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County of Mendocino **Office Of The Sheriff-Coroner**

Mendocino County Sheriff's Office

SB 844

Operational Program Statement, Staffing Plan and Operational Cost

As required by California Code of Regulations (CCR), Title 24 – Building Standards Code, Part 1 – California Administrative Code, Chapter 13 – Administrative Regulations for the Board of State and Community Corrections (BSCC), Article 1 – Minimum Standards for Local Detention Facilities, Section 13-102 – Minimum Standards for Local Detention Facilities, Subsection (c) – Initial Planning for a Local Detention Facility, Sub-subsection 3 – Operational Program Statement

Operational Program Statement

A. Intended Capacity and Type of the New Building

The new Type II building will be known as Building 3 and will be located at 951 Low Gap Rd. Ukiah, California. This project includes the design and construction of a 21,000 square foot stand-alone, one story building with a sloped roof system. The project is adjacent to the existing jail facility and connected via a covered walkway. This project is on County owned land in the City of Ukiah. The project will provide housing, programming, medical and mental health treatment space and a new public visiting center. Housing will include 60 maximum-security beds, a safety cell, recreation yards, central control, medical exam room, dental exam room, clinical suite, program/group rooms, and staff support space. The visiting center will include contact and non-contact visiting rooms.

B. Security and Classification to be Housed

Building 3 will be a circular design maximum-security facility with compact and clear sight lines for in-direct supervision of six housing units. Throughout the building, we have a strong emphasis on security glazing. For example, there will be security glazing on the cell fronts and the front of each housing unit. The building will house pre and post sentenced male and female inmates. It will provide the opportunity to centralize the inmates with serious medical and mental health conditions for better treatment and programming. It will provide ideal opportunity for more access to programming to offenders that are currently underserved.

C. Inmate Movement

The design of Building 3 puts emphasis on bringing most of the services to the inmates to minimize movement from the housing units. The higher levels of treatment from medical or dental will require movement within the building. The need for a contact visit with an attorney will require movement from the housing unit. Non-contact attorney visits will occur at the housing unit. Sheriff's Services Technicians will be posted in the control center to control all entrances and exits via cameras and electronic control. The housing

deputies will be in possession of security tablets to open doors, respond to intercoms, and turn on and off lights, water, audio and video equipment within the housing unit.

Food Preparation and Serving

The existing kitchen will produce three meals a day for inmates housed at all three buildings. The kitchen supervisors and inmate worker staff currently prepare approximately one thousand ninety-five meals a day. The jail will utilize food carts to transport food to the buildings. Correctional Staff and inmate workers will serve meals in the housing units of Building 3. Two hot and one cold meal are served daily to our inmate population.

D. Staffing Plan and Cost Analysis

Building 3 will have five fixed posts. Three of posts are going to be staffed by corrections deputies; they are two housing posts and one movement post per shift. For a twenty-four/seven operation, it will require twelve additional correctional deputies to staff the inmate housing and inmate movement posts. This is two more corrections deputies than our estimate in our SB844 application.

The other two posts, Visiting Reception and Control, will be staffed by Sheriff’s Service Technicians. Visiting will be staffed twelve hours a day seven days a week. The control will be operated twelve hours of the day seven days a week. The remainder of the day, the housing deputies will utilize security tablets to operate doors, intercoms, lights, television, and plumbing. The existing control in Building 2 will operate the main doors entering and exiting Building 3.

Supervisory staff will need to increase from the current allocation of eight to ten. This is to ensure best supervisory practices. There is also a need for immediate supervision due to the high risk and health acuity of the inmates that will be housed in Building 3. There will be no additional command staff needed for this addition.

Staffing Pattern:

SGT	Shift	Housing Unit		Housing Unit		Movement		Visiting Reception		Control	
			Shift		Shift		Shift		Shift		Shift
Sgt. 1	0700	Dep. 1	0700	Dep. 1	1900	Dep. 1	0700	SST 1	0700	SST 1	0700
Sgt. 2	0700	Dep. 2	0700	Dep. 2	1900	Dep. 2	0700	SST 2	0700	SST 2	0700
Sgt. 3	1900	Dep. 3	0700	Dep. 3	1900	Dep. 3	1900				
Sgt. 4	1900	Dep. 4	0700	Dep. 4	1900	Dep. 4	1900				

Cost Analysis: This analysis is based on today’s actual budget with addition of two sergeants, twelve corrections deputies, and four sheriff’s services technicians. Salaries are based on the current personnel assigned to the Corrections Division and their average payroll step 5 at 5% as found in the County’s “Salary Schedule”.

Operational Costs

The above staffing pattern will cost an additional \$1,698,153.56 in the first year. According to U.S. BLS, the Employment Cost Index grew annually 2.2 percent from 2009 to 2019. Projecting salaries thirty years into the future using an annual 2.2% increase, it will cost \$3,262,149.30 to staff Building 3.

Annual Energy Cost and Consumption by Energy Type

Energy Type	Energy Use		Cost
Electricity	246,030	kWh	\$39,460
Natural Gas	3,074	therms	\$3,557
Subtotal (Model Outputs)	1,147,078	(kBtu/year)	\$43,017

According to U.S. BLS, the energy CPI grew annually 2.86% from 2000 to 2019. Using 2.86% over a thirty-year life-expectancy energy cost will go from \$43,017 to \$100,238.77 on an annual basis. This does not include replacement cost for aged equipment. That will have to be accounted for in the Capital Improvement budget.

Maintenance

Our Facilities and Fleet Manager Dan Mazzanti determined that a current like size building costs \$5.76 per square foot to maintain. Using this amount, we estimate the 21,000 square foot Building 3 would cost \$120,960 to maintain. In order to calculate a 30-year target, we used an annual cost increase of 1.5%. So by year 30, it is estimated to cost \$189,070.18 to maintain Building 3.

E. Booking

All intake and booking of arrestees will continue to be processed in Building 1.

F. Family Visiting and Attorney/Professional Appointments

Visiting for the inmate population in Building 3 will be in three formats: contact, non-contact and video. Attorney or professional appointments could take place in all three formats. It will be the attorney’s or the professional’s decision. As for family visits, non-contact and video will be available. There will be a non-contact family visiting room to accommodate five inmates at a time. Attorney and professional appointments will have four contact rooms and a non-contact room in each of the six housing units. Each housing unit will be equipped with a video visiting kiosk. These kiosks will be able to be used for family visits, attorney appointments, professional visits, etc. The Sheriff’s Office Visitation Policy will be followed.

H. Exercise

There will be three secure outdoor recreation yards to serve the six housing units. Exercise time will be split evenly throughout the day. The Sheriff’s Office Recreation Policy - Inmates will have access to recreational opportunities, equipment, and outdoor exercise (when climate permits) to maintain the physical, social, and emotional health of the individual.

I. Programs

To encourage inmate success during incarceration and post-release, offenders will be afforded access to inmate programming. Building 3 is designed with training and programming classrooms. This will provide inmates the ability to interact in individual or group sessions. The programs available will be specific to the inmate population housed in Building 3; such as, Substance Use Disorders Treatment, Cognitive Behavioral Therapy, and Anger Management to name a few. There will also be religious programming. All programs will be evidence based with the goal of reducing criminal behavior and reducing recidivism.

J. Medical and Mental Health Services

Medical, mental health and dentistry services will be centralized in Building 3. It will be equipped with an office suite, pharmacy, laboratory, medical equipment storage, medical and mental health examination room, dental examination room, respiratory isolation cell, and a safety cell.

In addition to this medical infrastructure, the nurses will have a workstation at the housing deputies station located in the main housing corridor. Our philosophy for Building 3 is to house the most acute inmates in a centralized location for better supervision and care. The centralization will facilitate the Correctional Staff and Medical/Mental Health staff to work as a team.

Our current healthcare provider, NaphCare will be the lead on providing mental health services. The County's current mental health provider, Redwood Quality Management Group and County Mental Health will continue to be partners in case management of the people leaving jail and returning to the community. NaphCare is also part of the Behavioral Court.

K. Laundering Services

The existing laundry room will serve Building 3. It is staffed with a Laundry Coordinator and inmate workers. Facility clothing and linen will be issued and exchanged for all inmates in order to provide for inmate hygiene and clean living conditions as set forth in the Title 15 California Administrative Code Minimum Jail Standards.

L. Inmate Classification

Inmate classification is a continuous process of assessing inmates in order to house them in the least restrictive security level possible, while maintaining a secure and safe environment for staff, inmates, and the community.

The classification plan shall be undertaken in accordance with federal, state, and local laws; with nationally accepted standards for Adult Detention Facilities, and with the policies, procedures and guidelines set forth in Sheriff's Office Corrections Division Policy and Procedures. The classification plan is a systematic assessment of risk and needs. Classification assessments will begin from the time an inmate is received to the time of release.

Classification decisions will be supported by as much data as can be reasonably collected pertaining to risks and needs. Data is collected from a variety of sources such as; the booking documents, the arresting or transporting officer's observation, criminal history, institutional history files, institutional alerts, inmate's self-reporting information, staff interviews, staff observations, and outside resources (informal and formal).

Building 3, it will have six housing units and will house the acute mentally ill, acute medically ill, special needs, and maximum-security female inmates.

M. Management of Disruptive Inmates

In the jail classification system, the inmate behavioral management system is designed to recognize and reward positive behavior. When disruptive behavior does occur, it is the discretion of Correctional Sergeants has to make increases in the inmate's classification code and change housing. The disciplinary policy is then utilized. Classification staff reviews the disciplinary documentation and determines custody classification levels (maximum, medium, minimum) to determine whether downgrades of classification levels are warranted.

N. Inmate Discipline

The Mendocino County detention facility cannot operate safely or effectively unless the behavior of the inmate population conforms to the minimum standards of conduct set forth by the inmate rules and regulations of the Mendocino County Sheriff's Office, Corrections Division.

Corrections Division personnel will hold inmates accountable for conduct that violates inmate rules and regulations by implementing disciplinary procedures in order to: Maintain security, control, and safety; ensure the inmate's due process rights; ensure fair and consistent disciplinary practices; and ensure proper documentation.

O. Court Holding and Inmate Movement

Inmates will be transported to court by our Transportation Unit or appear via video for all court appearances. The holding cells incorporated in the main corridor of Building 3 will serve as staging areas for Transportation staff.

P. Facilities for Jail Administration and Operations Staff

Jail administrative offices and conference rooms will not be incorporated in Building 3.

Q. Staff to Staff Communications System

Staff-to-staff communication will continue through verbal dialogue, telephone, portable radios, County e-mail, County instant messaging, and Sheriff's Office cellular phones.

R. Management and Placement of Persons with Disabilities

All inmates, including those that are qualified under ADA, will have full access to programs, dayrooms, corridors, visiting, medical and exercise areas. The Sheriff's Office ADA Policy will be followed at all times.

S. Method of Implementing Penal Code Section 4030

Strip searches will continue to be done in compliance with the Sheriff's Office Search Policy 2100.00, Federal Court decisions, State Court decisions, and Penal Code section 4030. Unclothed searches will be supplemented with a centrally located body-scanning device.

T. Safety Cell

In accordance with the Sheriff's Office Use of the Safety Cell - The use of the Safety Cell will be carefully controlled and monitored in order to prevent the indiscriminate and arbitrary placement of inmates. In no case shall the Safety Cell be used for punishment or as a substitute for treatment. The Safety Cell will be utilized to confine an inmate who is either uncontrollably violent or self-destructive, and only for the period of time absolutely necessary. Only one inmate will be placed in the Safety Cell at a time.

U. Training, Personnel and Management

It is the policy of the Sheriff's Office, Corrections Division that the training programs will be planned in accordance with the directives as set forth by the Sheriff's Office, County, State, and Federal statutes, rules, and/or regulations. These programs will be managed and coordinated to ensure compliance with the needs of each employee's respective job classification and pertinent to work with inmates that require special supervision.

V. Facility Sanitation, Safety and Maintenance

The Sheriff's Office Sanitation, Safety and Maintenance Policy - All corrections buildings will be inspected daily for security breaches, unsafe conditions, and cleanliness of housing units and corrections deputy work areas. Any substandard area will be reported and corrected as soon as possible.

W. Transition Team

The transition team will be made up of jail administration, a corrections sergeant, and a corrections deputy. Their focus will be planning, developing and implementation of Building 3 operations. The following are actions that have been taken or will be taken:

- The transition team is already active in the schematic design, design development, and the creation of the FF&E budget. The team is working in conjunction with Nacht & Lewis, CEO, and Facilities Division.
- During construction, the team will create policy and procedures specific to the program in Building 3, be involved in all construction meetings, order the items in the FF&E budget and begin the re-classification plan.
- During construction close out, the team will be involved in the punch list process, clearing the building of tools, excess material and possible weapon-like items, begin the training process of staff assigned to the building.