

ATTACHMENT B

Custer County Sheriff's Office and Detention Center
 Space Needs
 Justice Center Committee needs assessment group

Square Footages are an estimate and may need to be modified depending on building and mandated requirements.

Detention Facility	FTE	# of Spaces	SF of each space	SF Subtotal	Description/comments
Sally Port					
Current	-	0			Facility currently has no sally port or secure area for moving inmates.
Projected	-	1		400(?)	Capacity to park a transport van and safely maneuver around the vehicle to manage inmates in and out of the vehicle.

Booking area					
Current	-	1		200	Inadequate space that is a safety risk and to detention and office personnel. It is difficult to manage and does not allow safe movement of the prisoners.
Projected	-	1		400(?)	Proper booking facility will allow the safe management of arrestees until they are moved into a pod or cell.

Master Control					
Current	1			200	Current Master Control does not meet industry standards, does not offer the proper visibility, or functionality it should.
Projected	1			200	Room will provide management of all facilities by one person in the control room. Will meet NJS standards.

Holding Cells					
Current	-	0			No area for holding cells, arrestees are currently handcuffed to a bench in the advisement room regardless of their condition or behavior.
Projected	-	3		240	Holding cells are needed and are a standard practice. Two cells will be dedicated to adults @ 80 Sq feet each , with one for juveniles and or detoxification as needed 80 Sq feet. Meet NJS Standards

Dress in/out room					
Current	-	0			Currently use the restroom that is also used for conducting Urinalysis for Probation clients.

Projected	-	1		50	Room must be able to have two persons as one detention staff will dress in/out the inmate. No toilet or sink needed. Bench if possible.
Video Advisements					
Current	-	1			Area is used for booking, attorney client meetings, corridor to visiting room
Projected	-	1		70	Area designed for visitors to visit with inmates without face to face visits. Will reduce the amount of staff time and can generate funds.

Personal Property Room					
Current	-	0			Currently the personal property is stored in the advisement room that is also used for holding and attorney/client visits.
Projected	-	1		100	Room will allow the storage of inmate personal property with shelving and lockers that can be secured.

Intoxilyzer room					
Current	-	1		80	Current Intoxilyzer is stored in the same room as the fingerprint area
Projected	-	1		80	Should be located near the booking room and sally port for accessibility prior to a subject being placed into a holding cell. Law requires the individual be observed for 20 minutes prior to the test.

Laundry					
Current	-	1		52	Current laundry area is not easily accessible and in very poor condition. The flooring chipping away, the room has no ventilation or storage capacity.
Projected	-	1		140	A laundry facility that allows for the commercial processing of inmate clothing, towels, and bedding must be installed in a well ventilated and useable space.

Commercial Kitchen					
Current	-	1		95	Current kitchen does not meet safety standards and is not in compliance with the health codes of the state. Area is small and not useful
Projected	-	1		550(?)	Commercial kitchen that meets health and safety standards. Includes space for refrigeration, dry storage, freezers, etc. Meets building code requirements

Staff Restrooms					
Current	6	1		36	Current unisex restroom is used by guests and staff as needed.
Projected	9	1		36	Space should be for staff only for various reasons, security being the most important. Unisex.

Jail Administration Office					
Current	6	0			Currently the Detention Staff use the common area of the master control room to write reports, order products and conduct the day to day tasks.
Projected	9	1		100	Space would provide detention staff to work and plan in an environment where the inmates cannot constantly interrupt them. Also provides for the supervisor to meet with personnel when needed.

Lobby					
Current	-	1		140	Area meets minimal standards but does not have restroom facilities for visitors or the space to offer products and or material.
Projected	-	1		255(?)	Area would include visitor restrooms and allow space for staff to provide materials important to inmate visitors and operational requirements.

Storage Room					
Current	-	0			The entire facility lacks proper storage for any items.
Projected	-	1		400	Area would provide storage for the many items needed within the detention facility. Optimally, this is located close to the laundry room.

Visiting Room (Video)					
Current	-	1		50	Current room is through the booking/attorney/advisement room and is not easily accessible.
Projected	-	1		150(?)	Area where video visiting could be conducted to eliminate face to face visits and possibly allow for remote visiting. Meet NJS Standards

Janitor Closet					
Current	-	0			The current janitor/cleaning area is in the corridor to the laundry area. It is not ventilated, and the lighting is poor. No dedicated area.
Projected	-	1		35	Dedicated area with ventilation and storage for cleaning supplies and mop sink

Medical Evaluation/Triage					
Current	0	0			
Projected	1	1		110	Room where a nurse or medical professional can examine and evaluate inmates and conduct medical clearances/examinations.

Medical Storage and office					
Current	0	0			
Projected	1	1		100	This space would be used for an office space for a nurse and storage for medical supplies and medications.

Behavioral Health restraint room					
Current	-	0			
Projected	-	1		100	NJS compliant cell for housing inmates suffering from a mental health or behavioral crisis that will allow staff to monitor them without the fear of injury. Meet NJS Standards

Jail beds with ability for classification					
Current	-	12		420	6 cells in a single pod. No classification ability. No female beds. Does not meet NJS requirements. Poor air quality and rec facilities are minimal.
Projected	-	26		1850(?)	NJS compliant with ability to classify inmates. Housing for 6 females and 20 males including a pod for workers/trustees. Meet NJS Standards

Recreation Area					
Current	-	1		2400	Current facility does not have a buffer between the public and the yard in an outside setting. Staff are routinely discovering contraband in the yard prior to inmates being allowed outside. Family/friends attempt to contact inmates through the fence routinely. Requires a second staff member.
Projected	-	1		2400	An internal recreation area that is isolated from the outside eliminates contact from the public and allows staff to watch the inmates without having to go outside as well. Maximizes staffing. Meet NJS Standards

Programs Room					
Current	-	0			
Projected	-	1		240	Area would provide space for Religious observance, legal review, counseling, and allow agency to begin GED or similar programs.

Fingerprint area accessible for inmates and for citizens when providing this service.					
Current	-	1		80	Area is currently shared with the intoxilyzer and is in the corridor for employees to move between the property room and dispatch and the detention facility.
Projected	-	1		60	Fingerprint equipment should be located in a separate room that can be isolated from the booking/holding area/ and the general public access area to allow fingerprint services to the general public and also serve the booking process.

Mechanical Room					
Current	-	0			All mechanical equipment is located on the roof
Projected	-	1		240(?)	Room would facilitate mechanical equipment being located inside where the weather would have less impact on performance and lifespan.

Commissary Office					
Current	-	0			
Projected	-	1		80	Area for storage and processing commissary items

Existing Detention Facility Square Footage	
Projected Detention Facility Square Footage	8,390(?)
Estimated Circulation Factor	45%(?)
Projected Detention Facility Total Square Footage	12,165

Sheriff's Office	FTE	# of Spaces	SF of each space	SF Subtotal	Description/comments
Foyer/Lobby					
Current	-	1		140	Lobby is sufficient in current location, no restrooms for the public.
Projected	-	1		200	Area for visitors to enter and access a video visitation room. Will require public restrooms, gender specific. Counter will allow interaction with the receptionist.

Reception Area/Records					
Current	-	1		144	Space for one records manager and receptionist.
Projected	-	1		200	Area would allow space to add a second employee and a lockable room for records storage.

Interview Room					
Current	-	0			
Projected	-	1		100	Interview room will be used for juveniles, adults, suspects, and victims. Meet industry Standards.

Locker Room					
Current	25	0			
Projected	28	1		400	Locker room could be unisex with gender specific restrooms and showers. Locker would provide an area for employees to keep personal items and uniform equipment.

Offices					
Current	4	2		282	Sheriff 142 Sq Ft, Undersheriff 140 Sq Feet
Projected	6	6		640	Sheriff, Undersheriff, Patrol Sergeant, Investigator, Coroner, and OEM Offices.

Patrol Room					
Current	10	1		235	Area serves the space for to deputies write reports, process case files, and work out of.
Projected	9	1		280	Area could be an open space where dividers are erected to provide a minimum of 3 work stations with computers.

Evidence Processing/Intake					
Current	-	1		90	Area was built in new comm center construction. Provides a better area for handling evidence
Projected	-	1		240	Area would be more functional evidence processing was adjacent to the evidence intake with pass through evidence lockers. Property room is then accessed through the evidence intake area. Enhances chain of custody requirements. Meets industry standards

Evidence/Property Storage Room					
Current	-	1		200	Current room does not have useful shelving or storage systems to keep a proper inventory of the items in storage
Projected	-	1		300	Pass through lockers and a processing area would allow the evidence custodian to be more productive, the chain of command to be more secure, and the inventory audits to be completed more efficiently. Meets industry standards.

Armory					
Current	2	1		64	Armory is an old office that was converted for this function. It is not secure and there is no sprinkler system in the event of fire. No locker for securing weapons.
Projected	2	1		150	Area designed to be an armory with fire suppression, firearm lockers, and shelving for ammunition.

Staff Restroom					
Current	14	1		42	Located in the patrol room, poor lighting, and poor ventilation. Unisex.
Projected	14	1		40	Located in a more general area accessible to all employees. Unisex with proper ventilation.

Conference Room/Emergency Information Center					
Current	-	0			
Projected	25	1		240	Room for 8 -12 persons. Doubles as an Emergency Information Center. Provides an area for meetings which we do not have anywhere in the county.

Training Room					
Current		0			
Projected	25	1		480	Used for training, community presentation, and hosting classes. Area to seat up to 30 persons. Could also be used as the EOC if needed.

Storage room					
Current	-	0			
Projected	-	2		140	General storage for office supplies, and other general materials. Storage for uniforms and associated equipment, tactical gear.

IT Control Room					
Current	-	1		100	Area designed to house the IT equipment for the entire Sheriff's Office, Communications center, and detention facility
Projected	-	1		200	Designed for the sheriff's Office, jail, and communications center. Will meet the requirements for best practices and fire suppression capabilities.

Kitchenette/Break Room					
Current	14	1		252	Current area is used for conducting Urinalysis testing, and general break room. Unsanitary conditions to say the least, and commons area.
Projected	14	1		180	Specific area for breaks and cooking/meal preparation for staff working 24 hours a day.

Existing Sheriff's Office Square Footage	
Projected Sheriff's Office Square Footage	3,790
Estimated Circulation Factor	45%(?)
Projected Sheriff's Office Total Square Footage	5,495

Comms Center	FTE	# of Spaces	SF of each space	SF Subtotal	Description/comments
Dispatch center					
Current	6	1		264	Area provides 2 workstations, a restroom and sink/counter for a coffee maker and microwave, includes restroom.
Projected	6	1		280	Area would allow room for 3 work stations, include a restroom near the comm center, and a small area for a coffee maker and microwave.

Dispatch Supervisors office					
Current	1	0			
Projected	1	1		80	Area allows the supervisor to meet with employees and perform duties not specifically associated with day to day dispatching.

Existing Communications Center Facility Square Footage	264
Projected Communications Center Square Footage	380
Estimated Circulation Factor	45%(?)
Projected Communications Center Total Square Footage	551

33,922 Square Feet as size of overall center. Courts, Sheriff's Office and Detention Facility