

7. Operational & Architectural Program for the Renovated & Expanded Jail

Introduction

This chapter contains the Operational and Architectural Program for the expanded and renovated McLean County Jail.

The purpose of this Program is to:

- Help ensure that the expanded and renovated building supports McLean County's jail-related mission and objectives;
- Determine the amount of space needed for every function, component, and inmate population category;
- Help quantify spatial deficiencies and opportunities;
- Maximize the "fit" between McLean County's needs and the renovated and expanded jail;
- Guide the development and evaluation of design scenarios/options;
- Estimate renovation and construction costs;
- Estimate staffing requirements; and
- Estimate staffing and other operational costs.

For each functional component (e.g., Booking), the Operational Program identifies:

- Functions;
- Activities;
- Users by number and category (public, staff, inmates); and
- Hours of operations;

The Architectural Program for each functional component identifies:

- Types and names of spaces;
- Numbers of each type of space;
- What each space must accommodate, including major furnishings;
- Size of each space;
- Spatial relationships (adjacencies).

This program was developed through a series of meetings with Jail administrators, staff, and contractors. Previous drafts were reviewed by the same participants, and this version of the program reflects and addresses their comments.

A summary of space requirements by component is displayed on the next page, and this is followed by the Operational and Architectural Program for each component – in alphabetical order.

For each component, the spaces/rooms are listed along with the quantity of each space and the amount of square footage within each space. The usable square footage within each space is referred to as “Net Square Feet.” The total Net Square Feet for each component is multiplied by an “Efficiency/Grossing Factor” because additional square footage is needed for “unusable” space. Unusable space within each component includes corridors, vertical structural components, and walls. Efficiency/Grossing Factors vary among components based on how efficient they are. For example Housing Units have relatively high grossing factors because they have many walls and plumbing chases, as well as open areas to foster observation of inmates.

A second grossing factor – “Building-wide Grossing Factor” – is applied to account for inter-component building circulation, mechanical rooms, electrical rooms, staircases, and elevators.

Summary of Space Needs for the Expanded & Renovated Jail

Component	Gross Sq. Ft. to Renovate or Add		
	Existing Space to Renovate	New Space	Total
1 Summary			
2 Administration (within Jail)	676		676
3 Booking (additional space)	1,148		1,148
4 Detainee Programs & Commissary	3,828		3,828
5 Food Services		8,268	8,268
6 Health Services	5,640		5,640
7 Housing: F 32-Cell Dir Sup includes MH		9,121	9,121
8 Housing: M 36-Cell Dir. Sup. Mental Health		10,124	10,124
9 Housing: M or F 32-Cell Direct Supervision		9,121	9,121
10 Housing: M or F 36-Cell Direct Supervision		10,124	10,124
11 Housing: M or F 8-Cell Indirect - 2nd		2,134	2,134
12 Housing: M or F 8-Cell Indirect - 2nd		2,134	2,134
13 Housing: M or F 8-Cell Indirect - 2nd Mez.		2,134	2,134
14 Housing: M or F 8-Cell Indirect - 2nd Mez.		2,134	2,134
15 Housing: M or F 8-Cell Indirect - 3rd		2,134	2,134
16 Housing: M or F 8-Cell Indirect - 3rd		2,134	2,134
17 Housing: M or F 8-Cell Indirect - 3rd Mez.		2,134	2,134
18 Housing: M or F 8-Cell Indirect - 3rd Mez.		2,134	2,134
19 Housing: Shared Support & Programs - 2nd		1,479	1,479
20 Housing: Shared Support & Programs - 3rd		1,479	1,479
21 Inmate Services, Classification & Records	1,086		1,086
22 Laundry	788		788
23 Mental Health/Counseling	689		689
24 Public Lobby & Visiting		2,128	2,128
25 Staff Support	2,282		2,282
26 Video Arraignment & High Security Court	1,568		1,568
			-
Total Departmental Gross Square Feet	17,704	68,910	86,614
Building-wide Efficiency/Grossing Factor	1.1	1.25	
Total Gross Square Feet	19,474	86,138	105,612

Administration (within the Jail; this excludes functions and spaces within Sheriff's Administration)

Primary Activities / Functions:	<u>Inmates:</u> None (staff only offices)	<u>Staff:</u> Manage Jail Operations Manage all Jail Staff Develop & Implement Staffing Plans Ensure that all shifts are adequately covered; arrange for some staff to work overtime when needed Ensure that all Staff receive adequate and appropriate training each year Participate in recruiting, screening, and hiring new staff Guide & Discipline Staff when needed Recruit and screen volunteers to provide programs Report items that need maintenance to Facilities Management
<hr/>		
Hours /Days:	8 hours a day/5 days a week	
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Users:	Assistant Superintendent Jail Operations Officer No inmate access; interviews occur in or adjacent to housing units	

Administration continued

As Part of Renovation of a Portion of the Existing Linear Jail

Space Name	Quantity	Size Each	Size for All	Special Requirements
1 Superintendent's Office	1	180	180	Desk, desk chair, computer, printer, phone, file cabinet, bookcase, 4 visitor chairs
2 Assistant Superintendent's Office	1	160	160	Desk, desk chair, computer, printer, phone, file cabinet, bookcase, 3 visitor chairs
3 Jail Operations Officer's Office	1	140	140	Desk, desk chair, computer, printer, phone, file cabinet, bookcase, 2 visitor chairs
4 Staff Restroom	1	40	40	If there are no other Staff Restrooms nearby; handicapped accessible, single occupancy; staff access only.
Total Net Square Feet			520	
Efficiency/Grossing Factor			1.3	
Total Gross Square Feet			676	

Adjacency Requirements:

Should be Adjacent or Near Each Other	Superintendent's Office Superintendent's Office Assistant Sup's Office Administrative Offices	and and and and	Jail Operations Officer's Office Assistant Superintendent's Office Jail Operations Officer's Office Inmate Services
Collocate this Component with:	Inmate Services (1st priority) Inmate Programs (2nd priority)		
Unit Must be Near:	Centralized and convenient to all Jail areas Staff Restrooms		

Booking (Additions & Minor Renovations to Existing)

Primary Activities / Functions:	<u>Incoming Inmates:</u> Having handcuffs removed Searched upon entering Jail Undergoing breathalyzer test Turning in property including personal items Being interviewed Being photographed Being fingerprinted Showering & putting on Jail clothes Waiting in a holding cell or lobby (depending upon behavior and charge) Being assigned to a housing unit	<u>Staff</u> Searching inmates Administering breathalyzer Taking inmates' property & maintaining records on their property Interviewing inmates, recording information Taking photographs and fingerprints Conducting medical and mental health interviews/assessments Assigning inmates to housing units based on Classification
	<u>Inmates Being Released or Transferred</u> Completing paperwork Exchanging clothing Receiving personal property	<u>For Inmates Being Released or Transferred</u> Completing paperwork Exchanging clothing Returning property
Hours/Days:	24 hours a day/7 days a week	
Users:	3 Correctional Officers 24/7 Law Enforcement Officers (County, City, State) Approximately 15 to 40 inmates/24 hours	

Below and on the next page is a list and brief description of changes to the booking area - **Expansions into & Renovations of Adjoining Spaces**. This does not include Existing Spaces that do not need to be modified.

Space Name	Quantity	Size Each	Size for All	Special Requirements
Interview Room	1	100	100	For mental health and other interviews that require confidentiality, acoustically separate, visible by Booking officers, 2 chairs, small table

continued

Booking continued

Space Name	Quantity	Size Each	Size for All	Special Requirements
2 Medical Screening/ Examination Room	1	110	110	Exam table, 2 chairs, table, sink, cabinet, acoustically private, visible by Booking officers
3 Property Room (in addition to existing Property Room)	1	300	300	Hanging racks and/or shelving
4 Fingerprint Alcove	1	50	50	Counter, fingerprint machine (existing area is too small)
5 Release Processing, Workstation & Lobby	1	220	220	Staging area for those being released, seating for 8, staff workstation with counter for releasees and staff completing paperwork
6 Inmate Restroom	1	40	40	Handicapped accessible (off of Release Lobby)
Total Net Square Feet			820	
Efficiency/Grossing Factor			1.4	
Total Gross Square Feet			1,148	

Adjacency Requirements:

Must be Immediately Adjacent:	Interview Room	and	Booking Lobby
	Medical Screening	and	Booking Lobby
	Fingerprint Alcove	and	Booking Lobby
	Release Processing, Workstation & Lobby	and	Inmate Restroom
Must be Near Each Other (if not Immediately Adjacent):	New Property Room	and	Existing Property Room
	Release Processing, Workstation & Lobby	and	Existing Booking Workstations
This Component Must be Adjacent to:	Releasee Exit to Outside		
Unit Must be Easily Accessible to/from:	All Housing Units Inmate Services, Classification, & Records		

Detainee Programs & Commissary

Primary Activities / Functions:	<u>Inmates</u> 1. Learning 2. Working on self-improvement 3. Exercising 4. Receiving spiritual guidance 5. Video-visiting	<u>Staff/Volunteers</u> 1. Teaching 2. Observing 3. Guiding 4. Writing/correcting reports 5. Helping detainees make positive changes 6. Counseling detainees individually and in groups 6. Managing Commissary 7. Distributing Commissary to inmates in all housing units
Inmate Programs:	Individual & Group Counseling, Alcoholics Anonymous, Narcotics Anonymous, Celebrate Recovery, Recreation, Non-denominational Church, Bible Study, Spanish Bible Study, Life Skills, Moral Recognition Training (MRT), GED, Path to Healing, and others (and programs will continue to evolve over time,, largely based on data on "what works")	
Hours / Days:	Days, evenings, and weekends	
Users:	8 - 24 Inmates in each Program (12 - 16 usually) 1 Staff Member/Volunteer per Program Floater Correctional Officers as needed and intermittently	

Note: In Direct Supervision Units, many programs will be brought to the units and others that draw inmates from multiple housing units will be centralized. For remaining older linear housing units, inmates will participate in programs in existing program areas and in new multipurpose rooms that are accessible from all housing units (described in this section of the program document).

New Space

The Program for each new Direct Supervision Housing Unit includes an adjoining Outdoor Recreation Yard and a Multi-Purpose Room. Ideally each of these will also be accessible from one or more new Indirect Supervision Housing Units. Additionally, there will be Multipurpose Rooms accessible from multiple housing units; these are described in this section of the program document.

Detainee Programs & Commissary, continued

Space	Quantity	Size Each	Size for All	Special Requirements
1 Programs Office	1	180	180	2 workstations, phones, computers, file cabinets, bookshelves
2 Chaplains' Office	1	120	120	desk, desk chair, 2 visitors' chairs, file cabinet, bookshelves, computer
3 Program Provider / Volunteer Workroom	1	180	180	staff, contractors, & volunteers only; table for up to six, 2 computer stations, telephones, bookshelves, copy machine
4 Multi-Purpose Room (for Programs) - Medium	2	400	800	heavy duty movable furniture, for up to 16 detainees, accessible from corridor for access by inmates from other units
5 Multi-Purpose Room (for Programs) - Large	1	600	600	heavy duty movable furniture, for up to 24 detainees, accessible from corridor for access by inmates from other units
6 Counseling/Interview	2	80	160	small table & 2 chairs
7 Commissary	1	400	400	secure, work counter, shelving
8 Staff & Volunteer Restrooms	2	40	80	handicapped accessible
9 Detainee Toilets	3	40	120	off of each Multi-Purpose Room, handicapped accessible
Total Net Square Feet			2,640	
Efficiency/Grossing Factor			1.45	
Total Gross Square Feet			3,828	

Adjacency Requirements:

Must be Immediately Adjacent:	Multipurpose Rooms	and	Detainee Toilets
Must be Near Each Other:	Multi-Purpose Rooms	and	All Housing Units
	Program Offices	and	Staff & Volunteer Restrooms
	Program Offices	and	Commissary
Must have Convenient Access to:	Commissary	and	Loading Dock
	This Component	and	Lobby (for volunteers)
	This Component	and	All Housing Units

Food Services

Primary Activities / Functions:	<u>Inmates (Trustees):</u>	<u>Food Services Contractor:</u>
	Cook meals	Plan meals
	Load trays and carts	Order supplies
	Transport carts to & from Housing Units	Supervise inmates Teach inmates how to cook, clean
	Wash, clean	
		<u>Jail Staff:</u> Intermittently observe inmates
Hours/Days:	8 am - 7 pm/7 days a week	
Users:	approximately 12 Trustees first Trustee shift approximately 10 Trustees second Trustee shift currently contract with Aramark Correctional Officers (none assigned to Food Services; intermittently)	

As Part of Renovation or New

note: this space list and sizes was provided by Aramark (except Break Room, Inmate Lockers & Strip-search, Janitors' Closet, Loading Dock, Sallyport/Staging)

Space Name	Quantity	Size Each	Size for All	Special Requirements
1 Loading Dock	1	60		Outdoors, not included in SF
2 Sallyport/Staging	1	200	200	Adjacent to Loading Dock
3 Cooking & Preparation Area	1	2,500	2,500	Ideally 50' x 50' (according to Aramark), includes space for stand-alone refrigerator
4 Office	1	150	150	Visibility of all other work areas, desk, file cabinet, bookshelves, 2 visitors' chairs
5 Bakery Area	1	800	800	Ideally 20' x 40'
6 Walk in Refrigerator	1	450	450	Ideally 15' x 30'
7 Walk in Freezer	1	450	450	Ideally 15" x 30'

continued

Food Services, continued

Space Name	Quantity	Size Each	Size for All	Special Requirements
8 Dry Storage Area	1	1,250	1250	Ideally 25' x 50'
9 Cart & Dish room Area	1	800	800	Ideally 20' x 40'
10 Staff Lockers & Restroom	1	100	100	
11 Trustee Lockers & Strip Search	1	120	120	24 lockers, bench; adjacent to Trustee's entry to Food Services & Trustee Restroom
12 Trustee Restroom	1	40	40	
13 Breakroom/Dining	1	180	180	Table and chairs for up to 8, counter with sink, microwave
14 Janitors' Closet	1	50	50	
Total Net Square Feet			6,890	
Efficiency/Grossing Factor			1.2	
Total Gross Square Feet			8,268	

Adjacency Requirements:

Must be Immediately Adjacent:	Sallyport Staging and Cooking/Prep	and	Loading Dock & Cooking/Prep Refrigerator, Freezer, Dry Storage, Bakery, Cart & Dish room
	Lockers & Restrooms	and	Breakroom/Dining
	Inmate Strip-search & Lockers	and	Entry/exit to Food Services from Housing Units
Unit Must be Near:	Easy access to all Housing Units, Health Services, Booking		

Health Services & Infirmary

Primary Activities / Functions:	<u>Inmates</u>	<u>Staff</u>
	<ol style="list-style-type: none"> 1. Check-in / Waiting 2. Being Examined 3. Receiving counseling/instructions 4. Asking questions 5. Being Observed & Treated 6. Illness/Recuperation 7. Hygiene 8. Sleeping (those in Infirmary) 9. Dining (those in Infirmary) 	<ol style="list-style-type: none"> 1. Receiving, Checking in Inmates 2. Keeping Records 3. Charting/Filing 4. Managing Patients 5. Examining Inmates 6. Nurses, Doctors, Specialists treating Inmates 8. Dental Exams & Treatment 9. Vision Exams 10. Making Rounds/Sick Call (primarily in & adjacent to Housing Units) 11. Counseling/advising Inmates 12. Maintaining confidentiality 13. Providing Security & Supervision. 14. Managing Medications/Supply stocking & distribution 15. Sorting, Storing, & Cleaning Laundry
Hours / Days:	6 am to 10 pm 7 days/week for Health Services 24 hours/day, 7 days a week for Infirmary	
Users:	<p>Inmates - up to 20 at a time</p> <p>Staff in Clinic: 3 Nurses (day shift); 2 Nurses (evening shift), Jail Medical Supervisor, Clinical Nurse, Secretary</p> <p>Staff & Inmates who need to express & store breast milk</p> <p>Staff in Infirmary: 1 Nurse around the clock when there are patients/ inmates in the Infirmary, supplemented by Clinic staff</p> <p>Contractors: Physicians, Dentists, Psychiatrist (currently 4 hours / week)</p> <p>1 Correctional Officer (every shift when inmates are in this component)</p>	

Health Services & Infirmary, continued

New Space or Gutted & Renovated Space

Space Name	Quantity	Size Each	Size for All	Special Requirements
1 Waiting Rooms	2	120	240	Both visible from Check In with pass-thru. Two rooms in order to keep certain inmates separate from each other. Seating for up to 6. Handicapped accessible.
2 Medical Check-In & Records	1	200	200	Staff workstation, view & secure pass-throughs to both Waiting Rooms; secure; records storage, computer, phone, intercom. Space for Correctional Officer too.
3 Nurses' Station	1	280	280	Visibility, adjacency, & control to Examination Rooms, Infirmary, & Medication Closet. Counter workspace for up to 3 Nurses, & CO w/ computer, phone; sink, defibrillator, nebulizer.
4 Medical Examination Rooms	2	125	250	Each with exam table, cabinets, sink, counter. Handicapped accessible.
5 Consultation Room	1	100	100	Desk, chair, 2 chairs for visitors.
6 Pharmacy / Medication Dispensary	1	120	120	Highly secure, shelving, refrigerator, sink, may have Pixis machine, medication cart
7 Inmate Restroom	1	60	160	1 toilet & sink , handicapped accessible, may be used for urine tests, adjacent to Exam Rooms
8 Dental Room	1	170	170	1 dental chair with space for 2nd; counter with lockable upper & lower cabinets, sink; desk.
9 Dental Supply	1	60	60	Alcove off Dental Room, with counter/upper/lower cabinets for autoclave, supplies, etc.
10 Health Services Supervisor's & Nurse's Office	1	180	180	2 workstations. For Supervisor & Clinic Nurse.
11 Conference/Breakroom	1	200	200	Counter w/ Refrigerator/Sink, cabinets/storage; table/chairs for 8; closet for coats.

continued

Health Services & Infirmary, continued

Space Name	Quantity	Size Each	Size for All	Special Requirements
12 Pump Room	1	100	100	For staff and inmates who need to express and store breast milk; 2 comfortable chairs, small refrigerator, sink
13 Health Services Storage	1	100	100	For wheelchairs, crutches, medical supplies.
14 Staff Restroom	1	60	60	Handicapped accessible.
15 Infirmary Cells - Single	2	110	220	Medical bed, toilet, sink.
16 Infirmary Cells - Double	2	150	300	2 Medical beds, toilet, sink.
17 Infirmary Cells - Isolation	3	110	330	Medical bed, toilet & sink.
18 Infirmary Cell - Negative Pressure Isolation	1	180	180	With vestibule, negative pressure; medical bed, toilet, sink, & shower.
19 Shower (Hand. Access.)	1	50	50	Separate drying area, visibility of head & feet, handicapped accessible.
20 Sitz Bath	1	60	60	Handicapped accessible.
21 Infirmary Dayroom	1	120	120	Telephone, Video Visiting station, TV, heavy duty movable furniture.
22 Clean/Dirty Linen Closet	2	40	80	Shelving.
23 Food/Juice Alcove	1	30	30	Counter w/ Refrigerator, Sink, Microwave.
24 Janitors Closet	1	35	35	Mop sink, mop rack, shelving, drain; lockable.
Total Net Square Feet			3,525	
Efficiency/Grossing Factor			1.6	
Total Gross Square Feet			5,640	

Health Services & Infirmary, continued

Adjacency Requirements:

Must be Immediately Adjacent:	Waiting Rooms	and	Medical Check-In/Records
	Nurses Station	and	Infirmary Cells
	Nurses Station	and	Examination Rooms
	Nurses Station	and	Consultation Room
Must be Near Each Other:	Infirmary Cells	and	Shower & Sitz bath
	Infirmary Cells	and	Infirmary Dayroom
	Infirmary Cells	and	Food/Juice Alcove
	Medical/Dental Rooms	and	Supply Closets
	Records	and	Examination Rooms
	Waiting Rooms	and	Examination Rooms
	Examination Rooms	and	Inmate Toilet
Unit Must be Near:	Housing Units for Females, for Geriatric inmates		
	Mental Health offices		

Housing: Male 36-Cell Direct Supervision Mental Health Housing

Note with limited double bunking this Housing Unit will accommodate 48 inmates. As a future precaution however, cells, showers, and the dayroom area are all sized for up to 54 inmates, although it is recognized that most mentally ill inmates are best off in single occupancy cells.

Primary	<u>Inmates</u>	<u>Staff</u>
Activities / Functions:	<ol style="list-style-type: none"> 1. Sleeping 2. Eating 3. Hygiene 4. Visiting (Video) 5. Participating in Programs 6. Counseling & Interviews 7. Passive Indoor Recreation 8. Outdoor Rec. (adjoining Yard) 9. Taking Medications 10. Medical Screening 11. Ordering, Receiving Commissary 12. Exchanging Laundry 13. Barbering (in Dayroom) 	<ol style="list-style-type: none"> 1. Observing 2. Managing 3. Reporting Information 4. Communicating 5. Resolving Issues 6. Providing Mental Health services and treatment 7. Dispersing and monitoring medications 8. Hygiene
Hours / Days:	24 hours/day, 7 days a week	
Users:	Up to 48 inmates – Mentally Ill Medium Security Males 1 Correctional Officer (24/7), 8-hour shifts Mental Health Providers - frequently Floaters, Nurses, Other Program Providers & Counselors intermittently	

Housing: Male 36-Cell Direct Supervision Mental Health Housing, continued

New Space

Space	Quantity	Size Each	Size for All	Special Requirements
1 Entry Sallyport	1	40	40	
2 Dayroom	1	1,890	1,890	includes 4 Video Visiting stations & 4 pay telephones with acoustical panels, movable dining tables & chairs for up to 54, TV seating for 24, TV, beverage counter with sink
3 Cells (primarily single occupied but lower level ones capable of housing two)	32	85	2,720	institutional vitreous china sink/toilet, window, under-bed bin(s), breakaway hook; bed, lower level cells with upper bunk
4 Handicapped Accessible Cells (capable of housing non-handicapped on potentially added upper bunk)	4	85	340	institutional accessible vitreous china sink & toilet, window, under-bed bin, breakaway hook, grab bars; bed, designed to be able to add upper bunk for non-handicapped
5 Officers' Station	1	100	100	within Dayroom, elevated, configured to accommodate 1 C.O. & 2nd workstation that can be used by Mental Health & other program providers; internal phones, lockable computer
6 Multi-Purpose / Group Room (for Programs)	1	350	350	accessible also from corridor for access by inmates from other units
7 Interview/Medical Screening	1	90	90	sink, counter, lockable cabinet, small table & 2 chairs
8 Showers	6	40	240	includes separate drying area, visibility of heads & feet
9 Shower - Hand. Accessible	1	50	50	includes separate drying area, visibility of heads & feet
10 Staff Toilet	1	40	40	handicapped accessible, 1 toilet, 1 sink
11 Janitors' Closet	1	25	25	mop sink, rack, shelves, secure
12 Storage	1	40	40	shelves for toilet paper, blankets, etc.

continued

Housing: Male 36-Cell Direct Supervision Mental Health Housing, continued

Space	Quantity	Size Each	Size for All	Special Requirements
13 Laundry	1	30	30	small alcove off Dayroom, 1 washer, 1 dryer
14 Outdoor Recreation	1	1,200		partially enclosed, abundant fresh air & natural light
Total Net Square Feet			5,955	excluding Recreation Yard
Efficiency/Grossing Factor			1.7	
Total Gross Square Feet			10,124	excluding Recreation Yard

Adjacency Requirements:

Must be Immediately Adjacent:	Dayroom	and	Entry Sallyport, Cells, Officers Station, Showers, Interview/ Medical Screening, Recreation, Laundry, Jan. Closet, Storage
Must be Near Each Other:	Cells	and	Showers
	Officers Station	and	Staff Toilet
	Interview/Medical	and	Entry to Housing Unit
This Housing Unit must be Adjacent to:	16 Bed Male Indirect Supervision Housing Unit so that Direct Supervision Officer in this Unit can see into and manage that Unit		
This Housing Unit Should be Near:	Other Program rooms (for programs that serve inmates in multiple Housing Units) Health Services		

**Housing: Male or Female 32-Cell Direct Supervision Housing Unit
(for General Population & Mentally Ill & Step-down Physically Ill/Geriatric)**

Note with limited double bunking this Housing Unit will accommodate up to 48 inmates. (with all cells on the main level being double-occupied). The intent is to keep them single occupied as much as is feasible. Cells, showers, and the dayroom area are all sized for up to 48 inmates. It is recognized that most mentally ill inmates are best off in single occupancy cells.

Primary Activities / Functions:	<u>Inmates</u>	<u>Staff</u>
	1. Sleeping	1. Observing
	2. Eating	2. Managing
	3. Hygiene	3. Recording Information
	4. Visiting (Video)	4. Communicating
	5. Participating in Programs	5. Resolving Issues
	6. Counseling & Interviews	6. Providing Mental Health services and treatment
	7. Passive Indoor Recreation	
	8. Outdoor Rec. (adjoining Yard)	7. Dispersing and monitoring medications
	9. Taking Medications	
	10. Medical Screening	8. Hygiene
	11. Ordering, Receiving Commissary	
	12. Exchanging Laundry	
	13. Hair Care (in Dayroom, Cells)	

Hours/Days: 24 hours/day, 7 days a week

Users: Up to 48 inmates - Females including GP, Mentally Ill & Physically Ill/Geriatric
1 Correctional Officer (24/7), 8-hour shifts
Floaters, Nurses, Program Providers & Counselors intermittently

Housing: Male or Female 32-Cell Direct Supervision Housing Unit, continued

New Space

Space	Quantity	Size Each	Size for All	Special Requirements
1 Entry Sallyport	1	40	40	
2 Dayroom	1	1,680	1,680	includes 4 Video Visiting stations & 4 pay telephones with acoustical panels/sep., movable dining tables & chairs for 48, TV seating for 24, TV, beverage counter with sink
3 Cells (primarily single occupied but lower level ones capable of housing two)	28	85	2,380	institutional vitreous china sink/toilet, window, under-bed bin(s), breakaway hook; bed, lower level cells with upper bunk
4 Handicapped Accessible Cells (capable of housing non-handicapped on potentially added upper bunk)	4	85	340	institutional accessible vitreous china sink & toilet, window, under-bed bin, breakaway hook, grab bars; bed, designed to be able to add upper bunk for non-handicapped
5 Officers' Station	1	100	100	within Dayroom, elevated, configured to accommodate 1 C.O. & 2nd workstation that can be used by Mental Health & other program providers; internal phones, lockable computer
6 Multi-Purpose / Group Room (for Programs)	1	350	350	accessible also from corridor for access by inmates from other units
7 Interview / Medical Screening	1	90	90	sink, counter, lockable cabinet, small table & 2 chairs
8 Showers	5	40	200	includes separate drying area, visibility of heads & feet
9 Shower - Handicapped Accessible	1	50	50	includes separate drying area, visibility of heads & feet

continued

Housing: Male or Female 32-Cell Direct Supervision Housing Unit, continued

Space	Quantity	Size Each	Size for All	Special Requirements
10 Staff Toilet	1	40	40	handicapped accessible, 1 toilet, 1 sink
11 Janitors' Closet	1	25	25	mop sink, rack, shelves, secure
12 Storage	1	40	40	shelves for toilet paper, blankets, etc.
13 Laundry	1	30	30	small alcove off Dayroom, 1 washer, 1 dryer
14 Outdoor Recreation	1	1,200		partially enclosed, abundant fresh air & natural light
Total Net Square Feet			5,365	excluding Recreation Yard
Efficiency/Grossing Factor			1.7	
Total Gross Square Feet			9,121	excluding Recreation Yard

Adjacency Requirements:

Must be Immediately Adjacent:	Dayroom	and	Entry Sallyport, Cells, Officers Station, Showers, Interview/ Medical Screening, Recreation, Laundry, Jan. Closet, Storage
Must be Near Each Other:	Cells	and	Showers
	Officers Station	and	Staff Toilet
	Interview/Medical	and	Entry to Housing Unit
This Housing Unit must be Adjacent to:	16 Bed Indirect Supervision Housing Unit so that Direct Supervision Officer in this Unit can see into and help manage that Unit		
This Housing Unit Should be Near:	Other Program rooms (for programs that serve inmates in multiple Housing Units) Mental Health Offices Health Services		

Housing: Male or Female 36-Cell Direct Supervision

Note with limited double bunking this Housing Unit will accommodate 48 inmates. As a future precaution however, cells, showers, and the dayroom area are all sized for up to 54 inmates, although it is recognized that most mentally ill inmates are best off in single occupancy cells.

Primary Activities / Functions:	<u>Inmates</u>	<u>Staff</u>
	1. Sleeping	1. Observing
	2. Eating	2. Managing
	3. Hygiene	3. Reporting Information
	4. Visiting (Video)	4. Communicating
	5. Participating in Programs	5. Resolving Issues
	6. Counseling & Interviews	6. Providing Mental Health services and treatment
	7. Passive Indoor Recreation	7. Dispersing and monitoring medications
	8. Outdoor Rec. (adjoining Yard)	8. Hygiene
	9. Taking Medications	
	10. Medical Screening	
	11. Ordering, Receiving Commissary	
	12. Exchanging Laundry	
	13. Barbering (in Dayroom)	

Hours/Days: 24 hours/day, 7 days a week

Users: Up to 48 inmates - General Population Medium Security Males (but capability of up to 54)
 1 Correctional Officer (24/7), 8-hour shifts
 Floaters, Nurses, Program Providers & Counselors intermittently

New Space

Space	Quantity	Size Each	Size for All	Special Requirements
1 Entry Sallyport	1	40	40	
2 Dayroom	1	1,890	1,890	includes 4 Video Visiting stations & 4 pay telephones with acoustical panels, movable dining tables & chairs for up to 54, TV seating for 24, TV, beverage counter with sink

continued

Housing: Male or Female 36-Cell Direct Supervision, continued

Space Name	Quantity	Size Each	Size for All	Special Requirements
3 Cells (primarily single occupied but lower level ones capable of housing two)	32	85	2,720	institutional vitreous china sink/toilet, window, under-bed bin(s), breakaway hook; bed, lower level cells with upper bunk
4 Handicapped Accessible Cells (capable of housing non-handicapped on potentially added upper bunk)	4	85	340	institutional accessible vitreous china sink & toilet, window, under-bed bin, breakaway hook, grab bars; bed, designed to be able to add upper bunk for non-handicapped
5 Officers' Station	1	100	100	within Dayroom, elevated, configured to accommodate 1 C.O. & 2nd workstation that can be used by Mental Health & other program providers; internal phones, lockable computer
6 Multi-Purpose / Group Room (for Programs)	1	350	350	accessible also from corridor for access by inmates from other units
7 Interview/Medical Screening	1	90	90	sink, counter, lockable cabinet, small table & 2 chairs
8 Showers	6	40	240	includes separate drying area, visibility of heads & feet
9 Shower - Hand. Accessible	1	50	50	includes separate drying area, visibility of heads & feet
10 Staff Toilet	1	40	40	handicapped accessible, 1 toilet, 1 sink
11 Janitors' Closet	1	25	25	mop sink, rack, shelves, secure
12 Storage	1	40	40	shelves for toilet paper, blankets, etc.
13 Laundry	1	30	30	small alcove off Dayroom, 1 washer, 1 dryer
14 Outdoor Recreation	1	1,200		partially enclosed, abundant fresh air & natural light
Total Net Square Feet			5,955	excluding Recreation Yard
Efficiency/Grossing Factor			1.7	
Total Gross Square Feet			10,124	excluding Recreation Yard

Housing: Male or Female 36-Cell Direct Supervision, continued

Adjacency Requirements:

Must be Immediately Adjacent:	Dayroom	and	Entry Sallyport, Cells, Officers Station, Showers, Interview/ Medical Screening, Recreation, Laundry, Jan. Closet, Storage
Must be Near Each Other:	Cells	and	Showers
	Officers Station	and	Staff Toilet
	Interview/Medical	and	Entry to Housing Unit
This Housing Unit must be Adjacent to:	16 Bed Male Indirect Supervision Housing Unit so that Direct Supervision Officer in this Unit can see into and manage that Unit		
This Housing Unit Should be Near:	Other Program rooms (for programs that serve inmates in multiple Housing Units) Health Services Mental Health Offices		

Housing: 8-Cell High Security Indirect Supervision Housing Unit for Males or Females who are Mentally Ill, in Protective Custody, or in Segregation and are not Suitable for Direct Supervision Units

Primary Activities / Functions:	<u>Inmates</u>	<u>Staff</u>
	<ol style="list-style-type: none">1. Sleeping2. Eating3. Hygiene4. Visiting (Video)5. Participating in Programs6. Counseling & Interviews7. Passive Indoor Recreation8. Outdoor Rec. (adjoining Yard)9. Taking Medications10. Medical Screening11. Ordering, Receiving Commissary12. Exchanging Laundry13. Barbering (in Dayroom)	<ol style="list-style-type: none">1. Observing2. Managing3. Recording Information4. Communicating5. Resolving Issues6. Providing Mental Health services and treatment7. Dispersing and monitoring medications
Hours/ Days:	24 hours/day, 7 days a week	
Users:	Up to 8 inmates 1 Correctional Officer (24/7) Intermittently throughout 8-hour shifts Floaters, Mental Health Providers, Nurses, & Counselors intermittently	

Housing: 8-Cell High Security Indirect Supervision Housing Unit for Males or Females, continued

New Space

Space Name	Quantity	Size Each	Size for All	Special Requirements
1 Entry Sallyport	1	40	40	
2 Dayroom	1	280	280	Includes Staff Workstation (although only occupied intermittently; observation & control primarily from Staff Workstation in adjoining Dir. Sup. Unit); 1 Video Visiting station, 1 pay telephone with acoustical panel, fixed dining tables with attached stools for 8, fixed TV seating for 4, TV, counter with sink; security camera(s)
3 Single Occupancy Cells	7	85	595	bed, institutional stainless steel sink/toilet, window, under-bed bin. with added glazing for visibility by staff, camera (or wired to easily install camera), food/cuff ports; room that can be "hardened" or "softened" depending upon occupant and purpose of placement
4 Single Occupancy Handicapped Accessible Cell	1	85	85	bed, institutional accessible stainless steel sink/toilet, window, under-bed bin, grab bars, added glazing for visibility by staff, camera (or wired to easily install camera), food/cuff port; room that can be "hardened" or "softened" depending upon occupant and purpose of placement
5 Multi-Purpose Room for up to 8 / Mental Health / Interview / Medical Screening	1	160	160	heavy duty movable table and chairs, counter with sink; suitable for 1:1 and small groups, camera
6 Shower - Handicapped Accessible	1	50	50	includes separate drying area, visibility of heads & feet; lockable door
7 Janitors' Closet	1	25	25	mop sink, rack, shelves, secure

continued

Housing: 8-Cell High Security Indirect Supervision Housing Unit for Males or Females, continued

Space Name	Quantity	Size Each	Size for All	Special Requirements
8 Storage	1	20	20	shelves for toilet paper, blankets, etc.
? Outdoor Recreation	1			Near and easily accessible from this Housing Unit
Total Net Square Feet			1,255	excluding Recreation Yard
Efficiency/Grossing Factor			1.7	
Total Gross Square Feet			2,134	excluding Recreation Yard

Adjacency Requirements:

Must be Immediately Adjacent:	Dayroom	and	Entry Sallyport, Cells, Shower, Interview/Mental Health/Medical Screening, Recreation (if feasible), Jan. Closet, Storage
Must be Near Each Other:	Cells Interview/Medical	and and	Shower Entry to Housing Unit
This Housing Unit must be Adjacent to:	Adjoining Direct Supervision Housing Unit so that Direct Supervision Officer in that Unit can see into and manage this Unit		
This Housing Unit must be Near:	Other Program rooms (for programs that serve inmates in multiple Housing Units) Officers' Station Non-Contact Visiting Multipurpose Room shared with other Housing Units Staff Toilet Mental Health Health Services		

Housing: Shared Program & Support Areas Adjacent to New Housing Units on Each New Housing Floor (serving two 32-36 Cell Direct Supervision Units & two to four 8-cell Indirect Supervision Units)

Primary Activities / Functions:	<u>Inmates</u> 1. Non-Contact Visiting (Attorney & Clergy only) 2. Participating in Programs 3. Counseling & Interviews 4. Outdoor Rec. (adjoining Yard) 5. Cleaning	<u>Staff</u> 1. Observing 2. Managing 3. Recording Information 4. Communicating 5. Resolving Issues 6. Providing Mental Health services and treatment 7. Hygiene
Hours / Days:	Day & Evening Shifts, 7 days a week	
Users:	Male or Female inmates participating in Non-Contact Visits and in Programs that involve inmates from multiple Housing Units 1 Correctional Officer (24/7) Intermittently Floaters, Mental Health Providers, Volunteers & Other Program Providers, & Counselors intermittently depending on activities and programs	

Housing: Shared Program & Support Areas Adjacent to New Housing Units on Each New Housing Floor

New Space

Space Name	Quantity	Size Each	Size for All	Special Requirements
1 Multi-Purpose / Group Room (for Programs)	1	450	450	for programs serving inmates from multiple housing units; heavy duty movable tables and chairs; marker board, video; lockable cabinets for program providers
2 Interview / Counseling	1	90	90	small table & 2 chairs
3 Non-Contact Visiting Rooms	2	80	160	Secure on inmate side, with speak-thru or phone on each side; half with secure pass-throughs; vision panels; for approved attorneys, clergy and other professional visits; visible to staff in Master Control through cameras
4 Inmate Restroom	1	40	40	Handicapped accessible. 1 toilet, 1 sink.
5 Staff Restroom	1	40	40	Handicapped accessible. 1 toilet, 1 sink.
6 Janitors' Closet & Supplies	1	40	40	mop sink, rack, shelves, lockable
7 Storage	1	50	50	
? Outdoor Recreation	1			need to determine where for those in Indirect Supervision Housing Units
Total Net Square Feet			870	excluding Recreation Yard
Efficiency/Grossing Factor			1.7	
Total Gross Square Feet			1,479	excluding Recreation Yard

Adjacency Requirements:

All of these spaces to be clustered together close to the elevators and the entries into two 32-36 Cell Direct Supervision Housing Units and two to four 8-Cell Indirect Supervision Housing Units

Inmate Services, Classification & Records

Primary Activities / Functions:	<u>Inmates:</u> Being interviewed	<u>Staff:</u> Entering information about each inmate into computer-based files
	Requesting reassignments (to different housing)	Transferring hard files to computer-based files Interviewing & Classifying inmates Assigning inmates to Housing Units based on classification & other factors Reclassifying inmates based on behaviors & new information
Hours/Days:	8 hours a day / 6 days a week; hours may expand in the future	
Users:	Inmate Services & Records Staff: Currently 2 staff & records clerks/interns; may expand in future	
	No inmate access; interviews occur in or adjacent to housing units	

As Part of Renovation of a Portion of the Existing Linear Jail

Space Name	Quantity	Size Each	Size for All	Special Requirements
1 Inmate Services/ Classification Offices	3	120	360	Desk, desk chair, computer, printer, phone, file cabinet, 2 visitor chairs
2 Active Records & Work Area	1	400	400	Secure, work tables and chairs for 2 interns or records clerks; wall hung shelving, copy machine, fax machine
3 Inactive Records	1	650		Located in basement, not included in total SF for this component
4 Breakroom			0	For other staff too located nearby; with microwave, small refrigerator, sink, table & 4 chairs, window
5 Staff Restroom	1	40	40	If there are no other staff restrooms nearby; handicapped accessible; single occupancy
6 Janitors Closet	1	35	35	Mop sink, mop rack -- If there are no other Janitors Closets nearby
Total Net Square Feet			835	
Efficiency/Grossing Factor			1.3	
Total Gross Square Feet			1,086	

Inmate Services, Classification & Records, continued

Adjacency Requirements:

Collocate this Component with:	Inmate Program Offices
Unit Must be Near:	Booking, All Housing Units

Laundry

Primary Activities / Functions:	<u>Inmates (Trustees):</u>	<u>Staff:</u>
	Retrieving laundry carts from Housing Units	Retrieving laundry carts from Housing Units
	Washing clothes	Supervising Trustees (intermittently)
	Drying clothes	Returning clothes, bedding, & towels to Housing Units
	Sorting & folding clothes	
	Returning clothes, bedding & towels to Housing Units	
Hours/Days: at least 8 am - 8 pm/7 days a week; may be operated 24/7		
Users: 4 -6 Trustees (2 at a time) Correctional Officers (intermittently)		

As Part of Renovation

Space Name	Quantity	Size Each	Size for All	Special Requirements
1 Washing, Drying, Sorting & Folding Area	1	400	400	Fully visible by staff walking by; 3 commercial washing machines, 3 commercial dryers (but space for 5 each); floor drain, heavy duty exhaust fan, ample hot water supply
2 Cart Area	1	50	50	Open to Washing, Drying Area; up to 4 laundry carts
3 Clothing & Linen Storage	1	160	160	Open to Washing, Drying Area; floor to ceiling shelving
4 Chemical Storage	1	40	40	Lockable, good ventilation
5 Inmate Restroom	1	35	35	Not handicapped accessible, (could instead be nearby)
Total Net Square Feet			685	
Efficiency/Grossing Factor			1.15	
Total Gross Square Feet			788	

Laundry, continued

Adjacency Requirements:

Must be Immediately Adjacent:	Cart Area and Washing, Drying Area Storage Area and Washing, Drying Area Chemical Storage and Washing, Drying Area
Unit Must be Near:	Easy access to all Housing Units, Health Services, Booking Inmate Toilet (if not within Laundry component)

Mental Health/Counseling

Primary Activities / Functions:	<u>Inmates</u> 1. Being counseled 2. Being interviewed 3. Being examined	<u>Staff</u> 1. Counseling 2. Testing 3. Recording Information 4. Helping to resolve issues
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Note: For inmates in the new housing units, most of these activities/functions will take place within the units' interview rooms and multipurpose rooms

Hours / Days: 8 am - 9 pm, Monday - Saturday

Users: Inmates (with services provided in Counseling/Interview Rooms, Multipurpose Rooms throughout the existing Jail and addition, not in offices)

- 1 Mental Health Administrator
- 1 Case Manager (may be contracted)
- 3 Counselors/Clinicians (currently contracted)
- 1 Correctional Officer (observing intermittently and as needed)

In Existing:

Leave Counseling also in Existing Law Library if Housing Units remain nearby

New Space:

Also see Inmate Programs & Housing Units

Space Name	Quantity	Size Each	Size for All	Special Requirements
1 Counseling Office (for 3)	1	180	180	3 workstations; wall of file cabinets; copy machine, computers, phones, secure (counseling to take place elsewhere)
2 Mental Health Administrator's Office	1	140	140	Desk, desk chair, 3 chairs, file cabinet, computer, bookshelves
3 Case Manager's / Coordinator's Office	1	120	120	Desk, desk chair, 3 chairs, file cabinet, computer, bookshelves

continued

Mental Health/Counseling, continued

Space Name	Quantity	Size Each	Size for All	Special Requirements
4 Counseling/Interview Room	1	90	90	1 table and 3 chairs, safety buzzer
Total Net Square Feet			530	
Efficiency/Grossing Factor			1.3	
Total Gross Square Feet			689	

Adjacency Requirements:

Must be Immediately Adjacent:	Counseling Office and Counseling Office Counseling Office and Case Managers Office	and and and	Counseling/Interview Room Mental Health Administrator's Office Mental Health Administrator's Office
This Component Must be Easily & Quickly Accessible to/from:	Booking Health Services Existing Housing Units Easily accessible to all new Housing Units Staff Restrooms		

Public Lobby & Visiting

Primary Activities / Functions:	<u>Public/Volunteers</u> 1. Checking In 2. Video Visiting 3. Attorney / Clergy / Professional Visits 4. Asking Questions/Directions 5. Putting money into inmate accounts 6. Accessing secure facility via metal detector/scanner 7. Obtaining receipts for payments	<u>Staff</u> 1. Receiving Visitors 2. Observing Visiting 3. Checking ID's 4. Answering Questions 5. Resolving Issues 6. Answering Phones (second to Booking) 7. Controlling access to secure areas 8. Receiving/logging in money for inmate accounts 9. Receiving clothing for court appearances
Hours / Days:	8 am - 8 pm to 10 pm, 7 days/week	
Users:	Up to 44 Visitors including some children between Lobby and Video Visiting & Non-contact Visiting booths 1 Staff Member at Reception Desk, 8-hour and 4 hour shifts Correctional Officer as needed for screening Visitors	

New Space

Space Name	Quantity	Size Each	Size for All	Special Requirements
1 Weather Vestibule	1	60	60	door locks controlled from Reception; camera; intercom outside of entry for afterhours contact with Master Control
2 Lobby /Waiting Area for 20 people, & Screening area	1	600	600	Seating for 10 to watch introductory video, 10 additional seats, cameras from & intercom to Central Control; 12 lockers for volunteers and attorneys on route to non-contact visits; money kiosk; pay telephone, area for walk through metal detector and package screener, exterior views

continued

Public Lobby & Visiting, continued

Space Name	Quantity	Size Each	Size for All	Special Requirements
3 Receptionist / Visitor Check-in	1	130	130	Movable glazed security panel to Lobby, computer workstation, phones, safe, door to secure side of facility, space for 2 staff but usually 1; for visitor processing
4 Video Visiting Cubicles	22	18	396	Counter, video screen, stool, 3' wide, includes circulation space within Video Visiting
5 Video Visiting Cubicles - Handicapped accessible	2	18	36	Handicapped accessible, counter, video screen, no stool, 3' wide
6 Non-Contact Visiting Rooms <i>(on housing floors only, so SF not included here)</i>	8	80		Secure on inmate side, with speak-thru or phone on each side; half with secure pass-throughs; vision panels; for approved attorneys, clergy and other professional visits; visible to staff in Master Control via cameras
7 Sallyport to Secure Facility	1	80	80	Interlocking doors, controlled by Master Control, cameras, intercom
8 Restrooms - Male & Female	2	150	300	Handicapped accessible; baby changing station in each; water fountain outside
9 Janitors' Closet <i>(if another one is not close by)</i>	1	35	35	Mop sink, mop rack
Total Net Square Feet			1,637	
Efficiency/Grossing Factor			1.3	
Total Gross Square Feet			2,128	

Adjacency Requirements:

Must be Immediately Adjacent:	Weather Vestibule	and	Lobby
	Lobby	and	Reception
	Lobby	and	Video Visiting Cubicles
	Lobby	and	Non-contact Visiting Rooms
	Lobby	and	Restrooms
	Lobby	and	Sallyport to secure areas
Unit Must be Adjacent to:	Secure facility via Sallyport		

continued

Public Lobby & Visiting, continued

Unit Must be Near:	Public Parking Access (controlled and secured) to Administration Access to Non-contact Visiting Rooms adjacent to existing and new Housing Units Access (once screened) to Program Rooms (for Volunteers and other Program providers)
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For Existing Facility:

- Provide 1 Video Visiting station for every 12 beds
- Continue to provide Non-contact Visiting booths near all housing units

Staff Support

Primary Activities / Functions:	Storing coats, personal items while working Changing clothes Hygiene/showering Receiving Training, Learning	Mustering at the beginning of shifts Taking breaks Having mid-shift meals Exercising, staying in shape
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Hours/Days: 24 hours a day/7 days a week

Users: Staff only

As Part of Renovation

Note: If Coroner should relocate, consider expanding into a portion of Coroner's current area.

Space Name	Quantity	Size Each	Size for All	Special Requirements
1 Female Locker Room (for Jail staff only)	1	300	300	60 (for flexibility & future) full-size lockers for each staff, bench. Handicapped accessible.
2 Male Locker Room (for Jail staff only)	1	220	220	40 (for flexibility & future) full-size lockers for each staff, bench. Handicapped accessible.
3 Female Pump Room	1	60	60	Comfortable chair, small refrigerator, sink
4 Staff Restrooms & Showers	2	200	400	Male's with 1 urinal, 1 toilet, 2 sinks, 1 shower, drying area. Female's with 2 toilets, 2 sinks, 1 shower, drying area. Handicapped accessible.
5 Janitor's Closet	1	35	35	Mop sink, mop rack
6 Exercise Room	1	240	240	Aerobic equipment, water dispenser, TV
7 Training Classroom	0		0	Use existing Training Room
8 Physical Training	0		0	Not needed

continued

Staff Support, continued

Space Name	Quantity	Size Each	Size for All	Special Requirements
9 Muster / Breakroom / Dining	1	500	500	Table/seating for 16; additional seating for 16; podium, marker board, video screen & projector, refrigerator, microwave, sink, counter/cabinets; vending machines; acoustically isolated; windows if feasible (without view in from outside)
10 Outdoor Break Area	1	400		If feasible, off of Breakroom/Dining; fully enclosed and secure, table and chairs
Total Net Square Feet			1,755	
Efficiency/Grossing Factor			1.3	
Total Gross Square Feet			2,282	

Video Arraignment & High Security Court

Primary Activities / Functions: Arraignment Hearings
 High Security Court proceedings
 Other video proceedings when allowable

Hours/Days: for Video Arraignment, Monday - Friday
 for High Security Courtroom: As needed

Users: Inmates undergoing Arraignment, Inmates needing high security during court proceedings
 No public except via video
 Correctional Officers when operational

As Part of Significant Renovation

Space Name	Quantity	Size Each	Size for All	Special Requirements
1 Waiting Area	1	200	200	Inmates only, for up to 12 inmates, small counter and stool for staff
2 Restroom	1	40	40	
3 Secure Holding Cells	2	80	160	For those who need more security while waiting, single occupancy, bench, stainless steel toilet/sink
4 Courtroom	1	600	600	For video & for in-person proceedings; up to 16 inmates & 3 staff, video equipment, bench, fixed seating for inmates
5 Office	1	120	120	Intermittently used by judge
Total Net Square Feet			1,120	
Efficiency/Grossing Factor			1.4	
Total Gross Square Feet			1,568	

Adjacency Requirements:

Must be Immediately Adjacent:	Waiting Office and Restroom, Holding Cells, Courtroom and Courtroom
Unit Must be Near:	easily accessible from all Housing Units easily accessible by court staff without causing security issues