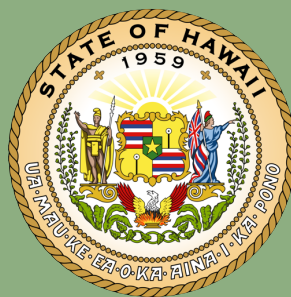


# Operating Principles/ Architectural Space Program

## FINAL REPORT

Oahu Community Correctional Center  
& Community Transitional Center

August 2022



State of Hawaii

Hawaii Public Safety Department

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*Dedicated to the Memory of Our Project Teammate Ryan Yamamoto*

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## CHAPTER 1: REPORT OVERVIEW

## Background

In July 2021, the consultant team commenced work, which involved updating the operating principles developed during the master planning process and development of a detailed space program and functional adjacency diagrams for the future Oahu Community Correctional Center (OCCC) and the future Community Transitional Center (CTC). Much of the information relative to the development of these operating principles and space programs (the OCCC Program and the CTC Program, respectively) emanated from the master plan discussions, the 2021 population forecast update, workshops conducted with subject matter experts, and documents received during work effort. Both programs will serve as a foundation for the development of both concepts and the schematic design for the new OCCC and the new CTC.

## Oahu Community Correctional Center

The future Oahu Community Correctional Center will be designed to provide a safe and secure environment meeting all State and professional standards as well as reflecting best practices relating to contemporary jail operations and design. To that end, enhanced programs and services will afford increased opportunities for inmates to be productively occupied while also maintaining community ties. Appropriate housing for males, and treatment and services necessary to address the needs of the inmate population will be provided; more specifically:

- a. General population (GP)
- b. Medical treatment and housing – skilled nursing, medical detoxification, medical GP
- c. Mental health treatment and housing – acute, subacute, special needs
- d. Protective custody
- e. Restrictive housing

To facilitate processing of new inmates the intake operation will be designed to maximize workload efficiencies in a light-filled normative environment and minimize the time an inmate is detained in this area – either pending release from custody or assignment to a housing area.

The new OCCC supports the transition of inmates being released into the community by providing for reentry opportunities while incarcerated. Upon release, individuals will have the opportunity to be connected with follow-on community treatment and/or services within the Intake Services Center.

The OCCC Program reflects the operational and space standards/regulations contained within the:

- American Correctional Association's (ACA) Performance-Based Standards for Adult Local Detention Facilities<sup>1</sup>
- Health Insurance Portability and Accountability Act (HIPAA)<sup>2</sup>
- National Commission on Correctional Health Care (NCCHC) standards<sup>3</sup>
- Prison Rape Elimination Act (PREA) standards<sup>4</sup>
- U.S. Department of Justice's Americans with Disabilities Act (ADA) Standards for Accessible Design<sup>5</sup>

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<sup>1</sup> ACA Performance-Based Standards for Adult Local Detention Facilities, 4<sup>th</sup> Ed. June 2004. ACA 2016 Standards Supplement. November 2016.

<sup>2</sup> HIPAA - Public Law 104-191; 1996.

<sup>3</sup> NCCHC. Standards for Health Services in Jail. 2018.

<sup>4</sup> Prison Rape Elimination Act – Prisons and Jail Standards. 2012.

<sup>5</sup> ADA Standards for Accessible Design. 2010.

## Community Transitional Center

On the grounds of the OCCC campus will be the Community Transitional Center serving prisoners within three-to-six months of their calculated release date, many of whom will come from Halawa, Waiawa, and Kulani correctional facilities. Programs and services offered at the CTC are intended to facilitate prisoners' successful return to the community as responsible, self-sufficient law-abiding citizens, and will include education, treatment, and work training.

Prisoners assigned to the Community Transitional Center are deemed to be a low risk of danger to the community and may be working off site under supervision of non-CTC staff, gainfully employed within the community and/or taking part in community-based programs/treatment. When not involved in work or programs/treatment, they will reside at the CTC.

Programs provided will focus on CTC residents' specific needs, such as substance use disorder/addiction, in a therapeutic setting, and transitional services that typically include the opportunity to work in the community, receive counseling and education, and participate in treatment in a structured setting.

## Bed Capacity

### Oahu Community Correctional Center

The Oahu Community Correctional Center is planning for a future average daily population of 875 inmates<sup>6</sup> that with peaking and classification factors applied will require 1,012 beds. Based on developing standardized configurations for housing pods based on efficiencies and constructability coupled with our programming and bed disaggregation/configuration discussions with the client team, it was determined that the future OCCC will have 1,032 beds, which is consistent with the approved plan review use permit for the OCCC of 1,044 beds that was part of the master planning process. Of the 1,032 beds, there are 96 mental health beds as well as 104 specialized beds planned to meet the medical and behavioral needs of the inmates.<sup>7</sup>

### Community Transitional Center

The Community Transitional Center is planning for a future daily population of 270 prisoners who are deemed to be a low risk of danger to the community and who are within three-to-six months of their calculated release date.

## Operating Principles & Architectural Space Program – Overview

This report outlines the operating principles and corresponding space programs for the future Oahu Community Correctional Center and the future Community Transitional Center. The operating principles are a series of broad planning assumptions about how each of the proposed facilities will operate and the space needed to implement the respective operations. They are intended to provide the end-user with an understanding of the future operations and corresponding spaces for each functional component. In addition, the OCCC Program and the CTC Program each provide clear direction for developing design solutions.

## Standardization of Spaces

Office spaces and other ancillary support areas are standardized to ensure space sizes and furnishings are consistent with the level of activity that will occur in similar areas. Office and support space standards have not been established by either the Hawaii Department of Public Safety (PSD) or Hawaii Department of Accounting and General Services (DAGS). Therefore, based on the team's experience and in collaboration with the client team, standards for specific office types were

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<sup>6</sup> Population forecast for the year 2024.

<sup>7</sup> Specialized beds are designed to provide infirmary (skilled nursing), restrictive housing due to aggressive or violent behavior (not due to mental illness) or as a sanction for noncompliant behavior with facility rules and regulations.

established to standardize office and workstation spaces for similar ranks and position titles. Where practical, workstations are planned in lieu of individual offices. These guidelines are provided in the Appendix.

## Programming & Planning Considerations

### Pandemic Response

In 2020, the COVID-19 pandemic struck, not only the United States, but the world. Two years later, this devastating pandemic continues. While there is much yet to learn about this disease regarding its causes, transmission, treatment, and prevention, the planning and the OCCC Program and the CTC Program aim to reflect the current science in responding to this and future pandemics.

For example:

- a. the OCCC is being configured to support virtual events such as court proceedings, personal and professional visits, telehealth, etc.
- b. the facility is better equipped to prevent transmission of airborne pathogens through the use of respiratory isolation rooms.
- c. the OCCC and CTC will both be equipped with appropriate mechanical ventilation, UV light protection, and/or HEPA filters so that inmates can still be safely processed into the OCCC or CTC, and portions of the facility could be repurposed in the event of a pandemic to house non-chronic inmates who may be infected.

### Records Management

For planning purposes, it is assumed that existing archival records will be scanned and digitized prior to the new OCCC and new CTC becoming operational, and any archived records that must be maintained in hard-copy format will be stored off site in the departmental-designated archival facility. This will serve to avoid the construction of dedicated space for archival records storage in the new OCCC and new CTC.

It is the PSD's intent to only maintain active and recent records in hard-copy format. In the new OCCC and new CTC, a practice of digitizing records as they become inactive will be instituted. Only basic file storage will be provided.

### Emergency Preparedness

It is important to consider contingency plans to address major weather, natural or man-made disaster events, especially those that may require an evacuation of a facility in a manner that does not jeopardize security or the safety of inmates, staff, and the community. Not all emergency events will require a full-scale evacuation of a facility; most would only require relocation to another area of the building or a partial evacuation. It is proposed that a continuum of evacuation options be available dependent upon the type and severity level of the actual emergency. A secure area of refuge will be provided, as dictated by code.

### Management Concept

#### *Oahu Community Correctional Center*

Staff and inmate safety are paramount goals of the OCCC, as is protection of the community. Key management objectives are to prevent escape; to protect inmates from each other and themselves (suicide prevention or other self-injurious behavior, and sexual or other physical assault); to protect staff and the public; and to facilitate communication with inmates and between staff.

The OCCC housing areas will be operated following the principles of direct supervision. In direct supervision, housing officers are in charge of a single housing pod and are responsible for managing the behavior of inmates in their pod, keeping negative behavior to a minimum by reducing tension, and encouraging positive interactions. Operating a direct supervision facility reflects current best professional correctional practices.

The security concept of the facility is based upon a management approach that maximizes the ability and experience of staff and operational procedures and supports them through the use of appropriate construction materials, training, and technology in a well-designed facility. The building skin will be the facility's security perimeter and is the last resort to prevent escapes, to reassure the community, and to keep out unauthorized people.

### *Community Transitional Center*

The CTC housing areas will also be operated following the principles of direct supervision. The Community Transitional Center is a staff-secure residential facility housing residents who are deemed a low-risk of danger to the community. It is the staffs' presence and operational practices instead of the facility's design and construction that control residents' movement within the facility. The CTC's architectural design should lend itself to be easily adapted to be physically secure, if need be, in the future.

## Electronic Integrated Security Systems Technology

### *Oahu Community Correctional Center*

Electronic integrated security systems will be used throughout the new OCCC to enhance security and staff efficiency, which typically includes electronic door controls (exterior and interior), door monitoring, security intercoms, CCTV systems (includes recording), personal body alarms, radios, key watcher, card-reader access systems, elevator controls, watch tours, biometrics for positive identification, inmate movement tracking systems, monitoring of life safety systems, etc. The electronic integrated security systems should have built-in redundancies as well as UPS battery and emergency generator backup.

### *Community Transitional Center*

For the CTC, the electronic integrated security electronics systems are greatly simplified. There are limited door controls and monitoring, and CCTV monitoring/recording of critical areas such facility entry/egress. Although staff secure, there may be selective doors will be controlled, monitored, and alarmed during certain times of the day.

## Data & Transmission Technology

The new OCCC and new CTC will both be equipped with state-of-the-art technology that will serve both staff and inmates, and includes high-speed data transmission, fiber optics, high-speed wireless, VOIP phone systems, etc. For example, tablets are being planned for inmate use as the primary mechanism for video visits, email correspondence, commissary, etc.

## Architect's Responsibility

The architect of record is ultimately responsible for satisfying all applicable Hawaii codes, regulations, and laws including, but not limited to building codes, zoning requirements, life safety codes, OSHA regulations, and Hawaii environmental laws as well as the following standards and regulations:

- American Correctional Association's (ACA) Performance-Based Standards for Adult Local Detention Facilities
- Health Insurance Portability and Accountability Act (HIPAA)
- National Commission on Correctional Health Care (NCCHC) standards
- Prison Rape Elimination Act (PREA) standards
- U.S. Department of Justice's Americans with Disabilities Act (ADA) Standards for Accessible Design

While the operational and architectural program may address some, or even a substantial portion of these requirements, these programs are in no way intended as an exhaustive identification of code and regulation issues. The architect of record is required to ensure that all legal design requirements are met.



## Architectural Space Program Summary

A summary of the space requirements for the Oahu Community Correctional Center and the Community Transitional Center is provided in Tables I.1 and I.2, respectively. Each component area is described separately in operational terms in the respective operating principles narrative and corresponding architectural space program, which is followed by functional adjacency diagrams for the respective component.

The operating principles describe how each component is to function. The architectural space program (space program) provides the required net usable or assignable area (net square footage, nsf) for each functional component. A departmental grossing factor (gsf) was applied to the total net square footage of each component to accommodate necessary circulation space within functions, interior wall thickness, and other unassigned areas that are part of the component. Additional square footage, referred to as the building grossing factor, is required to accommodate major circulation corridors connecting components as well as enclosed circulation (e.g., stairs and elevators), mechanical rooms that relate to the overall facility, the building structure, and the exterior “skin,” which is computed by applying the building grossing factor to the sum of the individual components’ departmental gross square footage. The functional adjacency diagrams show the operational relationship between the spaces comprising the respective component.

Tables I.1 and I.2 summarize the space needs based on the operating and spatial requirements outlined throughout this document for the Oahu Community Correctional Center and the Community Transitional Center, respectively.

Table I.1 Architectural Space Program Summary – OCCC

#	Major Component	NSF	GSF	Exterior SF	Comments
1.000	Public Lobby	3,345	4,652	0	
2.000	Facility Administration	4,502	5,628	0	
3.000	Staff Support	7,047	9,731	150	
4.000	Security Operations	5,269	6,946	0	
5.000	Intake/Release & Transportation	27,118	35,122	0	
6.000	Inmate Housing	123,214	197,325	14,500	Exterior space is semi-enclosed areas for exercise
7.000	Health Care	31,514	48,999	3,250	Exterior space is semi-enclosed areas for exercise
8.000	Visitation	2,250	3,150	0	
9.000	Programs and Services	4,691	6,265	0	
10.000	Food Service	16,258	21,916	500	
11.000	Laundry	4,383	6,136	0	
12.000	Warehouse/Commissary	9,921	11,664	36,610	Exterior space for loading dock & at-grade service yard
13.000	Maintenance/Central Plant	17,461	20,354	0	
14.000	Parking	0	0	110,645	
	<b>SUBTOTAL</b>	<b>256,973</b>	<b>377,887</b>	<b>165,655</b>	
	Building Grossing Factor (15%)		56,683		Includes mechanical/electrical closets, building skin, major circulation, and building connectors
	<b>TOTAL</b>	<b>256,973</b>	<b>434,570</b>	<b>165,655</b>	

Table I.2: Architectural Space Program Summary – CTC

#	Major Component	NSF	GSF	Exterior SF	Comments
1.000	Public Lobby	1,844	2,582	0	
2.000	Facility Administration	2,269	2,836	0	
3.000	Staff Support	1,876	2,601	0	
4.000	Security Operations	480	600	0	
5.000	Admission & Release	1,250	1,750	1,000	Exterior space for weather-protected drop-off/pick-up
6.000	Transitional Housing	31,100	43,510	3,750	Exterior space is semi-enclosed areas for exercise
7.000	Health Care	920	1,242	0	
8.000	Visitation	1,730	2,422	0	
9.000	Programs & Services	7,806	10,695	0	
10.000	Food Service & Laundry	4,550	6,271	0	
11.000	Warehouse/Commissary	1,495	1,794	2,700	Exterior space for loading dock & at-grade service yard
12.000	Maintenance/Central Plant	2,000	2,230	0	
13.000	Parking	0	0	17,200	
	<b>SUBTOTAL</b>	<b>57,320</b>	<b>78,533</b>	<b>24,650</b>	
	Building Grossing Factor (15%)		11,780		Includes mechanical/electrical closets, building skin, major circulation, and building connectors
	<b>TOTAL</b>	<b>57,320</b>	<b>90,313</b>	<b>24,650</b>	

## CHAPTER 2: OAHU COMMUNITY CORRECTIONAL CENTER

## Chapter Overview

This chapter outlines the operating principles and corresponding space program for the future Oahu Community Correctional Center. The operating principles are a series of broad planning assumptions about how the proposed OCCC will operate and the space needed to implement its operations. They are intended to provide the end-user with an understanding of the future operations and corresponding spaces for each functional component. In addition, the OCCC Program provides clear direction for developing design solutions.

The operating principles in this chapter are organized by each functional component that comprises the OCCC as listed below:

- 1.000 Public Lobby
- 2.000 Facility Administration
- 3.000 Staff Support
- 4.000 Security Operations
- 5.000 Intake/Release & Transportation
- 6.000 Inmate Housing
- 7.000 Health Care
- 8.000 Visitation
- 9.000 Programs and Services
- 10.000 Food Service
- 11.000 Laundry
- 12.000 Warehouse/Commissary
- 13.000 Maintenance/Central Plant
- 14.000 Parking

### 1.000 Public Lobby

The public lobby entrance should be the facility's "front door," easily accessible from the street, sidewalk, and/or public parking areas. There should be a passenger drop-off adjacent to the main door into the facility, with signage indicating that that the area is for drop-offs only and that parking at this location is prohibited. The site layout should prevent vehicles from pulling up close to the building. This can be accomplished through the use of architectural elements, landscaping, bollards, concrete planters, and other attractive and dignified exterior treatments that will keep vehicles an acceptable distance from the building.

The public lobby area will serve as the central reception point for all visitors to the Oahu Community Correctional Center. The public lobby will be continuously staffed 24 hours daily.

Members of the public, official visitors, professionals, bondsmen, attorneys, service providers, and volunteers will enter the facility via the public lobby. Facility personnel may also enter through the public lobby, although their primary entrance will be through a separate secure entrance designated for staff only (see 3.100 Staff Entrance).

This area will be the public's first point-of-contact with the facility. The use of aesthetically pleasing colors and non-institutional materials is encouraged. While furnishings and surfaces should be as durable and maintenance-free as possible, the lobby area should project a comfortable and professional environment.

### 1.100 Security Screening Lobby

1. The main door of the facility will open into the security screening lobby. The security screening lobby will be separated from the public lobby by a transparent partition (e.g., glazed wall, decorative screening, etc.).
2. During periods of pandemic or as a manner of course, persons seeking entry may be subject to a brief health screening, which will occur immediately upon entering the public lobby. There will be a mobile workstation having computer access and storage for items such as thermal scanners, single-use surgical face masks, sanitizer, etc.
3. The security screening lobby is where, before undergoing security screening, persons will secure any guns and weapons (in gun lockers) – long guns will be secured in the user’s vehicle and prohibited personal items such as keys and mobile phones, and outerwear (in public property lockers). Six gun lockers, and 30 twelve inch-height and 20 mini-compartment public property lockers will be provided for use by volunteers, visitors, attorneys, etc.
4. An alcove within the security screening lobby will contain kiosks that will be available for depositing monies into an inmate’s account for commissary, for virtual technology (e.g., scheduling video visitation) as well as the inmate’s phone account. In addition, an ATM will be available for use by the public and staff.
5. For the release and/or receipt of inmate property to/by family and friends, a smart locker system will be utilized. Lockers of varying sizes will be available for this purpose within the security screening lobby (see 5.300 – Inmate Property).
6. Since the security screening lobby is intended for short-term use, limited seating is available. In addition, a restroom with a child-changing station is provided.
7. For security screening, a queuing system will be utilized to manage peak periods – it will be a standing-only system using retractable barriers and will be configured to accommodate wheelchairs. An officer workstation is provided for the security screening officer.
8. A securable one-way, exit door will provide egress from the public lobby back into the security screening lobby where a person can proceed to exit the building (door will be located within the partition separating the two lobbies).
9. The security screening lobby provides direct access to the:
  - a. mailroom (see 1.400 Mailroom)
  - b. staff support areas (see 3.100 Staff Entrance).
  - c. MP/training room (see 3.300 Training)
10. The security screening lobby will be the location for the:
  - a. secure remote fire panel
  - b. master distribution frame server room (see 2.200 Information Technology)

### 1.200 Public Lobby

1. The public lobby is the waiting area for all persons who have successfully passed through security screening and are waiting to enter the OCCC.
2. Both professional and personal visitors will register at the public reception workstation. It is here that the visitor will declare the purpose of the visit. The visitor may be required to register and display identification. Public reception will include a fully equipped workstation that provides for maximum visibility of the doors leading into and out of the security screening lobby and public lobby areas, visitor waiting, and the main pedestrian sallyport, and will be staffed on an 8-hour/7-day basis. In the absence of the public receptionist, the officer assigned to the security screening lobby will greet and direct visitors to the facility.
3. The public areas should be non-institutional and welcoming with comfortable seating. An area of the public lobby, visible from the public reception workstation, will be designated as a visitor

- waiting area; the waiting area should provide sufficient seating for approximately 15 visitors. The waiting area will have monitors available for displaying informational public service announcements (e.g., bond payments, visiting rules & schedules, etc.) and a queuing monitor.
4. The public lobby provides direct access to the:
    - a. facility administration (see 2.100 Administration)
    - b. information technology (see 2.200 Information Technology)
    - c. intake services center (see 5.700 Intake Services Center)
    - d. main pedestrian sallyport (see 4.400 Main Pedestrian Sallyport)
    - e. release pedestrian sallyport (see 5.200 Intake & Release Processing)
    - f. video visitation room (see 1.300 Public Lobby – Visitation)
  5. Visitors must first register and received authorization prior to participating in visit. The visitor registration officer, who is responsible for processing visitor applications, will have an office that will be accessed from the public lobby. See report section 8.100 Visitor Registration & Reception for a more detailed description of the visitor registration process. In addition, visitors are responsible for scheduling their visit ahead of time either online or using one of the kiosks located in the security screening lobby or video visitation room.
  6. Visitors participating in a noncontact visit will access the noncontact visitation booths from the public lobby. See report section 8.300 Noncontact Visitation for a more detailed description of noncontact visitation operations.
  7. Along the perimeter of the circulation space within the public lobby will be secure transaction windows and queuing areas serving facility administration.
  8. Within the public lobby, public telephones, public restrooms, a lactation room, a vending area, a water cooler, a time clock, and a janitor closet will be provided.

### 1.300 Public Lobby – Video Visitation

1. A room accessible directly from the public lobby will provide opportunities for video visitation with inmates housed at both the OCCC and the Community Transitional Center. Visitors may opt to visit via video from this location (OCCC), or from their home or office, or from a properly equipped public computer. See report section 8.200 Video Visitation for a more detailed description of video visitation operations.
2. A room with sound attenuation that is accessible directly from the public lobby will provide opportunities for video visitation. It is anticipated that most video visits with personal visitors will be done remotely, and not at the OCCC. Capacity for video visitation at the OCCC comprises ten video visitation stations designated for personal visitors, and four video visitation booths designated for attorneys and official visitors.
3. A third-party vendor will provide the requisite equipment and services for video visitation. A room accessible from within the video visitation room will be designated for use by the video visitation vendor, which will house the server racks and equipment for the video visitation, multifunctional tablet, and inmate phone systems and will include a workstation for the vendor.

### 1.400 Mailroom

1. All mail for the OCCC and Community Transitional Center will be processed through the mailroom. The mailroom operates on a five-day basis, Monday through Friday excluding holidays. The mailroom is where:
  - a. U.S. Postal Service (USPS) will deliver all incoming inmate and facility mail
  - b. USPS will collect all outgoing inmate and facility mail
  - c. Common carriers (e.g., UPS, FedEx) will deliver and/or pick up mail/packages
  - d. PSD courier/messenger service will deliver and/or pick up interdepartmental facility mail

2. Once incoming OCCC inmate mail is processed, the mail clerk will hand-deliver it to the respective housing pod, where the housing officer will distribute to the inmate. Prior to distributing privileged and legal mail to the inmate recipient, the housing officer will first open/inspect it in front of the intended inmate.
3. Daily, Monday through Friday excluding holidays, mailroom staff will collect outgoing inmate mail from the individual housing pods for processing in the mailroom.
  - a. Outgoing inmate mail that is collected without proper postage will be placed in the business office mailbox. Business office staff will review inmates' eligibility for free postage and/or debit their respective account for required postage. Staff will then stamp the mail as either being eligible for postage or to be returned to the inmate due to insufficient funds or exceeding the free postage eligibility requirement.
  - b. Once processed by the business office, business office staff will deposit the outgoing inmate mail in the mail chute designated for outgoing inmate mail in the mail anteroom.
  - c. At this point, mail clerks will process this mail accordingly.
4. Incoming OCCC facility mail will be sorted by the mail clerks, who will distribute facility mail via staff/department mailboxes located within the mail anteroom. Outgoing facility mail will be processed through the mailroom where staff will apply any necessary postage before being picked up by the USPS.
5. For mail associated with the Community Transitional Center, including both facility and inmate mail:
  - a. Incoming mail, once processed through the mailroom, will be placed in a designated mailbox located in the mail anteroom. Designated staff from the Community Transitional Center will retrieve incoming mail daily, Monday through Friday excluding holidays.
  - b. Outgoing mail will be delivered by designated staff from the Community Transitional Center to the mailroom for processing daily, Monday through Friday excluding holidays.
6. A controlled-access (card reader, pin coder and/or biometric means – authorized staff only) mail anteroom accessible from both the mailroom and staff-controlled corridor (staff support) will provide individual mailboxes for security staff and general mailboxes for specific departments (e.g., facility administration, programs, food service). The mailboxes will provide dual access from both the mailroom and the mail anteroom. Within each respective department will be mailboxes for distribution of mail to specific individuals. Staff will check mailboxes daily when on duty. In addition to the mailboxes, three mail chutes (large enough for small packages) will be accessible from the mail anteroom – one designated for outgoing facility mail, one designated for outgoing interdepartmental mail, and one designated for outgoing inmate mail (collection containers located within mailroom).
7. The mailroom will have direct access from the security screening lobby and will be accessed by remote electronic release from the public reception workstation or central control, and/or by authorized staff via card-reader access or biometric means.
8. The mailroom will be fully functioning, which requires racks for staging mail bins and packages and temporary storage of rejected mail/packages. The mailroom will be equipped with worktables for sorting and searching mail, mail processing equipment (package x-ray, shredder, postage printing/metering machine, scale, automated letter opener), drug detection screening equipment, ion scanner, shelving, bins, collection containers for mail anteroom drops, and two staff workstations.
9. The mailroom's air ventilation system will include an automatic air purifying system as well as an independent supply and exhaust, which is designed to eliminate dangerous airborne contaminants and irritating scents.
10. Within the mailroom, a printer/copier work alcove, an office supply storage closet, a staff restroom/emergency decontamination shower and eyewash station, a trash alcove, and a janitor closet will be provided.

## 1.000 Public Lobby – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>1.100 Security Screening Lobby</b>						
1.101	Main Entrance - Secure Door	-	1	0/area	0	Provides access to/from OCCC public lobby to/from exterior; ADA accessible; door unsecured during normal business hours; after-hours door operation (when secured) - electronic release either by security screening staff or central control, and/or by card-reader access and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 1.100 grossing factor
1.102	Mobile Health Screening Station	1	1	30/area	30	Mobile workstation with computer access; requisite data technology; storage for thermal scanners, single-use surgical face masks, sanitizer, etc.
1.103	Gun/Weapons Locker	-	6	5/area	30	Lockers grouped together; lockers with user-defined combination lock
1.104	Public Lockers	-	1	40/area	40	30 twelve-inch height lockers and 20 mini-compartment lockers, each with user-defined combination lock, for use by volunteers, visitors, attorneys, etc.
1.105	Kiosk Alcove	1-2	1	80/area	80	Alcove off the security screening lobby - 4 kiosks: 1 kiosk for inmate finance system (includes cashing debit cards issued to inmates), 1 kiosk for scheduling visits, 1 kiosk for inmate phone system, 1 ATM kiosk; requisite data technology; depending on available technology solutions, kiosks may be combined; ADA accessible
1.106	Inmate Property Lockers	-	1	150/area	150	Located within security screening lobby; wall-mounted secure lockers for transfer of inmate property (see 5.326); access via facility-defined combination lock and/or code; 20 lockers of varying sizes & configuration; camera monitored/recorded
1.107	Public Waiting	6	1	15/pers	90	Seating; ADA accessible
1.108	ADA Restroom - Public	1	1	50/room	50	Gender neutral; child-changing station
1.109	Security Screening - Queuing	10	1	7/pers	70	Standing only; retractable belt barriers; configured to accommodate wheelchair/walker
1.110	Security Screening	1-2	1	250/area	250	Path for wheelchair access around metal detection equipment; sized for handheld wand searches if necessary so as not to block metal detection walk/pass-through; table for personal items bypass; package x-ray; secure shelving for storage of handheld wand, etc.; private area for secondary screening; 1 WS-50
1.111	One-way Exit Door	-	1	0/area	0	Securable, one-way door providing egress from the public lobby into the security screening lobby; located within partition separating the two lobbies; square footage included in 1.100 grossing factor
1.112	Mailroom Entrance - Secure Door	-	1	0/area	0	See 1.000 Public Lobby - 1.402
1.113	Staff Support Entrance - Secure Door	-	1	0/area	0	See 3.000 Staff Support - 3.102
1.114	MP/Training Entrance - Secure Door	-	1	0/area	0	See 3.000 Staff Support - 3.301
1.115	Fire Control Panel	-	1	0/area	0	Secure, wall-mounted fire control panels; square footage included in 1.100 grossing factor

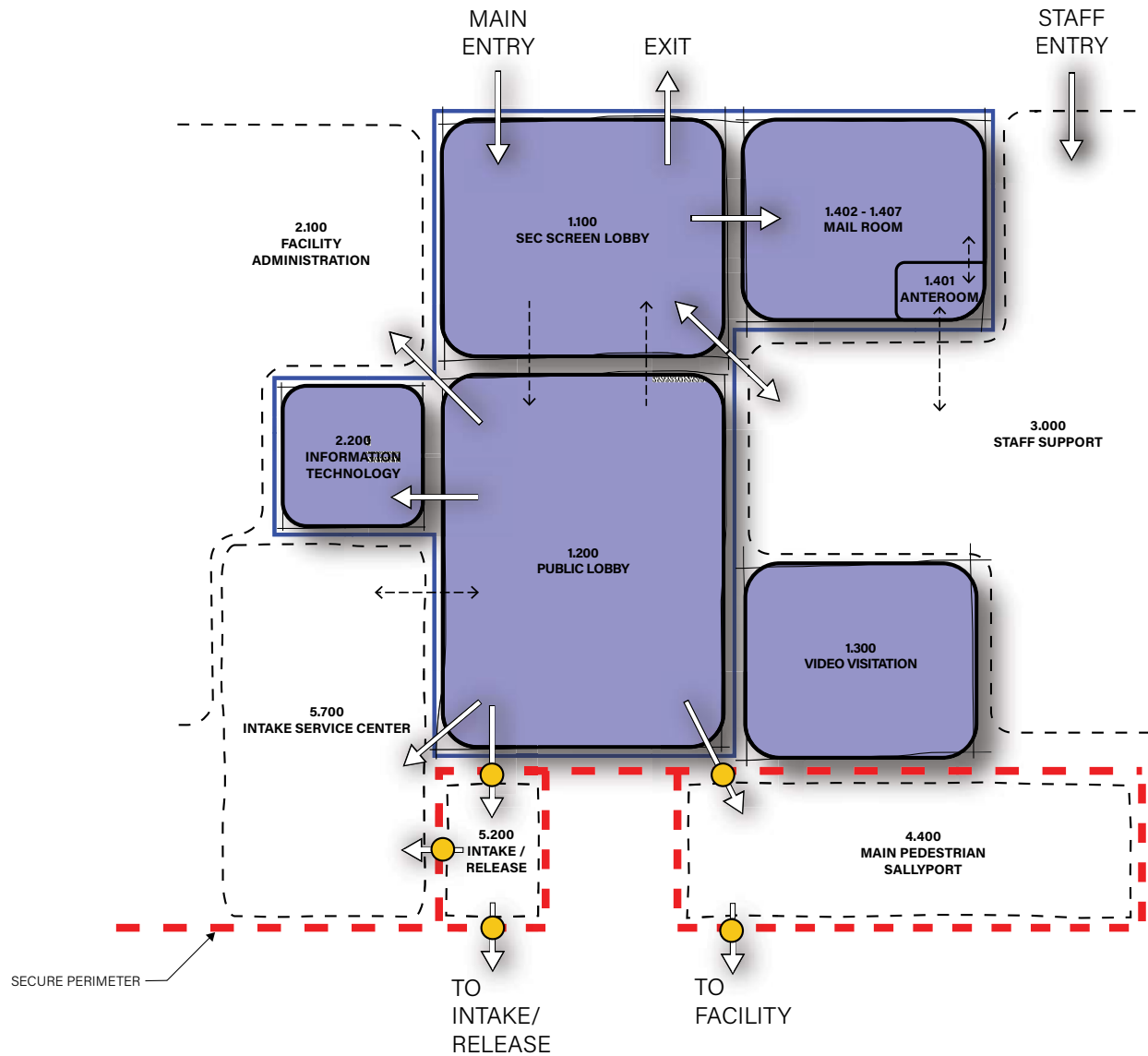


No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
1.116	Master Distribution Frame	-	1	150/room	150	Fiber optics head-in equipment for data and servers; temperature & humidity control; 1 WS-50; accessible by data vendor
<b>1.100 Total Net Square Feet 940</b>						
<b>Grossing Factor 1.40</b>						
<b>1.100 Total Gross Square Feet 1,316</b>						
<b>1.200 Public Lobby</b>						
1.201	Public Reception Workstation	1	1	80/area	80	Adjacent to security screening lobby; open counter facing public lobby; computer; telephone; standing height stool; requisite data technology; door controls to administration & staff support area (see 2.101 & 3.102)
1.202	Public Reception Workstation - Public Side	1-2	1	30/area	30	Open counter space to allow for signing documents, etc.; ID bar-code badge reader (volunteer check in); ADA accessible (see 1.201)
1.203	Waiting - Visitor	15	1	15/pers	225	Seating; noncontact visit/official visit, administration appointment; TV; sound attenuation; monitor for public service announcements; queuing monitor for visits
1.204	Facility Administration Entrance - Secure Door	-	1	0/area	0	See 2.000 Facility Administration - 2.101
1.205	Information Technology Entrance - Secure Door	-	1	0/area	0	See 2.000 Facility Administration - 2.201
1.206	Intake Services Center Entrance - Secure Door	-	1	0/area	0	See 5.000 Intake/Release & Transportation - 5.701
1.207	Main Pedestrian Sallyport - Public Entrance	-	1	0/area	0	See 4.000 Security Operations - 4.401
1.208	Visitor Registration Officer Office - Entrance	-	1	0/area	0	See 8.000 Visitation - 8.101
1.209	Noncontact Visitation Booth - Entrance	-	1	0/area	0	See 8.000 Visitation - 8.301-8.304
1.210	Release Pedestrian Sallyport - Public Lobby	-	1	0/area	0	See 5.000 Intake/Release & Transportation - 5.266
1.211	Video Visitation Room - Entrance	-	1	0/area	0	See 1.000 Public Lobby - 1.301
1.212	Facility Administration Service Window - Public Side	1	1	30/area	30	Securable sliding window. Counter space to allow for signing documents, etc.; ADA accessible (see 2.103)
1.213	Facility Administration Service Window - Queuing	2-3	1	0/area	0	Standing only; square footage included in 1.200 grossing factor
1.214	Telephone - Public	1	2	10/area	20	Pay telephone; 1 telephone is ADA accessible
1.215	Restroom - Public	1-2	2	100/room	200	Number of fixtures per code; 1 toilet/sink is ADA accessible; adequate door clearance from edge of water closet and toilet; child-changing station; 1 designated for males; 1 designated for females
1.216	Lactation Room	1-2	1	80/room	80	ADA accessible; comfortable seating; sink; child changing table
1.217	Vending Machine Alcove	-	1	60/area	60	
1.218	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 1.200 grossing factor
1.219	Electronic Time Clock	-	1	0/area	0	Located within public lobby; wall-mounted electronic time clock; requisite data technology; square footage included in 1.200 grossing factor
1.220	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside

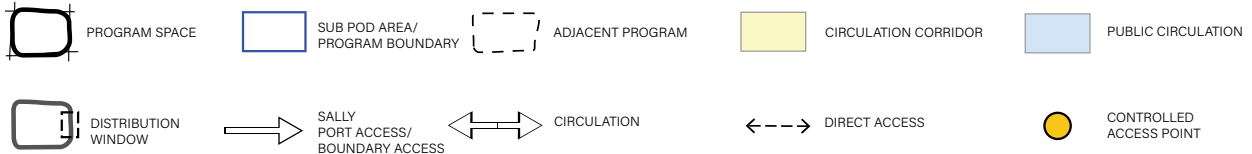
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>1.200 Total Net Square Feet</b>					<b>765</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>1.200 Total Gross Square Feet</b>					<b>1,071</b>	
<b>1.300 Public Lobby - Video Visitation</b>						
1.301	Video Visitation Room - Entrance	-	1	0/area	0	Provides access to/from public lobby (see 1.211); square footage included in 1.300 grossing factor
1.302	Video Visitation Check-in Kiosk	1-2	3	20/area	60	Located within video visitation room; requisite data technology; 1 kiosk is ADA accessible
1.303	Video Visitation Officer Workstation	1	1	50/wkstn +10	60	Located within video visitation room; WS-50; centrally located to facilitate visibility of entire visiting space; controls to video visitation stations; camera monitored/recorded; extra square footage for monitors to remotely observe video visitation screens
1.304	Video Visitation Station	1-3	10	40/area	400	Located within video visitation room; visitor side to accommodate 2 adults plus children; requisite data & transmission technology; visual and acoustical privacy and sound attenuation; phone system (handsets); video/audio recording capability
1.305	ADA Video Visitation Station	1-3	2	60/area	120	Located within video visitation room; requisite mobility & accessibility features; visitor side to accommodate 2 adults plus children; requisite data & transmission technology; visual and acoustical privacy and sound attenuation; phone system (handsets); video/audio recording capability
1.306	Video Visitation Booth - Attorney/Official	1-3	3	40/booth	120	Located within video visitation room; visitor side to accommodate 2 adults; requisite data & transmission technology; visual and acoustical privacy and sound attenuation; phone system (handsets); no video/audio recording capability; compatible with primary video visitation system utilized by the local legal community
1.307	ADA Video Visitation Booth - Attorney/Official	1-3	1	60/booth	60	Located within video visitation room; requisite mobility & accessibility features; visitor side to accommodate 2 adults; requisite data & transmission technology; visual and acoustical privacy and sound attenuation; phone system (handsets); no video/audio recording capability; compatible with primary video visitation system utilized by the local legal community
1.308	Video Visitation / Inmate Tablet / Inmate Phones Server Room (Vendor)	-	1	200/room	200	Accessible from within video visitation room; room with temperature and humidity control; server and equipment racks; requisite data & transmission technology; static-free surface treatments; special ventilation; 1 WS-50
<b>1.300 Total Net Square Feet</b>					<b>1,020</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>1.300 Total Gross Square Feet</b>					<b>1,428</b>	

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>1.400 Mailroom</b>						
1.401	Mail Anteroom	-	1	100/room	100	Controlled access via card reader, pin code, and/or biometric means (authorized staff only) from the mailroom (see 1.402) and from staff-controlled corridor in staff support (see 3.103); access to mail slots/bins; storage for select blank forms; counter space; 3 mail chutes - 1 designated for outgoing facility mail, 1 designated for interdepartmental facility mail, and 1 designated for outgoing inmate mail (collection containers located within mailroom)
1.402	Mailroom	1-2	1	400/room	400	Controlled access from security screening lobby (see 1.112) & mail anteroom (see 1.401); controlled access for authorized staff (keypad; card reader; biometric means) and/or by remote electronic release from the public reception workstation or central control; worktables; mail processing equipment (package x-ray, shredder, mail metering/postage machine, scale, automated letter opener); drug detection; screening; ion scanner; shelving; bins; collection containers for mail anteroom mail drops; 2 WS-50; requisite data technology; special air ventilation
1.403	Printer/Copier Work Alcove	-	1	0/area	0	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins; square footage included in mailroom
1.404	Office Supply Storage	-	1	0/area	0	Cabinets, shelving; near printer/copier alcove; square footage included in mailroom
1.405	ADA Staff Restroom/Emergency Shower	1	1	60/room	60	Accessible from within mailroom; requisite mobility & accessibility features; gender neutral; decontamination showerhead with flooring at showerhead sloped for proper drainage; portable eyewash station
1.406	Trash Alcove	-	1	20/area	20	Regular and recycled trash
1.407	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>1.400 Total Net Square Feet</b>					<b>620</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>1.400 Total Gross Square Feet</b>					<b>837</b>	
<b>1.000</b>		<b>Total Interior Net Square Feet</b>			<b>3,345</b>	
<b>1.000</b>		<b>Total Interior Gross Square Feet</b>			<b>4,652</b>	

1.000 Public Lobby – Functional Adjacency Diagrams



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## 2.000 Facility Administration

The facility administration component is where day-to-day administration, records, business, and personnel activities occur, and will be open during standard business hours. Facility administration (administration) has proximity to the public lobby, as it is the one area of the facility to experience the highest public interface, other than the public lobby. It will be located outside the security perimeter, yet in an area where access by the public is controlled.

The Warden will serve as the jail administrator for the OCCC. The various branch section managers and their immediate staff are responsible for the executive administration, coordination, and implementation of the operations for the facility.

### 2.100 Facility Administration

1. The facility administration work area should be in the form of a suite, so that shared resources such as storage and meeting space can be easily accessed. This design will help in building a collaborative culture and promoting a consistent philosophical approach to operations.
2. Access to the administration suite will be primarily from the public lobby. Entry to the administration suite will be controlled to prevent casual access and will be by electronic release either by facility administration staff, the public reception officer in the public lobby and/or central control, and/or by card-reader access and/or biometric means (authorized staff only).
3. Although only authorized persons are allowed access to the facility administration suite, work line inmates may be authorized to perform housekeeping services on a supervised, scheduled basis.
4. Within the administration area will be a waiting/reception area sized to accommodate two to four people and a reception workstation. The reception workstation will contain a secure service window into the public lobby to facilitate communication with persons that require limited interaction with administration staff.
5. A combination of private and shared offices, and open workstations will be provided for facility administration staff. Office and/or workspace will be provided for the following positions and functions:
  - a. Warden
  - b. Warden Secretary
  - c. Deputy Warden
  - d. Deputy Warden Secretary
  - e. Chief of Security
  - f. Chief of Security Office Assistant
  - g. Lieutenant – PREA
  - h. Scheduling Sergeant
  - i. Policy & Procedure Sergeant
  - j. Health & Safety Officer
  - k. Visitation Officer
  - l. Business Manager
  - m. Accountant
  - n. Account Clerks (4)
  - o. Fiscal Supervisor
  - p. Fiscal Clerk (2)
  - q. Payroll/Time & Attendance Supervisor
  - r. Payroll/Time & Attendance Clerks (4)
  - s. Personnel Clerks (2)
  - t. Visiting Professionals/Expansion

Workspace design and furniture and equipment will be commensurate with assigned responsibilities.

6. All investigations involving staff members will be conducted by internal affairs staff based at PSD headquarters. Therefore, no space for internal affairs is provided at the OCCC.

7. A conference room sized to accommodate 20 people will be provided within facility administration. The conference room will have a secondary entrance from the warden's office. Two interview rooms are provided where meetings with staff regarding performance-related concerns may be conducted in a confidential, private setting.
8. While most files/records will be digitally stored, basic file storage is provided for general administration files, which includes workspace and equipment necessary for digitally archiving records.
9. Within facility administration, two printer/copier work alcoves, an office supply storage closet, a staff breakroom (includes electronic time clock), a water cooler, staff restrooms, and a janitor closet will be provided.

## 2.200 Information Technology

1. Information technology (IT) staff will be based primarily at PSD headquarters. There will be designated space in the form of a suite within the OCCC for IT staff to monitor and repair non-security electronics and OCCC servers and to store spare electronics/parts.
2. Access to the IT suite will be through the public lobby, and entry will be controlled to prevent casual access and will be by electronic release either by the public reception officer in the public lobby and/or central control, and/or by card-reader access and/or biometric means (authorized staff only).
3. Information technology staff (one) will operate from the IT suite. The suite will include a workstation as well as a repair lab, which will include a worktable for repairing electronics with dust and static control.
4. Adjacent to the IT workstation will be the main server room for all of the non-security servers for the OCCC. The server room will have special temperature and humidity control with glass sliding doors to provide visibility to and direct access from the IT workstation.
  - a. The telephone server racks and equipment (e.g., VOIP racks) for the facility phone system will be located within the main server room.
5. Spare computers, electronic parts, etc. will be maintained and stored at PSD headquarters. Therefore, no space is provided for secure electronics storage at the OCCC.
6. Within the information technology suite, a janitor closet will be provided.
7. The master distribution frame server room, which will be accessible from within the security screening lobby, will be the point where the fiber optics head-in originates and will be a room that is temperature and humidity controlled (see 1.100 Security Screening Lobby). Satellite server rooms (intermediate distribution frame) that are temperature and humidity controlled will house the switch gear equipment; these server rooms will be located as needed throughout the OCCC.

## 2.000 Facility Administration – Architectural Space Program

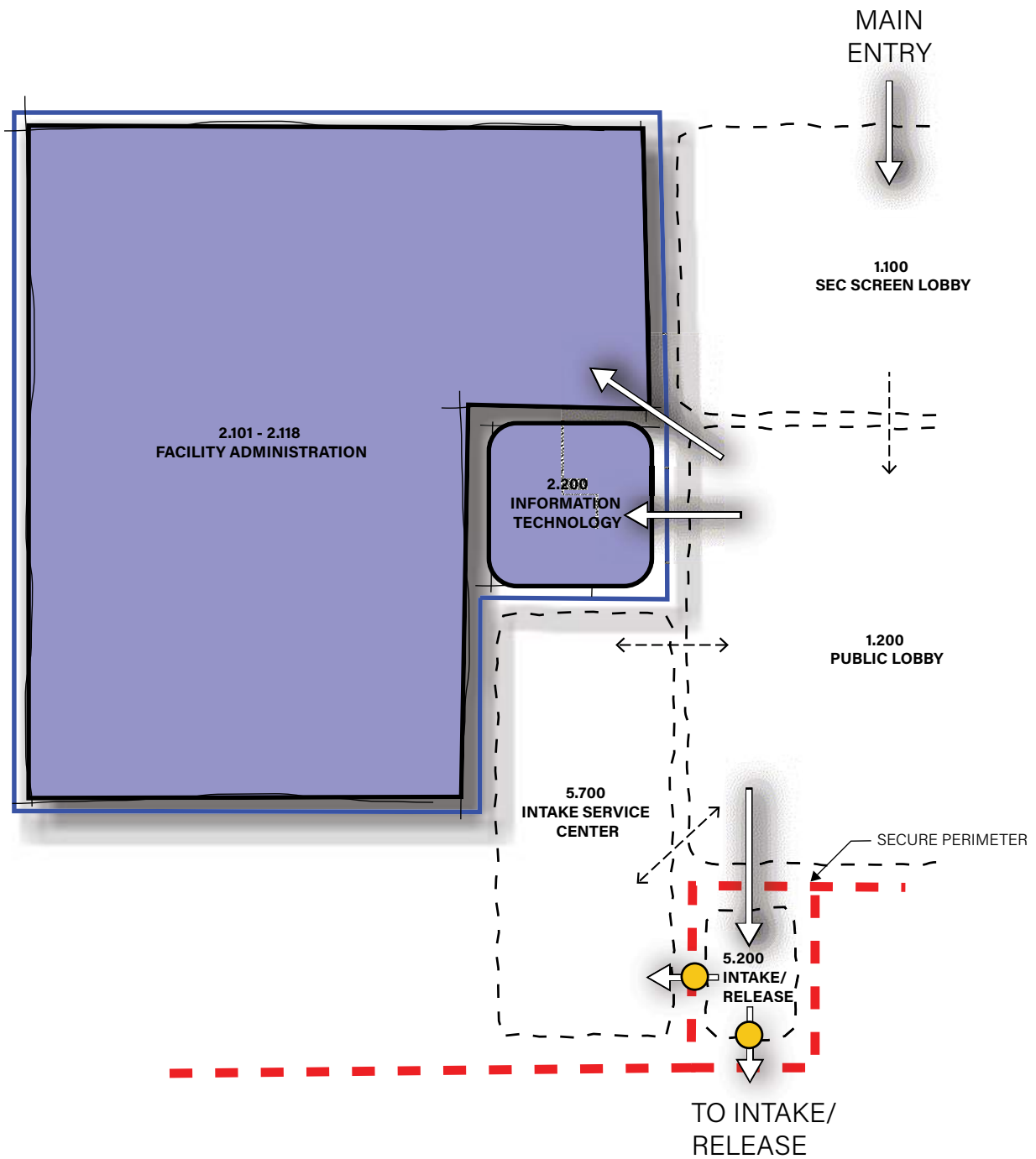
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
2.100 Facility Administration						
2.101	Administration Entrance - Secure Door	-	1	0 /area	0	Provides access to/from public lobby (see 1.204) to/from facility administration; door - electronic release either by facility administration staff, the public reception officer, and/or central control, and/or by card-reader access and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 2.100 grossing factor
2.102	Visitor Reception	2-4	1	100 /area	100	Located within administration suite; RW-100
2.103	Reception/Clerical Workstation	1	1	64 /wkstn	64	Adjacent to & facing visitor reception (see 2.102; WS-64; door controls to administration area; securable service window to public lobby (see 1.212)
2.104	Warden	1	1	250 /office	250	OF-250; second door leading directly to/from the conference room (see 2.119)
2.105	Warden Secretary	1	1	80 /wkstn	80	Adjacent and accessible to warden's office (see 2.105); WS-80
2.106	Deputy Warden	1	1	220 /office	220	OF-220
2.107	Deputy Warden Secretary	1	1	80 /wkstn	80	Adjacent and accessible to deputy warden's office (see 2.106); WS-80
2.108	Chief of Security	1	1	180 /office	180	OF-180
2.109	Chief of Security Office Assistant	1	1	64 /wkstn	64	Adjacent and accessible to chief of security's office (see 2.108); WS-64
2.110	Lieutenant – PREA	1	1	120 /office	120	OF-120
2.111	Scheduling Sergeant	1	1	100 /office	100	OF-100
2.112	Policy & Procedure Sergeant	1	1	100 /office	100	OF-100
2.113	Health/Safety & Visitation - Shared Office	1-2	1	150 /office	150	OF-150; shared office for health/safety officer & visitation officer
2.114	Business Manager	1	1	120 /office	120	OF-120
2.115	Accounting - Shared Office	1-5	1	280 /room	280	Shared office - 1 WS-80 for accountant & 4 WS-50 for account clerks; 1 WS-50 is ADA accessible
2.116	Fiscal - Shared Office	1-3	1	180 /room	180	Shared office - 1 WS-80 for fiscal supervisor & 2 WS-50 (1 account clerk, 1 purchasing technician); 1 WS-50 is ADA accessible
2.117	HR/Payroll - Shared Office	1-5	1	380 /room	380	Shared office - 1 WS-80 for payroll/time & attendance supervisor; 4 WS-50 for payroll/time & attendance clerks; 2 WS-50 for personnel clerks; 1 WS-50 is ADA accessible
2.118	Visiting Professionals/Expansion - Shared Office	1-2	1	150 /office	150	OF-150
2.119	Conference Room	18-20	1	490 /room	490	CF-450 sized for 20; primary entrance from suite circulation area; secondary entrance directly from warden's office (see 2.104)
2.120	Interview Room	2-4	2	100 /room	200	Table and loose chairs for up to 4 people; requisite data technology; secure cabinetry
2.121	File Storage	-	1	200 /room	200	Secure lateral file type filing system; shelving for staging boxed archived inactive records; worktable w/ 2 chairs for viewing & archiving records; high-speed, high-volume scanning & heavy-duty, high-volume shredding equipment
2.122	Printer/Copier Work Alcove	-	2	75 /area	150	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; shredder; recycling bins
2.123	Office Supply Closet	-	1	40 /room	40	Secure storage; shelving; near printer/copier work alcove

2.000 Facility Administration

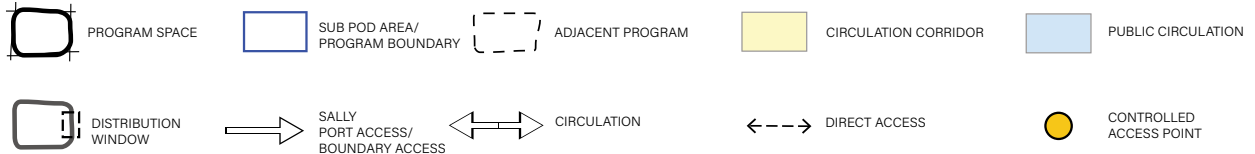
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
2.124	Breakroom - Staff	6-8	1	250 /room	250	BR-250
2.125	Electronic Time Clock	-	1	0 /area	0	Located within staff breakroom (see 2.124); wall-mounted electronic time clock; requisite data technology; square footage included in 2.100 grossing factor
2.126	Water Cooler	-	1	0 /area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 2.100 grossing factor
2.127	Restroom - Staff	1	1	40 /room	40	Gender neutral
2.128	ADA Restroom - Staff	1	1	50 /room	50	Requisite mobility & accessibility features; gender neutral
2.129	Janitor Closet	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>2.100 Total Net Square Feet</b>					<b>4,078</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>2.100 Total Gross Square Feet</b>					<b>5,098</b>	
<b>2.200 Information Technology</b>						
2.201	Information Technology Suite Entrance - Secure Door	-	1	0 /area	0	Provides access to/from public lobby (see 1.205) to/from information technology suite; door - electronic release either by the public reception officer and/or central control, and/or by card-reader access and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 2.200 grossing factor
2.202	IT Workstation	1	1	64 /wkstn	64	Located in IT suite; WS-64
2.203	IT Repair Lab	1	1	120 /area	120	Located in IT suite; requisite data technology; worktable w/ dust & static control; shelving for storage; shadow board for tool storage; appropriate ventilation; portable emergency eyewash station
2.204	Main Server Room	-	1	200 /room	200	Accessible from within IT suite; requisite data technology; server racks; VOIP telephone server racks; temperature & humidity control; sliding glass doors; visible from IT workstation
2.205	Janitor Closet	-	1	40 /room	40	Accessible from within IT suite; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
2.206	Master Distribution Frame	-	1	0 /room	0	See 1.100 Security Screening Lobby - 1.116
2.207	Satellite Server Room - Intermediate Distribution Frame	-	0	0 /room	0	Depending on configuration of the building, multiple IDF rooms may be required; temperature & humidity control; switch gear equipment; square footage included as part of the overall building gross
<b>2.200 Total Net Square Feet</b>					<b>424</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>2.200 Total Gross Square Feet</b>					<b>530</b>	
<b>2.000 Total Interior Net Square Feet</b>					<b>4,502</b>	
<b>2.000 Total Interior Gross Square Feet</b>					<b>5,628</b>	



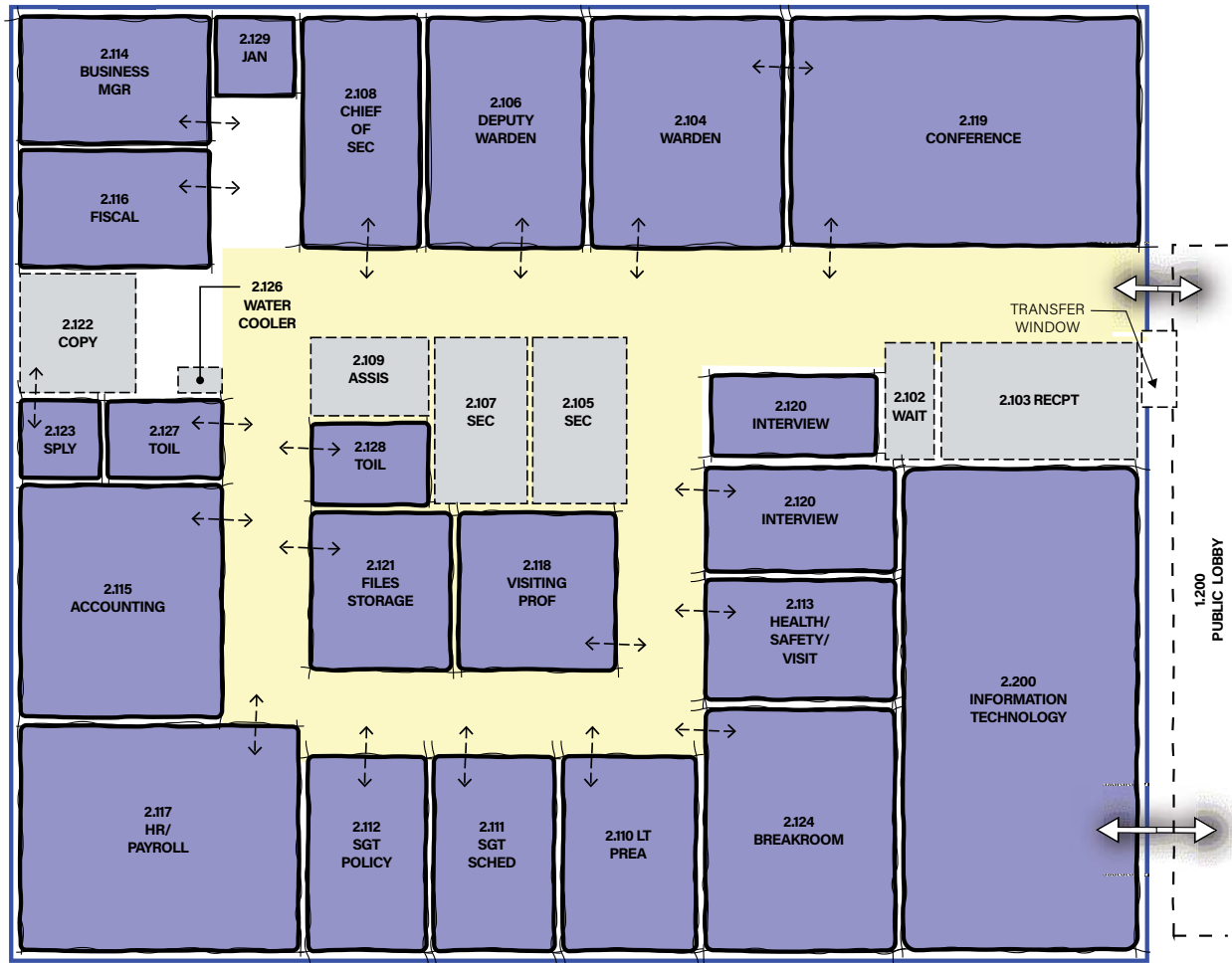
2.000 Facility Administration – Functional Adjacency Diagrams



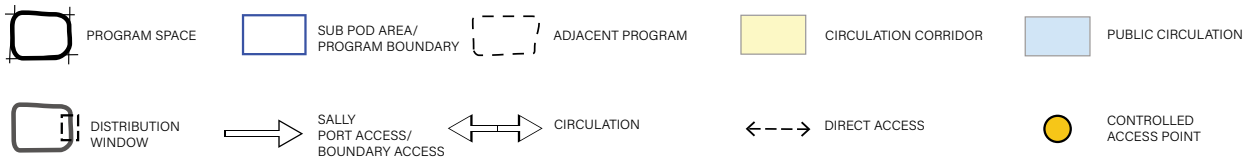
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2.000 Facility Administration – Functional Adjacency Diagrams



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### 3.000 Staff Support

It is important that a facility's physical plant and operations recognize the critical role that staff play in delivering quality services, and that appropriate emphasis be placed on addressing staff needs. Training and staff support amenities generally lead to enhanced programming and services, employee morale, increased staff retention, and compliance with applicable standards. The staff support component includes staff entrance, staff roll call/briefing, training, staff lockers, fitness, and staff respite spaces designed to meet staff needs. Unless otherwise noted, staff support spaces will be located outside of the security perimeter.

#### 3.100 Staff Entrance

1. Facility staff-only areas will have two access points – one exterior entrance accessible from the staff parking area, and one interior entrance via the security screening lobby.
2. A secure staff entrance from the exterior will be provided leading directly into the facility's staff-only areas. The staff entrance from the exterior should not be a security vestibule-type entrance, but rather a securable weather vestibule accessed by card reader and/or biometric means by authorized staff.
3. Access to the staff support areas from the security screening lobby will be controlled to prevent casual access and will be by electronic release either by the public reception officer in the public lobby and/or central control, and/or by card reader, pin code, and/or biometric means (authorized staff only). Before entering the facility via the public lobby from the staff support areas, staff will be required to successfully pass security screening conducted in the security screening lobby (see 1.100 Security Screening Lobby).
4. Access to the mail anteroom will be provide from the staff support area and will be controlled to prevent casual access and will be by card reader and/or biometric means (authorized staff only).

#### 3.200 Shift Roll Call/Briefing

1. Prior to reporting for duty, all security staff should attend roll call/briefing. The roll call/briefing room will be located within the security perimeter and is described in greater detail in report section 4.200 Shift Roll Call/Briefing.
2. All staff will be required to check in for work using one of the electronic time clocks provided. Requisite electrical outlets and data technology will be provided for the installation of electronic time clocks. Electronic time clocks will be located in a manner as to be easily accessible from:
  - a. public lobby (see 1.200 Public Lobby)
  - b. facility administration (see 2.100 Facility Administration)
  - c. shift roll call/briefing room (see 4.200 Shift Roll Call/Briefing)
  - d. maintenance shop/stockroom (see 13.100 Maintenance Shop/Stockroom)

#### 3.300 Training

1. Training for new hires is coordinated and conducted by training staff at the State's training academy. In addition, any remedial training required occurs at the training academy. Annual in-service training for uniformed personnel occurs at the OCCC and is coordinated by the training sergeant. The training sergeant is also responsible for coordinating annual in-service training at the OCCC for non-uniformed personnel on topics that are universal to all employees (e.g., sexual harassment, workplace safety, CPR/first aid, etc.)

2. A multipurpose (MP) training room will be provided that may be accessed from either the security screening lobby or staff support staff-only circulation area.
  - a. Entry to the MP/training room from the security screening lobby will be controlled to prevent casual access and will be by electronic release either by the public reception officer in the public lobby and/or central control, and/or by card-reader access and/or biometric means (authorized staff only).
  - b. Entry to the MP/training room from the staff support staff-only circulation area will be by card-reader access and/or biometric means (authorized staff only).
3. While designed for training, the room may be utilized for events involving members of the public. This fully equipped training room will be sized to accommodate 25 participants and will be configured to support self-defense training/instruction. This room will be equipped with a retractable wall in order to create two separate rooms.
4. A room adjacent to the training room will contain 10 computer carrels for self-instruction and/or small class instruction, for staff to check e-mail and manage time and attendance matters.
5. A secure storage closet will be provided for larger pieces of training equipment, easel pad stands, screens, mats, audio/visual equipment, additional chairs, etc.
6. Proximal to the MP/training room, restrooms, a breakroom with a vending alcove, a greenspace area, a water cooler, and a janitor closet will be provided.

### *Training Office Suite*

7. The training office work area should be in the form of a suite.
8. Office and/or workspace will be provided for the following positions and functions:
  - a. Training Sergeant
  - b. Training Officer
  - c. Field Training Officer
  - d. Guest Trainer
9. A conference table sized to accommodate six people will be provided for training staff meetings, organizing instructional materials, etc.
10. Individual training records are maintained off site at the regional training academy. Therefore, only staging for individual training records pending transfer to the academy will be provided.
11. Sufficient space will be provided for storage of training instructional materials.
12. Within the training suite, a printer/copier work alcove (includes office supply storage) will be provided.

### **3.400 Staff Lockers**

1. The stress associated with corrections work and the physical requirements for adequate job performance support the need for well-designed space for staff to change into their uniforms, store their gear, and to shower following an altercation or chemical agent exposure or using the fitness room. Male and female locker/changing rooms are provided in the staff support area accessible via the staff entrance corridor, so that staff can store their personal belongings prior to going on their shift.
2. The staff lockers are designed for the full build-out of the facility at 1,032 beds. Four-hundred fifteen assigned half-height lockers will be provided for all uniformed staff – 386 for males and 29 for females, and 230 quarter-height lockers will be provided for all non-uniformed staff assigned to the OCCC – 91 for males and 137 for females. Additional lockers will be available on an unassigned day-use basis for personnel who are working at the OCCC on a temporary or short-term basis. Separate locker rooms for males and females will be provided.
3. Toilets, sinks, and showers will be provided in each locker room. In addition, a lactation room will be provided that is accessible from within the female locker room.

4. Each staff locker room will have a janitor closet as well as a water cooler.

### 3.500 Fitness Area

1. A dedicated fitness room will be provided and will be sized to accommodate up to 10 persons exercising simultaneously. Equipment may include multi-station weight equipment, free weights, exer-cycles, treadmills, ellipticals, etc.
2. A door must be provided into the fitness room directly from the staff support circulation area. The door should remain locked at all times and provide for access by card-reader or biometric means for authorized personnel and/or visitors. Additional doors from inside the fitness area into each respective staff locker facility should be provided, which remains locked at all times and provides access via card-reader or biometric means for authorized persons.
3. The janitor closets within each staff locker facility will be available for use in the fitness room.

### 3.600 Staff Respite & Breakrooms

1. To support staff health and optimal performance, spaces for brief respites from working a post will be provided. Offering staff opportunities to step away from their assigned post for a brief break contributes to:
  - a. Increased productivity
  - b. Reduced stress
  - c. Lower physical ailments
  - d. Restores alertness
2. Staff breakrooms will be provided in strategic locations throughout the OCCC (the number of breakrooms may be consolidated and decreased during the design process):

#### *Outside Security Perimeter*

- a. Staff breakroom located within staff support – training (max occupancy – 10)
- b. Staff breakroom located within facility administration (max occupancy – 8)
- c. Staff breakroom located within intake services center (max occupancy – 8)

#### *Inside Security Perimeter*

- d. Staff breakroom located within intake & release processing (max occupancy – 10)
  - e. Staff breakroom located within each decentralized programs and services center (max occupancy – 8)
  - f. Staff breakroom located within health care (max occupancy – 12)
  - g. Staff breakroom located within programs and services (max occupancy – 6)
  - h. Staff breakroom located within food service (max occupancy – 4)
3. One staff smoking area will be provided outside the security perimeter and accessible from the staff breakroom located within staff support.
  4. A staff dining room located inside the security perimeter is described in report section 10.000 Food Service.

3.000 Staff Support – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>3.100 Staff Entrance</b>						
3.101	Weather Vestibule - Staff Entrance	1-10	1	120/area	120	ADA accessible; one set of double doors for weather insulation; staff entrance door leading directly into staff-only areas; access by card reader or biometric-means (authorized staff only)
3.102	Security Screening Lobby Entrance - Secure Door	-	1	0/area	0	Access to/from security screening lobby (see 1.113) to/from staff support areas; controlled access by keypad, card reader, and/or biometric means (authorized staff only) and/or by remote electronic release from the public reception workstation or central control; includes CCTV and intercom for identification; square footage included in 3.100 grossing factor
3.103	Mail Anteroom Entrance - Secure Door	-	1	0/area	0	Access to/from mail anteroom (1.401) to/from staff support areas; controlled access via keypad, card reader, and/or biometric means (authorized staff only); square footage included in 3.100 grossing factor
<b>3.100 Total Net Square Feet</b>					<b>120</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>3.100 Total Gross Square Feet</b>					<b>150</b>	
<b>3.200 Shift Roll Call/Briefing</b>						
3.201	Roll Call/Briefing Room	-	1	0/room	0	See 4.200 Shift Roll Call/Briefing - 4.201
3.202	Electronic Time Clock	-	4	0/area	0	4 electronic clocks strategically located throughout facility: public lobby (see 1.219); facility administration (see 2.125); shift roll call/briefing (see 4.202); & maintenance staff breakroom (see 13.110)
<b>3.300 Training</b>						
3.301	MP/Training Security Screening Lobby Entrance - Secure Door	-	1	0/area	0	Provides access to MP/training room from security screening lobby (see 1.114); door - electronic release either by the public reception officer and/or central control, and/or by card-reader access and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 3.300 grossing factor
3.302	MP/Training Staff-only Entrance - Secure Door	-	1	0/area	0	Provides access to MP/training room from support services staff-only circulation area; door - access via card reader and/or biometric means (authorized staff only); square footage included in 3.300 grossing factor
3.303	MP/Training Room	25	1	25/pers	625	Adult learning desks or tables (collapsible); chairs; smart TV; dry erase and electronic whiteboards (at least one wall to be a full dry-erase board); phone; pin up space; lectern; requisite data technology; room to be configured to support self-defense training/instruction; equipped with retractable wall to create two separate rooms - requires two entrances
3.304	Computer Lab	1	10	35/carrel	350	Computer workstation; requisite data technology; workstations clustered together in a single room
3.305	Training Equipment Storage	-	1	300/room	300	Storage for larger pieces of training equipment; easel pad stands; audio/visual equipment; physical fitness training equipment (including mats); additional chairs; etc.

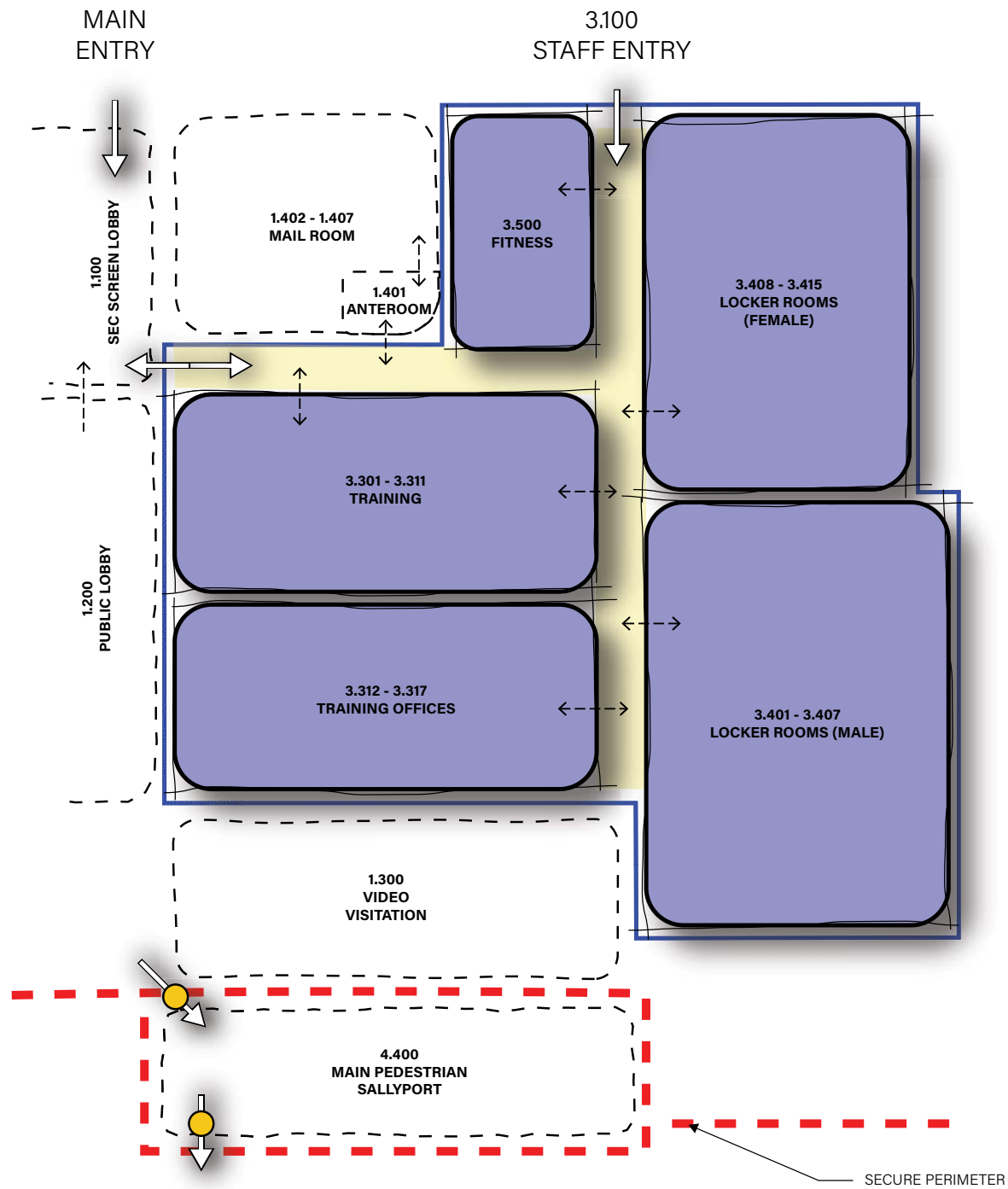
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
3.306	Restroom - Individual	1	3	40/room	120	Gender neutral
3.307	ADA Restroom - Individual	1	1	50/room	50	Requisite mobility & accessibility features; gender neutral
3.308	Breakroom - Staff	8-10	1	290/room +30	320	BR-250 sized up for 10; extra 30 nsf for vending alcove
3.309	Greenspace Area - Staff	-	1	(150)/area	(150)	Area accessible from training breakroom (see 3.308); weather protected; bench seating; 100' from building
3.310	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 3.300 grossing factor
3.311	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level
<b>Training Office</b>						
3.312	Training Sergeant	1	1	100/office	100	Accessible from training office suite; OF-100
3.313	Training Officer	1	1	64/wkstn	64	Located within training office suite; WS-80; may be clustered with other workstations
3.314	Field Training Officers/Guest Trainer	1	2	50/wkstn	100	Located within training office suite; WS-50; may be clustered with other workstations
3.315	Conference Table/Seating	1-6	1	100/area	100	Located within training office suite; table & seating for 6
3.316	Training Records/Materials Storage	-	1	100/room	100	Accessible from training office suite; shelves/file cabinets for training materials; file cabinets for staff training records
3.317	Printer/Copier Work Alcove	-	1	75/area	75	Located within training office suite; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; mail slots; shredder; recycling bins
<b>3.300 Total Net Square Feet</b>					<b>2,344</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>3.300 Total Gross Square Feet</b>					<b>3,164</b>	
<b>3.300 Total Exterior Gross Square Feet</b>					<b>(150)</b>	
<b>3.400 Staff Lockers</b>						
<b>Staff Locker Room - Males</b>						
3.401	Male Half-height Locker/ Changing Rooms - Assigned Lockers	1	386	5/locker	1,930	Located & grouped together within male locker room; half-height lockers equipped with user-defined combination lock; changing space; benches; proximal to staff entrance; accessible to/from fitness room
3.402	Male Quarter-height Locker/ Changing Rooms - Assigned Lockers	1	91	3/locker	273	Located & grouped together within male locker room; quarter-height lockers equipped with user-defined combination lock; changing space; benches; proximal to staff entrance; accessible to/from fitness room
3.403	Male Half-height Locker/ Changing Rooms - Day-use Lockers	1	5	5/locker	25	Located & grouped together within male locker room; half-height lockers equipped with user-defined combination lock; changing space; benches; proximal to staff entrance; accessible to/from fitness room
3.404	Shower Rooms - Males	1-5	1	300/room	300	Accessible from within male locker room; 5 shower stalls with drying area - includes 1 ADA accessible shower at 50 sf; accessible from within male locker room
3.405	Toilet/Sink Area - Male	1-5	1	300/area	300	Accessible from within male locker room; 4 toilets (adequate door clearance from edge of water closet), 3 urinals, & 5 sinks - includes 1 ADA toilet and sink at 50 sf; wall-mounted hair dryer; accessible from within male locker room

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
3.406	Water Cooler	-	1	0/area	0	Located within male locker room; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 3.400 grossing factor
3.407	Janitor Closet	-	1	40/room	40	Accessible from within male locker room; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>Staff Locker Room - Females</b>						
3.408	Female Half-height Locker/ Changing Rooms - Assigned Lockers	1	29	5/locker	145	Located & grouped together within female locker room; half-height lockers equipped with user-defined combination lock; changing space; benches; proximal to staff entrance; accessible to/from fitness room
3.409	Female Quarter-height Locker/ Changing Rooms - Assigned Lockers	1	137	5/locker	685	Located & grouped together within female locker room; quarter-height lockers equipped with user-defined combination lock; changing space; benches; proximal to staff entrance; accessible to/from fitness room
3.410	Female Half-height Locker/ Changing Rooms - Day-use Lockers	1	5	5/locker	25	Located & grouped together within female locker room; half-height lockers equipped with user-defined combination lock; changing space; benches; proximal to staff entrance; accessible to/from fitness room
3.411	Shower Rooms - Females	1-2	1	120/room	120	Accessible from within female locker room; 2 shower stalls with drying area - includes 1 ADA accessible shower
3.412	Toilet/Sink Area - Female	1-2	1	120/area	120	Accessible from within female locker room; 2 toilets (adequate door clearance from edge of water closet) & 3 sinks - includes 1 ADA toilet and sink; wall-mounted hair dryer
3.413	Lactation Room	1	1	80/room	80	Accessible from within female locker room; ADA accessible; comfortable seating; sink; half-height refrigerator
3.414	Water Cooler	-	1	0/area	0	Located within female locker room; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 3.400 grossing factor
3.415	Janitor Closet	-	1	40/room	40	Accessible from within female locker room; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>3.400 Total Net Square Feet</b>					<b>4,083</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>3.400 Total Gross Square Feet</b>					<b>5,716</b>	
<b>3.500 Fitness Area</b>						
3.501	Fitness Room	10	1	50/pers	500	Exercise equipment; card or biometric access; directly accessible from each staff locker room & staff support circulation area
3.502	Janitor Closet	-	0	0/room	0	Shared with 3.400 Staff Lockers (see 3.407 & 3.415)
<b>3.500 Total Net Square Feet</b>					<b>500</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>3.500 Total Gross Square Feet</b>					<b>700</b>	

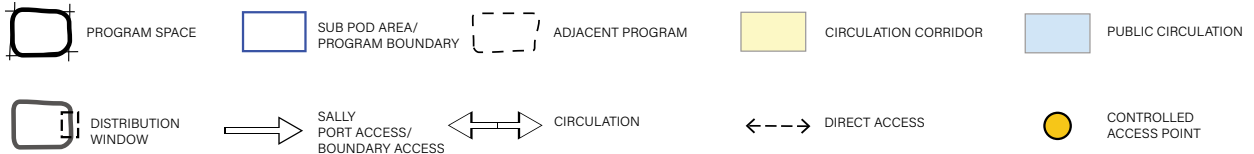


No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>3.600 Staff Respite &amp; Breakrooms</b>						
<i>Outside Security Perimeter</i>						
3.601	Staff Breakroom (Staff Support - Training)	-	1	0/room	0	See 3.308
3.602	Staff Breakroom (Facility Administration)	-	1	0/room	0	See 2.124
3.603	Staff Breakroom (Intake Services Center)	-	1	0/room	0	See 5.724
3.604	Greenspace Area - Staff	-	1	(0)/area	(0)	See 3.309
<i>Inside Security Perimeter</i>						
3.605	Staff Breakroom (Intake & Release)	-	1	0/room	0	See 5.272
3.606	Staff Breakroom (DPSC)	-	5	0/room	0	See 6.625 & 6.725
3.607	Staff Breakroom (Health Care)	-	1	0/room	0	See 7.301
3.608	Staff Breakroom (Programs & Services)	-	1	0/room	0	See 9.115
3.609	Staff Breakroom (Food Service)	-	1	0/room	0	See 10.103
3.610	Staff Dining Room	-	1	0/room	0	See 10.605
	<b>3.000</b>		<b>Total Interior Net Square Feet</b>		<b>7,047</b>	
	<b>3.000</b>		<b>Total Interior Gross Square Feet</b>		<b>9,731</b>	
	<b>3.000</b>		<b>Total Exterior Gross Square Feet</b>		<b>(150)</b>	

3.000 Staff Support – Functional Adjacency Diagrams



LEGEND:



## 4.000 Security Operations

The mission of security operations is to provide for the safety and security of all staff, visitors, and inmates in the entire OCCC and, thus, facilitate orderly operations and programming. The security operations component includes such functions as security administration, central control, security emergency response team, armory, key control, security and safety communications and surveillance, and fire safety and emergency response.

Breaches in the security perimeter will be limited as much possible to ensure all persons entering and exiting the facility's security perimeter are authorized and accounted for and visually identified. To the degree feasible, these breaches should be limited to the main pedestrian sallyport, the intake/release vehicular sallyport, release pedestrian sallyport, and the service sallyport. Card-reader and/or biometric means of identification will be provided at each access point to properly document all persons inside the facility.

Certain components of the security operations section are located within the interstitial space of the facility's secure perimeter. The interstitial space includes areas such as central control, key storage, and the armory, which are neither within the security perimeter nor outside of the security perimeter; rather are within a stand-alone secure perimeter that bridges the two. No unauthorized staff or persons will be located in these areas unless for official business.

### 4.100 Security Administration

1. Personnel responsible for managing all aspects of the facility's day-to-day security operations will operate from a single location inside the security perimeter and, ideally, in close proximity to central control. This space will function as the security administration space for the security/housing operations function and will be configured as a suite with common areas and distinct office and/or workspaces.
2. A reception waiting area will accommodate up to four visitors/staff to the security administration suite.
3. Office and/or workspace will be provided for the following positions and functions:
  - a. Watch Commander
  - b. Security Lieutenant
  - c. Residency Lieutenant
  - d. Security Threat Group Sergeant
  - e. Security Threat Group Officer
  - f. Policy & Procedure/Accreditation Sergeant
  - g. Scheduling Sergeant
  - h. Visitor Registration Officer (see 8.000 Visitation)
  - i. Temporary Assignment

Workspace design and furniture and equipment will be commensurate with assigned responsibilities.

4. Grievances are submitted via interdepartmental mail to the Inspection & Investigation Office (IIO), a central office division. IIO staff are responsible for documenting receipt of grievances and directing/overseeing responses.
5. Inmate rule infractions are initially processed through the security office where a sergeant is typically assigned to investigate the alleged infraction. Upon completion of the investigation, a security supervisor reviews for completeness and then forwards to the residency section for final resolution. Residency section staff are responsible for coordinating and overseeing the convening of an adjustment panel to hold a hearing to adjudicate the allegation(s).
6. An alcove in the common area of the suite will be where spare radios and/or body cameras and corresponding batteries and chargers are stored.

7. Limited storage is provided for records generated by security operations. It is assumed that records related to security operations if not electronic in nature, will be scanned and electronically archived.
8. Within security administration, a conference room sized for eight, a printer/copier work alcove (includes office supply storage), a beverage station, a water cooler, a staff restroom, and a janitor closet will be provided.

#### 4.200 Shift Roll Call/Briefing

1. Prior to reporting for duty, all security staff working inside the security perimeter should attend shift roll call/briefing. It is here that staff will receive operational updates/bulletins.
2. The shift roll call/briefing room will be located within the security perimeter near the security administration suite. The shift roll call/briefing room will be sized (standing room only) to accommodate up to 75 staff reporting for duty. The room will also be configured for virtual delivery of the shift briefing to staff assigned at the CTC.
3. The shift roll call/briefing room will include two tables with seating sized to accommodate six computers for use by staff to enter hours worked, check emails, submit vacation/leave requests, etc.
4. A time clock will be located outside and adjacent to the shift roll call/briefing room as well as the key watcher system where authorized staff/persons will retrieve duty keys (see 4.600 Key Control/Locksmith Shop).

#### 4.300 Central Control

1. Central control is a 24-hour continuously staffed secure control station, and is the focal point of daily security operations. Central control will have the responsibility for remotely controlling emergency exit doors, the vehicular sallyport entry/exit, and all pedestrian sallyports penetrating the security perimeter as well as override control of all electronically operated doors using both intercoms and cameras to manage and view the door unlocking and relocking.
  - a. There should be very limited access into central control other than during shift change for the central control room officers or during emergency situations.
2. Central control will be the hub for all the integrated security electronics within the facility. Where possible, electronic integrated security systems (both hardware and software) should be designed so that they can be configured with limited proprietary software (open architecture platform) and equipment to allow for repairs and future expansion to occur without necessarily requiring the involvement of the security-system providers. All systems must be capable of interfacing with the existing and future network infrastructures and include a redundant system.
3. Closed-circuit television (CCTV) should be used for surveillance of areas that do not need continual staff presence such as circulation hallways, the exterior perimeter as well as providing staff with supportive surveillance in critical areas for prevention of inmate self-harm and/or suicide. In inmate housing, CCTV surveillance should primarily be used to record housing activities for later review by supervisors. Appropriate usage of CCTV also includes monitoring and controlling the vehicular sallyport, pedestrian sallyports, warehouse service yard, roadways, parking, etc. CCTV is not a substitute for staff supervision and direct interaction with inmates.
4. Staff may carry a personal alarm device that will identify the location and call for assistance of any staff involved in an incident with an inmate that may require additional backup support.
5. Biometrics (e.g., electronic fingerprints, retina scans, etc.) will be linked to the jail management systems and will be utilized to positively identify an inmate upon entry into the OCCC and to positively identify inmates being released.
6. Inmate tracking, if implemented, will be linked to the jail management system to identify where inmates are at any point in time through the use of active tracking systems.

7. Central control will be located within its own security zone of the facility, and access into this area is strictly limited to authorized personnel. Access to central control will be via a dedicated sallyport accessible from within the main pedestrian sallyport to further enhance security and minimize breaches of the core security systems operations. There are two additional doors within the central control sallyport, one door will provide access to the lethal armory (see 4.600 Armory) and one door will provide access to the key control/locksmith shop (see.4.600 Key Control/Locksmith Shop).
8. Within the central control room will be three redundant workstations (one will be used for training and/or backup needs). Central control will be laid out to provide easy maneuvering for the benefit of the assigned staffs' activities. Because central control will be a crucial and highly specialized 24-hour/7-day operation with specialized technological equipment, a separate HVAC system should be provided to ensure appropriate temperatures and uninterrupted climate control. Sufficient wall space should be provided for fire and smoke panels as well as secure key cabinets.
9. Activities within central control include:
  - a. observation and control of all perimeter doors/exits/sallyports (pedestrian and vehicle),
  - b. control and active monitoring of key internal security doors,
  - c. monitoring and recording of cameras throughout the OCCC as well as redundant monitoring of all secure doors,
  - d. monitoring of life safety and security alarm systems, including sprinkler, smoke, and fire alarms,
  - e. control of internal movement into and out of major zones within the facility,
  - f. making public address system announcements,
  - g. maintaining radio communications and having the base station for internal transmissions and facility-based transports,
  - h. responding to all internal security communications via security intercoms,
  - i. ability to assume command of all locking doors within the facility, particularly in emergency situations,
  - j. manage the card-reader access system,
  - k. monitor and respond to staffs' personal alarm system, and
  - l. monitor (if applicable) inmate tracking system.
10. Central control will be capable of assuming control of any subordinate control panel throughout the facility.
11. A secure equipment room with controlled access, adequately sized to house the primary security electronic equipment and servers, recording of all CCTV cameras, an uninterrupted power source (UPS) that prevents interruption of electrical current, and security management computers, will be provided. Access to this room will be by card-reader and/or biometric means for authorized staff or access provided by central control once identity of the person and authorization to enter is verified. This room will be accessible directly from within the central control room.
12. Within the central control room, a beverage station, a staff restroom, and a janitor closet will be provided.

#### 4.400 Main Pedestrian Sallyport

1. The public will access the security perimeter through the main pedestrian sallyport located off the public lobby after successfully passing through security screening. Staff will also access the security perimeter through this same sallyport.
2. Before entry into the security perimeter is authorized, staff and visitors will secure any weapons or ammunition in the gun/weapons lockers located in the security screening lobby. Visitors to the facility administration office will be directed to that specific location by the reception staff and will not enter the main pedestrian sallyport.
3. The main pedestrian sallyport has four interlocking secure doors providing access between the public lobby and the central control sallyport or the contact visitation room, or the secure perimeter. Access to and egress from the main pedestrian sallyport will be controlled by central

control once verification of authorized entry/exit is made. An intercom (with appropriate signage) located on each side of the doors will allow communication between people requesting entrance/exit to the main pedestrian sallyport and central control staff.

#### 4.500 Security Emergency Response Team/Incident Command Center

1. In the event of a major facility emergency, the incident response shall be the responsibility of OCCC command staff in concert with the security emergency response team (SERT).
2. The SERT is a team of specially trained corrections security staff tasked with responding to critical incidents within the facility such as disturbances, riots, cell extractions, mass searches, or other situations in the jail that are likely to involve uncooperative or violent inmates. SERT-trained staff will be assigned to each shift in sufficient number (minimally five SERT staff per shift) so as to provide an adequate emergency response, with an estimated total of 30 SERT staff.
3. The chief of security will assume the role and responsibilities of the SERT commander. The on-duty watch commander will direct the immediate SERT response.
4. Space will be provided for the SERT to prepare response plans in cases of emergencies, and to store and don their equipment. This area is to be centrally located within the facility's security perimeter.
5. The SERT area will include a muster room, which will also serve as the incident command center in the event of a major facility emergency. This is the primary location where staff will plan their tactical responses, and to write reports following an incident. The SERT muster room/incident command center will be a specially furnished and equipped room. This room will be properly equipped and be capable of supporting a remote security electronics console to take over control of the facility's security electronics systems and will also include:
  - a. adequate pin-up space for floor plans of the facility
  - b. wall-mounted writing surface(s)
  - c. multiple phone lines at various locations (to enhance uninterrupted communication)
  - d. computer terminals with access to security and life safety information
  - e. support audio/visual presentations
  - f. adequate counter space for radio chargers
  - g. shelving for storing architectural drawings (which will also be available electronically), keying schedules, and security systems specifications
  - h. workstations will be arranged in a U-shape with the command leader workstation in the center
6. Within the SERT muster room, a work counter with laptops will be located in an alcove with additional data lines and power receptacles available in the room for the use of additional computers, when needed.
7. Accessible from within the SERT muster room, will be space designated for secure SRT equipment storage (biohazard suits, vests, helmets, PPE, OC, pepper-ball launches, etc.) and SERT uniform changing, storage, and laundering.
8. SERT staff will don the SERT uniform prior to responding to an event; changing cubicles are provided for this purpose. SERT uniforms may be laundered using the washer and dryer provided or in the facility's central laundry and stored so as to be readily accessible to SERT personnel.
9. There will be a pass-through from the nonlethal and lethal armories (see 4.500 Armory) to the SERT changing room for issuing of tactical items and/or lethal weapons for use in a SERT response.
10. A staff restroom will be equipped with a shower and ventilation to the facility exterior to allow decontamination to occur if necessary. The shower will not require additional space; rather, it will be a showerhead within the restroom with appropriate drainage and an eyewash station.
11. Within the SERT muster room, a printer/copier work alcove, and a beverage station will be provided.

#### 4.600 Armory

##### *Armory – Nonlethal*

1. A nonlethal armory, accessible from the circulation corridor, will be provided adjacent to the SERT operation with a pass-through window into the SERT muster room. The armory is a secure room where nonlethal weapons/devices that include disabling agents such as OC spray, tasers, etc. and tactical nonlethal weapons and explosive devices such as blast strips and flash bangs, rubber bullets, and pepper balls will be stored.
2. Access to the nonlethal armory will be limited to authorized staff and will be via card-reader and/or biometric means or provided by remote electronic release by central control once identity of the person and authorization to enter is verified.
3. Within the nonlethal armory, a work surface is provided for routine cleaning and maintenance of the equipment as well as for a laptop for inventory and issuance.

##### *Armory – Lethal*

4. The lethal armory will be located adjacent to central control and will be accessible via the central control sallyport (see 4.300 Central Control), and will be equipped with a secure pass-through window into the SERT muster room. It will be a specially designed room, which will be managed by the armorer. This is where firearms, ammunition, additional OC products, and other lethal arsenal items will be stored.
5. The lethal armory should always remain locked, with a two-step access procedure (e.g., card access, pin codes, biometrics, etc.). The first step will require remote electronic release by central control once identity of the person and authorization to enter is verified or a key issued by central control, and the second step will provide access via pin code, card-reader, or biometric means for authorized staff.
6. The lethal armory requires special ventilation and humidity control, and should be equipped with smoke and fire detectors, and a weapon discharging station. This room should be equipped with shelving and racks for secure storage and retrieval of weapons.
7. Ammunition will be stored in a separate secure room within the lethal armory, having proper ventilation, and an outside roof with explosive hatch.
8. Adequately ventilated and secure space is provided for chemical storage.
9. Within the lethal armory, a work surface is provided for routine cleaning and maintenance of the equipment as well as for a laptop for inventory and issuance.
10. Within the lethal armory, a workstation for the armorer, a printer/copier, a regular/recycled trash area, a beverage station, a staff restroom, and a janitor closet will be provided.

#### 4.700 Key Control/Locksmith Shop

1. Generally, keys for daily use by authorized staff/persons will be accessed from the electronic key control system (key watcher) located within the main circulation spine adjacent to the shift roll call/briefing room (see 4.200 Shift Roll Call/Briefing). The key watcher system will be programmed by individual employee/authorized person and will establish authorization for each person to access specific keys and/or key sets. The key watcher system will require a two-step process to access authorized keys (e.g., a card reader, pin-code, and/or biometric means).
2. A full set of emergency keys will be stored securely within central control. Emergency keys will be issued from central control.

##### *Key/Locksmith Shop*

3. A key/locksmith shop will be located adjacent to central control and will be accessible via the central control sallyport (see 4.300 Central Control). It is here that all of the master keys for the OCCC, LPC, and OCCC pre-release center are accounted for and maintained.

4. The key/locksmith shop should always remain locked with a two-step access procedure. The first step will require remote electronic release by central control once identity of the person and authorization to enter is verified or a key issued by central control, and the second step will provide access via pin code, card-reader, or biometric means for authorized staff.
5. The key/locksmith shop will be equipped to perform basic locksmith functions (i.e., cut new keys, repair locks, etc., and rebuilding locks); will have adequate counter space for a computer and for key cutting machines for high security keys (other than paracentric) as well as commercial security keys. The counter space will also be used to conduct regular inventories of keys. Shelving will be provided for storing notebooks and key manufacturer information and data/cut sheets.
6. Surplus or unassigned general use and emergency keys will be well marked and stored on wall-mounted pegboards, as will key blanks or they may be stored in a secure key cabinet.
7. Within the key/locksmith shop, workstations for key/locksmith staff (one sergeant and one ACO), a beverage station, a sink, and a trash alcove will be provided.



4.000 Security Operations – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>4.100 Security Administration</b>						
4.101	Reception Area	2-4	1	100/area	100	RW-100
4.102	Watch Commander	1-2	1	220/office	220	Shared office; 2 WS-80; for use by on-duty watch commanders; conference table/seating for 4
4.103	Security Lieutenant	1-2	1	150/office	150	OF-150; shared office; for use by on-duty security lieutenants
4.104	Residency Lieutenant	1-2	1	150/office	150	OF-150; shared office; for use by on-duty residency lieutenants
4.105	Security Threat Group - Shared Office	1-2	1	150/office	150	OF-150; shared office for STG sergeant & STG officer
4.106	Visitor Registration Officer	1	1	64/wkstn +15	79	WS-64; extra 15 nsf for file cabinets
4.107	Temporary Assignment	1	1	50/wkstn	50	WS-50
4.108	Radio/Body Camera Spares/Charging	-	1	20/area	20	Secure shelving with electrical outlets
4.109	Records Storage	1	1	50/area	50	Shelving; file cabinets; security operations-related records (e.g., incident reports, shift commander reports, operations logs, etc.)
4.110	Conference Room	6-8	1	160/room	160	CF-160
4.111	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
4.112	Beverage Station	-	1	20/area	20	Located within security administration suite; counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle
4.113	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 4.100 grossing factor
4.114	ADA Restroom - Staff	1	1	50/room	50	Requisite mobility & accessibility features; gender neutral
4.115	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>4.100 Total Net Square Feet</b>					<b>1,314</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>4.100 Total Gross Square Feet</b>					<b>1,643</b>	
<b>4.200 Shift Roll Call/Briefing</b>						
4.201	Roll Call/Briefing Room	75	1	900/room	900	Located proximal to security offices; standing room only; stackable chairs; smart TV; dry erase and electronic whiteboards; phone; pin up space; lectern; requisite data technology as well as transmission technology for videoconferencing; ceiling mounted high resolution cameras; two-way communication; wall-mounted video screen; tables & seating w/6 computers
4.202	Electronic Time Clock	-	1	0/area	0	Located within main circulation spine adjacent to roll call/briefing room (see 4.201); wall-mounted electronic time clock; requisite data technology; square footage included in 4.200 grossing factor

4.000 Security Operations

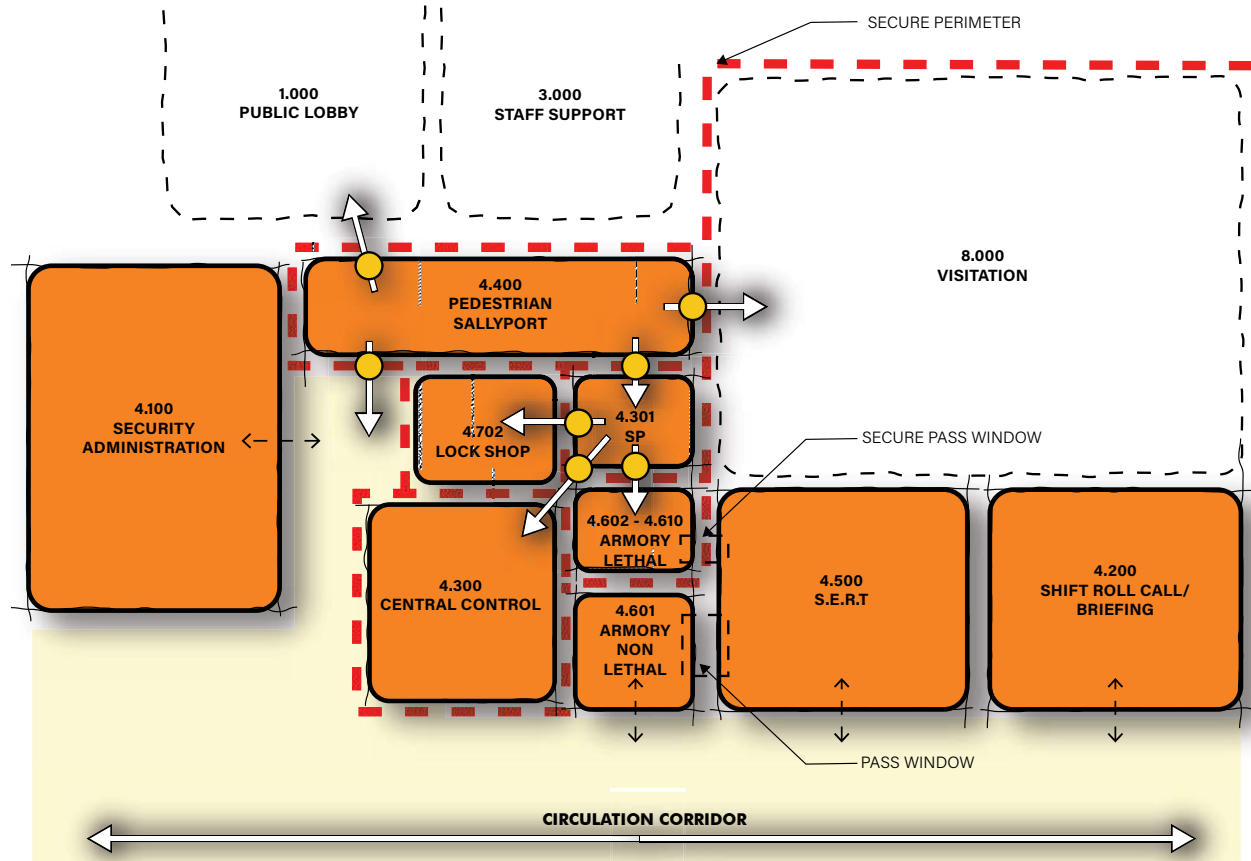
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
4.203	Key Watcher System Alcove	-	1	40/area	40	Located within main circulation spine adjacent to shift roll call/briefing room (see 4.201); requisite data technology; two-step access process - pin code and/or card reader and/or biometric means; data receptacles/outlets
<b>4.200 Total Net Square Feet</b>					<b>940</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>4.200 Total Gross Square Feet</b>					<b>1,175</b>	
<b>4.300 Central Control</b>						
4.301	Central Control Sallyport	1-4	1	50/area	50	Four interlocking doors providing access to/from the main pedestrian sallyport (outer door) to/from the central control room (inner door #1), to/from lethal armory (inner door #2), to/from the key/locksmith shop (inner door #3); all doors operated by remote electronic release from central control; intercom both sides of doors
4.302	Central Control Room	1-3	1	400/room	400	Includes 3 redundant security monitoring systems/stations (1 station is ADA accessible), secure master emergency key set storage; alarm centers, intercoms, door controls, etc.; counter space for updating records/logs and personal alarm equipment, CCTV system, digital recording; wall space for shelving (fire alarm panels); spare radios & chargers; public address; talk- and pass-through; separate HVAC system; specialized fire suppression system in central control; ergonomic design, electronic console-height control; visibility into main pedestrian sallyport
4.303	Security Electronics Equipment Room	-	1	200/room	200	Accessible directly from within central control; security system servers, CCTV recording, UPS power supplies, surge protectors, etc.; special ventilation; appropriate grounding; door into this room operated by remote electronic release from central control or card reader or biometric means (authorized staff only)
4.304	Beverage Station	-	1	20/area	20	Counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle
4.305	ADA Restroom - Staff	1	1	50/room	50	Requisite mobility & accessibility features; gender neutral
4.306	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>4.300 Total Net Square Feet</b>					<b>760</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>4.300 Total Gross Square Feet</b>					<b>1,064</b>	
<b>4.400 Main Pedestrian Sallyport</b>						
4.401	Main Pedestrian Sallyport	1-10	1	200/area	200	Four interlocking secure doors providing access to/from the public lobby (see 1.207) and central control sallyport (see 4.301), or the contact visitation room (see 8.401), or the security perimeter; doors operated by remote electronic release from central control; CCTV & intercom on both sides of doors; camera monitored/recorded
<b>4.400 Total Net Square Feet</b>					<b>200</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>4.400 Total Gross Square Feet</b>					<b>290</b>	

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>4.500 Security Emergency Response Team/Incident Command Center</b>						
4.501	SERT Muster Room Entrance - Secure Door	-	1	0/area	0	Controlled access to/from the main circulation spine - remote electronic release by central control and/or access by card reader or biometric means (authorized staff only); square footage included in 4.500 grossing factor
4.502	SERT Muster Room/ Incident Command Center	5-8	1	250/room	250	Seating; laptop computers; wall-mounted white boards and bulletin boards; storage for facility plans, keying schedules, & security systems specifications; requisite data technology
4.503	Computer Alcove	1-2	1	80/area	80	Accessible from within SERT muster room; work counter with laptops & seating; requisite data technology
4.504	SERT Equipment Storage	-	1	150/room	150	Accessible from within SERT changing room; secure equipment storage alcove (biohazard suits, PPE, pepper-ball launches, video cameras, etc.)
4.505	SERT Changing & Uniform Laundry	5-8	1	330/room	330	Accessible from SERT muster room; 10 half-height lockers equipped with user-defined combination lock; benches; shelving for storage of 20 SERT uniform bags - unassigned, variety of sizes; washer and dryer alcove w/ plumbing and electrical hookups, lint filters and appropriate exhaust; soiled laundry carts; pass-through window into the nonlethal armory (see 4.601) & lethal armory (see 4.606)
4.506	Staff Restroom & Shower	1	1	60/room	60	Accessible from within SERT muster room; gender neutral; shower; exterior ventilation; eyewash station
4.507	Printer/Copier Work Alcove	-	1	75/area	75	Located within SERT muster room; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; shredder; recycling bins
4.508	Beverage Station	-	1	20/area	20	Located within SERT muster room; counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle
<b>4.500 Total Net Square Feet</b>					<b>965</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>4.500 Total Gross Square Feet</b>					<b>1,303</b>	
<b>4.600 Armory</b>						
<i>Armory - Nonlethal</i>						
4.601	Armory - Nonlethal	-	1	200/room	200	Secure room adjacent to SERT operations (muster room) with pass-through window into SERT changing room (see 4.505); storage of disabling agents (e.g., OC spray, tasers) and nonlethal explosive devices (e.g., blast strips, flash bangs); specialized ventilation; work counter for routine cleaning/maintenance that includes laptop; data lines and power receptacles; access via remote release by central control or card reader/biometric means (authorized staff only)
<i>Armory - Lethal</i>						
4.602	Lethal Armory Entrance - Secure Door	-	1	0/area	0	Accessible from within central control sallyport; two-step access procedure - Step 1: remote electronic release by central control or key issued by central control, Step 2: pin code, card reader, or biometric means (authorized staff only); square footage included in 4.600 grossing factor

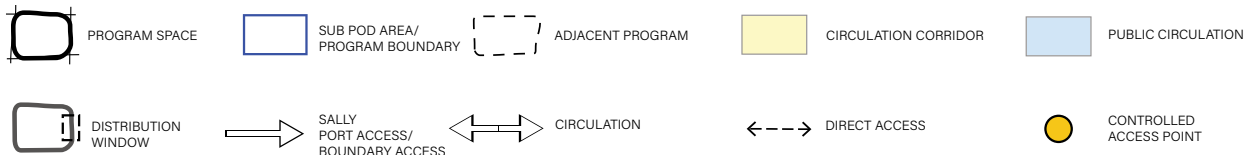
4.000 Security Operations

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
4.603	Weapons Storage	-	1	150/area	150	Located within weapons workroom; secure shelving & racks for lethal weapons; motion detection system; special ventilation and humidity control; smoke and fire detection; weapons discharge
4.604	Ammunitions Storage	-	1	80/room	80	Accessible from weapons workroom; secure room; shelving; outside roof with explosive hatch; secure bars; ventilation to the outside
4.605	Chemical Storage	-	1	100/room	100	Accessible from weapons workroom; secure room; shelving; ventilation; tear gas, OC, etc.
4.606	Weapons Workroom	-	1	150/room	150	Secure pass-through window into SERT changing room (see 4.505); work surface; cleaning supplies; peg board; bench press; emergency eyewash station
4.607	Armorer	1	1	50/wkstn +25	75	Located within weapons workroom; WS-50; extra 25 nsf for printer/copier & regular/recycled trash (may be built-in)
4.608	Beverage Station	-	1	20/area	20	Located within weapons workroom; counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle
4.609	ADA Restroom - Staff	1	1	50/room	50	Accessible from weapons workroom; requisite mobility & accessibility features; gender neutral
4.610	Janitor Closet	-	1	40/room	40	Accessible from weapons workroom; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>4.600 Total Net Square Feet</b>					<b>865</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>4.600 Total Gross Square Feet</b>					<b>1,168</b>	
<b>4.700 Key Control/Locksmith Shop</b>						
4.701	Key Watcher System Alcove	-	1	0/area	0	Located within main circulation spine adjacent to shift roll call/briefing room (see 4.203)
<i>Key/Locksmith Shop</i>						
4.702	Key/Locksmith Shop Entrance	-	1	0/area	0	Accessible from the central control sallyport (see 4.301); two-step access procedure - Step 1: remote electronic release by central control or key issued by central control, Step 2: pin code, card reader, or biometric means (authorized staff only)
4.703	Key/Locksmith Shop	1-2	1	225/room	225	Secure shop located within interstitial security zone and adjoining to central control; key duplication machine, worktable, computer, & stool; shelving; secure key cabinet(s); 2 WS-50; coffeemaker; hand sink; trash/recycling receptacles; two-step entry access - remote release by central control or key issued by central control and card reader or biometric means (authorized staff only)
<b>4.700 Total Net Square Feet</b>					<b>225</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>4.700 Total Gross Square Feet</b>					<b>304</b>	
<b>4.000 Total Interior Gross Square Feet</b>					<b>5,269</b>	
<b>4.000 Total Interior Gross Square Feet</b>					<b>6,946</b>	

4.000 Security Operations – Functional Adjacency Diagrams



LEGEND:



## 5.000 Intake/Release & Transportation

### *Intake/Release*

All admissions and releases from the Oahu Community Correctional Center (OCCC), the pre-release center, and the Laumaka Pre-release Center will be centralized within a single location within the intake and release(I/R) component of the OCCC. The I/R will be staffed on a 24-hour/7-day per week basis, with most admissions occurring Monday through Friday between 10:00 a.m. and 5:00 p.m.

With limited exception, all persons being admitted to the OCCC will have been committed into the care and custody of the OCCC as ordered by the court pending case adjudication (order pertaining to bail) or to serve a period of incarceration(sentence). In addition, inmates may be admitted directly to the OCCC under the following conditions:

- a. Inmate has allegedly violated his parole conditions; or
- b. Inmate is a sentenced felon who is being transferred from another PSD facility to either the new pre-release center or the Laumaka Pre-release Center (LPRC); or
- c. The court orders an individual to report to the OCCC on/at a designated date/time to commence execution of a previously imposed sentence.

The various populations managed in this area suggest that the design accommodate the range of holding requirements, from a waiting area to secure holding. The intake and release area should reflect a light-filled normative environment that supports reduced tension and creates a calm, orderly, and secure process. This component includes a secure entry, initial processing, intake processing, property, and release processing.

Most individuals who are committed on an order pertaining to bail or sentenced for a period of incarceration shall be transported by the Sheriff's Office transportation unit from the court and will be brought to the jail and received by the I/R staff through the vehicular sallyport. In addition, the Honolulu Police Department or the PSD may also transport directly from the court(s).

However, it should be noted that, on occasion, the court may authorize a person to self-report to the jail to begin serving a period of incarceration as outlined by the sentencing court. These individuals will report to the jail's public lobby receptionist who, in turn, will notify intake staff of the impending admission. Upon verification of the individual's sentence/reporting requirements, intake staff will report to the public lobby and take custody of the new inmate and escort them through the release pedestrian sallyport to the intake area for processing.

Treating inmates with dignity and respect is one of the most important things corrections officers can do to lay the foundation for compliant and rule-abiding inmate behavior, which starts at the 'front door.' The intake process provides staff an opportunity to begin establishing expectations for 'normal adult behavior. The intake environment should also convey expectations of compliant behavior by providing areas that are less restrictive. To illustrate, a waiting area provides seating for inmates awaiting processing who are compliant with staff requests/expectations, such as may be found in a hospital's emergency waiting room, with ready access to toilets, phones, reading materials, and televisions. For those who are not compliant, secure cells with less amenities and freedom of movement are provided.

### *Inmate Transportation*

The PSD transportation unit based at the OCCC operates on a 12-hour/5-day per week basis and is responsible for the transportation of inmates to/from courts, the airport (inter-island transfers, releases), other facilities – including intra-island transfers, and health care and court-ordered appointments. In the absence of PSD transportation staff, OCCC security staff will perform transports on an as-needed basis.

### 5.100 Vehicular Sallyport

1. A vehicular sallyport is required for processing new admissions and for receiving or transporting inmates to/from intra-agency and interagency facilities. A secure, semi-enclosed, weather protected (e.g., 10-foot walls, secure meshing to sallyport roof) drive-through vehicular sallyport provides security while inmates board/disembark law enforcement and/or inmate transportation vehicles. The vehicular sallyport will have four lanes – two drive-through lanes – sized (height and width) to accommodate standard rescue and emergency vehicles, and a passenger/tour bus; one drop-off lane – sized to accommodate parallel parking of four police cruisers and four 13-passenger vans or one 40-passenger bus; and one staging lane to accommodate angled parking for ten vehicles – four cruisers and six 13-passenger inmate transportation vehicles. There is an exterior electronically controlled pedestrian entrance/exit to the vehicular sallyport. The central control room will provide controlled monitoring and access into/out of the secure perimeter from the vehicular sallyport.
2. The vehicular sallyport doors are operated by remote electronic release from central control. Authorized vehicles will approach the vehicular sallyport gates, at which point they pass onto a vehicle detector device that will automatically activate a camera, which, in turn, will show the vehicle and alert central control staff to its presence. Central control staff may confer with the driver and the driver with central control staff through the use of a weather-protected, pole-mounted two-way intercom/CCTV camera situated at an appropriate height and location to enable central control staff to view the driver and to verbally communicate without the driver needing to leave the vehicle. The same verification and visual/audio communications system will be utilized for vehicles exiting the vehicular sallyport. Additional cameras will be strategically placed in a manner that provides visual monitoring of all areas within the vehicular sallyport.
3. The vehicular sallyport provides direct access to the intake processing and transportation areas via separate pedestrian sallyports – intake pedestrian sallyport and transportation pedestrian sallyport, respectively. The doors of these two pedestrian sallyports will be operated by remote electronic release from central control.
4. Ancillary spaces within the vehicular sallyport include gun lockers and a hand/eye wash station.

### 5.200 Intake & Release Processing

1. Intake and release processes are critical to the safe operation of the jail. Intake processes generally include, but are not limited to, confirming legal authority for commitment (order pertaining to bail, court commitment, etc.), positive identification (including photos and fingerprints), collection of personal data and legal documents/status, securing personal property, searches, classification, and health screenings. Release processes generally include, but are not limited to, positive identification of the inmate being released, a check for holds or detainers, victim notification, health referrals for inmates with special needs or conditions, and return of personal property and money.
2. Intake and release processing is overseen and supervised on a 16-hour/5-day per week basis by the I/R lieutenant. In the absence of the I/R lieutenant, the security lieutenant will assume overall responsibility for the I/R area. An office for the I/R lieutenant will be provided.

#### *Initial Intake, Search & Dress-in*

3. Upon admission to the facility, new inmates will:
  - a. be subject to a full-body scan and pat searches
  - b. be formally identified
  - c. be subject to a strip search
  - d. be changed into a facility uniform
  - e. have their cash monies collected and receipted
  - f. have their property collected and inventoried
4. Once admitted through the intake pedestrian sallyport, inmates will be subject to immediate search – a full-body scan (see 5.400 Full Body Search) and pat searches. Ancillary spaces to the

## 5.000 Intake/Release &amp; Transportation

- full body scanner station include bins for loose property and clothing and valuables, and a table for personal items to be searched, an area to conduct a pat search (if indicated), and secure shelving for handheld metal detectors, gloves, sanitizer, etc. To facilitate these searches, an area to accommodate 25 people (standing only) pending search will be provided as well as a post-search area to accommodate 25 people (standing only).
5. Initial intake is where the I/R sergeant will receive and verify the documents authorizing an inmate's admission to the OCCC, subject the inmate to a two-finger ID scan, retrieve or establish the inmate's ID number and generate a corresponding OCCC booking number, and put the inmate on the official count (note: the inmate will not be officially assigned to housing at this juncture, as is presently the practice). Once the inmates ID is established and cross-referenced with the documents authorizing commitment to the OCCC, the inmate will be issued a bar-coded ID wristband and property label(s) (if applicable) that corresponds with the inmate's ID number. Generating the booking number will automatically populate the electronic booking process queuing monitor (see *Intake Processing*).
    - a. Absent the I/R sergeant, the on-duty I/R adult corrections officer (ACO) will perform these functions. A workstation will be provided in the initial intake area from which these initial intake activities will be completed.
  6. An area sized to accommodate 25 people pending initial intake is provided, which will also be used for staging inmates who will be strip searched and changed into a facility-issued uniform. Secure holding cells will be provided for new commitments who require separation from other inmates, whose behavior necessitates that they not await processing in the waiting area, and/or to separate groups who may not come into contact with one another. Four secure holding cells are planned: two with capacity for up to three, and two with capacity for up to ten. Secure holding cells will be located in a manner so as to minimize noise disruption to other areas of initial intake while affording visibility by staff.
  7. One safety cell will be available and may be employed as a last measure to manage out-of-control behavior on the part of inmates for whom the behavior is not associated with a known mental illness. The safety cell should only be utilized on a short-term basis. The safety cell will be camera monitored/recorded.
    - a. The safety cell provides an immediate option for responding to an inmate who becomes a danger to staff or self through aggressive or violent behavior. It allows the inmate to be removed from their current environment and placed in a room that is configured to minimize harm by an inmate to self or others.
  8. Large property items (e.g., luggage, backpack) will be tagged with a bar-coded property label that corresponds with the inmate's ID number (label generated during initial intake) and will be secured temporarily within the property room pending formal inventory by the property staff. After that, the large property will be placed in the secure public lockers to be picked up by a family member or friend; if unclaimed after 30 days, the large property will be disposed of. A secure door leading to/from the initial intake area and the property room will be provided for this purpose and upon receipt of items, property staff will scan the property label into the jail's JMS. Access to this door will be controlled by property staff. An area is provided within the initial intake area for the temporary staging of large property pending receipt/collection by the property staff.
  9. A search/dress-in room will be provided where inmates will be strip searched (if applicable) and/or remove their personal clothing before showering and changing into a facility uniform.



## 5.000 Intake/Release &amp; Transportation

10. The search/dress-in room will have direct access to the property room via two securable transaction windows. Inmates' personal clothing/property will be collected by property staff and temporarily stored along with collection of loose clothing and any valuables. Items retained in a self-sealing tamperproof property bag with the inmate's property label applied pending formal inventory (see 5.300 Inmate Property). Inmates will digitally sign acknowledging the property taken.
  - a. Collection of inmates' money will occur during the dress-in process and counted via a cash counting machine and a receipt issued for money collected (receipts may be retained by OCCC property and/or the inmate). The money will be kept in a secure staging area in the property room until such time that it is determined the arrestee cannot make bail. During the final inventory process, the money will then be inserted into a special money deposit kiosk/device (e.g., manufactured by J-Pay). Any valuables will then be shrink wrapped along with other personal items (e.g., wallet, watch).
11. There will be four search/shower/changing cubicles with showers. The changing/search cubicle will be sized to accommodate strip searches. The room will also include an alcove storage area for clean towels and facility uniforms.

### *Inmate Waiting - Intake*

12. The intake processing area will be operated based best practices, generally, 85% of the inmates in this area will be compliant. These inmates can sit in a waiting area to be called to the station that is appropriate for the status of their processing (e.g., classification, property inventory, health screening, etc.) or who have completed the booking process. The waiting area will be sized to accommodate 30 inmates and be equipped with seating, telephones, televisions, water coolers, and inmate restrooms. The waiting area will have two to four zones/soft separations to distinguish varying populations (e.g., court admissions, self-reports).
13. While the operating assumption should be that inmates are permitted to wait in the waiting area, secure holding cells will be provided for new commitments who require separation from other inmates, whose behavior necessitates that they not await processing in the waiting area, and/or to separate groups who may not come into contact with one another. Five secure holding cells are planned: three with capacity for up to three, and two with capacity for up to ten. Secure holding cells will be located in a manner so as to minimize noise disruption to other areas of intake while affording visibility by staff.
14. A room configured for a restraint chair is available for the short-term restraint of an inmate in a specially designed restraint chair, which is designed to help control combative, self-destructive, or violent behaviors. Violent behavior may mask dangerous medical conditions; therefore, inmates in a restraint chair must be monitored by health care personnel and provided with any indicated medical treatment. The restraint chair should only be utilized on a short-term basis. When not in use, the restraint chair will be stored in the room itself.
15. All secure holding cells and the restraint chair room will be camera monitored/recorded.
16. In the event an inmate has to be subdued with OC (or similar chemical), there will be an emergency eyewash station with an adjacent wall-mounted towel dispenser located adjacent to or part of the intake inmate waiting area.

### *Intake Processing*

17. As previously noted, acceptance of new inmates will occur once proper authorizing documentation is submitted to and verified by I/R staff (see *Initial Intake, Search & Dress-in*).
18. The intake process includes collecting admissions data and information, photo-identification, fingerprinting, DNA sample collection (if applicable), medical and mental health screenings, and initial classification screening that includes completion of the PREA assessment as well as pretrial release screening.

## 5.000 Intake/Release &amp; Transportation

19. Depending on staffs' workload, an inmate may complete all intake processes sequentially at one time or intermittently. Inmates will be called to specific processing stations as staff are prepared to perform a particular function. For ease in identifying inmates who have not completed specific intake processes, a queue monitor will display each newly admitted inmate and the intake processes they should be moving to next. Inmates will, in turn, be summoned to the next available intake processing station via the electronic queuing system.
20. The offices, workstations, and other functions required as part of intake processing functions will be located, to the degree feasible, so that they surround the inmate waiting area. These stations/areas will be properly configured spaces that will provide requisite sight and acoustical privacy.
21. The I/R sergeant will serve as the booking coordinator, who will be responsible for coordinating and finalizing intake activities and maintaining activity logs. Once intake processes have been completed, the I/R sergeant, based on the results of the intake and health screenings, will determine the inmate's official housing assignment and enter such into the JMS. An elevated workstation with good visibility of the intake processing area will be designated for the booking coordinator. This workstation will maintain observation of the intake processing and inmate waiting areas and will operate redundant controls associated with the secure holding cells, cameras, and intercoms.

### Booking

22. Booking an inmate is part of the intake process and includes:
  - a. Full admissions record outlining information contained in the commitment documents, such as charges, fines, bail, sentences, custody status (based on criminal charges), future court dates, etc.
  - b. Inmate identification, which will include administering a means of identifying the inmate throughout their incarceration, and in preparation for the inmate's release. This will be accomplished through biometrics and through a photo identification (e.g., wristband) that has been entered into the jail management system (JMS).
  - c. Electronic fingerprinting (AFIS)
  - d. Backup manual fingerprinting
  - e. Photographing
  - f. Property inventory and verification
23. Two booking processing stations are provided where information from the commitment document(s) is entered into the JMS. Presently, this information is entered by the I/R sergeant. In the future, this task may be completed by a properly trained ACO. These workstations will have good sightlines into the inmate waiting areas and will operate redundant controls associated with the secure holding cells, cameras, and intercoms. These booking stations will be adjacent to and with ready access to the jail records office (see 5.500 Jail Records Office). An open work counter will bridge the booking processing station with the jail record's office to facilitate communication regarding an inmate's commitment documents. On a scheduled basis, local law enforcement agencies will be afforded access to rebook someone using the booking processing stations, including obtaining fingerprints and photos.
24. Three fingerprinting stations (two AFIS and one manual backup), and two photo-identification stations will be provided.
25. Personal property not yet retained by the facility will be officially inventoried and verified by the inmate. The intake processing area will have direct access to the property room via one securable transaction window. See report section 5.300 Inmate Property for a more detailed description of the property operations.
26. Once booked, the next steps in the intake process include:
  - a. Intake screenings – initial classification (including PREA assessment), which includes verifiable enemies; and pretrial services and/or release
  - b. In-depth health screenings – medical, mental health, and substance use disorder

### Intake Screenings

27. Intake services center (ISC) classification/intake staff are responsible for performing intake screenings, which include:
  - a. initial health screening questionnaire to identify health concerns requiring immediate medical/mental health attention;
  - b. initial classification screening to identify whether there are any special management considerations in determining appropriate housing for the inmate as well as identification of inmate's verifiable enemies; and
  - c. completion of the PREA risk assessment.
28. Intake services staff also complete a recommendation to the court regarding non-bail options for pretrial release pending case adjudication.
29. Five ISC intake screening stations are provided where inmates will be interviewed and initially classified based on objective criteria as well as any special management considerations identified. The classification information is collected and entered into PSD's *Offender Track* information system.
30. Behind the ISC intake screening stations will be a staff-only zone containing 'back of the house' operations that support intake screenings. These include:
  - a. An office is provided for the ISC classification/intake supervisor as well as ten workstations for ISC classification/intake specialists. Each ISC classification/intake specialist workstation will have a two-drawer file cabinet for active records.
  - b. records/file storage
  - c. printer/copier work alcove
  - d. storage for forms and office supplies
  - e. beverage station
  - f. water cooler
  - g. staff restroom
  - h. janitor closet

### Health Screenings

31. As part of intake processing, an in-depth medical/mental and dental health screening will be conducted by health care staff on all inmates admitted to the OCCC to determine if there are health care issues that may require medical or mental health attention prior to being housed in reception housing or the pre-release center (i.e., health screening, mental health screening, substance use disorder screening, dental screening, medication review, MAT initiation, suicide screening, etc.).
32. Intake medical/mental health screenings will be conducted in a designated area located within the intake processing area. This area will also encompass those spaces that allow for additional screenings or immediate health care treatment to occur, and the spaces necessary to support these activities.
33. Four intake medical/mental health screening alcoves with requisite acoustical/visual privacy will be directly accessible to the intake waiting area. In addition, there will be an interview room in this area dedicated for health care. It will be used when the subject matter being discussed requires an additional level of privacy than can be provided at the medical/mental health screening stations.
34. Oftentimes, inmates bring in medications that have been prescribed by a community health provider. These medications must be authenticated and verified prior to being authorized for distribution to the inmate while incarcerated within the OCCC or the pre-release center. A workstation along with secure cabinetry will be available for nursing staff to handle and manage incoming personal medications.

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5.000 Intake/Release & Transportation

35. Health care practitioners will use the intake health care triage/examination room to provide more in-depth health screenings or immediate health care treatment to inmates in need. The room will be equipped so that in-depth examinations may be completed prior to inmates being moved to reception housing or the pre-release center. This medical intake/triage room should be secured when not in use but will also have ample glazing into the intake processing area for visibility while also providing acoustical privacy.
36. Inmates may be subject to an x-ray as indicated by the results of completed medical/mental health screenings/examinations. This being the case, x-rays will be taken in the central health clinic by the contracted vendor. No space is provided for this purpose.
37. Either within or adjacent to the intake health care triage/examination room, will be two closets – one where limited medical supply and an emergency response bag may be stored, and one where durable medical equipment will be stored.
38. The health care staff assigned to this area will also be available to respond to any medical problems that arise in the overall intake and release areas. This may include providing insulin, snacks, or supplemental hydration as necessary. An ice maker and nourishment pantry will be provided for this purpose.
39. To support health care within intake processing, the following is provided:
  - a. printer/copier work alcove
  - b. shared storage for forms and office supplies
  - c. beverage station
  - d. water cooler
  - e. staff restroom
  - f. janitor closet

### *Release Processing*

40. All inmates being released from custody back into the community will be processed in the release component. While many of the functions and spaces of intake and release are the same, just in reverse, these areas should be operated so contact between newly committed inmates and inmates being released is minimized. The release function includes the release processing area, inmate identification, inmate waiting, and property return.
41. The release processing area for inmates is accessible from the main part of the jail through a separate distinct portal and is located adjacent and accessible to the property function, the records office, and the release pedestrian sallyport. Because PSD also transports released OCCC inmates who reside on the other islands to the airport, the release processing area should also be located adjacent and accessible to the transportation component (see 5.600 Inmate Transportation).
42. When informed of a pending release from custody (electronic notification from the courts) or for scheduled releases (sentence expiration), the records office staff will process the necessary papers, verify release authorization, check for warrants or detainers, and notify the I/R sergeant, the property room, and the respective housing staff of an inmate's pending/scheduled release. Ideally, the records staff will be able to inform persons involved in release processes through electronic means.
43. The administrative process of releasing inmates will occur from one of two release processing workstations. It is at these workstations that the necessary data entries are made into the JMS that reflect the inmates' official/final release from custody. The release officer will generate a debit card for any funds remaining in the inmate's money account. Inmates may cash out their debit card at the finance kiosk located in the security screening lobby.
44. An open work counter will bridge the release processing area with the jail record's office to facilitate communication regarding an inmate's bond/bail, release conditions, sentence expiration, and/or future court dates.

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5.000 Intake/Release & Transportation

45. The release waiting area, sized to accommodate 20 inmates, is located in the release processing area immediately adjacent to the release processing stations, both of which should be in close proximity to the release pedestrian sallyport. It is an open staging area for those inmates who are pending or have completed the final release process. Telephones are provided to aid inmates in securing a ride upon release. Within release waiting, a water cooler and inmate restrooms will be provided.
46. Once the administrative activities of the release process have been completed, the inmate will be directed to property where he will retrieve and change into his personal clothing in the release changing room (which adjoins release waiting), return any remaining jail-issued items, and receive any remaining personal property and valuables retained by the facility. The release changing room will have four individual changing cubicles where inmates will change into their personal clothing, and two property transaction windows bridging the release changing room and the property room for the retrieval of personal property and return of jail-issued items.
47. A separate secure door leading to/from the release waiting area and the property room will be provided for return/transfer of large, freestanding property items back to the inmate. Access to this door will be controlled by property staff.
48. A process of verifying identification will occur before the inmate is released. This verification will occur at the release processing station by identifying the inmate visually and by interview (asking the inmate a series of identifying questions from the inmate's file) as well as having the inmate submit to the two-finger identification scanner or other biometric means for verification of identity.
49. Upon final release, inmates will exit the facility via the release pedestrian sallyport. Which opens into the public lobby as well as into the intake services center. The release pedestrian sallyport has three interlocking secure doors that provide access to/from the release processing area (inner door), to/from the public lobby (outer door #1), and to/from the intake services suite (outer door #2). Unless an inmate has been conditionally released and required to first check in with intake services staff prior to leaving the facility or requires re-entry services, the inmate will proceed directly to the public lobby and exit the facility. Otherwise, prior to leaving the facility, they will first proceed through the intake services center via the release pedestrian sallyport.
50. Central control will operate the release sallyport doors by remote electronic release upon verification that the person is authorized entry/exit. An intercom (with appropriate signage) located on each side of the doors will allow communication between people requesting entrance/exit to the release pedestrian sallyport and central control. CCTV cameras will be situated such that central control and/or release may view people entering/exiting the release pedestrian sallyport.
51. Within the release pedestrian sallyport will be a pat search alcove, which will be used for new inmates who the court has authorized to self-report to the jail to begin serving a period of incarceration as outlined by the sentencing court. Once searched, these inmates will be escorted directly to the intake processing area where they may be subjected to a full-body scan search.

### *Intake & Release Processing Support Spaces*

52. There are several support spaces, which should not be accessible by inmates, located with convenient access to all staff working in the intake and release area. These include an area for staging inmate meals, a multipurpose conference room sized for six, printer/copier work alcove, office supply storage, a staff breakroom, a water cooler, staff restrooms, a trash alcove, and a janitor closet.

### 5.300 Inmate Property

1. The inmate property function comprises inmates' personal property retained by the facility, which will be officially inventoried and verified by the inmate prior to secure storage. It will also include the authorized receipt and/or release of property from/to a family member or friend. The OCCC property function will serve all inmates at the OCCC, Laumaka Pre-release Center, and the Community Transitional Center.
2. All components of property will be self-contained within a single area (inmate property room) with adequate capacity to store all inmate property until an inmate is transferred to another facility or a family member or friend claims the property on behalf of the inmate, and unclaimed property disposition. All areas comprising the property function will be camera monitored and recorded.
3. The inmate property function has a relationship to the initial intake processing, intake processing, and release processing functions, inmate transportation, and the public lobby. The inmate property function includes the temporary storage of property and the long-term storage (30 days) of large property as well as the personal clothing and valuables, which will be shrink wrapped and kept in the property room until the inmate is released from custody or transferred to another facility. This area will be located to provide easy access to perform property exchanges for both the intake and the release of inmates (includes releases from custody as well as transfers to another facility, e.g., state prison).
4. There will be property transaction windows in five locations, which will also serve as processing stations when property is being collected and/or released. Property transaction windows will be designated to serve the following areas:
  - a. Initial intake – large, freestanding items collection & personal property collection/uniform issue (see 5.200 Intake & Release Processing: Initial Intake, Search & Dress-in)
  - b. Intake processing – official inventory of property retained (see 5.200 Intake & Release Processing: Intake Processing)
  - c. Release processing – valuable/personal property return and jail-issued uniforms/items collection (see 5.200 Intake & Release Processing: Release Processing)
  - d. Inmate Transportation – temporary authorization for personal clothing, and release of valuable/personal property of inmates being transferred to another facility (see 5.600 Inmate Transportation)
  - e. Public – release/receipt of inmate personal property (see 1.200 Public Lobby)
5. All inmate property retained by the facility will be picked up by a family member or friend on behalf of the inmate within 30 days of the inmate's admission. Once 30 days and any applicable extension(s) have expired, the inmate's property is subject to disposal.

#### *Inmate Property Room*

6. The entry door into the property room should be kept locked at all times, with access via a card-reader and/or biometric-means (authorized staff only), and/or with remote electronic release from the staff side of the property transaction windows and/or central control.
7. The property room should be designed to economize space (e.g., hanging bags), with sufficient capacity for a mechanized double-height conveyance system (e.g., a heavy duty electronically controlled conveyor clothing rack) that will allow staff to efficiently store and retrieve inmate property. Space for clothing and valuable storage will accommodate up to 2,000 property bags, which includes space for short-term unclaimed property. The inmate's property will be stored in a garment bag (the tamperproof pouch containing the inmate's valuable property may be stored in the garment bag). Bulk storage of large items will be on racked shelves. In addition, a washer and dryer will be located in this area.
8. A designated storage area within the property room will be provided for clothing and property belonging to inmates who have been released from custody but have not retrieved their items. Those items not retrieved after 30 days will be properly disposed of, with usable items being donated to charity or disposed of administratively.

9. Within the property room, an office for the property supervisor, workstations for property personnel, a printer/copier work alcove (includes office supply storage), a beverage station, a staff restroom, a trash alcove, and a janitor closet will be provided.

### *Inmate Property – Initial Intake & Intake Processing*

10. Upon admission to the facility, large, freestanding personal property items belonging to an inmate will be tagged with a bar-coded label that corresponds with the inmate's ID number. Property staff will scan the property label that will then automatically populate the JMS system that a large item has been collected and will store the item(s) pending official inventory. A secure door operated by the property staff will afford access between the property room and the initial intake processing area.
11. As described previously, during initial intake processing, inmates will be searched and changed into a facility uniform, and any personal property not allowed to be retained will be collected and stored pending official inventory. Two initial intake property transaction stations with securable transaction windows facing into the dress-in rooms are provided within the property room for this purpose. Inmates' personal clothing/property will be collected by property staff and temporarily stored along with any valuables and loose clothing collected during initial intake processing. Items retained will be secured in self-sealing tamperproof property bag with the inmate's property label applied pending formal inventory. Inmates will digitally sign acknowledging the property taken.
12. There will be a staging area located within the property room next to the initial intake property transaction stations where property that has been retained pending official inventory will be held.
13. During intake processing, all property (including valuables and clothing) that cannot be retained by the inmate will be inventoried (detailed inventory, general inventory),<sup>8</sup> formally inventoried via photo documentation, and then placed into shrink-wrapped vacuum-sealed packaging. Valuables will be packaged separately from clothing and other personal items. Property that has been inventoried and packaged will be placed in property garment bags. Inmates will sign (manually or digitally) verifying the personal property being retained by the facility and for receipt of jail-issued uniforms/items. Two intake property transaction stations within the property room with securable transaction windows facing into the inmate waiting area are provided for this purpose and will be available for this purpose and accessible by inmates from intake waiting.
14. Intake property staging is an area located within the property room next to the intake property transaction stations where property that has been officially inventoried will be held until it is moved to its assigned storage location within the property room.

### *Inmate Property – Release Processing*

15. Inmates undergoing release processing will be escorted to the release changing room that adjoins the property room. It is here that inmates will retrieve any personal property retained by the facility and return facility-issued items.
16. The property room will have two release property transaction stations with corresponding transaction windows opening into the release changing room. It is here that personal property will be returned to the inmate. The inmate side of the release property transaction windows will have a counter whereby issued items may be returned and accounted for as well as space for signing receipt of property returned (a digital signature is preferred).

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<sup>8</sup> All sentenced inmates are subject to a detailed property inventory, which itemizes all property (including items within other items, e.g., money and/or credit cards in a wallet). Unsentenced inmates have the option of a detailed property inventory or a general inventory that is conducted by the committing agency (e.g., Honolulu Police Department). A general inventory itemizes only visible items that are then placed into a sealed bag, which will remain sealed unless the inmate requests a detailed inventory. All property regardless of inventory type, will remain in its original sealed bag until it is determined that the arrestee cannot be released from intake. At that time, the inmate's property will be inventoried by OCCC property staff.

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5.000 Intake/Release & Transportation

17. There will be a staging area located within the property room next to the release property transaction stations for property being released and is only to be utilized on a short-term basis while the inmate completes final release processing out of the facility.
18. Once the inmate changes into his personal clothing, the inmate will return the facility clothing to the property staff, who will place the facility clothing/uniforms in a laundry cart for laundering. The inmate will then return to the release waiting area for further processing (see 5.200 Intake and Release Processing).
19. A separate secure door leading to/from the release waiting area and the property room will be provided for return/transfer of large, freestanding property items back to the inmate. Access to this door will be controlled by property staff.

*Inmate Property – Inmate Transportation*

20. To facilitate those occasions when an inmate has been temporarily authorized to leave the facility in his own clothes (e.g., court) or is being permanently transferred to another facility, space is provided for the return of clothes/personal property within the property room as well as a corresponding space within the inmate transportation function (see 5.600 Inmate Transportation).
21. The property room will have two transportation property transaction stations with corresponding transaction windows opening into the transportation processing area. It is here that clothing and/or clothing/personal property will be returned to the inmate. The inmate side of the transportation property windows will have a counter whereby issued items may be returned and accounted (if applicable) for as well as space for signing receipt of property returned (a digital signature is preferred).
22. There will be a staging area located within the property room next to the transportation property transaction stations for property being released or temporarily retained (issued uniforms for temporary releases) and is only to be utilized on a short-term basis.
23. A separate secure door leading to/from the transportation processing waiting area and the property room will be provided for return/transfer of large, freestanding property items back to the inmate. Access to this door will be controlled by property staff.

*Inmate Property – Security Screening Lobby*

24. Members of the public may be authorized to either drop off personal clothing or allowed property for an inmate or pick up personal clothing or property belonging to an inmate. Inmates have 30 days from the date of admission to dispose of their personal property – either through pick up by family or friends or releasing it for disposal/donation. Inmates are responsible for taking the necessary steps to receive proper authorization for the release or receipt of personal property prior to any transactions occurring.
25. Property staff will determine whether the requested property transaction is authorized or not. Proper documentation of the transaction is required. Once proper authorization is obtained:
  - a. Property staff will place property being released into a property locker located within the security screening lobby and notify the recipient via email and/or text that the property is ready for pickup as well as the designated locker number and access code. Property will be picked up within seven days of notification. Failure to pick up the property may result in disposal of the property.
  - b. Property staff will notify persons dropping off property for an inmate via email and/or text that such property will be accepted. The person will be notified of the designated locker number and access code where the property will be deposited. Once received, property staff will inventory items as part of the inmate's record.
  - c. The property lockers in the security screening lobby will be camera monitored/recorded.



### 5.400 Full Body Search

1. A full-body scanner is utilized to detect unauthorized objects on a person's body without physically removing clothes or making physical contact. To mitigate opportunities for conveying contraband inside the facility, all inmates being admitted into or returning to the facility shall be subject to a full body search prior to being moved to their assigned housing pod. In addition, either as part of an inmate transport or transfer to one of the two pre-release centers, inmates will be subject to a full body search.
2. There will be two full-body search areas serving the intake/release & transportation components – one located in initial intake processing, and one will be located so it can be easily shared between the intake processing area and the transportation processing/staging area.
3. To facilitate effective full-body scanning, two areas are provided on either side of the scanner, one serving the pre-search area and one serving the post-search area.

### 5.500 Jail Records Office

1. The jail records office is responsible for managing inmate legal and court documents. Jail records staff interpret legal documents and review court orders to ensure correctness as well as confirming the accuracy of data entry by intake staff related to commitment and case status documents received during intake processing. In addition, jail records staff are responsible for determining and confirming inmates' eligibility for release, whether it be by court order, execution of pretrial release (bail, bond), or expiration of a sentence. This includes calculating release dates for sentenced inmates, which involves calculating and applying periods of pre-confinement to applicable sentences.
2. The jail records office will operate from a workroom, which will be accessible from intake & release processing via a secure entrance. Workspace will be provided within the jail records workroom for the following positions/functions:
  - a. Records Supervisor
  - b. Records Clerk (3)
  - c. Court Logistics/Transportation Clerk (1)
  - d. Future Expansion (1)

Workspace design and furniture and equipment will be commensurate with assigned responsibilities.

3. Active and inactive inmate records are maintained and managed by jail records staff. Primary inmate records will be entered into the jail management system. It should be noted that the only active records managed and maintained by the OCCC jail records office will be for inmates assigned to OCCC. Active records of inmates assigned to either Laumaka Pre-release Center or the Community Transitional Center will be managed and maintained at the respective facility. Inactive inmate records for inmates assigned to these three facilities will be managed and maintained by the jail records office at OCCC.
4. The jail records file room will be the primary location for the storage of active and inactive inmate records, which is adjacent to the jail records workroom. A space saver filing system for active hard-copy records is provided.
5. Jail records staff will digitize inactive files upon the inmate's release from custody and once digitized, the files will either be destroyed (shredded) or archived. Therefore, limited space is planned for inactive records. A worktable and high-speed, high-volume scanning & shredding equipment will be provided within the jail records office. Existing inactive records maintained at OCCC will be scanned and digitally archived prior to occupancy of the new OCCC.
6. Two open service window/counters will facilitate records submission/retrieval between the jail records office and the intake processing and release processing areas. One service counter will serve intake processing and one service counter will serve release processing.

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5.000 Intake/Release & Transportation

7. Within the jail records workroom, a printer/copier alcove (includes office supply storage), a trash/recycle alcove, a beverage station, and a water cooler will be provided. Directly accessible from within the jail records workroom, a staff restroom and janitor closet will be provided.

### 5.600 Inmate Transportation

1. The PSD transportation unit, which operates from OCCC on a 12-hour/5-day per week basis, is primarily responsible for the transportation of inmates to/from courts, the airport (inter-island transfers, releases), Oahu-based correctional facilities – Halawa CF, Waiawa CF, Women’s CCC and Oahu CCC, health care and court-ordered appointments, and for prearranged off-site appointments/purposes. The PSD transportation unit transports PSD’s in-custody inmates for all court appearances occurring on Oahu regardless of the inmate’s assigned facility.
2. OCCC staff are responsible for unscheduled or emergent transports, e.g., hospital originating from OCCC, Laumaka Pre-release Center, or the Community Transitional Center.
3. The coordination and processing of inmate transports emanating from the OCCC will occur within its own zone.
4. It is important that inmates leaving or returning to the facility have minimal contact with new inmates who are arriving at the facility. This area should be managed such that inmates being transported will not come into contact with other inmates in the intake processing area.

### *Transportation Management*

5. The transportation unit is overseen and supervised on an 8-hour/5-day per week basis by the transportation sergeant. In the absence of the transportation sergeant, either the I/R lieutenant or I/R sergeant will assume overall responsibility for the transportation function. Within the transportation area, an office will be provided for the transportation supervisor.
6. A transportation workroom will have a work counter with computers and seating for use by transportation staff and/or clerks and other staff and will be located adjacent to the transport waiting area.
7. Within transportation management, a printer/copier work alcove (includes office supply storage), a water cooler, and a staff restroom will be provided.

### *Transportation Processing/Staging*

8. This area is expected, at times, to be managing multiple transports simultaneously and should be configured such that groups may be distinctly separated to avoid mistakenly including inmates who are not otherwise scheduled for a specific transport. For example, inmates slated for court being commingled with inmates going to health care appointments within the community. To the degree feasible, inmate transports will be scheduled to avoid a high number of inmates in the inmate transportation area at any given time.
9. Inmates preparing for or returning from a transport will be staged in the waiting area or in one of the secure holding cells designated for transportation. Inmates may be separated based on inmates’ classifications or custody levels, or by transport destination.
  - a. The transport waiting area provides tandem seating for up to 30 inmates who are compliant with staff instructions. This area will be configured as three 10-person waiting areas arranged such as to provide distinct separation between transport groups.
  - b. Four secure holding cells are planned for those inmates who require separation or special handling: two with capacity for up to three, and two with capacity for up to ten. All secure holding cells will be camera monitored/recorded.
10. An elevated workstation located proximal to the transportation pedestrian sallyport with good visibility of the transportation processing/staging area will be designated for transportation coordination. It is here that incoming/outgoing transportation activities will be finalized and activity logs maintained. This workstation will maintain observation of the transportation processing/staging area.

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5.000 Intake/Release & Transportation

11. Wall-mounted, secure storage cabinetry will be used to store restraint equipment (leg- and wrist-restraints, belly chains, and group restraints) necessary to transport inmates. The transportation staging area is where application of transport restraints will occur.
12. Inmates authorized to wear their personal clothing will, prior to transport, be permitted to change into them in one of three changing/search cubicles provided in transportation processing – personal clothing will be obtained via the inmate property transaction window located in the transportation processing area.
13. Inmate property that is to be transported with the inmate (e.g., transfer to another facility) will be collected and signed for from the inmate property transaction window located in the transportation processing area.
14. The functions of returning an inmate to the facility via vehicle transport are similar to those when an inmate is being prepared for transport, just in reverse. In addition, there will be three search cubicles where inmates may be subject to a strip search and/or change into their jail-issued uniform.
15. Within the transportation processing/staging area, inmate restrooms, a water cooler, and a janitor closet will be provided.

*Transportation Pedestrian Sallyport*

16. Inmates being transported outside the facility will be taken from the transportation staging area through the transportation pedestrian sallyport into the vehicular sallyport. Likewise, inmates returning to the facility will be taken from the vehicular sallyport into the transportation staging area through the transportation pedestrian security vestibule. A two-finger ID scanner will be located within the transportation pedestrian sallyport so that inmates' identities can be verified prior to being transported or upon return to the facility.
17. The transportation pedestrian sallyport should be large enough to accommodate inmates seated on a bench and removal of transport restraints, and with an area designed to conduct a pat search.

**5.700 Intake Services Center**

1. Intake services center (ISC), a division within PSD, provides casework services to assist both pretrial and convicted inmates, and to facilitate determinations by other criminal justice agencies; recommends placement of inmates in diversionary programs in lieu of incarceration; and supervises inmates conditionally released by the courts. The ISC staff engages in routine and regular interaction with both inmates and members of the public. The Oahu branch of the ISC is based at and operates from the OCCC. The branch comprises:
  - a. ISC administration
  - b. Assessment and classification unit
  - c. Court unit
  - d. Program services unit
2. With the exception of the assessment and classification unit, which is actively involved in the intake screening process for newly admitted inmates (see 5.200 Intake & Release), the ISC will be located outside the security perimeter and entry will be controlled to prevent casual access. The ISC work area should be in the form of a suite with distinct and separate space designated for each component.
3. While outside the security perimeter, the ISC will be directly accessible from the public lobby (post-security screening) and the release pedestrian sallyport. Both areas will lead to the ISC reception/waiting area. In the event that the ISC is not staffed and the office is closed, released inmates will proceed directly to the public lobby via the release pedestrian sallyport to exit the facility.

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5.000 Intake/Release & Transportation

4. The ISC will have a reception waiting area that will be sized to accommodate six to eight visitors. The two ISC administration office assistants will serve as receptionists and their workstations will front the reception area.

#### ISC Administration

5. For the following ISC administration staff, designated workspace will be provided within the ISC suite for the following positions/functions:
  - a. Administrator
  - b. Secretary
  - c. Office Assistants (receptionists; see previous note)

Workspace design and furniture and equipment will be commensurate with assigned responsibilities.

6. Dedicated file/record storage is provided for the ISC administration.

#### Court Unit

7. For the following ISC court unit staff, designated workspace will be provided within the ISC suite for the following positions/functions:
  - a. Court Unit Supervisor
  - b. Social Worker (3)

Workspace design and furniture and equipment will be commensurate with assigned responsibilities.

8. Dedicated file/record storage is provided for the ISC court unit.

#### Program Services Unit

9. For the following ISC program services unit staff, designated workspace will be provided within the ISC suite for the following positions/functions:
  - a. Program Services Supervisor (2)
  - b. Social Workers (11)
  - c. Social Services Assistant

Workspace design and furniture and equipment will be commensurate with assigned responsibilities.

10. Dedicated file/record storage is provided for the ISC program services unit.
11. The ISC program services unit is responsible for developing and maintaining an on-going drug testing and counseling program for pretrial inmates qualified for supervised released monitoring. In addition, social services such as crisis intervention, counseling, and referral to community social welfare and other agencies are coordinated and/or provided. As such, within the ISC suite, the requisite spaces to support these activities are provided:
  - a. Electronic monitoring/GPS device application/activation/storage
  - b. Collection and rapid testing of urinalysis (UA) samples
  - c. Interview rooms (3)
  - d. Conference room

#### Intake Services Center Support

12. A shared office is provided for community providers.
13. There are several support spaces located with convenient access to all staff working in the ISC suite. These include a printer/copier work alcove, document scanning alcove, office supply storage, a staff break room, a water cooler, staff restrooms, a trash alcove, and a janitor closet.

## 5.000 Intake/Release &amp; Transportation

## 5.000 Intake/Release &amp; Transportation – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>5.100 Vehicular Sallyport</b>						
5.101	Vehicular Sallyport	-	1	7,500 /area	7,500	Secure semi-enclosed (weather protected) drive-through garage with 4 lanes (including 2 drive-by lanes, 1 drop-off lane, and 1 staging lane) - 2 drive-by lanes to accommodate standard emergency response vehicles (ambulance, fire truck) and a tour bus; drop-off lane able to accommodate 8 vehicles parallel parked (4 cruisers & four 13-passenger vans), staging lane has 10 angled parking spaces; proper ventilation; two interlocking, motor driven, hydraulic bi-fold doors (clearance - height/width - for a tour bus); doors operated by remote electronic release from central control; hose bib; weather protected, pole-mounted intercom/camera monitored devices situated at appropriate heights and locations to view the driver outside of the vehicular sallyport and inside the vehicular sallyport; vehicular sallyport accessible via exterior pedestrian entrance/exit door; all vehicular sallyport doors (including exterior pedestrian door) operated by central control; intake processing pedestrian sallyport doors (see 5.202) and transportation pedestrian sallyport doors (see 5.622) operated by remote electronic release from central control; CCTV & intercom on both sides of all doors; all areas camera monitored/recorded; two wall-mounted gun lockers with user-defined built-in locks - one set with proximity to intake processing sallyport and one set with proximity to transportation sallyport; secure transportation staff gun cabinets; hand/eyewash station with an adjacent wall-mounted hand dryer/blower
<b>5.100 Total Net Square Feet</b>					<b>7,500</b>	
<b>Grossing Factor</b>					<b>1.10</b>	
<b>5.100 Total Gross Square Feet</b>					<b>8,250</b>	
<b>5.200 Intake &amp; Release Processing</b>						
5.201	Intake/Release Lieutenant	1	1	120 /office	120	OF-120
<i>Initial Intake, Search &amp; Dress-in</i>						
5.202	Intake Pedestrian Sallyport	1-15	1	150 /area	150	Two interlocking secure doors providing access to/from the vehicle sallyport (outer door) to/from the initial intake processing area (inner door); doors operated by remote electronic release from central control; intercom both sides of doors; camera monitored/recorded
5.203	Inmate Staging - Pre-search	25	1	7 /pers	175	Standing only
5.204	Full Body Scanner/Station	1-4	1	200 /area	200	Full body scanner & monitoring station; table for personal items search; empty bins for loose property, clothing & valuables; requisite data technology; secure shelving for storage of handheld metal detector, gloves, sanitizer, etc.
5.205	Pat Search Alcove	2	2	40 /area	80	Wall-mounted padding; shelf; requisite privacy; hand sink or sanitizer
5.206	Inmate Staging - Post-search	25	1	7 /pers	175	Standing only

## 5.000 Intake/Release &amp; Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.207	Initial Intake/ID Station	2	2	30 /area	60	Standing-height work counter w/ laptop (ADA accessible); requisite data technology; two-finger ID scanner; ID wristband & property labels machine; storage for ID wristbands, property labels, and label machine supplies; provides for future second station
5.208	Inmate Waiting - Initial Intake	25	1	10 /pers	250	Bench seating; ADA accessible
5.209	Secure Holding Cell (max. occ. 3)	1-3	2	80 /cell	160	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; telephone; glazed cell front with cuff/leg-iron slot; prevent casual observation from initial intake waiting area; visible from initial intake processing & strip search areas; sound attenuation; camera monitored/recorded; 1 cell is ADA accessible
5.210	Secure Holding Cell (max. occ. 10)	4-10	2	250 cell	500	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; telephone; glazed cell front with cuff/leg-iron slot; prevent casual observation from initial intake waiting area; visible from initial intake processing & strip search areas; sound attenuation; camera monitored/recorded; 1 cell is ADA accessible
5.211	Safety Cell	1	1	80 /cell	80	Ample glazing; walls and floor fitted with fire resistive and non-toxic rubberized product; sound attenuation; flushing floor drain; camera monitored/recorded
5.212	Initial Inmate Property - Secure Access Door	-	1	0 /area	0	Secure door between initial intake & property room (see 5.313) controlled by property staff via remote electronic release and/or card-reader access; square footage included in 5.200 grossing factor
5.213	Large Property Staging	-	1	50 /area	50	Open area for freestanding items (e.g., luggage, backpacks) & shelving
5.214	Initial Intake Property Transaction Window - Search/Dress-in Room (Inmate) Side	1-2	2	0 /area	0	Located within search/dress-in room (see 5.215); securable transaction window into initial intake property workstation (see 5.315) where valuables and clothing are turned in; 1 area is ADA accessible; counter space for signing (manually or digitally) documents; square footage included in 5.200 grossing factor
5.215	Search/Dress-in Room	2-10	1	460 /area	460	Bench seating for 4; 4 individual ADA-accessible search/shower/changing cubicles - shower (PREA-compliant shower curtains, suicide resistant, recessed showerhead, grab bars, slip resistant flooring) with outer drying/dressing area/clothing exchange and café style doors for privacy, floor drains in both shower and dressing areas; all changing areas sized to accommodate authorized strip searches; hand/eyewash station with an adjacent wall-mounted hand dryer/blower; 2 securable transaction windows to initial intake property transaction station (see 5.315 for property staff side) - 1 area is ADA accessible, counter space for signing documents either manually or digitally; clean & soiled utility carts for single-use towel
5.216	Facility Clothing Storage Alcove	-	1	100 /area	100	Located within search/dress-in room (see 5.215); open shelving for storage of clean towels & facility clothing issue - uniforms and shower shoes

## 5.000 Intake/Release &amp; Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<i>Inmate Waiting - Intake</i>						
5.217	Inmate Waiting - Intake	30	1	20/pers	600	Tandem seating with back support secured to the floor; two TV's (two languages); queuing monitor; telephones accessible from seating (requisite ADA telephones); camera monitored/recorded; 2-4 distinct seating zones (includes wheelchair accommodation); visible from intake processing work area
5.218	Water Cooler	-	2	0/area	0	1 is ADA accessible; wall-mounted; amount per code; square footage included in 5.200 grossing factor
5.219	Restroom - Inmate	1	3	40/room	120	Illuminated "occupied" signage prompted by motion sensor; alert tone to intake processing work area; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring
5.220	ADA Restroom - Inmate	1	1	50/room	50	Requisite mobility & accessibility features; illuminated "occupied" signage prompted by motion sensor; alert tone to intake processing work area; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring
5.221	Secure Holding Cell (max. occ. 3)	1-3	3	80/cell	240	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; telephone; glazed cell front with cuff/leg-iron slot; prevent casual observation from initial intake waiting area; visible from initial intake processing & strip search areas; sound attenuation; camera monitored/recorded; 1 cell is ADA accessible
5.222	Secure Holding Cell (max. occ. 10)	4-10	2	250/cell	500	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; telephone; glazed cell front with cuff/leg-iron slot; prevent casual observation from initial intake waiting area; visible from initial intake processing & strip search areas; sound attenuation; camera monitored/recorded; 1 cell is ADA accessible
5.223	Restraint Chair Cell	1	1	80/cell	80	Ample glazing into intake processing area; prevent casual observation from intake waiting area; stainless steel toilet/sink unit with PREA-compliant privacy partition; floor anchor for chair; sound attenuation; camera monitored/recorded; doubles as restraint chair storage
5.224	Emergency Eyewash Station	-	1	15/area	15	ADA accessible; plumbed; adjacent wall-mounted towel dispenser; trash receptacle
<i>Intake Processing</i>						
5.225	Intake Queuing Monitor	-	2	0/area	0	Large wall-mounted monitor for displaying inmates' yet-to-be completed intake processes; strategically located; requisite data technology; square footage included in 5.200 grossing factor
5.226	I/R Sergeant (Booking Coordinator)	1	1	64/wkstn	64	WS-64; ADA accessible; elevated workstation centrally located to all intake processing functions; secure controls to secure holding cells, and cameras and intercoms

## 5.000 Intake/Release &amp; Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.227	Booking Processing Station	1	2	50 /wkstn	100	Adjacent to jail records office; WS-50; ADA accessible; sightlines into intake waiting area; secure controls to secure holding cells, and cameras and intercoms
5.228	Jail Records Service Counter - Booking Processing Station Side	1-2	1	0 /area	0	Open work counter bridging booking processing station (see 5.227) & jail records office (see 5.505); ADA accessible; counter space for signing documents; square footage included in 5.200 grossing factor
5.229	AFIS Station (Live Scan)	2	2	50 /area	100	Requisite data technology; electrical receptacles
5.230	AFIS Workstation	1	1	50 /wkstn	50	WS-50; ADA accessible
5.231	Manual Fingerprint Station	2	1	25 /area	25	Counter for backup ink fingerprint printing and printer; 1 station is ADA accessible; built-in storage for fingerprint cards; waterless hand cleaner and paper towel dispensers; sink and large trash bin
5.232	Photo Station	2	1	50 /area	50	Standing-height counter w/ stool & computer; ADA accessible; ceiling-mounted digital camera, lighting, and appropriate backdrop with height markers; requisite data technology; electrical receptacles; integrated/linked with JMS; ID wristband label machine; storage for ID wristbands and label machine supplies
5.233	Intake Property Transaction Window - Inmate Side	1	1	0 /area	0	Securable transaction window to intake property transaction station (see 5.317 for property staff side); ADA accessible; counter space for signing documents (manually or digitally); square footage included in 5.200 grossing factor
5.234	Cash Deposit Kiosk	-	1	20 /area	20	Deposit of inmates' money; located adjacent to intake property transaction window (see 5.233); requisite data technology; electrical receptacles
5.235	ISC Intake Screening Station	1	5	50 /wkstn	250	Open work counter w/ seat & computer; 1 station is ADA accessible; facing intake waiting area (see 5.236 for inmate side); requisite data technology; acoustical privacy panels; telephone; stations may clustered together
5.236	ISC Intake Screening Station - Inmate Side	1	5	0 /area	0	Open counter w/ seating to intake screening station (see 5.235 for ISC staff side); 1 station is ADA accessible; accessible from intake waiting; acoustical privacy panels; square footage included in 5.200 grossing factor
5.237	ISC Classification/Intake Supervisor	1	1	120 /office	120	ISC staff-only zone; OF-120
5.238	ISC Classification/Intake Specialist	1	10	50 /wkstn	500	ISC staff-only zone; WS-50; 1 WS is ADA accessible; stations may be clustered together
5.239	ISC Records/File Storage	-	1	100 /area	100	ISC staff-only zone; file cabinets
5.240	ISC Printer/Copier Alcove	-	1	75 /area	75	ISC staff-only zone; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; mail slots; shredder; recycling bins
5.241	Beverage Station - ISC Staff	-	1	40 /area	40	ISC staff-only zone; counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle
5.242	Water Cooler - ISC Staff	-	1	0 /area	0	ISC staff-only zone; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 5.200 grossing factor
5.243	ADA Restroom - ISC Staff	1	1	50 /area	50	ISC staff-only zone; gender neutral
5.244	Janitor Closet - ISC	-	1	40 /room	40	ISC staff-only zone; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level



## 5.000 Intake/Release &amp; Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.245	ADA Intake Medical/Mental Health Screening Alcove	1-2	4	100 /area	400	Barrier-free alcove w/ requisite mobility & accessibility features; desk w/ seat & computer & space for signing documents w/ side chair for inmate; requisite acoustical/visual privacy; requisite data technology; secure cabinetry storage for medical & testing equipment/supplies; blood pressure cuff; digital thermometer
5.246	Interview Room - Health Care	2-4	1	100 /room	100	Table and loose chairs for up to 4 people; glazing with visibility from intake processing work area; prevent casual observation from inmate waiting areas; telehealth capability; requisite data & transmission technology
5.247	Medication Verification Station	1	1	50 /wkstn +15	65	WS-50; extra square footage for secure cabinetry for inmates' personal medications (with one-way deposit capability); proximal to intake medical/mental health screening alcoves (see 5.245)
5.248	Intake Health Care Triage/ Examination Room	1-3	1	110 /room	110	Requisite mobility & accessibility features; EMR workstation for records review/charting; visible (through glazing) from circulation area with requisite sound and sight privacy; exam table with privacy pull curtain; exam stool; wall-mounted or securable diagnostic equipment (sphygmomanometer, otoscope, ophthalmoscope); Snellen vision chart; scale with height measure; securable cabinets and drawers for sharps, medical supplies, sharps refuse container; undercounter refrigerator with small freezer (includes specimen storage); work counter; handwashing sink; requisite data & transmission technology; equipped for telemedicine capability; portable emergency eyewash station; generator backup for all electrical; ceiling-mounted lighting; proximal to an inmate restroom (see 5.219 & 5220)
5.249	Medical Storage	-	1	40 /room	40	Proximal to triage/examination room (see 5.248); shelving for limited medical supplies; emergency response bag/kit
5.250	Durable Medical Equipment Storage	-	1	100 /room	100	Proximal to triage/examination rooms (see 5.248); shelving, hooks, & floor space for wheelchairs, one gurney, crutches, canes, etc.
5.251	Ice Maker & Nourishment Pantry	-	1	40 /area	40	Ice maker with nourishment pantry (under counter refrigerator) with snacks & juice for medical treatment needs
5.252	Health Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; mail slots; shredder; recycling bins
5.253	Beverage Station - Health Staff	-	1	60 /area	60	counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle
5.254	Water Cooler - Health Staff	-	1	0 /area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 5.200 grossing factor
5.255	ADA Restroom - Health Staff	1	1	50 /area	50	Requisite mobility & accessibility features; gender neutral
5.256	Janitor Closet - Health	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level

## 5.000 Intake/Release &amp; Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<i>Release Processing</i>						
5.257	Release Processing Station	1	2	50 /wkstn +5	110	WS-50; 1 WS is ADA accessible; sightlines into release waiting; two-finger ID scanner; controls to cameras and intercoms; stations clustered together; debit card machine - requisite data technology; electrical receptacles; extra square footage for debit card machine
5.258	Jail Records Service Counter - Release Processing Side	1-2	1	0/area	0	Open work counter into jail records office (see 5.506); ADA accessible; counter space for signing documents; square footage included in 5.200 grossing factor
5.259	Inmate Waiting - Release	20	1	10/pers	200	Tandem seating with back support secured to the floor; telephones accessible from seating (requisite ADA telephones); proximal to release pedestrian sallyport
5.260	Water Cooler	-	1	0/area	0	Located within release waiting; ADA accessible; wall-mounted; amount per code; square footage included in 5.200 grossing factor
5.261	Restroom - Inmate	1	1	40/room	40	Located within an alcove adjacent to release waiting to prevent casual observation while providing sufficient visibility for staff monitoring; illuminated "occupied" signage prompted by motion sensor; alert tone to release processing work area; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked
5.262	ADA Restroom - Inmate	1	1	50/room	50	Located within an alcove adjacent to release waiting to prevent casual observation while providing sufficient visibility for staff monitoring; requisite mobility & accessibility features; illuminated "occupied" signage prompted by motion sensor; alert tone to release processing work area; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked
5.263	Release Changing Room	1-4	1	300/room	300	Adjoins release waiting & property room; 4 individual cubicles with PREA-compliant café style doors; 1 cubicle is ADA accessible
5.264	Release Property Transaction Window - Inmate Side	1	2	0/area	0	Located in release changing room (see 5.263); securable transaction window into the release property transaction station (see 5.319 for property staff side); 1 area is ADA accessible; counter space for signing (manually or digitally) documents; square footage included in 5.200 grossing factor
5.265	Inmate Property - Secure Door	-	1	0/area	0	Secure door between release waiting & property room (see 5.322) controlled by property staff via remote electronic release and/or card-reader access; square footage included in 5.200 grossing factor
5.266	Release Pedestrian Sallyport	1-3	1	120/area	120	Three interlocking secure doors providing access to/from the release processing area (inner door), to/from the public lobby (outer door #1, see 1.210), to/from the intake services center (outer door #2, see 5.702); doors operated by remote electronic release from central control; intercom both sides of doors; camera monitored/recorded
5.267	Pat Search Alcove	2	1	30/area	30	Located within the release pedestrian sallyport; wall mounted padding; shelf; requisite privacy; hand sink or sanitizer

5.000 Intake/Release & Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<i>Intake &amp; Release Processing Support Spaces</i>						
5.268	Meal Cart Staging Alcove	-	1	100 /area	100	Counter space; sink with instant-hot water tap; microwave; small refrigerator; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; easily accessible to waiting areas
5.269	Conference Room	4-6	1	160 /room	160	CF-160; readily accessible from intake & release processing areas
5.270	Printer/Copier Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; shredder; recycling bins
5.271	Office Supply Storage	-	1	40 /room	40	Near printer/copier work alcove; secure storage; shelving; serves entire intake/release & transportation component
5.272	Breakroom - Staff	8-10	1	290 /room	290	BR-250 sized for 10 people
5.273	Water Cooler	-	1	0 /area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 5,200 grossing factor
5.274	Restroom - Staff	1	2	40 /room	80	Gender neutral; located convenient to offices/workstations
5.275	ADA Restroom - Staff	1	1	50 /room	50	Requisite mobility & accessibility features; gender neutral; located convenient to offices/workstations
5.276	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in)
5.277	Janitor Closet	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>5.200 Total Net Square Feet</b>					<b>8,534</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>5.200 Total Gross Square Feet</b>					<b>12,374</b>	
<b>5.300 Inmate Property</b>						
<i>Inmate Property Room</i>						
5.301	Property Room Entrance - Secure Door	-	1	0 /area	0	Controlled access - remote electronic release by central control and/or property room staff and/or access by card reader or biometric means (authorized staff only); square footage included in 5.300 grossing factor
5.302	Property Room - Bag Storage	-	1	1,200 /room	1,200	Central access point for property function; negative pressure ventilation and separate mechanical system; secure access (card reader or biometric means, or remote electronic release from property room or central control); double height conveying system for clothing bags (2,000 bags)
5.303	Property Room - Bulk Storage	-	1	500 /area	500	Located within property room; property lockers; shelving; worktables; separate storage for unclaimed property
5.304	Washer/Dryer	-	1	100 area	100	Plumbing and electrical hookups; lint filters and appropriate exhaust
5.305	Property Supervisor	1	1	100 /office	100	OF-100
5.306	Property Custodian	1	2	50 /wkstn	100	WS-50; 1 WS is ADA accessible; stations may be clustered together
5.307	Printer/Copier Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; mail slots; shredder; recycling bins
5.308	Beverage Station	-	1	20 /area	20	Located within property room; counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle

## 5.000 Intake/Release &amp; Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.309	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 5.300 grossing factor
5.310	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
5.311	Trash Alcove	-	1	20/area	20	Regular and recycled trash (may be built in)
5.312	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Inmate Property - Initial Intake &amp; Intake Processing</i>						
5.313	Inmate Property Secure Access Door - Initial Intake, Search & Dress-in	-	1	0/area	0	Secure door between initial intake area (see 5.212) & property room controlled by property staff via remote electronic release or card-reader access; square footage included in 5.300 grossing factor
5.314	Large Property - Temporary Staging	-	1	50/area	50	Located within property room; open area for freestanding items & shelving; camera recording/monitoring of this location
5.315	Initial Intake Property Transaction Station	1	2	100/wkstn	200	Located within property room; standing height counter w/ stool & computer; 2 stations; 1 station is ADA accessible; requisite data technology; securable transaction window bridging the dress-in room (see 5.214); camera to digitally record property retained; money counter; digital signature for personal property retained; 2 shrink-wrap, vacuum-sealed packaging/machines: 1 sized for clothing/large items & 1 sized for personal items; camera monitored/recorded; adjacent to initial intake property staging (see 5.316)
5.316	Initial Intake Property Staging	-	1	100/area	100	Located within property room; camera recording/monitoring of this location; shelving for sealed tamperproof personal property bags; adjacent to initial intake property transaction stations (see 5.315)
5.317	Intake Property Transaction Station	1	2	100/wkstn	200	Located within property room; standing height counter w/ stool & computer; 1 ADA-accessible station; requisite data technology; securable transaction window accessible from the intake waiting area (see 5.233 for inmate side); camera to digitally record property and digital signature for personal property retained; 2 shrink-wrap, vacuum-sealed packaging/machines: 1 sized for clothing/large items & 1 sized for personal items; camera monitored/recorded; adjacent to intake property staging area (see 5.318)
5.318	Intake Property Staging	-	1	100/area	100	Located within property room; camera recording/monitoring of this location; racks/shelving for sealed personal property bags pending transfer to storage; adjacent to intake property transaction stations (see 5.317)
<i>Inmate Property - Release Processing</i>						
5.319	Release Property Transaction Station	1	2	50/wkstn	100	Located within property room; standing height counter w/ stool & computer; 1 station is ADA accessible; requisite data technology; securable transaction window accessible from the release changing room (see 5.264 for inmate side); camera to digitally record property and digital signature for personal property retained; camera monitored/recorded; adjacent to release property staging area (see 5.320)

5.000 Intake/Release & Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.320	Release Property Staging	-	1	100 /area	100	Located within property room; camera recording/monitoring of this location; racks/shelving for sealed personal property bags pending return to inmate; adjacent to release property transaction stations (see 5.319)
5.321	Soiled/Returned Property Storage	-	1	50 /area	50	Located within property room; laundry carts; shelving for misc. returned items; adjacent to release property staging (see 5.320)
5.322	Inmate Property Secure Access Door - Release Processing	-	1	0 /area	0	Secure door (see 5.265) between release waiting & property room controlled by property staff via remote electronic release and/or card-reader access; square footage included in 5.300 grossing factor
<i>Inmate Property - Inmate Transportation</i>						
5.323	Transportation Property Transaction Station	1	2	50 /wkstn	100	Located within property room; standing height counter w/ stool & computer; 1 station is ADA accessible; requisite data technology; securable transaction window accessible from the transportation processing area (see 5.616 for inmate side); camera to digitally record property and digital signature for personal property retained; camera monitored/recorded; adjacent to transportation property staging area (see 5.324)
5.324	Transportation Property Staging	-	1	100 /area	100	Located within property room; camera recording/monitoring of this location; racks/shelving for sealed personal property bags pending return to inmate; adjacent to transportation property transaction stations (see 5.323)
5.325	Inmate Property Secure Access Door - Transportation Processing	-	1	0 /area	0	Secure door between transportation waiting (see 5.617) & property room controlled by property staff via remote electronic release and/or card-reader access; square footage included in 5.300 grossing factor
<i>Inmate Property - Security Screening Lobby</i>						
5.326	Inmate Property Lockers - Security Screening Lobby	-	1	0 /area	0	See 1.000 Public Lobby - 1.106
<b>5.300 Total Net Square Feet</b>					<b>3,305</b>	
<b>Grossing Factor</b>					<b>1.30</b>	
<b>5.300 Total Gross Square Feet</b>					<b>4,297</b>	
<b>5.400 Full Body Search</b>						
5.401	Full Body Search - Initial Intake	-	1	0 /area	0	Located within initial intake processing (see 5.203 - 5.206)
5.402	Full Body Search - Pre-search	10	1	7 /pers	70	Standing only; shared between 5.200 Intake & Release Processing and 5.600 Inmate Transportation
5.403	Full Body Search - Post-search	10	1	7 /pers	70	Standing only; shared between 5.200 Intake & Release Processing and 5.600 Inmate Transportation
5.404	Full Body Scanner/Station	1-4	1	200 /area	200	Full body scanner & monitoring station; shared between 5.200 Intake & Release Processing and 5.600 Inmate Transportation
<b>5.400 Total Net Square Feet</b>					<b>340</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>5.400 Total Gross Square Feet</b>					<b>459</b>	

## 5.000 Intake/Release &amp; Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>5.500 Jail Records Office</b>						
5.501	Jail Records Office Entrance - Secure Door	-	1	0/area	0	Controlled access to/from intake/release processing - remote electronic release by central control and/or card-reader access or biometric means (authorized staff only); square footage included in 5.500 grossing factor
5.502	Jail Records Workroom	1-6	1	450/room	450	Large open room; accessible from intake/release processing; 1 WS-80 (records supervisor); 5 WS-64 (3 records clerk, 1 court logistics/ transportation & 1 future clerk); 1 WS is ADA accessible
5.503	Jail Records File Room	-	1	500/room	500	Adjacent to jail records workroom; secure records room; space saver filing system for active inmate records; shelving for staging boxed archived inactive inmate records
5.504	Document Scanning Alcove	-	1	40 area	40	Located within jail records workroom; worktable w/ 2 chairs for viewing & archiving records; high-speed, high-volume scanning & heavy-duty, high-volume shredding equipment; requisite data technology
5.505	Jail Records Service Counter - Booking Processing	1-2	1	50/area	50	Located within jail records workroom; open work counter facing into intake processing w/ 2 stools & 2 computers (see 5.228 for booking processing side); 1 area is ADA accessible; requisite data technology
5.506	Jail Records Service Counter - Release Processing	1-2	1	50/area	50	Located within jail records workroom; open work counter facing into release processing w/ 2 stools & 2 computers (see 5.258 for release processing side); 1 area is ADA accessible; requisite data technology
5.507	Printer/Copier Work Alcove	-	1	75/area	75	Located within jail records workroom; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; mail slots; recycling bins; refuse container
5.508	Trash Alcove	-	1	20/area	20	Located within jail records workroom; regular and recycled trash (may be built in)
5.509	Beverage Station	-	1	20/area	20	Located within jail records workroom; counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle
5.510	Water Cooler	-	1	0/area	0	Located within jail records workroom; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 5.500 grossing factor
5.511	ADA Restroom - Staff		1	50/room	50	Accessible from within the jail records workroom; gender neutral
5.512	Janitor Closet	-	1	40/room	40	Accessible from within the jail records workroom; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level
<b>5.500 Total Net Square Feet</b>					<b>1,295</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>5.500 Total Gross Square Feet</b>					<b>1,619</b>	
<b>5.600 Inmate Transportation</b>						
<i>Transportation Management</i>						
5.601	Transportation Supervisor	1	1	100/office	100	OF-100

## 5.000 Intake/Release &amp; Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.602	Transportation Workroom	1-3	1	180/room	180	Work counter sized for 3; ADA accessible; requisite data technology; file cabinets; observation of transport waiting (see (5.606)); table w/ seating for 4; beverage/snack station; secured with card-reader access type locking mechanism
5.603	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; mail slots; shredder; recycling bins
5.604	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage in 5.600 grossing factor
5.605	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
<i>Transportation Processing/Staging</i>						
5.606	Inmate Waiting - Transportation	10	3	15/pers	450	Tandem seating; ADA accessible; each area a distinct zone
5.607	Secure Holding Cell (max occ. 3)	1-3	1	80/cell	80	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; visible from transport work area; camera monitored/recorded
5.608	ADA Secure Holding Cell (max occ. 3)	1-3	1	80/cell	80	Requisite accessibility & mobility features; bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; visible from transport work area; camera monitored/recorded
5.609	Secure Holding Cell (max occ. 10)	1-10	1	250/cell	250	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; visible from transport work area; camera monitored/recorded
5.610	ADA Secure Holding Cell (max occ. 10)	1-10	1	250/cell	250	Requisite accessibility & mobility features; bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; visible from transport work area; camera monitored/recorded
5.611	Transportation Coordinator	1	1	64/wkstn	64	WS-64; ADA accessible; elevated workstation centrally located to transportation staging functions; controls associated with cell doors, cameras, and intercoms
5.612	Restraint Equipment Storage	-	1	30/area	30	Wall-mounted secure cabinetry; storage of restraints - handcuffs, leg irons, cuff belts, waist chains, etc.
5.613	Transportation Staging - Restraint Application	10	1	100/area	100	Standing only
5.614	Search/Changing Cubicle	1-2	2	50/area	100	Individual search/changing cubicle with PREA-compliant privacy screening and café style doors; sized to accommodate authorized strip searches
5.615	ADA Search/Changing Cubicle	1-2	1	50/area	50	Requisite accessibility & mobility features; individual search/changing cubicle with PREA-compliant privacy screening and café style doors; sized to accommodate authorized strip searches

## 5.000 Intake/Release &amp; Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.616	Transportation Property Transaction Window - Inmate Side	1	2	0/area	0	Located in transportation processing area near search/changing cubicles (see 5.614 & 5.615); securable transaction window into the transportation property transaction station (see 5.323 for property staff side); 1 area is ADA accessible; counter space for signing (manually or digitally) documents; square footage included in 5.600 grossing factor
5.617	Inmate Property - Secure Access Door	-	1	0/area	0	Secure door between transportation waiting & property room (see 5.325) controlled by property staff via remote electronic release and/or card-reader access; square footage included in 5.600 grossing factor
5.618	Restroom - Inmate	1	2	40/room	80	PREA-compliant privacy; glazing to be viewable from transport area; illuminated "occupied" signage prompted by motion sensor; alert tone to transportation coordinator workstation; running time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant
5.619	ADA Restroom - Inmate	1	1	50/room	50	Requisite mobility & accessibility features; PREA-compliant privacy; glazing to be viewable from transport processing/staging area; illuminated "occupied" signage prompted by motion sensor; alert tone to transportation coordinator workstation; running time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant
5.620	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 5.600 grossing factor
5.621	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Transportation Pedestrian Sallyport</i>						
5.622	Transportation Pedestrian Sallyport	1-15	1	150/area	150	Two interlocking secure doors providing access to/from the vehicular sallyport (outer door) to/from the transportation staging area (inner door); doors operated by remote electronic release from central control; intercom both sides of doors; camera monitored/recorded; two-finger ID scanner; bench seating
5.623	Pat Search Alcove	2	1	40/area	40	Directly accessible from within transportation pedestrian sallyport (see 5.622); wall mounted padding; shelf; requisite privacy; hand sink or sanitizer
<b>5.600 Total Net Square Feet</b>					<b>2,219</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>5.600 Total Gross Square Feet</b>					<b>3,218</b>	
<b>5.700 Intake Services Center</b>						
					<i>Outside Security Perimeter</i>	
5.701	ISC Entrance - Secure Door	-	1	0/area	0	Controlled access to/from public lobby (1.206); notification buzzer/intercom/video device on public side; remote release by ISC reception and/or card-reader access or biometric means (authorized staff only); square footage included in 5.700 grossing factor
5.702	Release Pedestrian Sallyport	-	1	0/area	0	See 5.266
5.703	ISC Reception - Waiting	6-8	1	200/area	200	RW-200



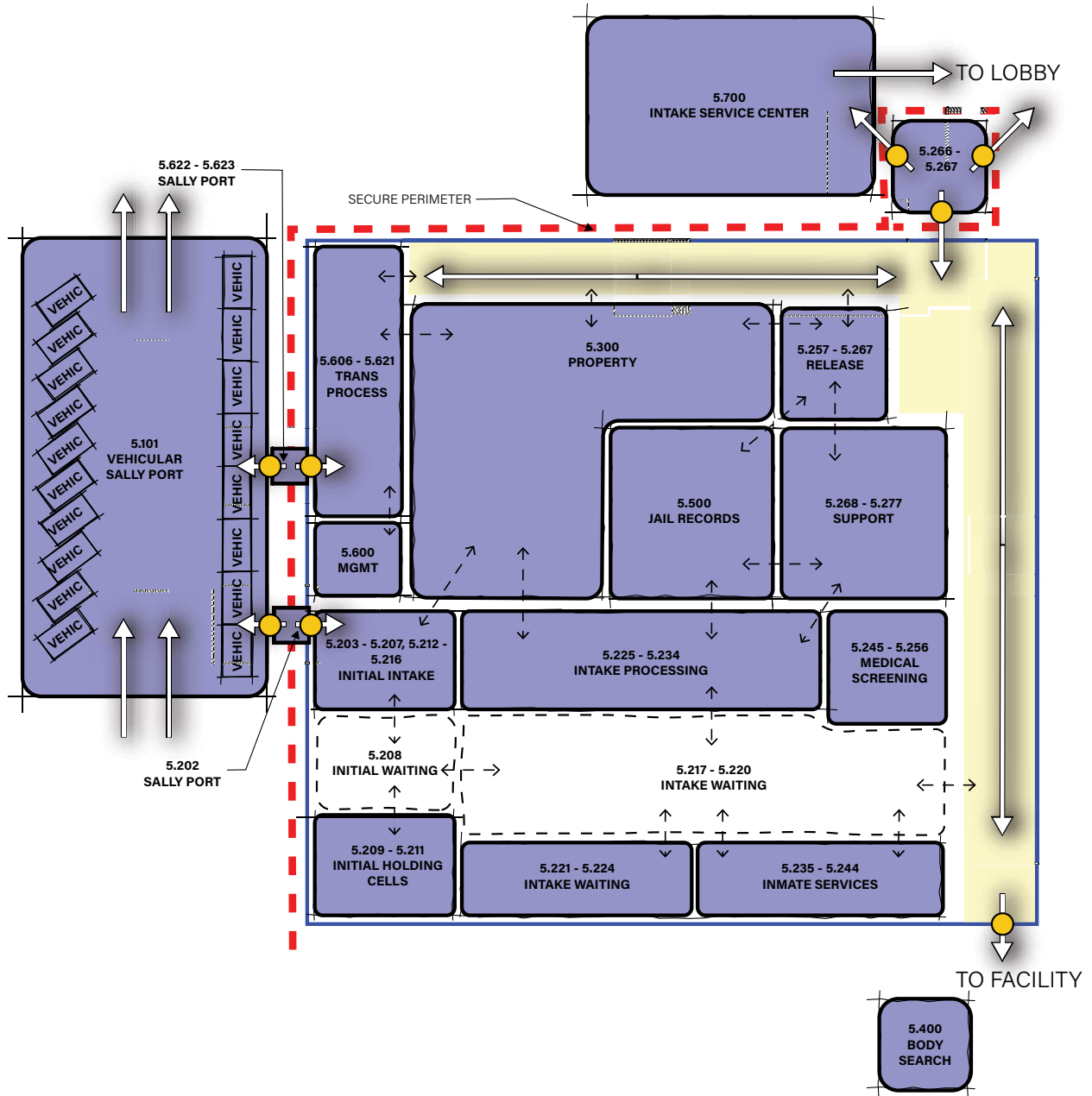
## 5.000 Intake/Release &amp; Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.704	ISC Receptionist	1	2	50 /wkstn	100	WS-50; door controls to ISC entrance (see 5.701); 1 WS is ADA accessible; workstations to front ISC reception - waiting (see 5.703)
5.705	ISC Administrator	1	1	220 /office	220	OF-200
5.706	ISC Secretary	1	1	80 /wkstn +30	110	WS-80; extra square footage for secure file cabinets - fiscal & personnel records
5.707	File/Records Storage - ISC Administration	-	1	150 /area	150	Secure file storage; space saver-type filing system
5.708	Court Unit Supervisor	1	1	120 /office	120	OF-120
5.709	Court Unit Social Worker	1	3	80 /wkstn	240	WS-80; 1 WS is ADA accessible; workstations may be clustered together
5.710	File/Records Storage - Court	-	1	20 /area	20	Lateral file cabinets
5.711	Programs Services Supervisor	1	2	120 /office	240	OF-120
5.712	Programs Services Social Worker	1	11	80 /wkstn	880	WS-80; 1 WS is ADA accessible; workstations may be clustered together
5.713	Social Services Assistant	1	1	80 /wkstn	80	WS-80; may be co-located with program services social workers
5.714	File/Records Storage - Program Services	-	1	20 /area	20	Two lateral file cabinets
5.715	Electronic Monitoring/GPS Application/Activation/Storage	1-2	1	120 /room	120	1 WS-50; requisite data & transmission technology; capacity for satellite connectivity to activate device; application of device; secure cabinetry for device storage; full glazing for easy viewing on inside
5.716	ADA Restroom - UA Collection	1-2	1	50 /room	50	Requisite mobility & accessibility features; requisite observation capacity while maintaining privacy for UA specimen collection, and pass through to UA specimen supply & processing alcove
5.717	UA Specimen Supply/Processing	-	1	100 /room	100	Work counter; secure cabinetry for testing supplies (instant UA tests); file cabinet; specimen pass through from adjacent inmate restroom (UA collection); securable full-size refrigerator
5.718	Interview Room	2-4	3	100 /room	300	Table and loose chairs for up to 4 people; requisite data technology
5.719	Conference Room	10-12	1	280 /room	280	CF-280
5.720	Reentry Office - Shared	1-2	1	150 /office	150	Shared office; OF-150
5.721	Printer/Copier Work Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; shredder; recycling bins
5.722	Document Scanning Alcove	-	1	40 area	40	Worktable w/ 2 chairs for viewing & archiving records; high-speed, high-volume scanning & heavy-duty, high-volume shredding equipment; requisite data technology
5.723	Office Supply Storage	-	1	30 /room	30	Secure storage; shelving
5.724	Breakroom - Staff	6-8	1	250 /room	250	BR-250
5.725	Water Cooler	-	1	0 /area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 5.700 grossing factor
5.726	Restroom - Staff	1	1	40 /room	40	Gender neutral; located convenient to offices/workstations
5.727	ADA Restroom - Staff	1	1	50 /room	50	Gender neutral; located convenient to offices/workstations
5.728	Trash Alcove	-	1	20 /area	20	Regular and recycled trash (may be built in)
5.729	Janitor Closet	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside

5.000 Intake/Release & Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
					<b>5.700 Total Net Square Feet</b>	<b>3,925</b>
					<b>Grossing Factor</b>	<b>1.25</b>
					<b>5.700 Total Gross Square Feet</b>	<b>4,906</b>
	<b>5.000</b>			<b>Total Interior Net Square Feet</b>	<b>27,118</b>	
	<b>5.000</b>			<b>Total Interior Gross Square Feet</b>	<b>35,122</b>	

5.000 Intake/Release & Transportation - Functional Adjacency Diagrams



LEGEND:

- PROGRAM SPACE
- SUB POD AREA/ PROGRAM BOUNDARY
- ADJACENT PROGRAM
- CIRCULATION CORRIDOR
- PUBLIC CIRCULATION
- DISTRIBUTION WINDOW
- SALLY PORT ACCESS/ BOUNDARY ACCESS
- CIRCULATION
- DIRECT ACCESS
- CONTROLLED ACCESS POINT

## 6.000 Inmate Housing

Inmates have a right to safe, humane living conditions. Critical to keeping inmates safe is the availability of appropriate types of housing for the different classifications and treatment needs of inmates being held. There are some physical differences in the housing pods (e.g., subpods, single cells for restrictive housing, and double cells for general population), designed to accommodate the various inmate classification and treatment needs within the facility. In addition, the living environment needs to provide adequate lighting, temperature/humidity control, air quality, appropriate noise levels, cleanliness, sanitation facilities/fixtures, potable water, etc.

The Oahu Community Correctional Center is planning for a future average daily population (ADP) of 875 inmates<sup>9</sup> that with peaking and classification factors applied will require 1,012 beds. Based on developing standardized configurations for housing pods based on efficiencies and constructability coupled with our programming and bed disaggregation/configuration discussions with the client team, it was determined that the future OCCC will have 1,032 beds. Of the 1,032 beds, there are 96 mental health beds as well as 104 specialized beds planned to meet the medical and behavioral needs of the inmates.<sup>10</sup>

Table 6.1 outlines the recommended housing configurations by classification to meet the anticipated target of 1,012 beds. Medical and mental health housing will be described in greater detail in report section 7.000 Health Care Services.

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<sup>9</sup> Population forecast for the year 2024.

<sup>10</sup> Specialized beds are designed to provide acute health care and treatment or restrictive housing due to aggressive or violent behavior (not due to mental illness) or as a sanction for noncompliant behavior with facility rules and regulations.

Table 6.1: Housing Configuration by Classification, 2024

Housing Category	2024 Bed Need <sup>1</sup>	No. of Beds per Pod	No. of Pods	Bed Total	Notes/Assumptions
<b>Conventional Housing</b>					
6.100 Reception	--	64	1	64	Pod (mezzanine configuration) = 28 double-occupancy wet cells plus 2 subpods each with 2 double-occupancy wet cells
6.200 General Population (GP)	920	64	11	704	Pod (mezzanine configuration) = 32 double-occupancy wet cells
6.300 GP Maximum	1	32	1	32	Pod (mezzanine configuration) = 32 single-occupancy wet cells
6.400 Protective Custody	--	32	1	32	Pod (mezzanine configuration) = 16 double-occupancy wet cells
6.500 Restrictive Housing	--	32	2	64	Pod (no mezzanine) = 16 single-occupancy wet cells plus 2 subpods each with 8 single-occupancy wet cells
<b>Conventional Housing Total</b>	<b>921</b>			<b>896</b>	
<b>Medical &amp; Mental Health Housing</b>					
7.400 Medical Infirmary (Skilled Nursing)	--	--	N/A <sup>2</sup>	8	No mezzanine: 6 single-occupancy wet rooms & 2 single-occupancy wet respiratory isolation rooms
7.400 Medical GP	--	32	1	32	Pod (no mezzanine) = 8 single-occupancy wet cells & 12 double-occupancy wet cells
7.500 Mental Health - Acute/ Suicide Watch	36	32	1	32	Pod (no mezzanine) = 4 subpods each with 8 single-occupancy wet cells
7.500 Mental Health - Subacute	29	32	1	32	Pod (no mezzanine) = 16 double-occupancy wet cells
7.500 Special Needs	26	32	1	32	Pod (no mezzanine) = 16 double-occupancy wet cells
<b>Medical &amp; Mental Health Housing Total</b>	<b>91</b>			<b>136</b>	
<b>Grand Total Jail Beds</b>	<b>1,012</b>			<b>1,032</b>	

<sup>1</sup> A cell denoted with -- means it was not reflected as a separate bed need in the 2024 population forecast.

<sup>2</sup> A cell denoted with N/A means the number of beds makes it impractical to operate as a single direct supervision housing pod and the beds will be combined with other like classifications.

<sup>3</sup> Calculations were completed in MS Excel using numbers with two decimal places. As a result, totals may not add due to rounding.

## Inmate Housing Overview

1. The Oahu Community Correctional Center housing areas will be operated following the principles of direct supervision. In direct supervision, housing officers are in charge of a single housing pod and are responsible for managing the behavior of inmates in their pod, keeping negative behavior to a minimum by reducing tension, and encouraging positive interactions. To ensure that the officer retains control, challenges to the officer's leadership must be dealt with quickly and effectively and may result in the offending inmate's immediate removal from that pod to a more restrictive setting. This is best achieved when the housing officer actively supervises inmates by continually moving throughout the housing pod and through frequent interactions with and continual observation of inmates, rather than sitting at his/her workstation.
2. General population (GP) inmates are recognized as individuals who do not present significant risk to the safety of self or others or the security of the institution. In a direct supervision environment, inmates are considered general population unless the need for specialized housing is identified through the classification process or indicated by the inmate's behavior.
3. Generally, inmates will be grouped by classification and housed together in designated housing pods. When the number of inmates in a particular classification group makes it impractical to operate as a single direct supervision housing pod, multiple classifications may be clustered within one housing pod provided that the different treatment and classification needs and considerations can be met.
4. In direct supervision, the number of inmates in a housing pod is based on the ability of one officer being able to manage an appropriate number of inmates while also performing administrative and operational tasks required in the pod (e.g., conducting searches of the pod, documenting housing pod activities, etc.). OCCC officials have established that a maximum of 64 inmates classified as either minimum or medium GP security may be housed together in a single housing pod, and a maximum of 32 inmates classified maximum GP may be housed together in a single housing pod.
5. The housing officer does not work alone, but as part of a team. The team consists of classification specialists, program staff, and shift supervisors. Well-trained and motivated staff are essential to guarantee a professional, safe, consistent, and positive approach to the operation of the facility. Essential to the success of this facility is the relationship between staff and inmates at all levels. Communication should be open, honest, professional, and collaborative.
6. Operating a direct supervision facility reflects current best professional correctional practices. In a direct supervision facility, the housing officers are the primary managers of the housing pods and cannot leave their post to perform duties outside of his/her assigned housing pod. "Movement" staff, often referred to as escort officers, generally perform escort and other utility functions in support of the housing officer.
7. Another key attribute of direct supervision is decentralizing many programs and services to the housing areas versus a centralized location, which serves to increase staff efficiency and minimize inmate movement. For example, recreation yards are accessed directly from the housing pod; placing video visitation kiosks/tablets in the housing pods will afford inmates greater opportunities for visitation through extended visiting hours; and multipurpose rooms within the housing pods for activities and social services. These measures reduce the workload of the escort officer, which allows the facility operation to focus more on the safety and security components of the OCCC.
8. All staff must diligently embrace the principles of direct supervision, from the administrator to the line officer. Without this commitment, the general population pod will be difficult to manage and may not yield the benefits found in direct supervision housing (e.g., safer, cleaner, quieter housing pods).
9. The housing areas have a number of design considerations that must be incorporated into the basic design and layout of the housing pods. Housing areas with mezzanines are preferable for general population inmates where possible and where the classification of the inmate allows this; careful consideration must be given to ensure that the design does not permit inmates the ability

- to congregate above or behind officer workstations. In housing pods configured with a mezzanine, the mezzanine areas will be fully connected to allow staff to move from one end to the other end without having to go up or down the stairs. Additionally, the design of the mezzanines must deter and impede the ability of an inmate to jump from the mezzanine to the lower level of the housing pod. Maximum visibility by the assigned housing officer is a primary concern. Spaces must be as open as possible to prevent, easily detect, and quickly respond to any assault or sexual abuse or incidents of self-injury.
10. Some of the housing pods will have subpods for special populations, such as inmates assigned to restrictive housing. Subpods afford the ability/flexibility to separate like inmate populations who may require separation from the other inmates within a single housing pod.
  11. There are some programs and activities for inmates that are not practical to provide within the housing pod. These will be primarily decentralized and located in close proximity to the housing pods to minimize travel distances, particularly with inmates who will travel by pass.
  12. As with all areas of the facility, the design and construction of the housing must meet the applicable standards delineated in the applicable ACA and PREA standards.

### Description of Inmate Housing Pods

1. This section – *Description of Inmate Housing Pods*, describes, generally, the operational principles and practices that will be the foundation from which all inmate housing pods will be operated, designed, and constructed.
2. Housing pods will be configured with a mezzanine level, unless otherwise noted as a single-level configuration (no mezzanine).
3. Access to the housing pod will be provided through a pedestrian sallyport. The housing pod pedestrian sallyport has four interlocking secure doors. One door provides access to/from the circulation area (outer door) into the pedestrian sallyport; within the pedestrian sallyport there are three doors, one that provides access to/from the housing pod (inner door #1), one door that provides access to/from the interview room (inner door #2; see room description below), and one door that provides access to/from the medication distribution room (inner door #3; see room description below). The outer door will be operated by remote electronic release from central control upon verification that the person is authorized entry/exit. The housing officer will have primary responsibility, with central control backup, for operating inner doors #1 and #2 of the pedestrian sallyport by remote electronic release upon verification that the person is authorized entry/exit. Authorized health care staff will operate inner door #3 via card-reader access or biometric means.
4. Authorized staff may exit the housing pod (inner door #1) or interview room (inner door #2) via card-reader access or biometric means. Select supervisory and security response team personnel may have card-reader access capability that provides direct access (outer door [entry access only] & inner door #1) into the housing pod via the housing pod pedestrian sallyport so that they can respond quickly to an emergency occurring within the pod.
5. An intercom (with appropriate signage) located on each side of the doors will allow communication between people requesting entrance to/exit from the housing pod pedestrian sallyport and either central control or the housing officer. CCTV cameras will be situated such that central control and/or housing staff may view people entering/exiting the housing pod pedestrian sallyport.
6. Inmates are subject to a pat search upon entrance to/exit from the housing pod.
7. Dayroom spaces as well as cell windows should be designed in a manner to prevent any visual access between inmates and the public outside the facility. In other words, the public should not be able to view into housing areas or, conversely, inmates should not be able to communicate with the public.
8. Housing pod dayrooms will be camera monitored and recorded in real-time. Although this monitoring is not intended to diminish the need for staff supervision, it will primarily provide for recording of any incidents that may occur.

9. Cells, dayrooms, and other housing pod spaces are constructed with materials and outfitted with normative correctional furnishings and fixtures commensurate with the assigned population's security classification and special needs considerations. Spaces with an ADA designation shall be configured and furnished so as to provide the requisite mobility and accessibility features.
10. Inmate cells will typically be accessible during the day and evening hours. Cells will be locked during the night hours but will be equipped with a "push-to-exit" call button for inmates to exit their cell when enabled and authorized by the housing officer, or when inmates need to contact the housing officer in case of emergency. If the doors are set as secured, the "push-to-exit" button will operate as a staff call button, which sends an alert tone to the housing pod control panel. If the housing officer does not respond to the call within the designated time, the call will be directed to central control, where it will enunciate as an unacknowledged call-in.
11. Minimally, each cell will have a correctional bed or stacked bunk, a mirror, a desk/writing surface, a seat, clothing and personal property storage, and suicide resistant hooks for clothes and towels. The number of ADA-accessible cells will comply with applicable federal regulations and will be located proximal to the shower area.
12. All cells will have access to natural light. If feasible, cells will have an exterior window. While inmates may have the ability to control their assigned cell's lighting and sanitary fixtures, water and lighting shut offs will also be located at the officer's workstation. Careful consideration must be given to the design of cells to limit sharp edges and opportunities for inmates to attempt suicide from vents, sprinkler heads, plumbing fixtures, doorknobs, etc.
13. Sufficient toilets and sinks are required in each housing area to meet applicable ACA standards. Single- and multiple-occupancy cells shall each have a toilet and sink.
14. A common-use toilet and sink directly accessible from the dayroom will be available for inmates' use while using the dayroom. This toilet area will not be fully enclosed; rather, it will be a stall design that affords the officer with a clear view of the inmate's feet.
15. Showers, centralized to the common areas, will be of sufficient number to comply with required codes and ACA jail standards, which require one shower per eight inmates, and required codes, and which will also stipulate the requisite number of ADA-accessible showers. Extra care must be taken to provide adequate drainage to avoid water runoff from the showers. Each individual shower stall includes a private outer area for drying/dressing. The showerheads should be suicide resistant and, ideally, will be recessed. The shower stalls facing the dayroom should have curtains/doors that allow visibility of the head and feet and comply with PREA. Floor drains will be located in both the shower and dressing areas. Razors for use by inmates will be securely stored and will be issued upon request and collected following use (i.e., once per day during designated issue and collection times).
16. A dayroom, which is centralized to the cells, is provided. Sufficient seating and tables will be provided for the maximum capacity of the housing pod. If moveable, seating can be relocated for television viewing or to activity areas as necessary. Multiple seating areas will be provided, potentially including the mezzanine (where applicable), that may include television viewing or reading or any combination thereof. In addition, a book cart, telephones, and wall-mounted boxes for outgoing mail and other communications will be provided. The dayroom will be equipped with sound-attenuating measures and will have direct access to natural light.
17. Generally, inmates will eat their meals at tables located in the dayroom. An alcove will be provided for staging food carts and dispensing trays that will also be equipped with a food and beverage station (i.e., juice, hot/cold water, storage cabinetry, ice). This area will also accommodate regular and recycled trash/refuse.
18. Water coolers are provided for general use and for taking prescribed medications and should be located adjacent to the medication distribution window.
19. Multifunctional tablets that can be used in privacy carrels, at the dayroom tables, and/or in inmates' cells are required in each housing pod on a tablet/inmate ratio of 1:2 that will be used for video visitation, and to order commissary items, download materials to an e-reader, schedule



- sick call and other appointments, submit grievances and requests, send/receive email/text messages, and/or allow access to pertinent inmate management information (e.g., release date lookup). At least one tablet will be dedicated solely for legal research (web-based). Legal materials will be electronically transmitted for printing in the respective decentralized programs and services center (see 6.600 Decentralized Programs and Services). The interview rooms (see room description below) will each contain a video visitation kiosk that will be equipped with the requisite audio/visual privacy to allow for attorney video visitation.
20. A closet with a sufficient number of docking stations for storing/recharging tablets is provided and accessible from the dayroom.
  21. Central to the dayroom will be a multipurpose room sized to accommodate 15 people. The multipurpose room is provided for specialized activities deemed appropriate by the housing officer or scheduled by the program staff, which may include self-help substance abuse counseling (and similar programs). The multipurpose room should have clear visibility into it from the dayroom and should be located in close proximity to the housing officer's workstation to enhance supervision, but also be located away from the eating area. The room should be equipped for real-time broadcast/video distribution and storage cabinetry. The majority of programs and counseling services will occur in the adjacent shared decentralized program spaces.
  22. Accessible directly from both the housing pod pedestrian sallyport and from the housing pod dayroom (inmate access) will be an interview/staging (interview) room where program/treatment providers or facility staff may interview inmates in a confidential setting or inmates are staged prior to being escorted for court or transports. The interview room will be sized to accommodate up to four people seated and will have sufficient windows to allow for observation by the housing pod officer. The interview room will also have a video visitation kiosk that can be utilized for attorney and professional video visits. It is important to note that the interview room cannot be utilized for other purposes while the video visitation kiosk is in use.
  23. Most inmates will receive their medications from within the housing pod dayroom, while some inmates may receive their medications cell side. To facilitate health care personnel's ability to access the medication distribution rooms without having to enter the housing pod, this room has direct access from the housing pod pedestrian sallyport. Inmates will line up in the dayroom to receive their medications through a securable roll-up window or pass-through opening to the dayroom. The housing officer will control/operate the securable window or pass-through opening.
  24. Inmates' uniforms will be cleaned in the central laundry, as will blankets, linens, and towels. Issued items will be laundered on a scheduled basis. Within the housing pod, there will be staging for clean and soiled laundry carts is provided as well as disinfectant wipes for cleaning mattresses prior to a new inmate occupant or at other times deemed appropriate.
  25. Adjoining the housing pod, outdoor exercise facilities will be provided, and inmates will be permitted to freely access these facilities during scheduled times. Direct access to the exercise area is through a door located in the housing pod dayroom. The outdoor exercise area will be equipped with appropriate physical exercise equipment and will be sized to accommodate a portion of the housing pod population. These areas may be used for active group recreation or exercise as well as individual exercise in select housing pods, and for passive activities such as board games. They should be equipped with tables and seating. The outdoor yard area should be partially or fully covered for weather protection. A storage closet for exercise yard equipment is provided, which should be located proximal to the outdoor exercise yard.
  26. Because there will be occasions when an inmate may not retain all accumulated personal property (e.g., due to privilege suspension, newly identified suicide risk), a secure closet for temporarily storing inmate property will be provided.

27. Space will be provided in the housing pod to accommodate a fully equipped workstation for the housing officer, which will be located within the dayroom such that it provides optimal visibility into the dayroom, all cells, and program areas. The workstation will be equipped with a portable phone and an administrative computer that can access the jail management system, and a flat touch-screen panel for electronic door control and monitoring, fire and smoke enunciation, and an override for inmate telephones, inmate tablets, lighting, electric receptacles, and water controls, and a stool. Security equipment/supplies and charging stations for portable technology devices (e.g., radio, tablets, etc.) will be integrated into the officer workstation. These items can be secured in lockable cabinetry. The workstation will be equipped with a mechanism for securing the control panel (most likely a touch screen device) to prevent inmate tampering when the housing officer is away from the workstation.
  - a. Portable technology tools to control and monitor cell doors and perform other functions such as counts, bar scanner to help track inmates, answer intercom and/or phone calls, view inmate information, etc., are anticipated to be in place to maximize staff's ability to roam the housing pod to better manage the population.
28. Space must be identified proximal to or integrated within the housing officer's workstation for an emergency first-aid kit, an AED, daily needs storage (e.g., razors), and secure storage of staffs' personal items (e.g., windbreaker, lunch box).
29. Within the housing pod, a staff restroom, a supply storage closet, an emergency eyewash station, and a janitor closet (one on each level if a multilevel design) will be provided.
30. Within the housing descriptions below, housing pods can be one of two configurations.
  - a. One configuration is where all inmate sleeping areas open into a common dayroom, from which all housing activities and services are provided.
  - b. The second configuration is where some or all of the inmate sleeping areas are subdivided into one or more subpods that are accessible directly from the principal pod.
31. The operational principles and practices described above serve as the foundation from which all adult inmate housing pods will be operated, designed, and constructed. The individual housing types that are described below, unless otherwise noted, will adhere to these operating principles. Where there is a modification to the operating principles, it will be detailed in the respective housing area description.

#### 6.100 Reception (8-72 hours) [64 beds per pod; 1 pod]

1. Newly admitted inmates are separated from the rest of the population pending an assessment of individual inmates' risk and needs and identifies any special considerations in terms of custodial, treatment, and programmatic care that may be present. This housing pod has capacity for a total of 64 inmates.
2. On occasion, inmates will need to be separated prior to being classified. Accordingly, the reception housing pod comprises three components – the principal pod and two subpods.

##### Principal Pod

- a. The principal pod is comprised of 28 double-occupancy wet cells (2 are ADA compliant) for a capacity of 56 inmates

##### Subpods 1 & 2

- b. Each housing subpod is comprised of 2 double-occupancy wet cells (1 is ADA compliant) for a capacity of 4 inmates.
- c. These two subpods are part of the overall housing pod: the principal pod is where which primary activities and services are provided, and subpods that are directly accessible from the principal pod.
- d. Each subpod will be separated from the remainder of the principal pod by a glazed security wall that faces into and is accessible from the dayroom of the principal pod.

- e. Each subpod will have its own dayroom, showers, video visitation, and inmate telephones, etc. The subpods will still rely on the principal pod for some activities and services such as interview rooms, multipurpose rooms, outdoor exercise, etc.
  - f. When a subpod is not needed for separation purposes, the subpod entry doors may be left unsecured, which will allow inmates housed in the subpods to be merged with the principal pod.
3. The juxtaposition of the principal pod to the subpods will permit one officer to supervise the entire pod.
  4. The *Description of Inmate Housing Pods* described above applies to reception housing, except for the modifications detailed in this section.

#### 6.200 General Population [64 beds per pod; 11 pods]

1. General population inmates (minimum and medium) are recognized as individuals who do not present a significant risk to the safety of self or others or the security of the institution. This housing pod has capacity for a total of 64 inmates.
2. The housing pod is comprised of 32 double-occupancy wet cells (2 are ADA compliant).
3. The *Description of Inmate Housing Pods* described above applies to general population housing.

#### 6.300 GP Maximum [32 beds per pod; 1 pod]

1. GP maximum inmates are recognized as individuals who present significant risk to the safety of self or others or the security of the institution. This housing pod has capacity for a total of 32 inmates.
2. The housing pod is comprised of 32 single-occupancy wet cells (2 are ADA compliant).
3. The *Description of Inmate Housing Pods* described above applies to GP maximum housing.

#### 6.400 Protective Custody [32 beds per pod; 1 pod]

1. Inmates assigned to protective custody housing generally are at risk for harm inflicted by other inmates, which may be the result of a high-profile offense, high-profile position/occupation within the community (e.g., political figure, law enforcement officer), a threat carried over from the community, etc. This housing pod has capacity for a total of 32 inmates.
2. The housing pod is comprised of 16 double-occupancy wet cells (1 is ADA compliant).
3. The *Description of Inmate Housing Pods* described above applies to protective custody housing, except for the modifications detailed in this section.

#### 6.500 Restrictive Housing [32 beds per pod; 2 pods]

1. Inmates in restrictive housing present a significant security/safety threat to the facility or others or fail to consistently recognize their ability to adjust and follow the jail's rules and regulations. Restrictive housing may also include inmates in disciplinary detention who are segregated as part of a sanction imposed after having been found to be in violation of jail rules and regulations. This housing pod has capacity for a total of 32 inmates.
2. Inmates in restrictive housing generally retain the same access to programs, services, activities, etc. as the general population; these may only be restricted to the extent necessary to maintain safety and security. It is expected that targeted interventions and programming will provide inmates assigned to restrictive housing opportunities to demonstrate acceptable behaviors in a safe environment with the goal of reassignment to GP housing.
3. However, inmates in disciplinary detention do not retain the same access to programs, services, activities, etc. as the general population. Designed as a deterrent to future misconduct, disciplinary detention oftentimes suspends privileged programs, services, and activities, while continuing to provide access to legally required programs, services, and activities, albeit on a

more limited basis, e.g., recreation is available five days per week instead of the customary seven days per week.

4. The restrictive housing pod comprises three components – one principal pod and two subpods. This housing pod will be configured as a single level (no mezzanine).

#### Principal Pod

- a. The principal pod is comprised of 16 single-occupancy wet cells (2 are ADA compliant) for a capacity of 16 inmates.
- b. It is not anticipated that all 16 inmates will be in the dayroom simultaneously. As a restrictive housing pod, the dayroom is where inmates being transitioned to GP will have the opportunity to demonstrate acceptable behavior and be afforded additional privileges. However, the dayroom will be sized for 16 inmates in order to provide future flexibility in the types of inmates who may be housed in this pod: namely, GP inmates.
- c. One specially designed dry room is provided for usage of a restraint chair.
- d. The safety cell and the restraint chair room are available and may be employed as a last measure to manage out-of-control behavior on the part of inmates for whom the behavior is not associated with a diagnosed mental illness. Both the safety cell and restraint chair should only be utilized on a short-term basis.

#### Subpods 1 & 2

- e. Each housing subpod is comprised of 8 single-occupancy wet cells (1 is ADA compliant) for a capacity of 8 inmates.
  - f. These two subpods are part of the overall housing pod:
    - the principal pod is where primary activities and services are provided
    - the subpods are directly accessible from the principal pod
  - g. Each subpod will be separated from the remainder of the principal pod by a glazed security wall that faces into and is accessible from the dayroom of the principal pod.
  - h. Each subpod will have its own dayroom, showers, video visitation, and inmate telephones, etc. These subpods may rely on the principal pod for some activities and services such as interview rooms, multipurpose rooms, outdoor exercise, etc.
  - i. The cells will have the requisite connectivity/equipment for in-cell programming and exercise instruction and will also afford video-based interaction with program providers.
  - j. Cells will have camera-monitoring capabilities and doors equipped with food and cuff passes, and furnishings shall be security grade.
  - k. For the showers, a security door will be required at the entrance to the outer dressing area with vision panels or security screens that will allow a view of the head and feet of the inmate while in the shower. The door to the showers can be secured, if necessary, and will include a cuff pass so that inmates who are potentially violent can be restrained within the secure shower prior to opening the door.
5. A phone/data jack will be provided between each pair of cells within the dayrooms (principal pod and subpods) so a portable inmate telephone can be connected to allow inmates to make a call from within their cell.
  6. While medications will likely be distributed cell side, the medication distribution room will be provided so as to accommodate inmates transitioning to GP and/or changes in future inmate classifications. Inmates transitioning to GP may receive their medications from the medication distribution service window accessible from the principal pod.
  7. The outdoor exercise yard is oversized to accommodate a small group (2-4 inmates) exercise area as well as five individual-use yards. A door from each subpod will lead directly into the exercise yard area.
  8. Inmates in restrictive housing may be required to eat their meals in their assigned cell, while inmates in disciplinary detention will eat their meals in their assigned cells.

9. When a subpod is not needed for separation purposes, the subpod entry doors may be left unsecured, which will allow inmates housed in the subpods to be merged with the principal pod.
10. The juxtaposition of the principal pod to the subpods will permit one officer to supervise the entire pod.
11. The *Description of Inmate Housing Pods* described above applies to restrictive housing, except for the modifications detailed in this section.

### 6.600 Decentralized Programs and Services

1. While it is anticipated that many programs and services will be provided directly within the respective housing pods, for increased efficiency and efficacy, some programs and services better serve multiple housing pods concurrently in a single location. These areas are referred to as decentralized programs and services centers (DPSC).
2. The decentralized programs and services centers will be decentralized and located proximate to the housing pods to minimize travel distances, particularly with inmates who will travel via pass allowing self-movement. These areas should be designed to provide maximum flexibility of use in order to respond effectively to changing uses and program requirements. These areas are expected to be busy throughout the day. Since inmates will utilize them heavily, escort officers will monitor the program areas when they are in use. These spaces must be as open as possible to prevent, easily detect, and quickly respond to any assault or sexual abuse or incidents of self-injury.
3. There are decentralized programs and services centers throughout the facility that each serve a variety of housing pods. Each center serves a cluster of housing pods that reflect similar classifications. Inmates housed in the medical infirmary will not access the DPSC due to the limited time the inmates will spend in these beds and/or the acuity of their health condition.
4. While each decentralized programs and services center will accommodate Residency Section staff, the DPSC serving reception housing will be where the administrative function of the Residency Section will base their operations.

#### *Description of Decentralized Programs and Services Center*

5. This section – *Description of Decentralized Programs and Services Center*, describes, generally, the operational principles and practices that will be the foundation from which all decentralized programs and services centers will be operated, designed, and constructed. The DPSC that serves reception housing, also includes an area designated for the Residency Section administrative operations.
6. The decentralized programs and services centers will serve inmates by providing space for select educational and treatment activities to facilitate inmate participation in programs with minimal movement throughout the facility. The DPSC space will be located within the circulation areas adjacent to a cluster of up to, generally, four-to-six housing pods.
7. Inmates will make a request to participate in any program or service offered in the facility. The inmate's assigned caseworker will receive these requests and will coordinate eligible inmates' participation. If a program/service is at capacity, the eligible inmate will be placed on a waiting list to be processed on a first-come first-served basis.
8. Some DPSCs will have targeted programs and/or services to meet the unique needs for inmates assigned housing within that designated housing cluster.
9. Ideally, all inmate programming will be held within the inmate's respective DPSC. However, the realities of inmate programmatic needs as well as space and program staffing efficiencies suggest that, in some cases, inmates may need to be escorted to a different housing cluster's DPSC.
10. Inmates may travel to the DPSC via individual pass, or they will travel by individual or group escort. Escort officers will monitor movement in the circulation corridors and will make periodic checks of these centers to verify inmates' authorization to be in the area. Careful scheduling must be

- employed to coordinate start times incrementally so that large numbers of inmates are not entering and leaving the centers at the same time. Seating will be available for inmates who arrive just prior to the scheduled program/service.
11. For educational, treatment, and program purposes, the DPSC will contain multipurpose room/classrooms, a group room, and interview rooms. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the DPSC security officer's workstation. This workstation will be configured and furnished commensurate with assigned tasks and responsibilities and will be staffed during those periods that inmates are present in the DPSC.
  12. Two multipurpose rooms/classrooms will be designed and furnished similarly to traditional adult education classrooms and sized to accommodate up to 15 inmates. Each classroom will be equipped with CCTV capabilities to allow for programs to be aired live or videotaped for later showing in the housing pods.
  13. A separate room will serve as the computer education classroom and will be designed and equipped to accommodate up to six inmates working at individual laptops or tablets. Trained volunteers can be effectively used to supplement teachers to assist inmates assigned to computer-assisted learning programs. A centralized software system with appropriate file servers will be required to serve the computer education classroom and is to be located in a secure room immediately adjacent to computer education classroom.
  14. A secure closet is provided for storage of supplies and expensive and/or adaptive instructional materials/equipment as well as an electronics storage/recharging station with docking stations to store and recharge laptops and/or tablets.
  15. A group room sized for 8-10 people and two interview rooms will be provided, which are designed and equipped for conducting small group programs/activities and/or interviews (professional counselors, classification interviews, program leaders, and volunteers) when it is not conducive to use the multipurpose or interview rooms in the inmate's assigned housing pod. The interview rooms will provide the requisite privacy to prevent casual observation of room occupants by other inmates.
  16. Generous glazing on the walls in the programs and activity rooms will enhance supervision without disrupting the programmed activities. Conveniently located to the multipurpose rooms/classrooms, group room, interview rooms, and computer education classroom will be space to store stacking chairs that will be used throughout the DPSC areas.
  17. A fully equipped and furnished triage/examination room will be provided in the DPSC to minimize movement throughout the facility of inmates undergoing health care assessment. Bench seating will be located outside the triage/examination room for inmates who are awaiting to see health care staff. Inmates will be seen for sick call on a scheduled basis in the triage/examination room located in their respective DPSC. Inmates will make an electronic (via tablet) or hand-written request to be seen by health care staff, and initial triage may occur in this area prior to having to visit the central health clinic. Additionally, inmates newly admitted to the facility may receive their history and physical examination in this room located in the DPSC designated to serve reception housing.
    - a. Proximal to the triage/examination room located in the DPSC will be secure storage designated for medical durable equipment & emergency response equipment, such as a gurney, emergency response bag/kit, etc., and, potentially, medications and medication carts.
  18. A hair care area will be provided where inmates with scheduled appointments can receive hair care services during scheduled times. The hair care area will meet all state health care and sanitary regulations. All haircuts will be scheduled in advance. It is preferable that a contracted barber will perform hair care services.
    - a. The haircutting shop should be located in an area where it can be easily supervised by facility staff.

- b. Bench seating will be located adjacent to the hair care area for inmates who are awaiting scheduled appointments.
  - c. No chemicals will be used in the haircutting process. Any need for chemical hair treatment will be for medical purposes only (e.g., to treat head lice, scalp ailments, etc.) and will be conducted on a case-by-case basis in the health clinic.
19. Offices and/or workspaces will be provided for:
- a. Shift Sergeant
  - b. Unit Team Manager
  - c. Caseworkers (2)
- Workspace design and furniture and equipment will be commensurate with assigned responsibilities.
20. The shift sergeant's office within the DPSC should be located with easy access to and visibility of the general circulation areas.
21. A shared workstation for program leaders, volunteers, etc. to work at before, after, or in-between program sessions will be provided.
22. The DPSC staff-only area is where the printing of documents related to an inmate's legal research will occur. Once payment, if required, for copies has been verified, inmates' legal research documents will be delivered by designated program staff.
23. Within the DPSC, inmate restrooms, a water cooler, and a janitor closet will be provided.
24. In a DPSC staff-only area, a conference room sized for six, a printer/copier work alcove (includes office supply storage), a staff breakroom, a water cooler, and a staff restroom will be provided.

### *Video Court*

25. Each DPSC will have a dedicated video court suite where video court proceedings will be conducted. Access to the video court suite will be via a secure entrance that provides access directly from within the DPSC.
26. Within the video court suite, capabilities will allow for multiple inmates to attend video court simultaneously while being supervised by a single officer. The administrative work following a video proceeding will be performed by judicial officials at the respective courthouses and not by the officer supervising the video proceedings. Any follow-up judicial orders will be submitted electronically to the jail.
27. Two private video court booths, each with a video screen and equipment, requisite audio privacy, and a private telephone with a secure connection to the courts to allow the inmate to confer with counsel during proceedings, will be provided. The booth will have generous glazing that will provide direct visibility into the booth from the officer workstation.
28. Inmates may confer with their attorney prior to video court via video from their assigned housing pod interview room or a video visitation booth located within the video court suite. Attorneys seeking to confer with clients prior to video court may do so via video from a remote location or using one of the video visitation booths located in the public lobby (see 1.300 Public Lobby - Video Visitation).
29. Seating will be available in the video court suite for inmates who are queued for the next available video court booth. Additional seating is provided for those inmates who have completed their court proceeding and awaiting finalization of paperwork.
30. The video court officer workstation will be centrally located to the video court booths and staging area, and will include storage for court forms, a copier/printer/fax machine, and counter space for signing documents.
31. Upon completion of video court, inmates may be subject to search, which will occur prior to reentering their assigned housing by the respective housing officer.

32. Staff restrooms, inmate restrooms and janitor closets serving the DPSC will also serve the video court suite.

### *Housing Pod Support*

33. In the circulation area convenient to the housing pods served by the respective DPSC will be:
  - a. a restraint chair storage room
  - b. a trash room for staging refuse that is collected from the cluster served by the DPSC

## 6.700 Reception Housing – Decentralized Programs and Services Center

1. The decentralized programs and services center supporting reception housing has four components, as compared to all the other DPSCs that only have three components (a), (b), and (c):
  - a. Decentralized programs and service center
  - b. Video court
  - c. Housing pod support
  - d. Residency Section administrative operations

### *Decentralized Programs and Service Center*

2. The Description of Decentralized Programs and Service Center applies to the DPSC serving reception housing.

### *Video Court*

3. The *Video Court* previously described applies to the DPSC serving reception housing.

### *Housing Pod Support*

4. The *Housing Pod Support* previously described applies to the DPSC serving reception housing.

### *Residency Section Administrative Operations*

5. Inmates are formally classified upon admission to the facility to identify any concerns that require immediate response (see 5.200 Intake & Release Processing). The risk and needs assessment is conducted during a face-to-face classification interview by intake services staff.
6. While intake services staff complete the formal classification of inmates, residency services uses the resultant information, which identifies the level of risk (level of dangerousness) and need (conditions and services necessary to maintain one's physical and psychological wellbeing) for individual inmates thereby providing the Residency Section a basis for housing assignment and programming decisions.
7. There is no mechanism for automatic periodic reclassification or classification status reviews. Reviews and reclassifications by the Residency Section are initiated by a change in the inmate's charge or judicial status and/or the inmate's behavior.
8. The administrative function of residency services will operate from and be located within the decentralized programs and services center that is associated with reception housing. This work area should be in the form of a suite. Entry to the residency services suite will be controlled to prevent casual access. Card-reader or biometric access (authorized staff only) or other staff-controlled system may be used to control movement in and out of this area. Only staff is authorized in this area, although work line inmates may be authorized to perform housekeeping services on a scheduled basis.
9. Within the Residency Section administration suite, office and workspace will be provided for the following positions and functions:
  - a. Residency Administrator
  - b. Caseworkers (8)
  - c. Office Assistant



Workspace design and furniture and equipment will be commensurate with assigned responsibilities.

10. Within the Residency Section administration suite, a conference room sized for six, a records area, a printer/copier work alcove (includes office supply storage), a beverage station, a water cooler, a staff restroom, and a janitor closet will be provided.

### Grouping of Housing Pods & Decentralized Programs and Services Centers

1. In a correctional facility, it is advantageous to group housing pods and their associated DPSC together in a manner that optimizes staffing and resource allocation efficiencies and effectiveness. By doing so, the span of supervisory control can be clearly defined based on the characteristics of the inmate population being served. For example,
  - a. GP inmates are generally not as staff intensive to supervise; therefore, the management span of control can include a higher number of GP inmates grouped together.
  - b. Grouping inmates requiring specialized staff and services in a single location rather than throughout the facility is more efficient from a staff and resource allocation perspective.
2. These groupings may be referred to as clusters and include a DPSC that is associated with a grouping of up to, generally, three-to-five housing pods. The future OCCC provides for five clusters with no more than 256 inmates each, and that are organized by classification and/or treatment needs. Table 6.2 outlines the clustering of housing pods that will be served by the respective decentralized programs and services center.

Table 6.2: Clusters by Housing Pod &amp; Decentralized Programs and Services Center

Clusters by Housing Pod Classification	No. of Beds
<b>Cluster #1</b>	<b>192</b>
Decentralized Programs and Services Center #1	--
6.100 Reception	64
6.300 GP Maximum	32
6.400 Protective Custody	32
6.500 Restrictive Housing - Pod #1	32
6.500 Restrictive Housing - Pod #2	32
<b>Cluster #2</b>	<b>256</b>
Decentralized Programs and Services Center #2	--
6.200 General Population - Pod #1	64
6.200 General Population - Pod #2	64
6.200 General Population - Pod #3	64
6.200 General Population - Pod #4	64
<b>Cluster #3</b>	<b>256</b>
Decentralized Programs and Services Center #3	--
6.200 General Population - Pod #5	64
6.200 General Population - Pod #6	64
6.200 General Population - Pod #7	64
6.200 General Population - Pod #8	64
<b>Cluster #4</b>	<b>192</b>
Decentralized Programs and Services Center #4	--
6.200 General Population - Pod #9	64
6.200 General Population - Pod #10	64
6.200 General Population - Pod #11	64
<b>Cluster #5</b>	<b>136</b>
Decentralized Programs and Services Center #5	--
7.400 Medical - Infirmary (Skilled Nursing)	8
7.400 Medical - GP	32
7.500 Mental Health - Acute/SW	32
7.500 Mental Health - Subacute	32
7.500 Special Needs	32
<b>Total Beds</b>	<b>1,032</b>

## 6.000 Inmate Housing – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.100	Reception (8-72 hours) [ 64 beds per pod; 1 pod]					
<i>Principal Pod: 56 beds</i>						
6.101	Housing Pod Pedestrian Sallyport	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by remote electronic release from central control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by remote electronic release by housing officer with central control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card reader access or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; pedestrian sallyport/housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
6.102	Double Occupancy Cell	2	26	80/cell	2,080	1 stacked bunk, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing, and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
6.103	ADA Double Occupancy Cell	2	2	100/cell	200	Requisite mobility & accessibility features; 1 stacked bunk (lower bunk designated ADA), stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
6.104	Shower/Changing	1	6	40/area	240	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains, and doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.105	ADA Shower/Changing	1	1	50/area	50	Requisite mobility & accessibility features; suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains, and doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.106	ADA Dayroom Restroom - Inmate	1	1	50/room	50	Requisite mobility & accessibility features; stall design w/ clear view of inmate's feet; PREA-compliant privacy; glazing to be viewable from officer workstation
6.107	Dayroom/Dining/TV	56	1	35/pers	1,960	Centralized to cells; heavy/durable tables & seating for 56 (includes seating w/ requisite mobility & accessibility features); sound attenuation measures; natural light; 5 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 15; requisite data technology; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded; requisite data technology

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.108	Food & Beverage Station	-	1	80/area	80	Located within dayroom; counter space; sink; beverage station (with ice); storage cabinets; food cart staging; built-in regular and recycled trash
6.109	Water Cooler	-	1	0/area	0	Located near medication distribution window; ADA accessible; wall-mounted; amount per code; square footage included in 6.100 grossing factor
6.110	Multifunctional Tablet Carrel	1	7	25/carrel	175	Multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
6.111	ADA Multifunctional Tablet Carrel	1	1	25/carrel	25	Requisite mobility & accessibility features; multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
6.112	Electronics Storage/ Recharging Closet	-	1	75/room	75	Shelving with docking stations for storing/recharging tablets; electrical receptacles; proximal to officer workstation
6.113	Multipurpose Room	15	1	20/pers +50	350	Room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; requisite data & transmission technology; extra square footage for storage closet or cabinets
6.114	Interview Room	1-4	1	125/room	125	Secured non-inmate access via housing pod pedestrian sallyport (inner door #2) and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing with visibility from housing pod; requisite data & transmission technology; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (equipped w/ ADA-accessible kiosk)
6.115	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod pedestrian sallyport (inner door #3); only accessible by authorized health care staff via card-reader access or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
6.116	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
6.117	Outdoor Exercise Yard	15-20	1	(750)/area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
6.118	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard
6.119	Temporary Inmate Property Storage Closet	-	1	50/room	50	Shelving
6.120	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, etc.; requisite data technology; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., windbreaker, lunch box)

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.121	ADA Restroom - Staff	1	1	50 /room	50	Requisite mobility & accessibility features; gender neutral
6.122	Supply Storage Closet	-	1	80 /room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
6.123	Emergency Eyewash Station - Portable	-	1	0 /area	0	Wall mounted; self-contained; no plumbing required; square footage included in 6.100 grossing factor
6.124	Janitor Closet	-	2	40 /room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<b>Subpod: 4 beds [2 subpods]</b>						
6.125	Double Occupancy Cell	2	1	80 /cell	80	1 stacked bunk, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
6.126	ADA Double Occupancy Cell	2	1	100 /cell	100	Requisite mobility & accessibility features; 1 stacked bunk (lower bunk designated ADA), stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
6.127	ADA Shower/Changing	1	1	50 /area	50	Requisite mobility & accessibility features; suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains, and doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.128	Subpod Dayroom / Dining / TV	4	1	200 /area	200	Centralized to cells; 2 heavy/durable tables with seating for 2 (includes seating w/ requisite mobility & accessibility features); sound attenuation measures; natural light; 1 ADA-accessible telephone; 1 TV area with seating for 4; requisite data technology; book cart; ADA-accessible water cooler; camera monitored/recorded
<i>Subtotal Subpod Net Square Feet</i>					430	
<i>Total Subpod Net Square Feet</i>					860	2 Subpods
<b>6.100 Total Net Square Feet</b>					<b>6,870</b>	
<b>Grossing Factor</b>					<b>1.65</b>	
<b>6.100 Total Gross Square Feet</b>					<b>11,336</b>	
<b>6.100 Total Exterior Gross Square Feet</b>					<b>(750)</b>	

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.200	General Population [64 beds per pod; 11 pods]					
6.201	Housing Pod Pedestrian Sallyport	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by remote electronic release from central control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by remote electronic release by housing officer with central control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card-reader access or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; pedestrian sallyport/housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
6.202	Double Occupancy Cell	2	30	80/cell	2,400	1 stacked bunk, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing, and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
6.203	ADA Double Occupancy Cell	2	2	100/cell	200	Requisite mobility & accessibility features; 1 stacked bunk (lower bunk designated ADA), stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
6.204	Shower/Changing	1	7	40/area	280	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains, and doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.205	ADA Shower/Changing	1	1	50/area	50	Requisite mobility & accessibility features; suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains, and doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.206	ADA Dayroom Restroom - Inmate	1	1	50/room	50	Requisite mobility & accessibility features; stall design w/ clear view of inmate's feet; PREA-compliant privacy; glazing to be viewable from officer workstation
6.207	Dayroom/Dining/TV	64	1	35/pers	2,240	Centralized to cells; heavy/durable tables & seating for 64 (includes seating w/ requisite mobility & accessibility features); sound attenuation measures; natural light; 6 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 20; requisite data technology; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
6.208	Food & Beverage Station	-	1	80/area	80	Located within dayroom; counter space; sink; beverage station (with ice); storage cabinets; food cart staging; built-in regular and recycled trash

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.209	Water Cooler	-	1	0/area	0	Located near medication distribution window; ADA accessible; wall-mounted; amount per code; square footage included in 6.200 grossing factor
6.210	Multifunctional Tablet Carrel	1	7	25/carrel	175	Multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
6.211	ADA Multifunctional Tablet Carrel	1	1	25/carrel	25	Requisite mobility & accessibility features; multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
6.212	Electronics Storage/ Recharging Closet	-	1	75/room	75	Shelving with docking stations for storing/recharging tablets; electrical receptacles; proximal to officer workstation
6.213	Multipurpose Room	15	1	20/pers +50	350	Room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; requisite data & transmission technology; extra square footage for storage closet or cabinets
6.214	Interview Room	1-4	1	125/room	125	Secured non-inmate access via housing pod pedestrian sallyport (inner door #2) and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing with visibility from housing pod; requisite data & transmission technology; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (equipped w/ ADA-accessible kiosk)
6.215	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod pedestrian sallyport (inner door #3); only accessible by authorized health care staff via card-reader access or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
6.216	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
6.217	Outdoor Exercise Yard	15-20	1	(750)/area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
6.218	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard
6.219	Temporary Inmate Property Storage Closet	-	1	50/room	50	Shelving
6.220	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, etc.; requisite data technology; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., windbreaker, lunch box)
6.221	ADA Restroom - Staff	1	1	50/room	50	Requisite mobility & accessibility features; gender neutral

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.222	Supply Storage Closet	-	1	80 /room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
6.223	Emergency Eyewash Station - Portable	-	1	0 /area	0	Wall mounted; self-contained; no plumbing required; square footage included in 6.200 grossing factor
6.224	Janitor Closet	-	2	40 /room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
6.200 Subtotal Net Square Feet					6,650	
Grossing Factor					1.65	
6.200 Subtotal Gross Square Feet					10,973	
6.200 Subtotal Exterior Gross Square Feet					(750)	
<b>6.200 Total Net Square Feet</b>					<b>73,150</b>	<b>11 Pods</b>
<b>6.200 Total Gross Square Feet</b>					<b>120,698</b>	<b>11 Pods</b>
<b>6.200 Total Exterior Gross Square Feet</b>					<b>(8,250)</b>	<b>11 Pods</b>
6.300 GP Maximum [32 beds per pod; 1 pod]						
6.301	Housing Pod Pedestrian Sallyport	1-10	1	100 /area	100	Four interlocking secure doors; outer door (circulation area) operated by remote electronic release from central control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by remote electronic release by housing officer with central control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card-reader access or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; pedestrian sallyport/housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
6.302	Single Occupancy Cell	1	30	80 /cell	2,400	1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing, and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
6.303	ADA Single Occupancy Cell	1	2	100 /cell	200	Requisite mobility & accessibility features; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
6.304	Shower/Changing	1	3	40 /area	120	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains, and doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas



No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.305	ADA Shower/Changing	1	1	50 /area	50	Requisite mobility & accessibility features; suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains, and doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.306	ADA Dayroom Restroom - Inmate	1	1	50 /room	50	Requisite mobility & accessibility features; stall design w/ clear view of inmate's feet; PREA-compliant privacy; glazing to be viewable from officer workstation
6.307	Dayroom/Dining/TV	32	1	35 /pers	1,120	Centralized to cells; heavy/durable tables & seating for 32 (includes seating w/ requisite mobility & accessibility features); sound attenuation measures; natural light; 3 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 12; requisite data technology; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
6.308	Food & Beverage Station	-	1	80 /area	80	Located within dayroom; counter space; sink; beverage station (with ice); storage cabinets; food cart staging; built-in regular and recycled trash
6.309	Water Cooler	-	1	0 /area	0	Located near medication distribution window; ADA accessible; wall-mounted; amount per code; square footage included in 6.300 grossing factor
6.310	Multifunctional Tablet Carrel	1	3	25 /carrel	75	Multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
6.311	ADA Multifunctional Tablet Carrel	1	1	25 /carrel	25	Requisite mobility & accessibility features; multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
6.312	Electronics Storage/ Recharging Closet	-	1	75 /room	75	Shelving with docking stations for storing/recharging tablets; electrical receptacles; proximal to officer workstation
6.313	Multipurpose Room	15	1	20 /pers +50	350	Room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; requisite data & transmission technology; extra square footage for storage closet or cabinets
6.314	Interview Room	1-4	1	125 /room	125	Secured non-inmate access via housing pod pedestrian sallyport (inner door #2) and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing with visibility from housing pod; requisite data & transmission technology; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (equipped w/ ADA-accessible kiosk)
6.315	Medication Distribution Room	1	1	100 /room	100	Secured access from housing pod pedestrian sallyport (inner door #3); only accessible by authorized health care staff via card-reader access or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
6.316	Laundry Cart Staging	-	1	30 /area	30	Clean and soiled carts

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.317	Outdoor Exercise Yard	10-15	1	(750)/area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
6.318	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard
6.319	Temporary Inmate Property Storage Closet	-	1	50/room	50	Shelving
6.320	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, etc.; requisite data technology; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., windbreaker, lunch box)
6.321	ADA Restroom - Staff	1	1	50/room	50	Requisite mobility & accessibility features; gender neutral
6.322	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
6.323	Emergency Eyewash Station - Portable	-	1	0/area	0	Wall mounted; self-contained; no plumbing required; square footage included in 6.300 grossing factor
6.324	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<b>6.300 Total Net Square Feet</b>					<b>5,270</b>	
<b>Grossing Factor</b>					<b>1.65</b>	
<b>6.300 Total Gross Square Feet</b>					<b>8,696</b>	
<b>6.300 Total Exterior Gross Square Feet</b>					<b>(750)</b>	
<b>6.400 Protective Custody [32 beds per pod; 1 pod]</b>						
6.401	Housing Pod Pedestrian Sallyport	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by remote electronic release from central control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by remote electronic release by housing officer with central control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card-reader access or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; pedestrian sallyport/housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
6.402	Double Occupancy Cell	2	15	80/cell	1,200	1 stacked bunk, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing, and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.403	ADA Double Occupancy Cell	2	1	100 /cell	100	Requisite mobility & accessibility features; 1 stacked bunk (lower bunk designated ADA), stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing, and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
6.404	Shower/Changing	1	3	40 /area	120	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains, and doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.405	ADA Shower/Changing	1	1	50 /area	50	Requisite mobility & accessibility features; suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains, and doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.406	ADA Dayroom Restroom - Inmate	1	1	50 /room	50	Requisite mobility & accessibility features; stall design w/ clear view of inmate's feet; PREA-compliant privacy; glazing to be viewable from officer workstation
6.407	Dayroom/Dining/TV	32	1	35 /pers	1,120	Centralized to cells; heavy/durable tables & seating for 32 (includes seating w/ requisite mobility & accessibility features); sound attenuation measures; natural light; 3 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 12; requisite data technology; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
6.408	Food & Beverage Station	-	1	80 /area	80	Located within dayroom; counter space; sink; beverage station (with ice); storage cabinets; food cart staging; built-in regular and recycled trash
6.409	Water Cooler	-	1	0 /area	0	Located near medication distribution window; ADA accessible; wall-mounted; amount per code; square footage included in 6.400 grossing factor
6.410	Multifunctional Tablet Carrel	1	3	25 /carrel	75	Multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
6.411	ADA Multifunctional Tablet Carrel	1	1	25 /carrel	25	Requisite mobility & accessibility features; multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
6.412	Electronics Storage/ Recharging Closet	-	1	75 /room	75	Shelving with docking stations for storing/recharging tablets; electrical receptacles; proximal to officer workstation
6.413	Multipurpose Room	15	1	20 /pers +50	350	Room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; requisite data & transmission technology; extra square footage for storage closet or cabinets

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.414	Interview Room	1-4	1	125/room	125	Secured non-inmate access via housing pod pedestrian sallyport (inner door #2) and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing with visibility from housing pod; requisite data & transmission technology; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (equipped w/ ADA-accessible kiosk)
6.415	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod pedestrian sallyport (inner door #3); only accessible by authorized health care staff via card-reader access or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
6.416	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
6.417	Outdoor Exercise Yard	15-20	1	(750)/area	(750)	Exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
6.418	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard
6.419	Temporary Inmate Property Storage Closet	-	1	50/room	50	Shelving
6.420	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, etc.; requisite data technology; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., windbreaker, lunch box)
6.421	ADA Restroom - Staff	1	1	50/room	50	Requisite mobility & accessibility features; gender neutral
6.422	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
6.423	Emergency Eyewash Station - Portable	-	1	0/area	0	Wall mounted; self-contained; no plumbing required; square footage included in 6.400 grossing factor
6.424	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>6.400 Total Net Square Feet</b>					<b>3,930</b>	
<b>Grossing Factor</b>					<b>1.65</b>	
<b>6.400 Total Gross Square Feet</b>					<b>6,485</b>	
<b>6.400 Total Exterior Gross Square Feet</b>					<b>(750)</b>	

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.500 Restrictive Housing [32 beds per pod; 2 pods]						
<i>Principal Pod: 16 beds</i>						
6.501	Housing Pod Pedestrian Sallyport	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by remote electronic release from central control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by remote electronic release by housing officer with central control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card-reader access or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; pedestrian sallyport/housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
6.502	Single Occupancy Cell	1	14	80/cell	1,120	No mezzanine; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing, and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; requisite connectivity/equipment for in-cell programming; camera-monitoring capability; cell door w/ food pass & cuff pass
6.503	ADA Single Occupancy Cell	1	2	100/cell	200	No mezzanine; requisite mobility & accessibility features; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing, and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area; requisite connectivity/equipment for in-cell programming; camera-monitoring capability; cell door w/ food pass & cuff pass
6.504	Restraint Chair Room	1-2	1	80/room	80	Ample glazing; floor anchor for chair; sound attenuation; camera monitored/recorded; doubles as restraint chair storage
6.505	Shower/Changing	1	3	40/area	120	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains, and security doors w/ cuff pass that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.506	ADA Shower/Changing	1	1	50/area	50	Requisite mobility & accessibility features; suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains, and security doors w/ cuff pass that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.507	ADA Dayroom Restroom - Inmate	1	1	50/room	50	Requisite mobility & accessibility features; stall design w/ clear view of inmate's feet; PREA-compliant privacy; glazing to be viewable from officer workstation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.508	Dayroom/Dining/TV	16	1	35/pers	560	Centralized to cells; heavy/durable tables & seating for 16 (includes seating w/ requisite mobility & accessibility features); sound attenuation measures; natural light; 2 telephones (includes 1 ADA-accessible portable telephone); phone/data jack between each pair of cells; 1 TV area with seating for 8; requisite data technology; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
6.509	Food & Beverage Station	-	1	80/area	80	Located within dayroom; counter space; sink; beverage station (with ice); storage cabinets; food cart staging; built-in regular and recycled trash
6.510	Water Cooler	-	1	0/area	0	Located near medication distribution window; ADA accessible; wall-mounted; amount per code; square footage included in 6.500 grossing factor
6.511	Multifunctional Tablet Carrel	1	1	25/carrel	25	Multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
6.512	ADA Multifunctional Tablet Carrel	1	1	25/carrel	25	Requisite mobility & accessibility features; multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
6.513	Electronics Storage/ Recharging Closet	-	1	75/room	75	Shelving with docking stations for storing/recharging tablets; electrical receptacles; proximal to officer workstation
6.514	Multipurpose Room	15	1	20/pers +50	350	Room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; requisite data & transmission technology; extra 50 nsf for storage closet or cabinets
6.515	Interview Room	1-4	1	125/room	125	Secured non-inmate access via housing pod pedestrian sallyport (inner door #2) and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing with visibility from housing pod; requisite data & transmission technology; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (equipped w/ ADA-accessible kiosk)
6.516	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod pedestrian sallyport (inner door #3); only accessible by authorized health care staff via card-reader access or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
6.517	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.518	Outdoor Exercise Yard	5-10	1	(2,000)/area	(2,000)	Exterior space; direct access from the principal pod; a door from each subpod leads directly into exercise yard area (see 6.529); covered for inclement weather exercise; major muscle exercise equipment/space; one 4-person table; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; space to be configured to include a small group yard (2-4 inmates) and 8 individual-use yards (min. 180 sf/yard per individual yard) - sized to provide circulation area around individual-use yards
6.519	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard
6.520	Temporary Inmate Property Storage Closet	-	1	50/room	50	Shelving
6.521	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, etc.; requisite data technology; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., windbreaker, lunch box)
6.522	ADA Restroom - Staff	1	1	50/room	50	Requisite mobility & accessibility features; gender neutral
6.523	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
6.524	Emergency Eyewash Station - Portable	-	1	0/area	0	Wall mounted; self-contained; no plumbing required; square footage included in 6.500 grossing factor
6.525	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
Subpod: 8 beds [2 subpods]						
6.526	Single Occupancy Cell	1	7	80/cell	560	No mezzanine; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing, and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; requisite connectivity/equipment for in-cell programming; camera-monitoring capability; cell door w/ food pass & cuff pass
6.527	ADA Single Occupancy Cell	1	1	100/cell	100	No mezzanine; requisite mobility & accessibility features; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing, and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; requisite connectivity/equipment for in-cell programming; camera-monitoring capability; cell door w/ food pass & cuff pass

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.528	ADA Shower/Changing	1	1	50 /area	50	Requisite mobility & accessibility features; suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains, and doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.529	Subpod Dayroom / Dining / TV	8	1	300 /area	300	Centralized to cells; 2 heavy/durable tables, each with seating for up to 2 (includes seating w/ requisite mobility & accessibility features); sound attenuation measures; natural light; 1 ADA-accessible portable telephone; phone/data jack between each pair of cells; 1 TV area with seating for 6; requisite data technology; book cart; ADA-accessible water cooler; camera monitored/recorded; door leading directly into exercise yard area (see 6.518)
<i>Subtotal Subpod Net Square Feet</i>					1,010	
<i>Total Subpod Net Square Feet</i>					2,020	2 Subpods
<i>6.500 Subtotal Net Square Feet</i>					5,480	
<i>Grossing Factor</i>					1.65	
<i>6.500 Subtotal Gross Square Feet</i>					9,042	
<i>6.500 Subtotal Exterior Gross Square Feet</i>					(2,000)	
<b>6.500 Total Net Square Feet</b>					<b>10,960</b>	<b>2 Pods</b>
<b>6.500 Total Gross Square Feet</b>					<b>18,084</b>	<b>2 Pods</b>
<b>6.500 Total Exterior Gross Square Feet</b>					<b>(4,000)</b>	<b>2 Pods</b>
<b>6.600 Decentralized Programs and Services</b>						
<i>Decentralized Programs and Services Center</i>						
6.601	Inmate Staging Area	15	1	10 /pers	150	Bench seating
6.602	DPSC Officer Workstation	1	1	64 /area	64	WS-64; center door controls; centrally located to facilitate visibility of entire area
6.603	Multipurpose Room/Classroom	15	2	25 /pers + 50	850	Teacher station, narrow 2-person learning tables (collapsible), sturdy molded plastic chairs, white board, smart TV/board, real-time broadcast, and video learning capability; internet or intranet web-based capabilities; CCTV capabilities; requisite data & transmission technology; glazing with visibility from DPSC circulation area; extra square footage for storage closet or cabinets
6.604	Computer Education Classroom	6	1	400 /room	400	Teacher station, computer carrels; sturdy molded plastic chairs, white board, smart TV/board; internet or intranet web-based capabilities; requisite data technology; CCTV capabilities; glazing with visibility from DPSC circulation area; storage closet or cabinets
6.605	Secure Server Room	-	1	100 /room	100	Adjacent to computer education classroom
6.606	Secure Storage/Recharging Closet - Instructional Supply/Material & Electronics	-	1	80 /room	80	Adjustable shelves; storage bins; ample floor space for larger items; shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
6.607	Group Room	8-10	1	200 /room	200	Loose chairs for small group activities; whiteboard; video-conferencing capacity; requisite data & transmission technology; glazing with visibility from DPSC circulation area



No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.608	Interview Room	2-4	2	100 /room	200	Table and loose chairs for up to 4 people; requisite data technology; requisite privacy to prevent casual observation by other inmates; glazing with visibility from DPSC circulation area
6.609	Inmate Seating - Medical	5	1	10 /pers	50	Located proximal to triage/examination room; bench seating; may be combined w/ 6.601
6.610	Triage/Examination Room	1-2	1	110 /room	110	Requisite mobility & accessibility features; EMR workstation for records review/charting; visible (through glazing) from circulation area with requisite sound and sight privacy; exam table with privacy pull curtain; exam stool; wall-mounted or securable diagnostic equipment (sphygmomanometer, otoscope, ophthalmoscope); Snellen vision chart; scale with height measure; securable cabinets and drawers for sharps, medical supplies, sharps refuse container; undercounter refrigerator with small freezer (includes specimen storage); work counter; handwashing sink; requisite data & transmission technology; equipped for telemedicine capability; portable emergency eyewash station; generator backup for all electrical; ceiling-mounted lighting; proximal to an inmate restroom (see 6.619 & 6.620)
6.611	Medical Durable Equipment & Emergency Response Equipment	-	1	80 /room	80	Secure room; wall hooks for collapsible gurney storage; wheelchair; emergency response bag/kit; shelving; recharging receptacles
6.612	Medication & Cart Storage	-	1	100 /room	100	Secure room (authorized staff may access via card reader or biometric means); cart storage; work counter; sink; computer; telephone; limited medication storage; undercounter refrigerator; requisite data technology; electronic access to EMR
6.613	Inmate Seating - Hair Care	5	1	10 /pers	50	Located proximal to hair care room; bench seating; may be combined w/ 6.601
6.614	Hair Care Room	2	1	100 /room	100	Haircutting chair; hair washing sink; tempered glass mirror; secure cabinetry; extra electrical outlets
6.615	Floor Supervisor (Sgt)	1	1	120 /office	120	OF-120; for use by on-duty floor supervisor
6.616	Unit Team Manager	1	1	120 /office	120	OF-120
6.617	Caseworker	1	2	100 /office	200	OF-100
6.618	Program Leaders & Volunteers	1	1	50 /wkstn	50	WS-50; shared workstation for program leaders, volunteers, etc.
6.619	Restroom - Inmate	1	2	40 /room	80	Located near officer workstation (see 6.602)
6.620	ADA Restroom - Inmate	1	1	50 /room	50	Located near officer workstation (see 6.602); requisite mobility & accessibility features
6.621	Water Cooler	-	1	0 /area	0	ADA accessible; wall-mounted; amount per code; square footage included in 6.600 grossing factor
6.622	Janitor Closet	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
6.623	Conference Room	4-6	1	160 /room	160	Located in DPSC staff-only area; CF-160
6.624	Printer/Copier Work Alcove	-	1	75 /area	75	Located in DPSC staff-only area; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
6.625	Breakroom - Staff	6-8	1	250 /room	250	Located in DPSC staff-only area; BR-250

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.626	Water Cooler	-	1	0/area	0	Located in DPSC staff-only area; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 6.600 grossing factor
6.627	ADA Restroom - Staff	1	1	50/room	50	Located in DPSC staff-only area; requisite mobility & accessibility features; gender neutral
<i>Video Court</i>						
6.628	Video Court Suite Entrance - Secure Door	-	1	0/area	0	Provides access to/from DPSC to/from video court suite; door - electronic release either by video court staff, the DPSC officer, and/or by card-reader access and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 6.600 grossing factor
6.629	Video Court Booth	1	1	50/booth	50	Video screen and equipment; requisite audio privacy; secure telephone to courts; requisite data & transmission technology for videoconferencing; ceiling-mounted high-resolution cameras; two-way communication; wall-mounted video screen; glazing with visibility from video court officer workstation
6.630	ADA Video Court Booth	1	1	60/booth	60	Requisite mobility & accessibility features; video screen and equipment; requisite audio privacy; secure telephone to courts; requisite data & transmission technology for videoconferencing; ceiling-mounted high-resolution cameras; two-way communication; wall-mounted video screen; glazing with visibility from video court officer workstation; accessible from within video court room
6.631	ADA Video Visitation Booth - Attorney	1	1	60/booth	60	Requisite mobility & accessibility features; requisite data & transmission technology; video visitation capability with requisite audio/visual privacy for attorney visits
6.632	Inmate Staging - Pre-court	6	1	15/pers	90	Tandem seating with back support secured to the floor
6.633	Inmate Staging - Post-court	6	1	15/pers	90	Tandem seating with back support secured to the floor
6.634	Video Court Officer Workstation	1	1	100/area	100	1 WS-64; centrally located within video court suite and with direct visibility into video court booths; requisite data technology; storage for court forms; networked printer/copier/fax/scanner; counterspace with electronic signature pad (ADA accessible)
<i>Housing Pod Support</i>						
6.635	Restraint Chair Room	-	1	60/room	60	Located in circulation area convenient to housing pods; room to store restraint chair serving the adjacent housing pods
6.636	Trash Room	-	1	75/area	75	Located in circulation area convenient to housing pods; staging carts for refuse collected from the housing areas served by the DPSC
<i>Decentralized Programs/Services Center Subtotal Net Square Feet</i>					4,314	
<i>Grossing Factor</i>					1.40	
<i>Decentralized Programs/Services Center Subtotal Gross Square Feet</i>					6,040	
<b>6.600 Total Net Square Feet</b>					<b>17,256</b>	<b>4 Centers</b>
<b>6.600 Total Gross Square Feet</b>					<b>24,158</b>	<b>4 Centers</b>

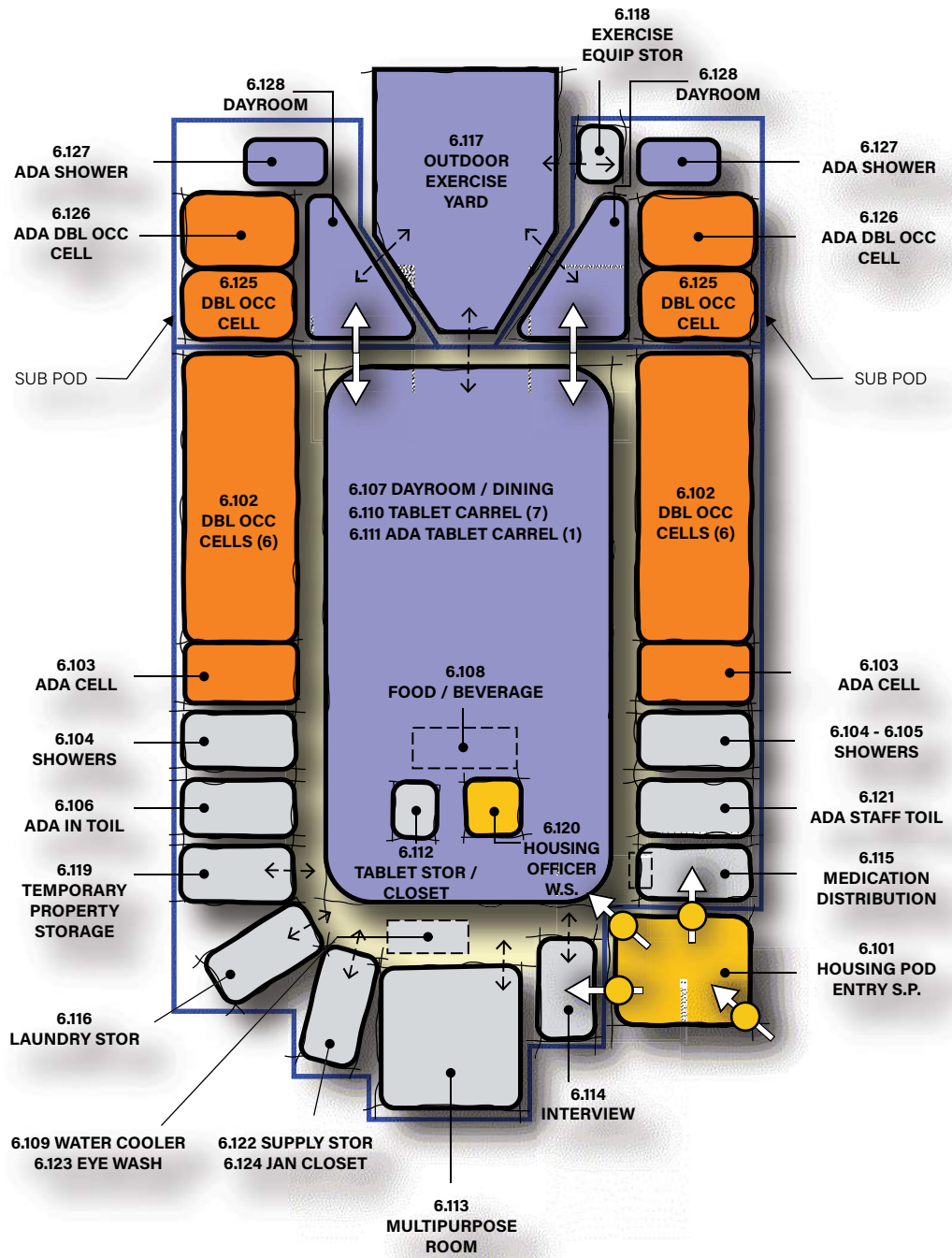
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.700 Reception Housing - Decentralized Programs and Services						
<i>Decentralized Programs and Services Center</i>						
6.701	Inmate Staging Area	15	1	10 /pers	150	Bench seating
6.702	DPSC Officer Workstation	1	1	64 /area	64	WS-64; center door controls; centrally located to facilitate visibility of entire area
6.703	Multipurpose Room/Classroom	15	2	25 /pers + 50	850	Teacher station, narrow 2-person learning tables (collapsible), sturdy molded plastic chairs, white board, smart TV/board, real-time broadcast, and video learning capability; internet or intranet web-based capabilities; CCTV capabilities; requisite data & transmission technology; glazing with visibility from DPSC circulation area; extra square footage for storage closet or cabinets
6.704	Computer Education Classroom	6	1	400 /room	400	Teacher station, computer carrels; sturdy molded plastic chairs, white board, smart TV/board; internet or intranet web-based capabilities; requisite data technology; CCTV capabilities; glazing with visibility from DPSC circulation area; storage closet or cabinets
6.705	Secure Server Room	-	1	100 /room	100	Adjacent to computer education classroom
6.706	Secure Storage/Recharging Closet - Instructional Supply/Material & Electronics	-	1	80 /room	80	Adjustable shelves; storage bins; ample floor space for larger items; shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
6.707	Group Room	8-10	1	200 /room	200	Loose chairs for small group activities; whiteboard; video-conferencing capacity; requisite data & transmission technology; glazing with visibility from DPSC circulation area
6.708	Interview Room	2-4	2	100 /room	200	Table and loose chairs for up to 4 people; requisite data technology; requisite privacy to prevent casual observation by other inmates; glazing with visibility from DPSC circulation area
6.709	Inmate Seating - Medical	5	1	10 /pers	50	Located proximal to triage/examination room; bench seating; may be combined w/ 6.601
6.710	Triage/Examination Room	1-2	1	110 /room	110	Requisite mobility & accessibility features; EMR workstation for records review/charting; visible (through glazing) from circulation area with requisite sound and sight privacy; exam table with privacy pull curtain; exam stool; wall-mounted or securable diagnostic equipment (sphygmomanometer, otoscope, ophthalmoscope); Snellen vision chart; scale with height measure; securable cabinets and drawers for sharps, medical supplies, sharps refuse container; undercounter refrigerator with small freezer (includes specimen storage); work counter; handwashing sink; requisite data & transmission technology; equipped for telemedicine capability; portable emergency eyewash station; generator backup for all electrical; ceiling-mounted lighting; proximal to an inmate restroom (see 6.719 & 6.720)
6.711	Medical Durable Equipment & Emergency Response Equipment	-	1	80 /room	80	Secure room; wall hooks for collapsible gurney storage; wheelchair; emergency response bag/kit; shelving; recharging receptacles
6.712	Medication & Cart Storage	-	1	100 /room	100	Secure room (authorized staff may access via card reader or biometric means); cart storage; work counter; sink; computer; telephone; limited medication storage; undercounter refrigerator; requisite data technology; electronic access to EMR

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.713	Inmate Seating - Hair Care	5	1	10 /pers	50	Located proximal to hair care room; bench seating; may be combined w/ 6.601
6.714	Hair Care Room	2	1	100 /room	100	Haircutting chair; hair washing sink; tempered glass mirror; secure cabinetry; extra electrical outlets
6.715	Floor Supervisor (Sgt)	1	1	120 /office	120	OF-120; for use by on-duty floor supervisor
6.716	Unit Team Manager	1	1	120 /office	120	OF-120
6.717	Caseworker	1	2	100 /office	200	OF-100
6.718	Program Leaders & Volunteers	1	1	50 /wkstn	50	WS-50; shared workstation for program leaders, volunteers, etc.
6.719	Restroom - Inmate	1	2	40 /room	80	Located near officer workstation (see 6.702)
6.720	ADA Restroom - Inmate	1	1	50 /room	50	Located near officer workstation (see 6.702); requisite mobility & accessibility features
6.721	Water Cooler	-	1	0 /area	0	ADA accessible; wall-mounted; amount per code; square footage included in 6.700 grossing factor
6.722	Janitor Closet	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
6.723	Conference Room	4-6	1	160 /room	160	Located in DPSC staff-only area; CF-160
6.724	Printer/Copier Work Alcove	-	1	75 /area	75	Located in DPSC staff-only area; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
6.725	Breakroom - Staff	6-8	1	250 /room	250	Located in DPSC staff-only area; BR-250
6.726	Water Cooler	-	1	0 /area	0	Located in DPSC staff-only area; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 6.700 grossing factor
6.727	ADA Restroom - Staff	1	1	50 /room	50	Located in DPSC staff-only area; requisite mobility & accessibility features; gender neutral
<i>Video Court</i>						
6.728	Video Court Suite Entrance - Secure Door	-	1	0 /area	0	Provides access to/from DPSC to/from video court suite; door - electronic release either by video court staff, the DPSC officer, and/or by card-reader access and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 6.700 grossing factor
6.729	Video Court Booth	1	1	50 /booth	50	Video screen and equipment; requisite audio privacy; secure telephone to courts; requisite data & transmission technology for videoconferencing; ceiling-mounted high-resolution cameras; two-way communication; wall-mounted video screen; glazing with visibility from video court officer workstation
6.730	ADA Video Court Booth	1	1	60 /booth	60	Requisite mobility & accessibility features; video screen and equipment; requisite audio privacy; secure telephone to courts; requisite data & transmission technology for videoconferencing; ceiling-mounted high-resolution cameras; two-way communication; wall-mounted video screen; glazing with visibility from video court officer workstation; accessible from within video court room
6.731	ADA Video Visitation Booth - Attorney	1	1	60 /booth	60	Requisite mobility & accessibility features; requisite data & transmission technology; video visitation capability with requisite audio/visual privacy for attorney visits
6.732	Inmate Staging - Pre-court	6	1	15 /pers	90	Tandem seating with back support secured to the floor

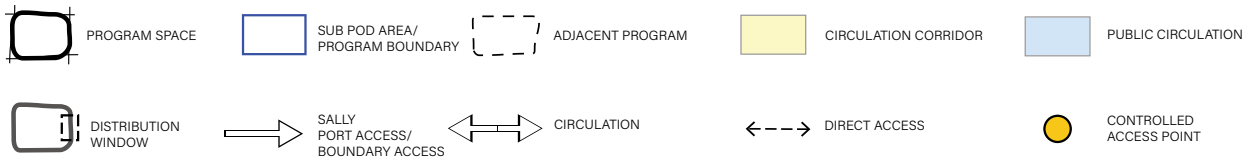
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.733	Inmate Staging - Post-court	6	1	15 /pers	90	Tandem seating with back support secured to the floor
6.734	Video Court Officer Workstation	1	1	100 /area	100	1 WS-64; centrally located within video court suite and with direct visibility into video court booths; requisite data technology; storage for court forms; networked printer/copier/fax/scanner; counterspace with electronic signature pad (ADA accessible)
<i>Housing Pod Support</i>						
6.735	Restraint Chair Room	-	1	60 /room	60	Located in circulation area convenient to housing pods; room to store restraint chair serving the adjacent housing pods
6.736	Trash Room	-	1	75 /area	75	Located in circulation area convenient to housing pods; staging carts for refuse collected from the housing areas served by the DPSC
<i>Decentralized Programs/Services Center Subtotal Net Square Feet</i>					4,314	
<i>Grossing Factor</i>					1.40	
<i>Decentralized Programs/Services Center Subtotal Gross Square Feet</i>					6,040	
<i>Residency Section Administrative Operations</i>						
6.737	Residency Section Entrance - Secure Door	-	1	0 /area	0	Provides access to/from DPSC to/from residency section suite; door - electronic release either by residency section staff, the DPSC officer, and/or by access by card reader, pin code, and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 6.700 grossing factor
6.738	Residency Administrator	1	1	120 /office	120	Accessible from residency section suite; OF-120
6.739	Unit Team Manger	1	1	100 /office	100	Accessible from residency section suite; OF-100
6.740	Case Workers	1	9	80 /wkstn	720	Located within residency section suite; WS-80; 1 WS is ADA accessible; workstations may be clustered together
6.741	Office Assistant	1	1	64 /wkstn	64	Located within residency section suite; WS-64
6.742	Conference Room	4-6	1	160 /room	160	Accessible from residency section suite; CF-160
6.743	Residency Records	-	1	75 /area	75	Located within residency section suite; file cabinets; inactive records scanned & shredded
6.744	Printer/Copier Work Alcove	-	1	75 /area	75	Located within residency section suite; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
6.745	Beverage Station	-	1	20 /area	20	Located within residency section suite; counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle
6.746	Water Cooler	-	1	0 /area	0	Located within residency section suite; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 6.700 grossing factor
6.747	Restroom - Staff	1	1	40 /room	40	Accessible from residency section suite; gender neutral
6.748	ADA Restroom - Staff	1	1	50 /room	50	Accessible from residency section suite; requisite mobility & accessibility features; gender neutral
6.749	Janitor Closet	-	1	40 /room	40	Accessible from residency section suite; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
	<i>Residency Section Administrative Operations Total Net Square Feet</i>				1,464	
	<i>Grossing Factor</i>				1.25	
	<i>Residency Section Administrative Operations Total Gross Square Feet</i>				1,830	
				<b>6.700 Total Net Square Feet</b>	<b>5,778</b>	
				<b>6.700 Total Gross Square Feet</b>	<b>7,870</b>	
	<b>6.000</b>			<b>Total Interior Net Square Feet</b>	<b>123,214</b>	
	<b>6.000</b>			<b>Total Interior Gross Square Feet</b>	<b>197,325</b>	
	<b>6.000</b>			<b>Total Exterior Gross Square Feet</b>	<b>(14,500)</b>	

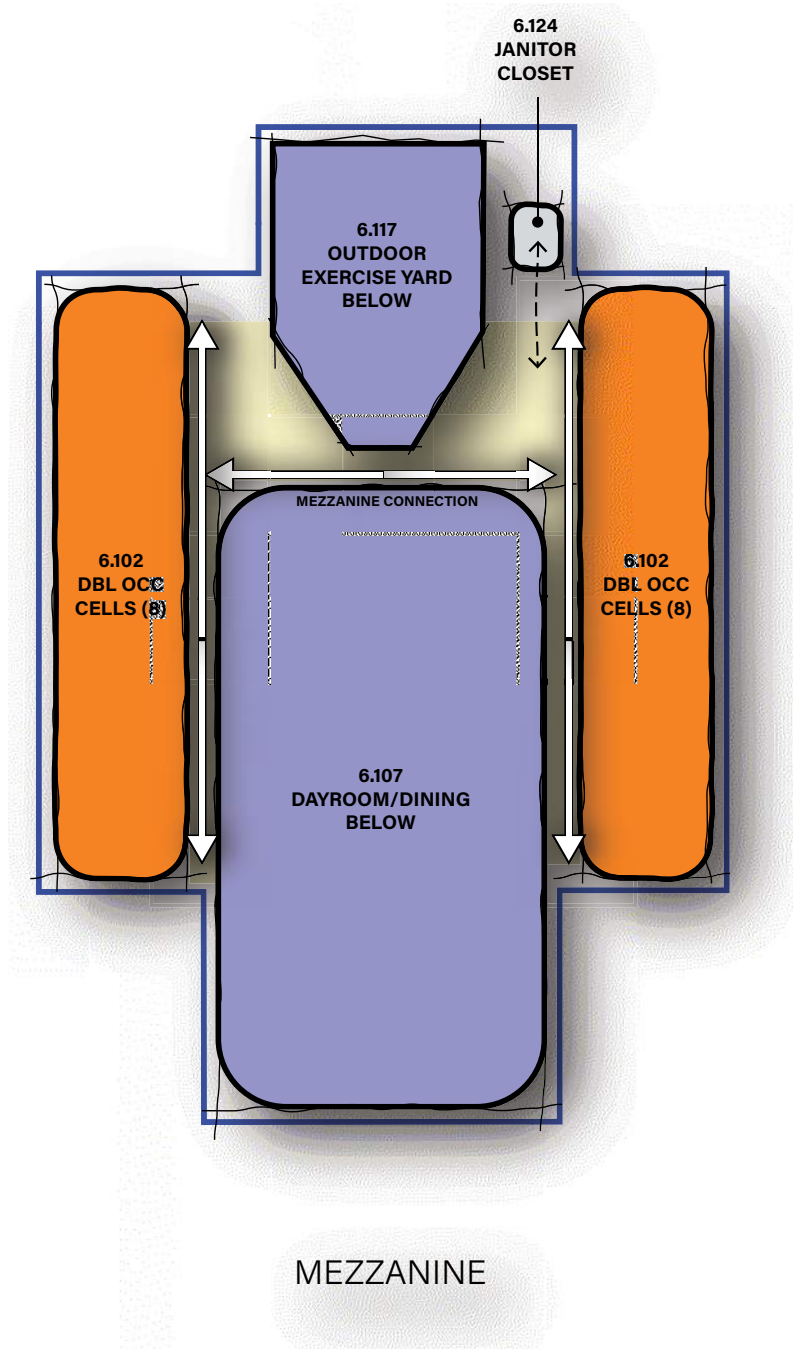
6.000 Inmate Housing - Functional Adjacency Diagrams: Reception Housing



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6.000 Inmate Housing – Functional Adjacency Diagrams: Reception Housing

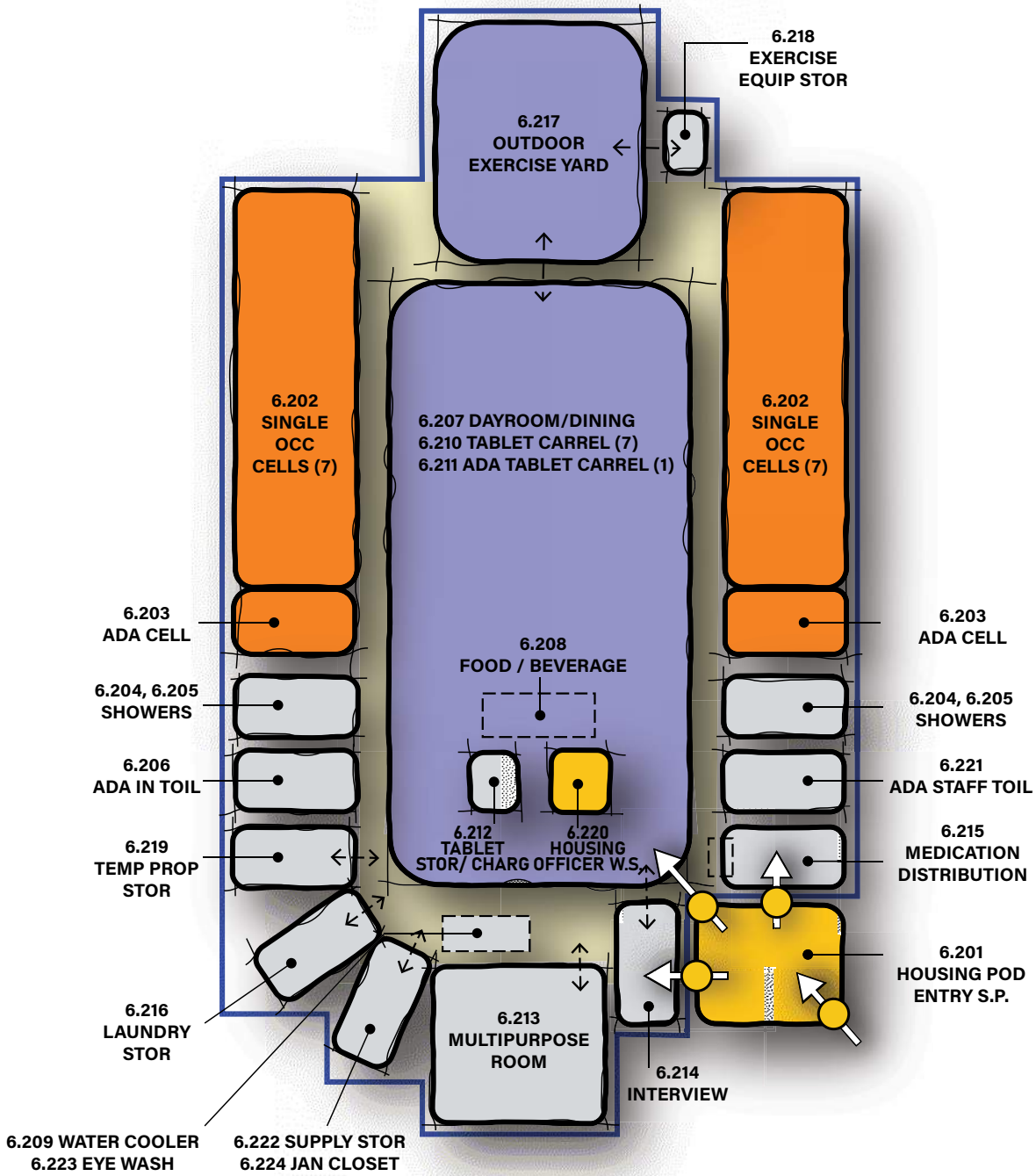


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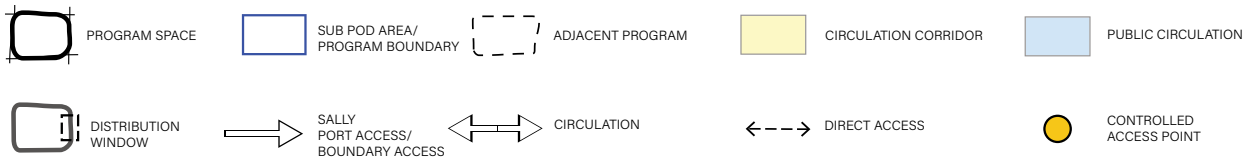
- PROGRAM SPACE
- SUB POD AREA/ PROGRAM BOUNDARY
- ADJACENT PROGRAM
- CIRCULATION CORRIDOR
- PUBLIC CIRCULATION
- DISTRIBUTION WINDOW
- SALLY PORT ACCESS/ BOUNDARY ACCESS
- CIRCULATION
- DIRECT ACCESS
- CONTROLLED ACCESS POINT



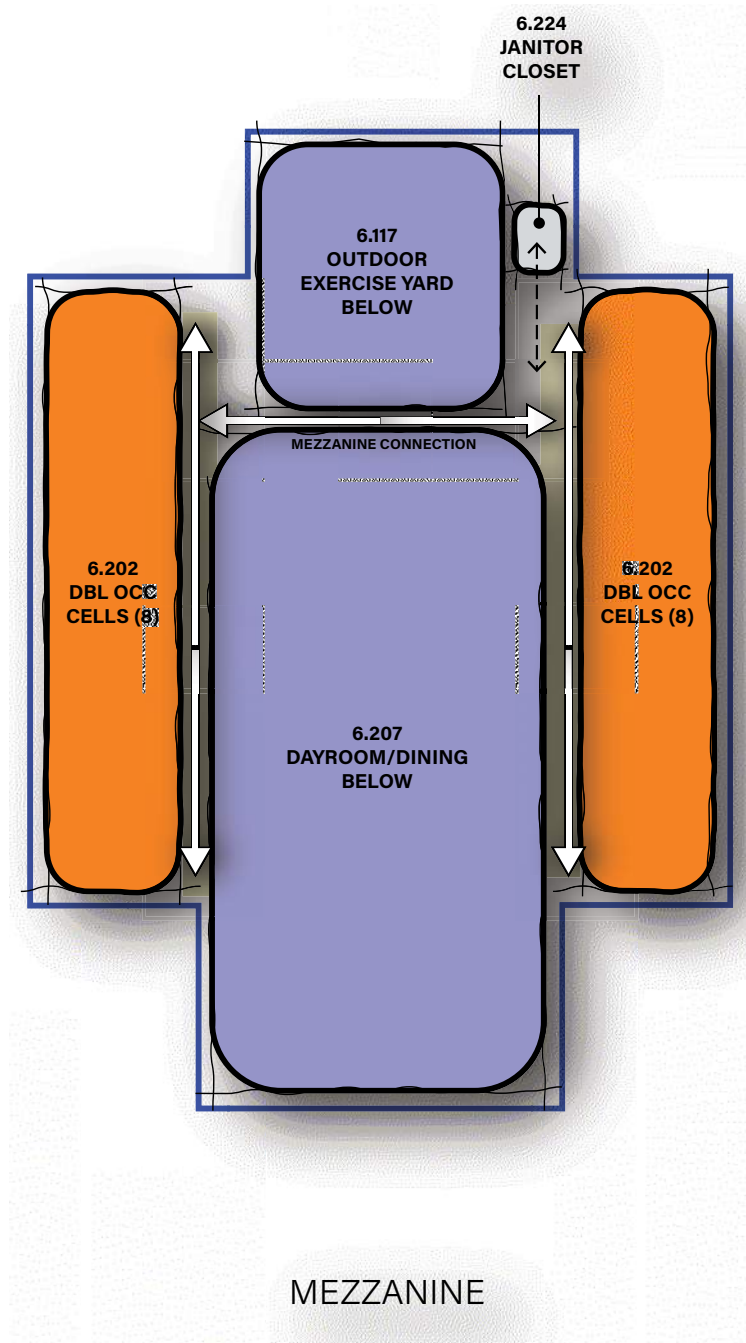
6.000 Inmate Housing - Functional Adjacency Diagrams: General Population Housing



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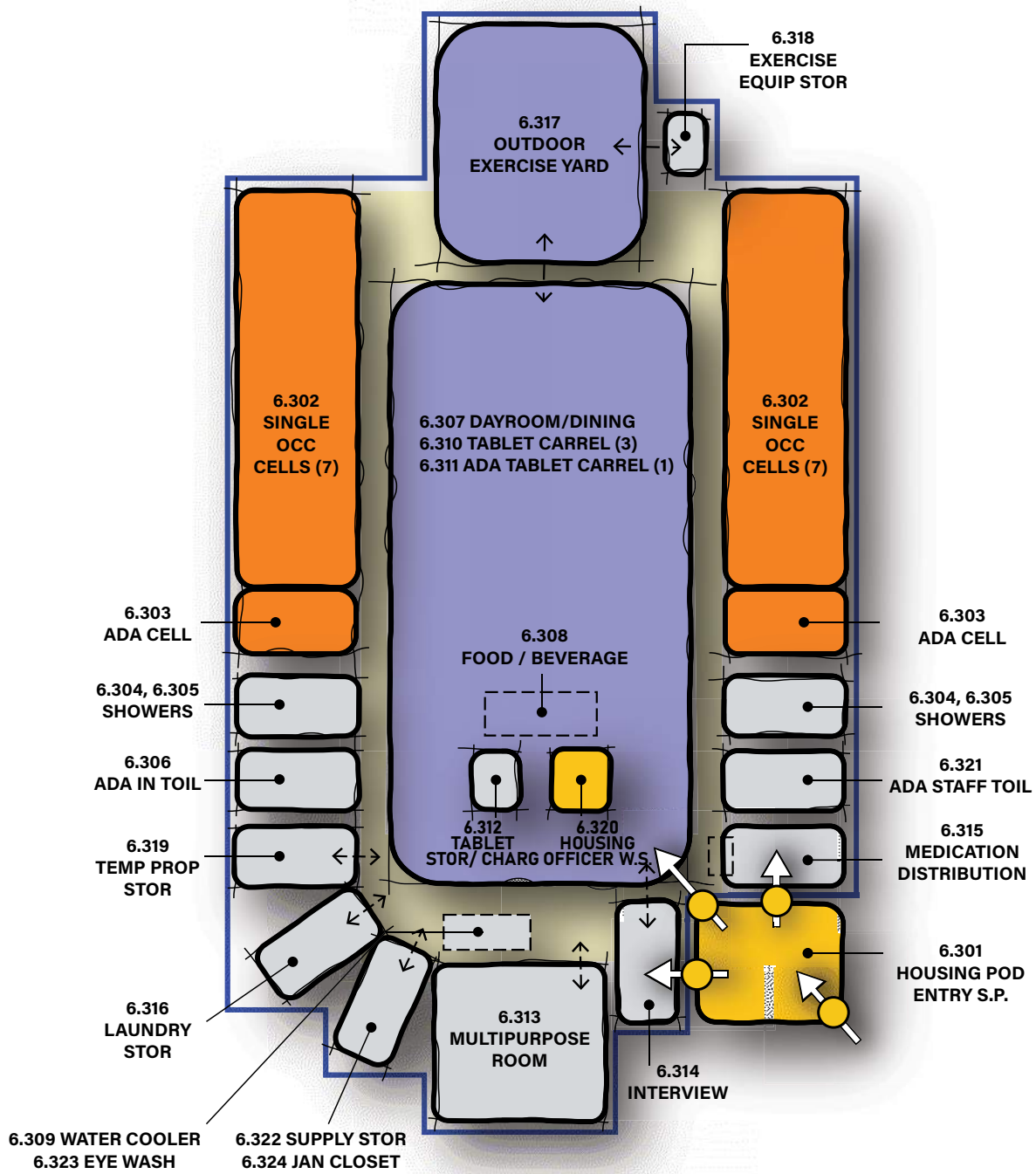
6.000 Inmate Housing – Functional Adjacency Diagrams: General Population Housing



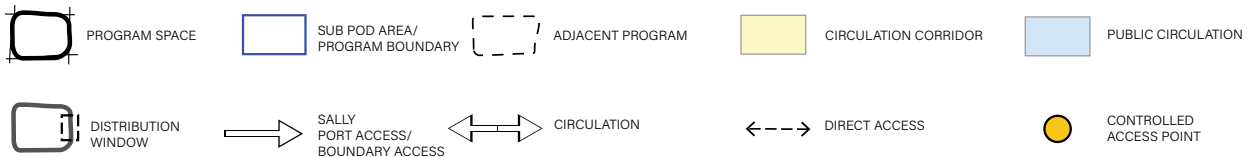
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- PROGRAM SPACE
- SUB POD AREA/ PROGRAM BOUNDARY
- ADJACENT PROGRAM
- CIRCULATION CORRIDOR
- PUBLIC CIRCULATION
- DISTRIBUTION WINDOW
- SALLY PORT ACCESS/ BOUNDARY ACCESS
- CIRCULATION
- DIRECT ACCESS
- CONTROLLED ACCESS POINT

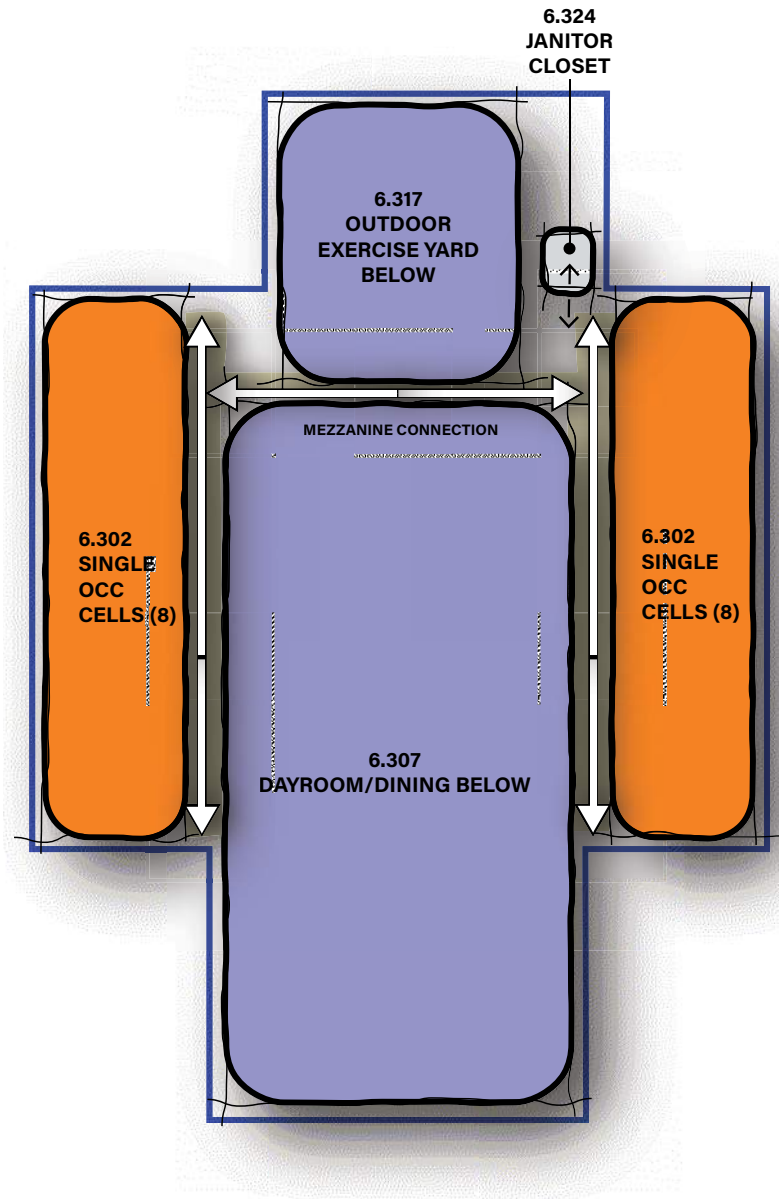
6.000 Inmate Housing – Functional Adjacency Diagrams: General Population Maximum Housing



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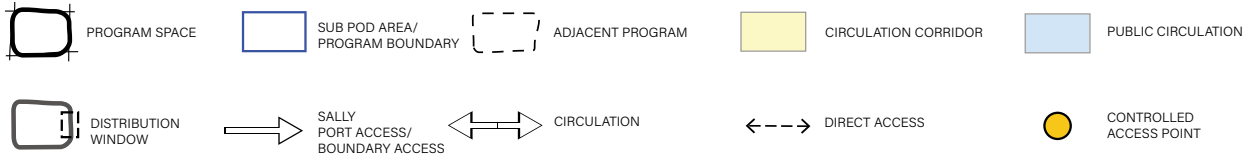


6.000 Inmate Housing – Functional Adjacency Diagrams: General Population Maximum Housing

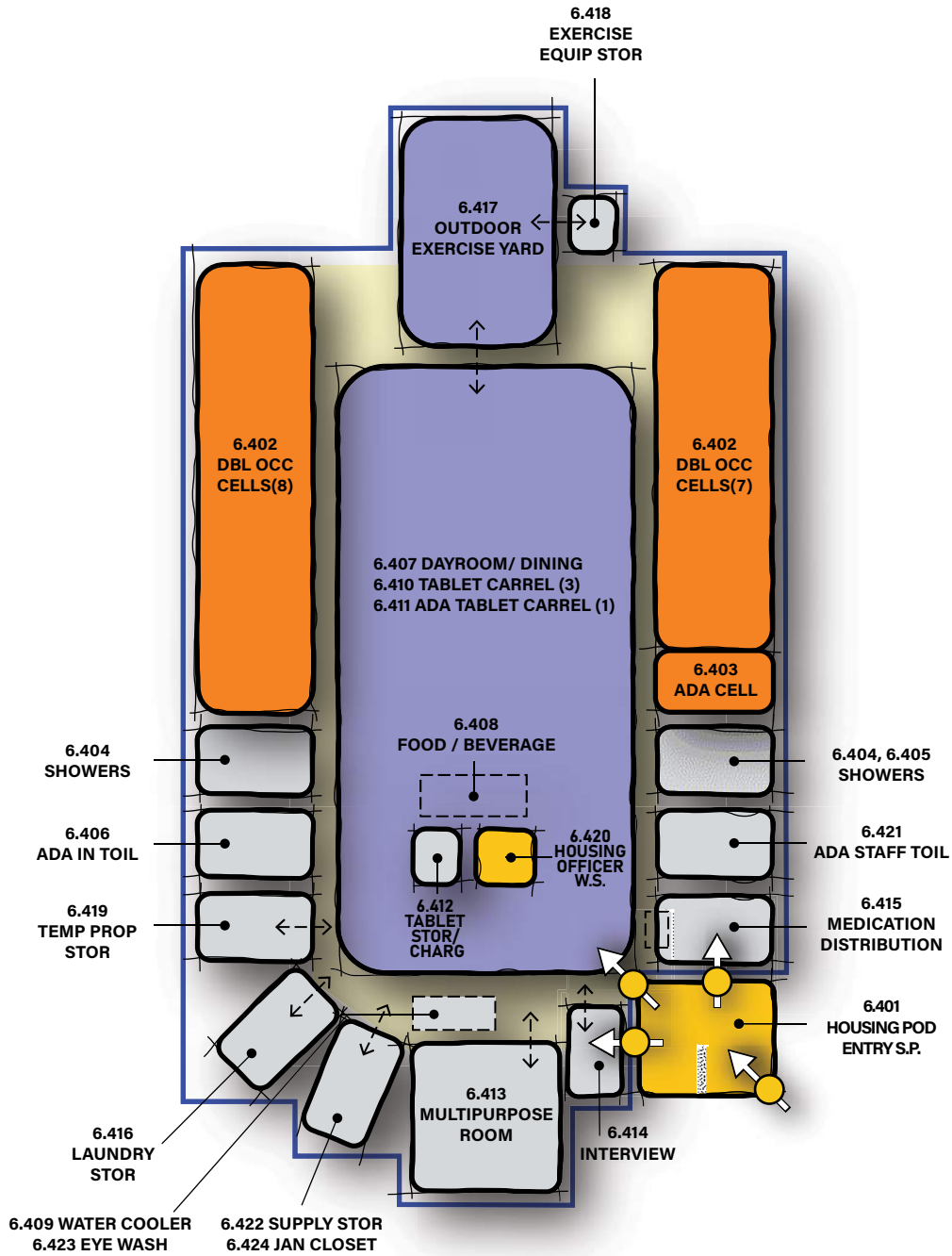


MEZZANINE

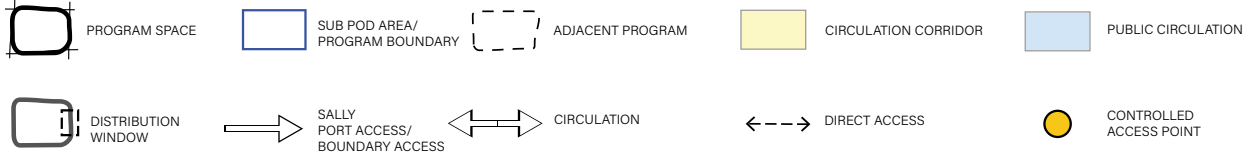
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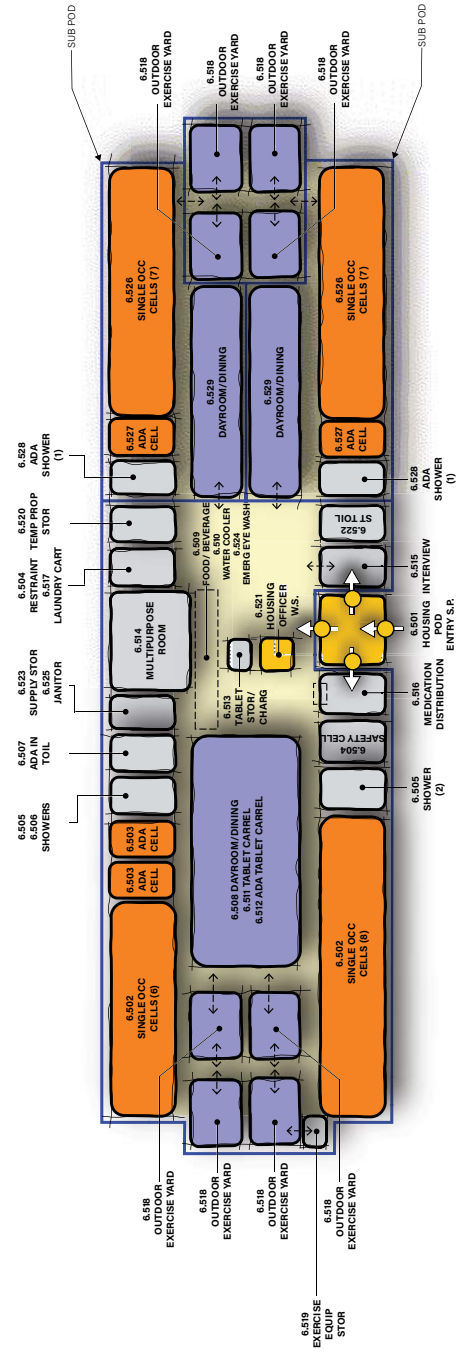
6.000 Inmate Housing – Functional Adjacency Diagrams: Protective Custody Housing



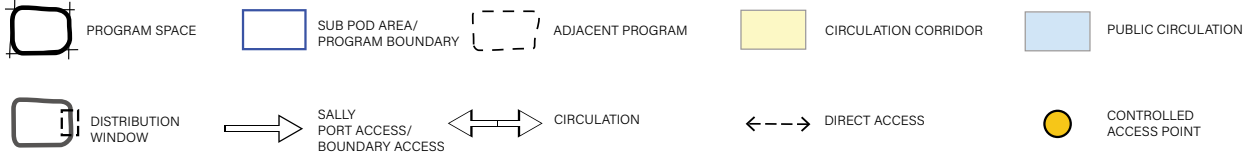
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6.000 Inmate Housing – Functional Adjacency Diagrams: Restrictive Housing



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## 7.000 Health Care

The health care component includes the space necessary to support the delivery of services to meet the medical, dental, and mental health needs of the inmate population to be housed in the OCCC. While basic health services will be available to pre-release inmates at the OCCC, any indicated and/or emergent health response will be provided at the health clinic located in the OCCC. Health care services provided will be acute (non-life threatening), subacute, chronic health care, and health maintenance services.

Health care should be provided in compliance with HIPAA regulations and in accordance with the American Correctional Association and National Commission on Correctional Health Care standards.

The provision of health care services begins immediately in the form of an initial health screening (medical and mental health), which occurs during the initial processing of new admissions, and continues until transfer to another facility or release into the community. It is anticipated that reception health care emergencies will be rare; this will be accomplished by completing an initial health screening. This brief health screening will help to divert inmates who are suffering from an acute or emergent medical or mental health condition. It also serves to proactively alert health care staff to any issues that may require immediate treatment/care.

With the increasing number of inmates being incarcerated who have serious medical and mental health treatment needs, correctional facilities are faced with needing to meet the treatment needs of those who are in their custody. To do so, it is anticipated that multidisciplinary, integrated treatment teams consisting of mental health professionals, medical professionals, program and treatment staff, and specially selected and trained security staff will work together to meet the diverse needs of these challenging populations.

### *Medical Services*

Medical services provided at the OCCC will include special housing units for the medical infirmary, medical detoxification (medical detox), general population medical housing, and outpatient medical including physical examinations, triage, sick call, chronic care clinics, and medication services. Inmates will receive scheduled health care as required in the central clinic and/or in the triage/examination rooms associated with the respective housing pods.

Any serious wounds or life-threatening conditions or acute medical detox will be treated at a local hospital.

Given the spread of infectious diseases such as COVID-19, tuberculosis, hepatitis B, MRSA and HIV among the general population, it is expected that there will be a risk of infectious disease among the inmates in the facility. Inmates with infectious airborne diseases will be housed in negative pressure cells located in the medical infirmary.

### *Behavior Health Services*

The provision of behavior health services within the OCCC will include specialized housing designated for those with acute mental illnesses, with subacute mental illnesses, and with serious, persistent mental illnesses (SPMI) or intellectual or developmental disabilities (IDD) who are too vulnerable to be placed in general population. In addition, outpatient behavior health services will include psychiatric medication management, crisis intervention, and stabilization and counseling.

Inmates with acute psychiatric illnesses who have not been stabilized with medication and crisis intervention and whose illness manifests serious behavior disorders or risks to self or others will be assessed for transfer to hospital level care.

### *Dental Services*

Routine dental services will be provided at the facility. Specialty dental care and oral surgery will be provided either on site or off site depending on the nature of the dental condition.

### 7.100 Health Care Administration

1. Health care administration services will be located within the security perimeter and include medical records and a limited number of offices and support spaces. This area will be located contiguous with the clinic and the medical infirmary (includes medical detoxification) beds, and easily accessed by health care staff and professionals. A card-reader access or biometric system for authorized persons may be used to control movement in and out of this area.
2. Office and workspace for health care administration positions/functions will be provided in a single location (suite) for the following positions and functions:
  - a. Clinical Services Section Administrator
  - b. Clinical Services Secretary
  - c. Physician (2)
  - d. Advanced Practice Registered Nurse (2)
  - e. Mental Health Section Administrator
  - f. Mental Health Secretary
  - g. Chief of Psychology
  - h. Psychiatrist (2)
  - i. Chief of Mental Health Operations
  - j. Psychologist (4)
  - k. Psych Social Workers (6)
  - l. Recreational Therapists (2)
  - m. Psychology Intern
  - n. Psychology Practicum Student
  - o. Mental Health Nursing Supervisor
  - p. Mental Health Office Assistant (3)
  - q. Mental Health Statistics Clerk
  - r. Medical Records Supervisor
  - s. Medical Records Office Assistant
  - t. Medical Records Librarian
  - u. Medical Record Technicians (3)

Workspace design and furniture and equipment will be commensurate with assigned responsibilities.

3. While accepted practice is to have all health care offices in a central location adjacent to the clinic; alternatively, to optimize staff effectiveness, offices and workspace for mental health personnel should be located near or within mental health housing.
4. While most files/records will be digitally stored, basic file storage is provided for general health care administration files.
5. Individual inmate health records will be maintained as an electronic medical record (EMR) and will utilize a virtual storage and retrieval system such that there is ready access to the records. A secure workroom that is accessible via card-reader, pin code, and/or biometric means (authorized staff) is provided where medical records technicians will update EMR records by scanning and digitizing health records from off-site health care. Limited hard-copy health records storage is provided. In addition to the medical records technicians, the medical records supervisor (medical librarian) will operate from the medical records workroom.
6. Within health care administration, a conference room sized for 18, an interview room, a printer/copier alcove (includes office supply storage), and a janitor closet will be provided.



## 7.200 Health Clinic

1. Routine sick call can be accomplished by using the triage rooms located in the inmates' respective decentralized programs and services center. All specialty care and higher-level health care will be provided in the health clinic (clinic). The health clinic, to the extent possible, should be centralized to the housing pods to minimize distances inmates must travel between the clinic and the housing pods.
2. Outpatient medical services will optimize the opportunities for general medical care as well as on-site specialty care to minimize the need for taking inmates into the community for specialty care. The clinic will include the capacity for telemedicine to help reduce the number of specialty clinics held off site.
3. It is assumed that treatment for sexually transmitted diseases, dermatology, psychiatry, optometry, dentistry, orthopedic, wound care, and minor procedures (e.g., suturing) will occur on site. Due to special equipment requirements, specialty ophthalmological services, oral surgery, and comprehensive physical therapy may occur off site.
4. Triage areas available in each decentralized programs and services center will be used for sick call, triage of health care requests, and, when appropriate and possible, treatments (see 6.600 Decentralized Programs and Services).
5. The clinic will be accessible by inmates via the health clinic entrance vestibule. Authorized staff will have access to the clinic through a staff-only entrance via card-reader, pin code, and/or biometric means.
6. Inmates with medical clinic and mental health appointments will share waiting spaces. Inmates, who due to classification or behavior issues require separation, will be scheduled accordingly, or staged in one of the secure holding rooms. Inmates escorted to the clinic in restraints will be seen immediately. Careful scheduling will be incorporated so that inmates that must be kept separate due to custody classification, security requirements, and/or special needs are not in the clinic at the same time.
7. Inmate restrooms will be located in the clinic waiting area. Staff will control access to the inmate restrooms.
8. A controlled entrance will separate the clinic waiting area from the clinic itself.
9. Two co-located workstations will be provided – one for the clinic security officer and one for the clinic nurse.
  - a. The workstation designated for the clinic security officer, which in addition to controlling access into and egress from the clinic, will be situated so as to have direct lines of visibility to the waiting areas and the entrance to all exam rooms.
  - b. The workstation designated for the clinic nurse will be located to receive inmates into the clinic and will also have ready access to all areas of the clinic and medical beds (see 7.400 Medical Housing). The nurse's workstation will be located in a manner so that inmates and non-health care staff cannot arbitrarily observe inmate medical records at the nurse's workstation.
10. There will be four interview rooms, each sized for up to four people and equipped with telemedicine capability, an EMR workstation, and secure cabinetry. The rooms will provide the requisite acoustical and sight privacy.
11. There will be an exam prep alcove with two stations located near the exam rooms, which will be available for taking pre-exam vital signs and completing health questionnaires.

12. There will be a phlebotomy alcove located near the exam prep alcove and adjoins an inmate restroom that will have a specimen pass through that bridges the alcove and the restroom. It is here that preliminary blood and urine analyses will occur.
  - a. Those specimens that cannot be analyzed onsite will be sent to a community-based lab. This will require a mutually agreed upon method to provide the specimens to the lab and results to the OCCC.
  - b. The phlebotomy alcove will:
    - include equipment for drawing laboratory specimens, and equipped with a work counter, a securable cabinet for centrifuge, a securable specimen storage, “sharps” container, and an under-counter refrigerator with small freezer for specimen holding
    - have locked storage for reagent strips, urine specimen receptacles, vacuum tubes for blood draws and sharps
    - emergency eyewash station
13. There will be four general exam rooms in the clinic for sick call, primary care, and health assessments that are located in close proximity to each other so as to maximize staff efficiencies. Minimally, each exam room will be equipped with lockable cabinets for supplies, a sink, an exam table, wall-mounted diagnostic equipment, equipped for telemedicine, a stool for the practitioner, an EMR workstation for records review and charting, a handwashing sink, and overhead lighting for examinations.
14. One specialized ortho/trauma exam room will be provided and equipped for general exams as well as emergencies, trauma, suturing, and wound care, and orthopedic care. It will be immediately accessible from the waiting area and equipped to provide emergency treatment and routine wound care. The exam table will be accessible from four sides.
15. There will be an unassigned charting alcove provided; this space should be proximal to the exam rooms. This space will also have requisite privacy and sound attenuation that will allow for confidential staff consultations.
16. Dialysis will not be provided on site; rather, it will be provided within the community or at the Halawa Correctional Facility.
17. A multipurpose health room will be available for delivering mobile diagnostic imaging and physical therapy services. However, only one service will be provided at a given time.
  - a. A contracted vendor will provide mobile diagnostic imaging services, which may include x-ray, EKG, ultrasound, echocardiogram, etc.
  - b. It is here where inmates may be instructed on and practice a home-exercise program (HEP). Physical therapy is limited to instruction on basic PT exercises that can be performed within inmates’ assigned housing pods. The room will have a railing along one wall, and securable storage for HEP supplies and towels.
18. An open-bay two-chair dental operator is provided for outpatient dental services, which will be configured as a suite. Dental services include dental cleanings, checks, and fillings and extractions.
  - a. The dental suite includes spaces for a workstation and diagnostic equipment, handwashing sinks, emergency eyewash station, a dedicated space for the Panorex x-ray machine, a work counter and lockable cabinets, a small dental lab with an instrument sterilization station, and a compressor.

19. Medications are obtained through a contracted pharmacy that provides overnight service. All medications are received in individualized dosing packets (blister packs) labeled with the inmate patient's name and medication name/dosage. Some inmates will be allowed keep-on-person medication(s) that they will be responsible for maintaining and taking as prescribed. In addition, the facility will maintain select stock medications that may be prescribed or given to an inmate based on established health care protocols.
  - a. Medication distribution will be decentralized to the housing unit level. Medications will, generally, be distributed via the medication distribution room located in each housing pod. However, some medications may be distributed cell side.
  - b. Medication storage and preparation space will be located within the clinic. The medication storage room must be secured, and access controlled; the room will be accessed by authorized card reader in combination with a biometric method (e.g., finger identifier) or pin-code. The medication room should be located to facilitate movement of medication (carts) through direct and secure routes to the housing pods. Within the medication room, workstations should be available to process medication orders as well as a work counter for processing incoming medications and a sink.
  - c. Medication carts will be stored in a secure location within the health clinic (space for up to five medication carts) or the respective decentralized programs and services center.
20. Sufficient storage will be provided for storing medical supplies (includes emergency response bag) and durable medical equipment, such as gurneys, wheelchairs, etc. as well as securable storage for controlled medical supplies such as needles. These storage areas will also serve the medical infirmary (see 7.400 Medical Housing).
21. Within the health clinic, clean utility and soiled utility staging and storage (including locked temporary storage for biohazard waste), an ice maker and nourishment pantry, trash alcove, and a janitor's closet will be provided.
22. A health care providers workroom with unassigned workstations will be provided for on-duty health care professionals and staff. Within the workroom will be a conference table with seating for six. Accessible from the health care providers workroom, offices are provided for the following positions/functions:
  - a. Psychologist
  - b. Nursing Supervisor (2)A printer/copier alcove (includes office supply storage) will be accessible from within the health care providers workroom.
23. To facilitate services provided by OCCC health staff to inmates at the OCCC pre-release center, an electric utility vehicle is provided.

### 7.300 Health Care Administration & Clinic Support

1. There are several support spaces, which should not be accessible by inmates, located with convenient access to all staff working in the health care administration and clinic areas. These include a staff breakroom, a water cooler, staff restrooms, a decontamination shower, and health care staff lockers for staff-owned health equipment (e.g., stethoscope).

7.400 Medical Housing

1. Medical housing (beds) will be provided for the following populations – medical infirmary (skilled nursing), medical detox, and medical GP. Table 7.1 outlines the distribution of medical beds previously presented in Table 6.1: Housing Configuration by Classification, 2024.

Table 7.1: Medical Housing by Bed Type

Housing Category	No. of Beds per Pod	No. of Pods	Bed Total	Notes/Assumptions
Medical Housing				
7.400 Medical Infirmary	-	-	8	No mezzanine: 6 single-occupancy wet rooms & 2 single-occupancy wet respiratory isolation rooms
7.400 Medical GP	32	1	32	Pod (no mezzanine) = 8 single-occupancy wet cells & 12 double-occupancy wet cells
Medical Housing Bed Total			40	

2. To the extent afforded by design and health-related considerations, inmates assigned to a medical bed will be provided with comparable furnishings and features provided for inmates within the general population housing pods (see 6.000 Housing – *Description of Inmate Housing Pods*).
3. Inmates assigned to a medical bed will receive their prescribed medications as follows:
  - a. Medical infirmary (skilled nursing) bed – bedside.
  - b. Medical detoxification bed – on an individualized-basis, will receive their prescribed medications either bedside or distributed from medication cart.
  - c. Medical GP bed – dayroom medication distribution window.
4. Inmates assigned to a medical bed will access, to the extent their physical or medical condition permits, their respective designated decentralized programs and services center previously described (see 6.600 – *Decentralized Programs and Services*).

*Medical Beds – Infirmary (Skilled Nursing)/Respiratory Isolation [8 beds]*

5. Medical infirmary (skilled nursing) beds will be provided for inmate patients who are suffering acute exacerbations of health conditions that require closer medical observation and/or nursing care (includes medical detox and medical isolation). These beds may also be used to ensure that they don't eat or drink prior to a study or surgical procedure.
  - a. Medical infirmary beds will also be utilized for medical detoxification of inmate patients who are withdrawing from opiates, benzodiazepines or alcohol or a combination of these and who do not require hospital-level care.
6. Medical infirmary beds should adjoin the health clinic and will not be configured with a mezzanine. Access to the medical infirmary area will be via a secure door in lieu of a pedestrian sallyport.
7. Medical infirmary beds comprise 5 single-occupancy wet rooms, 1 single-occupancy bariatric room, and 2 single-occupancy wet respiratory isolation rooms. Each room will be equipped with a bathroom and shower.
  - a. The respiratory isolation (negative pressure) rooms will be located where they can be directly observed by medical staff and security staff to ensure inmate patients' safety and the safety of others. The anteroom, which will serve the two respiratory isolation rooms, will be designed to meet isolation requirements.

8. Medical infirmary rooms will:
  - a. meet ADA mobility and accessibility requirements, including doors, assistive device maneuverability (e.g., wheelchair, walker), door handles, grab bars, etc.
  - b. have hospital beds with IV capability along with data port/lines and telemetry (beds will be height-adjustable down to 15")
  - c. to accommodate medical detox)
  - d. have at least four electrical outlets per bed
  - e. have generator backup for all electrical components
  - f. have a secure nurse call system easily accessible from the sleeping area
9. Due to the symptoms associated with medical detox such as profuse sweating, nausea, and/or vomiting, an additional shower will be provided.
10. All areas within the medical infirmary area will meet ADA mobility and accessibility requirements, including doors, assistive device maneuverability, door handles, grab bars, etc. ADA suicide-resistant grab bars along the walls will be provided to assist inmate patients with walking safely.
11. Inmate patients who are sufficiently recovered may eat their meals at tables located in the dayroom. However, it is anticipated that most inmate patients will eat their meals in their room. An alcove will be provided for staging food carts and dispensing trays that will also accommodate regular and recycled trash/refuse.
12. Water coolers are provided for general use and for taking prescribed medications.
13. Multifunctional tablets that can be used in the inmate patients' rooms are provided on a tablet/inmate patient ratio of 1:4 that will be used for video visitation, and to order commissary items, download materials to an e-reader, conduct legal research (web-based), submit grievances and requests, send/receive email/text messages, and/or allow access to pertinent inmate management information (e.g., release date lookup). A docking station for storing/recharging tablets is provided and proximal to the housing officer workstation.
14. A fresh air court with anchored bench seating and ADA suicide-resistant grab bars along the walls will be provided. Because of the high risk for injury, opportunities for major physical exercise will not be provided in this area.
15. Because there will be occasions when an inmate patient may not retain all accumulated personal property (e.g., move from GP housing to the medical infirmary, newly identified suicide risk), a secure closet for temporarily storing inmate patient property will be provided.
16. There will be nursing and housing officer workstations that have good visibility into the inmate patient rooms. It is stressed that both the officer and nursing staff should not be sitting at their workstations; rather, they are expected to make frequent rounds of the medical infirmary areas to view/respond to inmate patient needs.
17. Ancillary spaces for the medical infirmary area include:
  - a. emergency eyewash station
  - b. general supply storage
  - c. laundry staging
  - d. janitor closet
18. Because of the medical infirmary's close adjacency to the health clinic, the following health clinic spaces will be shared with the medical infirmary:
  - a. medical supply storage (emergency response bag)
  - b. durable medical equipment storage (e.g., stretcher, wheelchairs, assistive devices)
  - c. clean and soiled utility

*Medical Beds – Medical GP [32 beds per pod; 1 pod]*

19. Medical GP housing will be provided for inmate patients who require either short-term or long-term health monitoring/care. Health care staff will make multiple rounds daily inside the Medical GP housing pods to ascertain inmate patients' health condition(s) and need for medically indicated care. This housing pod has capacity for a total of 32 inmate patients.
  - a. Short-term health monitoring/care will be provided for those who are recovering from surgery(ies), acute illnesses, or require wound care. These inmate patients will be housed in Medical GP until they are stable enough to return to the general population.
  - b. Long-term health monitoring/care will be provided for those with chronic health conditions who require close proximity to nursing staff due to fragility (e.g., asthma, diabetes, cardiovascular diseases) or frailty (elderly or requiring some assistance with activities of daily living).

These inmate patients, typically, are not bed-bound; however, the seriousness of their health condition requires that they be housed in a location where medical care is immediately available.
20. The Medical GP housing pod will be operated similarly to the other GP housing pods described in report section 6.000 Inmate Housing. Eligible inmate patients housed in Medical GP housing will have access to the same programs and services that are available to other GP inmates.
21. The Medical GP housing pod should adjoin or be adjacent to the health clinic and will not be configured with a mezzanine.
22. The Medical GP housing pod is comprised of 16 double-occupancy wet cells.
  - a. It is important to note that ADA-accessible beds/cells will be available in all housing types, so that the need for an ADA accommodation will not necessarily require assignment to a Medical GP bed.
23. All cells and inmate patient areas within the Medical GP housing pod will meet ADA mobility and accessibility requirements, including doors, assistive device maneuverability, door handles, grab bars, etc. ADA suicide-resistant grab bars along the walls will be provided to assist inmate patients with walking safely.
24. Because of the Medical GP's close adjacency to the health clinic, the following health clinic spaces will be shared with the Medical GP housing:
  - b. medical supply storage (emergency response bag)
  - c. durable medical equipment storage (e.g., stretcher, wheelchairs, assistive devices)
25. Ancillary spaces for the Medical GP housing pod medical supply storage (emergency response bag) and durable medical equipment storage (e.g., stretcher, wheelchairs, assistive devices).
26. The *Description of Inmate Housing Pods* described in report section 6.000 Inmate Housing applies to Medical GP housing, except for the modifications detailed in this section.

7.500 Mental Health Housing

1. Mental health housing (beds) will be provided for the following populations – acute mental health, subacute mental health, and intellectual or developmental disability (IDD; severe, chronic conditions that are due to mental and/or physical impairments). Table 7.2 outlines the distribution of mental health beds previously presented in Table 6.1: Housing Configuration by Classification, 2024.

Table 7.2: Mental Health Housing by Bed Type

Housing Category	No. of Beds per Pod	No. of Pods	Bed Total	Notes/Assumptions
<b>Mental Health Housing</b>				
7.500 Mental Health - Acute/Suicide Watch	32	1	32	Pod (no mezzanine) = 3 subpods each with 8 single-occupancy wet cells & 2 subpods each with 4 single-occupancy wet cells
7.500 Mental Health - Subacute	32	1	32	Pod (no mezzanine) = 16 double-occupancy wet cells
7.500 Special Needs	32	1	32	Pod (no mezzanine) = 16 double-occupancy wet cells
<b>Mental Health Bed Total</b>			<b>96</b>	

2. To the extent afforded by design and mental health-related considerations, inmate patients assigned to a mental health bed will be provided with comparable furnishings and features provided for inmates within the general population housing pods (see 6.000 Housing – *Description of Inmate Housing Pods*).
3. For each inmate patient assigned to mental health housing, an individualized treatment plan (ITP), as determined by a multidisciplinary team of mental health, security, and medical staff, will outline an individual inmate patient’s movement and privileges, such as how often and how long the inmate patient may be in the dayroom. Integrated team meetings may be held in the respective housing pods’ multipurpose room, or the conference room located within the respective decentralized programs and service center.
4. Inmate patients assigned to a mental health bed will receive their prescribed medications as follows:
  - a. Acute mental health bed – cell side or bedside.
  - b. Subacute mental health bed – on an individualized-basis, will receive their prescribed medications either cell-side or dayroom medication distribution window.
  - c. Special needs bed – dayroom medication distribution window.
5. Inmate patients assigned to a mental health bed will access, to the extent their mental health condition permits, their respective designated decentralized programs and services center previously described (see 6.600 – Decentralized Programs and Services).

**Mental Health Beds – Acute [32 beds per pod; 1 pod]**

6. Acute mental health beds will be provided for inmate patients who are exhibiting severe mental health symptoms, including psychotic symptoms, suicide/homicide ideation, or inability to control aggressive and/or impulsive behaviors. Inmate patients who will be assigned an acute mental health bed are highly suicidal, psychotic, and/or aggressive. These inmate patients are in need of a high level of supervision, a highly structured environment, and intensive treatment. This housing pod has capacity for a total of 32 inmate patients.

7. A mental health clinician will be assigned specifically to the acute mental health housing pod, which is where the clinician's office will be located. Like the housing officer, the mental health clinician should not be sitting in their office/workstation; rather, they are expected to make multiple rounds of the housing pod to ascertain inmate patients' mental health conditions and need for mental health care/intervention.
8. The mental health clinician and the housing officer are part of the multidisciplinary treatment team, which guides day-to-day operations of the acute mental health housing pod.
9. The treatment team will determine on an individual basis the level of security and/or restraints required when the inmate patient is outside of their assigned cell. It is anticipated that once the dayroom is well tolerated and the level of security restraint is significantly reduced, the inmate patient will be moved to the subacute mental health unit. Because of the threat posed to the safety and security of staff, inmate patients in this status have extremely limited movement or privileges and may be in their respective cells for many hours of the day; however, ITPs should encourage progressive out-of-cell time toward stabilization and the ability to move to a step-down unit such as the subacute mental health housing pod or the GP housing pod.
  - a. The ability to handle outdoor recreation time; unescorted, restraint-free dayroom time with other inmate patients within the dayroom; medication and treatment compliance will be indicators that the individual may be ready to move to a step-down unit.
10. Inmate patients are not expected to be housed in the acute mental health housing pod for extended stays. Once inmate patients are not acutely symptomatic or no longer present a danger to self or others, they will be moved to subacute mental health housing or a GP housing pod and provided further stabilization services.
11. The acute mental health housing pod comprises six components – one support pod and five subpods. All beds will be located within one of the five subpods: three subpods are each comprised of 8 single-occupancy wet cells and two subpods are each comprised of 4 single-occupancy wet cells. Each cell will be equipped with a camera for remote monitoring. The acute mental health housing pod should be proximal to the health clinic and will not be configured with a mezzanine.

#### Support Pod

- a. The support pod will not be configured with any inmate patient cells and showers.
- b. An office for the mental health clinician is provided, which will be accessible from within the support pod.
- c. Paramedical assistants work closely with the housing officer to support housing pod operations related to inmate hygiene, programs, and observation. A workstation is provided for the paramedical assistant, which will be located adjacent to the housing officer workstation.
- d. The support pod dayroom will be sized to accommodate up to six inmate patients. Access to the support pod dayroom will be limited to no more than two-to-four appropriately stabilized inmate patients at a given time. This dayroom is where inmate patients being transitioned to subacute mental health housing or GP housing may be further evaluated to determine the extent to which the inmate patient's behavior has stabilized and need for intensive care/treatment.
- e. Dayroom features such as multifunctional tablets, the food and beverage station, etc. should be secured and accessed as needed. The housing officer will control access to these dayroom amenities/features.
- f. Two safety cells are provided. These beds are only to be used for short periods in order to provide appropriate stabilization and safety. The safety cells will be designated for secure observation of inmate patients with mental illness who are in acute crisis and/or actively psychotic. The overall goal of these cells is to stabilize individuals experiencing acute psychological symptoms, extreme suicide ideation, or individuals whose failure to take psychiatric medications is severely inhibiting their ability to function or interact with staff or inmate patients in a safe manner.



- These cells are not for permanent placement; the goal will be to use them for short duration (two-to-four hours) to stabilize inmate patients so that they can return to their assigned cell. Placement in a safety cell will require an order by the mental health provider. The safety cells will be directly observable from the housing officer's workstation.
  - g. An alcove within the support pod will have exercise equipment such as a treadmill, stationary bicycle, etc.
  - h. The multipurpose room will be sized to accommodate 8 inmate patients.
  - i. Two interview rooms will be provided.
  - j. Two calming rooms are provided for use by inmate patients as a means of self-de-escalation, which will be accessible from within the support pod.
  - k. A triage/examination room is provided, which will be accessible from within the support pod.
  - l. A closet is provided for the storage of recreational therapy supplies and equipment.
  - m. Workline inmates assist in the cleaning and sanitation of the acute mental health housing pod. A room sized to accommodate up to six workline inmates will have a collapsible table with seating for six, a television, and shelving for cots as well as a bathroom will be provided.
- Subpods 1 – 5
- n. These five subpods are part of the overall housing pod:
    - the support pod is where primary activities and services are provided
    - the subpods are directly accessible from the support pod
  - o. Each of the housing subpods are comprised of single-occupancy wet cells:
    - Three of the housing subpods each have 8 single-occupancy wet cells (1 is ADA compliant) for a capacity of 8 inmate patients per subpod.
    - Two of the subpods each have 4 single-occupancy wet cells (1 is ADA compliant) for a capacity of 4 inmate patients per subpod.
  - p. Each subpod will be separated from the support pod by a glazed security wall that faces into and is accessible from the dayroom of the support pod.
  - q. Each subpod will have its own dayroom, showers, video visitation, and inmate patient telephones, etc.
  - r. The subpods will rely on the support pod for some activities and services such as interview rooms, multipurpose rooms, outdoor exercise, etc.
  - s. The cells in each subpod will:
    - have low behavioral-health beds
    - have furnishings (including the bed) and fixtures that are securely anchored
    - have the requisite connectivity/equipment for video-based interaction with mental health and/or program providers, which may also be used for in-cell programming and exercise instruction
  - t. When a subpod is not needed for separation purposes, the subpod entry door may be left unsecured, which will allow the subpod to be merged with the support pod.
12. The *Description of Inmate Housing Pods* described in report section 6.000 Inmate Housing applies to acute mental health housing, except for the modifications detailed in this section.

*Mental Health Beds – Subacute [32 beds per pod; 1 pod]<sup>11</sup>*

13. Subacute mental health beds will be provided for inmate patients who are either in crisis or have serious symptoms of mental illness. Inmate patients may be assigned a subacute mental health bed initially after screening/evaluation during the admissions process, from general population for more observation, or as a step-down from an acute mental health bed for further stabilization. This housing pod has capacity for a total of 32 inmate patients.
  - a. In addition, inmate patients who have cognitive or physical challenges and are too vulnerable to be housed in a regular GP housing pod would be housed here. These include inmate patients who have stable mental illnesses but require a more protective environment, dementia, developmental disorders, traumatic brain injuries, or other significant impairments.
14. The length of time an inmate patient is assigned to a subacute mental health bed will vary based on the functional level of the individual. The goal of treatment will be to progress toward stability with the ability to function in a GP housing environment; however, some inmate patients may stay within this housing assignment throughout their incarceration due to symptom acuity and/or vulnerability. Inmate patients may also be stepped up from subacute mental health housing into acute mental health housing should their behavior or symptoms require that level of treatment/care.
15. A mental health clinician will be assigned specifically to the subacute mental health housing pod, which is where the clinician's office will be located. Like the housing officer, the mental health clinician should not be sitting in their office/workstation; rather, they are expected to make multiple rounds of the housing pod to ascertain inmate patients' mental health conditions and need for mental health care/intervention.
16. The mental health clinician and the housing officer are part of the multidisciplinary treatment team, which guides day-to-day operations of the subacute mental health housing pod.
17. The treatment team will determine on an individual basis inmate patients' movement and privileges, such as how often and how long inmate patients will be in the dayroom. To the extent possible based on an inmate patient's symptomology and/or functional level, eligible inmate patients housed in subacute mental health housing will have access to the same programs and services that are available to other GP inmates.
18. The subacute mental health housing pod is comprised of 16 double-occupancy wet cells (2 are ADA compliant). The subacute mental health housing pod should be proximal to the health clinic and will not be configured with a mezzanine.
19. Within the subacute mental health housing:
  - a. Paramedical assistants work closely with the housing officer to support housing pod operations related to inmate hygiene, programs, and observation. A workstation is provided for the paramedical assistant, which will be located adjacent to the housing officer workstation.
  - b. Two group rooms (sized for 10-12) are provided to facilitate treatment groups.
  - c. Two interview rooms are provided to facilitate individual counseling/treatment.
  - d. An alcove with exercise equipment such as a treadmill, stationary bicycle, etc.
  - e. A closet is provided for the storage of recreational therapy supplies and equipment.
  - f. A calming room is provided for use by inmate patients as a means of self-de-escalation.
  - g. A safety cell, as previously described, will be provided. The safety cell should be located in a manner and with sound attenuation so as to minimize disruption to the housing pod operations.
20. The *Description of Inmate Housing Pods* described in report section 6.000 Inmate Housing applies to subacute mental health housing, except for the modifications detailed in this section.

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<sup>11</sup> OCCC presently refers to subacute mental health beds as residential treatment beds.

*Special Needs Beds [32 beds per pod; 1 pod]*

21. Special needs beds will be provided for inmate patients who have cognitive or physical challenges and are too vulnerable to be housed in a regular GP housing pod. These include inmate patients who have stable mental illnesses but require a more protective environment, dementia, developmental disorders, traumatic brain injuries, or other significant impairments.
22. The mental health clinician and the housing officer are part of the multidisciplinary treatment team, which guides day-to-day operations of the special needs housing pod.
23. The treatment team will determine on an individual basis inmate patients' movement and privileges, such as how often and how long inmate patients will be in the dayroom. To the extent possible based on an inmate patient's symptomology and/or functional level, eligible inmate patients housed in special needs housing will have access to the same programs and services that are available to other GP inmates.
24. Mental health clinicians will make multiple rounds daily of the special needs housing pod to ascertain inmate patients' mental health conditions and need for mental health care/intervention.
25. The special needs housing pod is comprised of 16 double-occupancy wet cells (2 are ADA compliant). The special needs housing pod should be proximal to the health clinic and will not be configured with a mezzanine.
26. A closet is provided for the storage of recreational therapy supplies and equipment.
27. The *Description of Inmate Housing Pods* described in report section 6.000 Inmate Housing applies to special needs housing, except for the modifications detailed in this section.

7.000 Health Care – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>7.100 Health Care Administration</b>						
7.101	Health Care Administration Entrance - Secure Door	-	1	0 /area	0	Provides access to/from health care administration suite to/from circulation corridor; controlled access; door - electronic release either by health care administration staff and/or central control, and/or by card-reader access and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 7.100 grossing factor
7.102	Clinical Services Section Administrator	1	1	120 /office	120	OF-120
7.103	Clinical Services Secretary	1	1	64 /wkstn	64	WS-64; located adjacent to clinical services section administrator (see 7.102)
7.104	Physician	1	2	100 /office	200	OF-100
7.105	Advanced Practice Registered Nurse	1	2	100 /office	200	OF-100
7.106	Mental Health (MH) Section Administrator	1	1	120 /office	120	OF-120
7.107	MH Secretary	1	1	64 /wkstn	64	WS-64; located adjacent to mental health section administrator (see 7.106)
7.108	Chief of Psychology	1	1	100 /office	100	OF-100
7.109	Psychiatrist	1	2	100 /office	200	OF-100
7.110	Chief of MH Operations	1	1	100 /office	100	OF-100
7.111	Psychology Work Area	14	1	904 /office	904	4 WS-80 (psychologist); 6 WS-64 (psych social workers); 2 WS-50 (recreational therapist); 2 WS-50 (psychology intern & psychology practicum student); workstations may be clustered
7.112	MH Nursing Supervisor	1	1	100 /office	100	OF-100
7.113	MH Office Assistant	1	3	50 /wkstn	150	WS-50; workstations may be clustered
7.114	MH Statistics Clerk	1	1	50 /wkstn	50	WS-50; co-located w/ MH office assistants
7.115	Medical Records Supervisor	1	1	100 /office	100	OF-100
7.116	Medical Records Office Assistant	1	1	50 wkstn	50	WS-50; located adjacent to medical records supervisor (see 7.115)
7.117	Medical Records Workroom	1-4	1	64 /wkstn	64	Secure room - access via card reader, pin code, and/or biometric means (authorized staff only); 1 WS-64 (medical records librarian); 3 WS-64 (medical records technicians); requisite data technology; worktable w/ 2 chairs for viewing & archiving records; high-speed, high-volume scanning & heavy-duty, high-volume shredding equipment; secure file cabinets
7.118	Health Administration Records	-	1	50 /area	50	File cabinets; general health administration records; primarily electronic files
7.119	Conference Room	16-18	1	450 /room	450	CF-450
7.120	Interview Room	2-4	1	100 /room	100	Table and loose chairs for up to 4 people; requisite data technology
7.121	Printer/Copier Alcove	-	1	75 /area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
7.122	Janitor Closet	-	1	40 /room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>7.100 Total Net Square Feet</b>					<b>3,301</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>7.100 Total Gross Square Feet</b>					<b>4,126</b>	
<b>7.200 Health Clinic</b>						
7.201	Health Clinic Entrance	1-10	1	100 /area	100	Clinic vestibule; three secure doors: outer door (circulation area), inner door #1 (clinic access) & inner door #2 (inmate waiting); all doors operated by remote electronic release from clinic security officer with backup support by central control; authorized staff may enter/exit the clinic door via card-reader access or biometric means; intercom on each side of outer & inner doors; large enough to allow gurney transport circulation
7.202	Clinic Staff Entrance - Secure Door	-	1	0 /area	0	Provides access to/from health clinic via health administration to/from circulation corridor; controlled access; door - electronic release by clinic security officer (see 7.207), and/or by card reader, pin code, and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 7.200 grossing factor
7.203	Inmate Waiting - Clinic	15	1	20 /pers	300	Tandem seating with back support secured to the floor (includes wheelchair accommodation); TV for health care education programs; 3 soft separation zones - check-in, awaiting, appointment, & awaiting return to housing; camera monitored/recorded; visible from clinic security officer workstation (see 7.207)
7.204	ADA Secure Holding Cell (max. occ. 3)	1-3	2	80 /cell	160	Requisite mobility & accessibility features; bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; TV for health care education programs; glazed cell front with cuff/leg-iron slot; prevent casual observation from clinic waiting area; visible from clinic security officer workstation (see 7.207); sound attenuation; camera monitored/recorded
7.205	ADA Restroom - Inmate	1	2	50 /room	100	Requisite mobility & accessibility features; illuminated "occupied" signage prompted by motion sensor; alert tone to clinic security officer workstation; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring
7.206	Clinic Entrance - Secure Door	-	1	0 /area	0	Provides access to/from health clinic waiting area to/from the clinic; controlled access; door - electronic release by clinic security officer (see 7.207), and/or by card reader, pin code, and/or biometric means (authorized staff only); square footage included in 7.200 grossing factor
7.207	Clinic Security Officer Station	1	1	64 /wkstn	64	Co-located w/ clinic reception/nurse station (see 7.208); WS-64; adjacent to waiting areas with direct visibility to exam rooms; door controls for clinic entrances (clinic vestibule, staff-only entrance, inmate waiting & clinic proper)
7.208	Clinic Reception/Nurse Station	1	1	64 /wkstn	64	Co-located w/ clinic security officer station (see 7.207); WS-64; check-in inmates to clinic; ready access to clinic and medical beds

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.209	Interview Room	2-4	4	125/room	500	Table and loose chairs for up to 4 people; requisite data & transmission technology; equipped for telemedicine; secure cabinetry; requisite privacy to prevent casual observation by other inmates; glazing with visibility from clinic circulation area
7.210	Exam Prep Alcove	2-4	1	75/area	75	2 stations clustered together in an alcove near exam rooms; set up for pre-exam vital signs (may include pulse, BP, temperature, pulse oximetry, heart rate, height/weight, etc.), health questionnaires; stations include table & 2 chairs, laptop, electronic access to EMR, & equipment storage; requisite data technology
7.211	Phlebotomy Alcove	2	1	50/area	50	Located near exam prep alcove; adjoins inmate restroom w/ specimen pass through (see 7.212); equipment for drawing lab specimens; work counter w/ a securable cabinet for centrifuge; securable specimen storage; "sharps" container; under-counter refrigerator with small freezer for specimen holding; secure storage for supplies; emergency eyewash station; laptop; requisite data technology
7.212	ADA Restroom - Inmate	1	1	50/room	50	Adjoins phlebotomy alcove (see 7.211); requisite mobility & accessibility features; requisite observation capacity while maintaining privacy for UA specimen collection; pass through to phlebotomy alcove
7.213	General Exam Room	2-3	4	110/room	440	Requisite mobility & accessibility features; EMR workstation for records review/charting; visible (through glazing) from circulation area with requisite sound and sight privacy; exam table with privacy pull curtain; exam stool; wall-mounted or securable diagnostic equipment (sphygmomanometer, otoscope, ophthalmoscope); Snellen vision chart; scale with height measure; securable cabinets and drawers for sharps, medical supplies, sharps refuse container; undercounter refrigerator with small freezer (includes specimen storage); work counter; handwashing sink; requisite data & transmission technology; equipped for telemedicine capability; portable emergency eyewash station; generator backup for all electrical; ceiling-mounted lighting; proximal to an inmate restroom (see 7.212)
7.214	Specialty Exam Room - Ortho/Trauma	2-4	1	150/room	150	Requisite mobility & accessibility features; EMR workstation for records review/charting; visible (through glazing) from circulation area with requisite sound and sight privacy; exam table that can be accessed from 4 sides with privacy pull curtain; exam stool; wall-mounted or securable diagnostic equipment (sphygmomanometer, otoscope, ophthalmoscope); Snellen vision chart; scale with height measure; securable cabinets and drawers for sharps, medical supplies, sharps refuse container; undercounter refrigerator with small freezer (includes specimen storage); work counter; handwashing sink; requisite data & transmission technology; equipped for telemedicine capability; portable emergency eyewash station; generator backup for all electrical; ceiling-mounted lighting

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.215	Charting Alcove	1	1	50/wkstn	50	Located within health clinic proximal to exam rooms; WS-50 (unassigned) for charting with sound attenuation that allows requisite privacy for staff consultation; ADA accessible
7.216	Multipurpose Treatment Room	2-3	1	100/room	100	Accessible from health clinic; for use by contracted vendor for mobile diagnostic imaging - one chair & exam table; & for PT instruction - one chair; railing along one wall; small, locked cabinet to store HEP supplies & towels; requisite data & transmission technology
7.217	Dental Suite	2-4	1	400/room	400	Accessible from health clinic; one 2-chair operator; 1 WS-50; diagnostic equipment; requisite data & transmission technology; hand sink; portable emergency eyewash station; digital x-ray for panorex & bitewing; work counter; lockable cabinets; autoclave for instrument sterilization
7.218	Dental Compressor Room	-	1	50/room	50	Accessible from dental suite (see 7.217); air compressor closet with sound attenuation
7.219	Central Medication Preparation & Storage	1-3	1	450/room	450	Accessible from health clinic; ready access to facility circulation spine; controlled access via two-step process: card reader, pin code, and/or biometric means (authorized staff only); secure medication storage space; undercounter refrigerator w/ freezer; ADA-accessible work counter w/ laptops & height-adjustable stools; requisite data technology; secure shelving & cabinetry; 5 medication carts
7.220	Medical Supply Room	-	1	200/room	200	Accessible from health clinic; adjustable shelving; some with bins for medical supplies; secure storage of controlled medical supplies (e.g., needles); emergency response bag; shared with medical housing (see 7.400)
7.221	Durable Medical Equipment Storage	-	1	150/room	150	Accessible from health clinic; shelving, hooks, & floor space for wheelchairs, one gurney, crutches, canes, etc.; shared with medical housing (see 7.400)
7.222	Clean Utility	-	1	80/room	80	Accessible from health clinic; adjustable shelves for linens, gowns, towels, daily use paper supplies; shared with medical infirmary (see 7.400)
7.223	Dirty Utility	-	1	80/room	80	Accessible from health clinic; counter with handwashing sink and hopper sink, adjustable shelves, bins; temporary secured biohazard storage; shared with medical infirmary (see 7.400)
7.224	Ice Maker & Nourishment Pantry	-	1	50/area	50	Ice maker with nourishment pantry (undercounter refrigerator) with snacks & juice for medical treatment needs
7.225	Trash Alcove	-	1	20/area	20	Located within health clinic; regular and recycled trash (may be built in)
7.226	Janitor Closet	-	1	40/room	40	Accessible from health clinic; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
7.227	Health Care Provider/Staff Workroom	2-4	1	300/room	300	Accessible from health clinic; 4 WS-50; 2 are ADA accessible; unassigned workstations for on-duty health care providers & staff; conference table with seating for 6
7.228	Psychologist	1	1	100/office	100	Accessible from health care provider workroom; shared office; OF-100
7.229	Nursing Supervisor	1-2	1	150/office	150	Accessible from health care provider workroom; shared office; OF-150

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.230	Printer/Copier Alcove	-	1	75 /area	75	Accessible from health care providers workroom; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
7.231	Health Care Utility Vehicle	-	1	(0) /area	(0)	See 14.000 Parking - 14.302
<b>7.200 Total Net Square Feet</b>					<b>4,348</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>7.200 Total Gross Square Feet</b>					<b>6,087</b>	
<b>7.300 Health Care Administration &amp; Clinic Support</b>						
7.301	Breakroom - Staff	10-12	1	330 /room	330	Adjoining health administration with ready access to the clinic in staff-only area; BR-250 sized for 12
7.302	Water Cooler	-	1	0 /area	0	Adjoining health administration with ready access to the clinic in staff-only area; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 7.300 grossing factor
7.303	Restroom - Staff	1	1	40 /room	40	Adjoining health administration with ready access to the clinic in staff-only area; gender neutral; shared with medical infirmary (see 7.400)
7.304	ADA Restroom - Staff	1	1	50 /room	50	Adjoining health administration with ready access to the clinic in staff-only area; requisite mobility & accessibility features; gender neutral
7.305	Staff Lockers	-	1	80 /room	80	Adjoining health administration with ready access to the clinic in staff-only area; shelving for towels & clean scrubs, & 100 small compartment lockers with user-defined digital lock for health equipment, e.g., stethoscope; personal lockers provided in staff locker rooms outside security perimeter (see 3.402 & 3.409) room
7.306	ADA Decontamination Shower/Changing	-	1	60 /room	60	Adjoining health administration with ready access to the clinic in staff-only area; ADA-accessible decontamination shower with adjacent anteroom
<b>7.300 Total Net Square Feet</b>					<b>560</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>7.300 Total Gross Square Feet</b>					<b>700</b>	
<b>7.400 Medical Housing [40 beds]</b>						
<b>Medical Infirmary (Skilled Nursing)/Respiratory Isolation: 8 beds</b>						<b>Adjoins 7.200 Health Clinic</b>
7.401	Medical Skilled Nursing/ Respiratory Isolation Entrance - Secure Door	-	0	0 /area	0	Provides access to/from health clinic to/from medical skilled nursing/respiratory isolation; controlled access door - electronic release by medical skilled nursing/respiratory housing officer and/or access by card reader, pin code and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 7.400 grossing factor
7.402	ADA Single Occupancy Room	1	5	200 /room	1,000	No mezzanine; requisite mobility & accessibility features; 1 hospital bed with IV capability (bed to be height-adjustable down to 15" for medical detox); at least 4 electrical outlets; overbed table; under-bed/wardrobe storage; chair; ADA toilet, sink, shower & drying/dressing area w/ requisite privacy (pull curtain); 2 nurse calls (1 bedside & 1 toilet/shower area); TV; data port/lines and telemetry; generator backup for all electrical



No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.403	ADA Single Occupancy Room - Bariatric	1	1	260 /room	260	No mezzanine; requisite mobility & accessibility features; 1 hospital bed with IV capability; overhead Hoyer lift; at least 4 electrical outlets; overbed table; under-bed/wardrobe storage; bariatric chair; ADA toilet, sink, shower & drying/dressing area w/ requisite privacy (pull curtain); 2 nurse calls (1 bedside & 1 toilet/shower area); TV; data port/lines and telemetry; generator backup for all electrical
7.404	ADA Respiratory Isolation Room	1	2	200 /room	400	No mezzanine; requisite mobility & accessibility features; 1 hospital bed with IV capability (bed to be height-adjustable down to 15" for medical detox); at least 4 electrical outlets; overbed table; under-bed/wardrobe storage; chair; ADA toilet, sink, shower & drying/dressing area w/ requisite privacy (pull curtain); 2 nurse calls (1 bedside & 1 toilet/shower area); TV; data port/lines and telemetry; generator backup for all electrical
7.405	Respiratory Isolation Anteroom	-	1	50 /room	50	Adjoins & is shared between 2 isolation rooms (see 7.404); extensive glazing; storage for gowns, booties, caps, gloves & masks; disposal receptacle; sink
7.406	ADA Shower/Changing	1	1	60 /area	60	Accessible from dayroom; requisite mobility & accessibility features such as ability to wheel in wheelchair, suicide-resistant grab bars seat, slip-resistant flooring, etc.; recessed double showerhead; hand-held height-adjustable spray; cubicle with outer drying/dressing area; PREA compliant shower curtains & doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
7.407	Dayroom/Dining//TV	8	1	35 /pers	280	Requisite mobility & accessibility features such as assistive device maneuverability, suicide-resistant handrails & grab bars; heavy/durable tables with seating for 8 of which 2 spaces have wheelchair access; sound attenuation measures; natural light; 1 portable ADA-accessible telephone; 1 TV/reading area with seating for 4; requisite data technology
7.408	Food Cart Staging / Trash Alcove	-	1	40 /area	40	Located within dayroom; food cart staging; built-in regular and recycled trash alcove
7.409	Water Cooler	-	1	0 /area	0	Located within dayroom; ADA accessible; wall-mounted; amount per code; square footage included in 7.400 grossing factor
7.410	Electronics Storage/ Recharging Station	-	1	20 /area	20	Located within dayroom & proximal to officer workstation (see 7.414) ; shelving with docking stations for storing/recharging tablets; electrical receptacles
7.411	Fresh Air Court	4-6	1	(250)/area	(250)	Accessible from dayroom; glazing to maximize visibility from the housing pod; fresh air court for inmate patient use; secure seating; handrails; grab bars
7.412	Temporary Inmate Property Storage Closet	-	1	50 /room	50	Accessible from dayroom; shelving
7.413	Nurse's Workstation	1	1	80 /wkstn	80	Located within dayroom; 1 WS-80; charting area; tamperproof control panel; situated so as to provide good visibility into all areas; secure medication storage; sink; ability to monitor telemetry and nurse call

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.414	Housing Officer Workstation	1	1	60/wkstn	60	Located within dayroom; co-located with nurse's station; maximum visibility of dayroom, and into rooms & program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, etc.; requisite data technology; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., windbreaker, lunch box)
7.415	Emergency Eyewash Station - Portable	-	1	0/area	0	Located within dayroom; wall mounted; self-contained; no plumbing required; square footage included in 7.400 grossing factor
7.416	Supply Storage Closet	-	1	80/room	80	Accessible from dayroom; shelving & cabinet storage for housing pod supplies (e.g., disinfectant, toilet paper, hygiene kits, etc.)
7.417	Medical Supply Room	-	1	0/room	0	Shared with health clinic (see 7.220)
7.418	Durable Medical Equipment Storage	-	1	0/room	0	Shared with health clinic (see 7.221)
7.419	Clean Utility	-	1	0/room	0	Shared with health clinic (see 7.222)
7.420	Soiled Utility	-	1	0/room	0	Shared with health clinic (see 7.223)
7.421	Laundry Cart Staging	-	1	30/area	30	Located within dayroom; clean and soiled carts
7.422	ADA Restroom - Staff	1	1	0/room	0	Shared with health care administration & clinic support (see 7.304)
7.423	Janitor Closet	-	1	40/room	40	Accessible from dayroom; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Medical Skilled Nursing/Respiratory Isolation Total Net Square Feet</i>					2,450	
<i>Grossing Factor</i>					1.50	
<i>Medical Skilled Nursing/Respiratory Isolation Total Gross Square Feet</i>					3,675	
<i>Medical Skilled Nursing/Respiratory Isolation Total Exterior Square Feet</i>					(250)	
<b>Medical GP: 32 beds per pod; 1 pod</b>						<b>Adjoins or Adjacent to 7.200 Health Clinic</b>
7.424	Housing Pod Pedestrian Sallyport	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by remote electronic release from central control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by remote electronic release by housing officer with central control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card-reader access or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; pedestrian sallyport/housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
7.425	ADA Double Occupancy Cell	2	16	110/cell	1,760	No mezzanine; proximal to shower area; requisite mobility & accessibility features; 2 correctional beds; stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing, and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.426	ADA Shower/Changing	1	4	50/area	200	Located within dayroom; requisite mobility & accessibility features such as ability to wheel in wheelchair, suicide-resistant grab bars seat, slip-resistant flooring, etc.; recessed double showerhead; hand-held height-adjustable spray; cubicle with outer drying/dressing area; PREA compliant shower curtains & doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
7.427	ADA Dayroom Restroom - Inmate	1	1	50/room	50	Accessible from dayroom; requisite mobility & accessibility features; stall design w/ clear view of inmate's feet; PREA-compliant privacy; glazing to be viewable from officer workstation
7.428	Dayroom/Dining/TV	32	1	35/pers	1,120	Centralized to cells; requisite mobility & accessibility features such as assistive device maneuverability, suicide-resistant handrails & grab bars; heavy/durable tables & seating for 32 (tables include spaces for wheelchair access); sound attenuation measures; natural light; 3 telephones (includes 1 ADA-accessible telephone); 2 TV/reading areas each with seating for 10; book cart; wall-mounted boxes for mail and other communications; requisite data technology; camera monitored/recorded
7.429	Food Cart Staging	-	1	80/area	80	Located within dayroom; counter space; sink; water station (with ice); storage cabinets; food cart staging; built-in regular and recycled trash
7.430	Water Cooler	-	1	0/area	0	Located within dayroom near medication distribution window; ADA accessible; wall-mounted; amount per code; square footage included in 7.400 grossing factor
7.431	Multifunctional Tablet Carrel	1	3	25/carrel	75	Located within dayroom; multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
7.432	ADA Multifunctional Tablet Carrel	1	1	25/carrel	25	Located within dayroom; requisite mobility & accessibility features; multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
7.433	Electronics Storage/ Recharging Closet	-	1	50/room	50	Accessible from dayroom; proximal to officer workstation; shelving with docking stations for storing/recharging tablets; electrical receptacles
7.434	Multipurpose Room	15	1	20/pers +50	350	Accessible from dayroom; room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; requisite data & transmission technology; extra 50 nsf for storage closet or cabinets
7.435	Interview Room	1-4	1	125/room	125	Accessible from dayroom; secured non-inmate access via housing pod pedestrian sallyport (inner door #2) and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing with visibility from housing pod; requisite data & transmission technology; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (equipped w/ ADA-accessible kiosk)

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.436	Medication Distribution Room	1	1	100/room	100	Inmate side accessible from dayroom; secured access from housing pod pedestrian sallyport (inner door #3); only accessible by authorized health care staff via card-reader access or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
7.437	Laundry Cart Staging	-	1	30/area	30	Located within dayroom; clean and soiled carts
7.438	Outdoor Exercise Yard	15-20	1	(750)/area	(750)	Accessible from dayroom; exterior space; requisite mobility & accessibility features such as assistive device maneuverability, suicide-resistant handrails & grab bars; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
7.439	Exercise Equipment Closet	-	1	50/room	50	Accessible from dayroom; proximal to the outdoor exercise yard; shelving for exercise equipment/items
7.440	Temporary Inmate Property Storage Closet	-	1	50/room	50	Accessible from dayroom; shelving
7.441	Housing Officer Workstation	1	1	60/area	60	Located within dayroom; maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, etc.; requisite data technology; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., windbreaker, lunch box)
7.442	ADA Restroom - Staff	1	1	50/room	50	Accessible from dayroom; requisite mobility & accessibility features; gender neutral
7.443	Supply Storage Closet	-	1	80/room	80	Accessible from dayroom; shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
7.444	Medical Supply Room	-	1	0/room	0	Shared with health clinic (see 7.220)
7.445	Durable Medical Equipment Storage	-	1	0/room	0	Shared with health clinic (see 7.221)
7.446	Emergency Eyewash Station - Portable	-	1	0/area	0	Located within dayroom; wall mounted; self-contained; no plumbing required; square footage included in 7.400 grossing factor
7.447	Janitor Closet	-	1	40/room	40	Accessible from dayroom; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Medical GP Total Net Square Feet</i>					4,395	
<i>Grossing Factor</i>					1.65	
<i>Medical GP Total Gross Square Feet</i>					7,252	
<i>Medical GP Total Exterior Square Feet</i>					(750)	
<b>7.400 Total Net Square Feet</b>					<b>6,845</b>	
<b>7.400 Total Gross Square Feet</b>					<b>10,927</b>	
<b>7.400 Total Exterior Gross Square Feet</b>					<b>(1,000)</b>	

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.500 Mental Health Housing [96 beds]						
Mental Health - Acute: 32 beds per pod; 1 pod						
Support Pod: No beds						
7.501	Housing Pod Pedestrian Sallyport	1-10	1	100 /area	100	Three interlocking secure doors; outer door (circulation area) operated by remote electronic release from central control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by remote electronic release by housing officer with central control backup; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; pedestrian sallyport/housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
7.502	Mental Health Clinician Office	1	1	100 /office	100	Accessible from support pod; OF-100
7.503	ADA Dayroom Restroom - Inmate	1	1	50 /room	50	Accessible from support pod; requisite mobility & accessibility features; stall design w/ clear view of inmate's feet; PREA-compliant privacy; glazing to be viewable from officer workstation
7.504	Dayroom/Dining/TV	6	1	400 /area	400	Centralized to subpods; heavy/durable tables & seating for 6 (tables include space for wheelchair access); sound attenuation measures; natural light; 1 ADA-accessible telephone; 1 TV/reading area with seating for 4; book cart; wall-mounted boxes for mail and other communications; requisite data technology; camera monitored/recorded
7.505	Food & Beverage Station	-	1	80 /area	80	Located within dayroom; counter space; sink; beverage station (with ice); storage cabinets; food cart staging; built-in regular and recycled trash
7.506	Water Cooler	-	1	0 /area	0	Located within support pod near medication distribution window; ADA accessible; wall-mounted; amount per code; square footage included in 7.500 grossing factor
7.507	Multifunctional Tablet Carrel	1	2	25 /carrel	50	Located within support pod; securable multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
7.508	ADA Multifunctional Tablet Carrel	1	1	25 /carrel	25	Located within support pod; requisite mobility & accessibility features; securable multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
7.509	Electronics Storage/ Recharging Closet	-	1	50 /room	50	Accessible from support pod; proximal to officer workstation; shelving with docking stations for storing/recharging tablets; electrical receptacles
7.510	Safety Cell	1	2	100 /cell	200	Accessible from support pod; ample glazing; 1 low behavioral-health bed secured to the floor that can be used as restraint bed, if necessary; bed positioned providing 4-sided access; walls and floor fitted with fire resistive and non-toxic rubberized product; sound attenuation; flushing floor drain; camera monitored/recorded

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.511	Exercise Alcove	1-3	1	100/area	100	Located within support pod; area w/ mats for sit-ups & pushups; stationary bicycle; treadmill; etc.
7.512	Multipurpose Room	8	1	20/pers +50	210	Accessible from support pod; room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; requisite data & transmission technology; extra 50 nsf for storage closet or cabinets
7.513	Interview Room	1-4	2	125/room	250	Accessible from support pod; secured non-inmate access via housing pod pedestrian sallyport (inner door #2) and inmate access from support pod; table and loose chairs for up to 4 people; glazing with visibility from support pod; requisite data & transmission technology; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (equipped w/ ADA-accessible kiosk)
7.514	Calming Room	1	2	80/room	160	Accessible from support pod; seating for 1; access to music and/or reading material; requisite data technology; used for self-de-escalation
7.515	Triage/Examination Room	1-2	1	110/room	110	Accessible from support pod; requisite mobility & accessibility features; EMR workstation for records review/charting; visible (through glazing) from circulation area with requisite sound and sight privacy; exam table with privacy pull curtain; exam stool; wall-mounted or securable diagnostic equipment (sphygmomanometer, otoscope, ophthalmoscope); Snellen vision chart; scale with height measure; securable cabinets and drawers for sharps, medical supplies, sharps refuse container; undercounter refrigerator with small freezer (includes specimen storage); work counter; handwashing sink; requisite data & transmission technology; equipped for telemedicine capability; portable emergency eyewash station; generator backup for all electrical; ceiling-mounted lighting
7.516	Recreational Therapy Storage	-	1	50/room	50	Storage for recreational therapy supplies & equipment
7.517	Laundry Cart Staging	-	1	30/area	30	Located within support pod; clean and soiled carts
7.518	Outdoor Exercise Yard	4-6	1	(750)/area	(750)	Accessible from support pod; exterior space; requisite mobility & accessibility features; covered for inclement weather exercise; major muscle exercise equipment/space; 2-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
7.519	Exercise Equipment Closet	-	1	50/room	50	Accessible from support pod; proximal to the outdoor exercise yard; shelving for exercise equipment/items
7.520	Temporary Inmate Property Storage Closet	-	1	50/room	50	Accessible from support pod; shelving

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.521	Housing Officer Workstation	1	1	60 /area	60	Located within support pod; maximum visibility into subpods' dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, etc.; requisite data technology; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., windbreaker, lunch box)
7.522	Paramedical Assistant Workstation	1	1	50 /wkstn	50	WS-50; adjacent to housing officer workstation (see 7.521)
7.523	Workline Inmate Staging	2-6	1	300 /room +50	350	Collapsible table w/ seating for 6; wall-mounted television; shelving for cots; extra 50 nsf for ADA restroom)
7.524	ADA Restroom - Staff	1	1	50 /room	50	Accessible from support pod; requisite mobility & accessibility features; gender neutral
7.525	Supply Storage Closet	-	1	80 /room	80	Accessible from support pod; shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
7.526	Emergency Eyewash Station - Portable	-	1	0 /area	0	Located within support pod; wall mounted; self-contained; no plumbing required; square footage included in 7.500 grossing factor
7.527	Janitor Closet	-	1	40 /room	40	Accessible from support pod; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Subpod: 8 beds per subpod; 3 subpods</i>						
7.528	Mental Health Acute Subpod Entrance - Secure Door	-	1	0 /area	0	Provides access to/from MH acute support pod to/from MH acute subpod; controlled access door - electronic release either by MH acute housing officer and/or central control, and/or access by card reader, pin code and/or biometric means (authorized staff only); square footage included in 7.500 grossing factor
7.529	Single Occupancy Cell	1	7	80 /cell	560	No mezzanine; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; requisite connectivity/equipment for in-cell programming & exercise instruction; camera monitored/recorded
7.530	ADA Single Occupancy Cell	1	1	90 /cell	90	No mezzanine; proximal to shower area; requisite mobility & accessibility features; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; requisite connectivity/equipment for in-cell programming & exercise instruction; camera monitored/recorded

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.531	ADA Shower/Changing	1	1	50 /area	50	Located within subpod dayroom; requisite mobility & accessibility features; recessed double showerhead; hand-held height-adjustable spray; cubicle with outer drying/dressing area; PREA compliant shower curtains & doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
7.532	Subpod Dayroom/Dining/TV	8	1	300 /area	300	Centralized to cells; 2 heavy/durable tables, each with seating for up to 4 (includes seating w/ requisite mobility & accessibility features); sound attenuation measures; natural light; 1 ADA-accessible telephone; 1 TV area with seating for 3; requisite data technology; book cart; ADA-accessible water cooler; camera monitored/recorded
7.533	ADA Multifunctional Tablet Carrel	1	2	25 /carrel	50	Located within subpod dayroom; requisite mobility & accessibility features; securable multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
<i>Subtotal Subpod Net Square Feet</i>					1,050	
<i>Total Subpod Net Square Feet</i>					3,150	3 Subpods
<i>Subpod: 4 beds per subpod; 2 subpods</i>						
7.534	Mental Health Acute Subpod Entrance - Secure Door	-	1	0 /area	0	Provides access to/from MH acute support pod to/from MH acute subpod; controlled access door - electronic release either by MH acute housing officer and/or central control, and/or access by card reader, pin code and/or biometric means (authorized staff only); square footage included in 7.500 grossing factor
7.535	Single Occupancy Cell	1	3	80 /cell	240	No mezzanine; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; requisite connectivity/equipment for in-cell programming & exercise instruction; camera monitored/recorded
7.536	ADA Single Occupancy Cell	1	1	90 /cell	90	No mezzanine; proximal to shower area; requisite mobility & accessibility features; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; requisite connectivity/equipment for in-cell programming & exercise instruction; camera monitored/recorded
7.537	ADA Shower/Changing	1	1	50 /area	50	Located within subpod dayroom; requisite mobility & accessibility features; recessed double showerhead; hand-held height-adjustable spray; cubicle with outer drying/dressing area; PREA compliant shower curtains & doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas



No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.538	Subpod Dayroom/Dining/TV	4	1	300 /area	300	Centralized to cells; 1 heavy/durable table with seating for up to 4 (includes seating w/ requisite mobility & accessibility features); sound attenuation measures; natural light; 1 ADA-accessible telephone; 1 TV area with seating for 3; requisite data technology; book cart; ADA-accessible water cooler; camera monitored/recorded
7.539	ADA Multifunctional Tablet Carrel	1	1	25 /carrel	25	Located within subpod dayroom; requisite mobility & accessibility features; securable multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
<i>Subtotal Subpod Net Square Feet</i>					705	
<i>Total Subpod Net Square Feet</i>					1,410	2 Subpods
<i>Mental Health - Acute Total Net Square Feet</i>					7,255	
<i>Grossing Factor</i>					1.65	
<i>Mental Health - Acute Total Gross Square Feet</i>					11,971	
<i>Mental Health - Acute Total Exterior Square Feet</i>					(750)	
<b>Mental Health - Subacute: 32 beds per pod; 1 pod</b>						
7.540	Housing Pod Pedestrian Security Vestibule	1-10	1	100 /area	100	Four interlocking secure doors; outer door (circulation area) operated by remote electronic release from central control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by remote electronic release by housing officer with central control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card-reader access or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; pedestrian sallyport/housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
7.541	Double Occupancy Cell	2	14	80 /cell	1,120	No mezzanine; 1 stacked bunk; stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; camera monitored/recorded
7.542	ADA Double Occupancy Cell	2	2	100 /cell	200	No mezzanine; proximal to shower area; requisite mobility & accessibility features; 1 stacked bunk (lower bunk designated ADA), stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing, and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; camera monitored/recorded
7.543	Shower/Changing	1	3	40 /area	120	Located within dayroom; recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains & café doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.544	ADA Shower/Changing	1	1	50/area	50	Located within dayroom; requisite mobility & accessibility features such as ability to wheel in wheelchair, suicide-resistant grab bars seat, slip-resistant flooring, etc.; recessed double showerhead; hand-held height-adjustable spray; cubicle with outer drying/dressing area; PREA compliant shower curtains & doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
7.545	ADA Dayroom Restroom - Inmate	1	1	50/room	50	Accessible from dayroom; requisite mobility & accessibility features; stall design w/ clear view of inmate's feet; PREA-compliant privacy; glazing to be viewable from officer workstation
7.546	Dayroom/Dining/TV	32	1	35/pers	1,120	Centralized to cells; heavy/durable tables & seating for 32 (includes seating w/ requisite mobility & accessibility features); sound attenuation measures; natural light; 3 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 12; book cart; reading area; wall-mounted boxes for mail and other communications; requisite data technology; camera monitored/recorded
7.547	Food & Beverage Station	-	1	80/area	80	Located within dayroom; counter space; sink; beverage station (with ice); storage cabinets; food cart staging; built-in regular and recycled trash
7.548	Water Cooler	-	1	0/area	0	Located within dayroom near medication distribution window; ADA accessible; wall-mounted; amount per code; square footage included in 7.500 grossing factor
7.549	Multifunctional Tablet Carrel	1	6	25/carrel	150	Located within dayroom; multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
7.550	ADA Multifunctional Tablet Carrel	1	2	25/carrel	50	Located within dayroom; requisite mobility & accessibility features; multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
7.551	Electronics Storage/ Recharging Closet	-	1	50/room	50	Accessible from dayroom; proximal to officer workstation; shelving with docking stations for storing/recharging tablets; electrical receptacles
7.552	Mental Health Clinician Office	1	1	100/office	100	Accessible from dayroom; OF-100
7.553	Multipurpose Room	15	1	20/pers +50	350	Accessible from dayroom; room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; requisite data & transmission technology; extra 50 nsf for storage closet or cabinets
7.554	Group Room	10-12	2	250/room	500	Accessible from dayroom; glazing with visibility room from housing officer workstation; table and loose chairs for up to 12 people; requisite data technology

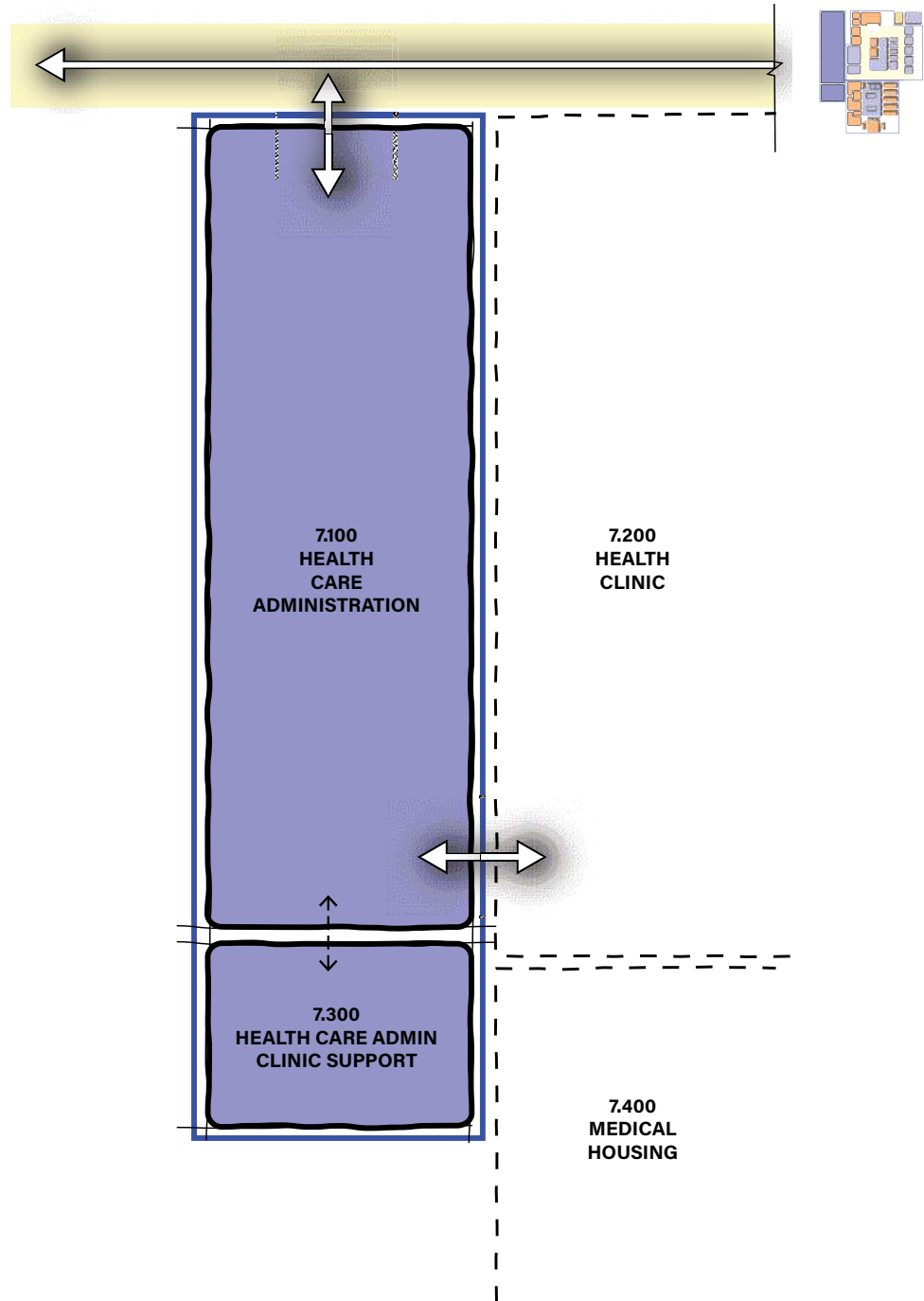
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.555	Interview Room	2-4	2	125 /room	250	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite data & transmission technology; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
7.556	Exercise Alcove	1-3	1	100 /area	100	Located within dayroom; area w/ mats for sit-ups & pushups; stationary bicycle; treadmill; etc.
7.557	Recreational Therapy Storage	-	1	50 /room	50	Storage for recreational therapy supplies & equipment
7.558	Calming Room	1	1	80 /room	80	Accessible from dayroom; seating for 1; access to music and/or reading material; requisite data technology; used for self-de-escalation
7.559	Safety Cell	1	1	100 /cell	100	Accessible from dayroom; ample glazing; 1 low behavioral-health bed secured to the floor that can be used as restraint bed, if necessary; bed positioned providing 4-sided access; walls and floor fitted with fire resistive and non-toxic rubberized product; sound attenuation; flushing floor drain; camera monitored/recorded
7.560	Medication Distribution Room	1	1	100 /room	100	Inmate side accessible from dayroom; secured access from housing pod pedestrian sallyport (inner door #3); only accessible by authorized health care staff via card-reader access or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
7.561	Laundry Cart Staging	-	1	30 /area	30	Located within dayroom; clean and soiled carts
7.562	Outdoor Exercise Yard	15-20	1	(750) /area	(750)	Accessible from dayroom; exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
7.563	Exercise Equipment Closet	-	1	50 /room	50	Accessible from dayroom; proximal to the outdoor exercise yard; shelving for exercise equipment/items
7.564	Temporary Inmate Property Storage Closet	-	1	50 /room	50	Accessible from dayroom; shelving
7.565	Housing Officer Workstation	1	1	60 /area	60	Located within dayroom; maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, etc.; requisite data technology; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., windbreaker, lunch box)
7.566	Paramedical Assistant Workstation	1	1	50 /wkstn	50	WS-50; adjacent to housing officer workstation (see 7.565)
7.567	ADA Restroom - Staff	1	1	50 /room	50	Accessible from dayroom; requisite mobility & accessibility features; gender neutral
7.568	Supply Storage Closet	-	1	80 /room	80	Accessible from dayroom; shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.569	Emergency Eyewash Station - Portable	-	1	0/area	0	Located within dayroom; wall mounted; self-contained; no plumbing required; square footage included in 7.500 grossing factor
7.570	Janitor Closet	-	1	40/room	40	Accessible from dayroom; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Mental Health - Subacute Subtotal Net Square Feet</i>					5,130	
<i>Grossing Factor</i>					1.65	
<i>Mental Health - Subacute Subtotal Gross Square Feet</i>					8,465	
<i>Mental Health - Subacute Subtotal Exterior Square Feet</i>					(750)	
<b>Special Needs: 32 beds per pod; 1 pod</b>						
7.571	Housing Pod Pedestrian Security Vestibule	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by remote electronic release from central control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by remote electronic release by housing officer with central control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card-reader access or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; pedestrian sallyport/housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
7.572	Double Occupancy Cell	2	14	80/cell	1,120	No mezzanine; 1 stacked bunk; stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; camera monitored/recorded
7.573	ADA Double Occupancy Cell	2	2	100/cell	200	No mezzanine; proximal to shower area; requisite mobility & accessibility features; 1 stacked bunk (lower bunk designated ADA), stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing, and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; camera monitored/recorded
7.574	Shower/Changing	1	3	40/area	120	Located within dayroom; recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains & café doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
7.575	ADA Shower/Changing	1	1	50/area	50	Located within dayroom; requisite mobility & accessibility features such as ability to wheel in wheelchair, suicide-resistant grab bars seat, slip-resistant flooring, etc.; recessed double showerhead; hand-held height-adjustable spray; cubicle with outer drying/dressing area; PREA compliant shower curtains & doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas











No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.576	ADA Dayroom Restroom - Inmate	1	1	50 /room	50	Accessible from dayroom; requisite mobility & accessibility features; stall design w/ clear view of inmate's feet; PREA-compliant privacy; glazing to be viewable from officer workstation
7.577	Dayroom/Dining/TV	32	1	35 /pers	1,120	Centralized to cells; heavy/durable tables & seating for 32 (includes seating w/ requisite mobility & accessibility features); sound attenuation measures; natural light; 3 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 12; book cart; reading area; wall-mounted boxes for mail and other communications; requisite data technology; camera monitored/recorded
7.578	Food & Beverage Station	-	1	80 /area	80	Located within dayroom; counter space; sink; beverage station (with ice); storage cabinets; food cart staging; built-in regular and recycled trash
7.579	Water Cooler	-	1	0 /area	0	Located within dayroom near medication distribution window; ADA accessible; wall-mounted; amount per code; square footage included in 7.500 grossing factor
7.580	Multifunctional Tablet Carrel	1	6	25 /carrel	150	Located within dayroom; multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
7.581	ADA Multifunctional Tablet Carrel	1	2	25 /carrel	50	Located within dayroom; requisite mobility & accessibility features; multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for video visitation (headsets), commissary ordering, legal research, electronic communications, etc.
7.582	Electronics Storage/ Recharging Closet	-	1	50 /room	50	Accessible from dayroom; proximal to officer workstation; shelving with docking stations for storing/recharging tablets; electrical receptacles
7.583	Multipurpose Room	15	1	20 /pers +50	350	Accessible from dayroom; room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; requisite data & transmission technology; extra 50 nsf for storage closet or cabinets
7.584	Interview Room	2-4	1	125 /room	125	Accessible from dayroom; secured non-inmate access via housing pod pedestrian sallyport (inner door #2) and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing with visibility from housing pod; requisite data & transmission technology; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (equipped w/ ADA-accessible kiosk)
7.585	Medication Distribution Room	1	1	100 /room	100	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
7.586	Laundry Cart Staging	-	1	30 /area	30	Located within dayroom; clean and soiled carts

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.587	Outdoor Exercise Yard	15-20	1	(750)/area	(750)	Accessible from dayroom; exterior space; direct access from housing pod; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
7.588	Exercise Equipment Closet	-	1	50/room	50	Accessible from dayroom; proximal to the outdoor exercise yard; shelving for exercise equipment/items
7.589	Recreational Therapy Storage	-	1	50/room	50	Storage for recreational therapy supplies & equipment
7.590	Temporary Inmate Property Storage Closet	-	1	50/room	50	Accessible from dayroom; shelving
7.591	Housing Officer Workstation	1	1	60/area	60	Located within dayroom; maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, etc.; requisite data technology; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., windbreaker, lunch box)
7.592	ADA Restroom - Staff	1	1	50/room	50	Accessible from dayroom; requisite mobility & accessibility features; gender neutral
7.593	Supply Storage Closet	-	1	80/room	80	Accessible from dayroom; shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
7.594	Emergency Eyewash Station - Portable	-	1	0/area	0	Located within dayroom; wall mounted; self-contained; no plumbing required; square footage included in 7.500 grossing factor
7.595	Janitor Closet	-	1	40/room	40	Accessible from dayroom; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Special Needs Subtotal Net Square Feet</i>					4,075	
<i>Grossing Factor</i>					1.65	
<i>Special Needs Subtotal Gross Square Feet</i>					6,724	
<i>Special Needs Subtotal Exterior Square Feet</i>					(750)	
<b>7.500 Total Net Square Feet</b>					<b>16,460</b>	
<b>7.500 Total Gross Square Feet</b>					<b>27,159</b>	
<b>7.500 Total Exterior Gross Square Feet</b>					<b>(2,250)</b>	
<b>7.000</b>	<b>Total Interior Net Square Feet</b>				<b>31,514</b>	
<b>7.000</b>	<b>Total Interior Gross Square Feet</b>				<b>48,999</b>	
<b>7.000</b>	<b>Total Exterior Gross Square Feet</b>				<b>(3,250)</b>	

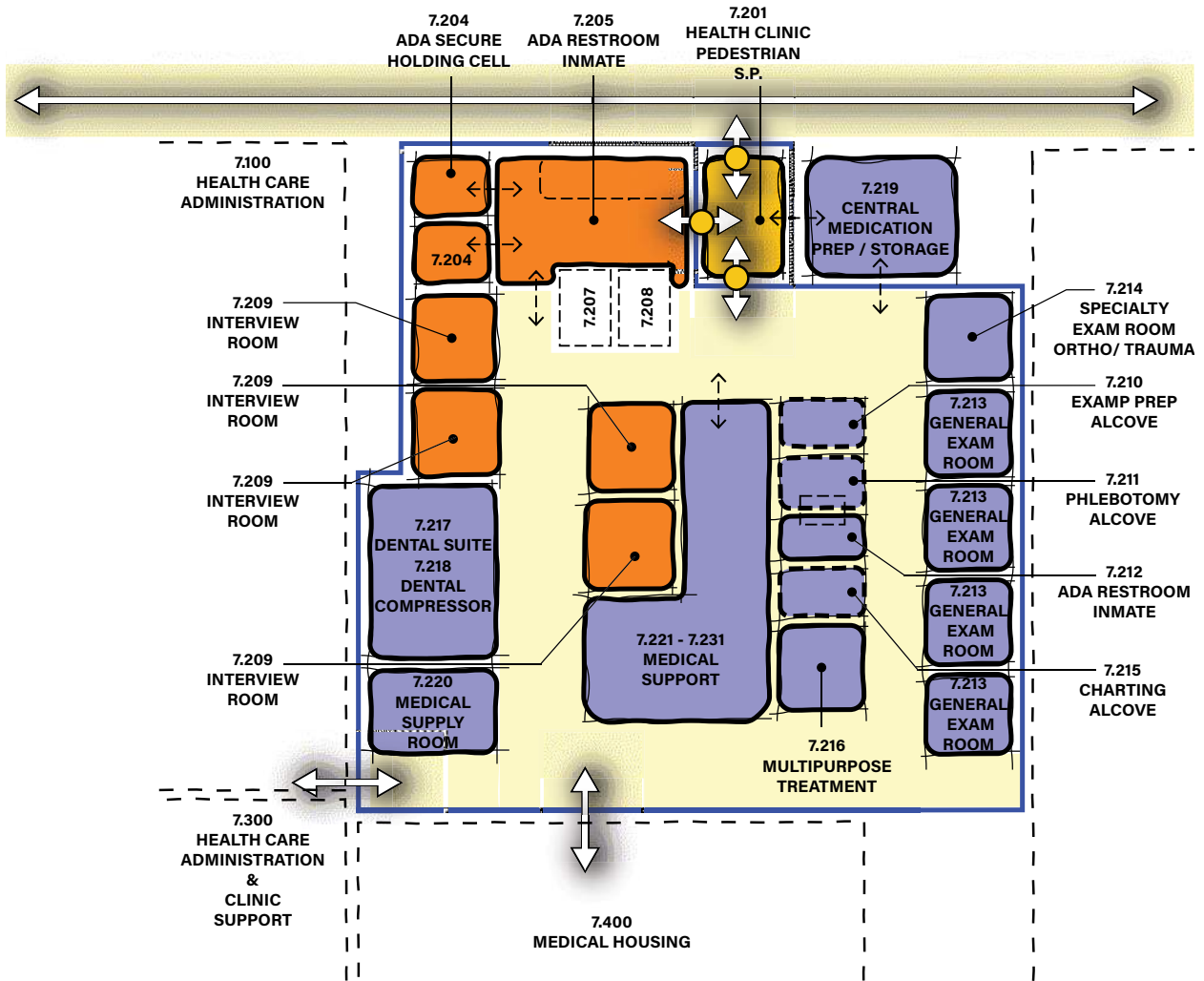
7.000 Health Care - Functional Adjacency Diagrams



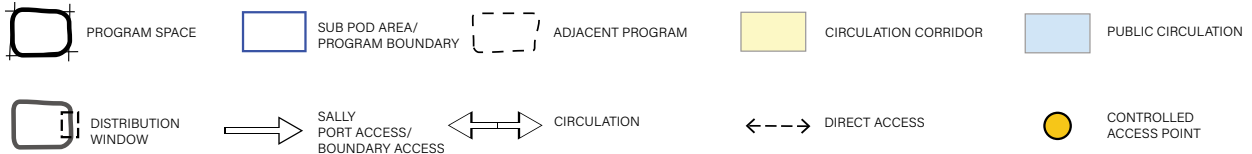
LEGEND:

-  PROGRAM SPACE
-  SUB POD AREA/  
PROGRAM BOUNDARY
-  ADJACENT PROGRAM
-  CIRCULATION CORRIDOR
-  PUBLIC CIRCULATION
-  DISTRIBUTION WINDOW
-  SALLY PORT ACCESS/  
BOUNDARY ACCESS
-  CIRCULATION
-  DIRECT ACCESS
-  CONTROLLED ACCESS POINT

7.000 Health Care – Functional Adjacency Diagrams

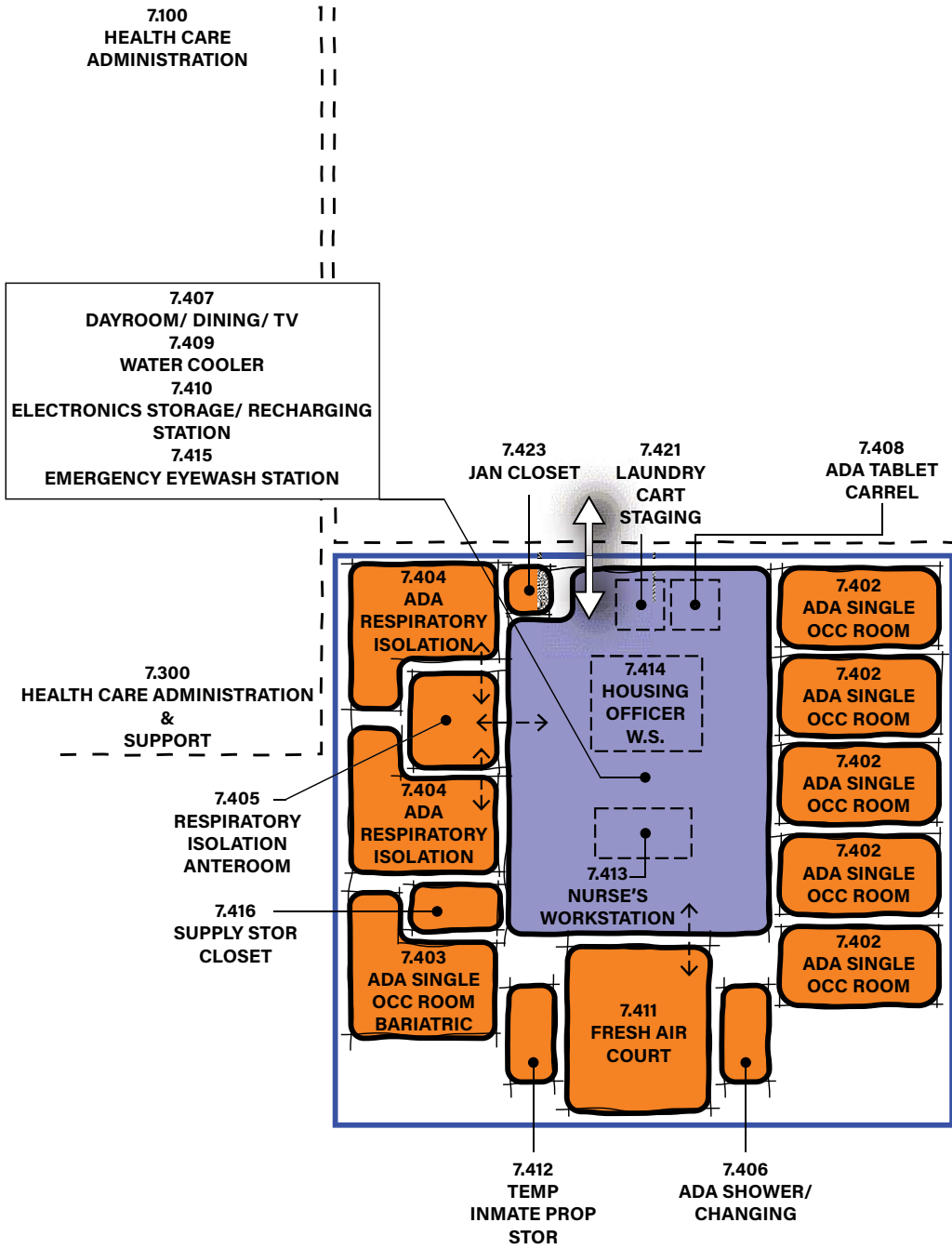


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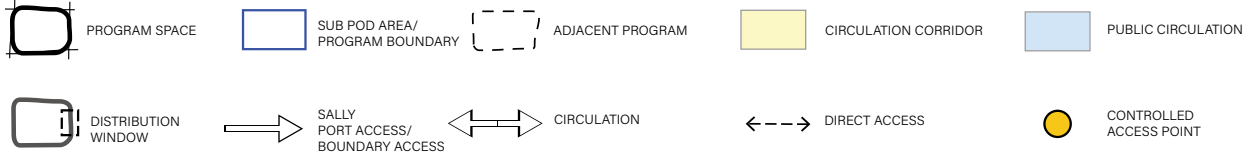




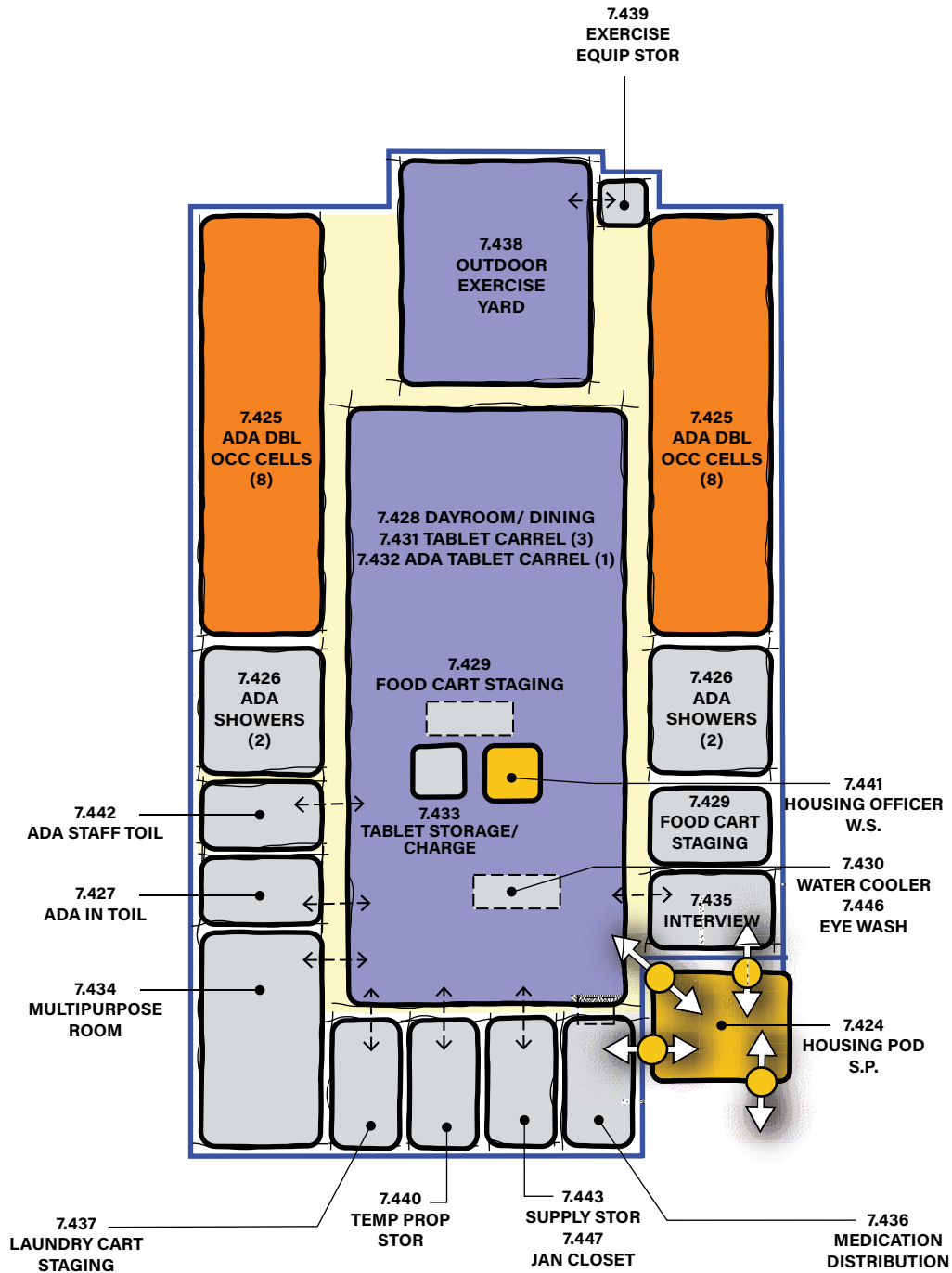
7.000 Health Care – Functional Adjacency Diagrams: Medical Infirmary



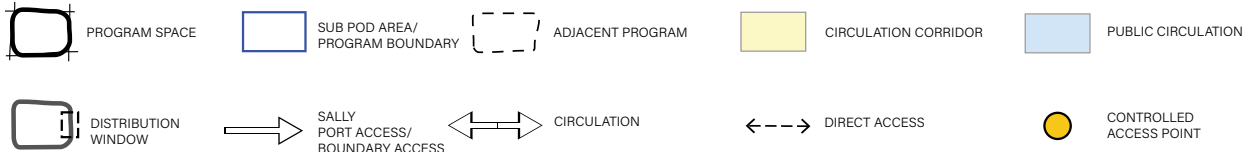
LEGEND:



7.000 Health Care – Functional Adjacency Diagrams: Medical GP Housing

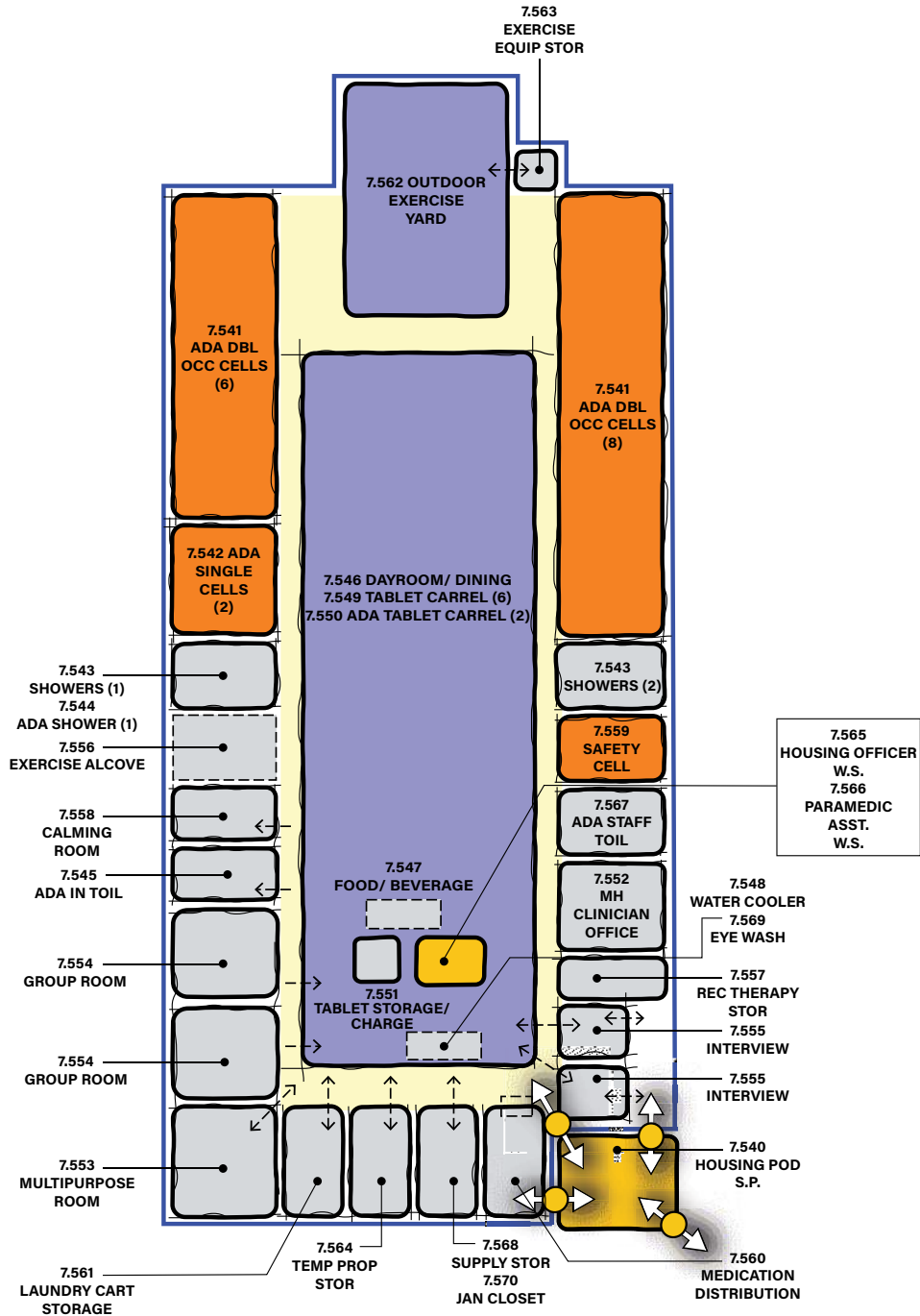


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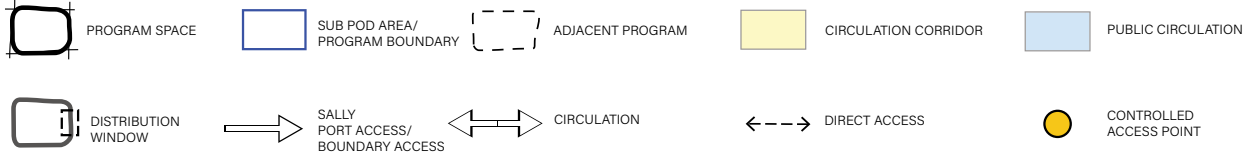




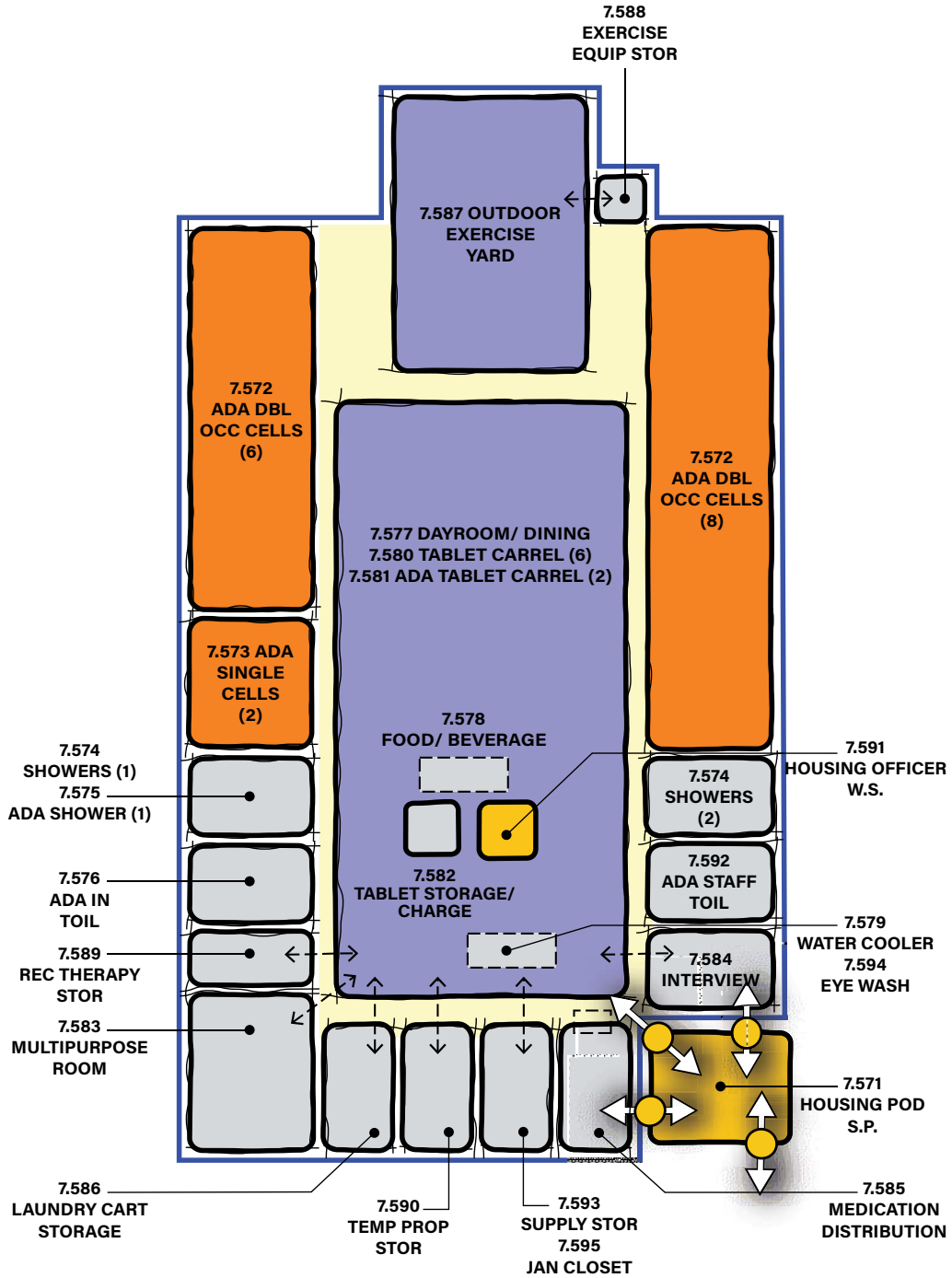
7.000 Health Care - Functional Adjacency Diagrams: Subacute Mental Health Housing



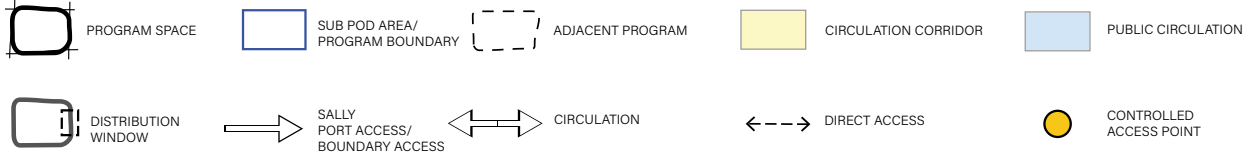
LEGEND:



7.000 Health Care – Functional Adjacency Diagrams: Special Needs Housing



LEGEND:



## 8.000 Visitation

Opportunities for visitation are provided in an effort to assist inmates in maintaining ties with their families and community. Visitors may include personal visitors such as relatives and friends (personal visits), and professional visitors such as attorneys, mental health professionals, government agencies, probation officers, law enforcement officers, outside clergy, etc. (professional visits).

The primary method for personal visitors to visit eligible inmates at the OCCC will be noncontact in nature via video visitation, though noncontact visitation booths will be available on a limited basis for personal visits.

Routine contact visits with personal visitors will not be available; however, a special contact visit may be approved on a case-by-case basis. In the event a special contact visit is authorized, it shall occur within one of the contact visitation rooms provided for professional visits.

Professional visits, such as attorney or clergy visits, may be done either via video visitation, noncontact, or in person, at the request of the professional and by permission of the facility. Spaces designated for professional visits will provide the requisite audio/visual privacy necessary to ensure confidential attorney/client meetings. Professional visitors may visit daily limited only by those periods where jail operations dictate otherwise (i.e., facility lockdowns, headcounts, meal periods, etc.).

### 8.100 Visitor Registration & Reception

1. Both personal and professional visitors will be responsible for pre-registering prior to visiting. The visitor registration officer will process all visitor applications for the OCCC, the pre-release center at OCC, and the LPC, which includes a background investigation, collection of fingerprints, establishing biometric means of identification (e.g., facial recognition), etc. The visitor registration officer will have an office that is located and accessible from within the public lobby. It is here that, during scheduled hours, visitors will be fingerprinted and photographed and identification by biometric means established.
2. Visitors are responsible for scheduling their visit ahead of time either online or using one of the kiosks located in public lobby.
3. Approved visitors – both personal and professional – will register at the public reception workstation in the public lobby, which will be staffed at all times that the visiting area is open. The public reception officer will complete visitor check-in by verifying the person's identification and confirming that the inmate is still eligible for the visit. Upon completion of check-in, the person will be directed to the applicable visiting area.

### 8.200 Video Visitation

1. Video visitation is the use of videoconferencing technology and software to allow inmates and visitors to visit virtually at a distance as opposed to face-to-face. Visitors may opt to visit via video from this location (OCCC), or from their home or office, or from a properly equipped public computer.
2. On a weekly basis, eligible inmates may receive up to three 30-minute video visits with personal visitors who opt to participate in the visit at the OCCC. During waking hours and limited only by those periods where jail operations dictate otherwise (i.e., facility lockdowns, headcounts, meal periods, etc.), eligible inmates may receive 30-minute video visits on a daily basis with personal visitors who opt to participate in the visit remotely. Some inmates may receive fewer visits due to security concerns or other mitigating factors.
3. A room accessible directly from the public lobby will provide opportunities for video visitation (see 1.300 Public Lobby – Video Visitation). This area requires adequate sound attenuation so as not to disrupt routine public lobby activities.
4. Visitors, upon clearing security screening and visitor registration, will check in using one of three kiosks located in the video visitation alcove for this purpose, and will proceed to their assigned video visitation booth. It is at these kiosks that a visitor may also schedule a future video visit, which may also be scheduled online from a remote computer.

5. Once successfully checked in, the system will send an alert to the inmate's respective housing pod officer who, in turn, will notify the inmate of the forthcoming video visit and direct them to their assigned video visitation station within the housing pod.
6. An officer workstation will be centrally located within video visitation room so as to facilitate visibility of the entire visiting space, and which will have monitors to afford remote observation of video visitation screens.
7. It is anticipated that the majority of video visits will be done remotely without visitors having to come to the OCCC (est. 90%). As such, capacity for video visitation at the OCCC comprises eight video visitation stations designated for personal visitors. An additional three video visitation stations are provided to accommodate demand for personal video visits with inmates assigned to the Community Transitional Center. Table 8.1 outlines, for planning purposes, the calculation for video visitation stations needed for personal visitors coming to the OCCC for video visits.

Table 8.1: Calculation of Video Visitation Stations at OCCC, Personal Visitors

Video Visitation	
Projected future population	1,032
Number of inmates eligible to participate in visits*	1,032
Percentage of inmates who will receive video visits (est.)	80%
Number of eligible inmates who will receive visits	826
Number of inmates whose visitors who will visit from the jail (10%)	83
Length of visiting session (hours) [30 min. visit + 15 min. for cleaning]	0.75
Average number of visits per week per inmate (est.)	3
Required number of inmate visiting hours per week to meet demand	186
Available video visitation hours per week (7 four-hour sessions)	28
Number of visits required per visiting session	7
Peak demand factor (20%)	1
<b>Number of stations required at OCCC for video visitation</b>	<b>8</b>
Number of video stations required to accommodate CTC visits	4
<b>Total number of stations required at OCCC for video visitation</b>	<b>12</b>

\*Assumes all inmates are eligible for video visits.

8. All video visitation stations will provide requisite visual and acoustical privacy.
9. Video visitation stations designated for personal visitors will be sized to accommodate two adults plus children and will have video- and audio-recording capability.
10. In addition, four video visitation stations will be provided and designated for professional visitors. Video visitation stations designated for professional visitors will be sized to accommodate two adults and will have no video- and audio-recording capability. Note: the video visitation system selected should be compatible with the primary video visitation system utilized by the local legal community.
11. A third-party vendor will provide the requisite equipment and service for video visitation, which may take the form of video visitation kiosks or a tablet-based system. A room located within the video visitation room will be designated for use by the video visitation vendor, which will act as the server room for the video visitation computers/systems and will include a workstation for the vendor.

### 8.300 Noncontact Visitation

1. Authorized inmates may receive personal noncontact visits. On a weekly basis, eligible inmates may receive up to three 30-minute noncontact visits with personal visitors at the OCCC. Some inmates may receive fewer visits due to security concerns or other mitigating factors. Opportunities for personal noncontact visits will be available on a seven-day per week basis.
2. Daily, during waking hours and limited only by those periods where jail operations dictate otherwise (i.e., facility lockdowns, headcounts, meal periods, etc.), attorneys and/or professional visitors may visit with an inmate in a noncontact setting.

3. Directly from the public lobby (visitor side) will be the visitor access to the noncontact visitation booths, which will each have capacity for one inmate on the secure side and up to two visitors on the public side.
4. Visitors, upon clearing security screening and registration/check in, will proceed to the assigned noncontact visitation booth that will be accessible from the public lobby.
5. Once the visitor has cleared security and registered/checked in, the public reception officer – in addition to notifying the visitation officer, will notify the officer in the respective housing pod or assigned area (e.g., programs, food service) of the noncontact visit, who in turn will notify and prepare the inmate to proceed to his assigned noncontact visitation booth either via pass allowing self-movement or under escort. The inmate side of the noncontact visitation booth will be inside the security perimeter.
6. It is anticipated that 25% of eligible inmates will receive personal noncontact visits. As such, capacity for personal noncontact visits at the OCCC comprises eight noncontact visitation booths. Table 8.2 outlines, for planning purposes, the calculation for noncontact visitation booths needed for personal visitors coming to the OCCC for noncontact visits.

Table 8.2: Calculation of Noncontact Booths at OCCC, Personal Visitors

Noncontact Visitation	
Projected future population	1,032
Number of inmates eligible to participate in visits*	904
Percentage of eligible inmates who will receive noncontact visits	25%
Number of eligible inmates who will receive visits	226
Length of visiting session (hours) [30 min. visit + 30 min. search/cleaning]	1
Average number of visits per week per inmate (est.)	1
Required number of inmate visiting hours per week to meet demand	226
Available noncontact visitation hours per week (7 four-hour sessions)	28
Number of required visits per visiting session	8
Peak demand factor (20%)	2
<b>Total number of noncontact booths required with peaking factor</b>	<b>10</b>

\*Inmates assigned to reception housing and restrictive housing are not eligible for contact visits.

7. There will be three noncontact visitation booths designated for attorneys and professional visitors.
8. The noncontact visitation booths should be designed to allow free talking through micro-holes that are integrated into the security frames surrounding the security glazing. The design will eliminate the need for any telephones or other means of electronic communications.
9. Noncontact visitation booths designated for personal visitors will be wired for video and audio recording. As such, noncontact visitation booths designated for professional visitors (i.e., attorneys) will not be wired for video and audio recording. In the event an attorney visit is held in one of the noncontact visitation booths designated for personal visitors, it must not be recorded.
10. An officer workstation will be located such as to facilitate visibility of the interior of the noncontact visitation booths and will have monitors to afford remote observation of the noncontact visitation booths. If feasible, this officer workstation should be located such that a single officer could concurrently supervise both noncontact and contact visits.
11. Upon conclusion of a noncontact visit and prior to releasing inmates from the area, the visitation officer will notify central control that the visiting period is over, and inmates will be exiting the visitation area. The visitation officer will provide eligible inmates with a pass to return to their assigned areas. Inmates requiring escort will remain in the inmate-side of the noncontact visitation booth pending escorted return to their assigned area.



### 8.400 Contact Visitation

1. Contact visitation will not be available for routine personal visits but may be approved on a case-by-case basis. In the event that a personal contact visit is authorized, it shall occur within one of the contact visitation rooms designated for professional visits.
2. Contact visitation rooms will be available for professional visits: there will be six individual contact visitation rooms and two group contact visitation rooms. Individual contact visitation rooms are primarily intended for attorney/client (inmate) consultations/meetings. Group contact visitation rooms are primarily intended for meetings and hearings involving social service and governmental agencies and individual inmates, and which may include the inmate's family members.

#### *Contact Visitation Room – Entry/Exit*

3. Visitors, upon clearing security screening and registration, will proceed to the contact visitation area, which will be accessible from an entrance located within the main pedestrian sallyport and operated by central control.
4. Once the visitor has cleared security and registered/checked in, the public reception officer – in addition to notifying the visitation officer, will notify the officer in the respective housing pod or assigned area (e.g., program) of the contact visit, who in turn will notify and prepare the inmate to proceed to the contact visitation room either via pass allowing self-movement or under escort.
5. Inmates will access the contact visitation room via a restricted secure entrance/exit door into the contact visitation staging room, which bridges the secure facility and the contact visitation room.
6. The contact visitation staging room is where:

##### Inmate Check-in

- a. Inmates who arrive via pass will check in with the visitation officer, who will confirm the inmate's identity and visit.
- b. The visitation officer will assume control of inmates under escort once the inmate's identity and visit has been confirmed.

##### Inmate Search

- c. Inmates may be strip searched, and, at a minimum, will be subject to a pat search before participating in and again following a contact visit.
- d. Inmates subject to search will be directed to the pre-search staging area, which can accommodate up to six inmates on bench seating. It is here that inmates will wait to be searched.
- e. One inmate at a time will be escorted into a cubicle and searched and, if applicable, dressed. Each cubicle will have a low wall or privacy screen/partition, and wall-mounted padding.
- f. Once searched:
  - Inmates participating in a visit will enter the contact visitation room and proceed to their assigned contact visitation room.
  - Inmates returning to their assigned housing pod/area and moving via pass will depart the contact visitation area via the restricted secure entrance/exit. The visitation officer will notify the respective officer(s) of the inmate(s) impending return to his housing pod or assigned area (e.g., food service). Remaining inmates, once searched, will be directed to the post-search waiting area pending escorted return to their assigned area. The post-search staging area can accommodate up to six inmates.

#### *Contact Visitation Room*

7. Upon entry to the contact visitation room, visitors will immediately check in with the visitation officer who, in turn, will direct them to their assigned contact visitation room.
8. The visitation officer workstation will be centrally located within the contact visitation area to facilitate visitor check in and visibility of the entire visiting space, and which will have monitors to

- afford remote observation of the contact visitation rooms. If feasible, this officer workstation should be located such that a single officer could concurrently supervise both noncontact and contact visits.
9. Individual contact visitation rooms will each:
    - a. be ADA compliant and furnished with tables and seating to accommodate up to two people
    - b. have sound attenuation measures
    - c. have no video- or audio-recording capabilities
    - d. be camera monitored
    - e. have ample glazing with visibility from the officer workstation
  10. Group contact visitation rooms will each
    - a. be ADA compliant and furnished with tables and seating to accommodate up to four people that will include a shackle bolt should the need to restrain the inmate be required
    - b. have sound attenuation measures
    - c. have no video- or audio-recording capabilities
    - d. be camera monitored
    - e. have ample glazing with visibility from the officer workstation
  11. Prior to visitors exiting, all inmates participating in a contact visit shall be accounted for and separated from the visitors. All visitors will leave the facility following the same pathway used to enter, only in reverse, and ultimately exiting through the public lobby front door, first retrieving any items they may have stored in the lockers.
  12. Within the contact visitation room will be a water cooler, a visitor restroom, an inmate restroom, a staff restroom, a trash alcove, and a janitor closet.

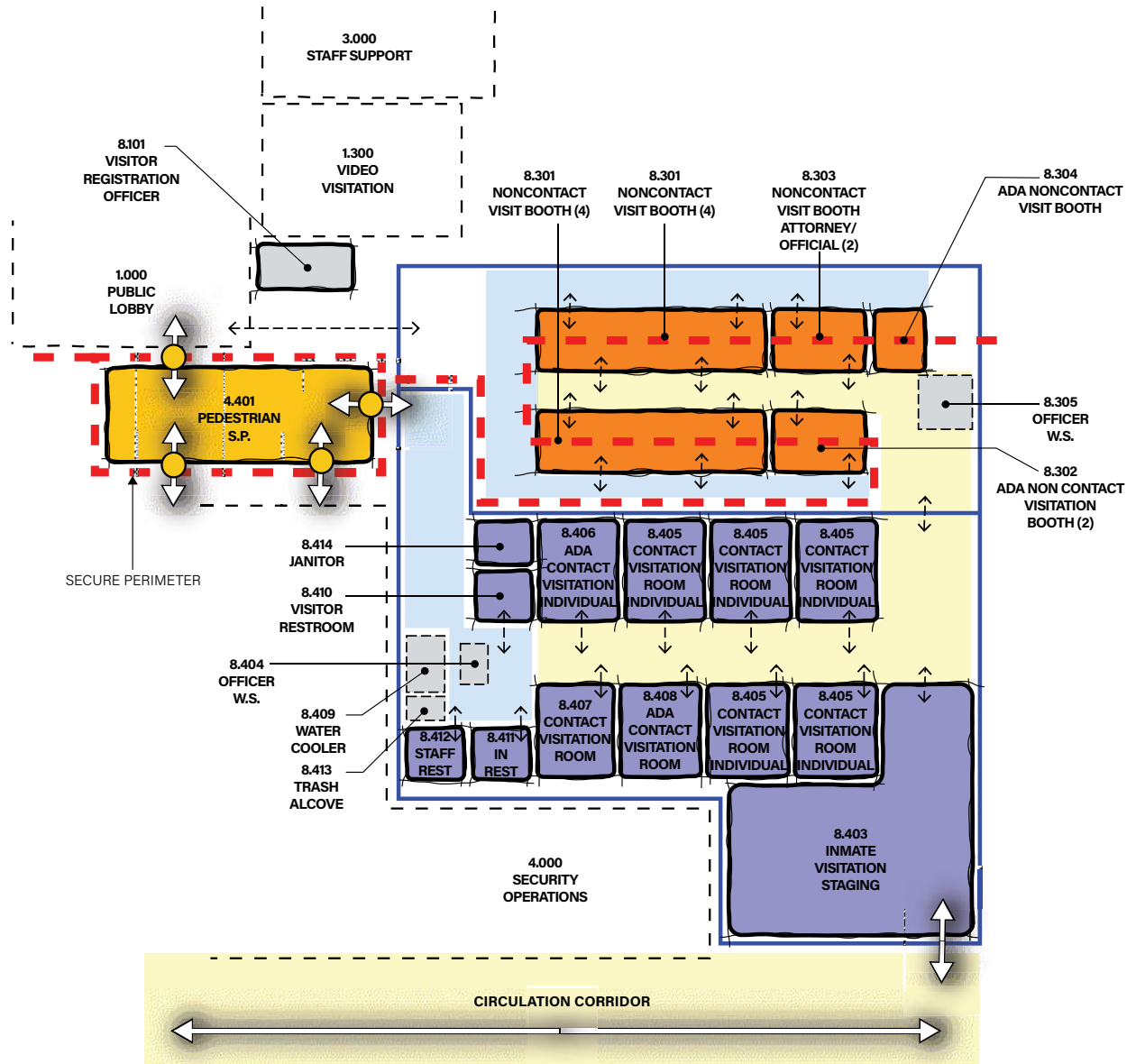
8.000 Visitation – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>8.100 Visitor Registration &amp; Reception</b>						
8.101	Visitor Registration Officer	-	1	100/office +60	160	Accessible from public lobby (see 1.208); OF-100; extra square footage for AFIS station (ADA accessible) & camera for facial recognition identification
8.102	Visitation Scheduling Kiosk	-	1	0/area	0	See 1.100 Security Screening Lobby - 1.105
8.103	Visitor Reception	-	1	0/area	0	See 1.200 Public Lobby - 1.201
<b>8.100 Total Net Square Feet</b>					<b>160</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>8.100 Total Gross Square Feet</b>					<b>224</b>	
<b>8.200 Video Visitation</b>						
8.201	Video Visitation	-	1	0/area	0	See 1.300 Public Lobby - Video Visitation
<b>8.300 Noncontact Visitation</b>						
8.301	Noncontact Visit Booth	2-3	8	50/room	400	Visitor side accessible from public lobby; inmate side inside security perimeter; visitor side to accommodate 2 adults plus children; acoustical privacy; free talking through micro-holes integrated into security frames; security glazing; video/audio-recording capability
8.302	ADA Noncontact Visit Booth	2-3	2	60/room	120	Visitor side accessible from public lobby; inmate side inside security perimeter; requisite mobility & accessibility features; visitor side to accommodate 2 adults plus children; acoustical privacy; free talking through micro-holes integrated into security frames; security glazing; video/audio recording-capability
8.303	Noncontact Visit Booth - Attorney/Official	2-3	2	60/room	120	Visitor side accessible from public lobby; inmate side inside security perimeter; visitor side to accommodate 2 adults; acoustical privacy; free talking through micro-holes integrated into security frames; security glazing; lockable paper-pass; no video/audio-recording capability
8.304	ADA Noncontact Visit Booth - Attorney/Official	2-3	1	60/room	60	Visitor side accessible from public lobby; inmate side inside security perimeter; requisite mobility & accessibility features; visitor side to accommodate 2 adults; acoustical privacy; free talking through micro-holes integrated into security frames; security glazing; lockable paper-pass; no video/audio-recording capability
8.305	Officer Workstation	1	1	50/wkstn	50	Inside security perimeter; WS-50; visibility of noncontact visiting booths rooms/area; camera monitoring of booths; if feasible, combine with officer workstation covering contact visits (see 8.404)
<b>8.300 Total Net Square Feet</b>					<b>750</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>8.300 Total Gross Square Feet</b>					<b>1,050</b>	
<b>8.400 Contact Visitation</b>						
<i>Contact Visitation Room - Entry/Exit</i>						
8.401	Contact Visitation Entry/Exit - Visitor	-	1	0/area	0	Interlocked access door from within main pedestrian sallyport (see 4.401); operated by remote electronic release by central control; square footage included in 8.400 grossing factor

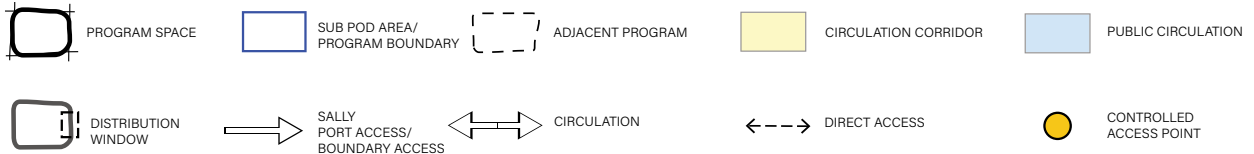
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
8.402	Contact Visitation Entry/Exit - Inmate		1	0/area	0	Bridges secure facility and contact visitation staging room (see 8.403); secure entry/exit door on secure facility side; operated by remote electronic release by central control and/or visitation officer; authorized staff may enter/exit via card reader or biometric means; intercom on each side of door
8.403	Contact Visitation Staging Room	2-8	1	400/room	400	Provides access to/from inmate contact visitation entry/exit (see 8.402) & to/from contact visitation room; pre-search waiting w/ bench seating for 6; 2 search cubicles sized for strip searches - each w/ low wall/privacy partition & wall-mounted padding; post-search waiting w/ bench seating for 6; work counter w/ laptop for inmate identification & visit confirmation; requisite data technology
<i>Contact Visitation Room</i>						
8.404	Officer Workstation	1	1	50/wkstn	50	Located within contact visitation room; WS-50; visibility of noncontact visiting booths rooms/area; camera monitoring of visitation rooms; if feasible, combine with officer workstation covering noncontact visits (see 8.305)
8.405	Contact Visitation Room - Individual	2	5	80/room	400	Accessible from contact visitation room; table & loose chairs for 2 people; sound attenuation measures; requisite data & transmission technology; no video/audio recording capability; camera monitored; glazing with visibility from officer station
8.406	ADA Contact Visitation Room - Individual	2	1	80/room	80	Accessible from contact visitation room; requisite accessibility & mobility features; table & loose chairs for 2 people; sound attenuation measures; requisite data & transmission technology; no video/audio recording capability; camera monitored; glazing with visibility from officer station
8.407	Contact Visitation Room - Group	2-4	1	100/room	100	Accessible from contact visitation room; table & loose chairs for 4 people; sound attenuation measures; shackle bolt; requisite data & transmission technology; no video/audio recording capability; camera monitored; glazing with visibility from officer station
8.408	ADA Contact Visitation Room - Group	2-4	1	100/room	100	Accessible from contact visitation room; requisite accessibility & mobility features; table & loose chairs for 4 people; sound attenuation measures; shackle bolt; requisite data & transmission technology; no video/audio recording capability; camera monitored; glazing with visibility from officer station
8.409	Water Cooler	-	1	0/area	0	Located within contact visitation room; ADA accessible; wall-mounted; amount per code; square footage included in 8.400 grossing factor
8.410	ADA Restroom - Visitor	1	1	50/room	50	Accessible from contact visitation room; requisite mobility & accessibility features; gender neutral
8.411	ADA Restroom - Inmate	1	1	50/room	50	Accessible from contact visitation room; requisite mobility & accessibility features
8.412	ADA Restroom - Staff	1	1	50/room	50	Accessible from contact visitation room; requisite mobility & accessibility features; gender neutral
8.413	Trash Alcove	-	1	20/area	20	Located within contact visitation room; regular and recycled trash (may be built in)

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
8.414	Janitor Closet	-	1	40 /room	40	Accessible from contact visitation room; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>8.400 Total Net Square Feet</b>					<b>1,340</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>8.400 Total Gross Square Feet</b>					<b>1,876</b>	
		<b>8.000</b>	<b>Total Interior Net Square Feet</b>		<b>2,250</b>	
		<b>8.000</b>	<b>Total Interior Gross Square Feet</b>		<b>3,150</b>	

8.000 Visitation - Functional Adjacency Diagrams



LEGEND:



## 9.000 Programs and Services

The program and services component includes those areas associated with all inmate programs and services, work programs as well as the volunteer programs. To the degree possible, spaces will be shared to reduce space inefficiencies while maintaining the integrity of the intended function.

Programs will be offered to inmates that are appropriate for their needs and lengths of stay. These may include academic education, vocational training, skills development, religious programs, and various treatment programs. In addition, inmates will be provided access to both legal and recreational library books/resources.

Before inmates are assigned to programs and services, a determination of each inmate's risk (level of dangerousness) and needs (conditions and services necessary to maintain the inmate's physical and psychological wellbeing) must be made. This is accomplished through an appropriate inmate classification system. Residency section staff process inmate requests for programs and/or services.

While programs and services will be primarily decentralized and located near the housing pod to minimize travel distances, there will continue to be programs delivered in a central location (e.g., religious, vocational education, etc.).

The Offender Services section will provide coordination and oversight of programs, activities, and services provided at the OCCC. Within the Department of Public Safety, Oahu sections of the following branches Corrections Program Services Division include:

- a. Library Services
- b. Education Services
- c. Substance Abuse Services
- d. Volunteer Services

Upwards of 125 volunteers provide programs and services to the inmates housed at the OCCC as well as contracted professionals. Prior to entering the facility, approved volunteers and contracted professionals will check in at the public reception desk using the ID bar-code badge reader, which electronically tracks volunteer and contracted professional activity.

### 9.100 Programs and Services Administration

1. The administrative and support function of this component will be located centrally and be in a suite configuration, which will be easily accessed by staff, professionals, and volunteers. Entry to the programs and services administration (administration) suite will be controlled to prevent casual access. Card reader or biometric access (authorized staff only) or other staff-controlled system may be used to control movement in and out of this area. Only staff is authorized in this area, although work line inmates may be authorized to perform housekeeping services on a scheduled basis.
2. There will be a reception waiting area for visitors to this area, who will be greeted by the office assistant assigned to programs and services administration (administration).
3. Office and workspace will be provided within the administration suite for the following programs and services positions and functions:
  - a. Education Supervisor
  - b. Education Specialist (2)
  - c. Educators (6)
  - d. Chaplain
  - e. Assistant Chaplain
  - f. Volunteer/Contractor Coordinator
  - g. Office Assistant
  - h. Volunteers
  - i. Visiting professionals, staff, or future expansion

Office design and furniture and equipment will be commensurate with assigned responsibilities.

4. Office and/or workspace for the following programs and services staff shall be located as follows:
  - a. Caseworkers – there shall be caseworkers assigned an inmate caseload on a 1:128 staff/inmate ratio (approximately), and who shall have designated office/workspace in their respective assigned decentralized programs and services center (see 6.600 Decentralized Programs and Services & 6.700 Reception Housing – Decentralized Programs and Services Center).
5. For future planning purposes, records generated by programs and services will be assumed to be electronic in nature (e.g., attendance sheets, schedules) and an integrated component of the JMS system. Therefore, limited space is provided for programs records storage.
6. Within the programs and services administration suite, a conference room sized for eight, a printer/copier work alcove (includes office supply storage), a staff breakroom, a water cooler, staff restrooms, and a janitor closet will be provided.

### 9.200 Central Programs and Services

1. The central programs and services center (CPSC) includes the program space and support space for several program functions, which include education and treatment programs and activities. Ideally, these programs/services can be located within a single zone to maximize staff observation and should be adjacent to programs administration (see 9.100 Programs and Services Administration).
2. The CPSC will provide spaces to support:
  - a. Academic/Vocational instruction
  - b. Religious services
  - c. Treatment services
  - d. Library
3. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the central program security officer's workstation. Bench seating for inmates being staged for programs and services will be provided adjacent to the security officer's workstation.
4. Generous glazing in the programs and activity rooms on the walls adjoining the circulation corridor and/or central location of the programs and services center will enhance supervision without disrupting the programmed activities.
5. The CPSC will contain one multipurpose room/classroom which will be designed and furnished similarly to traditional adult education classrooms and will be sized for 25 participants. The classroom will be equipped with CCTV capabilities to allow for programs to be live streamed or videotaped for later viewing in the housing units.
6. A GED/ABE classroom designed and furnished with a teacher station and tablet carrels will be provided and sized for 20 participants. In addition to GED/ABE education, this classroom may be used to augment program delivery for other programs offered at the OCCC.
7. Tablets will be used as a delivery method to augment program delivery for many programs and services offered at the OCCC. A centralized software system with appropriate file servers will be required to serve the Wi-Fi-capable tablets and is to be in a secure server room proximal to the central classrooms.
8. To enhance the flexibility for their use, tablets will be acquired and stored in a secure location within the CPSC and checked out for specific programs on an as-needed-basis. A secure closet is provided for storage of supplies and expensive and/or adaptive instructional materials/equipment as well as an electronics storage/recharging station with docking stations to store and recharge tablets.
9. A media room is provided to facilitate remote instruction and treatment opportunities throughout the facility. It will have the requisite data and transmission technology to allow simultaneous video conferencing between multiple locations.



10. Vocational education may be offered through at least two different avenues. First, the GED/ABE classroom may serve to deliver pre-vocational education that will allow inmates to explore different vocational interests and complete aptitude assessments. In addition, the cognitive and affective learning associated with a vocation may occur in one of the multipurpose rooms/classrooms. Second, vocational education may be offered through the food service and maintenance programs. Food service is where culinary arts psychomotor (hands on, demonstration) training can occur – tools/knife skills, basic foods/sauces, etc. (see 10.400 Food Preparation). For example, for culinary arts, the *Safe-Serv* certification training may occur in the classroom, while the basic food service skills training may occur within the jail kitchen. Maintenance is where basic instruction and skill building in the various trades such as plumbing, electrical, carpentry, etc. can occur (see 13.100 Maintenance Shop/Stockroom).
11. No space is designated for jail industries. In lieu of specialized space, any jail industries offered shall be suitable in nature for and delivered within one of the three multipurpose rooms/classrooms. Any jail industry established will need to be ‘clean,’ such as assemble/test electronic parts, sewing, street sign manufacture, etc. It shall not require special air handling or ventilation systems or designated warehouse. The jail industry may also support vocational training; for example, baking and selling of bread made in the culinary arts program.

### Religious Services

12. Religious services may occur within one of the central multipurpose rooms/classrooms. It is here that services may be live streamed directly to the housing pods and/or decentralized multipurpose rooms/classrooms.
13. Individual religious counseling will occur within inmates’ respective decentralized programs and services center as well as small group religious activities such as bible study.
14. Located within the CPSC, specially designated storage for religious articles and program equipment/materials will be provided.

### Library Services

15. Recreational reading materials will be primarily available via tablets, which will be available within an inmate’s assigned housing pod. A limited supply of books will be available for distribution to inmates ineligible for a tablet. Each housing dayroom will have a book cart from which inmates may also select reading materials; these reading materials will be routinely refreshed with new books. A centrally located workroom will be provided where books will be processed and prepared for circulation via the book carts.
16. Legal research will rely on the use of a web-based computerized legal research system. At least one tablet within each housing pod will be configured to conduct legal research. The legal research tablets will have the requisite data and transmission technology and be networked to the printer in the respective decentralized programs and services center, which is where an inmate may electronically forward the legal research document(s) for printing.
17. Within the recreational library workroom, workstations are provided for a librarian and a library technician.

### Recreation/Exercise

18. Opportunities for outdoor exercise will be provided adjacent to each housing pod, and inmates will be permitted to freely access the outdoor exercise facilities during scheduled times. Direct access to the exercise area is through a door located within the housing pod dayroom. See report sections 6.000 Housing and 7.000 – Health Care (7.400 Medical Beds and 7.500 Mental Health Beds) for a more detailed description of recreation and exercise.

### Hair Care

19. Hair care services will be provided within the respective decentralized programs and services centers. See report section 6.600 Decentralized Programs and Services and 6.700 Reception Housing – Decentralized Programs and Services for a more detailed description of hair care services.

### CPSC Ancillary Spaces

20. Within the CPSC, inmate restrooms, a water cooler, and a janitor closet will be provided.
21. In a CPSC staff-only area, a printer/copier work alcove (includes office supply storage) and a staff restroom will be provided.

## 9.000 Programs and Services – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>9.100 Programs and Services Administration</b>						
9.101	Programs/Services Administration Entrance - Secure Door	-	1	0/area	0	Provides access to/from facility circulation corridor to/from programs/services administration suite; door - electronic release by programs/services administration staff (see 9.103) and/or access by card reader, pin code, and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 9.100 grossing factor
9.102	Reception Waiting	2-4	1	100/area	100	Located within administration suite; adjacent to entrance (see 9.101); RW-100
9.103	Office Assistant	1	1	64/wkstn	64	Located adjacent to & facing reception waiting (see 9.102); WS-64; controls to suite entrance door
9.104	Education Supervisor	1	1	120/office	120	OF-120
9.105	Education Specialist	1-2	1	150/office	150	Shared office; OF-150
9.106	Educator Workroom	6	1	384/office	384	Adjacent to education specialists' office (see 9.105); shared office; 6 WS-64
9.107	Chaplain	1	1	100/office	100	OF-100
9.108	Assistant Chaplain	1	1	64/wkstn	64	Adjacent to chaplain's office (see 9.107)
9.109	Volunteer/Contractor Coordinator	1	1	100/office	100	OF-100
9.110	Volunteer Work Area	3	1	150/office	150	Shared office; 3 WS-50
9.111	Shared Office - Unassigned	1-2	1	150/office	150	OF-150; visiting professionals/staff or future expansion
9.112	Programs Records Storage	-	1	50/area	50	Located within administration suite; file cabinets
9.113	Conference Room	6-8	1	200/room	200	Accessible from administration suite; CF-160 sized for 8
9.114	Printer/Copier Work Alcove	-	1	75/area	75	Located within administration suite; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
9.115	Breakroom - Staff	4-6	1	180/room	180	Accessible from administration suite; BR-180
9.116	Water Cooler	-	1	0/area	0	Located within administration suite; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 9.100 grossing factor
9.117	Restroom - Staff	1	1	40/room	40	Accessible from administration suite; gender neutral
9.118	ADA Restroom - Staff	1	1	50/room	50	Accessible from administration suite; requisite mobility & accessibility features; gender neutral
9.119	Janitor Closet	-	1	40/room	40	Accessible from administration suite; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>9.100 Total Net Square Feet</b>					<b>2,017</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>9.100 Total Gross Square Feet</b>					<b>2,521</b>	

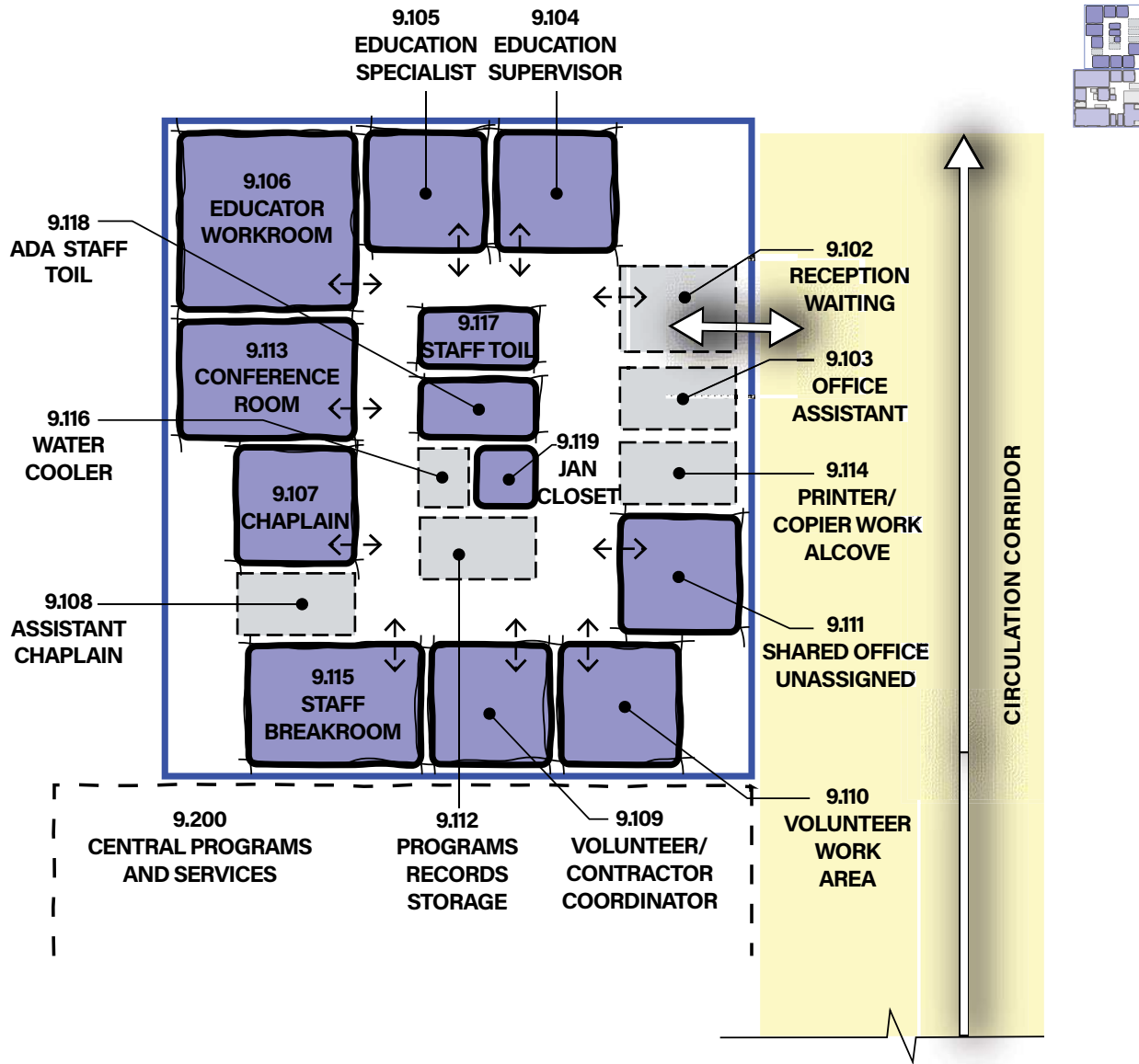
## 9.000 Programs and Services

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
9.200	Central Programs and Services					<i>Adjacent to 9.100 Programs and Services Administration</i>
9.201	Central Programs/Services Center (CPSC) Entrance - Secure Door	-	1	0/area	0	Provides access to/from facility circulation corridor to/from central programs/services center; door - electronic release by central programs security officer (see 9.202) and/or access by card reader, pin code, and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 9.200 grossing factor
9.202	Program Security Officer	1	1	64/wkstn	64	Located within CPSC; WS-64; door controls; visibility into the area maximized
9.203	Waiting - Inmate	25	1	10/pers	250	Located within CPSC; bench seating; alcove proximal to program areas with good visibility from officer workstation (see 9.202)
9.204	Multipurpose Room/ Classroom	25	1	25/pers +50	675	Accessible from CPSC; teacher station, narrow 2-person learning tables (collapsible), sturdy molded plastic chairs, white board, smart TV/board; configured for video learning and/or live streaming w/ two-way communication between instructional & learning sites (housing pod and/or decentralized programs & services centers); CCTV capabilities; requisite data & transmission technology; glazing with visibility from programs center circulation area; wireless printers; extra 50 nsf for storage closet or cabinets
9.205	GED/ABE Classroom	20	1	25/pers +50	550	Accessible from CPSC; adjacent to secure file server room (see 9.206); tablet carrels; requisite data & transmission technology; glazing with visibility from programs center circulation area; extra 50 nsf for teacher station and storage
9.206	Secure Server Room	-	1	100/room	100	Accessible from CPSC; adjacent to GED/ABE classroom (see 9.205)
9.207	Electronics/Recharging Closet/Program Supply Storage	-	1	150/room	150	Accessible from CPSC; proximal to classrooms; shelving with docking stations for storing/recharging tablets; electrical receptacles; adjustable shelves, storage bins, ample floor space for larger items
9.208	Media Room	1-2	1	150/room	150	Accessible from CPSC; remote delivery of instruction & treatment; multiple monitors; electronic whiteboards; ADA-accessible instructor/facilitator station w/ laptop computer, headset, & height-adjustable stool; requisite data & transmission technology
9.209	Religious Article Storage	-	1	150/room	150	Accessible from CPSC; adjacent to multipurpose room designated for religious services; adjustable shelves; storage bins; ample floor space for larger items; rolling cart
9.210	Recreational Library Workroom	-	1	200/room	200	Accessible from CPSC; 1 WS-64; temporary book storage; counter space for marking books; space for book carts
9.211	Librarian	1	1	80/wkstn	80	Located within recreational library workroom; WS-80
9.212	Library Technician	1	1	50/wkstn	50	Located within recreational library workroom; WS-50
9.213	Restroom - Inmate	1	1	40/room	40	Accessible from CPSC
9.214	ADA Restroom - Inmate	1	1	50/room	50	Accessible from CPSC; requisite mobility & accessibility features
9.215	Water Cooler	-	1	0/area	0	Located within CPSC; ADA accessible; wall-mounted; amount per code; square footage included in 9.200 grossing factor

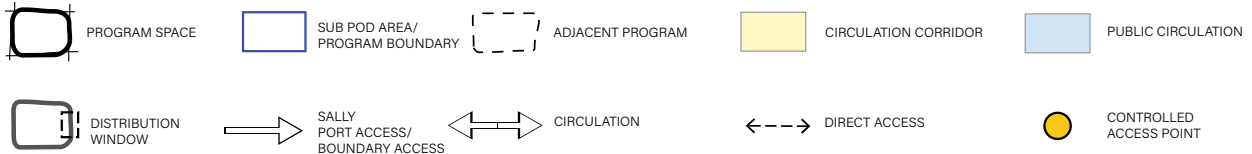
9.000 Programs and Services

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
9.216	Janitor Closet	-	1	40 /room	40	Accessible from CPSC; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
9.217	Printer/Copier Work Alcove	-	1	75 /area	75	Located within CPSC staff-only area; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; mail slots; shredder; recycling bins
9.218	ADA Restroom - Staff	1	1	50 /room	50	Accessible from CPSC staff-only area; requisite mobility & accessibility features; gender neutral
<b>9.200 Total Net Square Feet</b>					<b>2,674</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>9.200 Total Gross Square Feet</b>					<b>3,744</b>	
<b>9.000 Total Interior Net Square Feet</b>					<b>4,691</b>	
<b>9.000 Total Interior Gross Square Feet</b>					<b>6,265</b>	

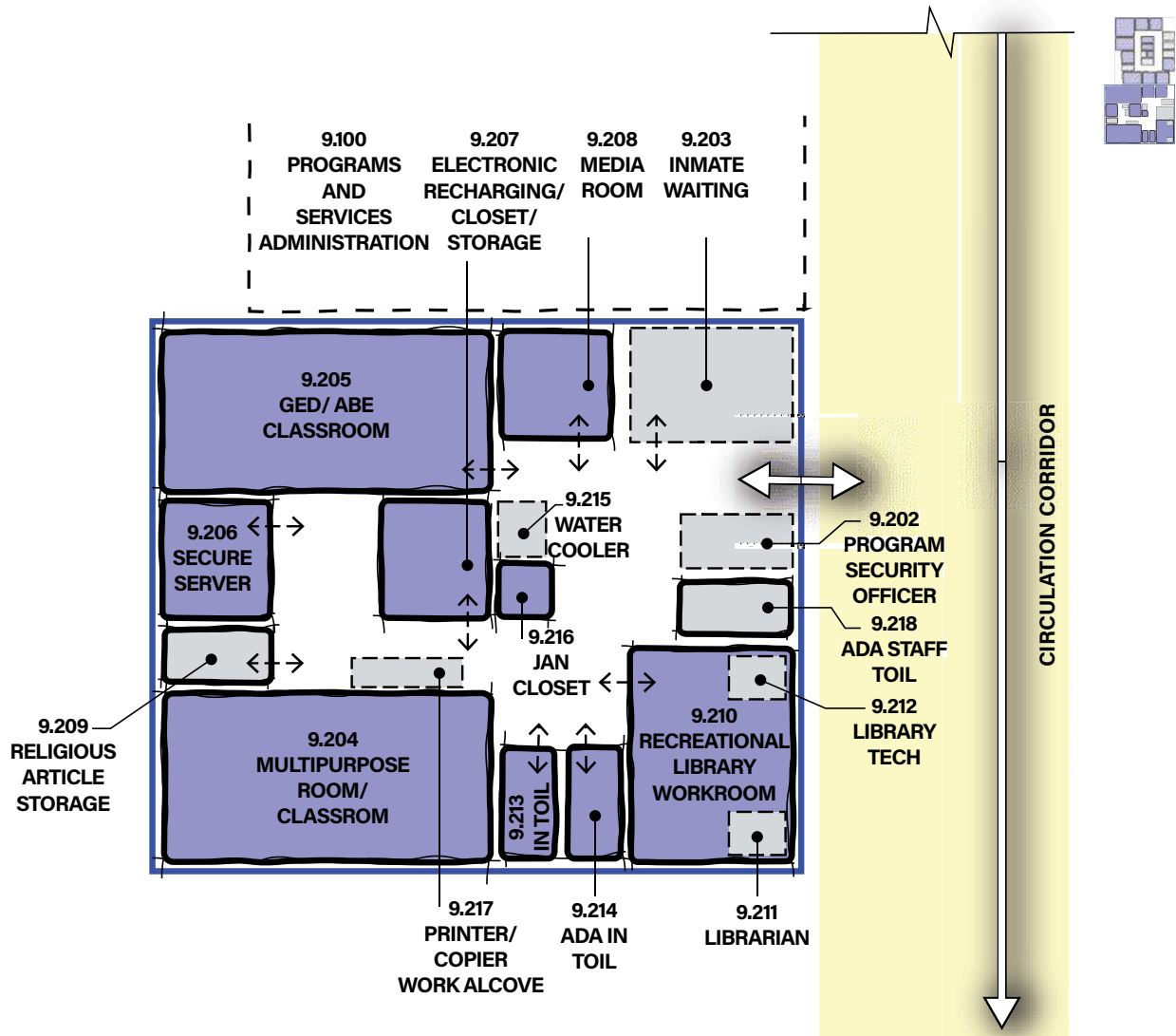
9.000 Programs and Services - Functional Adjacency Diagrams



LEGEND:



9.000 Programs and Services - Functional Adjacency Diagrams



LEGEND:

- PROGRAM SPACE
- SUB POD AREA/ PROGRAM BOUNDARY
- ADJACENT PROGRAM
- CIRCULATION CORRIDOR
- PUBLIC CIRCULATION
- DISTRIBUTION WINDOW
- SALLY PORT ACCESS/ BOUNDARY ACCESS
- CIRCULATION
- DIRECT ACCESS
- CONTROLLED ACCESS POINT

## 10.000 Food Service

The goal of the food service operation is to provide nutritionally adequate meals daily that are prepared and served under sanitary conditions at a reasonable cost. The food service area will meet the dietary needs of all inmates assigned to the OCCC, Laumaka Pre-release Center, and the Community Transitional Center as well as staff who are on duty during meal periods. The anticipated population to be served is 1,422 inmates: 1,032 at OCCC; 270 at the Community Transitional Center; and 120 at Laumaka Pre-release Center.

The food service area is physically sized to accommodate a future anticipated service load of 1,681 inmates (this includes potential expansion up to an additional 256 inmates, if feasible) plus staff; although, initial equipment will be that required for the initial capacity of 1,422 inmates plus staff. This approach is used due to the complexity of trying to add additional physical space to the food service area in the future by having physical space available for additional equipment. As presently being planned, the food service operation will not support conventional cook-chill production.

Meals will be produced in accordance with a cycle menu (with seasonal variations). A registered dietitian will develop menus that meet or exceed the allowances of the Recommended Dietary Requirements as set for by the U.S. Federal Government. Special therapeutic diets may be ordered and/or approved by a licensed physician, and dietary modifications will be consistent with religious requirements and current OCCC policies.

The proposed food service operation will be a cook/serve operation, which will operate on a 24-hour/7-day per week basis. Three meals, including at least two hot meals, will be served daily. Workline inmates, under the direction and supervision of trained professional staff, will serve as the primary workforce in the kitchen.

Inmate meals will be served in the housing pod dayrooms on sectioned insulated self-covering food trays; some meals may be served cell side or bedside. The trays will be portioned uniformly and swiftly in the production kitchen to maintain temperature, portion- and cost-control capability. Thermal trays will be placed in food carts and transported to the various housing areas and returned upon conclusion of the meal. Each housing pod will require designated cart holding/ staging space with power supply to maintain required temperatures prior to meal distribution. Doorways and circulation paths must be sized to accommodate the food carts.

The kitchen will have storage areas for cold and frozen foods, dry goods storage, food production, meal and tray assembly, cart storage and staging, scullery (pots and dishwashing), cart washing, office space. The kitchen will have proximal access to the loading dock and staging area (see 12.000 Warehouse/Commissary).

To the degree possible, inmates will be afforded opportunities to perform some meaningful duties in the food service department. The skills inmates develop in food services are highly marketable: thus, these inmates will be in a better position to successfully reintegrate into the community. A culinary arts program will consist of various curriculum and skill-building activities and will offer certifications presentable to a prospective employer. One program that will be made available to inmate food service workers is ServSafe®, a nationally recognized certification program for food service workers, which will have real-world application upon an inmate's return to the community.

### 10.100 Food Service Administration

1. The food service manager will oversee and direct all facets of food storage, preparation, serving, and cleaning and sanitation. The assistant food service manager will have oversight responsibility for day-to-day food service operations. An elevated shared office with clear sight lines and visibility over the production area through one-way vision panels on all sides will be provided for the food service managers.
2. Within food service operations in a staff-only zone, a printer/copier work alcove (includes office supply storage), a staff breakroom (sized for 4), a water cooler, and a staff restroom are provided.



### 10.200 Workline Inmate Processing

1. Workline inmates assigned to the kitchen will check in/out with the food service security officer. Inmates are subject to search when reporting for and when leaving work. A room is provided for processing workline inmates in and out of the food service area, with a search area, changing cubicles, cubbies for storing issued clothing, shelving for storing work whites, and cart staging for soiled uniforms.

#### *Full Body Scanner*

2. Prior to returning to their assigned housing pod, workline inmates will be subject to a full body scanner search. This full body scanner search area will be located in such a manner that all workline inmates assigned to food service, laundry, maintenance, and the warehouse must first pass through the scanner before returning to their assigned housing pod.

### 10.300 Food Storage

1. Primary storage will include adequate freezer ( $\leq 0$  degrees), refrigerator (35-40 degrees), and dry (45-80 degrees) storage space to accommodate approximately 45 days' production needs. The food storage area is to be separate and distinct from the other facility storage areas.
2. Proximity to the loading dock/ staging area (see 12.000 Warehouse/Commissary) is required for ease of movement of frequent food delivery to the appropriate food storage areas. All food will be delivered to the warehouse loading dock and, upon delivery to the facility, items will be weighed, checked, and placed into primary storage within the food service component. Primary food storage spaces will be accessible from both the facility circulation spine and the food production area.
3. Storage will accommodate conventional dunnage racks and multi-tier mobile shelving, with no pallets entering the storage area and/or any high-bay storage. Primary storage will be accessible only to staff and selected workline inmates.

### 10.400 Food Service Preparation

1. The kitchen will be as open as practical with sight-obstructive equipment located against perimeter walls to the maximum practical extent. The design of the kitchen should facilitate the one-way movement of product from one end of the kitchen (incoming) to the other end (outgoing) of the meal preparation process. The food preparation areas will operate daily, providing two hot meals and one cold meal. Prepackaged lunches will be the cold meal and delivered each day with the morning hot meal for consumption at the inmate's convenience.
2. A workstation is provided for the on-duty cook and the food service security officer. The on-duty cook's workstation will be located proximal to the food service manager's office. The food service security officer will have a centrally located elevated workstation that will have a low wall or railing system and will have good visibility of the entire kitchen with direct views of entry/exit points.
3. The main cooking area will provide for a flow sequence moving from the food storage areas to food preparation areas to the cooking areas to the tray assembly areas (two lines). It will include ingredient assembly, hot food production, cold food production, tray assembly, and pre-delivery tray staging. Chilling equipment will be included as a way to deal with leftovers and minimize waste. Storage of clean food carts will be provided proximal to the tray assembly area.  
  
The ingredient assembly area will organize menu ingredients for each day's production including drawing ingredients from primary storage, weighing, menu portioning, powered and edged tool modifying (slicing, chopping, cutting, etc.), organizing per menu and final preparation method, and stored.
4. A separate diet kitchen area will be provided for preparing special meals for those with medical needs, chewing impairments, allergies, etc. and/or religious dietary requirements. Special diet meals will be pre-assembled and labeled appropriately after assembly for distribution.

5. On-duty food service staff will provide accountability for edged and/or other critical tools for which a staff-controlled tool closet is provided.
6. A water cooler, a staff restroom, an inmate breakroom, inmate restrooms, and a janitor closet will be provided with ready access from the food service production areas.
7. Regarding infrastructure, consideration will be given to centralized water treatment in response to mineral content of local water, and to centralized or localized steam generation for steam-jacketed kettles and other appropriate items.

### *Culinary Arts Classroom*

8. A culinary arts classroom is provided adjacent to the food production areas as part of overall inmate programs. The classroom will be sized to accommodate 12 food service workline inmates and will include food preparation equipment as well as a demonstration counter. A separate staff-controlled closet within the culinary arts classroom will be provided for secure storage of tools on a shadow board (class C) and implements.
9. The culinary arts classroom may also be utilized for orienting new food service workline inmates to the food service operations and its corresponding requirements and responsibilities as well as a dining/break area for food service workline inmates.

### 10.500 Sanitation

1. At the conclusion of meal periods, staff will retrieve the leftovers, soiled trays, and food service carts for return to the sanitation area. Separate space and equipment are provided for washing pots, dinnerware/utensils/trays, and carts.
2. Carts will be cleaned prior to return to the cart storage/staging area.
3. Chemicals used in this area will be stored in a secure room, with access controlled by staff when they are needed.
4. An emergency eyewash station and a janitor closet will be provided within the sanitation area.
5. Waste material will be staged as it is gathered, then taken to the trash areas off of the loading dock.

### 10.600 Staff Dining

1. A staff dining room will be located inside the security perimeter and proximal to the food service production area. Staff may use this room as a break and meal area.
2. Meals prepared through the food service component will be available to on-duty staff. Staff may opt to bring their own meals into the facility, which will be subject to security screening.
3. Meals will be served buffet style. As such, the following is provided:
  - a. buffet stations with slide trays
  - b. salad bar with slide trays
  - c. beverage dispenser(s)
  - d. clean and soiled tray, dinnerware, cups, etc. staging
4. The staff dining room will be able to accommodate up to 45 people with tables and loose chairs of up to four-to-six people each, and will include a vending alcove, lounge seating with TV, a counter with a coffeemaker, microwave, and sink, a full-size residential refrigerator, storage cabinetry, and a trash alcove.
5. Workline inmates will provide periodic cleaning of tabletops, chairs, and other service equipment and fixtures in the staff dining room.
6. A weather-protected outdoor area accessible from the staff dining room will be provided for staff to eat their meals and relax.

7. Within the staffing dining room, staff restrooms, a water cooler, and a janitor closet will be provided.

#### 10.700 Parking – Food Service Vehicles

1. Parking is needed for designated food service vehicles, which are used to deliver meals/food product to the Community Transitional Center and Laumaka Pre-release Center and include the following vehicles:
  - a. Two box trucks
  - b. One minivan

Parking for these vehicles should be proximal to the warehouse loading dock (see 12.200 Service Yard/Loading Dock).

10.000 Food Service – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>10.100 Food Service Administration</b>						
10.101	Food Service Managers	2	1	150/office +60	210	Accessible from food service production area; OF-150; shared office for use by food service manager & assistant food service manager; elevated office w/ clear sight lines & visibility over production areas; one-way vision panels on all sides; extra 60 nsf for conference table w/ seating for 4
10.102	Printer/Copier Work Alcove	-	1	75/area	75	Located within staff-only area adjacent to production area; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; mail slots; shredder; recycling bins
10.103	Breakroom - Staff	2-4	1	120/room	120	Accessible from staff-only area adjacent to production area; BR-120
10.104	Water Cooler	-	1	0/area	0	Located within staff-only area adjacent to production area; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 10.100 grossing factor
10.105	ADA Restroom - Staff	1	1	50/room	50	Accessible from staff-only area adjacent to production area; requisite mobility & accessibility features; gender neutral
<b>10.100 Total Net Square Feet</b>					<b>455</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>10.100 Total Gross Square Feet</b>					<b>637</b>	
<b>10.200 Workline Inmate Processing</b>						
10.201	Workline Inmate Processing Entrance - Secure Door	-	1	0/area	0	Provides access to/from circulation spine to/from workline inmate processing; controlled access door - electronic release either by central control, and/or access by card reader, pin code and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 10.200 grossing factor
10.202	Food Service Workline Inmate Processing	10-15	1	300/room	300	Adjoins & provides direct access to/from food service production area (see 10.400); 3 changing/search cubicles sized for strip searches (low wall or privacy partition); wall-mounted padding; 20 day-use cubbies; shelving for clean work white uniforms; 2 bench seating areas - 1 designated pre-search & 1 designated post-search; soiled uniform cart staging; hand sink or sanitizer; work counter w/ laptop; requisite data technology
<i>Full Body Scanner</i>					<i>Serves Food Service, Laundry, Maintenance, Warehouse</i>	
10.203	Inmate Staging - Pre-search	25	1	7/pers	175	Standing only
10.204	Full Body Scanner/Station	1-4	1	200/area	200	Full body scanner & monitoring station; table for loose items; requisite data technology; secure shelving for storage of handheld metal detector, gloves, sanitizer, etc.
10.205	Pat Search Alcove	2	2	40/area	80	Wall-mounted padding; shelf; requisite privacy; hand sink or sanitizer
10.206	Inmate Staging - Post-search	25	1	7/pers	175	Standing only
<b>10.200 Total Net Square Feet</b>					<b>930</b>	
<b>Grossing Factor</b>					<b>1.30</b>	
<b>10.200 Total Gross Square Feet</b>					<b>1,209</b>	

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>10.300 Food Storage</b>						
10.301	Primary Walk-in Refrigerator	-	3	400 /room	1,200	2 secure access points - 1 from facility circulation spine & 1 from food production area; access via key and/or card reader or pin code (authorized staff only); storage of delivered refrigerated food equipped with shelving and dunnage racks
10.302	Primary Walk-in Freezer	-	4	500 /room	2,000	2 secure access points - 1 from facility circulation spine & 1 from food production area; access via key and/or card reader or pin code (authorized staff only); storage of delivered frozen food equipped with shelving and dunnage racks
10.303	Primary Dry Storage	-	1	2,500 /room	2,500	2 secure access points - 1 from facility circulation spine & 1 from food production area; access via key and/or card reader or pin code (authorized staff only); storage of delivered dry goods equipped with shelving and dunnage racks
<b>10.300 Total Net Square Feet</b>					<b>5,700</b>	
<b>Grossing Factor</b>					<b>1.30</b>	
<b>10.300 Total Gross Square Feet</b>					<b>7,410</b>	
<b>10.400 Food Service Production</b>						
10.401	Food Service Security Officer	1	1	64 /wkstn	64	Located within food service production area; 1 WS-64; elevated workstation; low wall/railing system; good visibility of entire kitchen w/ direct views of entry/exit points
10.402	Food Service On-duty Cook	1	1	64 /wkstn	64	Located proximal to food service manager office (see 10.101); 1 WS-64
10.403	Ingredient Assembly Area	-	1	300 /room	300	Recipe portioning and initial handling of food for current day's production equipped with food handling/processing equipment, worktables with sinks, mobile pan racks, hand sink, three compartment sink
10.404	Issue Walk-in Refrigerator	-	1	325 /room	325	Storage of refrigerated food for current day's production equipped with mobile pan racks, conventional shelving
10.405	Issue Walk-in Freezer	-	1	325 /room	325	Storage of frozen food for current day's production equipped with mobile pan racks, conventional shelving
10.406	Issue Dry Storage	-	1	325 /room	325	Storage of dry goods for current day's production equipped with mobile pan racks, conventional shelving
10.407	Cooking	-	1	1,000 /area	1,000	Hot food production equipped with ovens, pans, steamers, kettles, exhaust ventilators, fire protection and utility distribution systems, worktables, prep sinks, pan racks, utensil storage, hand sink
10.408	Cold Food Preparation	-	1	400 /area	400	Final mixing and handling of food prior to cooking; assembly of cold lunches for off-site consumption equipped with large mixer, worktables, prep sink, mobile pan racks, hand sink
10.409	Tray Assembly	-	1	500 /area	500	Portion menu items onto compartmented trays equipped with 2-sided tray conveyor, hot food wells, space for hot and cold food holding, holding of empty tray delivery carts
10.410	Tray Staging for Delivery	-	1	200 /area	200	Temporary storage of filled tray delivery carts awaiting delivery; assumes hot/cold carts

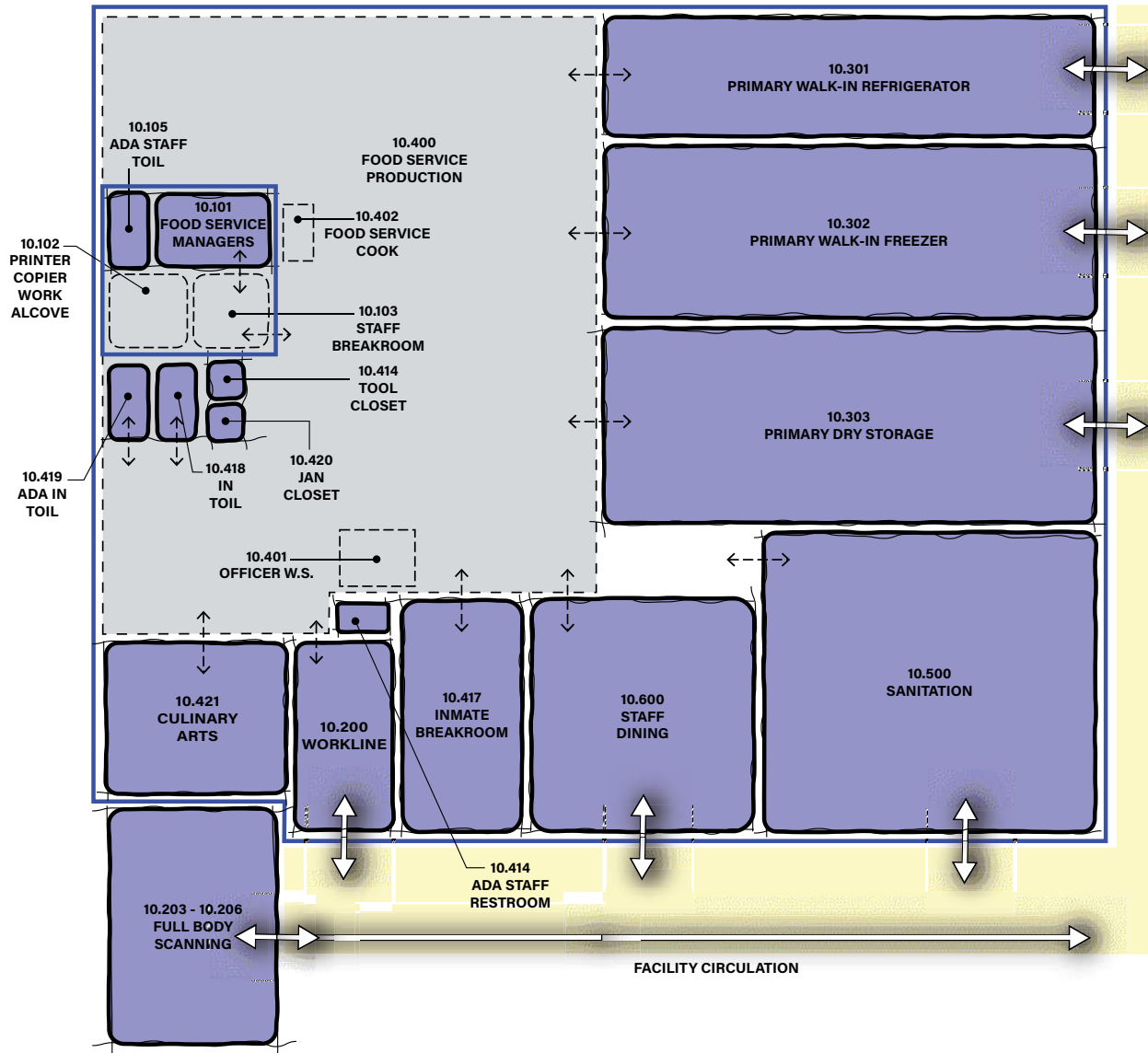
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.411	Chilling of Leftovers	-	1	100/area	100	Rapidly chill or freeze hot food through critical bacterial growth temperature range equipped with chiller/freezer(s), mobile pan racks, worktables
10.412	Clean Food Cart Storage	-	1	550/area	550	Proximal to tray assembly area (see 10.409); storage for 22 tray delivery carts (15 nsf) & 22 beverage delivery carts (9 nsf)
10.413	Special Diets	-	1	300/area	300	Separate area and equipment for preparing special diets
10.414	Tool Closet	-	1	40/room	40	Staff-controlled access; labelled pegboard array
10.415	Water Cooler	-	1	0/area	0	Located within food service production area; ADA accessible; wall-mounted; amount per code; square footage included in 10.400 grossing factor
10.416	ADA Restroom - Staff	-	1	50/room	50	Accessible from food service production area; requisite mobility & accessibility features; gender neutral
10.417	Breakroom - Inmate	20-25	1	375/room +50	425	Accessible from food service production area; seven 4-person tables/chairs; teacher station; white board; smart TV; requisite data & transmission technology; glazing with visibility from food service production area; extra 50 nsf for 1 WS-50
10.418	Restroom - Inmate	-	2	40/room	80	Accessible from food service production area; PREA-compliant privacy; glazing to be viewable; illuminated "occupied" signage prompted by motion sensor; alert tone to security officer workstation; running time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring
10.419	ADA Restroom - Inmate	-	1	50/room	50	Accessible from food service production area; requisite mobility & accessibility features; PREA-compliant privacy; glazing to be viewable; illuminated "occupied" signage prompted by motion sensor; alert tone to security officer workstation; running time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring
10.420	Janitor Closet	-	1	40/room	40	Accessible from food service production area; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Culinary Arts Classroom</i>						
10.421	Culinary Arts Classroom	12	1	20/pers +150	390	Single access point from food service inmate search area; classroom with teacher station; narrow 2-person learning tables (collapsible); sturdy molded plastic chairs; white board; smart TV; capacity for two-way video learning; requisite data & transmission technology; CCTV capabilities; glazing with visibility from food service production area; extra 150 nsf for food preparation equipment and demonstration counter
10.422	Tool Closet	-	1	40/room	40	Staff-controlled access; secure shadowbox

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>10.400 Total Net Square Feet</b>					<b>5,568</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>10.400 Total Gross Square Feet</b>					<b>7,795</b>	
<b>10.500 Sanitation</b>						
10.501	Soiled Tray Return	-	1	200 /area	200	Located within sanitation area; temporary storage of soiled trays and delivery carts awaiting washing equipped with tray delivery carts
10.502	Pot Washing	-	1	300 /area	300	Located within sanitation area; accumulation of soiled pots/cookware; three compartment sink with agitator, hand sink, waste collector
10.503	Ware Washing	-	1	750 /area	750	Located within sanitation area; accumulation of soiled items, ware and tray washing, and storage of cleaned ware equipped with clean and soiled storage shelves, three compartment sink with agitator, automatic ware washer, hand sink, waste collector
10.504	Cart Washing	-	1	125 /area	125	Located within sanitation area; washing of tray delivery carts and other large items equipped with retractable hose spray, floor troughs
10.505	Chemical Storage	-	1	100 /room	100	Accessible from sanitation area; staff-controlled access; storage of toxic cleaning supplies; shelving; chemical drums & pumps; adequate ventilation; portable emergency eyewash station
10.506	Emergency Eyewash Station	-	1	15 /area	15	Located within sanitation area; ADA accessible; plumbed; adjacent wall-mounted towel dispenser; trash receptacle
10.507	Janitor Closet	-	1	40 /room	40	Accessible from sanitation area; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
10.508	Trash Room - Recycling/Solid Waste Handling	-	1	250 /room	250	Accessible from sanitation area w/ direct proximal access to loading dock; prepare, sort, and store outgoing waste items (partial non-secure) equipped with auto waste can washer, worktable with sink, can crusher, recycling containers, air curtain
<b>10.500 Total Net Square Feet</b>					<b>1,780</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>10.500 Total Gross Square Feet</b>					<b>2,492</b>	
<b>10.600 Staff Dining</b>						
10.601	Buffet Station	-	3	65 /area	195	Located within staff dining room; 2 buffet stations w/ tray slides; 1 salad bar w/ tray slides; requisite receptacles
10.602	Beverage Dispenser	-	1	40 /area	40	Located within staff dining room; requisite electrical connections/outlets
10.603	Clean Tray/Dinnerware	-	1	40 /area	40	Located within staff dining room; rolling shelves to accommodate clean issue of trays, dinnerware, cups/mugs, etc.
10.604	Soiled Tray/Dinnerware	-	1	40 /area	40	Located within staff dining room; rolling shelves to accommodate soiled trays, dinnerware, cups/mugs, etc.
10.605	Staff Dining Area	45	1	20 /pers	900	Located within staff dining room; combination of 4-place & 6-place tables/chairs
10.606	Lounge Area	6-8	1	200 /area	200	Located within staff dining room; comfortable seating; TV; coffee/end table(s); requisite electrical connections/outlets

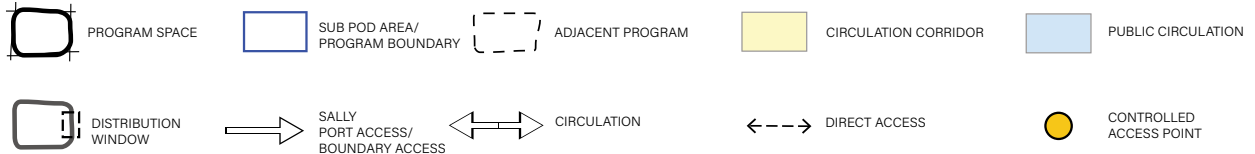
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.607	Vending Alcove	-	1	120 /area	120	Located within staff dining room; 5 vending machines; requisite electrical connections/outlets
10.608	Food/Beverage Station	-	1	100 /area	100	Located within staff dining room; counter w/ coffeemaker, microwave, & sink; residential refrigerator; storage cabinetry; requisite electrical connections/outlets
10.609	Trash Alcove	-	1	20 /area	20	Located within staff dining room; regular & recycled trash (may be built in)
10.610	Greenspace - Staff	-	1	(500)/room	(500)	Area accessible from staff dining room (see 10.605); weather protected; picnic tables; bench seating; 100' from building
10.611	Restroom - Staff		2	40 /room	80	Accessible from staff dining room; gender neutral
10.612	ADA Restroom - Staff		1	50 /room	50	Accessible from staff dining room; requisite mobility & accessibility features; gender neutral
10.613	Water Cooler	-	1	0 /area	0	Located within staff dining room; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 10.600 grossing factor
10.614	Janitor Closet	-	1	40 /room	40	Accessible from staff dining room; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>10.600 Total Net Square Feet</b>					<b>1,825</b>	
<b>Grossing Factor</b>					<b>1.30</b>	
<b>10.600 Total Gross Square Feet</b>					<b>2,373</b>	
<b>10.600 Total Exterior Gross Square Feet</b>					<b>(500)</b>	
<b>10.700 Parking - Food Service Vehicles</b>						
10.701	Box Truck		2	(0)/area	(0)	See 12.000 Warehouse/Commissary - 12.206
10.702	Minivan		1	(0)/area	(0)	See 12.000 Warehouse/Commissary - 12.207
<b>10.000 Total Interior Net Square Feet</b>					<b>16,258</b>	
<b>10.000 Total Interior Gross Square Feet</b>					<b>21,916</b>	
<b>10.000 Total Exterior Gross Square Feet</b>					<b>(500)</b>	



10.000 Food Service – Functional Adjacency Diagrams



LEGEND:



## 11.000 Laundry

Centralized laundry services provide for the cleaning of issued clothing, towels, and washcloths four times per week, and cleaning of bed linens once per week. Inmates will be provided with cleaning/sanitizing agents necessary to clean their pillows and mattresses on a weekly basis. The central laundry will also handle laundering of items from food service, medical, and other departments for both the OCCC and the Community Transitional Center.

The central laundry will meet the washing needs of all inmates assigned to the OCCC. The anticipated population to be served is 1,032 inmates. However, the laundry area is physically sized to accommodate a future anticipated service load of 1,288 inmates (this includes potential expansion up to an additional 256 inmates, if feasible); although, initial equipment will be that required for the initial capacity of 1,032 inmates. This approach is used due to the complexity of trying to add additional physical space to the laundry area in the future by having physical space available for additional equipment.

The central laundry will operate five days per week, one shift per day. If needed, additional hours could be added in the future to handle additional laundry loads. Workline inmates, under the direction and supervision of trained staff, will serve as the primary workforce in the laundry.

To the degree possible, inmates will be afforded opportunities to perform some meaningful duties in the central laundry. The skills inmates develop in laundry services are highly marketable: thus, these inmates will be in a better position to successfully reintegrate into the community.

Each inmate entering the facility will receive three uniforms (including undergarments), two sheets, two towels, one face cloth, and one blanket. No issued items are specifically assigned to an individual inmate. Pursuant to the posted schedule, each inmate will be responsible for surrendering his soiled items for cleaning. The housing officer will supervise laundry collection and return within the housing pod. Staff will inspect items for contraband before placing into a laundry cart designated for soiled items and before returning cleaned items. Discovered contraband will be handled in accordance with established operating procedures. Inmate workers, under staff supervision, will transport the clean and soiled carts to/from the housing pod/central laundry.

### 11.100 Laundry Administration

1. The laundry manager will oversee and direct all facets of the central laundry operation. An elevated office with clear sight lines and visibility over the laundry areas through one-way vision panels on all sides will be provided for the laundry manager.
2. Within laundry operations in a staff-only zone, a printer/copier work alcove (includes office supply storage), a beverage station, a water cooler, and a staff restroom are provided.

### 11.200 Workline Inmate Processing

1. Workline inmates assigned to the central laundry will check in/out with the laundry security officer. Inmates are subject to search when reporting for and when leaving work. A room is provided for processing workline inmates in and out of the laundry area that includes a pat search area and search cubicles. Depending upon design, search areas for workline inmates assigned to laundry, warehouse, and maintenance may be consolidated into a single area.
2. Prior to returning to their assigned housing pod, workline inmates will be subject to a full body scanner search. This full body scanner search area will be located in such a manner that all workline inmates assigned to food service, laundry, maintenance, and the warehouse must first pass through the scanner before returning to their assigned housing pod (see 10.200 Food Service – Workline Inmate Processing).

### 11.300 Laundry Operations

1. The main laundry area is to be as open as practical, with sight-obstructive equipment located against perimeter walls to the maximum practical extent. The on-duty laundry worker will share with the laundry security officer a centrally located elevated work center having two workstations. This area will have a low wall or railing system and will have good visibility of the entire laundry with direct views of entry/exit points.
2. The central laundry will be equipped with commercial-grade large-capacity washers, dryers, sorting areas, folding tables, clean laundry holding/staging, soiled laundry holding/staging, cart parking, chemical storage, a clean laundry storage area, a mending area, and a clothing/uniform inventory room. Every effort should be made to ensure that soiled laundry does not come into contact with clean laundry, including surfaces that are touched by soiled laundry.
3. Included in the central laundry will be a separate washer and dryer specifically designated for cleaning health care-related laundry (including biohazardous clothing & materials). In addition, the cleaning and handling of mental health safety smocks (rubber) will be by workline inmates in accordance with facility policy and procedure.
4. In terms of laundry supplies, once received at the common receiving area, chemicals will be taken to a secure chemical storage area that is near, but not directly accessible from, the main laundry space. Chemicals will be remotely pumped from this space to the washers and dryers to the greatest practical extent to reduce the opportunity for pilferage, misuse, or abuse by the workline inmates.
5. Adjacent to and behind the dryers, a secure space will be provided that includes an external ground-level wall accommodating large sets of secure louvers to provide convection airflow as well as short-length ducted removal of heat and steam from the dryers. An appropriately sized and configured opening (possibly removable louvers) will allow installation, removal, and replacement of washer and dryer equipment without disassembly. The external wall should be within a secured, gated area to maintain security when the wall access is open.
6. Completed laundry items and carts for clean laundry destined for delivery will be staged in an adjacent area that allows access from the laundry as well as by non-laundry workline workers and/or staff without having to enter the main laundry room. Clean laundry transport carts will be of different colors, labeled and configured, or otherwise easily identifiable to avoid cross-contamination from soiled laundry transport carts.
7. Pursuant to the posted scheduled, soiled laundry will be collected and taken directly to the central laundry in carts. As with clean transport carts, soiled laundry transport carts will be of different colors, labeled and configured, or otherwise easily identifiable to avoid cross-contamination from clean laundry transport carts.
8. Completed and new laundry items that are not destined for immediate delivery will be held in a separate secure area that can be accessed from either the laundry or the staging area. Soiled laundry items will be held in an adjacent area that allows access from the laundry as well as by non-laundry workline workers and/or staff without having to enter the main laundry room. It will include adequate space for any necessary pre-laundry sorting.
9. A separate area is provided for sewing, mending and repairs.
10. A dining/breakroom for workline inmates assigned to the laundry is provided, which may also be used for orientation and training.
11. A water cooler, a staff restroom, inmate restrooms, a trash alcove, and a janitor closet will be provided with ready access from the main laundry room.
12. Regarding infrastructure, consideration will be given to centralized water treatment in response to mineral content of local water, and to centralized or localized steam generation for washers and dryers. A separate mechanical area may be required for water treatment, steam generation, energy/resource conserving equipment such as ozone treatment, or water/heat reclaim technology.

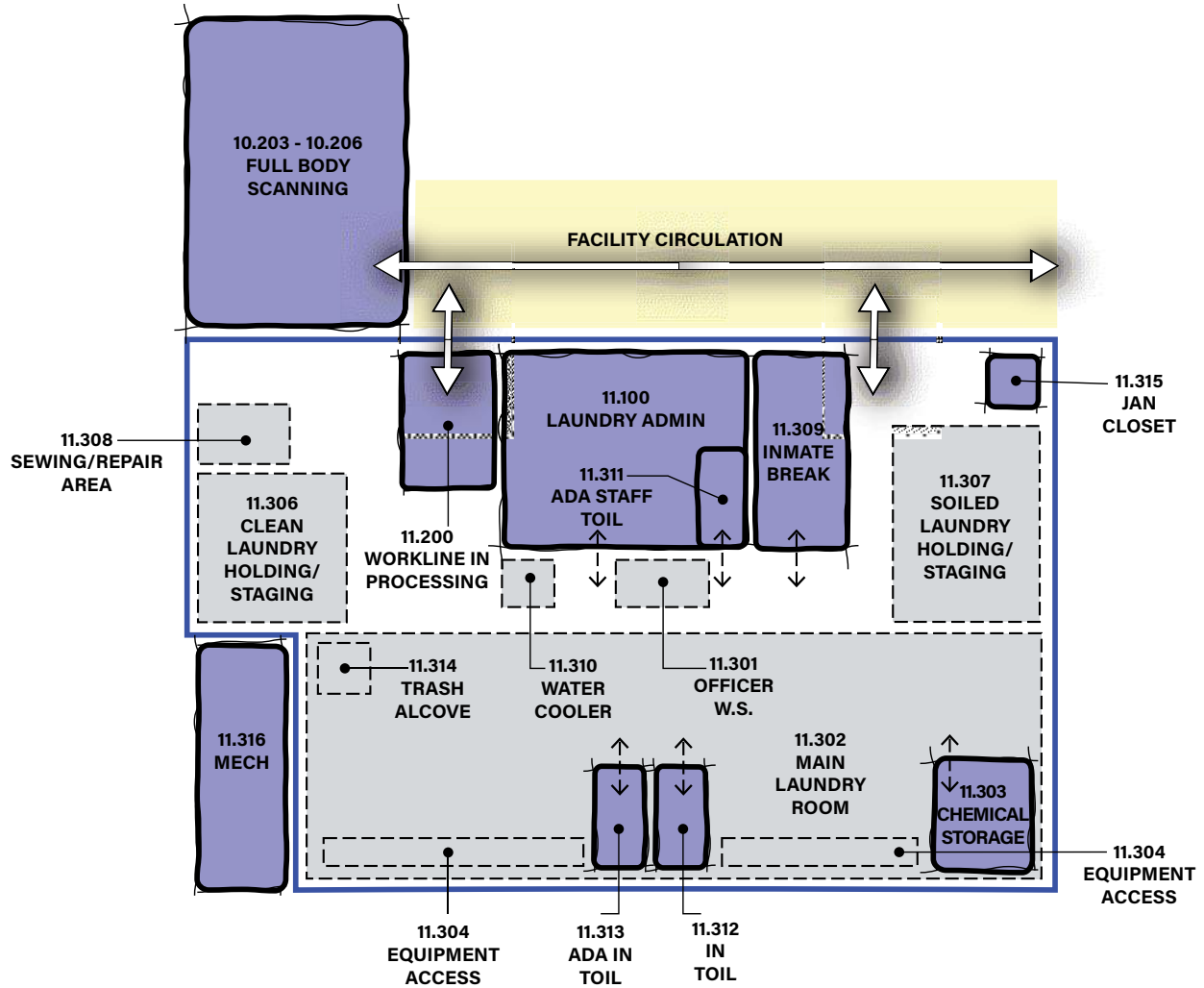
## 11.000 Laundry – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>11.100 Laundry Administration</b>						
11.101	Laundry Manager	1	1	100 /office +60	160	Accessible from main laundry area; OF-100; elevated office w/ clear sight lines & visibility over main laundry areas; one-way vision panels on all sides; extra 60 nsf for conference table w/ seating for 4
11.102	Printer/Copier Work Alcove	-	1	75 /area	75	Located within staff-only area adjacent to main laundry area; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; mail slots; shredder; recycling bins
11.103	Beverage Station	-	1	20 /area	20	Accessible from staff-only area adjacent to main laundry area; counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle
11.104	Water Cooler	-	1	0 /area	0	Located within staff-only area adjacent to main laundry area; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 11.100 grossing factor
11.105	ADA Restroom - Staff	1	1	50 /room	50	Accessible from staff-only area adjacent to main laundry area; requisite mobility & accessibility features; gender neutral
<b>11.100 Total Net Square Feet</b>					<b>305</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>11.100 Total Gross Square Feet</b>					<b>427</b>	
<b>11.200 Workline Inmate Processing</b>						
11.201	Workline Inmate Processing Entrance - Secure Door	-	1	0 /area	0	Provides access to/from circulation spine to/from workline inmate processing; controlled access door - electronic release either by central control, and/or access by card reader, pin code and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 11.200 grossing factor
11.202	Laundry Workline Inmate Processing	5-10	1	200 /room	200	Adjoins & provides direct access to/from main laundry operations area (see 11.300); 2 search cubicles for strip searches (low wall or privacy partition); wall-mounted padding; 2 bench seating areas - 1 designated pre-search & 1 designated for post-search; hand sink or sanitizer; work counter w/ laptop; requisite data technology
11.203	Full Body Search	-	0	0 /area	0	See Food Service (10.203-10.206)
<b>11.200 Total Net Square Feet</b>					<b>200</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>11.200 Total Gross Square Feet</b>					<b>280</b>	
<b>11.300 Laundry Operations</b>						
11.301	On-duty Laundry Worker/Security Officer	1-2	1	128 /area	128	Located within main laundry area; 2 WS-64; elevated workstations clustered together; low wall/railing system; good visibility of entire main laundry w/ direct views of entry/exit points
11.302	Main Laundry Room	-	1	2,000 /room	2,000	Washing, drying, and sorting of items; equipped w/ commercial-grade large-capacity washers/extractors with water retention area; dryers; separate washer & dryer for cleaning of biohazardous clothing/materials; mobile tables; hampers

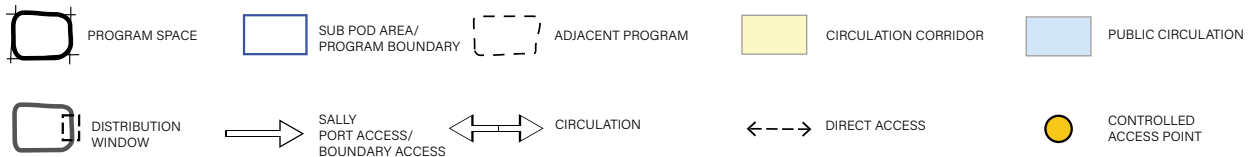
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
11.303	Chemical Storage	-	1	140 /room	140	Accessible from main laundry room; receiving, storage, and issuing of supplies as needed; equipped w/ shelving & dunnage racks; space for 50-gal drums & conduit/pumping equipment for remote delivery to laundry machines
11.304	Equipment Access	-	1	185 /area	185	Located within main laundry area; provided behind laundry equipment to permit servicing from the rear, secure access
11.305	Ventilation & Exterior Access	-	1	0 /area	0	Ductwork and louvers in external wall as needed; square footage included in building grossing factor
11.306	Clean Laundry Holding/Staging	-	1	250 /area	250	Located within main laundry room & convenient access to facility circulation spine; holding/staging of clean laundry and preparation for delivery; equipped w/ shelving and mobile delivery carts
11.307	Soiled Laundry Holding/Staging	-	1	400 /area	400	Located within main laundry room & convenient access to facility circulation spine; holding/staging area for sorting soiled laundry items; equipped w/ tables and soiled laundry carts; enclosed space w/ direct exhaust
11.308	Sewing/Repair Area	-	1	80 /area	80	Located within main laundry area; worktables; 2 sewing/repair stations; material storage
11.309	Breakroom - Inmate	10-15	1	225 /room	225	Accessible from main laundry room; four 4-person tables/chairs; teacher station; white board; smart TV; requisite data & transmission technology; glazing with visibility from main laundry room
11.310	Water Cooler	-	1	0 /area	0	Located within main laundry room; ADA accessible; wall-mounted; amount per code; square footage included in 11.300 grossing factor
11.311	ADA Restroom - Staff	1	1	50 /room	50	Accessible from main laundry room; requisite mobility & accessibility features; gender neutral
11.312	Restroom - Inmate	1	1	40 /room	40	Accessible from main laundry room; PREA-compliant privacy; glazing to be viewable; illuminated "occupied" signage prompted by motion sensor; alert tone to security officer workstation; running time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring
11.313	ADA Restroom - Inmate	1	1	50 /room	50	Accessible from main laundry room; requisite mobility & accessibility features; PREA-compliant privacy; glazing to be viewable; illuminated "occupied" signage prompted by motion sensor; alert tone to security officer workstation; running time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring
11.314	Trash Alcove	-	1	40 /area	40	Located within main laundry room; regular and recycled trash (may be built in)
11.315	Janitor Closet	-	1	40 /room	40	Accessible from main laundry room; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
11.316	Mechanical	-	1	250 /room	250	Accessible from main laundry room; illustrative examples include equipment to recycle water, heat reclaimers, ozone application, etc.
<b>11.300 Total Net Square Feet</b>					<b>3,878</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>11.300 Total Gross Square Feet</b>					<b>5,429</b>	
		<b>11.000</b>	<b>Total Interior Net Square Feet</b>		<b>4,383</b>	
		<b>11.000</b>	<b>Total Interior Gross Square Feet</b>		<b>6,136</b>	

11.000 Laundry – Functional Adjacency Diagrams



LEGEND:



## 12.000 Warehouse/Commissary

### *Warehouse*

The warehouse provides a central area for the receipt and distribution of all institutional goods, supplies, and materials. The warehouse component includes the service yard/loading dock and centralized facility storage. All supplies and goods that enter the institution will first be processed through a secure staging area adjacent to the loading dock. Once the incoming product is inventoried and inspected, it will be moved either to the warehouse central storage area, to the food services area, to the commissary staging area, or to health services. The warehouse is located inside the security perimeter and will be accessible from the staging area sallyport as well as the circulation corridor within the facility.

The warehouse will operate during business hours Mondays through Fridays, and scheduled deliveries will be accepted during those times.

The property and services supervisor will oversee all facets of the overall warehouse operation. The warehouse manager will have responsibility for day-to-day warehouse operations, including coordination of deliveries for food, commissary, institutional supplies, and medical supplies, and subsequent distribution to the designated areas. Representatives from food service, health services, maintenance, etc. may be present for the receipt of deliveries pertaining to their operations and be responsible for the inspection of their deliveries.

Workline inmates will be utilized in this area, so provisions must be made to provide separation from the storage areas where the workline inmates are located from the truck loading/unloading operations. This separation will be accomplished using a staging area for deliveries that through the use of interlocking doors will also serve as a means of securing workline inmates who work in the warehouse.

### *Commissary*

The commissary is available for eligible inmates to purchase approved items not provided by the facility. The commissary operation is a service provided by Hawaii Correctional Industries (HCI), a division within the Department of Public Safety.

Commissary is provided once weekly through HCI. Eligible inmates may submit monthly orders using the multifunctional tablets located in their assigned housing area. If HCI provides the option, family and/or friends may purchase commissary items online for delivery to a specific inmate.

### *Quartermaster*

The quartermaster function is responsible for the procurement, distribution, and inventory control of uniforms and equipment issued to staff. Responsibilities associated with the quartermaster function will be an added duty for the health and safety officer.

Staff uniforms are produced by the garment manufacturing component of Hawaii Correctional Industries. Staff will be issued a purchase voucher for any items not manufactured/produced by HCI (e.g., safety shoes) and will obtain these items directly from an authorized vendor.



## 12.100 Warehouse Operations

### *Warehouse Administration*

1. Located within the warehouse with convenient access to warehouse operations, an office suite with a combination of private offices and open workstations will be provided for warehouse staff. Also operating from this office suite will be the facilities superintendent who has management responsibility for the operating services section, which includes:
  - a. Construction and maintenance
  - b. Commissary and property
  - c. Janitorial services
  - d. Laundry services
2. Office and/or workspace will be provided for the following positions and functions:
  - a. Facilities Superintendent
  - b. Property and Services Supervisor
  - c. Warehouse Manager
  - d. Office Assistant
  - e. Storekeeper
  - f. Warehouse Clerk
  - g. Warehouse workstation – Unassigned (2)

Office design and furniture and equipment will be commensurate with assigned responsibilities.

3. While most records will be digitally stored, basic file storage is provided for general warehouse operations files.
4. A conference room sized to accommodate 10-12 people will be provided for meetings with staff.
5. Within the warehouse administration office suite, a printer/copier alcove (includes office supply storage), a beverage station, a staff restroom, a water cooler, and a janitor closet will be provided.

### *Workline Inmate Processing*

6. Workline inmates assigned to the warehouse will check in/out with the warehouse security officer. Inmates are subject to search when reporting for and when leaving work. A room is provided for processing workline inmates in and out of the warehouse area that includes a pat search area and search cubicles. This room provides direct access to/from the circulation corridor to/from the warehouse entrance. Depending upon design, search areas for workline inmates assigned to laundry, warehouse, and maintenance may be consolidated into a single area.
7. Prior to returning to their assigned housing pod, workline inmates will be subject to a full body scanner search. This full body scanner search area will be located in such a manner that all workline inmates assigned to food service, laundry, maintenance, and the warehouse must first pass through the scanner before returning to their assigned housing pod (see 10.200 Food Service – Workline Inmate Processing).

### *Delivery/Product Staging*

8. All items coming into the warehouse will first enter through the service yard to the loading dock where items will be offloaded into the delivery/product staging area sallyport. The delivery staging area, which serves as an interstitial space providing access between the loading dock and the warehouse, has two interlocking doors. The two interlocking doors include the rolling outer door (loading dock) and the inner door (warehouse). All doors will be operated by remote electronic release by central control.
9. From the loading dock, the delivery/product staging area sallyport may also be accessed via a weather-protected pedestrian door from the loading dock, which will be operated by remote electronic release by central control. The delivery/product staging area sallyport pedestrian door will be equipped with a warehouse doorbell (with camera) system to alert warehouse staff to the presence of deliveries/visitors.

10. All goods will be off loaded from the delivery vehicles and placed within the delivery staging area sallyport, where there will be tables for sorting and inspecting deliveries, and pallet storage. Once products are offloaded and accounted for, the delivery vehicle driver will depart the staging area, which will be secured prior to any product being brought inside the facility. In accepting deliveries, warehouse staff will match the product with the order and will inventory it using a bar-code scan system that automatically enters the product into inventory. The delivery/product staging will be sized to accommodate up to 50 pallets of product and pallet jacks.
11. Within the delivery/product staging area sallyport and adjacent to the loading dock will be a staging area with direct access to the dumpster for trash pending disposal to the dumpster, and an area for compacting/baling and staging cardboard.
12. A service pedestrian sallyport will provide access into the jail's security perimeter for the movement of food, health care, and commissary products once they have been inventoried and inspected/stored. It is also through this sallyport that maintenance staff and authorized contractors will enter/exit the jail's security perimeter to perform necessary repairs/maintenance. The service pedestrian sallyport will have four interlocking doors. The four interlocking doors provide access to/from the loading dock (outer door #1), to/from the delivery/product staging area sallyport (inner door #1), to/from maintenance (inner door #2), and to/from the jail's security perimeter (inner door #3).
  - a. The service pedestrian sallyport doors will be oversized to allow movement of product in/out of the facility via pallet jacks.
  - b. Within the service pedestrian sallyport is where tools and materials entering the security perimeter will be subject to security screening. The warehouse security officer will perform security screenings on an as-needed basis. During peak periods, utility staff will be dispatched from within the facility to assist in security screenings. The service pedestrian sallyport will be oversized to separate security screening equipment from circulation pathway of products/goods.

### *Warehouse – Storage*

13. The warehouse's storage component must be sized to ideally maintain a 60-day supply of goods. Some bulk purchases are made on an annual basis to take advantage of better pricing. For bulk purchases, available space will dictate whether a product can be delivered in a single shipment or must be delivered incrementally.
14. The warehouse will use a palletized storage system (three pallets high). The warehouse area will be divided into several storage sub-components that may be separately secured and alarmed to assure controlled and supervised access. These areas include:
  - a. Storage of bulk items (e.g., inventories of blankets, linens, uniforms, mattresses, spare furniture etc.)
  - b. Institutional supplies (such as toilet paper, hygiene supplies, etc.)
  - c. Office paper & office supplies
  - d. Cleaning and janitorial supplies
  - e. Chemical products storage

Separation can be as simple as designated shelving for certain items, or the use of chain link fencing for cordoning off areas for other items and specialized space for chemicals and cleaning supplies, which must be stored in a well-ventilated area that is separate from all other stored items and preferably separated by solid walls.
15. A door(s) that provide access to/from the warehouse to/from the circulation corridor will be oversized to allow movement of product in/out of the facility via pallet jacks.
16. Two workstations are provided for the warehouse workers to document product inventory and distribution.

17. A centrally located elevated work center with one workstation is provided for the warehouse security officer. This area will have a low wall or railing system and will have good visibility of the entire warehouse with direct views of entry/exit points.

### *Quartermaster*

18. There will be dedicated space proximal to the warehouse for the quartermaster function. It is from this area (work counter) that authorized uniforms will be issued. There will be direct access from the main circulation corridor into the quartermaster area to afford easy access by staff.
19. Uniforms and accessories will be procured on an as-needed basis; therefore, limited uniform inventory storage is provided.
20. Within the quartermaster area, a workstation designated for the quartermaster, new uniform/product closet, fitting rooms, and a trash alcove will be provided.

### *Warehouse Support Spaces*

21. Within the warehouse operations area and located with convenient access to staff and/or inmates will be an emergency eyewash station, a staff breakroom, an inmate breakroom, water coolers, staff restrooms, inmate restrooms, a trash alcove, and a janitor closet will be provided.

### 12.200 Service Yard/Loading Dock

1. The warehouse is accessible from within a fenced service yard that has a sliding gate, which is controlled by central control to prevent unauthorized access. The service yard gate is operated by remote electronic release from central control. Authorized vehicles will approach the service yard gate, at which point they pass onto a vehicle detector device that will automatically activate a camera, which, in turn, will show the vehicle and alert central control staff to its presence. Central control staff may confer with the driver and the driver with central control staff through the use of a weather-protected, pole-mounted two-way intercom/CCTV camera situated at an appropriate height and location to enable central control staff to view the driver and to verbally communicate without the driver needing to leave the vehicle. A motion-activated system will operate the gate for vehicles exiting the service yard.
2. The service yard will be used by supply and service vehicles to access the loading dock, and trash collection vehicles to access the refuse compactors and dumpsters.
3. The loading dock will be sized and configured with three bays: two bays will accommodate semi-tractor trailer trucks and/or box or medium-sized commercial trucks or smaller; and one bay will provide access to the compactor. The loading dock will have:
  - a. weather protection
  - b. dock leveler(s)
  - c. dock lights
  - d. truck restraint system
4. The loading dock will have rolling doors that provide access to the delivery/product staging area sallyport. From the loading dock, the delivery/product staging area sallyport may also be accessed via a weather-protected pedestrian door from the service yard, which will be controlled to prevent casual access.
5. From the loading dock area, direct access will also be provided to/from the:
  - a. maintenance area (see 13.100 Maintenance Shop/Stockroom)
  - b. service pedestrian sallyport
6. Facility trash will be collected daily and brought to the warehouse for disposal and/or recycling. A dumpster/trash compactor will be located adjacent to the loading dock. In addition, an area for compacting/baling cardboard will be provided.

7. Parking within the service yard will accommodate food service and maintenance vehicles:
  - a. Food Service
    - Two box trucks
    - One minivan
  - b. Maintenance
    - Pickup truck (2)
    - Stake bed truck

### 12.300 Commissary

1. The commissary operation will be wholly self-contained in designated space that is proximal to the warehouse. This is where pre-packaged orders received from HCI will be sorted (housing location confirmed) and prepared for distribution to the inmate. The property and services supervisor manages the commissary operation.
2. Commissary orders will be received into the warehouse via the delivery/product staging area, where receipt of orders from HCI are verified against the manifest prior to being transferred to the commissary operations area.
3. Commissary orders are received in bins (up to 250 orders per delivery), which will be sorted by housing pod. Each order will have a scannable label that is integrated with the OCCC's jail management system, which identifies the intended recipient inmate and their current housing assignment.
4. A sorting work area will be provided, which will include two sorting processing stations. Each station will have a laptop and scanning equipment that is integrated with the OCCC's jail management system. Warehouse staff will scan each order so as to identify the inmate's location by housing assignment and will put the scanned order in the respective bin.
5. The sorting work area will have bulk bins that are provided for sorted commissary orders. The bin system will include self-stacking bins when filled (nesting or collapsible when empty), each having an attached folding top and a reusable label holder (to identify floor or housing pod), and dollies and/or hand trucks for moving bins.
  - a. Bins will be sufficient in quantity to accommodate processing commissary orders for up to one-quarter of the housing pods simultaneously (additional bins will be required should commissary ordering go from monthly to biweekly).
  - b. Staging/storage for commissary bins (including HCI bins) is provided.
6. Warehouse staff will deliver to and distribute the sorted commissary orders from within the respective housing pods on a scheduled basis. Order contents will be confirmed by the inmate at the time of distribution.
7. Within the main commissary operations area, a staff restroom, a water cooler, a trash alcove, and a janitor closet will be provided.

## 12.000 Warehouse/Commissary – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
12.100 Warehouse Operations		<i>Inside Security Perimeter</i>				
<i>Warehouse Administration</i>						
12.101	Facility Superintendent	1	1	180 /office	180	Accessible from warehouse office suite; OF-180
12.102	Property & Services Supervisor	1	1	120 /office	120	Accessible from warehouse office suite; OF-120
12.103	Warehouse Manager	1	1	100 /office	100	Accessible from warehouse office suite; OF-100
12.104	Office Assistant	1	1	80 /wkstn	80	Located within warehouse office suite & adjacent to facility superintendent (see 12.101); WS-80
12.105	Storekeeper	1	1	64 /wkstn	64	Located within warehouse office suite & adjacent to property & services supervisor (see 12.102); WS-64
12.106	Warehouse Clerk	1	1	64 /wkstn	64	Located within warehouse office suite & adjacent to warehouse manager (see 12.103); WS-64; camera, intercom, & controls to service yard gate (see 12.201)
12.107	Warehouse Workstation - Unassigned	1	2	50 /wkstn	100	Located within warehouse office suite; WS-50; workstations may be clustered together
12.108	Records Storage	1	1	50 /area	50	Located within warehouse office suite & adjacent to office assistant (see 12.104); shelving; file cabinets; operating services operations-related records
12.109	Conference Room	10-12	1	280 /room	280	Accessible from warehouse office suite; CF-280
12.110	Printer/Copier Work Alcove	-	1	75 /area	75	Located within warehouse office suite; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; mail slots; shredder; recycling bins
12.111	Beverage Station	-	1	20 /area	20	Located within warehouse office suite; counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle
12.112	ADA Restroom - Staff	1	1	50 /room	50	Accessible from warehouse office suite; requisite mobility & accessibility features; gender neutral
12.113	Water Cooler	-	1	0 /area	0	Located within warehouse office suite; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 12.100 grossing factor
12.114	Janitor Closet	-	1	40 /room	40	Accessible from warehouse office suite; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing
<i>Warehouse Administration Total Net Square Feet</i>					1,223	
<i>Grossing Factor</i>					1.25	
<i>Warehouse Administration Total Gross Square Feet</i>					1,529	
<i>Workline Inmate Processing</i>						
12.115	Warehouse Workline Inmate Processing	5-10	1	200 /room	200	Adjoins & provides direct access to/from circulation corridor to/from warehouse; 2 changing/search cubicles sized for strip searches (low wall or privacy partition); wall-mounted padding; 2 bench seating areas - 1 designated pre-search & 1 designated for post-search; hand sink or sanitizer; work counter w/ laptop; requisite data technology
12.116	Full Body Search	-	0	0 /area	0	See Food Service (10.203-10.206)

12.000 Warehouse/Commissary

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<i>Workline Inmate Processing Total Net Square Feet</i>					200	
<i>Grossing Factor</i>					1.20	
<i>Workline Inmate Processing Total Gross Square Feet</i>					240	
<b>Delivery/Product Staging</b>						
12.117	Delivery/Product Staging Area Sallyport	-	1	1,500 /room	1,500	Directly between loading dock and warehouse; two interlocking doors: rolling outer door (loading dock) and inner door (warehouse); all doors operated by remote electronic release by central control; CCTV & intercom on both sides of doors; camera monitored/recorded; sized for pallet jacks; tables for sorting and inspecting deliveries; temperature & humidity control; space to store used pallets & pallet jacks
12.118	Warehouse Loading Dock Pedestrian Entrance	-	1	(0) /area	(0)	Accessible from loading dock (see 12.202); weather-protected pedestrian door; door operated by remote electronic release by central control; CCTV & intercom on both sides of doors; camera monitored/recorded; equipped with a warehouse doorbell (with camera) system to alert warehouse staff to the presence of deliveries/visitors
12.119	Trash Staging	-	1	250 /area	250	Located within delivery/product staging area & adjacent to loading dock; for holding facility trash pending transfer to dumpster; provides direct access (door/chute) to dumpster from staging area; vented directly to exterior
12.120	Service Pedestrian Sallyport	2-6	1	400 /area	400	Four interlocking secure doors providing access to/from the loading dock (outer door #1); to/from the delivery/product staging area sallyport (inner door #1); to/from maintenance (inner door #2); to/from the jail's security perimeter (inner door #3); doors oversized to accommodate pallet jacks; all doors operated by remote electronic release by central control; CCTVs & intercom on both sides of doors; camera monitored/recorded; sallyport oversized to accommodate separation of security screening equipment from circulation pathway of products/goods being brought into the facility
12.121	Security Screening Officer	1	1	50 wkstn	50	Located within service pedestrian sallyport (see 12.120.); WS-50
12.122	Tool & Material Security Screening/X-ray Screening	1-2	1	200 /area	200	Located within service pedestrian sallyport (see 12.120); path for wheelchair access around screening equipment; sized for handheld wand searches, if necessary; table for personal items feeding into package x-ray; worktables for inspecting/inventorying tools/materials; secure shelving for storage of handheld wand, etc.
<i>Delivery/Product Staging Total Net Square Feet</i>					2,400	
<i>Grossing Factor</i>					1.20	
<i>Delivery/Product Staging Total Gross Square Feet</i>					2,880	
<b>Warehouse - Storage</b>						
12.123	Central Storage	-	1	4,000 /room	4,000	60-day general facility storage for bulk items and furniture; palletized rack storage system (3 high); subdivided into separate storage areas by chain link fence; separate storage for cleaning supplies, chemicals, & paint with separate ventilation and solid wall; sized to accommodate a pallet jack; oversized doors provide access to/from warehouse to/from circulation corridor & allow for movement of product via pallet jacks

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
12.124	Warehouse Worker	1	2	50/wkstn	100	Located within warehouse - storage; WS-50
12.125	Warehouse Security Officer	1	1	64/wkstn	64	Located within warehouse - storage; WS-64; elevated workstation; low wall/railing system; good visibility of entire warehouse w/ direct views of entry/exit points
<i>Warehouse - Storage Total Net Square Feet</i>					4,164	
<i>Grossing Factor</i>					1.10	
<i>Warehouse - Storage Total Gross Square Feet</i>					4,580	
<i>Quartermaster</i>			<i>Proximal to Warehouse</i>			
12.126	Quartermaster Entrance - Secure Door	-	1	0/area	0	Provides access to/from circulation corridor to/from quartermaster area; controlled access door - access by key, card reader, pin code and/or biometric means (authorized staff only); square footage included in 12.100 grossing factor
12.127	Quartermaster	1-3	1	300/room	300	1 WS-50; work counter; shelving and cabinets for storage of new uniforms
12.128	Fitting Room	1	1	30/room	30	Accessible from quartermaster; bench; hooks; full-length mirror
12.129	ADA Fitting Room	1	1	40/room	40	Accessible from quartermaster; requisite mobility & accessibility features; bench; hooks; full-length mirror
12.130	Trash Alcove	-	1	20/area	20	Located within quartermaster; regular & recycled trash
<i>Quartermaster Total Net Square Feet</i>					390	
<i>Grossing Factor</i>					1.30	
<i>Quartermaster Total Gross Square Feet</i>					507	
<i>Warehouse Support Spaces</i>						
12.131	Emergency Eyewash Station	-	1	15/area	15	Located within warehouse operations area; ADA accessible; plumbed; adjacent wall-mounted towel dispenser; trash receptacle
12.132	Breakroom - Staff	6-8	1	250/room	250	Accessible from warehouse operations area; BR-250
12.133	Breakroom - Inmate	10-15	1	225/room	225	Accessible from warehouse operations area; four 4-person tables/chairs; glazing with visibility from main warehouse operations area
12.134	Water Cooler	-	1	0/area	0	Located within warehouse operations area; ADA accessible; wall-mounted; amount per code; square footage included in 12.100 grossing factor
12.135	Restroom - Staff	1	1	40/room	40	Accessible from warehouse operations area; gender neutral
12.136	ADA Restroom - Staff	1	1	50/room	50	Accessible from warehouse operations area; requisite mobility & accessibility features; gender neutral
12.137	Restroom - Inmate	1	1	40/room	40	Accessible from warehouse operations area; PREA-compliant privacy; glazing to be viewable from illuminated "occupied" signage prompted by motion sensor; alert tone to security officer workstation; running time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring

12.000 Warehouse/Commissary

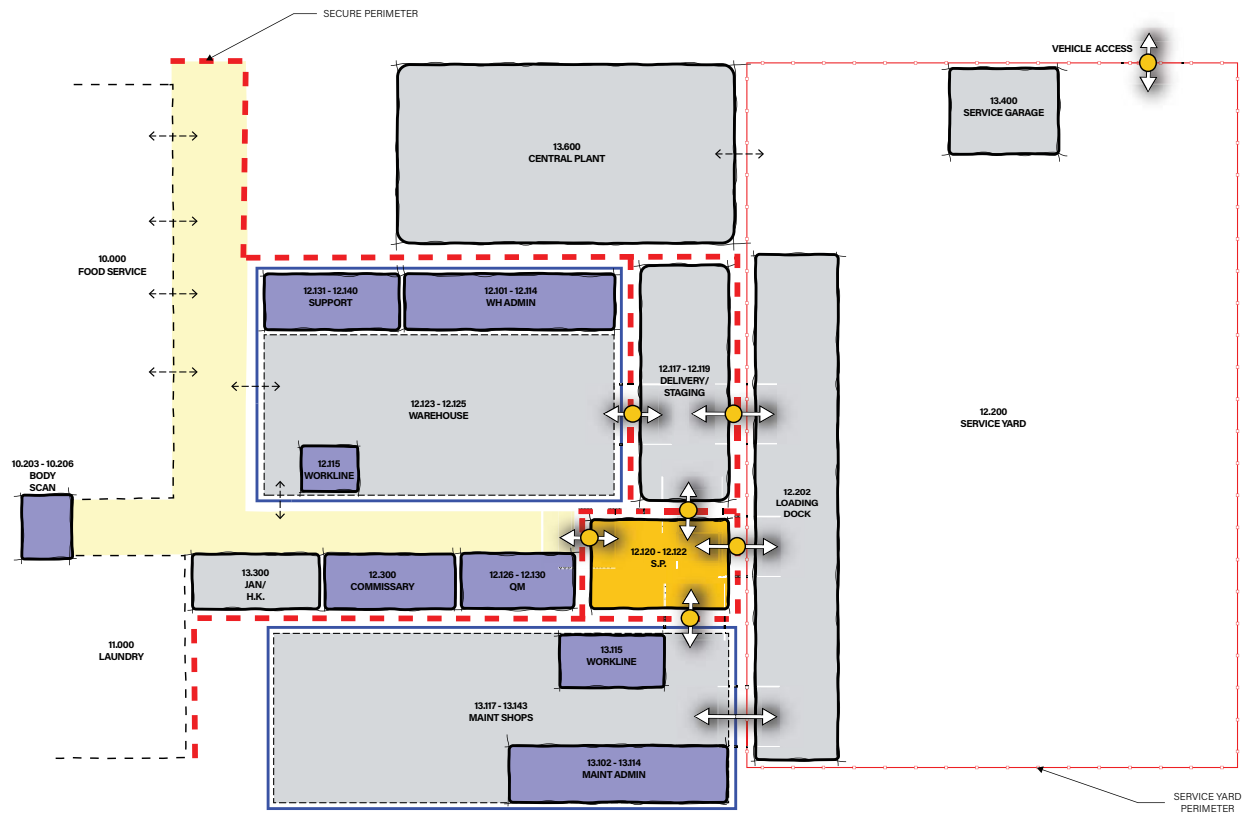
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
12.138	ADA Restroom - Inmate	1	1	50 /room	50	Accessible from warehouse operations area; requisite mobility & accessibility features; PREA-compliant privacy; glazing to be viewable from illuminated "occupied" signage prompted by motion sensor; alert tone to security officer workstation; running time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring
12.139	Trash Alcove	-	1	40 /area	40	Located within warehouse operations area; regular and recycled trash (may be built in)
12.140	Janitor Closet	-	1	40 /room	40	Accessible from warehouse operations area
<i>Warehouse Support Spaces Total Net Square Feet</i>					750	
<i>Grossing Factor</i>					1.30	
<i>Warehouse Support Spaces Total Gross Square Feet</i>					975	
<b>12.100 Total Net Square Feet</b>					<b>9,127</b>	
<b>12.100 Total Gross Square Feet</b>					<b>10,711</b>	
<b>12.200 Service Yard/Loading Dock</b>			<i>Outside Security Perimeter</i>			
12.201	Service Yard	-	1	(30,000) /area	(30,000)	Fenced area; circulation & maneuvering; entry/exit via sliding gate; gate has controlled access (see 12.106); weather protected, pole-mounted notification buzzer/intercom/camera monitored devices situated at appropriate heights and locations to view the driver outside of the service yard entrance/exit gate; motion-activated exit system
12.202	Truck Receiving/Loading Dock	-	3	(1,400) /area	(4,200)	Located within service yard; 3 bays: 2 bays sized for semi-tractor trailer truck and/or smaller truck & 1 bay for access to compactor; weather protection; dock leveler(s); dock lights; truck restraint system; rolling doors to delivery/product staging area (see 12.117); pedestrian door to delivery/product staging area (see 12.118); maintenance (see 13.101)
12.203	Dumpster/Trash Compactor	-	1	(150) /area	(150)	Located adjacent to loading dock; hose bib
12.204	Cardboard Compactor/Baler	-	1	(80) /area	(80)	Located on loading dock; weather protected
12.205	Baled Cardboard	-	1	(80) /area	(80)	Proximal to loading dock
12.206	Food Service/Maintenance Vehicle Parking	-	3	(400) /area	(1,200)	Located within service yard; 2 box trucks & stake bed truck; parking area to be adequately lit & equipped w/ pole-mounted CCTV cameras that can be observed/monitored by central control; requisite electrical chargers/outlets; includes circulation space
12.207	Food Service/Maintenance Vehicle Parking	-	3	(300) /area	(900)	Located within service yard; 1 minivan & 2 pickup trucks; parking area to be adequately lit & equipped w/ pole-mounted CCTV cameras that can be observed/monitored by central control; requisite electrical chargers/outlets; includes circulation space
<b>12.200 Total Exterior Gross Square Feet</b>					<b>(36,610)</b>	



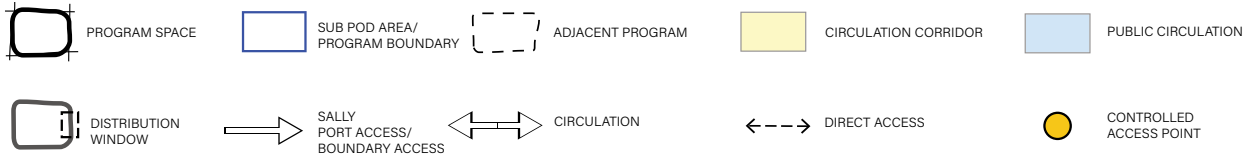
12.000 Warehouse/Commissary

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>12.300 Commissary</b>		<i>Proximal to Warehouse</i>				
12.301	Commissary Supervisor	1	1	64 /wkstn	64	Located convenient to commissary work area; WS-64
12.302	Commissary Processing	1-2	1	250 /area	250	2 portable sorting processing stations w/ laptop; scanning equipment; labels; etc. & height-adjustable stool per station (1 station is ADA accessible); requisite data technology, receptacles; table w/ bins for sorted orders
12.303	Commissary Bins/Shelves Staging/Storage	-	1	350 /area	350	Located adjacent to commissary work area; staging/storage of full/empty bins/dollies; nesting or collapsible when empty
12.304	Trash Alcove	-	1	40 /area	40	Located adjacent to commissary work area; regular & recycled trash
12.305	ADA Restroom - Staff	1	1	50 /room	50	Located convenient to commissary work area; requisite mobility & accessibility features; gender neutral
12.306	Water Cooler	-	1	0 /area	0	Located convenient to commissary work area; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 12.300 grossing factor
12.307	Janitor Closet	-	1	40 /room	40	Located convenient to commissary work area; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>12.300 Total Net Square Feet</b>					<b>794</b>	
<b>Grossing Factor</b>					<b>1.20</b>	
<b>12.300 Total Gross Square Feet</b>					<b>953</b>	
<b>12.000</b>	<b>Total Interior Net Square Feet</b>			<b>9,921</b>		
<b>12.000</b>	<b>Total Interior Gross Square Feet</b>			<b>11,664</b>		
<b>12.000</b>	<b>Total Exterior Gross Square Feet</b>			<b>(36,610)</b>		

12.000 Warehouse/Commissary - Functional Adjacency Diagrams



LEGEND:



## 13.000 Maintenance/Central Plant

This component includes the maintenance area, the maintenance storage area, and other building support. The building support area also includes the central mechanical plant. The maintenance team will be responsible for the preservation and upkeep of the physical facilities at the OCCC as well as the Community Transitional Center.

The maintenance area will provide an onsite work and tool storage area located outside the security perimeter, to be accessed by the PSD facilities management personnel. This area will be located in proximity to and accessible from the warehouse service pedestrian sallyport (see 12.100 Warehouse Operations). The maintenance area will have card reader, pin code, and/or biometric means of access for authorized staff, with redundant controls in central control for external entrance doors. As this space is located outside the security perimeter, it is through the warehouse pedestrian sallyport that the maintenance staff will access the jail's security perimeter.

The building support area also includes the mechanical rooms for the building, typically including areas such as the boiler room, the air handlers, air conditioning equipment, hot water heaters, etc. This equipment may be co-located in a single area in the facility as well as in various locations throughout the facility, depending on the facility design. Some components may be located on the exterior of the building or on the roof. Thus, other than an allocation for a central plant, all other mechanical areas are part of the building net-to-gross factor and the overall building gross factor and, as such, are not included as separate line items in the architectural program.

As much as possible, repair work will be provided by maintenance staff and, as appropriate, workline inmates. It is important to note that a licensed member of the trade should conduct non-routine maintenance and maintenance work governed by code requirements. If no one on staff is licensed for a particular maintenance or repair project, then a specialist should be hired on an as-needed basis.

The maintenance area will include a satellite work and tool storage area located inside the security perimeter, to be accessed by the PSD facilities management personnel.

To the degree possible, inmates will be afforded opportunities to perform some meaningful duties in the maintenance department. The skills inmates develop in maintenance are highly marketable: thus, these inmates will be in a better position to successfully reintegrate into the community. A vocational program will consist of various curriculum and skill-building activities related to facility maintenance and building trades and will offer certifications presentable to a prospective employer, which will have real-world application upon an inmate's return to the community.

### 13.100 Maintenance Shop/Stockroom

1. The entrance to the maintenance shop/stockroom will be accessed from the loading dock. Access will be via remote electronic release by central control and/or card reader, pin code, and/or biometric means (authorized staff only).
2. Maintenance staff and/or contractors will access the jail's security perimeter via the service pedestrian sallyport (see 12.100 Warehouse Operations).
3. Maintenance items delivered to the facility will be received via the loading dock (see 12.200 Service Yard/Loading Dock).

#### *Maintenance Administration*

4. Work orders will be submitted via an electronic, automated work-order system. Within the maintenance shop/stockroom area, an office suite with a combination of private offices and open workstations will be provided for maintenance staff, which includes the following positions and functions:
  - a. General Maintenance Supervisor
  - b. Building Maintenance Supervisor
  - c. Janitorial Supervisor
  - d. Trades Foremen (6)
  - e. Maintenance Clerical Specialist

Within the maintenance administration suite, a shared office is provided with assigned workstations for trades foremen as well as workstations for visiting tradesmen and future expansion.

5. Within the maintenance administration suite, a conference room sized for eight, a printer/copier alcove, a staff breakroom with staff lockers, a time clock, a staff restroom, a staff shower, and a janitor closet will be provided.

### *Workline Inmate Processing*

6. Workline inmates assigned to maintenance will check in/out with the maintenance security officer. Inmates are subject to search when reporting for and when leaving work. A room is provided for processing workline inmates in and out of the maintenance shop area that includes a pat search area, changing cubicles sized for searches, cubbies for storing issued clothing, shelving for storing work uniforms (jumpsuits), and cart staging for soiled uniforms. Depending upon design, search areas for workline inmates assigned to laundry, warehouse, and maintenance may be consolidated into a single area.
7. Prior to returning to their assigned housing pod, workline inmates will be subject to a full body scanner search. This full body scanner search area will be located in such a manner that all workline inmates assigned to food service, laundry, maintenance, and the warehouse must first pass through the scanner before returning to their assigned housing pod (see 10.200 Food Service – Workline Inmate Processing).

### *Maintenance Shop/Stockroom*

8. A maintenance security officer will be assigned to the maintenance shop during those periods that workline inmates are present. The maintenance security officer is responsible for processing workline inmates in/out of the maintenance shop area and for providing security supervision of the maintenance shop area. A centrally located elevated workstation will be provided for the maintenance security officer. This workstation will have a low wall or railing system and will have good visibility of the entire maintenance shop area with direct views of entry/exit points.
9. The maintenance shop area will be subdivided and will provide sufficient, appropriate workspace and storage for the following maintenance specialties:
  - a. General maintenance
  - b. Carpentry
  - c. Electrical
  - d. HVAC
  - e. Plumbing
  - f. Security Electronics/Building Controls
  - g. Welding (pipefitter)

A shared workstation is provided within each respective trade shop.

10. Each trades shop shall have a secure supply storage that is accessible from the respective trades shop.
11. A room that is adjacent to the maintenance shops and loading dock is provided for attic stock and spare parts such as toilets, extra floor tiles, extra glazing, etc.
12. Specialized storage is provided for chemicals, paint, and combustibles.

13. A secure central tool room, which will serve all trades, will be provided and be accessible from within the maintenance shop.
  - a. The tool manager will be responsible for day-to-day operations of the central tool room and for tracking and maintaining an accurate accounting of tool inventory, issue, and return. A workstation is provided for the tool manager within the central tool room.
  - b. Access to the tool room will be via key, card reader and/or biometric means (authorized staff only).
  - c. An RFID tool tracking system will be utilized to manage the accounting, issuance, and return of tools.
  - d. Larger tools will be stored in a shadow-board type of storage system, so that tools can be retrieved and stored easily, and missing tools will be readily apparent.
14. A workroom in the maintenance area will provide storage for owner manuals, as-built documents, a computer workstation to access the BIM model, and other documents needed for the maintenance of equipment and machinery. The workroom should also include a layout table, and flat files.
15. A vocational classroom is provided adjacent to the maintenance shop area as part of overall inmate programs. It is here that instructional demonstrations and skill-building activities related to facility maintenance and building trades can occur such that inmates will be prepared to advance their vocational education upon release.
  - a. The vocational classroom may also be utilized for orienting new maintenance workline inmates to the maintenance operations and its corresponding requirements and responsibilities.
16. Within the maintenance shop area and located with convenient access to staff will be an emergency eyewash station, an inmate breakroom with a workstation, inmate restrooms, a trash alcove, and a janitor closet will be provided. If practical, these spaces may be shared with the warehouse/commissary component.

### 13.200 Satellite Maintenance

1. Two satellite maintenance rooms will be located within the security perimeter of the jail. While it is anticipated that mobile tool cribs will be stored in the maintenance area, these rooms will be equipped with a small workbench and shelving to facilitate minor repairs and for the temporary staging of mobile tool cribs.

### 13.300 Janitorial & Housekeeping

1. Janitorial and housekeeping services are provided by civilian staff as well as inmate workers supervised by security staff. A janitorial workroom within the security perimeter will be provided where office and/or workspace is provided for the following janitorial and housekeeping positions:
  - a. Janitorial Supervisor
  - b. Janitor - Unassigned (2)Office design and furniture and equipment will be commensurate with assigned responsibilities.
2. Within the janitorial workroom, a conference table/seating sized for six, and a printer/copier work alcove (includes office supply) will be provided.
3. Adjacent to the janitorial workroom and accessible from the facility circulation spine, will be storage for cleaning equipment (i.e., buffers, vacuum cleaners, steam cleaners, etc.), cleaning carts, and limited cleaning supplies.

### 13.400 Service Garage

1. Within the perimeter of the service yard will be a two-bay service garage. One bay will be where groundskeeping equipment is stored and maintained. The second bay will be configured as a service center where basic automotive maintenance and/or repairs to OCCC vehicles can occur.

### 13.500 Parking – Maintenance Vehicles

1. Parking is needed for designated maintenance vehicles, which are used to service maintenance needs of the Community Transitional Center and Laumaka Pre-release Center and include the following vehicles:
  - a. Pickup (2)
  - b. Stake Bed Truck

Parking for these vehicles should be proximal to the warehouse loading dock (see 12.200 Service Yard/Loading Dock).

### 13.600 Central Mechanical Plant

1. The central mechanical plant will be sized to serve the OCCC. The central mechanical plant will house the chillers for the facility, and the domestic hot water supplies. It will also provide the main transformers for the facility and the emergency generator. This area must be subdivided so that heating equipment is in one area, cooling equipment in another area, hot water generation in a second area and emergency generators in a third area. Care must be taken to keep circulator pumps and other heat-sensitive equipment away from any heat-generating source. Appropriate ventilation and exhaust fans should be utilized as necessary to reduce heat loads. Electrical conduits, plumbing chases, ductwork, etc. should be color-coded for easy identification.
2. This area has vital equipment necessary for the essential operations of the facility, and the environment should be as clean and as dust free as possible. Any insulating materials, wall and floor finishes, ceiling treatments, etc. should be sealed to eliminate flaking and be as easy to maintain as possible.
3. Outside access should be provided to the mechanical equipment to allow maintenance workers ready access into the area, and escorted access into the area by maintenance workers who are private contractors. This area should be located outside the security perimeter.

## 13.000 Maintenance/Central Plant – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
13.100 Maintenance Shop/Stockroom		<i>Outside Security Perimeter</i>				
13.101	Maintenance Entrance - Controlled Access	-	1	0/area	0	Accessible from loading dock (see 12.202); controlled-access door via remote electronic release by central control and/or card reader, pin code, and/or biometric means (authorized staff only); includes CCTV and intercom for identification; oversized door
<i>Maintenance Administration</i>						
13.102	General Maintenance Supervisor	1	1	120/office	120	Accessible from maintenance office suite; OF-120
13.103	Building Maintenance Supervisor	1	1	120/office	120	Accessible from maintenance office suite; OF-120
13.104	Shared Office - Tradesmen	2-8	1	512/office	512	Accessible from maintenance office suite; 8 WS-64; 6 WS for trades foremen; 2 unassigned WS for visiting tradesmen & future expansion
13.105	Clerical Specialist	1	1	80/wkstn	80	Located within maintenance office suite; WS-80
13.106	Conference Room	6-8	1	200/area	200	Accessible from maintenance office suite; CF-160 sized for 8 people
13.107	Printer/Copier Work Alcove	-	1	75/area	75	Located within maintenance office suite; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; mail slots; shredder; recycling bins
13.108	Breakroom - Staff	4-6	1	180/room	180	Accessible from maintenance office suite; BR-180
13.109	Staff Lockers - Assigned	-	30	5/area	150	Located within staff breakroom (see 13.108); 30 half-height lockers with user-defined digital lock grouped together
13.110	Electronic Time Clock	-	1	0/area	0	Located within maintenance staff breakroom (see 13.108); wall-mounted electronic time clock; requisite data technology; square footage included in 13.100 grossing factor
13.111	Restroom - Staff	1	1	40/room	40	Accessible from maintenance office suite; gender neutral
13.112	ADA Restroom - Staff	1	1	50/room	50	Accessible from maintenance office suite; requisite mobility & accessibility features; gender neutral
13.113	ADA Shower/Changing	1	1	60/room	60	Accessible from maintenance shop; requisite mobility & accessibility features; gender neutral; changing/drying area
13.114	Janitor Closet	-	1	40/room	40	Accessible from maintenance office suite; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Workline Inmate Processing</i>						
13.115	Maintenance Workline Inmate Processing	10-20	1	350/room	350	Adjoins & provides direct access to/from maintenance shop entrance; 3 changing/search cubicles sized for strip searches (low wall or privacy partition); wall-mounted padding; 20 day-use cubbies; shelving for clean work uniforms; 2 bench seating areas - 1 designated pre-search & 1 designated for post-search; soiled uniform cart staging; hand sink or sanitizer; work counter w/ laptop; requisite data technology
13.116	Full Body Search	-	0	0/area	0	Seer Food Service (10.203-10.206)

## 13.000 Maintenance/Central Plant

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<i>Maintenance Shop/Stockroom</i>						
13.117	Maintenance Security Officer	1	1	64 /area	64	Located within maintenance shop area; 1 WS-64; elevated workstation; low wall/railing system; good visibility of entire maintenance shop area w/ direct views of entry/exit points
13.118	General Maintenance - Shop	1-2	1	350 /area	350	1 WS-50; workbenches; appropriate ventilation
13.119	Carpentry - Shop	2-4	1	350 /area	350	2 WS-50; workbenches; appropriate ventilation
13.120	Carpentry - Storage	-	1	200 /area	200	Located adjacent to carpentry shop; secure supply storage
13.121	Electrical - Shop	2-4	1	350 /area	350	3 WS-50; workbenches; appropriate ventilation
13.122	Electrical - Storage	-	1	150 /area	150	Located adjacent to electrical shop; secure supply storage
13.123	HVAC - Shop	2-4	1	350 /area	350	4 WS-50; workbenches; appropriate ventilation
13.124	HVAC - Storage	-	1	200 /area	200	Located adjacent to HVAC shop; secure supply storage
13.125	Plumbing - Shop	2-4	1	350 /area	350	5 WS-50; workbenches; appropriate ventilation
13.126	Plumbing - Storage	-	1	150 /area	150	Located adjacent to plumbing shop; secure supply storage
13.127	Security Electronics Repair - Shop	1-2	1	200 /area	200	6 WS-50; workbenches; appropriate ventilation
13.128	Security Electronics Repair - Storage	-	1	100 /area	100	Located adjacent to security electronics shop; secure supply storage
13.129	Welding - Shop	2-4	1	550 /area	550	7 WS-50; workbenches; appropriate ventilation
13.130	Welding - Storage	-	1	200 /area	200	Located adjacent to welding shop; secure supply storage
13.131	Maintenance Stockroom/Attic Stock	-	1	500 /room	500	Accessible from maintenance shops & adjacent to loading dock; attic stock and spare parts; hardware inventory
13.132	Chemical Storage	-	1	100 /room	100	Accessible from maintenance shops; specialized ventilation directly to exterior; dry fire suppression system
13.133	Paint Storage	-	1	150 /room	150	Accessible from maintenance shops; sealed flooring; specialized ventilation & fire suppression
13.134	Combustible Storage	-	1	150 /room	150	Accessible from maintenance shops; sealed flooring; specialized ventilation & fire suppression; outside roof w/ explosion hatch
13.135	Central Tool Room	1	1	400 /room	400	Accessible from maintenance shop; access via key, card reader, and/or biometric means (authorized staff only); 1 WS-50; work counter; secure shelf and pegboard storage for tools (including power & hand tools); tool marking supplies storage
13.136	Facility Document Room	1-2	1	200 /room	200	Accessible from maintenance shop; 1 WS-50; conference-type table for viewing large documents; storage for owner manuals, facility construction documents, as-built documents, maintenance manuals, etc.; BIM software
13.137	Vocational Classroom	12	1	20 /pers +150	390	Accessible from maintenance shop; teacher station; narrow 2-person learning tables (collapsible); sturdy molded plastic chairs; white board; smart TV; shelves/bookcases; capacity for two-way video learning; requisite data & transmission technology; CCTV capabilities; glazing with visibility from maintenance area; extra 150 nsf for demonstration counter w/ ample electrical outlets
13.138	Emergency Eyewash Station	-	1	15 /area	15	Located within maintenance shop; ADA accessible; plumbed; adjacent wall-mounted towel dispenser; trash receptacle

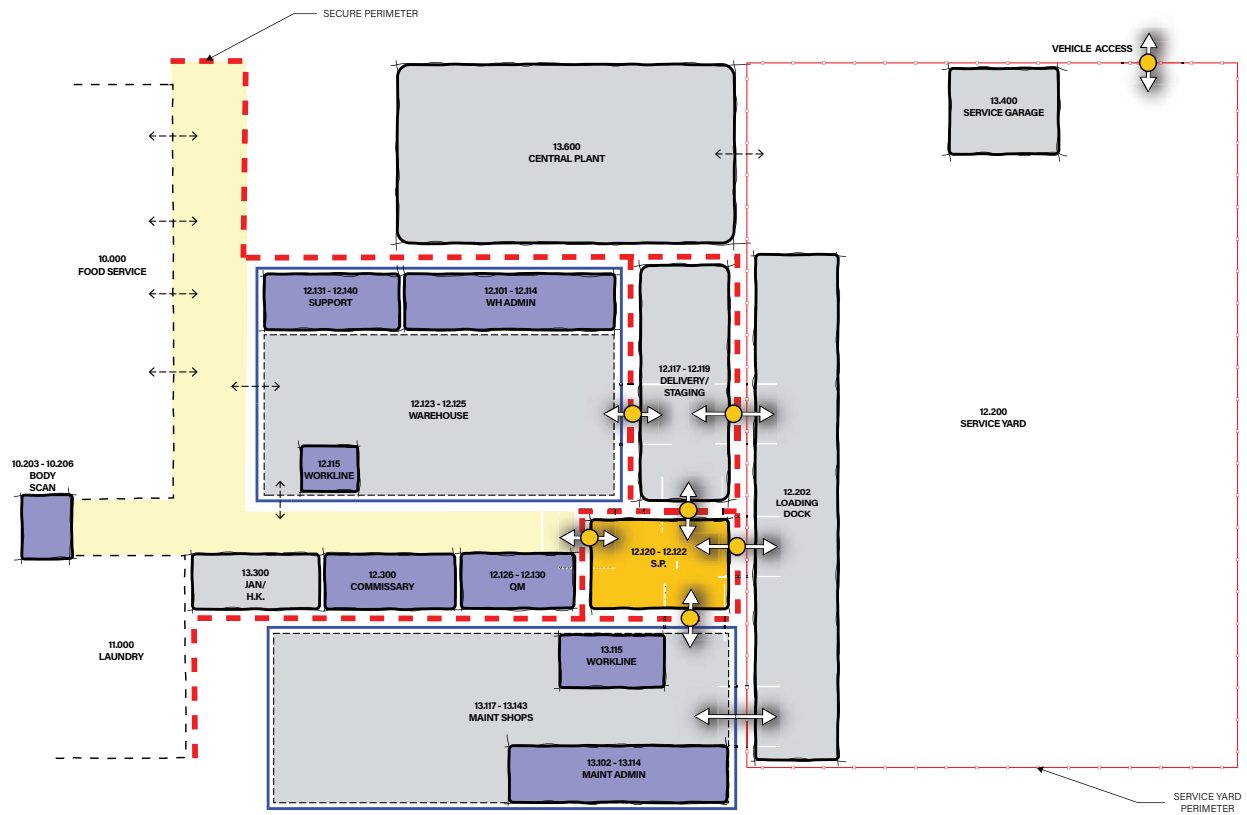


## 13.000 Maintenance/Central Plant

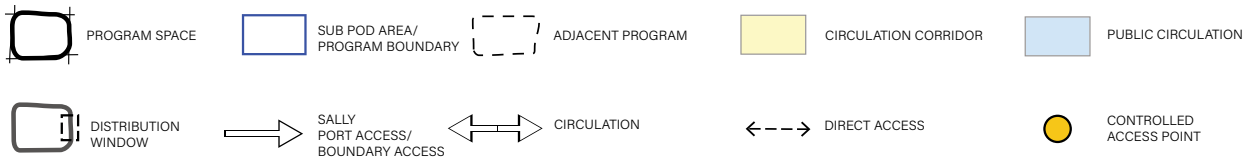
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
13.139	Breakroom - Inmate	42	1	930/room +50	980	Accessible from maintenance shop; eight 4-person tables/chairs; glazing with visibility from maintenance shop area; extra 50 nsf for 1 WS-50
13.140	Restroom - Inmate	1	1	40/room	40	Accessible from maintenance shop; gender neutral
13.141	ADA Restroom - Inmate	1	1	50/room	50	Accessible from maintenance shop; requisite mobility & accessibility features; gender neutral
13.142	Trash Alcove	-	1	50/area	50	Located within maintenance shop; regular and recycled trash (may be built in)
13.143	Janitor Closet	-	1	40/room	40	Accessible from maintenance shop; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>13.100 Total Net Square Feet</b>					<b>8,606</b>	
<b>Grossing Factor</b>					<b>1.20</b>	
<b>13.100 Total Gross Square Feet</b>					<b>10,327</b>	
<b>13.200 Satellite Maintenance</b>						<i>Inside Security Perimeter</i>
13.201	Satellite Tool Crib Room	-	2	150/room	300	Small workbench; shelving; slop sink; portable eyewash station; 1 tool crib
<b>13.200 Total Net Square Feet</b>					<b>300</b>	
<b>Grossing Factor</b>					<b>1.10</b>	
<b>13.200 Total Gross Square Feet</b>					<b>330</b>	
<b>13.300 Janitorial &amp; Housekeeping</b>						<i>Inside Security Perimeter</i>
13.301	Janitorial Supervisor	1	1	120/office	120	Accessible from janitorial workroom; OF-120
13.302	Janitorial Workroom	1-4	1	460/room	460	Conference table/seating for 6; 2 WS-50 (unassigned)
13.303	Printer/Copier Work Alcove	-	1	75/area	75	Located within janitorial workroom; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; mail slots; shredder; recycling bins
13.304	Cleaning Equipment Closet	-	1	300/room	300	Accessible from facility circulation spine & adjacent to janitorial workroom; buffer, vacuum cleaners, etc.; cleaning carts; limited cleaning supplies; glazing on door for easy viewing inside
<b>13.300 Total Net Square Feet</b>					<b>955</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>13.300 Total Gross Square Feet</b>					<b>1,337</b>	
<b>13.400 Service Garage</b>						
13.401	Service Bays	-	1	600/room	600	Located within service yard; two bays; 1 bay used for groundskeeping equipment storage/maintenance; 1 bay with vehicle lift used for automotive maintenance/repair
<b>13.400 Total Net Square Feet</b>					<b>600</b>	
<b>Grossing Factor</b>					<b>1.10</b>	
<b>13.400 Total Gross Square Feet</b>					<b>660</b>	
<b>13.500 Parking - Maintenance Vehicles</b>						
13.501	Pickup	-	2	(0)/area	(0)	See 12.000 Warehouse/Commissary - 12.207
13.502	Stake Bed Truck	-	1	(0)/area	(0)	See 12.000 Warehouse/Commissary - 12.206
<b>13.600 Central Mechanical Plant</b>						<i>Outside Security Perimeter</i>
13.601	Central Mechanical Plant	-	1	5,000/room	5,000	Heaters, chillers, hot water heaters, ventilation system; size to be confirmed by mechanical engineers

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
13.602	Emergency Generator	-	1	2,000 /room	2,000	Size to be confirmed by electrical engineers
<b>13.600 Total Net Square Feet</b>					<b>7,000</b>	
<b>Grossing Factor</b>					<b>1.10</b>	
<b>13.600 Total Gross Square Feet</b>					<b>7,700</b>	
<b>13.000 Total Interior Net Square Feet</b>					<b>17,461</b>	
<b>13.000 Total Interior Gross Square Feet</b>					<b>20,354</b>	

13.000 Maintenance/Central Plant – Functional Adjacency Diagrams



LEGEND:



## 14.000 Parking

The OCCC is a public building serving many interests and needs. Vehicle parking is needed for employees, official visitors, and members of the public.

As the country moves toward less reliance on fossil fuels, the PSD is encouraged to consider providing weather-protected parking with solar panels installed on the roofs. Electrical chargers/outlets will be provided in each parking area.

### 14.100 Parking – Public Vehicles

1. Appropriate signage around the site should indicate the public parking areas. Public access to the site should have its own vehicular entrance and exit ramps from the road, separate from staff-only access areas, if possible. Public parking areas shall be adequately lit for active monitoring, and the safety of visitors.
2. The public parking should be located near the public lobby, and there should be a passenger drop-off adjacent to the main door to the OCCC with signage indicating that the area is for drop-offs only and parking at this location is prohibited.
3. The public parking area should have 50 (est.) spaces to accommodate both official visitors and members of the public simultaneously, including handicapped spaces per code. Electrical chargers and outlets will be provided that will allow for recharging of electric vehicles.
4. There should be onsite parking for contractors and professional visitors. Four contractor/professional visitor vehicle parking spaces are provided.

### 14.200 Parking – Staff Vehicles

1. The staff parking area should be independent of public parking and should be located to prevent casual viewing of the staff parking area. The staff parking area will service the needs of the OCCC and the Community Transitional Center.
2. The staff parking area will be securely fenced and gated with card reader and/or pin code access for authorized staff entry/exit and should be provided with pole-mounted CCTV cameras that can be recorded and monitored by central control staff. Staff parking areas shall be adequately lit for active monitoring, and the safety of staff.
3. The number of staff parking spaces (300 est.) will be sufficient such that there is parking for two shifts during shift change times. Electrical chargers and outlets will be provided that will allow for recharging of electric vehicles.
4. Reserved parking will be provided for the following positions:
  - a. Warden
  - b. Deputy Warden
  - c. Business Office Manager
  - d. Residency Section Administrator
  - e. Community-based Administrator
  - f. Institution Facility Superintendent
  - g. Chief of Security
  - h. Captains (4)

### 14.300 Parking – Facility Vehicles

1. As noted previously in this report, designated parking is provided for food service and maintenance vehicles within the service yard (see 12.200 Service Yard/Loading Dock). These parking areas shall be camera monitored/recorded and adequately lit for active monitoring, and the safety of staff. Electrical chargers and outlets will be provided that will allow for recharging of electric vehicles.

2. To facilitate services provided by OCCC health staff to inmates assigned to Community Transitional Center, an electric utility vehicle is provided. This vehicle may be parked in the vehicular sallyport.

## 14.000 Parking – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>14.100 Parking - Public Vehicles</b>						
14.101	Public Lobby - Passenger Drop-off	-	1	(1,000)/area	(1,000)	Passenger drop-off adjacent to the main door to the OCCC (see 1.101); provide requisite mobility & accessibility features; includes circulation space
14.102	Vehicle - Public	-	50	(300)/area	(15,000)	Passenger vehicle; provide handicap spaces in accordance with ADA regulations; requisite electrical chargers/outlets; includes circulation space
14.103	Vehicle - Contractor/ Professional Visitor	-	4	(300)/area	(1,200)	Passenger vehicle & utility van; provide handicap spaces in accordance with ADA regulations; requisite electrical chargers/outlets; includes circulation space
<b>14.100 Total Exterior Gross Square Feet (17,200)</b>						
<b>14.200 Parking - Staff Vehicles</b>						
14.201	Vehicle Gate Access	-	1	(20)/area	(20)	Card reader and/or pin code access (authorized staff only); CCTV pole-mounted cameras
14.202	Vehicle - Staff	-	300	(300)/area	(90,000)	Gated access (see 14.201); passenger vehicle; provide handicap spaces in accordance with ADA regulations; requisite electrical chargers/outlets; includes circulation space
14.203	Vehicle - Reserved Staff Parking	-	11	(300)/area	(3,300)	Gated access (see 14.201); passenger vehicle; provide handicap spaces in accordance with ADA regulations; requisite electrical chargers/outlets; includes circulation space
<b>14.200 Total Exterior Gross Square Feet (93,320)</b>						
<b>14.300 Parking - Facility Vehicles</b>						
14.301	Food Service/ Maintenance Vehicles	-	7	(0)/area	(0)	See 12.000 Warehouse/Commissary - 12.206 & 12.207
14.302	Health Services Utility Vehicle	-	1	(125)/area	(125)	Weather protected; electrical charging station (see 7.231)
<b>14.300 Total Exterior Gross Square Feet (125)</b>						
<b>14.000 Total Exterior Gross Square Feet (110,645)</b>						

## CHAPTER 3: COMMUNITY TRANSITIONAL CENTER

## Chapter Overview

On the grounds of the OCCC campus will be the Community Transitional Center serving prison inmates within three-to-six months of their calculated release date. The Community Transitional Center (CTC) will accommodate up to 270 inmates, many of whom will come from Halawa, Waiawa, and Kulani correctional facilities. Programs and services offered at the CTC are intended to facilitate inmates' successful return to the community as responsible, self-sufficient law-abiding citizens, and will include education, treatment, and work training.

The CTC will be under the direction of and with oversight by the OCCC warden. The Community-based Administrator will serve as the manager of the CTC and have overall responsibility for day-to-day operations.

Many of the services and support for the CTC will originate from the OCCC and include:

- a. food service
- b. inmate property
- c. intake/release
- d. mail processing
- e. maintenance
- f. training

Inmates assigned to the Community Transitional Center are deemed a low-risk of danger to the community and will be working off site under supervision of non-CTC staff, gainfully employed within the community, and/or taking part in community-based programs/treatment. When not involved in work or programs/treatment, inmates will reside at the CTC.

Programs provided focus on inmates' specific needs, such as substance use disorder/addiction, in a therapeutic setting, and transitional services that typically include the opportunity to work in the community, receive counseling and education, and participate in treatment in a structured setting. Programs offered to inmates will incorporate the principles of effective intervention into their design and implementation.

## Operating Principles & Architectural Space Program – Overview

This chapter outlines the operating principles and corresponding space program for the future Community Transitional Center. The operating principles are a series of broad planning assumptions about how the proposed CTC will operate and the space needed to implement its operations. They are intended to provide the end-user with an understanding of the future operations and corresponding spaces for each functional component. In addition, the CTC Program provides clear direction for developing design solutions.

The operating principles in this chapter are organized by each functional component that comprises the CTC as listed below:

- 1.000 Public Lobby
- 2.000 Facility Administration
- 3.000 Staff Support
- 4.000 Security Operations
- 5.000 Admission & Release
- 6.000 Transitional Housing
- 7.000 Health Care
- 8.000 Visitation
- 9.000 Programs & Services
- 10.000 Food Service & Laundry
- 11.000 Warehouse/Commissary
- 12.000 Maintenance/Central Plant
- 13.000 Parking



## 1.000 Public Lobby

The public lobby entrance should be the facility's 'front door' and easily accessible from the street, sidewalk, and/or public parking areas. There should be a passenger drop-off adjacent to the main door into the facility, with signage indicating that that the area is for drop-offs only and that parking at this location is prohibited.

### 1.100 Public Lobby

1. The main door of the facility will open into the public lobby. Members of the public, official visitors, professionals, attorneys, service providers, and volunteers will enter the facility via the public lobby. Facility personnel may also enter through the public lobby, although their primary entrance will be through a separate secure entrance designated for staff only (see 3.000 Staff Support).
2. During periods of pandemic or as a manner of course, persons seeking entry may be subject to a brief health screening, which will occur immediately upon entering the public lobby. There will be a mobile workstation having computer access and storage for items such as thermal scanners, single-use surgical face masks, sanitizer, etc.
3. Upon entering the public lobby, all persons, including official visitors, professionals, and volunteers will need to successfully pass-through metal detection/security screening. An officer will be assigned to the public lobby to perform security screenings on a 16-hour/7-day per week basis.
  - a. Before undergoing security screening, persons will secure:
    - guns and weapons in gun lockers
    - long guns in the user's vehicle
    - prohibited personal items such as keys and mobile phones, and outerwear in public property lockers
  - b. Six gun lockers, and 10 twelve inch-height and 20 mini-compartment public property lockers will be provided for use by volunteers, visitors, attorneys, etc.
  - c. For security screening, a queuing system will be utilized to manage peak periods – it will be a standing-only system using retractable barriers and will be configured to accommodate wheelchairs.
  - d. In the absence of the security screening officer, the security control officer will conduct security screenings on an as-needed-basis.
4. The public lobby is the waiting area for all persons who have successfully passed through security screening and are waiting to enter the CTC. Both professional and personal visitors will register at the security control workstation. It is here that the visitor will declare the purpose of the visit. The visitor may be required to register and display identification.
  - a. Security control will include a fully equipped workstation that provides for maximum visibility of the doors leading into and out of the public lobby and public lobby areas such as visitor waiting.
  - b. Security control will be staffed on a 24-hour/7-day per week basis
  - c. The security control workstation will include monitors that provide the ability to view multiple cameras concurrently and a door panel indicator with alarm capabilities.
5. For the release of inmate property to a family member or friend, a smart locker system will be utilized. Lockers of varying sizes will be available for this purpose within the public lobby (see 5.100 Admission & Release).

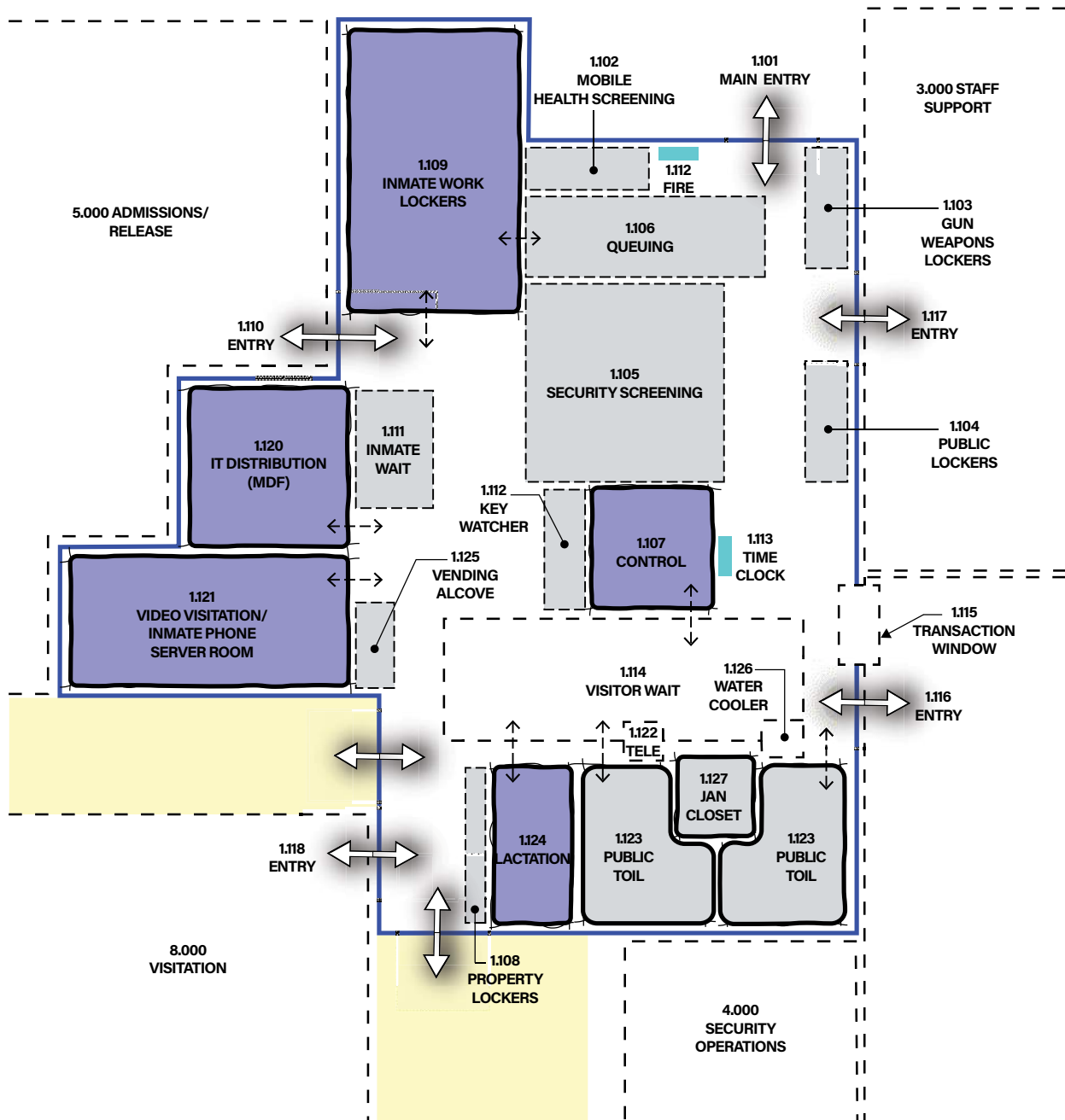
6. Inmates leaving the facility for authorized purposes will check in with and present their community pass to the security control officer, who, in turn, will record the inmate's exit from the facility. Upon leaving the facility, inmates may retrieve their work items/tools (e.g., five-gallon buckets, culinary knives, etc.) from their assigned locker located adjacent to the main entrance. Upon return to the facility, the work items/tools will be returned and secured in the assigned locker.
  - a. Fifty half-height and 25 quarter-height lockers with user-defined combination locks will be provided for storage of inmate work items/tools.
7. Inmates returning from the community will be subject to search. This search will occur within the admissions area. A controlled-access door will lead from the public lobby to the admissions area. The door will be operated by remote electronic release by the admissions officer and/or card reader, pin code, and/or biometric means (authorized staff only). Seating for six is provided adjacent to the admissions door for inmates pending entry to the admissions area.
8. Adjacent to the security control station, will be a time clock and the key watcher system alcove (see 4.000 Security Operations).
9. An area of the public lobby, visible from the security control workstation, will be designated as a visitor waiting area; the waiting area should provide sufficient seating for approximately 15 visitors.
10. The public lobby will have a secure service window and queuing area serving facility administration.
11. The public lobby provides direct access to the:
  - a. facility administration (see 2.000 Facility Administration)
  - b. staff support areas (see 3.000 Staff Support)
  - c. contact visitation room (see 8.000 Visitation)
12. The public lobby will be the location for the:
  - a. secure remote fire panel
  - b. master distribution frame server room (see 2.000 Facility Administration)
  - c. server room for the video visitation, inmate tablet, and inmate phone systems
13. Within the public lobby, public telephones, public restrooms, a lactation room, a vending area, a water cooler, and a janitor closet will be provided.

## 1.000 Public Lobby – Architectural Space Program

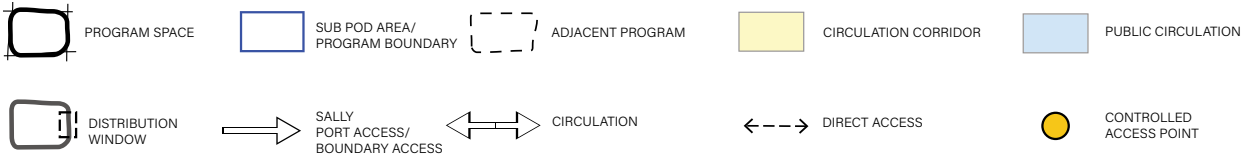
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
1.100 Public Lobby						
1.101	Main Entrance - Secure Door	-	1	0/area	0	Provides access to/from CTC public lobby to/from exterior; ADA accessible; door unsecured during normal business hours; after-hours door operation (when secured) - electronic release either by security screening & security control staff and/or by card-reader access and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 1.100 grossing factor
1.102	Mobile Health Screening Station	1	1	30/area	30	Located within public lobby & adjacent to entry door; mobile workstation with computer access; requisite data technology; storage for thermal scanners, single-use surgical face masks, sanitizer, etc.
1.103	Gun/Weapons Locker	-	6	5/area	30	Located within public lobby; lockers grouped together; lockers with user-defined combination lock
1.104	Public Lockers	-	1	30/area	30	Located within public lobby; 10 twelve-inch height lockers and 20 mini-compartment lockers, each with user-defined combination lock, for use by volunteers, visitors, attorneys, etc.
1.105	Security Screening	1-2	1	200/area	200	Located within public lobby; path for wheelchair access around metal detection equipment; sized for handheld wand searches if necessary, so as not to block metal detection walk/pass-through; table for personal items bypass; package x-ray; secure shelving for storage of handheld wand, etc.; private area for secondary screening
1.106	Security Screening - Queuing	10	1	7/pers	70	Located within public lobby & adjacent to security screening (1.105); standing only; retractable belt barriers; configured to accommodate wheelchair/walker
1.107	Security Control Officer	1	1	64/wkstn +15	79	Located within public lobby; 1 WS-64; extra 15 nsf for camera monitors & door panel
1.108	Inmate Property Lockers	-	1	100/area	100	Located within public lobby; wall-mounted secure lockers for transfer of inmate property (see 5.118); access via facility-defined combination lock and/or code; 15 lockers of varying sizes & configuration; camera monitored/recorded
1.109	Inmate Work Lockers	-	1	250/area	250	Located adjacent to main entrance (see 1.101); 50 half-height & 25 quarter-height wall-mounted lockers w/ user-defined combination lock for tools & work supplies
1.110	Admissions Entrance - Controlled-access Door	-	1	0/area	0	See 5.000 Admission & Release - 5.120
1.111	Waiting - Inmate	6	1	10/pers	60	Located within public lobby adjacent to admissions entrance (see 1.110); bench seating
1.112	Key Watcher System Alcove	-	1	40/area	40	Located adjacent to security control officer workstation (see 1.107); requisite data technology; two-step access process - pin code and/or card reader and/or biometric means; data receptacles/outlets
1.113	Time Clock	-	1	0/area	0	Located adjacent to security control officer workstation (see 1.107); wall-mounted electronic time clock; requisite data technology; square footage included in 1.100 grossing factor

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
1.114	Waiting - Visitor	15	1	15/pers	225	Located within public lobby; seating; personal/official visit, administration appointment; TV; sound attenuation
1.115	Facility Administration Transaction Window/Queuing - Public Lobby Side	1-2	1	30/area	30	Located within public lobby; window that bridges public lobby & administration (see 2.103); secure window with document pass-through drawer; counter space to allow for signing documents, etc.; ADA accessible; square footage for queuing area included in 1.100 grossing factor
1.116	Facility Administration Entrance - Controlled-access Door	-	1	0/area	0	See 2.000 Facility Administration - 2.101
1.117	Staff Support Entrance - Controlled-access Door	-	1	0/area	0	See 3.000 Staff Support - 3.102
1.118	Contact Visitation Room Entrance - Controlled-access Door	-	1	0/area	0	See 8.000 Visitation - 8.201
1.119	Fire Control Panel	-	1	0/area	0	Located within public lobby; secure, wall-mounted fire control panels; square footage included in 1.100 grossing factor
1.120	Master Distribution Frame	-	1	150/room	150	Accessible from public lobby; fiber optics head-in equipment for data and servers; temperature & humidity control; 1 WS-50; accessible by data vendor
1.121	Video Visitation / Inmate Tablet / Inmate Phones Server Room (Vendor)	-	1	150/room	150	Accessible from public lobby; room with temperature and humidity control; server and telephone racks; requisite data & transmission technology; static-free surface treatments; special ventilation; 1 WS-50
1.122	Telephone - Public	-	2	10/area	20	Located within public lobby; pay telephone; 1 telephone is ADA accessible
1.123	Restroom - Public	1-2	2	100/room	200	Accessible from public lobby; number of fixtures per code; 1 toilet/sink is ADA accessible; adequate door clearance from edge of water closet and toilet; child-changing station; 1 designated for males; 1 designated for females
1.124	Lactation Room	-	1	80/room	80	Accessible from public lobby; ADA accessible; comfortable seating; sink; child changing table
1.125	Vending Machine Alcove	-	1	60/area	60	Located within public lobby
1.126	Water Cooler	-	1	0/area	0	Located within public lobby; ADA accessible; wall-mounted; amount per code; square footage included in 1.100 grossing factor
1.127	Janitor Closet	-	1	40/room	40	Accessible from public lobby; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>1.100 Total Net Square Feet</b>					<b>1,844</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>1.100 Total Gross Square Feet</b>					<b>2,582</b>	
<b>1.000</b>		<b>Total Interior Net Square Feet</b>			<b>1,844</b>	
<b>1.000</b>		<b>Total Interior Gross Square Feet</b>			<b>2,582</b>	

1.000 Public Lobby – Functional Adjacency Diagrams



LEGEND:



## 2.000 Facility Administration

The facility administration component is where day-to-day administration, records, business, and personnel activities occur, and will be open during standard business hours. Facility administration (administration) has proximity to the public lobby, as it is the one area of the facility to experience the highest public interface, other than the public lobby. It will be located in an area where access by the public is controlled.

### 2.100 Facility Administration

1. The facility administration work area should be in the form of a suite, so that shared resources such as storage and meeting space can be easily accessed. This design will help in building a collaborative culture and promoting a consistent philosophical approach to operations.
2. Access to the administration suite will be primarily from the public lobby. Entry to the administration suite will be controlled to prevent casual access and will be by electronic release either by facility administration staff, the public reception officer in the public lobby, and/or by card-reader access and/or biometric means (authorized staff only).
3. Although only authorized persons are allowed access to the facility administration suite, pre-release inmates may be authorized to perform housekeeping services on a supervised, scheduled basis.
4. Within the administration area will be a waiting/reception area sized to accommodate two to four people and a reception workstation. The reception workstation will contain a secure service window into the public lobby to facilitate communication with persons that require limited interaction with administration staff. The clerical specialist will serve as the receptionist for the facility administration.
5. A combination of private and shared offices, and open workstations will be provided for facility administration staff. Office and/or workspace will be provided for the following positions and functions:
  - a. Community-based Administrator
  - b. Administrative Assistant
  - c. Community Corrections Supervisor (2)
  - d. Clerical Specialist
  - e. Accounting Manager
  - f. Accounting Clerk
  - g. Visiting Professionals/Expansion

Workspace design and furniture and equipment will be commensurate with assigned responsibilities.

6. All investigations involving staff members will be conducted by internal affairs staff based at PSD headquarters. Therefore, no space for internal affairs is provided at the CTC.
7. A conference room sized to accommodate 10 people will be provided within facility administration. The conference room will have a secondary entrance from the community-based administrator's office. An interview room is provided where meetings with staff regarding performance-related concerns may be conducted in a confidential, private setting.
8. While most files/records will be digitally stored, basic file storage is provided for general administration files, which includes workspace and equipment necessary for digitally archiving records. Records will be forwarded to the OCCC for digital archiving.
9. Within facility administration, a printer/copier work alcove, an office supply storage closet, a staff breakroom, a water cooler, staff restrooms, and a janitor closet will be provided.

## 2.200 Mail

1. Both facility and inmate mail will be processed daily, Monday through Friday excluding holidays.
2. The clerical specialist will retrieve both facility and inmate incoming mail from the mail anteroom located at the OCCC and separate facility mail from inmate mail. Within facility administration in a room adjoining the staff support staff-only circulation area, a designated room with worktables and bins for sorting mail will be provided.
  - a. Facility mail will be sorted by staff/department and will be distributed via two-sided mailboxes accessible from the mailroom. The staff side of the mailboxes will be located within the staff support staff-only area.
  - b. Inmate mail will be forwarded to the intake/release area where staff will sort the mail by housing pod. Once the mail is sorted, the intake/release staff will deliver to the respective housing pods where the housing officer will distribute the mail.
3. The clerical specialist will collect outgoing mail and deliver it to the mailroom at the OCCC for processing.
  - a. Within the staff support area, a maildrop box for all outgoing facility mail will be provided.
  - b. Outgoing inmate mail will be collected by the respective housing officer once daily and placed in a designated mail bin located within the intake/receiving area.

## 2.300 Information Technology

1. Information technology (IT) staff will be based primarily at PSD headquarters. Accessible from the administration suite, will be an IT office, which includes a workstation as well as a worktable for repairing electronics with sufficient dust and static control.
2. Accessible from the IT office will be the main server room for all of the non-security servers for the CTC. The server room will have special temperature and humidity control with glass sliding doors to provide visibility to and direct access from the IT workstation.
  - a. The telephone server racks and equipment (e.g., VOIP racks) for the facility phone system will be located within the main server room.
3. Spare computers, electronic parts, etc. will be maintained and stored at PSD headquarters. Therefore, no space is provided for secure electronics storage at the CTC.
4. The master distribution frame server room, which will be accessible from within the public lobby, will be the point where the fiber optics head-in originates and will be a room that is temperature and humidity controlled (see 1.000 Public Lobby). Satellite server rooms (intermediate distribution frame) that are temperature and humidity controlled will house the switch gear equipment; these server rooms will be located as needed throughout the CTC.
5. There will be a room accessible from within the public lobby that will house the server racks and equipment supporting the video visitation, inmate tablet, and inmate phone systems, which will include a workstation for use by the vendor providing these systems.

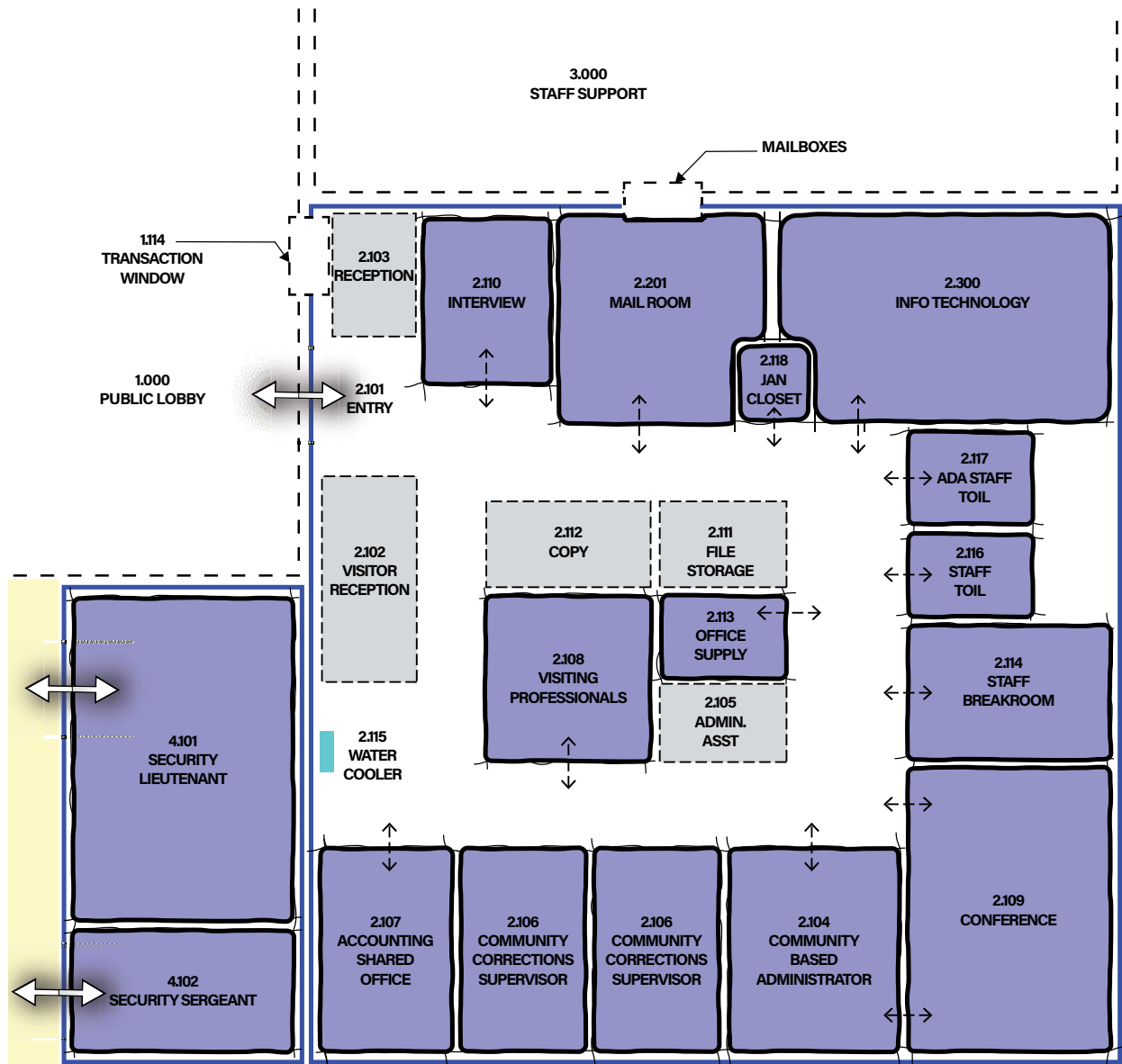
## 2.000 Facility Administration – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>2.100 Facility Administration</b>						
2.101	Facility Administration Entrance - Controlled-access Door	-	1	0 /area	0	Provides access to/from public lobby (see 1.116) to/from facility administration; door - electronic release either by facility administration staff and/or the public reception officer, and/or by card-reader access and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 2.100 grossing factor
2.102	Visitor Reception	2-4	1	100 /area	100	Located within administration suite; RW-100
2.103	Reception/Clerical Specialist Workstation	1	1	64 /wkstn	64	Adjacent to & facing visitor reception (see 2.102); WS-64; door controls to administration area; secure service window to public lobby (see 1.115)
2.104	Community-based Administrator	1	1	180 /office	180	OF-180; second door leading directly to/from the conference room (see 2.109)
2.105	Administrative Assistant	1	1	80 /wkstn	80	Adjacent and accessible to community-based administrator's office (see 2.104); WS-80
2.106	Community Corrections Supervisor	1	2	120 /office	240	OF-120
2.107	Accounting - Shared Office	1-2	1	150 /office	150	OF-150; shared office for accounting manager & accounting clerk
2.108	Visiting Professionals/Expansion - Shared Office	1-2	1	150 /office	150	OF-150
2.109	Conference Room	8-10	1	240 /room	240	Accessible from administration suite; CF-160 sized for 10; secondary entrance directly from community-based administrator's office (see 2.104)
2.110	Interview Room	2-4	1	100 /room	100	Accessible from administration suite; table and loose chairs for up to 4 people; requisite data technology; secure cabinetry
2.111	File Storage	-	1	100 /area	100	Located within administration suite; file cabinets; digital archiving equipment; worktable
2.112	Printer/Copier Work Alcove	-	1	75 /area	75	Located within administration suite; networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; shredder; recycling bins
2.113	Office Supply Closet	-	1	40 /room	40	Accessible from administration suite; secure storage; shelving; near printer/copier work alcove
2.114	Breakroom - Staff	2-4	1	120 /room	120	Accessible from administration suite; BR-120
2.115	Water Cooler	-	1	0 /area	0	Located within administration suite; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included 2.100 grossing factor
2.116	Restroom - Staff	1	1	40 /room	40	Accessible from administration suite; gender neutral
2.117	ADA Restroom - Staff	1	1	50 /room	50	Accessible from administration suite; requisite mobility & accessibility features; gender neutral
2.118	Janitor Closet	-	1	40 /room	40	Accessible from administration suite; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>2.100 Total Net Square Feet</b>					<b>1,769</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>2.100 Total Gross Square Feet</b>					<b>2,211</b>	

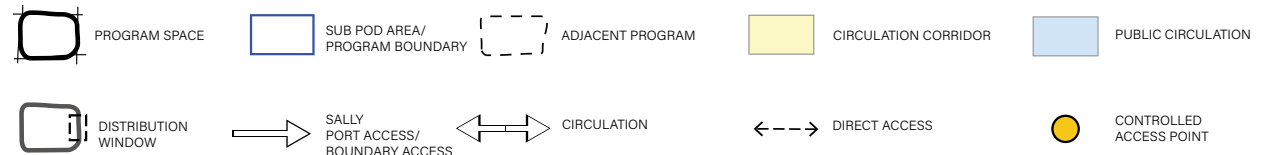


No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>2.200 Mail</b>						
2.201	Mail Room	1	1	150 /room	150	Accessible from administration suite; worktable w/ laptop; adjustable stool; requisite data technology; shelving for mail bins; open mailboxes accessible from staff support staff-only area (see 3.203); outgoing mail chute & collection bin
<b>2.200 Total Net Square Feet</b>					<b>150</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>2.200 Total Gross Square Feet</b>					<b>188</b>	
<b>2.300 Information Technology</b>						
2.301	Information Technology (IT) Office	1	1	200 /office	200	Accessible from administration suite; 1 WS-64; requisite data technology; worktable w/ dust & static control; shelving for storage; shadow board for tool storage; appropriate ventilation; portable emergency eyewash station
2.302	Main Server Room	-	1	150 /room	150	Accessible from within IT office; requisite data technology; server racks; VOIP telephone server racks; temperature & humidity control; sliding glass doors; visible from IT workstation
2.303	Master Distribution Frame	-	1	0 /room	0	See 1.000 Public Lobby - 1.120
2.304	Satellite Server Room - Intermediate Distribution Frame	-	1	0 /room	0	Depending on configuration of the building, multiple IDF rooms may be required; temperature & humidity control; switch gear equipment; square footage included as part of the overall building gross
2.305	Video Visitation / Inmate Tablet / Inmate Phones Server Room (Vendor)	-	1	0 /room	0	See 1.000 Public Lobby - 1.121
<b>2.300 Total Net Square Feet</b>					<b>350</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>2.300 Total Gross Square Feet</b>					<b>438</b>	
<b>2.000</b>		<b>Total Interior Net Square Feet</b>			<b>2,269</b>	
<b>2.000</b>		<b>Total Interior Gross Square Feet</b>			<b>2,836</b>	

2.000 Facility Administration – Functional Adjacency Diagrams



LEGEND:



### 3.000 Staff Support

It is important that a facility's physical plant and operations recognize the critical role that staff play in delivering quality services, and that appropriate emphasis be placed on addressing staff needs. Training and staff support amenities generally lead to enhanced programming and services, employee morale, increased staff retention, and compliance with applicable standards. The staff support component includes staff entrance, staff roll call/briefing, training, staff lockers, fitness, and staff respite spaces designed to meet staff needs.

#### 3.100 Staff Entrance

1. Facility staff-only areas will have two access points – one exterior entrance accessible from the staff parking area, and one interior entrance via the public lobby.
2. A secure staff entrance from the exterior will be provided leading directly into the facility's staff-only areas. The staff entrance from the exterior should have a secure weather vestibule accessed by card reader and/or biometric means by authorized staff.
3. Access to the staff support areas from the public lobby will be controlled to prevent casual access and will be by electronic release either by the security control officer in the public lobby and/or by card reader, pin code, and/or biometric means (authorized staff only). Before entering the facility via the public lobby from the staff support areas, staff will be required to successfully pass security screening conducted in the public lobby.

#### 3.200 Shift Roll Call/Briefing

1. Prior to reporting for duty, all security staff working inside the CTC should attend shift roll call/briefing. It is here that staff will receive operational updates/bulletins. Shift roll call/briefing will occur at the OCCC, and CTC staff will attend shift briefing virtually. A properly configured room designated for this purpose sized to accommodate 25 staff is provided. The room will include one table with seating sized to accommodate three computers for use by staff to enter hours worked, check emails, submit vacation/leave requests, etc.
2. Staff will check-in for duty using the time clock located at the OCCC or behind the security control station at the CTC.
3. Mailboxes for individual staff members and for individual departments will be provided within the staff support staff-only area (see 1.000 Public Lobby – Mail).

#### 3.300 Training

1. The PSD is responsible for the coordination and delivery of all required training, which will occur at the central training center. However, annual in-service training for uniformed personnel will occur at the OCCC and will be coordinated by the training sergeant. The training sergeant is also responsible for coordinating annual in-service training at the OCCC for non-uniformed personnel on topics that are universal to all employees (e.g., sexual harassment, workplace safety, CPR/first aid, etc.). Therefore, no space is provided for training at the CTC.

#### 3.400 Staff Lockers & Fitness Area

##### *Staff Lockers*

1. The stress associated with corrections work and the physical requirements for adequate job performance support the need for well-designed space for staff to change into their uniforms, store their gear, and to shower following an altercation or chemical agent exposure or using the fitness room. Male and female locker/changing rooms are provided in the staff support area accessible via the staff entrance corridor, so that staff can store their personal belongings prior to going on their shift.

2. The staff lockers are designed for the full build-out of the facility at 270 beds. Thirty-six assigned half-height lockers will be provided for all uniformed staff – 386 for males and 29 for females, and 230 quarter-height lockers will be provided for all non-uniformed staff assigned to the OCCC – 91 for males and 137 for females. Additional lockers will be available on an unassigned day-use basis for personnel who are working at the CTC on a temporary or short-term basis. Separate locker rooms for males and females will be provided.
3. Toilets, sinks, and showers will be provided in each locker room. In addition, a lactation room will be provided that is accessible from within the female locker room.
4. Each staff locker room will have a water cooler.

#### *Fitness Area*

5. Staff assigned to the CTC may utilize the staff fitness room located at the OCCC. Therefore, no space is provided for staff fitness at the CTC.

#### 3.500 Staff Respite & Breakrooms

1. To support staff health and optimal performance, spaces for brief respites from working a post will be provided. Offering staff opportunities to step away from their assigned post for a brief break contributes to:
  - a. Increased productivity
  - b. Reduced stress
  - c. Lower physical ailments
  - d. Restores alertness
2. Staff breakrooms will be provided in strategic locations throughout the CTC (the number of breakrooms may be consolidated and decreased during the design process).
  - a. Staff breakroom located within facility administration (max occupancy – 4)
  - b. Staff breakroom located within programs and services (max occupancy – 4)
  - c. Staff breakroom located within staff support (max occupancy – 8)
3. A staff dining room located proximal to food service operations is described in report section 10.000 Food Service

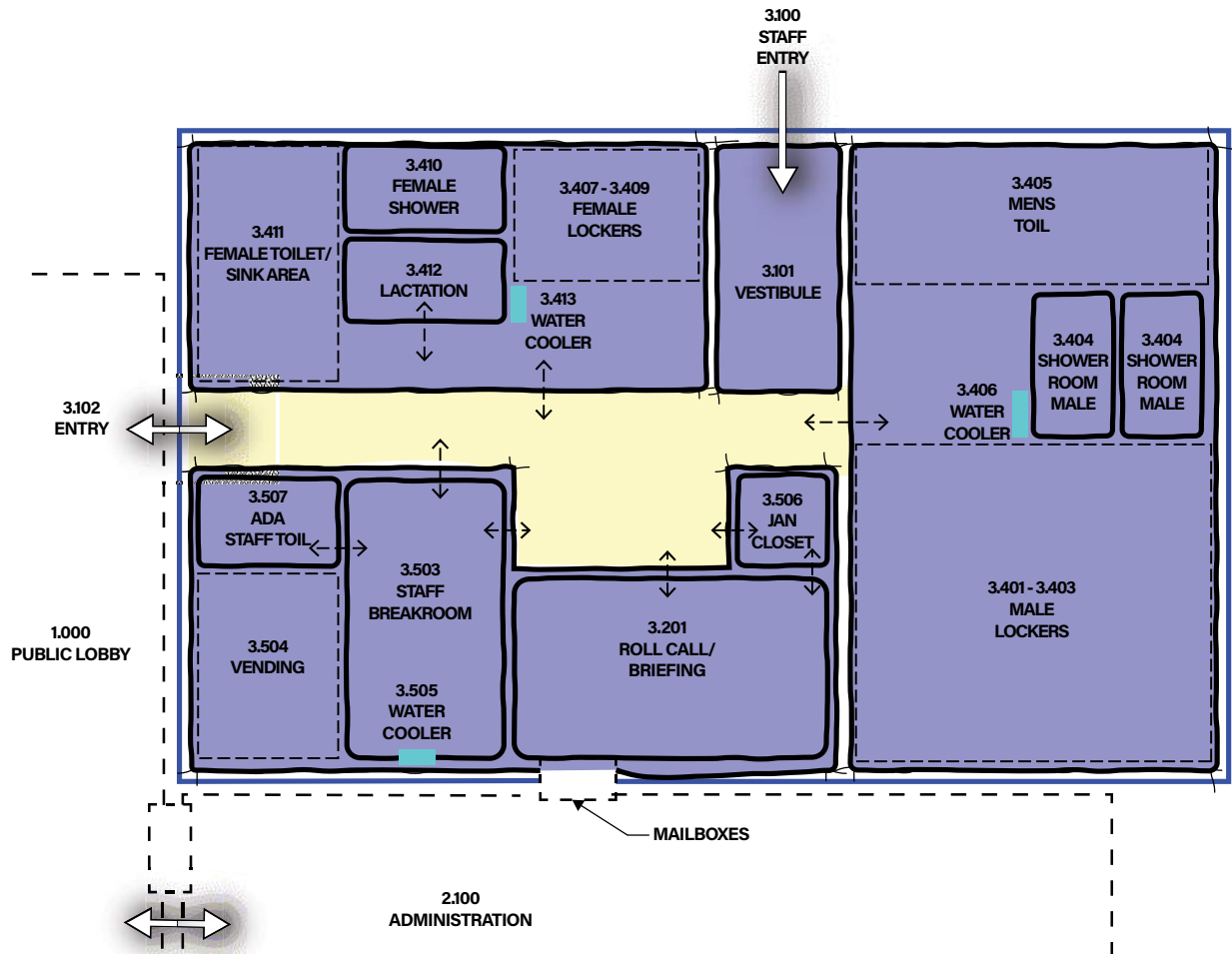
3.000 Staff Support – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>3.100 Staff Entrance</b>						
3.101	Weather Vestibule - Staff Entrance	1-8	1	120 /area	120	ADA accessible; one set of double doors for weather insulation; staff entrance door leading directly into staff-only areas; access by card reader or biometric-means (authorized staff only)
3.102	Public Lobby Entrance - Secure Door	-	1	0 /area	0	Access to/from public lobby (see 1.117) to/from staff support areas; controlled access by keypad, card reader, and/or biometric means (authorized staff only) and/or by remote electronic release from the security control workstation; includes CCTV and intercom for identification; square footage included in 3.100 grossing factor
<b>3.100 Total Net Square Feet</b>					<b>120</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>3.100 Total Gross Square Feet</b>					<b>168</b>	
<b>3.200 Shift Roll Call/Briefing</b>						
3.201	Shift Roll Call/Briefing	25	1	250 /area	250	Briefing delivered virtually from OCCC; requisite data and transmission technology for videoconferencing; ceiling-mounted high-resolution cameras; two-way communication; wall-mounted video screen; tandem seating w/ back support; table & seating w/ 3 computers
3.202	Time Clock	-	1	0 /area	0	See 1.100 Public Lobby - 1.113
3.203	Mailboxes	-	1	0 /area	0	Accessible from staff-only area; recessed wall-mounted mailboxes w/ user-defined combination lock; outgoing mail chute (see 2.201); square footage included in 3.200 grossing factor
<b>3.200 Total Net Square Feet</b>					<b>250</b>	
<b>Grossing Factor</b>					<b>1.30</b>	
<b>3.200 Total Gross Square Feet</b>					<b>325</b>	
<b>3.300 Training</b>						
3.301	Training	-	1	0 /area	0	No space required; training occurs at OCCC or central training center
<b>3.400 Staff Lockers &amp; Fitness Area</b>						
<i>Staff Locker Room - Male</i>						
3.401	Male Half-height Locker/ Changing Rooms - Assigned Lockers	1	80	5 /locker	400	Located & grouped together within male locker room; half-height lockers equipped with user-defined combination lock; changing space; benches; proximal to staff entrance
3.402	Male Quarter-height Locker/ Changing Rooms - Assigned Lockers	1	9	3 /locker	27	Located & grouped together within male locker room; quarter-height lockers equipped with user-defined combination lock; changing space; benches; proximal to staff entrance
3.403	Male Half-height Locker/ Changing Rooms - Day-use Lockers	1	5	5 /locker	25	Located & grouped together within male locker room; half-height lockers equipped with user-defined combination lock; changing space; benches; proximal to staff entrance
3.404	Shower Rooms - Males	1-2	1	120 /room	120	Accessible from within male locker room; 2 shower stalls with drying area - includes 1 ADA accessible shower
3.405	Toilet/Sink Area - Male	1-4	1	200 /room	200	Accessible from male locker room; 4 toilets (adequate door clearance from edge of water

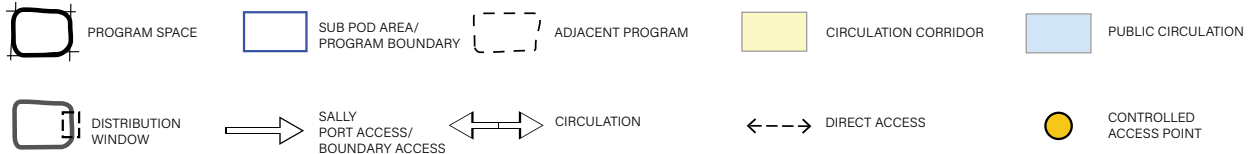
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						closet) & 4 sinks - includes 1 ADA toilet and sink; wall-mounted hair dryer
3.406	Water Cooler	-	1	0/area	0	Located within male locker room; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 3.400 grossing factor
<b>Staff Locker Room - Female</b>						
3.407	Female Half-height Locker/ Changing Rooms - Assigned Lockers	1	6	5/locker	30	Located & grouped together within female locker room; half-height lockers equipped with user-defined combination lock; changing space; benches; proximal to staff entrance
3.408	Female Quarter-height Locker/ Changing Rooms - Assigned Lockers	1	13	3/locker	39	Located & grouped together within female locker room; quarter-height lockers equipped with user-defined combination lock; changing space; benches; proximal to staff entrance
3.409	Female Half-height Locker/ Changing Rooms - Day-use Lockers	1	3	5/locker	15	Located & grouped together within female locker room; half-height lockers equipped with user-defined combination lock; changing space; benches; proximal to staff entrance
3.410	Shower Rooms - Females	1	1	60/room	60	Accessible from within female locker room; 1 ADA-accessible shower stall with drying area
3.411	Toilet/Sink Area - Female	1-2	1	100/room	100	Accessible from female locker room; 2 toilets (adequate door clearance from edge of water closet) & 2 sinks - includes 1 ADA toilet and sink; wall-mounted hair dryer
3.412	Lactation Room	1	1	80/room	80	Accessible from female locker room; ADA accessible; comfortable seating; sink; half-height refrigerator
3.413	Water Cooler	-	1	0/area	0	Located within female locker room; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 3.400 grossing factor
<b>Fitness Area</b>						
3.414	Fitness Room	-	0	0/room	0	Fitness room is located at OCCC
<b>3.400 Total Net Square Feet</b>					<b>1,096</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>3.400 Total Gross Square Feet</b>					<b>1,534</b>	
<b>3.500 Staff Respite &amp; Breakrooms</b>						
3.501	Staff Breakroom (Facility Administration)	-	1	0/room	0	See 2.000 Facility Administration - 2.114
3.502	Staff Breakroom (Programs & Services)	-	1	0/room	0	See 9.000 Programs & Services - 9.110
3.503	Staff Breakroom (Staff Support)	6-8	1	250/area	250	BR-250; located within staff support area
3.504	Vending Alcove	-	1	120/area	120	Located within staff support breakroom (see 3.503); 5 vending machines; requisite electrical connections/outlets
3.505	Water Cooler	-	1	0/area	0	Located within staff support breakroom (3.503); ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 3.500 grossing factor
3.506	Janitor Closet	-	1	40/room	40	Accessible from circulation corridor within staff support; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>3.500 Total Net Square Feet</b>					<b>410</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>3.500 Total Gross Square Feet</b>					<b>574</b>	

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
		3.000	<i>Total Interior Net Square Feet</i>		1,876	
		3.000	<i>Total Interior Gross Square Feet</i>		2,601	

3.000 Staff Support – Functional Adjacency Diagrams



LEGEND:





## 4.000 Security Operations

The mission of security operations is to provide for the safety and security of all staff, visitors, and inmates in the entire CTC and, thus, facilitate orderly operations and programming. The security operations component includes such functions as security administration, security emergency response team, armory, key control, security and safety communications and surveillance, and fire safety and emergency response.

### 4.100 Security Operations

1. The CTC, while a staff-secure facility, will have controlled entry/exit access to/from the building. The exterior doors will be equipped with push bars that while affording immediate exit from the building will prevent unauthorized entry. All exterior doors, when not unlocked during hours of operation, will be secured and alarmed. When an alarm is activated and upon the exit door opening, an audible warning will sound alerting staff to a potential breach in security.
2. The security lieutenant assigned to the CTC will be responsible for managing all aspects of the facility's day-to-day security operations, and who will be assigned on a 16-hour/7-day per week basis. In the absence of the CTC security lieutenant, the security lieutenant assigned to the OCCC will assume these responsibilities as an added duty. In addition, a security sergeant is assigned to each floor of the CTC on a 24-hour/7-day per week basis.
  - a. A shared office is provided for the security lieutenants (4).
  - b. An office is provided for the on-duty security sergeant.

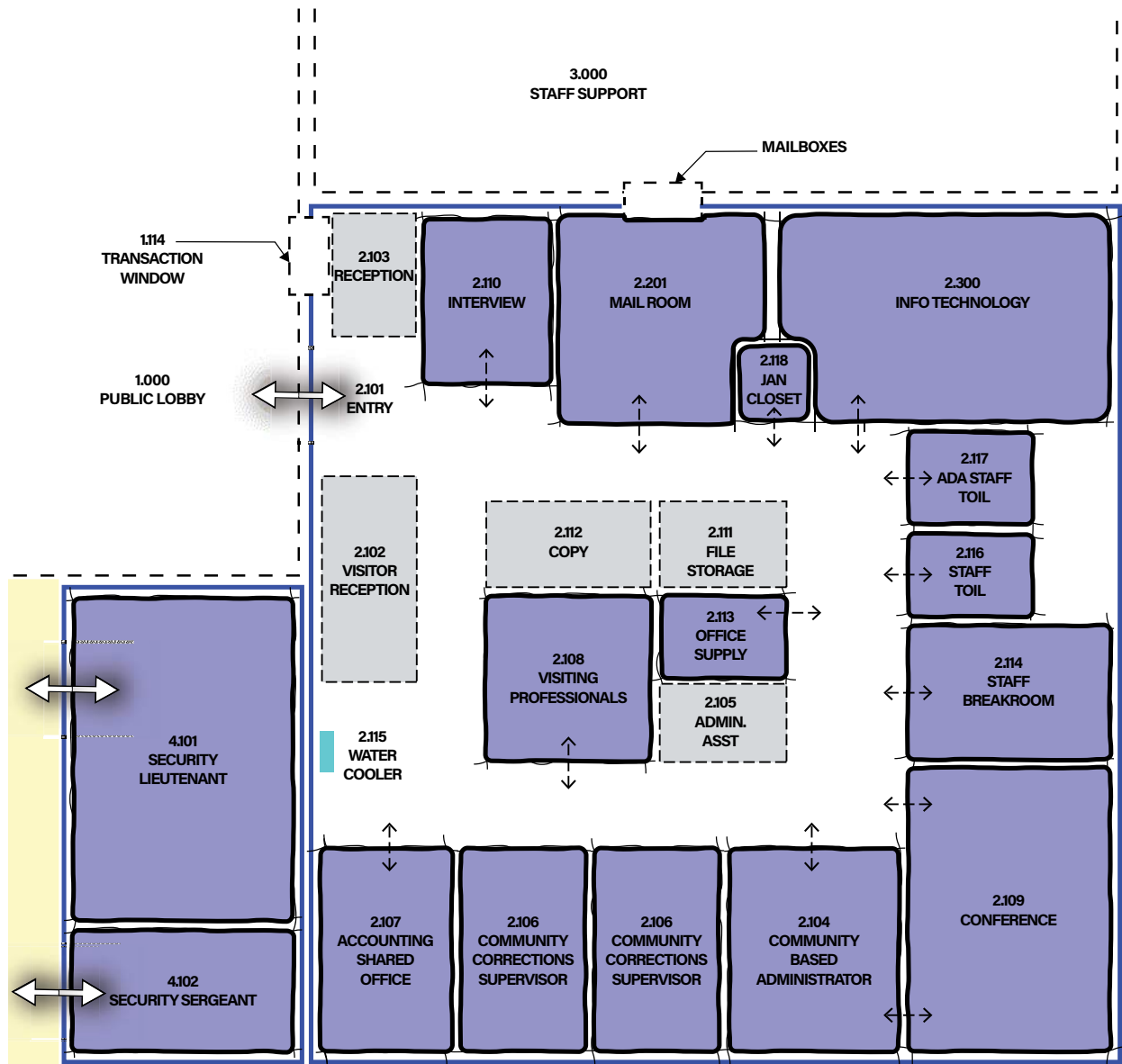
The two security offices will be proximal to the intake/release area, and will share ancillary support spaces such as printer/copier work alcove, restrooms, janitor closet, etc.

3. Security control, a 24-hour continuously staffed post, is the focal point of daily facility operations by monitoring secure doors and activities via cameras located throughout the facility. Within the public lobby, as part of security screening, will be a workstation for the security control officer (see 1.000 Public Lobby).
4. In the event of a major facility emergency, the incident response shall be the responsibility of OCCC command staff in concert with the security emergency response team (SERT) and will be coordinated at and emanate from the OCCC. Therefore, no dedicated space is provided for security emergency response at the CTC.
5. Generally, keys for daily use by authorized staff/persons will be accessed from the electronic key control system (key watcher) located within the main circulation spine adjacent to the security control workstation. The key watcher system will be programmed by individual employee/authorized person and will establish authorization for each person to access specific keys and/or key sets. The key watcher system will require a two-step process to access authorized keys (e.g., a card reader, pin-code, and/or biometric means).
6. A full set of emergency keys will be stored securely within central control at the OCCC. Emergency keys will be issued to authorized staff via the key watcher system.

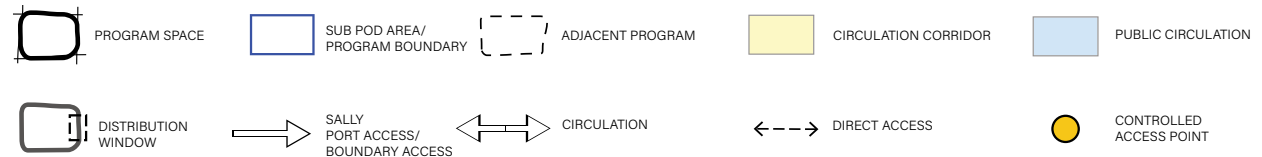
4.000 Security Operations – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>4.100 Security Operations</b>						
4.101	Security Lieutenant	1-4	1	320/office +60	380	Proximal to intake/release area; shared office for use by security lieutenants; 4 WS-80; extra 60 nsf for conference table/seating for 4
4.102	Security Sergeant	1	1	100/office	100	OF-100; for use by on-duty security sergeant
4.103	Security Control Officer	-	1	0/wkstn	0	See 1.000 Public Lobby - 1.107
4.104	SERT	-	0	0/area	0	No space required; OCCC SERT responds to major incidents at CTC
4.105	Key Watcher System Alcove	-	1	0/area	0	See 1.000 Public Lobby - 1.112
<b>4.100 Total Net Square Feet</b>					<b>480</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>4.100 Total Gross Square Feet</b>					<b>600</b>	
<b>4.000 Total Interior Net Square Feet</b>					<b>480</b>	
<b>4.000 Total Interior Gross Square Feet</b>					<b>600</b>	

4.000 Security Operations – Functional Adjacency Diagrams



LEGEND:



## 5.000 Admission & Release

All inmates assigned to the CTC will be processed for admission and final release through the OCCC intake/release component.

- a. All intakes assigned to the CTC will undergo intake processing, which will include health and PREA assessments
- b. Any property not authorized for retention must be sent out to or picked up by family or friends within 30 days. If not picked up or shipped within 30 days, this property is subject to disposal.
- c. Inmates will be processed for final release through the OCCC intake/release component.

### 5.100 Admission & Release

#### *Admission*

1. New inmates will be transported from the OCCC to the CTC and received through the CTC admissions area. A roofed structure extending from the admissions/release area entrance over the adjacent driveway, provides weather-protected access to/from the CTC admissions area. Direct access from the exterior into the admissions area will be via a controlled-access door operated by remote electronic release by admissions staff and/or the security control officer and/or card reader, pin code, and/or biometric means (authorized staff only).
2. CTC admissions staff will assume control of the inmate(s) once proper authorization is verified. Inmates will be directed to a waiting area pending final processing into the facility. A waiting area sized to accommodate up to 15 inmates will be provided.
3. Upon admission, inmates will:
  - a. have their property photographically inventoried and authorized for retention
  - b. be assigned to a housing pod and issued a room key
  - c. be oriented to the CTC's security practices
  - d. be subject to search (metal detector, pat search and/or strip search)

Two workstations will be provided for administrative processing of newly admitted inmates. Door controls for the admissions entrance as well as the entrance leading from the public lobby will be located at the workstations. A secure key cabinet to hold unassigned and spare inmate room keys will be provided adjacent to the officer workstation.

4. A workstation will be provided for the inmate records clerk who will be responsible for maintaining active records of inmates assigned to the CTC. Since only active records are maintained at the CTC, only basic file storage is provided. Inactive records will be maintained by OCCC.
5. The waiting area will have monitor from which the inmate(s) may view a video orienting them to the facility schedule and security requirement and expectations. Staff will answer inmate questions following inmate viewing of the orientation video.
6. Before moving to assigned housing, new inmates will need to successfully pass-through metal detection screening and will be subject to a pat and/or strip search. Adjacent to metal detection screening will be an alcove where both pat and strip searches will occur. Two cubicles with a low wall or privacy screen/partition will be provided for strip searches.
  - a. This same search area is where inmates returning to the facility after being in the community will be searched prior to reentering the facility.
7. Within the admissions area, a printer/copier work alcove (includes office supply storage), a beverage station, a water cooler, a staff restroom, inmate restrooms, and a janitor closet will be provided.

### *Inmate Property*

8. Family members or friends of the inmate may be authorized to either drop off personal clothing or allowed property for an inmate or pick up personal clothing or property belonging to an inmate.
9. Inmates are responsible for taking the necessary steps to receive proper authorization for the release or receipt of personal property prior to any transactions occurring.
10. Staff working in the admissions/release area will determine whether the requested property transaction is authorized or not. Proper documentation of the transaction is required. Once proper authorization is obtained:
  - b. Property staff will place property being released into a property locker located within the public lobby and notify the recipient via email and/or text that the property is ready for pickup as well as the designated locker number and access code. Property will be picked up within seven days of notification. Failure to pick up the property may result in disposal of the property. The property lockers in the security screening lobby will be camera monitored/recorded.
  - c. During scheduled periods, designated staff will receive authorized property for an inmate from a family member or friend. This will occur within the public lobby. Once received, staff will inventory items as part of the inmate's record and deliver to the inmate who will sign receipt of property.
11. A secure property room is provided for the temporary staging of incoming/outgoing property.

### *Daily Check-in*

12. Eligible inmates are authorized to go into the community for approved purposes such as work, employment search, health care services, education, etc. Inmates will leave the facility via the public lobby and reenter the facility via the admissions area.
13. Inmates will return to the facility via the main entrance and, if applicable, will secure their work items/tools in their assigned locker located in the public lobby. Inmates will proceed to the admissions entrance located in the public lobby and alert the admissions staff of their presence and will await admission in the designated waiting area in the lobby.
14. Admissions staff will afford inmates entrance through the admissions door (public lobby) via remote electronic release and/or card reader, pin code, and/or biometric means (authorized staff only) and will collect the inmate's community pass and enter the inmate's return into the IMS.
15. Inmates returning from the community will be subject to search prior to reentering the facility. Inmates will undergo metal detection screening and a strip search in the same area that newly admitted inmates are searched. Once the inmate has been searched, he will return to his assigned room.

### *Release*

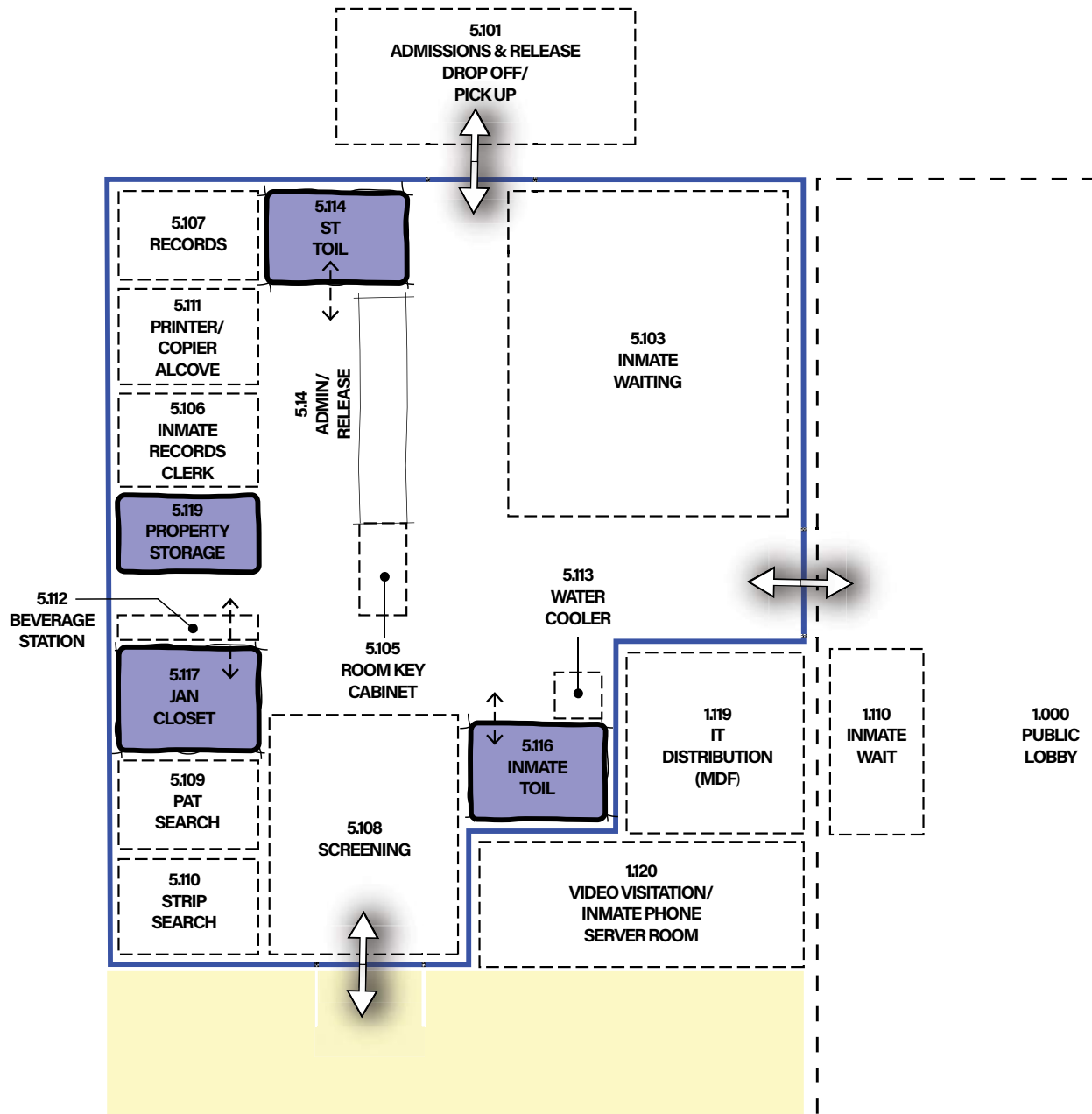
16. The admission area within the CTC will be utilized when inmates are slated for final release from custody. It is important that separation between incoming and outgoing inmates is maintained. Inmates being released from custody will exit the facility through the admissions/release entrance and be transported from the CTC to the OCCC where they will be received through the OCCC transportation processing/staging area and escorted to release processing.
17. Inmates' final release from custody will be processed through the OCCC intake/release component, which is where the inmates' release will be entered into the IMS. Therefore, no space is provided for inmate release processing.

## 5.000 Intake/Release &amp; Transportation – Architectural Space Program

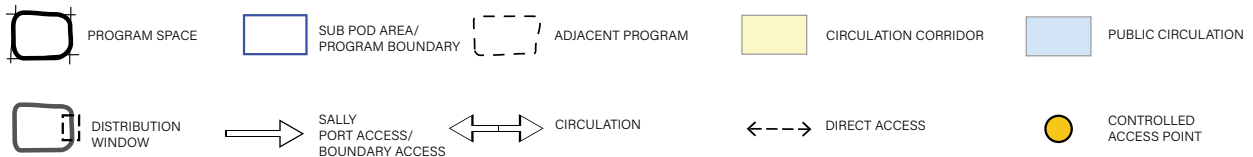
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>5.100 Admission &amp; Release</b>						
<i>Admission</i>						
5.101	Admissions & Release - Drop-off & Pick-up	-	1	(1,000)/area	(1,000)	Weather protected inmate drop-off/pick-up adjoining admissions/release entrance; requisite mobility & accessibility features; includes circulation space
5.102	Admissions Entrance (drop-off & pick-up) - Controlled-access Door	-	1	0/area	0	Controlled access to/from the exterior drop-off & pick-up - remote electronic release by admissions staff and/or access by card reader, pin code or biometric means (authorized staff only); square footage included in 5.100 grossing factor
5.103	Inmate Waiting	15	1	20/pers	300	Tandem seating with back support secured to the floor; camera monitored/recorded; 2 distinct seating zones: one sized for 5 & one sized for 15 (includes wheelchair accommodation); large TV monitor for orientation video; requisite data technology; visible from admissions processing stations & search areas
5.104	Admissions/Release Processing Station	1	2	50/wkstn +10	120	Facing inmate waiting; sightlines into search area; WS-50; door controls, cameras, & intercoms; extra 10 nsf for camera & counter for photographing property
5.105	Room Key Cabinet	-	1	15/area	15	Adjacent to admissions/release processing station (see 5.104); wall-mounted secure key cabinet for unassigned and spare room keys
5.106	Inmate Records Clerk	1	1	50/wkstn	50	Located within admissions area; WS-50
5.107	Records Storage	-	1	50/area	50	Located adjacent to inmate records clerk (see 5.106); file cabinets
5.108	Metal Detection Screening	1-2	1	150/area	150	Located within admissions area & adjacent to entrance from public lobby; path for wheelchair access around metal detection equipment; sized for handheld wand searches if necessary, so as not to block metal detection walk/pass-through; table for personal items bypass; package x-ray; secure shelving for storage of handheld wand, etc.
5.109	Pat Search Alcove	2	2	30/area	60	Located within search area; wall mounted padding; shelf; requisite privacy; hand sink or sanitizer
5.110	Strip Search Cubicle	2	2	40/area	80	Located within search area; low wall or privacy partition
5.111	Printer/Copier Work Alcove	-	1	75/area	75	Located within staff-only area; networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
5.112	Beverage Station	-	1	20/area	20	Located within staff-only area; counter; cabinetry; coffeemaker; undercounter refrigerator; trash receptacle
5.113	Water Cooler	-	1	0/area	0	Located within admissions area; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 5.100 grossing factor
5.114	ADA Restroom - Staff	1	1	50/room	50	Accessible from admissions area; requisite mobility & accessibility features; gender neutral
5.115	Restroom - Inmate	1	1	40/room	40	Accessible from admissions area
5.116	ADA Restroom - Inmate	1	1	50/room	50	Accessible from admissions area; requisite mobility & accessibility features

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.117	Janitor Closet	-	1	40/room	40	Accessible from admissions area; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Inmate Property</i>						
5.118	Inmate Property Lockers	-	1	0/area	0	See 1.000 Public Lobby - 1.108
5.119	Property Room	-	1	150/room	150	Shelving
<i>Daily Check-in</i>						
5.120	Admissions Entrance (public lobby) - Controlled-access Door	-	1	0/area	0	Provides access to/from public lobby (see 1.110) to/from admissions area; door - remote electronic release by admissions officer, and/or by card-reader access and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 5.100 grossing factor
5.121	Inmate Waiting - Public Lobby	-	1	0/area	0	See 1.000 Public Lobby - 1.111
5.122	Inmate Search	-	1	0/area	0	See 5.000 Admission & Release - 5.108 - 5.110
<i>Release</i>						
5.123	Inmate Release Processing	-	0	0/area	0	See 5.000 Admission & Release - 5.104
<b>5.100 Total Net Square Feet</b>					<b>1,250</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>5.100 Total Gross Square Feet</b>					<b>1,750</b>	
<b>5.100 Total Exterior Gross Square Feet</b>					<b>(1,000)</b>	
<b>5.000 Total Interior Net Square Feet</b>					<b>1,250</b>	
<b>5.000 Total Interior Gross Square Feet</b>					<b>1,750</b>	
<b>5.000 Total Exterior Gross Square Feet</b>					<b>(1,000)</b>	

5.000 Intake/Release & Transportation - Functional Adjacency Diagrams



LEGEND:





## 6.000 Transitional Housing

The Community Transitional Center is planning for a future average daily population of 270 inmates. Table 6.1 outlines the recommended housing configurations to meet the anticipated target of 270 beds.

Table 6.1: Transitional Housing Configuration

Housing	No. of Beds per Pod	No. of Pods	Bed Total	Notes/Assumptions
15,600 Transitional Housing	54	5	270	Pod = 27 double-occupancy dry rooms
<b>Total CTC Beds</b>			<b>270</b>	

### 6.100 Transitional Housing

1. Like the OCCC, the CTC housing areas will be operated following the principles of direct supervision. As with all areas of the facility, the design and construction of the housing must meet the applicable standards delineated in the applicable ACA and PREA standards.
2. Access to the housing pod will be provided through a controlled-access door. The housing officer will have primary responsibility, with backup provided by the security control officer for operating the housing door by remote electronic release upon verification that the person is authorized entry/exit. Authorized staff may operate the door via card reader or biometric means.
  - a. An intercom (with appropriate signage) located on each side of the door will allow communication between people requesting entrance to/exit from the housing pod and either the housing officer or security control officer. CCTV cameras will be situated such that housing staff and/or the security control officer may view people entering/exiting the housing pod.
3. Inmates are subject to a pat search upon entrance to/exit from the housing pod.
4. Inmate rooms will typically be secured when the inmate(s) are not present in the housing pod. Room doors will be operated via card reader and/or key (both inmates and staff). Minimally, each room will have two institutional beds, two mirrors, two desk/writing surfaces, two seats, individual secure clothing and personal property storage, and suicide resistant hooks for clothes and towels. The number of ADA-accessible rooms will comply with applicable federal regulations and will be located proximal to the shower area.
  - a. As inmates are responsible for personal laundry, each room will have two retractable clotheslines.
  - b. Rooms will have access to natural light. If feasible, rooms will have an exterior window. Inmates will have the ability to control their assigned room's lighting. Careful consideration must be given to the design of rooms to limit sharp edges and opportunities for inmates to attempt suicide from vents, sprinkler heads, plumbing fixtures, doorknobs, etc.
5. Showers will be of sufficient number to comply with required codes, which will also stipulate the requisite number of ADA-accessible showers. Each individual shower stall includes a private outer area for drying/dressing. Extra care must be taken to provide adequate drainage to avoid water runoff from the showers; floor drains will be in both the shower and dressing areas to absorb any runoff. The showerheads should be suicide resistant and, ideally, will be recessed. The shower stalls facing the dayroom should have curtains/doors that allow visibility of the head and feet and comply with PREA.
6. Sufficient toilets and sinks are required in each housing area to meet applicable ACA standards.
7. Rooms, dayrooms, and other housing pod spaces are constructed with materials and outfitted with normative correctional furnishings and fixtures. Spaces with an ADA designation shall be configured and furnished so as to provide the requisite mobility and accessibility features.

8. A dayroom, which is centralized to the rooms, is provided. Sufficient seating and tables will be provided within the housing pod to accommodate up to 25 inmates. Multiple seating areas will be provided, which may include television viewing or reading or any combination thereof. In addition, a book cart, telephones, and wall-mounted boxes for outgoing mail and other communications will be provided. The dayroom will be equipped with sound-attenuating measures and will have direct access to natural light.
  - a. Housing pod dayrooms will be camera monitored and recorded in real-time. Although this monitoring is not intended to diminish the need for staff supervision, it will primarily provide for recording of any incidents that may occur.
9. Generally, inmates will eat their meals in the central dining room. A kitchenette alcove accessible from the dayroom will be equipped with a beverage/snack station (i.e., juice, hot/cold water, storage cabinetry, ice, microwave) and a vending machine. This area will also accommodate regular and recycled trash/refuse.
10. Water coolers are provided for general use and for taking prescribed medications.
11. Multifunctional tablets that can be used at the dayroom tables and/or in inmates' rooms are required in each housing pod on a tablet/inmate ratio of 1:4. These tablets will be used for video visitation, to download materials to an e-reader, conduct legal research (web-based), schedule sick call and other appointments, submit grievances and requests, send/receive email/text messages, and/or allow access to pertinent inmate management information (e.g., release date lookup). At least one tablet will be dedicated solely for legal research (web-based). Legal materials will be electronically transmitted for printing to the facility administration suite (see 2.000 Facility Administration).
  - a. A docking station for storing/recharging tablets is provided and accessible from within the dayroom.
12. Two case managers will be assigned to each housing pod, which is where the case managers' offices will be located. Accessible directly from the housing pod dayroom will be an interview room where program/treatment providers or facility staff may interview inmates in a confidential setting. The interview room will be sized to accommodate up to four people seated and will have sufficient windows to allow for observation by the housing pod officer. The interview room will also have a video visitation kiosk that can be utilized for attorney and professional video visits. It is important to note that the interview room cannot be utilized for other purposes while the video visitation kiosk is in use.
13. Most inmates will have been prescribed KOP<sup>12</sup> medications and will be personally responsible for taking such medications as prescribed and keeping them secure on their person or secured with their personal property. Inmates who are prescribed medications that are not KOP will report during scheduled times to the medication distribution window located in circulation corridor adjoining the health care suite.
14. Inmates will be responsible for cleaning their personal clothes as well as their blankets, linens, and towels. Within the housing pod, there will be two commercial-grade debit card-operated washers and two commercial-grade debit card-operated dryers as well as a wall-mounted laundry soap/softener vending machine. Inmates may elect to air dry their clothes within their respective rooms using a retractable clothesline. Disinfectant wipes will be available for cleaning mattresses prior to a new inmate occupant or at other times deemed appropriate.
15. While eligible inmates may access community parks for fresh air/exercise, outdoor exercise facilities adjoining the housing pod will be provided. Inmates will be permitted to freely access these facilities. Direct access to the exercise area is through a door located in the housing pod dayroom. The outdoor exercise area will be equipped with appropriate physical exercise equipment (e.g., chin up, weight-resistance equipment), and will be sized to accommodate a

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<sup>12</sup> KOP = keep on person

portion of the housing pod population. These areas may be used for active group recreation or exercise as well as individual exercise in select housing pods, and for passive activities such as board games. They should be equipped with tables and seating. The outdoor yard area should be partially or fully covered for weather protection. A storage closet for exercise yard equipment is provided, which should be located proximal to the outdoor exercise yard.

16. Space will be provided in the housing pod to accommodate a workstation for the housing officer, which will be located within the dayroom such that it provides optimal visibility into the dayroom, all rooms, and program areas. The workstation will be equipped with a portable phone and an administrative computer that can access the jail management system. During periods where the inmate count is low such as when inmates are working or participating in programs, the staffing levels of the housing pods may be modified where one officer supervises two housing pods.
17. Space must be identified proximal to or integrated within the housing officer's workstation for an emergency first-aid kit, an AED, and secure storage of staffs' personal items (e.g., windbreaker, lunch box).
18. Within the housing pod, a staff restroom, a supply storage closet, an emergency eyewash station, and a janitor closet (one on each level if a multilevel design) will be provided.
19. As previously noted, the operational principles and practices described above serve as the foundation from which all adult inmate housing pods will be operated, designed, and constructed.

#### *Housing Supervision*

20. On each housing floor, an office that is proximal to the housing pods is provided on each floor for the on-duty correctional supervisor.

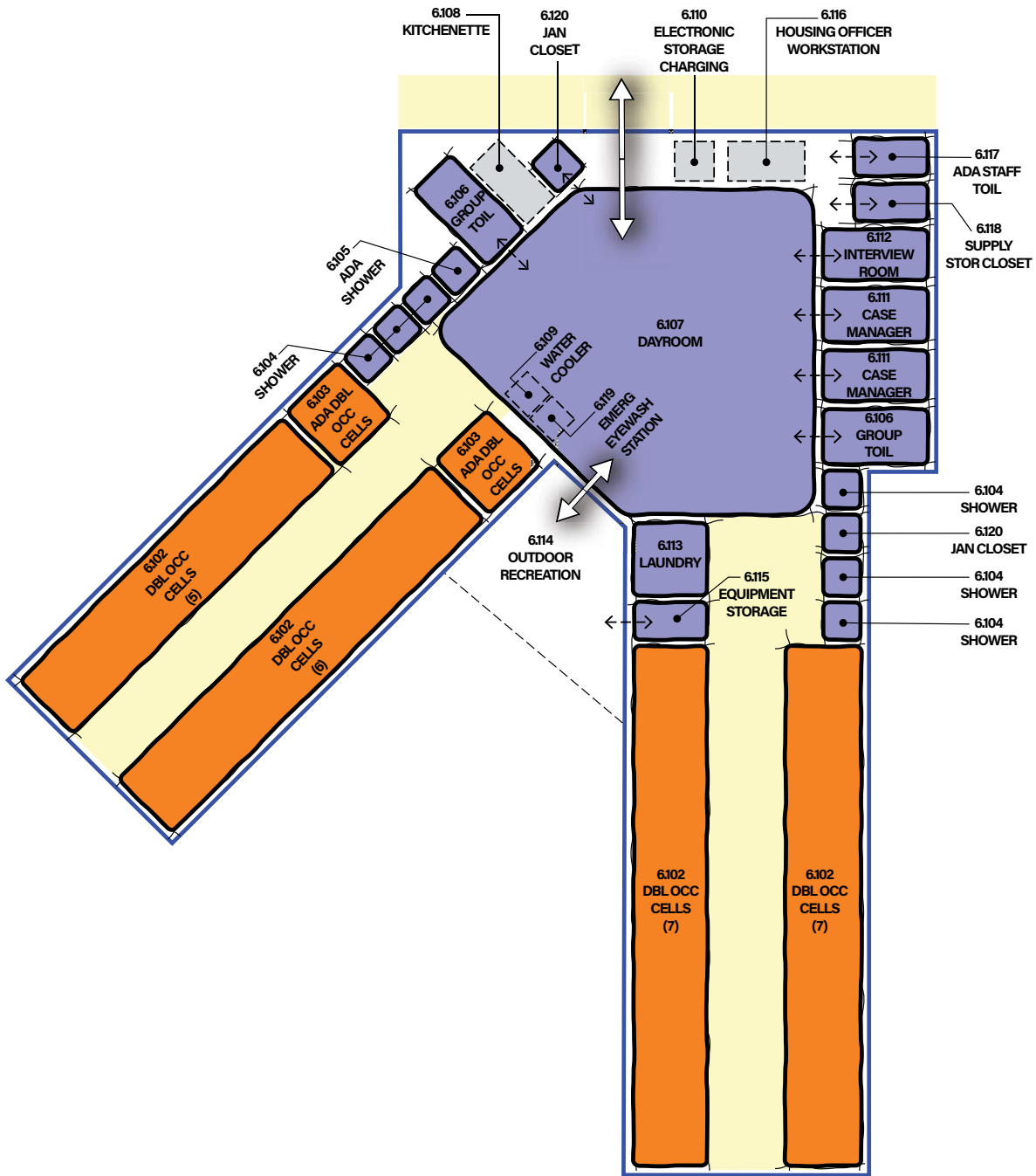
## 6.000 Transitional Housing – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>6.100 Transitional Housing</b>						
<i>Housing Pod [54 beds per pod; 5 pods]</i>						
6.101	Housing Pod Entrance - Controlled-access Door	-	1	0/area	0	Provides access to/from circulation corridor to/from housing pod; controlled access door - electronic release either by housing officer and/or security control officer, and access by card reader and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 6.100 grossing factor
6.102	Double Occupancy Room	2	25	140/room	3,500	2 beds; 2 desks/writing surfaces; 2 seats; 2 individual secure personal storage bins/closets; hooks; suicide resistant furniture/design; natural light; lighting shutoff controls; doors accessed via card reader and/or key (inmates and staff)
6.103	ADA Double Occupancy Room	2	2	140/room	280	Proximal to shower area; requisite mobility & accessibility features; 2 beds; 2 desks/writing surfaces; 2 seats; 2 individual secure personal storage bins/closets; hooks; suicide resistant furniture/design; natural light; lighting shutoff controls; heavy duty 2 retractable clotheslines; doors accessed via card reader and/or key (inmates and staff)
6.104	Shower/Changing	1	6	40/area	240	Two areas each w/ 3 showers; suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains/doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.105	ADA Shower/Changing	1	1	50/area	50	Requisite mobility & accessibility features; suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains/doors that provide privacy/afford visibility (i.e., view of head & feet); floor drains in both shower and dressing areas
6.106	Restroom - Group	1-3	2	150/area	300	Two areas each w/ 2 toilets & 1 urinal (institutional grade) with PREA-compliant privacy partitions; 3 sinks; 3 mirrors; 1 toilet /sink is ADA accessible; number per code
6.107	Dayroom/TV	25	1	35/pers	875	Centralized to cells; heavy/durable tables & seating for 25 (includes seating w/ requisite mobility & accessibility features); sound attenuation measures; natural light; 5 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 15; requisite data technology; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
6.108	Kitchenette Alcove	-	1	120/area	120	Accessible from dayroom; counter space; sink with instant-hot water tap; microwave; beverage station (with ice); storage cabinets; vending machine(s); built-in regular and recycled trash alcove
6.109	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 6.100 grossing factor
6.110	Electronic Storage/Recharging Center	-	1	20/area	20	Located within dayroom; shelving with docking stations for storing/recharging tablets; electrical receptacles; proximal to officer workstation
6.111	Case Manager	1	2	100/office	200	Accessible from dayroom; OF-100

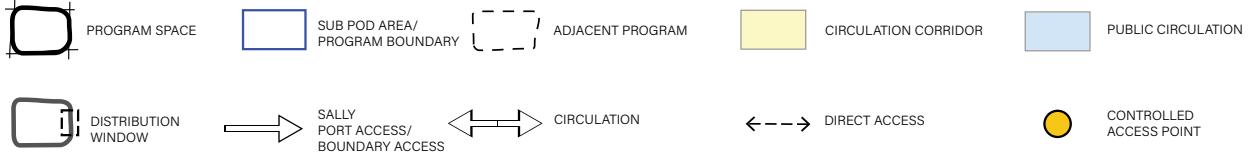
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.112	Interview Room	2-4	1	125 /room	125	Accessible from dayroom; table and loose chairs for up to 4 people; glazing with visibility from housing pod; requisite data & transmission technology; secure cabinetry; ADA video visitation kiosk equipped for attorney/professional visits with requisite audio/visual privacy
6.113	Laundry Alcove	-	1	150 /area	150	Accessible from dayroom; 2 commercial-grade debit card-operated washers (w/water retention containment); 2 commercial-grade debit card-operated dryers; wall-mounted laundry soap/softener vending machine; counter; water & electrical hookups; drain; dryer vent
6.114	Outdoor Recreation	1-15	1	(750) /area	(750)	Accessible from dayroom; exterior paved space; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
6.115	Exercise Equipment Closet	-	1	50 /room	50	Proximal to the outdoor exercise yard; shelving for exercise equipment/items
6.116	Housing Officer Workstation	1	1	60 /area	60	Located within dayroom; maximum visibility into dayroom, rooms, and program areas; standing-height workstation - counter space, portable phone, administrative computer; first-aid kit; AED; secure personal storage (e.g., windbreaker, lunch box)
6.117	ADA Restroom - Staff	1	1	50 /room	50	Accessible from dayroom; requisite mobility & accessibility features; gender neutral
6.118	Supply Storage Closet	-	1	80 /room	80	Accessible from dayroom; shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
6.119	Emergency Eyewash Station - Portable	-	1	0 /area	0	Located within dayroom; wall mounted; self-contained; no plumbing required; square footage included in 6.100 grossing factor
6.120	Janitor Closet	-	2	40 /room	80	Accessible from dayroom; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Housing Pod Subtotal Net Square Feet</i>					6,180	
<i>Grossing Factor</i>					1.40	
<i>Housing Pod Subtotal Gross Square Feet</i>					8,652	
<i>Housing Pod Subtotal Exterior Gross Square Feet</i>					(750)	
<i>Housing Pod Total Net Square Feet</i>					30,900	5 Pods
<i>Housing Pod Total Gross Square Feet</i>					43,260	5 Pods
<i>Housing Pod Total Exterior Gross Square Feet</i>					(3,750)	5 Pods
<i>Housing Supervision</i>						
6.121	Correctional Supervisor I - 2nd Floor	1	1	100 /office	100	Proximal to housing pods; OF-100; for use by on-duty 2nd floor correctional supervisor
6.122	Correctional Supervisor I - 3rd Floor	1	1	100 /office	100	Proximal to housing pods; OF-100; for use by on-duty 3rd floor correctional supervisor
<i>Housing Supervision Subtotal Net Square Feet</i>					200	
<i>Grossing Factor</i>					1.25	
<i>Housing Supervision Subtotal Gross Square Feet</i>					250	

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
				<b>6.100 Total Net Square Feet</b>	<b>31,100</b>	
				<b>6.100 Total Gross Square Feet</b>	<b>43,510</b>	
				<b>6.100 Total Exterior Gross Square Feet</b>	<b>(3,750)</b>	
	<b>6.000</b>			<b>Total Interior Net Square Feet</b>	<b>31,100</b>	
	<b>6.000</b>			<b>Total Interior Gross Square Feet</b>	<b>43,510</b>	
	<b>6.000</b>			<b>Total Exterior Gross Square Feet</b>	<b>(3,750)</b>	

6.000 Transitional Housing - Functional Adjacency Diagrams



LEGEND:



## 7.000 Health Care Services

The health care component includes the space necessary to support the delivery of services to meet the medical, dental, and mental health needs of the inmate population to be housed at the CTC. Eligible inmates housed at the CTC may, at their own expense, obtain health care services within the community.

While basic health services will be available to pre-release inmates at the CTC, any indicated and/or emergent health response will be provided at the health clinic located in the OCCC. Health care services provided will be acute (non-life threatening), subacute, chronic health care, and health maintenance services, and will be provided by health care staff assigned to the OCCC.

### 7.100 Health Care

1. Spaces for health care functions will be provided in a single location (suite) and will include:
  - a. general exam room
  - b. medication distribution
  - c. telepsychiatry
2. Upon entering the health care suite, inmates will wait in the waiting area once they have been checked in at the nurse's workstation.
3. There will be one general exam room provided for sick call, primary care, and health assessments. Minimally, the exam room will be equipped with lockable cabinets for supplies, a sink, an exam table, wall-mounted diagnostic equipment, equipped for telemedicine, a stool for the practitioner, an EMR workstation for records review and charting, a handwashing sink, and overhead lighting for examinations.
4. There will be a phlebotomy alcove located near the exam room that adjoins the inmate restroom, which will have a specimen pass through that bridges the alcove and the restroom. Preliminary blood and urinalysis will occur at the health clinic located at OCCC. The phlebotomy alcove will:
  - a. include equipment for drawing laboratory specimens, and equipped with a work counter, a securable specimen storage, "sharps" container, and an under-counter refrigerator with small freezer for specimen holding
  - b. have locked storage for reagent strips, urine specimen receptacles, vacuum tubes for blood draws and sharps
  - c. emergency eyewash station
5. Most inmates will have been prescribed KOP<sup>13</sup> medications and will be personally responsible for taking such medications as prescribed and keeping them secure on their person or secured with their personal property. Inmates who are prescribed medications that are not KOP will report during scheduled times (twice daily) to the medication distribution window, which is accessible from the circulation corridor that serves the health care suite.
  - a. Inmates will line up to receive their medications through a securable roll-up window or pass-through opening to the circulation corridor from the medication distribution room. The health care staff will control/operate the securable window or pass-through opening.
  - b. A water cooler adjacent to the medication distribution window (inmate side) is provided for taking prescribed medications.
6. Two interview rooms equipped with telehealth will be provided for remote delivery of mental health services.
7. Within the health care suite, a staff restroom, medical supply storage, a trash alcove, and a janitor closet will be provided.

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<sup>13</sup> KOP = keep on person

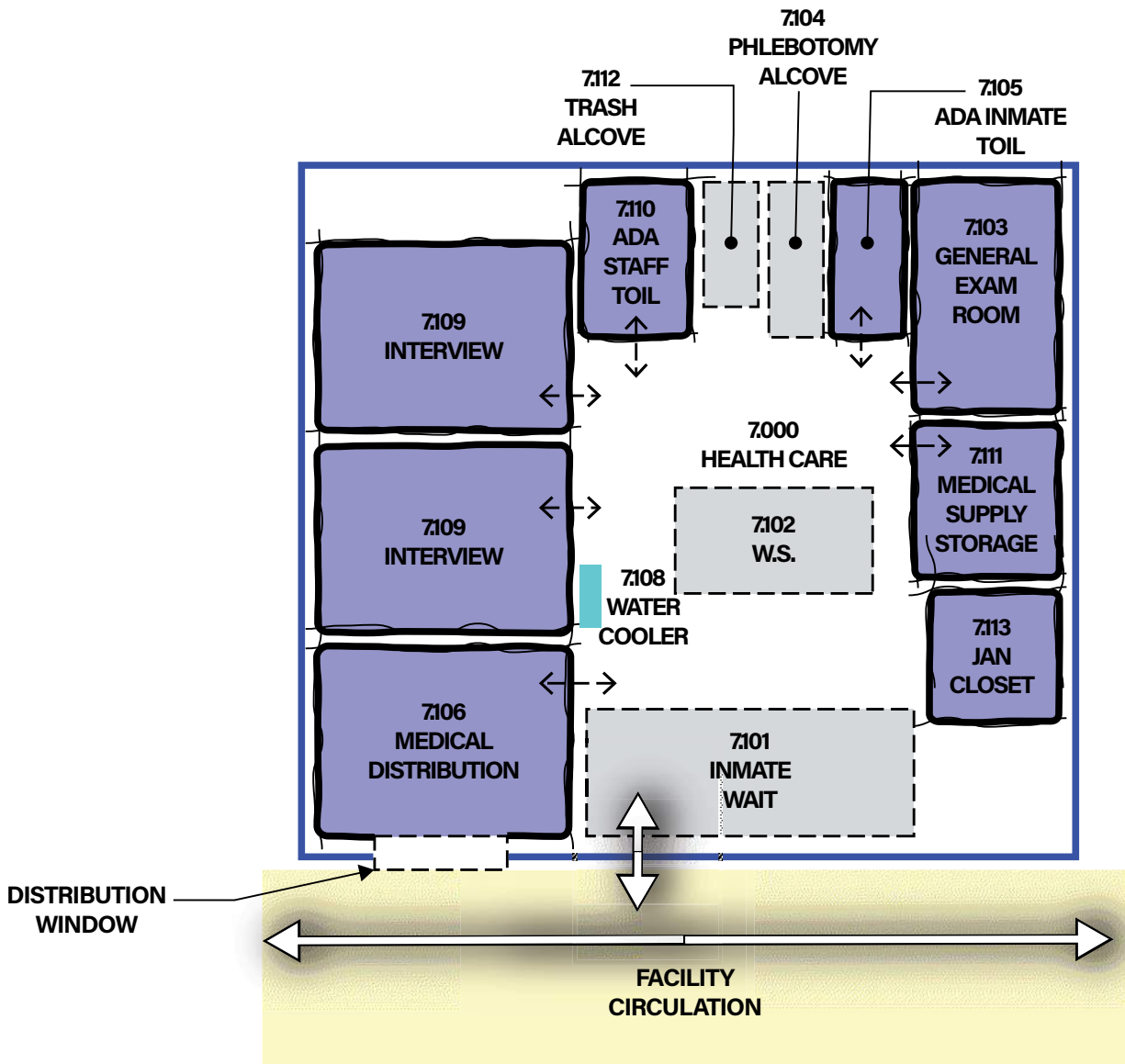


## 7.000 Health Care – Architectural Space Program

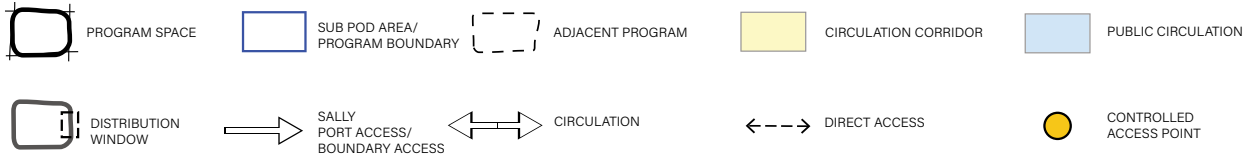
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.100	Health Care					
7.101	Inmate Waiting	6	1	20 /pers	120	Located within health care suite; tandem seating with back support secured to the floor
7.102	Charting/Record Review Workstation	1	1	50 /wkstn	50	Located within health care suite; adjacent to & facing inmate waiting area; 1 WS-50; ADA accessible
7.103	General Exam Room	2-3	1	110 /room	110	Accessible from health care suite; requisite mobility & accessibility features; EMR workstation for records review/charting; visible (through glazing) from circulation area with requisite sound and sight privacy; exam table with privacy pull curtain; exam stool; wall-mounted or securable diagnostic equipment (sphygmomanometer, otoscope, ophthalmoscope); Snellen vision chart; scale with height measure; securable cabinets and drawers for sharps, medical supplies, sharps refuse container; undercounter refrigerator with small freezer (includes specimen storage); work counter; handwashing sink; requisite data & transmission technology; equipped for telemedicine capability; portable emergency eyewash station; generator backup for all electrical; ceiling-mounted lighting
7.104	Phlebotomy Alcove	2	1	50 /area	50	Located near exam room; adjoins inmate restroom w/ specimen pass through (see 7.105); equipment for drawing lab specimens; work counter w/ a securable cabinet for specimen storage; “sharps” container; under-counter refrigerator with small freezer for specimen holding; secure storage for supplies; emergency eyewash station; laptop; requisite data technology
7.105	ADA Restroom - Inmate	1	1	50 /room	50	Accessible from health care suite; requisite mobility & accessibility features; requisite observation capacity while maintaining privacy for UA specimen collection; pass through to phlebotomy alcove (see 7.104)
7.106	Medication Distribution Room	1	1	100 /room	100	Accessible from health care suite; hand sink; blood-pressure equipment; medication cart; health care staff-controlled securable roll-up window or pass-through opening to circulation corridor
7.107	Medication Distribution Window - Inmate Side	1	1	0 /area	0	Accessible from circulation corridor; securable service window to medication distribution room (see 7.106); square footage included in 7.100 grossing factor
7.108	Water Cooler	-	1	0 /area	0	Located in circulation corridor & adjacent to medication distribution window (see 7.107); ADA accessible; wall-mounted; amount per code; square footage included in 7.100 grossing factor
7.109	Interview Room	2-4	2	125 /room	250	Accessible from health care suite; table and loose chairs for up to 4 people; requisite data & transmission technology; equipped for telepsychiatry; secure cabinetry; requisite privacy to prevent casual observation by other inmates; glazing with visibility from health care suite circulation area
7.110	ADA Restroom - Staff	1	1	50 /room	50	Accessible from health care suite; requisite mobility & accessibility features

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.111	Medical Supply Storage	-	1	80 /room	80	Accessible from health care suite; adjustable shelving w/ some bins for medical supplies; secure storage of controlled medical supplies (e.g., needles); emergency response bag
7.112	Trash Alcove	-	1	20 /area	20	Located within health care suite; regular and recycled trash (may be built in)
7.113	Janitor Closet	-	1	40 /room	40	Accessible from health care suite; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>7.100 Total Net Square Feet</b>					<b>920</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>7.100 Total Gross Square Feet</b>					<b>1,242</b>	
<b>7.000 Total Interior Net Square Feet</b>					<b>920</b>	
<b>7.000 Total Interior Gross Square Feet</b>					<b>1,242</b>	

7.000 Health Care – Functional Adjacency Diagrams



LEGEND:



## 8.000 Visitation

Opportunities for visitation are provided to assist inmates in maintaining ties with their families and community. Visitors may include personal visitors such as relatives and friends (personal visits), and professional visitors such as attorneys, mental health professionals, government agencies, parole board and/or probation officers, law enforcement officers, outside clergy, etc. (professional visits).

Personal visitors may visit eligible inmates at the CTC via video visitation or contact visits.

- a. Routine contact visits with personal visitors will be available on weekends. However, a special contact visit may be approved on a case-by-case basis. Also, eligible inmates may visit family and friends within a community setting.
- b. During waking hours and limited only by those periods where facility operations dictate otherwise (i.e., programs, headcounts, meal periods, etc.), eligible inmates may visit with personal visitors via video.

Professional visits, such as attorney or clergy visits, may be done either via video visitation or in person, at the request of the professional and by permission of the facility. Spaces designated for professional visits will provide the requisite audio/visual privacy necessary to ensure confidential attorney/client meetings. Professional visitors may visit daily limited only by those periods where facility operations dictate otherwise (i.e., programs, headcounts, meal periods, etc.).

Both personal and professional visitors will be responsible for pre-registering prior to visiting. The visitor registration officer at the OCCC will process all visitor applications for the CTC, which includes a background investigation, collection of fingerprints, establishing biometric means of identification (e.g., facial recognition), etc.

Visitors are responsible for scheduling their visit ahead of time online.

### 8.100 Video Visitation

1. Video visitation is the use of videoconferencing technology and software to allow inmates and visitors to visit virtually at a distance as opposed to face-to-face.
  - a. During waking hours and limited only by those periods where facility operations dictate otherwise (i.e., programs, headcounts, meal periods, etc.), eligible inmates may receive 30-minute video visits on a daily basis with personal visitors who opt to participate in the visit remotely from their home or office, or from a properly equipped public computer.
  - b. Visitors may opt to visit via video from the video visitation room at the OCCC, during scheduled visitation hours.
2. Video visitation tablets will be available for inmate use within their assigned housing pod.
3. A third-party vendor will provide the requisite equipment and service for video visitation, which may take the form of video visitation kiosks or a tablet-based system. A room accessible from the public lobby will be designated for use by the video visitation vendor, which will act as the server room for the video visitation computers/systems and will include a workstation for the vendor.
4. Three additional visitor video visitation stations will be provided at OCCC to accommodate demand for onsite personal video visits with inmates housed at the CTC. Table 15.2 outlines, for planning purposes, the calculation for video visitation stations needed for personal visitors coming on site for video visits with inmates housed at the CTC.
  - a. Since personal visitors will not be participating in video visits from the CTC, no space is provided for personal visitors to visit via video visitation at the CTC.

Table 15.2: Calculation of Video Visitation Stations at OCCC for CTC Personal Visitors

Video Visitation – CTC	
Projected future population	270
Number of inmates eligible to participate in visits*	270
Percentage of inmates who will receive video visits (est.)	100%
Number of eligible inmates who will receive visits	270
Length of visiting session (hours) [30 min. visit + 15 min. for cleaning]	.75
Average number of visits per week per inmate (est.)	3
Required number of inmate visiting hours per week to meet demand	608
Available video visitation hours per week (7 four-hour sessions)	28
Number of visits required per visiting session	22
Peak demand factor (20%)	4
Number of visits per one-hour period with peaking factor	26
<b>Number of stations required at OCCC for video visitation (26 x 10%)</b>	<b>3</b>

### 8.200 Contact Visitation

- Contact visitation will be available for routine personal visits as well as for professional visits. Personal visits will be held five hours per day on Saturdays and Sundays. Visits may last up to 45 minutes. Additional visitation days and/or times may be offered to meet demand.
- Approved visitors – both personal and professional – will register at the security control workstation in the public lobby, which will be staffed at all times that the visiting area is open. The security control officer will complete visitor check-in by verifying the person’s identification and confirming that the inmate is eligible for the visit. Upon completion of check-in, the person will be directed to the assigned contact visitation station.
- Once the visitor has cleared security and registered/checked in, the security control officer – in addition to notifying the visitation officer, will notify the officer in the respective housing pod or assigned area (e.g., programs) of the contact visit, who in turn will notify the inmate to proceed to the assigned contact visitation room.
- It is anticipated that 20% of eligible inmates will receive personal contact visits. As such, capacity for personal contact visits at the CTC will accommodate eight simultaneous contact visits. Table 15.2 outlines, for planning purposes, the calculation for contact visitation rooms needed for personal visitors coming to the CTC for contact visits.

Table 15.2: Calculation of Contact Stations at CTC, Personal Visitors

Contact Visitation	
Projected future population	270
Number of inmates eligible to participate in visits	270
Percentage of eligible inmates who will receive contact visits	20%
Number of eligible inmates who will receive visits	54
Length of visiting session (hours) [45 min. visit + 30 min. search/cleaning]	1.25
Average number of visits per week per inmate (est.)	1
Required number of inmate visiting hours per week to meet demand	68
Available contact visitation hours per week (2 five-hour sessions)	10
Number of required visits per visiting session	7
Peak demand factor (20%)	1
<b>Total number of contact rooms required with peaking factor</b>	<b>8</b>

- The contact visitation room have nine visiting arrangements. Each arrangement will contain a table and seating sized to accommodate up to four people. Seating should be portable and stackable in nature, which will allow for easier cleaning of the contact visitation area. A child’s play area is provided, which is intended to facilitate family reunification efforts.

6. Professional visitors may participate in a contact visit at one of the contact visitation tables or in one of the two contact visitation rooms.
7. Two contact visitation rooms are provided for visits that are professional in nature. One room will be sized to accommodate up to four people, and one room will be sized to accommodate up to six people. Each contact visitation room will:
  - a. be ADA compliant
  - b. furnished with tables and seating
  - c. have sound attenuation measures
  - d. have no video- or audio-recording capabilities
  - e. be camera monitored/recorded
  - f. have ample glazing with visibility from the officer workstation
8. An officer workstation will be centrally located within the contact visitation area to facilitate visibility of the entire visiting space. The area should be configured such that the visitation officer has clear sight of all activities occurring within this space.
9. All visitors will leave the facility following the same pathway used to enter, only in reverse, and ultimately exiting through the public lobby front door, first retrieving any items they may have stored in the public lockers.
10. Prior to visiting, inmates will be subject to a pat search. Upon conclusion of a contact visit, inmates will be strip searched. Inmates subject to search will be directed to the search area. The inmate waiting area can accommodate up to six inmates. Two cubicles with a low wall or privacy screen/partition will be provided for the search. One inmate at a time will be escorted into a cubicle and searched. Once searched, inmates will depart the contact visitation area and return to their assigned housing pod or area.
11. Within the contact visitation room will be a water cooler, visitor restrooms, an inmate restroom, a staff restroom, a trash alcove, and a janitor closet. Depending on location, these may be shared with the public lobby.

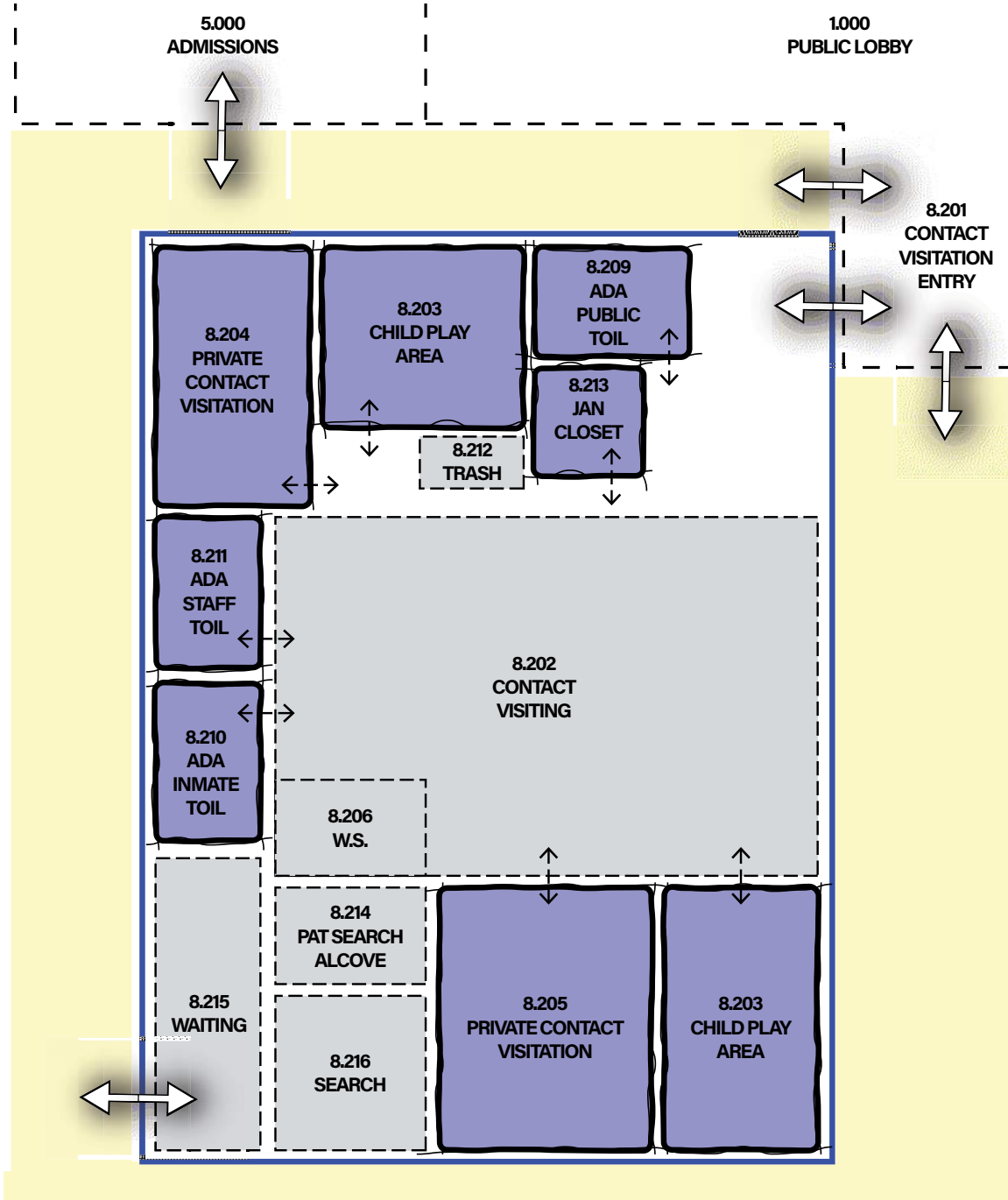
## 8.000 Visitation – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>8.100 Video Visitation</b>						
8.101	Video Visitation - Visitor	-	0	0 /area	0	Visitors will go to OCCC, if necessary
8.102	Video Visitation - Inmate	-	1	0 /area	0	See 6.000 Transitional Housing - 6.110
<b>8.200 Contact Visitation</b>						
8.201	Contact Visitation Room Entrance - Controlled-access Door	-	0	0 /area	0	Access to/from public lobby (see 1.118) to/from contact visitation room; controlled access by keypad, card reader, and/or biometric means (authorized staff only) and/or by remote electronic release from the security control workstation; includes CCTV and intercom for identification; square footage included in 8.200 grossing factor
8.202	Contact Visitation Room	32	1	20 /pers	640	Requisite accessibility & mobility features; 9 arrangements - table & loose chairs for 4 people; sound attenuation measures; visibility from officer station
8.203	Child Play Area	4-6	2	150 /area	300	Located within contact visitation room; colorful matting and cubbies
8.204	Private Contact Visitation Room (Max Occ. 4)	2-4	1	100 /room	100	Accessible from contact visitation room; requisite accessibility & mobility features; table & loose chairs for 4 people; sound attenuation measures; no video/audio recording capability; camera monitored/recorded; glazing with visibility from officer station
8.205	Private Contact Visitation Room (Max Occ. 6)	2-6	1	150 /room	150	Accessible from contact visitation room; requisite accessibility & mobility features; table & loose chairs for 6 people; sound attenuation measures; no video/audio recording capability; camera monitored/recorded; glazing with visibility from officer station
8.206	Officer Workstation	1	1	50 /wkstn	50	Located within contact visitation room; WS-50; visibility of contact visitation room; camera monitoring of private visitation rooms
8.207	Water Cooler	-	1	0 /area	0	Located within contact visitation room; ADA accessible; wall-mounted; amount per code; square footage included in 8.200 grossing factor
8.208	Restroom - Public	1	1	40 /room	40	Accessible from contact visitation room; gender neutral; child-changing station
8.209	ADA Restroom - Public	1	1	50 /room	50	Accessible from contact visitation room; requisite mobility & accessibility features; gender neutral
8.210	ADA Restroom - Inmate	1	1	50 /room	50	Accessible from contact visitation room; requisite mobility & accessibility features
8.211	ADA Restroom - Staff	1	1	50 /room	50	Accessible from contact visitation room; requisite mobility & accessibility features; gender neutral
8.212	Trash Alcove	-	1	20 /area	20	Located within contact visitation room; regular and recycled trash (may be built in)
8.213	Janitor Closet	-	1	40 /room	40	Accessible from contact visitation room; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
8.214	Pat Search Alcove	2	1	40 /area	40	Wall-mounted padding; shelf; requisite privacy; hand sink or sanitizer
8.215	Waiting - Inmate	6	1	20 /pers	120	Accessible from contact visitation room; bench seating

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
8.216	Search Cubicle	2	2	40 /area	80	Accessible from contact visitation room; low wall or privacy partition
<b>8.200 Total Net Square Feet</b>					<b>1,730</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>8.200 Total Gross Square Feet</b>					<b>2,422</b>	
		<b>8.000</b>	<b>Total Interior Net Square Feet</b>		<b>1,730</b>	
		<b>8.000</b>	<b>Total Interior Gross Square Feet</b>		<b>2,422</b>	



8.000 Visitation - Functional Adjacency Diagrams



LEGEND:

- PROGRAM SPACE
- SUB POD AREA/ PROGRAM BOUNDARY
- ADJACENT PROGRAM
- CIRCULATION CORRIDOR
- PUBLIC CIRCULATION
- DISTRIBUTION WINDOW
- SALLY PORT ACCESS/ BOUNDARY ACCESS
- CIRCULATION
- DIRECT ACCESS
- CONTROLLED ACCESS POINT

## 9.000 Programs & Services

The program and services component includes those areas associated with all inmate programs and services, work programs, and volunteer programs. To the degree possible, spaces will be shared to reduce space inefficiencies while maintaining the integrity of the intended function.

Programs and services will be provided that focus on substance abuse, domestic violence, cognitive skills, parenting, community service work, work furlough, and extended furlough with the goal of preparing inmates for a successful transition back into the community. Inmates assigned to CTC will actively seek employment or work in the community. Project Bridge is a transitional program for inmates who have completed their primary substance abuse treatment.

Programs will be offered to inmates that are appropriate for their needs and lengths of stay. These will include academic education, skills development, religious programs, and various treatment programs. Before inmates are assigned to programs and services, an assessment of their needs will be completed, which will include an inmate's flight risk and the need for electronic monitoring while in the community.

Case managers will provide new inmates with an orientation to the pre-release program that will include program expectations and requirements. They will also complete individual inmate assessments necessary to develop a program plan for each inmate. This orientation and assessment will occur within one of the multipurpose classrooms.

While many of the programs and services will be offered at the CTC, as inmates transition into the community, they may access these same programs and services directly within the community (e.g., religious services, education, health care, AA/NA). A number of programs and services such as employment preparation are currently outsourced and occur within the community. In the future, in an effort to reach more inmates, will be provided at the facility.

### 9.100 Programs & Services Administration

1. Programs and services administration will provide coordination and oversight of programs, activities, and services provided at the CTC.
2. The administrative and support function of this component will be located centrally and be in a suite configuration, which will be easily accessed by staff, professionals, and volunteers. Entry to the programs and services administration (administration) suite will be controlled to prevent casual access. Card reader or biometric access (authorized staff only) or other staff-controlled system may be used to control movement in and out of this area. Only staff is authorized in this area, although inmates may be authorized to perform housekeeping services on a scheduled basis.
3. There will be a reception waiting area for visitors to this area, who will be greeted by the office assistant assigned to programs and services administration (administration). Office and/or workspace will be provided for administration, educational, counseling, and other staff necessary to offer programs, activities, and services and includes the following positions and functions:
  - a. Bridge Supervisor
  - b. Bridge Counselors (8)
  - c. Contract Agency Staff (6)
  - d. Volunteers (4)
  - e. Office Assistant

Workspace design and furniture and equipment will be commensurate with assigned responsibilities.

4. Offices for two case managers are provided directly within each housing pod.
5. For future planning purposes, records generated by programs and services will be assumed to be electronic in nature (e.g., attendance sheets, schedules) and an integrated component of the IMS system. Therefore, limited space is provided for programs records storage.

6. Should there be a need for conference space, one of the multipurpose rooms will be used for this purpose.
7. Within the programs and services administration suite, a printer/copier work alcove (includes office supply storage), a staff breakroom, a water cooler, staff restrooms, and a janitor closet will be provided.

### 9.200 Programs & Services Center

1. The programs and services center includes the program space and support space for several program functions, which include education and treatment programs and activities. Ideally, these programs and services can be located within a single zone to maximize staff observation and minimize movement between programs and should be adjacent to programs administration (see 9.100 Programs & Services Administration).
2. Spaces will be provided to support:
  - a. Academic/Vocational instruction
  - b. Treatment services
  - c. Religious services
  - d. Library
  - e. Hair care
  - f. Recreation/Exercise
3. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the program security officer's workstation. Generous glazing in the programs and activity rooms on the walls adjoining the circulation corridor and/or central location of the programs and services area will enhance supervision without disrupting the programmed activities.
4. Bench seating for inmates being staged for programs and services will be provided adjacent to the security officer's workstation.
5. Academic/Vocational instruction and treatment services may be provided within multipurpose rooms/classrooms, group counseling rooms, and/or individual counseling rooms.
  - a. There will be three multipurpose rooms/classrooms which will be designed and furnished similarly to traditional adult education classrooms. One room will be sized for 20 participants, and two rooms will be sized for 15 participants.
  - b. Two group (sized for 8-10) and two interview rooms will be provided for conducting small group or individual programs/activities and/or interviews (professional counselors, program leaders, and volunteers).
6. Vocational education may focus on pre-vocational education as well as the cognitive and affective learning associated with a vocation.
  - a. Pre-vocational education will allow inmates to explore different vocational interests and complete aptitude assessments.
  - b. Cognitive and affective learning may be offered in:
    - Warehouse management (includes forklift simulator)
    - Barber
    - Cosmetology
    - Culinary arts
    - Construction trades (e.g., electrical, plumbing)
    - Janitorial
    - Landscaping
7. A classroom designed and furnished with a teacher station and tablet carrels will serve to deliver pre-vocational education that will allow inmates to explore different vocational interests and complete aptitude assessments. This same classroom may be used to train inmates in computer skills associated with data entry.

8. The cognitive and affective learning associated with a vocation may occur in one of the multipurpose rooms/classrooms. Completion of such a training program will enhance an inmate's opportunities to secure an apprenticeship within the community in a chosen vocation.
9. Tablets will be used as a delivery method to augment program delivery for many programs and services offered. A centralized software system with appropriate file servers will be required to serve the Wi-Fi-capable tablets and is to be in a secure server room proximal to the multipurpose rooms/classrooms.
10. A secure closet is provided for storage of supplies and expensive and/or adaptive instructional materials/equipment as well as an electronics storage/recharging station with docking stations to store and recharge tablets. Tablets will be checked out for specific programs on an as-needed-basis.

### Religious Services

11. Eligible inmates may attend religious services within the community. Arrangements may be made for inmates to view from the CTC services occurring within the community via livestream.

### Library Services

12. A stocked and furnished and equipped library will be available for inmates during scheduled periods. The OCCC librarian will have oversight management of the CTC library. The CTC library will provide a variety of reading books/materials that may be used within the library or checked out and used within the inmate's housing pod. A checkout counter will be equipped with a computer so that books may be checked out electronically and a paperless-system tracks and manages books returned and/or that remain outstanding.
13. Reading and research areas will be provided within the library, which will include tables that accommodate up to six seated inmates each, and individual lounge seating.
14. Within the library will be a librarian workstation and a workroom. The workroom will primarily be used to inventory and store recreation and general library materials received through the inter-library system or donated from the public. A book cart will be stored in the library workroom and will be used to stage updated reading materials (books, periodicals, and magazines) for distribution throughout the housing pods,
15. The library space will include a printer/copier alcove, a trash alcove, and a janitor closet.

### Hair Care Services

16. Eligible inmates may obtain hair care services within the community.
17. A hair care area will be provided where inmates can receive hair care services during scheduled time. The hair care area will meet all state health care and sanitary regulations. A contracted barber will perform hair care services or, as part of a vocational program, hair care services may be performed by an inmate under the supervision of a licensed barber (or vocational instructor).
18. No chemicals will be used in the haircutting process. Any need for chemical hair treatment will be for medical purposes only (e.g., to treat head lice, scalp ailments, etc.) and will be conducted on a case-by-case basis in the health clinic.

### Recreation/Exercise

19. Eligible inmates may be authorized to seek recreational and/or physical fitness opportunities within the community.
20. Outdoor exercise facilities are provided for each housing pod, which are accessible from the respective housing pod dayroom.

### *Program & Services Center Support Spaces*

21. Within the programs and services center, a water cooler, inmate restrooms, a trash alcove, and a janitor closet will be provided.
22. In a staff-only area of the program and services support center, a printer/copier work alcove (includes office supply storage), a beverage station, a water cooler, staff restrooms, and a trash alcove will be provided.

### 9.300 Correctional Industries

1. The provision of work opportunities is an important component of effective inmate and facility management. Work programs are a productive outlet for inmates where they can learn new job skills and establish positive work habits. Compensation for some jobs can provide victim restitution or help support the inmate's family. These types of work opportunities at the CTC will be provided through and overseen by Correctional Industries, a division with the PSD.
2. The CTC will provide space for a yet-to-be-determined 'clean' industry, one that involves no heavy machinery or special ventilation (e.g., data entry, furniture kit assembly, garment assembly, etc.). Because the industry (or industries) has not been selected, the industry space will afford flexibility so that during any given period, the industry space can be easily adapted to accommodate the chosen industry.
3. The industry program will be coordinated and directed by a correctional industry supervisor. An office for the correctional industry supervisor will be provided, which will be accessible from the production workroom.
4. To facilitate movement of materials and finished product, the correctional industries program should be proximal to the loading dock (see 11.000 Warehouse/Commissary).
5. Within or accessible from the industry workroom will be adequate, appropriate space for the following functions:
  - a. Production area sized to accommodate up to 12 inmates
  - b. Material storage
  - c. Preparation of raw materials
  - d. Finished product storage and display
6. Additional spaces required include:
  - a. Secure tool storage
  - b. Machine and equipment parts storage and repair
7. Many industries have an educational component that involves classroom training. One of the multipurpose rooms/classrooms within the programs area will be utilized for this purpose.
8. Within the industry area, a staff restroom, an inmate restroom, a water cooler, a trash alcove, and a janitor closet will be provided.

9.000 Programs and Services – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>9.100 Programs &amp; Services Administration</b>						
9.101	Programs & Services Administration Entrance - Controlled-access Door	-	1	0 /area	0	Provides access to/from facility circulation corridor to/from programs & services administration suite; door - electronic release by programs & services administration staff (see 9.103) and/or access by card reader, pin code, and/or biometric means (authorized staff only); includes CCTV and intercom for identification; square footage included in 9.100 grossing factor
9.102	Visitor Reception	2-4	1	100 /area	100	Located within administration suite; adjacent to entrance (see 9.101); RW-100
9.103	Office Assistant	1	1	64 /wkstn	64	Located adjacent to & facing visitor reception (see 9.102); WS-64; controls to suite entrance door
9.104	Bridge Supervisor	1	1	120 /office	120	Accessible from administration suite; OF-120
9.105	Bridge Counselor	6-8	1	400 /office	400	Accessible from administration suite; 8 WS-50
9.106	Contract Staff	4-6	1	300 /office	300	Accessible from administration suite; 6 WS-50
9.107	Volunteers	1	4	50 /wkstn	200	Located within administration suite; 4 WS-50; workstations may be clustered together
9.108	Programs Records Storage	-	1	50 /area	50	Located within administration suite; file cabinets
9.109	Printer/Copier Work Alcove	-	1	75 /area	75	Located within administration suite; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
9.110	Breakroom - Staff	2-4	1	120 /room	120	Accessible from administration suite; BR-120
9.111	Water Cooler	-	1	0 /area	0	Located within administration suite; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 9.100 grossing factor
9.112	Restroom - Staff	1	1	40 /room	40	Accessible from administration suite; gender neutral
9.113	ADA Restroom - Staff	1	1	50 /room	50	Accessible from administration suite; requisite mobility & accessibility features; gender neutral
9.114	Janitor Closet	-	1	40 /room	40	Accessible from administration suite; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>9.100 Total Net Square Feet</b>					<b>1,559</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>9.100 Total Gross Square Feet</b>					<b>1,949</b>	
<b>9.200 Programs &amp; Services Center</b>						
9.201	Program Security Officer	1	1	64 /wkstn	64	WS-64; centrally located w/ visibility to program entrances/exits
9.202	Waiting - Inmate	15	1	10 /pers	150	Located facing program security officer workstation (see 9.201); bench seating
9.203	Multipurpose Room/ Classroom	20	1	25 /pers +50	550	Teacher station, narrow 2-person learning tables (collapsible), sturdy molded plastic chairs, white board, smart TV/board; configured for video learning and/or live streaming w/ two-way communication between instructional & learning sites; CCTV capabilities; requisite data & transmission technology; glazing with visibility from programs center circulation area; wireless printers; extra 50 nsf for storage closet or cabinets

## 9.000 Programs &amp; Services

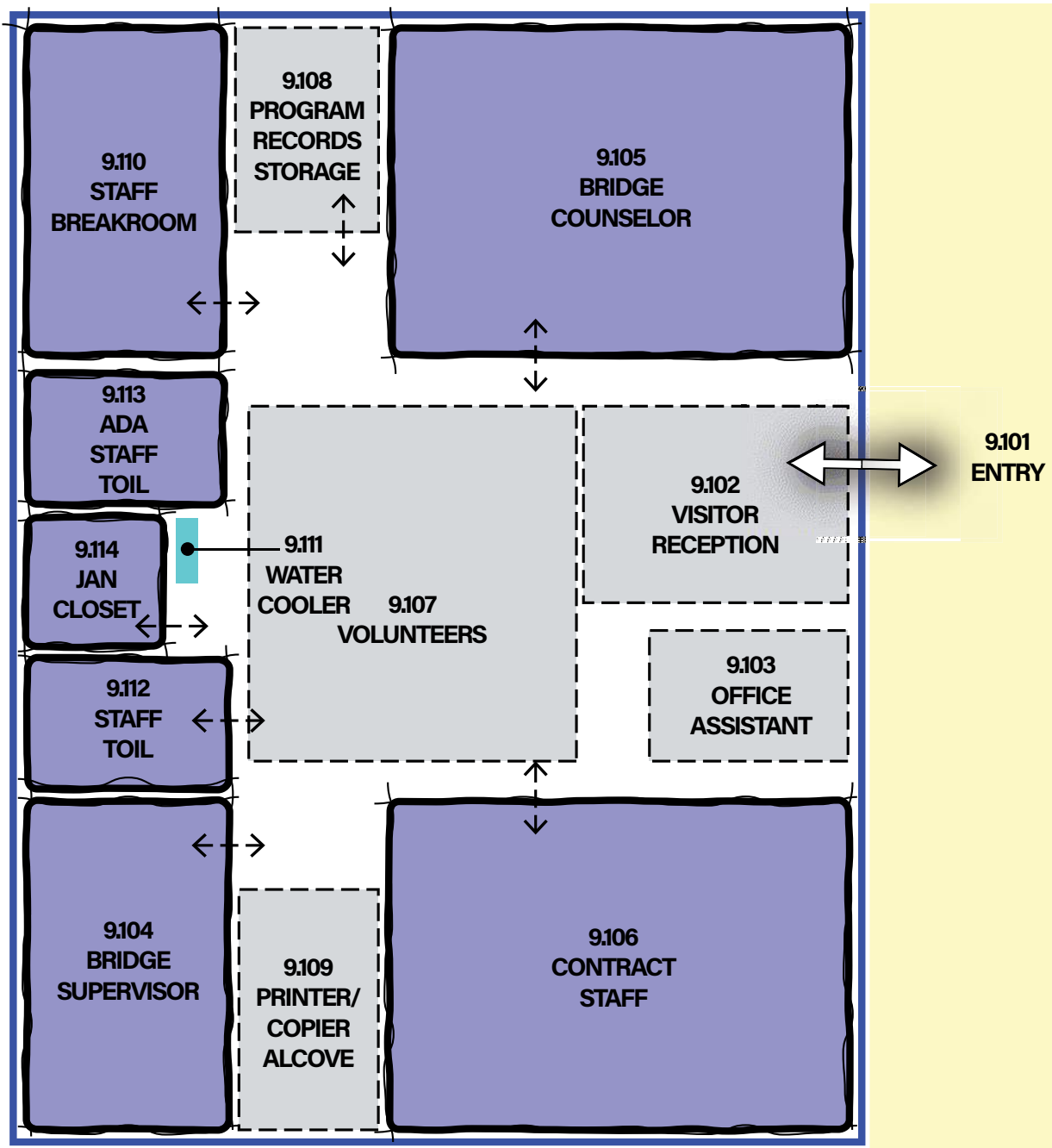
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
9.204	Multipurpose Room/ Classroom	15	2	25 /pers +50	850	Teacher station, narrow 2-person learning tables (collapsible), sturdy molded plastic chairs, white board, smart TV/board; configured for video learning and/or live streaming w/ two-way communication between instructional & learning sites; CCTV capabilities; requisite data & transmission technology; glazing with visibility from programs center circulation area; wireless printers; extra 50 nsf for storage closet or cabinets
9.205	Group Room	8-10	2	200 /room	400	Accessible from program center circulation; table and loose chairs for small group activities; whiteboard; video-conferencing capacity; requisite data & transmission technology; glazing w/ visibility from program center circulation
9.206	Interview Room	2-4	2	100 /room	200	Accessible from program center circulation; table and loose chairs for up to 4 people; requisite data technology; requisite privacy to prevent casual observation by other inmates; glazing w/ visibility from program center circulation
9.207	Vocational Tablet Carrel	1	8	25 /carrel +50	250	Accessible from program center circulation; room w/ tablet carrels; requisite mobility & accessibility features; multifunctional tablet carrel w/ acoustical side panels; requisite data & transmission technology; will be used for pre-vocational education and/or data entry instruction; extra 50 nsf for instructor lectern/desk
9.208	Secure Programs Server Room	-	1	100 /room	100	Accessible from program center circulation; proximal to multipurpose rooms/classrooms
9.209	Electronics/Recharging Closet/Program Supply Storage	-	1	150 /room	150	Accessible from program center circulation; proximal to classrooms; shelving with docking stations for storing/recharging tablets; electrical receptacles; adjustable shelves, storage bins, ample floor space for larger items
9.210	Librarian Workstation	1	1	80 /area	80	Located within library; 1 WS-64; counter w/ computer for library books/material checkout
9.211	Library Workroom/Book Storage	1-2	1	150 /room	150	Accessible from library; temporary book storage; counter space for marking books; book cart storage/staging
9.212	Open Shelving	-	1	300 /area	300	Located within library; bookshelves against walls or no more than 5' high for visibility
9.213	Reading Area	15	1	20 /pers	300	Located within library; 3 tables w/seating for 6; lounge area w/ comfortable seating
9.214	Printer/Copier Work Alcove	-	1	75 /area	75	Located behind librarian workstation (see 9.210); networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; shredder; recycling bins
9.215	Trash Alcove	-	1	20 /area	20	Located within library; regular and recycled trash (may be built in)
9.216	Hair Care Room	2	1	150 /room	150	Accessible from program center circulation; 1 haircutting chair; hair washing sink; tempered glass mirror; secure cabinetry; extra electrical outlets
<i>Program &amp; Services Center Support Spaces</i>						
9.217	Water Cooler	-	1	0 /area	0	Located within program center circulation; ADA accessible; wall-mounted; amount per code; square footage included in 9.200 grossing factor

9.000 Programs & Services

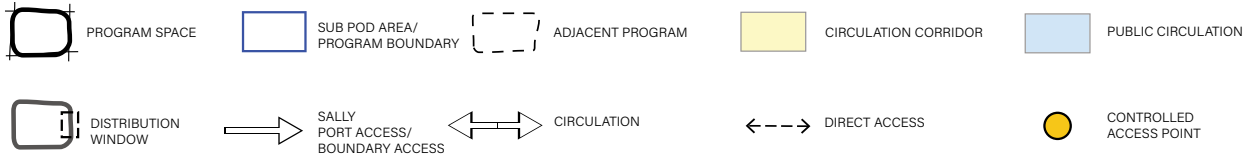
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
9.218	Restroom - Group	1-4	1	200 /room	200	Accessible from program center circulation; 3 toilets & 1 urinal (institutional grade) with PREA-compliant privacy partitions; 4 sinks; 4 mirrors; 1 toilet /sink is ADA accessible; number per code
9.219	Trash Alcove	-	1	20 /area	20	Located within program center circulation; regular and recycled trash (may be built in)
9.220	Janitor Closet	-	1	40 /room	40	Accessible from program center circulation; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
9.221	ADA Restroom - Staff	1	1	50 /room	50	Located within programs and services center staff-only area; requisite mobility & accessibility features; gender neutral
<b>9.200 Total Net Square Feet</b>					<b>4,099</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>9.200 Total Gross Square Feet</b>					<b>5,739</b>	
<b>9.300 Correctional Industries</b>						
9.301	Correctional Industries Instructor	1	1	100 /office	100	Accessible from production workroom; WS-80; glazing providing good visibility of industries work areas
9.302	Production Workroom	1	12	64 /wkstn	768	Workstations clustered in a single room
9.303	Material Storage	-	1	200 /area	200	Located within production workroom; shelving
9.304	Material Preparation	-	1	200 /area	200	Located within production workroom (see 9.302); large sturdy table(s)
9.305	Finished Product	-	1	400 /area	400	Located within production workroom; shelving; table for sorting
9.306	Tool Storage	-	1	80 /area	80	Located within production workroom; secured area (fenced); shadow board
9.307	Equipment Parts Storage & Repair	-	1	200 /area	200	Located within production workroom; worktable; shelving; lockable cabinet
9.308	ADA Restroom - Staff	1	1	50 /room	50	Accessible from production workroom; requisite mobility & accessibility features; gender neutral
9.309	ADA Restroom - Inmate	1	1	50 /room	50	Accessible from production workroom; requisite mobility & accessibility features
9.310	Water Cooler	-	1	0 /area	0	Located within production workroom; ADA accessible; wall-mounted; amount per code; square footage included in 9.300 grossing factor
9.311	Trash Alcove	-	1	60 /area	60	Located within production workroom; regular and recycled trash (may be built in)
9.312	Janitor Closet	-	1	40 /room	40	Accessible from production workroom; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>9.300 Total Net Square Feet</b>					<b>2,148</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>9.300 Total Gross Square Feet</b>					<b>3,007</b>	
<b>9.000 Total Interior Net Square Feet</b>					<b>7,806</b>	
<b>9.000 Total Interior Gross Square Feet</b>					<b>10,695</b>	



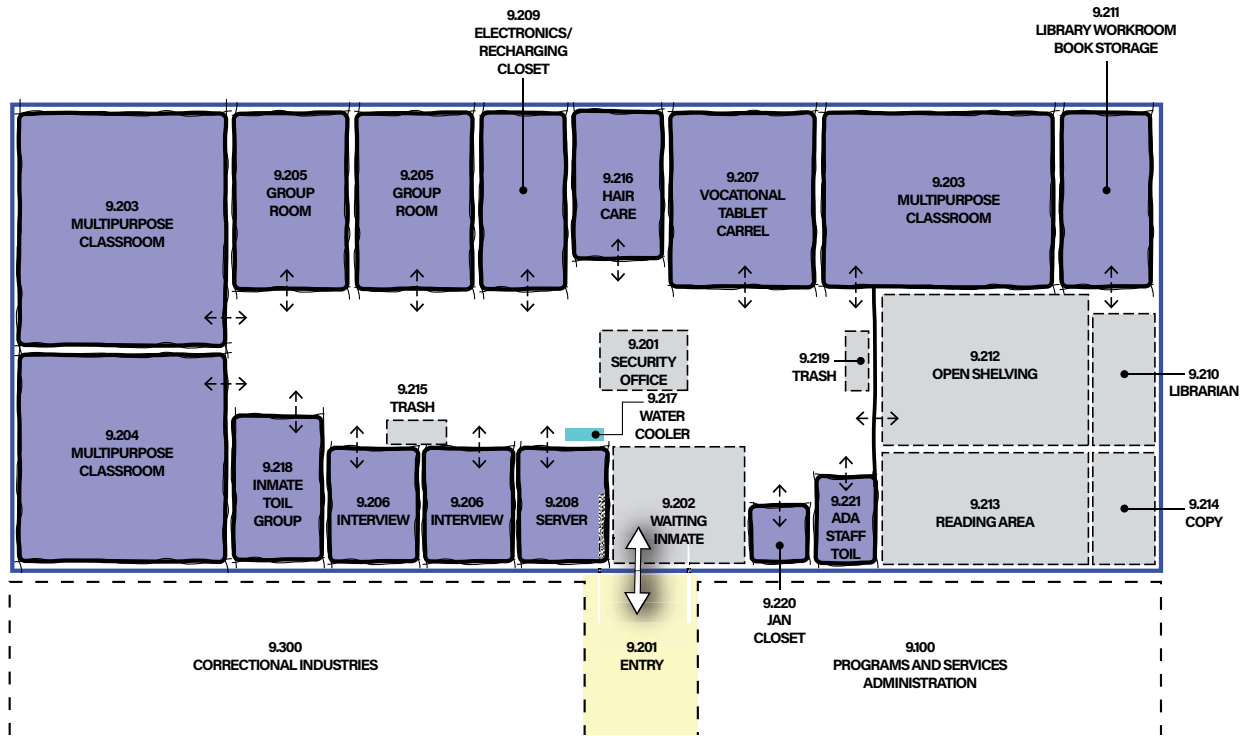
9.000 Programs and Services – Functional Adjacency Diagrams: Programs & Services Center



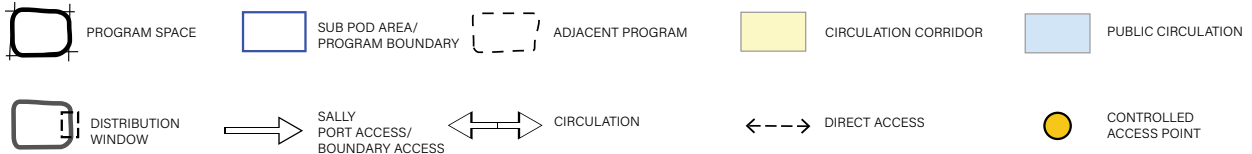
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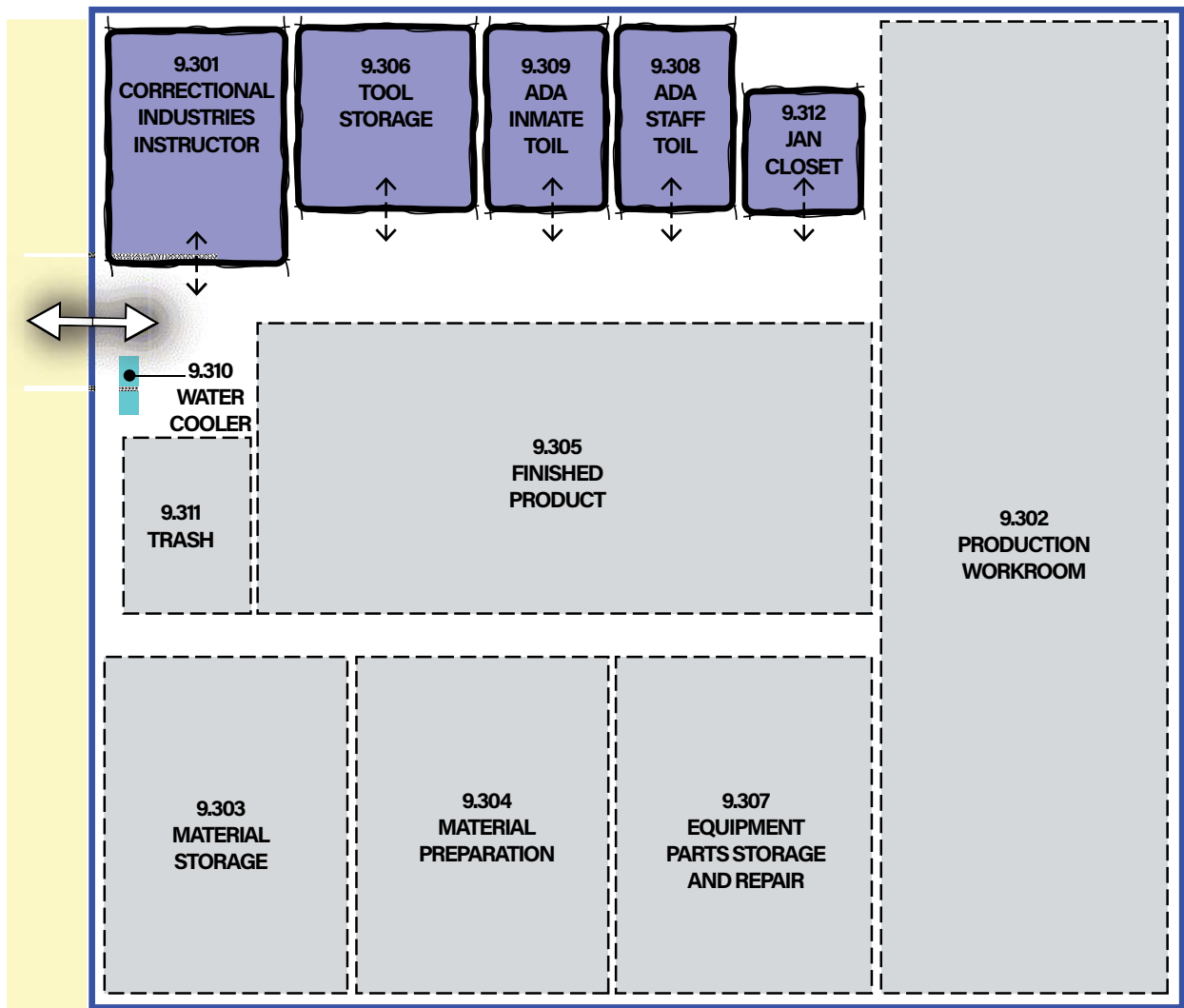
9.000 Programs and Services – Functional Adjacency Diagrams: Programs & Services Administration



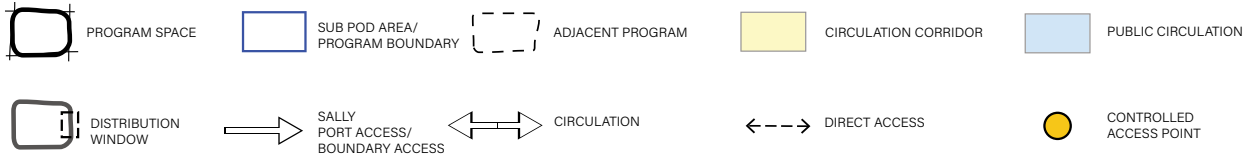
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9.000 Programs and Services – Functional Adjacency Diagrams: Correctional Industries



LEGEND:



## 10.000 Food Service & Laundry

### *Food Service*

The goal of the foodservices operation is to provide nutritionally adequate meals on a daily basis that are prepared and served under sanitary conditions at a reasonable cost.

### *Laundry*

The provision of laundry service promotes good hygiene as well as preventing the spread of lice and other vermin.

### 10.100 Food Service

1. The food service operation at the OCCC is responsible for providing nutritionally adequate meals for inmates assigned to the CTC, including two hot and one cold meal daily. Breakfast, lunch, and dinner meals, including special diets, will be prepared at the OCCC kitchen and transported to the CTC. Typically, inmates will eat in the CTC's central dining room at least two meals, depending on their work schedules. Bagged meals will be prepared for those inmates who will be out of the CTC during scheduled mealtimes, or they may be permitted to purchase food at their work sites.
2. Meals will be prepared for distribution on pre-portioned trays and transported in food carts that maintain proper temperatures to the CTC, which will be received at the CTC's loading dock and moved to the food service area. Doorways and circulation paths must be sized to accommodate the food carts.
3. A servery will be used to stage meals brought in from the OCCC kitchen served to the inmates. It is here that inmates may elect to microwave purchased food items. The servery will include:
  - a. a serving counter/window
  - b. a tray return counter/window
  - c. counter space
  - d. sink with instant-hot water tap
  - e. microwave
  - f. refrigerator
  - g. dishwash & other sanitation
  - h. storage cabinets
  - i. food cart staging
  - j. trash alcove
4. The dining room will have non-fixed tables and loose stacking chairs, a beverage station (with ice), and a vending alcove. The dining room will be sized to accommodate 125 inmates eating simultaneously, anticipating two serving periods for each meal.
5. When inmates complete their meals, they will dispose of their trash at the dining room trash alcove and return their tray via the tray return counter or dishwash area.
6. Within the food service area, a staff restroom, inmate restrooms, and a janitor closet will be provided.

### 10.200 Staff Dining

1. A staff dining room will be located proximal to the food service area that supports inmate dining. Staff may use this room as a break and meal area.
2. Meals prepared through the food service component at the OCCC will be available to on-duty staff. Staff may opt to bring their own meals into the facility, which will be subject to security screening.

3. Meals will be served buffet style. As such, the following is provided:
  - a. buffet stations with slide trays
  - b. salad bar with slide trays
  - c. beverage dispenser(s)
  - d. clean and soiled tray, dinnerware, cups, etc. staging
4. The staff dining room will be able to accommodate up to 15 people with tables and loose chairs of up to two-to-four people each, and will include a vending alcove, lounge seating with TV, a counter with a coffeemaker, microwave, and sink, a full-size residential refrigerator, storage cabinetry, and a trash alcove.
5. Inmates assigned to food service will provide periodic cleaning of tabletops, chairs, and other service equipment and fixtures in the staff dining room.
6. Within the staffing dining room, a staff restroom, a water cooler, and a janitor closet will be provided.

### 10.300 Laundry

1. Inmates are responsible for laundering their personal clothes, bedding and linens, and towels. Debit card-operated washers and dryers are available for inmate use within the inmate's assigned housing pod. Therefore, no dedicated space for laundry is provided at the CTC.

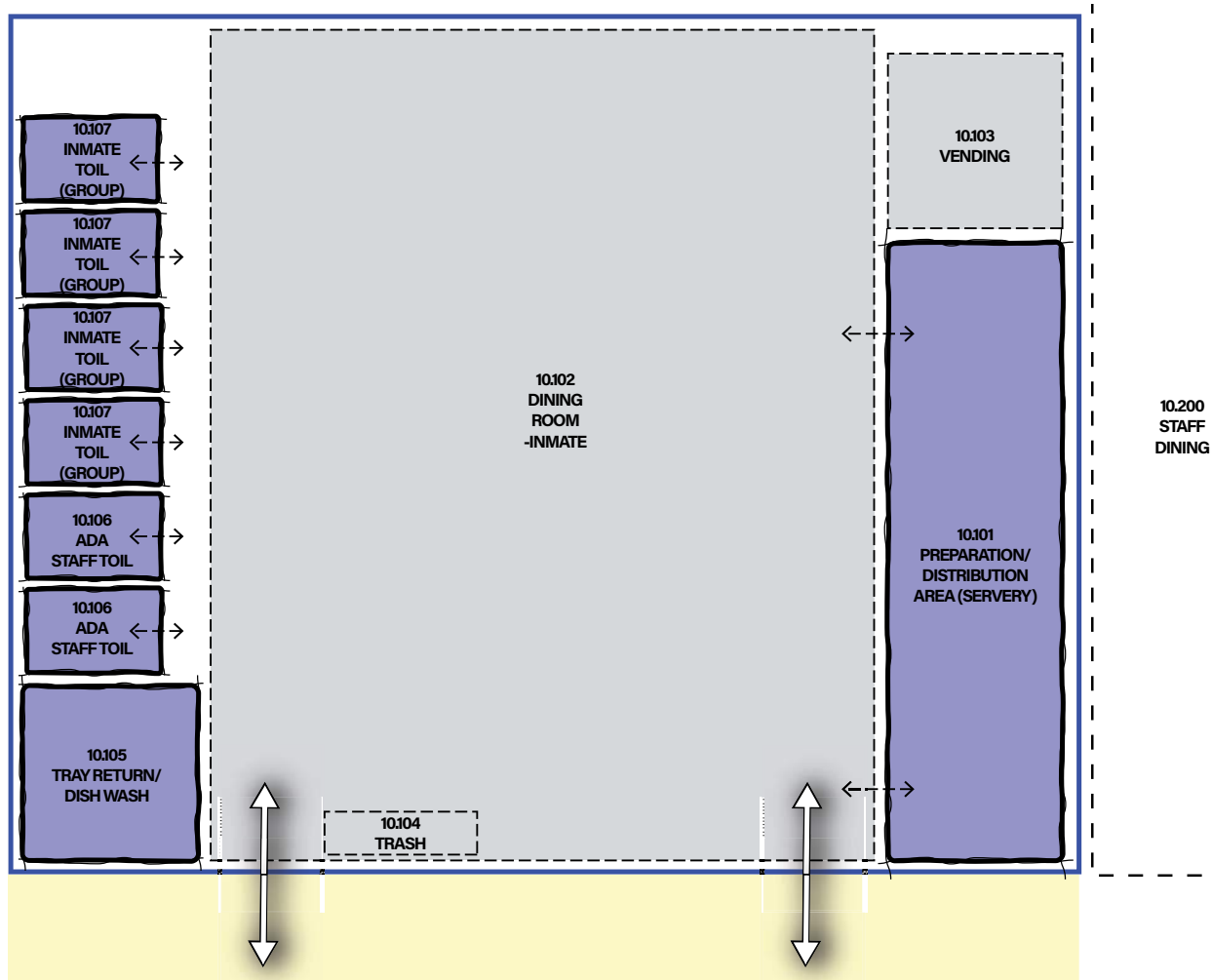
## 10.000 Food Service &amp; Laundry – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>10.100 Food Service</b>						
10.101	Preparation/Distribution Area (Serving)	-	1	500 /room	500	Accessible from dining room; serving counter; counter space; sink w/ instant-hot water tap; microwave; commercial refrigerator; storage cabinets; food cart staging; trash alcove (regular & recycled trash); electrical outlets
10.102	Dining Room - Inmate	125	1	20 /pers	2,500	Tables; loose stackable chairs; self-serve beverage station w/ ice
10.103	Vending Alcove	-	1	120 /area	120	Located within inmate dining room; 5 vending machines; requisite electrical connections/outlets
10.104	Tash Alcove	-	2	20 /area	40	Located within dining room; regular and recycled trash (may be built in)
10.105	Tray Return/Sanitation	-	1	150 /area	150	Accessible from dining room; tray return counter/window; sink; staging for soiled food cart return to OCCC
10.106	ADA Restroom - Staff	1	1	50 /room	50	Accessible from dining room; requisite mobility & accessibility features; gender neutral
10.107	Restroom - Inmate	1	4	40 /room	160	Accessible from dining room; requisite gender neutral
10.108	Janitor Closet	-	1	40 /room	40	Accessible from dining room; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>10.100 Total Net Square Feet</b>					<b>3,560</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>10.100 Total Gross Square Feet</b>					<b>4,984</b>	
<b>10.200 Staff Dining</b>						
10.201	Buffet Station	-	3	65 /area	195	Located within staff dining room; 2 buffet stations w/ tray slides; 1 salad bar w/ tray slides; requisite receptacles
10.202	Beverage Dispenser	-	1	40 /area	40	Located within staff dining room; requisite electrical connections/outlets
10.203	Clean Tray/Dinnerware	-	1	40 /area	40	Located within staff dining room; rolling shelves to accommodate clean issue of trays, dinnerware, cups/mugs, etc.
10.204	Soiled Tray/Dinnerware	-	1	40 /area	40	Located within staff dining room; rolling shelves to accommodate soiled trays, dinnerware, cups/mugs, etc.
10.205	Staff Dining Area	15	1	15 /pers	225	Located within staff dining room; combination of 2-place & 4-place tables/chairs
10.206	Lounge Area	1-4	1	120 /area	120	Located within staff dining room; comfortable seating; TV; coffee/end table(s); requisite electrical connections/outlets
10.207	Vending Alcove	-	1	120 /area	120	Located within staff dining room; 5 vending machines; requisite electrical connections/outlets
10.208	Food/Beverage Station	-	1	100 /area	100	Located within staff dining room; counter w/ coffeemaker, microwave, & sink; residential refrigerator; storage cabinetry; requisite electrical connections/outlets
10.209	Trash Alcove	-	1	20 /area	20	Located within staff dining room; regular & recycled trash (may be built in)
10.210	ADA Restroom - Staff	1	1	50 /room	50	Accessible from staff dining room; requisite mobility & accessibility features; gender neutral

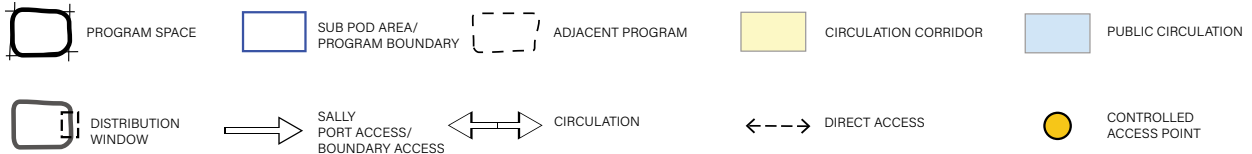
10.000 Food Service & Laundry

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.211	Water Cooler	-	1	0/area	0	Located within staff dining room; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 10.200 grossing factor
10.212	Janitor Closet	-	1	40/room	40	Accessible from staff dining room; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>10.200 Total Net Square Feet</b>					<b>990</b>	
<b>Grossing Factor</b>					<b>1.30</b>	
<b>10.200 Total Gross Square Feet</b>					<b>1,287</b>	
10.300	Laundry					
10.301	Laundry	-	0	0/area	0	No space required; laundry in housing pod
<b>10.000 Total Interior Net Square Feet</b>					<b>4,550</b>	
<b>10.000 Total Interior Gross Square Feet</b>					<b>6,271</b>	

10.000 Food Service & Laundry – Functional Adjacency Diagrams: Food Service

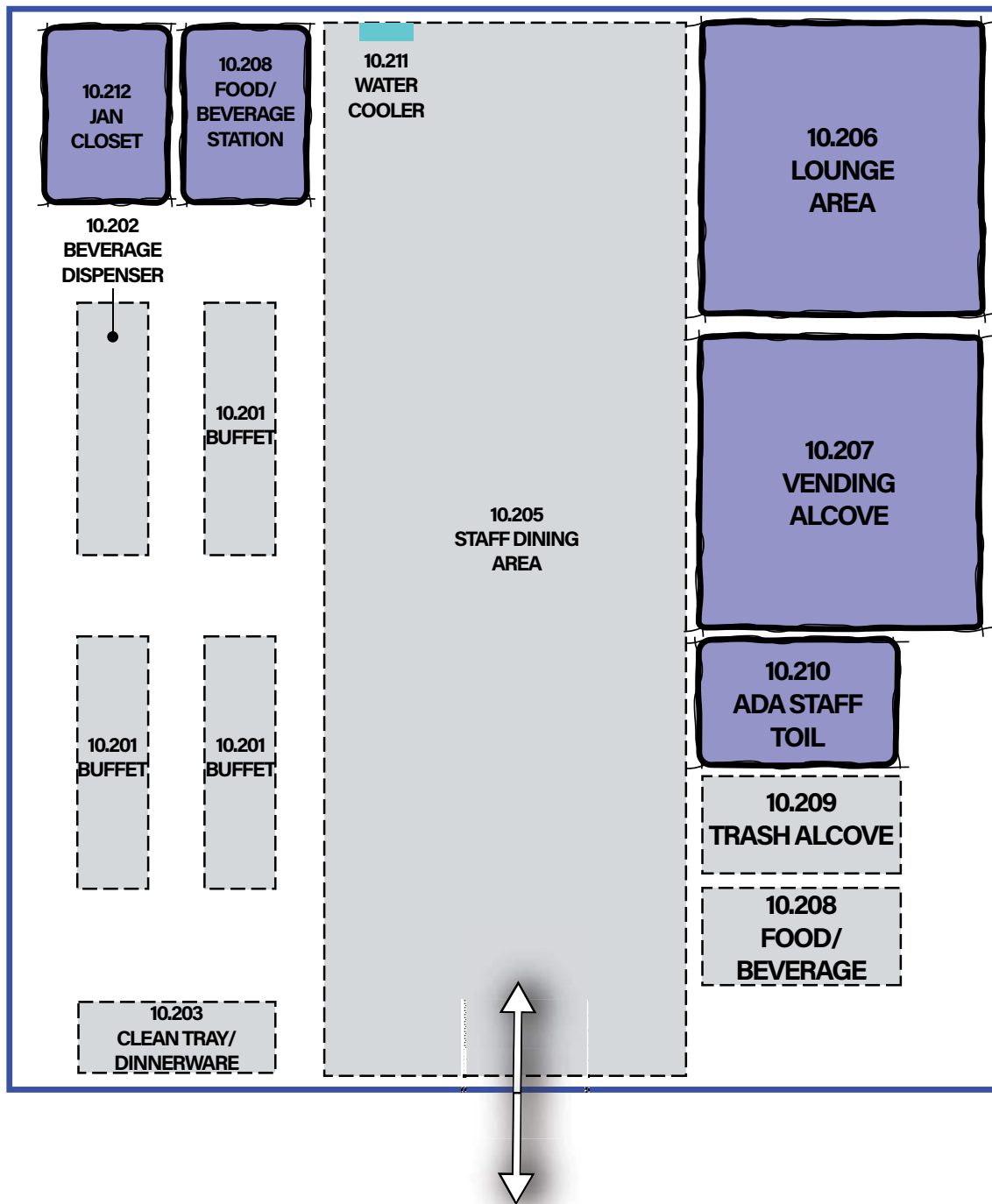


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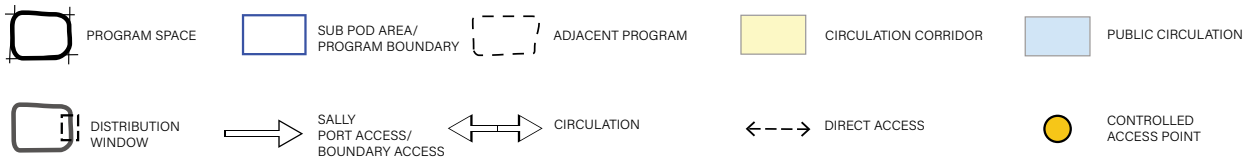




10.000 Food Service & Laundry – Functional Adjacency Diagrams: Staff Dining



LEGEND:



## 11.000 Warehouse/Commissary

The warehouse provides a central area for the receipt and distribution of all institutional goods, supplies, and materials. The warehouse component includes the service yard/loading dock and centralized product storage. All supplies and goods that enter the CTC are first processed through the OCCC's warehouse function. It is there that the product is received from the vendor and inventoried prior to being redistributed to the CTC.

The warehouse/maintenance manager is responsible for overseeing and coordinating CTC activities related to:

- a. warehouse
- b. maintenance
- c. janitorial & housekeeping

Responsibilities associated with the warehouse include:

- a. receipt of product
- b. product inventory
- c. product distribution

The warehouse/maintenance manager or designee will transfer product from the OCCC warehouse to the CTC warehouse for storage and distribution. On a scheduled basis, at least weekly, orders for supply replenishment will be collected, filled, and distributed. Additional supplies may be distributed on an as-needed basis.

### 11.100 Service Yard/Loading Dock

1. The warehouse is accessible from the service yard. All items being received will be offloaded onto the loading dock and then moved to its designated location. This area will also be used by service vehicles to access the loading dock, and trash collection vehicles to access the refuse compactors and dumpsters.
2. The loading dock will be sized and configured with two bays: one bay will accommodate a box or medium-sized commercial truck or smaller; and one bay will provide access to the compactor. The loading dock will have:
  - a. weather protection
  - b. dock leveler(s)
  - c. dock lights
3. The loading dock will have commercial grade rolling doors that provide access to the warehouse. From the loading dock, the warehouse may also be accessed via a weather-protected pedestrian door from the service yard, which will be controlled to prevent casual access and will be by card reader and/or biometric means (authorized staff only). The warehouse pedestrian door will be equipped with a warehouse doorbell (with camera) system to alert warehouse staff to the presence of deliveries/visitors.
4. Facility trash will be collected daily and brought to the warehouse for disposal and/or recycling. A dumpster/trash compactor will be located adjacent to the loading dock. Cardboard will be brought to the OCCC for compacting/baling.
5. Parking within the service yard will accommodate warehouse, and maintenance vehicles:
  - a. Warehouse – box or medium-sized commercial truck (1)
  - b. Maintenance – temporary (1)

### 11.200 Warehouse

1. An office is provided for the warehouse/maintenance manager.
2. The warehouse's storage component must be sized to maintain a two-week supply of goods. A centralized general storage area is provided with shelving, racks, and bins for storage of bulk items and/or institutional supplies/materials. It will be configured to accommodate palletized storage and will also include a charging station for a forklift. Access to the central general storage area will be controlled via card access, pin code, and/or biometric means (authorized staff only). Within the central storage area will be:
  - a. Separate storage sub-components – as simple as designated shelving or chain link fencing for cordoning off areas
  - b. Specialized storage for cleaning supplies, chemicals, and paint
  - c. A work counter with a laptop for inventory and issuance of product/goods
3. Within the warehouse, an emergency eyewash station, a staff restroom, an inmate restroom, a trash alcove, and a janitor closet will be provided.

### Commissary

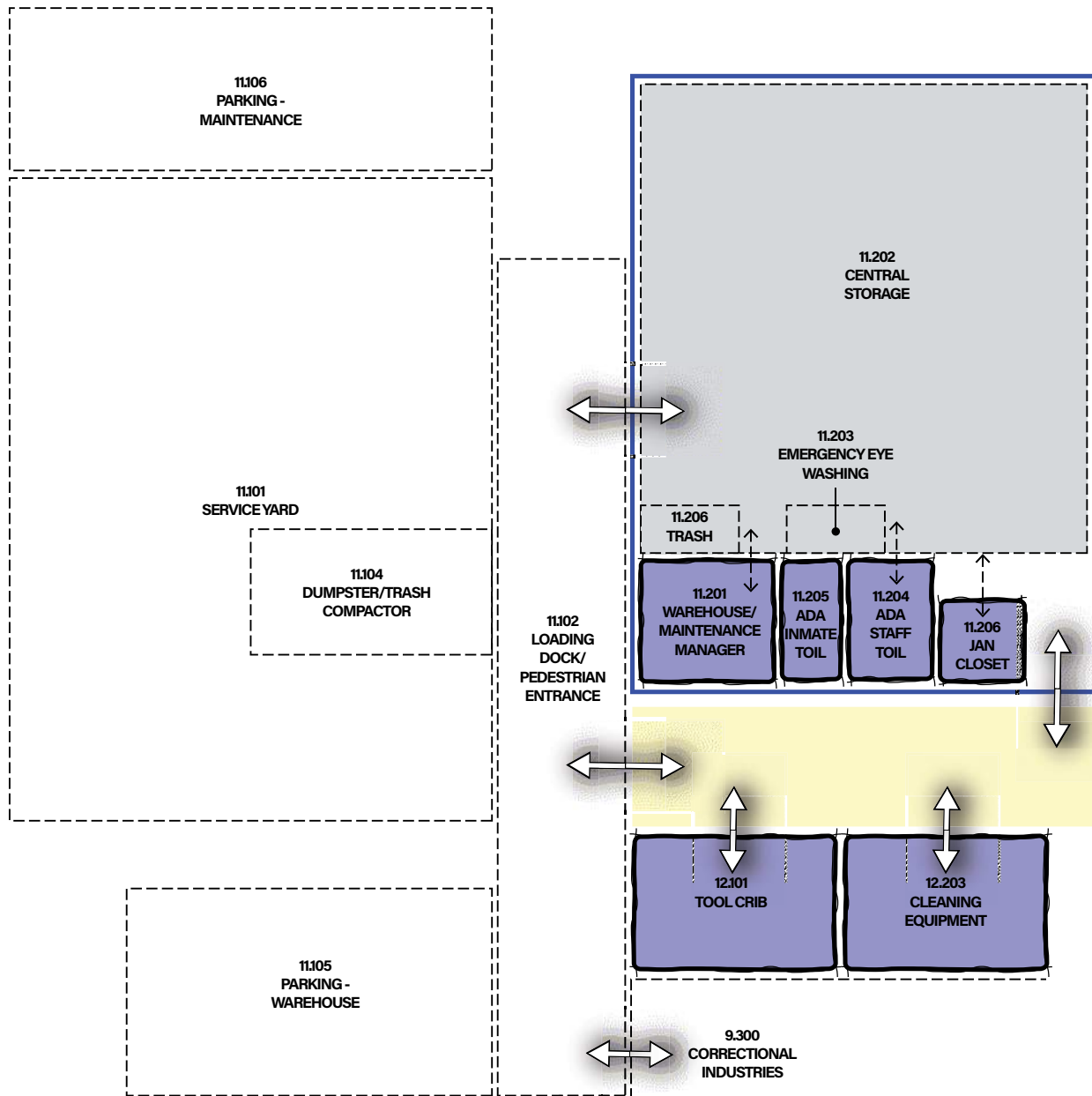
4. No commissary services are offered to inmates housed at the CTC. Vending machines available within the housing pods and the dining room provided products for purchase by inmates. Eligible inmates may also opt to purchase items for personal use/consumption within the community. Therefore, no space is provided for commissary at the CTC.

## 11.000 Warehouse/Commissary – Architectural Space Program

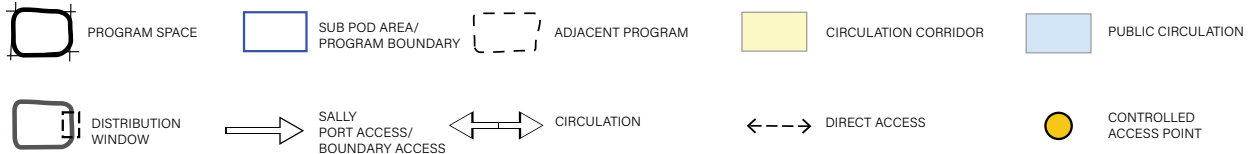
No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>11.100 Service Yard/Loading Dock</b>						
11.101	Service Yard	-	1	(1,500)/area	(1,500)	Area for vehicle circulation & maneuvering
11.102	Receiving/Loading Dock	-	1	(250)/area	(250)	Located within service yard; 1 bay sized for box or medium-sized commercial truck or smaller truck; access to compactor; weather protection; dock leveler(s); dock lights; rolling doors to warehouse area
11.103	Loading Dock Pedestrian Entrance - Secure Door	-	1	(0)/area	(0)	Accessible from loading dock; pedestrian door leading to warehouse (see 11.102)
11.104	Dumpster/Trash Compactor	-	1	(150)/area	(150)	Located within service yard & adjacent to loading dock; hose bib
11.105	Parking - Warehouse	-	1	(400)/area	(400)	Located within service yard; box truck; parking area to be adequately lit & equipped w/ pole-mounted CCTV cameras that can be observed/monitored by central control; requisite electrical chargers/outlets; includes circulation space
11.106	Parking - Maintenance	-	1	(400)/area	(400)	Located within service yard; stake bed truck or pickup truck; parking area to be adequately lit & equipped w/ pole-mounted CCTV cameras that can be observed/monitored by central control; requisite electrical chargers/outlets; includes circulation space
<b>11.100 Total Exterior Gross Square Feet (2,700)</b>						
<b>11.200 Warehouse</b>						
11.201	Warehouse/Maintenance Manager	1	1	120/office	120	Accessible from warehouse; OF-120
11.202	Central Storage	-	1	1,200/room	1,200	Accessible from loading dock (see 11.102) - secure pedestrian door (see 11.103) and commercial-grade rolling overhead door (powered door opener, controls on inside wall); secure room - access via card reader, pin code, and/or biometrics means (authorized staff); ceiling high enough for palletized storage; general product storage; shelving, racks, & bins; subdivided storage; separate storage for cleaning supplies, and paint (well ventilated, preferably separated by solid walls); charging station for forklift; work counter w/ laptop & height-adjustable stool; requisite data technology
11.203	Emergency Eyewash Station	-	1	15/area	15	Located within warehouse; ADA accessible; plumbed; adjacent wall-mounted towel dispenser; trash receptacle
11.204	ADA Restroom - Staff	-	1	50/room	50	Accessible from warehouse; requisite mobility & accessibility features; gender neutral
11.205	ADA Restroom - Inmate	-	1	50/room	50	Accessible from warehouse; requisite mobility & accessibility features; gender neutral
11.206	Trash Alcove	-	1	20/area	20	Located within warehouse; regular and recycled trash (may be built in)
11.207	Janitor Closet	-	1	40/room	40	Accessible from warehouse; utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Commissary</i>						
11.208	Commissary	-	0	0/area	0	Not required

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
				<b>11.200 Total Net Square Feet</b>	<b>1,495</b>	
				<b>Grossing Factor</b>	<b>1.20</b>	
				<b>11.200 Total Gross Square Feet</b>	<b>1,794</b>	
	<b>11.000</b>			<b>Total Interior Net Square Feet</b>	<b>1,495</b>	
	<b>11.000</b>			<b>Total Interior Gross Square Feet</b>	<b>1,794</b>	
	<b>11.000</b>			<b>Total Exterior Gross Square Feet</b>	<b>(2,700)</b>	

11.000 Warehouse/Commissary - Functional Adjacency Diagrams



LEGEND:



## 12.000 Maintenance/Central Plant

This component includes the maintenance of the physical plant, janitorial and housekeeping, and other building support. The building support area also includes the central mechanical plant. While the maintenance team based at the OCCC will be responsible for the preservation and upkeep of the physical facilities at the Community Transitional Center, the CTC warehouse/maintenance manager will oversee and coordinate with the maintenance team for any necessary repairs and upkeep to the CTC's physical facilities.

### 12.100 Maintenance

1. Other than a satellite tool crib, no space is required for maintenance at the CTC. Assigned parking is provided within the service yard for OCCC maintenance vehicles when maintenance service is being provided at the CTC.
2. As noted previously, the warehouse/maintenance manager will be responsible for overseeing and coordinating housekeeping activities at the CTC. Janitorial and housekeeping services are provided by civilian staff as well as inmate workers supervised by security staff. Assigned inmates will be responsible for providing housekeeping services throughout the facility, except for the individual housing pods. Inmates assigned to the respective housing pods will be responsible for housekeeping activities within the pod.
  - a. Centrally located and accessible from the facility circulation spine, will be storage for cleaning equipment (i.e., buffers, vacuum cleaners, steam cleaners, etc.), cleaning carts, and limited cleaning supplies.

### 12.200 Central Plant

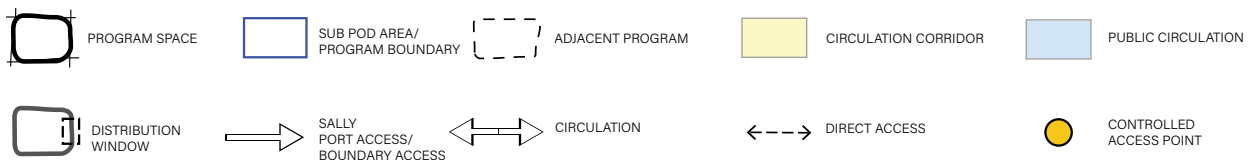
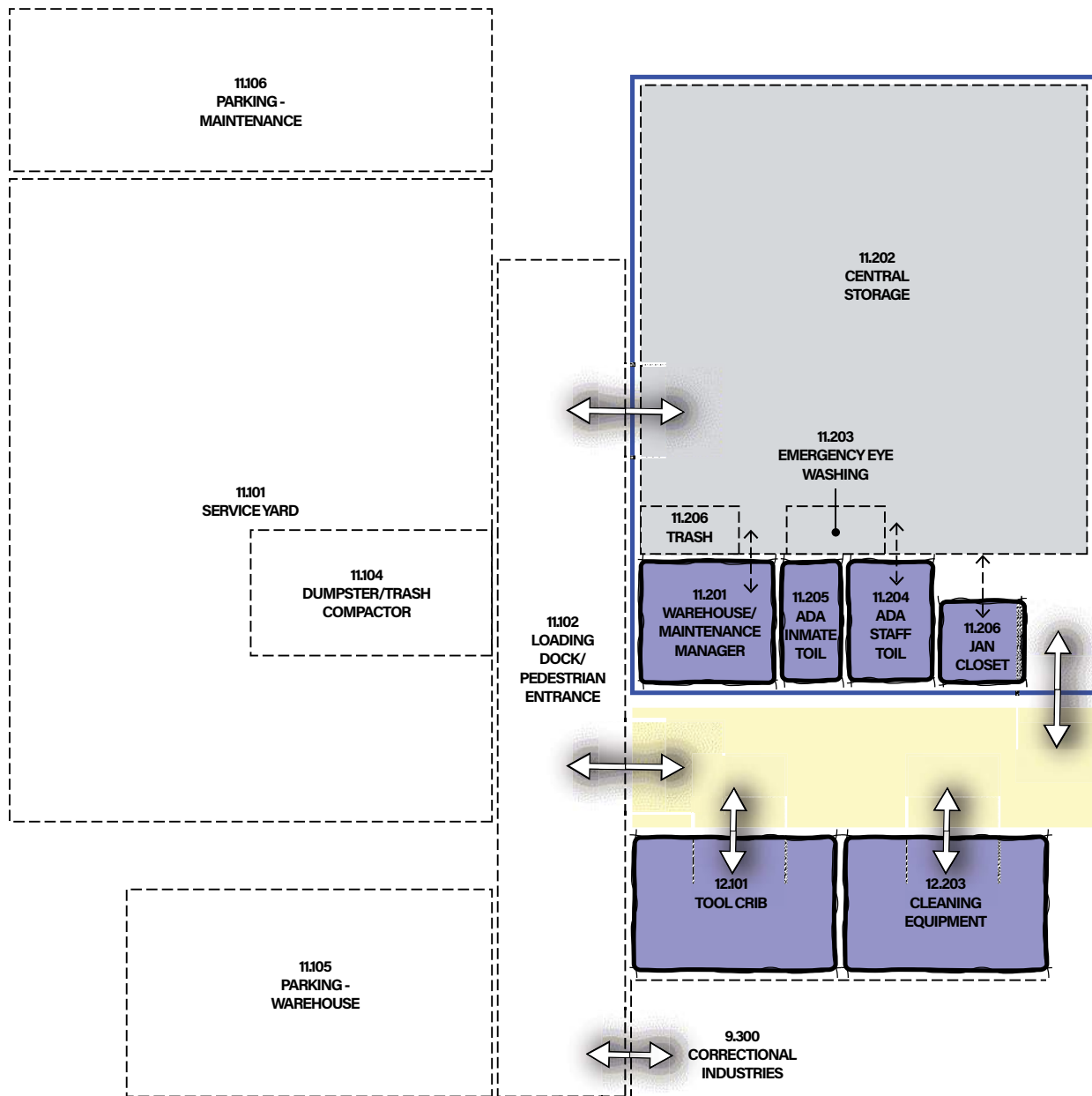
1. The central mechanical plant will be sized to serve the CTC. The central mechanical plant will house the chillers for the facility, and the domestic hot water supplies. It will also provide the main transformers for the facility and the emergency generator. This area must be subdivided so that heating equipment is in one area, cooling equipment in another area, hot water generation in a second area and emergency generators in a third area. Care must be taken to keep circulator pumps and other heat-sensitive equipment away from any heat-generating source. Appropriate ventilation and exhaust fans should be utilized as necessary to reduce heat loads. Electrical conduits, plumbing chases, ductwork, etc. should be color-coded for easy identification.
2. This area has vital equipment necessary for the essential operations of the facility, and the environment should be as clean and as dust free as possible. Any insulating materials, wall and floor finishes, ceiling treatments, etc. should be sealed to eliminate flaking and be as easy to maintain as possible.
3. Outside access should be provided to the mechanical equipment to allow maintenance workers ready access into the area, and escorted access into the area by maintenance workers who are private contractors. This area should be located outside the security perimeter.

12.000 Maintenance/Central Plant – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>12.100 Maintenance</b>						
12.101	Satellite Tool Crib	-	1	150 /room	150	Proximal to warehouse; workbench; shelving; slop sink; portable eyewash station; 1 tool crib
12.102	Parking - Maintenance	-	1	(0)/area	(0)	See 11.000 Warehouse/Commissary - 11.106
12.103	Cleaning Equipment Closet	-	1	150 /room	150	Centrally located & accessible from facility circulation spine; buffer, vacuum cleaners, etc.; cleaning carts; limited cleaning supplies; glazing on door for easy viewing inside
<b>12.100 Total Net Square Feet</b>					<b>300</b>	
<b>Grossing Factor</b>					<b>1.20</b>	
<b>12.100 Total Gross Square Feet</b>					<b>360</b>	
<b>12.200 Central Plant</b>						
12.201	Central Mechanical Plant	-	1	1,000 /room	1,100	Heaters, chillers, hot water heaters, ventilation system; size to be confirmed by mechanical engineers
12.202	Emergency Generator	-	1	600 /room	600	Size to be confirmed by electrical engineers
<b>12.200 Total Net Square Feet</b>					<b>1,700</b>	
<b>Grossing Factor</b>					<b>1.10</b>	
<b>12.200 Total Gross Square Feet</b>					<b>1,870</b>	
<b>12.000</b>		<b>Total Interior Net Square Feet</b>			<b>2,000</b>	
<b>12.000</b>		<b>Total Interior Gross Square Feet</b>			<b>2,230</b>	



12.000 Maintenance/Central Plant – Functional Adjacency Diagram



## 13.000 Parking

The CTC is a public building serving many interests and needs. Vehicle parking is needed for employees, official visitors, and members of the public.

As the country moves toward less reliance on fossil fuels, the PSD is encouraged to consider providing weather-protected parking with solar panels installed on the roofs. Electrical chargers/outlets will be provided in each parking area.

### 13.100 Parking – Public Vehicles

1. Appropriate signage around the site should indicate the public parking areas. Public access to the site should have its own vehicular entrance and exit ramps from the road, separate from staff-only access areas, if possible. Public parking areas shall be adequately lit for active monitoring, and the safety of visitors.
2. The public parking should be located near the public lobby, and there should be a passenger drop-off adjacent to the main door to the OCCC with signage indicating that the area is for drop-offs only and parking at this location is prohibited.
3. The public parking area should have 50 (est.) spaces to accommodate both official visitors and members of the public simultaneously, including handicapped spaces per code. Electrical chargers and outlets will be provided that will allow for recharging of electric vehicles.
4. There should be onsite parking for contractors and professional visitors. Four contractor/professional visitor vehicle parking spaces are provided.

### 13.200 Parking – Staff Vehicles

1. The staff parking area outlined for the OCCC will also service the staff parking needs of the Community Transitional Center. Therefore, no staff parking is provided at the CTC.

### 13.300 Parking – Facility Vehicles

1. As noted previously in this report, designated parking is provided for warehouse and maintenance vehicles within the service yard (see 11.100 Service Yard/Loading Dock). These parking areas shall be camera monitored/recorded and adequately lit for active monitoring, and the safety of staff. Electrical chargers and outlets will be provided that will allow for recharging of electric vehicles.

## 13.000 Parking – Architectural Space Program

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>13.100 Parking - Public Vehicles</b>						
13.101	Public Lobby - Passenger Drop-off	-	1	(1,000)/area	(1,000)	Passenger drop-off adjacent to the main door to the CTC (see 1.101); provide requisite mobility & accessibility features; includes circulation space
13.102	Vehicle - Public	-	50	(300)/area	(15,000)	Passenger vehicle; provide handicap spaces in accordance with ADA regulations; requisite electrical chargers/outlets; includes circulation space
13.103	Vehicle - Contractor/ Professional Visitor	-	4	(300)/area	(1,200)	Passenger vehicle & utility van; provide handicap spaces in accordance with ADA regulations; requisite electrical chargers/outlets; includes circulation space
<b>13.100 Total Exterior Gross Square Feet (17,200)</b>						
<b>13.200 Parking - Staff Vehicles</b>						
13.201	Staff Parking	-	1	(0)/area	(0)	No parking space required; staff parking provided within OCCC staff parking lot
<b>13.300 Parking - Facility Vehicles</b>						
13.301	Warehouse Vehicle	-	1	(0)/area	(0)	See 11.000 Warehouse/Commissary - 11.105
13.302	Maintenance Vehicle	-	1	(0)/area	(0)	See 11.000 Warehouse/Commissary - 11.106
<b>13.000 Total Exterior Gross Square Feet (17,200)</b>						

APPENDIX

## Appendix A: Space Standards

TYPE	OCCUPANT	SIZE <sup>1</sup>	DESCRIPTION <sup>2</sup>
Note: All spaces will have the requisite data and transmission technology			
<b>Offices</b>			
OF-250	Private Office: Senior Executive	250 nsf	Desk with computer return, chair, file cabinets, credenza, shelving, telephone, computer, desktop printer, access to networked multifunction center – printer/copier/fax/scanner (MFC), wall-mounted whiteboard(s), conference table and seating for 4, visitor chairs (2), coat closet.
OF-220	Private Office: Deputy/Asst. Senior Executive	220 nsf	Desk with computer return, chair, file cabinets, credenza, shelving, telephone, computer, desktop printer, access to networked MFC, conference table and seating for 4, visitor chairs (2), coat closet.
OF-180	Private Office: Senior Staff – Manager, Supervisor, Professional, Support Staff	180 nsf	Desk with computer return, chair, file cabinets, shelving, telephone, computer, desktop printer (as needed), access to networked MFC, wall-mounted whiteboard(s), conference table and seating for 4, visitor chairs (2).
OF-120	Private Office: Senior Staff – Manager, Supervisor, Professional, Support Staff	120 nsf	Desk with computer return, chair, file cabinets, shelving, telephone, computer, desktop printer (as needed), access to networked MFC, wall-mounted whiteboard(s), visitor chairs (2).
OF-100	Private Office: Manager, Supervisor, Professional, Support Staff	100 nsf	Desk with computer return, chair, file cabinets, shelving, telephone, computer, access to networked MFC, wall-mounted whiteboard(s), visitor chairs (1-2).
OF-150	Shared Office: Manager, Supervisor, Professional, Support Staff	150 nsf	Semi-private office, 2 workstations – each with desk with computer return, chair, file cabinet, telephone, computer, and shelving, access to networked MFC, wall-mounted whiteboard(s), visitor chairs (2).
<b>Workstations</b>			
WS-80	Workstation: Officer, Technical, Clerical Specialist	80 nsf	Desk (with computer return, as needed), chair, file cabinet, shelving, telephone, computer, access to networked MFC, visitor chair (1), half-height privacy panels (as needed; side light panels to be provided for daylight access when feasible/ practical).
WS-64	Workstation: Officer, Technical, Clerical Specialist	64 nsf	Desk (with computer return, as needed), chair, file cabinet, shelving, telephone, computer, access to networked MFC, half-height privacy panels (as needed; side light panels to be provided for daylight access when feasible/practical).
WS-50	Workstation: Clerical Specialist	50 nsf	Desk, chair, file cabinet, shelving, telephone, computer, access to networked MFC, half-height privacy panels (as needed; side light panels to be provided for daylight access when feasible/practical).

TYPE	OCCUPANT	SIZE <sup>1</sup>	DESCRIPTION <sup>2</sup>
<b>Conference Rooms</b>			
CF-450	Large Conference (Seats 16-18)	450 nsf	Conference table with seating for 18, credenza, telephone, smart TV, wall-mounted whiteboard(s), pin-up space, sound attenuation measures, data line locations & receptacles in floors & walls. <i>Additional 20 nsf will be added for each person over 18.</i>
CF-280	Medium Conference (Seats 10-12)	280 nsf	Conference table with seating for 12, credenza, telephone, smart TV, wall-mounted whiteboard(s), pin up space, sound attenuation measures, data line locations & receptacles in floors & walls. <i>Additional 20 nsf will be added for each person over 12.</i>
CF-160	Small Conference (Seats 4-6)	160 nsf	Conference table with seating for 6, telephone, smart TV, wall-mounted whiteboard(s), data line locations & receptacles in floors & walls. <i>Additional 20 nsf will be added for each person over 6.</i>
<b>Reception</b>			
RW-250	Large Reception (Seats 10-12)	250 nsf	Comfortable seating, coffee or end tables, coat hooks/rack. <i>Additional 20 nsf will be added for each person over 12.</i>
RW-200	Medium Reception (Seats 6-8)	200 nsf	Comfortable seating, coffee or end tables, coat hooks/rack.
RW-100	Small Reception (Seats 2-4)	100 nsf	Comfortable seating, coffee or end tables, coat hooks/rack.
<b>Breakroom</b>			
BR-250	Large Breakroom (Seats 6-8)	250 nsf	Two tables with 4 chairs each, vending machine(s), refrigerator, convenience counter - microwave, sink & under-counter storage, water cooler with bottle filler (amount per code), trash alcove. <i>Additional 20 nsf will be added for each person over 8.</i>
BR-180	Medium Breakroom (Seats 4-6)	180 nsf	One table with 6 chairs, vending machine(s), refrigerator, convenience counter - microwave, sink & under-counter storage, water cooler with bottle filler (amount per code), trash alcove.
BR-120	Small Breakroom (Seats 2-4)	120 nsf	One table with 4 chairs; vending machine(s), refrigerator, convenience counter - microwave, sink & under-counter storage, water cooler with bottle filler (amount per code), trash alcove.

<sup>1</sup> All of the spaces are given in net square feet (nsf). Departmental and building grossing factors are applied to these square footages in the architectural program to account for wall thicknesses, circulation space, ducting space, etc.

<sup>2</sup> Ideally, printers/copiers and fax machines will be located in an area to serve multiple users rather than locating this equipment in each office. Only positions that may require printing of confidential documents will be provided a printer in their office. Moreover, central files will be preferable to large file storage in individual offices.