



DRAFT FINAL REPORT



A Tradition of Stewardship
A Commitment to Service

Napa County Correctional Master Plan Phase II

CONCEPT PLANS
AND
PRELIMINARY
COST ESTIMATE

PREPARED FOR:
Napa County
Facility Conceptual Design Subcommittee



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CHAPTER 1 INTRODUCTION



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BACKGROUND

The Napa County Master Plan – Phase II includes the facility planning analyses and conceptual plan recommendations based on the results of projections completed in 2006¹ and 2007². In July, 2008, CGL undertook further development and refinements of these studies, including updated analysis of trends and inmate population projections³. The three earlier studies contain information that will assist the recipients of this report to understand the background and foundation on which this document is built.

Using data from 1996 through 2006, CGL analyzed County and general justice system trends, and projected the probable future adult offender population and resulting jail bed needs under both “status quo” conditions and an alternate future if Napa County implemented specific policy and/or criminal process changes to increase or decrease the demand for jail beds. The data show several important trends:

- From 1996 to 2005, the County’s total annual population growth rate was 1.4%; this was projected to reduce to .7% from 2005 to 2015 while the “at-risk” age group of 20-34 would continue the 1.4% annual growth.
- The non-violent index crime rate dropped from 1995 until 2001, but has been increasing since; violent index crimes have increased since 2000.
- Crime statistics were studied for six other California peer counties during the same general time periods since 1995. The comparison revealed that both the crime rate per capita and the arrest rates per capita declined for the six peer counties but increased for Napa County.
- The peer counties tended to divert more misdemeanor cases from jail to community supervision than Napa County, and used their jails much more for felons.

Seven statistical models were evaluated for projecting Napa County’s jail population to the year 2025; three of these models that provided the most statistically sound and viable results for a “status quo” range of projections were selected. Projected populations ranged up to 336 inmates by 2015 and up to 424 inmates by 2025. Applying an average for peak fluctuations plus classification/custody separation requirements, the total operational bed capacities ranged up to 378 beds by 2015 and 472 beds by 2025. CGL then projected jail bed needs after the application of evidence-based practices as proposed by Mark Carey & Associates, and the mid-range of these projections was 264 in 2015, 295 in 2020, and 324 in 2025. It is this last number that was used in developing the space needs requirements of the current program and the concept plans for a larger jail.

On August 29, 2008, there were 277 occupied inmate beds in the Napa County Jail. Of this number, 264 inmates were housed in “rated” beds, i.e. those complying with the rated capacity of a facility as defined by the State of California *Minimum Standards for Local Detention Facilities, Title 24, Part 1, Section 13-102, 2005 Regulations*. The balance of the total population consists of 13 non-rated beds, also known as special use cells. Such cells may not be used in calculating the design capacity of a facility, but are essential for temporary medical observation/recuperation, detoxification, or disciplinary isolation.

This report is divided into six chapters: 1) Introduction; 2) Architectural Space Program; 3) Concept Planning Options; 4) Staffing; 5) Existing Facilities Assessment; and 6) Cost Findings. Each chapter includes specific information to assist Napa County in determining an appropriate course of action to pursue to meet existing and projected jail capacity needs.

¹ *Napa County Adult Correctional System Master Plan: Adult Offender Population Projections*; Carter Goble Lee, July 2006

² *Napa County Adult Correctional System Master Plan: Jail Inmate Population Profile*; Carter Goble Lee, April 2007

³ *Napa County Adult Correctional System Master Plan: Task 7 – Adult Offender Population and Jail Bed Needs Baseline Projections*; Carter Goble Associates, Inc., July 2006, updated 2008



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CHAPTER 2
JAIL NEEDS SPACE PROGRAM



INTRODUCTION

In this chapter, the space requirements for either a new jail facility or a major addition to the existing Napa County Jail are identified. The space program of the proposed jail was developed from working meetings with jail staff, the Consultant's experience in planning detention facilities, and the physical plant standards established by the American Correctional Associations (ACA) *Standards for Adult Local Detention Facilities, 4th Edition*, and *Minimum Standards for Local Detention Facilities, Title 24, Part 1, Section 13-102 and Part 2, Section 470A, 2005 Regulations*, of the California Correctional Standards Authority (CSA). The following sections describe basic management principals and operational concepts, security concept and general conditions guidelines, and the building space program recommended for use in planning and designing a jail facility.

The following are described in this report: (1) basic management principles and operational concept; (2) security concept guidelines and general conditions; (3) building space components; and (4) a space program with adjacency diagrams. Based on the Jail Needs Assessment previously prepared by the consultant, the facility will initially provide 366 total beds (342 rated operational beds, 24 non-rated beds) with support components and infrastructure sized to accommodate long-range expansion up to approximately 500 beds. The initial 342-bed operational capacity corresponds to the projected bed need for 2025 assuming that the County will implement, sustain and grow an offender diversion program using community custody rather than jail incarceration for eligible offenders.

The new jail facility will meet or exceed the majority of the design standards noted above. The program shown in this document supports flexibility in the housing and direct supervision inmate management. Some programs and services will be decentralized to the housing units, thereby reducing the amount of inmate movement and staff escort requirements.

OPERATIONAL CONDITIONS

The primary mission of the Napa County Jail is to provide a safe, secure and humane environment for adult pretrial detainees and adjudicated offenders requiring secure incarceration. Meeting this mission requires an appropriate mix of physical plant and human resources. The appropriate environment is achieved through a combination of proper facility design, technology, security procedures, well-trained staff, and an appropriate level of inmate programming. All design elements and operational conditions will need to support the use of direct supervision principles by all staff that supervise or work with inmates.

Generally four management tools: objective classification, decentralized services, type of inmate supervision, and a professional staff provide the basis for an effective and efficient safe operation.

Objective Classification: Objective classification systems rely on systematic, consistent procedures for classifying. They usually involve a checklist, decision tree, or additive scale. Advantages of an objective classification system include the following:

Controls discretion - permits overrides of the classification process but only within explicitly stated parameters.

Includes rules that are highly visible - everyone is aware of the rules for decision making.

Improves information gathering - promotes accurate, consistent, and comprehensive accumulation of information.

- Enforces consistency in decision making – the decision-makers are required to use standardized criteria and apply them in the same manner each time.



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- Provides easier evaluation/monitoring - standardized decisional criteria and procedures facilitate review and assessment.

Decentralized Services: The ability to offer a wide range of inmate services cost-effectively is generally enhanced by locating as many programs and services as close to the inmate as possible. Under this approach, housing units are grouped according to custody and/or functional mission. All security, program, and support services of the functional custody groupings are based on the risk levels, needs, requirements, and allowable activities of each custody group. Housing units are organized into clusters according to functional relationships or classification to facilitate the delivery of services such as recreation, counseling, education and visiting at the housing unit. The objective of this concept is to minimize inmate movement in an environment that enhances access to programs and services.

Direct Supervision: Direct supervision is a management approach that stations the officer within the housing unit without barriers of separation. This concept encourages direct interaction between staff and inmates to prevent negative inmate behavior. Direct supervision operations have been found to permit more effective jail management, improve staff morale, often reduce staffing levels, provide, a safer working environment, and reduce maintenance costs. However, not all inmates are appropriate for direct supervision housing. Those persons whose behavior or anticipated behaviors make them unsuitable for direct supervision are placed in a more restrictive environment, but that number is usually just a small percentage of the total jail population.

Professional Staff: The most important component of any detention operation is its staff. A high quality staff can compensate for facility design limitations; however, regardless of how good the physical plant, ineffective, inefficient, and sometimes unsafe operations will predominate if the number and quality of staff is insufficient. The jurisdiction must appreciate and understand that neither design nor technology is a substitute for staff professionalism and an adequate number of staff.

Training: Without proper training, the staff will not be able to effectively manage the inmates or maintain a level of communication with other staff and inmates that predicts, rather than reacts to, potential security problems. Prior to commencing operations in the new facility, all staff will need to be involved in a training program that will familiarize them with the facility's "bells and whistles", policies and procedures, as well as the skills necessary to interact safely and effectively with the inmate population. This should be accomplished through a defined training program started far in advance of the facility move-in and will include training curricula developed expressly for new jail operations.

SECURITY AND GENERAL CONSTRUCTION CONDITIONS

The security concept reflects a commitment to positive, high quality staff/inmate interaction. Regardless of the building configuration or the capital investment in electronics, without adequate staff and the related emphasis on training, the facility cannot achieve an appropriate security level. With proper training, staff will be able to manage inmates, use the technological equipment and proactively respond to security issues. Detention officers will be stationed in the dayrooms of the housing units, having the ability to freely communicate and circulate throughout the "pod" to closely monitor inmate activity. This presence alone should eliminate many of the security compromises that occur when adequate direct contact between staff and inmates is absent.

The following security concepts must be considered and responded to in the development of the design program:

- Any door opening from a secure to a non-secure area requires a sally port of two interlocked doors that will be controlled from Master Control.
- Exterior walls of all housing areas should use vertically and horizontally reinforced masonry or concrete, or a comparable secure configuration using steel construction.



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- Any window penetrations into the secure exterior wall should be no wider than five inches; however, several such widths may be combined to create the appearance of a wider opening, as long as the separating construction component is secure and tool-resistant.
- While the building itself can serve as the external security line, a buffer zone of at least 150 feet (wherever possible) is desirable; however, in an urban setting, this amount of separation between public and inmate areas may not be possible. Any setbacks must comply with local zoning or other regulations.
- Closed circuit television should provide visual surveillance capabilities to Master Control and other control points as required. Cameras and monitor locations will be determined during the project's design and development stage. The type and spacing of outdoor light standards should be selected based on the location of the building(s) on the site, surrounding land uses, and environmental conditions. A lighting level of 3 foot candles should be maintained over the exterior areas of the facility.
- Exterior lighting should be on the emergency power system. Selected area fixtures on the interior of the facility should be connected to the emergency power system to ensure an average illumination of 0.5 foot candles during a power outage.
- As there is a direct relationship between relatively quiet, relaxed surroundings and morale, lower level of stress and consequently greater security, careful attention to acoustical design is required.
- Pedestrian and vehicular security walls should separate secure from non-secure areas.
- Ceilings within secure areas must be escape-resistant.
- Secure walls and fences that minimize public views to inmate accessible areas (recreation yards) should surround the facility.
- Loading docks and service areas are within fenced/walled areas and there are sally ports between service areas and areas within the secure perimeter.
- The perimeter system will include systems for detection, alarm monitoring and control, voice annunciation, and lighting. Physical barriers, CCTV cameras, and physical response to permit an accurate assessment of the alarm condition are also required. Electronic detection or surveillance devices need only be used in areas where the commitment of a full-time staff position is unwarranted.
- All fire and life safety monitoring, detection, and suppression systems should be monitored at the facility's Master Control Center.

Security Zoning

Principles of operational security zoning are applied to the development of the site plan and the functional relationships of the facility's operational components. Zoning levels are defined as much by their access requirements as by their security restrictions; however, security zoning is enhanced when areas of a facility are grouped according to function and accessibility. The basic purpose of security zoning is to strictly control inmate movement and access to the various components of the facility through a careful combination of construction methods, staff supervision, and electronic technology.



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Through the use of zoning, movement control, staff observation, secure construction, and electronic surveillance technology, inmates will pass through barriers to move from one zone or sub-zone to another. Access between zones may be centrally or locally controlled. Inmates might be allowed access to one zone and denied access to another based on classification, or they could be allowed access to one zone under a pass system, but require escort to access another. The new facility will use five internal security zones.

Zone 1 Building Perimeter - The first security zone consists of the functional areas located outside of the security perimeter including the access points, public lobby, administrative offices, and the staff service area.

Zone 2 Security Perimeter - The second security zone is defined as the facility's building wall or security fences; this is the boundary formed by walls, fences, or other construction elements designed to confine inmates and prevent escape or unauthorized passage. Movement through this zone is generally through interlocking doors that are monitored and controlled from a master control room

Zone 3 Inmate Movement and Activity Areas - These areas are reached from Zone 1 by movement through Zone 2 or from Zone 4 (housing units). This zone includes corridors, waiting areas, activity, program, or service rooms or areas that are used by inmates and staff.

Zone 4 Housing Units - The housing unit living areas comprise the fourth security zone. It includes all housing unit areas with the exception of the maximum security cells.

Zone 5 - This is the most secure zone within the facility, and will include such spaces as Master Control, disciplinary isolation and other special management high security cells, and medication storage.

Security Levels

Security level designations can be used by the design team to assure that a clear demarcation of security zones is achieved in the design to support the security conditions needed in each part of the new facility. The County's selected architectural design team should apply these security levels to the overall design concept layout once the arrangement of physical spaces and spatial relationships are developed and a site master plan is subsequently developed.

A hierarchy of five categories of security levels will be used in conjunction with general building guidelines.

Level 1 - Level 1 is the lowest security level designation. This level may be either inside or outside the secure perimeter. These areas are non-secured and provide a standard commercial or institutional level of construction, finish, and furnishings, and are typically not accessed by inmates unless accompanied by staff. Secured space and/or systems must separate Level 1 areas within the facility's security perimeter from inmate-occupied areas. Level 1 spaces generally include office spaces and activity areas devoted to non-security functions. Level 1 areas use Type D construction techniques.

Level 2 - Level 2 areas are restricted areas with minimal security conditions in terms of construction and characteristics of the space. This level provides a standard commercial or institutional level of construction, finish, and furnishings. Level 2 areas are restricted areas that are physically separated from Levels 3-5 secured areas. Restriction of inmates from these areas is achieved by operating policy and staff supervision rather than security systems or construction. Level 2 areas may be either inside or outside the security perimeter of the facility. Inmates would only be allowed in certain specified Level 2 areas under staff supervision. Other Level 2 areas would be strictly off-limits to inmates. In such cases, this type of Level 2 area would need to be secured by separation from inmates by means of Level 4 or 5 construction, which may surround or otherwise separate the Level 2 area from



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inmate-accessed areas. Level 2 areas tend to use Type C construction. Interior corridor walls within the secure perimeter of the facility are Level 2 areas.

Level 3 - Level 3 provides the next highest level of secured space in the facility. As compared to Level 4, Level 3 areas are less complex and restrictive in terms of construction, finishes, fixtures, furnishings and equipment. Inmate-occupied areas must still be of a condition and level of construction that would confine inmates who may attempt to escape or vandalize the area. Finishes, furniture, and equipment of inmate-accessed areas must be vandal-resistant and of a durable nature, but not of the highest security grade as in Level 4 areas. While furniture may be moveable, it must be of a design and condition such that it would not be able to be used as a weapon or instrument of destruction. Level 3 areas would tend to use Type B construction. Conduits and non-secure switches will not be exposed in Level 3 areas. Examples are medium security housing units and program areas.

Level 4 - This level provides the next to the highest level of security conditions and includes areas where inmates are present without a direct staff presence. The principal difference between Level 4 and Level 5 is that inmates are not allowed access to Level 5 areas. In those spaces where inmates are present, Level 4 areas must be totally secure and constructed to guard against tampering, vandalism, or other unauthorized or undesired use of the space, its finishes, furnishings, systems, or equipment. As compared to Level 5 areas, Level 4 areas would not contain equipment or systems that inmates are not allowed to have access to or otherwise be in the presence of. In inmate-accessed areas, the construction must be of a level to be able to confine inmates who may attempt to escape. Except for cells, inmates would not be allowed in Level 4 areas without staff supervision. Special management and maximum security housing units are examples of Level 4 spaces.

Level 5 - This level provides the highest degree of security conditions for areas where neither the public nor inmates are allowed to be present at any time. Consequently, Level 5 areas will be totally secure and resistant from any undesired use of or interaction with any item, surface, finish, or system which is part of or relates to gaining access to this space. All Level 5 areas must be designed to prevent inmates from being able to gain access or entry. Such areas must utilize the highest level of secure construction (Type A) and offer the greatest level of resistance to unauthorized attempts to gain access to the space. Although exposed conduits would be allowable in Level 5 areas since inmates are not allowed in these areas, it is preferable to have them securely embedded in the walls or floors. Master Control is a Level 5 space.

Building Construction Types

In an attempt to ensure that the security concept is reflected in the building construction, the following wall-systems construction guidelines are suggested for consideration.

Type A Construction - In this type of construction, floors, walls and ceilings consist of either steel plate or concrete and/or masonry units with steel reinforcing rods on at least eight-inch centers, running both vertically and horizontally. Penetration of a Type A surface (door, window, or ventilation opening) will be limited by using high security materials in support of proper design and engineering. For example, any window located within a Type A wall would limit openings from the secure side to a maximum width of five inches. Any door located within a Type A wall will be at minimum a 14-gauge door with a 12-gauge frame. Locks for these doors will be of a high security type, although sliding doors are not always required. Outside walls of the housing units and any other spaces within the facility to which inmates have direct access will use Type A conditions.

Type B Construction - Walls of this type will be constructed of steel plate, concrete and/or masonry units using vertical, reinforcing rods at least 16 inches on center. If concrete block were used, the individual block cells would be filled and tamped with 3,000-pound per square inch (PSI) concrete. Penetrations of a Type B surface for doors and windows will require use of 14 or 16 gauge doors and 14 or 16-gauge frames. The door locks, while a security type, need not be of the highest security construction. A typical example of Type B construction would be the walls



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between individual cells and a day room. Type B construction can be used in buildings and spaces for inmate access under direct staff supervision.

Type C Construction - A Type C wall may be 8 to 12 inches thick and does not require heavy reinforcing or filling and tamping if concrete block is used. Vertical and horizontal reinforcing would be used for structural, rather than security, purposes. A typical use of this wall would be interior corridor walls that are within the secure envelope of the facility.

Type D Construction - Walls, floors, and ceilings of this construction type will be non-secure general institutional construction. For example, four-inch concrete block, wood or metal studs, or metal fabricated systems may be used in areas that are appropriate for Type D construction. Examples of this wall system may be found in the administrative component of the facility. Type D construction for perimeter walls is not used in areas of inmate access.

In addition to the overall building construction guidelines for A, B, C, or D type construction, careful consideration from a security standpoint will be given to the interior space enclosures and elements. While a general construction type classification will be applied to all spaces, guidelines for interior enclosures provide an overlay of additional detail. Consideration will be given to durability as well as security and cost in making decisions about the type of enclosures needed in a specific area. The type of interior wall, ceiling, door, glazing, and lighting will have a significant impact on the cost of construction and facility security. The particular enclosures selected by the design team will usually need to match the construction type to the security level. In some instances, the outer walls, roof, and floors may provide sufficient security and confinement capability such that the interior enclosures can be relaxed to a lower level, resulting in a cost savings.

The perimeter security system must be able to both confine the population within its boundaries and prevent access from the outside into the secure environment. In addition, it must alert security staff of attempts to breach the secure perimeter and provide an adequate response potential in an actual or attempted breach.

To accomplish this, the perimeter security system will be envisioned as an integration of some or all of the following components: walls, electronic surveillance devices, lighting, monitored and controlled access points, and control stations. A minimum of three foot candles of illumination will be maintained on all perimeter walls. Wall-mounted fixtures will ensure adequate lighting near facility structures. All perimeter lighting will be on an emergency power system.

The perimeter will consist of the secure building walls (Type A). The vehicle sally port will provide access and egress for vehicles delivering or transporting inmates. Supply vehicles will use a loading dock. Both areas will be monitored and controlled from the Master Control Room.

Interior Walls and Ceilings

In the housing units, the interior cell walls can be one or a combination of the following: pre-manufactured steel modular systems that are of rigid frame structure with galvanized or stainless steel panels; reinforced masonry block units; or pre-cast or poured-in-place reinforced concrete. While the walls between the cells and the dayroom will be secure, they need not follow the same high security requirements of the exterior walls.

The particular enclosures selected by the design team will usually need to match the construction type to the security level. In some instances the outer walls, roof and floors may provide sufficient security and confinement capability such that the interior enclosures can be relaxed to a lower level resulting in a cost savings. Acoustical ceiling treatments in dayroom areas will reflect the fact that the inmates will not be left unattended in these area or cannot reach the ceiling.



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Security Doors

Security doors will be used on all passage points that require a secured condition and control to prevent unauthorized entry or passage of people or vehicles. Security doors can also serve as fire, smoke, and acoustical separations in addition to being an integral part of the facility's security system.

Security doors include not only the door itself but also its frame, locking system, hardware, door glazing, and any accessories. The specific security door types, sizes, hardware, and locking systems are selected during detailed design. Security doors in detention/correctional facilities are normally about 2 inches in thickness for medium to high security, and about 1.75 inches for minimum-security applications. Hollow metal doors are usually made of 10, 12 or 14 gauge steel plates or as low as 16 gauge in minimum security. The doorframe usually needs to be available when the wall is being installed, although some types may be able to be added after wall construction, depending on the specific design and construction system.

Security doors at the new facility will include swinging doors on hinges and sliding doors on a track with housing above. Swinging doors can be used on all security levels, whereas sliding doors are more expensive and are only needed for certain high security conditions. The type of door locking systems will need to be decided during the detailed design phase.

Security Windows

As with any building component, the material is only as strong as its connection. A window must be positively anchored to a wall to ensure that a frame cannot be removed from its opening. Exterior security windows offer a potential area for escapees from detention facilities; therefore windows must be constructed to withstand considerable abuse from inmates and the environment. The size of the window opening is one of the most critical parts of any assembly. Inmates have the ability to create makeshift tools for taking window assemblies apart to allow their escape.

Hollow metal frames are generally the only option for providing a secure integral setting for security glass applications. Frame gauges will vary from 12- to 16-gauge, depending on the level of security needed.

Security Glazing: These are specified for each window and will provide the appropriate degree of security for an intended program and or activity space from minimum to maximum secure construction grades.

Tool-Resistant Bars: These will be provided with a maximum opening between stops or mullions of 5 inches. In this application, tool-resistant bars must be installed within the frame itself.

Security Glazing

A detention facility requires natural light to meet most local, state, and national building code requirements, and also requires additional use of interior glazing in support of security observation, supervision and control. During the design process the size of glazed openings, the locations of glazing, and the degree of security required is determined. It will be noted that non-security tempered glass has been successfully utilized in Level 3 cell windows as the frame itself prevents escapes.

There are several types of glazing currently manufactured that provide the appropriate level of security desired in meeting specific security requirements. The highest level of security glazing in the new facility would include maximum-security glazing with a bar grill applied to the side between the glass and the inmates. The types of glazing that might be used in the new facility are as follows:



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Glass Laminates: Comprised of multiple layers of glass bonded with an interlayer material.

Polycarbonate Plastics: Comprised of single or multiple layers of material, however, like most plastics they scratch and can easily burn.

Glass-clad Polycarbonates: A combination of inner layer(s) of polycarbonate and outer layers of glass bonded together using a urethane interlayer. [Note: This is one of the most highly used types of security glass.]

Security Ceilings

The security ceilings are intended to prevent an inmate from gaining access into interstitial space located between the ceiling and structure to attempt escapes and/or hiding contraband and weapons. Some ceilings also offer an acoustical value. When determining the appropriate locations and requirements for security ceilings the design team will consider the following criteria:

- supervision within a space, related hours of observation;
- the clear height of the interior space;
- inmate accessibility to the ceiling surface and its materials; and
- type(s) of inmate(s) using a particular area (general or high custody population).

Four types of security ceilings are commonly used in corrections: metal security ceilings, security gypsum board systems, metal panel ceilings, and hollow metal systems.

Security Lighting

The construction and thickness of its housing and lens generally determine the security grade of a lighting fixture, the gradations being minimum, medium, and high security. Security lighting fixtures are needed in areas where inmates are not under constant supervision. In areas where inmate access to light fixtures are not possible, or where supervision will be both continuous and direct, standard industrial or commercial lighting units would be appropriate and much less costly than security lighting.

The housing of interior security lighting fixtures will be constructed of 14, 16, or 18-gauge cold rolled steel for maximum, medium or minimum applications respectively. The lens will be of a laminate of tempered glass inside to withstand heat and a polycarbonate outer layer to withstand attack. The thickness of the lens composite would vary from 1/3 inch for minimum/medium to 1/2 inch for high security. All exposed mounting fasteners, hardware and hinges will be of tamper-proof design. The mounting of the fixture will not provide any space or opportunity for the concealment of contraband.

The level of illumination from security lighting varies depending on the application. While illumination will vary over a given area, the averages given are just that, the mid-point. Also, the type of control or switch used can either be standard or vandal resistant, again depending on the location and whether or not inmates have access to the switch. These details will be determined during the design phase.

Jail Space Program

An architectural program defines the square footage assigned to each space within a building and recommends how the spaces should be organized in relation to one another. Accordingly, the spaces recommended are organized in tables by groupings/clusters that reflect the organizational and operational needs of each department. The tables,



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descriptions, and adjacency diagrams that follow provide recommended guidelines for the project architect to use in designing a new or expanded jail facility.

The space tables identify the type of space by number and name or title; the number of persons or units in the space; a space standard by the number of square feet (SF) per unit, person, or space; and the quantity of identical spaces required. These figures are multiplied together to determine the net square feet (NSF) required for each space element. A departmental grossing factor expressed as a percentage of the net area is added to the NSF to account for internal (intra-department) circulation, wall thickness, and mechanical/electrical spaces within each department. This total is expressed as the subtotal departmental gross square feet (DGSF). Each table includes a comment column that provides additional information about specific space needs and/ or space conditions to serve as a guide for the architect.

Program area totals are then summarized in a summary table. A building grossing factor is added to the total area of all departments to provide for major mechanical equipment areas, connecting circulation spaces between components, stairwells and elevators, and exterior wall thickness. This final total is the building gross square footage (BGSF).

BUILDING SPACE COMPONENTS

The program is divided into nine major components. Each of these is described in narrative text, space tables, and adjacency diagrams. *Note: The adjacency diagrams are not architectural plans, but show only the general relationships of spaces within each component. The specific facility design will be developed by the selected Architect during the design phase(s) of the project.*

As programmed, the facility contains approximately **179,151** building gross square feet, houses an initial population of **366** inmates (342 rated, 24 non-rated beds), with the support core sized for a possible future maximum capacity of approximately 500 inmates. The facility will house both male and female inmates in separate housing areas; all inmates will share support spaces on a scheduled basis.



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1.000 PUBLIC ACCESS AND FACILITY ADMINISTRATION

Public Access includes the lobby and general reception area, which is outside the secure envelope of the Jail. The area is designed to effectively accommodate public contact to include inmate-visitor waiting and persons waiting for general business and other criminal justice functions associated with jail administration. The waiting area for inmate visitation is separated from the general reception area.

Acoustic treatment should be provided to improve the quality of the space. The lobby area must be pleasant and comfortable with natural light if possible and will include support and equipment space such as public toilets, drinking fountains, and durable but comfortable furniture. A staffed information station or kiosk should be provided to obtain inmate information and direct visitors to the appropriate public area within the jail. To facilitate public contact, personnel working in this area must be able to communicate with all staff in their offices or posts throughout the jail.

Facility Administration contains spaces to accommodate the administrative and management functions necessary to the non-security operation of the facility. The positions housed at this location include offices of the Director and Assistant Director of Corrections and staff necessary for the facility's administrative, financial, legal, personnel, and record-keeping obligations. The area is outside of the jail's secure envelope to allow access by staff and public; however, access from the lobby is to be controlled.

The design and furnishing of the area must accommodate a variety of functional needs, but should be similar to that found in any office environment. In addition to offices and modular work stations, the area must have dedicated space for supplies, record files, office business machines, staff restrooms, and a beverage counter. All offices and the conference room are to have appropriate acoustical treatments. A mail room with access from either the main lobby or directly from the exterior should be provided to screen and sort mail. Offices of the Director, Assistant Director(s), and Operations Lieutenants should include monitors for the jail's CCTV system.



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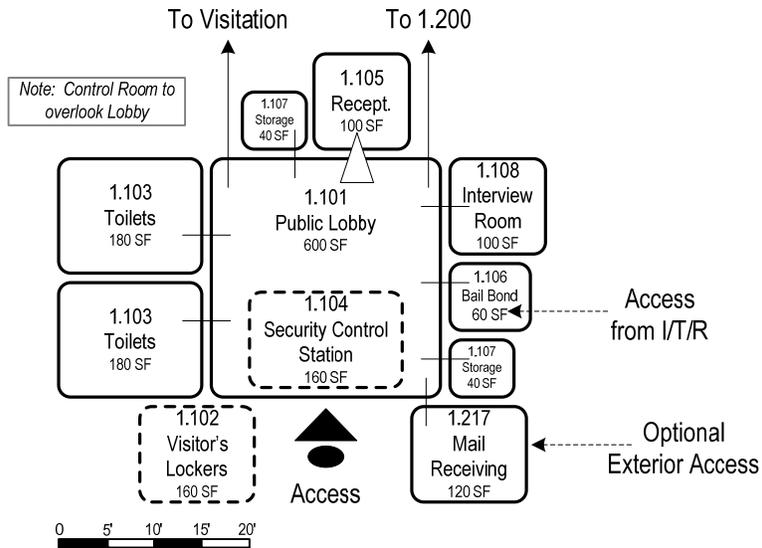
1.000 PUBLIC ACCESS AND FACILITY ADMINISTRATION						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	COMMENTS
1.100	Public Lobby					Outside secure perimeter
1.101	Public Lobby	30	20	1	600	Visitors waiting, seating for 20; initial security screening w/magnetometer; information kiosk, flat screen display
1.102	Visitors Lockers	1	150	0.5	75	Exterior covered shed; space calculated at 50% of area
1.103	Toilets	4	40	2	320	Handicapped-accessible
1.104	Security Control Station	1	160	1	160	Security screening station w/magnetometer, package scanner; located in public lobby, staffed 24/7; access control to internal areas
1.105	Receptionist	1	100	1	100	Counter station, staffed 24/7
1.106	Bail Bond Station	1	60	1	60	Counter opening into public lobby; safe; staff side should be accessible from intake areas
1.107	Storage Areas	1	40	2	80	Lockable areas; one designated for security equipment storage near lobby entrance
1.108	Interview Room	5	20	1	100	Accessible from lobby for offender interviews
					Net SF	1,495
					Grossing Factor	30%
					Total DGSF	1,944
1.200	Facility Administration					Outside secure perimeter
1.201	Administration Lobby	6	25	1	150	Waiting for 6; access controlled by Lobby receptionist
1.202	Assistant Director of Corrections	1	200	1	200	Private office
1.203	Director of Corrections	1	240	1	240	Private office w/conference seating for 6
1.204	Conference Room	16	25	1	400	Connected/adjacent to Director's Office; conference seating for 16, A/V capability w/teleconferencing
1.205	Administrative Office Manager	1	120	1	120	Private office; supervises clerical staff
1.206	Operations Lieutenant	1	140	1	140	Private office
1.207	Sergeant - Administration	1	120	1	120	Private office
1.208	Corporal	1	100	1	100	Private office
1.209	Correctional Officer	1	80	2	160	Workstations, 1-side chair, file storage
1.210	Clerical Staff	8	60	1	480	Workstations, file storage; includes expansion stations
1.211	Corrections Technician	1	80	1	80	Workstation, file storage
1.212	Mail/Work Room	1	240	1	240	Mail in separate room or secure portion of same room; work table, reproduction equipment
1.213	Record Storage	1	160	1	160	Personnel records
1.214	Unassigned Office	1	100	2	200	Private office
1.215	Employee Break Room	1	140	1	140	Counter w/sink & storage cabinets, refrigerator, microwave, coffee maker
1.216	Office Storage	1	120	2	240	Lockable storage; 1 adjacent to/in Mail/Work Room for office supplies
1.217	Mail Receiving Room	1	120	1	120	Access from main lobby or separate outside door; screening equipment
1.218	Staff Toilet (Male/Female)	3	40	2	240	Accessible
1.219	Janitor's Closet	1	40	1	40	Utility/floor sink, storage shelving
					Net SF	3,570
					Grossing Factor	30%
					Total DGSF	4,641
					Total DGSF for Administration	6,585

Source: Carter Goble Lee; April 2008, Rev. May 2008

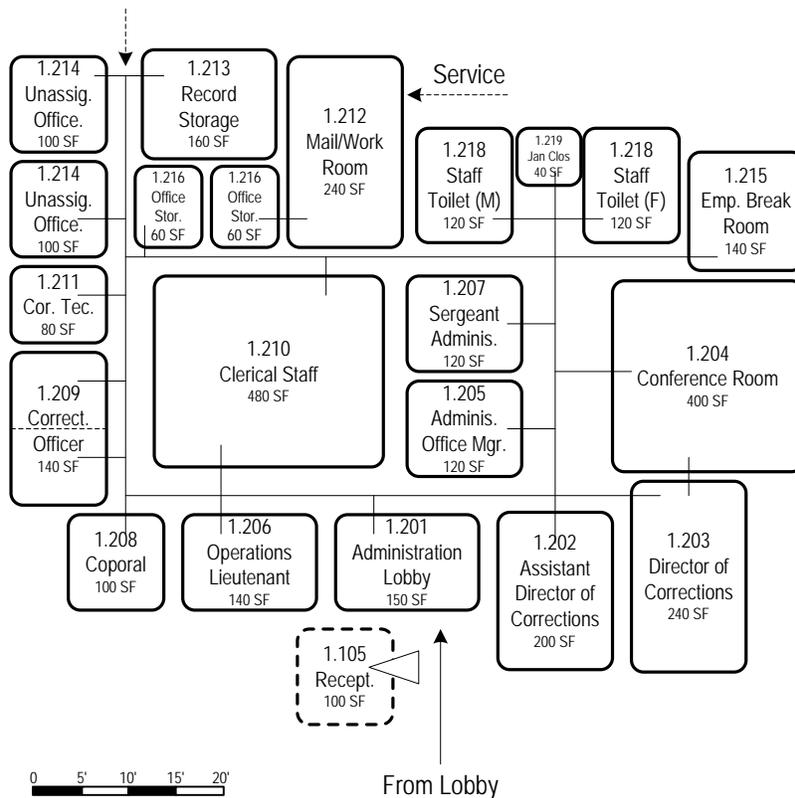


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1.100 Public Lobby - Adjacency Diagram



1.200 Facility Administration - Adjacency Diagram





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2.000 INTAKE-TRANSFER-RELEASE

The intake-transfer-release component is located within the jail's secure envelope. The area must be configured to facilitate inmate and staff flow, ensure the integrity of the area, and facilitate the timely return of law-enforcement staff (arresting officers) to street operations. The environment is to be configured, designed, and managed with the goal of reducing tensions and creating a calm, orderly, and secure intake process. As intake-transfer-release functions require close security and control, intake staff must directly view the intake sequence. A secure pedestrian entry and a pre-intake area for law enforcement officers to complete paperwork and temporarily hold arrestees are needed. The area includes a cuffing bench and access to a medical screening room that is accessed directly from the Law Enforcement Officers' Area. Sobriety testing will be performed by the law enforcement officer(s) in a room accessed directly from the vehicle sally port.

The design and operation of this area must be supportive of the facility's direct supervision management concept. The intake section is to include a multi-station booking counter and an area for completing identification functions. Most inmates should wait processing in an open waiting area; however, holding cells are available for inmates who are violent, combative, or who otherwise need temporary confinement apart from other persons. Facilities for showering and dressing-out inmates and for inmates being housed are to be immediately adjacent to the inmate property storage area. The transfer and release areas also require access to the property storage room. Inmates being transported must be kept separate from those being booked-in; however, these spaces are to be adjacent to or in close proximity to the intake area.

The Inmate Property Storage area will be located adjacent to both the Intake and Release areas as well as near the transport staging area. This room will contain storage bins and racks for clothing and personal property as well as a separate area for valuables. A pass through from the intake shower area is desirable. Commercial grade washer and dryer hook ups will be available.

Other program spaces include a medical screening room, interview rooms, pre-release and classification stations, a private staff meeting/interview room, and miscellaneous support spaces. Appropriate acoustical treatment is necessary. In the event the County should decide to use video arraignment, a space of approximately 300-350 square feet should be provided in the Intake-Booking-Release area. This system is gaining wide acceptance nationwide, and many jurisdictions have adopted it a means of reducing inmate transport or having a judicial officer come to the jail.

2.000 INTAKE-TRANSFER-RELEASE						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments
2.100	Intake and Release					
Arrival Functions						
2.101	Vehicle Sallyport	1	5,000	1	5,000	Accommodates 6 cars and 2 busses, weapon lockers
2.102	Pedestrian Sallyport	1	120	1	120	Interlocked doors, outer controlled from Central Control, inner controlled from booking desk
2.103	Officer's Toilet	1	50	2	100	Accessed from vehicle sallyport
2.104	Assembly Area	1	200	1	200	Covered exterior area: access to pedestrian sallyport
Law Enforcement Areas						
2.105	Intoxilizer Room	1	150	1	150	Bench w/cuffing rings, equipment: access from vehicle sallyport on opposite side from pedestrian sallyport
2.106	Law Enforcement Holding Bench	1	80	1	80	In alcove w/view from Law Enforcement Officers' Area: access from sallyport; used for unruly arrestees, forced blood draws
2.107	Law Enforcement Officers' Area	1	100	1	100	Work carrels/stand-up counter w/computer hookups to process arrest paperwork: access from pedestrian sallyport



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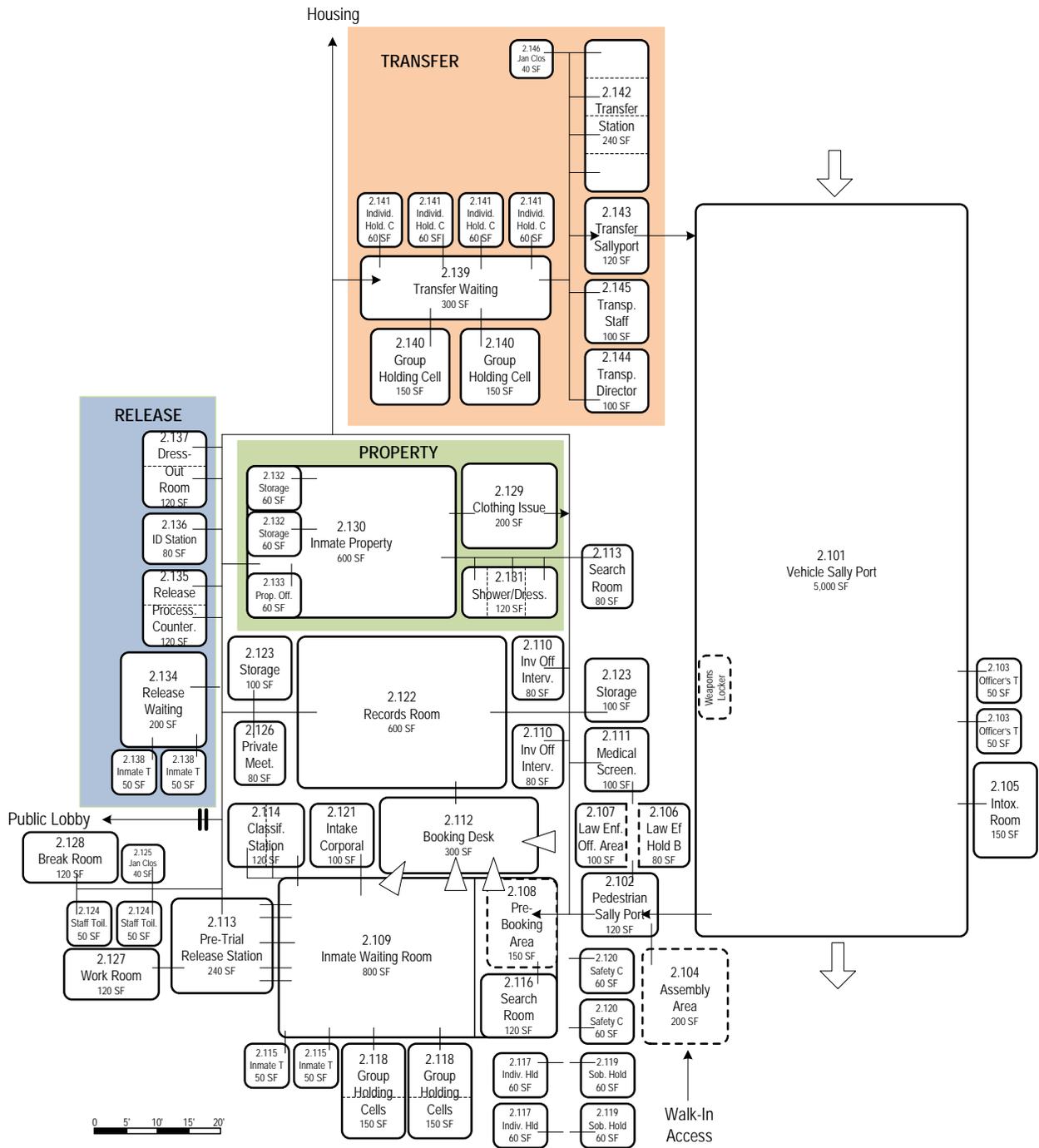
2.000 INTAKE-TRANSFER-RELEASE						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments
Intake Functions						
2.108	Pre-Booking Area	1	150	1	150	Officer's station, temporary staging
2.109	Inmate Waiting Room	1	800	1	800	Open seating for 30; officer's kiosk at sallyport entrance. 2-televisions, telephones
2.110	Investigative Officer Interview Room	1	80	2	160	Shared for other interviews/screenings
2.111	Medical Screening Room	1	100	1	100	Locate at beginning of booking process; requires privacy for inmate confidentially
2.112	Booking Desk	1	300	1	300	Open counter w/officer stations, view of inmate waiting & holding cells; photo & fingerprint ID equipment, 1-DNA & 2-AFIS stations
2.113	Pre-Trial Release	1	60	4	240	Dedicated office w/3-counter positions
2.114	Classification Station	1	60	2	120	Open to open waiting room
2.115	Inmate Toilet	1	50	2	100	ADA-compliant
2.116	Search Room	1	120	1	120	Counter w/sink; adjacent to pre-booking area
2.117	Individual Holding Cell	1	50	2	100	One-person cells w/combination unit, bench
2.118	Group Holding Cell	8	20	2	320	8-person cells w/combination unit, bench
2.119	Sobriety Cell	1	60	2	120	w/floor drains and toilet w/padding; CCTV surveillance
2.120	Safety Cell	1	60	2	120	Flushing ring toilet in floor, padding; observable from officer's post or CCTV surveillance
2.121	Intake Corporal	1	100	1	100	Private office
2.122	Records Room	1	600	1	600	Two workstations of 60 SF each + 3,000 record jackets
2.123	Storage	1	100	2	200	Lockable space
2.124	Staff Toilets	1	50	2	100	ADA-compliant
2.125	Janitor's Closet	1	40	1	40	Service sink, storage shelving
2.126	Private Meeting Room	1	80	1	80	Staff use
2.127	Work Room	1	120	1	120	Adjacent to pre-trial release stations
2.128	Break Room	1	120	1	120	Counter w/sink & storage cabinets; u.c. refrigerator, microwave, coffee maker
Inmate Property Areas						
2.129	Clothing Issue	1	200	1	200	Shelving for daily intake issue
2.130	Inmate Property	1	600	1	600	Mechanized rack system w/hanging bags & storage bins, space for 500
2.131	Showers and Dressing	1	40	3	120	2-male showers (1-HC); 1 separate female showers (HC)
2.132	Storage	1	60	2	120	Lockable space for valuables in/adjacent to property storage
2.133	Property Officer	1	60	1	60	Work station within property room
					Net SF	10,960
					Grossing Factor	35%
					Total DGSF	14,796
Release Processing						
2.134	Release Waiting	1	200	1	200	Open seating for up to 12
2.135	Release Processing Counter	1	60	2	120	2-stations; includes behind counter files area
2.136	ID Station	1	80	1	80	Photograph and finger print
2.137	Dress-Out Room	1	60	2	120	One male; one female
2.138	Inmate Toilet	1	50	2	100	ADA compliant
					Net SF	620
					Grossing Factor	35%
					Total DGSF	837
Transfer						
2.139	Transfer Waiting	20	15	1	300	Open seating for 20
2.140	Group Holding Cell	5	20	2	200	Seats 5 inmates w/toilet; inmates awaiting housing
2.141	Individual Holding Cell	1	60	4	240	Toilet
2.142	Transfer Station	1	60	2	120	Privacy screens
2.143	Transfer Sallyport	1	120	1	120	Interlocking doors controlled from Main Control Room
2.144	Transportation Director	1	100	1	100	Private office
2.145	Transportation Staff	1	100	1	100	Seating for 4 officers
2.146	Janitor's Closet	1	40	1	40	w/sink
					Net SF	1,220
					Grossing Factor	35%
					Total DGSF	1,647
					Total DGSF for Intake-Transfer-Release	17,280
					<i>SF/Inmate</i>	<i>34.6</i>
						<i>Based on 500 inmates</i>

Source: Carter Goble Lee; April 2008, Rev. May 2008



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2.000 Intake-Transfer-Release - Adjacency Diagram





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3.000 SECURITY OPERATIONS

Security Operations consists of security administration areas and the central control room; these are located within the jail's secure envelope. Separate work areas are provided for the watch commander and shift supervisors.

The facility's Central (Main) Control provides a 24-hour control center for monitoring and coordinating the facility's security, life safety, and communication systems as well as a secondary observation post for certain housing units. Central Control is to have override capabilities over all local control rooms and pod control panels, sole control over movement between the security zones, and control over access into and out of the facility. Access into Central Control is to be regulated by means of a vestibule with interlocked doors, and all openings including pass-through openings for keys, packages, etc must be secure. All power, communication, and computer lines outside the central control space are to be secured. The design of the space must allow effective visual observation of areas where monitoring by Central Control is desired; concurrently, views into and through Central Control must be controlled. [Note: a difficulty with providing direct visual observation of various activities arises if Central Control is expected to observe too many things.]

The environment of the area is to be designed to reduce stress and fatigue and enhance control activities. This can be accomplished through the use of sound absorbing materials, good temperature and ventilation control, appropriate use of direct and indirect lighting, and the provision of a restroom. Easy communication must be provided between master control and other areas of the facility. At peak times, Central Control may require two staff, but should be operable by one person when feasible based on workload and requirements of all control systems. Thus, its design should have two totally redundant operator stations. The second station will also be used for training in addition to being a work-sharing station and an emergency backup position. The area must also be handicapped-accessible.

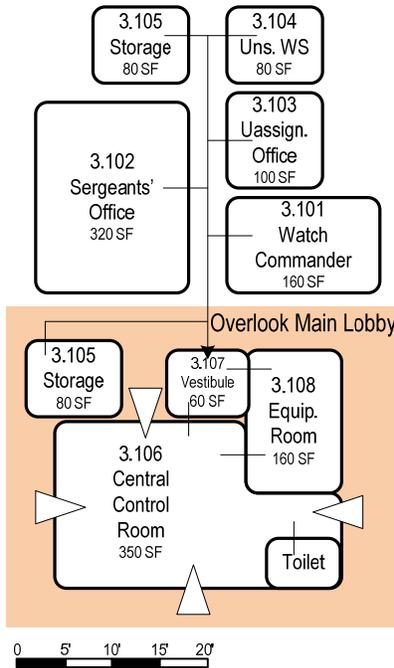


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3.000 SECURITY OPERATIONS						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments
3.100 Security Administration and Central Control						
Security Administration						Locate near Central Control
3.101	Watch Commander	1	160	1	160	Office w/2-workstations, video monitors; used by all shifts
3.102	Sergeants' Office	1	80	4	320	Workroom with four stations, copy/fax/print equipment
3.103	Unassigned Office	1	100	1	100	Private office
3.104	Unassigned Workstation	1	80	1	80	Workstation
3.105	Storage Room	1	80	2	160	Lockable spaces, 1 for special equipment (cuffs, video camera, etc.)
Central Control						Overlook Main Lobby
3.106	Central Control Room	1	350	1	350	Secure; design for 1-person operation w/2-stations, 50 SF staff toilet, emergency exit hatch, document pass, monitors, life-safety equipment; dedicated HVAC; observe main lobby system
3.107	Vestibule	1	60	1	60	Interlocked doors
3.108	Equipment Room	1	150	1	150	Secure, alarmed space; video recording equipment
					Net SF	1,380
					Grossing Factor	30%
					Total DGSF	414
					Total DGSF	1,794
					Total DGSF for Security Administration	1,794
					SF/Inmate	3.6
						Based on 500 inmates

Source: Carter Goble Lee; April 2008, Rev. May 2008

3.000 Security Operations - Adjacency Diagram





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4.000 STAFF SERVICES

Detention staff services are comprised of lockers, fitness areas, muster and training spaces. Locker rooms provide full-height lockers with boot shelf for all uniform staff, and have adjacent showers, and toilets. Male and female supervisory staff should have separate locker facilities. An exercise room with fitness equipment and movable mats should be located in near proximity to locker rooms.

Muster and training spaces include a sub-dividable staff training room sized to accommodate up to a total of 60 people, a readily accessible response team equipment storage area, and a general storage room. The training room should contain marker boards, key control cabinet, and four carrels with PCs or laptop connections. These areas must be near and easily accessible to a controlled access point in the secure perimeter to avoid unnecessary delay in moving staff into the jail. The staff services area will also include a briefing room with 20 computer connection stations and staff mailboxes, a quiet room, and a break room.

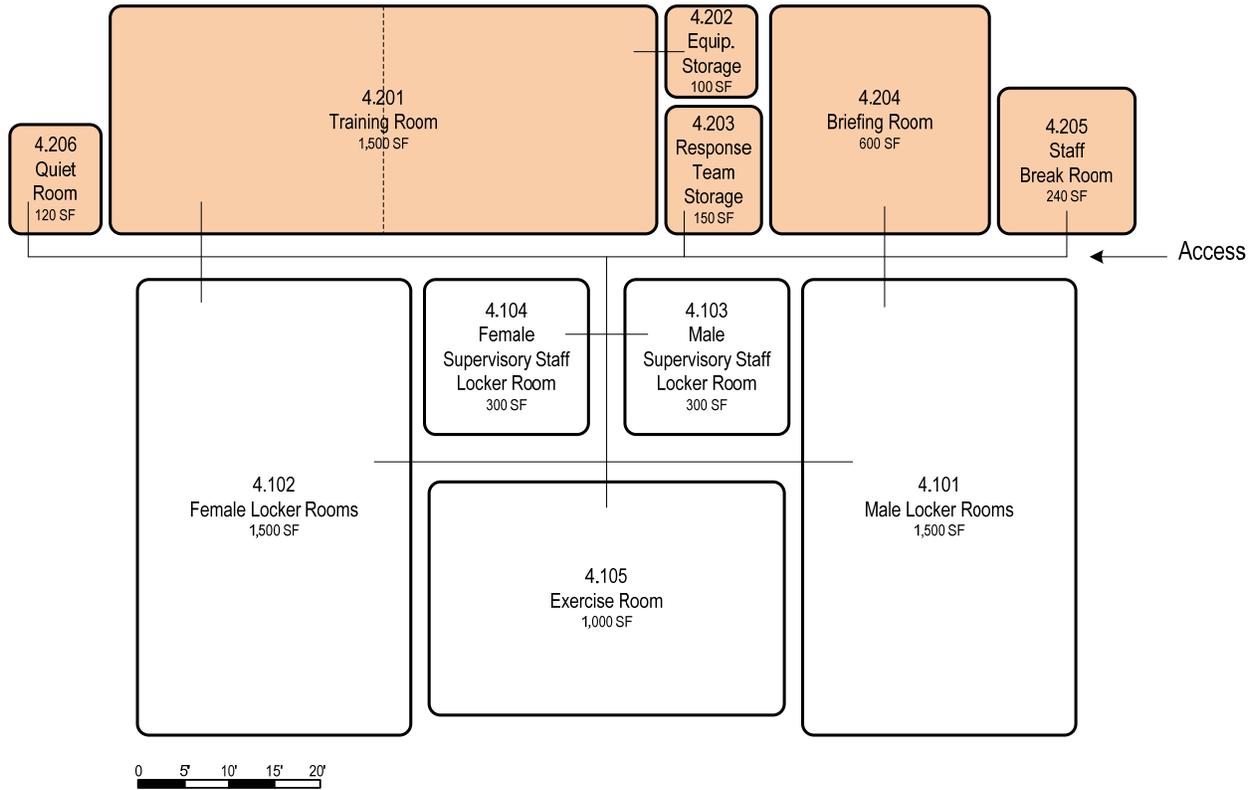
4.000 STAFF SERVICES						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments
4.100 Lockers and Fitness						
4.101	Male Locker Room	1	1,500	1	1,500	Based on 80 full height x 18" wide lockers w/boot shelf, benches, full height mirror; 5-toilets, 4-showers
4.102	Female Locker Room	1	1,500	1	1,500	Based on 80 full height x 18" wide lockers w/boot shelf, benches, full height mirror; 5-toilets, 4-showers
4.103	Male Supervisory Staff Locker Room	1	300	1	300	Based on 10 full height x 18" wide lockers w/boot shelf, benches, full height mirror; 2-showers, 2-toilets
4.104	Female Supervisory Staff Locker Room	1	300	1	300	Based on 10 full height x 18" wide lockers w/boot shelf, benches, full height mirror; 2-showers, 2-toilets
4.105	Exercise Room	1	1,000	1	1,000	Exercise machines, mats
					Net SF	4,600
					Grossing Factor	20%
					Total DGSF	5,520
4.200 Muster and Training						
4.201	Staff Training Room	1	1,500	1	1,500	Marker boards, key control system, 4-carrels w/PCs; subdividable into 2 areas
4.202	Equipment Storage	1	100	1	100	Lockable storage cabinets in training/briefing room
4.203	Response Team Storage	1	150	1	150	Lockable space for tactical gear & equipment; locate in/ adjacent to briefing room
4.204	Briefing Room	1	600	1	600	20 computer connections, staff mailboxes
4.205	Staff Break Room	1	240	1	240	Base and overhead cabinets w/sink, microwave, vending machines, coffee maker, refrigerator, table seating for 8
4.206	Quiet Room	2	60	1	120	Partitioned area for 2-double bunk beds
					Net SF	2,710
					Grossing Factor	20%
					Total DGSF	3,252
					Total DGSF for Staff Services	8,772
					SF/Inmate	17.5
<i>Based on 500 inmates</i>						

Source: Carter Goble Lee; April 2008, Rev. May 2008



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4.000 Staff Services Adjacency Diagram





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5.000 PROGRAMS AND SERVICES

There are three major components to Program Services: Visitation, Education, and Other Services. With the exception of Visitation, which is located near the main lobby for ease of access by inmate visitors, the other areas are located centrally in the facility to maximize availability to inmates.

Visitation: The primary inmate visitation will be by video visiting, using stations located in a dedicated room adjacent to the inmate visitor's entrance. This space provides 40 general video visitation stations. Visitors are checked in by an officer, who will confirm eligibility for the visit and direct the visitor to either a station or a waiting area until called for the visit. Four designated video booths are assigned for attorney contacts; these will have privacy doors. One professional non-contact visiting room with a locked document pass and 4 non-contact visiting booths are also provided; access to these spaces is through a secure vestibule.

A hearing room is located in the visiting area. Secure access will be provided for both participants and inmates. The room may be used for hearings, video arraignments, and possibly inmate weddings. The room is divided by a glazed partition to separate public and secure sides.

Education: This component provides classrooms, a computer lab, and office and other administrative workspace in a central location in the facility, but one that is readily accessible to the housing unit areas.

Other Services includes a commissary work area that must have convenient access from the loading dock area. Storage areas for chaplain's supplies and religious articles, and a library services area for storage and distribution of general reading materials are included. On a scheduled basis, specific books will be rotated through the housing units by request. The availability of legal publications is to be limited, as inmates have ready access to private and public attorneys as well as computer access to legal documents on-line.



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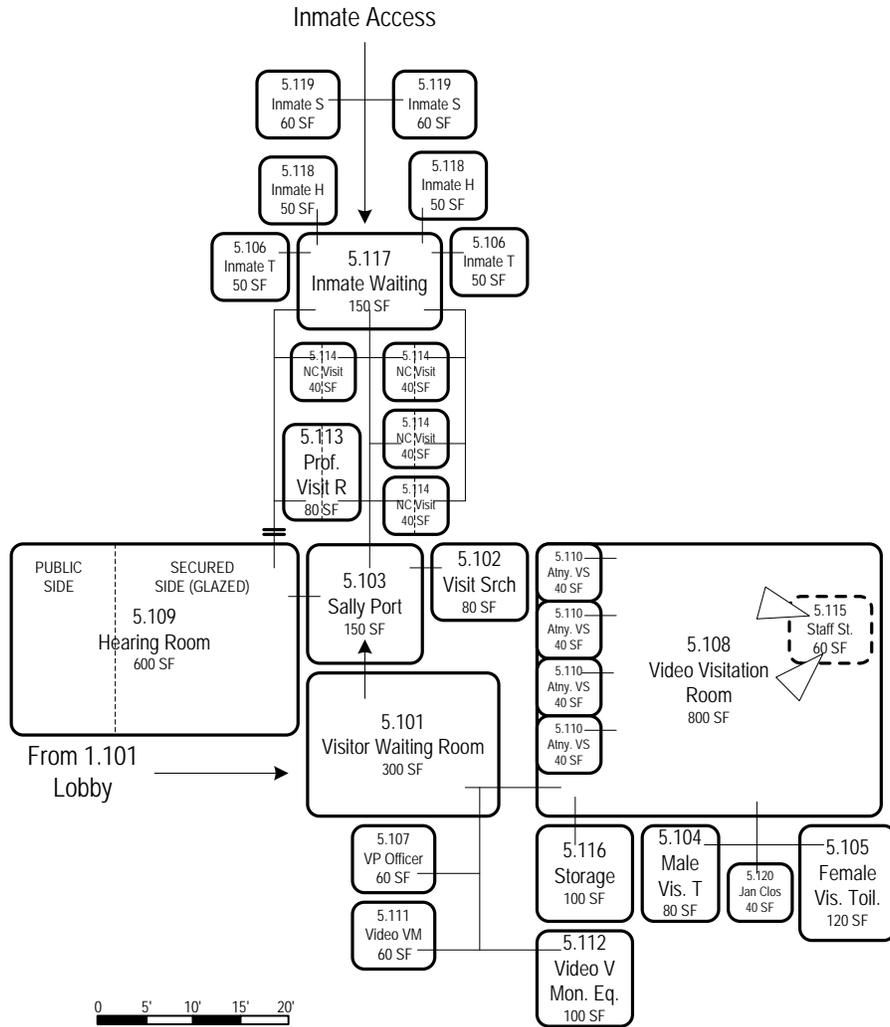
5.000 PROGRAMS AND SERVICES						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments
5.100 Visitation						
5.101	Visitor Waiting Room	1	300	1	300	Adjacent to Main Lobby, but separate waiting area
5.102	Visitor Search Room	1	80	1	80	Privacy screens
5.103	Sally Port	1	150	1	150	Glazing throughout; accesses Hearing Room
5.104	Male Visitor Toilet	1	80	1	80	Handicapped accessible
5.105	Female Visitor Toilet	1	120	1	120	Handicapped accessible
5.106	Inmate Toilet	1	50	2	100	Handicapped accessible; adjacent to Inmate Waiting
5.107	Visitor Processing Officer	1	60	1	60	Workstation w/counter, adjacent to Visitor Waiting
5.108	Video Visitation Room	40	20	1	800	Individual stations, officer observation station
5.109	Hearing Room	30	20	1	600	Hearing, 2-video arraignment stations, possible inmate weddings; divided area w/glazed separation between public and secure inmate sides
5.110	Attorney Video Station	1	40	4	160	Enclosed booths
5.111	Video Visitation Monitoring Station	1	60	1	60	Glazed, lockable area, adjacent to processing stations
5.112	Video Visitation Monitoring Equipment	1	100	1	100	Lockable space
5.113	Professional Visiting Room	1	80	1	80	Private w/door view panel, locked document pass
5.114	Non-Contact Visitation	1	40	4	160	Glazed, separate cubicles w/telephone communication; may be located in intake area
5.115	Staff Station	1	60	1	60	Slightly raised for viewing visitor stations
5.116	Storage	1	100	1	100	Lockable space
5.117	Inmate Waiting	1	150	2	300	Separate sections w/bench seating
5.118	Inmate Waiting Cell	1	50	2	100	Single holding cell
5.119	Inmate Search	1	60	2	120	w/sink for handwash
5.120	Janitor Closet	1	40	1	40	Utility sink, storage shelving
					Net SF	3,570
					Grossing Factor	25%
					Total DGSF	4,463
5.200 Education and Programs						
5.201	Classroom	1	600	4	2,400	General instruction/programs (based on 20-24 occupants); computer connections in one room
5.202	Computer Lab	1	30	16	480	16 computer stations
5.203	Storage	1	40	5	200	One per classroom & computer lab
5.204	Program Coordinator	1	120	1	120	Private office
5.205	Clerical Assistant	1	60	1	60	Workstation
5.206	Program Office	1	50	4	200	Unassigned workstations for teachers; counter w/ sink for breaks
5.207	Material Storage	1	100	1	100	Locate in or near program office
5.208	Security Officer	1	40	1	40	Open station w/maximum observation of classroom areas
5.209	Staff Toilets	1	50	2	100	Handicapped accessible
5.210	Inmate Toilets	1	50	3	150	Handicapped accessible; adjacent to classrooms
5.211	Janitor's Closet	1	40	1	40	Utility sink, storage shelving
					Net SF	3,890
					Grossing Factor	30%
					Total DGSF	5,057
5.300 Other Services						
5.301	Commissary Work Area	1	400	1	400	Storage shelving, cart makeup & staging; good access from loading dock
5.302	Chaplain Storage	1	50	4	200	Religious supplies, reading materials; separate areas available for different denominations
5.303	Library Services	1	400	1	400	Shelving, book carts for movement to housing areas
					Net SF	1,000
					Grossing Factor	30%
					Total DGSF	1,300
					Total DGSF for Program Services	10,820
					SF/Inmate	21.6
						Based on 500 inmates

Source: Carter Goble Lee; April 2008, Rev. September 2008



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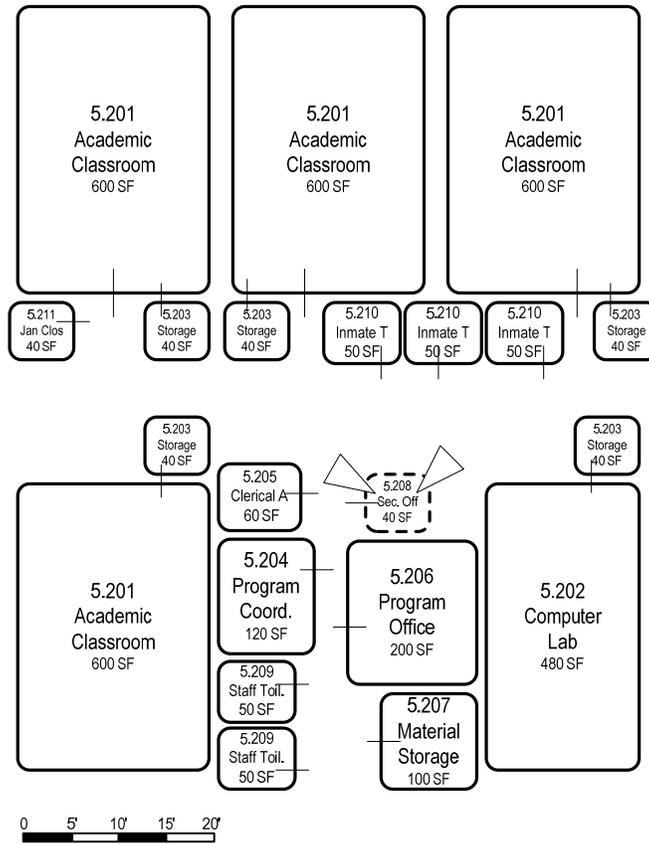
5.100 Visitation Adjacency Diagram





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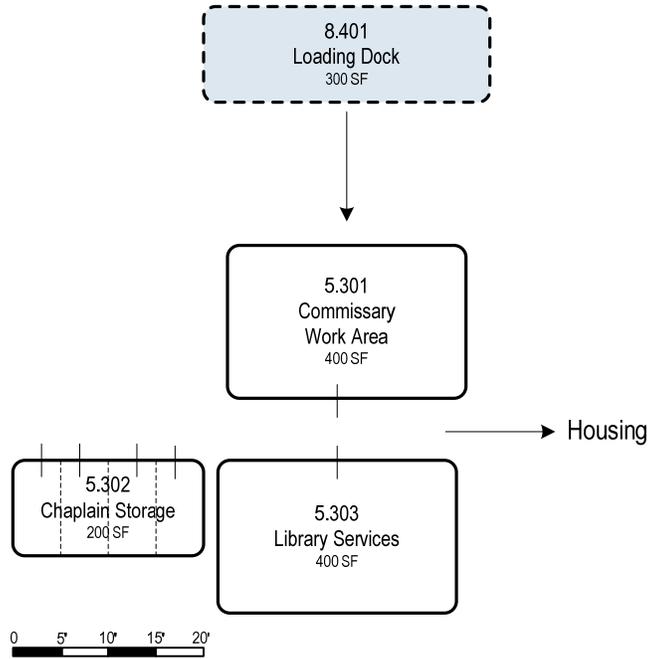
5.200 Education Adjacency Diagram





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5.300 Other Services Adjacency Diagram





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6.000 FOOD SERVICES

The Jail will be responsible for all aspects of meal preparation, cooking, and service (tray assembly, tray wash, scullery, movement of food, waste disposal, etc.) and is sized for supporting a potential future maximum population of 500 inmates plus staff. The receiving area is to provide adequate and appropriate space, furnishings, fixtures, and finishes necessary for kitchen functions. Dry and cold storage spaces are provided for daily use items, with additional bulk storage space located in the warehouse. The kitchen receiving area opens onto a loading dock that is accessed from a vehicle service yard. *(If possible, this loading dock and the loading dock programmed for Facility Services will be combined into a single location; this will need to be determined during architectural design).* Other spaces include a special diet preparation area, offices for supervisory staff, dishwashing, other storage areas, and staff and inmate toilets.

Inmates will be served meals in day rooms in the housing pods or in cells for those without day room privileges. Staff has a separate dining room with its own serving line, and tray return. A private outdoor courtyard with picnic tables is desired. Staff dining should be located near the kitchen.



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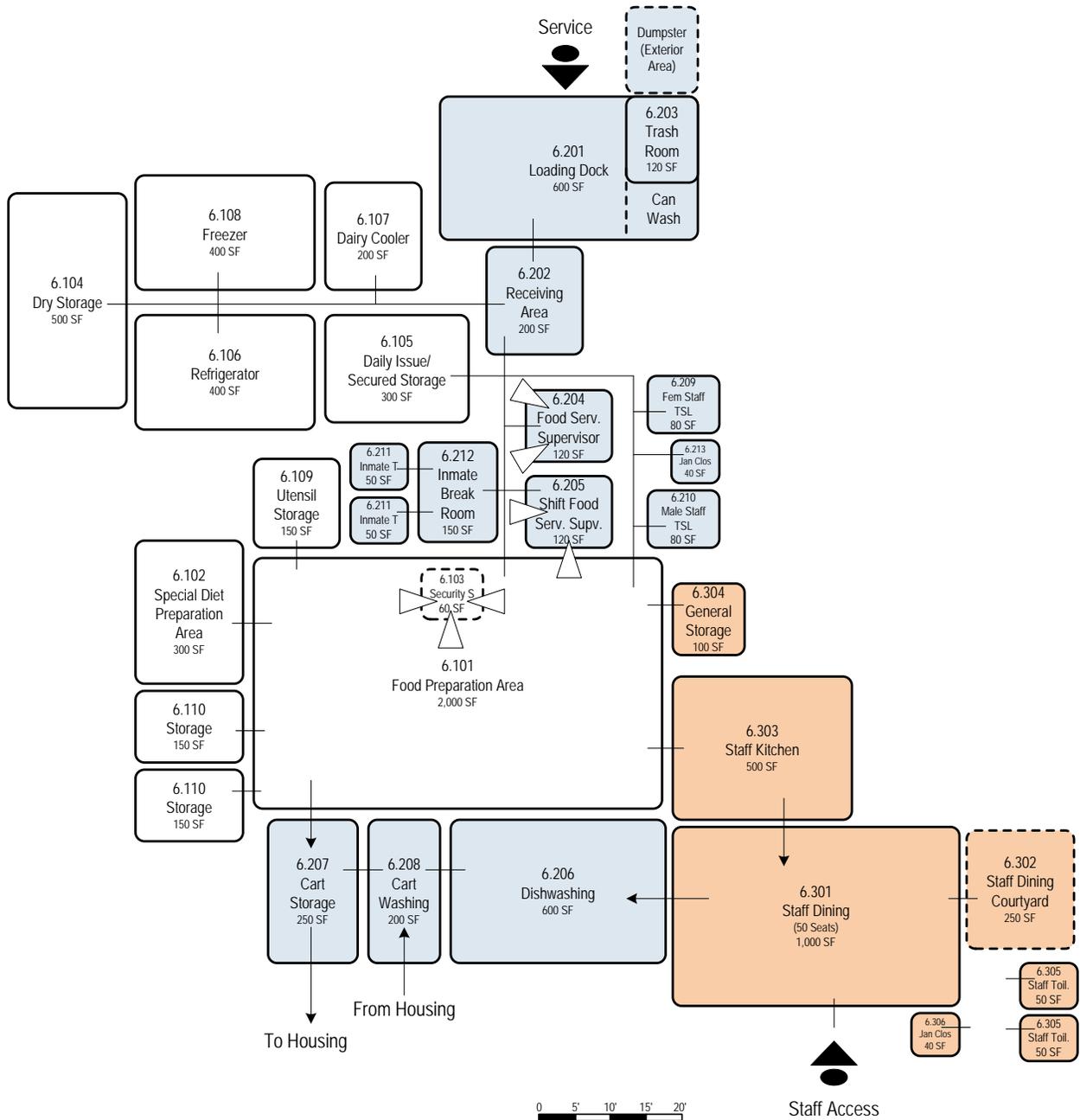
6.000 FOOD SERVICES						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments
6.100 Food Preparation						
6.101	Food Preparation Area	1	2,000	1	2,000	Layout to be developed by food service consultant
6.102	Special Diet Preparation Area	1	300	1	300	Layout to be developed by food service consultant
6.103	Security Station	1	60	1	60	Raised; enclosed office
6.104	Dry Storage	1	500	1	500	Metal shelving
6.105	Daily Issue/Secured Storage	1	300	1	300	Metal shelving
6.106	Refrigerator	1	400	1	400	Could be pre-fabricated
6.107	Dairy Cooler	1	200	1	200	Could be pre-fabricated
6.108	Freezer	1	400	1	400	Could be pre-fabricated
6.109	Utensil Storage	1	150	1	150	Metal shelving
6.110	Storage	1	150	2	300	
					Net SF	4,610
					Grossing Factor	20%
					Total Gross SF	5,532
6.200 Food Service Support						
6.201	Loading Dock	1	600	0.5	300	Raised 12 foot wide dock, can wash area @ one side; calculated at 50% of area
6.202	Receiving Area	1	200	1	200	Secure area
6.203	Trash Room	1	120	1	120	Refrigerated storage; compactor w/through-wall conveyor into adjacent dumpster
6.204	Food Service Supervisor	1	120	1	120	Private, glazed office
6.205	Shift Food Service Supervisor	1	120	1	120	Private, glazed office
6.206	Dishwashing	1	600	1	600	Located at exit from dining
6.207	Cart Storage	25	10	1	250	Storage & staging for 25 carts
6.208	Cart Washing	1	200	1	200	Floor drains and hose bibs
6.209	Female Staff Toilets, Shower, Lockers	2	40	1	80	Handicapped accessible
6.210	Male Staff Toilets, Shower, Lockers	2	40	1	80	Handicapped accessible
6.211	Inmate Toilet	1	50	2	100	w/floor drains
6.212	Inmate Worker Break Area	1	150	1	150	Open area observable from supervisor's office; locate adjacent to inmate toilets
6.213	Janitor's Closet	1	40	1	40	Utility sink, storage shelving
					Net SF	2,360
					Grossing Factor	25%
					Total Gross SF	2,950
6.300 Staff Dining						
6.301	Staff Dining (30 seats)	30	20	1	600	Moveable tables and chairs, vending machines, microwave ovens, drinking fountain
6.302	Staff Dining Courtyard	1	500	0.5	250	Outside area; calculated at 50% of area
6.303	Staff Kitchen	1	500	1	500	Serving line, tray return, salad bar
6.304	General Storage	1	100	1	100	Lockable area
6.305	Staff Toilets	1	50	2	100	Accessible/Lockable area
6.306	Janitor's Closet	1	40	1	40	Utility sink, storage shelving
					Net SF	1,465
					Grossing Factor	15%
					Total Gross SF	1,685
					Total DGSF for Food Service	10,167
					SF/Inmate	20.3
<i>Based on 500 inmates</i>						

Source: Carter Goble Lee; April 2008, Rev. May 2008



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6.000 Food Services Adjacency Diagram





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7.000 MEDICAL SERVICES

The medical services component includes a medical and dental clinic and an inmate infirmary. The area is to be located to expedite staff movement between the clinic, intake area, and inmate housing.

Medical and Dental Clinic: The construction and furnishings of the medical and dental clinic are to be similar to a public health clinic; however, entry to the medical service area is to be controlled from a staff station and all rooms accessed by inmates (exam rooms) equipped with door viewing panels. The dental clinic is to include two patient chairs. The clinic area also includes appropriate support areas (lab, office, medical records area, etc.).

To support the medical area, a booking area medical room for initial interviews and housing unit triage rooms for sick calls are to be used to limit inmate movement to and from the medical clinic. The medical screening room in the intake area will be staffed on an as-called basis by a member of the medical staff.

The Infirmary will include six single patient rooms, two negative air pressure seclusion/isolation rooms accessed from a shared vestibule, and separate male and female Stage 1 detoxification rooms. Patients in the single rooms will have access to a dayroom and shower. Detoxification inmates will use a separate shower that should be located near their rooms. Negative air pressure rooms will have showers located in them. Both the clinic and infirmary will have associated support areas.



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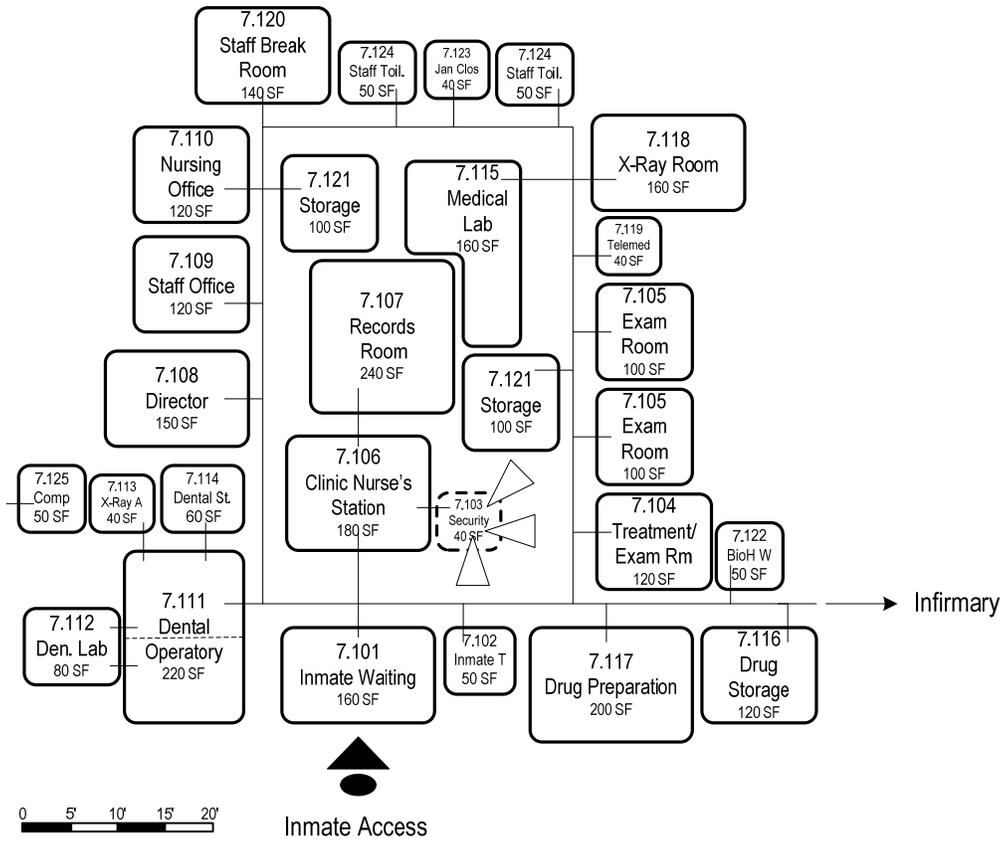
7.000 MEDICAL SERVICES						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments
7.100	Clinic					Locate near Intake-Transfer-Release
7.101	Inmate Waiting	8	20	1	160	Seating for 8
7.102	Inmate Toilet	1	50	1	50	ADA-compliant, used for specimen collection
7.103	Security Station	1	40	1	40	Adjacent to Nurse's Station
7.104	Treatment/Examination Room	1	120	1	120	Writing station, counter w/sink and cabinets; view panel
7.105	Examination/Counseling Room	1	100	2	200	Counter w/sink and cabinet, view panel
7.106	Clinic Nurse's Station	1	200	1	200	Observes waiting, manages flow and use of examination rooms; portable telepsych station
7.107	Records Room	1	240	1	240	Secure room; space for imaging equipment, staff work area, high-density storage system
7.108	Health Care Director	1	150	1	150	Private office, guest seating for three
7.109	Staff Office	1	120	1	120	Open office w/work stations
7.110	Nursing Office	1	120	1	120	2-48 SF workstations
7.111	Dental Operator	2	110	1	220	2-chairs w/standard equipment; sink, one w/x-ray
7.112	Dental Lab	1	80	1	80	Adjacent to Dental Operator
7.113	X-Ray Alcove	1	40	1	40	Near Dental Operator for chair X-ray equipment
7.114	Dental Storage	1	60	1	60	Secure area
7.115	Medical Lab	1	160	1	160	Cabinet w/sink and lockable storage, phlebotomy chair
7.116	Drug Storage	1	120	1	120	Lockable w/shelves
7.117	Drug Preparation	1	200	1	200	Alarmed; secure door; sink
7.118	X-Ray Room	1	160	1	160	Operator's station w/screening, X-ray shielding
7.119	Telemedicine Station	1	40	1	40	Near exam rooms
7.120	Staff Break Room	1	140	1	140	Table seating for 4, counter w/ sink, refrigerator, microwave
7.121	Storage (wheelchair, etc.)	1	100	2	200	Lockable space
7.122	Bio-Hazardous Waste Storage	1	50	1	50	Secure room
7.123	Janitor's Closet	1	40	1	40	Utility sink, storage shelving
7.124	Staff Toilet	1	50	2	100	Handicapped accessible
7.125	Compressor Room	1	50	1	50	Exterior wall location desirable; sound isolation, secure
					Net SF	3,060
					Grossing Factor	50%
					Total Gross SF	4,590
7.200	Infirmiry					Adjacent to Clinic
7.201	Vestibule	1	100	1	100	Glazed door; secure access into infirmary
7.202	Single Room	1	140	6	840	Negative air pressure w/filters, toilet and sink, all rooms H/C accessible; hospital-type bed
7.203	Negative Air Pressure Seclusion Room	1	240	2	480	View panel in door, shared air lock; shower & toilet
7.204	Detoxification Room - Stage 1 - Male	1	240	1	240	4-stackable emergency bunks, e.g. Norix "Stack-a-Bunk"
7.205	Detoxification Room - Stage 1 - Female	1	120	1	120	2-stackable emergency bunks, e.g. Norix "Stack-a-Bunk"
7.206	Dayroom	1	35	6	210	Access to natural light
7.207	Shower	1	40	2	80	Observable; handicapped accessible; one located near detoxification rooms
7.208	Outdoor Recreation Courtyard	1	300	1	150	Adjacent to and visible from dayroom; calculated @ 50% of area
7.209	Tele-Visit/Tele-Diagnosis Cubicle	1	40	1	40	Privacy panels
7.210	Nurse's Station	1	150	1	150	Workspace for 2 nurses and charts
7.211	Security Station	1	40	1	40	Open station; observe vestibule & patient movement
7.212	Medication Storage	1	50	1	50	Lockable room/cabinets w/sink and storage, locate adjacent to/hear Nurse's Station
7.213	Medical Equipment Storage	1	120	1	120	Lockable space
7.214	Clean Linen Storage	1	60	1	60	w/shelving
7.215	Soiled Linen Storage	1	60	1	60	Capable of holding cart
7.216	Janitor's Closet	1	40	1	40	Utility sink, storage shelving
7.217	Beverage Station	1	80	1	80	Lockable cabinet and sink, icemaker, beverage dispenser
7.218	Staff Toilet	1	50	2	100	Lockable
7.219	Medical Waste Room	1	50	1	50	Lockable, ventilated per medical regulations
					Infirmiry Net SF	3,010
					Grossing Factor	60%
						1,806
						4,816
					Total DGSF for Medical Services	9,406
					<i>SF/Inmate</i>	<i>18.8</i>
						<i>Based on 500 inmates</i>

Source: Carter Goble Lee; April 2008, Rev. September 2008



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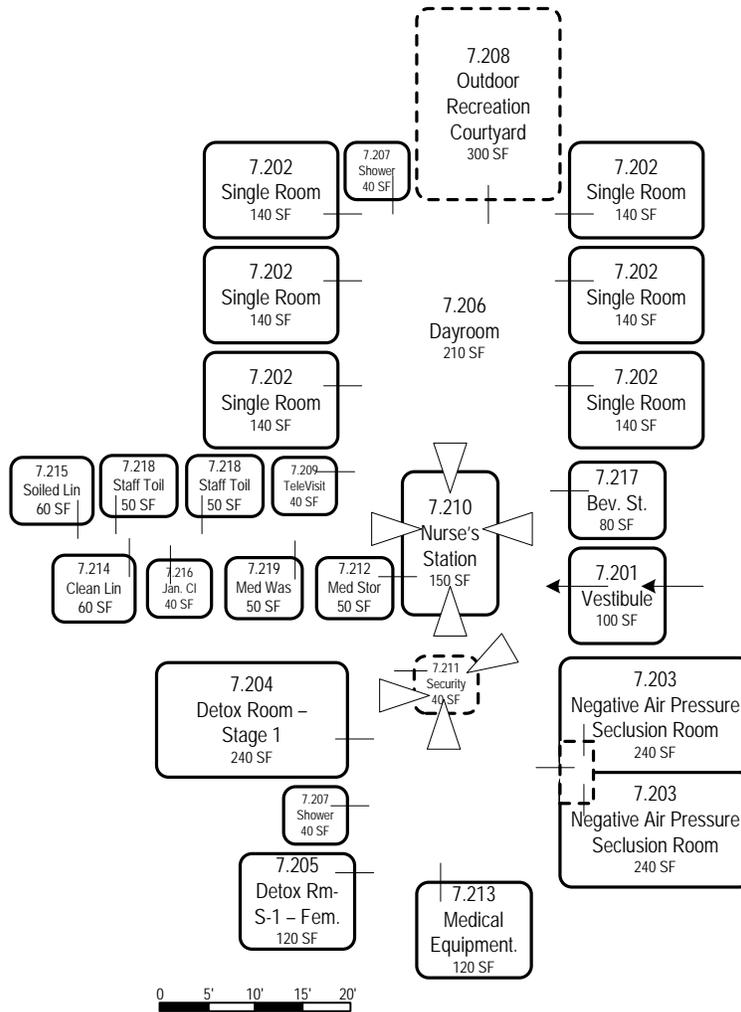
7.100 Clinic Adjacency Diagram





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7.200 Infirmery Adjacency Diagram





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8.000 FACILITY SERVICES

Facility Services consists of spaces necessary for the facility’s maintenance, safety, and sanitation: Maintenance Shops, Energy Plant, Laundry, and Warehouse.

Maintenance Shops include a shop area, parts storage area, supervisor’s office with associated work area, IT work room, locksmith shop, and staff lockers and toilet. The maintenance shop should be divisible into two or more areas, one of which must have exterior exhaust and venting potential for fume-producing activities. The workshop and storage areas require a clear ceiling height of at least 12 and must be equipped with a limited amount of adjustable steel shelving. A secured area for the storage of tools is required. Furnishings are to include the capacity for storing and reviewing blueprints, plans, and maintenance documents.

The Energy Plant will likely be located within the facility, although the feasibility/desirability of a separate building or package units may be determined during the engineering design process. A mechanical equipment room will be the largest space in the plant area. An electrical switchgear and distribution room with an adjacent room housing an emergency generator is required, or the generator may be located totally outside in a secure enclosure. An office should be provided for engineering staff.

The Laundry is provided for the washing and drying of inmate issued items. The area is sized to support a facility build-out of 500 beds, although the initial equipment installation is for an inmate population of 366 inmates. The laundry contains washers and dryers for both items issued by the facility and inmate items; work areas including tables for sorting and folding; storage and issue areas for clean items; chemical storage room; and support spaces. The design and engineering of the area must account for ventilation requirements and machinery expansion. The laundry area is to be sufficient in size to permit a scheduled exchange of items. Dirty items picked-up in the housing units are to be immediately replaced by clean items, utilizing a 100% exchange program.

A Warehouse is to be provided for the storage of items requiring bulk storage and items not delivered directly to their use areas within the facility. The warehouse is sized to meet the specific requirements of a 500 bed facility. The area requires at least a 12-foot clear ceiling height to accommodate three pallet-size tiers of heavy duty steel shelving. Within the general storage area, securely locked areas with separating partitions made of expanded metal mesh or chain link fencing are required for special storage and janitorial supplies. A staging area and toilets for inmate workers should be located near the janitorial supplies storage area. The warehouse must be accessible from the service yard with controlled access into a receiving area.

8.000 FACILITY SERVICES						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments
8.100	Maintenance Shops					
8.101	Maintenance Supervisor	1	120	1	120	View of circulation and shop areas
8.102	Work Area	1	80	1	80	Drawings, files, manuals, records, work table; may be combined w/adjacent to supervisor's office
8.103	Maintenance Shop	1	400	2	800	Moveable work benches, emergency shower & eyewash station, service sink; 1 shop for fume-producing activities, requires exterior exhaust/venting
8.104	Maintenance Storage	1	600	1	600	Secure areas, may be subdivided
8.105	Tool Storage & Issue	1	125	1	125	Secure room, issue window
8.106	Main Server Room	1	200	1	200	Secure room w/emergency power & dedicated cooling system, UPS
8.107	IT Work Room	1	150	1	150	Adjacent to Server Room; work benches, storage
8.108	Staff Locker Room	1	150	1	150	Lockers, shower
8.109	Staff Toilet	1	80	1	80	ADA-compliant, may be combined with locker room
8.110	Locksmith	1	150	1	150	Workbench(es), desk, storage; secure area
Net SF					2,455	
Grossing Factor					20%	491
Total Gross SF					2,946	



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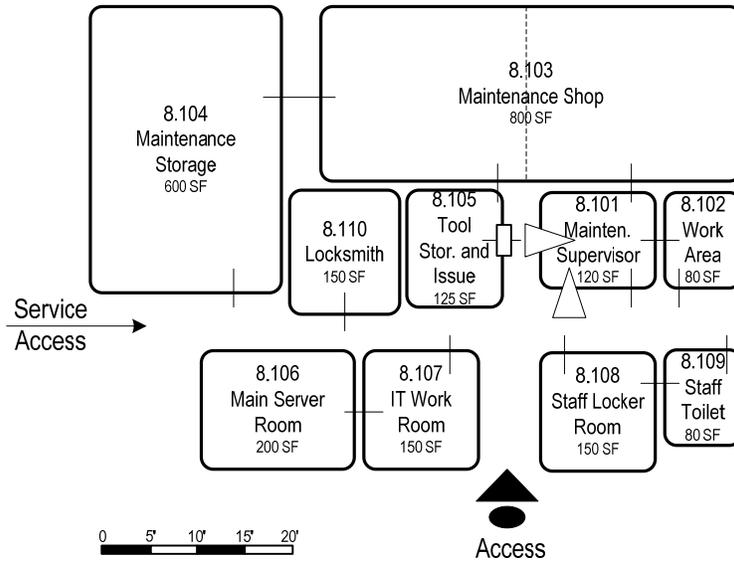
8.000 FACILITY SERVICES						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments
8.200 Energy Plant						
8.201	Central Mechanical Room	1	2,000	1	2,000	May be distributed through facility depending on facility engineering design
8.202	Electrical Room	1	500	1	500	Main service entrance & switchgear
8.203	Emergency Generator	1	300	1	300	Located outside or inside but adjacent to outside wall of building in secure enclosure
8.204	Equipment Storage	1	200	1	200	w/secure locks
8.205	Engineering Office	1	120	1	120	Staff office,
8.206	Fire Pump Room	1	150	1	150	
					Net SF	3,270
					Grossing Factor	10%
					Total	3,597
8.300 Laundry						
8.301	Production Area	1	400	1	400	6 55-60# washers, 6-75# dryers or equivalent in larger units; handwash sink, emergency eyewash station
8.302	Laundry Supervisor - Cook III	1	100	1	100	Also supervises warehouse operations; observes production area
8.303	Equipment Gallery	1	120	2	240	Lockable space for secure access to washers & dryers
8.304	Dirty Linen Receiving	1	120	1	120	Room for 8 laundry carts, adjacent to washers
8.305	Folding Area	1	150	1	150	Locate w/production area; large work tables, open on 3-sides
8.306	Clean Laundry Storage	1	200	1	200	3-sided area w/shelving
8.307	Issue Room	1	300	1	300	Lockable w/shelving
8.308	Sewing Room	1	120	1	120	Locate w/production area; 3-sided area w/2-heavy duty
8.309	Detergent Storage	1	50	1	50	Lockable space
8.310	Cart Staging Area	1	100	1	100	Clean laundry cart staging
8.311	Inmate Break Area	15	6	1	90	Seating for up to 6
8.312	Inmate Toilet	1	50	2	100	ADA-compliant
8.313	Staff Toilet	1	80	1	80	ADA-compliant w/toilet, lavatory, shower
					Net SF	2,050
					Grossing Factor	20%
					Total DGSF	2,460
8.400 Warehouse						
8.401	Loading Dock	1	600	0.5	300	Covered exterior space, dock lever; calculated @ 50% of area for cost purposes
8.402	Receiving Area	1	300	1	300	Observable from supervisor's area; workstation
8.403	General Storage	1	5,000	1	5,000	High ceilings; metal shelving, pallet racks; subdivided as
8.404	Staff Toilet	1	50	1	50	ACA-compliant
8.405	Special Storage Room	1	200	1	200	Secure storage for "hot" items
8.406	Janitorial Supplies Storage	1	200	1	200	Lockable room
8.407	Inmate Staging Area	12	30	1	360	Assembly room; near janitorial supply room
8.408	Inmate Toilets	3	40	1	120	2-toilets, 1 lav in each
8.409	Flammable Storage	1	100	1	100	Separate building located away from other buildings; requires special venting
					Net SF	6,630
					Grossing Factor	10%
					Total Gross SF	7,293
					Total DGSF for Facility Services	16,296
					SF/Inmate	32.6
						Based on 500 inmates

Source: Carter Goble Lee; April 2008, Rev. September 2008

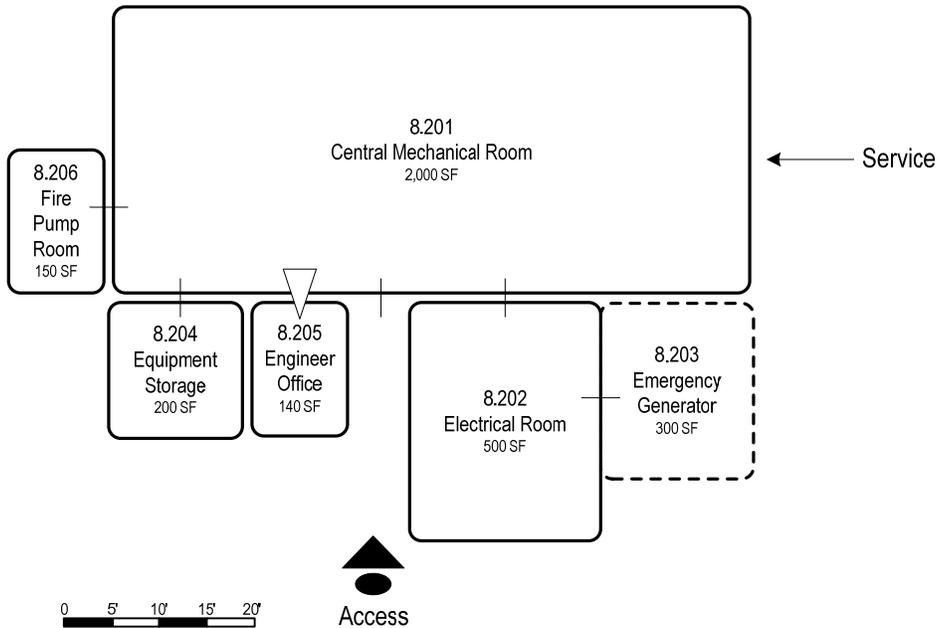


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8.100 Maintenance Adjacency Diagram



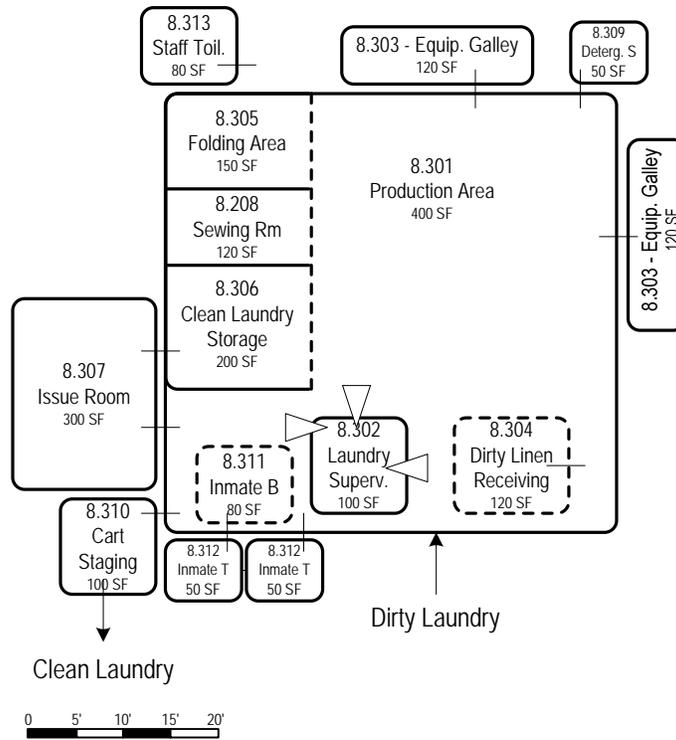
8.200 Energy Plant Adjacency Diagram





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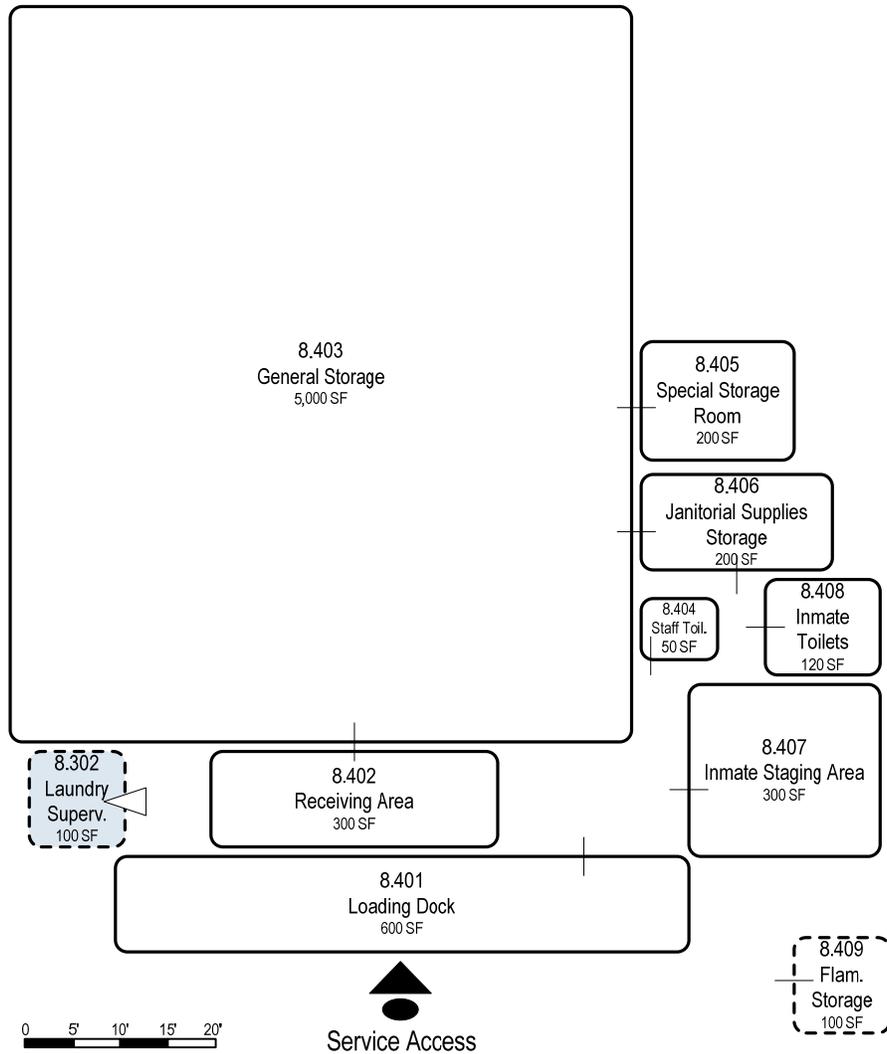
8.300 Laundry Adjacency Diagram





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8.400 Warehouse Adjacency Diagram





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9.000 INMATE HOUSING

As of June 2008, the inmate housing capacity target for planning purposes as discussed with the County's Facility Conceptual Design Committee is an "operational or rated bed capacity" of approximately 324, the projected bed need for 2025. This target assumes that offender diversion to community custody now planned to start with an approximate 50-person caseload in 2009 will grow commensurately with the jail bed need projection to 2025. In addition to the "rated beds", approximately 10% of the facility's total capacity will need to be "non-rated beds" for disciplinary isolation, medical observation and recuperation, safety confinement and detoxification as indicated in California's Titles 15 and 24 Jail Standards. These beds cannot be used for a regular housing assignment. Some program and support spaces, e.g. multi-purpose rooms for programs, video visitation stations, and interview rooms are located within housing pods to limit inmate movement through the facility. Other program areas, which have been discussed previously in other sections of this program, are centrally located to serve all housing units.

Housing pods should be designed to meet the space standards of the State of California Correctional Standards Authority (CSA Titles 15 and 24) and the American Correctional Association Standards for Adult Local Detention Facilities, 4th Edition. The configuration of the housing units needs allow for shifts in the makeup of the Jail population by shifting housing assignments. All units must provide for handicap accessibility. The arrangement of housing pod spaces must also facilitate control and movement. All cell, dayroom, and related housing area spaces into which inmates move are to be controlled through doors with remotely operated locking systems. All primary spaces are to be observable, non-housing activities (housing support core) are to be easily accessible, and blind spots are to be minimized to the greatest extent possible. All inmate housing must have exposure to natural light, and basic environmental needs must be accommodated, with special consideration given to sound, artificial light, and temperature. Regardless of the classification of inmates, all sleeping areas are to be designed with security in mind.

Inmate outdoor recreation areas will consist of spaces with natural light and open air flow. Wall and overhead security grating will be provided where necessary. Access to the recreation areas should be provided from within each housing unit dayroom. If the new facility is located in a downtown area, outdoor recreation areas must be screened from public view and, to the greatest extent possible, oriented and otherwise isolated to minimize sound disturbances coming from these recreation areas.

Each housing pod contains a dayroom, an interview room, medical room, and 3-video visitation booths, one of which is equipped for video links to attorneys and judges. The dayroom should contain a commissary ordering kiosk. The medical room will be used by medical staff for issuing medications, limited medical triage, or preliminary sick call screening; this room should be equipped with a sink and is accessed by medical staff from the security vestibule. The multi-purpose room will be used for a variety of activities including orientation, small group meetings, or counseling sessions. The housing requirements are summarized in the space tables and adjacency diagrams that follow. A total of 342 rated beds, plus 14 medical beds and 10 other non-rated beds (safety and detoxification cells) are proposed in seven housing pods and a medical infirmary as follows:

- **Male Minimum Custody Unit** – 64 bed open dormitory
- **Male Low-Medium Custody Unit** – 64 beds in sixteen 4-person "mini dorms"
- **Male Medium Custody Unit** – 64 beds in 32 two-person cells
- **Male Maximum Custody Unit** – 32 beds in single cells (1-32-cell units)
- **Women's All Custody Unit** – 64 beds in 14 single cells, 12 double occupancy cells (24 beds); six 4-person "mini dorms" (24 beds); 2 dual-purpose single cells.
- **Mental Health Housing Unit** – 32 beds in 12-single occupancy mental health cells; 10-beds in 5 two-person cells; up to 8 beds in one 1 – 4-bed and two 2-bed detoxification rooms; 2 safety cells
- **Male Special Management Housing Unit** – 32 beds in 8 dual-purpose single cells; 8 administrative segregation beds in single cells; 8 beds in protective custody single cells; 8 beds in double occupancy cells
- **Medical Infirmary** – 14 beds (maximum) including 6 in single cells; 2 in negative pressure single cells used for suspected contagion; 1 to 6 beds as needed in two detoxification sleeping rooms.



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The housing units and bed counts proposed above were based on two recent “ideal classification analyses” of the Jail’s inmate population prepared by Napa County Jail staff and applied by the Consultant. The two “ideal assignments” made in May 2007 and again in March 2008 and the resulting average bed assignment are shown in the following table. Columns 2 through 5 identify the numbers of beds needed for the general inmate classification categories as found in the two samples, the differences between these two years, and the average of the two years. (Differences in medical, mental health and other types of beds between the two years reflect changes in the organization of some of those functions and classifications of inmates).

The averages for the two samples are compared to the proposed allocation of beds by type of housing unit. The last column (8) in the table shows the difference in the number of proposed and the 2007-2008 average for the comparable category.

Bed Counts and Locations by Housing Type

Napa County Ideal Housing Type	Number of Beds 2007	Number of Beds 2008	# Change 07-08	Avg. 2007-2008 Beds	Program Location/Number of Beds	Proposed Number of Rated Beds	# Difference from 07-08 Avg. Beds
Male Ad-Seg Single Cell	13	39	26	26	9.400 – Male Maximum Single Cell &	32	14
Disciplinary Isolation					9.700 – Special Mgmt. Housing	8	
Male Double Cell	113	63	-50	88	9.300 – Male Medium Double Cell &	56	24
					9.700 – Special Mgmt. Housing	8	
Male Dormitory – Non Secured	13	3	-10	8	9.100 – Male Minimum Dormitory	56	42
Male Dormitory Secured	31	57	26	29	9.200 – Male Low-Medium Dormitory	56	27
Male P.C. Double	20	10	-10	15	9.700 – Special Management Housing	8	-7
Male P.C. Single	7	0	-7	3.5	9.700 – Special Management Housing	8	4.5
Male Single Cell	22	18	-4	20	9.400 – Male Maximum Cells	32	12
Single Medical	1	5	4	3	7.200 – Infirmary	14**	9
Single Mental Health	8	9	1	8.5	9.600 – Mental Health Housing	12	3.5
Double Mental Health	n/a	12	12	6	9.600 – Mental Health Housing	10	4
Single Mental Health Admin. Segregation	6	2	-4	4	9.600 – Mental Health Housing (included in 9.600)	0	14
Detoxification – Stage 2	n/a	0	0	0	9.600 – Mental Health Housing	8**	8
Safety Cell	0	0	0	0	9.600 - Mental Health Housing	2**	2
Women’s Segregation	4	2	-2	3	9.500 – Women’s All Custody Housing	4	-1
Women’s Single Cell	n/a	4	4	2	9.500 – Women’s All Custody Housing	12	8
Women’s Double Cell	15	4	-11	9.5	9.500 – Women’s All Custody Housing	24	14.5
Women’s Dormitory – Non Secure	1	3	2	2	9.500 – Included in Women’s All Custody Housing	0	-2
Women’s Dormitory – Secure	8	10	2	9	9.500 – Women’s All Custody Housing	16	7
Women’s Detoxification – Stage 2	n/a	0	0	0	9.600 – Mental Health Housing	0	0
Totals	262	241	-21			342	

**Medical/detoxification beds and safety cells are not included in rated bed count.



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Of the 366 total housing unit beds, 342 are in the “rated operational capacity” of the facility. Of the remaining 24 beds, 14 are in the infirmary and 8 are in detoxification rooms in the Mental Health unit; there are also 2 safety cells in Mental Health Housing. These 24 beds are not included in the rated capacity as stipulated by CSA Standards.

9.000 INMATE HOUSING						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments
9.100	Male Minimum Custody Dormitory - 64 Bed Unit					Two level unit - main floor and mezzanine
9.101	Open Sleeping Area	64	35	1	2,240	Bunk beds in 3- or 4-person cubicles w/dividers
9.102	Dayroom	64	35	1	2,240	Separate area, glazing to adjacent outdoor recreation
9.103	Officer's Station	1	60	1	60	Open station in dayroom; elevated approximately 4'
9.104	Outdoor Recreation Courtyard	1	900	1	900	Adjacent to and visible from dayroom
9.105	Showers	2	35	2	140	Observable from officer's station; 1-handicapped accessible; locate on both levels
9.106	Toilets	3	35	2	210	Observable from officer's station; 1-handicapped accessible; locate on both levels
9.107	Lavatories	3	30	2	180	Observable from officer's station; 1-handicapped accessible; locate on both levels
9.108	Staff Toilet	1	50	1	50	Private w/lockable door
9.109	Janitor's Closet	1	40	1	40	Utility sink, storage shelving
9.110	Storage	1	80	2	160	Lockable, 1-recreation equipment, 1-other
9.111	Interview Room	4	20	1	80	View panels in door/wall, sink; may be used for medical triage/screening, meds distribution
9.112	Beverage Station	1	60	1	60	Cabinet and sink
9.113	Interview/Video Visit Booth	1	40	3	120	Vision panel for observation; 1 w/video link to attorneys
9.114	Multipurpose Room	10	20	1	200	Flexible use
9.115	Medical Room	1	100	1	100	Limited medical triage, sick call screening, dispensing medicines; issue window; access from vestibule
9.116	Security Vestibule	1	120	1	120	Glazed door
Net SF					6,900	Outdoor courtyard included in total
Grossing Factor				50%	3,450	
Total Male Dormitory Gross SF					10,350	
1 Housing Unit					10,350	1 Housing Unit for 64 inmates
9.200	Male Low-Medium Custody Housing - 64 Bed Unit					
9.201	4-Person Mini-Dorm	1	140	16	2,240	Bunk beds in 4-person rooms, combination toilet-lavatory
9.202	Dayroom	64	35	1	2,240	Glazing to adjacent outdoor recreation
9.203	Officer's Station	1	60	1	60	Open station in dayroom
9.204	Outdoor Recreation Courtyard	1	900	1	900	Adjacent to and visible from dayroom
9.205	Showers	1	35	4	140	Observable from officer's station; 1-handicapped accessible
9.206	Toilets	1	50	2	100	1-private for staff, 1-alcove for inmates
9.207	Janitor's Closet	1	40	1	40	Utility sink, storage shelving
9.208	Storage	1	80	2	160	Lockable, 1-recreation equipment, 1-other
9.209	Interview Room	4	20	1	80	View panels in door/wall, sink; may be used for medical triage/screening, meds distribution
9.210	Beverage Station	1	60	1	60	Cabinet and sink
9.211	Interview/Video Visit Booth	1	40	3	120	Vision panel for observation; 1 w/video link to attorneys
9.212	Multipurpose Room	10	20	1	200	Flexible use
9.213	Medical Room	1	100	1	100	Limited medical triage, sick call screening, dispensing medicines; issue window; access from vestibule
9.214	Security Vestibule	1	120	1	120	Glazed door
Net SF					6,560	
Grossing Factor				50%	3,280	
Total Male Dormitory Gross SF					9,840	
1 Housing Unit					9,840	1 Housing Unit of 64 inmates



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9.000 INMATE HOUSING							
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments	
9.300	Male Medium Custody Double-bunk Cells - 64 Bed Unit						Two level unit - main floor and mezzanine
9.301	Double Occupancy Cell	1	70	32	2,240	Stainless steel combination toilet/sink unit; 2-handicapped accessible	
9.302	Dayroom	64	35	1	2,240	Glazing to adjacent outdoor recreation	
9.303	Officer's Station	1	60	1	60	Open station in dayroom; elevated approximately 4'	
9.304	Outdoor Recreation Courtyard	1	900	1	900	Adjacent to and visible from dayroom	
9.305	Showers	2	35	2	140	2-each level; observable from officer's station; 1-handicapped accessible @ lower level	
9.306	Janitor's Closet	1	40	1	40	Utility sink, storage shelving	
9.307	Storage	1	80	2	160	Lockable, 1-recreation equipment, 1-other	
9.308	Interview Room	4	20	1	80	View panels in door/wall, sink; may be used for medical triage/screening, meds distribution	
9.309	Beverage Station	1	60	1	60	Cabinet and sink	
9.310	Toilet	1	50	2	100	1-lockable for staff, 1-alcove w/combo unit & privacy panel for inmates	
9.311	Interview/Video Visit Booth	1	40	3	120	Vision panel for observation; 1 w/video link to attorneys	
9.312	Multipurpose Room	10	20	1	200	Flexible use	
9.313	Medical Room	1	100	1	100	Limited medical triage, sick call screening, dispensing medicines; issue window; access from vestibule	
9.314	Security Vestibule	1	120	1	120	Glazed door	
					Net SF	6,560	
					Grossing Factor	60%	
					Total Male Double Cell Gross SF	10,496	
					1 Housing Unit	10,496	
						1 Housing Unit of 64 inmates	
9.400	Male Maximum Custody Single Cells - 32 Cell Unit						Two level unit - main floor and mezzanine
9.401	Single Cells	1	70	32	2,240	Stainless steel combination toilet/sink unit, sliding cuffing port; 2 handicapped accessible	
9.402	Dayroom	32	35	1	1,120	Glazing to adjacent outdoor recreation; separated section for operational flexibility	
9.403	Officer's Station	1	60	1	60	Open station in dayroom; elevated approximately 4'	
9.404	Outdoor Recreation Courtyard	1	1,040	1	1,040	1-section @ 720 SF, 1-section @ 320 SF, solid divisions between areas; accessed from divided dayroom areas	
9.405	Showers	1	35	2	70	1-each level; observable from officer's station; 1-handicapped accessible @ lower level	
9.406	Janitor's Closet	1	40	1	40	Utility sink, storage shelving	
9.407	Storage	1	80	2	160	Lockable area	
9.408	Interview Room	4	20	1	80	View panels in door/wall, sink; may be used for medical triage/screening, meds distribution	
9.409	Beverage Station	1	60	1	60	Cabinet and sink	
9.410	Toilet	1	50	2	100	1-lockable for staff, 1-alcove w/combo unit & privacy panel for inmates	
9.411	Interview/Video Visit Booth	1	40	3	120	Vision panel for observation; 1 w/video link to attorneys	
9.412	Security Vestibule	1	120	1	120	Glazed door	
9.413	Multipurpose Room	10	20	1	200	Flexible use	
9.414	Medical Room	1	100	1	100	Limited medical triage, sick call screening, dispensing medicines; issue window; access from vestibule	
					Net SF	5,510	
					Grossing Factor	60%	
					Total Male Single Cell Gross SF	8,816	
					1 Housing Unit	8,816	
						1 Housing Unit of 32 inmates in single cells	



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9.000 INMATE HOUSING						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments
9.500	Women's All Custody Housing Unit - 64 Beds					Two level unit - main floor and mezzanine
9.501	Single Occupancy Cell	1	70	14	980	Stainless steel combination toilet/sink unit, sliding cuffing port; 1 handicapped accessible
9.502	Single Cell - Dual Purpose	1	70	2	140	Stainless steel combination toilet/sink unit, sliding cuffing port, surveillance camera; 1-handicapped accessible; located in
9.503	Double Occupancy Cell	1	70	12	840	Stainless steel combination toilet/sink unit; 1 handicapped accessible
9.504	4-Person Mini-Dorms	1	140	6	840	Bunk beds, combination toilet/sink unit
9.505	Dayroom	64	35	1	2,240	Glazing to adjacent outdoor recreation; subdivide for segregation/operational flexibility
9.506	Outdoor Recreation Courtyard	1	1,070	1	1,070	1-section @ 750 SF, 1-section@ 320 SF, solid divisions between areas; accessed from separate dayroom areas
9.507	Officer's Station	1	60	1	60	Open station in dayroom; elevated approximately 4'
9.508	Showers	2	35	2	140	2-each level; observable from officer's station; 1-handicapped accessible @ lower level
9.509	Janitor's Closet	1	40	1	40	Utility sink, storage shelving
9.510	Storage	1	80	2	160	Lockable area
9.511	Interview Room	4	20	1	80	View panels in door/wall, sink; may be used for medical triage/screening, meds distribution
9.512	Beverage Station	1	60	1	60	Cabinet and sink
9.513	Toilet	1	50	2	100	1-lockable for staff, 1-alcove w/combo unit & privacy panel for inmates
9.514	Interview/Video Visit Booth	1	40	3	120	Vision panel for observation; 1 w/video link to attorneys
9.515	Security Vestibule	1	120	1	120	Glazed door
9.516	Multipurpose Room	10	20	1	200	Flexible use - interview, TV, group counseling
9.517	Medical Room	1	100	1	100	Limited medical triage, sick call screening, dispensing medicines; issue window; access from vestibule
Net SF					7,290	
Grossing Factor					60%	4,374
Total Women's Housing Gross SF					11,664	1 Housing Unit of 64 inmates
9.600	Mental Health Housing - 32 Bed Unit					
9.601	Single Occupancy Cell - Mental Health	1	70	12	840	Stainless steel combination toilet/sink unit, sliding cuffing port, surveillance camera; 1-handicapped accessible
9.602	Double Occupancy Cell - Mental Health	1	70	5	350	Stainless steel combination toilet/sink unit, surveillance camera; 1- handicapped accessible
9.603	4-Person Detoxification Room - Stage 2	1	280	1	280	4-single beds, stainless steel combination unit, shower
9.604	2-Person Detoxification Room - Stage 2	1	140	2	280	2-single beds, stainless steel combination unit, shower
9.605	Safety Cell	1	60	2	120	Flushing ring toilet in floor, padding; observable from nurse's station or CCTV surveillance
9.606	Dayroom	1	35	32	1,120	Glazing to adjacent outdoor recreation; 2-separated sections, 1 @ 280 SF for detox cells
9.607	Housing Control Room	2	80	0.5	80	2-sided secure station, observes both pods; elevated approximately 4'
9.608	Outdoor Recreation Courtyard	1	920	1	920	1-section @ 600 SF, 1-section @ 320 SF, solid divisions between areas; accessed from separate dayroom areas
9.609	Showers	2	35	2	140	2-each level; observable from officer's station; 1-handicapped accessible @ lower level
9.610	Janitor's Closet	1	40	1	40	Utility sink, storage shelving
9.611	Storage	1	60	3	180	Lockable area
9.612	Interview Room	4	20	1	80	View panels in door/wall, sink; may be used for medical triage/screening, meds distribution
9.613	Beverage Station	1	60	1	60	Cabinet and sink
9.614	Staff Toilet	1	50	0.5	25	Lockable, accessed from housing control room
9.615	Inmate Toilet	1	40	1	40	Alcove, opens from large dayroom
9.616	Interview/Video Visit Booth	1	40	3	120	Vision panel for observation; 1 w/video link to attorneys
9.617	Security Vestibule	1	150	0.5	75	Glazed doors; may be shared by both pods
9.618	Multipurpose Room	10	20	1	200	Flexible use - meetings, group counseling
9.619	Medical Room	1	100	1	100	Limited medical triage, sick call screening, dispensing medicines; issue window; access from vestibule



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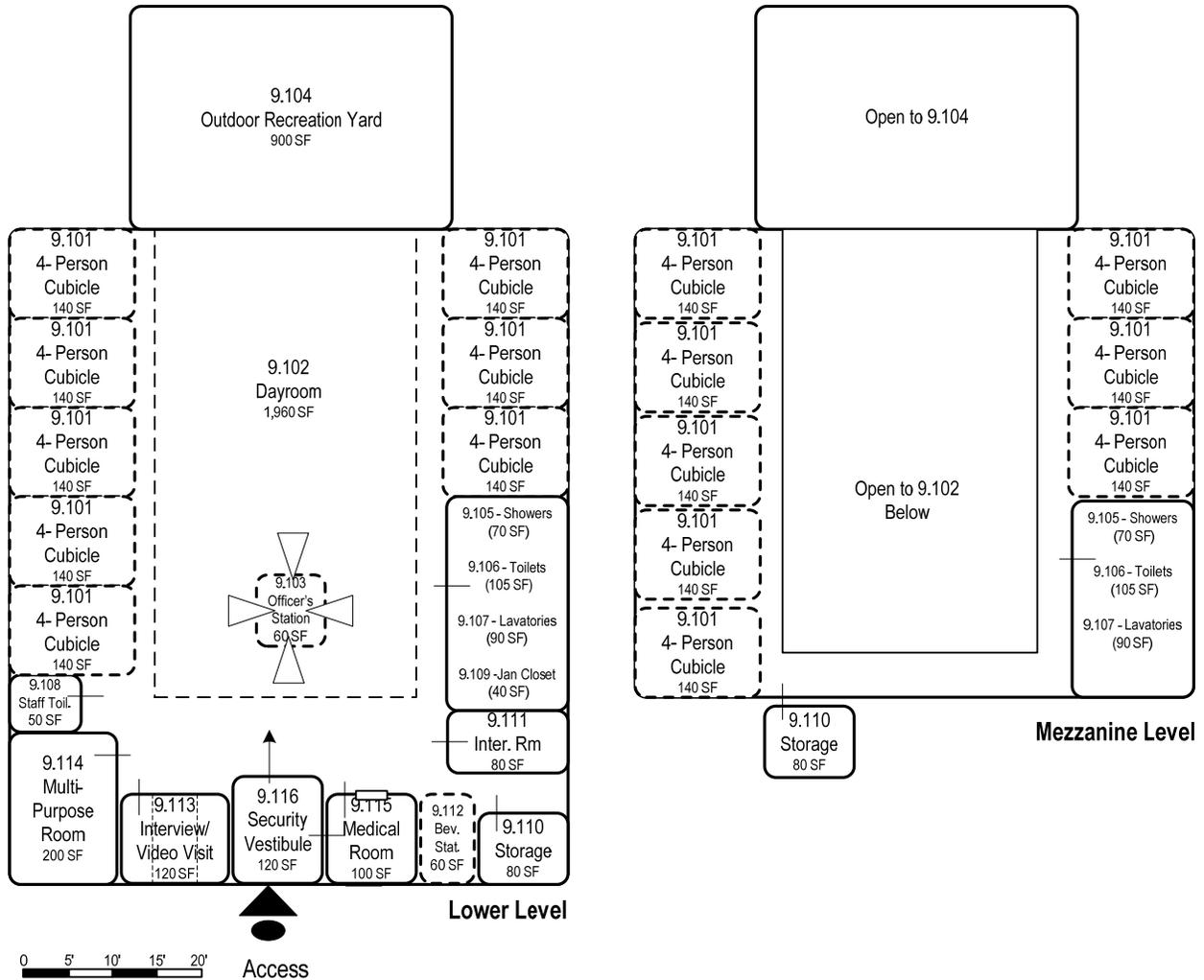
9.000 INMATE HOUSING						
	Space Designation	Persons/ Area	Space Standard	No. of Spaces	Total Sq. Ft.	Comments
Mental Health Staff Areas		Adjacent to Mental Health Housing				
9.620	Director/Supervisor Office	1	120	1	120	Private office
9.621	Staff Office	4	60	1	240	Workstations, office equipment
9.622	Storage	1	80	1	80	General storage, portable telepsych unit
Net SF					5,490	
Grossing Factor					60%	3,294
Total Mental Health Housing Gross SF					8,784	1 Housing Unit of 32 inmates
9.700	Special Management Housing - 32 Bed Unit	Two level unit - main floor and mezzanine				
9.701	Single Cell - Dual Purpose	1	70	8	560	Stainless steel combination toilet/sink unit, sliding cuffing port, surveillance camera; 1-handicapped accessible
9.702	Single Cell - Administrative Segregation	1	70	8	560	Stainless steel combination toilet/sink unit, surveillance camera; 1- handicapped accessible
9.703	Single Cell - Protective Custody	1	70	8	560	Stainless steel combination toilet/sink unit, surveillance camera; 1- handicapped accessible
9.704	Double Occupancy Cell	1	70	4	280	Stainless steel combination toilet/sink unit, surveillance camera; 1- handicapped accessible
9.705	Dayroom	1	35	32	1,120	Glazing to adjacent outdoor recreation; 2-separated sections, 1 @ 280 SF for disc. isol. cells
9.706	Housing Control Room	2	80	0.5	80	2-sided secure station, observes both pods
9.707	Outdoor Recreation Courtyard	1	920	1	920	1-section @ 600 SF, 1-section @ 320 SF, solid divisions between areas; accessed from separate dayroom areas
9.708	Showers	2	35	2	140	2-each level; observable from officer's station; 1-handicapped accessible @ lower level
9.709	Janitor's Closet	1	40	1	40	Utility sink, storage shelving
9.710	Storage	1	60	3	180	Lockable area
9.711	Interview Room	4	20	1	80	View panels in door/wall, sink; may be used for medical triage/screening, meds distribution
9.712	Beverage Station	1	60	1	60	Cabinet and sink
9.713	Staff Toilet	1	50	0.5	25	Lockable, accessed from housing control room
9.714	Inmate Toilet	1	40	1	40	Alcove, opens from large dayroom
9.715	Interview/Video Visit Booth	1	40	3	120	Vision panel for observation; 1 w/video link to attorneys
9.716	Security Vestibule	1	150	0.5	75	Glazed doors; may be shared by both pods
9.717	Multipurpose Room	10	20	1	200	Flexible use - meetings, group counseling
9.718	Medical Room	1	100	1	100	Limited medical triage, sick call screening, dispensing medicines; issue window; access from vestibule
Net SF					5,140	
Grossing Factor					60%	3,084
Total Special Management Housing DGSF					8,224	1 Housing Unit of 32 inmates
Total DGSF for Housing					68,174	
TOTAL SF					68,174	

Source: Carter Goble Lee; April 2008, Rev. October 2008



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9.100 Male Minimum Custody Dormitory – 64 Beds Unit – Adjacency Diagram

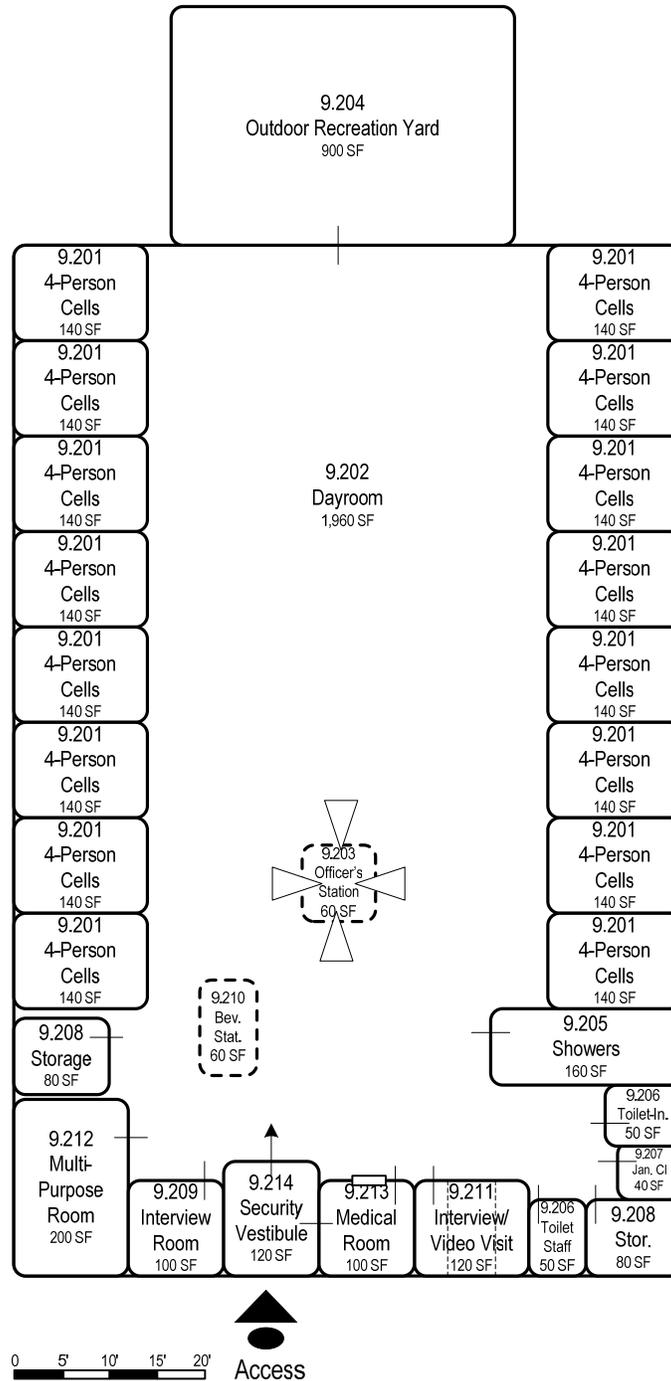


Note: This housing unit may be designed as a one-level unit. If so, the adjacency diagram will be similar to 9.200.



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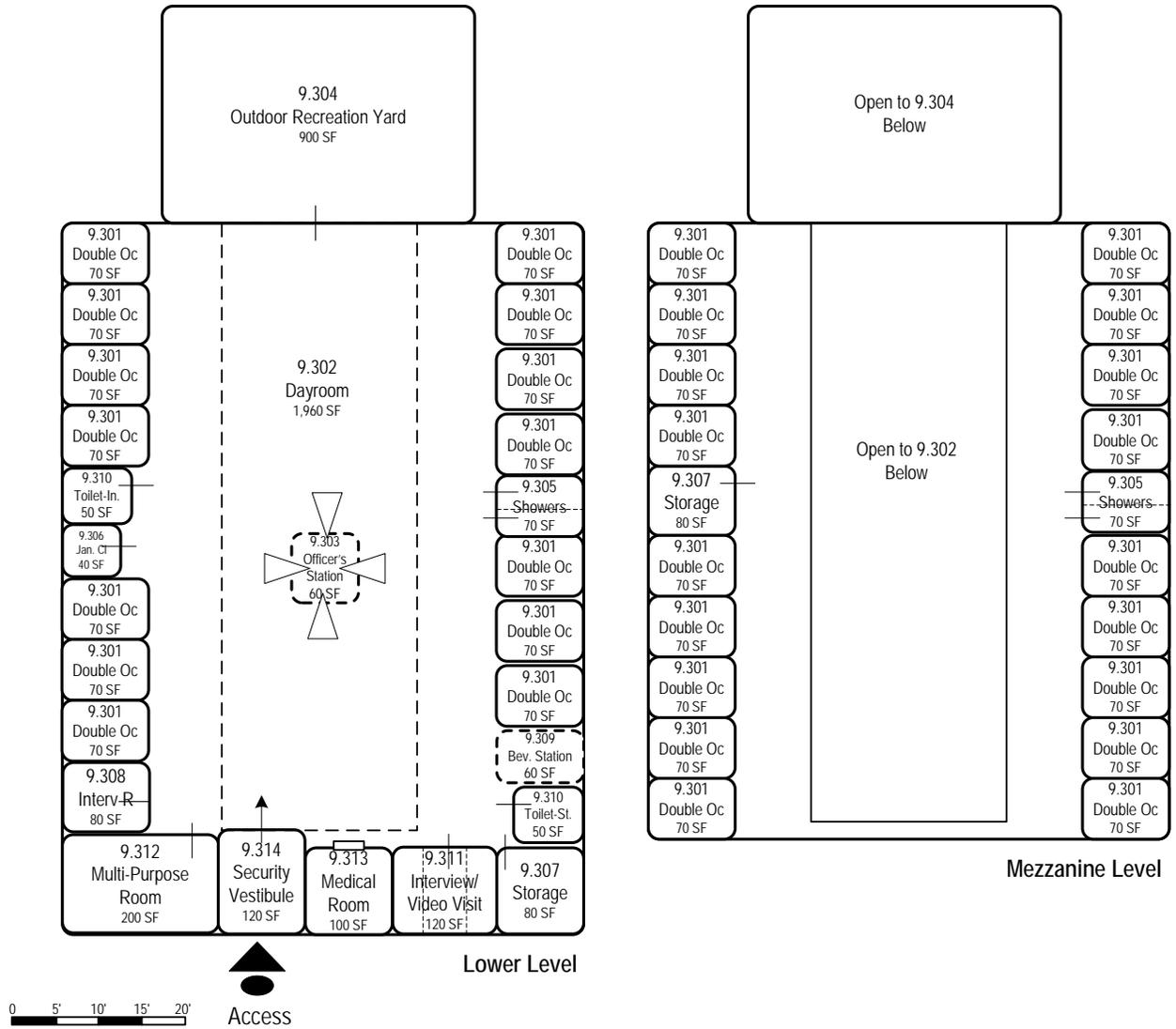
9.200 Male Low-Medium Custody Dormitory – 64 Beds Unit – Adjacency Diagram





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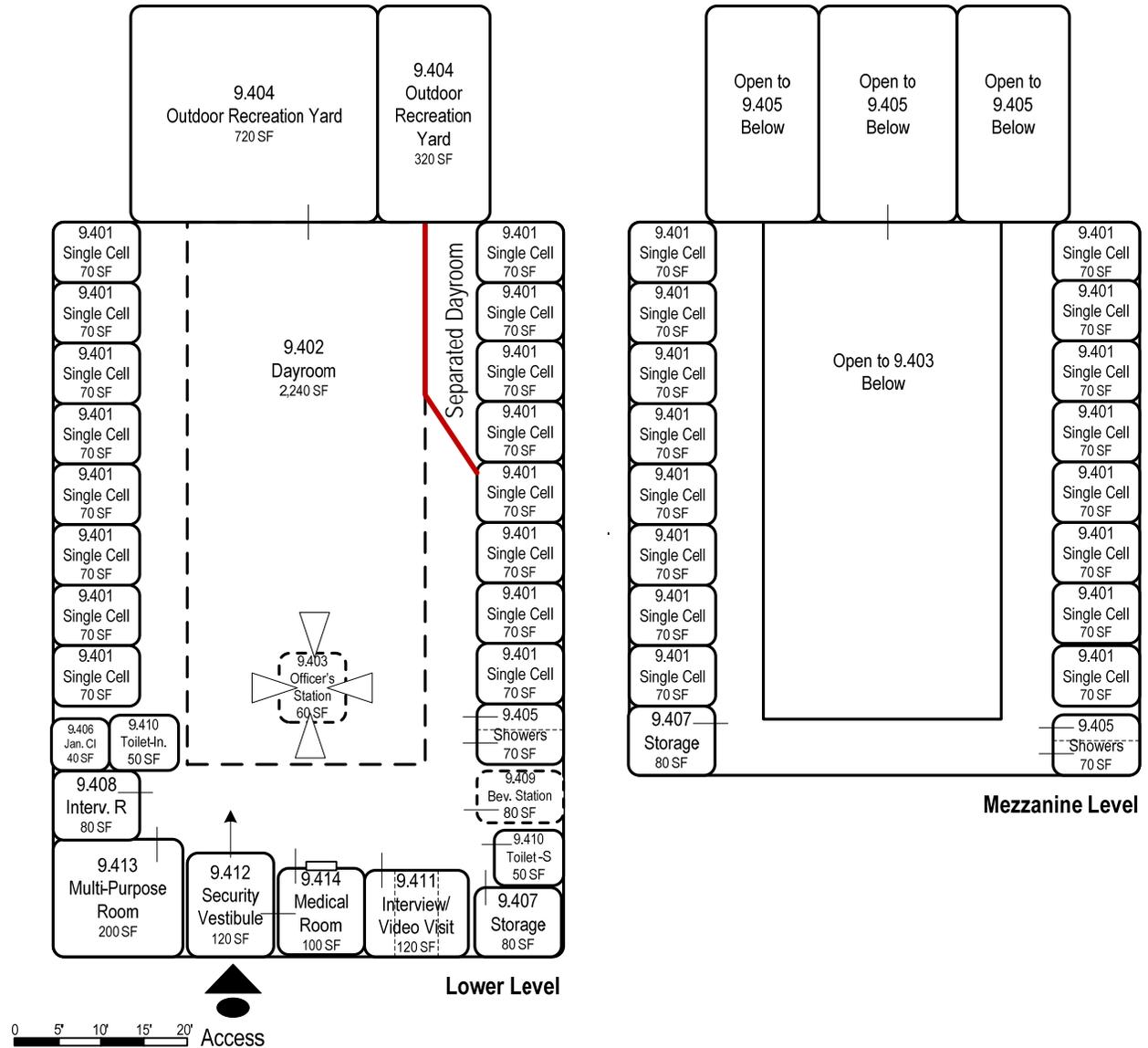
9.300 Male Medium Custody Double Cells – 64 Beds Unit – Adjacency Diagram





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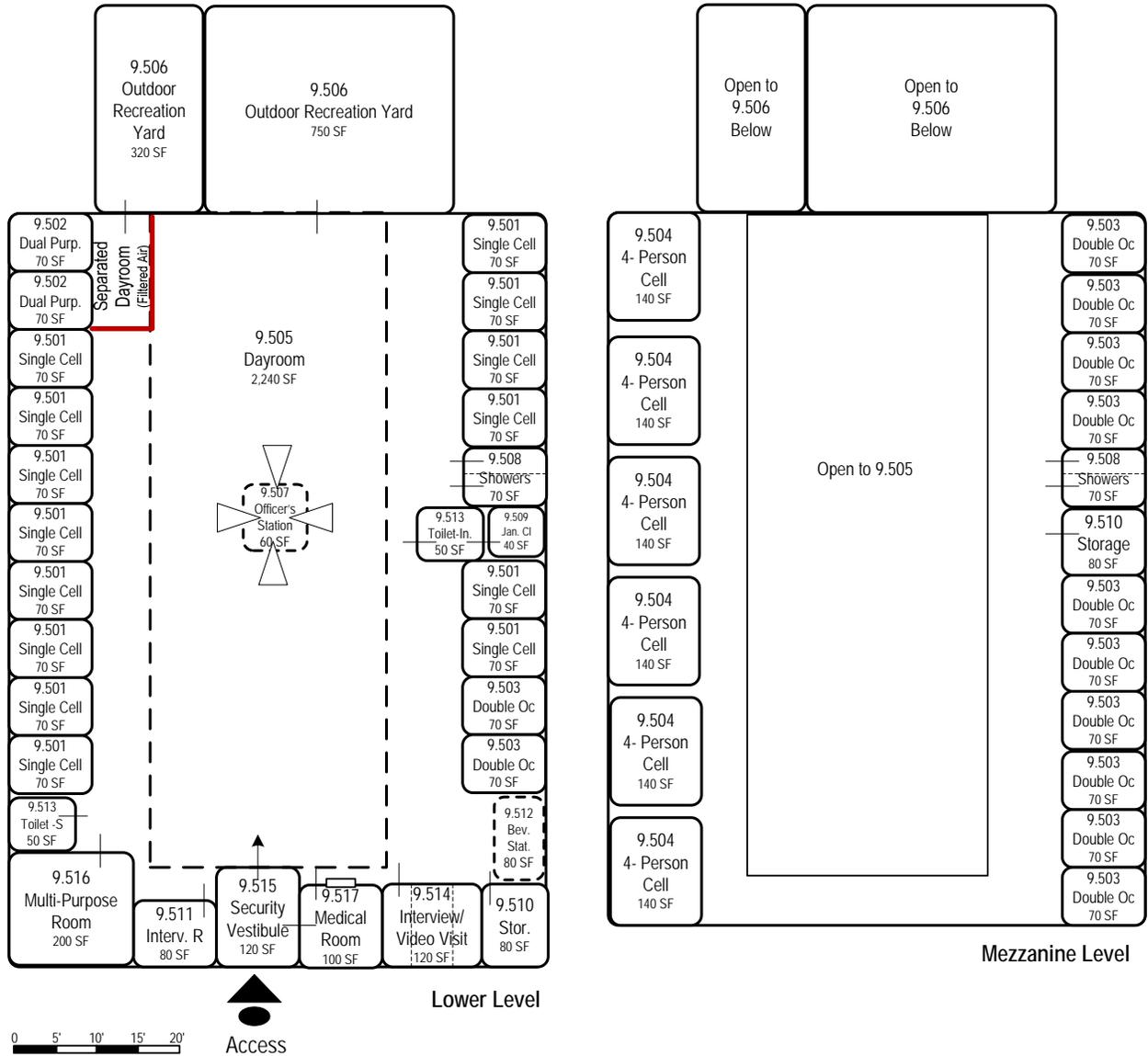
9.400 Male Maximum Custody Single Cells – 32 Cell Unit – Adjacency Diagram





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9.500 Women's All Custody Housing Unit – 64 Beds – Adjacency Diagram

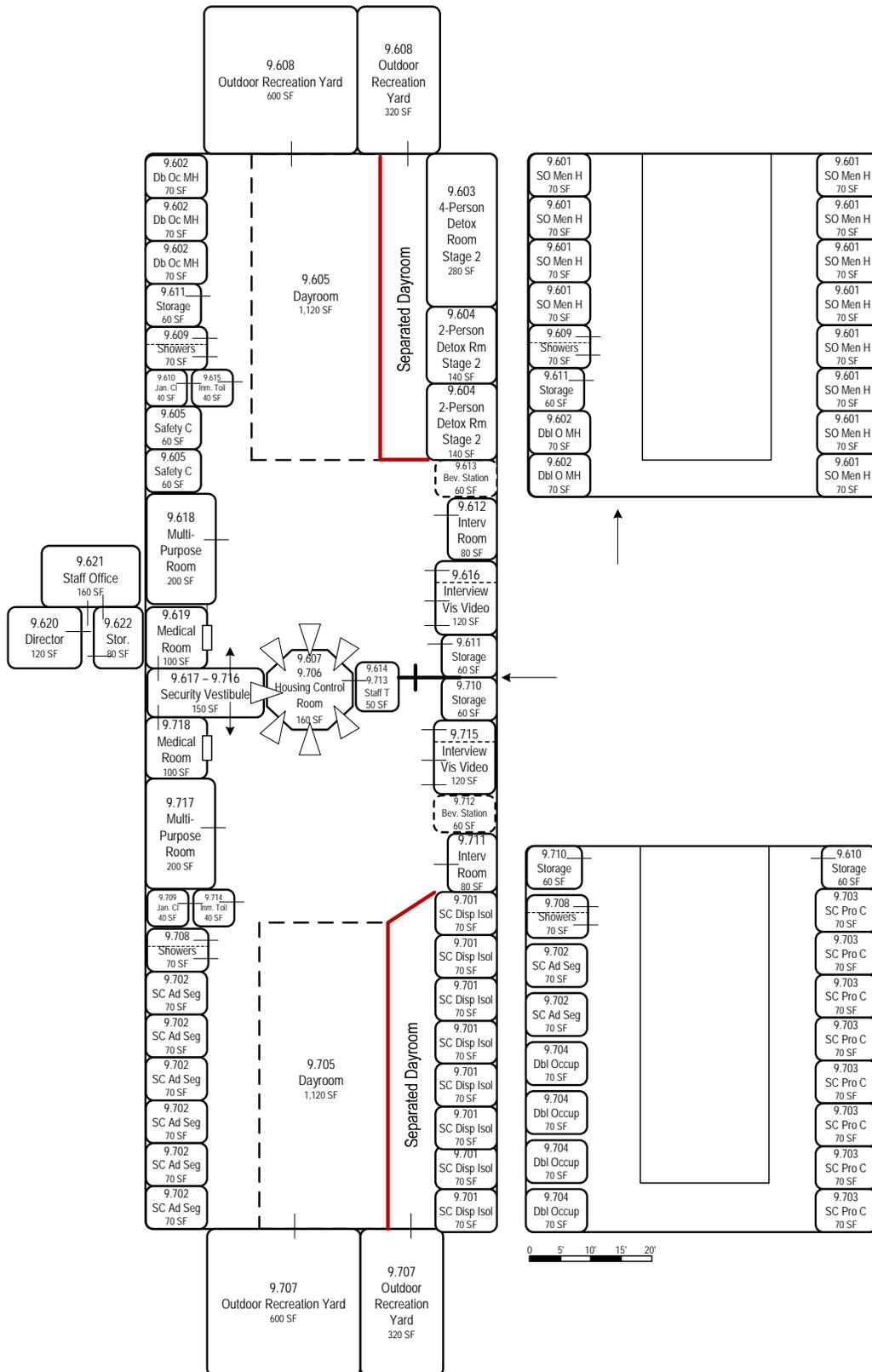




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9.600 Mental Health Housing – 32 Bed Unit – Adjacency Diagram

9.700 Special Management Housing – 32 Bed Unit – Adjacency Diagram





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SUMMARY PROGRAM

NAPA COUNTY CORRECTIONAL MASTER PLAN - PHASE II - SUMMARY PROGRAM						
			NSF	Dept. Gross	Bldg. Gross	Total BGSF
1.000	PUBLIC ACCESS AND FACILITY ADMINISTRATION		5,065	1,520	1,317	7,901
1.100	Public Lobby		1,495	449	389	2,332
1.200	Facility Administration		3,570	1,071	928	5,569
2.000	INTAKE-TRANSFER-RELEASE		12,800	4,480	3,456	20,736
2.100	Intake and Release		12,800	4,480	3,456	20,736
3.000	SECURITY OPERATIONS		1,380	414	359	2,153
3.100	Security Administration and Central Control		1,380	414	359	2,153
4.000	STAFF SERVICES		7,310	1,462	1,754	10,526
4.100	Lockers and Fitness		4,600	920	1,104	6,624
4.200	Muster and Training		2,710	542	650	3,902
5.000	PROGRAMS AND SERVICES		8,460	2,360	2,164	12,983
5.100	Visitation		3,570	893	893	5,355
5.200	Education and Programs		3,890	1,167	1,011	6,068
5.300	Other Services		1,000	300	260	1,560
6.000	FOOD SERVICES		8,435	1,732	2,033	12,200
6.100	Food Preparation		4,610	922	1,106	6,638
6.200	Staff Dining		1,465	220	337	2,022
6.300	Food Service Support		2,360	590	590	3,540
7.000	MEDICAL SERVICES (14 non-rated beds)	Beds	6,070	3,336	1,881	11,287
7.100	Clinic		3,060	1,530	918	5,508
7.200	Infirmary	14	3,010	1,806	963	5,779
8.000	FACILITY SERVICES		14,405	1,891	3,259	19,555
8.100	Maintenance Shops		2,455	491	589	3,535
8.200	Energy Plant		3,270	327	719	4,316
8.300	Laundry		2,050	410	492	2,952
8.400	Warehouse		6,630	663	1,459	8,752
9.000	INMATE HOUSING (342 rated capacity + 10 non-rated)	Beds	43,450	24,724	13,635	81,809
9.100	Male Minimum Custody Dormitory - 64-bed Unit	64	6,900	3,450	2,070	12,420
9.200	Male Low-Medium Custody Dormitory - 64-bed Unit	64	6,560	3,280	1,968	11,808
9.300	Male Medium Custody Double Cells - 64-bed Unit	64	6,560	3,936	2,099	12,595
9.400	Male Maximum Custody Single Cells - 32-bed Unit	32	5,510	3,306	1,763	10,579
9.500	Women's All Custody Housing Unit - 64-bed Unit	64	7,290	4,374	2,333	13,997
9.600	Mental Health Housing - 32-bed Unit	32	5,490	3,294	1,757	10,541
9.700	Special Management Housing - 32-bed Unit	32	5,140	3,084	1,645	9,869
GRAND TOTALS		366	107,375	41,918	29,859	179,151

Source: Carter Goble Lee; April 2008, Rev. October 2008



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CHAPTER 3
CONCEPT PLANNING OPTIONS



INTRODUCTION

Chapter 2 of this report contains the Architectural Space Program of space requirements for a renovated or new jail facility and the intra- and inter-departmental relationships of the operational components. In this chapter, the Consultant presents the concept planning options recommended for consideration by the County to test the application of facility requirements on two sites: the existing downtown location of the current Napa County Detention Center and Hall of Justice and a yet-to-be determined site away from the downtown area.

A total of three planning options are discussed. The first (Option 1) includes retaining and renovating the existing newer portion of the current jail, referred to as the Annex; demolishing the existing Hall of Justice¹; and constructing a new building to include inmate housing and support components. Option 2 demolishes all the existing jail and the Hall of Justice, and replaces them with a new-purpose facility. Option 3 shows a concept for a new facility on a hypothetical site, which would leave the existing jail site available for other uses.

Options 1 and 2 are constrained by site size limitations and the amount of site parking that would need to be removed to accommodate both new construction and possible future expansion. There must be adequate clearance between any new construction and the existing County Administration Building to meet City of Napa requirements for access by fire-fighting apparatus. The new parking garage being constructed on the south side of the property would need to be used for staff and visitor parking. Although the location of Option 3 is undetermined, the site should be of adequate size to accommodate on-site surface parking.

The three options are described in detail in this chapter in narrative form, graphics, and a summary of the pros and cons of each. Options 1 and 2 also include a proposed sequence of demolition and construction to enable – insofar as possible – continued operations in the existing jail until new/renovated portions become available for occupancy. This summary, along with the staffing analysis and evaluations of the existing facility shown in the Chapters 4 and 5, form the basis for the Consultant's conclusions and recommendations.

OPTION 1 – EXISTING DOWNTOWN LOCATION WITH RENOVATED ANNEX

There are three major components to Option 1:

- Renovate the existing jail Annex, which is the newest part of the existing facility
- Demolish the existing Hall of Justice
- Construct new facility support and housing areas

The basement level of the Annex currently contains food service, maintenance shops, and storage areas. Location of food service on this level is an inconvenience, since deliveries and garbage removal must be moved by a service elevator from a first-floor loading dock. Also, there have been past issues with moisture infiltration and threats of flooding of the Napa River in the basement.

The 1st floor contains administrative offices, visitors' jail entrance, intake-transfer-release functions, a 46-bed male dormitory, and an 8-bed female dormitory. The vehicle sally port and the loading dock are located on this level.

¹ The Consultant was requested to evaluate the feasibility of retaining and renovating the existing Hall of Justice to accommodate support and housing areas; however, the age, general condition, costs, and functional drawbacks of converting the building to significantly different functions was not considered to be a cost-effective solution for the long term.



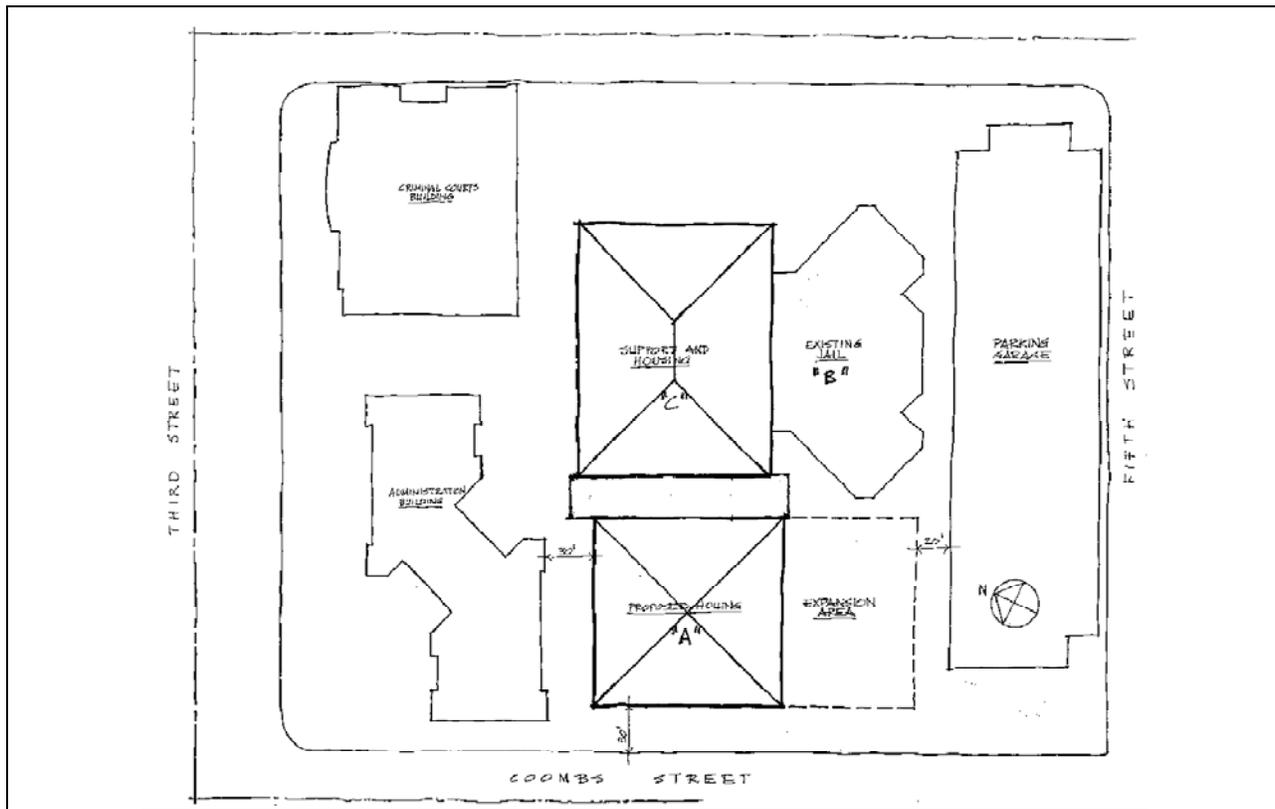
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The 2nd floor contains two sections (pods) of 40-bed male inmate cell housing, one 16-bed female inmate cell housing pod, inmate visitation, and staff offices. Mezzanines above the three 2nd floor housing pods occur on the 3rd floor. Also, staff locker rooms and inmate program spaces are located on this level.

The current layout of the existing annex is highly staff-intensive due to the several small housing pods. As shown in chapters two and four, significant staffing efficiencies are achieved by having pods with up to 64 beds (exceptions are maximum custody and special needs housing).

Figures 3-1 through 3-5 illustrate a proposed concept for Option 1. Fig. 3-1 is an overall site plan showing existing buildings on site and the proposed support and housing elements. The Support portion of new construction is located on the east side of the site, with the west section of the new building containing inmate housing. The two sections are separated by outdoor recreation areas for inmates; these areas must be visually screened from public view and, as much as possible, acoustically treated to minimize sound from these areas.

Figure 3-1
Option 1 Site Plan

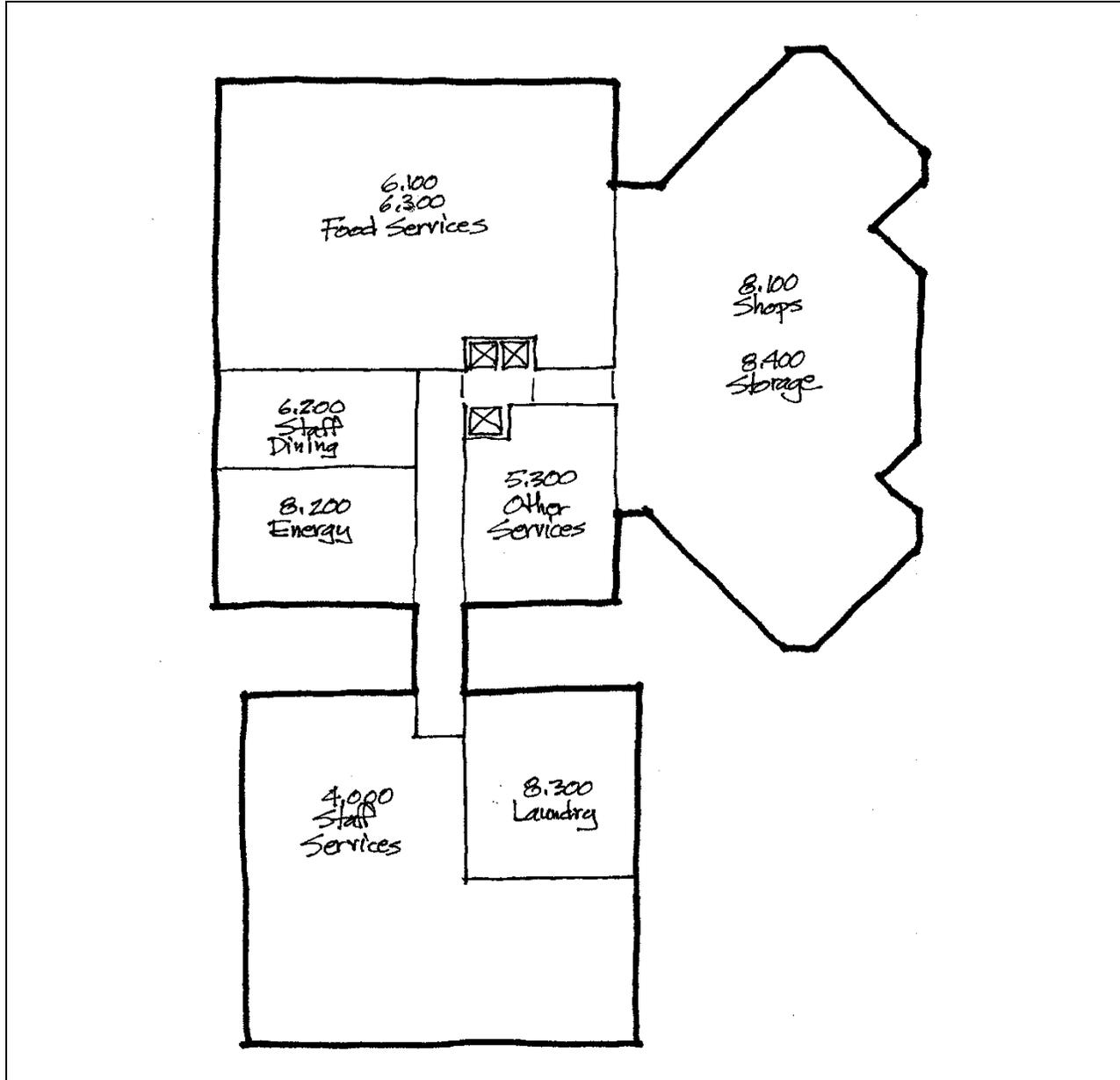


The use of the basement level of the Annex is limited to storage, maintenance shops, and some areas for infrastructure (e.g. electrical equipment rooms, sump pump, mechanical pipe and duct chases). The vehicle service entrance and loading dock are located on the east side of the new support building. Because this level is below grade, it will be necessary to either provide service elevator access from a 1st floor loading dock or excavate and create an areaway that can be accessed by delivery vehicles. The basement level plan is shown below in Fig. 3-2.



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Figure 3-2
Basement Plan

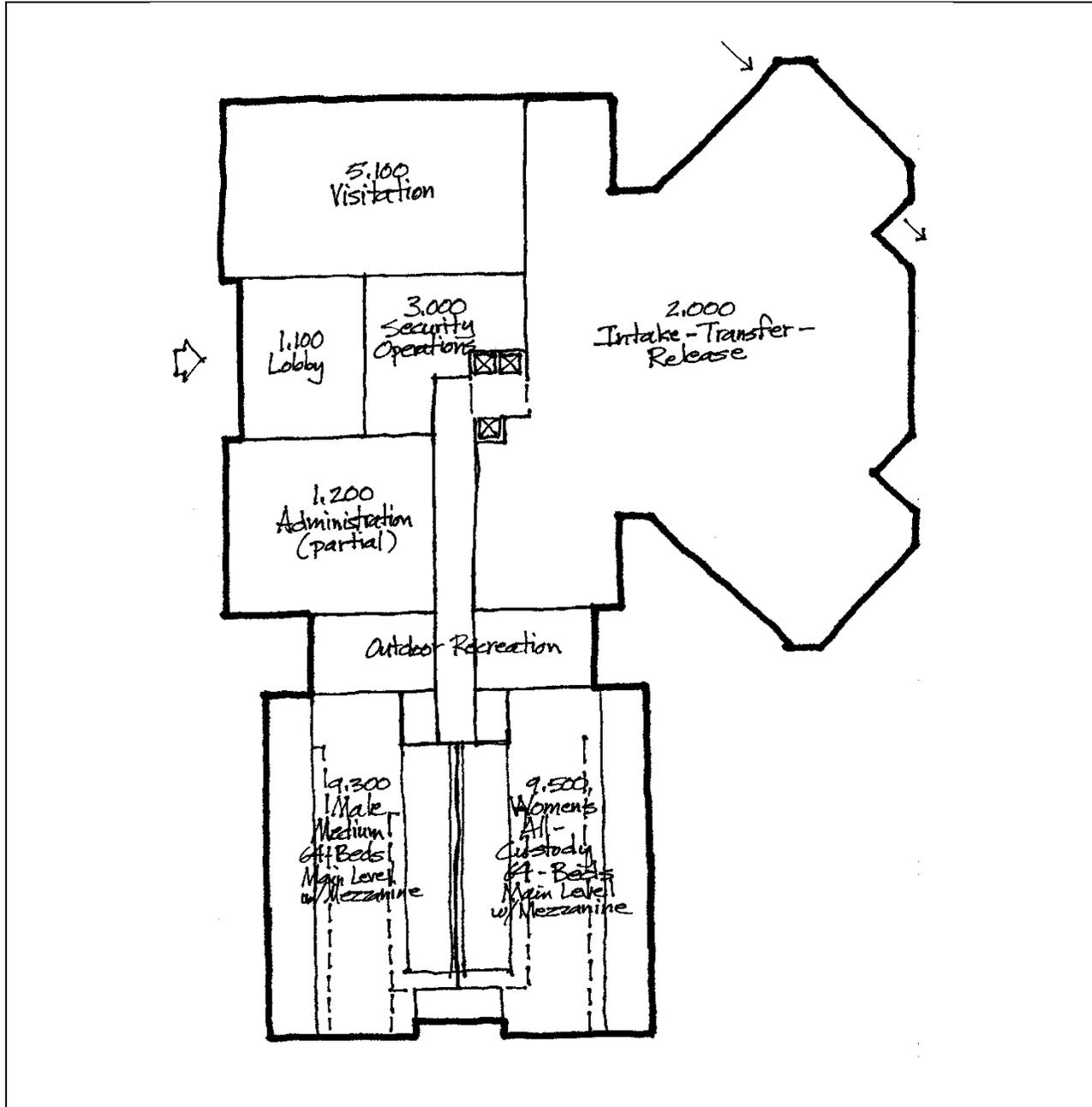


The entire 1st floor of the Annex and a portion of the 1st floor of the new support building are occupied by Intake-Transfer-Release. The facility main entrance is located on the north side of the support building, with inmate video visitation accessed from the lobby.

Figure 3-3
1st Floor Plan



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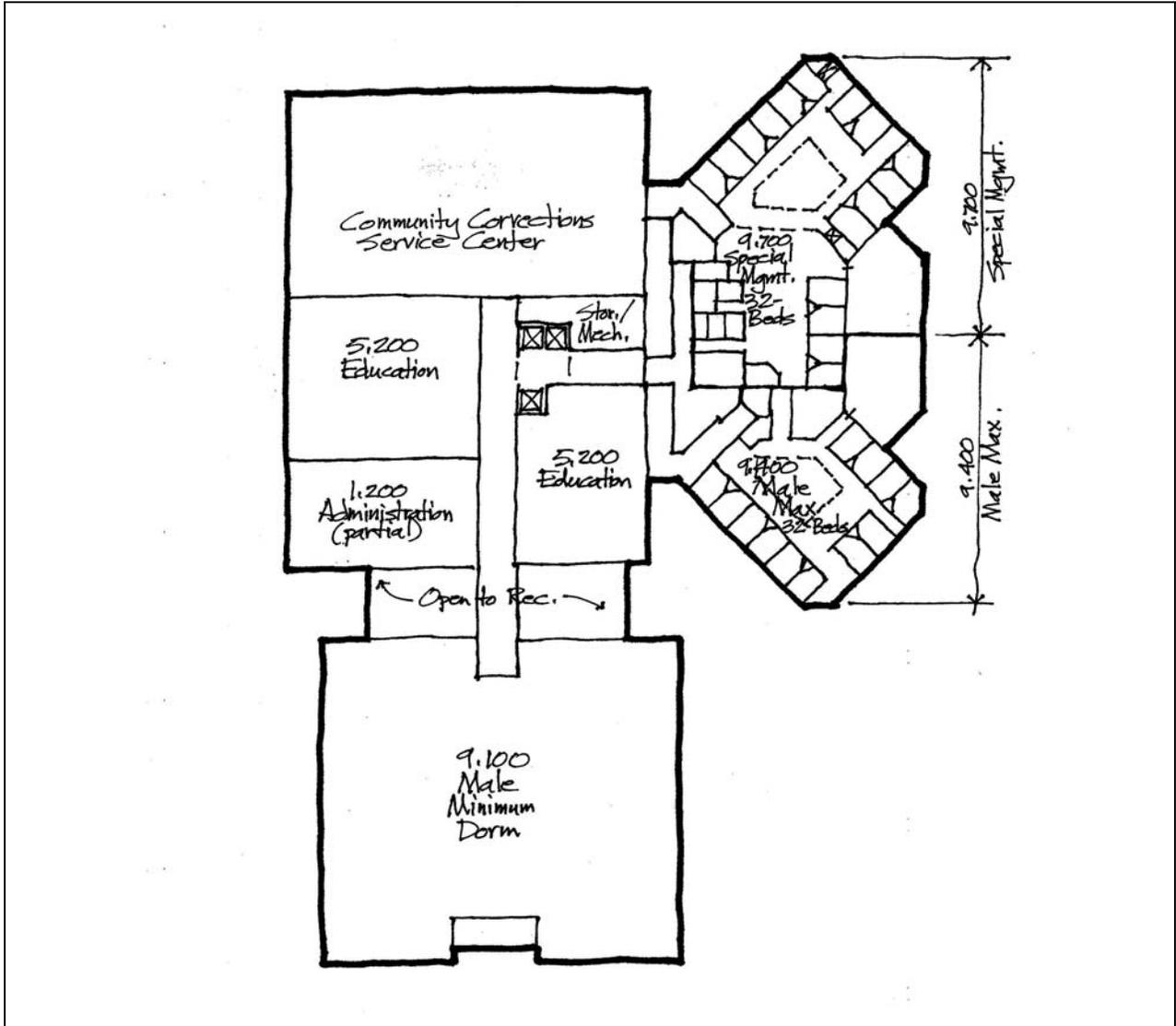


Unit 9.400 Male Maximum Custody Housing and 9.700 Special Management Housing are located on the 2nd floor and 3rd level mezzanine of the Annex. The 2nd floor of the support building contains inmate education and program spaces, Other Services, a portion of Facility Administration, and an area of approximately 6,000 square feet that may accommodate the Community Corrections Service Center or other designated County use.

Figure 3-4
2nd Floor Plan



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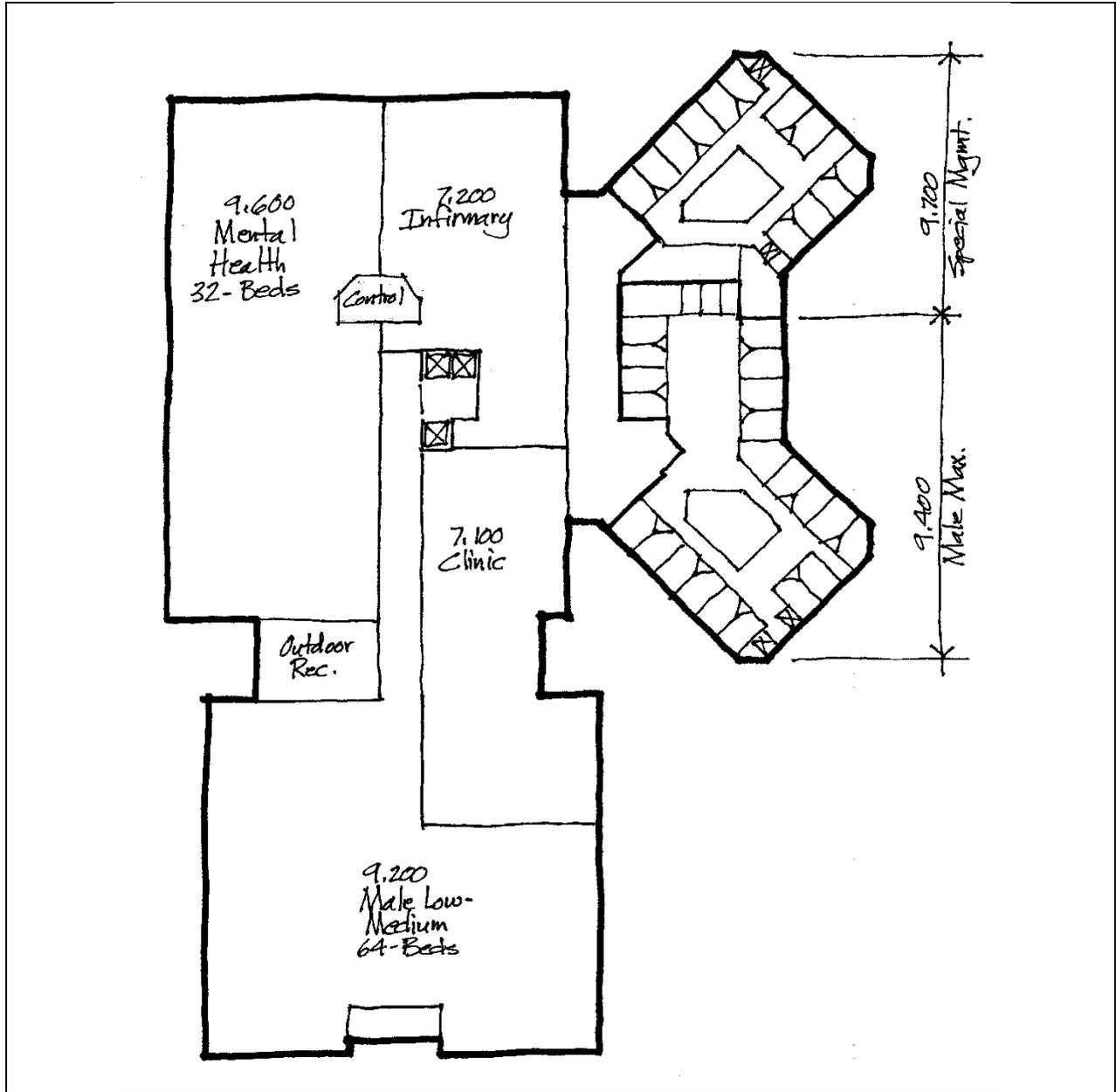


The 3rd floor of the Annex is the mezzanine level of the 2nd floor male maximum custody and special management housing units. Mental Health housing, Clinic, and Infirmary are located in the support section of this level.



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Figure 3-5
3rd Floor Plan





Option 1 - Proposed Construction Sequence

It is necessary to continue occupancy of as much of the existing facility as possible during construction to avoid disruptions of current operations, minimize security issues, and avoid as much cost as possible of temporary location of inmates and/or support services off-site. The following sequence is suggested:

- Construct the new housing building (noted "A" on the site plan, Fig. 3-1)
- Relocate inmates from the Hall of Justice and the Annex into the new housing wing, and relocate any support functions in the HOJ into temporary quarters in the existing public surface parking area
- Demolish the Hall of Justice
- Construct the new support section and inmate outdoor recreation areas (noted "C" on site plan, Fig.3-1)
- Relocate any remaining support functions in the Annex and renovate the jail Annex (noted "B" on site plan, Fig.3-1)

Advantages

- Continues use of the existing jail Annex
- Continues existing land use
- Continues use of the site for jail functions as a part of an existing justice complex
- Maintains the tunnel connection between the existing jail and the central court building, eliminating the need for inmate transfer from a remote location
- County-owned property – no land acquisition costs

Disadvantages

- Complexity and costs of scheduling phased construction, temporary quarters, and occupancy
- Operational issues and costs with relocating/replacing building technical systems located on north wall of the Annex
- Need for significant renovations of the Annex to achieve greater operational and staff efficiencies (this will still result in having a 20-year old building)
- Minimal clearances between existing and new buildings
- Implications of maintaining a jail presence on the existing site with current and proposed future downtown residential and commercial development – visual and acoustic screening/separation
- Limited area for any future expansion – jail is "landlocked"
- Elimination of on-site public surface parking
- Necessity of providing meals and medical services from off-site locations during renovations
- Need to relocate/rebuild Probation, Conservation Division, EOC, and training offices

OPTION 2 – EXISTING DOWNTOWN LOCATION, ALL NEW FACILITY

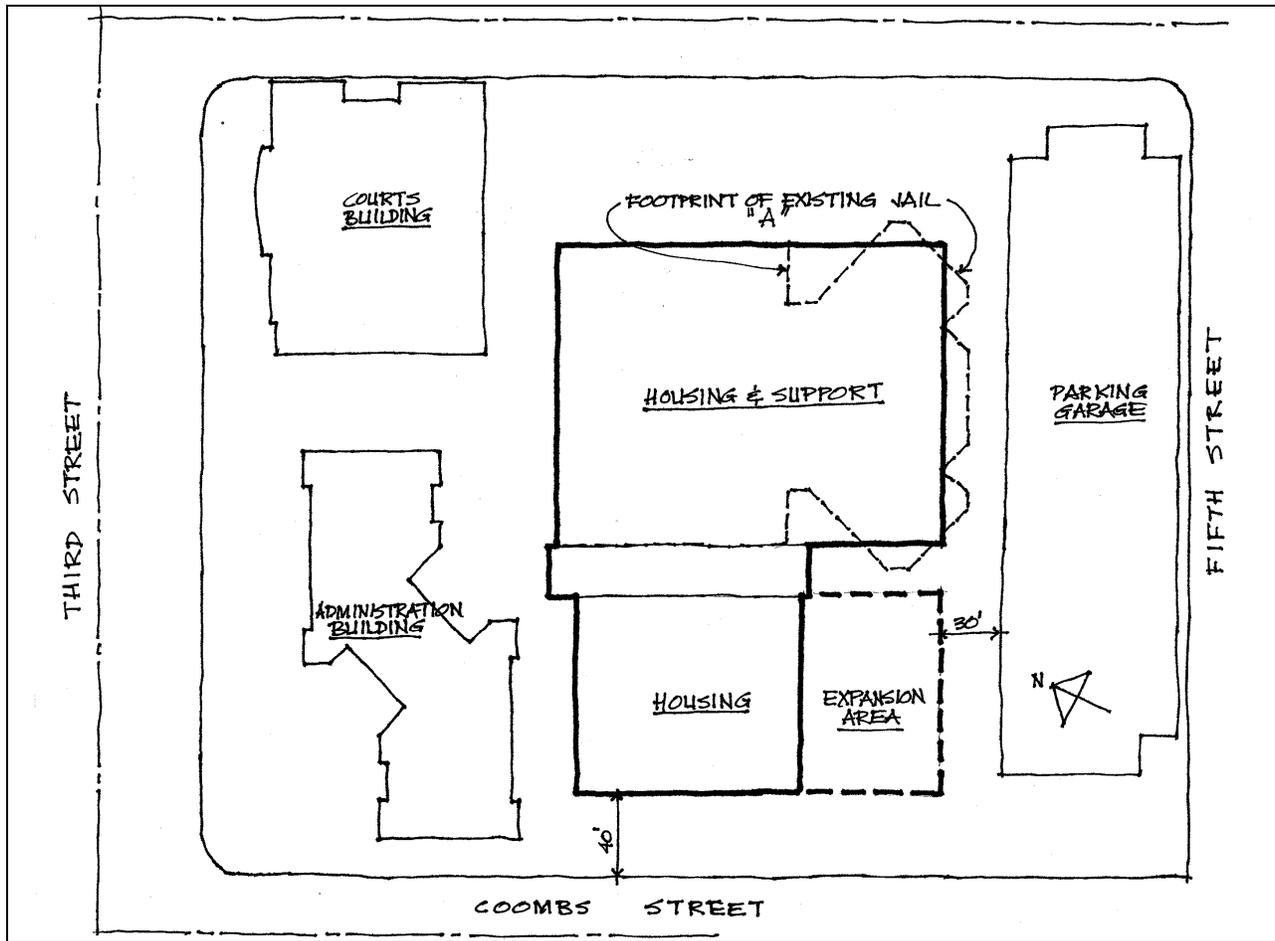
The two major parts of Option 2 are to demolish the existing jail and Hall of Justice and construct a new jail facility on the current jail site in downtown Napa. This option has many of the same characteristics as Option 1 except the irregular "Y" form of the Annex has been replaced with a simpler rectangular form, and the internal placement of some building components is slightly different.



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The rectangular building form will enable the building to be designed in a more efficient manner, which may lead to a modest reduction in total building area with possible construction cost savings. The women's all custody housing unit will occupy most of the 2nd and 3rd levels of the south side of the facility (the previous location of the Annex), and staff service areas are consolidated into one area in the new support wing. The new housing wing has the same configuration as Option 1. Figures 3-6 through 3-10 illustrate this option.

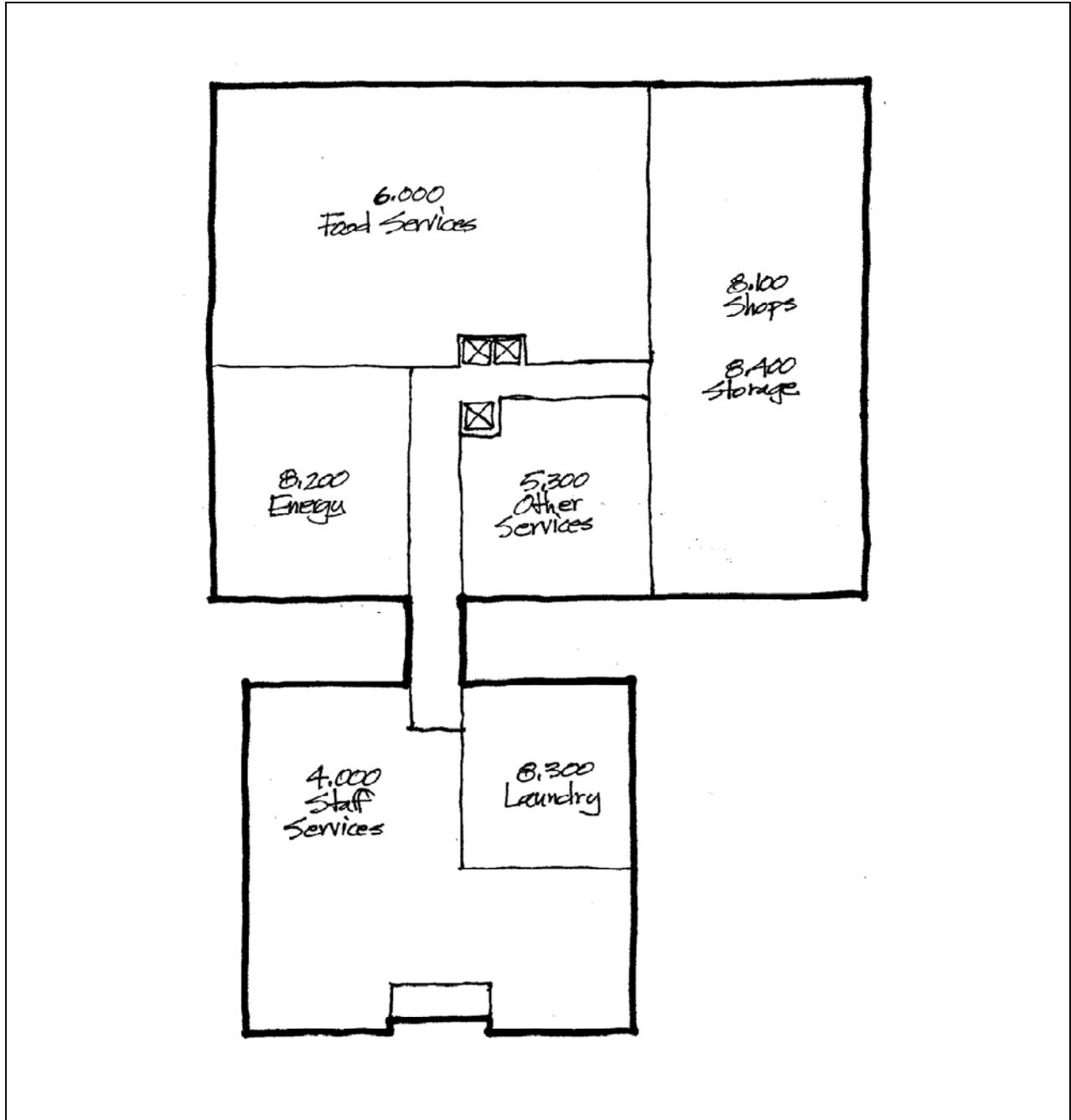
Figure 3-6
Option 2 Site Plan





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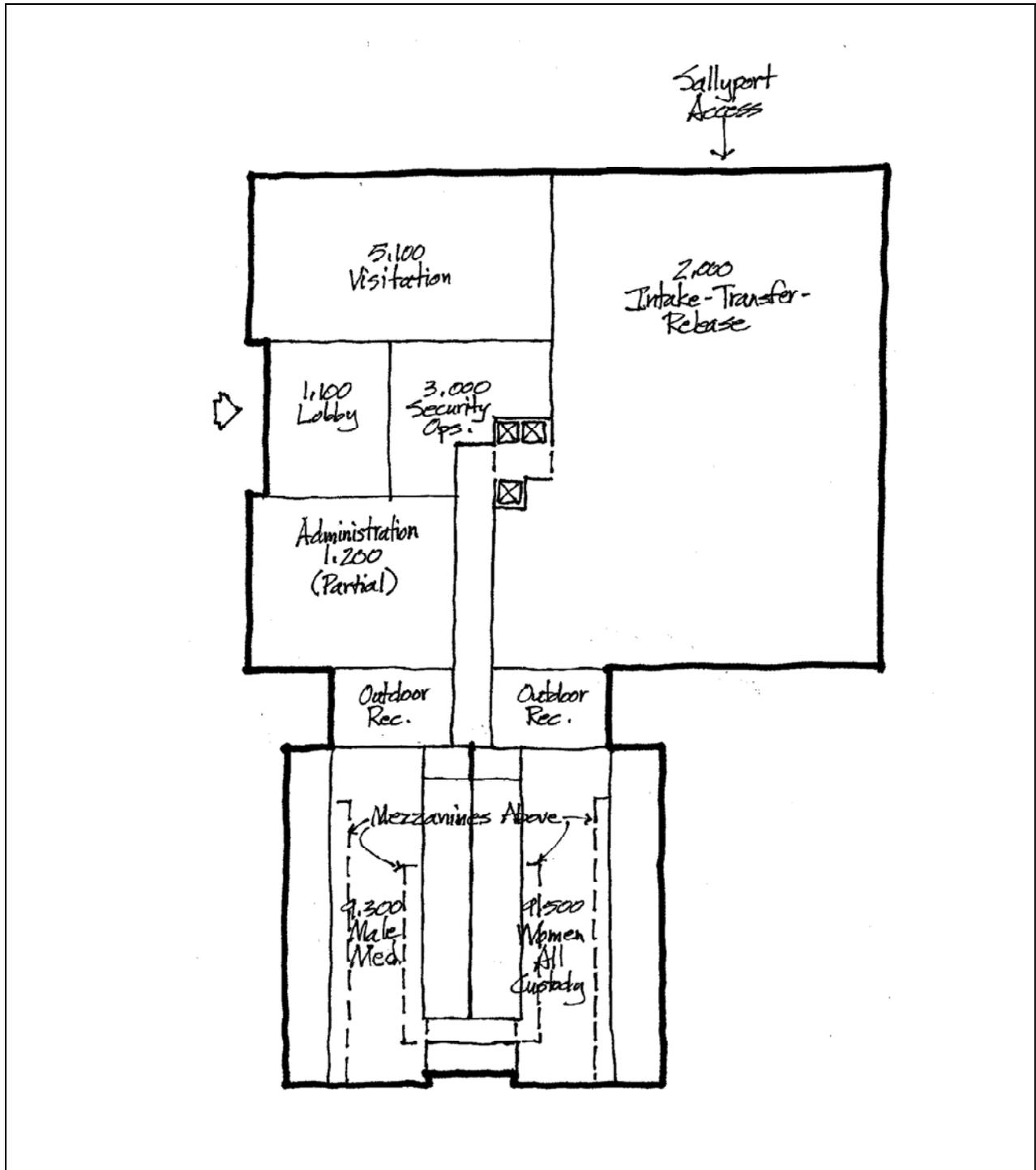
Figure 3-7
Basement Floor Plan





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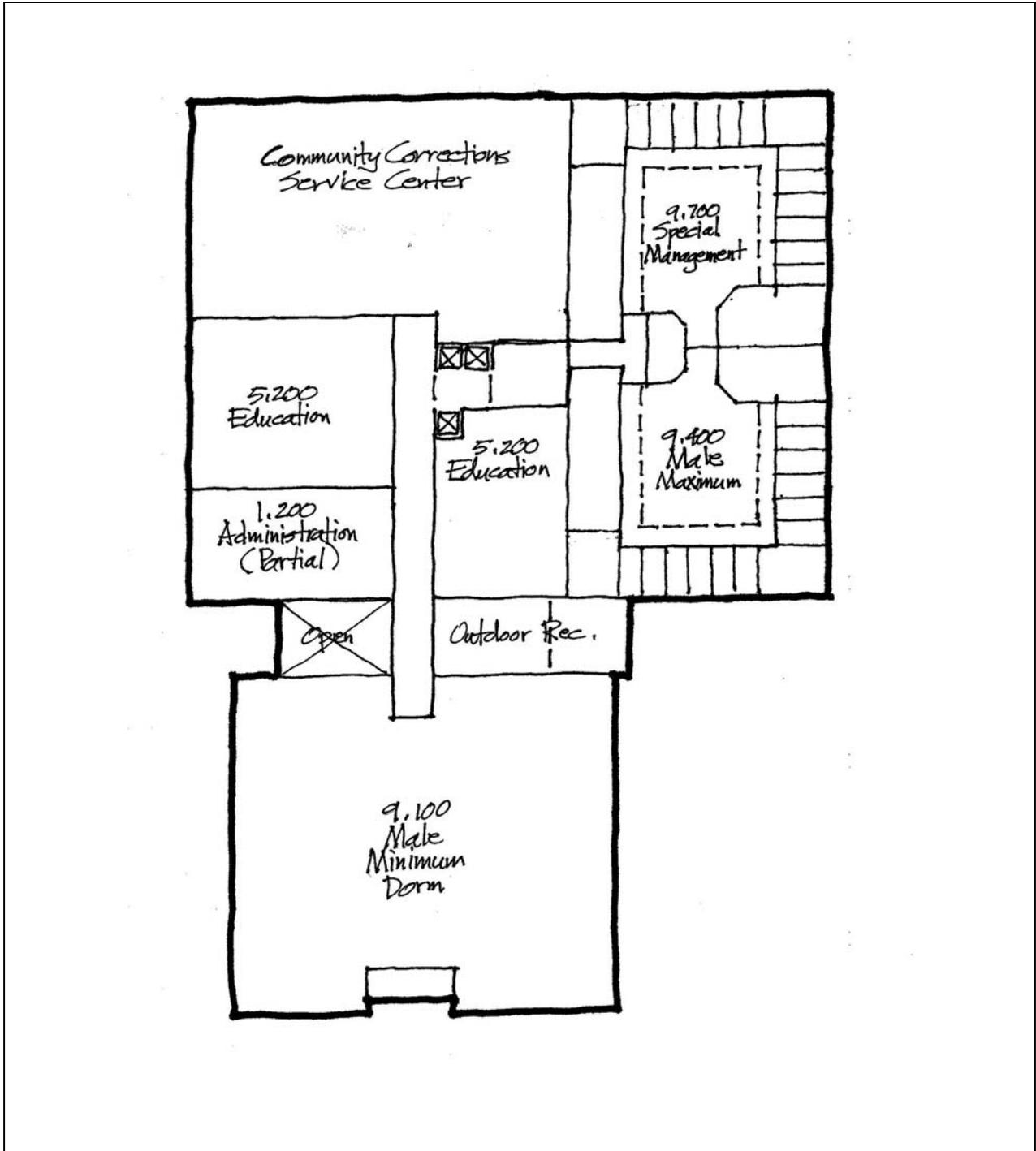
Figure 3-8
1st Floor Plan





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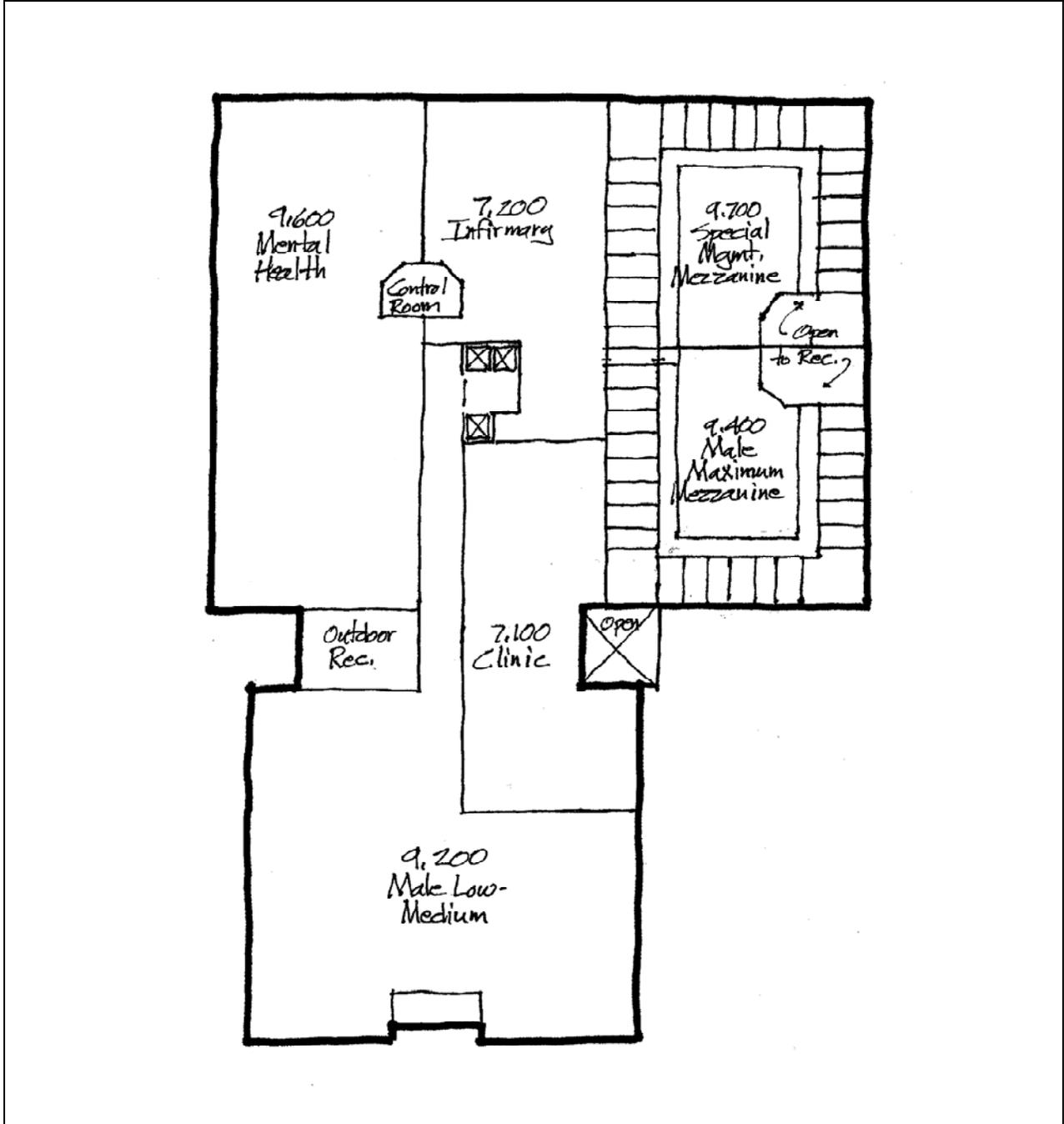
Figure 3-9
2nd Floor Plan





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Figure 3-10
3rd Floor Plan





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Option 2 - Proposed Construction Sequence

The demolition and construction sequence will be similar to Option 1 with some exceptions:

- Construct the new housing building (west section) and relocate intake-transfer-release and other support functions to temporary quarters to the west of the existing Annex (noted "A" on site plan, Fig. 3-6))
- Relocate inmates from the Annex into the new housing wing
- Demolish the existing Annex and Hall of Justice, locating any remaining existing functions in these two areas into temporary quarters
- Construct the new housing and support building and connect to the new housing section with outdoor recreation areas

The same issues of maintaining current operations during demolition and construction will still apply.

Advantages

- Creates a functionally more efficient plan configuration than was possible with retaining the Annex
- Continues existing land use
- Develops a completely new facility with a greater life expectancy than one with an older portion
- Eliminates the problems of attempting to integrate old and new security, life safety, and other technical systems
- Maintains the courthouse and jail tunnel connection
- Maintains the concept of a downtown justice complex
- Increased setback distances (over Option 1) from the parking garage and the Coombs Street property line
- County-owned property – no land acquisition costs

Disadvantages

- Complexity and costs of phased construction and occupancy
- Potential problems with relocating/replacing building technical systems located on the existing north wall of the Annex during demolition and construction
- Implications of maintaining a jail presence on the existing site with current and proposed future downtown residential and commercial development – visual and acoustic screening/separation
- Limited area for any future expansion – jail is "landlocked" beyond 500 beds
- Elimination of on-site public surface parking
- Necessity of temporarily providing meals and medical services from off-site or temporary locations during demolition and construction
- Need to relocate/rebuild Probation, Conservation Division, EOC, and training offices
- Limits other government growth of alternate uses



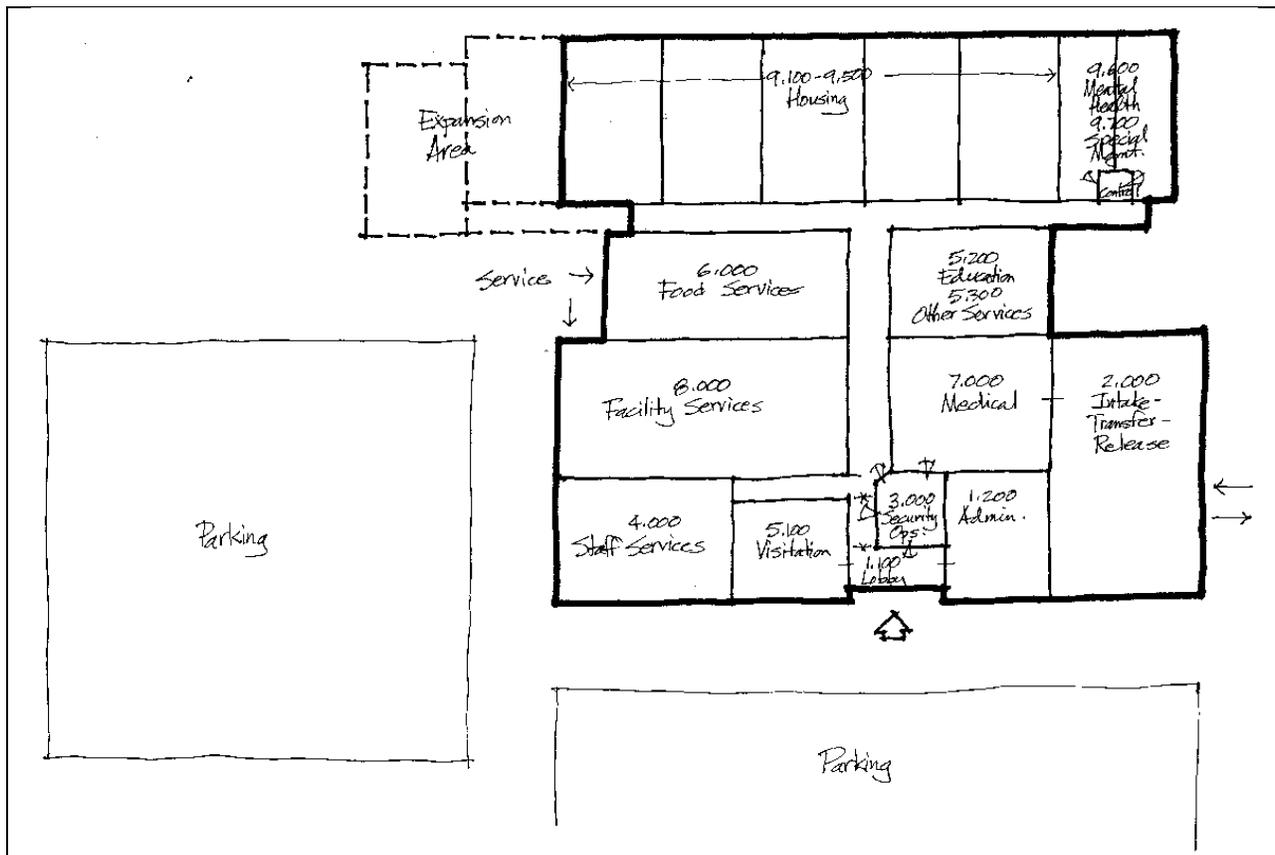
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OPTION 3 – OUT-OF-DOWNTOWN LOCATION

Option 3 is a concept for a totally new facility on a different site; it could be constructed while maintaining operations at the existing jail location. With adequate property area, the facility can be designed as a one-story building with housing mezzanines, have available land for on-site surface parking, and allow future expansion without the need to eliminate parking.

Figure 3-11 is a concept layout of a one level design for an open site.

Figure 3-11
Option 3 Site Plan



Option 3 – Proposed Construction Sequence

Because this option would be built on a different site, there is no requirement for the continuation of jail operations and temporary relocation of activities at the same location during construction. The General Contractor would be able to carry out construction using his own normal construction sequencing.



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Advantages

- Would require construction of court holding areas at existing courthouse
- New, purpose-built, state-of-the-art detention facility with a 30-50 year life expectancy and high potential sustainability and energy efficiency
- Flexibility of designing a one-story concept with potential construction cost savings over a mid-rise structure
- Adequate site area for surface parking and building expansion
- More accessible site for construction activities
- Ease of service and official vehicle access
- Potentially fewer land use or activity conflicts due to adjacency or near proximity of different building uses (e.g. commercial, residential)

Disadvantages

- Location away from downtown courthouse will require vehicle transport of inmates and potentially greater distances for law enforcement officers to transport arrestees for booking and jail intake
- Possible difficulties of locating suitable property at reasonable cost in an appropriate and acceptable location – a minimum of 10 acres is suggested to allow for surface parking, expansion, buffer zones, and building setbacks
- Change in land use

COST IMPLICATIONS AND ESTIMATES

Each of the three options has different cost implications. Option 1 involves renovation of the existing jail Annex, with the need to provide temporary accommodations *with appropriate security* for support functions dislocated by construction activities. Phased construction takes longer than construction that can be done without interruption, which will result in increased construction costs. Option 2 will have both temporary relocation and demolition costs as well as escalation costs for phased, extended construction.

A more detailed discussion of costs is included in Chapter 6.

SUMMARY

As noted above, there advantages and disadvantages for each option. In terms of complexity and duration of construction, site size (potentially), and expansion flexibility, Option 3 has an advantage over the others. Options 1 and 2 have the advantage of being located on County-owned property, eliminating the costs of property acquisition, By keeping the jail adjacent and connected to the existing Courthouse, inmates can be moved to court through the existing tunnel without having to be transported by vehicle. Both Options 1 and 2 must provide facilities for temporary occupancy during construction operations, and any lower initial construction costs may be offset by the extended amount of time caused by phased construction.

Other factors will bear on recommendations and decisions about which option to pursue further. Staffing models and related issues are discussed in Chapter 4; an evaluation of the existing jail facilities and the implications of renovating and continuing the use of the Annex are covered in Chapter 5; and construction and staffing cost implications comprise Chapter 6.



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CHAPTER 4 STAFFING



INTRODUCTION

A staffing analysis was conducted for the Napa County Department of Corrections by Carter Goble Associates, Inc. (CGL) in June and July 2008. The study began with a look at the current staffing of the existing jail, prior to any consideration of renovation, expansion or replacement. Secondly, an assessment of proper staffing levels was made with an interest in minimizing liability exposure for the County of Napa. Lastly, a staffing analysis was completed for projected needs for a new or expanded county jail facility.

Unlike most other government or justice functions the jail is a 24-hour round-the-clock 365 days-a-year operation that has substantial security and life safety requirements. The security-related positions or posts in the jail must be staffed even when the scheduled officer calls in sick, takes vacation or is away on required training. This is often accomplished by an on-duty officer covering an additional post or by calling-in off-duty staff to work overtime. Both options can be costly. Overtime is expensive, and an officer that is handling multiple security posts jeopardizes the safety and security of the facility. Another alternative, although not a best practice, is to lock down a portion of the facility and leave the affected section without adequate security supervision.

The process used for conducting this staffing study was based on the *Staffing Analysis Workbook for Jails: Second Edition*, which was produced by the National Institute of Corrections, and is considered to be the “industry standard” process for determining appropriate staffing for local corrections.

The following passage is an excerpt from the *Staffing Analysis Workbook for Jails: Second Edition, 2003*:

“Many staffing issues and problems jails face, such as high overtime costs, the inability to cover needed posts, or the inability to free staff from their posts for training can be attributed to inaccurate calculation of the actual number of hours staff is available to work in the jail. This critical step requires collecting and analyzing information that will provide an accurate depiction of the real number of staff hours that are available to be scheduled for each full-time position in the jail budget. It produces accurate net annual work hours (NAWH) for each position....

Calculating an accurate NAWH will help control such costs as overtime pay, because realistic and accurate figures will be used to calculate the number of FTEs required to provide needed coverage.

An accurate NAWH for each job classification requires information on all possible time-off categories. Different classifications of employees will have different NAWH, because of the amount of vacation time or training time that is allotted and used.”

Current Napa County Department of Corrections Staffing

Scheduling of personnel is based on a number of different working schedules including 8 hour, 10 hour and 12 hour work days. Security personnel are divided into four teams, each consisting of a sergeant, a corporal, 10 corrections officers and 2 corrections technicians. With the exception of supervising sergeants, security personnel are assigned based on a 12 hour work day. Sergeants work 10 hour shifts, 4 days per week. Each shift, days and nights, is staffed by two teams that are self relieving. Team members work three 12 hour days each of two weeks, with one additional 8 hour work day during the same two week period to complete a total of 80 hours. The 8 hour days are evenly divided between the two teams, and distributed throughout the work week on a seniority selected basis. Specific hours of assignment on the 8 hour day also vary on those selected days so that vacant positions are minimized.



Because of lower activity levels on the night shift, it becomes the shift of choice to absorb personnel vacancies. In the event of staffing vacancies for either hours or days, security positions are “shut down” leaving fixed security posts unstaffed.

In addition to the foregoing, the Department of Corrections is allowed to hire part time Correctional Officers to fill in vacant positions. Each part time employee is limited to 1,000 hours annually, and the Department strives to maintain as many as seven such employees. On the average, however, only five employees are employed at a time. Part time Correctional Officer does not receive mandated correctional operations training, and are required to be under constant supervision during their working hours.

The Department has experienced a high turn-over of their part time employees. Some of the new applicants are seeking part time employment as a pathway to a full time job. Without full time positions being available, qualified part time employees must leave their positions for more permanent full time positions. A total of \$160,000 has been budgeted annually to support the part time employment program.

If part time employees are unavailable to fill vacancies, the Department uses full time employees on overtime. While the Department has been allocated \$300,000 annually, the overall overtime usage has been approximately \$425,000 each year.

California Corrections Standards Authority Biennial Inspections

In November 2005, and again in December 2007, the Corrections Standards Authority completed their biennial inspections of the Napa County Jail Detention area and Court Holding Facility. In their 2005 report, the Authority referenced an even earlier (2003) report documenting their major concern that the jail was insufficiently staffed. They noted that housing units were regularly locked down due to insufficient staff and safety checks were not consistently documented. Staffing levels did not allow proper relief for vacation, training, sick leave, etc. While the 2005 report did document the addition of four new positions relieving the necessity for routine lock-down due to lack of staffing, it also noted that the facility does not have good sight lines for supervision of inmates thus necessitating the need for higher staffing levels.

The January 2008 report also makes mention of the CSA's continuing concern about staffing levels, noting that they “continue to believe that identifying the appropriate staffing levels and keeping positions filled remain a challenge” and will be complicated if action is not taken to address releasing inmates cited for minor infractions.

Napa County Security/Custody Position Relief Factor

The current practice of the Department of Corrections includes three alternatives for filling vacant positions. Either positions are left unfilled, “extra help” part time employees are scheduled or “called-in” or full time staff are requested to work on an “overtime basis.” However, for planning purposes, the National Institute of Corrections recommends staffing include an adequate number of relief positions. A relief factor was calculated for Napa County to determine the number of staff that should be employed to efficiently fill all security posts, even when some staff members are absent. Data was collected for time taken off for all jail employees for a three year period ending June 2008. This data includes time away for training, breaks, sick leave, annual leave, compensatory time, and the Family Medical Leave Act.

The correct relief factor for a 7-day security post, staffed by a Napa County Corrections Officer was found to be 1.692. This means that for each 56 hour post, 8 hours per day, 7 days per week staffed with one officer, a total of 1.692 C.O.'s are required. When factoring the same relief for a 168 hour position, 24 hour per day, 7 days per week,



a total of 5.08 staff members are required. The following is a depiction of the total Full Time Equivalent (FTE) position needed to fill the “AS IS” number of “fixed post” security/custody related positions.

It should be noted that the “Staffing with Relief Added” still continues the current practice of “locking-down” some custodial holding areas during the early morning hours and not specifically assigning anyone to supervise the female inmate housing area. Such a practice is not recommended.

Table 4-1
Existing Napa County Detention Staffing “As Is” with Relief Added

Existing Napa County Detention Staffing		AS IS	
Position	Current Staff Allocation	Total FTE's Needed	Staffing with Relief
Director of Corrections	1	1.15	1
Assistant Director	1	1.15	1
Lieutenant	1	1.25	1
Sergeant	5	6.26	6
Corporal	5	6.46	6
Correctional Officer	44	49.69	50
Correctional Technician	10	11.94	12
Clerical	5	5.00	5
Laundry/Food Services	5	6.00	6
Maintenance	4	4.00	4
Total:	81		92

Recommended Staffing for Existing Jail

The Napa County Department of Corrections is a professional organization with quality staff. They have been stretched thin, and as mentioned previously in this report, current staffing allocations require leaving several security posts without staffing during prolonged periods of time. Examples of this condition are Men’s East and West modules. These modules were designed in a “direct supervision” arrangement, and consist of several two and three man cells. During the “shut down” terms, the inmates are locked in their cells, and the security responsibility transferred to the Main Control. During the period the modules remain unstaffed, inmates must contact the main control position via intercom. Rover personnel log hourly checks of the module and are responsible to check each cell. However, in the event one inmate attacks another cell mate, the event will go unnoticed until the next security check.

Another example is Module 105, the Protective Custody module. This module is a dormitory setting housing as many as 20 inmates. The Module 105 security position is also required to perform “Rover” duties, during which time the module is without security. The Rovers are also the extent of security provided to the three areas designed for the housing of female inmates. There is no “fixed post” position designed to provide security supervision for these areas. Security, again, is provided by Rovers that conduct and log hourly module checks. Again, should an inmate-on-inmate attack occur during the period in which there is no supervision, the event will be unreported until the Corrections Officer returns to the module.



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It should be noted that the design of the female housing areas is not conducive to the efficient provision of security supervision. Each of the three housing areas designated hold a very small number of inmates, and would result in an inordinately high employee to inmate ratio if staffed as needed.

Nevertheless, the lack of consistent supervision creates a liability concern for the County. Properly staffing the Napa County Jail will result in a safer facility for the staff and inmates, reduced stress, reduced staff turnover, reduced overtime paid by the County, and a more constitutional jail facility. This will lead to an increase in public safety and a reduction in liability for the Department of Corrections and the County of Napa.

Employing a “Best Practices” standard CGL developed a “recommended staffing” guide for the existing jail to include a relief factor for all positions. This recommendation includes fully staffing those modules currently “closed” during portions of the day and those left without security due to meal relief. The result as shown in Table 2 would provide 102 staff instead of the existing 82 (or 92 when adding relief staff to the existing 82 instead of relying on overtime).

Table 4-2
Recommended Staffing with Relief

Napa County Detention Staffing	Recommended with Relief	
	Position	Total FTE's Needed
Director of Corrections	1.15	1
Assistant Director	1.15	1
Lieutenant	1.15	1
Sergeant	6.26	6
Corporal	6.46	6
Correctional Officer	58.28	58
Correctional Technician	14.24	14
Clerical	5.00	5
Laundry/Food Services	6.00	6
Maintenance	4.00	4
	Total:	102

Napa and Other Counties Staffing Comparisons

For purposes of comparison, information on the ratio of staff to inmates was obtained from several jail operations of comparable size or in geographical proximity to the Napa County Jail. The total custody and support staff counts are included in the tabulations. As shown in Tables 4.3 and 4.4 the Napa County Department of Corrections current staff/inmate ratio was found to be similar to the other counties. However, the comparatively smaller size of Napa ranging from 200 to 250 inmates would make its staff/inmate ratio at the “recommended” level as shown in Table 4.3 significantly smaller than all others. *This difference reflects a combination of the lower economy of scale for a small jail versus larger jails, plus the limitation of the existing jail's design with several smaller housing units that would be more staff efficient with contemporary standards compliant 32- and 64-bed housing units instead of the current range of 8- to 16- to 40- and 46-bed units.*



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Table 4.3
Jail Inmate to Staff Ratios (Other County Jails)

County	Jail ADP	Jail Staff	Inmates/Staff
Butte, CA	481	135	3.6
El Dorado, CA	347	110	3.2
Humboldt, CA	353	130	2.7
Marin, CA	310	85	3.6
San Mateo, CA	1,199	375	3.2
Solano, CA	1,080	367	2.9
Sonoma	1,056	318	3.3
Yolo, CA	407	145	2.8
Yuba, CA	402	115	3.5

Table 4.4
Jail Inmate to Staff Ratio (Napa County Jail)

Napa County	Jail ADP	Jail Staff	Inmates/Staff
As Is	259	81	3.2
Staff With Relief	259	92	2.8
Recommended	259	102	2.5

Source: Respective counties websites, interview of county employees and California Department of Corrections and Rehabilitation.
Compiled by: CGL, Sept. 2008

Proposed Staffing Needs for Jail Expansion

Napa County officials are considering the replacement or expansion of their jail to meet present and future needs. This expansion will provide an excellent opportunity to provide more efficient assignment of personnel and, to the extent possible, minimize staffing requirement while insuring that housing capabilities meet specified security requirements. Under any circumstances, an expanded housing capability will necessitate some increase in the number of security personnel. At the same time, meeting these security requirements will result in a reduction of risk and liability exposure to the County of Napa.

As referenced in other sections of this report, three alternative solutions to meeting the Napa County expanding jail needs have been examined. Each of the alternatives has been examined to determine their individual staffing needs. While the ultimate selection of alternative has not been selected, and therefore final design of space finalized, the following segments provide the basis on which staffing requirements were determined.

Assumption: In determining the requisite staffing levels, CGL has made the assumption that staffing should be forecast at a level that includes proper relief and that all custodial holding areas will receive constant, around the clock, supervision of inmates.

Intake-Transfer-Release Center - On a continual basis, the Napa County Detention Center must be available to accept newly arrested inmates into the jail system, coordinate in-custody acceptance and/or transfer of inmates, and the ultimate releases of inmates from the system. As this point of entry into the system is the first exposure of liability to the County, close supervision is appropriate. Staffing has thus been based on one part time lead officer



(Corporal), one around-the-clock custodial staff member (Corrections Officer) and one staff member for the records processing (Corrections Technician) at all times. The corporal position is recommended for peak activity periods. Additionally, nursing staff should have ready access to the ITR for medical assessment of new bookings. Classification of inmates for appropriate housing can be accomplished by appropriately trained Custody Technicians.

Main Control – The heart of the security electronics rests in the main control center for the facility. Ingress and egress to each housing sally-port and major facility component is controlled via the electronics panels located in the center. Similarly, security communications throughout the facility is monitored in the center, and any response to emergency coordinated therein. Some immediate redundancy is appropriate to this “nerve center” of the security operations. Hence, staffing has been forecast with two Correctional Technicians around the clock.

Housing – Supervision of each of the secure housing areas is based on the “Direct Supervision” model wherein a Correctional Officer will be in the module area at all times. Ten separate housing areas will accommodate inmate classifications from minimum security to special management and mental health housing. A clinic/medical housing area must also be staffed at all times when occupied by inmates.

Security Rovers - Officers assigned for escort and roving positions are responsible for multiple duties throughout the facility. Rovers are required to escort inmates as they move throughout the facility, relieve “fixed post” officers for breaks and meal times, and provide security and supervision for professional visits. Any face to face visit or attorney interview will also require escorting of the inmate from housing to the visiting area.

Total Staff Needed – Option One – Expansion with Continued Use of the Annex Portion of the Existing Jail – Staffing for this option is based on the replacement of the Hall of Justice portion of the existing jail and a physical plant expansion to the south. The space provided in the existing Jail Annex will be refurbished and reconfigured to provide both inmate housing and jail operations support area. The total number of staff needed to operate the expanded and renovated Napa County Jail in a safe and secure manner is 129. This is illustrated in the Table 4-5.

Table 4-5
Recommended Staffing – Option One
Expansion with Continued Use of Annex

Napa County Detention Staffing	New Expansion w/ Annex	
	Total FTE's Needed	Full Time Staff with Relief
Director of Corrections	1.15	1
Assistant Director	1.15	1
Lieutenant	1.25	1
Sergeant	6.26	6
Corporal	7.70	8
Correctional Officer	55.62	56
Correctional Technician	35.14	35
Clerical	7.00	7
Laundry/Food Services	6.00	6
Maintenance	8.00	8
	Total:	129



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Total Staff Needed – Option Two – Expansion Replacement of the Existing Jail – Staffing for this option is based on replacement of both the Hall of Justice and Jail Annex portions of the existing jail and a physical plant expansion to the south. The total number of staff needed to operate the expanded and renovated Napa County Jail in a safe and secure manner is 124. This is illustrated in the Table 4-6.

Table 4-6
Recommended Staffing – Option Two
Expansion with Total Replacement of Existing Jail

Napa County Detention Staffing		New Expansion on Site
Position	Total FTE's Needed	Full Time Staff with Relief
Director of Corrections	1.15	1
Assistant Director	1.15	1
Lieutenant	1.25	1
Sergeant	6.26	6
Corporal	7.70	8
Correctional Officer	55.62	56
Correctional Technician	30.31	30
Clerical	7.00	7
Laundry/Food Services	6.00	6
Maintenance	8.00	8
	Total:	124

Total Staff Needed – Option Three – Construction of a New Jail Facility at a Remote Site – Staffing for Option Three is based on replacement of the existing jail facility with a new jail at a new site. This profile also includes consideration of inmate transportation needs from the new site to the existing Court facility. It is anticipated that two (2) Deputy Transportation vans will be required for the daily movement of inmates from a remote location to court. However, Napa County may also consider on measures to mitigate the need for such transportation. Examples of such measures include implementation of a Video Arraignment Program for remote inmate appearance before Officers of the Court; inclusion of an Arraignment Court at any new jail site, and/or the construction of additional holding areas in the existing court. The total number of staff needed to operate the expanded and renovated Napa County Jail in a safe and secure manner without mitigation is 129. This is illustrated in the Table 4-7.



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Table 4-7
Recommended Staffing – Option Three
New Jail Facility at a Remote Site

Napa County Detention Staffing		New Jail, New Site	
Position	Total FTE's Needed	Full Time Staff with Relief	
Director of Corrections	1.15	1	
Assistant Director	1.15	1	
Lieutenant	1.25	1	
Sergeant	6.26	6	
Corporal	7.70	8	
Correctional Officer	55.62	56	
Correctional Technician	30.31	30	
Clerical	7.00	7	
Laundry/Food Services	6.00	6	
Maintenance	8.00	8	
Sheriff's Department	4.84	5	
	Total:	129	

Calculation of Net Annual Work Hours

Net Annual Work Hours were calculated by the staff of the County of Napa, Department of Corrections. Statistical data for administrative and supervisory personnel and custody professionals is presented in Table 4-8.

Table 4-8
Calculation of Net Annual Work Hours (Custody Personnel)

	Job Classification					
	A/Director	Lt.	Sergeant	Corp.	C/O	Tech
Total hours contracted per employee per year.	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00
Avg number of vacation hours taken per year.	87.88	181.90	140.02	144.64	103.43	68.33
Avg number of comp hours taken per year.			0.53	0.67	0.61	1.40
Avg number of sick hours taken per year.	18.18	15.10	20.20	27.87	43.35	33.53
Avg number of training hours taken per year.	24.00	24.00	24.00	24.00	24.00	16.56
Avg number of personal hours taken per year.	21.78	27.00	24.48	21.90	19.41	16.25
Avg number of military hours taken per year.					1.22	
Avg number of break hours off per year.	104.00	104.00	104.00	104.00	104.00	104.00
FMLA	4.08		5.87	10.18	10.59	3.36
Hospital Duty						
Bereavment	1.33	6.00		4.86	2.87	2.94
Management		60.00				
Supervisor Leave			36.16		0.30	
Holiday Bank			35.75	47.34	27.70	11.55
OT Leave			16.87	15.84	13.46	5.74
Workers Comp			6.62		3.28	
Leave W/O Pay					0.81	
Total hours off per year (lines 2 thru 17).	261.25	418.00	414.50	401.30	355.03	263.66
Net Annual Work Hours (line 18 - line 1).	1,818.75	1,662.00	1,665.50	1,678.70	1,724.97	1,816.34



Net Annual Work Hours were calculated by the support staff of the County of Napa, Department of Corrections. Statistical data for clerical and other professional staff is presented in Table 4-9.

Table 4-9
Calculation of Net Annual Work Hours (Support Personnel)

	<u>Job Classification</u>			
	Clerical	Cooks	Maint	Janit
Total hours contracted per employee per year.	2,080.00	2,080.00	2,080.00	2,080.00
Avg number of vacation hours taken per year.	96.82	118.48	131.58	93.78
Avg number of comp hours taken per year.	8.24	6.12	13.75	2.17
Avg number of sick hours taken per year.	65.12	63.17	55.33	25.40
Avg number of training hours taken per year.	0.00	0.00	0.00	22.00
Avg number of personal hours taken per year.	19.44	19.34	19.67	18.50
Avg number of military hours taken per year.				
Avg number of break hours off per year.	104.00	104.00	104.00	104.00
FMLA	3.89	3.06	6.00	1.33
Hospital Duty				
Bereavement		1.13		2.67
Management				
Supervisor Leave	7.11	8.67	20.00	
Holiday Bank	4.87	43.91		46.67
OT Leave	30.72	3.69	19.72	16.67
Workers Comp			1.33	
Leave W/O Pay				
Total hours off per year (lines 2 thru 17).	340.21	371.57	371.38	333.19
Net Annual Work Hours (line 18 - line 1).	1,739.79	1,708.43	1,708.62	1,746.81

Cost Comparisons

As a comparison, the following two tables present staffing costs for the existing and alternative jail expansion scenarios. For the purposes of this comparison, staffing relief factors are based on the past three years Net Annual Work Hours experienced by the Napa County Department of Corrections. Table 4-10 presents existing and anticipated personnel costs for the “As Is” operation along with cost for staffing with appropriate relief personnel and the cost associated with staffing the existing Napa County Jail at recommended levels.

Table 4-10
Salary and Employee Benefit Costs for Current Jail Facility

Current Jail Staffing Options	As Is		Staff with Relief		Recommended Staff + Relief	
	Current Staff Allocation	Cost	Staff with Relief	Cost	Staff with Relief	Cost
Total Jail Staff & Salary and E.B. Cost	81.00	\$7,602,579	92.00	\$8,612,616	102.00	\$9,503,102
Temporary Employee & O.T. Cost	7.00	\$585,000				
Total Jail Staff and Temporary Employee Cost	88.00	\$8,187,579	92.00	\$8,612,616	102.00	\$9,503,102
Rated Beds & Per Diem Cost	264 Beds	\$84.97	264 Beds	\$89.38	264 Beds	\$98.62
Non-Rated Beds	13 Beds		13 Beds		13 Beds	
Total Bed Capacity	277 Beds		277 Beds		277 Beds	



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Table 4-11 presents the anticipated personnel and employee benefit cost for each of the three options. Per-diem cost data is also presented for each option on a "Rated Bed" basis.

Table 4-11
Salary and Employee Benefit Costs for Expanded or All-New Jail Facility

Expanded or All-New Jail Staffing Options	Opt. 1 Expand with Annex		Opt. 2 New Jail on Existing Site		Opt. 3 New Jail on New Site	
	Staff with Relief	Cost	Staff with Relief	Cost	Staff with Relief	Cost
Total Jail Staff & Salary and E.B. Cost	129.00	\$11,427,415	124.00	\$11,086,940	124.00	\$11,086,940
Court-Jail Transport Staff					5.00	\$626,510
Total Jail & Transport Staff Salary + E.B Cost	129.00	\$11,427,415	124.00	\$11,086,940	129.00	\$11,713,450
Rated Beds & Per Diem Cost	342 Beds	\$91.54	342 Beds	\$88.82	342 Beds	\$93.84
Non-Rated Beds	24 Beds		24Beds		24 Beds	
Total Bed Capacity	366 Beds		366 Beds		366 Beds	



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CHAPTER 5
EXISTING FACILITIES ASSESSMENT



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INTRODUCTION

The purpose of this chapter is to report the finding of the Consultant's site visit to the Napa County Jail on August 25th, 2008. The president of GCL Engineering, Inc., an outsource maintenance provider, was asked to evaluate the facility from two perspectives defined as Option 1 and Option 2. Option 1 involves the complete demolition of the old 1970's part of the facility, renovation of the jail annex, and the construction of new housing/support areas. Option 2 involves the demolition of both the jail and annex and the construction of an all new facility on the existing downtown site. The specific task was to evaluate the existing equipment in order to determine comparative costing for utilizing the existing equipment that would be saved under Option 1.

HVAC Equipment

Most of the HVAC equipment and systems are at the end of their useful life and should be replaced as soon as funds are available. Specifically, 5 of the 6 air handlers (gas packs) are in poor condition and will need to be replaced as soon as funding is available. The two air handling units shown below are typical of the condition of the 5 original air handling units which have not been replaced. The third picture (right) shows the new Trane unit which was recently installed.





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Boilers

The boiler units shown in the following two pictures are in relatively poor condition and should be scheduled for replacement in the next few years. Some of the valves and piping have been replaced; however, those repairs only served to keep the equipment functional. It should be noted that a new small booster boiler unit was added recently to aid in providing hot water to the kitchen area. It is possible that this unit could be relocated to the new facility in the event Option 2 is selected.



Emergency Generator

Emergency power to the annex facility is supplied by a 300 kw generator located on the roof of the annex that will remain under Option 1. The generator is approximately 20 years old and, while it appears in fair condition, it supplies only minimal emergency power.

The only piece of equipment that is on the emergency panel that would be considered additional to the typical emergency lighting and life safety/security equipment is the large freezer located in the kitchen area. We would recommend that the emergency generator be replaced and upsized with the proposed Option 1 building addition.

Smoke Evacuation System

The control system for the smoke evacuation system is not code compliant since the fans must be manually initiated from a panel located in the penthouse. Typically, there is a control panel located in central control where the units can be turned off and on.



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SUMMARY

There is no cost advantage to trying to re-use the existing mechanical equipment and systems or the emergency generator. Most of this equipment would need to be replaced within a few years. Any first cost that might be gained in trying to save this equipment would be more than lost when the equipment had to be replaced after renovations were complete. Most if not all of the duct work would be replaced, and trying to utilize this existing equipment is problematic.

Most of the maintenance that is performed on the existing equipment and system is performed by public works and is most likely a relatively small portion of their overall budget. Maintaining the existing equipment versus maintaining new equipment would be relatively the same since most of the cost of maintenance is labor. The only advantage is the 1-year of warranty repairs with new equipment and systems.

There would be some utility saving if energy efficient systems were designed into the new facility. We would estimate that the existing mechanical systems are operating at approximately 50% of their design efficiencies, considering their age and condition. However, estimates for actual energy cost savings would require preparation of schematic design for the building and its building systems.

It is our recommendation that all of the systems be replaced under Option 1 just as they would be under Option 2.



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ADDITIONAL PICTURES





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CHAPTER 6 COST FINDINGS



INTRODUCTION

For purposes of developing preliminary cost estimates for the options discussed in detail in Chapter 3, the same building area (expressed in *building gross square feet, or BGSF*) was used for all three. In actual practice, Option 1 might be slightly different in size from the other two, but at this stage of project development this was not considered relevant. What is important to consider is that the phased construction of both Options 1 and 2 will extend “normal” construction time beyond what would be required if the Contractor could construct the facility from start to finish without interruption. The added time will be impacted by cost escalations and market variations for materials and labor. Over the past two years, average construction costs in California have escalated by approximately 5.5% per year; over the past four years, the average is closer to 7% per year. At present, construction cost escalation nationwide has dropped to approximately 3.5% annually. Assuming escalation remains at 3.5%, a project costing \$70,000,000 in mid-2008 could escalate to \$72,450,000 by mid-2009.

PROJECT COSTS

The estimated costs per square foot for demolition, renovations, and new construction were developed from 2008 national estimating guides prepared by R.S. Means, Construction Publishers & Consultants, Kingston, MA, and from the Consultant’s previous experience¹. The estimates are indexed to recent construction costs in the San Francisco Bay Area; however, they do not include cost escalation beyond mid-2008. Estimated costs of temporary relocation in Options 1 and 2 were based on renting or leasing modular office units, providing temporary utilities, and building a secure enclosure around the units. The estimated length of time during which temporary quarters would need to be occupied is 1½ - 2 years. These two options also require the relocation/replacement of space for Probation, CPD, and HHSA. An estimated cost for this relocation/replacement is included in Table 6-1.

The preliminary estimates developed for this report are “order of magnitude” costs based on costs per square foot applied to the program of space needs. They indicate an approximate range of cost differences between options, and should be used only to assist Napa County in their comparative evaluation of the options. Actual project costs will, of course, not be known until construction bids are obtained.

In Table 6-1 below, estimated construction-related costs are totaled. “Soft” or project costs calculated at 35% of construction are added to these subtotals. Soft costs include, but are not limited to, architectural and engineering fees; testing of construction materials and assemblies; licenses, permits, and legal fees; limited FF&E (furnishings, fixtures, and equipment); a design and construction contingency; environmental impact assessments, general administrative expenses, and mitigation costs as may be required. As noted above, costs of temporary relocation of some operational components (e.g. Intake-Transfer-Release) were included for Options 1 and 2. Such costs would not be required for Option 3; however, a figure was added for the estimated cost of land acquisition. The amounts for each option were then totaled to create estimated total *project costs*.

¹ Estimated renovation and partial demolition costs of the existing Jail Annex (Option 1) were prepared by CGL Engineering, Inc.



Table 6-1
Comparative Cost Estimates

Description	New or Renovated SF	Cost PSF	Estimated Construction Cost
Option (1) - Renovate Existing Jail Annex/Construct New Support & Housing in Existing Downtown Location			
Renovated Jail Annex w/Partial Demolition	45,000	\$ 210	\$ 9,450,000
New Housing	58,133	\$ 310	\$ 18,021,230
New Support	81,867	\$ 275	\$ 22,513,425
Demolition - Hall of Justice	76,000	\$ 50	\$ 3,800,000
Subtotal Construction Costs			\$ 53,784,655
Estimated Soft Costs - 35%			\$ 18,824,629
Estimated Temporary Support Relocation Costs*			\$ 450,000
Estimated Probation, CPD, & HHS Relocation Facility**	6,000	\$ 140	\$ 840,000
Estimated Total Project Costs			\$ 73,899,284
Option (2) - Demolish Existing Jail and HOJ/Construct New Support and Housing at Existing Downtown Location			
New Housing	68,174	\$ 310	\$ 21,133,940
New Support	116,826	\$ 275	\$ 32,127,150
Demolition - Annex and Hall of Justice	121,694	\$ 50	\$ 6,084,700
Subtotal Construction Costs			\$ 59,345,790
Estimated Soft Costs - 35%			\$ 20,771,027
Estimated Temporary Support Relocation Costs*			\$ 450,000
Estimated Probation, CPD, & HHS Relocation Facility**	6,000	\$ 140	\$ 840,000
Estimated Total Project Costs			\$ 81,406,817
Option (3) - New Facility on "Greenfield" Site			
New Housing	68,174	\$ 300	\$ 20,452,200
New Support	110,977	\$ 265	\$ 29,408,905
Parking (number of spaces)	250	\$ 1,350	\$ 337,500
Subtotal Construction Costs	179,151		\$ 50,198,605
Estimated Soft Costs - 35%			\$ 17,569,512
Estimated Land Acquisition Costs - 15 Acres			\$ 9,000,000
Estimated Total Project Costs			\$ 76,768,117

* Costs include providing temporary quarters for support functions displaced from renovated or demolished areas.

** Estimated costs for Probation, CPD, and HHS relocation facility

Additional factors that will impact both Options 1 and 2 are tight, limited vehicular access to the site, minimal area for staging of materials on-site, increased downtown traffic issues, and the general problems of building in a restrictive downtown environment. These factors normally increase construction costs over those of construction on a less-restrictive site.

ANNUAL STAFFING COSTS

As indicated in Chapter 4 of this report, there are differences in the number of staff and salary and benefits costs for those staff between the three options. Over the normal expectancy of a detention facility, these costs will exceed first or capital construction costs by many times; therefore, efficient staffing will be a major determinant in which option is selected by Napa County.

The following two tables present staffing costs for the existing and alternative jail expansion scenarios. For the purposes of this comparison, staffing relief factors are based on the past three years Net Annual Work Hours experienced by the Napa County Department of Corrections. Table 6-2 presents existing and anticipated personnel costs for the "As Is" operation along with cost for staffing with appropriate relief personnel and the cost associated with staffing the existing Napa County Jail at recommended levels.



Table 6-2
Salary and Employee Benefit Costs for Current Jail Facility

Current Jail Staffing Options	As Is		Staff with Relief		Recommended Staff + Relief	
	Current Staff Allocation	Cost	Staff with Relief	Cost	Staff with Relief	Cost
Total Jail Staff & Salary and E.B. Cost	81.00	\$7,602,579	92.00	\$8,612,616	102.00	\$9,503,102
Temporary Employee & O.T. Cost	7.00	\$585,000				
Total Jail Staff and Temporary Employee Cost	88.00	\$8,187,579	92.00	\$8,612,616	102.00	\$9,503,102
Rated Beds & Per Diem Cost	264 Beds	\$84.97	264 Beds	\$89.38	264 Beds	\$98.62
Non-Rated Beds	13 Beds		13 Beds		13 Beds	
Total Bed Capacity	277 Beds		277 Beds		277 Beds	

Table 6-3 presents the anticipated personnel and employee benefit cost for each of the three options. Per-diem cost data is also presented for each option on a "Rated Bed" basis.

Table 6-3
Salary and Employee Benefit Costs for Expanded or All-New Jail Facility

Expanded or All-New Jail Staffing Options	Opt. 1 Expand with Annex		Opt. 2 New Jail on Existing Site		Opt. 3 New Jail on New Site	
	Staff with Relief	Cost	Staff with Relief	Cost	Staff with Relief	Cost
Total Jail Staff & Salary and E.B. Cost	129.00	\$11,427,415	124.00	\$11,086,940	124.00	\$11,086,940
Court-Jail Transport Staff					5.00	\$626,510
Total Jail & Transport Staff Salary + E.B Cost	129.00	\$11,427,415	124.00	\$11,086,940	129.00	\$11,713,450
Rated Beds & Per Diem Cost	342 Beds	\$91.54	342 Beds	\$88.82	342 Beds	\$93.84
Non-Rated Beds	24 Beds		24 Beds		24 Beds	
Total Bed Capacity	366 Beds		366 Beds		366 Beds	

SUMMARY

As shown in Table 6-1, Option 1 has the lowest estimated total project cost and Option 2 has the highest; Option 3 is between the two. However, both Options 1 and 2 will likely require longer construction times than Option 3 because of the necessity for phased construction. Even one year of construction costs escalated at a minimum 3.5% could equal or exceed the cost differences between Options 1 and 3.

With respect to staffing costs, the estimated total annual staffing cost is lowest for Option 2 (the most expensive construction cost option) and highest for Option 1 (the lowest construction cost option). Option 3 staffing costs are only slightly higher than Option 2.

There is an additional factor that should be considered. Any completely new facility may be designed to achieve the objectives of energy-efficiency and sustainability through the application of "green design" principles and strategies. Significant long-term operating cost savings may be attained that would more than offset any initial cost differences between the options.



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APPENDIX **A**
STAFFING DATA



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Napa County Correctional Master Plan – Phase II

APPENDIX A
Staffing Data

Table A-1

Existing Napa County Detention Staffing (Hours)		AS IS																
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	0400-1400 Days	0700-1700 Days	1300-2300 Evenings	0600-1800 Days	1800-0600 Nights	1800-0100 Nights	Days/Week	Hours/Week	Coverage Hrs/Yr	Is Relief Needed	NAWH	Total FTEs	Rounded FTEs	Relief Factor
Dir of Corrections - Commander		8 Hour	8.00								5	40.00	2085.6	No	1818.75	1.146722	1.00	1.146721649
Ass't Dir of Corrections	No		8.00								5	40.00	2085.6	No	1818.75	1.146722	1.00	1.146721649
Lieutenant	No		8.00								5	40.00	2085.6	No	1662.00	1.254874	1.00	1.254873646
Administrative Sergeant	No		8.00								5	40.00	2085.6	No	1665.50	1.252237		1.252236566
Team Sergeant	No				10.00						4	40.00	2085.6	No	1665.50	1.252237		1.252236566
Team Sergeant	No					10.00					4	40.00	2085.6	No	1665.50	1.252237		1.252236566
Team Sergeant	No						10.00				4	40.00	2085.6	No	1665.50	1.252237		1.252236566
Subtotal Sergeants																6.261183	6.00	
Administrative Corporal	No		8.00								5	40.00	2085.6	No	1678.70	1.24239		1.242389945
Team Corporal	No							12.00	12.00		7	168.00	8759.5	Yes	1678.70	5.218038		2.609018884
Subtotal Corporal																6.460428	6.00	
Main Control - C.O.	Yes							12.00	12.00		7	168.00	8759.5	Yes	1724.97	5.078071		2.539035461
Intake - Corrections Officer	Yes							12.00	12.00		7	168.00	8759.5	Yes	1724.97	5.078071		2.539035461
Admin - Interview/Placement C.O.	No					20.00					4	80.00	4171.2	Yes	1724.97	2.418129		1.209064505
North Post 1 - C.O.	Yes							12.00	12.00		7	168.00	8759.5	Yes	1724.97	5.078071		2.539035461
North Post 2 - C.O.	Yes							12.00		5.00	7	119.00	6204.7	Yes	1724.97	3.596967		1.798483452
Men's East - C.O.	Yes							12.00		5.00	7	119.00	6204.7	Yes	1724.97	3.596967		1.798483452
Men's West - C.O.	Yes							12.00		5.00	7	119.00	6204.7	Yes	1724.97	3.596967		1.798483452
Rover 105 - C.O.	Yes							12.00	12.00		7	168.00	8759.5	Yes	1724.97	5.078071		2.539035461
Work Furlough - C.O.	Yes							12.00	12.00		7	168.00	8759.5	Yes	1724.97	5.078071		2.539035461
Rover 1 - C.O.	Yes							12.00	12.00		7	168.00	8759.5	Yes	1724.97	5.078071		2.539035461
Rover 2 - C.O.	Yes							12.00		5.00	7	119.00	6204.7	Yes	1724.97	3.596967		1.798483452
Court Security - C.O.	No	8.00	8.00								5	80.00	4171.2	Yes	1724.97	2.418129		1.209064505
Subtotal Corrections Officer																49.69255	50.00	
Main Control - Technician	Yes							12.00	12.00		7	168.00	8759.5	Yes	1816.34	4.822621		2.411310658
Intake - Technician	Yes							12.00	12.00		7	168.00	8759.5	Yes	1816.34	4.822621		2.411310658
Court Security - Technician	No		8.00								5	40.00	2085.6	Yes	1816.34	1.148243		1.14824317
Court Liaison - Technician	No	8.00									5	40.00	2085.6	Yes	1816.34	1.148243		1.14824317
Subtotal Technician																11.94173	12.00	
Admin Office Assistant	No	8.00									5	40.00	2085.6	No	1739.79	1.198765	1.00	1.198765368
Correctional Admin Assist	No	8.00									5	40.00	2085.6	Yes	1739.79	1.198765	1.00	1.198765368
Senior Accounty Clerk	No	8.00									5	40.00	2085.6	Yes	1739.79	1.198765	1.00	1.198765368
Office Assistant II	No	8.00									5	40.00	2085.6	Yes	1739.79	1.198765	1.00	1.198765368
Office Assistant I	No	6.00									5	30.00	1564.2	Yes	1739.79	0.899074	1.00	0.899074026
Subtotal Clerical																	5.00	
Laundry Food Services Supervisor	No				10.00						4	40.00	2085.6	No	1708.43	1.22077	1.00	1.220769947
Cook III	No				20.00		20.00				4	160.00	8342.4	Yes	1708.43	4.88308	5.00	1.220769947
Subtotal Laundry Food Services																	6.00	
Maintenance Supervisor	No		8.00								5	40.00	2085.6	No	1718.17	1.21385	1.00	1.213849619
Building Maintenance Worker	No		8.00	8.00							5	80.00	4171.2	No	1718.17	2.42770	2.00	1.213849619
Maintenance Worker	No			8.00							5	40.00	2085.6	No	1718.17	1.21385	1.00	1.213849619
Subtotal Maintenance																	4.00	

Total Staff Needed 92.00



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Table A-1 (continued)

Existing Napa County Detention Staffing (People) AS IS																
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	0400-1400 Days	0700-1700 Days	1300-2300 Evenings	0600-1800 Days	1800-0600 Nights	1800-0100 Nights	Days/Week	Is Relief Needed	Relief Factor	Total FTEs	Current Allocation	Staff with Relief FTEs
Dir of Corrections - Commander	No	1.00											1.14672	1.15	1.00	1.00
Ass't Dir of Corrections	No	1.00									5	No	1.14672	1.15	1.00	1.00
Lieutenant	No	1.00											1.25487	1.25	1.00	1.00
Administrative Sergeant	No	1.00									5	No	1.25224	1.25		
Team Sergeant	No				1.00						4	No	1.25224	1.25		
Team Sergeant	No				1.00						4	No	1.25224	1.25		
Team Sergeant	No						1.00				4	No	1.25224	1.25		
Team Sergeant	No						1.00				4	No	1.25224	1.25		
Subtotal Sergeants														6.26	5.00	6.00
Administrative Corporal	No		1.00								5	No	1.24239	1.24		
Team Corporal	No							1.00	1.00		7	Yes	2.60902	5.22		
Subtotal Corporal														6.46	5.00	6.00
Main Control - C.O.	Yes							1.00	1.00		7	Yes	2.53904	5.08		
Intake - Corrections Officer	Yes							1.00	1.00		7	Yes	2.53904	5.08		
Admin - Interview/Placement C.O.	No					2.00					4	Yes	1.20906	2.42		
North Post 1 - C.O.	Yes							1.00	1.00		7	Yes	2.53904	5.08		
North Post 2 - C.O.	Yes							1.00		1.00	7	Yes	1.79848	3.60		
Men's East - C.O.	Yes							1.00		1.00	7	Yes	1.79848	3.60		
Men's West - C.O.	Yes							1.00		1.00	7	Yes	1.79848	3.60		
Rover 105 - C.O.	Yes							1.00	1.00		7	Yes	2.53904	5.08		
Work Furlough - C.O.	Yes							1.00	1.00		7	Yes	2.53904	5.08		
Rover 1 - C.O.	Yes							1.00	1.00		7	Yes	2.53904	5.08		
Rover 2 - C.O.	Yes							1.00		1.00	7	Yes	1.79848	3.60		
Court Security - C.O.	No	1.00	1.00								5	Yes	1.20906	2.42		
Subtotal Corrections Officer														49.69	44.00	50.00
Main Control - Technician	Yes							1.00	1.00		7	Yes	2.41131	4.82		
Intake - Technician	Yes							1.00	1.00		7	Yes	2.41131	4.82		
Court Security - Technician	No		1.00								5	Yes	1.14824	1.15		
Court Liaison - Technician	No	1.00									5	Yes	1.14824	1.15		
Subtotal Technician														11.94	10.00	12.00
Admin Office Assistant	No	1.00									5	No	1.19877	1.20	1.00	1.00
Correctional Admin Assist	No	1.00									5	Yes	1.19877	1.20	1.00	1.00
Senior Accounty Clerk	No	1.00									5	Yes	1.19877	1.20	1.00	1.00
Office Assistant II	No	1.00									5	Yes	1.19877	1.20	1.00	1.00
Office Assistant I	No	1.00									5	Yes	0.89907	0.90	1.00	1.00
Subtotal Clerical														5.00	5.00	5.00



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Table A-1 (continued)

Existing Napa County Detention Staffing (People) AS IS																
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	0400-1400 Days	0700-1700 Days	1300-2300 Evenings	0600-1800 Days	1800-0600 Nights	1800-0100 Nights	Days/Week	Is Relief Needed	Relief Factor	Total FTEs	Current Allocation	Staff with Relief FTEs
Laundry Food Services Supervisor	No				1.00						4	Yes	1.22077	1.22	1.00	1.00
Cook III	No				2.00		2.00				4	Yes	1.22077	4.88	4.00	5.00
Subtotal Laundry Food Services																
Maintenance Supervisor	No		1.00								5	No	1.21385	1.21	1.00	1.00
Building Maintenance Worker	No		1.00	1.00							5	No	1.21385	2.43	2.00	2.00
Maintenance Worker	No			1.00							5	No	1.21385	1.21	1.00	1.00
Subtotal Maintenance																

Total Staff Needed		92.00
Total Staff Allocated	81.00	
Difference		11.00

Existing Napa County Detention Staffing AS IS			
Position	Current Staff Allocation	Total FTE's Needed	Staffing with Relief
Director of Corrections	1	1.15	1
Assistant Director	1	1.15	1
Lieutenant	1	1.25	1
Sergeant	5	6.26	6
Corporal	5	6.46	6
Correctional Officer	44	49.69	50
Correctional Technician	10	11.94	12
Clerical	5	5.00	5
Laundry/Food Services	5	6.00	6
Maintenance	4	4.00	4
Total:	81		92



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Napa County Correctional Master Plan – Phase II

APPENDIX A
Staffing Data

Table A-2

Napa County Detention Staffing (Hours) As It Should Be																	
Post/Position	Meal Relief	0730-1630	0800-1700	1700-0200	0400-1400	0700-1700	1300-2300	0600-1800	1800-0600	Days/Week	Hours/Week	Coverage Hrs/Yr	Is Relief Needed	NAWH	Total FTEs	Rounded FTEs	Relief Factor
		8 Hours	8 Hours	8 Hours	10 Hours	10 Hours	10 Hours	12 Hours	12 Hours								
Dir of Corrections - Commander	No		8.00							5	40.00	2085.6	No	1818.75	1.1467216	1.00	1.146722
Ass't Dir of Corrections	No		8.00							5	40.00	2085.6	No	1818.75	1.1467216	1.00	1.146722
Lieutenant	No		8.00							5	40.00	2085.6	No	1662.00	1.2548736	1.00	1.254874
Administrative Sergeant	No		8.00							5	40.00	2085.6	No	1665.50	1.2522366		1.252237
Team Sergeant	No				10.00					4	40.00	2085.6	No	1665.50	1.2522366		1.252237
Team Sergeant	No				10.00					4	40.00	2085.6	No	1665.50	1.2522366		1.252237
Team Sergeant	No						10.00			4	40.00	2085.6	No	1665.50	1.2522366		1.252237
Team Sergeant	No						10.00			4	40.00	2085.6	No	1665.50	1.2522366		1.252237
Subtotal Sergeants															6.2611828	6.00	
Administrative Corporal	No		8.00							5	40.00	2085.6	No	1678.70	1.2423899		1.24239
Team Corporal	No							12.00	12.00	7	168.00	8759.5	Yes	1678.70	5.2180378		2.609019
Subtotal Corporal															6.4604277	6.00	
Main Control - C.O.	Yes							12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.0780709		2.539035
Intake - Corrections Officer	Yes							12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.0780709		2.539035
North Post 1 - C.O.	Yes							12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.0780709		2.539035
North Post 2 - C.O.	Yes							12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.0780709		2.539035
Men's East - C.O.	Yes							12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.0780709		2.539035
Men's West - C.O.	Yes							12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.0780709		2.539035
Mod 105 (Protective Custody) - C.O.	Yes							12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.0780709		2.539035
Work Furlough - C.O.	Yes							12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.0780709		2.539035
Rover 1 - C.O.	Yes							12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.0780709		2.539035
Rover 2 - C.O.	Yes							12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.0780709		2.539035
Mod 319 (Female) - C.O.	Yes							12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.0780709		2.539035
Court Security - C.O.	No	8.00	8.00							5	80.00	4171.2	Yes	1724.97	2.418129		1.20906
Subtotal Corrections Officer															58.276909	58.00	
Main Control - Technician	Yes							12.00	12.00	7	168.00	8759.5	Yes	1816.34	4.8226213		2.41131
Intake - Technician	Yes							12.00	12.00	7	168.00	8759.5	Yes	1816.34	4.8226213		2.41131
Admin - Inter./Placement Tech.	No					20.00				4	80.00	4171.2	Yes	1816.34	2.2964863		1.14824
Court Security - Technician	No		8.00							5	40.00	2085.6	Yes	1816.34	1.1482432		1.14824
Court Liaison - Technician	No	8.00								5	40.00	2085.6	Yes	1816.34	1.1482432		1.14824
Subtotal Technician															14.238215	14.00	
Admin Office Assistant	No	8.00								5	40.00	2085.6	Yes	1739.79	1.1987654	1	1.19877
Correctional Admin Assist	No	8.00								5	40.00	2085.6	Yes	1739.79	1.1987654	1	1.19877
Senior Accounty Clerk	No	8.00								5	40.00	2085.6	Yes	1739.79	1.1987654	1	1.19877
Office Assistant II	No	8.00								5	40.00	2085.6	Yes	1739.79	1.1987654	1	1.19877
Office Assistant I	No	6.00								5	30.00	1564.2	Yes	1739.79	0.899074	1	0.89907
Subtotal Clerical																5	
Laundry Food Services Supervisor	No				10.00					4	40.00	2085.6	Yes	1708.43	1.2207699	1	1.22077
Cook III	No				20.00		20.00			4	160.00	8342.4	Yes	1708.43	4.8830798	5	1.22077
Subtotal Laundry Food Services																6	
Maintenance Supervisor	No		8.00							5	40.00	2085.6	No	1718.17	1.2138496	1	1.21385
Building Maintenance Worker	No		8.00	8.00						5	80.00	4171.2	No	1718.17	2.4276992	2	1.21385
Maintenance Worker	No			8.00						5	40.00	2085.6	No	1718.17	1.2138496	1	1.21385
Subtotal Maintenance																4	

Total Staff Needed 102.00



A Tradition of Stewardship
A Commitment to Service

Table A-2 (continued)

Napa County Detention Staffing (People)		As It Should Be											Total	Rounded
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	0400-1400 Days	0700-1700 Days	1300-2300 Evenings	0600-1800 Days	1800-0600 Nights	Days/Week	Is Relief Needed	Relief Factor	FTEs	FTEs
Dir of Corrections - Commander		8 Hours	8 Hours	8 Hours	10 Hours	10 Hours	10 Hours	12 Hours	12 Hours	5		1.14672	1.15	1.00
Ass't Dir of Corrections	No		1.00							5	No	1.14672	1.15	1.00
Lieutenant			1.00							5		1.14672	1.15	1.00
Administrative Sergeant	No		1.00							5	No	1.25224	1.25	
Team Sergeant	No				1.00					4	No	1.25224	1.25	
Team Sergeant	No				1.00					4	No	1.25224	1.25	
Team Sergeant	No						1.00			4	No	1.25224	1.25	
Team Sergeant	No						1.00			4	No	1.25224	1.25	
Subtotal Sergeants					2.00		2.00						6.26	6.00
Administrative Corporal	No		1.00							5	No	1.24239	1.24	
Team Corporal	No							1.00	1.00	7	Yes	2.60902	5.22	
Subtotal Corporal													6.46	6.00
Main Control - C.O.	Yes							1.00	1.00	7	Yes	2.53904	5.08	
Intake - Corrections Officer	Yes							1.00	1.00	7	Yes	2.53904	5.08	
North Post 1 - C.O.	Yes							1.00	1.00	7	Yes	2.53904	5.08	
North Post 2 - C.O.	Yes							1.00	1.00	7	Yes	2.53904	5.08	
Men's East - C.O.	Yes							1.00	1.00	7	Yes	2.53904	5.08	
Men's West - C.O.	Yes							1.00	1.00	7	Yes	2.53904	5.08	
Rover 105 - C.O.	Yes							1.00	1.00	7	Yes	2.53904	5.08	
Work Furlough - C.O.	Yes							1.00	1.00	7	Yes	2.53904	5.08	
Rover 1 - C.O.	Yes							1.00	1.00	7	Yes	2.53904	5.08	
Rover 2 - C.O.	Yes							1.00	1.00	7	Yes	2.53904	5.08	
Mod 319 - C.O.	Yes							1.00	1.00	7	Yes	2.53904	5.08	
Court Security - C.O.						2.00				4	Yes	1.20906	2.42	
Subtotal Corrections Officer						2.00		10.00	10.00				58.28	58.00
Main Control - Technician	Yes							1.00	1.00	7	Yes	2.41131	4.82	
Intake - Technician	Yes							1.00	1.00	7	Yes	2.41131	4.82	
Admin - Inter./Placement Tech.	No					2.00				4	Yes	1.14824	2.30	
Court Security - Technician	No		1.00							5	Yes	1.14824	1.15	
Court Liaison - Technician	No	1.00										1.14824	1.15	
Subtotal Technician		1.00	1.00			2.00		2.00	2.00				14.24	14.00
Admin Office Assistant	No	1.00								5	Yes	1.19877	1.20	1.00
Correctional Admin Assist	No	1.00								5	Yes	1.19877	1.20	1.00
Senior Accounty Clerk	No	1.00								5	Yes	1.19877	1.20	1.00
Office Assistant II	No	1.00								5	Yes	1.19877	1.20	1.00
Office Assistant I	No	1.00								5	Yes	0.89907	0.90	1.00
Subtotal Clerical		5.00											5.00	



A Tradition of Stewardship
A Commitment to Service

Table A-2 (continued)

Napa County Detention Staffing (People)		As It Should Be										Total FTEs	Rounded FTEs	
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	0400-1400 Days	0700-1700 Days	1300-2300 Evenings	0600-1800 Days	1800-0600 Nights	Days/Week	Is Relief Needed			Relief Factor
		8 Hours	8 Hours	8 Hours	10 Hours	10 Hours	10 Hours	12 Hours	12 Hours					
Laundry Food Services Supervisor	No				1.00					4	Yes	1.22077	1.22	1.00
Cook III	No				2.00		2.00			4	Yes	1.22077	4.88	5.00
Subtotal Laundry Food Services					3.00		2.00							6.00
Maintenance Supervisor	No		1.00							5	No	1.21385	1.21	1.00
Building Maintenance Worker	No		1.00	1.00						5	No	1.21385	2.43	2.00
Maintenance Worker	No			1.00						5	No	1.21385	1.21	1.00
Subtotal Maintenance														4.00

Total Staff Needed 102.00

Napa County Detention Staffing		Recommended with Relief
Position	Total FTE's Needed	Full Time Staff with Relief
Director of Corrections	1.15	1
Assistant Director	1.15	1
Lieutenant	1.15	1
Sergeant	6.26	6
Corporal	6.46	6
Correctional Officer	58.28	58
Correctional Technician	14.24	14
Clerical	5.00	5
Laundry/Food Services	6.00	6
Maintenance	4.00	4
Total:		102



A Tradition of Stewardship
A Commitment to Service

Napa County Correctional Master Plan – Phase II

APPENDIX A
Staffing Data

Table A-3

Napa County Detention Staffing (Hours)		New Expansion with Annex														Days/Week	Hours/Week	Coverage Hrs/Yr	Is Relief Needed	NAWH	Total FTEs	Rounded FTEs	Relief Factor								
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	2200-0600 E.M.s	2200-0630 Nights	0530-1400 Days	1400-2230 Evenings	0400-1400 Days	0700-1700 Days	1300-2300 Evenings	0600-1800 Days	1800-0600 Nights																		
Dir of Corrections - Commander			8.00														5	40.00	2085.6	No	1818.75	1.1467216	1	1.14672							
Ass't Dir of Corrections	No		8.00														5	40.00	2085.6	No	1818.75	1.1467216	1	1.14672							
Lieutenant			8.00														5	40.00	2085.6	No	1662.00	1.2548736	1	1.25487							
Administrative Sergeant	No		8.00														5	40.00	2085.6	No	1665.50	1.2522366									
Team Sergeant	No									20.00							4	80.00	4171.2	Yes	1665.50	2.5044731									
Team Sergeant	No										20.00						4	80.00	4171.2	Yes	1665.50	2.5044731									
Subtotal Sergeants																															
Administrative Corporal	No		8.00														5	40.00	2085.6	No	1678.70	1.2423899									
Team Corporal	No											12.00	12.00				7	168.00	8759.5	Yes	1678.70	5.2180378									
Intake Corporal												10.00					4	40.00	2085.6	Yes	1678.70	1.2423899									
Subtotal Corporal																															
Male Min. Dorm - C.O. (9.100)	Yes											12.00	12.00				7	168.00	8759.5	Yes	1724.97	5.0780709									
Male Low/Med - C.O. (9.200)	Yes											12.00	12.00				7	168.00	8759.5	Yes	1724.97	5.0780709									
Male Medium - C.O. (9.300)	Yes											12.00	12.00				7	168.00	8759.5	Yes	1724.97	5.0780709									
Male Max G.P. (9.400)/ Max Special Mgmt (9.700) - C.O.	Yes						8.00	8.00									7	112.00	5839.7	Yes	1724.97	3.3853806									
Women's All - C.O. (9.500)	Yes											12.00	12.00				7	168.00	8759.5	Yes	1724.97	5.0780709									
Mental Health (9.600)/Medical Housing (7.200) - C.O.	Yes											12.00	12.00				7	168.00	8759.5	Yes	1724.97	5.0780709									
Mental Health - C.O. (9.600)	Yes						8.00	8.00									7	112.00	5839.7	Yes	1724.97	3.3853806									
Clinic Rover - C.O. (7.100)	Yes		8.00														5	40.00	2085.6	Yes	1724.97	1.2090645									
Escort/Rover Basment/1st Floor - C.O.	Yes											12.00	12.00				7	168.00	8759.5	Yes	1724.97	5.0780709									
Escort/Rover 2nd & 3rd Floor - C.O.	Yes											12.00	12.00				7	168.00	8759.5	Yes	1724.97	5.0780709									
Escort/Rover All Floors - C.O.	Yes						8.00	8.00									7	112.00	5839.7	Yes	1724.97	3.3853806									
Programs Escort/Rover - C.O.	Yes		8.00														5	40.00	2085.6	Yes	1724.97	1.2090645									
Court Security - C.O.	Yes	8.00	8.00														5	80.00	4171.2	Yes	1724.97	2.418129									
Intake - C.O.	Yes											12.00	12.00				7	168.00	8759.5	Yes	1724.97	5.0780709									
Subtotal Corrections Officer																															
Main Control - Technician	Yes											24.00	24.00				7	336.00	17519.0	Yes	1816.34	9.6452426									
Visitation - Technician	Yes		8.00														7	56.00	2919.8	Yes	1816.34	1.6075404									
Male Max G.P. (9.400) - Technician	Yes											12.00	12.00				7	168.00	8759.5	Yes	1816.34	4.8226213									
Male Max Special Management (9.700) - Technician	Yes											12.00	12.00				7	168.00	8759.5	Yes	1816.34	4.8226213									
Intake - Technician	Yes											24.00	24.00				7	336.00	17519.0	Yes	1816.34	9.6452426									
Court Records - Technician	No	8.00															5	40.00	2085.6	Yes	1816.34	1.1482432									
Court Security - Technician	Yes		8.00														5	40.00	2085.6	Yes	1816.34	1.1482432									
Admin - Inter./Placement Tech.	No									20.00							4	80.00	4171.2	Yes	1816.34	2.2964863									
Subtotal Technician																															
Directors Secretary	No		8.00														5	40.00	2085.6	No	1739.79	1.1987654	1	1.19877							
Admin Secretary	No		8.00														5	40.00	2085.6	No	1739.79	1.1987654	1	1.19877							
Admin Office Assistant	No	8.00															5	40.00	2085.6	Yes	1739.79	1.1987654	1	1.19877							
Correctional Admin Assist	No	8.00															5	40.00	2085.6	Yes	1739.79	1.1987654	1	1.19877							
Senior Accounty Clerk	No	8.00															5	40.00	2085.6	Yes	1739.79	1.1987654	1	1.19877							
Office Assistant II	No	8.00															5	40.00	2085.6	Yes	1739.79	1.1987654	1	1.19877							
Office Assistant I	No	6.00															5	30.00	1564.2	Yes	1739.79	0.899074	1	0.89907							
Subtotal Clerical																															
Laundry Food Services Supervisor	No											10.00					4	40.00	2085.6	No	1708.43	1.2207699	1	1.22077							
Cook III	No											20.00					4	160.00	8342.4	Yes	1708.43	4.8830798	5	1.22077							
Subtotal Laundry Food Services																															
Maintenance Supervisor	No		8.00														5	40.00	2085.6	No	1718.17	1.2138496	1	1.21385							
Building Maintenance Worker	No		16.00		8.00												5	120.00	6256.8	Yes	1718.17	3.6415489	4	1.21385							
Maintenance Worker	No				8.00												5	40.00	2085.6	Yes	1718.17	1.2138496	1	1.21385							
Warehouse Worker	No		8.00	8.00													5	80.00	4171.2	Yes	1718.17	2.4276992	2	1.21385							
Subtotal Maintenance																															

Total Staff Needed 129



A Tradition of Stewardship
A Commitment to Service

Napa County Correctional Master Plan – Phase II

APPENDIX A
Staffing Data

Table A-3 (continued)

Napa County Detention Staffing (People)		New Expansion with Annex													Days/	Is Relief	Relief	Total	Rounded
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	2200-0600 E.M.s	2200-0630 Nights	0530-1400 Days	1400-2230 Evenings	0400-1400 Days	0700-1700 Days	1300-2300 Evenings	0600-1800 Days	1800-0600 Nights	Week	Needed	Factor	FTEs	FTEs	
Dir of Corrections - Commander		1.00	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	10 Hours	10 Hours	10 Hours	12 Hours	12 Hours	5	No	1.14672	1.15	1	
Ass't Dir of Corrections	No	1.00												5	No	1.14672	1.15	1	
Lieutenant		1.00												5	No	1.25487	1.25	1	
Administrative Sergeant	No	1.00												5	No	1.25224	1.25		
Team Sergeant	No								2.00					4	No	1.25224	2.50		
Team Sergeant	No										2.00			4	No	1.25224	2.50		
Subtotal Sergeants																	6.26	6	
Administrative Corporal	No	1.00												5	No	1.24239	1.24		
Team Corporal	No											1.00	1.00	3	Yes	2.60902	5.22		
Intake Corporal														4	Yes	1.24239	1.24		
Subtotal Corporal																	7.70	8	
Male Min. Dorm - C.O. (9.100)	Yes											1.00	1.00	7	Yes	2.53904	5.08		
Male Low/Med - C.O. (9.200)	Yes											1.00	1.00	7	Yes	2.53904	5.08		
Male Medium - C.O. (9.300)	Yes											1.00	1.00	7	Yes	2.53904	5.08		
Male Max G.P. (9.400)/Max Special Mgmt (9.700) - C.O.	Yes						1.00	1.00						7	Yes	1.69269	3.39		
Women's All - C.O. (9.500)	Yes											1.00	1.00	7	Yes	2.53904	5.08		
Mental Health (9.600)/Medical Housing (7.200) - C.O.	Yes											1.00	1.00	7	Yes	2.53904	5.08		
Mental Health - C.O. (9.600)	Yes						1.00	1.00						7	Yes	1.69269	3.39		
Clinic Rover - C.O. (7.100)	Yes		1.00											7	Yes	1.20906	1.21		
Escort/Rover Basment/1st Floor - C.O.	Yes											1.00	1.00	7	Yes	2.53904	5.08		
Escort/Rover 2nd & 3rd Floor - C.O.	Yes											1.00	1.00	7	Yes	2.53904	5.08		
Escort/Rover All Floors - C.O.	Yes						1.00	1.00						7	Yes	1.69269	3.39		
Programs Escort/Rover -C.O.	Yes		1.00											7	Yes	1.20906	1.21		
Court Security - C.O.	Yes	1.00	1.00											7	Yes	1.20906	2.42		
Intake - C.O.	Yes											1.00	1.00	5	Yes	2.53904	5.08		
Subtotal Corrections Officer																	55.62	56	
Main Control - Technician	Yes											2.00	2.00	7	Yes	2.41131	9.65		
Visitation - Technician	Yes		1.00											5	Yes	1.60754	1.61		
Male Max G.P. (9.400) - Technician	Yes											1.00	1.00	7	Yes	2.41131	4.82		
Male Max.Special Management (9.700) - Technician	Yes											1.00	1.00	7	Yes	2.41131	4.82		
Intake - Technician	Yes											2.00	2.00	7	Yes	2.41131	9.65		
Court Records - Technician	No	1.00												5	Yes	1.14824	1.15		
Admin - Inter./Placement Tech.	No									2.00				4	Yes	1.14824	2.30		
Court Security - Technician	Yes	1.00												5	Yes	1.14824	1.15		
Subtotal Technician																	35.14	35	
Directors Secretary	No		1.00											5	No	1.19877	1.20	1	
Admin Secretary	No		1.00											5	No	1.19877	1.20	1	
Admin Office Assistant	No	1.00												5	Yes	1.19877	1.20	1	
Correctional Admin Assist	No	1.00												5	Yes	1.19877	1.20	1	
Senior Accounty Clerk	No	1.00												5	Yes	1.19877	1.20	1	
Office Assistant II	No	1.00												5	Yes	1.19877	1.20	1	
Office Assistant I	No	1.00												5	Yes	0.89907	0.90	1	
Subtotal Clerical																	7		



A Tradition of Stewardship
A Commitment to Service

Table A-3 (continued)

Napa County Detention Staffing (People)		New Expansion with Annex													Days/Week	Is Relief Needed	Relief Factor	Total FTEs	Rounded FTEs
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	2200-0600 E.M.s	2200-0630 Nights	0530-1400 Days	1400-2230 Evenings	0400-1400 Days	0700-1700 Days	1300-2300 Evenings	0600-1800 Days	1800-0600 Nights						
Laundry Food Services Supervisor	No								1.00					5	No	1.22077	1.22	1	
Cook III	No								2.00		2.00			5	Yes	1.22077	4.88	5	
Subtotal Laundry Food Services																		6	
Maintenance Supervisor	No		1.00											5	No	1.21385	1.21	1	
Building Maintenance Worker	No		2.00	1.00										5	Yes	1.21385	3.64	4	
Maintenance Worker	No			1.00										5	Yes	1.21385	1.21	1	
Warehouse Worker	No		1.00	1.00										5	Yes	1.21385	2.43	2	
Subtotal Maintenance																		8	

Total Staff Needed 129

Napa County Detention Staffing	New Expansion w/ Annex	
Position	Total FTE's Needed	Full Time Staff with Relief
Director of Corrections	1.15	1
Assistant Director	1.15	1
Lieutenant	1.25	1
Sergeant	6.26	6
Corporal	7.70	8
Correctional Officer	55.62	56
Correctional Technician	35.14	35
Clerical	7.00	7
Laundry/Food Services	6.00	6
Maintenance	8.00	8
	Total:	129



A Tradition of Stewardship
A Commitment to Service

Napa County Correctional Master Plan – Phase II

APPENDIX A Staffing Data

Table A-4

Napa County Detention Staffing (Hours)																						
Post/Position	Meal Relief	New Expansion on Site												Days/Week	Hours/Week	Coverage Hrs/Yr	Is Relief Needed	NAWH	Total FTEs	Rounded FTEs	Relief Factor	
		0730-1630 8 Hours	0800-1700 8 Hours	1700-0200 8 Hours	2200-0600 E.M.s 8 Hours	2200-0630 8 Hours	0530-1400 8 Hours	1400-2230 Evenings 8 Hours	0400-1400 10 Hours	0700-1700 10 Hours	1300-2300 Evenings 10 Hours	0600-1800 12 Hours	1800-0600 12 Hours									
Dir of Corrections - Commander			8.00												5	40.00	2085.6	No	1818.75	1.1467216	1	1.14672
Ass't Dir of Corrections	No		8.00												5	40.00	2085.6	No	1818.75	1.1467216	1	1.14672
Lieutenant			8.00												5	40.00	2085.6	No	1662.00	1.2548736	1	1.25487
Administrative Sergeant	No		8.00												5	40.00	2085.6	No	1665.50	1.2522366		1.25224
Team Sergeant	No									20.00					4	80.00	4171.2	Yes	1665.50	2.5044731		1.25224
Team Sergeant	No										20.00				4	80.00	4171.2	Yes	1665.50	2.5044731		1.25224
Subtotal Sergeants																				6.2611828	6	
Administrative Corporal	No		8.00												5	40.00	2085.6	No	1678.70	1.24239		1.24239
Team Corporal	No											12.00	12.00		7	168.00	8759.5	Yes	1678.70	5.21804		2.60902
Intake Corporal												10.00			4	40.00	2085.6	Yes	1678.70	1.24239		1.24239
Subtotal Corporal																				7.7028177	8	
Male Min. - C.O. (9.100)	Yes														7	168.00	8759.5	Yes	1724.97	5.0780709		2.53904
Male Low Med. Dorm - C.O. (9.200)	Yes														7	168.00	8759.5	Yes	1724.97	5.0780709		2.53904
Male Medium - C.O. (9.300)	Yes														7	168.00	8759.5	Yes	1724.97	5.0780709		2.53904
Male Max G.P. (9.400)/Max Special Mgmt (9.700) - C.O.	Yes						8.00	8.00							7	112.00	5839.7	Yes	1724.97	3.3853806		1.69269
Women's All - C.O. (9.500)	Yes														7	168.00	8759.5	Yes	1724.97	5.0780709		2.53904
Mental Health (9.600)/Medical Housing (7.200) - C.O.	Yes											12.00	12.00		7	168.00	8759.5	Yes	1724.97	5.0780709		2.53904
Mental Health - C.O. (9.600)	Yes														7	112.00	5839.7	Yes	1724.97	3.3853806		1.69269
Clinic Escort/Rover - C.O. (7.100)	Yes		8.00					8.00							5	40.00	2085.6	Yes	1724.97	1.2090645		1.20906
Escort/Rover Basement/1st Floor - C.O.	Yes											12.00	12.00		7	168.00	8759.5	Yes	1724.97	5.0780709		2.53904
Escort/Rover 2nd Floor/3rd Floor - C.O.	Yes											12.00	12.00		7	168.00	8759.5	Yes	1724.97	5.0780709		2.53904
Escort/Rover All Floors - C.O.	Yes							8.00	8.00						7	112.00	5839.7	Yes	1724.97	3.3853806		1.69269
Programs Escort/Rover - C.O.	Yes		8.00												5	40.00	2085.6	Yes	1724.97	1.2090645		1.20906
Court Security - C.O.	Yes	8.00	8.00												5	80.00	4171.2	Yes	1724.97	2.418129		1.20906
Intake - C.O.	Yes												12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.0780709		2.53904
Subtotal Corrections Officer																				55.616967	56	
Main Control - Technician	Yes												24.00	24.00	7	336.00	17519.0	Yes	1816.34	9.6452426		2.41131
Visitation - Technician	Yes		8.00												7	56.00	2919.8	Yes	1816.34	1.6075404		1.60754
Male Max G.P. (9.400)/Max Special Mgmt (9.700) - Tech.	Yes														7	168.00	8759.5	Yes	1816.34	4.8226213		2.41131
Intake - Technician	Yes												24.00	24.00	7	336.00	17519.0	Yes	1816.34	9.6452426		2.41131
Court Records - Technician	No	8.00													5	40.00	2085.6	Yes	1816.34	1.1482432		1.14824
Court Security - Technician	Yes		8.00												5	40.00	2085.6	Yes	1816.34	1.1482432		1.14824
Admin - Inter./Placement Tech.	No												20.00		4	80.00	4171.2	Yes	1816.34	2.2964863		1.14824
Subtotal Technician																				30.31362	30	
Directors Secretary	No		8.00												5	40.00	2085.6	No	1739.79	1.1987654	1	1.19877
Admin Secretary	No		8.00												5	40.00	2085.6	No	1739.79	1.1987654	1	1.19877
Admin Office Assistant	No	8.00													5	40.00	2085.6	Yes	1739.79	1.1987654	1	1.19877
Correctional Admin Assist	No	8.00													5	40.00	2085.6	Yes	1739.79	1.1987654	1	1.19877
Senior Accounty Clerk	No	8.00													5	40.00	2085.6	Yes	1739.79	1.1987654	1	1.19877
Office Assistant II	No	8.00													5	40.00	2085.6	Yes	1739.79	1.1987654	1	1.19877
Office Assistant I	No	6.00													5	30.00	1564.2	Yes	1739.79	0.899074	1	0.89907
Subtotal Clerical																					7	
Laundry Food Services Supervisor	No												10.00		4	40.00	2085.6	Yes	1708.43	1.2207699	1	1.22077
Cook III	No												20.00		4	160.00	8342.4	Yes	1708.43	4.8830798	5	1.22077
Subtotal Laundry Food Services																					6	
Maintenance Supervisor	No		8.00												5	40.00	2085.6	No	1718.17	1.2138496	1	1.21385
Building Maintenance Worker	No		16.00		8.00										5	120.00	6256.8	No	1718.17	3.6415489	4	1.21385
Maintenance Worker	No				8.00										5	40.00	2085.6	No	1718.17	1.2138496	1	1.21385
Warehouse Worker	No		8.00		8.00										5	80.00	4171.2	No	1718.17	2.4276992	2	1.21385
Subtotal Maintenance																					8	

Total Staff Needed 124



A Tradition of Stewardship
A Commitment to Service

Napa County Correctional Master Plan – Phase II

APPENDIX A
Staffing Data

Table A-4 (continued)

Napa County Detention Staffing (People)		New Expansion on Site														Total FTEs	Rounded FTEs		
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	2200-0600 E.M.s	2200-0630 Nights	0530-1400 Days	1400-2230 Evenings	0400-1400 Days	0700-1700 Days	1300-2300 Evenings	0600-1800 Days	1800-0600 Nights	Days/Week	Is Relief Needed			Relief Factor	
Dir of Corrections - Commander		1.00													5	No	1.14672	1.15	1
Ass't Dir of Corrections	No	1.00													5	No	1.14672	1.15	1
Lieutenant		1.00													5	No	1.25487	1.25	1
Administrative Sergeant	No	1.00													5	No	1.25224	1.25	
Team Sergeant	No									2.00					4	Yes	1.25224	2.50	
Team Sergeant	No										2.00				4	Yes	1.25224	2.50	
Subtotal Sergeants																		6.26	6
Administrative Corporal	No	1.00													5	No	1.24239	1.24	
Team Corporal	No											1.00	1.00		3	Yes	2.60902	5.22	
Intake Corporal															4	Yes	1.24239	1.24	
Subtotal Corporal																		7.70	8
Male Min. - C.O. (9.100)	Yes											1.00	1.00		7	Yes	2.53904	5.08	
Male Low Med. Dorm - C.O. (9.200)	Yes											1.00	1.00		7	Yes	2.53904	5.08	
Male Medium - C.O. (9.300)	Yes											1.00	1.00		7	Yes	2.53904	5.08	
Male Max G.P. (9.400)/Max Special Mgmt (9.700) - C.O.	Yes						1.00	1.00							7	Yes	1.69269	3.39	
Women's All - C.O. (9.500)	Yes											1.00	1.00		7	Yes	2.53904	5.08	
Mental Health (9.600)/Medical Housing (7.200) - C.O.	Yes											1.00	1.00		7	Yes	2.53904	5.08	
Mental Health - C.O. (9.600)	Yes						1.00	1.00							7	Yes	1.69269	3.39	
Clinic Escort/Rover - C.O. (7.100)	Yes		1.00												7	Yes	1.20906	1.21	
Escort/Rover Basement/1st Floor - C.O.	Yes											1.00	1.00		7	Yes	2.53904	5.08	
Escort/Rover 2nd Floor/3rd Floor - C.O.	Yes											1.00	1.00		7	Yes	2.53904	5.08	
Escort/Rover All Floors - C.O.	Yes						1.00	1.00							7	Yes	1.69269	3.39	
Programs Escort/Rover - C.O.	Yes		1.00												7	Yes	1.20906	1.21	
Court Security - C.O.	Yes	1.00	1.00												5	Yes	1.20906	2.42	
Intake - C.O.	Yes											1.00	1.00		7	Yes	2.53904	5.08	
Subtotal Corrections Officer																		55.62	56
Main Control - Technician	Yes											2.00	2.00		7	Yes	2.41131	9.65	
Visitation - Technician	Yes		1.00												5	Yes	1.60754	1.61	
Male Max (9.400)/Max Special Mgmt (9.700) - C.O.	Yes											1.00	1.00		7	Yes	2.41131	4.82	
Intake - Technician	Yes											2.00	2.00		7	Yes	2.41131	9.65	
Court Records - Technician	No	1.00													5	Yes	1.14824	1.15	
Admin - Inter./Placement Tech.	No									2.00					4	Yes	1.14824	2.30	
Court Security - Technician	Yes	1.00													5	Yes	1.14824	1.15	
Subtotal Technician																		30.31	30
Directors Secretary	No		1.00												5	No	1.19877	1.20	1
Admin Secretary	No		1.00												5	No	1.19877	1.20	1
Admin Office Assistant	No	1.00													5	Yes	1.19877	1.20	1
Correctional Admin Assist	No	1.00													5	Yes	1.19877	1.20	1
Senior Accounty Clerk	No	1.00													5	Yes	1.19877	1.20	1
Office Assistant II	No	1.00													5	Yes	1.19877	1.20	1
Office Assistant I	No	1.00													5	Yes	0.89907	0.90	1
Subtotal Clerical																		7	



A Tradition of Stewardship
A Commitment to Service

Table A4-1 (continued)

Napa County Detention Staffing (People)		New Expansion on Site													Days/ Week	Is Relief Needed	Relief Factor	Total FTEs	Rounded FTEs
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	2200- 0600 E.M.s	2200- 0630 Nights	0530-1400 Days	1400-2230 Evenings	0400-1400 Days	0700-1700 Days	1300-2300 Evenings	0600-1800 Days	1800-0600 Nights						
		8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	10 Hours	10 Hours	10 Hours	12 Hours	12 Hours						
Laundry Food Services Supervisor	No								1.00					5	No	1.22077	1.22	1	
Cook III	No								2.00		2.00			5	Yes	1.22077	4.88	5	
Subtotal Laundry Food Services																		6	
Maintenance Supervisor	No		1.00											5	No	1.21385	1.21	1	
Building Maintenance Worker	No		2.00	1.00										5	No	1.21385	3.64	4	
Maintenance Worker	No			1.00										5	No	1.21385	1.21	1	
Warehouse Worker	No		1.00	1.00										5	No	1.21385	2.43	2	
Subtotal Maintenance																		8	

Total Staff Needed 124

Napa County Detention Staffing		New Expansion on Site	
Position	Total FTE's Needed	Full Time Staff with Relief	
Director of Corrections	1.15	1	
Assistant Director	1.15	1	
Lieutenant	1.25	1	
Sergeant	6.26	6	
Corporal	7.70	8	
Correctional Officer	55.62	56	
Correctional Technician	30.31	30	
Clerical	7.00	7	
Laundry/Food Services	6.00	6	
Maintenance	8.00	8	
	Total:	124	



A Tradition of Stewardship
A Commitment to Service

Napa County Correctional Master Plan – Phase II

APPENDIX A Staffing Data

Table A5-1

Napa County Detention Staffing (Hours)		New Jail, New Site													Days/Week	Hours/Week	Coverage Hrs/Yr	Is Relief Needed	NAWH	Total FTEs	Rounded FTEs	Relief Factor
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	2200-0600 E.M.s	2200-0630 Nights	0530-1400 Days	1400-2230 Evenings	0400-1400 Days	1700 Days	1300-2300 Evenings	0600-1800 Days	1800-0600 Nights									
Dir of Corrections - Commander			8.00												5	40.00	2085.6	No	1818.75	1.14672165	1.00	1.14672
Ass't Dir of Corrections	No		8.00												5	40.00	2085.6	No	1818.75	1.14672165	1.00	1.14672
Lieutenant			8.00												5	40.00	2085.6	No	1662.00	1.25487365	1.00	1.25487
Administrative Sergeant	No		8.00												5	40.00	2085.6	No	1665.50	1.25223657		1.25224
Team Sergeant	No									20.00					4	80.00	4171.2	No	1665.50	2.50447313		1.25224
Team Sergeant	No										20.00				4	80.00	4171.2	No	1665.50	2.50447313		1.25224
Subtotal Sergeants																				6.26118283	6.00	
Administrative Corporal	No		8.00												5	40.00	2085.6	No	1678.70	1.24238994		1.24239
Team Corporal	No											12.00	12.00		7	168.00	8759.5	Yes	1678.70	5.21803777		2.60902
Intake Corporal											10.00				4	40.00	2085.6	Yes	1678.70	1.24238994		1.24239
Subtotal Corporal																				7.70281766	8.00	
Male Min. - C.O. (9.100)	Yes												12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.07807092		2.53904
Male Low Med. Dorm - C.O. (9.200)	Yes												12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.07807092		2.53904
Male Medium - C.O. (9.300)	Yes												12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.07807092		2.53904
Male Max G.P. (9.400)/Max Special Mgmt (9.700) - C.O.	Yes					8.00	8.00							7	112.00	5839.7	Yes	1724.97	3.38538062		1.69269	
Women's All - C.O. (9.500)	Yes												12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.07807092		2.53904
Mental Health (9.600)/Medical Housing (7.200) - C.O.	Yes												12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.07807092		2.53904
Mental Health - C.O. (9.600)	Yes						8.00	8.00						7	112.00	5839.7	Yes	1724.97	3.38538062		1.69269	
Clinic Escort/Rover - C.O. (7.100)	Yes		8.00											5	40.00	2085.6	Yes	1724.97	1.20906451		1.20906	
Escort/Rover Basement/1st Floor - C.O.	Yes												12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.07807092		2.53904
Escort/Rover 2nd Floor/3rd Floor - C.O.	Yes												12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.07807092		2.53904
Escort/Rover All Floors - C.O.	Yes						8.00	8.00						7	112.00	5839.7	Yes	1724.97	3.38538062		1.69269	
Programs Escort/Rover - C.O.	Yes		8.00	8.00										5	40.00	2085.6	Yes	1724.97	1.20906451		1.20906	
Court Security - C.O.	Yes		8.00	8.00										5	80.00	4171.2	Yes	1724.97	2.41812901		1.20906	
Intake - C.O.	Yes												12.00	12.00	7	168.00	8759.5	Yes	1724.97	5.07807092		2.53904
Subtotal Corrections Officer																				55.6169673	56.00	
Main Control - Technician	Yes												24.00	24.00	7	336.00	17519.0	Yes	1816.34	9.64524263		2.41131
Visitation - Technician	Yes		8.00												7	56.00	2919.8	Yes	1816.34	1.60754044		1.60754
Male Max G.P. (9.400)/Max Special Mgmt (9.700) - C.O.	Yes												12.00	12.00	7	168.00	8759.5	Yes	1816.34	4.82262132		2.41131
Intake - Technician	Yes												24.00	24.00	7	336.00	17519.0	Yes	1816.34	9.64524263		2.41131
Court Records - Technician	No	8.00												5	40.00	2085.6	Yes	1816.34	1.14824317		1.14824	
Court Security - Technician	Yes		8.00											5	40.00	2085.6	Yes	1816.34	1.14824317		1.14824	
Admin - Inter./Placement Tech.	No									20.00				4	80.00	4171.2	Yes	1816.34	2.29648634		1.14824	
Subtotal Technician																				30.3136197	30.00	
Directors Secretary	No		8.00												5	40.00	2085.6	No	1739.79	1.19876537	1	1.19877
Admin Secretary	No		8.00											5	40.00	2085.6	No	1739.79	1.19876537	1	1.19877	
Admin Office Assistant	No	8.00												5	40.00	2085.6	Yes	1739.79	1.19876537	1	1.19877	
Correctional Admin Assist	No	8.00												5	40.00	2085.6	Yes	1739.79	1.19876537	1	1.19877	
Senior Accounty Clerk	No	8.00												5	40.00	2085.6	Yes	1739.79	1.19876537	1	1.19877	
Office Assistant II	No	8.00												5	40.00	2085.6	Yes	1739.79	1.19876537	1	1.19877	
Office Assistant I	No	6.00												5	30.00	1564.2	Yes	1739.79	0.89907403	1	0.89907	
Subtotal Clerical																					7.00	
Laundry Food Services Supervisor	No								10.00						4	40.00	2085.6	Yes	1708.43	1.22076995	1	1.22077
Cook III	No								20.00		20.00			4	160.00	8342.4	Yes	1708.43	4.88307979	5	1.22077	
Subtotal Laundry Food Services																					6.00	
Maintenance Supervisor	No		8.00											5	40.00	2085.6	No	1718.17	1.21384962	1	1.21385	
Building Maintenance Worker	No		16.00	8.00										5	120.00	6256.8	No	1718.17	3.64154886	4	1.21385	
Maintenance Worker	No			8.00										5	40.00	2085.6	No	1718.17	1.21384962	1	1.21385	
Warehouse Worker	No		8.00	8.00										5	80.00	4171.2	No	1718.17	2.42769924	2	1.21385	
Subtotal Maintenance																					8.00	
Transportation Deputy Sheriff	No		32											5	160.00	8342.4	Yes	1724.97	4.83625802		1.20906	
Deputy Sheriff																				4.83625802	5	

Total Staff Needed 129.00



A Tradition of Stewardship
A Commitment to Service

Napa County Correctional Master Plan – Phase II

APPENDIX A
Staffing Data

Table A-5 (continued)

Napa County Detention Staffing (People)		New Jail, New Site													Days/ Week	Is Relief Needed	Relief Factor	Total FTEs	Rounded FTEs
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	2200- 0600 E.M.S	2200- 0630 Nights	0530- 1400 Days	1400- 2230 Evenings	0400-1400 Days	0700- 1700 Days	1300-2300 Evenings	0600- 1800 Days	1800- 0600 Nights						
Dir of Corrections - Commander		1.00													5	No	1.14672	1.15	1
Ass't Dir of Corrections	No	1.00													5	No	1.14672	1.15	1
Lieutenant		1.00													5	No	1.25487	1.25	1
Administrative Sergeant	No	1.00													5	No	1.25224	1.25	
Team Sergeant	No									2.00					4	No	1.25224	2.50	
Team Sergeant	No										2.00				4	No	1.25224	2.50	
Subtotal Sergeants																		6.26	6
Administrative Corporal	No	1.00													5	No	1.24239	1.24	
Team Corporal	No											1.00	1.00	1.00	3	Yes	2.60902	5.22	
Intake Corporal															4	Yes	1.24239	1.24	
Subtotal Corporal																		7.70	8
Male Min. - C.O. (9.100)	Yes												1.00	1.00	7	Yes	2.53904	5.08	
Male Low Med. Dorm - C.O. (9.200)	Yes												1.00	1.00	7	Yes	2.53904	5.08	
Male Medium - C.O. (9.300)	Yes												1.00	1.00	7	Yes	2.53904	5.08	
Male Max G.P. (9.400)/Special Mgmt (9.700) - C.O.	Yes						1.00	1.00							7	Yes	1.69269	3.39	
Women's All - C.O. (9.500)	Yes												1.00	1.00	7	Yes	2.53904	5.08	
Mental Health (9.600)/Medical Housing (7.200) - C.O.	Yes												1.00	1.00	7	Yes	2.53904	5.08	
Mental Health - C.O. (9.600)	Yes						1.00	1.00							7	Yes	1.69269	3.39	
Clinic Escort/Rover - C.O. (7.100)	Yes		1.00												7	Yes	1.20906	1.21	
Escort/Rover Basement/1st Floor - C.O.	Yes												1.00	1.00	7	Yes	2.53904	5.08	
Escort/Rover 2nd Floor/3rd Floor - C.O.	Yes												1.00	1.00	7	Yes	2.53904	5.08	
Escort/Rover All Floors - C.O.	Yes						1.00	1.00							7	Yes	1.69269	3.39	
Programs Escort/Rover - C.O.	Yes		1.00												5	Yes	1.20906	1.21	
Court Security - C.O.	Yes	1.00	1.00												7	Yes	1.20906	2.42	
Intake - C.O.	Yes												1.00	1.00	7	Yes	2.53904	5.08	
Subtotal Corrections Officer																		55.62	56
Main Control - Technician	Yes												2.00	2.00	7	Yes	2.41131	9.65	
Visitation - Technician	Yes		1.00												5	Yes	1.60754	1.61	
Male Max G.P. (9.400)/Special Mgmt (9.700) - Tech.	Yes												1.00	1.00	7	Yes	2.41131	4.82	
Intake - Technician	Yes												2.00	2.00	7	Yes	2.41131	9.65	
Court Records - Technician	No	1.00													5	Yes	1.14824	1.15	
Admin - Inter./Placement Tech.	No									2.00					4	Yes	1.14824	2.30	
Court Security - Technician	Yes	1.00													5	Yes	1.14824	1.15	
Subtotal Technician																		30.31	30
Directors Secretary	No		1.00												5	No	1.19877	1.20	1
Admin Secretary	No		1.00												5	No	1.19877	1.20	1
Admin Office Assistant	No	1.00													5	Yes	1.19877	1.20	1
Correctional Admin Assist	No	1.00													5	Yes	1.19877	1.20	1
Senior Accounty Clerk	No	1.00													5	Yes	1.19877	1.20	1
Office Assistant II	No	1.00													5	Yes	1.19877	1.20	1
Office Assistant I	No	1.00													5	Yes	0.89907	0.90	1
Subtotal Clerical																		7	



A Tradition of Stewardship
A Commitment to Service

Table A-5 (continued)

Napa County Detention Staffing (People)		New Jail, New Site																
Post/Position	Meal Relief	0730-1630 Days	0800-1700 Days	1700-0200 Nights	2200-0600 E.M.s	2200-0630 Nights	0530-1400 Days	1400-2230 Evenings	0400-1400 Days	0700-1700 Days	1300-2300 Evenings	0600-1800 Days	1800-0600 Nights	Days/Week	Is Relief Needed	Relief Factor	Total FTEs	Rounded FTEs
		8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	10 Hours	10 Hours	10 Hours	12 Hours	12 Hours					
Laundry Food Services Supervisor	No								1.00					5	No	1.22077	1.22	1
Cook III	No								2.00		2.00			5	Yes	1.22077	4.88	5
Subtotal Laundry Food Services																		6
Maintenance Supervisor	No		1.00											5	No	1.21385	1.21	1
Building Maintenance Worker	No		2.00	1.00										5	No	1.21385	3.64	4
Maintenance Worker	No			1.00										5	No	1.21385	1.21	1
Warehouse Worker	No		1.00	1.00										5	No	1.21385	2.43	2
Subtotal Maintenance																		8
Total Staff Needed																	124	
Sheriff's Department																		
Transportation Deputy Sheriff	No		4.00											5	Yes	1.20906	4.84	
Deputy Sheriff																	4.84	5

Napa County Detention Staffing		New Jail, New Site	
Position	Total FTE's Needed	Full Time Staff with Relief	
Director of Corrections	1.15	1	
Assistant Director	1.15	1	
Lieutenant	1.25	1	
Sergeant	6.26	6	
Corporal	7.70	8	
Correctional Officer	55.62	56	
Correctional Technician	30.31	30	
Clerical	7.00	7	
Laundry/Food Services	6.00	6	
Maintenance	8.00	8	
Sheriff's Department	4.84	5	
	Total:	129	



A Tradition of Stewardship
A Commitment to Service

Table A-6

Ideal Housing Type	Both Pre & Post			Grand Total
	Sent	Post-Sent	Pre-Sent	
Male Ad-Seg Single Cell	4	12	23	39
Male Double Cell	9	5	49	63
Male Dormitory-Non Secured	0	3	0	3
Male Dormitory-Secured	5	47	5	57
Male P.C. Double	1	2	7	10
Male P.C. Single Cell	0	0	0	0
Male Single Cell	2	1	15	18
Single Medical	0	1	4	5
Single Mental Health	1	1	7	9
Double Mental Health	1	3	8	12
Single Mental Health Ad-Seg	0	1	1	2
Womens Ad-Seg	0	0	2	2
Womens Single Cell	0	1	3	4
Womens Double Cell	0	1	3	4
Womens Dormitory-Non Secured	0	2	1	3
Womens Dormitory-Secured	1	9	0	10
Total	24	89	128	241

Source: Napa County Dept of Corrections; Calculations by CGL, April 2008

Ideal Housing Type	Both Pre & Post			Grand Total
	Sent	Post-Sent	Pre-Sent	
Male Ad-Seg Single Cell	10%	31%	59%	100%
Male Double Cell	14%	8%	78%	100%
Male Dormitory-Non Secured	0%	100%	0%	100%
Male Dormitory-Secured	9%	82%	9%	100%
Male P.C. Double	10%	20%	70%	100%
Male P.C. Single Cell	0%	0%	0%	0%
Male Single Cell	11%	6%	83%	100%
Single Medical	0%	20%	80%	100%
Single Mental Health	11%	11%	78%	100%
Double Mental Health	8%	25%	67%	100%
Single Mental Health Ad-Seg	0%	50%	50%	100%
Womens Ad-Seg	0%	0%	100%	100%
Womens Single Cell	0%	25%	75%	100%
Womens Double Cell	0%	25%	75%	100%
Womens Dormitory-Non Secured	0%	67%	33%	100%
Womens Dormitory-Secured	10%	90%	0%	100%
Numeric Averages	10%	37%	53%	100%

Source: Napa County Dept of Corrections; Calculations by CGL, April 2008