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*Justice Planning and Design*

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# Kewaunee County Sheriff's Department & Jail / Public Safety Building Interim Presentation

Monday, April 8, 2019 | 5:00 PM

# Presentation Outline

## Introductions

1. Background
2. Recommendation
3. Existing Facility Description
4. Existing Facility Assessment
5. Schedule

## Questions and Answers





# Background

# 1. Background

- Kewaunee County Public Safety

Courthouse  
Sheriff's Department

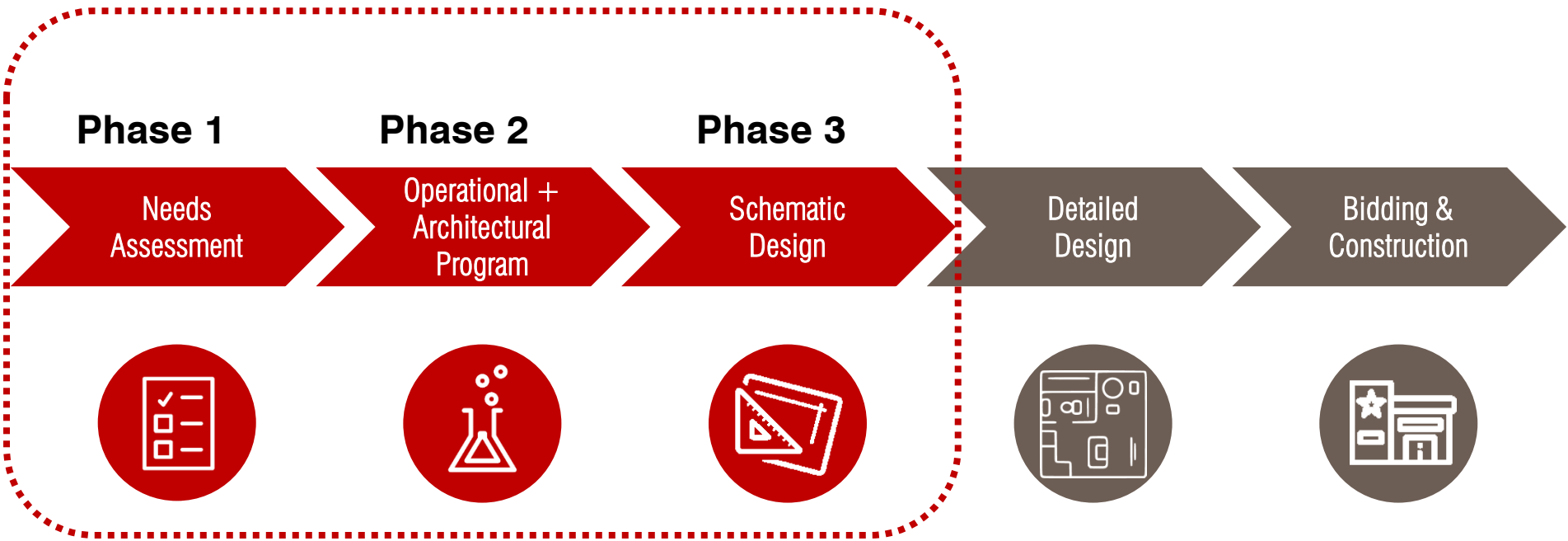


Safety Building  
Jail and 911 Communications



# 1. Background

- Project Steps
  - Our Collaborative Approach
    - Communication + Consensus Building



**Your Study**

# 1. Background

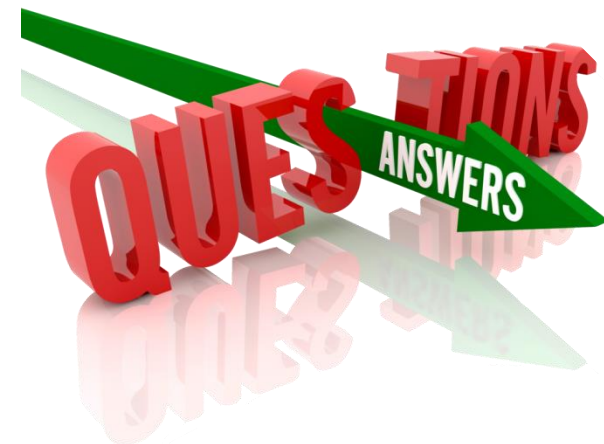
- Phase 1 Needs Assessment Study Overview
  - CRS, Inc.
    - Criminal Justice System: Overview, Data, Assessment
    - Operations and Processes
    - Best Practices
  - Venture Architects
    - Physical Assessment
    - Physical Structure / Operational Requirements
    - Potential Action Plans & Recommendations
    - Needs Assessment Report



We Recognize National Institute of Corrections' Work To Date

# 1. Background

- Phase 1 Needs Assessment Study - Overview
  - Will Answer These Questions:
    - Who is in our jail and why are they there?
    - Where is our jail occupancy going?
    - What forces are driving our inmate population?
    - Are there gaps in current criminal justice system?
    - What changes in policies and/or practices could improve the system and safely ease demands?
    - What impact (number of beds) would these changes have on current and future needs?



# 1. Background

- Phase 1 Needs Assessment Study
  - Criminal Justice (CJ) System: Overview, Data, Assessment
    - Jail use is determined by the constellation policies and decisions
    - Past practices do not necessarily indicate future needs
    - Build on the work done by the NIC in 2016.
    - Interview criminal justice officials
    - Develop a diagram of CJ system, identify gaps and opportunities
    - Convene stakeholders to discuss policies and practices that might change in future, and the impact on future jail needs.





# 1. Background

- Phase 1 Needs Assessment Study
  - Criminal Justice System: Overview, Data, Assessment
    - In-depth analysis of the characteristics of the jail population to get a “view of the criminal justice system” from the perspective of the jail. (Recent LOS findings from Genesee Co NY)

## LENGTH of STAY (LOS) COHORTS

20% of all persons admitted spent less than a day.

47.9% of persons admitted spent 3 days less, accounting for only 1.6% of the beds used.

73.4% of all admits spent 30 days or less, accounting for 12.8% of the beds used.

25.8% of all admits spent from 31 days to 9 months, accounting for 77.8% of all beds used.

LOS Cut	Cumulative Admits	Cumulative Days
A. Less than 1 Day	20.3%	0.0%
B. 1 Day	31.9%	0.4%
C. 2 Days	44.2%	1.2%
D. 3 Days	47.9%	1.6%
E. 4 to 10 Days	61.0%	4.5%
F. 11 to 30 Days	73.4%	12.8%
G. 31 to 60 Days	84.5%	29.7%
H. 61 to 90 Days	89.4%	42.1%
I. 91 to 180 Days	97.4%	76.4%
J. 6 to 9 Months	99.2%	90.2%
K. 10 to 12 Months	99.7%	95.5%
L. 13 to 18 Months	100.0%	99.4%
M. 19 to 24 Months	100%	99.7%
N. Over 24 Months	100%	100.0%

After 3 days, 47.9% of inmates have been released, after using 1.6% of the total beds

73.4% of all inmates are gone within 30 days, having used only 12.8% of the annual beds.

# 1. Background

- Phase 1 Needs Assessment Study
  - Criminal Justice System: Overview, Data, Assessment
    - Forecast of Future In-Custody Population
      - Required breakdowns (gender, housing type) will be applied to the forecasted bed needs.
      - Inmate specific data, historical daily data, and snapshots will be used to subdivide the beds.
      - Segregation groups will include administrative segregation, disciplinary segregation and protective custody.
      - Additional needs for “keep separate” in addition to classification imperatives.
      - Peak populations will be addressed in terms of jail beds and short term holding spaces.

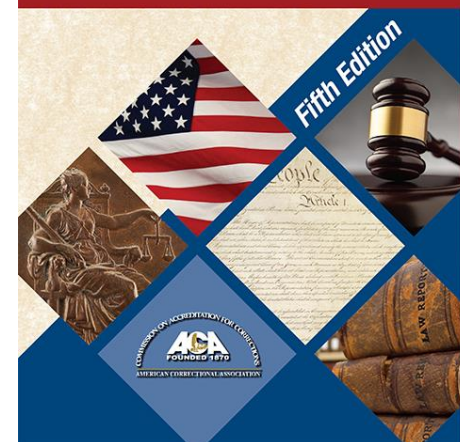


# 1. Background

- Phase 1 Needs Assessment Study
  - Operations and Processes
    - Examine current jail policies and practices
    - Analyze the staffing practices and needs.
    - Wisconsin DOC Chapter 350 Jail Standards will provide benchmarks for current operations.
    - Use the ACA Core Jail Standards as a secondary basis for review and comparison.
    - A more detailed review of jail processes will be implemented in subsequent phases of the project when an “architectural program” is developed.



**Performance-Based Standards,  
Expected Practices,  
Adult Correctional Institutions**



# 1. Background

- Phase 1 Needs Assessment Study
  - Physical Assessment
    - Assessment of Current Facility Infrastructure and Systems
      - Key Architectural Components
      - Building Systems
    - Wisconsin DOC Chapter 350 Jail Standards
      - Physical Requirements
    - Wisconsin DOC Office of Detention Facilities
      - Annual Inspection Reports
  - Written Report



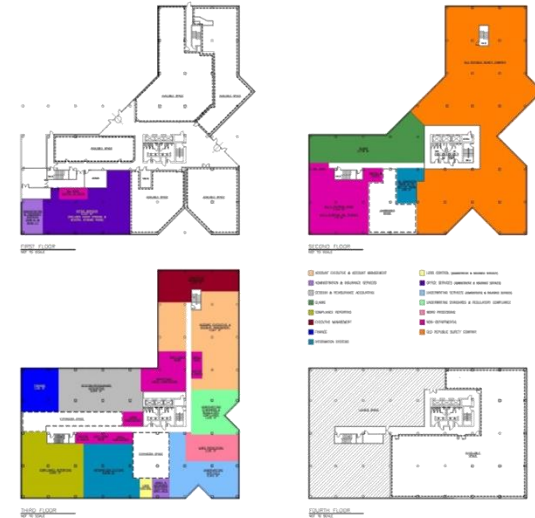
# 1. Background

- Phase 1 Needs Assessment Study
  - Physical Structure / Operational Requirements
    - Key components to include:
      - Jail beds: number and types
      - Support space needs: inmate programs
      - Operational space needs: booking, classification, visitation, Food and laundry, etc.



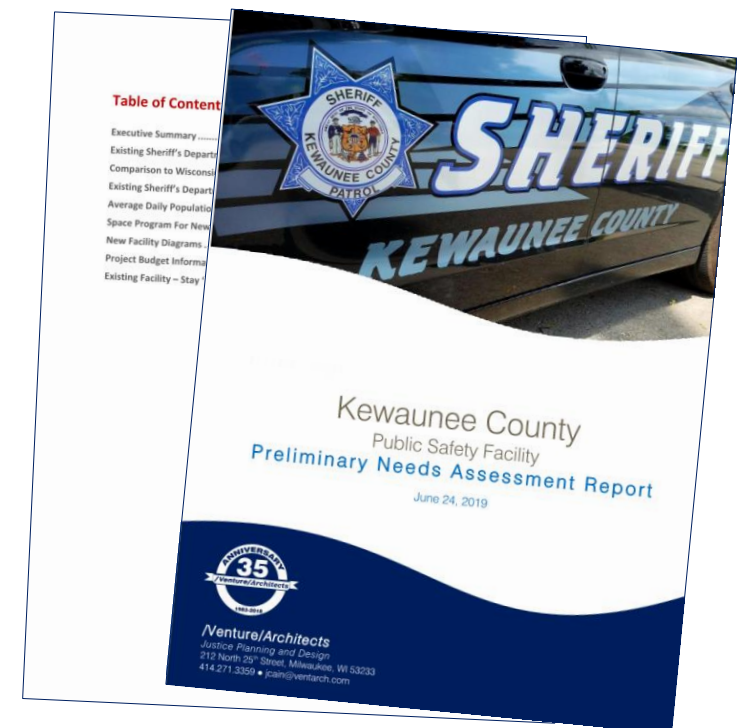
# 1. Background

- Phase 1 Needs Assessment Study
  - Potential Action Plans
    - Identify potential options
      - Status Quo, Remodeling, New Construction
    - Provide Graphic Representation
      - Concept Diagrams and 3D Representation
    - Develop Criteria for Evaluating Options
  - Recommendations



# 1. Background

- Phase 1 Needs Assessment Study
  - Needs Assessment Report
    - Phase 1 Needs Assessment Report to include:
      - Criminal Justice System: Overview, Data, Assessment
      - Operations and Processes
      - Best Practices
      - Physical Assessment
      - Physical Structure / Operational Requirements
      - Potential Options
      - Recommendations





# Recommendation



## 2. Recommendation

- (to be completed)
  - Inadequate bed capacity
    - Does not meet present and future bed needs
    - Does not provide adequate housing for inmate classification
  - Physical condition of Jail
    - Existing out of date materials and systems are ongoing maintenance issues
  - Jail design and impact on operations
    - Linear jail creates problems with security
    - Lack of sufficient space in support area



# Existing Facility Description

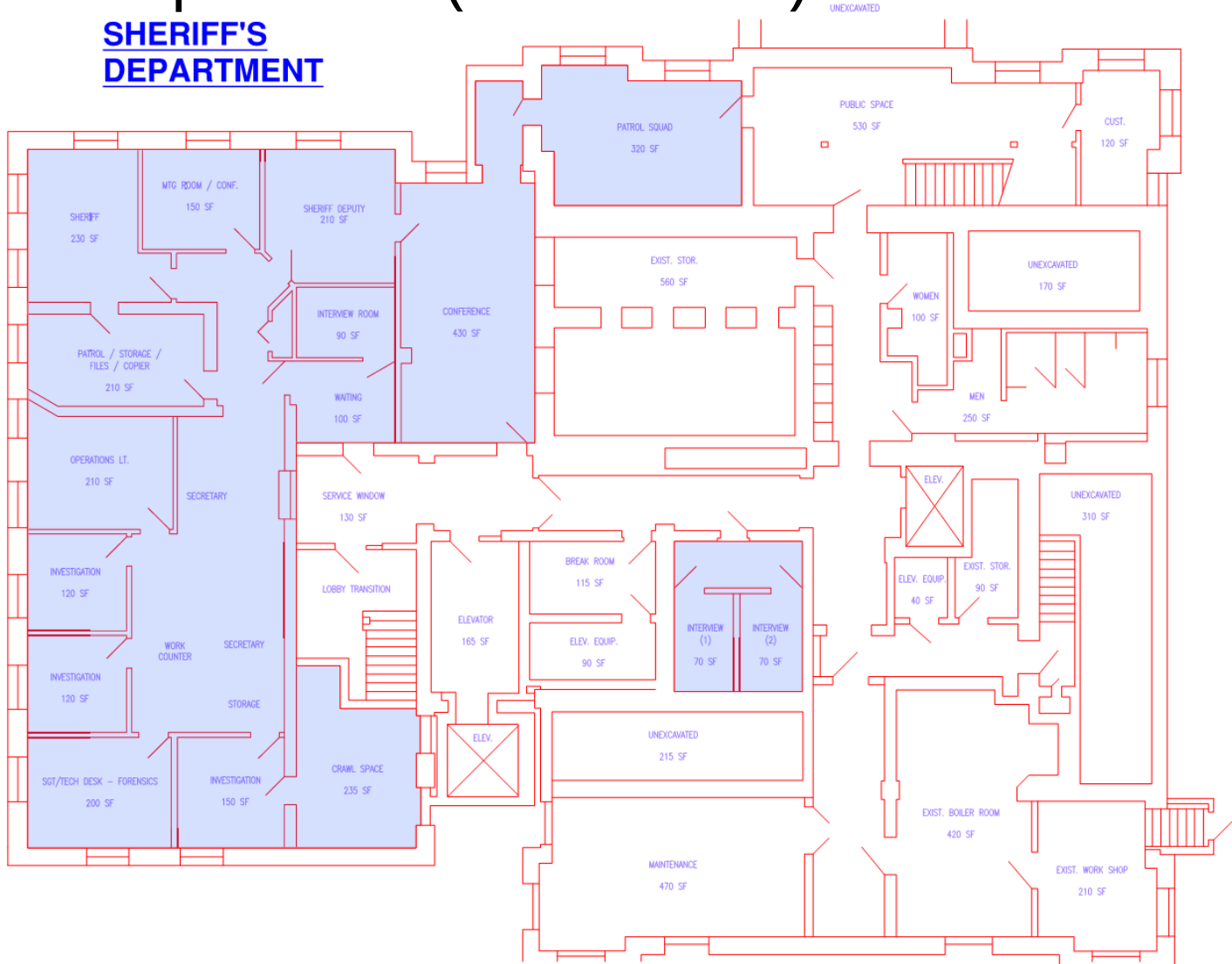
## 4. Existing Facility Description

- Built in 1968 (51 years old)
- Square Feet:
  - 4,800 SF for Sheriff's Department (Courthouse)
  - 25,000 SF for Jail / 911 Communication (Safety Building)
- Jail Bed Capacity
  - Rated Capacity of 22 beds plus 3 holding cells
    - State of Wisconsin Department of Corrections (DOC)
  - Design Capacity of 18 beds ( 85% of rated capacity)
    - Jail is considered full

# 4. Existing Facility Description

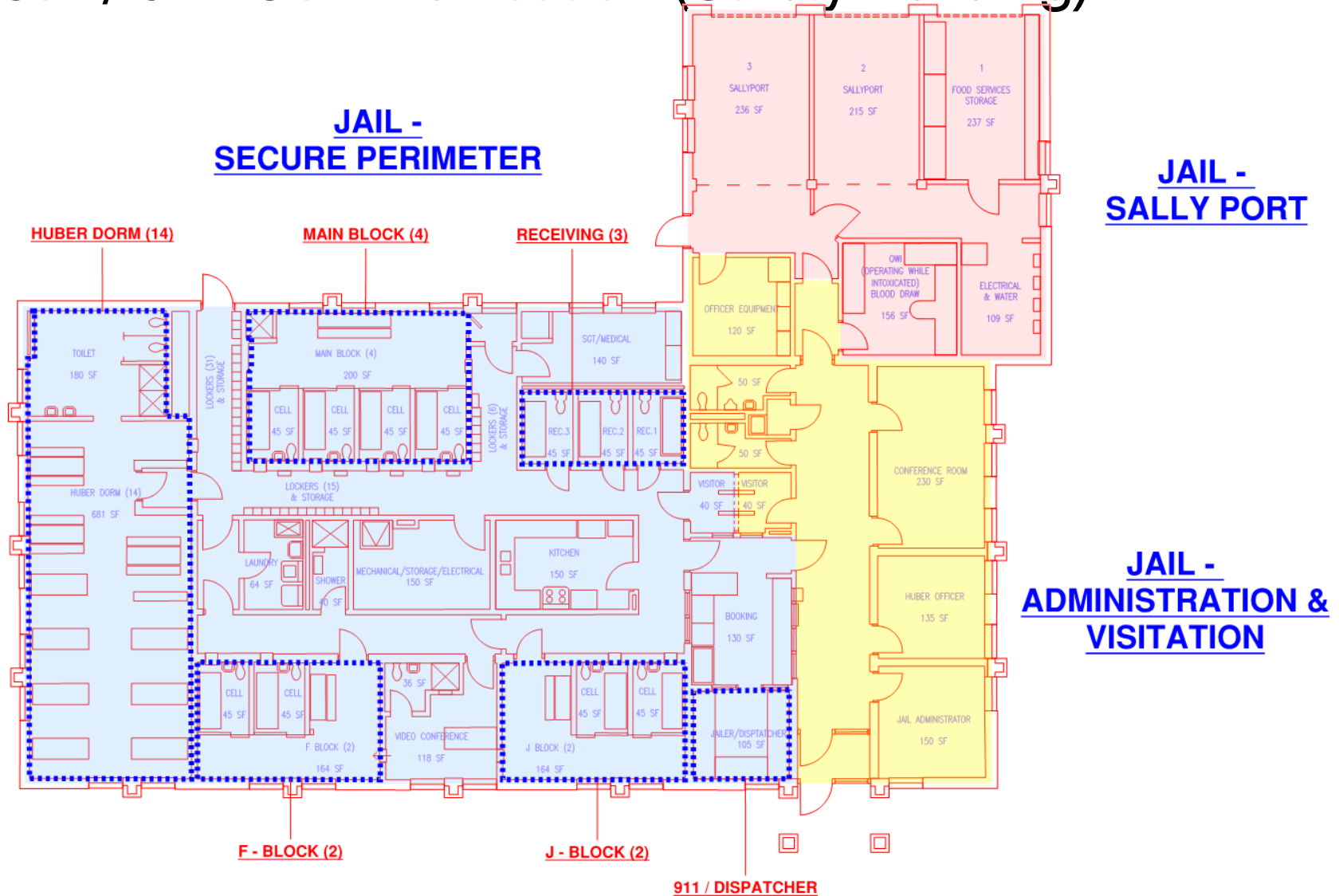
## ■ Sheriff's Department (Courthouse)

### SHERIFF'S DEPARTMENT



# 4. Existing Facility Description

- Jail / 911 Communication (Safety Building)



## 4. Existing Facility Description

- Three Sections to Wisconsin DOC Chapter 350 Jails
  - Section 350.07 *“Physical Environment of Jails Constructed before March 1, 1990”*
    - “Grandfather Approved”
  - Section 350.06 *“Physical Environment for New or Substantially Remodeled Jails on or after March 1, 1990 to September 1, 2014”*
  - Section 350.05 *“Physical Environment for New or Substantially Remodeled Jails”*
    - Any future construction would require Jail to meet 350.05 requirements



# Existing Facility Assessment

## 4. Existing Facility Assessment

- Comparison to WI DOC Chapter 350 Jails
- Operations
  - Sheriff's Department (Courthouse)
  - Jail (Safety Building)
- Building Systems
- Wisconsin DOC Office of Detention Facilities



## 4. Existing Facility Assessment

- Comparison to WI DOC Chapter 350 Jails
  - Current Jail
    - Falls under Chapter 350.07 (before 1990)
    - “Grandfather” Compliance
  - If compared to Chapter 350.05 (Since 2014)
    - Single Cells (25 SF) - Does not meet the 35 SF unencumbered space requirement
    - Day Rooms – Huber dormitory does not meet the 35 SF per inmate requirement
    - Multipurpose Room – None provided
    - Exercise Space – None provided
    - Inmate Health – is it sufficient?
    - Inmate Classification – is it sufficient?

## 4. Existing Facility Assessment

- Operations – Sheriff's Department (Courthouse)
  - Administrative staff area is poorly laid out – Distractions for staff
  - Meeting rooms are too small for their function
  - Acoustical privacy in meeting rooms is inadequate
  - No staff breakroom

# 4. Existing Facility Assessment

- Operations – Jail (Safety Building)
  - Security – Inability to directly view inmates because of linear design
  - Housing – Inadequate because of size and design
    - Classification – Inadequate housing for inmate classification
    - Work Release (Huber)
    - Special Needs Beds – Inadequate because of size, design, and location

## 4. Existing Facility Assessment

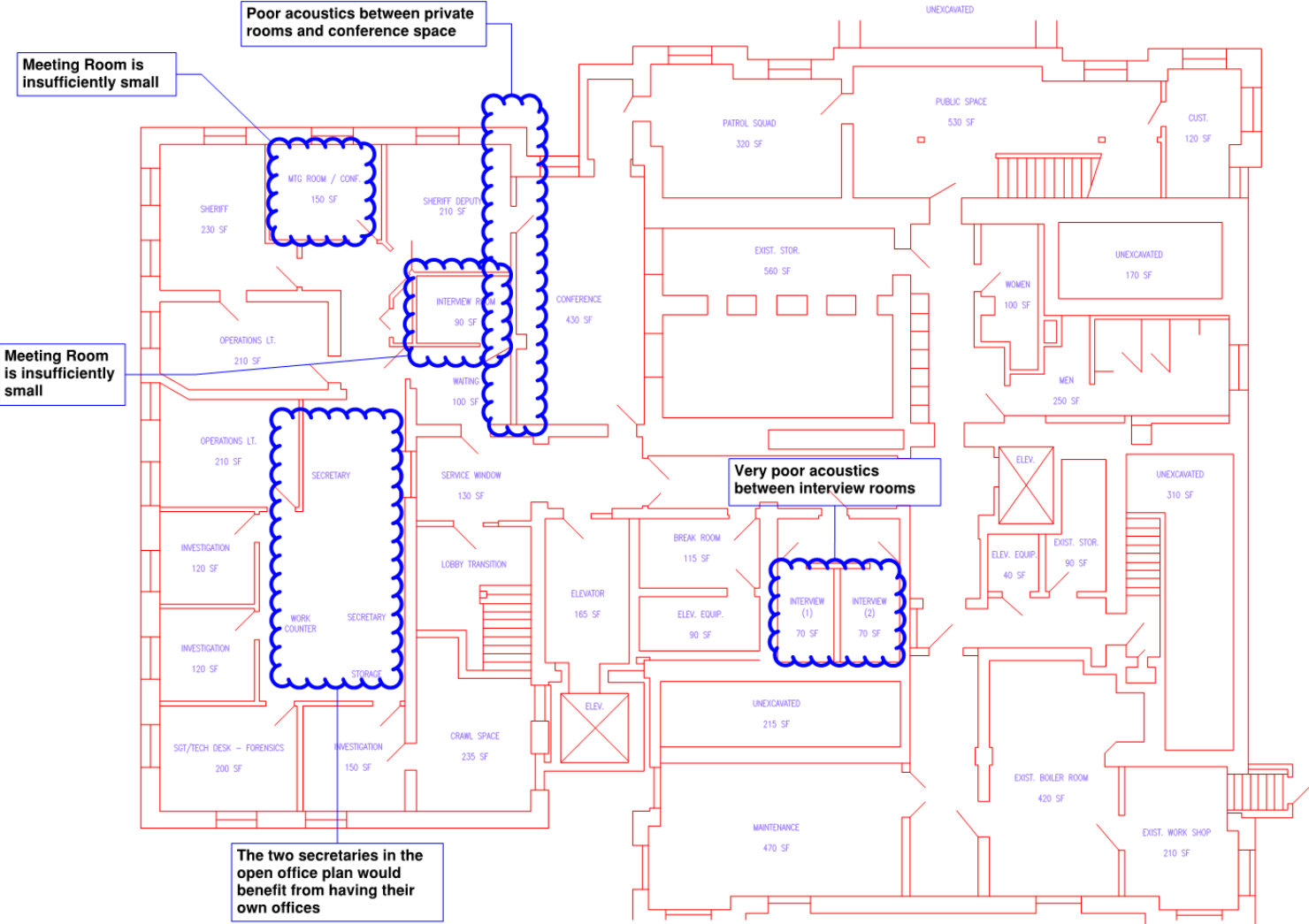
- Operations – Jail (Safety Building)
  - Support Areas – Inadequate because of size and design
    - Sally Port – Too small for all vehicles
    - Intake / Booking – Too small and poorly laid out
    - Showers – Incorrect locations
    - Laundry – Need commercial washer and dryer
    - Medical – Not correct types of required rooms
    - Programming – No dedicated space
    - Exercise – No dedicated space
    - Foodservice – Foodservice storage in in the sally port

## 4. Existing Facility Assessment

- Operations – Jail (Safety Building)
  - 911 Jail / Dispatcher – Inadequate for two person function. Master Control and Dispatcher should not be combined.
  - ADA Compliance – Many areas in Jail not ADA compliant
    - Door Openings
    - Showers
    - Turning Radius
    - Etc.

# 4. Existing Facility Assessment

## ■ Operations – Sheriff's Department (Courthouse)



Meeting Room is insufficiently small

Poor acoustics between private rooms and conference space

Meeting Room is insufficiently small

Very poor acoustics between interview rooms

The two secretaries in the open office plan would benefit from having their own offices

# 4. Existing Facility Assessment

## Operations – Jail (Safety Building)

### OVERALL:

Lack of sufficient overall capacity - the current crowding situation in the facility limits the ability of the jail staff to separate inmates according to the most appropriate classification. Female inmates are currently held in neighboring county facilities at a cost per day

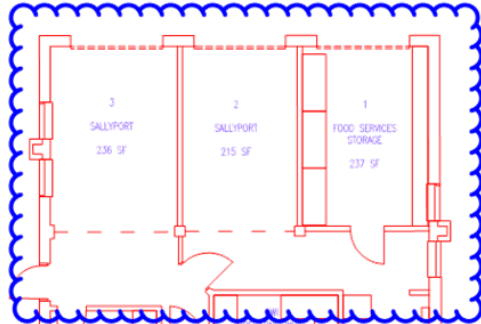
There is no Programming Space or Recreational Area in the Jail, as Day Room space is not sufficiently sized to accommodate these functions

The Jail's antiquated and obsolete locking mechanisms are beginning to show signs of failure. Makeshift components are frequently borrowed and or constructed as replacement parts

Changing area is inadequate for inmates

Inadequate storage space

Inadequate medical exam area



Sally Port / vehicle storage areas are insufficiently small

Problem of non-secure to secure transitioning

The outside curb adjacent to the garage doors makes vehicle entry and circulation difficult

Food Service Storage area is insufficient, and unconnected from the Kitchen

Visitor area is insufficiently small, and non private

On occasion, used to house an inmate when the jail is beyond capacity

The 'Huber dorm' has a mixture of minimum and medium security inmates, some of whom leave the facility for work or school, creating a potential contraband problem, although considerable effort is employed to eliminate the introduction of contraband

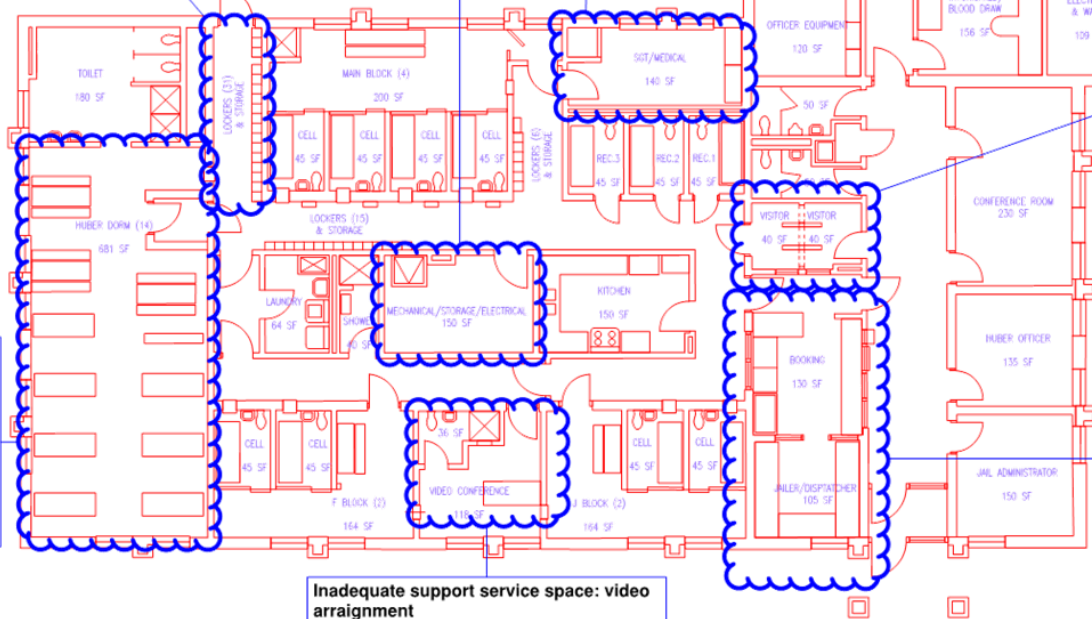
The Booking Area and Dispatch Center are currently co-mingled, which creates security issues from the undesired overlap between jail staff, controls, operations, and the circulation of inmates

The Jail's heating and cooling system were noted as being uncomfortable, (especially in the Dispatch area)

The overall area is lacking space for equipment and electrical equipment

All 911 lines are out of date, with no mapping system for 911 calls, and lacking proper equipment for E911. The Dispatch Center is in need for next generation 911 technology.

Inadequate support service space: video arraignment  
Video arraignment technology is limited



## 4. Existing Facility Assessment

- Building Systems

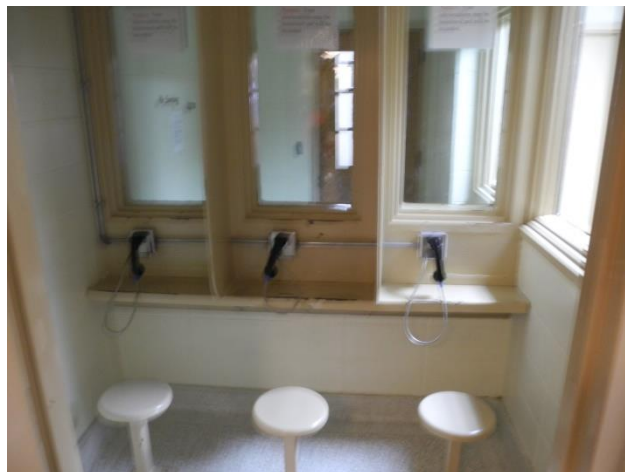
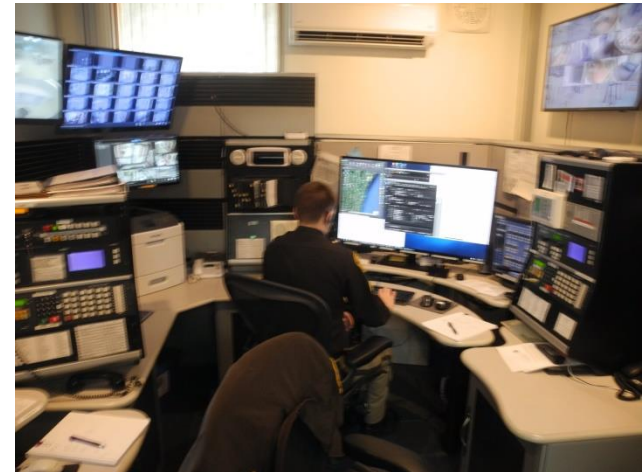
- Architectural

- Most of 1968 building is original (51 years old) with minimal upgrades.
      - Roof – ongoing leaks
      - Security locks – old and cannot get replacement parts
      - Windows and doors – potential future problems
      - Interior block walls - cracking



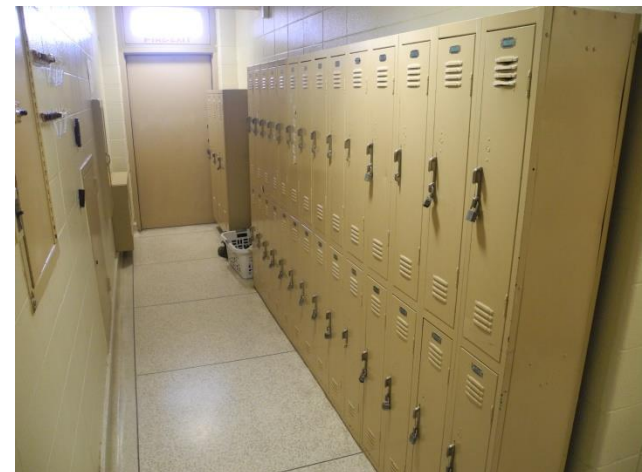
# 4. Existing Facility Assessment

- Building Systems
  - Architectural



# 4. Existing Facility Assessment

- Building Systems
  - Architectural



# 4. Existing Facility Assessment

- Building Systems
  - Heating, Ventilating, and Air Conditioning (HVAC)
    - Steam to Hot Water
      - Inadequate to heat Jail in winter
    - No back up heat if boiler goes down
    - Central area of Jail does not meet outside air requirements



## 4. Existing Facility Assessment

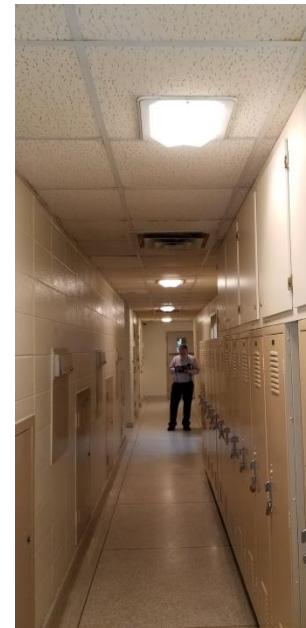
- Building Systems
  - Fire Suppression System
    - None
    - Only fire monitoring system

# 4. Existing Facility Assessment

- Building Systems

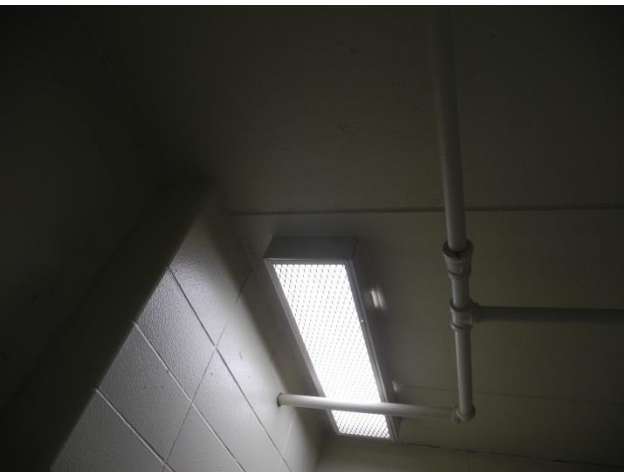
- Plumbing

- Existing piping is original to the Jail and is reaching useful life expectancy
      - Drainage problems
      - Continuous repair and replacement



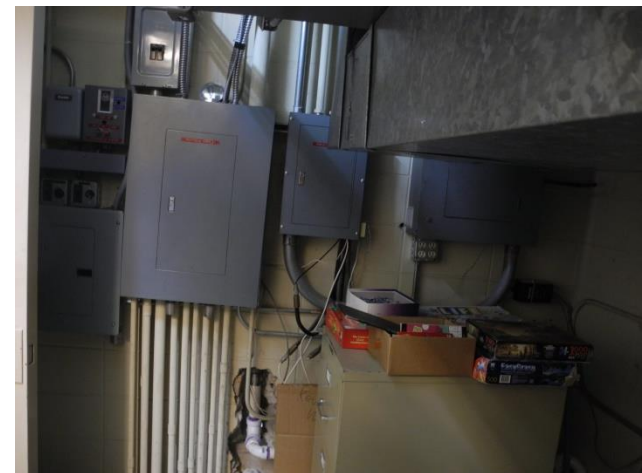
# 4. Existing Facility Assessment

- Building Systems
  - Electrical
    - Lighting
      - Lighting fixtures are original from 1968
      - Manual controls; not automatic
      - Jail area fixtures are not detention grade



# 4. Existing Facility Assessment

- Electrical
  - Power
    - Building services is overloaded
    - Electrical panel boards are beyond useful life
    - Multiple code violations with backup generator
    - Secure area outlets and switches are not detention grade



## 4. Existing Facility Assessment

- Electrical
  - Fire Alarm System
    - No smoke / heat detection in key locations
  - Video Surveillance
    - No exterior cameras
    - No sally port cameras
    - Cameras do not have detention grade housing
  - Access Control
    - No electric control of cell / holding door locks



## 4. Existing Facility Assessment

- Wisconsin DOC Office of Detention Facilities
  - 2018 Kewaunee County Jail Inspection
    - Overall Facility Maintenance Review – Age of Facility
      - Water damage
      - Block wall cracking
      - Jail doors – no replacement parts
      - Roof leakage
      - HVAC problems
    - Inmate classification inadequate to provide proper classification
    - Special needs beds – no proper housing
    - No programming space



# Schedule

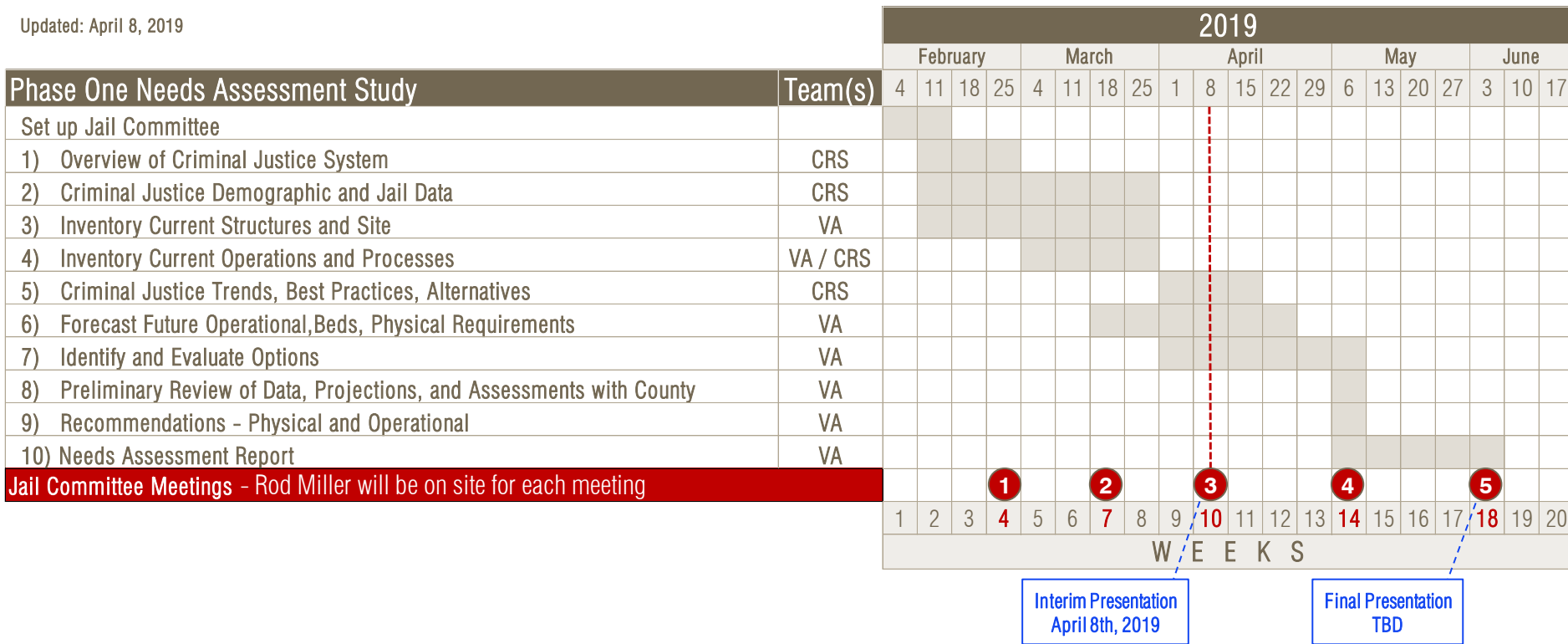
# 5. Schedule

## Study Schedule

Kewaunee County  
Public Safety Facility Planning & Design Study

### Phase One Schedule

Updated: April 8, 2019



# Questions and Answers

