sleeping areas will consist of two-level bunks with storage facilities located with the beds. Shower and toilet facilities will be adjacent to the sleep areas. A support area will provide space for dining, visiting, and counseling services. Correctional officer supervision will be from an open station, which can oversee the sleeping and support areas.

Durability and Maintenance: The housing units should be designed with durability and ease of maintenance. Access to plumbing will be through back cell chases. Each housing unit should have access to secured janitor closet with a mop sink which allows the inmates to access cleaning materials to maintain cells and unit areas.

Hours of Operation

Inmate Housing will operate 24 hours per day, 7 days per week.

Typical Users

Primary Users: Inmates and Correctional Officers. Secondary Users: Medical Mental Health Professionals and Inmate Program Staff (i.e. counselors, pastors/lay religious volunteers, teachers/ volunteer tutors, etc).

Operational Overview

Based on the previously submitted inmate population data, the Project Team conducted several additional analyses in conjunction with senior jail personnel in order to: 1) distribute current and projected population by security classification (administrative segregation, mental health step-down and maximum, medium and minimum security); 2) determine the required number of cell types by security classification and year (single occupancy cells, double occupancy cells, four and eight-person occupancy cells and dormitory beds); and, 3) ascertain the current number of rated beds by cell type.

Based upon inmate bed projections previously submitted to and reviewed by the County and Sheriff's Department, a total of 23 housing units comprising 832 beds will need to be developed by the year 2027. Subsequent to the initial development of a second phase consisting of a minimum of one minimum security housing unit, totaling 64 beds will need to be constructed prior to the year 2027.

Distribution of each housing unit by segregation classification, bed quantity and configuration and supervision mode (direct vs. indirect) is provided in Exhibit 3.3 located on the following page.

Planning Considerations

Planning parameters for this function include the following:

The general operational and design approach employed for the general inmate housing areas focuses on:

- Modern modular/podular configuration: All housing modules are envisioned to be of modern modular/podular design, meaning that all inmate cells/beds are arranged around the day room, and that all areas are easily visible from the central housing control area.
- Housing Module Configuration: There will be six basic housing configurations. The first of these configurations is a 16-cell module that will be sized for single occupancy only. These modules will have day spaces sized to accommodate 16 inmates and each cell will be equipped with a stainless steel toilet/lavatory facilities. The second configuration will be a 16-cell module sized to be double bunked. The third configuration will be 64-person module consisting of eight, 8-person multiple occupancy cells. The fourth configuration will be a 32-person module consisting of eight, 4-person multiple occupancy cells. The fifth and sixth configurations will respectively include 32-person and 64-person dormitory housing units. The day space as well as all support areas within each housing unit will be sized to accommodate its design bed capacity.
- Housing will be for five general security-risk/programming categories of inmates: Administrative Segregation, Mental Health Step-down, Maximum Security, Medium Security, and Minimum Security.
- Housing will comply with ADA standards and principles: As such, each housing module will contain an ADA accessible cell of no less than 80 square feet.
- Design will promote staffing efficiencies: Design that is conducive to staffing all mental health step-down, medium, and minimum security housing units on a direct supervision basis.
- Design will minimize the need for expensive security technologies: The housing unit will mitigate the intensity of required supervision and the need for expensive technologies through proper design. This includes devoting particular attention to the size and arrangement of specific areas, sight lines to and from them, and distances that staff must traverse to attend to inmate activities and incidences that would occur within the module.
- Housing units will provide a range of security levels and programming based on forecasted profile of the inmate population.
- Most services will be delivered to inmates within each housing module or on housing floor: This will include the provision of dedicated dayrooms and decentralized sick call pill call rooms in conjunction with each housing unit and shared multi-purpose rooms located on each housing floor.

Staffing Allocation Estimation

At a capacity of 800 beds, 26 Correctional Officers would be assigned to the day shift and 20 to the night shift. Two additional housing officer positions per day and shift will be required to support the facility's long-term projection of 24 housing units, comprised of 896 beds. Inclusive of relief positions, this represents an estimated staffing complement of approximately 133.70 full-time positions by the year 2027.

Security Zone

- Level 1 – Public Area
- Level 2 – Service Area
- Level 3 – Staff Only Area (Officer Control Stations)
- Level 4 – Limited Access Area
- Level 5 – Inmate Worker Only Area
- Level 6 – General Inmate Area

Adjacency Requirements

- Each housing cluster will require an Officer Control Station which has unobstructed views into each dayroom and exterior recreation area.
- Each housing cluster should have direct, yet controlled access to a video visitation area, an official contact interview room, and multi-purpose/class rooms.
- Each housing unit should have direct access to a medical/interview room.

Applicable CSA Standards

Title 15

1050. Classification Plan

1102. Classification

Title 24

470A.2.6. Single-Occupancy Cells

470A.2.7. Double-Occupancy Cells

470A.2.8. Dormitories

470A.2.9. Dayrooms

470A.3.1. Toilets /Urinals

470A.3.2. Wash Basins

470A.3.3. Drinking Fountains

470A.3.4. Showers

470A.3.5. Bed

470A.3.6. Lighting

470A.3.7. Windows

470A.3.11. *Table/Seat*

6.0 Inmate Processing

Functional Objective

This component is responsible for overseeing the systematic processing of individuals being accepted into and released from custody as well as all movements involving inmates outside of the jail (i.e. court movement, off-site medical runs, extraditions, facility transfers, etc). Inherent within this process are numerous steps including identification, collection and return of personal property, medical/mental health evaluation, secure holding, and data entry functions.

Operational and Design Philosophy

Primary objectives associated with this component include providing a safe and secure environment to both staff and detainees/inmates, ensuring that the each inmate has been correctly identified and that all legal rights provided to inmates are adhered to.

Hours of Operation

The Inmate Processing Area operates 24 hours per day, 7 days per week. Transportation Officer personnel will be primarily responsible for overseeing the movement of inmates to and from court which generally occurs during the day shift, Monday through Friday. Dependent upon the situation, inmates may additionally be transported to a community hospital at any time of the day or night.

Typical Users

Primary User: Detainees/Inmates, Correctional Officers, Civilian Booking Staff, Transporting/Arresting Officers. Secondary Users: Bail Bondsmen, Attorneys.

Operational Overview

Intake: The intake process typically begins with the detainee leaving the arresting/transporting vehicle in the sallyport and being escorted to an adjacent Officer Pre-book area. At this location, the arresting officer, initiates booking related forms and collects and inventories personal property belonging to the detainee. Individuals suspected of being intoxicated are tested at this point and individuals having medical problems are evaluated to determine if they should be taken directly to the hospital.

Upon completion of the pre-book process, individuals would be “handed off” to corrections staff who would conduct a pat-down search, initiate identification processing (i.e. live scan, ink prints and digital photographs) and complete the data entry element of booking. Intoxicated individuals would be housed in a sobering cell until they can participate in the process. Inmates would then typically have an opportunity to contact an attorney or bail bondsmen and remain in a holding cell for a minimum of three hours. Inmates who have not been bailed out after three hours would be escorted to a dress-out room where personal clothing would be exchanged for jail clothing. During this three-hour period, each inmate would be evaluated by medical staff to determine general level of health and need for prescription medications.

Upon completion of the booking process, inmates would be initially classified, assigned a security level, and escorted to a housing module.

Dependent upon charge and behavior, individuals may be temporarily kept in holding cells or occupy a seat within the open waiting area prior their release or transfer to a housing unit.

Release: Upon notification of release, inmates would be escorted to the release area. There, inmates would change into their street clothes and have their personal property returned. After a final confirmation of identity and revalidation of release paperwork, inmates would leave the jail through a sallyport which directly connects the exterior. Ideally, released inmates will not be moved through the public lobby.

Transportation: Of-site movement, whether to court, transfer to another facility/jurisdiction, or to a local hospital will occur similar to release. Upon notification, inmates will be escorted to the processing area. After verification of identify and purpose of off-site movement, the assembled inmate(s) will be pat-searched, cuffed and loaded either individually or in groups into a vehicle waiting in the sallyport. Dependent upon security segregation needs, inmates involved in the transport may be placed temporarily within the processing area holding cells. Upon return, inmates will enter the jail through the vehicle sallyport, have their identity reconfirmed, be pat or strip searched and unshackled in the processing area prior to being escorted back to their housing module.

Planning Considerations

Planning parameters for this function include the following:

- Inmates will typically remain within Inmate Processing area a minimum of three hours in order to determine if they can be bailed out prior to housing.
- The Officer Pre-book Area will accommodate up to four detainees simultaneously.
- The Booking Area will include two booking counter stations.
- Inmate holding will increase from six cells providing 21 seats to ten cells providing 24 seats, exclusive of the sobering cells and safety cells. In addition, a total of 20 seats are to be provided within the open waiting area.
- A total of three, four-person sobering cells.
- A total of two safety cells.
- Capability of storing up to 900 individual property boxes having a dimension of 12" by 18" by 18".
- Provision for two dress-out areas each having access to a property counter window and a shower.
- A total of two, 2-person capacity pre-housing holding cells.
- A total of one release counter station.
- A total of two interview rooms.

Staffing Allocation Estimate

It is anticipated that a combination of eight sworn officers and civilian clerks (30 full-time positions inclusive of relief) will be required per shift, seven days per week in order to efficiently process new detainees as well as releases from custody. In addition, during the day shift, Monday through Friday a total of nine staff will be assigned to the Transportation/Court Movement Office.

Security Zone

- Level 1 – Public Area
- Level 2 – Service Area
- Level 3 – Staff Only Area
- Level 4 – Limited Access Area
- Level 5 – Inmate Worker Only Area
- Level 6 – General Inmate Area

Adjacency Requirements

Inmate Processing requires a location contiguous to the vehicle sallyport and a configuration which must allow for direct movement from the public lobby to the bail bonds window and from the release area back to the public lobby. In order to facilitate movement of inmates to and from housing, this component also requires convenient access to the building's elevators and stairwells. A location proximate to medical/mental health would minimize movement time of staff involved in conducting medical evaluations and oversee individuals placed within sobering and safety cells.

Applicable CSA Standard

Title 24

- 470A.2.1. Reception and Booking
- 470A.2.2. Temporary Holding Cell or Room
- 470A.2.3. Temporary Staging Cell or Room
- 470A.2.4. Sobering Cell
- 470A.2.5. Safety Cell

7.0 Food Services

Functional Objective

The primary objective of Food Services is the preparation and serving of quality meals to inmates and staff which are palatable, sanitary, at proper temperature, and at a reasonable cost. Meals must also meet minimum daily nutritional guidelines.

Operational and Design Philosophy

A properly designed kitchen should provide sufficient support and production areas to accommodate meal preparation, storage of completed meals and raw food stores and adequate cart, ware, pot and tray washing area(s). Areas shall be designed with inmate workers in mind – equipment layout with good staff supervision/visibility should be carefully considered. An efficient operational flow from receiving through meal delivery and warewashing will streamline the food service operation.

Hours of Operation

Current, as well as future Food Services operations will be staffed three shifts per day, seven days per week.

Typical Users

Primary Users: Food Services Supervisor, Correctional Cooks, and Inmate Workers. Secondary Users: Correctional Officers.

Operational Overview

Three hot meals as well as bag lunches will be prepared daily within a central kitchen staffed by a combination of Correctional Cooks and inmate workers. Food will be “dished up” into compartmentalized thermal trays and transported in hot carts along with beverages and plastic eating utensils to each housing unit.

Inmates, except those in a lock-down status, will eat at tables located within each housing dayroom. Those in lock-down will eat in their cell. At the completion of each meal, dirty food trays, cups, and utensils will return via cart to the kitchenware washing area for cleaning and storage.

Staff meals will similarly be prepared within the central kitchen. Bulk food containers will be transported via hot cart and served, buffet style, from a steam cart located in the Staff Dining Room. At the completion of each meal, dirty plates, cups, and eating utensils will return via cart to the kitchenware washing area for cleaning prior to their return to the Staff Dining Room. Carts would be sterilized after each use in the ware washing area.

Planning Considerations

Planning parameters for this function include the following:

- Capability of preparing a minimum of 3,000 meals daily, consisting of up to 2,700 inmate meals, 100 bag lunches and approximately 200 staff meals.
- An inmate worker dining/break room with a seating capacity of eight.

Staffing Allocation Estimate

In addition to a Food Service Supervisor, a total of 14 Correctional Cooks will be needed to support the preparation of approximately 3,000 meals per day.

Security Zone

- Level 1 – Public Area
- Level 2 – Service Area
- Level 3 – Staff Only Area
- Level 4 – Limited Access Area (Supervisor’s Office, Shared Cook’s Office)
- Level 5 – Inmate Worker Only Area
- Level 6 – General Inmate Area

Adjacency Requirements

- Food Services must have direct access to the receiving area and loading dock.
- In order to facilitate convenient movement of food carts, Food Services require a location proximate to the facility's elevators.
- Food Services should be located contiguous to the Staff Dining Room.

Applicable CSA Standards

Title 15

1240. Frequency of Serving

1241. Minimum Diet

1242. Menus

1243. Food Service Plan

1245. Kitchen Facilities, Sanitation, and Food Storage

1246. Food Serving and Supervision

1247. Disciplinary Isolation Diet

1248. Medical Diets

470A.2.17. Dining Facilities

8.0 Medical Mental Health Services

Functional Objective

The Medical/Mental Health Services program is responsible for providing medically necessary health care services to the jail's inmate population consistent with that available to the public at-large. Medical/Mental Health Services will include: initial intake evaluations conducted during intake processing; decentralized pill call and triage services; clinic care and treatment; "step-down" (non CTC) housing; and, emergency/crisis intervention treatment and management of inmates referred to off-site facilities.

Outpatient services will provide routine medical care as well as urgent and emergent care to patients brought to the central exam/treatment rooms by detention staff. Nursing staff will also respond to medical calls on the housing units. Staff from the central clinic will support the decentralized medical treatment rooms located within each housing unit.

The infirmary will be limited to providing intermediate care to sub-acute inmates from the jail, inmates returning from the hospital, inmates referred from the intake area, inmates in need of medical isolation, and inmates seen in the outpatient clinic who are identified as too ill to remain in general population. These cells will also be used for inmates in need of IV treatments and inmates going through drug or alcohol withdrawal.

Non-restorative dental services will be provided at the facility. Specialty dental services will be referred out as needed.

The pharmacy will fill prescriptions for all inmates at the facility. The pharmacy will also supply stock orders for the clinic emergency drug cabinets, over the counter medications and narcotics.

Medical staff will provide service at the housing units by collecting, triaging, and responding daily to inmate requests for care. Staff will administer medications in the housing units a minimum of three times per day. The housing unit medical services area could be used for simple outpatient exams, sick call, counseling, medication administration, dental triage, chronic condition care clinics and patient education. Routine nursing functions such as blood draws and weight checks could also be performed here.

Mental Health Services primary responsibility includes identifying and treating inmates having urgent, emergent and/or chronic mental health related problems.

Operational and Design Philosophy

The central medical services area must be safe for staff, yet offer a level of confidentiality to the inmates when discussing and receiving treatment for their medical issues. Inconspicuous emergency alarm buttons and a security video system should be considered. To increase efficiency, an intercom system, and call light system should be installed at the exam rooms and staff area. The central outpatient clinic must be flexible in design to accommodate the specialists that will share the space. The central outpatient clinic should be integral with the infirmary unit to allow sharing of clinical support space, staff support space and active medical records.

All patient cells shall be provided with a toilet, sink, and drinking fountain. The headwall at the patient bed will need the following: electrical outlets for medical equipment, oxygen outlets, vacuum outlets, and nurse call equipment. The cell walls at the corridor should utilize glass to maximize visual access.

The dental operatory shall be located separately from the dental lab for security reasons. Dental x-rays will be stored in the dental lab.

The diagnostic and testing area should be designed similar to general purpose laboratory space with wall-mounted counters, sinks, and high intensity lighting.

The pharmacy must be designed with barrier walls from the floor to the structural ceiling. The pharmacy will need space for receiving bulk goods, medicine packaging, and dispensing.

Hours of Operation

The medical program is staffed 24 hours per day, 7 days per week. Intake screening will occur whenever individuals are booked into the facility. Decentralized pill call/triage/sick call and clinic follow-up services will occur on a scheduled basis during the day shift, Monday through Sunday. Emergency care will be available 24 hours per day, 7 days per week.

Scheduled individual and group mental health related counseling will typically occur during the day and early part of the swing shift, Monday through Friday.

Typical Users

Primary Users: Medical/Mental Health Professionals, Inmates, Correctional Officers.

Operational Overview

Initial medical screening will be conducted within a dedicated examination room located within the inmate processing area. Subsequent to the completion of intake booking and prior to movement to a housing location, inmates will be briefly examined and asked a checklist of questions regarding their medical and mental health history. Individuals appearing to require immediate medical assistance will be seen either in the vehicle sallyport or entry sallyport. At either location, medical staff can determine if the individual requires emergency care and if so, the person would be immediately transported to a hospital.

Pill call will occur, on a scheduled basis, a minimum of three times each day. Dependent upon security considerations, medications may be provided to inmates either within the housing unit examination room, housing dayroom or individual cell.

Inmates, on a daily basis, can submit a medical "kite" to see a nurse within their housing unit examination room. Those determined by staff to need further evaluation or treatment would be escorted later that day to the central outpatient clinic. Within the central outpatient clinic, inmates will be seen and treated by either a nurse or doctor. Supplemental medical services including x-rays, blood draws and associated laboratory testing and emergency dental care will also be conducted while the inmate is in the central outpatient clinic.

If medical conditions warrant, inmates would be temporarily reassigned to a medical infirmary bed. These beds would typically be assigned to inmates having a contagious/infectious illness or disease, and those convalescing from surgery or needing supplemental assistance due to age, having a cast, etc. These beds would not be used by individuals requiring a significant level of care associated with a CTC level infirmary.

Inmates requiring access to mental health services will initially be seen in a manner similar to medical services. Upon submittal of a "kite" request, the inmate would be seen by a nurse within the housing unit exam room during a regularly scheduled sick call/pill call. After initial screening, the nurse would refer the inmate to mental health services. Dependent upon the situation, follow-up individual and group counseling may occur in conjunction with use of prescription medications.

In order to promote a therapeutic approach to treating incarcerating individuals, a total of three, 16-bed housing units have been designated as mental health step-down units. This approach would increase staff efficiency by consolidating those needing similar services within the same housing units.

Planning Considerations

Planning parameters for this function include the following:

- An outpatient medical and mental health services program based on an inmate population of 832 beds.
- Two, four-person capacity inmate holding/waiting rooms.
- Two examination/treatment rooms located within the Central Clinic.
- A four-person capacity staff break room.
- One decentralized medical/mental health examination /interview room located in conjunction with each housing unit.
- A one chair dental operatory room.
- Four, increasing to six, single occupancy in-patient infirmary rooms.

- Two, increasing to four, four-person occupancy in-patient infirmary rooms.
- Two isolation single occupancy rooms
- Five enclosed offices and a shared multi-person nurses' station.

Staffing Allocation Estimation

It is anticipated that a minimum of 38 full-time positions distributed over three shifts, 7-days per week (inclusive of relief), will be required to support the delivery of decentralized pill and sick call services, as well as staffing of the central outpatient clinic and infirmary.

Security Zone

- Level 1 – Public Area
- Level 2 – Service Area
- Level 3 – Staff Only Area (Workstations, Storage, Pharmacy, Lab, Medical File Room)
- Level 4 – Limited Access Area (Holding, Exam Rooms, Counseling Rooms, Dental Operatory)
- Level 5 – Inmate Worker Only Area
- Level 6 – General Inmate Area (“Step-down MH Housing Units—accounted for under Housing)

Adjacency Requirements

- The Medical/Mental Health Unit, with the exception of decentralized sick call/pill call examination rooms, should be consolidated in a location adjacent to the Inmate Processing Area in order to allow rapid movement of staff between functions.
- The nurse's station should be provided unobstructed views into the medical infirmary as well as be located contiguous to the outpatient examination rooms.

Applicable CSA Standards

Title 15

- 1200. Responsibility for Health Care Services*
- 1202. Health Service Audits*
- 1203. Health Care Staff Qualifications*
- 1204. Health Care Staff Procedure*
- 1205. Medical/Mental Health Records*
- 1206. Health Care Procedures Manual*
- 1206.5. Management of Communicable Diseases in a Custody Setting*
- 1207. Medical Receiving Screening*
- 1207.5. Special Mental Disorder Assessment*
- 1208. Access to Treatment*
- 1209. Mental Health Services and Transfer to Treatment Facility*

- 1211 Sick Call*
- 1212. Vermin Control*
- 1213. Detoxification Treatment*
- 1214. Informed Consent*
- 1215. Dental Care*
- 1216. Pharmaceutical Management*
- 1217. Psychotropic Medications*
- 1219. Suicide Prevention Program*
- 1220. First Aid Kit(s)*

Title 24

470A.2.12. Medical Examination Room

9.0 Laundry Services

Functional Objective

Proper laundry services are essential in order to maintain sanitary conditions within a correctional facility and to ensure an inmate's right to a clean and healthy environment. Consequently, the Laundry Services Program is responsible for the ordering, warehousing, washing, drying, sorting, and distribution, of inmate's clothing issue, bedding, and linens.

Operational and Design Philosophy

All laundry will be processed in a central laundry, using in-house inmate work crews under correctional staff supervision.

Hours of Operation

Laundry services will operate two shifts per day, seven days per week. Laundry exchange will occur on a scheduled basis, twice weekly.

Typical Users

Primary Users: Inmate Workers and civilian Inmate Worker Supervisors.

Operational Overview

Laundry exchange will occur twice each week within each housing unit. Once each week "whites" will be exchanged and once each week, all clothing as well as bedding/linens will be exchanged. Soiled and clean laundry will be transported between the central laundry and each housing unit via cart. At the central laundry, inmate workers will operate commercial grade washers and dryers and be responsible for folding, separating items by size and article and storing clean items.

Planning Considerations

Planning parameters for this function include the following:

- Provide for a minimum of four, increasing to five, 60- pound capacity commercial washers.

- Provide for a minimum of four, increasing to five, 75- pound commercial dryers.
- Provide sufficient shelving capacity to house one complete set of jail clothes and bedding for 100% of the rated beds.

Staffing Allocation Estimation

A total of three civilian supervisors, distributed over two staggered shifts, will be needed to oversee laundry operations.

Security Zone

- Level 1 – Public Area
- Level 2 – Service Area
- Level 3 – Staff Only Area (Chemical Store Room)
- Level 4 – Limited Access Area
- Level 5 – Inmate Worker Only Area (Laundry and Janitorial Closets)
- Level 6 – General Inmate Area

Adjacency Requirements

- The Laundry should be located centrally in the facility and accessible to elevators in order to efficiently transport laundry carts.
- The Laundry should be located proximate to the warehouse and loading dock.
- A janitorial closet should be located proximate to the central laundry.

Applicable CSA Standards

Title 15

- 1260. Standard Institutional Clothing*
- 1261. Special Clothing*
- 1262. Clothing Exchange*
- 1263. Clothing Supply*
- 1270. Standard Bedding and Linen Issue*
- 1271. Bedding and Linen Exchange*
- 1272. Mattresses*
- 1264. Control of Vermin in Inmates Personal Clothing*

10.0 Official and Public Visitation

Functional Objective

Protection of an inmate's fundamental right to access the courts and assist in the preparation of their criminal case is the primary objective of an Official Visitation program. Public Visitation, particularly visits with family and loved ones, is a critical element in helping to keep an individual connected with his/her family while incarcerated.

Operational and Design Philosophy

The overriding operational and design philosophy regarding this component is to minimize the movement and supervision of inmates while meeting inmate visitation requirements. Consequently, the Project Team envisions that although some contact visiting will be required for attorney conferences and special cases, the overwhelming majority of inmate visits will occur on a non-contact, video-only basis. Video visiting booths will be provided in all housing unit support area for inmate access. For authorized public visitors, visiting video-booths will be provided in a centralized area located adjacent to the public lobby. Space for equipment should be provided to allow for the potential of transmitting public video-visiting transmissions to and from remote locations and jail in the future.

All professional contact visiting (and in special cases, personal contact visiting –i.e. religious, counseling, etc.) will occur on a centralized basis in visiting rooms that are located near the video visiting area but inside the general inmate secure zone.

The centralized public visiting areas should have an open environment which will allow for the easy movement of individuals to: a) queue for visiting authorization and sign-up at the public counter; b) proceed through the metal detector; and, c) through screening. The standard-sized video booths should be capable of accommodating two visitors. All booths and immediate areas should be constructed with appropriate acoustic treatment to assure reasonable audio separation and privacy of each booth. The video screen and controls should be shielded by safety glass or other secure materials to eliminate damage to the modules.

Hours of Operation

The Sutter county Jail currently provides an aggregate total of 36 hours of personal visiting per week. It is anticipated that the new jail will at minimum maintain the current practice of allowing personal visitation up to four hours per day Monday through Friday and up to eight hours per day on Saturday and Sundays.

Dependent upon the situation, official visits involving attorneys and/or law enforcement officers will occur as required.

Typical Users

Primary Users: Inmates, Public (Eligible Family and Friends), Attorneys, Secondary Users: Lay Ministers, Law Enforcement Officers, and Education Volunteers.

Operational Overview

For public and official visitors, the visitation process begins with check-in with the receptionist at either the public counter stations or the professional counter station. After determination of visitation eligibility of the inmate and visitor, the visitor would walk-through a metal detector. Once through security the public would move through dedicated internal circulation to reach the centralized video visitation area. At

the end of the visit the public would return to the lobby, collect their personal property and leave the facility.

Official and public visitation will occur on a decentralized basis with non-contact visiting booths and contact interview rooms located on each housing floor. Upon notification of a visit, eligible inmates will either be escorted or told to go to their central floor visiting area.

Due to security considerations, maximum security and administrative segregation inmates will be locked into their individual visitation booths during their personal and official visits. On other floors, inmates will sit on stools in front of video visitation monitors which are separated by short wingwalls.

Official visits would occur in the same general manner as public visits except that after every contact meeting, inmates would be pat search prior to being escorted back to housing.

Planning Considerations

Planning parameters for this function include the following:

- A total of 24 individual and eight handicap accessible video visitation booths are to be provided within the central public visiting area. A total of 24 video visitation booths are additionally provided as part of each housing support component.
- Official visits/interviews will occur within two, four-person capacity official interview rooms as well as within the housing unit multipurpose rooms.

Staffing Allocation Estimate

In addition to clerical personnel identified under Jail Administration responsible for checking in and notifying inmates of personal visits, a minimum of three correctional officer, including relief, will be required to monitor the central public visitation area and supervise the entry screening process, on a weekly basis.

Security Zone

- Level 1 – Public Area (Public Visitation Area)
- Level 2 – Service Area
- Level 3 – Staff Only Area
- Level 4 – Limited Access Area (Interview Rooms)
- Level 5 – Inmate Worker Only Area
- Level 6 – General Inmate Area ((Under direct visual observation of the housing officers)

Adjacency Requirements

- The public lobby must be immediately accessible from the main building entrance and have direct access to the public counter window station(s) used by the facility reception. From the lobby, the public must be able to move directly through the metal detector and to the public visitation area.

Applicable CSA Standards

Title 15

1062. Visiting

1067. Access to Telephone

1068. Access to the Courts and Counsel

Title 24

470A.2.18. Visiting Space

470A.2.25. Confidential Interview Rooms

470A.2.26. Attorney Interview Space

11.0 Inmate Programs and Services

Functional Objective

Inmate Programs and Services should, at a minimum, provide inmates with an opportunity to develop fundamental educational skills (i.e. basic math, and reading understanding). This component should also provide inmates with the means to help identify and correct substance abuse/dependency and antisocial behavior. Specifically, a combination of formal and nonformal educational, and religious and non religious counseling should be available to assist inmates while incarcerated within the Sutter County Jail.

Due to the relatively brief average length of stay and rapid turnover of program participants, formal educational and counseling classes must be condensed in format and available on a frequent basis to the inmate population.

Religious programming should replicate, where possible, the levels and types of services/programs available outside of jail. Consequently, in addition religious programming should comprise a combination of scheduled and nonscheduled opportunities for participation in formal and informal services and individual and/or group counseling.

In addition, Inmate Programs and Services also provide inmates access to recreational reading and legal reference materials and include spaces appropriate to accommodate a combination of active and passive recreational opportunities.

Opportunity for eligible inmates to access legal reference material is legally required under the 14th Amendment. Recreational reading material that is interesting to inmates can constructively consume many idle hours during an inmate's time in jail. Similarly, recreational programs, which allow for both active and passive activities can help relieve stress, reduce boredom, and provide a positive outlet for inmates.

Operational and Design Philosophy

To the extent possible, educational programming will occur on a scheduled basis within the multipurpose classrooms provided in conjunction each housing support component. For those inmates housed in an indirect supervision mode, and where security demands limit inmate movements outside of their housing unit, most instruction will be provided via a within-jail distance-learning program. Under this concept, the instructor would be located in a centralized multipurpose/classroom fitted with interactive electronic broadcasting equipment, which would be connected to each multipurpose room. This use of interactive

electronic instruction technology would additionally help contain staffing needs and result in enhanced participation opportunities for a greater number of inmates.

The central library storeroom will support the distribution of reading materials via book carts rotated through the jail housing units on a scheduled basis by inmate workers. Law library services will be available to inmates within a central law library located adjacent to the Programs Coordinator office. Within the law library eligible inmates will be able to access a non-networked computer terminal and applicable legal reference CDs.

All religious programming will be provided to general population inmates within or contiguous to their housing units, using either the dayroom and/or multipurpose rooms. There will be no centralized religious facilities within the jail. Similar to educational programming, the overall intent of implementing this approach is to minimize inmate movement within the facility and associated correctional staff supervision efforts. Staff recognizes that to implement this approach, a significant amount of part-time/volunteer staff will be required.

Hours of Operation

Formal educational programs will typically occur on a scheduled basis, during the dayshift, Monday through Friday, with formal religious services being conducted, on a scheduled basis, during the dayshift on the weekends. Counseling programs will also typically occur, on a scheduled basis, during the day shift and early part of the swing shift, Monday through Friday.

Individual meetings with religious pastors and substance abuse counselors can occur Monday through Sunday, during both the day shift and the early part of the swing shift.

Active and passive recreation for eligible inmates can occur throughout the day and early swing shift, Monday through Sunday. Access into the outdoor recreation areas (accounted for under Housing) is available on a set schedule for each housing unit.

Typical Users

Primary users: Inmates, teachers, and counselors, religious and lay volunteers. Secondary Users: Correctional Officers.

Operational Overview

Education: Academic programming will typically occur within multipurpose/classrooms provided in conjunction with each housing support cluster. Dependent upon security considerations, classes and/or individual instruction may also occur within individual housing unit dayrooms and/or visitation booths.

A central teacher's workroom consisting of four shared modular workstations and an adjacent storeroom will support this component. Frequently recurring classes will range from basic math and reading skills to formal GED courses.

Religious/Counseling Services: Formal religious services and group counseling sessions will occur either within the multi-purpose/classrooms or housing dayrooms, dependent upon security requirements. Individual meetings with religious and lay volunteers will occur within visitation booths, dayrooms, and classrooms, dependent upon availability of space and security needs.

Inmates will typically walk unescorted to and from the multi-purpose/classrooms under the direct visual supervision of the housing officers. In select instances, Correctional Officers will also be involved in the controlled movement of inmates to and from class or religious services activity.

Library Services: Book carts, restocked from by a central book storeroom, will provide inmates access to recreational reading material. After being restocked, the books carts are regularly rotated between eligible housing units. Once “parked” within the dayroom, inmates can select reading materials/newspapers of their choice and return to the cart items which have been read.

Access to legal reference material, which consists primarily of documents in electronic format, is limited to eligible inmates who must submit a “kite” request to their housing officer. Inmates would then be escorted to the law library, secured within the room and be allowed a set amount of time to review materials. When time has expired, the room would be surveyed for any damage and the inmate would be searched and escorted back to their housing unit.

Recreation: Passive recreation, consisting of watching television, playing table games and reading would occur in each dayroom during all hours inmates are allowed out of their cells or off their bunks. Active recreation, consisting of handball, basketball, walking/running, and physical training (i.e. pushups, sit-ups, etc) would occur within the outdoor recreational areas directly accessible from each housing floor. Unlike, passive recreation, the active recreation areas will be shared by multiple housing units located on each floor and consequently, access to these spaces occur on a scheduled basis, Monday through Sunday.

Planning Considerations

Planning parameters for this function include the following:

- Each housing support cluster, except for Administrative Segregation, includes two, 8-12 person capacity multipurpose/classrooms. Each multipurpose classroom includes an inmate toilet.
- The central library storeroom consists of eight bookshelves.
- The computer lab training room will accommodate a maximum of eight inmates.
- The teacher workroom will include a total of four workstations and typical office support equipment.
- Access to the law library will be limited to one inmate at a time.
- Hair care services are to be accommodated within each housing unit medical interview sick call room.

Staffing Allocation Estimate

It is anticipated that one dedicated Inmate Programs Coordinator will be required to oversee/coordinate Inmate Program. Teachers are provided, on a contracted basis, from the local school district.

Security Zone

- Level 1 – Public Area
- Level 2 – Service Area
- Level 3 – Staff Only Area (Workrooms and Storage Areas)
- Level 4 – Limited Access Area (Law Library)

- Level 5 – Inmate Worker Only Area
- Level 6 – General Inmate Area

Adjacency Requirement

- Multipurpose/classrooms need to be directly accessible to each housing unit. Access to these rooms as well as activities occurring within them should be observable from each Housing Officer Control Station.
- Outdoor recreational area must be directly accessible from the housing floors and be directly observed from the Housing Officer Control Stations.
- The Program Coordinator's office, teacher workroom, computer lab, general store room and central library storeroom should be centrally located in the facility, proximate to an elevator which would allow staff and carts convenient movement to and from each housing unit.

Applicable CSA Standards

Title 15

- 1061. *Inmate Education Plan*
- 1062. *Visiting*
- 1063. *Correspondence*
- 1064. *Library Service*
- 1065. *Exercise and Recreation*
- 1066. *Books, Newspapers and Periodicals*
- 1067. *Access to Telephone*
- 1070. *Individual/Family Service Programs*
- 1071. *Voting*
- 1072. *Religious Observances*
- 1267. *Hair Care Services*

Title 24

470A.2.11 *Correctional Program/Multipurpose Space*

12.0 Work Release Program

Functional Objective

This function supports the daily supervision and processing of individuals participating in a court ordered out-of-custody work release program.

Operational and Design Philosophy

Similar to Jail Administration space, the overriding design philosophy is to provide a secure, comfortable, and esthetically pleasing work environment for the staff. The Work Release area should be designed

comparable to general office environment. This area will house staff responsible for daily management and conduct of the program as well as space for participant check-in and confidential interviews.

Hours of Operation

The Work Release Program will typically operate during the dayshift, Monday through Friday. Over time, with the assignment of additional officers, this program may expand to seven days per week in order to accommodate participants who work on the weekend.

Typical Users

Primary Users: Work Release Participants and Officers.

Operational Overview

Upon notification of their involvement in the Work Release Programs, individuals will contact the office to schedule an initial meeting. After enrollment, individuals would report to the Work Release Program Office at the beginning and end of each workday. Staff would be responsible for ensuring that individuals actually report to their job location as well as comply with any other court ordered conditions of release.

To facilitate convenient access, the Work Release office should not be located within the jail's security perimeter and its lobby entrance should be separate and distinct from the jail public lobby.

Planning Considerations

Planning parameters for this function include the following:

- A total of two, increasing to four staff workstations.
- A 20-person capacity lobby waiting area.
- One confidential interview room.
- Two counter workstations.

Staffing Allocation Estimation

A total of two, increasing to four officers are anticipated necessary to oversee the Work Release Program.

Security Zone

- Level 1 – Public Area
- Level 2 – Service Area
- Level 3 – Staff Only Area (staff workstations)
- Level 4 – Limited Access Area
- Level 5 – Inmate Worker Only Area
- Level 6 – General Inmate Area

Adjacency Requirements

- The lobby should be conveniently accessible from a work release parking area.

Applicable CSA Standards

No applicable standards.

13.0 Building Maintenance and Warehouse/Stores (Including Commissary)

Functional Objective

A combination of on-going preventative maintenance, regular general housekeeping and timely completion of necessary repairs are critical factors which allow correctional facilities to operate safely and efficiently. Furthermore, a good maintenance program helps deter deterioration of the facility which in turn helps to decrease future repairs and protects the initial capital investment in the building.

The warehouse/stores component is responsible for the ordering, stocking, and distribution of all non-food and medical materials and equipment used in the jail. These supplies range from jail clothing and clothes to sanitary gloves, paper products, and cleaning supplies.

The Commissary program, operated by the civilian jail personnel, is responsible for providing inmates access to a combination of personal hygiene products and snack foods.

Operational and Design Philosophy

Providing a centralized warehouse will provide economies-of-scale in terms of space and staffing needs. It will also provide opportunities for storing bulk quantities of items, yielding favorable pricing of items, and reduced cost to the County. The warehouse will serve as the primary storage facility for all functions within the jail, with the exception of food services, and parts storage for the maintenance shop function.

The Central Warehouse will be comprised a loading dock and associated support area which will contain: a delivery/service/ maintenance vehicle parking area; a refuse, recycling, and hazardous materials container area; and general bulk storage space.

Hours of Operation

Building Maintenance and Warehouse operations will typically operation during the day shift, Monday through Friday. Staff will also be able to obtain items stored within the central warehouse whenever required. Emergency repairs will occur whenever needed. The Commissary program will operate during early evening hours Monday through Friday.

Typical Users

Primary Users: Building Maintenance Workers, Outside Vendors. Secondary Users: Correctional Officers and Commissary Clerks.

Operational Overview

Maintenance: Onsite building maintenance staff are responsible for the facilities' daily upkeep and minor repairs, conducting a range of preventative maintenance activities and overseeing and coordinating more complicated repairs and maintenance tasks assigned to private vendors and off-site located County staff.

Clerical staff will be responsible for checking on-site stock levels, preparing and monitoring order requests, as well as receiving, processing, storing and distributing supplies and materials used within the facility. Correctional Officers will meet vendors and other county employees transporting goods and supplies at the loading dock and supervise the unloading and movement of materials into the central warehouse. Vehicles used to transport materials may range in size from standard sedans to semi-trucks.

These vehicles should use a dedicated circulation route leading to the loading dock and be under CCTV surveillance monitored by Central Control.

From the central warehouse, civilian staff will disperse requested items and distribute select supplies to a variety of locations including decentralized janitorial closets, inmate housing, dress out-out storage, jail administration, etc.

Commissary: The Sheriff's Department currently utilizes a private vendor for commissary services. It is anticipated that this policy will continue in the future. Consequently it is assumed that the processing, bagging and related storage space associated with commissary supplies (except for fishkits) will remain located off-site within the vendors' office.

Commissary orders will originate within each eligible housing unit on a weekly or biweekly basis with inmates indicating on a commissary order form items to be purchased. Upon collection, a Commissary Clerk will process the orders and electronically debit the funds from each inmate's account balance. The approved orders will then be electronically transferred to the outside vendor. On a scheduled basis the vendor will transport via truck individually bagged commissary orders to the jail. Bags will be separated by housing unit and be stored on mobile carts until distributed by Commissary Clerks.

Indigent inmates will receive weekly as part of commissary delivery operations, a fishkit consisting of select personal hygiene items, a pencil and envelop. These items will be paid for out of the Inmate Welfare Fund.

Prior to delivery, which will occur on a scheduled basis throughout the week, commissary carts and fishkits will be stored in a locked commissary storeroom.

Planning Considerations

Planning parameters for this function include the following:

- On-site storage is to provide a minimum capacity equivalent to one-two months of consumable supplies.

Staffing Allocation Estimation

It is anticipated that the new Sutter Jail will require a total of two, increasing to three on-site building maintenance workers in addition to a Maintenance Supervisor and a warehouse worker.

It is also anticipated that ultimately two Commissary Clerks will be required to oversee the accounting and delivery commissary orders.

Security Zone

- Level 1 – Public Area
- Level 2 – Service Area
- Level 3 – Staff Only Area
- Level 4 – Limited Access Area (Building Maintenance Areas, Commissary Store Room, etc.)
- Level 5 – Inmate Worker Only Area (Warehouse)
- Level 6 – General Inmate Area

Adjacency Requirements

- The maintenance shop should be collocated with the electronics/key shop and maintenance storage room.
- The warehouse should be located contiguous to the loading dock.
- The commissary storeroom should be located proximate to the loading dock and have convenient access to the facility's elevators.

Applicable CSA Standards

Title 15

1280. Facility Sanitation, Safety, and Maintenance

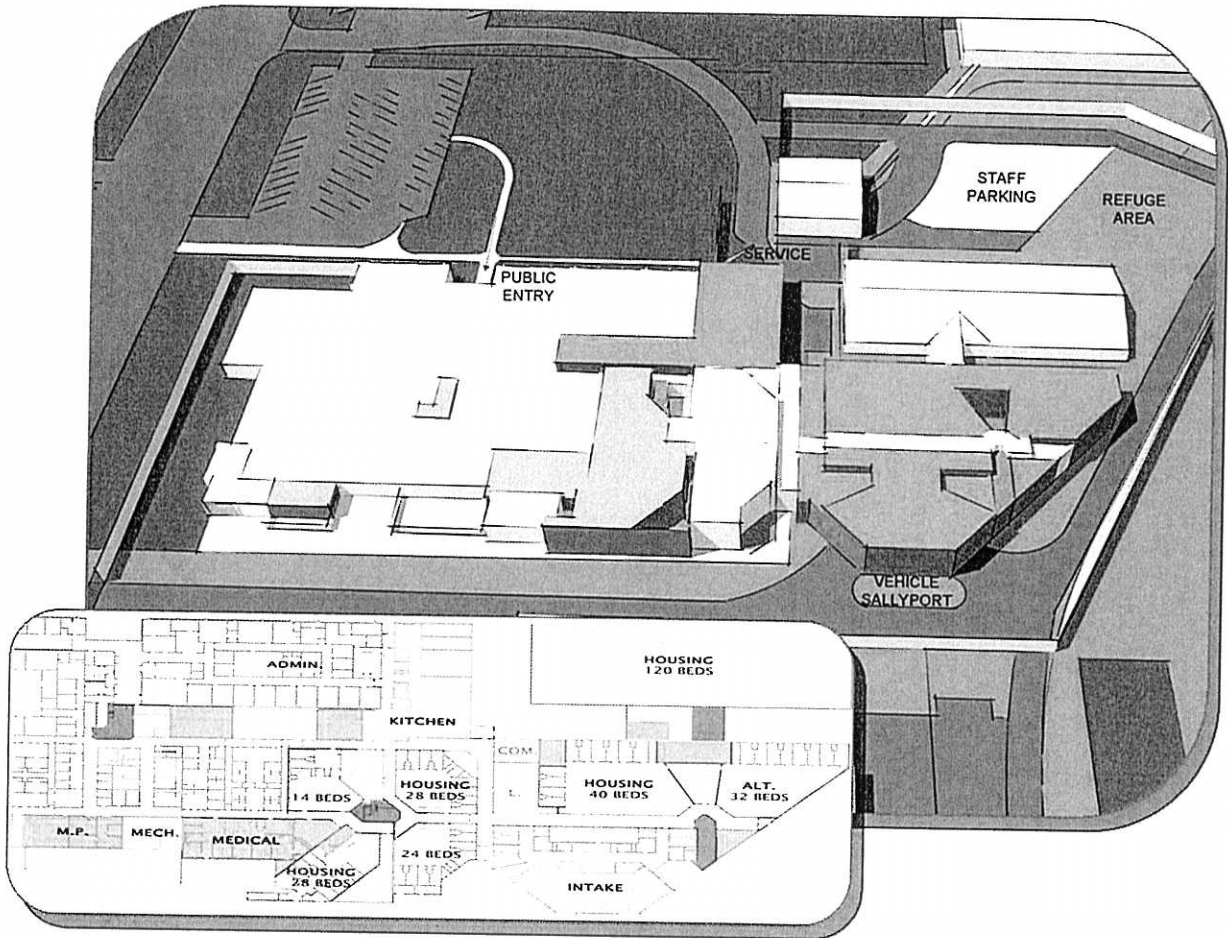
1265. Issue of Personal Care Items

Title 24

470A.2.20. Janitors' Closet

470A.2.21. Storage Rooms

Sutter County Jail Needs Assessment, V. 1.2



AUGUST 2015

Sutter County Jail

1077 Civic Center Blvd.

Yuba City, CA 95993

- Original Needs Assessment, 2008
- Needs Assessment V. 1.1, 2011



Dewberry



The following professionals participated in the meeting and discussions, and the preparation of the raw data, which was provided to consultants, for the preparation of this report.

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Undersheriff Jeff Pierce
Lieutenant Norman Bidwell
Commander Darrell Skinner

Neal Hay, PE, Senior Civil Engineer, Development Services
Guadalupe Rivera, PE, Engineer-Architect, Development Services

The following consultants participated in the preparation of the report, and wish to express our appreciation for the diligent efforts of the Sutter County staff and departments in working with us, to make this a complete and comprehensive report.

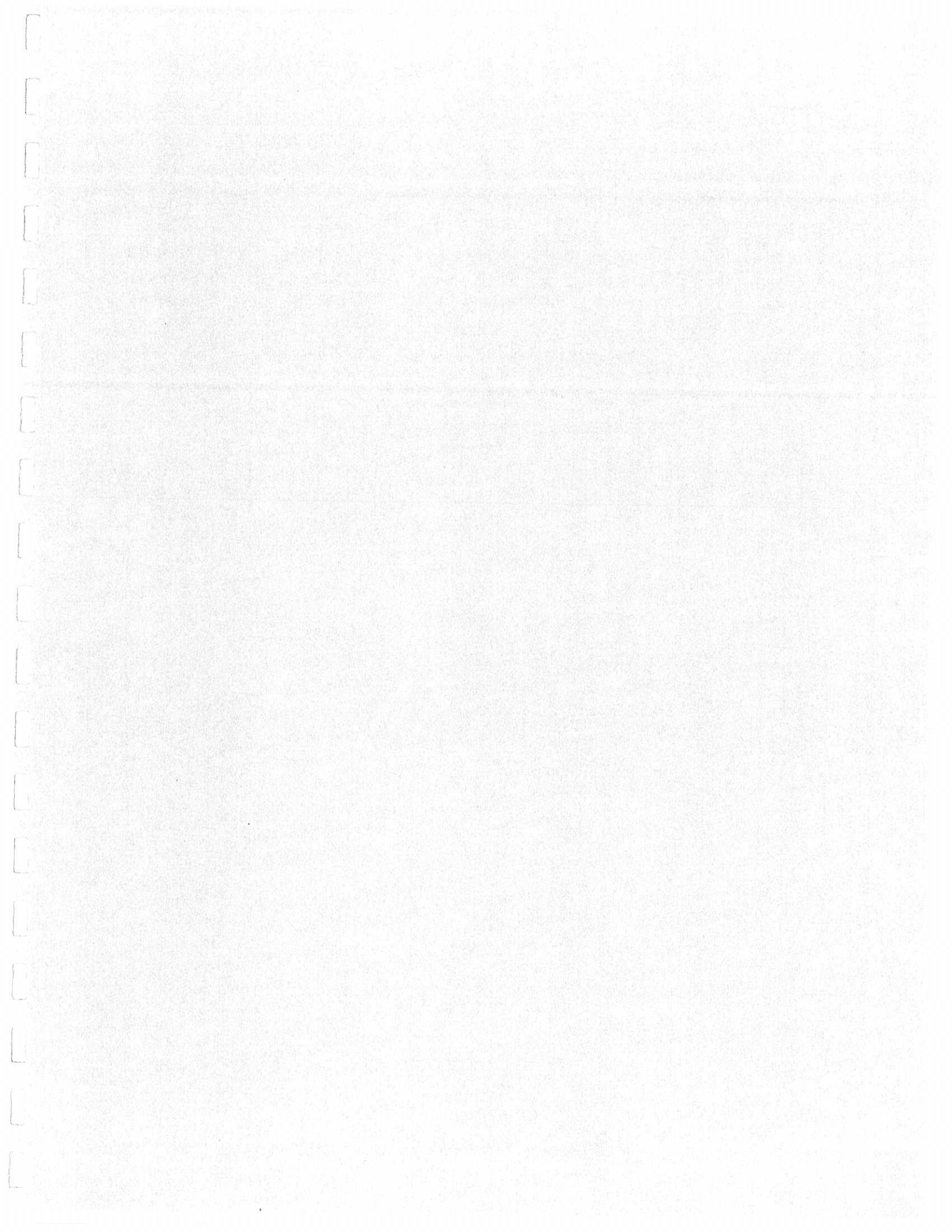
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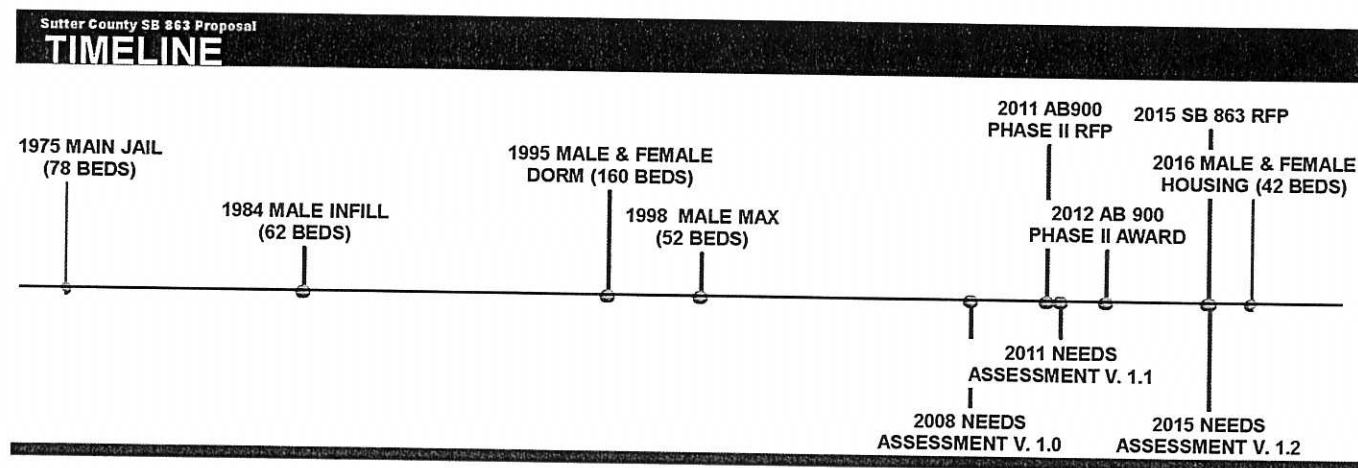
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EXECUTIVE SUMMARY

This Needs Assessment (Version 1.2) serves as the second revision of the *Sutter County Jail Needs Assessment*, completed first in 2008, then amended in 2011 (Version 1.1) to support an AB 900 Phase II project financing proposal. Version 1.1 has been amended in 2015, Version 1.2, in preparation for a SB 863 project financing application.

The Timeline below shows the progression of facility “build-outs” when beds were added to the facility, the Needs Assessments and the different BSCC State Funding proposals which the County has sought.



The intent of this document is to explain a logical and cost-effective plan for building program space and new operational areas to support the projected jail population.

This Needs Assessment, Version 1.2, will show and explain the following:

- general description of the proposed project
- a rationale why this project is required
- forecast of jail-beds through year 2019
- details of the facility expansion program
- description of how the new addition areas will operate
- discussion of the staffing impacts related to the project
- and documentation of the capital and operational cost estimates associated with this plan

In conclusion, this report supports the Legislature findings of the status of the California jail systems, the current challenges in managing jail populations due to decades of overcrowded and aging jails, and piecemeal, erratic and incomplete responses in dealing with these problems. The Sutter County Jail is one of these facilities.

The need for the Phase 2 Expansion of the Sutter County Jail will replace the unsafe, inadequate and non-code compliant facilities with

- a project that operationally connects deficiencies in program space elements of the existing jail by providing new program space adjacent to the new and existing housing units;

- the replacement of the inadequate and unsafe existing intake / booking area / vehicle sally port;
- development of new space which provides proper holding, circulation, inmate diversion, medical evaluation, property storage and court transfer opportunities;
- the relocation of the outdated and inadequate existing kitchen with a new kitchen, centrally located to jail in the final master plan;
- and final element, the need for additional female beds in single or double occupancy cells replacing the female open bed dorm.

The Needs Assessment Version 1.2, and new Master Plan demonstrates the County's commitment toward addressing its long term jail needs on this site by developing a comprehensive approach for the facility and site, by systematically replacing the non-conforming, inefficient, and dysfunctional areas of the existing jail with a new "state of the art" facility. This expansion will improve inmate housing with emphasis on new program spaces and treatment spaces to manage the adult offender population.

PROJECT BACKGROUND AND RELATIONSHIP OF THIS AMENDMENT TO THE ORIGINAL NEEDS ASSESSMENT

Because the aging Sutter County jail had experienced overcrowded conditions and became increasingly dysfunctional, the County published a Request for Proposals (RFP) in the summer of 2007 to conduct a long-term jail Facilities Needs Assessment Study. Subsequently, the County contracted with Lionakis Beaumont Design Group and Daniel C. Smith and Associates, to generate the Sutter County Jail Facilities Needs Assessment document which was finalized in March 2008. Initially, the primary focus of the assessment was to develop a long-range, 20-year master plan for the County's adult detention system, which recommended a new facility on a Greenfield site.

Once the team was under contract however, the State Corrections Standards Authority (CSA) issued a Request for Proposals (RFP) relating to the construction or expansion of county jails. Published in December 2007, it was a product of Assembly Bill 900, the *Public Safety and Offender Rehabilitation Services Act*. Under this RFP, small counties like Sutter could apply for a State match of 75% of the cost of a project up to \$30 million. Consequently, the County amended the team's contract to include assistance in responding to that RFP. In the end, the Project Team and County devised a near-term plan for solving the immediate need for jail beds and renovation of certain areas. The project did not come to fruition under AB900 Phase I funding.

In October 2011, the Board of State and Community Corrections (BSCC), formerly the CSA, issued another RFP, *2011 Local Jail Financing Program, AB 900 Phase II*, which was tied to the AB 109 Realignment Act, and the Sutter County Board of Supervisors resolved to pursue the available financing. As a consequence, the County again contracted with the same consultants (Lionakis Beaumont Design Group and Daniel C. Smith and Associates) to amend the original Jail Needs Assessment, and develop the 2011 Amendment.

The 2011 Needs Assessment Amendment utilized the best available data at the time to estimate the County's population, jail booking rate, impact from AB 109, jail length of stay and corresponding Average Daily Population (ADP) through 2018. The impacts of AB 109 indicated the ADP at the jail would significantly exceed the BSCC rated capacity of the jail. Consequently, the County and consultant team developed and scoped a project to add one 28-bed male housing unit, one 14-bed female housing unit, convert an outdoor exercise yard into an outpatient medical services area, expand the kitchen with additional freezer and refrigeration space, renovate existing storage space into a Safety Cell and a Negative Pressure Cell, and add Fire Sprinklers throughout the existing Main Jail.

The submitted project was selected by the BSCC for financing in the amount of \$9,741,000 with a total project cost of \$10,255,000. Following the notice of award from the BSCC, the County competitively selected an architectural design team and then a construction management firm to develop the project from Schematic Design through construction completion. The architectural firm Dewberry leads a team of local Sacramento based consultants with state and local agency justice facility and jail design experience. Jacobs was selected as the construction management firm to assist the County with all aspects of construction, including design value engineering, work sequencing, inspection and cost management. The design effort led by Dewberry afforded the County the opportunity to develop an updated long-term site master plan to complement the decision by the state Judicial Council to design and construct the new Sutter County Courthouse in Yuba City on a parcel of land directly adjacent to the Sheriff's Office and jail facilities. The AB 900 Phase II project is slated to complete the construction documents in September 2015 and following the approval by the appropriate state agencies, advertise the project in December 2015 with construction scheduled to start by May 2016 and conclude by December 2017.

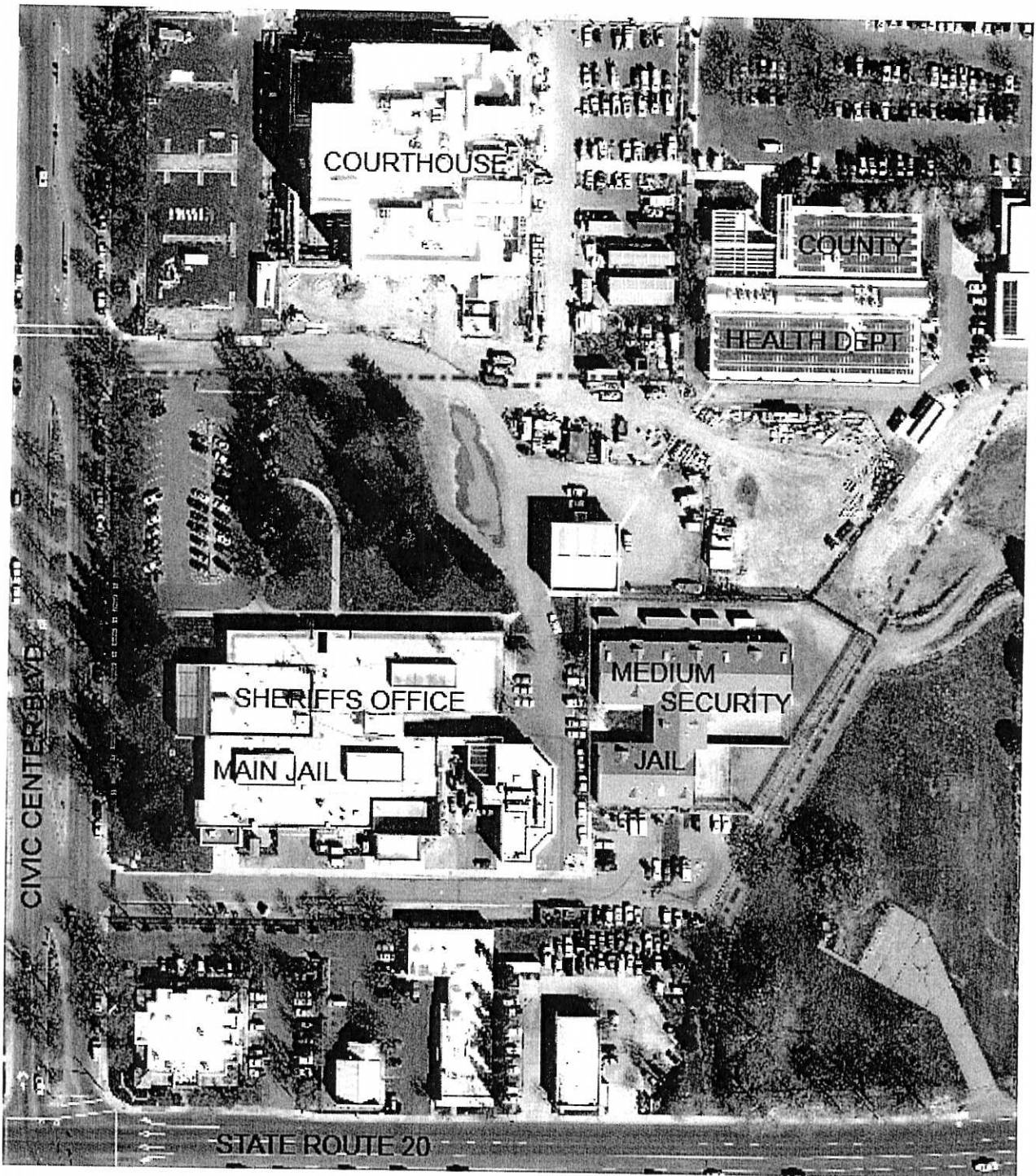
While in the design phase for the AB 900 Phase II project, the BSCC released the *Senate Bill 863 Adult Local Criminal Justice Facilities Construction* Request for Proposals on June 10, 2015, for adult jail facilities seeking to construct program space and needed housing. The County utilized its existing team led by Dewberry and Jacobs to

PROJECT OVERVIEW AND RATIONALE

This Main Jail Expansion Phase 2 Project entails expanding portions of the existing jail to add intake, medical, program space, and replacement in-kind (which results in a minor increase in housing rated capacity) all within the facility's existing site boundaries. The proposed project is the first step of the master plan developed by Dewberry during preliminary design efforts for the AB 900 Phase II project. During that process, Dewberry evaluated the County's situation, identified limitations / opportunities, and developed a long-term approach to future expansion. Their efforts identified the following challenges:

- The new courthouse being constructed on an adjacent site made it difficult to justify relocating the jail to a remote Greenfield site. The cost of this full replacement option also was financially unfeasible.
- The project operationally connects elements of the existing jail as well as providing recommended program areas adjacent to the new and existing housing units, which are deficient in program space. All new housing units should be planned with decentralized program space to provide the necessary increased space, while minimizing inmate movement.
- The existing intake / booking area was designed for a total of ADP of 75 inmates, and is beyond inadequate for today's intakes, creating circulation conflicts between staff entry, inmate court transfer, booking process, and vehicle access and egress.
- The project addresses a very important operational need with the development of a new booking / intake / vehicle sallyport area. After a careful review of previous facility needs assessments and additional professional walkthroughs, evaluations, and staff input, the developed space provides proper holding, circulation, inmate diversion, medical evaluation, property storage and court transfer opportunities.
- The project locates a new kitchen adjacent to the Medium Security Dorm Housing Unit and closer to the center of the final master plan. While the AB 900 Phase II project includes kitchen storage upgrades, they alone will not meet the long-term needs of the facility with a kitchen originally designed to serve 75 inmates. The kitchen location in each project allows the jail to maintain food service operation through construction without major interruption. The new food preparation area is designed with adjacent classroom area to facilitate a culinary program. Although the new kitchen is sized for the 2019 capacity, it is designed to grow into the dry storage area as well as to the east in order to meet the potential future needs of the master plan.
- The final element of the project identified the need for additional beds in single or double occupancy cells. A new Female forty (40) bed cell unit replacing the Female forty (40) bed open dorm unit being demolished increases the operational flexibility for classification as well as increasing the percentage of inmates in cells to 34% after the project is complete.
- The Master Plan demonstrates the county's commitment toward addressing its long term jail needs on this site by developing a comprehensive approach for the facility and site of systematically replacing the non-conforming, inefficient, and dysfunctional areas of the existing jail with new "state of the art" facilities, which address the programmatic and treatment needs of inmates as well as physical plant standards of CCR title 15 and 24.

The proposed project would take place solely at the Sutter County Sheriff's Office and jail site, located at 1077 Civic Center Boulevard, in Yuba City, which is adjacent to the newly constructed Sutter County Courthouse.

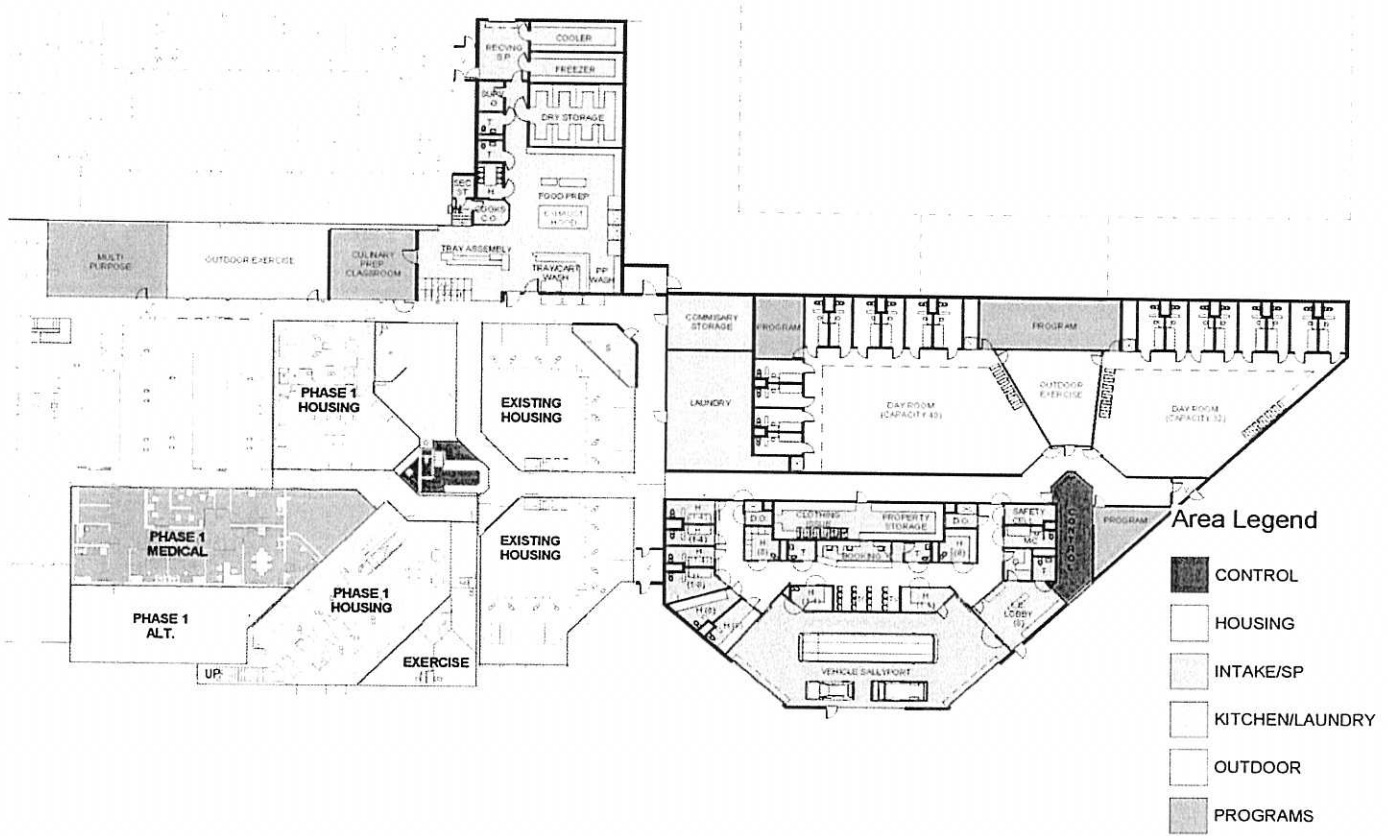


2015 Site Aerial
(Property Line in Red)

Since the Sutter County Jail facilities are challenged to accommodate the myriad of inmate classifications, the proposed project seeks to construct programming space and flexible housing to meet ADP projections through 2019 plus the necessary core for that population.

In general, this project would entail expanding the footprint of the facility to include:

- Adding five (5) new program areas to meet the dire need for space at the facility for life skills training, medical well-being and vocational training
- Replacing an inefficient and poorly located sallyport / intake / booking area with a new accessible, expanded and functional vehicle sallyport / intake entrance, which incorporates a new booking station and sufficient holding cells, sobering cells and a safety cell
- Supporting the needs of the current and expected inmate population with a new and modern Kitchen, along with a new Laundry Room with new equipment and a Commissary storage area
- Addressing future inmate housing capacity limitations due to the inability to adequately segregate inmates with replacement inmate housing through a 40-bed female housing unit and possible additional inmate housing through a bid-alternate 32-bed male housing unit



SB 863 Proposed Project

EXISTING JAIL PAST OVERCROWDING AND CURRENT ADP LEVELS

The existing Jail Facility operates with a BSCC rated capacity of 352 beds. The rated capacity is based upon a combination of the following:

Male Minimum / Medium Security Dorm Housing	120 Beds
Female Minimum / Medium Security Dorm Housing	40 Beds
Male Maximum Security Dorm Housing	62 Beds
Male Maximum Security 8-Man Cells	54 Beds
Male Maximum Security Single Cell Housing	52 Beds
<u>Female Maximum Security Cell Housing</u>	<u>24 Beds</u>
TOTAL RATED CAPACITY	352 Beds

The AB 900 Phase II project (2016) will increase the rated capacity by the following:

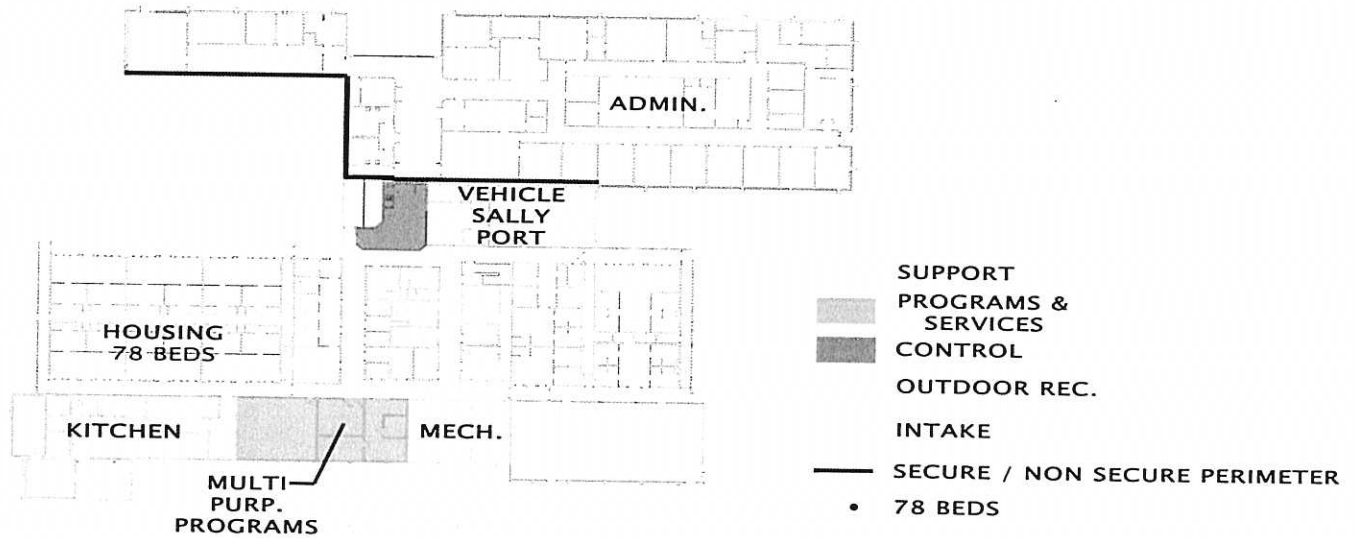
Male Maximum Security Single Cell Housing	28 Beds
<u>Female Medium Security Dorm Housing</u>	<u>14 Beds</u>
TOTAL ADDITIONAL CAPACITY	42 Beds

Following the completion of the AB 900 Phase II project in December 2017, the BSCC rated capacity of the Jail Facility will be 394 Beds (316 Male / 78 Female). Due to the required separation of inmates based on classification, the Sheriff's Office currently, and will continue to struggle with the Actual Housing Capacity of the jail, which requires some vacancy to allow placement of inmates by classification, rather than by vacancy, as well as separations which do not exist in the current configuration. .

In the year following the passage of Assembly Bill 109, the ADP increased to 301 and the Sheriff's Office had limited options as to where they could house additional inmates on-site. The jail's current capacity of 352 is artificially bolstered by the high proportion of dorm housing, ($222 / 352 = 63\%$), which decreases, rather than increases, the ability to classify and separate incompatible populations.

Consequently, when it is necessary to separate inmates based on the various classification criteria, the shortcomings of the existing jail become obvious. From a Housing perspective, the jail's actual capacity is limited to 302 inmates (258 Male / 44 Female) as evidenced by the challenges faced by the staff in the past.

The existing Main Jail which includes the Sallyport / Intake Area, Medical Exam Area, Kitchen, Video Area Classroom, the Male Maximum Security 8-Man Cells and the Female Maximum Security Cell Housing was originally constructed in 1975 with a Rated Capacity of 78 Beds.

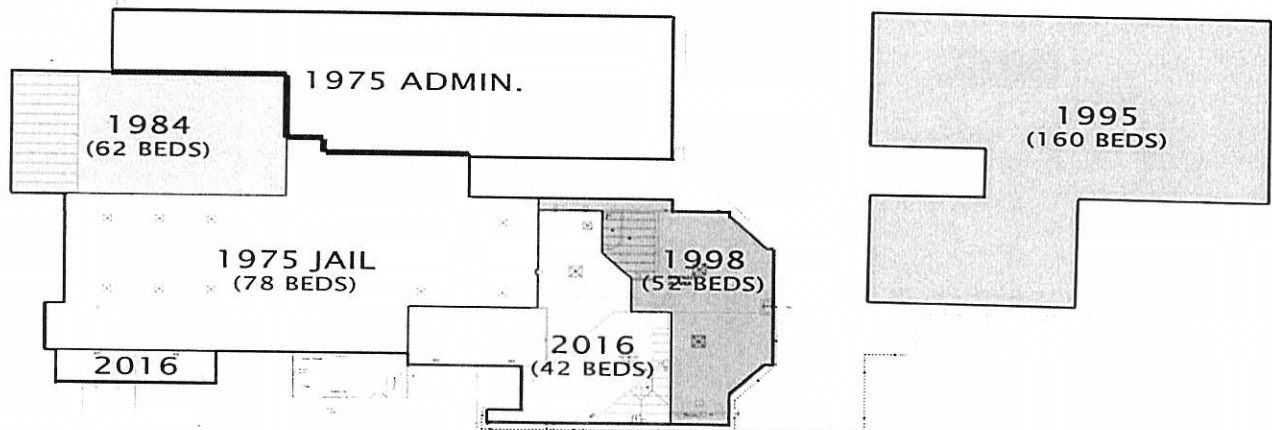


1975 Plan

Past improvements to the Jail have included the following:

Male Maximum Security Dorm Housing	1984	62 Beds
Male Minimum / Medium Security Dorm Housing	1995	120 Beds
Female Minimum / Medium Security Dorm Housing	1995	40 Beds
<u>Male Maximum Security Single Cell Housing</u>	<u>1998</u>	<u>52 Beds</u>
TOTAL		274 Beds

The core areas (Intake, Medical, Kitchen, Programs) have not been altered, despite the addition of housing.



Improvement Plan

The listed housing additions were vital to raise the jail's capacity due to the increasing inmate population over the years, however, the availability of funds eliminated the opportunity to expand the key inmate support areas. Consequently, the jail's housing capacity is not in a favorable proportional relationship with the Inmate Support Areas: Programs, Intake, Kitchen, Laundry and Medical.

The Inmate Support Areas are considered the Core Services and their size and ability to service the inmate population constitutes the jail's Core Capacity which is independent of its Housing Capacity. The ratio of the Housing Capacity to the Core Capacity is considered the **Operational Stress Index, OSI**. Ideally, a facility should operate with an OSI less so than one (1) so the core support services capacity always exceeds the actual number of inmates on hand. Due to financial limitations, most jails or prisons, whether state or local, operate without such a favorable OSI, but 1 to 1.3 is considered acceptable. Unfortunately, the majority of the necessary improvements at the Sutter County Jail have only focused on Housing and the resulting **OSI is 4.63 (352 / 76)**.

The AB 900 Phase II project which is in progress will dramatically improve the medical services for the inmates through the addition of an Outpatient Medical Services Area, Safety Cell, and a Negative Pressure Cell. While the project will add storage space at the Kitchen, it will not provide more space or equipment to prepare meals for the inmates. Adjacent to the new housing units, the project will add a Multipurpose Room for inmate programs. Consequently, upon the completion of the AB 900 Phase II project, the Rated Bed Capacity will increase to 394 and the **OSI will be 5.18 (394 / 76)**.

With such an out of balance OSI, the Sheriff's correctional officers make all types of operational accommodations to perform all the required functions at the jail. In making these adjustments due to the facilities limitations, other effects present themselves such as Staff stress and turnover, disproportionate maintenance costs on equipment that is utilized beyond its useful life, and compromised security as the preferred classification scenario cannot always be selected.

PROJECTED JAIL POPULATION

The previous Assessment Amendment in 2011 utilized alternatives to develop a jail population forecast through 2018. The approach considered the County's projected population growth, developed historical booking trends, considered the historical average length of stay, and attempted to estimate the impact of the recently passed Assembly Bill 109, requiring local county jails to house non-violent prisoners from the State of California's facilities.

Forecasting Methodology: In reviewing the 2011 Needs Assessment Amendment in preparation for the 2015 Amendment, we considered the approach taken in 2011 and identified that it did not accurately project the jail's ADP through the current year 2015. The main reasons for the variance between the projected and the actual ADP, can be attributed to the passage of Proposition 47 and the lower than projected population growth for Sutter County. Since the data maintained by the Sutter County Jail does not sufficiently differentiate between AB109 and Proposition 47 inmates, the continued impacts of the past legislation were not specifically identified, but rather the County's booking trend and ADP trend were evaluated. The historical ADP was reviewed dating back to 2000 with special emphasis on the years 2010 to 2015, when AB 109 and Proposition 47 became effective. Consequently, the projections for the jail population are based on a more simplified approach including the county's expected population through the year 2019, the historical booking rate and the average length of stay. In developing the jail population through 2019, historical trends were considered, as well as they potential impact of increased officers to local law enforcement.

Our forecasting methodology involved developing a baseline forecast founded upon the assumption that certain selected factors that have driven long-term historical trends will continue. The methodology used to generate the baseline forecast involved:

- Forecasting bookings by selecting a logical historical bookings rate per capita and applying that rate to the overall county population forecast.¹
- Projecting ADP by selecting a valid average length of stay (in days) and applying it to projected bookings, and then dividing that figure by 365 days per year.
- Applying a jail population peaking factor to the average daily population projection to address the classification needs, which resulted in the bottom-line baseline forecast.

The data analysis considered multiple booking rates from the 2000 – 2015 Historical Data, multiple Average Length of Stay durations from the 2000-2015 Historical Data and developed a Peaking Factor based on the percentage difference between the maximum and average ADP over the 2007-20015 Historical Data.

Baseline ADP Forecast Formula:

$$\frac{(\text{Historical bookings rate per capita}) \times (\text{projected overall county population})}{(\text{Average length of stay population} / (365 \text{ days}) \times \text{Peaking Factor})} = \text{Baseline Peak forecast}$$

Finally, we then compared the results of the baseline forecast to determine the forecasted jail bed surplus or deficit for year 2018.

¹ Data Source: State of California Department of Finance (DOF) Report P-3, Population Projections by Race / Ethnicity, 2010-2060.

Average Daily Population Jail Forecast and Supporting Rationales: As shown in the chart on the following page, our team projects that the County will require between 348 and 431 beds by year 2019 assuming that:

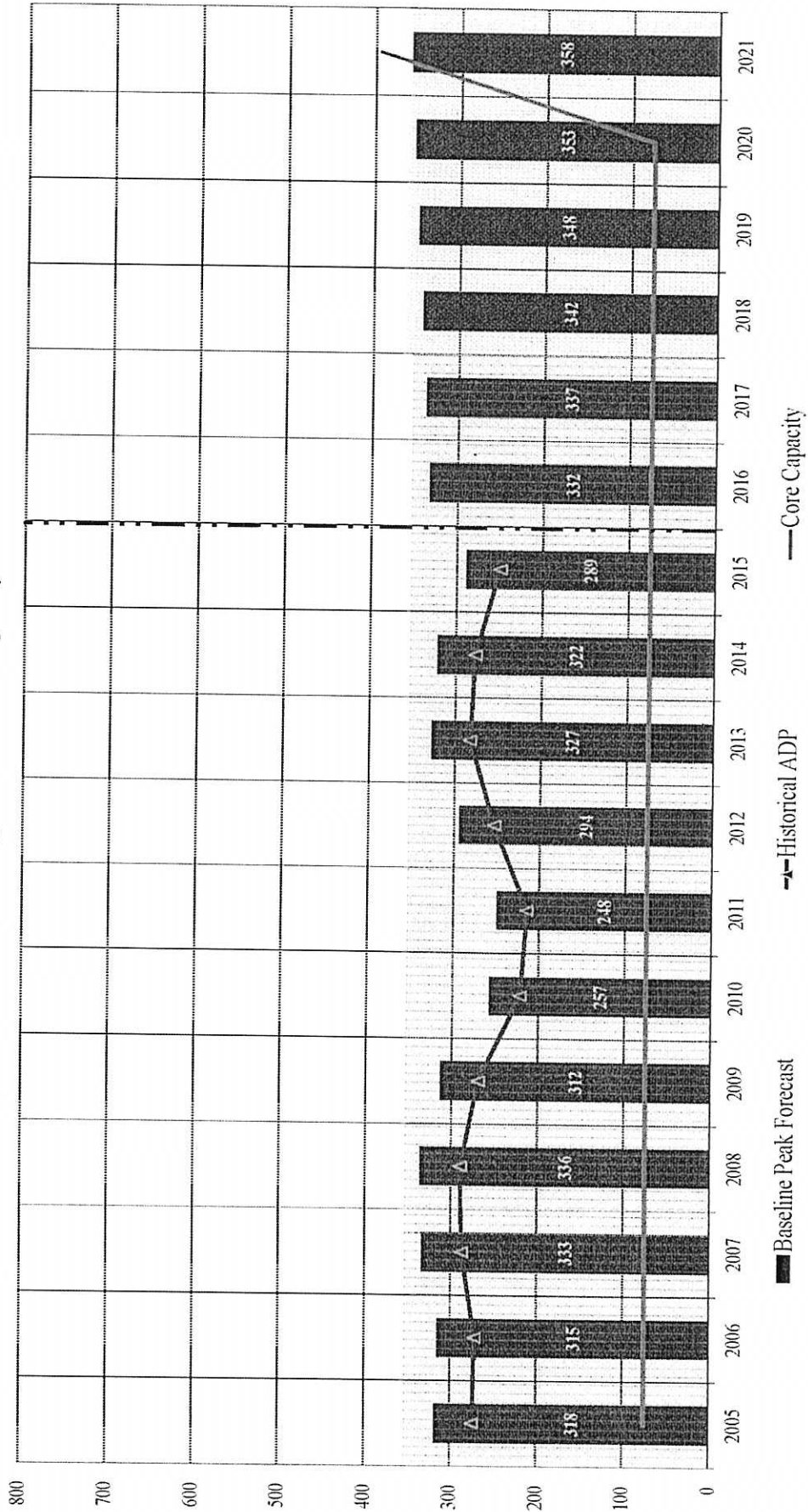
- The County's overall population will increase as forecasted by the state Department of Finance;
- The jail booking rate will remain at or above 58.84 Average Bookings per 1,000 population, which is the annual average experienced between 2000-2015;
- The average length of stay will remain at or above 17.94 days, which is the annual average experienced between 2000-2015;

Given that the jail population forecasts are based on historical trends and fewer future variables, our team believes that the above forecast most likely approximates what the need will be for jail beds. It is also important to note that we have included the "peaking factor" (which accounts for the need to adequately segregate the various populations housed within the jail) into our projections model since it offers a significant challenge to the jail's operation. The data indicates that the proposed project will allow the County to meet the expected housing needs and more importantly, the project will add the appropriate space to significantly lower the jail's Operational Stress Index.

Detailed historical and projection data and graphs, supported with qualifying footnotes are provided in Appendix A.

FORECAST JAIL BED REQUIREMENTS CHART

Forecasted Jail Bed Requirements
 vs. Existing and Planned Capacity



JAIL BED PROJECTIONS VS. CAPACITY TABLE

	Historical Data												Projected Data					Analysis			
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2010-19	2009-19	2010-19	2009-19
	87,097	85,364	91,563	92,983	93,918	94,765	95,212	97,122	97,386	97,257	97,887	99,015	100,448	101,976	103,557	105,107	106,578	8,792	9,639	9%	10%
Projected Total Annual Bookings ¹	5,826	5,610	5,717	6,114	5,376	4,923	4,224	4,432	4,485	4,542	4,430	5,826	5,910	6,000	6,093	6,184	6,271	1,170	717	24%	13%
Average Daily Jail Population Projection	274	271	287	289	269	221	214	253	282	277	249										
Historical ADP																					
2015 ADP Forecast ²																					
Probing/Classification Factor:	44	44	46	47	43	36	34	41	45	45	40	286	290	295	299	304	308				
Baseline Peak Forecast	318	315	333	336	312	257	248	294	327	322	289	46	47	47	48	49	50	13	5	36%	11%
Total Bedspace Needs	318	315	333	336	312	257	248	294	327	322	289	332	337	342	348	353	358	91	35	36%	11%
Jail Operational Capacity						352	352	352	352	352	352	332	337	342	348	353	358	91	35	36%	11%
Jail Bed Net Surplus/(Deficit)						95	104	58	25	30	63	352	354	354	354	354	354	91	35	36%	11%

Notes:

¹ Projected at an annual rate of 58.84 bookings per 1,000 County residents

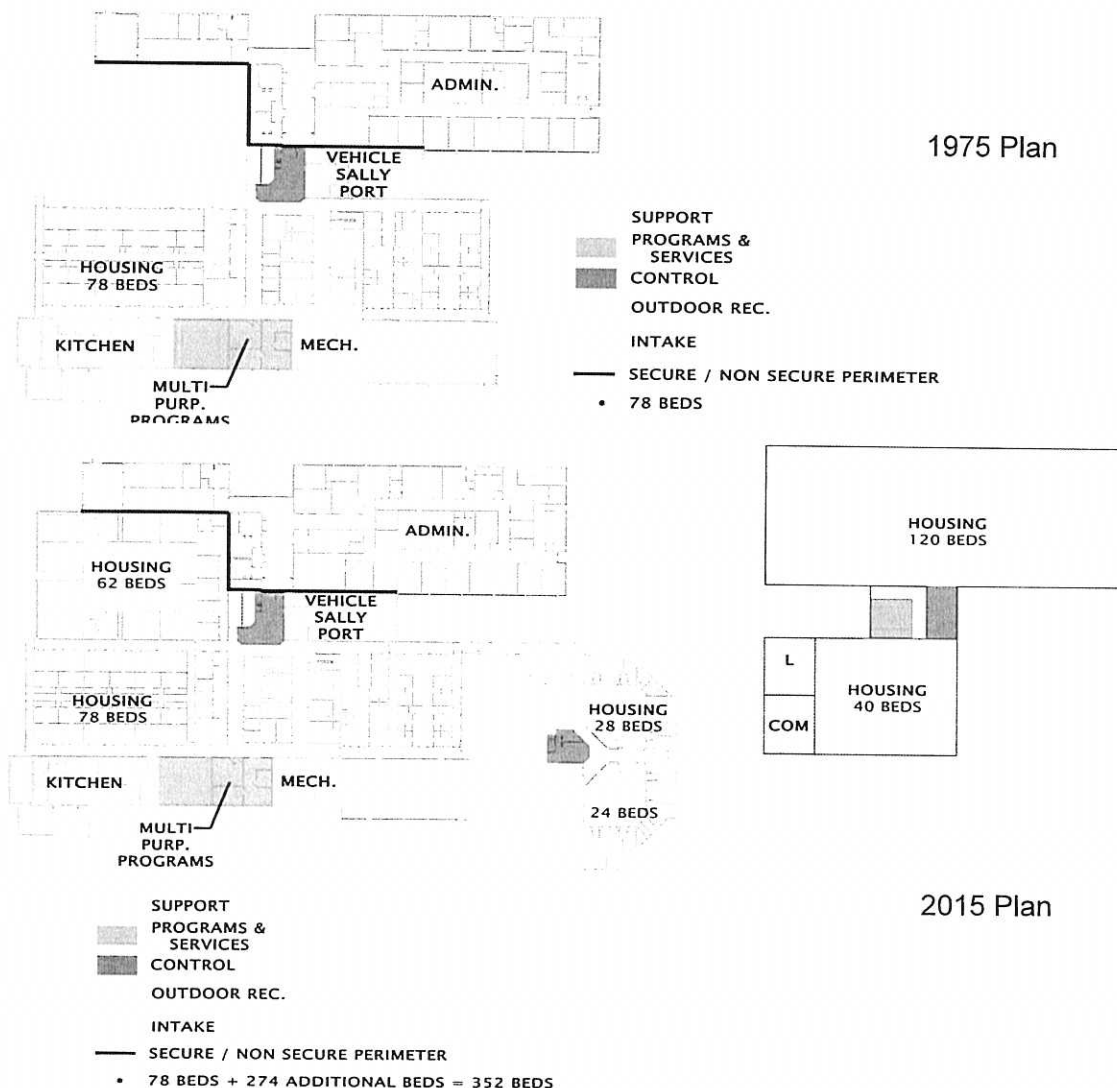
² Applied average length of stay: 17.94 days

FUNCTIONAL AREA SPACE DEFICIENCIES AND OPERATIONAL IMPACTS

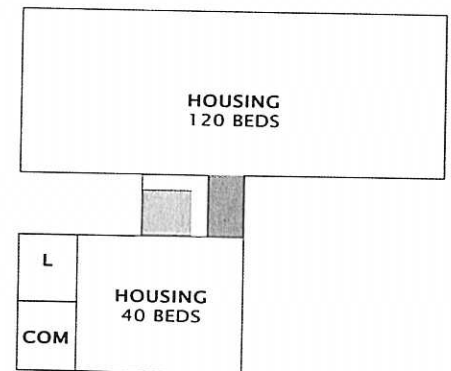
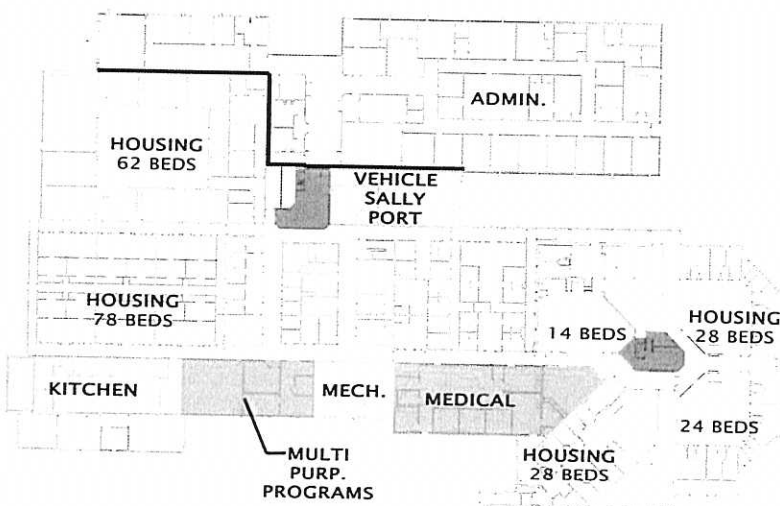
Outmoded and Undersized Support Areas: As previously explained, nearly all inmate support areas of the jail are functioning well beyond their original design capacities from 1975.

Program Space

Inmate programs are severely hampered by the lack of adequate space to properly support teacher / student workspaces. Although the AB 900 Phase II project will provide some additional programming space for inmates with the addition of one multipurpose room, it is not sufficient to meet all of our current or future needs. Currently, the jail has two spaces utilized for programs. In the Main Jail, the program area measures 598 sq. ft. (23'-4" x 25'-8"), and supports approximately 145 inmates. It was converted from the original dining area in the 1975 plan, so it possesses very poor acoustics. The room is used for video arraignments each weekday, church services, some jail meetings and it is the only educational area. This ineffective room is being used well beyond its intended purpose and requires constant reconfiguration, which constitutes an operational accommodation as a result of the excessive OSI.



The only other programming space available for the Jail is a small 306 sq. ft. multipurpose room (13' x 23.5'), supporting the 158 bed Medium Security Facility. This room is currently used for programs for sentenced inmates and church services. Additionally, the classroom serves a dual purpose as the Medical Examination Room for those inmates housed in the facility. This room requires extremely close scheduling around each function as it is far too small to adequately support the number of functions and users required of it.



2016 Plan – AB 900 Phase II

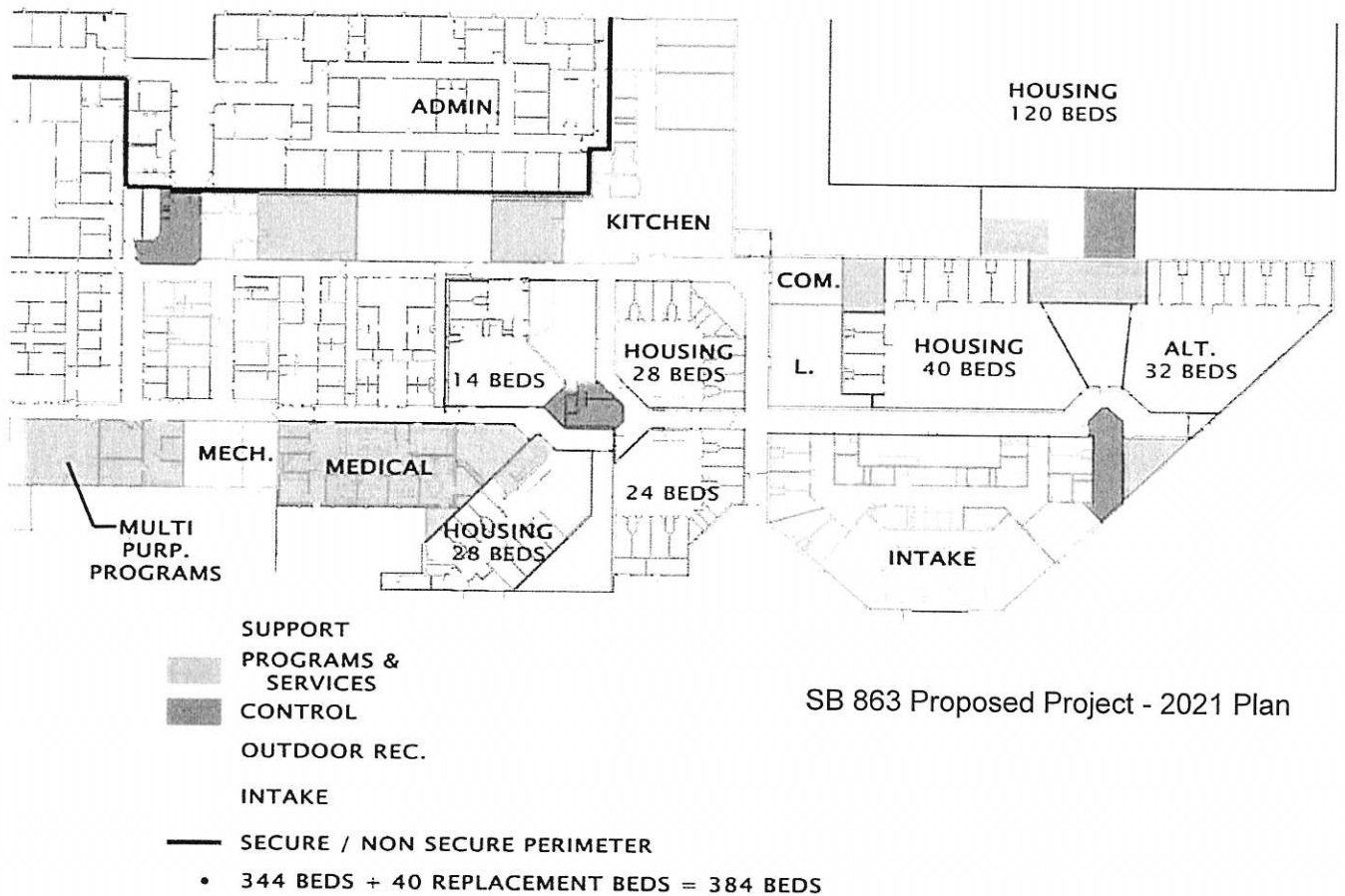
Kitchen

The site master plan relocates the kitchen facility for the jail to a more centralized location to support all future housing expansions. The kitchen was built in 1975 to support 78 inmates. Kitchen staff today prepare meals for all inmates in the same amount of space. A small project in 1998 added a small receiving vestibule, but did not expand the food preparation areas. The undersized kitchen and its related support areas are still overcrowded and are operating well beyond their design capacity. Lack of space contributes to close proximity in the work areas. The lack of adequate storage space causes a major safety risk and routinely stops meal preparation when the staff (civilian and inmates) must stop to receive, process, and store supplies. When deliveries are made to the kitchen, production comes to a standstill while inmates are secured and deliveries can be made without risking security of the jail.

Constantly moving heated food carts, which are large and weigh about 500 pounds, through the kitchen work areas creates a safety hazard as workers must always stay on alert to avoid injury. There is no designated area

to safely park plastic carts used for transporting food, especially during deliveries. The galley style cooking area is congested, creating a safety hazard and it adds time required to properly clean the equipment. Insufficient pantry shelf space prevents storing monthly stocks of food and requires purchasing food weekly, creating extra deliveries. With these extra deliveries, food costs go up due to fuel surcharges added to delivery invoices. The AB 900 Phase II project will provide us with a new enlarged freezer and walk-in cooler which will address some of the storage challenges.

This limited size of the Kitchen is being used well beyond its intended purpose which constitutes an operational accommodation as a result of the excessive OSI.

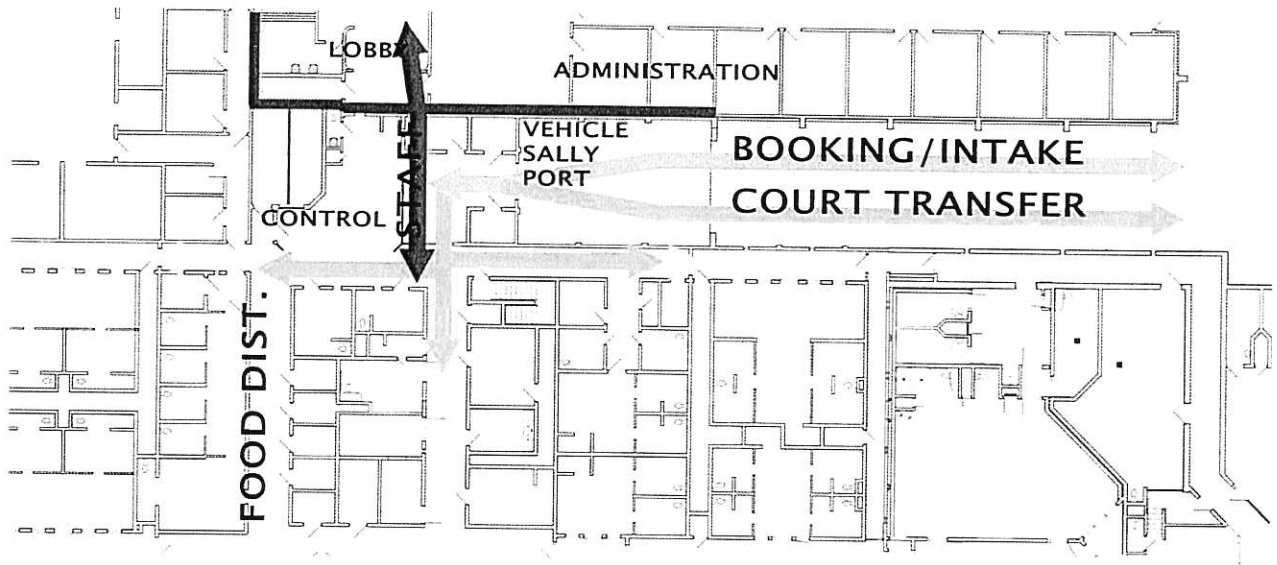


SB 863 Proposed Project - 2021 Plan

Intake Sallyport / Booking

The site master plan relocates the jail intake / release and booking areas to a more centralized and accessible location to support future expansion. The current physical layout of these areas prevents the efficient monitoring of in-custody arrestees by staff. The vehicle sallyport area is not configured as a drive-through, but rather as one way in and out, thus creating a safety issue when backing. Consequently, during very busy peak periods, there is the potential for a patrol car to be blocked by another vehicle, should officers leave their vehicle and

walk an arrestee into the facility. The area will not accommodate buses and larger vehicles causing officers to have to walk arrestees into the facility, which present officer safety and escape risk issues.



Existing Intake / Sallyport

In 1975, the current arrestee intake / release and booking areas were established to support the 78 bed facility. The limited space and circuitous configuration of these two areas hinders the safe, efficient, and expeditious identification and processing of in-custody arrestees into the facility. The small intake area has only two holding cells for intake and temporary placement of arrestees and neither have neither toilet nor drinking facilities, which doesn't meet current BSCC standards. The intake booking area is where all inmates are assembled and processed for transportation to and from the Courthouse.

The Control Room, also built in 1975, is where actual bookings are conducted with only two side-by-side booking stations. Since 2000, total monthly bookings range from 400 to 500. If each individual were processed, evaluated, and classified in one day, the intake unit would require 14-17 cells (Calculations: $\text{Intakes}/30 \text{ days} = \text{beds required}$). The reality in most jail settings is that intake requires 48-72 hours, at a minimum – longer if additional evaluations are necessary. Assuming Sutter County is very efficient (48 hour intake process), the number of intakes requires a unit of 27-34 beds (Calculations: $[\text{Intakes} * 2 \text{ days}]/30 \text{ days} = \text{beds required}$) to address its regular need over the past 15 years. All non-housing areas require similar increases. With little room for paperwork and computers, they constantly stay cluttered during the booking process. This area maintains the control panel providing access into and out of the jail and controls alarms to other diverse areas of the jail. The jail Sergeants use the area as an office to monitor activities and prepare their daily reports. This exceptionally busy and overcrowded area is highly inefficient for conducting effective and complex daily work, while maintaining the security of the facility and the safety of inmates entering and exiting the jail.

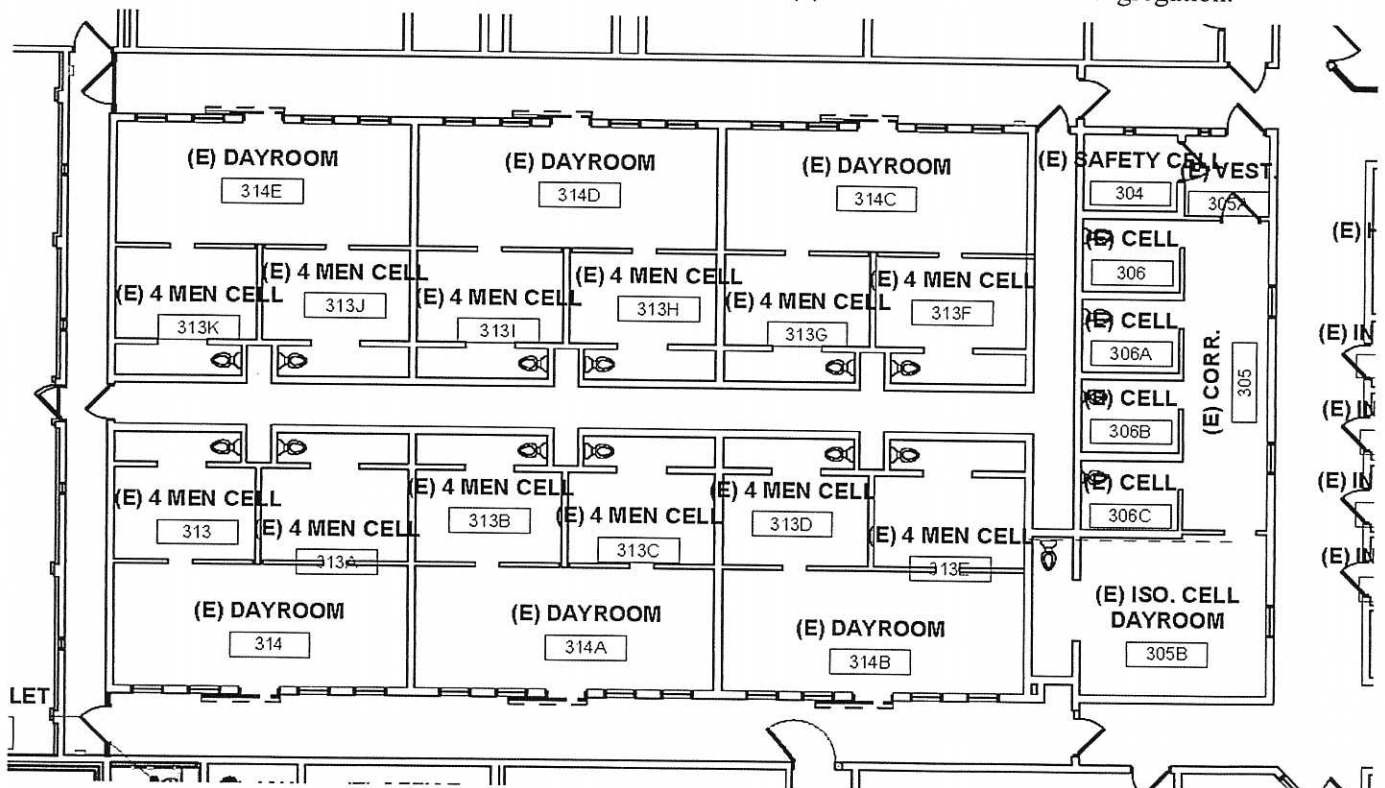
Once again, an area that was originally designed and intended to serve a certain population and booking rate is being used with the necessary operational accommodations well past its capacity due to the excessive OSI.

ONGOING INABILITY TO ADEQUATELY SEGREGATE THE CROWDED INMATE POPULATION

As previously identified, the jail has undergone a number of bed increasing projects since its original construction in 1975. At the time of their design and construction, they were intended to meet the needs of the expected population. The type of inmate housed at the jail as a result of AB 109, plus the local County inmates require a greater level of separation than the current facility can provide.

At the Medium Security Facility, nearly 98% of the beds are double bunked in open dormitories. There are 40 female beds, which represent just 11.4% of the total bed capacity of the jail. The AB 900 Phase II project will provide an additional 14 Medium Security beds in an open bay dormitory unit for female inmates. The lack of beds for segregation of female inmates continues to severely constrain staff's ability to adequately classify and separate the female inmates housed in the facility, be it due to needs associated with behavior, offense, gang affiliation, or other factors. Although the Medium Security Facility has a rated capacity of 120 male inmates, it cannot be used to that capacity due to the types of inmates entering the facility with needs similar to those of the females. Clearly, the ability to manage the allocation of jail beds, concurrent with demographic shifts in the jail, presents a continual challenge for correctional staff to adequately manage the population.

The Main Jail comprises the most significant challenges where medium and maximum security inmates are housed. Housing units in the original portion of the main jail are arranged on a linear/rectangular basis, surrounded by a perimeter corridor which was the governing corrections supervisory approach at that time. This arrangement prevents direct line of sight from any control station into the 8-man cells, and creates long circuitous walking distances for inmates during movements and for correctional staff during inspections. The existing cell block configuration severely limits opportunities for direct supervision management; however the arrangement is functional in cases involving the ability to separate people into small groups. The layout would be closer to meeting today's state square footage standards if each four (4)-man cell was reduced to a two (2)-man cell and used for segregation.



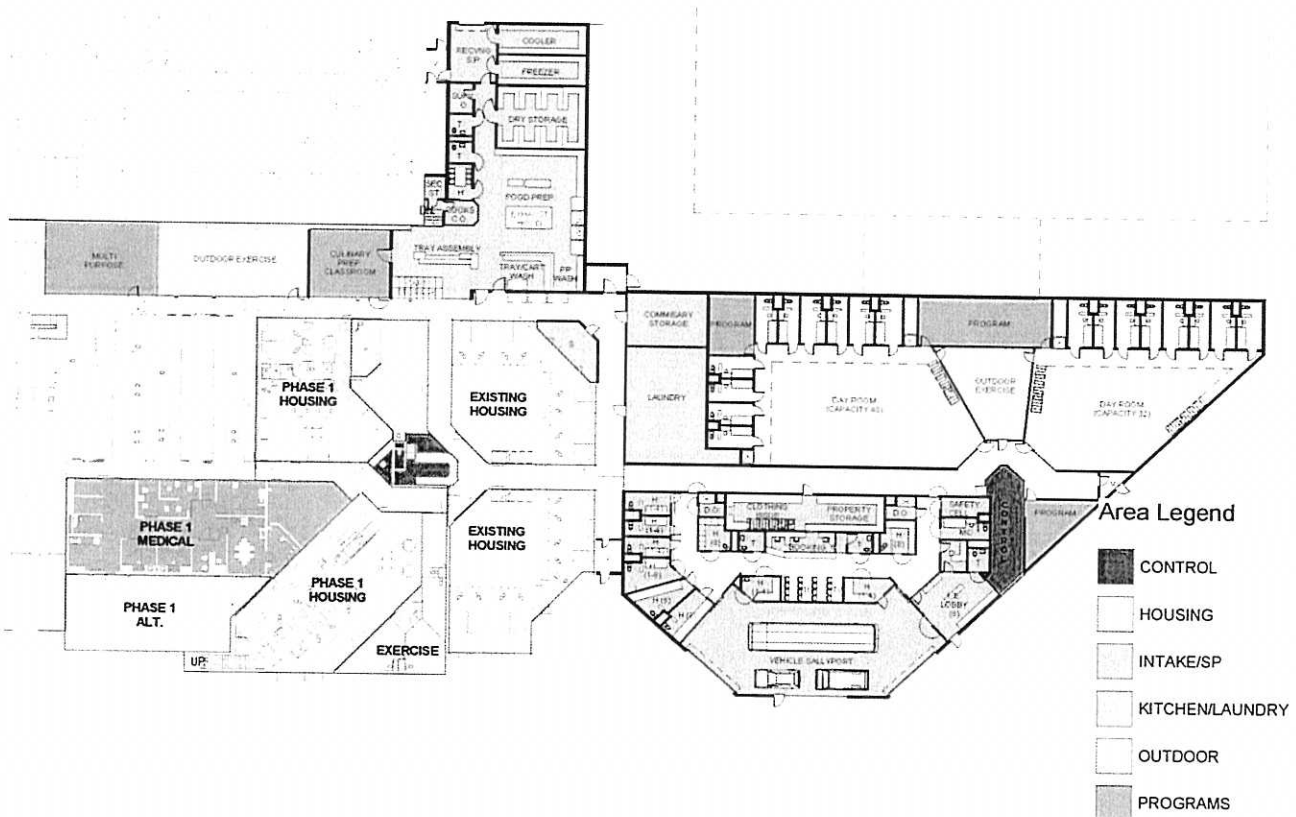
1975 - 2016 8-Man Cell Plan

DETAILED PROJECT DESCRIPTION, PROGRAM AND PLANS

Project Description

The Main Jail Expansion Phase 2 project entails expanding the existing jail in an easterly direction to add much needed Inmate Support Services in a more centralized location. This project would expand the footprint of the facility to include:

- Adding five (5) new program areas
- Adding a new vehicle sallyport / intake entrance and booking station
- Adding a new Kitchen, a new Laundry Room and a Commissary storage area
- Replacing a 40-bed female housing unit
- Possibly adding inmate housing through a bid-alternate 32-bed male housing unit



SB 863 Proposed Project

Inmate Program Areas: Five additional programming areas would be added to facilitate existing and new programs administered by the County’s Probation Department and Health Department. The new spaces will accommodate the various classifications in the jail and offer the opportunity for more inmates to take advantage of the programs. The new spaces will be centrally located and include a Kitchen Culinary Classroom directly adjacent to the planned new Kitchen. The new spaces are various sizes and shapes to fit the available layout and offer flexibility in the types of offered programs while providing sufficient space for future inmate course curriculum.

Inmate Programs: The Sutter County Jail currently offers the following ancillary classes at the facility for the inmate population and the project would improve programming space for these and future planned classes, along with the requisite privacy associated with some of the programming:

Alcoholics and Narcotics Anonymous – A well-established program designed to help those with alcohol and/or drug problems overcome their challenges utilizing group therapy.

Christian Recovery – Church Services faith-based program to provide inmates with alternative methods for dealing with any difficulties they may have associated with alcohol, drugs, or anger management.

Coping with Anger – This program targets offenders “...who have problems with managing feelings of anger and frustration in an appropriate way.” Coping With Anger: A Cognitive Behavioral Workbook is designed for eight group sessions focusing on teaching and practicing anger management skills. It is an evidence-based program which helps clients recognize, overcome and control anger management challenges, thereby reducing criminal activity. This is an open group, which means participants can enter the group at any time.

- This program is currently being held in the Male Medium Security Dorm Housing.

GED – Provides general education to inmates to assist them in preparing for the GED examination so they can receive their high school equivalency.

Hepatitis C Education – Provides education and/or information on the medical maladies associated with Hepatitis C, methods of contracting Hepatitis C and how to prevent contracting Hepatitis C.

Kitchen Culinary Class – This class is new and will be taught by our Supervising Cook who has numerous years of cooking experience in both private and corrections settings. The program space is right next to the kitchen with an access door to facilitate instruction followed by hands-on demonstration and practical application of the methods.

Liberty for Captives – Church Services faith-based program to provide inmates with alternative methods for dealing with any difficulties they may have associated with alcohol, drugs, or anger management or domestic issues.

Moral Reconciliation Therapy – MRT is an evidence-based program that targets anti-social attitudes and behaviors, therefore training, teaching, and changing the perspective of the offender to gain more socially acceptable moral thinking and behavior. MRT is a SAMHSA NREPP program used for substance abuse and general treatment of criminal populations. Inmates can enter the program at any time with MRT groups currently offered weekly to several housing units in order to meet the needs of jail classifications, with plans to start bi-weekly groups in August 2015. For those offenders who do not complete the program prior to release from custody and will be supervised by Sutter County Probation, they will have the ability to continue the MRT group with the probation department. The MRT groups are currently available at the jail in the following locations:

- Medium Special Housing (Males)
- Medium Females
- Medium East (Males)
- Max Dorm (Males)

Peer Relationships – Formerly Untangling Relationships, this program directly confronts the key issues of codependency including manipulation and dependent relationships. The new curriculum provided by Courage

for Change is evidence-based, interactive journaling that is facilitated in a group setting in the jail. There are currently two active groups with a third group planned to start in August 2015.

- Medium Females
- Max Dorm Males
- Medium East Males (Planned)

*1170(h) PC inmates are now receiving GT/WT credits for successfully completing programs in custody pursuant to Section 4019.4(a)(1) of the Penal Code (AB624). Non-1170(h) inmates are also allowed to attend these classes but are not awarded credits.

Support Areas:

Kitchen – The project would build a new kitchen facility with modern and efficient equipment on the east side of the current Sheriff’s Office Administration building. The area would include a secured receiving dock along with adequate cold, freezer and dry storage to accommodate more efficient delivery sizes less often. With ample preparation area and sufficient width travel ways it would greatly improve the kitchen’s ability to service the inmates.

Intake / Sallyport / Booking Areas – The proposed new Intake / Sallyport / Booking area for the jail will be located directly east of the existing Male Maximum Security Housing Unit off the facility’s private driveway. It will consist of a drive-through sallyport with roll up gates with adequate room for a bus or multiple transport vans and patrol vehicles. It would include a state of the art Central Booking Station with the appropriate combination of holding cells, sobering cells, and a safety cell meeting the latest BSCC standards. It would also contain a Medical Intake Office and Medical Observation Cell. There will be areas for dress-in/out, and a lobby area with open seating for arrestees. It would include the necessary spaces for inmate Clothing Issue and a Property Room. The new area would dramatically facilitate flow inside the facility, improving staff efficiency and reducing overall man-hours for the jail’s operation.

Laundry / Commissary Storage – The project would construct new Laundry Room and Commissary storage areas in a location close to their existing spaces. In the laundry facility, new energy and water-efficient equipment would be provided to increase the productive capacity and mitigate problems in these areas.

The Operational Stress Index is expected to be lowered to 0.92 by these additions, with core matching the capacity of 426, and housing at 394 (394/426).

Housing Areas: The project would include demolishing the existing Female Minimum / Medium Security Dorm Housing with 40 beds and constructing a new Female 40-bed Medium Security Single-Cell Housing Unit, designated E-Pod. The E-Pod would be comprised of 10 double-bunked single cells on the upper and 10 double bunked rooms on the lower tier which border a common dayroom. The project includes the potential to construct one Male 32-bed Medium Security Housing Unit designated F-Pod depending on the estimated project costs once design is complete. The F-Pod would be comprised of 8 double-bunked single cells on the upper and 8 double bunked rooms on the lower tier which border a common dayroom. The new pods with their adjoining dayrooms and recreation yard would be directly observable from a centralized Control Room having direct visibility into the Pod areas. The control room provides a raised bird’s eye view of every cell, and it will be staffed with a correctional officer 24 hours a day and 7 days per week. A floor officer will conduct hourly cell checks throughout the Pods and provide for care, safety and security for the inmates. The new Pods would utilize a common outdoor exercise yard and new programming space located between the two new dayrooms. The construction of the proposed Female and Male Single-cells is intended to address the segregation issues that accompany current and expected future inmates.

These new units will provide direct visual monitoring of inmates, reduce overcrowding due to classification as they provide for proper segregation, offer better safety for the inmates and staff, and improve the overall efficiency of the jail.

Site Improvements: To improve the jail facility's security, various site enhancements are included in the project. A paved perimeter road would be created along with controlled access gates along the southern driveway and a new northern paved parking lot designated for all Sheriff's employee's vehicles as well as all official vehicles.

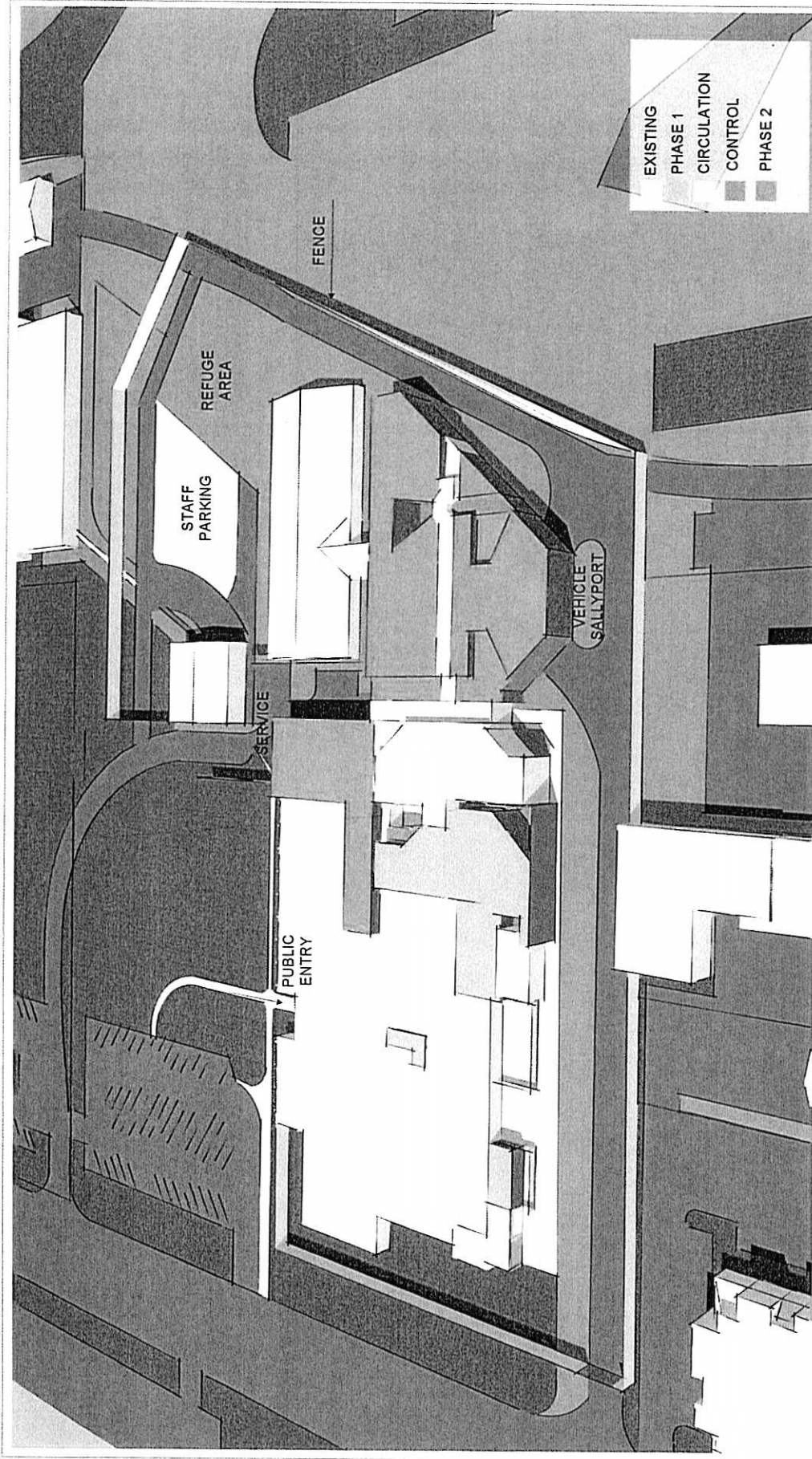
Additionally, the project would include the purchase and implementation of a new Jail Management Software System. The current system in use is a DOS-based version of JALAN with its difficult user interface and limited data analysis tools. The data required to generate and support this Needs Assessment Amendment highlighted the shortcomings of the existing system and the overdue need to replace it with a Windows capable version with greater capacity to assist with the jail's classification needs.

EXISTING JAIL AND RENOVATION SPACE PROGRAM

Exhibit 3.2 provides a synopsis of the planned jail expansion program with a total of 30,357 square feet added and upgraded to current 2013 California Building Code Standards with a Bid Alternate that includes an additional 32-Bed Housing Unit and 4,770 square feet.

Exhibit 3.2: Jail Expansion Program – Phase 2

Functional Area	Sq. Ft.
Circulation Corridors	3,607
Control Room	400
Housing	5,738
Intake / Vehicle Sallyport	7,380
Kitchen / Laundry	5,869
Outdoor Exercise	1,714
Programs	3,569
Life / Safety Improvements - Existing Bldg	1,040
Level 3 Seismic Upgrades - Existing Bldg	1,040
TOTAL BUILDING PROJECT SQUARE FOOTAGE	30,357
Site Development - Building	33,047
Site Development - Access / Parking	33,800
TOTAL SITE PROJECT SQUARE FOOTAGE	66,847
BID ALTERNATE 1: 32-Bed Housing	4,770



Sheet
AERIAL VIEW

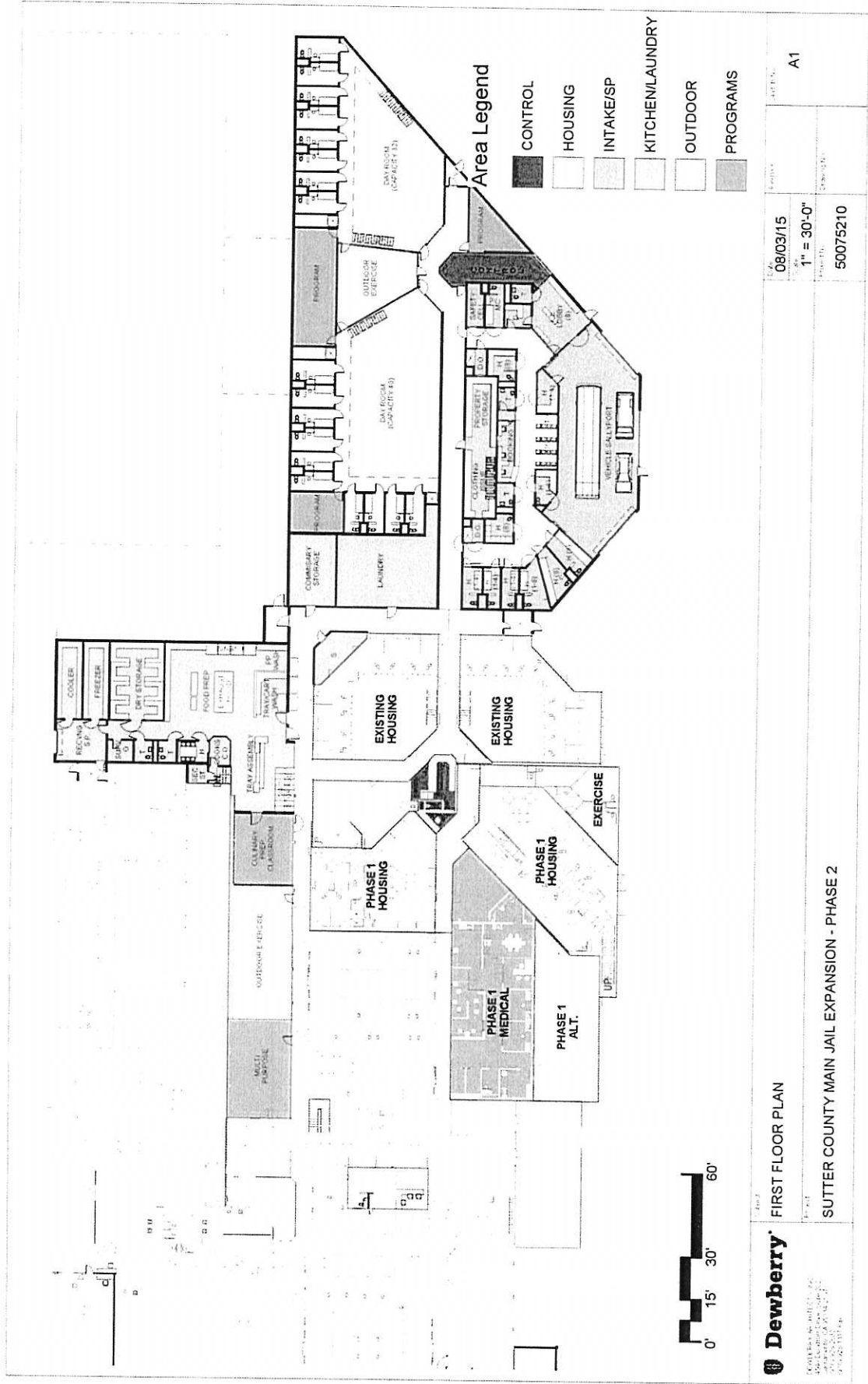
Project
SUTTER COUNTY MAIN JAIL EXPANSION -

Dewberry
 9700 DEWEY ROAD, SUITE 400
 SACRAMENTO, CALIFORNIA 95828
 TEL: 916.481.1100
 WWW.DEBERRY.COM

Date
08/03/15

Project No.
50075210

Scale
A3



Dewberry CONSULTING ARCHITECTS 1000 B STREET, SUITE 200 SACRAMENTO, CA 95811 TEL: 916.441.1000	PROJECT SUTTER COUNTY MAIN JAIL EXPANSION - PHASE 2	DATE 08/03/15	SHEET NO. A1
	SCALE 1" = 30'-0"	DRAWING NO. 50075210	

FACILITIES EXPANSION AND RENOVATION CAPITAL COST

Exhibit 3.3 provides a conceptual capital cost estimate associated with the implementation of the planned project. The combined estimated total Project Cost is \$20,124,000 based on the format required by the BSCC as part of the SB 863 request for proposal. The Project Team aggregated the cost data into two major groupings, hard (construction) costs, and soft (overhead) costs. In general, the Team determined hard costs on a per square foot basis by type of area, using its substantial knowledge of commercial and justice facilities constructed in Northern California. As shown, hard costs total \$15,098,000, including a 10% contingency, and escalation to the mid-point of construction (23.94%). Soft costs total \$5,173,000, or 34% of the hard construction cost. Soft costs include all overhead items including allowances for furniture fixtures, and equipment. The percentages and allowances applied are representative of the specialized construction in the Northern California market.

Exhibit 3.3: Jail Expansion Program – Phase 2 Costs

Functional Area	Qty.	Unit	Unit Cost	Total Cost
HARD COSTS				
Circulation Corridors	3,607	SF	\$ 257.00	\$ 927,000
Control Room	400	SF	\$ 422.50	\$ 169,000
Housing	5,738	SF	\$ 449.11	\$ 2,577,000
Intake / Vehicle Sallyport	7,380	SF	\$ 370.60	\$ 2,735,000
Kitchen / Laundry	5,869	SF	\$ 409.61	\$ 2,404,000
Outdoor Exercise	1,714	SF	\$ 191.37	\$ 328,000
Programs	3,569	SF	\$ 294.20	\$ 1,050,000
Life / Safety Improvements - Existing Bldg	1,040	SF	\$ 100.96	\$ 105,000
Level 3 Seismic Upgrades - Existing Bldg	1,040	SF	\$ 100.96	\$ 105,000
Subtotal - Building	30,357	SF		\$ 10,400,000
Site Development - Building	33,047	SF	\$ 9.86	\$ 326,000
Site Development - Access / Parking	33,800	SF	\$ 10.30	\$ 348,000
Subtotal - Site	66,847			\$ 674,000
ESTIMATED TOTAL CURRENT COSTS (August 2015)				\$ 11,074,000
Escalation - Start of Construction	45	Months	0.42%	\$ 2,093,000
Escalation - Mid Point of Construction	12	Months	0.42%	\$ 558,000
ESTIMATED TOTAL CONTRACTS				\$ 13,725,000
Construction Contingency	10	%		\$ 1,373,000
ESTIMATED TOTAL CONSTRUCTION COST				\$ 15,098,000
SOFT COSTS				
Design Fee	14	%		\$ 1,550,000
Construction Management Fee	11	%		\$ 1,218,000
Special Consultants	2	%		\$ 221,000
Site Survey	1	LS		\$ 25,000
Geotechnical Testing	1	LS		\$ 25,000
State Fire Marshal Review / Project Inspect.	1	LS		\$ 265,000
Connection Fees	1	LS		\$ 25,000
City Permits	1	LS		\$ 25,000
Equipment FF&E + Phones / Data	4	%		\$ 443,000
Construction Testing / Inspection	2	%		\$ 221,000
Printing Costs	1	LS		\$ 15,000
Commissioning	2	%		\$ 221,000
Misc Costs - Estimating / Constructability	2	%		\$ 221,000
Jail Management Software	1	LS		\$ 698,000
ESTIMATED TOTAL SOFT COST				\$ 5,173,000
TOTAL SB 863 PROJECT COST				\$ 20,271,000

STAFFING PLAN WITH IMPACTS RELATED TO THE PROJECT

Currently, there are a total forty-four (44) Sheriff's Full Time Equivalents (FTE) that operate the existing jail, two of which are administrative, 4 are supervisors (sergeants) and the rest are correctional officers. In 2015, the Sheriff's Office will add four more corrections officers to replace departed employees and frozen positions for a total of forty-eight (48) personnel. The jail currently has an FTE of 6.63 persons for each fixed position and 7 mandatory positions on each shift (2 floor officers, 4 control room officers and 1 sergeant). The additional housing incorporated into proposed project will require three (3) additional positions to cover the seven (7) staffed posts. Therefore, this plan would result in a total of fifty-one (51) Sheriff's jail staff. This does not include the auxiliary officers such as commissary, medical, work-release and two transportation officers, nor does it include the three civilian kitchen workers and the kitchen supervisor.

OPERATIONAL COSTS

The Project Team estimated this plan's impact on the jail's operational budgeted costs by adding the net increase in total compensation that is associated with adding the 3.0 FTE positions necessary to appropriately staff the planned housing, and prorating all other expenses by the 40-bed increase to the future 394-bed capacity of the jail. The reader should be cognizant that all operational costs addressed in this report are stated in year 2015 dollars and have not been adjusted by any assumed inflation rate. As shown in Exhibit 3.4 on the next page, the total estimated operational budget of the jail would increase from the current year 2015 level of \$9,081,030 to \$10,428,316 which equates to a net increase of \$224,548 per year, or \$112 per bed per year.

Exhibit 3.4: Estimated Operational Costs

OPERATIONAL COST CRITERIA	OPERATIONAL COST BASIS		ESTIMATED OPERATING BUDGET		NOTES
	FY 2014-15 Actual Budget	FY 2014-15 Cost Per FTE/Bed	FY 2018-19 Est. Budget	FY 2020-21 Est. Budget	
Bed Capacity	352	352	394	394	
Total Staff Full Time Equivalents	44	44	48	51	
1 51010 Permanent salaries	\$ 2,633,975	\$ 59,863	\$ 2,873,427	\$ 3,053,015.97	2015 FTE Cost x 2019 FTE's
2 51013 Special pay	\$ 83,467	\$ 1,897	\$ 91,055	\$ 96,745.93	2015 FTE Cost x 2019 FTE's
3 51014 Other pay	\$ 94,377	\$ 2,145	\$ 102,957	\$ 109,392.00	2015 FTE Cost x 2019 FTE's
4 51015 Mitigation pay	\$ -	\$ -	\$ -	\$ -	
5 51020 Extra help	\$ 62,955	\$ 1,431	\$ 68,678	\$ 72,970.24	2015 FTE Cost x 2019 FTE's
6 51022 Reserves	\$ 33,940	\$ 771	\$ 37,026	\$ 39,340.06	2015 FTE Cost x 2019 FTE's
7 51030 Overtime	\$ 672,626	\$ 15,287	\$ 733,774	\$ 779,635.04	2015 FTE Cost x 2019 FTE's
8 51100 Co contrib FICA	\$ 237,931	\$ 5,408	\$ 259,561	\$ 275,783.42	2015 FTE Cost x 2019 FTE's
9 51101 Medicare	\$ 25,931	\$ 589	\$ 28,288	\$ 30,055.99	2015 FTE Cost x 2019 FTE's
10 51110 Co contrib retirement	\$ 823,300	\$ 18,711	\$ 898,145	\$ 954,279.30	2015 FTE Cost x 2019 FTE's
11 51111 Retirement allowance	\$ -	\$ -	\$ -	\$ -	
12 51120 Co contrib group insurance	\$ 655,029	\$ 14,887	\$ 714,577	\$ 759,237.85	2015 FTE Cost x 2019 FTE's
13 51121 Contribution deferred compensation	\$ 653	\$ 15	\$ 712	\$ 756.31	2015 FTE Cost x 2019 FTE's
14 51130 Co contribution unemployment insur	\$ 4	\$ 0	\$ 4	\$ 4.64	2015 FTE Cost x 2019 FTE's
15 51150 IF Workers' compensation	\$ 314,244	\$ 7,142	\$ 342,812	\$ 364,237.36	2015 FTE Cost x 2019 FTE's
Subtotal salary and benefits	\$ 5,638,431		\$ 6,151,016	\$ 6,535,454	
15 52050 Clothing and personal	\$ 53,492	\$ 151.97	\$ 59,875	\$ 59,875	Relative to Bed Capacity
16 52051 Security equipment	\$ 6,576	\$ 19	\$ 7,361	\$ 7,361	Relative to Bed Capacity
17 52060 Communications	\$ 4,104	\$ 12	\$ 4,593	\$ 4,593	Relative to Bed Capacity
18 52080 Food	\$ 408,997	\$ 1,161.92	\$ 457,798	\$ 457,798	Relative to Bed Capacity
19 52090 Household expense	\$ 143,118	\$ 407	\$ 160,194	\$ 160,194	Relative to Bed Capacity
20 52120 Maintenance equipment	\$ 26,802	\$ 76	\$ 30,000	\$ 30,000	Relative to Bed Capacity
21 52130 Maintenance structure/improvement	\$ -	\$ -	\$ -	\$ -	
22 52135 Software license & maintenance	\$ -	\$ -	\$ -	\$ -	
23 52136 Computer hardware	\$ 2,633	\$ 7	\$ 2,947	\$ 2,947	Relative to Bed Capacity
24 52150 Memberships	\$ 79	\$ 0	\$ 88	\$ 88	Relative to Bed Capacity
25 52155 Alcohol/drug analysis	\$ 54,100	\$ 154	\$ 60,555	\$ 60,555	Relative to Bed Capacity
26 52170 Office expenses	\$ 9,366	\$ 27	\$ 10,484	\$ 10,484	Relative to Bed Capacity
27 52172 Postage	\$ 230	\$ 1	\$ 257	\$ 257	Relative to Bed Capacity
28 52173 Subscription - publications	\$ 9,384	\$ 27	\$ 10,504	\$ 10,504	Relative to Bed Capacity
29 52180 Prof & specialized services	\$ 20,105	\$ 57	\$ 22,504	\$ 22,504	Relative to Bed Capacity
30 52200 Rent equipment	\$ 42,376	\$ 120	\$ 47,432	\$ 47,432	Relative to Bed Capacity
31 52225 Office equipment	\$ 750	\$ 2	\$ 839	\$ 839	Relative to Bed Capacity
32 52230 Special dept expenses	\$ 497	\$ 1	\$ 556	\$ 556	Relative to Bed Capacity
33 52232 Employment training	\$ 24,254	\$ 69	\$ 27,148	\$ 27,148	Relative to Bed Capacity
34 52250 Transportation and travel	\$ 21,479	\$ 61	\$ 24,042	\$ 24,042	Relative to Bed Capacity
35 52260 Utilities	\$ 242,902	\$ 690	\$ 271,885	\$ 271,885	Relative to Bed Capacity
Subtotal Services and Supplies	\$ 1,071,244		\$ 1,199,063	\$ 1,199,063	
36 53601 IF Ins ISP prem	\$ 64,359	\$ 183	\$ 72,038.20	\$ 72,038	Relative to Bed Capacity
37 53602 IF General insurance and bond	\$ 4,489	\$ 13	\$ 5,025	\$ 5,025	Relative to Bed Capacity
38 53609 IF Copy services	\$ 999	\$ 3	\$ 1,118	\$ 1,118	Relative to Bed Capacity
39 53610 IF Postage	\$ -	\$ -	\$ -	\$ -	Relative to Bed Capacity
40 53611 IF Printing	\$ 7,064	\$ 20	\$ 7,907	\$ 7,907	Relative to Bed Capacity
41 53612 IF Copier rental	\$ 1,998	\$ 6	\$ 2,237	\$ 2,237	Relative to Bed Capacity
42 53613 IF Fleet administration	\$ 2,041	\$ 6	\$ 2,285	\$ 2,285	Relative to Bed Capacity
43 53615 IF Fuel & oil	\$ 9,991	\$ 28	\$ 11,184	\$ 11,184	Relative to Bed Capacity
44 53616 IF Vehicle maintenance	\$ 10,643	\$ 30	\$ 11,913.27	\$ 11,913	Relative to Bed Capacity
45 53619 IF Miscellaneous	\$ -	\$ -	\$ -	\$ -	Relative to Bed Capacity
46 53620 IF Information Technology	\$ 104,849	\$ 2,383	\$ 114,381	\$ 121,530	Relative to Bed Capacity
47 53636 IF IT Equipment Replacement	\$ 4,089	\$ 12	\$ 4,577	\$ 4,577	Relative to Bed Capacity
48 53638 IF Jail Medical	\$ 1,770,949	\$ 5,031	\$ 1,982,255	\$ 1,982,255	Relative to Bed Capacity
49 53650 IF A-87 Building maintenance	\$ 384,251	\$ 1,092	\$ 430,099	\$ 430,099	Relative to Bed Capacity
50 53683 IF Drug testing	\$ 1,028	\$ 3	\$ 1,150	\$ 1,150	Relative to Bed Capacity
51 53689 IF Physical/drug	\$ 4,509	\$ 102	\$ 40,376	\$ 40,376	2015 FTE Cost x 2019 FTE's
52 53690 IF Cert Unif Prog Agency	\$ 94	\$ 0	\$ 105	\$ 105	Relative to Bed Capacity
Subtotal Other Charges	\$ 2,371,355		\$ 2,686,651	\$ 2,693,800	
Total costs	\$ 9,081,030	\$ 25,798	\$ 10,036,729	\$ 10,428,316	

ANALYSIS

Net Increase In Annual Budget		\$ 955,700	\$ 1,347,287
Cost per Bed	\$ 25,798	\$ 25,474	\$ 26,467.81
Net Change in Annual Cost per Bed over Existing		\$ (324)	\$ 112
Percentage Increase in Annual Cost per Bed over Existing		-1.26%	0.43%

AMENDMENT APPENDIX A

**DETAILED HISTORICAL AND PROJECTED
JAIL SERVICE DEMAND DATA AND CHARTS**

Sutter County, California
JAIL FACILITIES NEEDS ASSESSMENT

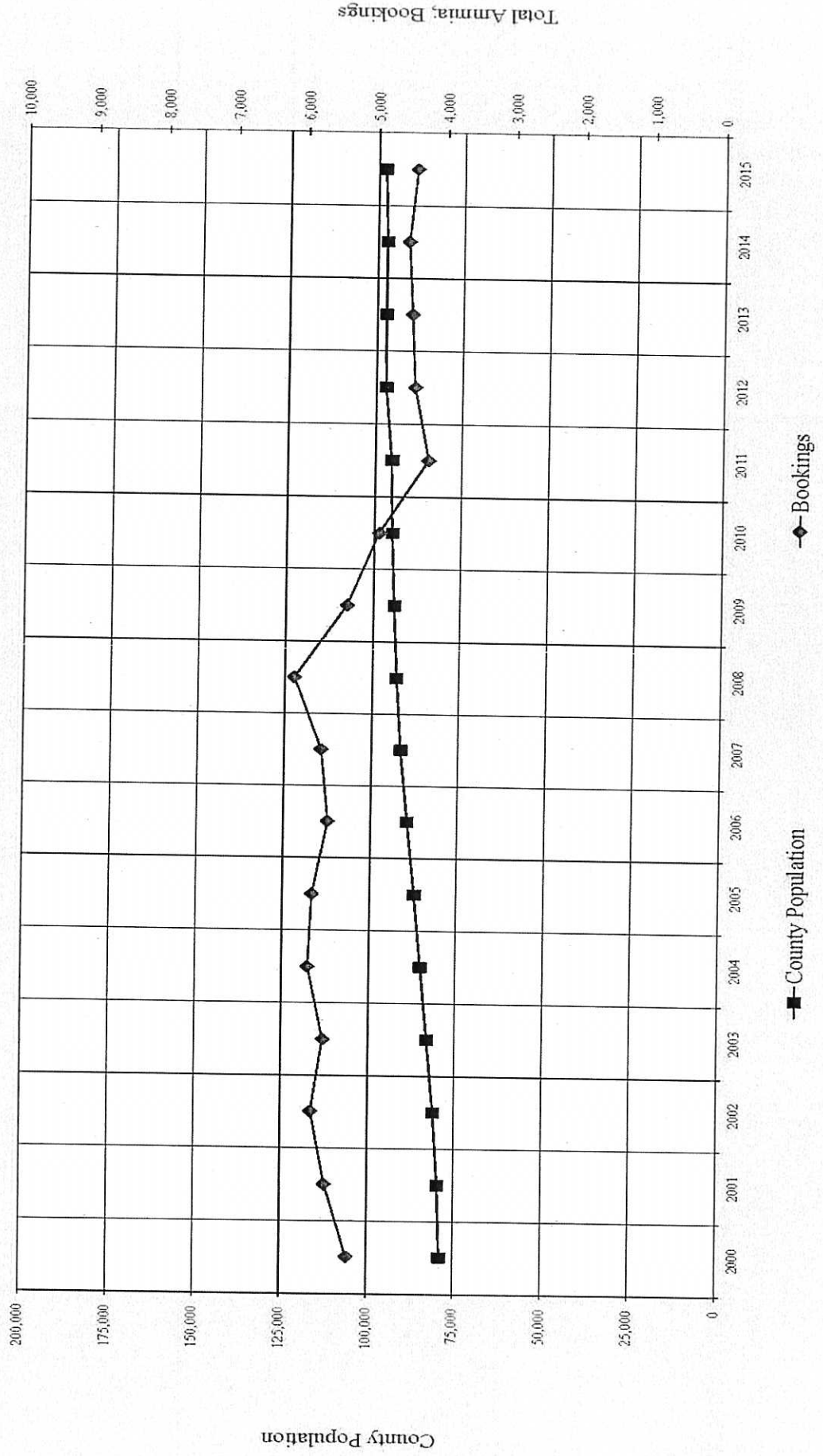
2015 AMENDMENT V. 1.2

Sutter County Main Jail
Historical Booking and Population Trends
Updated August 2015

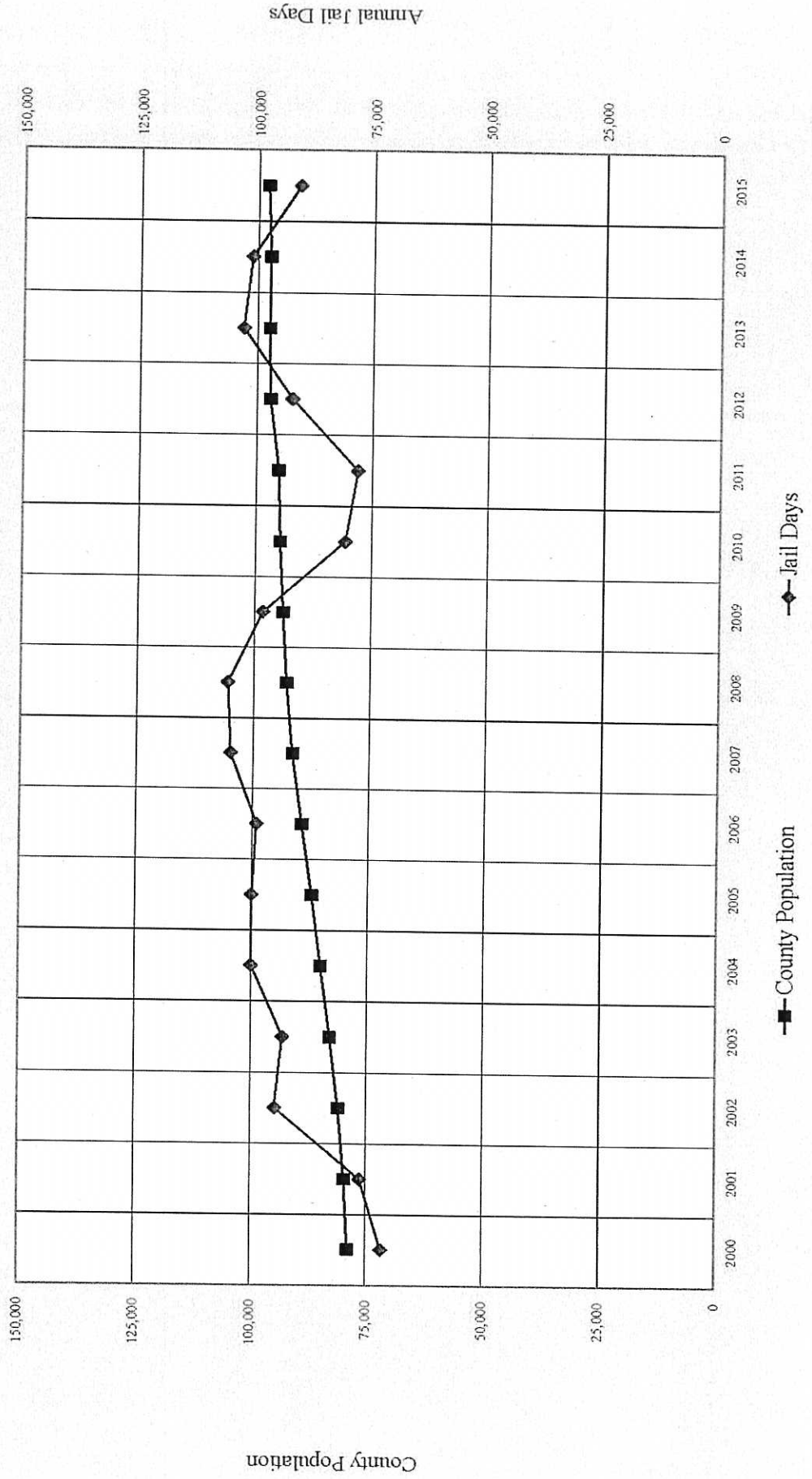
Criteria	Historical Data											Update Analysis 2000-2015							
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Net Change	Percent Change	Avg % Change
General Service Demand Drivers and Other Factors																			
1 County Population	78,930	79,722	81,086	83,018	85,097	87,097	89,364	91,563	92,983	93,918	94,765	95,212	97,122	97,386	97,257	97,887	18,957	24%	1.45%
a Yuba City Population	36,758	45,506	46,792	48,505	51,034	57,975	60,197	61,835	62,974	64,042	64,925	64,784	65,013	65,244	65,557	66,363	29,605	81%	4.02%
b All Less Yuba City Population	42,172	34,216	34,294	34,513	34,063	29,122	29,167	29,728	30,009	29,876	29,840	30,428	32,109	32,142	31,700	31,524	(10,648)	-25%	-1.92%
2 Actual Bed Capacity	336	336	352	352	352	352	352	352	352	352	352	352	352	352	352	352	16	5%	0.31%
Jail Service Demand																			
3 Booking Volumes																			
a Total County Booking Volumes	5,291	5,613	5,816	5,651	5,878	5,826	5,610	5,717	6,114	5,376	4,923	4,224	4,432	4,485	4,542	4,430	(861)	-16%	-1.18%
b YCPD Booking Volumes	1,509	1,808	1,806	1,896	1,870	1,784	1,864	2,197	2,226	2,196	2,091	2,018	2,225	2,153	2,435	2,268	759	50%	2.75%
c SCSO Booking Volumes	3,088	3,151	2,830	2,904	3,083	2,948	2,697	2,827	3,149	2,535	2,319	1,734	1,670	1,725	1,502	1,564	(1,524)	-49%	-4.43%
d Other Booking Volumes	694	654	1,180	851	925	1,094	1,049	693	739	645	513	472	537	607	605	598	(96)	-14%	-0.99%
4 Bookings Per 1,000 Population																			
a Total Booking Per 1,000 Pop. - County	67.0	70.4	71.7	68.1	69.1	66.9	62.8	62.4	65.8	57.2	51.9	44.4	45.6	46.1	46.7	45.3	(22)	-32%	-2.59%
b YCPD Bookings Per 1,000 Pop. - Yuba City Only	41.1	39.7	38.6	39.1	36.6	30.8	31.0	35.5	35.3	34.3	32.2	31.1	34.2	33.0	37.1	34.2	(7)	-17%	-1.21%
c SCSO Bookings Per 1,000 Pop. - All Less Yuba City	73.2	92.1	82.5	84.1	90.5	101.2	92.5	95.1	104.9	84.9	77.7	57.0	52.0	53.7	47.4	49.6	(24)	-32%	-2.56%
d Other Bookings																			
5 Historical Trends Analysis - 2000-2015																			
a Total Bookings Per 1,000 County Population	Minimum: 44.4											Adjusted Average: 58.9			Maximum: 71.7				
b YCPD Bookings Per 1,000 Pop. - Yuba City Only	Minimum: 30.8											Adjusted Average: 35.1			Maximum: 41.1				
c SCSO Bookings Per 1,000 Pop. - All Less Yuba City	Minimum: 47.4											Adjusted Average: 77.6			Maximum: 104.9				
d Other Bookings																			
Jail Activity Levels																			
6 Estimated Annual Jail Days	71,723	76,343	94,778	93,197	99,980	99,980	99,067	104,755	105,485	98,185	80,665	78,110	92,345	102,930	101,105	90,885	19,165	27%	1.6%
7 Average Daily Population	197	209	260	255	274	274	271	287	289	269	221	214	253	282	277	249	53	27%	1.6%
8 Average Length of Stay																			
a Days	13.6	13.6	16.3	16.5	17.0	17.2	17.7	18.3	17.3	18.3	16.4	18.5	20.8	22.9	22.3	20.5	7.0	51%	2.8%
b Analysis/Trends 2000-2015	Minimum: 13.56											Adjusted Average: 17.90			Maximum: 22.95				
c Analysis/Trends 2005-2015	Minimum: 16.39											Adjusted Average: 18.97			Maximum: 22.95				
c Analysis/Trends 2011-2015	Minimum: 18.49											Adjusted Average: 21.20			Maximum: 22.95				
Jail Activity Levels - Analysis																			
9 Average Daily Population																			
a ADP Per 1,000 Total County Population	2.5	2.6	3.2	3.1	3.2	3.1	3.0	3.1	3.1	2.9	2.3	2.2	2.6	2.9	2.8	2.5	0.1	2%	0.1%
b ADP Per 1,000 Pop. Analysis: 2000-20015	Minimum: 2.25											Adjusted Average: 2.85			Maximum: 3.22				
c ADP Per 1,000 Pop. Analysis: 2005-20015	Minimum: 2.25											Adjusted Average: 2.82			Maximum: 3.14				
10 ADP - Work Release Inmates	71.3	74.0	74.9	70.6	96.3	97.0	70.7	58.3	56.8	54.4	34.7	30.0	27.0	n/a	n/a	37.0	(60.0)	-62%	-17.5%

Sources:
1a Table 2. E-4 Population Estimates for Cities, Counties, and State, 2011-2015 with 2010 Benchmark

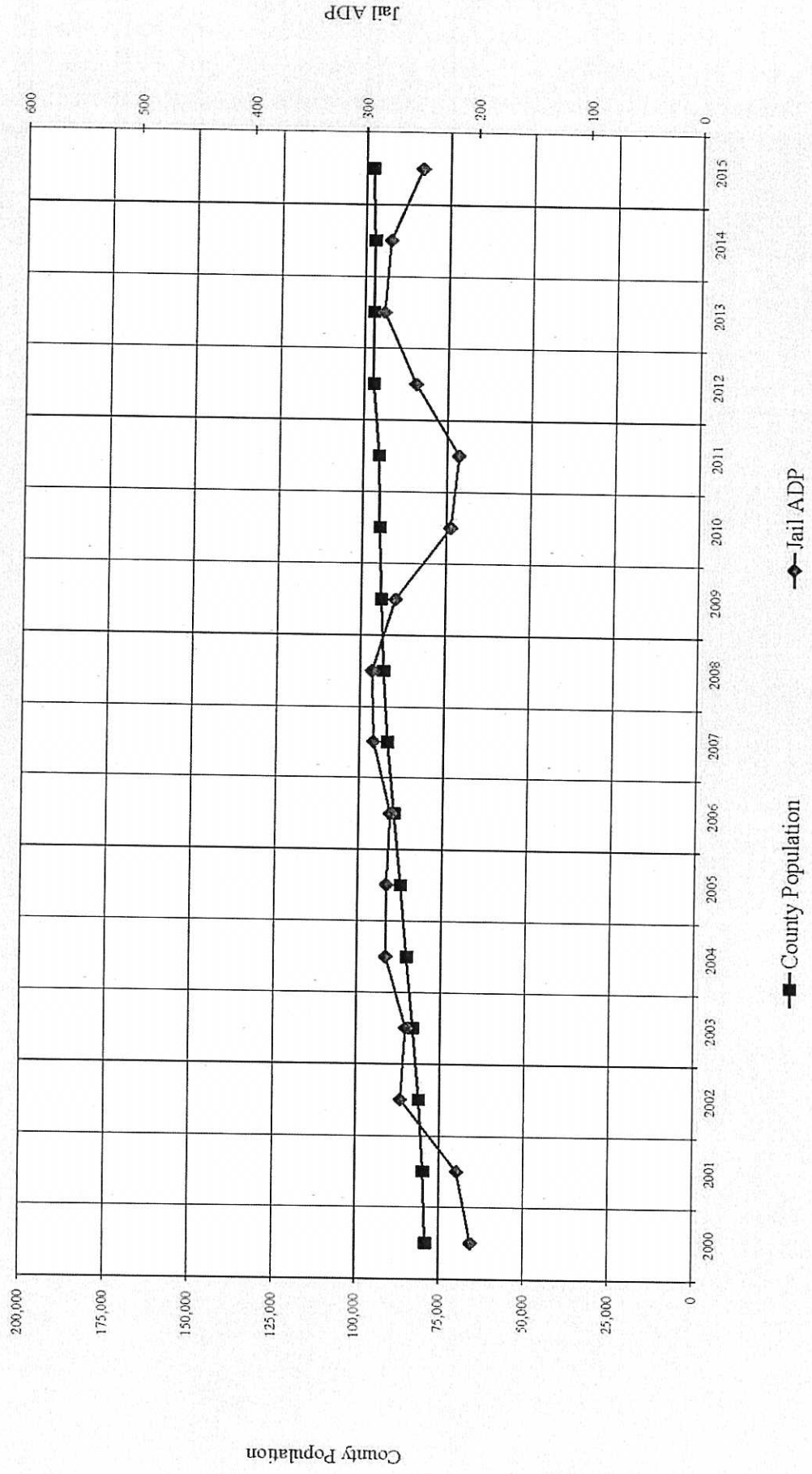
Jail Bookings Versus
 County Population 2000 - 2015



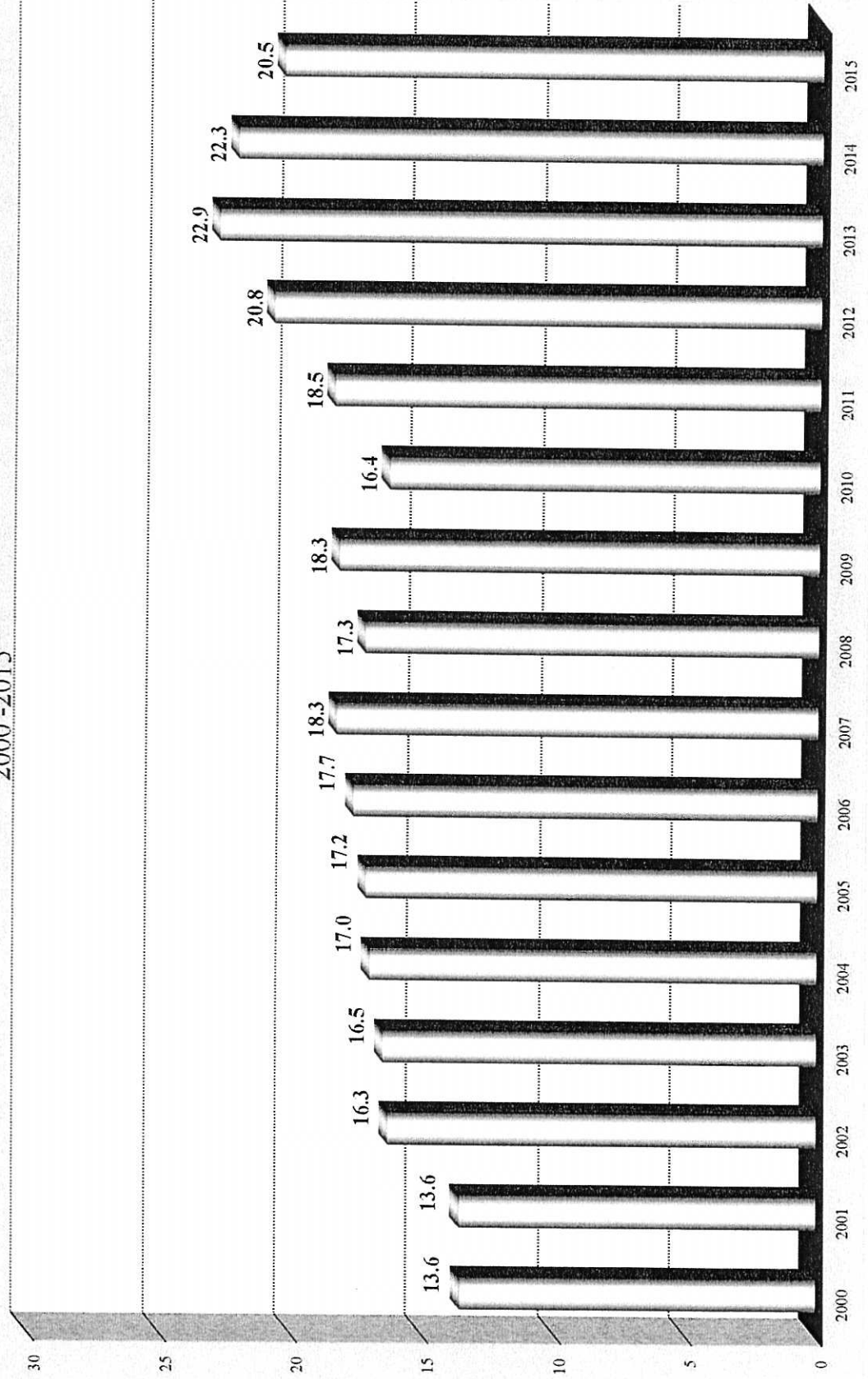
Annual Jail Days Versus
County Population 2000 - 2015



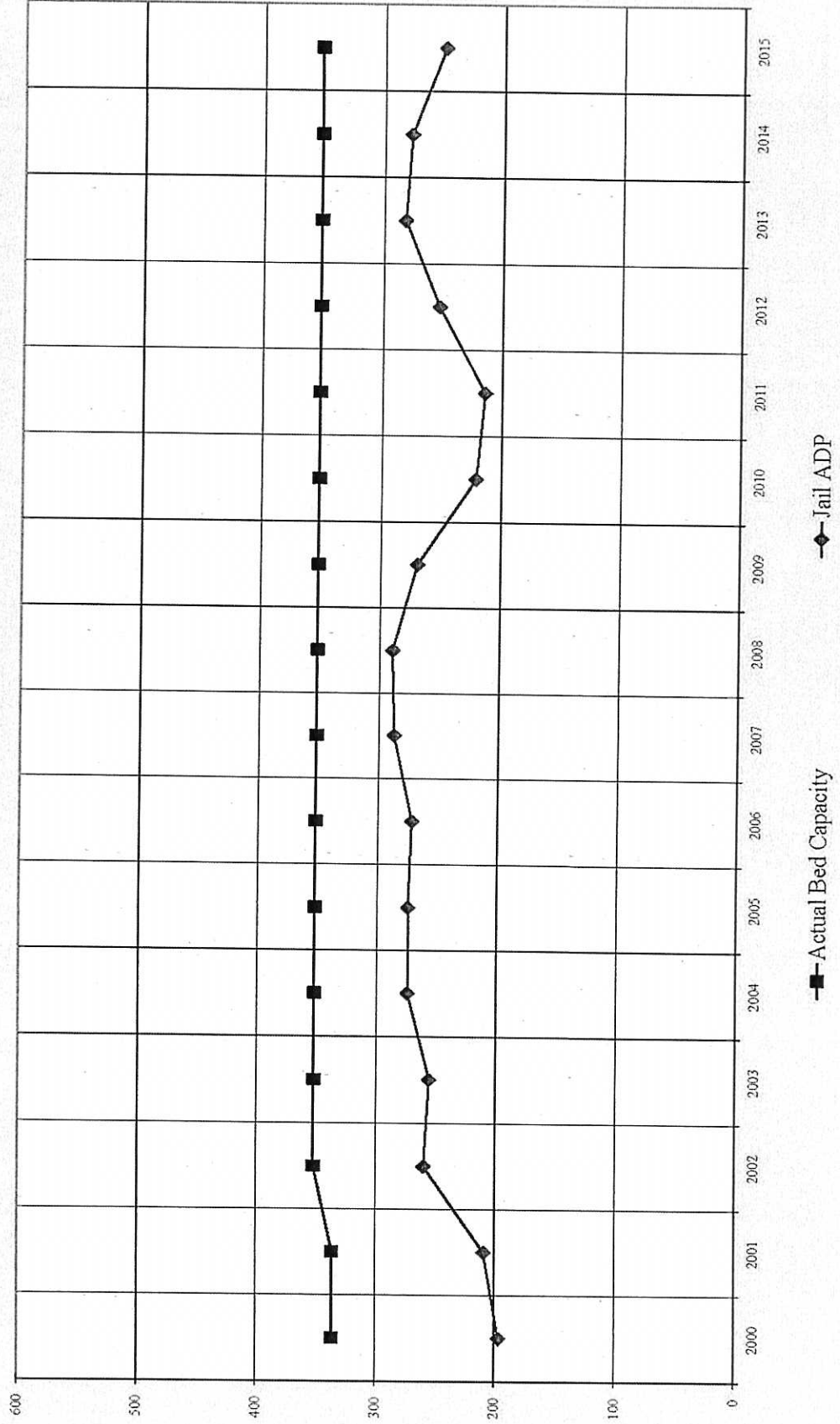
Jail ADP Versus
 County Population 2000 - 2015



Annualized
Average Length of Stay
2000 -2015



Jail ADP Versus
Bed Capacity: 2000 - 2015

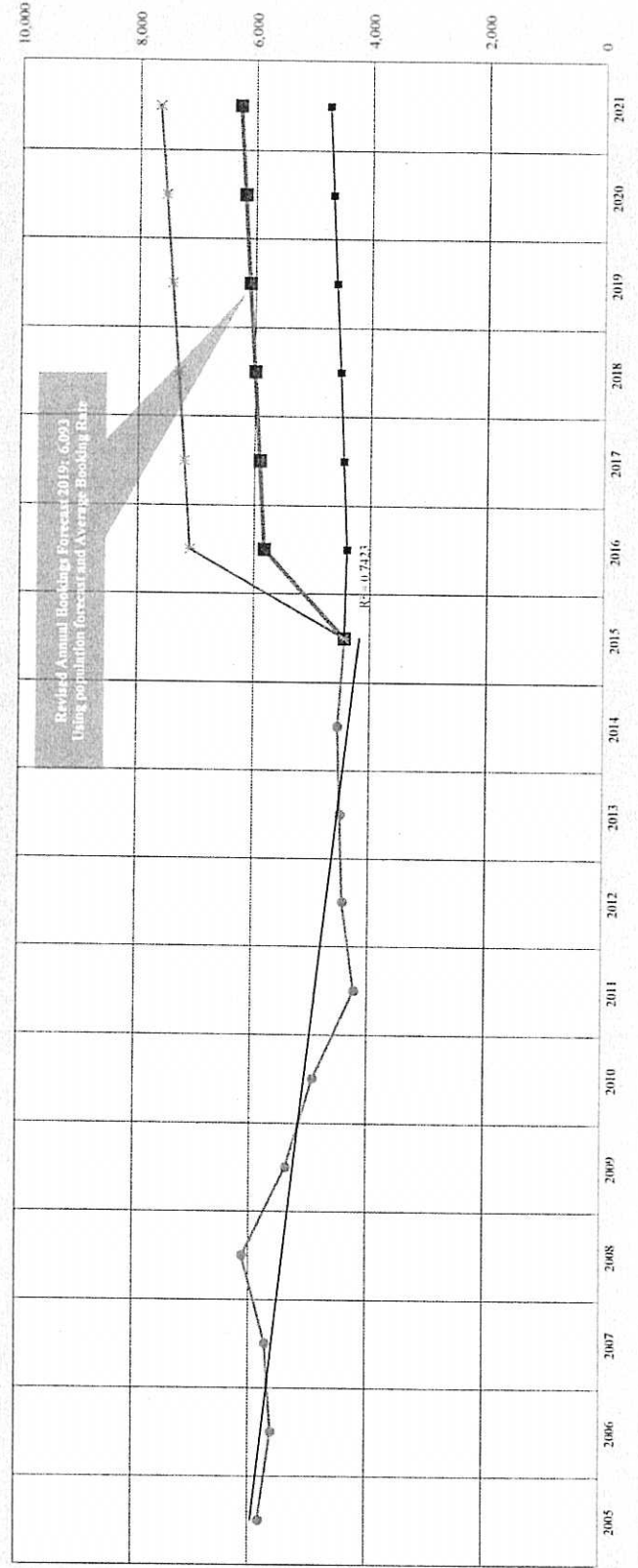


Sutter County Main Jail
 Bookings - Alternative Forecasts
 Updated August 2015

Criteria and Projections Basis	Historical Data										Projected Data						Est. Net Change		Est. % Change			
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2010-19	2010-19	2009-19	2009-19	
General Factors																						
County Population	87,097	89,364	91,563	92,983	93,918	94,765	95,212	97,122	97,386	97,257	97,887	99,015	100,448	101,976	103,557	105,107	106,578	8,792	9,639	9%	10%	
Booking Projection Alternatives:																						
A. 2006-15 Min. Booking Rate Per 1,000 Population	5,826	5,610	5,717	6,114	5,376	4,923	4,224	4,432	4,485	4,542	4,430	4,393	4,436	4,524	4,594	4,663	4,728	-329	-782	-7%	-13%	
B. 2006-15 Avg. Booking Rate Per 1,000 Population	5,826	5,610	5,717	6,114	5,376	4,923	4,224	4,432	4,485	4,542	4,430	5,836	5,910	6,000	6,093	6,184	6,271	1,170	717	24%	13%	
C. 2006-15 Adjusted Avg. Booking Rate Per 1,000 Population ¹	5,826	5,610	5,717	6,114	5,376	4,923	4,224	4,432	4,485	4,542	4,430	5,837	5,921	6,011	6,105	6,196	6,283	1,182	729	24%	14%	
D. 2006-15 Max. Booking Rate Per 1,000 Population	71,73	5,826	5,610	5,717	6,114	5,376	4,923	4,432	4,485	4,542	4,430	7,102	7,205	7,314	7,428	7,539	7,644	2,505	2,052	31%	38%	

¹Adjusted Average considers each year for the timeframe specified, excludes the years in which the maximum and minimum rates occurred, and averages the remaining years

Annual Jail Bookings
 Alternative Statistical Forecast Parameters



Sutter County, California JAIL FACILITIES NEEDS ASSESSMENT

2015 AMENDMENT V. 1.2

Sutter County Miami Jail
Average Daily Population - Alternative Projections
Updated August 2015

Projection Methodology/Scenario
Each scenario applies the selected booking rate per 1,000 county population to
selected ALOS historical rates for year 2015 forecast*

County Population
Projected Total Annual Bookings - 2000-2015 Min. Booking Rate
Projected Total Annual Bookings - 2000-2015 Avg. Booking Rate
Historical ADP

Daily Jail Population Projections - 2000-15 (by Booking Rate)

1. Bookings X (Min. ALOS from 2000-15) / 365 days
2. Bookings X (Avg. ALOS from 2000-15) / 365 days
3. Bookings X (Max. ALOS from 2000-15) / 365 days
4. Bookings X (Avg. ALOS from 2005-15) / 365 days
5. Bookings X (Avg. ALOS from 2011-15) / 365 days

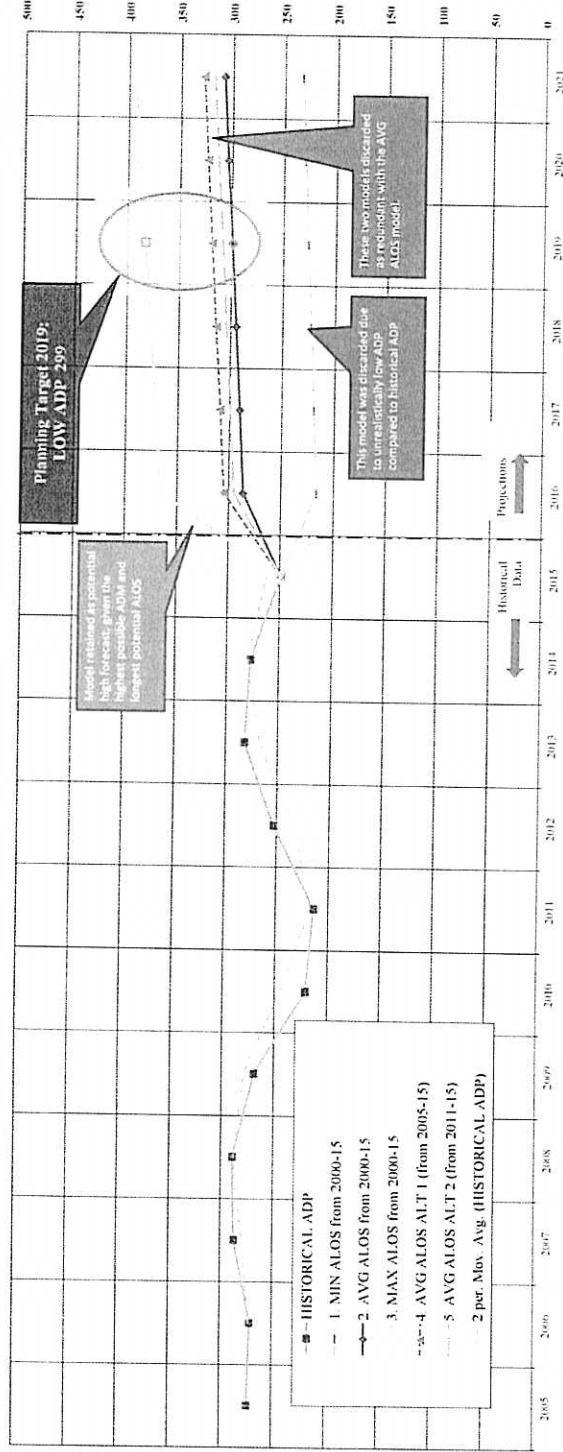
Daily Jail Population Projections - 2000-15 (by Booking Rate)

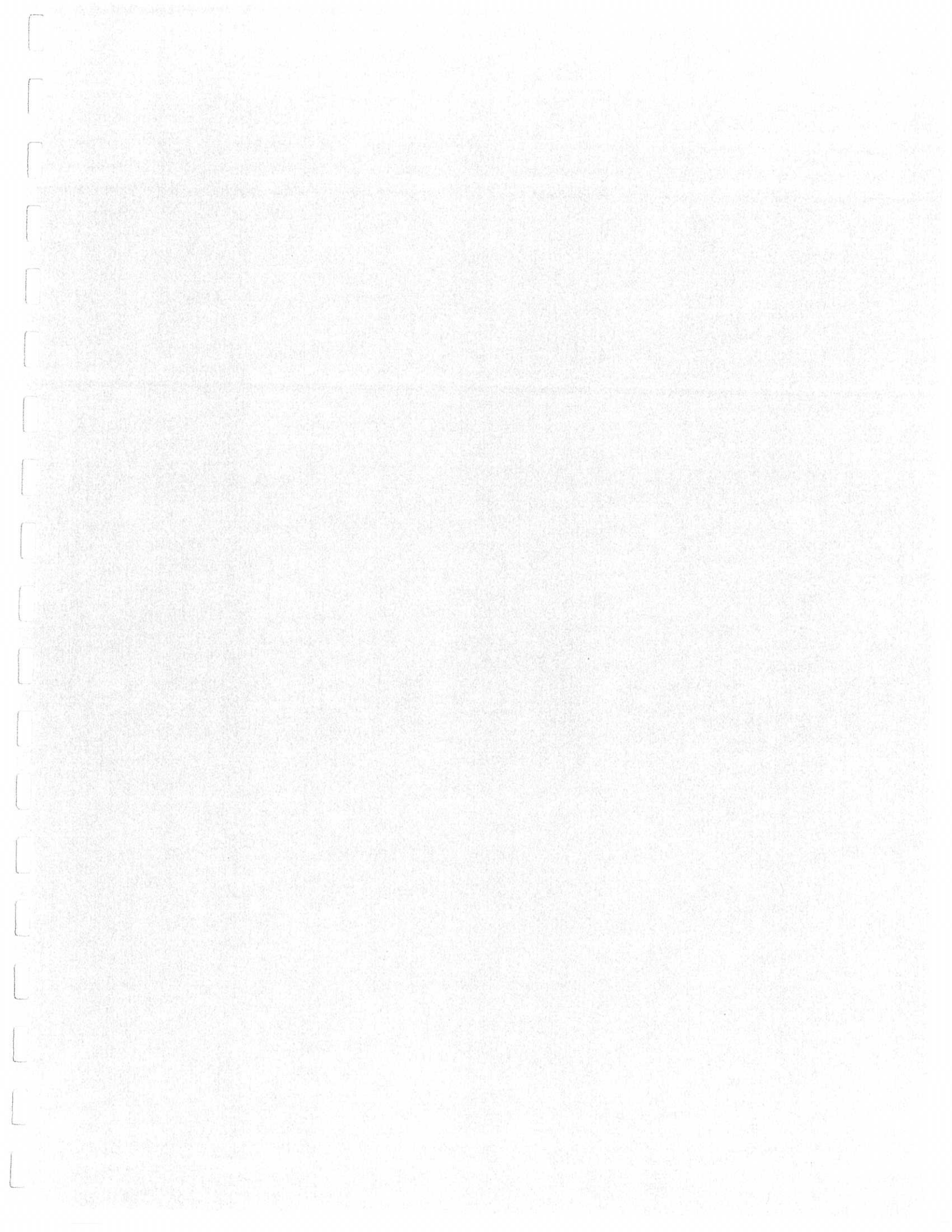
1. MIN ALOS from 2000-15
2. AVG ALOS from 2000-15
3. MAX ALOS from 2000-15
4. AVG ALOS ALT 1 (from 2005-15)
5. AVG ALOS ALT 2 (from 2011-15)

Applied Historic Rate	Historical Data										Projected Data										Analysis			
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2010-19	2000-19	Percent Change 2010-19	Percent Change 2000-19			
13.56	87,007	89,364	91,563	92,883	93,908	94,765	95,212	97,122	97,386	97,257	97,887	99,015	100,418	101,976	103,557	105,107	106,578	8,792	6,619	9%	10%			
17.94	5,826	5,610	5,717	6,114	5,176	4,923	4,224	4,432	4,483	4,512	4,430	4,393	4,456	4,531	4,591	4,663	4,728	-329	-782	-2%	-13%			
22.95	5,826	5,610	5,717	6,114	5,176	4,923	4,224	4,432	4,483	4,512	4,430	4,393	4,456	4,531	4,591	4,663	4,728	-329	-782	-2%	-13%			
19.10	274	271	287	289	269	221	211	253	282	277	249	233	226	229	233	236	240	1170	717	27%	13%			
18.49											249	216	219	222	229	236	240	1170	717	27%	13%			
13.56											249	216	219	222	229	236	240	1170	717	27%	13%			
17.94											249	216	219	222	229	236	240	1170	717	27%	13%			
22.95											249	216	219	222	229	236	240	1170	717	27%	13%			
19.10											249	216	219	222	229	236	240	1170	717	27%	13%			
18.49											249	216	219	222	229	236	240	1170	717	27%	13%			

to me, this whole section just seems superfluous. I'm not sure it adds any value to the analysis, and it's just a lot of numbers. I'd suggest removing it and going with the 11's below.

Average Daily Population Forecasts







**SENATE BILL 863, ADULT LOCAL
CRIMINAL JUSTICE FACILITIES
CONSTRUCTION FINANCING PROGRAM
PROPOSAL FORM**

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SECTION 1: PROJECT INFORMATION

A. APPLICANT INFORMATION AND PROPOSAL TYPE

COUNTY NAME Sutter		STATE FINANCING REQUESTED 20,000,000	
SMALL COUNTY (200,000 and UNDER GENERAL COUNTY POPULATION) <input checked="" type="checkbox"/>	MEDIUM COUNTY (200,001 - 700,000 GENERAL COUNTY POPULATION) <input type="checkbox"/>	LARGE COUNTY (700,001 + GENERAL COUNTY POPULATION) <input type="checkbox"/>	
TYPE OF PROPOSAL – INDIVIDUAL COUNTY FACILITY /REGIONAL FACILITY PLEASE CHECK ONE (ONLY):			
INDIVIDUAL COUNTY FACILITY <input checked="" type="checkbox"/>		REGIONAL FACILITY <input type="checkbox"/>	

B: BRIEF PROJECT DESCRIPTION

FACILITY NAME Sutter County Main Jail Expansion Phase 2		
PROJECT DESCRIPTION Construct New Program Space, New Intake Sallyport, New Kitchen, and Replace Female Dorm Housing Unit		
STREET ADDRESS 1077 Civic Center Boulevard		
CITY Yuba City	STATE CA	ZIP CODE 95993

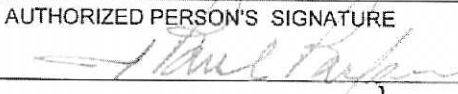
C. SCOPE OF WORK – INDICATE FACILITY TYPE AND CHECK ALL BOXES THAT APPLY.

FACILITY TYPE (II, III or IV) II	<input type="checkbox"/> NEW STAND-ALONE FACILITY	<input type="checkbox"/> RENOVATION/REMODELING	<input checked="" type="checkbox"/> CONSTRUCTING BEDS OR OTHER SPACE AT EXISTING FACILITY
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D. BEDS CONSTRUCTED – Provide the number of BSCC-rated beds and non-rated special use beds that will be subject to construction as a result of the project, whether remodel/renovation or new construction.

	A. MINIMUM SECURITY BEDS	B. MEDIUM SECURITY BEDS	C. MAXIMUM SECURITY BEDS	D. SPECIAL USE BEDS
Number of beds constructed	0	40	0	0

TOTAL BEDS (A+B+C+D)	40 with a Bid Alternate for 32 Medium Security Additional Beds
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E. APPLICANT'S AGREEMENT			
By signing this application, the authorized person assures that: a) the County will abide by the laws, regulations, policies, and procedures governing this financing program; and, b) certifies that the information contained in this proposal form, budget, narrative, and attachments is true and correct to the best of his/her knowledge.			
PERSON AUTHORIZED TO SIGN AGREEMENT			
NAME J. Paul Parker		TITLE Sheriff - Coroner	
AUTHORIZED PERSON'S SIGNATURE		DATE	
		8-25-15	
F. DESIGNATED COUNTY CONSTRUCTION ADMINISTRATOR			
This person shall be responsible to oversee construction and administer the state/county agreements. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)			
COUNTY CONSTRUCTION ADMINISTRATOR			
NAME Albert L. Sawyer		TITLE Assistant Director	
DEPARTMENT		TELEPHONE NUMBER	
Development Services		530-822-7400 Ext 304	
STREET ADDRESS			
1130 Civic Center Boulevard			
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
Yuba City	CA	95993	asawyer@co.sutter.ca.us
G. DESIGNATED PROJECT FINANCIAL OFFICER			
This person is responsible for all financial and accounting project related activities. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)			
PROJECT FINANCIAL OFFICER			
NAME Radell Sharrock		TITLE Administration and Finance Manager	
DEPARTMENT		TELEPHONE NUMBER	
Development Services		530-822-7400 Ext 390	
STREET ADDRESS			
1130 Civic Center Boulevard			
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
Yuba City	CA	95993	rsharrock@co.sutter.ca.us
H. DESIGNATED PROJECT CONTACT PERSON			
This person is responsible for project coordination and day-to-day liaison work with the BSCC. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)			
PROJECT CONTACT PERSON			
NAME Neal Hay		TITLE Senior Civil Engineer	
DEPARTMENT		TELEPHONE NUMBER	
Development Services		530-822-7400 Ext 318	
STREET ADDRESS			
1130 Civic Center Boulevard			
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
Yuba City	CA	95993	nhay@co.sutter.ca.us

SECTION 2: BUDGET SUMMARY

Budget Summary Instructions

Definitions of total project costs for purposes of this program (state reimbursed, county cash contribution, and county in-kind contribution) can be found in the "Budget Considerations" page 22 of the Senate Bill (SB) 863, Construction of Adult Local Criminal Justice Facilities (ALCJF's) Request for Proposals (RFP). The county cash and in-kind contributions are collectively the county contribution. Those defined costs in the RFP shall be the guide for accurately completing this budget summary section.

In the Budget Summary Table that follows in part D of this section, indicate the amount of state financing requested and the amount of cash and/or in-kind contributions allotted to each budget line-item, in total defining the total project costs. It is necessary to fully include each eligible project cost for state-reimbursed, county cash, and county in-kind contribution amounts.

The in-kind contribution line items represent only county staff salaries and benefits, needs assessment costs, transition planning costs and/or current fair market value of land. An appraisal of land value will only be required after conditional award and only if land value is included as part of the county's contribution.

The total amount of state financing requested cannot exceed 90 percent of the total project costs. The county contribution must be a minimum of 10 percent of the total project costs (unless the applicant is a small county petitioning for a reduction in the county contribution amount). County contributions can be any combination of cash or in-kind project costs. Small counties requesting a reduction in county contribution must state so in part A of this section. The County contribution must include all costs directly related to the project necessary to complete the design and construction of the proposed project, except for those eligible costs for which state reimbursement is being requested.

State financing limits (maximums) for all county proposals are as follows. For proposed regional ALCJF's, the size of the lead county determines the maximum amount of funds to be requested for the entire project:

- **\$80,000,000** for large counties;
- **\$40,000,000** for medium counties; and,
- **\$20,000,000** for small counties.

A. Under 200,000 Population County Petition for Reduction in Contribution

Counties with a population below 200,000 may petition the Board of State and Community Corrections (BSCC) for a reduction in its county contribution. This proposal document will serve as the petition and the BSCC Board's acceptance of the county's contribution reduction, provided the county abides by all terms and conditions of this SB 863 RFP and Proposal process and receives a conditional award. The county (below 200,000 population) may request to reduce the required match to an amount not less than the total non-state reimbursable projects cost as defined in Title 15, Division 1, Chapter 1, Subchapter 6, Construction Financing Program section 1712.3. If requesting a reduction in match contribution, check the box below to indicate the county's petition.

By checking this box the county hereby petitions for a contribution reduction request as reflected in the proposal budget.

B. Readiness to Proceed Preference

In order to attest that the county is seeking the readiness to proceed with the proposed project, the county included a Board of Supervisors' resolution doing the following: 1) identifying and authorizing an adequate amount of available matching funds to satisfy the counties' contribution, 2) approving the forms of the project documents deemed necessary, as identified by the board to the BSCC, to effectuate the financing authorized in SB 863 3) and authorizing the appropriate signatory or signatories to execute those documents at the appropriate times. The identified matching funds in the resolution shall be compatible with the state's lease revenue bond financing. Additionally see Section 6 "Board of Supervisors' Resolution" for further instructions.

This proposal includes a Board of Supervisors' Resolution that is attached and includes language that assures funding is available and compatible with state's lease revenue bond financing. See below for the description of compatible funds.

County Cash Contribution Funds Are Legal and Authorized. The payment of the county cash contribution funds for the proposed adult local criminal justice facility project (i) is within the power, legal right, and authority of the County; (ii) is legal and will not conflict with or constitute on the part of the County a material violation of, a material breach of, a material default under, or result in the creation or imposition of any lien, charge, restriction, or encumbrance upon any property of the County under the provisions of any charter instrument, bylaw, indenture, mortgage, deed of trust, pledge, note, lease, loan, installment sale agreement, contract, or other material agreement or instrument to which the County is a party or by which the County or its properties or funds are otherwise subject or bound, decree, or demand of any court or governmental agency or body having jurisdiction over the County or any of its activities, properties or funds; and (iii) have been duly authorized by all necessary and appropriate action on the part of the governing body of the County.

No Prior Pledge. The county cash contribution funds and the Project are not and will not be mortgaged, pledged, or hypothecated by the County in any manner or for any purpose and have not been and will not be the subject of a grant of a security interest by the County. In addition, the county cash contribution funds and the

Project are not and will not be mortgaged, pledged, or hypothecated for the benefit of the County or its creditors in any manner or for any purpose and have not been and will not be the subject of a grant of a security interest in favor of the County or its creditors. The County shall not in any manner impair, impede or challenge the security, rights and benefits of the owners of any lease-revenue bonds sold by the State Public Works Board for the Project (the "Bonds") or the trustee for the Bonds.

Authorization to Proceed with the Project. The Project proposed in the County's SB 863 Financing Program proposal is authorized to proceed in its entirety when and if state financing is awarded for the Project within the SB 863 Financing Program.

C. California Environmental Quality Act (CEQA) compliance

Has the county completed the CEQA compliance for the project site?

Yes. If so, include documentation evidencing the completion (preference points).

No. If no, describe the status of the CEQA certification.

D. Budget Summary Table (Report to Nearest \$1,000)

LINE ITEM	STATE REIMBURSED	CASH CONTRIBUTION	IN-KIND CONTRIBUTION	TOTAL
1. Construction	\$ 15,098,000	\$ 0		\$15,098,000
2. Additional Eligible Costs*	\$ 1,191,000	\$ 0		\$ 1,191,000
3. Architectural	\$ 1,550,000	\$ 0		\$ 1,550,000
4. Project/Construction Management	\$ 2,145,000	\$ 7,000		\$ 2,152,000
5. CEQA	\$ 0	\$ 0		\$ 0
6. State Agency Fees**	\$ 16,000	\$ 265,000		\$ 281,000
7. Audit		\$ 25,000	\$ 0	\$ 25,000
8. Needs Assessment		\$ 70,000	\$ 10,000	\$ 80,000
9. Transition Planning		\$ 0	\$ 20,000	\$ 20,000
10. County Administration			\$ 506,000	\$ 506,000
11. Land Value			\$ 0	\$ 0
TOTAL PROJECT COSTS	\$ 20,000,000	\$ 367,000	\$ 536,000	\$ 20,903,000
PERCENT OF TOTAL	96%	2%	2%	100.00 %

* Additional Eligible Costs: This line item is limited to specified fees and moveable equipment and moveable furnishings (eligible for state reimbursement or cash contribution), and public art (eligible for cash contribution only)

** For State Agency Fees: State reimbursable costs include Real Estate Due Diligence only. State Fire Marshal fees may only be claimed as cash match.

Provide an explanation below of how the dollar figures were determined for each of the budget categories above that contain dollar amounts. Every cash contribution (match) line item shall be included with a reporting of the full amount budgeted unless a line item is not an actual cash contribution project cost for the county. (In that case, indicate so below.) For each budget category explanation below, include how state financing and the county contribution dollar amounts have been determined and calculated (be specific).

- 1. Construction (includes fixed equipment and furnishings) (state reimbursement/cash match):** \$15,098,000 State Reimbursement / \$0 Cash Match. The construction estimate is a preliminary estimate prepared by Jacobs Project Management Company from Pre-Design documents prepared by our design architectural firm Dewberry. Unit costs were utilized for the identified areas and the listed number includes a 10% contingency as well as the necessary escalation factors to the mid-point of construction. The cost also includes anticipated improvements to an existing structure to comply with the state requirements for life / fire safety and seismic standards. Please see Appendix B for a Detailed Project Construction Estimate.

2. **Additional Eligible Costs (specified allowable fees, moveable equipment and furnishings, and public art)**
- a) **Define each allowable fee types and the cost of each:** The Budget Summary Table includes the following items:
Connection Fees and City Permits: \$50,000 – The Jail has its sewer and water service provided by the City of Yuba City.
Jail Management Software: \$698,000 – Purchase and install a new software program to replace the current DOS-based version of JALAN, Version 9.1.1.0.01
 - b) **Moveable equipment and moveable furnishings total amount:** \$443,000 which is 4% of the estimated construction amount. The amount is 1% higher than normal due to the expected additional classroom equipment that may be needed in the new program spaces.
 - c) **Public art total amount:** \$0

3. **Architectural(state reimbursement/cash match):** \$1,550,000 State Reimbursement / \$0 Cash Match

- a) **Describe the county's current stage in the architectural process:** The County has completed a Pre-Design effort to prepare a preliminary floor plan. The layout and sizing of all areas was developed through onsite meetings between the users (Jail Staff, Medical Staff, Maintenance personnel) and our consultant team comprised of Dewberry Architects and Jacobs Project Management Company.
- b) **Given the approval requirements of the State Public Works Board (SPWB) and associated state reimbursement parameters (see "State Lease Revenue Bond Financing" section in the RFP), define which portions/phases of the architectural services the county intends to seek state dollar reimbursement:** The County intends to seek reimbursement for all phases of the architectural services and will not begin work until after project establishment. The County will utilize the same firm which was competitively selected following our AB 900 Phase II Conditional Award, Dewberry with an office in Sacramento.
- c) **Define the budgeted amount for what is described in b) above:** \$1,550,000 is budgeted for architectural services and was developed using 14% of the construction estimate. The architectural services price includes the work of Dewberry and their Sacramento based sub-consultants to develop the Schematic Design, Design Development and Construction Documents for the proposed project. The team is very familiar with our existing conditions due to their involvement with our AB 900 Phase II project.
- d) **Define which portion/phases of the architectural services the county intends to cover with county contribution dollars:** None

Define the budgeted amount for what is described in d) above: \$0

4. **Project/Construction Management - Describe which portions/phases of the construction management services the county intends to claim as:**

- a) **Cash** \$7,000 which the County will pay as part of the construction phase. The cost estimate for Project Management / Construction Management services includes not only work by Jacobs on the project through all phases of design,

but also the daily management of the construction site and all involved personnel during the work. There scope will include design value engineering, cost management and work sequencing while we operate a secure jail during a construction project. The total listed cost of \$2,152,000 includes not only anticipated work by Jacobs, but also work by additional specialized consultants and testing agencies to assist with the development of the Construction Documents and then assure the field work meets the specified requirements. The County expects to have Level One Site Assessment performed, conduct hazardous materials testing, as well as the standard construction compliance testing. The total cost is based on a total percentage of just over 14% of the construction cost estimate. Some particular tasks were reduced in budgeted cost based on our AB 900 Phase II application and subsequent experience to date.

b) In-Kind Not Allowed

5. **CEQA – may be state reimbursement (consultant or contractor) or cash match**
The County has specified no CEQA costs since the County already filed a Notice of Exemption, submitted it to the State Clearinghouse for the 30-day comment period and have provided a letter from our County Counsel's office affirming that no comments were received.
6. **State Agency Fees – Counties should consider approximate costs for the SFM review which may be county cash contribution (match). \$16,000 for the due diligence costs which may be county cash contribution (match) or state reimbursement.** The State Agency Fees include \$16,000 for the Real Estate Due Diligence which has proven to be sufficient based on our AB 900 Phase II project. The State Fire Marshal fee is estimated at \$265,000 (\$40,000 for drawing submittal reviews and \$225,000 for field inspection) and the County will pay it as part of our Cash Contribution.
7. **Audit of Grant - Define whether the county is intending to use independent county auditor (in-kind) or services of contracted auditor (cash) and amount budgeted:** The County intends to utilize an outside auditor to review the project's financial documents following completion. The budgeted amount is based on prior experience our Department has with consulting firms conducting annual independent audits of our Road Fund.
8. **Needs Assessment - Define work performed by county staff (in-kind), define hired contracted staff services specifically for the development of the needs assessment (cash match) :** A Needs Assessment Amendment was generated specifically for this project and relied upon the services of Dewberry for evaluation of the existing facility and conceptual project plans for the proposed work, a preliminary cost estimate by Jacobs, review and analysis of the Jail operational statistics including Average Daily Population projections by Dewberry and consolidation of the materials into the Amendment by County staff.
9. **Transition Planning – Define work performed by county staff (in-kind), define the staff hired specifically for the proposed project (cash match):** The County will utilize Sheriff's Jail Staff to complete the planning and preparation for incorporating the new spaces into the facility' operation.

- 10. County Administration – Define the county staff salaries/benefits directly associated with the proposed project.** The specified cost is an estimate for two personnel from the County’s Development Services Department to oversee and direct the design phase, including the preparation and submittal of all required project documents, as well as be involved with all aspects of the project throughout construction. Using the Section 3 Project Timeline, the percentage of hours to be spent by each person each year was estimated. The following is the critical information:

Senior Civil Engineer (Rate: \$121/hr.): 2080 hours total from FY 2015-16 to FY 2020-21 - $\$121 \times 2080 \text{ hrs.} = \$251,680$

Engineer / Architect (Rate: \$104/hr.): 2449 hours total from FY 2015-16 to FY 2020-21 - $\$104 \times 2449 \text{ hrs.} = \$254,696$

- 11. Site Acquisition - Describe the cost or current fair market value (in-kind):** The County has not specified a current fair market value in our Budget Summary Table. Since Sutter County has a population below 200,000 and we are petitioning for a reduction in the County’s contribution, we do not intend to utilize the Land Value as part of our In-Kind Contribution. Doing so would require a commercial land appraisal and it would also require additional review time and cost by the State Department of General Services as part of our Real Estate Due Diligence submittal.

SECTION 3: PROJECT TIMETABLE

Prior to completing this timetable, the county must consult with all appropriate county staff (e.g., county counsel, general services, public works, county administrator) to ensure that dates are achievable. Please consult the "State Public Works Board (State Capital Outlay Process)/Board of State and Community Corrections Processes and Requirements" section, page 30 of the RFP for further information. Complete the table below indicating start and completion dates for each key event, including comments if desired. Note the required time frames for specific milestone activities in this process. The BSCC Board intends to make conditional awards at its November 2015 board meeting.

KEY EVENTS	START DATES	COMPLETION DATES	COMMENTS
Site assurance/comparable long-term possession <u>within 90 days of award</u>	12/2015	1/2016	County owns parcel in fee-title where all improvements will occur.
Real estate due diligence package submitted <u>within 120 days of award</u>	12/2015	2/2016	Package was previously prepared for AB 900 Phase II award. Minor update required.
SPWB meeting – Project established <u>within 18 months of award</u>	12/2015	6/2016	June 2016 SPWB meeting includes County submission in April 2016
Schematic Design with Operational Program Statement <u>within 24 months of award</u> (design-bid-build projects)	7/2016	12/2016	Includes 2-months for BSCC / SFM review/approval of Schematic Design
Performance criteria with Operational Program Statement <u>within 30 months of award</u> (design-build projects)			N/A – Project is Design/Bid/Build
Design Development (preliminary drawings) with Staffing Plan	1/2017	8/2017	Includes 2-months for BSCC / SFM review and approval plus 2 months for SPWB approval
Staffing/Operating Cost Analysis approved by the Board of Supervisors	3/2017	4/2017	Will be completed in advance of the Preliminary Plan submittal to BSCC
Construction Documents (working drawings)	9/2017	6/2018	Includes 2-months for BSCC / SFM review and approval plus 2 months for DOF approval
Construction Bids or Design-Build Solicitation	7/2018	10/2018	We expect to advertise the project for at least 40 working days

Notice to Proceed <u>within 42 months of award</u>	11/2018	4/2019	Includes PMIB Loan Processing and DOF approval to award construction contract
Construction (maximum three years to complete)	5/2019	4/2021	
Staffing/Occupancy <u>within 90 days of completion</u>	5/2021	7/2021	

SECTION 4: FACT SHEET

To capture key information from Section 5: Narrative, applicants must complete this Fact Sheet. Minimal information is requested. Narrative information or explanations are not to be included on this Fact Sheet nor as part of the tables in this section. Explanations of what is provided in these tables may be included in the Narrative section of the Proposal Form. Proposal narratives may include reference back to one or more of these specific tables (e.g., refer to Table 4 in Section 4 Fact Sheet).

Table 1: Provide the following information

1.	County general population	97,386 (2013)
2.	Number of detention facilities	One
3.	BSCC-rated capacity of jail system (multiple facilities)	352
4.	ADP (Secure Detention) of system	282 (2013)
5.	ADP (Alternatives to Detention) of system	38 (2013)
6.	Percentage felony inmates of system	51% (2013)
7.	Percentage non-sentenced inmates of system	76% (2013)
8.	Arrests per month	370 (2013)
9.	Bookings per month of system	369 (2013)
10.	"Lack of Space" releases per month	0 (2013)

Table 2: Provide the name, BSCC-rated capacity (RC) and ADP of the adult detention facilities (type II, III, and IV) in your jurisdiction (county)

	Facility Name	RC	ADP
1.	Sutter County Jail – Type II	352	282 (2013)
2.			
3.			

Table 3: List the current offender programming in place and the ADP in each program

Pre-Trial Program		ADP
1.	Moral Reconciliation Therapy	16
2.	Coping with Anger	4
3.	Peer Relationships	8
4.	General Educational Development (GED)	15
5.	Alcoholics Anonymous	15
6.	Narcotics Anonymous	15
Sentences Offender Program		ADP
1.	Moral Reconciliation Therapy	16
2.	Coping with Anger	4
3.	Peer Relationships	8
4.	Alcoholics Anonymous	15
5.	Narcotics Anonymous	15
6.		

Table 4: List of the offender assessments used for determining programming

Assessment tools		Assessments per Month
1.	Risk Assessment to Re-offend (Done prior to release)	5
2.	Substance Abuse Assessment (Evaluation for drug treatment)	10
3.		
4.		
5.		
6.		

SECTION 5: NARRATIVE

- 1. Statement of Need: What are the safety, efficiency, and offender programming and/or treatment needs addressed by this construction proposal? Please cite findings from the needs assessment (through 2019) submitted with this proposal.**

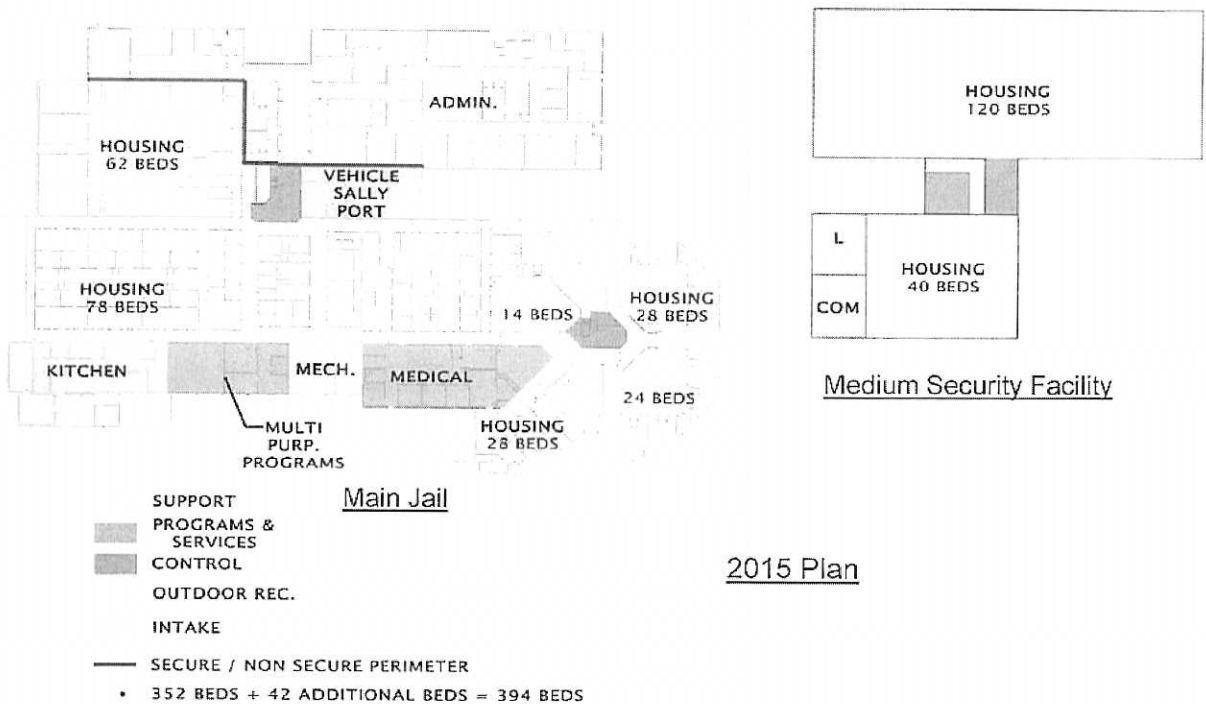
AB900 Financing: Sutter County was provided with a conditional award of AB 900 Phase II financing in the amount of \$9,741,000 on March 8, 2012 by the Corrections Standards Authority Board. Currently our project schedule anticipates authorization for approval to bid by December 2015, with expected contract award in March 2016 followed by the start of construction in May 2016.

Proposal Overview: The project proposed to utilize SB 863 financing, the Main Jail Expansion Phase 2, entails expanding portions of the existing jail to add intake, medical, program space and replacement in-kind which results in minor increase in housing rated capacity, all within the facility's existing site boundaries. The current Bed Rated Capacity of the facility is 352, with an increase to 394 from the AB 900 project and maintaining the capacity at 394 with the proposed project. Based on the variability of construction costs over the next few years, our proposed SB 863 project does include an increase to 426 if a small housing module is constructed. The proposed project is the second phase of the master plan developed by our architectural firm, Dewberry, during preliminary design efforts for the AB 900 Phase II project. During that process, Dewberry evaluated the County's situation, identified limitations / opportunities, and developed a long-term approach to systematic improvements for inmate services and operational efficiency. Their efforts identified the following challenges:

- The proximity to the new Sutter County Courthouse being constructed on an adjacent site made it attractive to expand our current facility.
- The project operationally connects elements of the existing jail as well as providing recommended program areas adjacent to the new and existing housing units, which are deficient in program space. All future housing units are planned with decentralized program space to provide the necessary increased space, while minimizing inmate movement.
- The project addresses a very important operational need with the development of a new booking / intake / vehicle sallyport area. After a careful review of previous facility needs assessments and additional professional walkthroughs, evaluations, and staff input, the developed space provides proper holding, circulation, inmate diversion, medical evaluation, property storage and court transfer opportunities.
- The project locates a new kitchen adjacent to the Medium Security Dorm Housing Unit and closer to the center of the final master plan. While the AB 900 Phase II project includes kitchen storage upgrades, they alone will not meet the long-term needs of the facility with a kitchen originally designed to serve 78 inmates. The kitchen location in each project allows the jail to maintain food service operation through construction without major interruption. The new food preparation area is designed with adjacent classroom area to facilitate a culinary program. Although the new kitchen is sized for the 2019 capacity, it is designed to grow in order to meet the potential future needs of the master plan.

- The final element of the project identified the need for additional beds in single or double occupancy cells. A new Female forty (40) bed cell unit replacing the Female forty (40) bed open dorm unit being demolished increases the operational flexibility for classification as well as increasing the percentage of inmates in cells to 43% ($78+52+40 = 140/394$) after the project is complete.

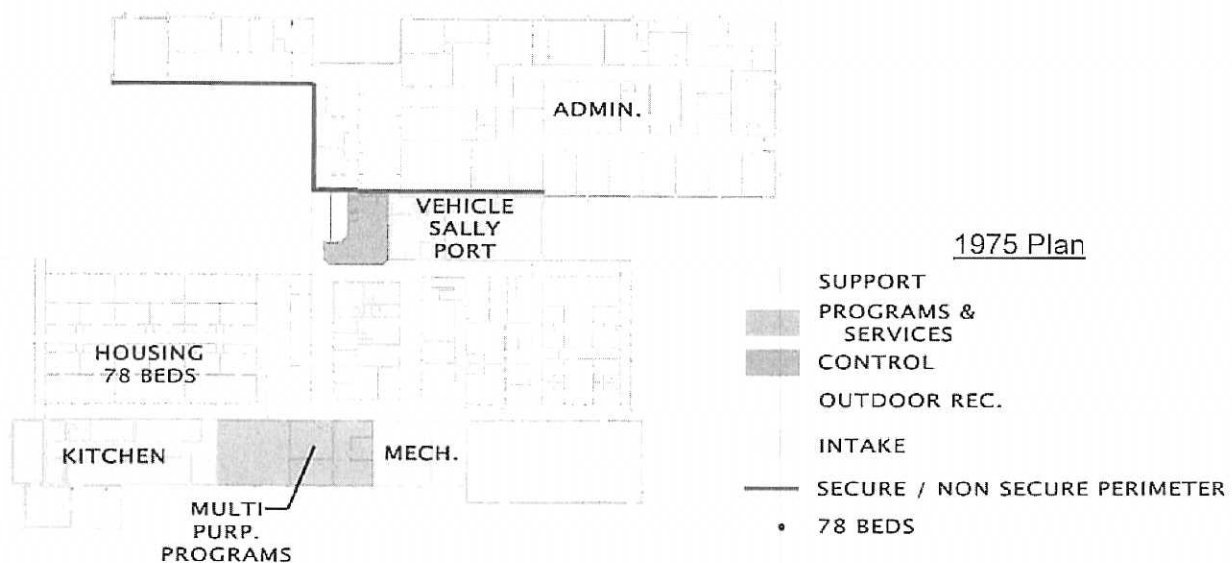
Programming and Treatment Needs: Inmate programs are severely hampered by the lack of adequate space to properly support teacher / student workspaces. Although the AB 900 Phase II project will provide some additional programming space for inmates with the addition of one multipurpose room, it is not sufficient to meet all of our current or future needs. Currently, the jail has two spaces utilized for programs. In the Main Jail, the program area measures 598 sq. ft. (23'-4" x 25'-8"), and supports approximately 145



inmates. It was converted from the original dining area in the 1975 plan, so it possesses very poor acoustics. The room is used for video arraignments each weekday, church services, some jail meetings and it is the only educational area. This ineffective room is being used well beyond its intended purpose and requires constant reconfiguration, which constitutes an operational accommodation as a result of the excessive OSI.

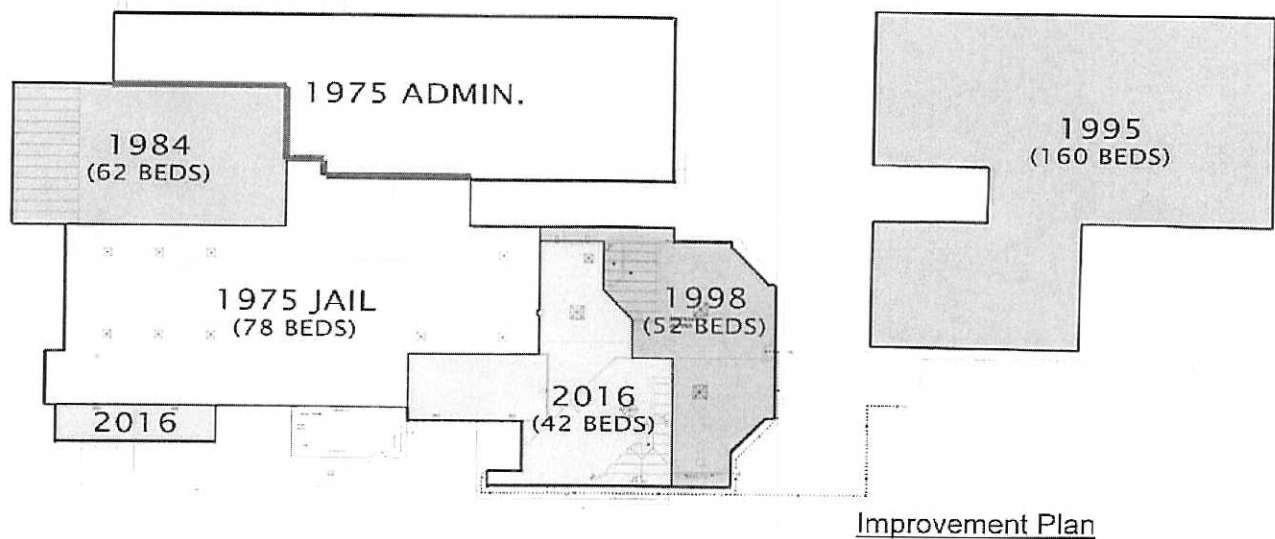
The only other programming space available for the Jail is a small 306 sq. ft. multipurpose room (13' x 23.5'), supporting the 158 bed Medium Security Facility. This room is currently used for programs for sentenced inmates and church services. Additionally, the classroom serves a dual purpose as the Medical Examination Room for those inmates housed in the facility. This room requires extremely close scheduling around each function as it is far too small to adequately support the number of functions and users required of it.

Safety & Efficiency Needs: The existing Main Jail, which includes the Medical Exam Area, Kitchen, Sallyport / Intake Area, Video Area Classroom, the Male Maximum Security 8-Man Cells and the Female Maximum Security Cell Housing, was originally constructed in 1975 with a Rated Capacity of 78 Beds.



Past improvements to the Jail have included the following:

Male Maximum Security Dorm Housing	1984	62 Beds
Male Minimum / Medium Security Dorm Housing	1995	120 Beds
Female Minimum / Medium Security Dorm Housing	1995	40 Beds
<u>Male Maximum Security Single Cell Housing</u>	<u>1998</u>	<u>52 Beds</u>
TOTAL		274 Beds



The core areas (Programs, Intake, Medical, and Kitchen) have not been altered, despite the addition of housing. The listed housing additions were vital to raise the jail's capacity due to the increasing inmate population over the years; however, the availability of funds eliminated the opportunity to expand the key inmate support areas. Consequently, the jail's housing capacity is not in a favorable proportional relationship with the Inmate Support Areas: Programs, Medical, Intake, Kitchen, and Laundry. The Inmate Support Areas are considered the Core Services and their size and ability to service the inmate population constitutes the jail's Core Capacity which is independent of its Housing Capacity. The ratio of the Housing Capacity to the Core Capacity can be

termed the **Operational Stress Index, OSI**. Ideally, a facility should operate with an OSI less so than one (1) so the core support services capacity always exceeds the actual number of inmates on hand. Due to financial limitations, most jails or prisons, whether state or local, operate without such a favorable OSI, but 1 to 1.3 is considered acceptable. Unfortunately, the majority of the necessary improvements at the Sutter County Jail have only focused on Housing and the current OSI is 4.63 (352 / 78).

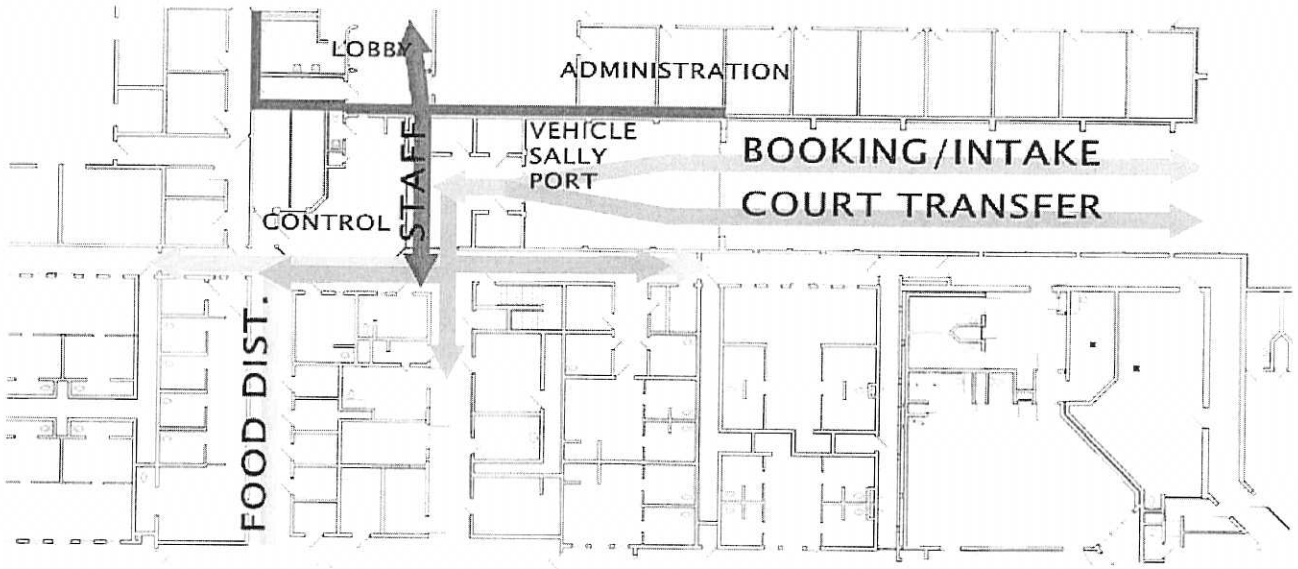
The AB 900 Phase II project which is in progress will dramatically improve the medical services for the inmates through the addition of an Outpatient Medical Services Area, Safety Cell, and a Negative Pressure Cell. While the project will add storage space at the Kitchen, it will not provide more space or equipment to prepare meals for the inmates. Adjacent to the new housing units, the project will add a Multipurpose Room for inmate programs. Consequently, upon the completion of the AB 900 Phase II project, the Rated Bed Capacity will increase to 394 and the **OSI will be 5.05 (394 / 78)**. With such an out of balance OSI, the Sheriff's correctional officers make all types of operational accommodations to perform the required functions at the jail. In making these adjustments due to the facility's limitations, other effects present themselves such as Staff stress and turnover, disproportionate maintenance costs on equipment that is utilized beyond its useful life, and compromised security as the preferred classification scenario cannot always be selected.

Kitchen: The kitchen was built in 1975 to support 78 inmates. The kitchen staff today prepares meals for all inmates in the same space. A small project in 1998 added a small receiving vestibule, but did not expand the food preparation areas. The undersized kitchen and its related support areas are still overcrowded and are operating

well beyond their design capacity. The lack of adequate storage space causes a major safety risk and routinely stops meal preparation when the staff (civilian and inmates) must stop to receive, process, and store supplies. Constantly moving heated food carts, which are large and weigh about 500 pounds, through the kitchen work areas creates a safety hazard as workers must always stay on alert to avoid injury. There is no designated area to safely park plastic carts used for transporting food, especially during deliveries. The galley style cooking area is congested, creating a safety hazard and it adds time required to properly clean the equipment. Insufficient pantry shelf space prevents storing monthly stocks of food and requires purchasing food weekly, creating extra deliveries. These extra deliveries increase food costs due to the fuel surcharges added to delivery invoices. Although the AB 900 Phase II project will provide us with a new enlarged freezer and walk-in cooler to address some of the storage challenges. **The kitchen's limited size in use well beyond its intended purpose constitutes an operational accommodation as a result of the excessive OSI.**

Intake Sallyport / Booking: The site master plan relocates the jail to a more centralized and accessible location to support future expansion. The current physical layout of the intake / release and booking areas prevent the efficient monitoring of in-custody arrestees by staff. The vehicle sallyport area is not configured as a drive-through, but rather as one way in and out, thus creating a safety issue when backing. Consequently, during very busy peak periods, there is the potential for a patrol car to be blocked by another vehicle, should officers leave their vehicle and walk an arrestee into

the facility. The area will not accommodate buses and larger vehicles forcing officers to walk arrestees into the facility, which present officer safety and escape risk issues.



Existing Intake / Sallyport Plan

In 1975, the current arrestee intake / release and booking areas were established to support the 78 bed facility. The limited space and circuitous configuration of these two areas hinders the safe, efficient, and expeditious identification and processing of in-custody arrestees into the facility. The small intake area has only two holding cells for intake and the temporary placement of arrestees and neither has toilet or drinking facilities, which does not meet current BSCC standards. The intake booking area is where all inmates are assembled and processed for transportation to and from the Courthouse.

The Control Room, also built in 1975, is where actual bookings are conducted with only two side-by-side booking stations. Since 2000, total monthly bookings range from 400 to 500. If each individual were processed, evaluated, and classified in one day, the intake unit would require 14-17 cells. Since intake requires 48 hours minimum, our

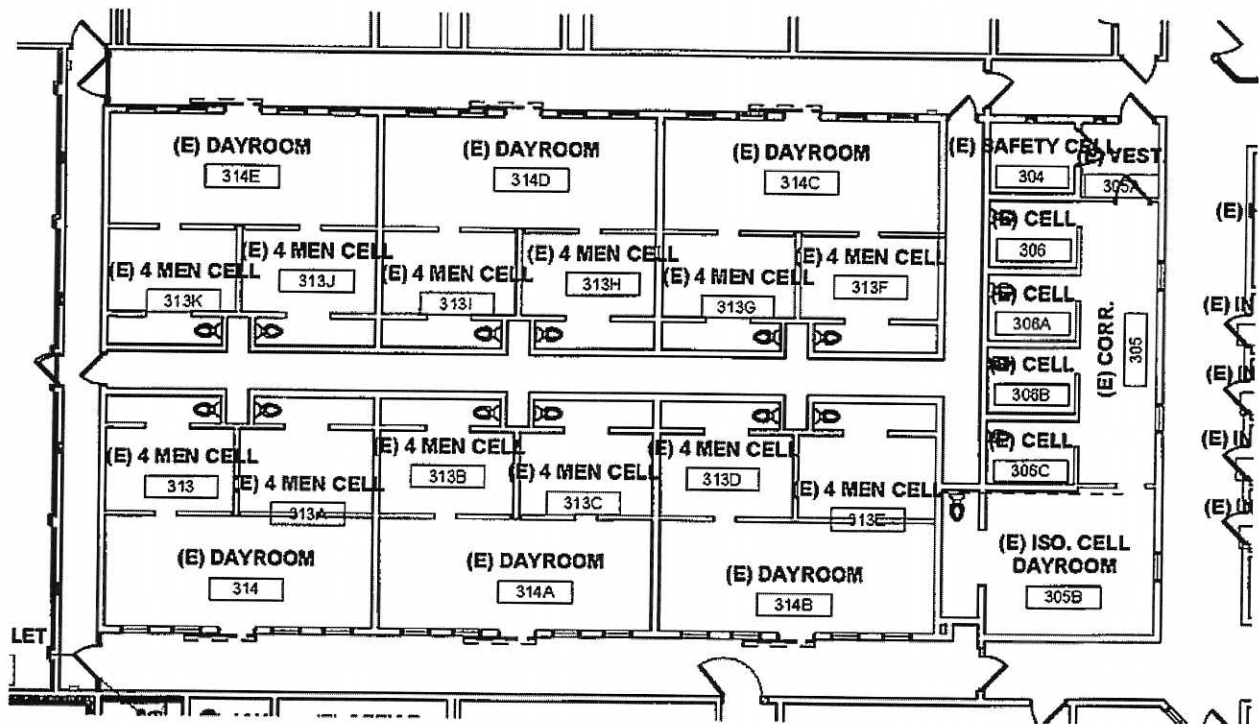
number of intakes could require a unit of 27-34 beds to address our regular need over the past 15 years. All non-housing areas require similar increases. With little room for paperwork and computers, they constantly stay cluttered during the booking process. This area maintains the control panel providing access into and out of the jail and controls alarms to other diverse areas. The jail's Sergeants use the area as an office to monitor activities and prepare their daily reports. This exceptionally busy and overcrowded area is highly inefficient for conducting effective and complex daily work, while maintaining the security of the facility and the safety of inmates entering and exiting the jail. **Once again, an area that was originally designed and intended to serve a certain population and booking rate is being used with the necessary operational accommodations well past its capacity due to the excessive OSI.**

Housing: As previously identified, the jail has undergone a number of bed increasing projects since its original construction in 1975. At the time of their design and construction, they were intended to meet the needs of the expected population. The type of housed inmates resulting from AB 109, plus the local County inmates, requires a greater level of separation than the current facility can provide. Due to the required separation of inmates based on classification, the Sheriff's Office currently, and will continue to struggle with the Actual Housing Capacity of the Jail, which requires some vacancy to allow placement of inmates by classification, rather than by vacancy, as well as separations which do not exist in the current configuration.

At the Medium Security Facility, nearly 98% of the beds are double bunked in open dormitories. There are 40 female beds, which represent just 11.4% of the total bed capacity of the jail. Although the AB 900 Phase II project will provide 14 additional

Female Medium Security beds in an open bay dormitory unit, the lack of beds for segregation of females continues to severely constrain staff's ability to adequately classify and separate the females housed in the facility, be it due to needs associated with behavior, offense, gang affiliation, or other factors. The Medium Security Facility has a rated capacity of 120 male inmates, but it cannot be used to that capacity due to the types of inmates entering the facility with needs similar to those of the females. The ability to manage the allocation of jail beds, concurrent with demographic shifts in the jail, presents a continual challenge for correctional staff to adequately manage the population.

The Main Jail comprises the most significant challenges where medium and maximum security inmates are housed. Housing units in the original portion of the main jail are arranged on a linear/rectangular basis, surrounded by a perimeter corridor which was the governing corrections supervisory approach at that time. This arrangement prevents direct line of sight from any control station into the 8-man cells, and creates long circuitous walking distances for inmates during movements and for correctional staff during inspections. The existing cell block configuration severely limits opportunities for direct supervision management; however the arrangement is functional in cases involving the ability to separate people into small groups. The layout would be closer to meeting today's BSCC square footage standards if each four (4)-man cell was reduced to a two (2)-man cell and used for segregation.

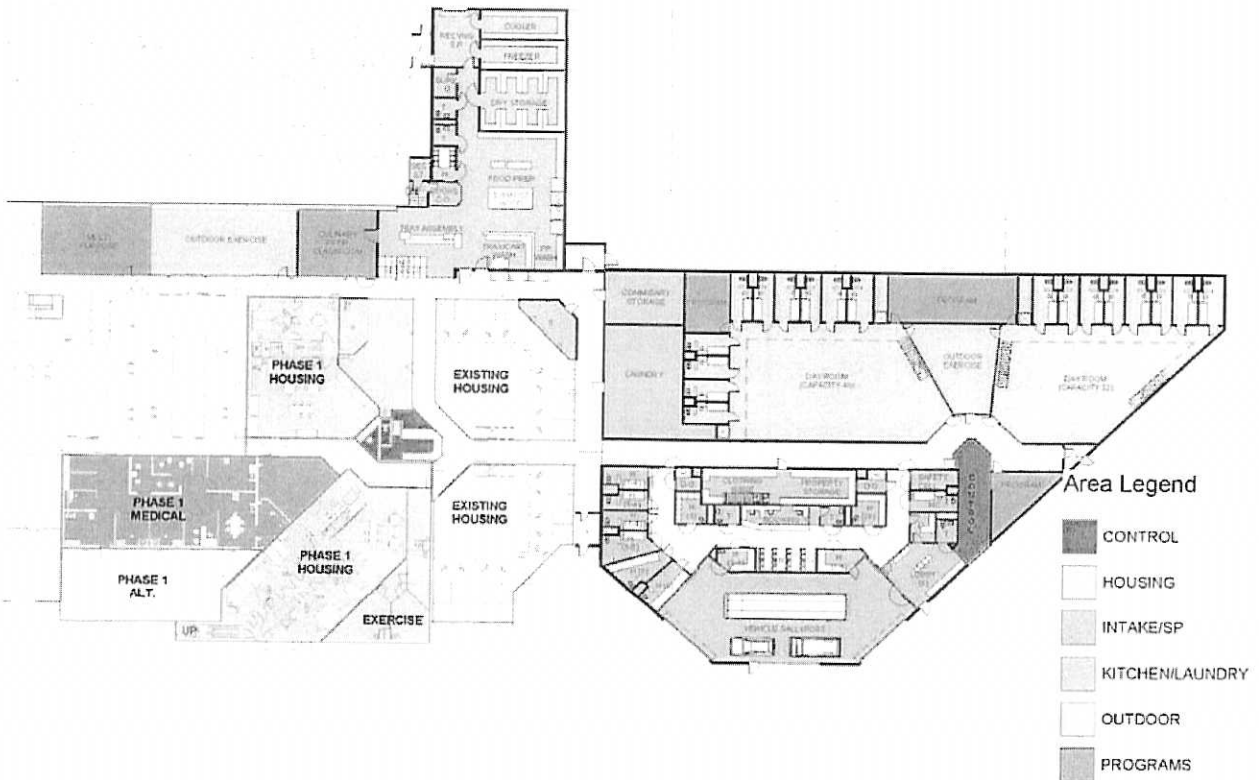


1975 - 2015 8-Man Cell Plan

2. Scope of Work: Describe the areas, if any, of the current facility to be replaced or renovated, and the nature of the renovation, including the number of cells, offices, classrooms or other programming/treatment spaces to be replaced or added and the basic design of the new or renovated units.

Project Description: The Main Jail Expansion Phase 2 project entails expanding the existing jail in an easterly direction to add much needed Inmate Support Services in a more centralized location. This project would expand the footprint of the facility to include:

- Adding five (5) new program areas
- Adding a new vehicle sallyport / intake entrance and booking station
- Adding a new Kitchen, new Laundry Room and Commissary storage area
- Replacing a 40-bed female housing unit
- Possibly adding inmate housing through a bid-alternate 32-bed male housing unit



SB 863 Proposed Project

Inmate Program Areas: Five programming areas would be added to facilitate existing and new programs administered by the County's Probation Department and Health Department. The new spaces will accommodate the various classifications in the jail and offer the opportunity for more inmates to take advantage of the programs. The new spaces will be centrally located and include a Kitchen Culinary Classroom directly adjacent to the planned new Kitchen. The new spaces are various sizes and shapes to fit the available layout and offer flexibility in the types of offered programs while providing sufficient space for future inmate course curriculum.

Support Areas:

Kitchen – The project would build a new kitchen facility with modern and efficient equipment on the east side of the current Sheriff's Office Administration building. The area would include a secured receiving dock along with adequate cold, freezer

and dry storage to accommodate more efficient delivery sizes less often. With ample preparation area and sufficient width travel ways it would greatly improve the kitchen's ability to service the inmates.

Intake / Sallyport / Booking Areas – The proposed new Intake / Sallyport / Booking area for the jail will be located directly east of the existing Male Maximum Security Housing Unit off the facility's private driveway. It will consist of a drive-through sallyport with roll up gates with adequate room for a bus or multiple transport vans and patrol vehicles. It would include a state of the art Central Booking Station with the appropriate combination of holding cells, sobering cells, and a safety cell meeting the latest BSCC standards. It would also contain a Medical Intake Office and Medical Observation Cell. There will be areas for dress-in / out and a lobby area with open seating for arrestees along with the necessary spaces for inmate Clothing Issue and a Property Room. The new area would dramatically facilitate flow inside the facility, improving staff efficiency and reducing overall man-hours for the jail's operation.

Laundry / Commissary Storage – The project would construct new Laundry Room and Commissary storage areas in a location close to their existing spaces. In the laundry facility, new energy and water-efficient equipment would be provided to increase the productive capacity and mitigate problems in these areas.

Based on the Average Daily Population analysis included in the attached Needs Assessment 2015 Amendment V. 1.2, the required total beds is 348 in 2019 as shown in the table, *Forecasted Jail Bed Requirements*. **The Operational Stress Index is**

expected to be lowered to 0.92 by these additions, with core matching the capacity of 426, and housing at 394 (394/426).

Housing Areas: The project would include demolishing the existing Female Minimum / Medium Security Dorm Housing with 40 beds and constructing a new Female 40-bed Medium Security Single-Cell Housing Unit, designated E-Pod. The E-Pod would be comprised of 10 double-bunked single cells on the upper and lower tiers which border a common dayroom. The project includes the potential to construct one Male 32-bed Medium Security Housing Unit designated F-Pod depending on the estimated project costs once design is complete. The F-Pod would be comprised of 8 double-bunked single cells on the upper and lower tiers which border a common dayroom. The new pods with their adjoining dayrooms and recreation yard would be directly observable from a centralized Control Room continually staffed with a correctional officer. A floor officer will conduct hourly cell checks throughout the Pods and provide for care, safety and security for the inmates. The construction of the proposed Female and Male Single-cells is intended to address the segregation issues that accompany current and expected future inmates. These new units will provide direct visual monitoring of inmates, reduce overcrowding due to classification as they provide for proper segregation, offer better safety for the inmates and staff, and improve the overall efficiency of the jail.

Site Improvements: To improve the jail facility's security, various site enhancements are included in the project. A paved perimeter road would be created along with controlled access gates along the southern driveway and a new northern paved parking are designated for all Sheriff's employee's vehicles as well as all official vehicles.

Additionally, the project includes the purchase and implementation of a new Jail Management Software System. The current system in use is a DOS-based version of JALAN with its difficult user interface and limited data analysis tools. The data required to generate and support the accompanying Needs Assessment 2015 Amendment V. 1.2 highlighted the shortcomings of the existing system and the overdue need to replace it with a Windows capable version with greater capacity to assist with the jail's classification needs.

3. Programming and Services. Describe the programming and/or treatment services currently provided in your facility. Provide the requested data on pretrial inmates and risk-based pretrial release services. Describe the facilities or services to be added as a result of the proposed construction; the objectives of the facilities and services; and the staffing and changes in staffing required to provide the services.

Please see Section 4: Fact Sheet, Tables 1 – 4 for the requested data on pre-trial inmates and risk-based pretrial release services.

Inmate Programs: The Sutter County Jail currently offers the following ancillary classes at the facility for the inmate population and the project would improve programming space for these and future planned classes, along with the requisite privacy associated with some of the programming:

Alcoholics and Narcotics Anonymous – A well-established program designed to help those with alcohol and/or drug problems overcome their challenges utilizing group therapy.

Christian Recovery – Church Services faith-based program to provide inmates with alternative methods for dealing with any difficulties they may have associated with alcohol, drugs, or anger management.

Coping with Anger – This program targets offenders “...who have problems with managing feelings of anger and frustration in an appropriate way.” Coping With Anger: A Cognitive Behavioral Workbook is designed for eight group sessions focusing on teaching and practicing anger management skills. It is an evidence-based program which helps clients recognize, overcome and control anger management challenges, thereby reducing criminal activity. This is an open group, which means participants can enter the group at any time.

GED – Provides general education to inmates to assist them in preparing for the GED examination so they can receive their high school equivalency.

Hepatitis C Education – Provides education and/or information on the medical maladies associated with Hepatitis C, methods of contracting Hepatitis C and how to prevent contracting Hepatitis C.

Kitchen Culinary Class – This class is new and will be taught by our Supervising Cook with over twenty-three years of cooking experience in both private and corrections settings. The program space is right next to the kitchen with an access door to facilitate instruction followed by hands-on demonstration and practical application of the methods.

Liberty for Captives – Church Services faith-based program to provide inmates with alternative methods for dealing with any difficulties they may have associated with alcohol, drugs, or anger management or domestic issues.

Moral Reconciliation Therapy – MRT is an evidence-based program that targets anti-social attitudes and behaviors, therefore training, teaching, and changing the perspective of the offender to gain more socially acceptable moral thinking and

behavior. MRT is a SAMHSA NREPP program used for substance abuse and general treatment of criminal populations. Inmates can enter the program at any time with MRT groups currently offered weekly to several housing units in order to meet the needs of jail classifications, with plans to start bi-weekly groups in August 2015. For those offenders who do not complete the program prior to release from custody and will be supervised by Sutter County Probation, they can continue the MRT group with the probation department. The MRT groups are currently available at four times to facilitate proper segregation.

Peer Relationships – Formerly Untangling Relationships, this program directly confronts the key issues of codependency including manipulation and dependent relationships. The new curriculum provided by Courage for Change is evidence-based, interactive journaling that is facilitated in a group setting in the jail. There are currently two active groups with a third group planned to start in August 2015.

The proposed construction will add 3,569 square feet of program space in five different rooms. The location of the rooms is intended to facilitate inmate classes / training / assistance in areas closer to their housing. The variety of spaces will allow more inmates to attend sessions since more classifications can be accommodated.

Aside from the faith-based programs, the County's Probation Department facilitates the jail programs. In the past, the County received instructor funding to offer more programs, but due to space availability and classification issues, was unable to offer more sessions. The new spaces proposed in the project will offer the County the flexibility to increase programming classes.

4. Administrative Work Plan: Describe the steps required to accomplish this project. Include a project schedule, and list the division/offices including personnel that will be responsible for each phase of the project, and how it will be coordinated among responsible officials both internally and externally.

With experience gained working through the state's review and approval process during our AB 900 Phase II project, we have applied lessons learned to our proposal's cost estimate, schedule and the level of pre-design initiated prior to this submission. Having a functioning project team comprised of design, construction management, County project management and key Sheriff's personnel affords us the opportunity to be prepared should our project be ranked favorably.

Key Personnel: The project's core personnel would include the following:

County Project Manager (Project Contact Person): Neal Hay, Senior Civil Engineer, Sutter County Development Services

Jail Commander: Captain Dearl Skinner, Sutter County Sheriff's Office

Design Team Project Manager: Michael Brady, Dewberry Architects

Construction Management Project Manager: Jeremy Massey, Jacobs Project Management

Internal Project Oversight: Sutter County would continue the system developed for its AB 900 project to internally coordinate the development of the proposed project. We hold regular meetings with members of the County Administrative Office, County Counsel, Sheriff's Office, Development Services (Public Works), General Services, and Health Department to review financial, schedule, and other issues for the project. With

the AB 900 project, the Sheriff's Office, Construction Manager and County Project Manager have met regularly during the design phase so operational and security concerns can be incorporated into the sequencing of the construction activities.

External Project Oversight: The County shares information about the status of our projects through the various presentations to our Board of Supervisors. At the meetings, the design stage is reviewed and discussed through a high level review of the plans, financial status and schedule. The multitude of required submittals to various state agencies, including the BSCC, CDCR, DGS, SFM, DOF and SPWB offer a check system to insure that the project satisfies specific criteria before authorization to proceed to the next phase and facilitates the project's external coordination.

Project Schedule Overview: If selected for project financing through a conditional award, the County would utilize the Design-Bid-Build delivery method for our project. Sutter County has no experience with Design-Build and we would not attempt it with such a significant project. In Section 3 we provide the required Project Timetable and here we offer the following highlights:

Site Assurance / Real Estate Due Diligence submittal to BSCC: 12/2015

The County owns the parcel in fee-title where the Sheriff's Office / Jail is located and no encumbrances have occurred since the previous AB 900 submittal.

State Public Works Board Meeting for Project Establishment: 6/2016

We are aware of the lead-time required to make the agenda for the SPWB, including the BSCC, CDCR and DOF coordination and review times. Having prepared all the documents for the AB 900 project, we should reduce the number of required revisions.

In fact, the construction estimate developed for the proposed project is already in the format of the required 3-Page Estimate.

Design (Schematic / Development / Construction Documents): 7/2016 – 6/2018

As previously mentioned, we will utilize our existing design team to develop our construction documents and the listed timetable incorporates the review time required by the BSCC, State Fire Marshal, and the Department of Finance at the various stages.

Project Advertisement / Bid Opening / DOF Award Approval: 7/2018 – 4/2019

Following the required submittals to and approvals by the required state departments, the County would solicit bids from a list of previously pre-qualified general contractors. The process to bid and award the construction contract would follow the County's standard Capital Improvement Project procurement procedures with the required step to have the state Department of Finance review the submitted bids and authorize a contract award.

Construction followed by Occupancy: 5/2019 – 7/2021

With the assistance from our Construction Management consultant, Jacobs, the key County personnel would be involved on a daily basis with the on-site activities to coordinate and review the contractor's work. During the project's scoping, the construction sequence was considered and schematically developed to include the lowest impact to operations and the highest concern for site security. Once available for occupancy, a systematic effort will be utilized to insure systems are fully functional before inmates are provided access.

Project Management Overview: Following the highlighted schedule listed above, we offer a brief insight into the actual project management efforts to be employed by the County's Development Services Department.

As with all Capital Improvement Projects, the Development Services Department will scope, negotiate, execute and administer the professional services contract with both Dewberry (architect) and Jacobs (construction manager). As mentioned earlier, both firms were previously competitively selected for the AB 900 project and the County is satisfied with their performance and an efficient working relationship has been established. Operating under guidance from the Assistant Director of Development Services, Al Sawyer, who is the designated County Construction Administrator, our Senior Civil Engineer, Neal Hay, will oversee all aspects of the consultants' work. He will attend coordination meetings with the design team as they are held responsible to meet the key dates and benchmarks listed in Section 3: Project Timetable. With assistance from his fellow engineering staff, the Senior Civil Engineer will prepare and submit the necessary documents for Project Establishment, PDCA execution, various plan approvals, project financing and construction contract award as sequenced and specified in the "*Board of State and Community Corrections, Capital Outlay and State Public Works Board Guidelines for Lease Revenue Bond Construction Financing Programs*".

The Senior Civil Engineer will prepare the necessary staff reports and accompanying documents for the County Board of Supervisors consideration and approval over the course of the project, including execution of the various documents and agreements required for project financing, adoption of the plans and specifications

for advertisement, and construction contract award. In reporting on the status of the project over such an anticipated long duration, he will utilize existing departmental methods to track the project's budget, monitor schedule progress, respond to action items, attend all project related meetings from design through construction completion, manage contracts, track correspondence, process payment requests, advertise and award the construction contract, maintain state financing compliance, and distribute a monthly report of project activities for the key personnel's review.

Once the construction phase begins, the construction manager will provide oversight and inspection duties. They will act on the County's behalf as our on-site representative to verify the construction materials and methods comply with the project plans and specifications. Using their established software programs and company procedures, they will track project costs based on the contractor's Schedule of Values, verify compliance with the project schedule, coordinate and track Requests for Information from the contractor to the architect, document potential extra work items and hold regular jobsite coordination meetings with the prime contractor and his subcontractors. The construction manager's contract will be monitored by the Senior Civil Engineer and he will act as the liaison with the County's Management team as well as making presentations to the Board of Supervisors for unexpected issues which arise presenting a schedule or cost impact.

Through the project management software utilized by Jacobs, all project expenses and state reimbursements will be tracked. During the design phase, our Senior Civil Engineer will review and approve the deliverables from both the Dewberry team and Jacobs and recommend the appropriate amounts be processed by the County's

designated Project Financial Officer, Radell Sharrock, who is also the Finance and Administration Manager for the Development Services Department. Upon her approval, a County claim will be generated for processing by the County Auditor – Controller’s office. During the construction phase, Jacobs, will review the general contractor’s monthly pay requests to assure its accuracy, considering the work that is deemed complete and accepted, but excluding punchlist items. From the construction manager, the pay request will follow the same processing route as design invoices.

As part of their work, Jacobs will generate a monthly summary report for review and distribution by the County, which summarizes the project’s financial status including expenditures of State Reimbursed, County’s Cash Match and County’s In-Kind Match and pending and processed reimbursements. It will also highlight the activities completed, activities under work, pending project milestones, and outstanding action items. Jacobs’ report will be the basis of the initial project reimbursement invoice for all “State Reimbursed” County-costs which have been incurred during the project’s design phase and the subsequent monthly reimbursement invoices. The costs will include the construction management consultant, the construction contractor and the additional eligible costs as specified in Section 2D, Budget Summary Table. The invoice will be reviewed by the Project Financial Officer and once approved, forwarded to the BSCC.

- 5. Budget Narrative. Describe the amounts and types of funding proposed and why each element is required to carry out the proposed project. Describe how the county will meet its funding contribution (match) requirements for all project costs in excess of the amount of state financing requested and how operational costs (including programming costs) for the facility will be sustained.**

Based on experience gained from the AB 900 Phase II project, the County developed a project cost estimate that incorporates all aspects affecting the ultimate cost. The

County is seeking the full amount of available SB 863 financing for a small county, \$20,000,000, to design and construct the proposed project. In addition to the financing, the County has resolved to provide \$367,000 in Cash Match and \$506,000 in In-Kind Match funds from accounts that meet the requirements set forth in Section 2B. Budget Summary, Readiness to Proceed Preference. As a small county with a population below 200,000, we have petitioned for a reduction in the required contribution. The County has incurred additional costs over the course of the development of our AB 900 Phase II project which limits the funds available for Cash Match for the proposed SB 863 project.

The most significant portion of the project's funding will utilize the SB 863 lease revenue bond financing mechanism. As we expect the SB 863 program to be very similar to the AB 900 Phase II process, we are aware of the real estate requirements to secure a Ground Lease which is the pivotal mechanism to facilitate the lease revenue bond. Since the AB 900 project and the proposed SB 863 project are adjoining, the County had specific questions related to the feasibility of adjacent Ground Leases given the specified 5 ft. – 15 ft. buffer. The County was fortunate to request and attend a meeting with key decision makers from the state Department of Finance and the BSCC where we openly discussed our current AB 900 and proposed SB 863 project. The resulting conversation provided affirmation that the two projects could be financed through the Ground Lease process without issue.

The County's contribution on the project is estimated at \$903,000 and is broken into a Cash Contribution of \$367,000 and In-Kind Contribution of \$536,000. The Cash contribution will be provided through a designated Impact Fund that meets all

requirements as designated in Section 2B. Budget Summary, Readiness to Proceed. The County is well aware of the requirements to designate a fund specifically for the project from our experience on the AB 900 project. The In-Kind Contribution is composed largely of County Administration time (\$506,000) which is based on the portion of time two existing Development Services engineers are estimated to spend on the proposed project from conditional award through construction completion. Their positions are already fully budgeted by the County so their expense does not represent an additional burden to the County or the project.

The programs currently offered and proposed by the Jail, following the completion of the project, can be presented by current personnel from the Health Department, Sheriff's Office and Probation Department. The County has made a realistic evaluation of our capabilities, program needs and expected inmate attendance rates before suggesting the programs listed in Item 3 above. Since the required personnel are already in budgeted positions, the County does not foresee additional expenses from offering the programs.

The Needs Assessment 2015 Amendment V1.2 (attached) includes the proposed Jail Operational Budget at both FY 2018-19 and FY 2020-21. The numbers for the latter fiscal year are provided because although the SB 863 RFP limits ADP projections to 2019, our project will not be completed and operational until late 2021. The Sheriff's Office has already performed a staffing study based on the proposed project and they have identified three additional positions will be required to effectively and safely incorporate all the new areas into the facility's operation.

6. Readiness to Proceed

- A. Attached please find the required Board of Supervisors Resolution satisfying the listed criteria.
- B. The County prepared and filed a Notice of Exemption about our project with the State Clearinghouse in mid-July 2015. The County did not receive comments or objections to our submittal, and attached we have included a certification from our County Counsel's office affirming the status of our CEQA compliance.

We would like to thank the BSCC staff and the review committee for their time and efforts to consider all the submitted proposals.

BEFORE THE BOARD OF SUPERVISORS
COUNTY OF SUTTER, STATE OF CALIFORNIA

RESOLUTION REQUESTING FINANCING)
FROM THE CALIFORNIA BOARD OF)
STATE AND COMMUNITY CORRECTIONS) RESOLUTION NO. 15-077
FOR THE JAIL EXPANSION PHASE 2)
PROJECT IN THE AMOUNT OF \$20,000,000)
AND APPOINTING THE COUNTY'S AGENT)

WHEREAS, the State of California Board of State and Community Corrections is accepting applications from qualified jurisdictions seeking financing for jail development and expansion projects; and

WHEREAS, the County of Sutter has identified the need to expand the Jail by adding Inmate Program spaces and constructing Support Areas, relocating and constructing a new Kitchen, relocating and constructing a new Intake Area with Secure Sallyport, demolishing and reconstructing a female Housing Unit, constructing a male Housing Unit; and

WHEREAS, the County of Sutter desires funding for the all the identified improvements for the construction of new areas and the remodeling and the renovating of existing areas;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Supervisors of the County of Sutter, State of California, accepts all terms and conditions associated with submitting an application for the Jail Expansion Phase 2 Project, and

BE IT FURTHER RESOLVED that the Board of Supervisors appoints the Sheriff-Coroner as Sutter County's authorized agent to sign any and all documents necessary to execute and administer said funds, with delegation authority for construction related documents and hereby:

1. Appoints Albert L. Sawyer, Assistant Director for Public Works of the Sutter County Development Services Department as the County Construction Administrator.
2. Appoints Radell Sharrock, Manager of Finance and Administrative Services of the Sutter County Development Services Department as the Project Financial Officer.
3. Appoints Neal Hay, Senior Civil Engineer of the Sutter County Development Services Department as the Project Contact Person.
4. Appoints J. Paul Parker, Sheriff – Coroner of the Sutter County Sheriff's Office as the authorized county official to sign and submit the application for financing.
5. Assures that the County will adhere to state requirements and terms of the agreements between the County, California Board of State and Community Corrections and the

State Public Works Board in the expenditure of any state funding allocation and county contribution funds.

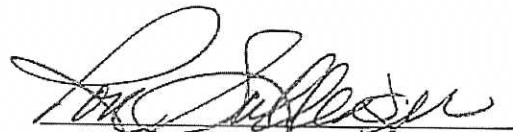
6. Approves the forms of the project documents deemed necessary to effectuate the project's financing, namely the Project Delivery and Construction Agreement and the Jail Construction Agreement.
7. Assures that the County possesses adequate available matching funds to satisfy the County's In-Kind Contribution for the project since the County is seeking a Reduction in Contribution for the Cash Match.
8. Assures that the County will safely staff and operate the facility that is constructed within ninety (90) days after project completion consistent with Title 15 California Code of Regulations.
9. Assures that the County has project site control through fee simple ownership of the site, and will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site of facility subject to construction, or lease the facility for operation to other entities, without permission and instructions from the California Board of State and Community Corrections for as long as the State Public Works Board lease-revenue bonds secured by the financed project remain outstanding.
10. Attests to \$50,000.00 as the current fair market land value for the expanded jail facility.

PASSED AND ADOPTED this 25th day of August 2015, by the Board of Supervisors of the County of Sutter, State of California by the following vote:

AYES: Supervisors Sullenger, Flores, Munger, Whiteaker and LeVake

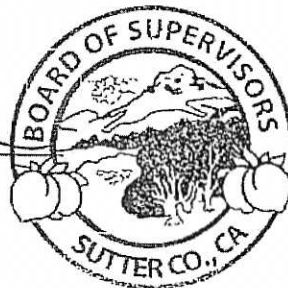
NOES: None

ABSENT: None


Ron Sullenger, Chairman
Board of Supervisors

ATTEST:
DONNA JOHNSTON, CLERK

By: 
Deputy





OFFICE OF THE COUNTY COUNSEL
County of Sutter

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Deputy County Counsel

Navneet A. Singh
Deputy County Counsel

August 28, 2015

Board of State and Community Corrections
County Facilities Construction Program
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833
Attn: Magi Work, Deputy Director

Re: Sutter County Main Jail Expansion Phase II Project

Dear Ms. Work,

It was determined that the Main Jail Expansion Phase II Project (the "Project") was exempt from the California Environmental Quality Act ("CEQA") pursuant to section 15268 of Title 14 of the California Code of Regulations¹ as a ministerial project. A Notice of Exemption ("NOE") was filed pursuant to section 15062 on July 16, 2015 and submitted it to the State Clearinghouse on July 22, 2015. The filing and posting of the NOE triggered the 35-day statute of limitations on a legal challenge to CEQA compliance. (§15062, subd.(d).) The statute of limitations therefore expired at the latest on August 26, 2015. Sutter County has not received notice of a lawsuit challenging CEQA compliance for the Project.

Moreover, CEQA requires that a petitioner challenging CEQA compliance must give notice of the intent to sue the County before the suit's filing and personally serve a request for the preparation of the record on the agency no later than ten business days from the date the action was filed. (Pub. Res. Code §§ 21167.5, 21167.6, subd.(a).) Neither has occurred. Please feel free to contact me if you have any questions about the above information.

Sincerely,

JEAN JORDAN
SUTTER COUNTY COUNSEL

Handwritten signature of Janet E. Bender in cursive.

JANET E. BENDER
DEPUTY COUNTY COUNSEL

¹ All further statutory references are to Title 14 of the California Code of Regulations unless specified otherwise.