

Law Enforcement Center Feasibility Study

Lewis & Clark County

Helena, Montana



Task Order No. 2

August 1, 2016



Introduction

The current Law Enforcement Center was built in 1984 to replace what is now the Myrna Loy Center. It has long surpassed its functional capacity of 58 beds as designed 30 years ago. The original plan called for 43 beds with 58 available to take into consideration the “peaking factor” when a spike in arrests was seen. To help alleviate the overcrowding and lack of bed space, additional beds were welded in an effort to “double bunk” inmates where possible. The current bed capacity remains at 70. The Average Daily Population (ADP) of the Lewis & Clark County Detention Center is typically above 80 inmates with at least an additional 20 held in other facilities around the state, which is a substantial cost to this county. A vast majority of people held at the Lewis & Clark County Detention Center are pretrial detainees, not convicted offenders. It is no longer feasible, appropriate nor constitutionally permitted to continue to incarcerate additional people to an already over-crowded facility. **For the safety of the people incarcerated** under the County’s care, the safety of the public when decisions to arrest and detain are determined by the capacity of the detention center, and for the staff required to work in such an environment, the current Law Enforcement Center is no longer a viable solution.

In 2011, the ADP exceeded 70 inmates. It was evident that due to increased inmate population, lack of space for an increase in law enforcement (the Helena Police Department and L&C County Sheriff’s Office share space) and a shortage of courtroom space that a study needed to be conducted to possibly renovate or build a new law enforcement facility. The current facility is poorly designed and as a result creates safety issues affecting inmates, staff and the general public. The planning of this 1984 jail facility was probably based upon specific dollar amount rather than a professional jail needs assessment and a consideration of effective jail designs utilizing more efficient inmate supervision methods. Currently the facility is overcrowded and does not provide sufficient staff or program space. The Elected Officials must provide the Sheriff sufficient staff for the jail to have a safe environment. Due to overcrowding, the current facility does not allow for effective separation of inmates requiring maximum security from others with lower security requirement.

With the failure of the Bond and Operating Levy in November of 2015, Lewis & Clark County is pursuing other options to house individuals pending incarceration with the City of Helena. Doing so saves the County and attorneys (and families who would otherwise have to travel to visit) valuable time and money. This Feasibility Study outlines the plans necessary to convert the lower, main and upper levels of the existing Law Enforcement Center into a fully functional detention center. The Sheriff’s Office and Helena Police Department will be moved off site. The new location for the two organizations will not be addressed as part of this Feasibility Study. Demolition plans and new plan options along with a probable cost of construction cost estimate associated with the three story renovation are included in this study. All design and spatial requirements set forth in this

study take into consideration the minimum standards for National Fire Protection Codes, International Building Codes, Montana Title 81 Jail Standards, ADA (Americans with Disabilities Act), ACA (American Correctional Association) & PREA (Prison Rape Elimination Act).

Law Enforcement Center (LEC) Facility Modifications

Overall Layout and Design

The existing 58 bed (upsized to 70) Law Enforcement Center in Lewis & Clark County Montana was built in 1984 and presents many concerns for safety and security that most out of date jails face today.

The Housing portion of the facility is designed with (8) pods for classification. Seven of these pods are cell based with the other pod having a dormitory style layout. Additional jail or administration space requires building expansion

Lower Level Existing Conditions

Vehicular Sallyport

The Vehicular Sallyport is located in the west side of the basement of the LEC and appears to be in working order. Access to the Intake area is through a long corridor and up an elevator. Typically, it is best to have the Vehicular Sallyport located as close to the Intake area as possible and without stairs or elevators as this is the most common area for inmate on officer violence.

To access the adjacent Courthouse, inmates are walked outside the facility and into an unconditioned yet covered walkway. Once they are at the Courthouse the opportunity to cross paths with the public exists and there is not a secured holding area once they have arrived.



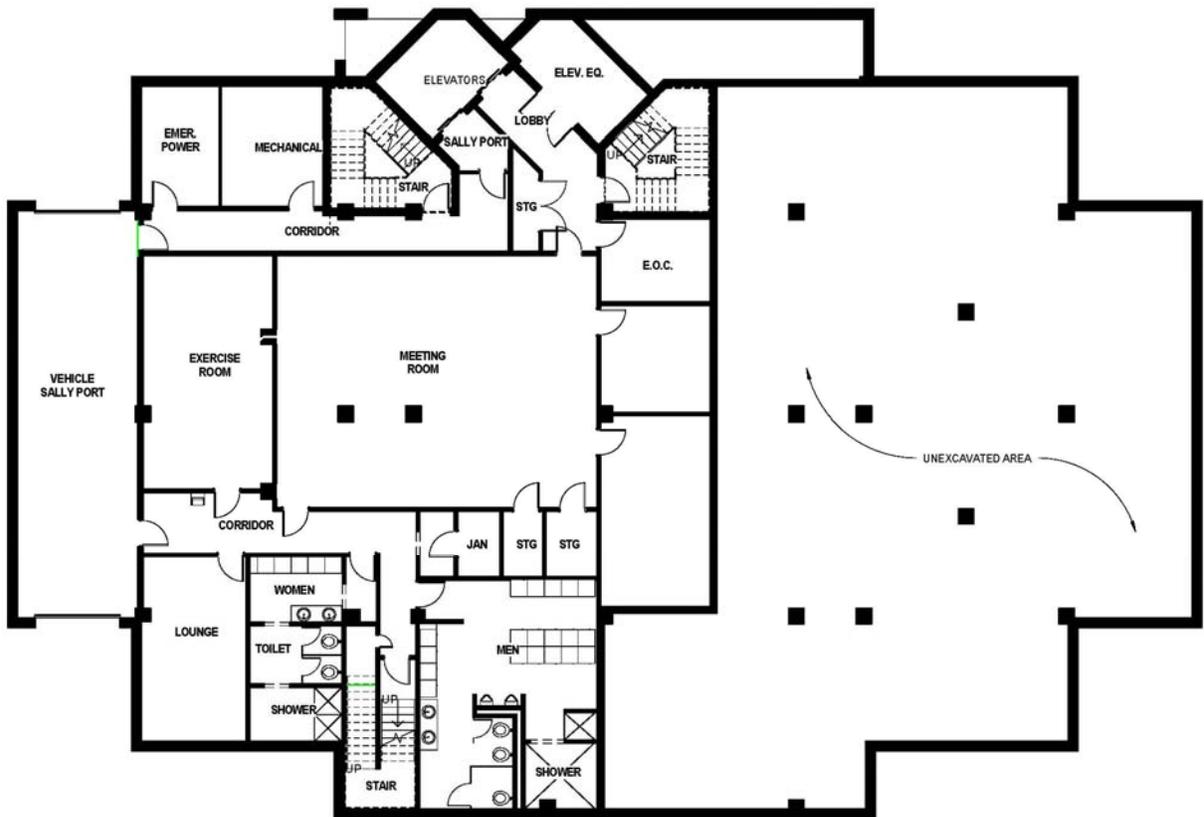
Other than creating a second entry to a new holding cell, there are no additional modifications anticipated to the Vehicular Sallyport.

Emergency Operations Center

The Emergency Operations Center (EOC) is comprised of a large meeting room, two adjoining offices (with one of those outside the main room) and two storage rooms. When not in use during an emergency, the EOC serves as a large meeting room for the Helena Police Department (HPD) and Lewis & Clark County Sheriff's office (LCSO).

Supporting Spaces

The lower level support spaces include the main electrical room, elevator room, janitor closet, men's and women's locker rooms and a fitness room. No work, other than necessary to serve the renovation, will be undertaken in the electrical and mechanical rooms. Vertical access to the rest of the facility is attained by three stairways and two elevators with one stairway and one elevator each dedicated to public access. Approximately 40% of the lower level is unexcavated. Although briefly considered, the unexcavated area will not be utilized. The cost to excavate this area is not feasible.



Existing Lower Level Floor Plan

Lower Level Renovation/Modifications

The new lower level of the Law Enforcement Center will serve as **Booking and Holding** for the entire three story facility. Seven (7) Holding cells are planned with two of them providing ADA Accessibility. One additional Holding/Shower cell is accessible right off of the Vehicular Sallyport.

A **DUI/DRE room** is provided for Field Sobriety Tests (FST) and drug testing. The open booking floor with Booking and Transportation office beyond, allows for continuous monitoring into the holding cells.

A **Property Room** replaces the current break room and women's locker room. This is available for inmate belongings while incarcerated and includes a separate laundry room so that personal items may be washed prior to hanging in the Property Room.

The two (2) existing perimeter **Offices** remain and will support the Booking and Holding functions, including file storage for those individuals presently incarcerated.

Other **Support Spaces** include gear storage, the Men's locker room (which is downsized and split in half to also allow space for a Women's locker room) and Janitor's closet. This modification will require the demolition of the men's and women's locker rooms, staff lounge area, storage, janitor closets and exercise room. New walls to be constructed will be reinforced 8" CMU. All walls will be painted off white with light blue accents.

Basement Renovation Materials/Work by Category

For this Feasibility Study, there will be substantial renovations to this level for the relocation/demolition of walls on this floor. The changes are as follows:

- i. **Floor Finishes** will be updated and existing finishes will be demolished. The new flooring will include;
 1. All Offices: No floor finish changes anticipated.
 2. Corridors: Existing vinyl composition tile (VCT) to remain.
 3. Booking and Intake + Support spaces: VCT will be removed. Grind and polish existing concrete with a light grit for slip resistance.
 4. Stairs: No change in floor finishes anticipated.
 5. Storage & Mechanical: No floor finishes anticipated.
- ii. **Wall Finishes** will be updated. The new wall finishes will include:
 1. All Offices: No work in these areas.
 2. Corridors: Paint all walls with low VOC paint. Includes existing corridors.
 3. Booking and Intake + Support spaces: Paint all walls with block filler, primer and two coats of low VOC paint.
 4. North Stairs: No work.
 5. South Stairs: Paint all walls with low VOC paint.

6. Storage & Mechanical: No work in these areas.
- iii. **Ceiling Finishes** will be protected and left in place with minor modifications as follows;
 1. Acoustical Ceiling Tiles (ACT): Protect existing ceiling tiles and track systems in the offices and non-secure areas. Replace existing tiles that are damaged prior to or during construction.
 2. Security Ceiling: New detention ceiling system by Armstrong METALWORKS SecureLock Plus or approved equal in Booking and Intake + Support spaces.
 3. Gypsum ceilings: No work necessary where existing gypsum board ceilings remain.
 4. Exposed structure: No work in rooms with exposed.
- iv. **Elevators** will be utilized as is with no work necessary.
- v. **Mechanical Systems** will be protected and left in place with minor modifications as necessary for security.
- vi. **Plumbing Systems** will be demolished and new provided per previous mechanical section.
- vii. **Fire Suppression** will be protected and modified with minor modifications as necessary for security.
- viii. **Electrical Systems** will be protected and left in place with minor modifications as necessary for security.
- ix. **IT/Data Systems** will be protected and left in place with minor modifications as necessary for security.

Refer to Renovation Plans in the Appendix for details.

Main Level Existing Conditions

Public Spaces

The only public entry to the existing LEC is accessible at this level off of Breckenridge Street. Public access to the building is available for visitation to the jail, personal records, concealed weapons permits and interviews.

Secure Spaces

The remainder of this floor serves the functions of both the HPD and LCSO. Offices for each department are located on this floor. Support spaces include public records storage, evidence storage and interview rooms.

Kitchen

The current kitchen is located on the upper level and is too small for the number of inmates and number of meals to be distributed. Additionally, it is not up to current health codes. The Kitchen lacks the ability to adequately prepare enough meals to accommodate the current inmate population. Due to these issues, meals are prepared at the State of Montana Penitentiary by Department of Corrections inmates, flash frozen and sent to the Lewis & Clark County Detention Center. Meals are served by the Trustees. The current location of the kitchen within the facility does not allow for ease of deliveries.



The new **Kitchen** is now located on the main floor but will not be able to support the increase in population and will still require Lewis & Clark County to provide meals from the Department of Corrections.



Existing Main Level Floor Plan

Main Level Renovation/Modifications

Public access to the facility will remain off of the Breckenridge Street entrance. Upon entering the LEC, visitors are welcomed by a **Public Coordinator** in an enclosed office. This position will direct and provide access to the visiting public for entry to visitation (main and upper levels) and the Civil Records. The existing restrooms will remain for public use.

A **Public Visitation** room will be located between the Public Lobby and the secure perimeter of the jail. This visitation room provides four (4) seats for family members to meet with detainees via the use of a handset.

A separate **Attorney Visitation** room is also provided so that confidential discussion and passing of papers may be initiated. This is a non-contact visitation room.

The **Public Records** office is located at the end of the corridor and allows access via a secure window for individuals wishing to view their records. This room stores all records of all individuals previously held in the LEC.

Support spaces for the Detention Center include an office each for the **Jail Lieutenant** and **Jail Captain** (no work in these two offices are required), a shared **Open Office** for detention staff and **Break/Copy** room.

The renovated detention level now includes a new Kitchen, Special Needs cells, Direct Male supervision pod, two program rooms, medical room and kitchen. All areas within the new detention space are visible to the **Open Control Station**.

Detention Capacity of the Main Level

As noted, the Main Level of the Existing Law Enforcement Center will provide two options for Lewis & Clark County to incarcerate individuals: Direct and Indirect supervision. The Indirect supervision pods will be located on the west side of the facility while the Direct Supervision pod will be placed on the southeast side of the facility.

Indirect Supervision consists of five total pods maximum of 11 cells. Due to the height restrictions associated with the existing construction type, there is not an opportunity to incorporate a second level. Four (4) pods have two cells each and the fifth pod contains three (3) cells. This unit is designed as Special Needs cells. Since these are classified as such, the suggested number of this indirect supervision pod is 11. Should like individuals be able to be classified and with the installation of bunks in each pod, the maximum number of individuals in this unit may be increased to 22.

The construction type of these cells will be CMU and closely resemble the layout of the pods directly above in the upper level female pod area. Showers will be in the shared common space of each pod with a toilet/sink combo in each cell.

The **Direct Supervision** pod will house, at maximum, 52 male low-risk detainees in a dorm style atmosphere. Built-in double bunks and detention tables will be installed to serve the occupants. Five (5) showers, five (5) toilets and two (2) long sinks are provided and will be supported by half height CMU wall construction. One program room is directly associated with this pod. A supervisor desk is located in the northwest corner of the pod with visual access available to the entire pod.

The design team will leave all existing ceiling conduit in place above a newly installed security detention ceiling system. Detention lighting is installed in the new security detention ceiling system.

Modifications to the exterior envelope of the existing LEC will be necessary to maintain a secure perimeter. Existing windows within the newly created detention areas will be replaced to allow 3 SF/detainee while maintaining the requirements for security.

Main Level Renovations by Materials/Work by Category

For this Feasibility Study, there will be MAJOR renovations to this level for the relocation/demolition of walls on this floor. The changes are as follows:

- i. **Floor Finishes** will be updated and existing finishes will be demolished. The new flooring will include;
 1. Public Coordinator office: Grind and polish existing concrete with a light grit for slip resistance.
 2. Public Restrooms, all Offices & Break/copy: No floor finish changes anticipated. Patching as/where required.
 3. Public Corridors: Existing vinyl composition tile (VCT) to remain.
 4. Medical, Records and all Sallyports: Grind and polish existing concrete with a light grit for slip resistance.
 5. Visitation(Public): Carpet tile with rubber base.
 6. Special Needs Housing Pods: VCT will be removed. Grind and polish existing concrete with a light grit for slip resistance.
 7. Direct Supervision Pod: VCT will be removed. Grind and polish existing concrete with a light grit for slip resistance.
 8. Program Rooms: Carpet tile
 9. Kitchen: Grind and polish existing concrete with a light grit for slip resistance.
 10. Stairs: No change in floor finishes anticipated.
 11. Storage & Mechanical: No floor finishes anticipated.
- ii. **Wall Finishes** will be updated. The new wall finishes will include:
 1. All Offices, Restrooms, Records, Visitation, Kitchen, Program Rooms and Medical: Paint all walls with low VOC paint.
 2. Corridors: Paint all walls with low VOC paint. Includes existing corridors.
 3. Special Needs and Direct Supervision Housing Pods: Paint all walls with block filler, primer and two coats of low VOC paint.
 4. South Stairs: Paint all walls with low VOC paint.
 5. Storage & Mechanical: No work in these areas.
- iii. **Ceiling Finishes** will be protected and left in place with minor modifications as follows;
 1. Acoustical Ceiling Tiles (ACT): Protect existing ceiling tiles and track systems in the offices and non-secure areas. Replace existing tiles that are damaged prior to or during construction.
 2. Security Ceiling: New detention ceiling system by Armstrong METALWORKS SecureLock Plus or approved equal in Special Needs

and Direct Supervision Housing Pods, Kitchen, Medical, Program Rooms and Visitation.

3. Gypsum ceilings: No work necessary where existing gypsum board ceilings remain.
4. Exposed structure: No work in rooms with exposed.
- iv. **Elevators** will be utilized as is with no work necessary.
- v. **Mechanical Systems** will be protected and left in place with minor modifications as necessary for security.
- vi. **Plumbing Systems** will be demolished and new provided per previous mechanical section.
- vii. **Fire Suppression** will be protected and modified with minor modifications as necessary for security.
- viii. **Electrical Systems** will be protected and left in place with minor modifications as necessary for security.
- ix. **IT/Data Systems** will be protected and left in place with minor modifications as necessary for security.

Refer to Renovation Plans in the Appendix for details.

Upper Level Existing Conditions

Public Spaces

The only public spaces on the upper level are a restroom and visitation room. There are currently two means for visitation with the inmates; video and non-contact. Three stations are available for public utilization and are located inside the Public Lobby and one station inside each Dayroom. In the non-contact visitation room, there is space for three (3) visits to happen at the same time. There is one designated place for a contact attorney visit for a secure interview room. Yet, this space is also shared with finger printing. If the room is in use, then visitation has to be arranged in an available room (such as the library) or in the corridor.



Activity Yard

The Activity Yard is centrally located and the roof is open to the outside with a security mesh covering. The openness creates issues of use during inclement weather and creates the need of snow removal within the yard. It also has created issues with contraband due to the close proximity of the adjacent street. Most of the yard is visible from the control room; however, there are portions that can only be viewed via camera.

Program/Library

The Program / Library is centrally located on the housing floor of the facility. It has plenty of shelving for books and is equipped to serve as the video arraignment room. There is only one room so there is no ability to have several classes going on at the same time limiting the amount of programs the jail can offer the inmates.



Booking / Holding

The Booking area of the existing facility is small in size and not able to adequately handle large volumes of Bookings. There is currently a small desk with not a lot of work room that can only handle one booking at a time.

There are (2) small holding cells and (1) Suicide watch cell which are well below Lewis and Clark County's current needs. A separate room is provided for Dress-in/out and a fingerprinting room. The Inmate Property room is full and bags are hung in the hallway and are not secured. There is not secure storage for jail records and the security monitors are readily available for incoming inmates to see.





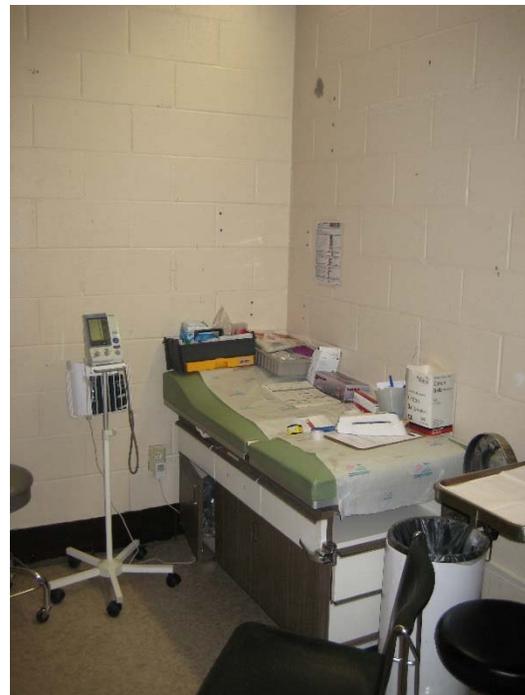
Holding Cell



Personal Property Storage

Medical

The facility has (1) room designated for a nurse's office / medical exam room. The equipment is inadequate and antiquated with very little storage available. The exam tables themselves are often used for storage (reference photo below). With no segregation cells provided; there is no way to isolate inmates with a contagious illness. The County currently contracts with SPECTRUM Medical for medical services. There is nursing coverage five days/week (approximately 40 hours) and mid-level availability (approximately 16 hours) throughout the week.



Dayrooms

The dayrooms are equipped with a detention grade table, inmate phone, kiosk for commissary/visits, a television and a shower. The space is sufficiently equipped and secure. Nine (9) showers have been recently renovated/retrofitted to address leaking issues. These upgrades have been completed at a cost of \$5,000 per shower.



Cells

The cells are equipped with a toilet, a sink, a detention grade desk/stool, a window to the outside and a bed. Some of the cells are bunk bed units. These have been added over time after the building was built. The cells are approximately 72 sf per cell and were originally designed for single occupancy. Seventy square feet (70 sf) total per cell must be provided if confinement exceeds 10 hours/day, otherwise 35 sf clear floor space is required. The cells meet both of these requirements. For double bunking, the cells must have 35 sf clear floor space if confinement exceeds 10 hour/day or 25 sf clear floor space if less than 10 hours. The cells meet the 25 sf clear requirement but not the 35 sf requirement meaning no inmates should be locked in their cell anytime other than night.

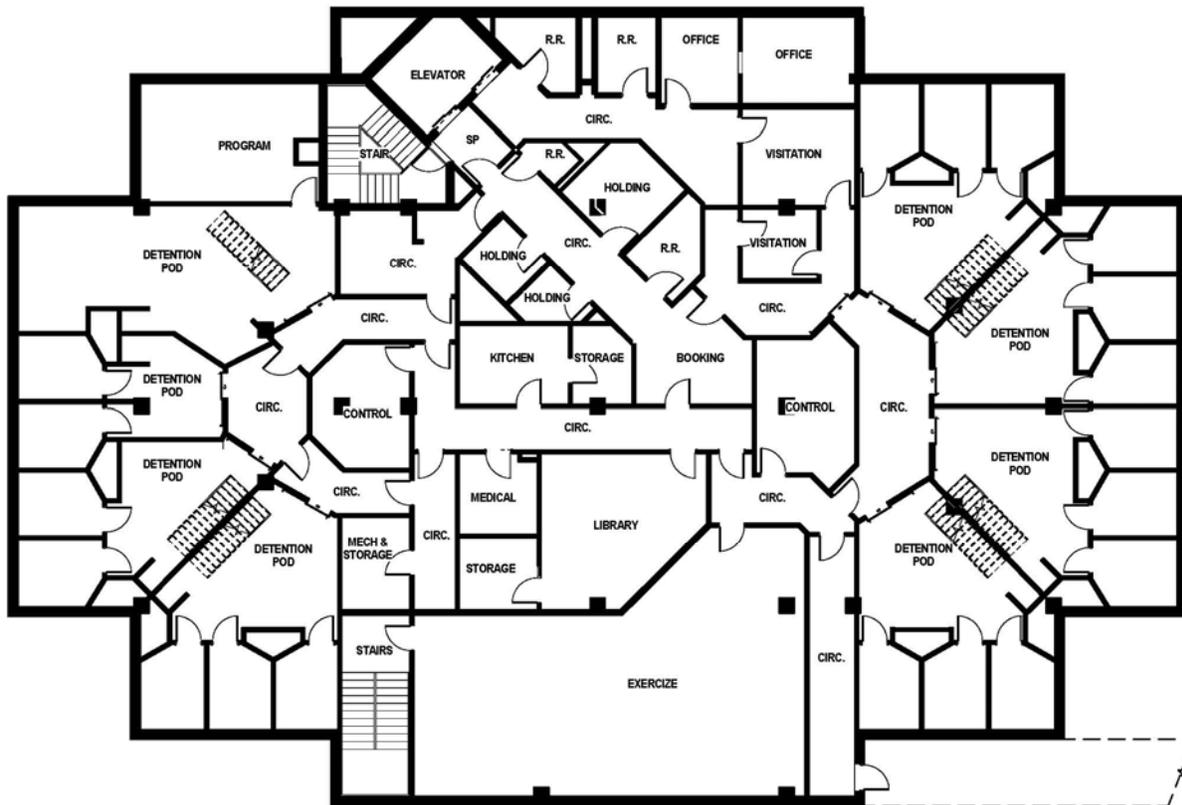


The Dayrooms were also sized for the cells to be single occupancy only and do not meet the minimum square footage if the cells were to be double bunked. The requirement is 35 sf/inmate and most dayrooms are about 140 sf short of meeting this requirement.

Control Room

There are two (2) elevated control rooms on the housing floor that have decent visibility of the pods and corridors. The physical size of the rooms are sufficient for the tasks performed within. The controls are antiquated and nowhere close to the technology of today. The main complaint about these is that there is no restroom in either and anytime the officer takes a break, someone has to relieve them.





Existing Upper Level (Jail) Floor Plan

Upper Level Renovation/Modifications

The renovated detention now includes a new Laundry, Direct Female supervision pod, Direct Male supervision pod, two program rooms, medical room and the existing Male and Female Indirect Supervision pods. The existing **Master and Housing control stations** remain in their current locations with the west end control being renovated to an open station.

A **Public Visitation** room (with public restroom that is existing) will be located between the Public Lobby and the secure perimeter of the jail. This visitation room provides four (4) seats for family members to meet with inmates via the use of a handset.

The **Activity Yard** is centrally located and the roof is open to the outside with a security mesh covering. Direct access from the main level Housing Pods to the Activity Yard is available via the south stair. This stair is accessed by staff as well and it is

recommended that a secure sallyport be created on all levels within the corridor to prevent any chance of escape. Most of the yard is visible from the control room; however, there are portions that can only be viewed via camera.

The **Program / Library** is centrally located on the housing floor of the facility. It has plenty of shelving for books and is equipped to serve as the video arraignment room. With only one room available, there is not the ability to have several classes going on at the same time limiting the amount of programs the jail can offer the inmates. This area may also be accessed by Open Housing Pod inmates via the south access stair. Adding another seventy inmates will create an even greater need to provide program space. There is not additional space within the LEC to do so.

Laundry will be centrally located on the upper level floor. Commercial grade washer and dryers will be provided to serve the larger capacity. There will be a header enclosing the back of the machines so that inmates will not have access to them. The detergent tanks for the washers will be stored in the chase space behind the washers. Open wire shelving units are to be provided within the Storage Room off the Laundry Room for storage of inmate uniforms and linens. Solid surface counters with upper and lower storage cabinets are to be included in the project. A deep tub sink will also be provided.

The **Library** is located near the Direct Female Supervision pod. It will have shelving along the length of three walls for book storage and a location for cart to be stored and loaded. This room will be accessible by Trustees and Detention officers only.

The **Computer Room** is located near the Direct Male (16) pod with access from the main corridor to serve all populations on the floor. Direct visual access is available from Master Control. It will have stations along three walls for seven (7) computer stations total.

Detention Capacity of the Upper Level

The Upper Level of the Existing Law Enforcement Center will also provide two options for Lewis & Clark County to incarcerate individuals: Direct and Indirect supervision. This option is offered for both male and female on this floor. The Indirect supervision pods will be located on the west side of the facility for the female population while the male population is housed in its current two story level on the east side. Direct Supervision pods for both male and female are placed on the north side of the facility with public functions separating them.

Female Population

Indirect Supervision for the **female population** consists of three two-story pods with 12 cells for a maximum capacity of 24. These cells are existing and little work will be necessary for this renovation.

Direct Supervision for the **female population** is provided for 22 females and located in the northwest corner. Built-in double bunks and detention tables will be installed to serve the occupants. Two (2) showers, three (3) toilets and one (1) long sink is provided and will be supported by half height CMU wall construction. One program room is directly associated with this pod. A supervisor desk is located in the southwest corner of the pod with visual access available to the entire pod.

Male Population

Indirect Supervision for the **male population** consists of four two-story pods with 24 cells total for a maximum capacity of 48. However, the upper level cells are not bunked so capacity on this side is 36. These cells are existing and little work will be necessary for this renovation.

The **Direct Supervision** pod will house 16 male low-risk detainees in a dorm style atmosphere. Built-in double bunks and detention tables will be installed to serve the occupants. Two (2) showers, two (2) toilets and one (1) long sink is provided and will be supported by half height CMU wall construction. A supervisor desk is located on the south side of the pod with visual access available to the entire pod.

The design team will leave all existing ceiling conduit in place above a newly installed security detention ceiling system. Detention lighting is installed in the new security detention ceiling system.

Upper Level Renovations Materials/Work by Category

For this Feasibility Study, there will be minor renovations to this level for the Relocation / demolition of walls on this floor. The changes are as follows:

- i. **Floor Finishes** will be updated and existing finishes will be demolished. The new flooring will include;
 1. Corridors: VCT will be removed. Grind and polish existing concrete with a light grit for slip resistance.
 2. Indirect Housing Pods: No work necessary.
 3. Male Direct Housing Pod: VCT will be removed where located at former office locations. Grind and polish existing concrete with a light grit for slip resistance.
 4. Medical and Laundry (former Kitchen): VCT will be removed. Grind and polish existing concrete with a light grit for slip resistance.
 5. Public Lobby, Visitation, Program/Court and Computer Lab: Carpet tile (with rubber base at gypsum board walls).
 6. Stairs: No change in floor finishes anticipated.
 7. Storage & Mechanical: No floor finishes anticipated.
- ii. **Wall Finishes** will be updated. The new wall finishes will include:
 1. Corridors: Paint all walls with low VOC paint. Includes existing corridors.
 2. Restrooms, Visitation, Laundry, Program Rooms/Computer Lab and Medical: Paint all walls with low VOC paint
 3. Housing Pods: Paint all walls with block filler, primer and two coats of low VOC paint.
 4. South Stairs: Paint all walls with low VOC paint.
 5. Storage & Mechanical: No work in these areas.
- iii. **Ceiling Finishes** will be protected and left in place with minor modifications as follows;
 1. Acoustical Ceiling Tiles (ACT): Protect existing ceiling tiles and track systems in the offices and non-secure areas. Replace existing tiles that are damaged prior to or during construction.
 2. Security Ceiling: New detention ceiling system by Armstrong METALWORKS SecureLock Plus or approved equal in Direct Supervision Housing Pod.
 3. Gypsum ceilings: No work necessary where existing gypsum board ceilings remain.
 4. Exposed structure: No work in rooms with exposed.
- iv. **Elevators** will be utilized as is with no work necessary.
- v. **Mechanical Systems** will be protected and left in place with minor modifications as necessary for security.
- vi. **Plumbing Systems** will be demolished and new provided per previous mechanical section.

- vii. **Fire Suppression** will be protected and modified with minor modifications as necessary for security.
- viii. **Electrical Systems** will be protected and left in place with minor modifications as necessary for security.
- ix. **IT/Data Systems** will be protected and left in place with minor modifications as necessary for security.

Refer to Renovation Plans in the Appendix for details.

Miscellaneous Building Concerns

Mechanical Floor Renovations

The mechanical floor will remain with minimal renovations except those needed to update the mechanical systems, fire suppression systems and electrical systems in the rest of the building.

Structural System Renovations and Requirements

Observed Structural System

Based on our limited visual observation and the original structural drawings, the existing structural system for the Detention Facility consists of the following:

The foundation system consists of reinforced concrete basement walls and piers on reinforced continuous concrete strip footings and reinforced concrete pad footings. Interior concrete columns bear on reinforced concrete pad footings.

The exterior bearing walls of the structure consist of reinforced CMU walls with brick veneer.

The floor framing system for the first floor level (above) consists of a reinforced concrete slab supported on reinforced concrete beams. These beams are supported by reinforced concrete columns at the interior and concrete piers and concrete columns near the exterior perimeter. This system creates a fully enclosed and secure concrete structure.

The roof framing system for the structure consists of light gage metal roof joists supported by steel wide flange beams and CMU exterior walls. The light gage metal roof joists are sheathed with wood sheathing.

The basement level has a combination of steel framed gypsum and reinforced CMU masonry partition walls. Based on our limited observation, these walls appear to be non-load bearing and also do not contribute to the lateral force resisting system of the structure.

The lateral force resisting system of the structure appears to consist of a combination of reinforced CMU exterior shear walls and concrete basement shear walls. The connections of the concrete beams and concrete columns may offer some lateral support but we cannot confirm that at this time.

Square Foot Requirements

Each inmate is entitled to and required to have 35 sf clear floor space if confinement exceeds 10 hour/day or 25 sf clear floor space if less than 10 hours. With 50 inmates in this area, the minimum amount of square footage required is 1,750 sf. The new Open Housing Pod provides 2,400 sf of floor area (including bunks and tables) but does not include the shower and toilet facilities.

ADA Compliance

The new Open Housing Pod and Special Needs pods will provide ADA compliance to best extent possible. While dedicated wheelchair access may not meet classification standards (because of the wheelchair and its potential use as a weapon) lavatories, toilets, grab bars and showers will meet ADA requirements.

Cost Issues

One of the largest recently growing issues with the current Lewis & Clark County Jail is the need to board out inmates to other Counties. Until Fiscal Year 2011, the County did not need to pay out any money to other jurisdictions in order to board out inmates. During the 2012 and 2013 year they paid just \$2,070 and \$27,240, respectively. In 2014 this number jumped to \$194,650 and again in 2015 to \$232,746. With the steady increase in the volume of inmates, this number will only increase over time.

Outside Boarding Costs

	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009
TOTALS	\$232,746.50	\$194,649.90	\$27,240.00	\$2,070.00	\$0.00	\$0.00	\$0.00

As such, additional space within the basement of the Law Enforcement Center is being targeted as an Open Housing Pod to house fifty (50) additional low or minimum risk detainees.

Anticipated Inmate Population

Inmate Population and Classifications

The proposed Open Housing Pod would be a 52 low/minimum risk male adult detention facility on the main level with 16 males and 22 females, also low/minimum risk, on the upper level. These pods could serve as an indirect or direct supervision model. This capacity includes an officer station in each direct supervision model.

Inmate Housing General System Requirements

Inmate Housing is to be divided into the following categories:

- i. Water to the toilet and lavatory in the cells is to be controlled by Master Control.
- ii. Water to the showers will also be controlled by Master Control. They will be on a normally closed solenoid and be turned on only when it is the allowed time for showers.
- iii. Sanitary sewer lines exiting the toilets in the cells will be equipped with a pinned cleanout immediately outside the cell. This will catch a majority of the items flushed down the toilet that are not supposed to be
- iv. A catch basin for a future sewage grinder will be installed outside the building.
- v. Thermostats for the inmate areas will be controlled from Master Control
- vi. A smoke exhaust system will be in place to evacuate smoke in the case of a fire.
- vii. Fixtures within the secure perimeter and within reach of the inmates will be secure grade. Fixtures outside the secure perimeter and out of reach of inmates (10'+), will be non-secure grade.
- viii. Lighting will be by LED with nightlight function and be controlled from the touchscreen panel inside Central Control.
- ix. Dayroom lighting will also be controlled from Central Control and have a few fixtures designated as nightlights.
- x. Motion censored lighting with night lights will be utilized to maximize energy efficiency.

Security & Surveillance Systems

- i. All doors within the secure perimeter that require operation for inmate movement will be controlled from inside Central Control. At each door will be an intercom so that inmate/officer can call in to control for permission to have the door unlocked. Once the intercom is pressed, the camera associated with the door will come up on the call-up monitor showing the Central Control officer who is at the door.

- ii. Along with the intercoms at the doors, paging speakers will be provided in the Dayroom, so that general announcements can be made by the staff.
- iii. Cameras will be provided throughout the Dayroom to provide coverage of all areas within the secure perimeter of the facility. These will be monitored from Central Control.
- iv. Card access doors will be limited to doors outside the secure perimeter.
- v. Conduit and back box will be provided for the installation of an inmate phone system.
- vi. Conduit and back box will be provided for the installation of inmate kiosk that will be used for visitation, video arraignment, TeleMed and law. These will be located in the Dayroom.

Plumbing/Fire Protection Systems

- i. **Sanitary Waste System**
 - 1. All sanitary wastes from plumbing fixtures and equipment will be collected and drained by gravity to the exterior building sewer.
 - 2. Sanitary waste and vent piping will consist of no-hub cast iron soil pipe and fittings. Piping below grade and outside the building will be PVC.
- ii. **Plumbing Fixtures**
 - 1. Fixtures in the housing pod will be stainless steel fixtures. Anti-flood feature will be provided with each flush valve.
 - 2. All showers for inmate use will be pushbutton type, stainless steel showers with front access.
 - 3. County maintenance staff prefers touch controls on detention plumbing fixtures in lieu of push button.
- iii. **Drains**
 - 1. Floor drains will be located adjacent to the showers to catch run off/drying area water.
- iv. **Fire Protection**
 - 1. A wet automatic sprinkler system serves the entire building. Within the housing pod a zoned preaction sprinkler system with pressure monitoring shall be provided to minimize flooding of the housing pod and allow for quicker maintenance staff response to a possible sprinkler discharge.
 - 2. Piping will consist of black steel pipe with threaded cast iron and grooved type couplings for wet sprinklers and galvanized piping for pre-action systems. Sprinkler heads will be security type in the housing pod where inmates will exist.
 - 3. County maintenance staff prefers Nightraven sprinkler heads.

Heating, Ventilating and Air Conditioning Systems

The restroom/shower area will be exhausted per the requirements of the 2012 International Mechanical Code.

i. Duct systems

1. The supply air ductwork system will be externally insulated. No lining will be used in the supply air stream.
2. The return and exhaust air ductwork system will be internally lined were necessary for acoustics only.
3. All transfer ducts will be lined for acoustics.
4. All ductwork larger than 8"x8" penetrating security walls will be provided with security bars. Where ductwork exists the building in either horizontal or vertical planes, security bars will be placed.

ii. Air Inlets and Outlets

1. The housing pod will have medium/maximum security grilles.
2. Where security grilles are located in potentially wet areas, such as the shower, grilles will be specified to be stainless steel construction.
3. Distribution approach to match the current law enforcement center facility which has supply air high and return/exhaust low behind the plumbing fixture. Any low supply or return grilles in cells will require the bottom of the duct collar to be slanted toward the floor. Liquids will drain toward the floor when inmates urinate in the stainless steel grilles.

iii. Indoor Air Quality

To summarize, all air handling systems will incorporate the following Indoor Air Quality features.

1. Ventilation (outdoor air) quantities will follow the recommendations of ASHRAE 62.1-2010.
2. Ductwork will be constructed of sheet metal and will not be lined, except where necessary for acoustical purposes.
3. Ductwork is specified to be covered during construction.

Security Electronics

i. Card Access System:

1. A card access system to tie into the existing system will be provided to allow staff movement through lesser security doors and within the non-detention areas of the building. This also reduces the activity at central control and allows them to perform more critical security functions. The card access system would not be used for entering or exiting the jail perimeter, although there will be some non-jail areas

outside the secure perimeter that would allow staff to enter and exit such as the storage and mechanical areas.

ii. **Door Movement Intercom:**

1. Intercom stations for door control and cell/holding communication will be tied into the existing and should be constructed to sustain the long term abuse placed upon them. A means must be provided for the protection of the speaker to insure its operation. The assembly should be constructed of heavy gauge material such as 11 gauge brushed stainless steel. Cross baffles should be provided to protect the speaker from projectiles and fluids. The call button should be of metal material and flush with the plate. The use of cast horn type speakers is not recommended as the audibility of these is poor.
2. It is recommended to install a handset intercom station in indirect supervision housing pods so that inmates can have a confidential conversation with the officer station.
3. Intercom stations can be wall mounted in their own back box or within the detention door frame. Coordinate with the County for their requirements or recommendations.
4. Wall mounted stations in occupied inmate areas will be security caulked all around, this is especially true of block constructed walls where a truly flat surface is difficult to achieve. Inmate cells and holding rooms should have all frames, escutcheons and cover plates security caulked.

iii. **Video Surveillance System:**

1. Cameras will be recorded 24/7 to an IP-based Ethernet video server and network recorder. This system can be interfaced to the Counties local area network for access to live and recorded video to designated PC location with the video network software installed. Cameras will be fed with Cat. 6 data communications cable to a copper patch panel.
2. A Video Surveillance System (VSS) that ties into the existing system and provides the best means to increase staff efficiency improve security and reduce inmate aggressive behavior is required.
3. The following is a list of VSS requirements that should be considered for the Open Housing Pod:
 - a. Cameras should be IP-based and controlled and recorded by an Ethernet-based server/switching system. Cameras can be feed from Ethernet switches using POE (Power over Ethernet) cabling.

- b. All cameras should be color and megapixel or HD.
- c. Cameras located where the main purpose is for verification of a door control request via an intercom call will be controlled for viewing to a dedicated monitor or monitors depending upon whether there are one or two cameras viewing the door. This reduces the overall monitor quantity.
- d. Camera monitors will use quad split and multi-view monitors cameras on a single monitor or several monitors. Sequencing is also an option but should only be considered for less critical camera locations. There may be certain camera locations, depending upon the nature of their view that could be viewed at more than one monitor location.
- e. On screen identification of each camera position is recommended. Each camera scene should include a physical descriptive line, date and time. This must also be provided on the digital video recording system for any potential litigation.
- f. Intercom call-up monitor/s should be located at hands-on control level for improved viewing by the operator. Monitors are recommended to be 27" for quad split and 42" for multi-view and overall surveillance. Generally, the quantity of cameras to be viewed on a monitor will depend on the security importance of the camera.
- g. Controls will be microprocessor based, software driven with camera select and pan-tilt-zoom controls via a single joystick operation. Monitors must be situated to provide the operator easy viewing access while maintaining other functions within the operators control. Depending on the camera quantity and functions, this may be a dedicated staff position.
- h. Cameras should be considered where the possibility of an altercation between inmates and staff and between inmates and each other may present itself. Usually a camera noticed will be a deterrent to any unacceptable activity. The camera may also capture, via digital video recording, any misconduct which could be used to justify disciplinary action. Cameras designed to be covert are most effective since the occupants of the area cannot determine the camera position. Cameras with smoked domes work well in these locations, however, do not hold up well to direct attack.
- i. Since these camera housings will be accessible to the inmates, they will be selected based upon their location and application. Standard covert dome type cameras are

recommended for most locations with higher security housings for camera locations accessible to inmates.

iv. **Network Video Recording (NVR):**

1. An NVR system to tie into the existing system is strongly recommended. This system is peripheral to the video control equipment that operates the jail. These systems will provide the County's accountability by recording all camera activity within the facility. Should an altercation or dispute occur which is in view of a camera, the County will have some evidence for potential disciplinary action.

v. **Duress Alarm:**

1. Wireless duress alarms provide mobile staff with the ability to alert Central Control to an individual requiring assistance. These systems consist of a body mounted transmitter, either belt worn or neck lanyard and a receiver mounted in the area of coverage. There are three main technologies used, infrared, radio frequency and ultrasonic. Infrared requires a line of sight from the transmitter to the receiver and therefore does not work well in the jail environment. Both radio frequency and ultrasonic do not require line of sight. Radio frequency can penetrate walls and structures which can create alarms in several adjacent zones where receivers are located. This is not desirable in jails where seconds can mean the difference between aggressive behavior and an altercation. Ultrasonic does not penetrate walls or structures and does not require line of sight which makes this technology more ideal for the jail environment. However, none of these technologies are perfect and even under the most ideal installations, weak spots may exist. In the commissioning of these systems, staff must be made aware of these weak spots.
2. It is recommended that wireless duress alarms be provided in the Open Housing Pod as these are the most likely locations for an attack on an officer. Note that locating this system throughout the entire facility is a costly option that may not have a good return on investment especially if it is the intent of the facility to also carry radios with man down features.

vi. **Other Considerations:**

1. The following items are included to address other non-security electronics, physical issues that when combined with these systems, enhances the security as a whole.
2. Light Fixture Construction:

- a. Consideration must be given to the light fixture construction according to the degree of vulnerability to attack at its given location. In addition, bidding documents must clearly describe or detail the mounting of these fixtures to ensure a secure installation. The majority of fixture vandalism can be attributed to poor installation resulting in its entire removal from its mounting rather than the destruction of the fixture itself.
 - b. The following fixture construction is recommended:
 - i. Minimum Security - 16-gauge steel with 0.187" high impact acrylic lens. These are generally fixtures located in areas where inmates may have access to them without supervision. There are many locations in the minimum security environment where standard vandal proof type fixtures can be used which is more cost effective.
3. There are varied preferences to the use of Lexan versus tempered glass. Lexan can be melted with an open flame distorting the lensing and emitting toxic vapors. Clear tempered glass can be shattered if the lens retention system within the fixture does not provide an even pressure across the pane of glass. When properly installed with even pressure, it is difficult to shatter. Lexan is easier to replace and more readily available for replacement. It can be purchased by the maintenance staff and field cut to fit. Tempered glass is more difficult to replace; it must be purchased to fit because tempered glass requires heat treating after it is cut to size. With either lens, it is recommended that spare lenses be specified to be provided by the manufacturer of the light fixtures.
4. Areas accessible to inmates under direct supervision should have their door frames secured with tamperproof screws to protect access to the lamps. They should also be specified with high impact DR acrylic lensing. Fluorescent lamps with a broken end can make lethal weapons.
- vii. **Security Fasteners:**
 1. All exposed fasteners must be security type. To ensure compatibility between various contractors, architectural specification (usually 11190) should specify the type to be utilized and parameters for locations on the project and all other divisions of contract should refer to that section. This will eliminate multiple types being provided and the tools required to service them.
 2. Torxhead with center pin is recommended.

Staffing Analysis

Standards to Consider

Regulatory Standards

There are two sets of regulatory standards that provide guidance for the staffing of a detention facility. Those standards are provided by the Prison Rape Elimination Act of 2003 (945 USC 15601) and the American Corrections Association. In addition to those standards, officials can gain insight as to the court's position on staffing by reviewing applicable case law.

ACA Standards

The American Corrections Association uses their standard 4-ALDF-2A-14 as a performance based standard and 1-CORE-2A-09 as a minimum standard for meeting acceptable criteria for staffing. A recent U.S. Appeals Court decision (Cody v. Hillard) concluded that the ACA standards can be used to determine constitutional requirements.

The Core Standard for staffing is as follows:

Sufficient Staff

1-CORE-2A-09 (Ref. 4-ALDF-2A-14)

Sufficient staff, including a designated supervisor, are provided at all times to perform functions relating to staff safety and the security, custody, and supervision of inmates as needed to operate the facility in conformance with the standards.

This standard requires a designated supervisor "at all times" along with a sufficient amount of correctional staff. Industry standard provides for 3 levels of supervision with at least one level being constant. The sufficient number of staff can be determined based on the philosophy of operation and the programs provided.

The ACA standard 3-ALDF-1C-03 provides some guidance in determining this number by stating the following:

Staffing Requirements

3-ALDF-1C-03

Staffing requirements for all categories of personnel are determined on an ongoing basis to ensure that inmates have access to staff, programs, and services. Staffing requirements should be determined on more than inmate population figures and should include review of staffing needs for health care, academic, vocational, recreation, library, and religious programs and services. Workload ratios reflect such factors as goals, legal requirements, character, and needs of the inmates supervised, and other duties required of staff. Workloads

should be sufficiently low to provide access to staff and effective services.

A staffing plan for the Lewis & Clark County Adult Detention Facility should consider all of these factors and provide staffing and supervision at a sufficient level to meet the security and program objectives.

PREA Standards

The Prison Rape Elimination Act of 2003 (945 USC 15601) also known as PREA provided for a commission to develop standards to be adopted by the U.S. Attorney General to detect, prevent, and respond to rapes that take place in prisons and other detention facilities. Standard § 115.13 of this act addresses staffing and sets forth the following provisions:

§ 115.13 Supervision and monitoring.

- (a) The agency shall ensure that each facility it operates shall develop, document, and make its best efforts to comply on a regular basis with a staffing plan that provides for adequate levels of staffing, and, where applicable, video monitoring, to protect inmates against sexual abuse. In calculating adequate staffing levels and determining the need for video monitoring, facilities shall take into consideration:
 - (1) Generally accepted detention and correctional practices;
 - (2) Any judicial findings of inadequacy;
 - (3) Any findings of inadequacy from Federal investigative agencies;
 - (4) Any findings of inadequacy from internal or external oversight bodies;
 - (5) All components of the facility's physical plant (including "blind-spots" or areas where staff or inmates may be isolated);
 - (6) The composition of the inmate population;
 - (7) The number and placement of supervisory staff;
 - (8) Institution programs occurring on a particular shift;
 - (9) Any applicable State or local laws, regulations, or standards;
 - (10) The prevalence of substantiated and unsubstantiated incidents of sexual abuse; and
 - (11) Any other relevant factors.
- (b) In circumstances where the staffing plan is not complied with, the facility shall document and justify all deviations from the plan.
- (c) Whenever necessary, but no less frequently than once each year, for each facility the agency operates, in consultation with the PREA coordinator required by § 115.11, the agency shall assess, determine, and document whether adjustments are needed to:
 - (1) The staffing plan established pursuant to paragraph (a) of this section;
 - (2) The facility's deployment of video monitoring systems and other monitoring technologies; and
 - (3) The resources the facility has available to commit to ensure adherence to the staffing plan.

- (d) Each agency operating a facility shall implement a policy and practice of having intermediate-level or higher-level supervisors conduct and document unannounced rounds to identify and deter staff sexual abuse and sexual harassment. Such policy and practice shall be implemented for night shifts as well as day shifts. Each agency shall have a policy to prohibit staff from alerting other staff members that these supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility.

This standard also requires "adequate" staffing along with supervision of staff to ensure compliance. The main focus of this standard is to provide enough security to be able to respond to sexual assaults with adequate numbers of staff in a timely manner and to provide adequate supervision to ensure that inappropriate relationships do not develop between staff and inmates.

Court Cases

There have been numerous court cases that address the issue of staffing. The holdings of key court decisions that address staffing may be summarized as follows:

Staff must be provided

- To protect prisoners (from themselves and from other prisoners);
- To make regular visits to prisoner-occupied areas and to maintain communication with prisoners;
- To respond to prisoner calls for assistance;
- To classify and separate prisoners;
- To ensure the safety of prisoners at all times;
- To maintain security;
- To process and supervise female prisoners;
- To operate electronic surveillance;
- To ensure that all required prisoner activities, services, and programs are delivered (medical, exercise, visits, etc.).

Courts have frequently found jail administrators and elected officials liable for incidents that have resulted from inadequate staffing. Costly damage awards have often been levied when staff and officials are found negligent in selecting, retaining, assigning, and supervising staff.

Applicability of Standards

An analysis of the standards set forth in the previous section would indicate a need to apply the following principles to a staffing plan for the Lewis & Clark County Jail project.

1. A certain amount of posts must be designated to accommodate the need for 24-hour supervision of inmates.
2. There must be female officers to supervise female inmates.
3. Electronic surveillance can't be used as a substitute for personal staff supervision.

4. Staff must be placed where they can respond to an emergency in a timely manner

Identifying the 24-hour post

The National Institute of Corrections notes that in all staffing decisions, risk can override any other consideration about adding or removing staff. Staffing decision makers must base their post evaluations and recommendations on sound correctional principles that emphasize correctional agencies' mission to protect the public and to maintain safety and security for staff and inmates. It is imperative that the agency has a plan that orchestrates the proper placement and functioning of all security staff at all times so that no one gets hurt and no one escapes during facility operations, programs, and services.

The staffing plan for the Lewis & Clark County Detention Center will require the identification of a number of posts to provide for 24-hour supervision. Those 24 hour posts will be broken down into three different areas of responsibility. Consisting of:

1. Officers who patrol the facility and provide personal observation and supervision of the inmates;
2. Control room officers who provide constant video surveillance and operate the electronic components of the jail's security system; and
3. Booking officers who receive process arrestees and assist in the classification process.

Frequent Supervision

Because the jail officers have other duties in addition to the supervision of inmates and frequent rounds of the facility to ensure the facility's security, a sufficient number of officers must be provided to perform those tasks without impairing the officers' ability to perform the personal supervision of the inmates at the required frequency. To do so may require additional staff for certain times when the jail experiences a greater amount of activity. Such times would include:

- The activity that takes place during business hours;
- The passing of meals;
- The passing of medication;
- Visitation;
- Recreation;
- Going to court; and
- Any inmate movement.

Electronic Surveillance as a Substitute

To avoid the dilemma that takes place when staff is prone to rely on video surveillance as a substitute for personal observation, the staffing plan must consider the amount of personnel to replace the absence of staff due to both scheduled and unscheduled time off. Sufficient staff must be provided and the staffing plan must take into consideration a shift relief factor so as to

accommodate for the times when staffing would otherwise be insufficient due to holidays, vacation time, sick leave, or any other time off.

Calculating the Shift Relief Factor

The process of providing for coverage of the normal staff absence is referred to as the shift relief factor. While there are various ways to calculate the shift relief factor the method used in this analysis is the Net Annual Work Hours (NAWH) method. The method NAWH uses to calculate the number of hour’s staff is employed to work per year (e.g., 40 hours per week × 52.14 weeks per year) minus the average number of hours a staff person is unavailable to work per year. Because NAWH is based on hours it can be more precise yields a more accurate estimate of staff availability.

There are three basic steps in calculating shift relief factors using NAWH:

1. Calculate NAWH to determine the average number of hours staff are available to work per year.
2. Calculate the number of hours the post must be staffed per year.
3. Divide the number of hours the post must be staffed per year by the NAWH.

Staffing Calculations

In calculating the amount of personnel needed to fill each position it is important to determine the shift relief factor. This is done by taking into account the amount of time the average employee accrues for vacation, holidays, sick days, and any other benefits resulting in time off. The following table illustrates the shift relief factor for the positions at the proposed Lewis & Clark County Detention Center.

Staffing analysis

Employee Benefits (annual)	Annual Days	Hrs.
Vacation Days	15	120
Compensatory Time	5	40
Sick Leave	5	40
Training Time Off	10	80
Personal Days	1.5	12
<hr/>		
Annual Benefit in Days	36.5	292

Net Annual Work Hours

NAWH	2086	(365/7=weeks, weeks*40 =hours)
Shift Relief	292	Benefit hours not worked
<hr/>		
Hrs. Worked	1794	
	86%	% of total hours worked
Annual Work Days (8 Hour Equivalent)	260.71	
Additional Benefit Cost	14%	
Work Hrs. in 7 Day week	168	
Average work week	40	
Personnel for 40 hr. staffing	4.2	
Additional Benefit Cost	0.59	
<hr/>		
Staffing needed per 24 Hr. position	4.79	

This table demonstrates a need for 4.79 personnel to fill a position continuously (24/7).

Defining the Posts

To accommodate the need for continuous observation certain full time posts must be defined. Those posts are defined as follows:

- Shift Supervisor
- Security (Roving Officers)
- Master Control
- Direct Supervision Post
- Booking Officer
- Escort Officer

All corrections officers should be cross trained and be capable of performing all of the duties required to maintain a fully operational jail. Some of those duties are described herein.

The Booking Officer's duties include but are not limited to:

- Receiving arrestees

- Obtaining the required booking information
- Seeing to the appropriate classification and housing assignments
- Supervising inmates in the holding areas
- Maintaining the appropriate Booking records
- Dealing with the paperwork from the courts
- Performing the required tasks associated with bonding inmates
- Perform additional duties as assigned by the Administrator and the Sheriff.

The Detention/Roving Officer's duties include but are not limited to:

- Maintaining security in the detention area
- Supervising the inmates
- Making regular jail checks
- Receive all inmates assigned to his/her area.
- Maintain inmate property.
- Assist inmates in placing approved telephone calls.
- Supervise trustees.
- Supervise the feeding of inmates.
- Assist in jail searches.
- Collect and distribute inmate mail.
- Operate and inspect all security devices and assigned equipment.
- Compile requested reports.
- Report any unusual occurrences, activities or potential problem situations.
- Perform and document inmate head counts.
- Perform additional duties as assigned by the Administrator and the Sheriff.

The Control Room Officer's duties include but are not limited to:

- Maintaining constant video observation of the detention area
- Operate the electronic control devices that maintain jail security
- Control access to the secure area of the jail
- Maintain communication through both telephone and radio devices
- Make the proper notifications in the event of an emergency
- Perform additional duties as assigned by the Administrator and the Sheriff.

To comply with the applicable standards, it is recommended that the jail be staffed with **58** detention officers. Due to a schedule that is unique to each facility, posts can be filled with a combination of full and part time officers. Those post and shift breakdowns are shown in the following table:

Security/Custody Positions (24/7 Coverage)		
1	Shift Supervisor	4.8
2	Security (roving officers)	9.6
1	Master Control	4.8

2	Housing Control (main and upper)	9.6
3	Direct Supervision Post (main and upper levels)	14.4
2	Booking Officer	9.6
1	Escort Officer	4.8
<hr/>		57.6

The total number of personnel required for the facility operation is 58.

Costs

Renovation Costs

The estimate of probable cost of construction for renovations described within is **\$6,504,923.00**.

See attached breakdown of costs for details attached to this report.

Staffing

Recommended staffing and estimated cost for the project is indicated in the following table.

Projected Staffing Needs

Administrative Positions (40/week coverage)		Salary	Total Cost
1	Jail Captain	\$112,500.00	\$112,500.00
1	Jail Lieutenant	85,000.00	\$85,000.00
1	Accounting Technician	\$62,500.00	\$62,500.00
1	Public Coordinator	\$40,000.00	\$40,000.00
4			\$300,000.00
Program Staff (40/week coverage)		Salary	Total Cost
1	Program Coordinator	\$40,000.00	\$40,000.00
1			\$40,000.00
Support Staff (40/week coverage)		Salary	Total Cost
2	Sworn Deputies/Court Officers	\$92,000.00	\$184,000.00
2			\$184,000.00
Security/Custody Positions (24/7 Coverage)		Salary	Total Cost
1	Shift Supervisor	\$80,000.00	\$384,000.00
2	Security (roving officers)	\$67,000.00	\$643,200.00

1	Master Control	4.8	\$67,000.00	\$321,600.00
2	Housing Control	9.6	\$67,000.00	\$643,200.00
3	Direct Supervision Post	14.4	\$67,000.00	\$964,800.00
2	Booking Officer	9.6	\$67,000.00	\$643,200.00
1	Escort Officer	4.8	\$67,000.00	\$321,600.00
		58		\$3,921,600.00
Total Staff Needed		65	Total Cost	\$4,445,600.00

Existing:

Staff: 27.0
 Total Costs: \$1,169,344.44

New:

Staff: 65.0
 Total Costs: \$4,445,600.00

Difference:

Staff: **38.0 staff added**
 Total Costs: **\$3,276,255.56 increase in salaries**

Conclusion

With modifications described in this report, it is estimated that the complete renovation/conversion of the Law Enforcement Center to a fully functional Detention facility will provide, at minimum, 156 beds. Maximum bed count is estimated at 174. It is cautioned that, due to projected growth rates, this is a temporary “fix” for 10-15 years at best. This is that last resort to modify this facility for this capacity and need. Further, as originally planned, the Law Enforcement Center was slated to be converted to additional courtroom and office space for Lewis & Clark County. Should this still be the future long term plan, an extensive remodel and renovation will need to take place and it will be costly at that time.

As noted in the report, an **extensive remodel of the main level** will be necessary to securely house inmates at this location. This will include exterior envelope modifications to infill existing window systems in order to provide 3 square feet of natural light for the inmates per code. Additionally, there still remains many opportunities for **inmate on officer altercations** to develop within the elevators and stairwells due to the necessity of moving inmates between floors to court appointments or the activity yard.

However, given Lewis & Clark County’s desire to create additional diversion programming and targeted interventions to more appropriately respond to mental illness, we anticipate that this solution will provide the necessary inmate housing for the next 15 years. The limited expansion space requires that the programming portion of the operating levy has a direct and long term impact on the demand for pretrial incarceration space. Both the physical building and the programming must be continuously monitored and evaluated for the duration of the project in order to verify that the solution proposed here has been successful.

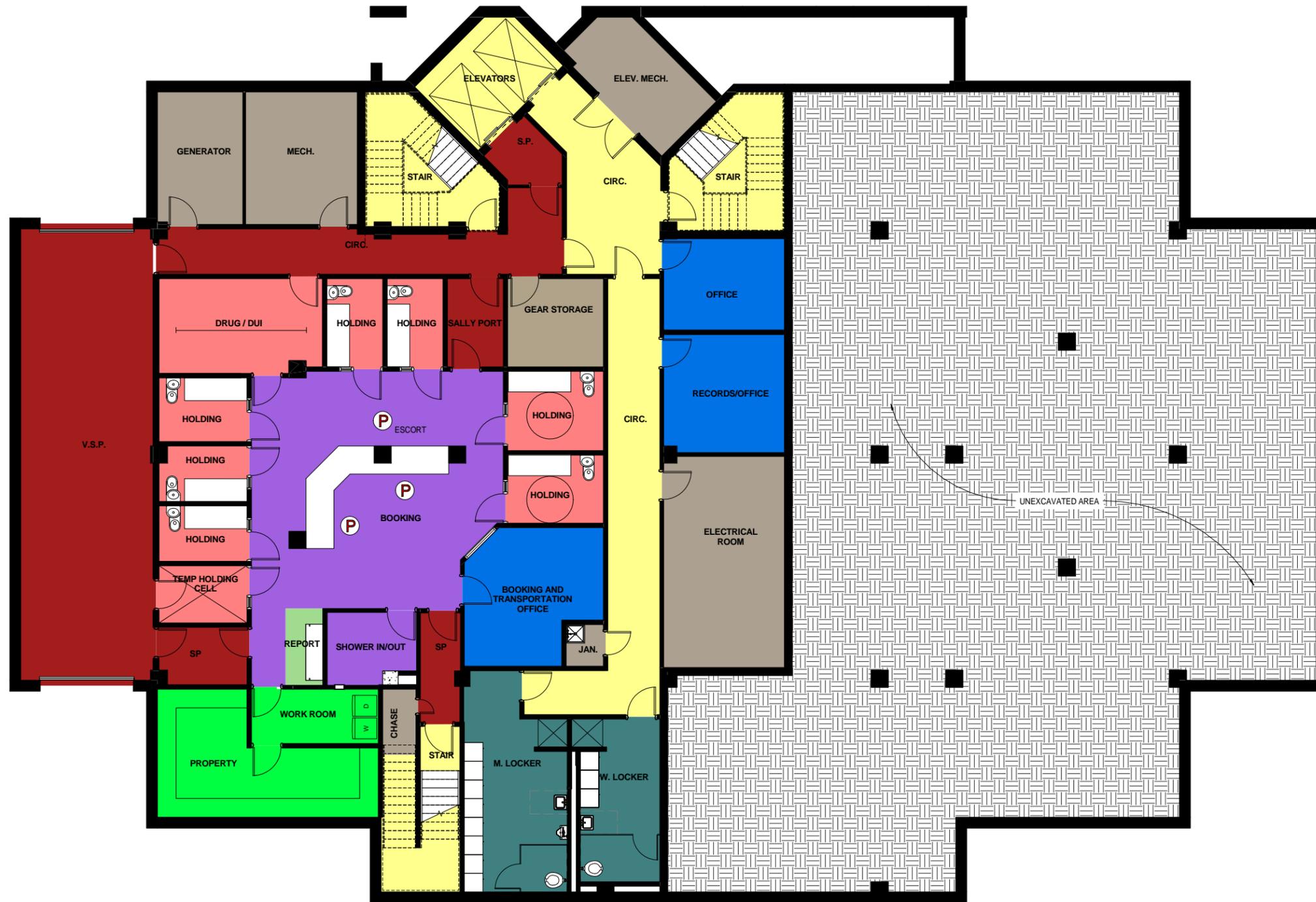
Appendix

Drawings

- Proposed Lower Level Floor Plan
- Proposed Main Level Floor Plan
- Proposed Upper Level Floor Plan

Cost Estimate

- Estimate of Probable Cost of Construction



1 PROPOSED LOWER LEVEL FLOOR PLAN
3/16" = 1'-0"

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LOWER LEVEL FLOOR PLAN
LEWIS AND CLARK COUNTY - FEASIBILITY STUDY - TASK ORDER 2
Helena, Montana

PRELIMINARY



1 PROPOSED MAIN LEVEL FLOOR PLAN
3/16" = 1'-0"

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MAIN LEVEL FLOOR PLAN
LEWIS AND CLARK COUNTY - FEASIBILITY STUDY - TASK ORDER 2
Helena, Montana

PRELIMINARY



1 PROPOSED UPPER LEVEL FLOOR PLAN
3/16" = 1'-0"

LEGEND	
	CURRENT BED COUNT
	NEW BED COUNT
BED COUNT CALCULATION	
FIRST FLOOR	
MINIMUM BED COUNT = 63	
*MAX BED COUNT = 74	
SECOND FLOOR	
MINIMUM BED COUNT = 93	
*MAX BED COUNT = 98	
BUILDING TOTALS	
MINIMUM BED COUNT = 156	
*MAX BED COUNT = 174	
*IF SPECIAL NEEDS ARE BUNKS.	

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UPPER LEVEL FLOOR PLAN
LEWIS AND CLARK COUNTY - FEASIBILITY STUDY - TASK ORDER 2
Helena, Montana

PRELIMINARY



107 W. Lawrence Street
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PRELIMINARY

Project No. : 16012
 Project Name : L&C County Detention Feasibility Study
 Date : August 1, 2016
 Area of Work : 18593

OPINION OF PROBABLE COST (RENOVATION TO THE EXISTING FACILITY)

(Note: This estimate is schematic in nature and is not intended to be a contractual budget amount. Line item costs provided are estimate is based on preliminary design. The information contained herein is only for use by the project owner. Actual cost may range between 10%-15% - plus or minus.)

Overview	Total	Cost/SF
Line Item Subtotal	\$ 4,277,635	\$ 230.07
General Conditions (10%)	\$ 427,764	\$ 23.01
Contractor Overhead and Profit (15%)	\$ 641,645	\$ 34.51
Construction Total	\$ 5,347,044	\$ 287.58
Permitting and Other Fees	\$ 35,000	\$ 1.88
Owner Contingency (10%)	\$ 534,704	\$ 28.76
Professional Design Services Estimate (11%)	\$ 588,175	\$ 31.63
Total Project Cost	\$ 6,504,923	\$349.86

Line Item Information						
Name	Description of Scope of Work	Unit	Amount	Cost per Unit	Total	Cost/SF
Ceiling Demolition	Demo the existing ceiling	SF	18,593	\$ 2.00	\$ 37,186	\$ 2.00
Wall Demolition	Existing wall demolition and prep for new construction	SF	15,753	\$ 3.25	\$ 51,197	\$ 2.75
Flooring Demolition	Demo the existing flooring	SF	18,593	\$ 1.25	\$ 23,241	\$ 1.25
Window Demolition	Demo the existing windows	EA	18	\$ 500.00	\$ 9,000	\$ 0.48
MEP Demolition	Demo of MEP and prep for new	EST	1	\$ 85,000.00	\$ 85,000	\$ 4.57
Asbestos Abatement	Allowance for abating asbestos	Allow	1	\$ 92,965.00	\$ 92,965	\$ 5.00
CMU Walls	New 6" CMU reinforced walls.	SF	13,128	\$ 11.00	\$ 144,408	\$ 7.77
Concrete Polishing	Concrete polishing for new finish	MSF	19	\$ 3,075.50	\$ 58,435	\$ 3.14
Block Filler	CMU block filler	SF	26,256	\$ 1.28	\$ 33,608	\$ 1.81
Painting	Paint CMU Wall	SF	26,256	\$ 0.87	\$ 22,843	\$ 1.23
Detention Ceiling	Basis of Design Armstrong SecureLock Plus	SF	13,680	\$ 34.00	\$ 465,120	\$ 25.02
Windows Interior	Visitor Windows	EA	17	\$ 5,055.01	\$ 85,935	\$ 4.62
Windows Exterior	New windows Detention	EA	33	\$ 2,690.44	\$ 88,785	\$ 4.78
Detention Doors	New Detention doors (Slider Security Door) (Assume Existing to Remain)	EA	7	\$ 7,447.51	\$ 52,133	\$ 2.80
Electrified Security Doors	Swing Security Doors	EA	64	\$ 6,927.50	\$ 443,360	\$ 23.85
Detention Lighting & Electrical	Detention rated lighting	SF	18,593	\$ 12.00	\$ 223,116	\$ 12.00
Restroom and Janitor	New restrooms and janitor closets	SF	160	\$ 250.00	\$ 40,000	\$ 2.15
Mechanical Renovations	Mechanical system updates	SF	18,593	\$ 25.00	\$ 464,825	\$ 25.00
Plumbing and fixtures	New detention plumbing fixtures and updated piping as needed	EA	46	\$ 6,000.00	\$ 276,000	\$ 14.84
Laundry	New Laundry Room	SF	241	\$ 250.00	\$ 60,250	\$ 3.24
Kitchen	New kitchen facility on the first floor	SF	220	\$ 350.00	\$ 77,000	\$ 4.14
Security systems	New security including locks and cameras (Entire Facility)	SF	29,204	\$ 12.00	\$ 350,448	\$ 18.85
Fire Suppression	Modifications to the Fire Suppressions	SF	18,593	\$ 3.00	\$ 55,779	\$ 3.00
FF&E	Furniture, Fixtures & Equipment	%	20%		\$ 648,127	\$ 34.86
Design Contingency	Design Contingency	%	10%		\$ 388,876	\$ 20.92
Line Item Subtotal					\$ 4,277,635	\$ 230.07



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