KNOX COUNTY JAIL AND COMMUNITY CORRECTIONS STUDY

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Prepared for Knox County Board of Commissioners

RQ **A**W

ARCHITECTURE

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INTRODUCTION/OVERVIEW

RQAW Corporation (RQAW) conducted a Jail and Community Corrections Study to determine the immediate and future space needs of the Knox County Jail and the Wabash Valley Community Corrections facilities. To conduct this study, an assessment of the existing conditions and spaces (refer to Appendix B - Existing Space Evaluation) was performed and then used as the basis for developing the space requirements (Appendix D - Architectural Space Program) and features of the proposed housing pod and new Community Corrections facility. Questionnaires (Appendix C – Questionnaires and Meeting Minutes) were also used to gather qualitative information about existing conditions, staffing, and programmatic uses. Then interviews of users, stakeholders and elected officials were conducted (refer to the Acknowledgements) and additional programmatic needs were identified. During this time, data was also collected and organized (Appendix A – Data and Projections) to not only develop an understanding of the current conditions at the facility but also to determine the future space needs. This information was then utilized to develop floor plans and diagrams (Appendix F- Conceptual Design) of a proposed facility that will improve the functionality of the departments involved, accommodate immediate and future space and staff needs and enable Knox County to satisfy the long-term evolving demands associated with these types of facilities. The costs associated with the construction and operation of the proposed facility were developed as well.

PROCESS

In December 2019, RQAW Corporation was retained by the Knox County Commissioners to study the existing Jail facility, identify the immediate and future space needs and how those might be accommodated with an addition to the existing facility. As part of the study, the existing Community Corrections facility was studied to identify any immediate and future space needs that could be accommodated with a remodel of the existing facility or the relocation and new construction of a building. The study also evaluated the existing and future needs of the other components / departments in the existing facility including but not limited to Sheriff's Office/Administration and Investigations. Several objectives were identified for the study and they include:

- Inventory and assessment of current building's systems, space, staffing and other elements necessary to complete the assessment.
- Data gathering and analysis necessary to define a twenty (20) year capacity, likely classification needs/future inmate characteristics, and space and staff requirements for both Community Corrections and the Jail.
- Projections (based on the data) of the County's future jail needs and an estimate of the number and characteristics of future inmates (to be completed for Community Corrections as well).
- Site evaluation for a future facility and/or expansion (for Jail and Community Corrections).
- Estimated total project cost for a proposed facility including likely hard costs and soft costs
- Recommendations on funding sources and project delivery options.
- Estimated operational costs for the proposed facility relative to the existing operational costs



- Provide the County's Financial Advisor any data regarding estimates of the Project costs necessary for its determination of tax rates and debt service amounts that would result from each of the alternatives addressed by the feasibility study.
- Estimated Project Schedule/Implementation Plan of the selected project option, including all tasks associated with implementation
- Determine feasibility of a regional facility (two or more counties)- provide the Sheriff with letters asking for other county's interest in a regional facility.
- Determine the feasibility and impact of housing inmates in another county's Jail
- Preparation of a final report with recommendations
- Public presentation of the Final Report findings at a public hearing

To undertake this study and accomplish the stated objectives, a detailed process was followed. The following summarizes the process by which the RQAW Planning Team and the County conducted this study. The process and this report are organized in two specific phases.

- PHASE I: Historical/Current Data Collection (Identifying the Problems)
- PHASE II: Conceptual Design/Recommendation (Solution)

The data collection portion of the report summarizes the input of the data collected reflecting the criminal justice system in place in Knox County. To support the findings of the data summaries, supplemental information regarding and documenting interviews (users, stakeholders and county officials) and project methodologies have been included. The information collected and developed in PHASE I was then used to develop a detailed architectural program that itemizes the general and specific planning issues and conceptual design criteria for the proposed project solution. Additional input through interviews with the Sheriff's Office and jail personnel during Phase II were included as well. Included in PHASE II of the study are the Conceptual Design documents, Probable Construction Cost and the Operational Costs associated with the proposed project solution. A detailed outline of the process follows:

PLANNING PROCESS/METHODOLOGY

Phase I

Step 1: Planning Process/Methodology

The primary objective of the first step of the Study is to provide organization for the process while establishing the goals and direction the County wishes to take in the development of the Study. Organization/Communication - the Study team shall:

- Organize the planning committee (County and Planning Team)
- Development reporting and accounting procedures for all aspects of the project



- Confirm the scope of the Study
- Establish a preliminary schedule
- Develop a mission statement for the proposed facilities
- Develop short- and long-range planning goals.

Step 2: Data Collection

The primary objective of the second step of the Study is to collect and summarize the data and establish the space needs for the Jail and Community Corrections including, adult (inmate) population projections, and future inmate classification/characteristics to be used as a basis to determine the detailed architectural program for each element of the project. During this step, a facility analysis will be conducted to inventory and assess the current building's systems, space, staffing, and other elements necessary to complete the assessment. It will also be important to understand the operations and challenges of the existing facility and utilize this information as a planning tool for the proposed facility. The following items will be addressed:

- Inmate Population Projections Develop criteria to be utilized to determine the scale of the space needs, capacity, and services required for adult detention facilities. Elements to consider include:
- Interview key criminal justice personnel. Conduct interviews with the Sheriff, and personnel, County Commissioners, Community Corrections officials and other county officials
- Review demographics and statistical data used to determine the inmate population.
- Review previous research studies and jail inspection reports
- Collect jail statistics, including but not limited to average daily population, length of stay by offense, net bookings, felony and misdemeanor inmates, pre-trial, adult males and females in jail.
- Review current policies and procedures regarding jail operations, including classification of inmates, housing inmates outside the county, inmate transportation, and inmate transfer to court.
- Determine county census for past 10-20 years and projected growth for the next 20 years.
- Explore any criminal code revisions that may impact future Average Daily Population. (ADP)
- Inventory personnel/staffing
- Evaluate the impact of programs that are both utilized and not utilized by the County on the existing and future jail populations
- Evaluate the opportunity to house inmates in other counties' jails and what the impact on the County will be.

Phase II

Step 3: Facility Criteria

The primary objective of the third step is to compile the data collected in Step 2 into an architectural program that begins to establish the scope of the proposed project. Size, site, character, and cost will be developed in this step.



Facility Evaluation/Program

- Review existing facilities and document existing functional and code related deficiencies
- Determine operational philosophy of the facility
- Determine needs/components
- Establish relationship of components
- Determine spatial requirements and establish optimum square footage
- Develop detailed architectural program
- Compare existing space available versus the project future needs
- Compare existing cell count versus the component classification and standard requirements. Determine the most appropriate inmate housing mix.
- Review and evaluate the existing facilities' ability to accommodate the program
 - o Determine future expansion capabilities
 - Review standards to which any renovation, renovation/addition must conform. Determine the relative impact on conformance with ACA standards as compared to local state jail standards.
 - Perform an analysis of all correctional processes
 - Determine where updated processes and procedures may provide efficiencies and cost savings
 - If it is determined that the existing Community Corrections is not suitable for expansion/renovation, determine the best future use of the facility.
- Develop concept of a new facility for Community Corrections to accommodate the architectural space program.

Site Evaluation

- Establish criteria to evaluate the suitability of potential sites.
- Determine size requirements of site
- Determine utility locations
- Determine expansion capabilities
- Determine site access and provide vehicular and pedestrian separation for law enforcement vehicles and private vehicles
- Analyze site cost, if any.

Master Plan – Develop conceptual drawings utilizing criteria established above to illustrate:

- Renovation and expansion of existing jail or another suitable facility
- Construction of a Community Corrections
- Develop short-term solutions
- Develop long-term solutions



• Develop approach to phasing construction, if required.

Project Cost Analyses – Prepare cost analyses of each option reflecting all costs associated with the solution, including:

- Land acquisition
- Demolition
- Utility relocation
- Site improvement, such as sidewalks and parking lots
- Potential Brownfield remediation costs
- Landscaping
- Construction costs
- Furnishings and equipment
- Professional compensation
- Financing
- Develop expense of phased construction and/or inflation factors required because of deferred construction periods.
- Develop staffing/operational cost projections for all options.

Funding and Financing Alternatives – Review alternatives for funding the capital costs of construction, as well as long-term, ongoing operational costs.

- Traditional public financing:
- Property tax-supported bond issue
- Income/Sales tax-supported bond issue
- Private Financing
- Public/Private lease

Step 4: Preliminary/Final Report

Provide all data accumulated and the summary recommendations for the original goals and objectives of the Study for review prior to final recommendations and presentation of the Study document.

- Present Final Report to the Commissioners.
- Facilitate Public Hearing present findings

EXECUTIVE SUMMARY

RQAW Corporation was charged with working with Knox County to determine the needs of the Knox County Jail and Community Corrections facility. It was then the task of RQAW, as Architects and Engineers, to



develop a conceptual facility design that would meet the determined needs and improve the functionality and operations of the Knox County Jail and Community Corrections.

JAIL DATA AND STATISTICS

- As mentioned in the process description, RQAW first collected data and interviewed key personnel and county officials to gain a clear understanding of the immediate jail housing demands and potential future needs. It should be noted that Knox County had inconsistent data collections prior to 2015. In 2015, the Jail Tracker Records Management System was implemented. This inconsistency in data collection is represented in the graphs documented in Appendix A. Considering the limited or inconsistent historical data, Jail Commander Don Wilson has been instrumental in providing feedback that has been used to analyze the existing and projected jail statistics. Regardless, there is statistical information that suggests that the jail population in Knox County is not likely to decrease over the next twenty (20) years.
- Since 2011, Knox County's population has not varied more than four percent (4%) from approximately 36,895 to 38,463. As communities in the County continue to develop, provide excellent schools and amenities and the County continues to make investments meant to attract people and businesses to Knox County, there is no indication that the county population will significantly decrease over the next twenty (20) years. If the county was to decrease, it is unlikely that the crime will drastically drop because the county population and the crime rate are not a direct correlation. This has been shown in the recent years as the county population slowly decreases and the jail population continues to increase.
- The Jail statistics show that the average daily jail population for 2019 was typically 319 inmates, which is significantly over the rated capacity. The rated bed capacity of the Jail is 200 beds, of which, (168) are dedicated to males and thirty-two (32) are dedicated to females. A jail facility is considered "full" when 80% of the available rated beds are utilized and this is due to a classification factor of 20%. Classification is when the inmate population should be separated according to several criteria (male/female, violent/non-violent, gang members, witnesses to the same crime, etc.) for safety and operational purposes. Classification inefficiencies exist because the number of available beds in a housing unit will rarely match the number of inmates that should be housed in that unit (refer to Existing Facility Classification Challenges section below for more information). Therefore, the Knox County Jail is full when there is a jail population of 160. Since 2012, Knox County Jail has been over the 80% threshold eighty-two percent (82%) of the time. Over the last three (3) years, the average daily population has increased 16% and has been as high as 371 in 2018, which requires 264 additional beds for proper classification. Since 2010, the Jail has been on average, over the rated capacity. When the Jail exceeds the rated capacity, plastic single portable bunks are used, but the capacity remains the same. A simple linear projection suggests that the twenty (20) year need could be as many as 737 beds, which would require an additional 537 beds. Refer to Appendix A for more detailed information.



- There are several other factors that indicate that there will not be a decrease in average daily jail population. The number of inmates incarcerated for serious offenses has increased. 75% of the average daily population of the Knox County Jail are charged with a felony. This is an increase from about 40% thirteen (13) years ago. Only 25% are misdemeanors. On average, misdemeanors are sentenced within 60 days and usually released for "time served." Even though house arrest is heavily utilized for pre-sentence relief, 80% of the jail's population are still pre-trial detainees. One of the greatest contributors to jail overcrowding and operational challenges is the female population and the female population is continuing to increase. Currently, the female population is 15.7% of the Jail population, which is more than double what it was forty (40) years ago. Since there is only one block dedicated to females (32 beds), there is not any way to classify the female population. This can sometimes cause operational and safety issues when conflicts arise between two inmates.
- Knox County's average daily population for 2019 was 319 inmates. Properly classified, this would require 399 beds or 199 additional beds.
- According to RQAW's 20-year projections, the Knox County Jail has a projected average daily population of between 371-590 inmates, according to different project methodologies. With a 20% classification inefficiency factor, these projected jail populations would require between 464 and 737 beds. Since the current capacity is 200 beds, this suggests an additional bed need of between 264-537.

EXISTING FACILITY CLASSIFICATION CHALLENGES

- As previously mentioned, classification, or segregation, enables the Jail to separate inmates within
 a system that can lead to a safer and more manageable facility. Classification is a system by which
 the jail staff determines who should be housed with whom. For instance, it is a requirement that
 men and women be sight and sound separated. Classification should be considered when designing
 Community Corrections as well.
- Within the male and female population, the jail should also segregate the most violent from the non-violent. Other groups that are typically segregated include but are not limited to sex offenders, juveniles, those in treatment programs (Voluntary Chemical Addiction Program) and the mentally unstable, including the acute mentally ill. This type of segregation results in what is often referred to as a classification factor. For planning and operational purposes, this number is usually twenty percent (20%). This means that a 200-bed facility is at its operational capacity with 160 inmates, if properly classified. The facility includes eight (8) blocks in total. These blocks are sight and sound separated. The existing pod was designed to provide indirect supervision, but currently is not being used in that way. Rather, a single employee stationed in the control tower only oversees sexual violent offender registry. The impact of PREA (Prison Rape Elimination Act) cannot be overstated and the requirements of this Act have the potential to be enforceable under newer standards within five (5) years. Proper classification should be a significant consideration in the design of a new housing addition.



EXISTING FACILITY EVALUATION SUMMARY

Jail

- RQAW has spent a considerable amount of time evaluating the Knox County Jail and interviewing
 jail personnel to better understand the opportunities and challenges of the existing facility. The Jail
 was built in 2007 to accommodate two hundred (200) beds. An additional fourteen (14) beds are
 available with specialty beds.
- In addition to the overcrowding issue, the security locks and video recording systems are outdated and are having major issues. Currently, quotes are being evaluated to upgrade the security locks and video recording systems at the Jail.
- When the Jail was originally built, the kitchen and laundry were designed to provide for the future expansion of the Jail. As part of the next phase of design, a full evaluation of the facility's laundry and kitchen to ensure the scale of these areas are still sufficient, will be completed. This evaluation will provide confirmation that more space for dry storage and tray-washing is not needed.
- The Jail will need more space for an inmate property management system that will increase both storage space for inmate property and provide space for better organization in the storage area. The Sheriff and staff have successfully addressed some of the operational obstacles, but as the Jail population continues to grow, these challenges will be more difficult to manage as the facility and infrastructure age.
- Other operational challenges include storage space, training space, and EMA office space. Refer to Appendix B for more information.
- Other observations that require attention include components that relate to the physical condition of the facility. These items, along with some of the programmatic deficiencies, have been categorized and documented on the graphic floor plans and in the photos in Appendix B.
- Some of the facility systems, including water, HVAC, plumbing and sanitary all continue to be maintenance challenges. The most significant ongoing issue has been the Jail's climate control system which has affected the facility's comfort level, including temperatures and humidity. Part of the existing Jail continues to experience swings in comfort level (hot and cold). A full evaluation of the HVAC was unavailable due to a county building wide shut down. Sanitary lines in the housing areas that do not have access from the maintenance chase is the most significant issue for plumbing due to that lack of access. Inmates can clog the pipes and cause sanitary wastewater to overflow into the block, requiring maintenance to enter the block to repair. While the facility has a grinder, it does not prevent inmates from clogging the fixtures, the grinder should be evaluated during the design of any expansion.
- The facility would benefit from additional space including storage and training space as well as increased space for the EMA department. The training space should have room for up to one hundred (100) people.



Community Corrections

- RQAW has spent a considerable amount of time evaluating the Wabash Valley Community Corrections and interviewing personnel to better understand the opportunities and challenges of the existing facility. The current facility was renovated into a Community Corrections facility in 2008-2009 to accommodate one-hundred and thirty-five (135) beds. Twenty-five (25) beds are dedicated to females and one hundred and ten (110) beds are dedicated to males. Currently, the male population typically remains at or right under capacity while there is typically a waiting list for females of between 5-10.
- Currently, the Community Corrections does not allow for any type of separation, or classification, if any issues between two residents occurs. If an issue does arise, the Jail is used as a five (5) day hold.
- The current community correction is in the "heart" of Vincennes, right across from the courthouse. This is an issue due to the residents congregating outside of the facility before and after work. They commonly loiter on the courthouse lawn making courthouse visitors uncomfortable.
- The plumbing system has been a big issue. On occasion, sewage has backed up into the building due to objects being flushed in the toilets by the residents. When this happens, the building must be temporary evacuated.
- Generally, the facility lacks adequate storage.
- Meals are currently prepared at the Jail, driven to the Community Corrections facility and distributed. Food distribution is done in a corridor making it difficult to maneuver through this area during mealtimes.

PROGRAMMING, MENTAL HEALTH AND OTHER SUPPORT SPACES

- Several programmatic needs were identified in the community correction and Jail facility related to
 mental health and programming. The existing facilities significantly lacks space dedicated for
 purposes. One of the major efforts for those in Jail and Community Corrections involves treatment
 and other programs. These programs include but are not limited to Life After Meth (LAM), Courage
 to Change Interactive Journaling System, and EPICS counseling services. The Change Interactive
 journals include Getting Started, Responsible Thinking, Peer Relationships, Social Values, Substance
 Use, Family Ties, Self-Control, and Recreation & Leisure. The Carey Bits & Guides are used for
 programing. Narcotics Anonymous is held in-house on Saturdays. Residents of Community
 Corrections are given permission to attend Narcotics Anonymous, Alcoholics Anonymous,
 Celebrate Recovery and church services at other locations. Community Corrections refers more
 intensive case management services to Samaritan Center.
- One of the best opportunities that Knox County must slow the growth of the Jail and Community Corrections population is through a reduction in recidivism and drug treatment related programs can play a significant role. There are anecdotal reports that a lot of the crimes, other than direct drug offenses (possession, dealing, etc.), are drug related. Crimes like theft and assaults often are



the result of the drug epidemic, including meth and opioids. Therefore, a focus on space where these programs can be effectively administered, in a more therapeutic environment, should be included in any future designs. Proper classification and abundant classroom spaces for programs will enable the professional staff to administer evidence-based programming that is shown to reduce recidivism.

EXISTING FACILITY SUMMARY

The study focused on the needs and issues within the Knox County Jail and the Wabash Valley Community Corrections facilities. The staffs of these facilities have been accommodating and creative in utilizing all available space in the facilities. The reasons identified, the facilities are now at a point where there are very few, if any, more options to manage these challenges. The issues that should be resolved with a new project include:

- Overcrowding
- Classification
- Programming Space
- Insufficient Storage/Property Storage space
- Inadequate EMA and Training Space
- System Repairs/Replacements including Mechanical Equipment/Controls Upgrades, Plumbing, etc.

PROPOSED SOLUTION CONFIGURATION

The proposed solution for the Jail and Community Corrections, should utilize an "indirect supervision" podular housing design and adjacent typical office space (refer to Appendix E). For the Jail, this configuration provides multiple cell blocks, including cells, dormitories and dayrooms around a centrally located control station. Indirect visibility into the dayrooms and the cell fronts is achieved through one-way glass from the second level control room in the Jail and Community Corrections. In the Jail, the indoor-outdoor recreation spaces will also be observable from this location as well. The cell blocks would generally consist of prefabricated, steel, tiered cells or dormitories coated in polyurea with a mezzanine walkway, in the Jail. The cells are positioned so that a continuous rear mechanical chase, outside the secure perimeter, is available for easy maintenance. In Community Corrections, the dayroom blocks would generally consist of CMU walls and concrete floor dormitories with a mezzanine walkway. Extending from the elevated control areas will be an elevated corridor with one-way glass for observation into other components like programming space, storage and EMA/Training rooms in the Jail, and classroom space, storage and other programing space in the community corrections.

RECOMMENDATION



After additional interviews with jail staff and a thorough study of the Knox County Jail needs RQAW suggests the following solution for the county's growing issues (refer to Appendix F for Conceptual Design).

- New pod including roughly 300 beds. The actual number of beds will depend on the mix of dormitories vs cell style.
- The spaces that are proposed will not only enable the opportunity to reduce recidivism but will also enhance inmate and staff safety and meet the short-term and long-term detention housing needs of the county.
- The pod should provide approximately eleven (11) classification opportunities, or dayrooms and each of these should be observed from an elevated central control.
- The pod should include an indoor/outdoor recreation area. Multiple flex spaces are included in the proposed design that would be further developed based on the county's needs.
- EMA, training room and building storage would also be included in the design.
- The project can be designed with additive alternates for total budget flexibility and control. For instance, the base bid can provide "shell" space for several of the dayrooms and each dayroom can be bid as an alternate that can either be accepted or rejected.
- To accommodate this, this solution proposes constructing an addition that will add one more control point (two total). These elevated control locations also provide direct sight lines into the blocks and therefore enable a minimal number of staff the ability to observe many beds. This level also includes staff spaces/offices for EMA.
- The housing pods will not only include tiered cells (2-man and 4-man) and dormitories, but also inmate support areas like programming spaces, an indoor/outdoor recreation area, video arraignment, exam rooms, segregation and padded cells. Not only does the support spaces' proximity to the housing areas improve inmate safety, it also increases operational efficiency. The intent of this design solution is to limit the amount of movement for staff and inmates. By doing so, the required staff is kept to a minimum and inmate/staff safety is maximized. This is further enhanced by the opportunity to keep all inmates in Knox County, thus limiting the need for transport officers to travel out of county. Refer to the Operational Budgets and Staffing Analysis provided for more information (Appendix G).
- The existing support spaces including Kitchen, Laundry, Medical and Intake/Booking would also support the new addition. These spaces would be connected to the housing area by a corridor. Refer to Appendix D – Architectural Space Program for more information on the spaces that are proposed.
- The proposed Community Corrections is a facility that allows for two separate populations (male and female) to function individually, while internally functioning as one single operation.
- The administration is combined into one area, and includes twelve (12) offices, conference room, and storage as well as staff only restrooms.



- The secure part of the facility is accessed separately. Males, females, staff, and public all have their own entrance, based off what section of the building they need access to. This type of design allows for a very efficient functioning building.
- The day rooms are divided similarly to a Jail pod design allow for indirect supervision over the population and the ability to classify within the population. The proposed design would house 70 females within 3 dayrooms, and 142 males within 5 dayrooms.

SITE

The site of the existing Jail has enough room to accommodate the addition to the Jail, as well as a new Community Corrections facility. If it is determined that the site will not be large enough, farmland adjacent to the county's property could be considered for purchase.

PROJECT COSTS

Jail

- It is anticipated that the proposed solution will have a hard construction cost of approximately \$16,779,713. These amounts are preliminary budget numbers and should be updated periodically due to fore-casted escalation in the construction market (tariffs, limited resources, etc.).
- These costs include contingencies typically associated with a conceptual level of design. Construction and Occupancy Related Soft Costs are not included in the Construction Cost above and could range from 25% to 35% of the Hard Construction Costs. These Soft Costs are associated with financing costs, design services and furniture/equipment etc. and can add approximately \$3,355,943 to the Hard Construction Costs for a total estimated Project Cost of \$20,135,655.

Community Corrections:

- It is anticipated that the proposed solution for the Community Corrections, will have a hard construction cost of approximately \$10,610,016. These amounts are preliminary budget numbers and should be updated periodically due to fore-casted escalation in the construction market (tariffs, limited resources, etc.).
- These costs include contingencies typically associated with a conceptual level of design. Construction and Occupancy Related Soft Costs are not included in the Construction Cost above and could range from 25% to 35% of the Hard Construction Costs. These Soft Costs are associated with financing costs, design services and furniture/equipment etc. and can add approximately \$2,122,003 to the Hard Construction Costs for a total estimated Project Cost of \$12,732,019.

Complete Estimated Project Costs:



• New Jail pod and new Community Corrections: \$32,867,674.

STAFFING & OPERATIONAL COSTS

Currently, \$1,243,189 is budgeted for jail staff a year, averaging around \$31,876.64 per staff. RQAW typically sees an increase of around 8-10 additional staff to accommodate a pod addition this size. Because of this, the yearly staff budget would likely increase between \$255,013.13 - \$318,766.40 per year. This does not include any increase in utilities.

REGIONAL JAIL FACILITY RESPONSES

In accordance with IC-36-1-8-19, Knox County sent letters to each surrounding County regarding their interest in building a regional jail. None have responded that they are interested in creating a regional jail facility.

AVAILABILITY OF REMOVING FEDERAL INMATES

Commissioner Streeter stated that Knox County must keep the federal inmate program because the income from housing these inmates is a large part of the money that is budgeted every year. In most months, even if the federal inmates are removed, the Jail would still be over the classification threshold and in some cases, over the rated capacity.

ALTERNATIVE USES FOR THE EXISTING COMMUNITY CORRECTIONS FACILITY

The existing Wabash Valley Community Corrections facility is a fully functioning building that could be renovated for a different use. Due to the nature of the type of construction of the existing facility (semidetention), one possible use of the existing Community Corrections facility would be to turn into much needed county office space. If this facility was renovated for office space, it could provide offices that are currently accommodated in rented buildings. A final option would be to raze the building and use the site for any possible future County needs.

DELIVERY OPTIONS

When discussing scopes and preferred options, it is also important to consider Delivery Options. Delivery Options are different ways for the County (the Owner) to deliver a project, or in other terms, build their project. Each of the options have benefits and it is the responsibility of the Owner to determine which of the options is the best fit. Below is a brief description of each of the options.

Design – Bid – Build:



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- Owner
 - Selects an Architect/Engineer.
 - Selects the General Contractor (typically the lowest / most qualified bidder) and awards the bid.
- Architect/Engineer
 - Has contract with the owner.
 - Prepares the drawings and specifications for the project.
 - Responsible for releasing the contract documents for bidding and assisting the Owner in receiving bids.
 - Observes construction on a periodic basis for compliance with the contract documents.
- General Contractor
 - Has contract with the owner.
 - Responsible for managing all the scopes of work and managing all the subcontractors.

Design - Build:

- Owner
 - Hires a design criteria developer and appoints a technical review committee.
 - Request for qualifications is published for Design Build firms.
 - Qualifications are scored by the technical review committee to determine the most highly qualified Design Builders.
 - Design-Builders then submit qualitative and price proposals. The "Best Value" proposal is accepted.
- Design- Builders
 - Completes the design and constructs the building.
- Architect/Engineer of Record
 - Has a contract with the Design-Builder and not the Owner.
- Budget
 - The cost of the project delivery is fixed and therefore, cost overruns are limited.

Design – Build – Lease Back:

• This system is the same as above, except the Owner would lease the building after it is constructed.

Build Operate Transfer (BOT):

- Owner
 - The client still works with the Architect/Engineer to develop the design to meet their needs, but the contractor and designer are engaged with each other from the beginning.
- BOT



- A public/private project delivery method. It allows a private developer to finance, design and build a public facility for any public entity.
- Budget
 - Once a scope and cost are developed, the private developer and the client agree to terms, including a fixed price and schedule.
 - Complete transfer of risk to the developer and there are no change orders allowed, unless client requested.
 - Financial benefits, including but not limited to the client not making any payments until the project is delivered.

Construction Manager as Advisor (CMa):

- Owner
 - Allows the opportunity to have a contractor at meetings during design.
 - Rather than a GC holding all the subcontracts (and marking each of them up), the Owner holds multiple prime contracts and the CM is paid a fee (typically a preconstruction fee + a percentage of construction costs).
- Construction Manager
 - Evaluates construction systems, market conditions and constructability so that the client is getting the best value and attracting the "right" contractors to the project.
 - Responsible for breaking up the design, once complete, into different bid packages (electrical, sheet metal, HVAC, plumbing, site, general trades, etc.).
 - Once the bids are evaluated and awarded (typically the lowest/most qualified bidder), the CM is responsible for managing the project much like a General Contractor (GC).

Construction Manager as Constructor (CMc):

• This delivery method is similar to CMa except the CM provides the Owner with a Guaranteed Maximum Price (GMP) thereby transferring the risk of cost overruns to the CM.

Further discussions will determine if the Owner would like to implement any of these delivery methods.



Appendix A: Data & Projections





Knox County Justice Study

Summary Presentation



Justice Study Committee Mission Statement

The Committee is dedicated to exploring and advocating for needed improvements to the Knox County Criminal Justice facilities and providing ideas for a system of justice focused on victim rights, community safety, and participant rehabilitation with deep consideration for financial constraints. We will accomplish this through a study of our existing system, use today's data to project for future needs and collaborate to determine the best course of action for the benefit of Knox County citizens.



KNOX COUNTY JUSTICE STUDY PRELIMINARY FINDINGS SECURITY CENTER POPULATION

- Average Daily Population (ADP) was 319 inmates for 2019.
- 319 inmates, properly classified requires 399 beds (20% classification factor).
- Existing rated capacity = 200 beds.
- Therefore, the current need is an additional 199 beds.
- Classification inefficiencies exist because the number of available beds in a particular housing unit will rarely match the number of inmates that should be housed in that unit.



• The most recent worst-case scenario was in 2018, when the November ADP was 371 inmates

HITECTURE

- 371 inmates, properly classified, requires 464 beds (264 additional beds)
- A linear projection suggests that in 2039, the ADP may be 590 inmates.
- 590 inmates, properly classified, would require 737 beds (537 additional beds)
- If utilizing average length of stay projection, then the projected bed need is 500 and if properly classified, that would require 625 beds (425 additional beds)
- If considering a bed count requirement based on beds/1000 (40,000 in 2039), then the

anticipated need would be 332 beds (132 additional beds)



KNOX COUNTY JUSTICE STUDY PRELIMINARY FINDINGS: SECURITY CENTER

- The Average Length of Stay in the Security Center has risen 17% in the last 5 years.
- The Average Daily Population has steadily increased by 15% in the last 5 years.
- Male and female admissions in the jail have each decreased in the last 5 years by 2%; however, due to the severity of the crimes, the jail population continues

to increase.



 Over the past ten years, the Knox County Probation Department has supervised more than 1900 adults and 87 juveniles yearly.

CHITECTURE

Offenders spend an average of one year on probation for misdemeanor

offenses and 2.5 years on probation for felony offenses.



- The most recent month ADP high requires 264 additional beds; the highest projection requires 537 additional beds (20 year linear projection). The 2019 ADP requires 199 additional beds.
- Therefore, we recommend a solution with up to 320 beds around a central control point.
 Other highlights of the solution include:
- Recreation area, padded cells, isolation cells, nurse's stations and video arraignment area accessible to the Pod, which significantly reduces inmate/staff movement.
- Additional storage and staff offices are provided.
- The proposed designs are tailored to Knox County's specific needs and will serve as a model for future Jails.



- It is not enough to simply build more space to house inmates. The Jail of today and the future does not simply "warehouse" people – efforts are made to rehabilitate. The facility should support these efforts.
- The current Jail population will require up to 399 beds to manage the diverse and changing Jail population (acute mental health, recovery blocks, honor dorms, etc.). This classification can have an impact on reducing recidivism.
- As the number of females increase, the number of Female inmate classifications will also increase.
- Program and meeting space should be abundant for groups, case workers and counselors. Providing space for programs in a more therapeutic environment can work to reduce recidivism.



- To meet the need for more classifications, the solution needs to include a variety of housing types and housing unit sizes. These include a combination of cells and dormitories with varying bed counts. These will also enhance the housing of those in specialized programs.
 - To meet the need for programs for inmates, there need to be a significant number of flexible program and meeting rooms.
- To minimize the additional staff required to manage the Security Center, the solution should utilize an indirect supervision "podular" design with a centralized control room that maximizes visibility and minimizes inmate/staff movement.



• Recreation area, padded cells, isolation cells, nurse's stations and video arraignment area accessible to the Pod, which significantly reduces inmate/staff movement.

CHITECTURE

- Additional storage and staff offices are provided.
- The proposed designs are tailored to Knox County's specific needs and will serve as a model for future Jails.





KNOX COUNTY JAIL DATA


























KNOX COUNTY JUSTICE STUDY ARCHITECTURE **AVERAGE MONTHLY JAIL POPULATION 2018** 37,









FUAW ARCHITECTURE











<u>County</u>	Population	Capacity	Beds/1000
Greene	32,006	286	8.94
Daviess	33,147	218	6.58
*Gibson	33,503	288	8.60
Knox	36,895	214	5.80
*Dubois	42,565	200	4.70
Shelby	44,436	231	5.20
Lawrence	46,134	168	3.64
*In design process Average Beds/1000 = 6.21 Average Beds/1000 = 6.64 (Exc	udes Lawrence County)		

2019 Knox County:

36,895 population x 6.21 beds/1000 = 229.12 Beds *With 20% Classification Inefficiency Factor: 229.12/ .8 = 286.4 Beds 36,895 population x 6.64 beds/1000 = 244.98 Beds** *With 20% Classification Inefficiency Factor: 244.98/ .8 = 306.23 Beds** HITECTURE

2039 Knox County Projection: Based on anticipated population growth as a result of county improvements, economic development, and increased business interest, this is what 2039 could look like:

40,000 population x 6.21 beds/1000 = 248.4 Beds *With Classification Inefficiency Factor: 248.4/.8 = 310.5 Beds 40,000 population x 6.64 beds/1000 = 265.6 Beds** *With Classification Inefficiency Factor: 265.6/.8 = 332 Beds**

* 20% Classification Inefficiency Factor: At 80% of the total capacity, the facility is considered operationally full ** Average Beds/1000 = 6.64 (Excludes Lawrence County)



Jail Capacity Calculation for 2019

Admissions x Avg. Length of Stay / 365 Days = Average Daily Population

Calculation: 2017 Local Inmates x 52 ALOS / 365 Days = 287.35 94 Federal Inmates x 183 ALOS / 365 Days = 47.13

ADP (Average Daily Population)

334.48 (335) Beds

+20% Classification Inefficiency

83.62 (84) Beds

Total Recommended Capacity

418.1 (419) Beds -200 current bed count

> 219 additional beds recommended for current average population



Projected Jail Capacity Calculation for 2039

Admissions x Avg. Length of Stay / 365 Days = Average Daily Population

Calculation: 2400 Inmates x 76 ALOS / 365 Days = 499.73

ADP (Average Daily Population)

499.73 (500) Beds

+20% Classification Inefficiency

124.94 (125) Beds

Total Recommended Capacity

624.67 (625) Beds -200 current bed count

> 425 additional beds recommended for future average population



COMMUNITY CORRECTIONS











What If We Wait?

According to the Turner Construction Cost Index:

- Costs have escalated an average of 4.75% a year since 2015.
- Future trends show approx. 1.23% escalation per quarter in 2020.



Appendix B: Existing Space Evaluation



Knox County Jail Observations

- Half of Sally Port Bay is used for storage room.
 Additional inmate property is needed including an additional carousel.
 Training Room is not big enough to support the entire team (100).
 EMA space is duel purposed for storage and office; the space is crowded and non-functioning for everythign needed.
 The indoor recreation is being used for Trustee dorm to releive some of excessive bed counts in the pod.
 Padded Cell has camera within reach. Relocate camera so it can't be reached. New padded cells should consider this, too.
 Floor drain is located outside the cell; new should have this included inside the cell.
 The control center was designed to have direct line of sight being above pod. This is not used for this.
 Mechanical chases to access all plumbing without entering cell. Currently, some are out of reach.

- 10.) Current door systems are failing.
 11.) Overall bed count is over rated capacity.









Outdoor Recreation



• The Recreation area needs to be doubled in size and the barrier needs re-done; the chain-link fence is being broken off and brought into the jail by offenders.

Property Storage



• Additional storage for inmate property is needed, including an additional carousel.



Vehicular Sally Port



• Half of this sally port bay is used for storage, making it difficult to park the vehicles inside.

Training Room



• The Training Room is not big enough to support the entire team (100).





 In the control room, there are black tarps covering part of the windows looking into the dayrooms because male and female inmates were communicating back and forth on the top floors. The control center was designed to have direct line of sight being above the pod. It is not being used for this.



• Storage is a major problem; there are rooms being overtaken with equipment, desks, and holiday décor.







• More storage space is needed.



• The isolation cell has a camera within reach of the inmate. The camera needs relocated; new padded cells should consider this, too. The drain is located outside the cell, and it needs to be inside the cell.









• The Indoor Recreation Area is being used as overflow housing.









Knox County Community Corrections Observations

1.) Community Corrections should be moved away from the city square; the facility was meant to be a temporary solution and the building was a retrofit/ adaptive reuse. The are many people who gather outside on sidewalks causing unwanted communication between participants and the public. Additionally, there is unwanted trash and paraphernalia.

2.) Central dispatch/911 and probation are in the same building. Sanitary problems in Community Corrections backs up to the other uses, 911 mostly affected. If people are sick and contageous in work release, they are exposed to those in other use areas. Central communications equipment is kept in an old jail cell that requries a skeleton key. Said door has been propped open; with community corrections in the building, that space must be more secure. There have been thefts of furniture with such lax

3.) Ventilation and HVAC are not designed well for the housing use inthe building. Lack of ventiliation requires fans to prevent mold; there is little exhaust. Females can control the HVAC for the upstairs male dorm. In years prior, there were sewage backups.

5.) Processing is in the back of the building; people enter the lobby from the back to an intermediate area where there are lockers. Any items that cannot be brought in are deposited into the lockers. People are then brought to a strip search room and then allowed back into housing. There are sometimes fifteen residents waiting to be searched at one time. It would be ideal to have a separate Entrance and Exit.

6.) Regarding plumbing, the upstairs sink and toilets should be relocated to new facility. The new design should provide access for maintenance issues; the two new water heaters should be relocated.

7.) Currently, there is no way to divide populations; need classification for lower and higher risk residents. Currently, the dayrooms are shared.

8.) Employee restrooms are needed; male/female, public restrooms, and drug screen restroom.

9.) Lockers and bunks should be relcoated if a new bilding is built.

10.) The area for waiting for Work Release needs to be separated from public as it currently is.

11.) Parking for residents, employees and department vehicles is necessary; if new location is at the jail campus, it is necessary to separate sheriff vehicles from Community Corrections.

12.) SHAPE program needs space for 20 minimum; classroom, office, and AV use would be required.

13.) Distribution space needed for meals that are prepared in the jail. Currently, the hallyway is where

14.) If Community Corrections does not relocate, the floor tile needs to be taken out and replaced with a concrete surface. The tiles are breaking and are hard to come clean.

15.) The are no windows in the current administration spaces.

16.) Would like receptacles at bunks to charge bracelets.



KNOX COUNTY COMMUNITY CORRECTIONS EXISTING VINCENNES

Appendix C: Questionnaires & Meeting Minutes




Organizer: LD

Topic: Interview with Commissioner Kellie Streeter

Attendees: Kellie Streeter, Commissioner President

RQAW: Lara Dawson, Graduate Architect and Eric Weflen, Principal/Director of Architecture

The attendees have 7 days to make changes to these meeting minutes. After 7 days they are accepted as is.

Discussions:

- Community Corrections/Work Release
 - Community corrections should be moved away from the city square many people gathering outside on sidewalks, trash, paraphernalia, unwanted communication between participants and the public
 - The facility was meant to be a temporary solution and the building wasn't designed for the use or abuse; was a retrofit/adaptive reuse
 - Central dispatch/911 and probation are in the same building sanitary problems in community corrections backs up to the other uses, 911 affected most; if people are sick and contagious in work release, they can infect those other uses.
 - o Ventilation and HVAC not designed well for the housing use in the building
 - There are not enough female beds
 - Central communications equipment is kept in an old jail cell that requires a skeleton key

 that door has been propped open; with community corrections in the building, that
 space must be more secure. There have been thefts of furniture before
 - o The facility should be renovated for a government annex including a records library
- Jail
 - Need to keep the federal inmate program the money is budgeted every year
 - Doors controlled by a Stanley system someone came in to work on the system and they didn't know which doors were controlled by which portion of the system
 - HVAC has been an ongoing problem pod 3 unit failed
 - Need to replace Stanley system and be ready for expansion
 - Need to utilize tower for its intended purpose (it is used as an office for a sex crimes office)
 - There is high turnover with staff can we do something with design to improve staff retention
 - There is not enough space for training
 - Need to keep communication tower in project
 - EMA office must be part of the plan

Date Held: 02/03/2020 Date Issued: 02/10

Pages: 1 of 2



- There is a lack of storage for files, records and uniforms
- Need a larger squad room/workspace
- o HVAC needs addressed admin area is hot
- o They have updated all the lighting
- o They need more group hold, padded cells and iso cells
- Need to include specialty housing in plan and include dorms
- Need to build the right project
- There are sewer issues need to verify what, where, etc.
- o Need to review laundry and kitchen for ability to handle expansion
- o Jail kitchen makes meals for community corrections
- Need to put CC on campus
- o There is adequate parking and space on the campus
- o Need to verify the level 6 numbers
- \circ $\;$ They house inmates for Vanderburgh, Gibson, Vigo and Sullivan.
- They have renegotiated the fed contract, so it will remain therefore, need to have space

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- o The county has passed the .2% C and R LIT tax
- Barnes Rick Hall bond attorney
- Ben Roeger financial advisor



Project Name: Knox County Jail and Community	Date Held: 02/03/2020				
Corrections Study	Date Issued: 02/10				
Organizer: LD	Pages: 1 of 2				
Topic: Interview with Director of Community					
Corrections and Staff					
Attendees: Scott Brown Director of Community Corrections	· Dianna Murdock Assistant Director of				

Attendees: Scott Brown, Director of Community Corrections; Dianna Murdock, Assistant Director of Administration; Gayle Sievers, Assistant Director of Supervision

RQAW: Lara Dawson, Graduate Architect and Eric Weflen, Principal/Director of Architecture

The attendees have 7 days to make changes to these meeting minutes. After 7 days they are accepted as is.

Discussions:

- Current Conditions
 - Populations today = 96M and 25F; capacity = 110M and 25F
 - need 150M and 50F; This number was increased after the meeting to 200M and 75F
 - Currently have open dorms of 55M each, with a shared dayroom
 - Average stay is 6 months but some are there for years
 - Community Corrections uses the jail for 5 day holds, as a "time out"
 - Processing people back in the building- Enter from the lobby back to an intermediate area where there are lockers. They put the stuff they can't bring in, in a locker. They are then brought to a strip search room and then allowed back in housing.
 - Sometimes they have 15 residents waiting to be searched
 - Would prefer to have an in and an out
 - o Food
 - Have vending all hours, lunch and dinner come from jail
 - o HVAC/ Ventilation/ Mechanical
 - There is not a lot of ventilation in the building need to use fans to prevent mold, there is little exhaust.
 - Multiple HVAV issues
 - Females can control the males HVAC for the upstairs dorm
 - Sewage backed up a couple years ago
 - Storage/ Spaces
 - Currently have large storage off sally port for supplies (toilet paper, etc.)
 - Drug screen storage and medications room
 - Strip search room



- Community service office
- Large conference room

• Wish List for new Pod/ Renovation

- o Plumbing
 - Upstairs sinks and toilets should be relocated to new facility
 - Design should provide access for maintenance issues
 - There are two large, new water heaters that should be relocated.
- o Spaces
 - Need employee restrooms male/female; public restrooms; drug screen restroom
 - Lockers and bunks should be relocated if a new building is built
 - The area for waiting for WR needs to be separated from public as it currently is.
 - Need classification for lower and higher risk (Bartholomew is an example)
 - Will need parking for residents, employees and department vehicles
 - If located at the jail campus, need to separate sheriff vehicles from CC
 - SHAPE program needs space for 20 minimum classroom, office and use AV
 - Distribution space needed for meals that are prepared in the jail
- o Design Requests

- Eliminate tile floor use concrete
- Provide windows in admin spaces
- Would like receptacles at bunks to charge bracelets

• Outstanding Questions/ Requests

• We need a list of the all of the available programs.



Organizer: LD

Topic: Interview with Rich Chattin, County Council

Date: 02.13.2020

Invited: Rich Chattin, County Council

Date of Issuance: 02.17.2020

Attendees: : Rich Chattin, County Council; RQAW: Lara Dawson, Graduate Architect

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

- 1. Community Corrections
 - a. Prefer to see it located out of town
 - b. Likes the idea of a pod like the jail design.
- 2. Jail
 - a. Needs an addition
 - b. Likes the idea of building half as base bid and the rest if in budget.



Organizer: LD

Invited: Bob Lechner, County Council President

Topic: Interview with Bob Lechner, County Council President

Date: 02.03.2020

Date of Issuance: 02.10.2020

Attendees: : Bob Lechner, County Council President; RQAW: Lara Dawson, Graduate Architect and Eric Weflen, Principal/Director of Architecture

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

- **1.** Need a full pod expansion
- Community Corrections need a CC building but concerned with the cost of all the needed components; don't put CC too close to the jail; keep some separation because of contraband need to double the size of CC with expansion potential; make sure to prevent drugs from flowing in and out
- 3. Jail need full pod; people think the jail is not overcrowded
- 4. Be able to house a minimum of 50 federal inmates and plan for future need of Knox county
- 5. Put a full court at the jail; will they add a magistrate?
- 6. Life After Meth (LAM) 7 days a week and run in the jail they need their own recovery block (Marcia Bishop 812-887-8374)



Organizer: LD

Topic: Interview with Harry Nolting, County Council

Date: 02.12.2020

Invited: Harry Nolting, County Council

Date of Issuance: 02.12.2020

Attendees: : Harry Nolting, County Council; RQAW: Lara Dawson, Graduate Architect

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

- 1. Community Corrections
 - a. Need to double the size of CC
 - b. Prefer to see it located out of town
 - c. It needs to look less institutional than a jail
 - d. Worries about the existing facility and its daily functions and security
 - e. Does not want to see CC pulled from the project
 - f. Commute to Courthouse isn't as important as commute to Industrial Park for work
 - g. Use video court to prevent extra transportation to the courthouse
- 2. Jail
 - a. Needs an addition
 - b. Likes the idea of building ½ a pod of 150 beds to allow for future expansion, allowing for enough money to still build CC
 - c. Concerned about people suing in the future for overcrowding, and would like to get ahead of the problem



Organizer: LD

Invited: Jay Yochum, County Council

Topic: Interview with Jay Yochum, County Council

Date: 02.17.2020

Date of Issuance: 02.17.2020

Attendees: : Jay Yochum, County Council; RQAW: Lara Dawson, Graduate Architect

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

- 1. Community Corrections
 - a. Prefer to see it located out of town
 - b. Does not want to see CC pulled from the project, sees it as a top priority
 - c. Commute to Industrial Park for work is important, moving community corrections to jail will be a closer commute.
 - d. Use video court to prevent extra transportation to the courthouse
- 2. Jail
 - a. Needs an addition
 - b. Most of the budget for the jail comes from housing federal inmates.



Organizer: LD

Invited: Sheriff and Jail Staff

Topic: Interview with Knox County Sheriff and Jail Staff

Date: 02.03.2020

Date of Issuance: 02.10.2020

Attendees: : Doug Vantlin, Sheriff; Dan Mooney, Chief Deputy; Rick Carroll, Maintenance Director; Noble Parish, Assistant Jail Commander; Donald Wilson, Jail Commander; Shawn Dudasko, Personnel Captain; RQAW: Lara Dawson, Graduate Architect and Eric Weflen, Principal/Director of Architecture

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

A. Current Conditions

- 1. Knox County lacks storage and training space.
 - i. Currently, 70 people work at the facility.
 - **ii.** Need a training space for 100, sub dividable (to allow for outside agency training too)
 - iii. They use the Sally port for storage
 - iv. Inmate property room expanded or an additional one added
- 2. Want to put control back in central control as it was designed.
 - i. Cameras need moved to better locations.
- 3. Kitchen and laundry needs to be reviewed for expansion capability
 - i. Laundry they have 4 dryers, only use 3; have two washers and room for another
- 4. Current Maintenance Issues
 - i. HVAC there are issues. 7 systems currently.
 - ii. Security system almost had to use keys last week; getting quotes from SAS, Stanley and Accurate to do work
 - iii. Plumbing- currently have Willoughby fixtures- parts take weeks when ordered.
 - iv. Maintenance need another grinder; the pumps don't do the grinding that they're supposed to do
- 5. Bed shortage
 - i. Indoor rec used to have trustees
 - ii. Rated for 200 beds and 14 isolation/padded
 - 1. Currently have 264 inmates including 65 federal and 40 total females
 - 2. Currently only have one dorm for women, have had up to 74 women housed
 - iii. Only currently have 5 or so level 6 felony's, doesn't affect overall crowding.



iv. The observation tower needs window tints

B. Wish List for New Pod/Renovation

- 1. Plumbing
 - i. In a new design, do not need lights in the showers (inmates mess with them)
 - ii. Provide access to hose/water in rec area
 - iii. Holding cells need to be able to flush toilets from outside
 - iv. Ability to access all plumbing from outside of cells
 - v. Water fountain outside of rec area
- 2. Spaces
 - i. Need additional padded cells can put one more in booking have 1, need 3 more; have drain in middle of floor
 - ii. Booking need more space for inmate property
 - iii. Prefer all cells; Sheriff okay with some dorms
 - iv. Holding cells updated with TV and Phones
 - v. Need to double individual hold, Group hold has enough.
 - vi. Need storage for medical
 - vii. Medical need more records space, need 4 medical isolation cells
 - viii. Kitchen Upgrades- Tilt Skillet, dishwasher, mixer, steam table, stove, deep fryer
 - ix. More dry storage for kitchen, Freezers and coolers have enough storage for addition
 - x. Make sure to prevent ability to pass things back and forth between dayrooms
 - xi. Detectives need their own offices (two)
- **3.** Technology/ Security
 - i. Need a body scanner
 - **ii.** Need space for video court with waiting area- existing video court can be repurposed for something else
 - iii. Cameras caged or moved for the DT's and padded cell
- 4. General requests
 - i. More Gun Boxes
 - ii. Enough restraints for all inmates in the jail at all time.
 - iii. Gun ports in crow's nest
 - iv. Larger parking lot

Appendix D: Architectural Space Program



Knox County Sheriff/Jail Pod Addition

Kr	nox County						
Sh	eriff/Jail Pod Addition						- KU/W
No.	Space	Size		Each Space	Area		
	·	Quantity		Sq. Ft.	Sq. Ft.		ARCHITECTURE
					·		
Α	Administration (8 to 4 operation)						Comments
	EMA	1		708	708		
	Training Room	1		621	621		
	Storage	1		1,042	1,042		
	Net Subtotal	3			2,371		
	Grossing Factor at 15%				356		
	SUBTOTAL				2,727	•	
			·				
В	Confinement Housing						
	Cells	43		242	10,406		280-300 Beds
	Control Room	1		710	710		
	Control Room Toilet	1		182	182		
	Dayroom	11		1,103	12,133		
	Flex Rooms	8		116	928		TBD: Isolation Cells, Storage, etc.
	Indoor/Outdoor Recreation	1		1,520	1,520		
	Mezzanine	11		238	2,618		
	Net Subtotal	76			28,497		
	Grossing Factor at 15%				4,275		
	SUBTOTAL				32,772		
						•	
С	Mechanical/Electrical/Support						
	Mechanical	1		6,500	6,500		
	Electrical	1		0	0		(Shared MEP)
	Plumbing Equipment Room	1		0	0		(Shared MEP)
	Emergency Generator	2		0	0		outdoors
	Maintenance/Material	1		0	0		(also included in Maintenance Area)
	Circulation	2		550	1,100		
	Stairs	1		153	153		(includes all main egress stars)
	Security & Electronics	1		250	250		
	Net Subtotal	10			8,003		
	Grossing Factor at 15%				1,200		
	SUBTOTAL				9,203		
	1	-	·			1	
1	GRAND TOTAL				41,975		

Knox County

Community Corrections



No.	Space	Size	Each Space	Area	Comments
	·	Quantity	Sq. Ft.	Sq. Ft.	
Α	Administration (8 to 4 operation)				
	Public Lobby	1	360	360	
	Public Restroom (Mens)	1	115	115	Adjacent to the Public Lobby
	Public Restroom (Womens)	1	115	115	Adjacent to the Public Lobby
	Staff Restroom	2	117	234	2 ADA Compliant Unisex Toilets
	X-Large Office	2	244	488	
	Large Office	3	174	522	
	Medium Office	3	155	465	(1) 148 sf; (1) 150 sf; (1) 168 sf
	Small Office	4	138	552	
	Conference Room	1	419	419	
	Open Programming	2	596	1,192	(1) 497; (1) 695 sf
	Staff Work Area	1	528	528	
	Programing Restroom	2	151	302	(1) 144 sf; (1) 158 sf
	Breakroom/ Meal Distrubution	1	287	287	Easy Access from outside (Jail)
	Control Room	1	633	633	
	Control Restroom	1	48	48	
	Net Subtotal	26		6,260	
	Grossing Factor at 30%			1,878	
	SUBTOTAL			8,138	
в	Secure (Momen)		1		
Ь	Secure (women)	4	242	242	Adjacent to Residence waiting
	Residence LOCKERS	1	342	342	Adjacent to Residence waiting & Search room
	Residence waiting	1	186	186	
	Medical Storage/ Distribution	1	90	90	A diacout to the Decidence Misting
1	Ulrug Loot/ Llootroom	1	60	60	

	Medical Storage/ Distribution	1	90	90		
	Drug Test/ Restroom	1	69	69	A	Adjacent to the Residence Waiting
	Search Room	1	164	164	A	Adjacent to the Residence Waiting
	Classroom	1	330	330		
	Isolation	1	103	103		
	Conference/ Video Court	1	69	69		
	Commissary	1	80	80		
Douroom	Dorm	1	1,263	1,263		
Dayroon	Laundry	1	96	96	W	vithin dorm
1	Shower Room	1	461	461	W	vithin dorm
Douroom	Dorm	1	704	704		
Dayroonn 2	Laundry	1	79	79	W	vithin dorm
2	Shower Room	1	206	206	W	vithin dorm
Deuroem	Dorm	1	700	700		
Dayroonn 3	Laundry	1	97	97	W	vithin dorm
3	Shower Room	1	237	237	W	vithin dorm

Knox County

Community Corrections



No.	Space	Size	Each Space	Area	Comments
		Quantity	Sq. Ft.	Sq. Ft.	
	Net Subtotal	17		5,276	
	Grossing Factor at 30%			1,583	
	SUBTOTAL			6,859	
С	Secure (Men)				
	Residence Waiting	1	186	186	
	Residence Lockers	1	410	410	
	Medical Storage/ Distribution	1	90	90	
	Drug Test/ Restroom	1	67	67	Adjacent to the Residence Waiting
	Search Room	1	159	159	Adjacent to the Residence Waiting
	Large Classroom	1	203	203	
	Isolation	1	102	102	
	Conference/ Video Court	1	67	67	
	Commissary	1	113	113	
Daymaam	Dorm	1	1,102	1,102	
Dayroom	Laundry	1	98	98	within dorm
	Shower Room	1	461	461	within dorm
_	Dorm	1	704	704	
Dayroom	Laundry	1	79	79	within dorm
2	Shower Room	1	205	205	within dorm
Daymaan	Dorm	1	1,073	1,073	
Dayroom	Laundry	1	97	97	within dorm
5	Shower Room	1	237	237	within dorm
Deuroem	Dorm	1	1,073	1,073	
Jayroom	Laundry	1	189	189	within dorm
4	Shower Room	1	269	269	within dorm
_	Dorm	1	1,073	1,073	
Dayroom	Laundry	1	189	189	within dorm
5	Shower Room	1	269	269	within dorm
				200	
	Subtotal	24		8.515	
	Grossing Factor at 30%			2.555	
	SUBTOTAL			11.070	
ļ				.,	
E	Mechanical/Electrical/Support				
	Mechanical	1	2,210	2,210	
	Electrical	1	0	0	(Shared MEP)
	Plumbing Equipment Room	1	0	0	(Shared MEP)
	Building Storage	3	93	279	(1) 219 sf; (2) 30 sf
	TI	1	39	39	
	Stairs	1	202	202	(includes all main egress stars)

Knox County

Community Corrections

No.	Space	Size	Each Space	Area	Comments
		Quantity	Sq. Ft.	Sq. Ft.	
	Subtotal	8		2,730	
	Grossing Factor at 15%			410	
	SUBTOTAL			3,140	

Grandtotal 29,			
	Grandtotal	29	,206



Appendix E: Podular Design





RQAW ARCHITECTURE

Aerial View of First Floor Plan







Aerial View of Mezzanine and Control Room Floor Plan





















































Allegan County Jail- Dayroom









Kalamazoo County Jail – Typical 2 Man Cell













Allegan County Jail – Typical Dormitory Style Housing



Appendix F: Conceptual Design





KNOX COUNTY JAIL FUTURE POD ADDITION 03.17.2020







- Department Legend CELLS CONTROL ROOM EMA MEP SHARED SPACE STAFF ACCESS



OVERALL FIRST FLOOR PLAN PRESENTATION

 \bigcirc



Color Key











1 MEZZANINE LEVEL PRESENTATION 1/8" = 1'-0"



Knox County Community Corrections MEZZANINE PLAN 03.17.2020







KNOX COUNTY JUSTICE CENTER RENOVATION SITE PLAN VINCENNES



Appendix G: Staffing and Operational Costs





KNOX COUNTY JUSTICE STUDY



STAFFING AND OPERATIONAL COSTS

- Currently, the amount spent on staff is \$1,243,189. The average yearly salary per jail staff member is \$31,876.64.
- New jail pods require approximately 8-10 new staff members.
- Based on the current yearly average per jail staff member, we can estimate that between \$255,013.12 - \$318,766.40, in addition to the current total of \$1,243,189, would be realistic for the new jail pod.
- To staff the new jail pod, the new projected budget should be \$1,561,955.40

*Utilities not included
Appendix H: Statement of Probable Cost



KNOX COUNTY JUSTICE STUDY



Cost Summary: Jail Pod

✓ Jail Pod Secure Space	31,852 SF @ \$400 / SF	\$12,740,800
✓ Jail Pod Administration Space	8,698 SF @ \$250 / SF	\$2,174,500
✓ Project Contingency	7.5%	\$1,118,648
✓ Design Contingency	5%	\$745,765
Total Construction Costs		\$16,779,713
Total Soft Costs		\$3,355,943
Finance Costs		TBD by Finance Advisor
Total Project Costs for Jail Pod (min	us Finance Cost)	\$20,135,655
		17 A.A.

KNOX COUNTY JUSTICE STUDY



Cost Summary: Community Corrections

✓ Community Corrections Secure Space	18,827 SF @ \$375 / SF	\$7,060,125
✓ Community Corrections Administration Space	9,484 SF @ \$250 / SF	\$2,371,000
Project Contingency	7.5%	\$707,334
Design Contingency	5%	\$471,556
Total Construction Costs		\$10,610,016
Total Soft Costs		\$2,122,003
Finance Costs		TBD by Finance Advisor
Total Project Costs for Community Corrections		\$12,732,019
		Harris and

Appendix I: Anticipated Project Schedule



KNOX COUNTY JUSTICE STUDY



	J	F	М	А	М	J	J	A	S	0	N	D	J	F	М	A	М	J.	A	Ś	0	Ν	D	J	F	М	A	М	J	J ,	A	S	0	N
Schematic Design		t	H	ł				-	-					-	-		_	+	Ŧ	÷	⊢	H	-		-				-	+	-	-	+	-
. Design development		\mathbf{t}	t	+									\vdash	t				+	+	+	+	t	F			H				+		-	+	-
. Construction Document			t	\mathbf{T}															+	+	\mathbf{T}	F	F			П				1				
. Bidding/Contract Execut	ion	T	Г	T																		Г												
. Construction		Т	Г	Г	Г		1																											
																										3.7	State							

Appendix J: Jail Inspection Reports





PROGRAM REVIEW DIVISION INDIANA DEPARTMENT OF CORRECTION JAIL INSPECTION REPORT

COUNTY:
DATE OF INSPECTION:
COUNTY NUMBER:
JAIL STREET ADDRESS:
CITY:
ZIP:
SHERIFF:
YEAR OF OFFICE (including prior terms):
PHONE:
FAX:
E-MAIL:

CIRCUIT COURT JUDGE: COUNTY COMMISSIONERS: COUNTY PROSECUTOR: ALL COUNTY JUDGES: Knox 10/25/2014 42 2375 S. Old Decker Rd, PO BOX 1669 Vincennes 47591 Mike Morris 4th year, first term, appointed 2 years prior 812-882-7660 812-882-5261 mmorris4203@cinergymetro.net

Honorable Sherri Gregg-Gilmore Don Halter John Sievers

YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED:

2007

DEATHS SINCE LAST INSPECTION:	0 Natural
	0 Suicide
	0 Homicide
ESCAPES SINCE LAST INSPECTION:	0 From the jail
	0 From custody
	0 Malk away/did not roturn

		1
Administration and Organization	:	Remarks
1. Is there a Jail Administrator/Commander?	yes	John Vendes, Commander
1a. Telephone Number:		812-882-7660
1b. E-mail address:		<u>ívendés@yahoo.com</u>
2. Was there an annual report of services prepared?	ves	
 Is there a manual of policies and procedures? 3a. Has it been reviewed by all employees? 	<u>yes</u>	
 Has it been reviewed and updated in the last year by the sheriff or his/her designee? Date of review: 	<u>yes</u>	1-Oct-14
4b. Reviewed by:		Sheriff, Chief, and Jall Commander
Fiscal Management		Remarks
5. Is there a written procedure for the handling of monies?	<u>yes</u>	
6. Is there a written jail cost record?	<u>yes</u>	

8. Is there a written budget request prepared by the Sheriff?	<u>yes</u>	
9. Is there a written inventory of county jail property?	<u>ves</u>	
Training and Staff Development		Remarks
 10. Is there a written training and staff development plan? 10a. Date of annual evaluation and revision: 10b. Reviewed by: 	<u>yes</u>	1-Oct-14
11. Has each new jail officer received forty (80) hours of orientation and training, at the jail, prior to job assignment?	<u>ves</u>	
12. Has each new jail officer received forty (40) hours of certified training through the Law Enforcement Training Board during their first year of employment	<u>no</u>	3 new staff member needs to attend the basic course.
13. Has each jail officer received 16 CEU hours of documented training this year for those subjects outlined in the written staff development plan? 13a. Has the jail commander received 24 CEU hours of documented training	<u>yes</u>	
this year? 14. Has each authorized employee been trained and qualified in	ves	
the past year with weapons? 14a. Is this training documented?	<u>yes</u>	
15. Has every employee authorized to use a weapon been trained in the use of deadly force?	<u>yes</u>	
16. Is training in your budget request as required?	<u>ves</u>	
Management Information Systems and Inmate Records		Remarks
17. Does the intake form contain all the required information?	<u>yes</u>	
18. Are there proper records maintained on all inmates?	<u>yes</u>	
19. Are population movement records properly maintained?	<u>yes</u>	
20. Is there a written policy concerning jail incident reports?	<u>ves</u>	
21. Is there a written policy regarding inmate records privacy?	<u>yes</u>	
22. Is the inmate's medical record separate from the confinement record?	<u>yes</u>	
Physical Plant		Remarks
23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks?	<u>yes</u>	31 foot candles on the day of inspection 2014.

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24. Cubic feet per minute of air flow movement of the day of inspection? 25. The temperature at the time of inspection was: 26. Was the clothing and bedding adequate for the prevailing ves temperature? 27. Was there both hot and cold running water in each cell? yes 28. Is there one toilet and one shower for twelve (12) inmates in yes the activity area? 29. Is the inmate receiving and booking area outside the inmate yes living area? 30. Is the inmate receiving and booking area inside the secured ves perimeter? 31. Does this area have proper weapons lockers outside of the ves secured perimeter? 32. Does it have proper temporary holding space? <u>vės</u> 33. Are there fixed benches in ample supply for its capacity? <u>yes</u> 34. Is there audio and visual communication in the temporary <u>yes</u> holding area? 35. Are there available toilets, washbasins with hot and cold <u>yes</u> running water in the temporary holding area? 36. Is there a booking area in the reception area? yes 37. Is there a medical examination area in the reception area? yes 38. Are there shower facilities in the reception area? yes 39. Is there secure storage for the inmate's personal property in yes the reception area? 40. Are there telephone facilities in the reception area? yes 41. Are supply areas separate from inmate living and activity <u>yes</u> areas? 42. Is there adequate secure storage space for all supplies and ves equipment?

286 cubic feet per minute of air flow

70'

movement on the day of inspection 2014.

43. Are arsenals located outside the security perimeter of the inmate living and activity areas?	<u>yes</u>
44. Is there an area for inmates under special medical supervision?	<u>yes</u>
45. Is there a special area for temporary detention of inmates under the influence of alcohol?	<u>yes</u>
46. Is there a special area for temporary detention of inmates that are violent, uncontrollable or self-destructive?	<u>yes</u>
46a. Are the above two (2) areas equipped with audio-video monitoring?	<u>yes</u>
46b. Do inmates have access to a toilet and running water?	<u>yes</u>
47. Is there a bed for all incarcerated inmates?	<u>ves</u>
48. Total number of operational jail beds:	214

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49. Number of adult males incarcerated?	162	
50. Number of adult females incarcerated?	36	
51. Number of waived males less than 18 years old?	0	
52. Number of waived females less than 18 years old?	0	
53. Total inmate count on inspection day.	198	
54. Number of inmates sentenced to serve county time? 54a. How many of these are sentenced to a work release program?	13 11	3 Parole holds
 55. Is this an IDOC Holding Jail? 55a. Total number of beds identified for IDOC holding. 55b. Number of inmates being held for IDOC? 	yes 47 18	

Commissary		Remarks	· .
60. Is it reviewed and updated annually?	yes		
59. Is there a written plan for preventative maintenance?	<u>yes</u>		
58. Number of military prisoners?	0		
57. Number of inmates being held for the US Marshal?	0	1 ICE	
56. Number of sentenced inmates awaiting transfer to IDOC?	0		

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61. Did the State Board of Accounts approve your commissary <u>yes</u> policy?

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Safety and Sanitation		Remarks
62. Is cleaning equipment available to inmates daily?	<u>ves</u>	Noted in cell area on day of inspection 2013.
63. Is the jail inspected weekly by a designated official?	yes	
64. Are written inspection reports maintained?	<u>ves</u>	Cleveland Termite and Pest Control
65. Are insect and rodent inspections made weekly?	<u>yes</u>	
66. Is there a licensed exterminator contract?	ves	
67. Are plumbing fixtures functional?	<u>ves</u>	
68. Are faulty plumbing fixtures repaired promptly?	<u>ves</u>	
69. Are exits clearly marked, illuminated continuously and clear?	<u>yes</u>	
70. Is there a written evacuation plan for emergencies?	<u>yes</u>	
71. Are evacuation instructions in all living and working areas?	<u>yes</u>	
72. Has the Sheriff requested the Board of Health to inspect the jail annually?	<u>yes</u>	
73. Has the Board of Health inspected the jail annually?	<u>ves</u>	
74. Is there a written policy concerning safety, sanitation and supply control?	<u>ves</u>	
Clothing and Personal Hygiene		Remarks
75. Are suitable clothing, bedding and towels provided for the	<u>yes</u>	

75. Are suitable clothing, bedding and towels provided for the total inmate population?

76. Are all inmates provided with shaving materials, bar scap, toothpaste and toothbrush?	<u>ves</u>	
77. Do inmates shower upon admission to general population?	<u>yes</u>	
78, Are inmates afforded the opportunity to shower at least three (3) times within every seven (7) days?	<u>ves</u>	
79. Are haircuts available, upon request, at least every six (6) weeks?	<u>ves</u>	
80. May inmates wear personal clothing to their trials?	yes	jury trial only
Medical Care, Health Services and Suicide Prevention and Screening.		Remarks
81. Is there a licensed physician responsible for medical and psychological services at the jail?	<u>yes</u>	Quality Correctional Health Care. F/T nurse M-F. This contract does include M/H
82. Are there written procedures for medical service delivery to inmates?	<u>yes</u>	
83. Are these procedures approved by a physician?	<u>ves</u>	
84. Are health care personnel licenses or certification on file with the Sheriff?	<u>yes</u>	
85. Do jail security regulations apply to medical personnel?	<u>yes</u>	
86. Are there adequate space, equipment, supplies and materials for medical services available?	<u>yes</u>	
87. Are first aid kits available at the jail?	<u>yes</u>	
88. Are first-aid kits inspected and refilled according to the responsible physician contracted by your county?	<u>ves</u>	
89. Are inmates medically screened upon admission?	<u>yes</u>	
90. Has the doctor approved the medical screening form?	<u>ves</u>	
91. Are all inmates in jail given a medical examination within fourteen (14) days?	<u>ves</u>	
92. Is this medical examination given by a physician or his designee?	<u>yes</u>	
93. Are inmates medical complaints collected daily?	<u>yes</u>	
94. Are medical/mental health complaints responded to by medically/mental health trained personnel?	<u>yes</u>	

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95. Is there a physician available at least weekly to respond to medical complaints?	<u>yes</u>	
96. Is twenty-four (24) hour emergency medical, dental, and psychological care available pursuant to a written plan or	<u>yes</u>	See #81
 97. Is there a written emergency medical plan? 97a. Emergency evacuation of inmates 97b. Use of an emergency medical vehicle 97c. Use of one or more designated hospital emergency rcoms or appropriate health facilities 97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. 	<u>ves</u> <u>ves</u> <u>ves</u> <u>ves</u>	Good Samaritan Hospital
97e. Security procedures that provide for the immediate transfer of inmates when appropriate. 97f. Are there arrangements for emergency psychological services?	<u>ves</u>	Good Samaritan Hospital
98. Are all jail personnel first aid trained?	<u>yes</u>	
99. Is one (1) person per shift trained in receiving screening?	<u>ves</u>	All staff
100. Is one (1) person per shift trained in CPR and AED?	<u>ves</u>	AED's located throughout the facility.
101. Is one (1) person per shift trained in common symptom recognition?	<u>yes</u>	All staff
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation?	<u>yes</u>	All staff
103. Does jail refuse acceptance of an unconscious or critically injured person?	<u>yes</u>	
103a. What is your BrAC/BAC cutoff level for refusal? 104. Are all injured inmates examined immediately by competent medical personnel?	<u>ves</u>	Ó.25%
105. Is a written description of the injury prepared?	<u>ves</u>	
106. Are photographs taken of the injury?	<u>ves</u>	
107. Are prescribed medications given as per physician orders?	<u>yes</u>	
108. Are all persons administering medication trained by the responsible physician?	<u>yes</u>	
109. Are records of medication administered kept?	<u>yes</u>	
110. Did the physician approve the record form?	<u>yes</u>	
111. Is chronic care, convalescent care and medical preventive maintenance provided?	<u>ves</u>	

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112. Did the inmate medical file contain all information approved by a responsible physician?	<u>yes</u>	
113. Is access to inmate medical records controlled by the responsible physician?	<u>ves</u>	
Diet and Food Preparation		Remarks
114. Has the Sheriff established written policies and procedures concerning food, quantity and quality?	<u>yes</u>	
115. Is discipline by means other than denial of food?	<u>yes</u>	
116. Are meals served under supervision of the jail administrator or his designee?	<u>yes</u>	
117. Is there always less than fourteen (14) hours between meals?	<u>yes</u>	
118. Do inmates receive three (3) meals a day?	yes	
119. Is at least one (1) meal each day served cooked?	<u>ves</u>	at least 2 per day
120. Are menus prepared in advance?	<u>yes</u>	
121. Are records retained of meals served?	<u>yes</u>	
122. Have the meals been approved by a qualified dictician and reviewed every 2 years?	<u>yes</u>	Wabash Foods provides the dietician review.
123. Are all food service areas and equipment inspected daily by administrative jail personnel?	<u>yes</u>	
124. Is all stored food placed on racks off the floor?	<u>yes</u>	
125. Is food covered while being transported to the inmate?	<u>yes</u>	Noted on day of inspection 2014 during
126. Is the kitchen floor cleaned daily?	<u>yes</u>	
127. Is the kitchen equipment cleaned daily?	<u>ves</u>	
128. Are walls and vents clean?	<u>yes</u>	
129. Has the jail administrator requested the local health officer to inspect the kitchen facilities?	<u>yes</u>	
130. Does the local health officer or other qualified agency inspect it annually?	<u>yes</u>	1-Sep-14
131. Are eating utensils sanitized after each use?	<u>yes</u>	
132. Is kitchen equipment operational?	<u>yes</u>	
133. Do you use inmates in the kitchen? Page 8 of 1	<u>ves</u> 5	

134. Do kitchen inmates receive pre-service medical examinations?	<u>yes</u>	
135. Do kitchen inmates receive periodic medical examinations and daily visual examinations?	<u>yes</u>	
136. Do kitchen inmates wear approved clothing for food handling?	<u>yes</u>	Noted on day of inspection 2014.
137. Are medical diets served when approved by the responsible physicians?	<u>yes</u>	
138. Are religious diets served when accessible and authorized by the sheriff?	<u>yes</u>	
139. Has the sheriff established, in writing, a control system to monitor and control food pilferage, misuse or spoilage?	<u>yes</u>	
Security and Control	<u> </u>	Romarka
		Remarks
140. Is there an established manual of policies for security and control?	<u>yes</u>	
141. Is it accessible and reviewed by all jail personnel?	<u>yes</u>	
142. Is it reviewed and updated annually and documentation provided?	<u>yes</u>	See #4
143. Have jail officers been trained consistent with the manual?	<u>yes</u>	
144. Have pre and post training exams been administered?	<u>ves</u>	
145. Have the results been made a part of the employee's records?	<u>yes</u>	
146. Is there an extra set of jail keys securely stored?	<u>ves</u>	
147. Are written reports prepared when a weapon is discharged by jail personnel?	<u>yes</u>	
148. Are weapons restricted from designated areas?	<u>yes</u>	
149. Do you use mace or teargas?	<u>no</u>	TASER only
150. Is there a list of persons authorized to use mace or tear gas?	<u>No</u>	TASER only
151. Have they been trained in its usage?	ves	

152. If a person is injured by a chemical agent, does he receive <u>yes</u> an immediate medical examination?

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153. Is there a communication control center? 153a. Was it secured?	<u>yes</u> yes	
154. Is there an audio communication system between the control center and the inmate living area?	<u>ves</u>	
155. Is there an emergency generator?	<u>yes</u>	
156. Is it functional?	<u>yes</u>	
157. Is it tested weekly? 157a: What day is it tested?	<u>yes</u>	Monday/automatically
158. Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area?	<u>yes</u>	Wondely/automatically
159. Are all doors on security perimeters kept locked?	<u>yes</u>	
160. Do you prohibit a jail officer from entering a high security cell area without a back-up?	<u>yes</u>	
161. Are contraband searches held?	<u>ves</u>	
162. Are written reports made of items confiscated?	<u>ves</u>	
163. Are inmates informed of their authorized articles?	<u>yes</u>	
164. Are contact visitors and inmates searched?	<u>no</u>	contact visits not allowed
165. Are all inmates searched before leaving or returning to the jail?	<u>yes</u>	
166. Is there a written policy concerning contraband, searches and seizures?	<u>yes</u>	

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Supervision of Inmates		Remarks
167. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates?	<u>no</u>	Additional staff needed to ensure that all post are covered/recommend NIC staffing

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Old NIC analysis was quoted, however a copy was not available. However, based upon the staffs recollection the analysis recommended a total of 39 staff for daily operations. At this time the jail has 26 custody positions: 13 additional staff are needed to support the recommendation for the analysis. 2014 noted on the day of inspection that the tower control of the jail was unmanned. The tower control based upon design and jail operations is a position that should be manned 24/7. The tower control area would need a total of 5 custody staff to man the position 24/7, 3/8 hour shifts. This number would include relief for days off, vacation, sick days, and training days. I strongly recommend that the council develop a hiring plan to hire 5 additional staff members to man the tower control 24/7 thus increasing safety, security for the staff and inmates and enhancing public safety.

168. Is there personal observation of the inmate at least every <u>yes</u> sixty(60) minutes during lockdown hours at night?

169. Is this observation documented?

170. Is there written policy on male-female supervision by male- <u>yes</u> female staff?

171. Are privacy rights considered in this policy?	<u>yes</u>
172. Are there written policies for segregation of inmates?	<u>yes</u>
172a. Do jail officials review the status of the inmate at	<u>yes</u>
least once every seven <u>(</u> 7) days.	
172b. Does time spent confined or separated from the general population before determination of guilt credit toward	<u>yes</u>
the period of segregation imposed?	
172c. Does the disciplinary segregation period exceed	no
thirty (30) day for any single instance of disciplined conduct	
172d. Do jail officials maintain a permanent written record	yes

of activity in segregation areas? 173. Is each area of the jail visited by the Sheriff or his yes

designee at least once weekly?

174. Is each area of the jail visited by supervisory staff daily? <u>yes</u>

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yes Watch tour, Integrator log and video documentation

175. Are these visits documented?

-

.

yes

176. Are inmates prevented from supervising or exerting control <u>ves</u> or assuming any authority over other inmates?

Inmate Rights		Remarks
177. Do inmates have access to courts?	<u>yes</u>	
178. Do inmates have confidential access to attorneys?	<u>ves</u>	
179. Do inmates have reasonable access to an adequate law library, if operating Pro se'?	<u>yes</u>	Law Disc
180. Are all forms of discrimination of inmates forbidden?	<u>yes</u>	
181. Do inmates have access to reading material (not pornography)?	<u>ves</u>	
182. Do inmates have religious freedom where security is not broken?	<u>yes</u>	
183. Is physical exercise available indoor?	<u>yes</u>	
184. Is physical exercise available outdoor?	<u>ves</u>	
185. Is refusal of recreation documented?	<u>ves</u>	
186. Do you provide a list of all inmates sentenced and incarcerated to the county clerk quarterly as required by IC 3-7-46-6?	<u>yes</u>	
187. Is there a written inmate work assignment record?	<u>yes</u>	
188. Is there a written grievance policy and procedure?	<u>yes</u>	
189. Is it distributed to the inmates?	ves	
190. Is there a written jail visitation policy and procedure?	<u>ves</u>	
191. Is there a written jail telephone policy and procedure for inmates?	<u>ves</u>	
192. Is there jail visitor registration?	<u>yes</u>	
Mail		Remarks
193. Is there a written procedure governing inmate correspondence?	yes	
194. Is mail unlimited in volume?	<u>ves</u>	

195. May inmates correspond within the jail by mail?	<u>ves</u>	Only with permission of the Sheriff
196. Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media?	<u>yes</u>	•.
197. If mail is delayed, censored, or withheld, is the inmate given prompt notice?	<u>yes</u>	
198. Is there a written record of this action?	<u>yes</u>	
199. Are indigent inmates provided free writing supplies?	<u>ves</u>	х. Х
Discipline	1	Remarks
200. Are there written rules of inmate conduct?	<u>ves</u>	
201. Do they describe disciplinary actions to be taken?	<u>ves</u>	
202. Do they describe the procedure to be followed?	<u>yes</u>	
203. Are copies of rules distributed to inmates or posted in the living areas?	<u>yes</u>	Inmate handbook under present revision. 2014 completed.
204. Do you prohibit the use or physical force as a discipline?	<u>ves</u>	

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206. Have personnel been trained as to sanctions available?	<u>yes</u>	
207. Are all disciplinary standards met?	<u>yes</u>	
208. Are disciplinary hearings provided for and held?	<u>yes</u>	
209. Are these consistent with the standards?	<u>ves</u>	
210. Are there provisions for an appeal?	<u>ves</u>	
Classification	1	Remarks
211. Is there a written plan for classification of inmates?	<u>ves</u>	
212. Are inmates with contagious diseases separated?	<u>yes</u>	
213. Are intoxicated inmates segregated?	<u>yes</u>	
214. Are inmates experiencing drug withdrawal segregated?	<u>yes</u>	
215. Are inmates experiencing mental conditions segregated?	<u>yes</u>	
Reception, Orientation, Property Control and Release	1	Remarks
	[
216. Are there written procedures governing reception and orientation?	<u>yes</u>	
217. Is the inmate's personal property inventoried and securely stored?	<u>yes</u>	
218. Is the inmate's money securely stored?	<u>ves</u>	Inmate Trust Fund
219, Does the inmate sign for his property upon release?	<u>ves</u>	
Jail Program Survey		
		· · · · · · · · · · · · · · · · · · ·
Have arrangements been made for the provision of special education services as needed?	<u>yes</u>	
Does the jail provide GED services?	<u>yes</u>	Provided by V.U. <u>2014 total of 60</u> graduates for the GED program.
Does the jail provide any substance abuse counseling services in the jail?	<u>yes</u>	Life After Meth, IDOC Substance Abuse programming/Recommend that Thinking
Is smoking within the jail prohibited?	γes	
Does the county have a community corrections program?	yes	
Other programs?	<u>yes</u>	Faith based

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OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS

1	Recommend that a National Institute of Corrections staffing	Strongly recommend that the county
2	Cleaning supplies were noted in the common areas for inmate	
3	Painting and touching up of some areas was recently	
4	Recommend that the padded cell be re-coated since it has a	Suggest calling B & E Padded Surfaces in
5	The jail was very well maintained and clean on the day of	
6	Staff was courteous and helpful during the inspection.	
7	Recommend that quotes be taken to upgrade/update security and door operating system.	Under present revisions. 2014 same recommendation.
8	2 new cameras installed along with new booking system.	
	Accompanied by:	Inspected by:

Chief Deputy Mooney Commander Vendes

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Inspected by: Kenneth J. Whipker Executive Liaison Sheriff and County Jail Operations

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PROGRAM REVIEW DIVISION INDIANA DEPARTMENT OF CORRECTION JAIL INSPECTION REPORT

COUNTY: DATE OF INSPECTION: COUNTY NUMBER: JAIL STREET ADDRESS: CITY: ZIP: SHERIFF: YEAR OF OFFICE (including prior terms): PHONE: FAX: E-MAIL:

CIRCUIT COURT JUDGE: COUNTY COMMISSIONERS: COUNTY PROSECUTOR: ALL COUNTY JUDGES: Kn Confidential 10/22/2015 S-14-3-4 42 2375 S. Old Decker Rd, PO BOX 1669 Vincennes 47591 Mike Morris 5th year, 2nd term, appointed 2 years prior 812-882-7660 812-882-5261 mmorris4203@cinergymetro.net

Honorable Sherri Gregg-Gilmore Don Halter Dirk Carnahan

YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED:

2007

DEATHS SINCE LAST INSPECTION:	() Natural	
	0 Suicide	
	0 Homicide	
ESCAPES SINCE LAST INSPECTION:	0 From the jail	
ESCAPES SINCE LAST INSPECTION:	0 From the jail 0 From custody	

Administration and Organization		Remarks
 Is there a Jail Administrator/Commander? 	yeş	John Vendes, Commander
1a, Telephone Number;		812-882-7660
1h E-mail address		ivendes@vahoo com
to. Emili addiess.		<u>Wendes(@yanoo.com</u>
2. Was there an annual report of services prepared?	VAS	
	103	
3. Is there a manual of policies and procedures?	VAC	
3a Has if been reviewed by all employees?	<u>ycs</u>	
ou. Thas it been reviewed by all employees:		
4. Has it been reviewed and undated in the last year by the		March 1 8 4 2015
shariff or his/har designed?	e <u>ves</u>	March 1 & 4, 2015
An Data of reviews		
4a. Date of review;		
4b. Reviewed by:		Sheriff, Chief, and Jail Commander
· · · · · · · · · · · ·		
Fiscal Management		Remarks
5. Is there a written procedure for the handling of monies?	yes	
6. Is there a written jail cost record?	ves	
7 Have you had a State Board of Accounts and 2		No pudit in 2015
A mave you had a state board of Accounts audit?	no	NO AUGILITI ZUTO
Pag	e 1 of 15	

8. Is there a written budget request prepared by the Sheriff?	<u>yes</u>	
9. Is there a written inventory of county jail property?	<u>yes</u>	
Training and Staff Development		Remarks
 10. Is there a written training and staff development plan? 10a. Date of annual evaluation and revision: 10b. Reviewed by: 	<u>ves</u>	March 1 \$4, 2015
11. Has each new jail officer received forty (80) hours of orientation and training, at the jail, prior to job assignment?	<u>ves</u>	
12. Has each new jail officer received forty (40) hours of certified training through the Law Enforcement Training Board during their first year of employment	<u>yes</u>	7 new staff member needs to attend the basic course.
13. Has each jail officer received 16 CEU hours of documented training this year for those subjects outlined in the written staff development plan?	<u>yes</u>	
13a. Has the fail commander received 24 CEU hours of documented training this year?	<u>yes</u>	
14. Has each authorized employee been trained and qualified in the past year with weapons?	yes	
14a. Is this training documented?	<u>yes</u>	
15. Has every employee authorized to use a weapon been trained in the use of deadly force?	<u>yes</u>	
16. Is training in your budget request as required?	<u>yes</u>	
Management Information Systems and Inmate Records		Remarks
17. Does the intake form contain all the required information?	<u>yes</u>	
18. Are there proper records maintained on all inmates?	<u>yes</u>	
19. Are population movement records properly maintained?	<u>yes</u>	
20. Is there a written policy concerning jail incident reports?	yes	
21. Is there a written policy regarding inmate records privacy?	<u>yes</u>	
22. Is the inmate's medical record separate from the confinement record?	<u>yes</u>	
Physical Plant		Remarks
23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks?	<u>ves</u>	22.9 foot candles on the day of inspection 2015 in E-pod

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Decibels/noise level		58DB
24. Cubic feet per minute of air flow movement of the day of inspection?		187 c move
25. The temperature at the time of inspection was:		70'
26. Was the clothing and bedding adequate for the prevailing temperature?	<u>yes</u>	
27. Was there both hot and cold running water in each cell?	<u>yes</u>	
28. Is there one toilet and one shower for twelve (12) inmates in the activity area?	<u>yes</u>	
29. Is the inmate receiving and booking area outside the inmate living area?	<u>yes</u>	
30. Is the inmate receiving and booking area inside the secured perimeter?	<u>yes</u>	
31. Does this area have proper weapons lockers outside of the secured perimeter?	<u>yes</u>	
32. Does it have proper temporary holding space?	<u>yes</u>	
33. Are there fixed benches in ample supply for its capacity?	<u>yes</u>	
34. Is there audio and visual communication in the temporary holding area?	<u>yes</u>	
35. Are there available toilets, washbasins with hot and cold running water in the temporary holding area?	<u>yes</u>	
36. Is there a booking area in the reception area?	<u>yes</u>	
37. Is there a medical examination area in the reception area?	<u>yes</u>	
38. Are there shower facilities in the reception area?	ves	
39. Is there secure storage for the inmate's personal property in the reception area?	<u>yes</u>	
40. Are there telephone facilities in the reception area?	<u>yes</u>	
41. Are supply areas separate from inmate living and activity areas?	<u>ves</u>	
42. Is there adequate secure storage space for all supplies and equipment?	<u>yes</u>	

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58DB 187 cubic feet per minute of air flow movement on the day of inspection 2015.

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43. Are arsenals located outside the security perimeter of the inmate living and activity areas?	<u>yes</u>
44. Is there an area for inmates under special medical supervision?	<u>yes</u>
45. Is there a special area for temporary detention of inmates under the influence of alcohol?	<u>yes</u>
46. Is there a special area for temporary detention of inmates that are violent, uncontrollable or self-destructive?	<u>yes</u>
46a. Are the above two (2) areas equipped with audio-video monitoring?	<u>yes</u>
46b. Do inmates have access to a toilet and running water?	<u>yes</u>
47. Is there a bed for all incarcerated inmates?	<u>yes</u>
48. Total number of operational jail beds:	214

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49. Number of adult males incarcerated?	144
50. Number of adult females incarcerated?	25
51. Number of waived males less than 18 years old?	0
52. Number of waived females less than 18 years old?	0
53. Total inmate count on inspection day.	169 Holding 17 inmates for Vigo Co. 14m 3f
54. Number of inmates sentenced to serve county time? 54a. How many of these are sentenced to a work release program?	400 1 Parole hold with local charges
 Is this an IDOC Holding Jail? 55a. Total number of beds identified for IDOC holding. 55b. Number of inmates being held for IDOC? 	yës O O

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Commissary		Remarks	
60. Is it reviewed and updated annually?	<u>ves</u>		
59. Is there a written plan for preventative maintenance?	<u>yes</u>		
58. Number of military prisoners?	0		
57. Number of inmates being held for the US Marshal?	0		
56. Number of sentenced inmates awaiting transfer to IDOC?	0		

61. Did the State Board of Accounts approve your commissary $\underline{\mbox{ves}}$ policy?

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Safety and Sanitation		Remarks
62. Is cleaning equipment available to inmates daily?	<u>yes</u>	Noted in cell area on day of inspection 2015.
63. Is the jail inspected weekly by a designated official?	<u>yes</u>	
64. Are written inspection reports maintained?	<u>ves</u>	
65. Are insect and rodent inspections made weekly?	<u>yes</u>	
66. Is there a licensed exterminator contract?	ves	Cleveland Termite and Pest Control
67. Are plumbing fixtures functional?	<u>ves</u>	
68. Are faulty plumbing fixtures repaired promptly?	<u>yes</u>	
69. Are exits clearly marked, illuminated continuously and clear?	<u>ves</u>	
70. Is there a written evacuation plan for emergencies?	<u>yes</u>	Fire drills 1/18, 3/4, 6/17, 9/22 , 2015
71. Are evacuation instructions in all living and working areas?	<u>yes</u>	
72. Has the Sheriff requested the Board of Health to inspect the jail annually?	<u>ves</u>	
73. Has the Board of Health inspected the jail annually?	ves	
74. Is there a written policy concerning safety, sanitation and supply control?	<u>ves</u>	
Clothing and Personal Hygiene		Remarks
75. Are suitable clothing, bedding and towels provided for the total inmate population?	<u>yes</u>	

76. Are all inmates provided with shaving materials, bar soap, toothpaste and toothbrush?	<u>yes</u>	
77. Do inmates shower upon admission to general population?	<u>ves</u>	
78. Are inmates afforded the opportunity to shower at least three (3) times within every seven (7) days?	<u>ves</u>	
79. Are haircuts available, upon request, at least every six (6) weeks?	<u>yes</u>	
80. May inmates wear personal clothing to their trials?	yes	jury trial only
Medical Care, Health Services and Suicide Prevention and Screening.		Remarks
81. Is there a licensed physician responsible for medical and psychological services at the jail?	<u>yes</u>	Quality Correctional Health Care. F/T nurse M-F. This contract does include M/H
82. Are there written procedures for medical service delivery to inmates?	<u>yes</u>	
83. Are these procedures approved by a physician?	<u>ves</u>	
84. Are health care personnel licenses or certification on file with the Sheriff?	<u>yes</u>	
85. Do jail security regulations apply to medical personnel?	<u>yes</u>	
86. Are there adequate space, equipment, supplies and materials for medical services available?	<u>yes</u>	
87. Are first aid kits available at the jail?	<u>yes</u>	
88. Are first-aid kits inspected and refilled according to the responsible physician contracted by your county?	<u>ves</u>	
89. Are inmates medically screened upon admission?	<u>yes</u>	
90. Has the doctor approved the medical screening form?	<u>yes</u>	
91. Are all inmates in jail given a medical examination within fourteen (14) days?	<u>yes</u>	
92. Is this medical examination given by a physician or his designee?	<u>yes</u>	
93. Are inmates medical complaints collected daily?	<u>yes</u>	
94. Are medical/mental health complaints responded to by medically/mental health trained personnel?	<u>yes</u>	

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95. Is there a physician available at least weekly to respond to medical complaints?	<u>yes</u>	
96. Is twenty-four (24) hour emergency medical, dental, and psychological care available pursuant to a written plan or	<u>yes</u>	See #81
 97. Is there a written emergency medical plan? 97a. Emergency evacuation of inmates 97b. Use of an emergency medical vehicle 97c. Use of one or more designated hospital emergency rooms or appropriate health facilities 97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. 	<u>yes</u> yes yes yes NA	Good Samaritan Hospital
97e. Security procedures that provide for the immediate transfer of inmates when appropriate. 97f. Are there arrangements for emergency psychological services?	<u>yes</u>	Good Samarilan Hospital after hours.
98. Are all jail personnel first aid trained?	<u>yes</u>	
99. Is one (1) person per shift trained in receiving screening?	<u>ves</u>	All staff
100. Is one (1) person per shift trained in CPR and AED?	yes	AED's located throughout the facility.
101. Is one (1) person per shift trained in common symptom recognition?	<u>ves</u>	All staff
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation?	<u>yes</u>	All staff
103. Does jail refuse acceptance of an unconscious or critically injured person?	<u>yes</u>	
103a. What is your BrAC/BAC cutoff level for refusal? 104. Are all injured inmates examined immediately by competent medical personnel?	<u>yes</u>	0.25%
105. Is a written description of the injury prepared?	<u>yes</u>	
106. Are photographs taken of the injury?	<u>yes</u>	
107. Are prescribed medications given as per physician orders?	<u>yes</u>	
108. Are all persons administering medication trained by the responsible physician?	<u>yes</u>	
109. Are records of medication administered kept?	<u>yes</u>	
110. Did the physician approve the record form?	<u>ves</u>	
111. Is chronic care, convalescent care and medical preventive maintenance provided?	<u>yes</u>	

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112. Did the inmate medical file contain all information approved by a responsible physician?	<u>yes</u>	
113. Is access to inmate medical records controlled by the responsible physician?	<u>yes</u>	
Diet and Food Preparation		Remarks
114. Has the Sheriff established written policies and procedures concerning food, quantity and quality?	<u>ves</u>	
115. Is discipline by means other than denial of food?	<u>ves</u>	
116. Are meals served under supervision of the jail administrator or his designee?	<u>yes</u>	
117. Is there always less than fourteen (14) hours between meals?	<u>yes</u>	
118. Do inmates receive three (3) meals a day?	<u>yes</u>	
119 Is at least one (1) meal each day served cooked?	<u>ves</u>	at least 2 per day
120. Are menus prepared in advance?	<u>yes</u>	
121. Are records retained of meals served?	<u>yes</u>	
122. Have the meals been approved by a qualified dietician and reviewed every 2 years?	<u>yes</u>	Wabash Foods provídes the dietician review.
123. Are all food service areas and equipment inspected daily by administrative jail personnel?	<u>yes</u>	
124. Is all stored food placed on racks off the floor?	<u>yes</u>	
125. Is food covered while being transported to the inmate?	<u>yes</u>	
126. Is the kitchen floor cleaned daily?	<u>ves</u>	
127. Is the kitchen equipment cleaned daily?	<u>yes</u>	
128. Are walls and vents clean?	<u>yes</u>	
129. Has the jail administrator requested the local health officer to inspect the kitchen facilities?	<u>yes</u>	
130. Does the local health officer or other qualified agency inspect it annually?	<u>yes</u>	8/22/2014. Inspection was scheduled for next week.
131. Are eating utensils sanitized after each use?	<u>yes</u>	
132. Is kitchen equipment operational?	ves	
133. Do you use inmates in the kitchen? Page 8 of 1	<u>yes</u> 5	

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134. Do kitchen inmates receive pre-service medical examinations?	<u>yes</u>	
135. Do kitchen inmates receive periodic medical examinations and daily visual examinations?	<u>yes</u>	
136. Do kitchen inmates wear approved clothing for food handling?	<u>yes</u>	Noted on day of inspection 2015.
137. Are medical diets served when approved by the responsible physicians?	<u>ves</u>	
138. Are religious diets served when accessible and authorized by the sheriff?	<u>yes</u>	
139. Has the sheriff established, in writing, a control system to monitor and control food pilferage, misuse or spoilage?	<u>yes</u>	
Security and Control		Remarks
140. Is there an established manual of policies for security and control?	<u>yes</u>	
141. Is it accessible and reviewed by all jail personnel?	<u>ves</u>	
142. Is it reviewed and updated annually and documentation provided?	<u>yes</u>	See #4
143. Have jail officers been trained consistent with the manual?	<u>yes</u>	
144. Have pre and post training exams been administered?	ves	
145. Have the results been made a part of the employee's records?	<u>yes</u>	
146. Is there an extra set of jail keys securely stored?	<u>yes</u>	
147. Are written reports prepared when a weapon is discharged by jail personnel?	<u>yes</u>	
148. Are weapons restricted from designated areas?	<u>yes</u>	
449. Do you use mace or teargas?	<u>no</u>	TASER only
150. Is there a list of persons authorized to use mace or tear gas?	<u>No</u>	TASER only
151. Have they been trained in its usage?	<u>yes</u>	
152. If a person is injured by a chemical agent, does he receive an immediate medical examination?	<u>yes</u>	
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153. Is there a communication control center? 153a. Was it secured?	<u>yes</u> yes	
154. Is there an audio communication system between the control center and the inmate living area?	<u>yes</u>	
155. Is there an emergency generator?	<u>yes</u>	
156: Is it functional?	<u>ves</u>	
157. Is it tested weekly? 157a. What day is it tested?	yes	Monday/automatically
158. Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area?	<u>yes</u>	топоаулаціотнаюдну
159. Are all doors on security perimeters kept locked?	<u>yes</u>	
160. Do you prohibit a jail officer from entering a high security cell area without a back-up?	<u>yes</u>	
161. Are contraband searches held?	<u>yes</u>	
162. Are written reports made of items confiscated?	<u>ves</u>	
163. Are inmates informed of their authorized articles?	<u>yes</u>	
164. Are contact visitors and inmates searched?	<u>no</u>	contact visits not allowed
165. Are all inmates searched before leaving or returning to the jail?	<u>ves</u>	
166. Is there a written policy concerning contraband, searches and seizures?	<u>ves</u>	

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Supervision of Inmates		Remarks
167. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates?	<u>no</u>	Additional staff needed to ensure that all post are covered/recommend NIC staffing

Old NIC analysis was quoted, however a copy was not available. However, based upon the staffs recollection the analysis recommended a total of 39 staff for daily operations. At this time the jail has 26 custody positions: 13 additional staff are needed to support the recommendation for the analysis. 2014 noted on the day of inspection that the tower control of the jail was unmanned. The tower control based upon design and jail operations is a position that should be manned 24/7. The tower control area would need a total of 5 custody staff to man the position 24/7, 3/8 hour shifts. This number would include relief for days off, vacation, sick days, and training days. I strongly recommend that the council develop a hiring plan to hire 5 additional staff members to man the tower control 24/7 thus increasing safety, security for the staff and inmates and enhancing public safety: 210 IAC 3-1-4 (a). 2015 same recommendations additional staff have been requested by the sheriff in the annual budget.

168. Is there personal observation of the inmate at least every <u>yes</u> sixty(60) minutes during lockdown hours at night?

169. Is this observation documented? Watch tour, Integrator log and video yes documentation 170. Is there written policy on male-female supervision by male- yes female staff? 171. Are privacy rights considered in this policy? yes 172. Are there written policies for segregation of inmates? yes 172a. Do jail officials review the status of the inmate at <u>yes</u> least once every seven (7) days. 172b. Does time spent confined or separated from the yes general population before determination of guilt credit toward the period of segregation imposed? 172c. Does the disciplinary segregation period exceed no thirty (30) day for any single instance of disciplined conduct 172d. Do jail officials maintain a permanent written record yes

of activity in segregation areas?

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173. Is each area of the jail visited by the Sheriff or his designee at least once weekly?	<u>yes</u>
174. Is each area of the jail visited by supervisory staff daily?	<u>ves</u>

175. Are these visits documented?

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176. Are inmates prevented from supervising or exerting control <u>yes</u> or assuming any authority over other inmates?

Inmate Rights		Remarks
177. Do inmates have access to courts?	yes	
178. Do inmates have confidential access to attorneys?	<u>ves</u>	
179. Do inmates have reasonable access to an adequate law library, if operating Pro se'?	<u>ves</u>	Law Disc
180. Are all forms of discrimination of inmates forbidden?	<u>yes</u>	
181. Do inmates have access to reading material (not pornography)?	<u>yes</u>	
182. Do inmates have religious freedom where security is not broken?	<u>yes</u>	
183. Is physical exercise available indoor?	<u>yes</u>	
184. Is physical exercise available outdoor?	<u>yes</u>	
185. Is refusal of recreation documented?	<u>yes</u>	
186. Do you provide a list of all inmates sentenced and incarcerated to the county clerk quarterly as required by IC 3-7-46-6?	<u>ves</u>	
187. Is there a written inmate work assignment record?	<u>ves</u>	
188. Is there a written grievance policy and procedure?	<u>ves</u>	
189. Is it distributed to the inmates?	<u>yes</u>	
190. Is there a written jail visitation policy and procedure?	<u>yes</u>	
191. Is there a written jail telephone policy and procedure for inmates?	<u>yes</u>	
192. Is there jail visitor registration?	ves	
Mail		Remarks

<u>yes</u>

193. Is there a written procedure governing inmate correspondence?	<u>ves</u>	
194. Is mail unlimited in volume?	<u>yes</u>	
195. May inmates correspond within the jail by mail?	yes	Only with permission of the Sheriff
196. Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media?	<u>yes</u>	
197. If mail is delayed, censored, or withheld, is the inmate given prompt notice?	<u>yes</u>	
198. Is there a written record of this action?	<u>yes</u>	
199. Are indigent inmates provided free writing supplies?	<u>ves</u>	
Discipline	<u> </u>	Remarks
Discipline 200. Are there written rules of inmate conduct?	ves	Remarks
Discipline 200. Are there written rules of inmate conduct? 201. Do they describe disciplinary actions to be taken?	ves yes	Remarks
Discipline 200. Are there written rules of inmate conduct? 201. Do they describe disciplinary actions to be taken? 202. Do they describe the procedure to be followed?	yes yes yes	Remarks
Discipline 200. Are there written rules of inmate conduct? 201. Do they describe disciplinary actions to be taken? 202. Do they describe the procedure to be followed? 203. Are copies of rules distributed to inmates or posted in the living areas?	<u>ves</u> <u>ves</u> <u>ves</u> <u>ves</u>	Remarks
Discipline 200. Are there written rules of inmate conduct? 201. Do they describe disciplinary actions to be taken? 202. Do they describe the procedure to be followed? 203. Are copies of rules distributed to inmates or posted in the living areas? 204. Do you prohibit the use or physical force as a discipline?	Ves yes yes yes yes	Remarks

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206. Have personnel been trained as to sanctions available?	<u>yes</u>	
207. Are all disciplinary standards met?	<u>yes</u>	
208. Are disciplinary hearings provided for and held?	<u>yes</u>	
209. Are these consistent with the standards?	<u>yes</u>	
210. Are there provisions for an appeal?	<u>yes</u>	
Classification	ĺ	Remarks
Classification 211. Is there a written plan for classification of inmates?	ves	Remarks
Classification 211. Is there a written plan for classification of inmates? 212. Are inmates with contagious diseases separated?	<u>ves</u> ves	Remarks
Classification 211. Is there a written plan for classification of inmates? 212. Are inmates with contagious diseases separated? 213. Are intoxicated inmates segregated?	<u>yes</u> <u>ves</u> yes	Remarks

215. Are inmates experiencing mental conditions segregated? yes

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Reception, Orientation. Property Control and Release		Remarks
216. Are there written procedures governing reception and orientation?	<u>yes</u>	
217. Is the inmate's personal property inventoried and securely stored?	<u>yes</u>	
218. Is the inmate's money securely stored?	<u>ves</u>	Inmate Trust Fund
219. Does the inmate sign for his property upon release?	<u>ves</u>	
Jail Program Survey		
Have arrangements been made for the provision of special education services as needed?	<u>yes</u>	
Does the jail provide GED services?	<u>ves</u>	Provided by V.U.
Does the jail provide any substance abuse counseling services in the jail?	ves	Life After Meth, IDOC Substance Abuse programming/Recommend that Thinking
Is smoking within the jail prohibited?	yes	
Does the county have a community corrections program?	yes	
Other programs?	<u>ves</u>	Faith based

OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS

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1	Recommend that a National Institute of Corrections staffing	Strongly recommend that the county
2	Cleaning supplies were noted in the common areas for inmate	
3	Painting and touching up of some areas was recently	2015 all areas of the jail and exterior
4	Recommend that the padded cell be re-coated since it has a	Suggest calling B & E Padded Surfaces in
5 6	The jail was very well maintained and clean on the day of inspection. Staff was courteous and helpful during the inspection.	2015 the jail is well maintained and clean,
7	Recommend that quotes be taken to upgrade/update security and door operating system.	Under present revisions. 2014 same recommendation. 2015 strong recommendation to update the security/door operation system. This quote should be provided to the commissioners for their consideration.
8	Video arraignment is extensively used reducing security risk and personnel cost.	

9 Kitchen workers are ServSafe certified.

Accompanied by: Chief Deputy Mooney Commander Vendes Inspected by: Kenneth J. Whipker Executive Liaison Sheriff and County Jail Operations


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PROGRAM REVIEW DIVISION INDIANA DEPARTMENT OF CORRECTION JAIL INSPECTION REPORT

COUNTY: DATE OF INSPECTION: COUNTY NUMBER: JAIL STREET ADDRESS: CITY: ZIP: SHERIFF: YEAR OF OFFICE (including prior terms): PHONE: FAX: E-MAIL:

CIRCUIT COURT JUDGE: COUNTY COMMISSIONERS: COUNTY PROSECUTOR: ALL COUNTY JUDGES: Know in the second confidential 10/21/2016 5-14-5-4 42 2375 S. Old Decker Rd, PO BOX 1669 Vincennes 47591 Mike Morris 6h year, 2nd term, appointed 2 years prior 812-882-7660 812-882-5261 mmorris4203@cinergymetro.net

Honorable Sherri Gregg-Gilmore Larry Holscher Dirk Carnahan

YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED:

2007

DEATHS SINCE LAST INSPECTION:	0 Natural
	0 Suicide
	0 Homicide
ESCAPES SINCE LAST INSPECTION:	Ø From the jail
	0 From custody
	0 Walk-away/did not return

Administration and Organization		Remarks
1. Is there a Jail Administrator/Commander?	yes	John Vendes, Commander 812-882-7660
1b. E-mail address:		jvendes@yahoo.com
2. Was there an annual report of services prepared?	<u>yes</u>	
3. Is there a manual of policies and procedures?3a. Has it been reviewed by all employees?	<u>yes</u>	
4. Has it been reviewed and updated in the last year by the sheriff or his/her designee?	<u>yes</u>	6-Sep-16
4a. Date of review:		
4b. Reviewed by:		Sheriff, Chief, and Jail Commander
Fiscal Management		Remarks
5. Is there a written procedure for the handling of monies?	ves	

7. Have you had a State Board of Accounts audit?	<u>no</u>	2016 audit underway at time of inspection.
8. Is there a written budget request prepared by the Sheriff?	<u>ves</u>	
9. Is there a written inventory of county jail property?	<u>yes</u>	
Training and Staff Development		Remarks
10. Is there a written training and staff development plan?	ves	
10a. Date of annual evaluation and revision:	100	6-Sep-16
10b. Reviewed by:		
11. Has each new jail officer received forty (80) hours of orientation and training, at the jail, prior to job assignment?	<u>yes</u>	
12. Has each new jail officer received forty (40) hours of certified training through the Law Enforcement Training Board during their first year of employment	<u>yes</u>	3 new staff member needs to attend the basic course.
13. Has each jail officer received 16 CEU hours of documented training this year for those subjects outlined in the written staff development plan?	<u>ves</u>	
13a. Has the jail commander received 24 CEU hours of documented training this year?	<u>yes</u>	
14. Has each authorized employee been trained and qualified in the past year with weapons?	<u>yes</u>	
14a. Is this training documented?	<u>yes</u>	
15. Has every employee authorized to use a weapon been trained in the use of deadly force?	<u>yes</u>	
16. Is training in your budget request as required?	ves	
Management Information Systems and Inmate Records	[Remarks
17. Does the intake form contain all the required information?	<u>yes</u>	
18. Are there proper records maintained on all inmates?	<u>yes</u>	
19. Are population movement records properly maintained?	<u>yes</u>	
20. Is there a written policy concerning jail incident reports?	<u>yes</u>	
21. Is there a written policy regarding inmate records privacy?	<u>yes</u>	
22. Is the inmate's medical record separate from the confinement record?	<u>yes</u>	
Physical Plant	1	Remarks

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 23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks? Decibels/noise level 24. Cubic feet per minute of air flow movement of the day of inspection? 	<u>ves</u>	23 201 <i>591</i> 193 mo
25. The temperature at the time of inspection was:		68'
26. Was the clothing and bedding adequate for the prevailing temperature?	<u>yes</u>	
27. Was there both hot and cold running water in each ceil?	<u>yes</u>	
28. Is there one toilet and one shower for twelve (12) inmates in the activity area?	<u>yes</u>	
29. Is the inmate receiving and booking area outside the inmate living area?	<u>yes</u>	
30. Is the inmate receiving and booking area inside the secured perimeter?	<u>yes</u>	
31. Does this area have proper weapons lockers outside of the secured perimeter?	<u>yes</u>	
32. Does it have proper temporary holding space?	ves	
33. Are there fixed benches in ample supply for its capacity?	<u>yes</u>	
34. Is there audio and visual communication in the temporary holding area?	<u>ves</u>	
35. Are there available toilets, washbasins with hot and cold running water in the temporary holding area?	<u>yes</u>	
36. Is there a booking area in the reception area?	<u>ves</u>	
37. Is there a medical examination area in the reception area?	<u>yes</u>	
38. Are there shower facilities in the reception area?	<u>ves</u>	
39. Is there secure storage for the inmate's personal property in the reception area?	<u>yes</u>	
40. Are there telephone facilities in the reception area?	<u>yes</u>	
41. Are supply areas separate from inmate living and activity areas?	<u>yes</u>	
42. Is there adequate secure storage space for all supplies and equipment?	<u>yes</u>	

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es 23 foot candles on the day of inspection 2016. 59DB 193 cubic feet per minute of air flow movement on the day of inspection 2016.

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. Are arsenals located outside the security perimeter of the nate living and activity areas?	<u>yes</u>
. Is there an area for inmates under special medical pervision?	<u>yes</u>
. Is there a special area for temporary detention of inmates der the influence of alcohol?	<u>yes</u>
. Is there a special area for temporary detention of inmates at are violent, uncontrollable or self-destructive?	<u>yes</u>
46a. Are the above two (2) areas equipped with audio-video onitoring?	o <u>yes</u>
46b. Do inmates have access to a toilet and running water?	? <u>ves</u>
. Is there a bed for all incarcerated inmates?	<u>yes</u>
. Total number of operational jail beds:	214

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49. Number of adult males incarcerated?	168
50. Number of adult females incarcerated?	33
51. Number of waived males less than 18 years old?	0
52. Number of waived females less than 18 years old?	0
53. Total inmate count on inspection day.	201 Holding 29 inmates for Vigo Co. 1 Sullivan, 5 Vanderburgh
54. Number of inmates sentenced to serve county time?	15 L/6
54a. How many of these are sentenced to a work release program?	0
55. Is this an IDOC Holding Jail?	yes
55a. Total number of beds identified for IDOC holding.	0
55b. Number of inmates being held for IDOC?	0
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Commissary	ŀ	Remarks
60. Is it reviewed and updated annually?	<u>yes</u>	
59. Is there a written plan for preventative maintenance?	<u>ves</u>	
58. Number of military prisoners?	0	
57. Number of inmates being held for the US Marshal?	12	
56. Number of sentenced inmates awaiting transfer to IDOC?	1	

61. Did the State Board of Accounts approve your commissary <u>yes</u> policy?

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Safety and Sanitation		Remarks
62. Is cleaning equipment available to inmates daily?	<u>yes</u>	Noted in cell area on day of inspection 2016.
63. Is the jail inspected weekly by a designated official?	<u>yes</u>	
64. Are written inspection reports maintained?	<u>yes</u>	
65. Are insect and rodent inspections made weekly?	<u>yes</u>	
66. Is there a licensed exterminator contract?	<u>yes</u>	Cleveland Termite and Pest Control
67. Are plumbing fixtures functional?	<u>ves</u>	
68. Are faulty plumbing fixtures repaired promptly?	ves	
69. Are exits clearly marked, illuminated continuously and clear?	<u>yes</u>	
70. Is there a written evacuation plan for emergencies?	<u>yes</u>	
71. Are evacuation instructions in all living and working areas?	<u>yes</u>	
72. Has the Sheriff requested the Board of Health to inspect the jail annually?	<u>yes</u>	
73. Has the Board of Health inspected the jail annually?	<u>ves</u>	
74. Is there a written policy concerning safety, sanitation and supply control?	<u>yes</u>	
Clothing and Personal Hygiene		Remarks
75. Are suitable clothing, bedding and towels provided for the total inmate population?	yes	

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76. Are all inmates provided with shaving materials, bar soap, toothpaste and toothbrush?	<u>yes</u>	
77. Do inmates shower upon admission to general population?	<u>yes</u>	
78. Are inmates afforded the opportunity to shower at least three (3) times within every seven (7) days?	<u>yes</u>	
79. Are haircuts available, upon request, at least every six (6) weeks?	<u>yes</u>	
80. May inmates wear personal clothing to their trials?	<u>ves</u>	jury trial only
Medical Care, Health Services and Suicide Prevention and Screening.		Remarks
81. Is there a licensed physician responsible for medical and psychological services at the jail?	<u>yes</u>	Quality Correctional Health Care, F/T nurse M-F. This contract does include M/H
82. Are there written procedures for medical service delivery to inmates?	<u>yes</u>	
83. Are these procedures approved by a physician?	<u>yes</u>	
84. Are health care personnel licenses or certification on file with the Sheriff?	<u>ves</u>	
85. Do jail security regulations apply to medical personnel?	<u>yes</u>	
86. Are there adequate space, equipment, supplies and materials for medical services available?	<u>yes</u>	
87. Are first aid kits available at the jail?	yes	
88. Are first-aid kits inspected and refilled according to the responsible physician contracted by your county?	<u>yes</u>	
89. Are inmates medically screened upon admission?	<u>yes</u>	
90. Has the doctor approved the medical screening form?	<u>ves</u>	
91. Are all inmates in jail given a medical examination within fourteen (14) days?	<u>yes</u>	
92. Is this medical examination given by a physician or his designee?	<u>ves</u>	
93. Are inmates medical complaints collected daily?	<u>yes</u>	
94. Are medical/mental health complaints responded to by medically/mental health trained personnel?	<u>yes</u>	
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95. Is there a physician available at least weekly to respond to medical complaints?	<u>yes</u>	
96. Is twenty-four (24) hour emergency medical, dental, and psychological care available pursuant to a written plan or	<u>yes</u>	See #81
 97. Is there a written emergency medical plan? 97a. Emergency evacuation of inmates 97b. Use of an emergency medical vehicle 97c. Use of one or more designated hospital emergency rooms or appropriate health facilities 97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. 	<u>yes</u> <u>yes</u> yes NA	Good Samaritan Hospital and via contract provider.
97e. Security procedures that provide for the immediate transfer of inmates when appropriate.	<u>yes</u>	
9/1. Are there arrangements for emergency psychological services?		Good Samantan Hospital atter hours.
98. Are all jail personnel first aid trained?	<u>yes</u>	
99. Is one (1) person per shift trained in receiving screening?	<u>yes</u>	All staff
100. Is one (1) person per shift-trained in CPR and AED?	<u>yes</u>	AED's located throughout the facility.
101. Is one (1) person per shift trained in common symptom recognition?	<u>yes</u>	All staff
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation?	<u>yes</u>	All staff
103. Does jail refuse acceptance of an unconscious or critically injured person?	<u>yes</u>	
103a. What is your BrAC/BAC cutoff level for refusal? 104. Are all injured inmates examined immediately by competent medical personnel?	<u>yes</u>	0.25%
105. Is a written description of the injury prepared?	<u>yes</u>	
106. Are photographs taken of the injury?	yes	
107. Are prescribed medications given as per physician orders?	<u>yes</u>	
108. Are all persons administering medication trained by the responsible physician?	<u>yes</u>	
109. Are records of medication administered kept?	<u>yes</u>	
110. Did the physician approve the record form?	<u>yes</u>	
111. Is chronic care, convalescent care and medical preventive maintenance provided?	<u>yes</u>	
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112. Did the inmate medical file contain all information approved by a responsible physician?	<u>yes</u>	
113. Is access to inmate medical records controlled by the responsible physician?	<u>yes</u>	
Diet and Food Preparation		Remarks
114. Has the Sheriff established written policies and procedures concerning food, quantity and quality?	<u>yes</u>	
115. Is discipline by means other than denial of food?	<u>yes</u>	
116. Are meals served under supervision of the jail administrator or his designee?	<u>ves</u>	
117. Is there always less than fourteen (14) hours between meals?	<u>yes</u>	
118. Do inmates receive three (3) meals a day?	<u>yes</u>	
119. Is at least one (1) meal each day served cooked?	yes	at least 2 per day
120. Are menus prepared in advance?	<u>ves</u>	
121. Are records retained of meals served?	ves	
122. Have the meals been approved by a qualified dietician and reviewed every 2 years?	<u>ves</u>	Wabash Foods provides the dietician review.
123. Are all food service areas and equipment inspected daily by administrative jail personnel?	<u>yes</u>	
124. Is all stored food placed on racks off the floor?	<u>yes</u>	
125. Is food covered while being transported to the inmate?	<u>yes</u>	
126. Is the kitchen floor cleaned daily?	<u>yes</u>	
127. Is the kitchen equipment cleaned daily?	<u>ves</u>	
128. Are walls and vents clean?	<u>ves</u>	
129. Has the jail administrator requested the local health officer to inspect the kitchen facilities?	<u>yes</u>	
130. Does the local health officer or other qualified agency inspect it annually?	<u>yes</u>	13-Jun-16
131. Are eating utensils sanitized after each use?	<u>yes</u>	

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133. Do you use inmates in the kitchen?	<u>yes</u>	
134. Do kitchen inmates receive pre-service medical examinations?	<u>yes</u>	
135. Do kitchen inmates receive periodic medical examinations and daily visual examinations?	<u>yes</u>	
136. Do kitchen inmates wear approved clothing for food handling?	<u>yes</u>	Noted on day of inspection 2016.
137. Are medical diets served when approved by the responsible physicians?	<u>yes</u>	
138. Are religious diets served when accessible and authorized by the sheriff?	<u>yes</u>	
139. Has the sheriff established, in writing, a control system to monitor and control food pilferage, misuse or spoilage?	<u>yes</u>	
Security and Control		Remarks
140. Is there an established manual of policies for security and control?	<u>yes</u>	
141. Is it accessible and reviewed by all jail personnel?	<u>ves</u>	
141. Is it accessible and reviewed by all jail personnel? 142. Is it reviewed and updated annually and documentation provided?	<u>ves</u> <u>ves</u>	See #4
 141. Is it accessible and reviewed by all jail personnel? 142. Is it reviewed and updated annually and documentation provided? 143. Have jail officers been trained consistent with the manual? 	<u>ves</u> yes <u>ves</u>	See #4
 141. Is it accessible and reviewed by all jail personnel? 142. Is it reviewed and updated annually and documentation provided? 143. Have jail officers been trained consistent with the manual? 144. Have pre and post training exams been administered? 	<u>ves</u> <u>ves</u> <u>ves</u>	See #4
 141. Is it accessible and reviewed by all jail personnel? 142. Is it reviewed and updated annually and documentation provided? 143. Have jail officers been trained consistent with the manual? 144. Have pre and post training exams been administered? 145. Have the results been made a part of the employee's records? 	<u>ves</u> <u>ves</u> <u>ves</u> <u>ves</u>	See #4
 141. Is it accessible and reviewed by all jail personnel? 142. Is it reviewed and updated annually and documentation provided? 143. Have jail officers been trained consistent with the manual? 144. Have pre and post training exams been administered? 145. Have the results been made a part of the employee's records? 146. Is there an extra set of jail keys securely stored? 	ves ves ves ves ves	See #4
 141. Is it accessible and reviewed by all jail personnel? 142. Is it reviewed and updated annually and documentation provided? 143. Have jail officers been trained consistent with the manual? 144. Have pre and post training exams been administered? 145. Have the results been made a part of the employee's records? 146. Is there an extra set of jail keys securely stored? 147. Are written reports prepared when a weapon is discharged by jail personnel? 	ves ves ves ves ves ves	See #4
 141. Is it accessible and reviewed by all jail personnel? 142. Is it reviewed and updated annually and documentation provided? 143. Have jail officers been trained consistent with the manual? 144. Have pre and post training exams been administered? 145. Have the results been made a part of the employee's records? 146. Is there an extra set of jail keys securely stored? 147. Are written reports prepared when a weapon is discharged by jail personnel? 148. Are weapons restricted from designated areas? 	ves ves ves ves ves ves ves	See #4
 141. Is it accessible and reviewed by all jail personnel? 142. Is it reviewed and updated annually and documentation provided? 143. Have jail officers been trained consistent with the manual? 144. Have pre and post training exams been administered? 145. Have the results been made a part of the employee's records? 146. Is there an extra set of jail keys securely stored? 147. Are written reports prepared when a weapon is discharged by jail personnel? 148. Are weapons restricted from designated areas? 149. Do you use mace or teargas? 	ves ves ves ves ves ves ves ves	See #4
 141. Is it accessible and reviewed by all jail personnel? 142. Is it reviewed and updated annually and documentation provided? 143. Have jail officers been trained consistent with the manual? 144. Have pre and post training exams been administered? 145. Have the results been made a part of the employee's records? 146. Is there an extra set of jail keys securely stored? 147. Are written reports prepared when a weapon is discharged by jail personnel? 148. Are weapons restricted from designated areas? 149. Do you use mace or teargas? 150. Is there a list of persons authorized to use mace or tear gas? 	ves ves ves ves ves ves ves no No	See #4 TASER only TASER only

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152. If a person is injured by a chemical agent, does he receive an immediate medical examination?	<u>ves</u>	
153. Is there a communication control center? 153a. Was it secured?	<u>ves</u> <u>ves</u>	
154. Is there an audio communication system between the control center and the inmate living area?	<u>ves</u>	
155. Is there an emergency generator?	<u>yes</u>	
156; Is it functional?	<u>yes</u>	
157. Is it tested weekly?	<u>yes</u>	Mandaulationationthy
157a. What day is it rested? 158. Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area?	<u>yes</u>	wonday/automaticany
159. Are all doors on security perimeters kept locked?	<u>yes</u>	
160. Do you prohibit a jail officer from entering a high security cell area without a back-up?	<u>yes</u>	
161. Are contraband searches held?	<u>yes</u>	
162. Are written reports made of items confiscated?	<u>ves</u>	
163. Are inmates informed of their authorized articles?	<u>ves</u>	
164. Are contact visitors and inmates searched?	<u>no</u>	contact visits not allowed
165. Are all inmates searched before leaving or returning to the jail?	<u>yes</u>	
166. Is there a written policy concerning contraband, searches and seizures?	<u>yes</u>	
Supervision of Inmates		Remarks
167. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates?	<u>no</u>	Additional staff needed to ensure that all post are covered/recommend NIC staffing

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How was	staff	sufficiency	established?
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Old NIC analysis was quoted, however a copy was not available. However, based upon the staffs recollection the analysis recommended a total of 39 staff for daily operations. At this time the Jail has 26 custody positions: 13 additional staff are needed to support the recommendation for the analysis. 2014 noted on the day of inspection that the tower control of the jail was unmanned. The tower control based upon design and jail operations is a position that should be manned 24/7. The tower control area would need a total of 5 custody staff to man the position 24/7, 3/8 hour shifts. This number would include relief for days off, vacation, sick days, and training days. I strongly recommend that the council develop a hiring plan to hire 5 additional staff members to man the tower control 24/7 thus increasing safety, security for the staff and inmates and enhancing public safety: 210 IAC 3-1-4 (a). 2015 same recommendations additional staff have been requested by the sheriff in the annual budget. 2016 same recommendation to conduct a staffing analysis. The fail is near its rated capacity. Additional staffing is المحسبين المتقصص المالية فالمشاد والمتار أوأوا الارتهار والرار

168. Is there personal observation of the inmate at least every <u>yes</u> sixty(60) minutes during lockdown hours at night?

169. Is this observation documented?

170. Is there written policy on male-female supervision by male- <u>yes</u> female staff?

171. Are privacy rights considered in this policy?yes172. Are there written policies for segregation of inmates?yes

172a. Do jail officials review the status of the inmate at <u>yes</u> least once every seven (7) days.

172b. Does time spent confined or separated from the general population before determination of guilt credit toward the period of segregation imposed?

172c. Does the disciplinary segregation period exceed <u>no</u> thirty (30) day for any single instance of disciplined conduct

yes Watch tour, Integrator log and video documentation

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yes

172d. Do jail officials maintain a permanent written record <u>yes</u> of activity in segregation areas?

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173. Is each area of the jail visited by the Sheriff or his designee at least once weekly?

174. Is each area of the jail visited by supervisory staff daily? $\underline{\mbox{ yes}}$

175. Are these visits documented? ves

176. Are inmates prevented from supervising or exerting control <u>ves</u> or assuming any authority over other inmates?

Inmate Rights		Remarks
177. Do inmates have access to courts?	<u>ves</u>	
178. Do inmates have confidential access to attorneys?	<u>yes</u>	
179. Do inmates have reasonable access to an adequate law library, if operating Pro se'?	<u>ves</u>	Law Disc
180. Are all forms of discrimination of inmates forbidden?	<u>yes</u>	
181. Do inmates have access to reading material (not pornography)?	<u>yes</u>	
182. Do inmates have religious freedom where security is not broken?	<u>yes</u>	
183. Is physical exercise available indoor?	<u>yes</u>	
184. Is physical exercise available outdoor?	<u>yes</u>	
185. Is refusal of recreation documented?	yes	
186. Do you provide a list of all inmates sentenced and incarcerated to the county clerk quarterly as required by IC 3-7-46-6?	<u>yes</u>	
187. Is there a written inmate work assignment record?	<u>ves</u>	
188. Is there a written grievance policy and procedure?	<u>yes</u>	
189. Is it distributed to the inmates?	<u>yes</u>	
190. Is there a written jail visitation policy and procedure?	<u>yes</u>	
191. Is there a written jail telephone policy and procedure for inmates?	<u>yes</u>	
192. Is there jail visitor registration?	<u>yes</u>	

Mail		Remarks
193. Is there a written procedure governing inmate correspondence?	<u>yes</u>	
194. is mail unlimited in volume?	<u>yes</u>	
195. May inmates correspond within the jail by mail?	yes	Only with permission of the Sheriff
196. Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media?	<u>yes</u>	
197. If mail is delayed, censored, or withheld, is the inmate given prompt notice?	<u>yes</u>	
198. Is there a written record of this action?	ves	
199. Are indigent inmates provided free writing supplies?	<u>yes</u>	
Discipline		Remarks
200. Are there written rules of inmate conduct?	<u>yes</u>	
201. Do they describe disciplinary actions to be taken?	<u>yes</u>	
202. Do they describe the procedure to be followed?	<u>ves</u>	
203. Are copies of rules distributed to inmates or posted in the living areas?	<u>yes</u>	
204. Do you prohibit the use or physical force as a discipline?	<u>ves</u>	
205. Have personnel been trained as to inmate rules of conduct?	yes	

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206. Have personnel been trained as to sanctions available?	<u>ves</u>	
207. Are all disciplinary standards met?	<u>ves</u>	
208. Are disciplinary hearings provided for and held?	<u>yes</u>	
209. Are these consistent with the standards?	<u>yes</u>	
210. Are there provisions for an appeal?	<u>ves</u>	
Classification		Remarks
211. Is there a written plan for classification of inmates?	yes	
212. Are inmates with contagious diseases separated?	<u>yes</u>	
213. Are intoxicated inmates segregated?	<u>yes</u>	
214. Are inmates experiencing drug withdrawal segregated?	<u>yes</u>	
215. Are inmates experiencing mental conditions segregated?	<u>yes</u>	
Reception, Orientation. Property Control and Release		Remarks
216. Are there written procedures governing reception and orientation?	<u>yes</u>	·
217. Is the inmate's personal property inventoried and securely stored?	<u>yes</u>	
218. Is the inmate's money securely stored?	<u>yes</u>	Inmate Trust Fund

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Other programs?

219. Does the inmate sign for his property upon release?	<u>yes</u>	
Jail Program Survey		
Have arrangements been made for the provision of special education services as needed?	<u>yes</u>	
Does the jail provide GED services?	ves	Provided by V.U. 0930 on Wednesday.
Does the jail provide any substance abuse counseling services in the jail?	<u>yes</u>	Life After Meth, IDOC Substance Abuse programming/Recommend that Thinking
Is smoking within the jail prohibited?	yes	However, sell smokeless products. On the
Does the county have a community corrections program?	yes	

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yes

Faith based

OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS

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1	Recommend that a National Institute of Corrections staffing	Strongly recommend that the county
2	Cleaning supplies were noted in the common areas for inmate	
3	Telemate now in use for video visitation	
4	Areas were noted with water damage.	The roof is leaking causing water
5 6	The jail was very well maintained and clean on the day of inspection. Staff was courteous and helpful during the inspection.	2015 the jail is well maintained and clean.
7	Recommend that quotes be taken to upgrade/update security and door operating system.	Under present revisions. 2014 same recommendation. 2015 strong recommendation to update the security/door operation system. This quote should be provided to the commissioners for their consideration. 2016 same recommendation.
8	The jail was holding 201 inmates on the day of inspection. The rated capacity of the Knox County Jail is 214	2016 CAUTION! Once a jail exceeds 80 % of its rated capacity the objective classifications system is compromised an the safety and security of the jail will be affected. 80% of the rated capacity of the Knox county jail is 171 inmates. There is a need to have 43 empty beds to properly segregate and classify inmates based upon conduct and behavior. Proper classification can't be accomplished at this time.

Accompanied by:

Commander Vendes

Inspected by: Kenneth J. Whipker Executive Liaison Sheriff and County Jail Operations

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PROGRAM REVIEW DIVISION INDIANA DEPARTMENT OF CORRECTION JAIL INSPECTION REPORT

COUNTY: DATE OF INSPECTION: COUNTY NUMBER: JAIL STREET ADDRESS: CITY: ZIP: SHERIFF: YEAR OF OFFICE (including prior terms): PHONE: FAX: E-MAIL:

CIRCUIT COURT JUDGE: COUNTY COMMISSIONERS: COUNTY PROSECUTOR: ALL COUNTY JUDGES: Kn de liberative and Confidential 10/20/2017 S-14-3-4 42 2375 S. Old Decker Rd, PO BOX 1669 Vincennes 47591 Mike Morris 7th year, 2nd term, appointed 2 years prior 812-882-7660 812-882-5261 mmorris4203@cinergymetro.net

Honorable Sherri Gregg-Gilmore Kelli Streeter Dirk Carnahan

YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED:

2007

DEATHS SINCE LAST INSPECTION:	0 Natural
	0 Suicide
	0 Homicide
ESCAPES SINCE LAST INSPECTION:	0 From the jail
	0 From custody
	0 Walk-away/did not return

Administration and Organization		Remarks
1. Is there a Jail Administrator/Commander?	yes	John Vendes, Commander
1a. Telephone Number:		812-882-7660
1b. E-mail address:		jvendes@yahoo.com
2. Was there an annual report of services prepared?	<u>ves</u>	
 Is there a manual of policies and procedures? 3a. Has it been reviewed by all employees? 	<u>yes</u>	
 Has it been reviewed and updated in the last year by the sheriff or his/her designee? Date of review: 	<u>ves</u>	1-Oct-17
4b. Reviewed by:		Sheriff, Chief, and Jail Commander
Fiscal Management		Remarks
5. Is there a written procedure for the handling of monies?	<u>yes</u>	
6. Is there a written jail cost record?	<u>yes</u>	
7. Have you had a State Board of Accounts audit?	<u>no</u>	

8. Is there a written budget request prepared by the Sheriff?	<u>yes</u>	
9. Is there a written inventory of county jail property?	<u>yes</u>	
Training and Staff Development		Remarks
10. Is there a written training and staff development plan?10a. Date of annual evaluation and revision:10b. Reviewed by:	<u>yes</u>	1-Oct-17
11. Has each new jail officer received forty (80) hours of orientation and training, at the jail, prior to job assignment?	<u>yes</u>	
12. Has each new jail officer received forty (40) hours of certified training through the Law Enforcement Training Board during their first year of employment	<u>yes</u>	5 new staff member needs to attend the basic course.
13. Has each jail officer received 16 CEU hours of documented training this year for those subjects outlined in the written staff development plan?	<u>yes</u>	
13a. Has the jail commander received 24 CEU hours of documented training this year?	<u>yes</u>	
14. Has each authorized employee been trained and qualified in the past year with weapons?	<u>yes</u>	
14a. Is this training documented?	yes	
15. Has every employee authorized to use a weapon been trained in the use of deadly force?	<u>yes</u>	
16. Is training in your budget request as required?	<u>yes</u>	
Management Information Systems and Inmate Records		Remarks
17. Does the intake form contain all the required information?	<u>yes</u>	
18. Are there proper records maintained on all inmates?	<u>ves</u>	
19. Are population movement records properly maintained?	<u>yes</u>	
20. Is there a written policy concerning jail incident reports?	<u>yes</u>	
21. Is there a written policy regarding inmate records privacy?	<u>yes</u>	
22. Is the inmate's medical record separate from the confinement record?	<u>yes</u>	
Physical Plant		Remarks
23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks?	<u>yes</u>	22.9 foot candles on the day of inspection 2017.

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Page 2 of 15

Decibels/noise level 24. Cubic feet per minute of air flow movement of the day of inspection?		61. 330 mo
25. The temperature at the time of inspection was:		69.
26. Was the clothing and bedding adequate for the prevailing temperature?	<u>yes</u>	
27. Was there both hot and cold running water in each cell?	<u>yes</u>	
28. Is there one toilet and one shower for twelve (12) inmates in the activity area?	<u>NO</u>	<u>NC</u> TO
29. Is the inmate receiving and booking area outside the inmate living area?	<u>yes</u>	
30. Is the inmate receiving and booking area inside the secured perimeter?	<u>ves</u>	
31. Does this area have proper weapons lockers outside of the secured perimeter?	<u>yes</u>	
32. Does it have proper temporary holding space?	<u>ves</u>	
33. Are there fixed benches in ample supply for its capacity?	<u>yes</u>	
34. Is there audio and visual communication in the temporary holding area?	<u>yes</u>	
35. Are there available toilets, washbasins with hot and cold running water in the temporary holding area?	<u>yes</u>	
36. Is there a booking area in the reception area?	<u>yes</u>	
37. Is there a medical examination area in the reception area?	<u>yes</u>	
38. Are there shower facilities in the reception area?	<u>ves</u>	
39. Is there secure storage for the inmate's personal property in the reception area?	<u>ves</u>	
40. Are there telephone facilities in the reception area?	ves	
41. Are supply areas separate from inmate living and activity areas?	<u>yes</u>	
42. Is there adequate secure storage space for all supplies and equipment?	<u>yes</u>	

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.6DB 0 cubic feet per minute of air flow evement on the day of inspection 2017.

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DNCOMPLINAT 210 IAC 3-1-7 (5) DUE EXCEEDING RATED CAPACITY .

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43. Are arsenals located outside the security perimeter of the inmate living and activity areas?	<u>yes</u>	
44. Is there an area for inmates under special medical supervision?	<u>yes</u>	
45. Is there a special area for temporary detention of inmates under the influence of alcohol?	<u>ves</u>	
46. Is there a special area for temporary detention of inmates that are violent, uncontrollable or self-destructive?	<u>yes</u>	
46a. Are the above two (2) areas equipped with audio-video monitoring?	<u>ves</u>	
46b. Do inmates have access to a toilet and running water?	<u>yes</u>	
47. Is there a bed for all incarcerated inmates?	NO	<u>NONCOMPLIANT 210 IAC 3-1-7 (4) ©</u>
48. Total number of operational jail beds:	214	Holds for other agencies: 24 FED 1 Sullivan 6 Madison 6 Vigo <u>13 Vanderburgh</u> <u>50 held for other agencies.</u>

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49. Number of adult males incarcerated?	196
50. Number of adult females incarcerated?	42
51. Number of waived males less than 18 years old?	0
52. Number of waived females less than 18 years old?	1
53. Total inmate count on inspection day.	238 NONCOMPLIANT: EXCEEDED RATED CAPACITY.
54. Number of inmates sentenced to serve county time?	5
54a. How many of these are sentenced to a work release program?	0
 Is this an IDOC Holding Jail? 55a. Total number of beds identified for IDOC holding. 55b. Number of inmates being held for IDOC? 	yes 0 4 L/6

Commissary		Remarks	
60. Is it reviewed and updated annually?	<u>yes</u>		
59. Is there a written plan for preventative maintenance?	<u>yes</u>		
58. Number of military prisoners?	0		
57. Number of inmates being held for the US Marshal?	24		
56. Number of sentenced inmates awaiting transfer to IDOC?	Ó	1 Parolee	

61. Did the State Board of Accounts approve your commissary <u>yes</u> policy?

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62. Is cleaning equipment available to inmates daily? yes 63. Is the jail inspected weekly by a designated official? yes 64. Are written inspection reports maintained? yes 65. Are insect and rodent inspections made weekly? yes 66. Is there a licensed exterminator contract? yes 67. Are plumbing fixtures functional? yes 68. Are faulty plumbing fixtures repaired promptly? yes 69. Are exits clearly marked, illuminated continuously and clear? yes 70. Is there a written evacuation plan for emergencies? yes 71. Are evacuation instructions in all living and working areas? yes 72. Has the Sheriff requested the Board of Health to inspect the yes yes 73. Has the Board of Health inspected the jail annually? yes 74. Is there a written policy concerning safety, sanitation and supply control? yes	Safety and Sanitation		Remarks
 63. Is the jail inspected weekly by a designated official? 64. Are written inspection reports maintained? 65. Are insect and rodent inspections made weekly? 66. Is there a licensed exterminator contract? 70. Is there a written evacuation plan for emergencies? 71. Are evacuation instructions in all living and working areas? 72. Has the Sheriff requested the Board of Health to inspect the jail annually? 73. Has the Board of Health inspected the jail annually? 74. Is there a written policy concerning safety, sanitation and supply control? 71. Remarks 72. Remarks 73. Remarks 74. Is there a written policy concerning safety, sanitation and supply control? 74. Is there a written policy concerning safety. 75. Remarks 	62. Is cleaning equipment available to inmates daily?	<u>ves</u>	
64. Are written inspection reports maintained? yes 65. Are insect and rodent inspections made weekly? yes 66. Is there a licensed exterminator contract? yes 67. Are plumbing fixtures functional? yes 68. Are faulty plumbing fixtures repaired promptly? yes 69. Are exits clearly marked, illuminated continuously and clear? yes 70. Is there a written evacuation plan for emergencies? yes 71. Are evacuation instructions in all living and working areas? yes 72. Has the Sheriff requested the Board of Health to inspect the yes yes 73. Has the Board of Health inspected the jail annually? yes 74. Is there a written policy concerning safety, sanitation and supply control? yes 74. Is there a written policy concerning safety, sanitation and supply control? yes	63. Is the jail inspected weekly by a designated official?	<u>yes</u>	
65. Are insect and rodent inspections made weekly? yes 66. Is there a licensed exterminator contract? yes 67. Are plumbing fixtures functional? yes 68. Are faulty plumbing fixtures repaired promptly? yes 69. Are exits clearly marked, illuminated continuously and clear? yes 70. Is there a written evacuation plan for emergencies? yes 71. Are evacuation instructions in all living and working areas? yes 72. Has the Sheriff requested the Board of Health to inspect the jail annually? yes 73. Has the Board of Health inspected the jail annually? yes 74. Is there a written policy concerning safety, sanitation and supply control? yes 74. Is there a written policy concerning safety, sanitation and supply control? yes	64. Are written inspection reports maintained?	<u>ves</u>	
66. Is there a licensed exterminator contract? yes Cleveland Termite and Pest Control 67. Are plumbing fixtures functional? yes 68. Are faulty plumbing fixtures repaired promptly? yes 69. Are exits clearly marked, illuminated continuously and clear? yes 70. Is there a written evacuation plan for emergencies? yes 71. Are evacuation instructions in all living and working areas? yes 72. Has the Sheriff requested the Board of Health to inspect the yes yes 73. Has the Board of Health inspected the jail annually? yes 74. Is there a written policy concerning safety, sanitation and supply control? yes 74. Is there a written policy concerning safety, sanitation and supply control? yes	65. Are insect and rodent inspections made weekly?	<u>yes</u>	
67. Are plumbing fixtures functional? yes 68. Are faulty plumbing fixtures repaired promptly? yes 69. Are exits clearly marked, illuminated continuously and clear? yes 70. Is there a written evacuation plan for emergencies? yes 71. Are evacuation instructions in all living and working areas? yes 72. Has the Sheriff requested the Board of Health to inspect the yes jail annually? yes 73. Has the Board of Health inspected the jail annually? yes 74. Is there a written policy concerning safety; sanifation and supply control? yes 74. Is there a written policy concerning safety; sanifation and supply control? yes	66. Is there a licensed exterminator contract?	<u>yes</u>	Cleveland Termite and Pest Control
68. Are faulty plumbing fixtures repaired promptly? yes 69. Are exits clearly marked, illuminated continuously and clear? yes 70. Is there a written evacuation plan for emergencies? yes 71. Are evacuation instructions in all living and working areas? yes 72. Has the Sheriff requested the Board of Health to inspect the jail annually? yes 73. Has the Board of Health inspected the jail annually? yes 74. Is there a written policy concerning safety; sanitation and supply control? yes Clothing and Personal Hygiene Remarks	67. Are plumbing fixtures functional?	<u>yes</u>	
69. Are exits clearly marked, illuminated continuously and clear? yes 70. Is there a written evacuation plan for emergencies? yes 71. Are evacuation instructions in all living and working areas? yes 72. Has the Sheriff requested the Board of Health to inspect the jail annually? yes 73. Has the Board of Health inspected the jail annually? yes 74. Is there a written policy concerning safety, sanitation and supply control? yes Clothing and Personal Hygiene Remarks	68. Are faulty plumbing fixtures repaired promptly?	<u>yes</u>	
70. Is there a written evacuation plan for emergencies? yes 71. Are evacuation instructions in all living and working areas? yes 72. Has the Sheriff requested the Board of Health to inspect the yes jail annually? yes 73. Has the Board of Health inspected the jail annually? yes 74. Is there a written policy concerning safety; sanitation and supply control? yes Remarks Remarks	69. Are exits clearly marked, illuminated continuously and clear?	<u>ves</u>	
71. Are evacuation instructions in all living and working areas? yes 72. Has the Sheriff requested the Board of Health to inspect the yes jail annually? 73. Has the Board of Health inspected the jail annually? yes 74. Is there a written policy concerning safety, sanitation and supply control? yes Clothing and Personal Hygiene Remarks	70. Is there a written evacuation plan for emergencies?	ves	
 72. Has the Sheriff requested the Board of Health to inspect the yes jail annually? 73. Has the Board of Health inspected the jail annually? yes 74. Is there a written policy concerning safety; sanitation and yes Clothing and Personal Hygiene 	71, Are evacuation instructions in all living and working areas?	<u>yes</u>	
73. Has the Board of Health inspected the jail annually? yes 74. Is there a written policy concerning safety; sanitation and supply control? yes Clothing and Personal Hygiene Remarks	72. Has the Sheriff requested the Board of Health to inspect the jail annually?	<u>yes</u>	
74. Is there a written policy concerning safety, sanitation and supply control? yes Clothing and Personal Hygiene Remarks	73. Has the Board of Health inspected the jail annually?	<u>ves</u>	
Clothing and Personal Hygiene Remarks	74. Is there a written policy concerning safety, sanitation and supply control?	<u>yes</u>	
	Clothing and Personal Hygiene		Remarks

75. Are suitable clothing, bedding and towels provided for the <u>yes</u> total inmate population?

76. Are all inmates provided with shaving materials, bar soap, toothpaste and toothbrush?	<u>yes</u>	
77. Do inmates shower upon admission to general population?	<u>yes</u>	
78. Are inmates afforded the opportunity to shower at least three (3) times within every seven (7) days?	<u>yes</u>	
79. Are haircuts available, upon request, at least every six (6) weeks?	<u>ves</u>	
80. May inmates wear personal clothing to their trials?	<u>ves</u>	jury trial only
Medical Care, Health Services and Suicide Prevention and Screening.]	Remarks
81. Is there a licensed physician responsible for medical and psychological services at the jail?	<u>yes</u>	Quality Correctional Health Care. F/T nurse M-F. This contract does include M/H
82. Are there written procedures for medical service delivery to inmates?	<u>yes</u>	
83. Are these procedures approved by a physician?	vės	
84. Are health care personnel licenses or certification on file with the Sheriff?	<u>ves</u>	
85. Do jail security regulations apply to medical personnel?	yes	
86. Are there adequate space, equipment, supplies and materials for medical services available?	<u>yes</u>	
87. Are first aid kits available at the jail?	<u>yes</u>	
88. Are first-aid kits inspected and refilled according to the responsible physician contracted by your county?	<u>yes</u>	
89. Are inmates medically screened upon admission?	<u>yes</u>	
90. Has the doctor approved the medical screening form?	<u>yes</u>	
91. Are all inmates in jail given a medical examination within fourteen (14) days?	<u>yes</u>	
92. Is this medical examination given by a physician or his designee?	<u>ves</u>	
93. Are inmates medical complaints collected daily?	<u>yes</u>	
94. Are medical/mental health complaints responded to by medically/mental health trained personnel?	<u>ves</u>	

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95. Is there a physician available at least weekly to respond to medical complaints?	<u>yes</u>	
96. Is twenty-four (24) hour emergency medical, dental, and psychological care available pursuant to a written plan or	<u>ves</u>	See #81
 97. Is there a written emergency medical plan? 97a. Emergency evacuation of inmates 97b. Use of an emergency medical vehicle 97c. Use of one or more designated hospital emergency rooms or appropriate health facilities 97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. 	<u>yes</u> <u>yes</u> <u>yes</u> <u>NA</u>	Good Samaritan Hospital and via contract provider.
97e. Security procedures that provide for the immediate transfer of inmates when appropriate. 97f. Are there arrangements for emergency psychological services?	<u>yes</u>	Good Samaritan Hospital after hours.
98. Åre all jail personnel first aid trained?	yes	
99. Is one (1) person per shift trained in receiving screening?	<u>ves</u>	All staff
100. Is one (1) person per shift trained in CPR and AED?	<u>yes</u>	AED's located throughout the facility.
101. Is one (1) person per shift trained in common symptom recognition?	<u>ves</u>	All staff
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation?	<u>yes</u>	All staff
103. Does jail refuse acceptance of an unconscious or critically injured person?	<u>ves</u>	
103a. What is your BrAC/BAC cutoff level for refusal? 104. Are all injured inmates examined immediately by competent medical personnel?	<u>yes</u>	0.25%
105. Is a written description of the injury prepared?	ves	
106. Are photographs taken of the injury?	<u>yes</u>	
107. Are prescribed medications given as per physician orders?	<u>yes</u>	
108. Are all persons administering medication trained by the responsible physician?	<u>yes</u>	
109. Are records of medication administered kept?	yes	
110. Did the physician approve the record form?	<u>yes</u>	
111. Is chronic care, convalescent care and medical preventive maintenance provided?	<u>ves</u>	

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112. Did the inmate medical file contain all information approved by a responsible physician?	<u>yes</u>	
113. Is access to inmate medical records controlled by the responsible physician?	<u>yes</u>	
Diet and Food Preparation		Remarks
114. Has the Sheriff established written policies and procedures concerning food, quantity and quality?	<u>ves</u>	
115. Is discipline by means other than denial of food?	<u>yes</u>	
116. Are meals served under supervision of the jail administrator or his designee?	<u>yes</u>	
117. Is there always less than fourteen (14) hours between meals?	<u>ves</u>	
118. Do inmates receive three (3) meals a day?	<u>yes</u>	
119. Is at least one (1) meal each day served cooked?	<u>yes</u>	at least 2 per day
120. Are menus prepared in advance?	<u>ves</u>	
121. Are records retained of meals served?	<u>ves</u>	
122. Have the meals been approved by a qualified dietician and reviewed every 2 years?	<u>yes</u>	Wabash Foods provides the dietician review.
123, Are all food service areas and equipment inspected daily by administrative jail personnel?	<u>yes</u>	SAFE-SERV qualified
124. Is all stored food placed on racks off the floor?	<u>yes</u>	
125. Is food covered while being transported to the inmate?	<u>yes</u>	
126. Is the kitchen floor cleaned daily?	<u>yes</u>	
127. Is the kitchen equipment cleaned daily?	<u>yes</u>	
128. Are walls and vents clean?	<u>yes</u>	
129. Has the jail administrator requested the local health officer to inspect the kitchen facilities?	<u>yes</u>	
130. Does the local health officer or other qualified agency inspect it annually?	yes	10-Jul-17
131. Are eating utensils sanitized after each use?	<u>yes</u>	
132. Is kitchen equipment operational?	<u>ves</u>	
133. Do you use inmates in the kitchen? Page 8 of 1	<u>yes</u> 15	

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134. Do kitchen inmates receive pre-service medical examinations?	<u>yes</u>	
135. Do kitchen inmates receive periodic medical examinations and daily visual examinations?	<u>yes</u>	
136. Do kitchen inmates wear approved clothing for food handling?	<u>yes</u>	Noted on day of inspection 2017.
137. Are medical diets served when approved by the responsible physicians?	<u>yes</u>	
138. Are religious diets served when accessible and authorized by the sheriff?	<u>yes</u>	
139. Has the sheriff established, in writing, a control system to monitor and control food pilferage, misuse or spoilage?	<u>yes</u>	
Security and Control	1	Remarks
140. Is there an established manual of policies for security and control?	<u>ves</u>	
141. Is it accessible and reviewed by all jail personnel?	<u>yes</u>	
142. Is it reviewed and updated annually and documentation provided?	<u>yes</u>	See #4
143. Have jail officers been trained consistent with the manual?	<u>yes</u>	
144. Have pre and post training exams been administered?	<u>ves</u>	
145. Have the results been made a part of the employee's records?	<u>yes</u>	
146. Is there an extra set of jail keys securely stored?	<u>ves</u>	
147. Are written reports prepared when a weapon is discharged by jail personnel?	<u>yes</u>	
148. Are weapons restricted from designated areas?	<u>yes</u>	
149. Do you use mace or teargas?	<u>no</u>	TASER only
150. Is there a list of persons authorized to use mace or tear gas?	<u>no</u>	TASER only
151. Have they been trained in its usage?	<u>yes</u>	
152. If a person is injured by a chemical agent, does he receive an immediate medical examination? Page 9 of	<u>yes</u> 15	

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153. Is there a communication control center? 153a. Was it secured?	<u>yes</u> yes	
154. Is there an audio communication system between the control center and the inmate living area?	<u>ves</u>	
155. Is there an emergency generator?	<u>yes</u>	
156. Is it functional?	<u>ves</u>	
157. Is it tested weekly? 157a. What day is it tested?	<u>yes</u>	Manday/automatically
158. Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area?	<u>yes</u>	молоаугацотацьану
159. Are all doors on security perimeters kept locked?	<u>yes</u>	
160. Do you prohibit a jail officer from entering a high security cell area without a back-up?	<u>yes</u>	
161. Are contraband searches held?	<u>yes</u>	
162. Are written reports made of items confiscated?	<u>ves</u>	
163. Are inmates informed of their authorized articles?	<u>ves</u>	
164. Are contact visitors and inmates searched?	<u>no</u>	contact visits not allowed
165. Are all inmates searched before leaving or returning to the jail?	<u>yes</u>	
166. Is there a written policy concerning contraband, searches	<u>ves</u>	

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and seizures?

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Supervision of Inmates		Remarks
167. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates?	<u>NO</u>	Additional staff needed to ensure that all post are covered/recommend NIC staffing
How was staff sufficiency established? 168. Is there personal observation of the inmate at least every sixty(60) minutes during lockdown hours at night?	<u>yes</u>	Old NIC analysis was quoted, however a copy was not available. However, based
169. Is this observation documented?	<u>yes</u>	Watch tour, Integrator log and video documentation
170. Is there written policy on male-female supervision by male-female staff?	<u>yes</u>	
171. Are privacy rights considered in this policy?	<u>ves</u>	
172. Are there written policies for segregation of inmates?	<u>YES**</u>	**NONCOMPLIANT 210 IAC 3-1-18 DUE

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172a.	Do jail officials review the status of the inmate at	yes
least once	every seven (7) days.	

172b. Does time spent confined or separated from the general population before determination of guilt credit toward the period of segregation imposed?

172c. Does the disciplinary segregation period exceed thirty (30) day for any single instance of disciplined conduct

172d. Do jail officials maintain a permanent written record $\underline{\gamma es}$ of activity in segregation areas?

173. Is each area of the jail visited by the Sheriff or his yes designee at least once weekly?

174. Is each area of the jail visited by supervisory staff daily? <u>yes</u>175. Are these visits documented? yes

176. Are inmates prevented from supervising or exerting control <u>yes</u> or assuming any authority over other inmates?

Inmate Rights		Remarks		
177. Do inmates have access to courts?	<u>ves</u>	F447·F449		
178. Do inmates have confidential access to attorneys?	<u>yes</u>	L777.1.770		
179. Do inmates have reasonable access to an adequate law library, if operating Pro se'?	<u>yes</u>	Law Disc		
180. Are all forms of discrimination of inmates forbidden?	<u>yes</u>			
181. Do inmates have access to reading material (not pornography)?	<u>yes</u>			
182. Do inmates have religious freedom where security is not broken?	<u>yes</u>			
183. Is physical exercise available indoor?	<u>ves</u>			
184. Is physical exercise available outdoor?	<u>ves</u>			
185. Is refusal of recreation documented?	<u>ves</u>			
186. Do you provide a list of all inmates sentenced and incarcerated to the county clerk quarterly as required by IC 3-7-46-6?	<u>yes</u>			
187. Is there a written inmate work assignment record?	<u>yes</u>			
188. Is there a written grievance policy and procedure?	<u>ves</u>			
189. Is it distributed to the inmates?	<u>yes</u>			
Page 11 of 15				

yes

<u>no</u>

190. Is there a written jail visitation policy and procedure?	<u>yes</u>	
191. Is there a written jail telephone policy and procedure for inmates?	<u>yes</u>	
192. Is there jail visitor registration?	<u>yes</u>	
Mail	ļ	Remarks
193. Is there a written procedure governing inmate correspondence?	<u>yes</u>	
194. Is mail unlimited in volume?	<u>ves</u>	
195. May inmates correspond within the jail by mail?	ves	Only with permission of the Sheriff
196. Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media?	<u>yes</u>	
197. If mail is delayed, censored, or withheld, is the inmate given prompt notice?	ves	
198. Is there a written record of this action?	<u>yes</u>	
199. Are indigent inmates provided free writing supplies?	<u>yes</u>	
Discipline		Remarks
200. Are there written rules of inmate conduct?	<u>ves</u>	
201. Do they describe disciplinary actions to be taken?	<u>yes</u>	
202. Do they describe the procedure to be followed?	<u>ves</u>	
203. Are copies of rules distributed to inmates or posted in the living areas?	<u>yes</u>	
204. Do you prohibit the use or physical force as a discipline?	<u>yes</u>	
205. Have personnel been trained as to inmate rules of conduct?	<u>yes</u>	

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206. Have personnel been trained as to sanctions available?	<u>ves</u>	
207. Are all disciplinary standards met?	<u>yes</u>	
208. Are disciplinary hearings provided for and held?	yes	
209. Are these consistent with the standards?	<u>yes</u>	
210. Are there provisions for an appeal?	<u>yes</u>	
Classification	ł	Remarks
211. Is there a written plan for classification of inmates?	yes	· · · · · · · · · · · · · · · · · · ·
212. Are inmates with contagious diseases separated?	<u>ves</u>	
213. Are intoxicated inmates segregated?	<u>yes</u>	
214. Are inmates experiencing drug withdrawal segregated?	<u>yes</u>	
215. Are inmates experiencing mental conditions segregated?	<u>yes</u>	
Reception, Orientation. Property Control and Release		Remarks
Reception, Orientation. Property Control and Release 216. Are there written procedures governing reception and orientation?	yes	Remarks
Reception, Orientation. Property Control and Release 216. Are there written procedures governing reception and orientation? 217. Is the inmate's personal property inventoried and securely stored?	<u>yes</u> yes	Remarks
Reception, Orientation. Property Control and Release 216. Are there written procedures governing reception and orientation? 217. Is the inmate's personal property inventoried and securely stored? 218. Is the inmate's money securely stored?	yes yes yes	Remarks
Reception, Orientation. Property Control and Release 216. Are there written procedures governing reception and orientation? 217. Is the inmate's personal property inventoried and securely stored? 218. Is the inmate's money securely stored? 219. Does the inmate sign for his property upon release?	<u>yes</u> yes yes yes	Remarks Inmate Trust Fund
Reception, Orientation. Property Control and Release 216. Are there written procedures governing reception and orientation? 217. Is the inmate's personal property inventoried and securely stored? 218. Is the inmate's money securely stored? 219. Does the inmate sign for his property upon release? Jail Program Survey	yes yes yes yes	Remarks Inmate Trust Fund
Reception, Orientation. Property Control and Release 216. Are there written procedures governing reception and orientation? 217. Is the inmate's personal property inventoried and securely stored? 218. Is the inmate's money securely stored? 219. Does the inmate sign for his property upon release? Jail Program Survey	yes yes yes yes	Remarks Inmate Trust Fund
Reception, Orientation. Property Control and Release 216. Are there written procedures governing reception and orientation? 217. Is the inmate's personal property inventoried and securely stored? 218. Is the inmate's money securely stored? 219. Does the inmate sign for his property upon release? Jail Program Survey Have arrangements been made for the provision of special education services as needed?	yes yes yes yes	Remarks Inmate Trust Fund
Reception, Orientation. Property Control and Release 216. Are there written procedures governing reception and orientation? 217. Is the inmate's personal property inventoried and securely stored? 218. Is the inmate's money securely stored? 219. Does the inmate sign for his property upon release? Jail Program Survey Have arrangements been made for the provision of special education services as needed? Does the jail provide GED services?	yes yes yes yes yes	Provided by V.U.

Is smoking within the jail prohibited?

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Does the county have a community corrections program?

Other programs?

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yes

yes

<u>yes</u>

Faith based

However, sell smokeless products. On the

OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS Recommend that a National Institute of Corrections staffing Strongly recommend that the county 2 The jail exceeded its rated capacity on the day of RECOMMEND that Knox county no 3 Areas were noted with water damage. The roof is leaking causing water 4 The jail was very well maintained and clean on the day of inspection. 5 Staff was courteous and helpful during the inspection. 6 Recommend that quotes be taken to upgrade/update security Under present revisions. 2014 same and door operating system. recommendation. 2015 strong recommendation to update the security/door operation system. This guote should be provided to the commissioners for their consideration. 2016 same recommendation. 2017 noted that several cameras are fuzzy/not clear enough to determine inmate features or capture circumstances. The video/camera/door operating system needs to be updated. 7 The jail was holding 238 inmates on the day of inspection. 2016 CAUTION! Once a jail exceeds 80 The rated capacity of the Knox County Jail is 214 % of its rated capacity the objective classifications system is compromised an the safety and security of the jail will be affected. 80% of the rated capacity of the Knox county jail is 171 inmates. There is a need to have 43 empty beds to properly segregate and classify inmates based upon conduct and behavior. Proper classification can't be accomplished at this time. 2017

NONCOMPLIANT VOLUNTARILY by holding other county inmates.

8 NONCOMPLIANT 210 IAC 3-1-7 (i) THE JAIL EXCEEDED ITS RATED CAPACITY AND CANNOT PROVIDE THE 35 SQUARE FEET IN A CELL AREA OR THE 50 SQUARE FEET IN A DROM AREA OR A FIXED SEAT FOR EVERY INMATE IN THE COMMON AREAS.

Accompanied by:

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Commander Vendes

Inspected by: Kenneth J. Whipker Executive Liaison Sheriff and County Jail Operations

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PROGRAM REVIEW DIVISION INDIANA DEPARTMENT OF CORRECTION JAIL INSPECTION REPORT

COUNTY: DATE OF INSPECTION: COUNTY NUMBER: JAIL STREET ADDRESS: CITY: ZIP: SHERIFF: YEAR OF OFFICE (including prior terms): PHONE: FAX: E-MAIL:

CIRCUIT COURT JUDGE: COUNTY COMMISSIONERS: COUNTY PROSECUTOR: ALL COUNTY JUDGES: Kn Confidential 10/19/2018 S-14-8-4 42 2375 S. Old Decker Rd, PO BOX 1669 Vincennes 47591 Mike Morris 8th year, 2nd term, appointed 2 years prior 812-882-7660 812-882-5261 mmorris4203@cinergymetro.net

Honorable Sherri Gregg-Gilmore Kelli Streeter Dirk Carnahan

YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED:

2007

DEATHS SINCE LAST INSPECTION:	0 Natural
	0 Suícide
	0 Homicide
ESCAPES SINCE LAST INSPECTION:	0 From the jail
l	0 From custody
	0 Walk-away/did not return

Administration and Organization		Remarks
 Is there a Jail Administrator/Commander? 1a. Telephone Number: 1b. E-mail address: 	Yes	John Vendes, Commander 812-882-7660 jvendes@vahoo.com
2. Was there an annual report of services prepared?	<u>ves</u>	
 Is there a manual of policies and procedures? 3a. Has it been reviewed by all employees? 	<u>yes</u>	
4. Has it been reviewed and updated in the last year by the sheriff or his/her designee?	<u>yes</u>	1-Oct-17
4a. Date of review. 4b. Reviewed by:		Sheriff, Chief, and Jail Commander
Fiscal Management	[Remarks
5. Is there a written procedure for the handling of monies?	<u>ves</u>	
6. Is there a written jail cost record?	<u>yes</u>	
7. Have you had a State Board of Accounts audit? Page 1	<u>no</u> of 14	

8. Is there a written budget request prepared by the Sheriff?	<u>ves</u>	
9. Is there a written inventory of county jail property?	<u>yes</u>	
Training and Staff Development		Remarks
10. Is there a written training and staff development plan?10a. Date of annual evaluation and revision:10b. Reviewed by:	<u>yes</u>	1-Aug-18
11. Has each new jail officer received forty (80) hours of orientation and training, at the jail, prior to job assignment?	<u>yes</u>	
12. Has each new jail officer received forty (40) hours of certified training through the Law Enforcement Training Board during their first year of employment	<u>ves</u>	4 new staff member needs to attend the basic course.
13. Has each jail officer received 16 CEU hours of documented training this year for those subjects outlined in the written staff development plan?13a. Has the jail commander received 24 CEU hours of documented training	<u>yes</u> yes	
this year? 14. Has each authorized employee been trained and qualified in the past year with weapons? 14a Is this training documented?	<u>yes</u>	
15. Has every employee authorized to use a weapon been trained in the use of deadly force?	<u>yes</u>	
16. Is training in your budget request as required?		
Management Information Systems and Inmate Records		Remarks
17. Does the intake form contain all the required information?	<u>ves</u>	
18. Are there proper records maintained on all inmates?	<u>yes</u>	
19. Are population movement records properly maintained?	<u>yes</u>	
20. Is there a written policy concerning jail incident reports?	<u>ves</u>	
21. Is there a written policy regarding inmate records privacy?	<u>yes</u>	
22. Is the inmate's medical record separate from the confinement record?	<u>yes</u>	

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Physical Plant		Remarks
23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks?	<u>yes</u>	22 foot candles.

Decibels/noise level 24. Cubic feet per minute of air flow movement of the day of inspection?		59DB Air flow could not be detected due to system inactive during inspection.
25. The temperature at the time of inspection was:		71-71.5 degrees
26. Was the clothing and bedding adequate for the prevailing temperature?	<u>yes</u>	
27. Was there both hot and cold running water in each cell?	<u>yes</u>	
28. Is there one toilet and one shower for twelve (12) inmates in the activity area?	<u>NO</u>	210 IAC 3-1-7 (5)
29. Is the inmate receiving and booking area outside the inmate living area?	<u>ves</u>	
30. Is the inmate receiving and booking area inside the secured perimeter?	<u>yes</u>	
31. Does this area have proper weapons lockers outside of the secured perimeter?	<u>yes</u>	
32. Does it have proper temporary holding space?	<u>yes</u>	
33. Are there fixed benches in ample supply for its capacity?	<u>yes</u>	
34. Is there audio and visual communication in the temporary holding area?	<u>ves</u>	
35. Are there available toilets, washbasins with hot and cold running water in the temporary holding area?	<u>yes</u>	
36. Is there a booking area in the reception area?	<u>yes</u>	
37. Is there a medical examination area in the reception area?	<u>yes</u>	
38. Are there shower facilities in the reception area?	<u>yes</u>	
39. Is there secure storage for the inmate's personal property in the reception area?	<u>yes</u>	
40. Are there telephone facilities in the reception area?	<u>ves</u>	
41. Are supply areas separate from inmate living and activity areas?	<u>yes</u>	
42. Is there adequate secure storage space for all supplies and equipment?	<u>yes</u>	

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43. Are arsenals located outside the security perimeter of the inmate living and activity areas?	<u>yes</u>	
44. Is there an area for inmates under special medical supervision?	<u>yes</u>	
45. Is there a special area for temporary detention of inmates under the influence of alcohol?	<u>yes</u>	
46. Is there a special area for temporary detention of inmates that are violent, uncontrollable or self-destructive?	<u>ves</u>	
monitoring?	ves	
46b. Do inmates have access to a toilet and running water?	<u>yes</u>	
47. Is there a bed for all incarcerated inmates?	<u>NO</u>	210 IAC 3-1-7 (4) © It was noted that some inmates were sleeping on portable bunks and others had a mattress directly on the floor.
48. Total number of operational jail beds:	214	
49. Number of adult males incarcerated?	196	
50. Number of adult females incarcerated?	51	
51. Number of waived males less than 18 years old?	0	
52. Number of waived females less than 18 years old?	0	
53. Total inmate count on inspection day.	247	
54. Number of inmates sentenced to serve county time? 54a. How many of these are sentenced to a work release program?	15 0	
 55. Is this an IDOC Holding Jail? 55a. Total number of beds identified for IDOC holding. 55b. Number of inmates being held for IDOC? 	no 0 5	L/6
56. Number of sentenced inmates awaiting transfer to IDOC?	0	
57. Number of inmates being held for the US Marshal?	41	
58. Number of military prisoners?	0	
59. Is there a written plan for preventative maintenance?	<u>yes</u>	
60. Is it reviewed and updated annually?	yes	
Commissary		Remarks

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Page 4 of 14

61. Did the State Board of Accounts approve your commissary <u>yes</u> policy?

Safety and Sanitation		Remarks
62. Is cleaning equipment available to inmates daily?	Yes	
63. Is the jail inspected weekly by a designated official?	<u>yes</u>	
64. Are written inspection reports maintained?	<u>yes</u>	
65. Are insect and rodent inspections made weekly?	<u>yes</u>	
66. Is there a licensed exterminator contract?	<u>ves</u>	Cleveland Termite and Pest Control
67. Are plumbing fixtures functional?	<u>ves</u>	
68. Are faulty plumbing fixtures repaired promptly?	<u>yes</u>	
69. Are exits clearly marked, illuminated continuously and clear?	<u>ves</u>	
70. Is there a written evacuation plan for emergencies?	<u>yes</u>	
71. Are evacuation instructions in all living and working areas?	<u>yes</u>	
72. Has the Sheriff requested the Board of Health to inspect the jail annually?	<u>yes</u>	
73. Has the Board of Health inspected the jail annually?	<u>ves</u>	
74. Is there a written policy concerning safety, sanitation and supply control?	<u>ves</u>	
Clothing and Personal Hygiene		Remarks
75. Are suitable clothing, bedding and towels provided for the total inmate population?	<u>ves</u>	
76. Are all inmates provided with shaving materials, bar soap.	ves	

toothpaste and toothbrush?

- 77. Do inmates shower upon admission to general population? yes
- 78. Are inmates afforded the opportunity to shower at least three (3) times within every seven (7) days?
- 79. Are haircuts available, upon request, at least every six (6) <u>yes</u> weeks?
- 80. May inmates wear personal clothing to their trials? <u>yes</u> jury trial only Page 5 of 14

Medical Care, Health Services and Suicide Prevention and Screening.		Remarks
81. Is there a licensed physician responsible for medical and psychological services at the jail?	<u>ves</u>	Quality Correctional Health Care. F/T nurse M-F. This contract does include M/H services and screening. In addition Dental care on location as needed.
82. Are there written procedures for medical service delivery to inmates?	<u>yes</u>	
83. Are these procedures approved by a physician?	<u>ves</u>	
84. Are health care personnel licenses or certification on file with the Sheriff?	<u>yes</u>	
85. Do jail security regulations apply to medical personnel?	<u>yes</u>	
86. Are there adequate space, equipment, supplies and materials for medical services available?	<u>yes</u>	
87. Are first aid kits available at the jail?	<u>ves</u>	
88. Are first-aid kits inspected and refilled according to the responsible physician contracted by your county?	<u>yes</u>	
89. Are inmates medically screened upon admission?	<u>yes</u>	
90. Has the doctor approved the medical screening form?	<u>yes</u>	
91. Are all inmates in jail given a medical examination within fourteen (14) days?	<u>yes</u>	
92. Is this medical examination given by a physician or his designee?	<u>ves</u>	
93. Are inmates medical complaints collected daily?	<u>ves</u>	
94. Are medical/mental health complaints responded to by medically/mental health trained personnel?	<u>yes</u>	
95. Is there a physician available at least weekly to respond to medical complaints?	<u>yes</u>	
96. Is twenty-four (24) hour emergency medical, dental, and psychological care available pursuant to a written plan or	<u>yes</u>	See #81
 97. Is there a written emergency medical plan? 97a. Emergency evacuation of inmates 97b. Use of an emergency medical vehicle 97c. Use of one or more designated hospital emergency rooms or appropriate health facilities 	yes yes yes yes 14	Good Samaritan Hospital and via contract provider.

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97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community.	<u>yes</u>	
97e. Security procedures that provide for the immediate transfer of inmates when appropriate. 97f. Are there arrangements for emergency psychological	<u>yes</u>	Good Samaritan Hospital after hours.
98. Are all jail personnel first aid trained?	yes	
99. Is one (1) person per shift trained in receiving screening?	<u>yes</u>	All staff
100. Is one (1) person per shift trained in CPR and AED?	<u>ves</u>	AED's located throughout the facility.
101. Is one (1) person per shift trained in common symptom recognition?	<u>yeş</u>	All staff
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation?	<u>yes</u>	All staff
103. Does jail refuse acceptance of an unconscious or critically injured person?	<u>yes</u>	
103a. What is your BrAC/BAC cutoff level for refusal? 104. Are all injured inmates examined immediately by competent medical personnel?	<u>yes</u>	0.25%
105. Is a written description of the injury prepared?	<u>ves</u>	
106. Are photographs taken of the injury?	<u>yes</u>	
107. Are prescribed medications given as per physician orders?	<u>yes</u>	
108. Are all persons administering medication trained by the responsible physician?	<u>yes</u>	
109. Are records of medication administered kept?	<u>ves</u>	
110. Did the physician approve the record form?	<u>yes</u>	
111. Is chronic care, convalescent care and medical preventive maintenance provided?	<u>ves</u>	
112. Did the inmate medical file contain all information approved by a responsible physician?	<u>yes</u>	
113. Is access to inmate medical records controlled by the responsible physician?	<u>yes</u>	
Diet and Food Preparation		Remarks

114. Has the Sheriff established written policies and procedures <u>yes</u> concerning food, quantity and quality?

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115. Is discipline by means other than denial of food?	<u>yes</u>	
116. Are meals served under supervision of the jail administrator or his designee?	<u>yes</u>	
117. Is there always less than fourteen (14) hours between meals?	<u>yes</u>	
118. Do inmates receive three (3) meals a day?	ves	
119. Is at least one (1) meal each day served cooked?	<u>yes</u>	at least 2 per day
120. Are menus prepared in advance?	<u>yes</u>	
121. Are records retained of meals served?	<u>yes</u>	
122. Have the meals been approved by a qualified dictician and reviewed every 2 years?	<u>yes</u>	Wabash Foods provides the dietician review.
123. Are all food service areas and equipment inspected daily by administrative jail personnel?	<u>yes</u>	SAFE-SERV qualified
124. Is all stored food placed on racks off the floor?	yes	
125. Is food covered while being transported to the inmate?	<u>yes</u>	
126. Is the kitchen floor cleaned daily?	<u>ves</u>	
127. Is the kitchen equipment cleaned daily?	<u>yes</u>	
128. Are wails and vents clean?	<u>ves</u>	
129. Has the jail administrator requested the local health officer to inspect the kitchen facilities?	<u>yes</u>	
130. Does the local health officer or other qualified agency inspect it annually?	<u>yes</u>	31-Mar-18
131. Are eating utensils sanitized after each use?	<u>ves</u>	
132. Is kitchen equipment operational?	<u>ves</u>	
133. Do you use inmates in the kitchen?	<u>yes</u>	
134. Do kitchen inmates receive pre-service medical examinations?	<u>yes</u>	
135. Do kitchen inmates receive periodic medical examinations and daily visual examinations?	<u>yes</u>	
136. Do kitchen inmates wear approved clothing for food handling?	<u>yes</u>	Noted on day of inspection 2017.

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137. Are medical diets served when approved by the responsible physicians?

138. Are religious diets served when accessible and authorized $\underline{\mbox{yes}}$ by the sheriff?

139. Has the sheriff established, in writing, a control system to <u>yes</u> monitor and control food pilferage, misuse or spoilage?

Security and Control		Remarks
140. Is there an established manual of policies for security and control?	<u>ves</u>	
141. Is it accessible and reviewed by all jail personnel?	<u>yes</u>	
142. Is it reviewed and updated annually and documentation provided?	<u>yes</u>	See #4
143. Have jail officers been trained consistent with the manual?	<u>yes</u>	
144. Have pre and post training exams been administered?	<u>ves</u>	
145. Have the results been made a part of the employee's records?	<u>yes</u>	
146. Is there an extra set of jail keys securely stored?	<u>yes</u>	
147. Are written reports prepared when a weapon is discharged by jail personnel?	<u>yes</u>	
148. Are weapons restricted from designated areas?	<u>yes</u>	
149. Do you use mace or teargas?	no	TASER only
150. Is there a list of persons authorized to use mace or tear gas?	<u>no</u>	TASER only
151. Have they been trained in its usage?	<u>ves</u>	
152. If a person is injured by a chemical agent, does he receive an immediate medical examination?	<u>yes</u>	
153. Is there a communication control center? 153a. Was it secured?	<u>ves</u> <u>ves</u>	
154. Is there an audio communication system between the control center and the inmate living area?	<u>yes</u>	
155. Is there an emergency generator?	<u>ves</u>	
156. is it functional? Page 9 of	<u>yes</u> 14	

<u>yes</u>

 157. Is it tested weekly? 157a. What day is it tested? 158. Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area? 	<u>yes</u> <u>yes</u>	Monday/automatically
159. Are all doors on security perimeters kept locked?	<u>yes</u>	
160. Do you prohibit a jail officer from entering a high security cell area without a back-up?	<u>yes</u>	
161. Are contraband searches held?	<u>yes</u>	
162. Are written reports made of items confiscated?	<u>yes</u>	
163. Are inmates informed of their authorized articles?	yes	
164, Are contact visitors and inmates searched?	<u>no</u>	contact visits not allowed
165. Are all inmates searched before leaving or returning to the jail?	<u>yes</u>	

166. Is there a written policy concerning contraband, searches <u>yes</u> and seizures?

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Supervision of Inmates		Remarks
167. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates?	<u>yes</u>	Old analysis has been alled blowinger a
How was start sufficiency established?		copy is not available. 2 new officers to be hired in 2019.
168. Is there personal observation of the inmate at least every sixty(60) minutes during lockdown hours at night?	<u>ves</u>	
169. Is this observation documented?	<u>yes</u>	Watch tour, Integrator log and video documentation
170. Is there written policy on male-female supervision by male- female staff?	<u>yes</u>	
171. Are privacy rights considered in this policy?	<u>ves</u>	
172: Are there written policies for segregation of inmates?	<u>yes</u>	
172a. Do jail officials review the status of the inmate at least once every seven (7) days.	<u>ves</u>	
172b. Does time spent confined or separated from the general population before determination of guilt credit toward the period of segregation imposed?	<u>yes</u>	
172c. Does the disciplinary segregation period exceed thirty (30) day for any single instance of disciplined conduct	<u>no</u>	
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172d. Do jail officials maintain a permanent written record <u>yes</u> of activity in segregation areas?

173. Is each area of the jail visited by the Sheriff or his <u>yes</u> designee at least once weekly?

174. Is each area of the jail visited by supervisory staff daily? $\underline{\mbox{ yes}}$

175. Are these visits documented?

176. Are inmates prevented from supervising or exerting control <u>yes</u> or assuming any authority over other inmates?

Inmate Rights		Remarks
177. Do inmates have access to courts?	<u>ves</u>	
178. Do inmates have confidential access to attorneys?	<u>yes</u>	
179. Do inmates have reasonable access to an adequate law library, if operating Pro se'?	<u>yes</u>	Law Disc
180. Are all forms of discrimination of inmates forbidden?	<u>yes</u>	
181. Do inmates have access to reading material (not pornography)?	<u>ves</u>	
182. Do inmates have religious freedom where security is not broken?	<u>yes</u>	
183. Is physical exercise available indoor?	<u>yes</u>	
184. Is physical exercise available outdoor?	<u>ves</u>	
185. Is refusal of recreation documented?	<u>yes</u>	
186. Do you provide a list of all inmates sentenced and incarcerated to the county clerk quarterly as required by IC 3-7-46-6?	<u>yes</u>	
187. Is there a written inmate work assignment record?	<u>yes</u>	
188. Is there a written grievance policy and procedure?	<u>ves</u>	
189. Is it distributed to the inmates?	<u>yes</u>	
190. Is there a written jail visitation policy and procedure?	<u>yes</u>	
191. Is there a written jail telephone policy and procedure for inmates?	<u>yes</u>	
192. Is there jail visitor registration?	<u>yes</u>	

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Mail	ŀ	Remarks
193. Is there a written procedure governing inmate correspondence?	<u>yes</u>	
194. Is mail unlimited in volume?	<u>ves</u>	
195. May inmates correspond within the jall by mail?	<u>ves</u>	Only with permission of the Sheriff
196. Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media?	<u>yes</u>	
197. If mail is delayed, censored, or withheld, is the inmate given prompt notice?	<u>ves</u>	
198. Is there a written record of this action?	<u>yes</u>	
199. Are indigent inmates provided free writing supplies?	<u>yes</u>	
Discipline		Remarks
200. Are there written rules of inmate conduct?	<u>ves</u>	
201. Do they describe disciplinary actions to be taken?	<u>yes</u>	
202. Do they describe the procedure to be followed?	<u>yes</u>	
203. Are copies of rules distributed to inmates or posted in the living areas?	<u>yes</u>	
204. Do you prohibit the use or physical force as a discipline?	<u>ves</u>	
205. Have personnel been trained as to inmate rules of conduct?	<u>yes</u>	

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Classification	Remarks	
210. Are there provisions for an appeal?	<u>yes</u>	
209. Are these consistent with the standards?	yes	
208. Are disciplinary hearings provided for and held?	yes	
207. Are all disciplinary standards met?	<u>yes</u>	
206. Have personnel been trained as to sanctions available?	<u>ves</u>	

211. Is there a written plan for classification of inmates?	<u>ves</u>
212. Are inmates with contagious diseases separated?	yes
213. Are intoxicated inmates segregated?	<u>yes</u>
214. Are inmates experiencing drug withdrawal segregated?	<u>yes</u>

215. Are inmates experiencing mental conditions segregated? yes

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Reception, Orientation. Property Control and Release		Remarks
216. Are there written procedures governing reception and orientation?	<u>yes</u>	
217. Is the inmate's personal property inventoried and securely stored?	<u>yes</u>	
218. Is the inmate's money securely stored?	<u>yes</u>	Inmate Trust Fund
219. Does the inmate sign for his property upon release?	<u>yes</u>	
Jail Program Survey		
Have arrangements been made for the provision of special education services as needed?	<u>yes</u>	
Does the jail provide GED services?	<u>yes</u>	Provided by V.U.
Does the jail provide any substance abuse counseling services in the jail?	<u>yes</u>	Life After Meth
Is smoking within the jail prohibited?	<u>yes</u>	However, sell smokeless products.
Does the county have a community corrections program?	<u>yes</u>	
Other programs?	yes	Faith based

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OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS

- 1 32 new mats were available for distribution to the inmate population.
- 2 The roof has been repaired since the last inspection and no longer leaking.
- 3 The padded cell has been repaired since the last inspection.
- 4 It was noted that the showers had large areas where the paint has peeled down to the bare metal, some areas were very rusty and corroded.

Accompanied by:

Commander Vendes

Inspected by: Kenneth J. Whipker Executive Liaison Sheriff and County Jail Operations

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Appendix K: Regional Jail Letters



Sheriff Gary W. Allison- Daviess County Sheriff Timothy Bottoms- Gibson County Sheriff Michael Hasler- Greene County Sheriff Kent Johnson- Pike County Sheriff Clark Cottom- Sullivan County

March 12, 2020

Dear Sheriffs,

We are currently having discussions about the need for an addition to the jail facility in Knox County and are in the process of conducting a jail feasibility study as required by statute. As you know, the current language requires counties to look at the possibility of establishing a regional jail as part of the process. The partnership must be approved by the Commissioners, Councils, and Sheriffs of the involved counties. I am writing to simply gauge the level of interest in pursuing a project of this nature. I have attached a form with this question. My hope is that you would take the time to share this with your respective Council and Commissioners, complete this form, and return it to me so that it may be added to our study. In an effort to be as comprehensive as we can at this stage, I am sending this letter to each of you in our surrounding area. I hope that you can find the time to help us in this endeavor and look forward to your reply. Thank you in advance for your time and consideration.

Sincerely,

Doug Vantlin

Sheriff of Knox County

IC 36-1-8-19 Feasibility study and public hearing before construction or reconstruction of a county jail or submission of final plans and specifications to the department of correction; exceptions

Sec. 19. (a) In addition to any other requirements and except as provided in subsection (b), after June 30, 2018, a county may not begin the construction or reconstruction of a county jail or submit final plans and specifications for the construction or reconstruction of a county jail to the department of correction under IC 11-12-4-5, unless the county executive first:

(1) prepares or causes to be prepared a feasibility study of possible alternatives to the construction or reconstruction of the county jail; and

(2) holds a public hearing on the feasibility study.

(b) The feasibility study and public hearing under subsection (a) are not required for the construction or reconstruction of a county jail in the case of a county in which the county executive before July 1, 2018, has voted on or otherwise approved a proposal or contract concerning the construction or reconstruction of the county jail.

(c) The feasibility study required by subsection (a)(1) must include the following information:

(1) The feasibility of housing inmates in the county jail of another county or in a multicounty jail established by two (2) or more counties.

(2) A projection of the county's future jail needs and an estimate of the number and characteristics of future inmates.

(3) An estimate of the costs, tax rates, and debt service amounts that would result from each of the alternatives addressed by the feasibility study.

(d) The county executive shall allow the public to testify at the public hearing on the feasibility study required by subsection(a)(1). Notice of the public hearing must be given in accordance with IC 5-3-1. The notice must state that on the given day, time, and place, the county executive will meet to discuss the feasibility study and hear testimony from the public regarding the feasibility study.

County Sheriff

Sheriff

1- interested in exploring the possibility of a regional jail with the other counties in the area.

2- not interested in exploring the possibility of a regional jail with the other counties in the area.

County Commissioners President

1- interested in exploring the possibility of a regional jail with the other counties in the area.

2- not interested in exploring the possibility of a regional jail with the other counties in the area.

County Council

President

1- interested in exploring the possibility of a regional jail with the other counties in the area.

2- not interested in exploring the possibility of a regional jail with the other counties in the area.

County:	Please circle your response, sign, and date
Number of beds in your current jail	Average daily population

Whitney Dreiman

From: Sent: To: Subject: Lara Dawson Friday, April 24, 2020 2:50 PM Whitney Dreiman FW: MX-4051_20200424_121722;

Please save this with our jail letters

Lara Dawson Architectural Graduate C: 812.830.9153 www.rqaw.com

From: Doug Vantlin <dougvantlin@gmail.com> Sent: Friday, April 24, 2020 2:34 PM To: Lara Dawson <ldawson@rqaw.com> Subject: Fwd: MX-4051_20200424_121722;

Lara, This is Daviess County response to our feasibility study.

Douglas E. Vantlin Sheriff Knox County Sheriff's Office 2375 S. Old Decker Rd Vincennes, IN 47591 (812)882-7660 (w)



------ Forwarded message ------From: **Doug Vantlin** <<u>dougvantlin@gmail.com</u>> Date: Fri, Apr 24, 2020 at 2:32 PM Subject: Re: MX-4051_20200424_121722; To: Gary Allison <<u>gallison@dcsheriff.com</u>>

Thanks Gary

Douglas E. Vantlin Sheriff

Knox County Sheriff's Office 2375 S. Old Decker Rd Vincennes, IN 47591 (812)882-7660 (w)



On Fri, Apr 24, 2020 at 1:13 PM Gary Allison <<u>gallison@dcsheriff.com</u>> wrote:

Doug,

I called the commissioners and council president and both are not interested in a regional jail. I signed for them verbally. If you need anything else let me know.

Thanks

Gary W. Allison Sheriff Daviess County 101 N.E. 4th St. Washington, IN 47501 Office 812-254-1060 Fax 812-254-5972

MX-4051_20200424_121722;

Whitney Dreiman

From: Sent: To: Subject: Lara Dawson Monday, April 27, 2020 12:49 PM Whitney Dreiman Fwd: Knox County Feasibility Study

Lara Dawson Graduate Architect RQAW O. 812.817.3154 C. 812.830.9153

From: Doug Vantlin <dougvantlin@gmail.com> Sent: Monday, April 27, 2020 12:11:53 PM To: Lara Dawson <ldawson@rqaw.com> Subject: Fwd: Knox County Feasibility Study

Gibson County is not interested in participating in a regional correction center.

Douglas E. Vantlin Sheriff Knox County Sheriff's Office 2375 S. Old Decker Rd Vincennes, IN 47591 (812)882-7660 (w)



------ Forwarded message ------From: **Doug Vantlin** <<u>dougvantlin@gmail.com</u>> Date: Mon, Apr 27, 2020 at 12:10 PM Subject: Re: Knox County Feasibility Study To: Timothy Bottoms <<u>tbottoms@gibsoncountysheriff.com</u>>

Thanks Tim,

Douglas E. Vantlin Sheriff Knox County Sheriff's Office

2375 S. Old Decker Rd Vincennes, IN 47591



On Mon, Apr 27, 2020 at 8:24 AM Timothy Bottoms <<u>tbottoms@gibsoncountysheriff.com</u>> wrote:

From: Doug Vantlin <<u>dougvantlin@gmail.com</u>>

Sent: Friday, April 24, 2020 10:38 AM

To: Kent Johnson (kjohnson@pikecountysheriffsoffice.com) <kjohnson@pikecountysheriffsoffice.com>; Timothy Bottoms <<u>tbottoms@gibsoncountysheriff.com</u>>; Gary Allison <<u>gallison@dcsheriff.com</u>>; Clark Cottom (<u>clark.cottom@sullivancounty.in.gov</u>) <<u>clark.cottom@sullivancounty.in.gov</u>>; <u>Michael.Hasler@co.greene.in.us</u> **Subject:** Knox County Feasibility Study

Sheriffs,

Can I get you guys to take a look at this attachment containing a feasibility study for the Knox County jail. It's one page and you just need to circle whether your interested or not interested in a regional jail, sign your name, and then return to me.

Hope everyone is doing OK.

Thanks,

Douglas E. Vantlin Sheriff Knox County Sheriff's Office 2375 S. Old Decker Rd Vincennes, IN 47591 (812)882-7660 (w) IC 36-1-8-19 Feasibility study and public hearing before construction or reconstruction of a county jail or submission of final plans and specifications to the department of correction; exceptions

Sec. 19. (a) In addition to any other requirements and except as provided in subsection (b), after June 30, 2018, a county may not begin the construction or reconstruction of a county jail or submit final plans and specifications for the construction or reconstruction of a county jail to the department of correction under IC 11-12-4-5, unless the county executive first:

(1) prepares or causes to be prepared a feasibility study of possible alternatives to the construction or reconstruction of the county iail: and

(2) holds a public hearing on the feasibility study.

(b) The feasibility study and public hearing under subsection (a) are not required for the construction or reconstruction of a county jail in the case of a county in which the county executive before July 1, 2018, has voted on or otherwise approved a proposal or contract concerning the construction or reconstruction of the county jail.

(c) The feasibility study required by subsection (a)(1) must include the following information:

(1) The (eusibility of housing inmates in the county jail of another county or in a multicounty jail established by two ar more counties.

(2) A projection of the county's future jail needs and an estimate of the number and characteristics of future inmates.

(3) An estimate of the costs, tax rates, and debt service amounts that would result from each of the alternatives addressed by the feasibility study.

(d) The county executive shall allow the public to testify at the public hearing on the feasibility study required by subsection(a)(1). Notice of the public hearing must be given in accordance with IC 5-3-1. The notice must state that on the given day, time, and place, the county executive will meet to discuss the feasibility study and hear testimony from the public regarding the feasibility study.

County Sheriff

Sheriff

1- interested in exploring the possibility of a regional jail with the other counties in the area.

2- not interested in exploring the possibility of a regional jail with the other counties in the area.

President

County Commissioners

1- interested in exploring the possibility of a regional jail with the other counties in the area.

2- not interested in exploring the possibility of a regional jail with the other counties in the area.

County Council

President

1- interested in exploring the possibility of a regional jail with the other counties in the area.

2- not interested in exploring the possibility of a regional jail with the other counties in the area.

unty: PIKE	5.5	Please cir
Number of beds in your current jail	78	Average o

cle your response, sign, and date.

daily population

Marshall County Jail Study 2019

Appendix L: Architectural Space Standards





SPACE: PRIVATE OFFICE "A"

AA.1 240 Square Feet

Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -3
- F. Conference Table, Qty. -1
- G. Conference Chairs, Qty. -3

Storage

File	156"
Drawer	136"
Bookshelf	368"

*Additional filing could replace bookshelves

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment





SPACE: PRIVATE OFFICE "A"

AA.2 240 Square Feet

Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -3
- F. Lounge Seating, Qty. -2
- G. Coffee Table, Qty. -1

Storage

File	156"
Drawer	136"
Bookshelf	368"

*Additional filing could replace bookshelves

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment





SPACE: PRIVATE OFFICE "A"

AA.3 240 Square Feet

Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -3
- F. Conference Table, Qty. -1
- G. Conference Chairs, Qty. -5

Storage

File	156"
Drawer	136"
Bookshelf	368"

*Additional filing could replace bookshelves

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment





SPACE: PRIVATE OFFICE "B

BB.1 192 Square Feet

Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Unit, Qty. -1
- F. Conference Table, Qty. -1
- G. Conference Chairs, Qty. -4-5

Storage

File	156"
Drawer	136"
Bookshelf	368"

*Additional filing could replace bookshelves

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment





SPACE: PRIVATE OFFICE "B

BB.2 192 Square Feet

Plan View

- Credenza- shown with PC (1) and Printer (2) A.
- Double Pedestal Desk- 36" x 72" Β.
- Desk Chair C.
- D. Guest Chairs, Qty. -2
- Bookshelf Units, Qty. -1 E.
- Conference Table, Qty. -1 F.
- Conference Chairs, Qty. -3-4 G.

Storage

File	156"
Drawer	136"
Bookshelf	368"

*Additional filing could replace bookshelves

- 1.
- Suggested Location of Equipment Suggested Location of Equipment 2.





SPACE: PRIVATE OFFICE "B

BB.3 192 Square Feet

Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Unit, Qty. -1
- F. Lounge Seating, Qty. -2
- G. End Table, Qty. -1

Storage

File	156"
Drawer	136"
Bookshelf	368"

*Additional filing could replace bookshelves

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment



SPACE: PRIVATE OFFICE "C"

CC.1 120 Square Feet

Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -3

Storage

File144"Drawer112"Bookshelf408"

*Additional filing could replace bookshelves

Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.



A W

ARCHITECTURE

RQ



SPACE: PRIVATE OFFICE "C"

CC.2 120 Square Feet

Plan View

- A. Credenza- shown with PC (1) and Printer (2) and Typewriter (3)
- B. Double Pedestal Desk- 36" x 72" with Return
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -2

Storage

File116"Drawer56"Bookshelf408"

*Additional filing could replace bookshelves

Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.





SPACE: PRIVATE OFFICE "C"

CC.3 120 Square Feet

Plan View

- A. Credenza- shown with PC (1) and Printer (2) and Typewriter (3)
- B. Double Pedestal Desk- 36" x 72" with Return
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -2

Storage

File 116" Drawer 56" Bookshelf 272"

*Additional filing could replace bookshelves

Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment
- 3. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.





SPACE: WORKSTATION "D"

DD.1 96 Square Feet

Plan View

- Work Surface 36" x 96"- shown with PC (1) and Printer (2) Drafting Table or Large Work Surface A.
- Β.
- C. Desk Chair
- Rolled Drawing, Qty.-1 D.

Storage

File	84"
Drawer	56"

Equipment

- 1.
- Suggested Location of Equipment Suggested Location of Equipment 2.





SPACE: WORKSTATION "D"

DD.2 96 Square Feet

Plan View

- A. Work Surface 30" x 96"- shown with PC (1) and Printer (2)
- B. Drafting Table or Large Work Surface
- C. Desk Chair
- D. Rolled Drawing, Qty.-1
- E. Bookshelves, Qty.-2

Storage

File66"Drawer44"Bookshelf272"

*Additional filing could replace bookshelves.

Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.





SPACE: WORKSTATION "D"

DD.3 96 Square Feet

Plan View

- A. Work Surface 24" x 144"- shown with PC (1) and Printer (2)
- B. Drafting Table or Large Work Surface
- C. Desk Chair
- D. Rolled Drawing, Qty.-1
- E. Bookshelf Unit, Qty.-1

Storage

File66"Drawer44"Bookshelf136"

*Additional filing could replace bookshelves.

Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.





SPACE: WORKSTATION "E"

EE.1 80 Square Feet

Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Bookshelf Units, Qty.-3

Storage

File132"Drawer88"Bookshelf408"

*Additional filing could replace bookshelves.

Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment





SPACE: WORKSTATION "E"

EE.2 80 Square Feet

Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Guest Chair, Qty.-1
- E. Bookshelf Units, Qty.-3

Storage

File 132" Drawer 88" Bookshelf 408"

*Additional filing could replace bookshelves.

Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment





SPACE: WORKSTATION "E"

EE.3 80 Square Feet

Plan View

- Credenza- shown with PC (1) and Printer (2) A.
- Double Pedestal Desk- 30" x 60" Β.
- Desk Chair C.
- D. Guest Chair, Qty.-1
- E. Bookshelf Units, Qty.-2

Storage

File	132"
Drawer	88"
Bookshelf	272"

*Additional filing could replace bookshelves.

Equipment

- 1.
- Suggested Location of Equipment Suggested Location of Equipment 2.





SPACE: WORKSTATION "E"

EE.4 80 Square Feet

Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Guest Chair, Qty.-1
- E. Bookshelf Units, Qty.-1

Storage

File 132" Drawer 88" Bookshelf 136"

*Additional filing could replace bookshelves.

Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment





SPACE: WORKSTATION "E"

EE.5 80 Square Feet

Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Bookshelf Units, Qty.-3

Storage

File132"Drawer88"Bookshelf408"

*Additional filing could replace bookshelves.

Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.



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SPACE: WORKSTATION "F"

FF.1 48 Square Feet

Plan View

- Credenza- shown with PC (1) and Printer (2) Double Pedestal Desk- 33", 36" X 72" Desk Chair A.
- Β.
- C.

Storage

132" 88" File Drawer

- Suggested Location of Equipment Suggested Location of Equipment 1.
- 2.





WORKSTATION "F" SPACE:

FF.2 48 Square Feet

Plan View

- Work Surface 24" x 48", shown with Typewriter (3) Desk with PC (1) and Return, shown with Printer (2) A.
- Β.
- C. Desk Chair

Storage

File 22" Drawer 44"

- 1.
- Suggested Location of Equipment Suggested Location of Equipment 2.
- Suggested Location of Equipment 3.




WORKSTATION "F" SPACE:

FF.3 48 Square Feet

Plan View

- Work Surface 24" x 60", shown with PC (1) and Printer (2) Work Surface, shown with Typewriter (3) A.
- Β.
- Ċ. Desk 30" x 60"
- D. Desk Chair

Storage

File	66"
Drawer	44"

Equipment

- Suggested Location of Equipment 1.
- 2.
- Suggested Location of Equipment Suggested Location of Equipment 3.





SPACE: ONE MAN ACCESSIBLE CELL

120 Square Feet

- A. Wall Mounted Bunk, Qty. -1
- B. Cell Desk With One Seat, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -1
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1





SPACE: ONE MAN ACCESSIBLE CELL WITH SHOWER

120 Square Feet

- A. Wall Mounted Bunk , Qty. -1
- B. Cell Desk With One Seat, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -1
- D. Stainless Steel Robe Hook for Shower, Qty. -1
- E. Stainless Steel Accessible Shower Unit with Anti-Microbial Curtain, Qty. -1
- F. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- G. Window, Qty. -1





SPACE: **ONE MAN CELL**

94 Square Feet

- Wall Mounted Bunk, Qty. -1 A.
- Cell Desk With One Seat, Qty. -1 Β.
- C.
- Stainless Steel Robe Hook , Qty. -1 Stainless Steel Toilet Sink Combo Unit, Qty. -1 D.
- Window, Qty. -1 E.





SPACE: TWO MAN ACCESSIBLE CELL

120 Square Feet

- A. Wall Mounted Bunk, Qty. -2
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -2
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1





SPACE: TWO MAN ACCESSIBLE CELL WITH SHOWER

120 Square Feet

- A. Wall Mounted Bunk , Qty. -2
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -2
- D. Stainless Steel Robe Hook for Shower, Qty. -1
- E. Stainless Steel Accessible Shower Unit with Anti-Microbial Curtain, Qty. -1
- F. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- G. Window, Qty. -1





SPACE: TWO MAN CELL WITH SHOWER

94 Square Feet

- A. Wall Mounted Bunk, Qty. -2
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -2
- D. Stainless Steel Robe Hook for Shower, Qty. -1
- E. Stainless Steel Shower Unit with Anti-Microbial Curtain, Qty. -1
- F. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- G. Window, Qty. -1





SPACE: TWO MAN CELL

94 Square Feet

- A. Wall Mounted Bunk, Qty. -2
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook , Qty. -2
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1





SPACE: FOUR MAN ACCESSIBLE CELL

165 Square Feet

- A. Wall Mounted Bunk, Qty. -4
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -4
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1





SPACE: TWO MAN CELL

94 Square Feet

Plan View

- A. Wall Mounted Bunk, Qty. -2
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook , Qty. -2
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1

z





SPACE: FOUR MAN CELL WITH SHOWER

158 Square Feet

- A. Wall Mounted Bunk, Qty. -4
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook, Qty. -4
- D. Stainless Steel Robe Hook for Shower, Qty. -1
- E. Stainless Steel Shower Unit with Anti-Microbial Curtain, Qty. -1
- F. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- G. Window, Qty. -1





SPACE: FOUR MAN CELL

158 Square Feet

- A. Wall Mounted Bunk, Qty. -4
- B. Cell Desk With Two Seats, Qty. -1
- C. Stainless Steel Robe Hook , Qty. -4
- D. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- E. Window, Qty. -1





SPACE: EIGHT MAN ACCESSIBLE CELL WITH SHOWER

335 Square Feet

- A. Wall Mounted Bunk , Qty. -8
- B. Cell Desk With Two Seats, Qty. -2
- C. Stainless Steel Robe Hook, Qty. -8
- D. Stainless Steel Robe Hook for Shower, Qty. -1
- E. Stainless Steel Accessible Shower Unit with Anti-Microbial Curtain, Qty. -1
- F. Stainless Steel Accessible Toilet Sink Combo Unit, Qty. -1
- G. Window, Qty. -2
- H. Cell Interior Window, Qty. -1





SPACE: **EIGHT MAN CELL WITH SHOWER**

335 Square Feet

- Wall Mounted Bunk, Qty. -8 A.
- Β. Cell Desk With Two Seats, Qty. -2
- C. Stainless Steel Robe Hook, Qty. -8
- Stainless Steel Robe Hook for Shower, Qty. -1 D.
- Stainless Steel Shower Unit with Anti-Microbial Curtain, Qty. -1 E.
- F. Stainless Steel Toilet Sink Combo Unit, Qty. -1
- Window, Qty. -2 G.
- Cell Interior Window H.



Appendix M: Federal Performance Based Detention Standards



PURPOSE OF THE FEDERAL PERFORMANCE-BASED DETENTION STANDARDS

The Federal Performance-Based Detention Standards is based on the American Correctional Association Standards and is designed to establish the performance level required by the Government to meet the detention contract requirements. The Federal Performance-Based Detention Standards is an aid for Subject Matter Experts designed to support the Government Contract Quality Assurance Program (Federal Acquisition Regulation Part 46).

This update of FPBDS included the review of current industry standards in medical, food, fire and environmental safety and other standards, including:

- American Correctional Association's (ACA), Performance Based Standards for Adult Local Detention Facilities (ALDF), 4th Edition
- National Commission on Correctional Health Care (NCCHC), Standards for Health Services in Jails, 2008
- National Fire Protection Association (NFPA), Life Safety Code 101
- Food and Drug Administration, U.S. Food Code, 2013

Additionally the review incorporates the principles established by the January 2016, U.S. Department of Justice, Report and Recommendations, Concerning the Use of Restrictive Housing.

If a standard discussed below was directly related to one of the industry standards used above, the industry standard is cited below the FPBDS standard (e.g., "4-ALDF-7D-06").

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ADMINISTRATION AND MANAGEMENT

SECTION A:

A.1 Policies and Procedures

- A.1.1 The facility director ensures that written policies and procedures describe all facets of facility operation, maintenance, and administration.4- ALDF-7D-06
- A.1.2 Written policies and procedures are communicated to all employees unless security concerns justly limit access. **4-ALDF-7D-06**
- A.1.3 Detainees can obtain copies of facility policies and procedures unless security concerns justly limit access. **4-ALDF-7D-06**
- A.1.4 Policies and procedures are reviewed and updated on an annual basis. 4-ALDF-7D-06

A.2 Quality Control

- A.2.1 An internal quality control plan requires an annual review of the facility operations to ensure compliance with facility policies and procedures. Corrective measures are identified and completed. **4-ALDF-7D-09**
- A.2.2 At a minimum, the internal quality control plan addresses the following areas:
 - A.2.2.a Detainee Health Care
 - A.2.2.b Security and Control
 - A.2.2.c Safety and Sanitation
 - A.2.2.d Food Service
 - A.2.2.e Detainee Grievance Program
 - A.2.2.f Staff Training/Professional Certifications
- A.2.3 The review of the detainee grievance program not only ensures the viability of the grievance program but identifies grievance trends pertaining to facility functions and staff.
- A.2.4 Documentation of the previous quality control review and the corrective action measures are kept on file.
- A.2.5 The facility administrator or assistant facility administrator, and designated department heads visit the facility's living and activity areas at least weekly to encourage information contact with staff and detainees and to encourage informal contact with staff and detainees and to informally observe living and working conditions. **4-ALDF-2A-06**

A.3 Detainee Records

A.3.1 The facility maintains custody records on all detainees committed or assigned to the facility.

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- A.3.2 Each detainee custody record will include the following:
 - A.3.2.a Intake/booking information
 - A.3.2.b Cash and property receipts
 - A.3.2.c Reports of disciplinary actions, grievances, incidents, or crimes(s) committed while in custody
 - A.3.2.d Frequency and cumulative length of restrictive housing placements **DOJ-Restrictive Housing Report**
 - A.3.2.e Records of program participation
 - A.3.2.f Work assignments
 - A.3.2.g Classification records
- A.3.3 The contents of detainee records are identified and separated according to a format approved by the facility director. **4-ALDF 7D-20**
- A.3.4 Detainee files shall be located in a secured area and maintained in an appropriately confidential manner.
- A.3.5 Detainee files remain active during the detainee's stay at a facility and are closed and archived upon the detainee's transfer, release, or removal.

A.4 Facility Admission and Orientation Program

- A.4.1 The admission process for newly admitted detainees includes but is not limited to: **4-ALDF 2A-21**
 - A.4.1.a Recording basic personal data and information to be used for mail and visiting lists
 - A.4.1.b Photographing and fingerprinting
 - A.4.1.c Medical, dental, and mental health screenings
 - A.4.1.d Screening to detect signs of drug/alcohol abuse
 - A.4.1.e Suicide screening
 - A.4.1.f Searching of detainees
 - A.4.1.g Inventorying of detainee property
- A.4.2 Newly admitted detainees are separated from the general population during the admission process. **4-ALDF-2A-22**
- A.4.3 Before reassignment from intake and short-term holding, there is an initial classification of the detainee that considers safety and security issues. **4-ALDF-2A-25**

- A.4.4 Prior to placing and detainee in general population, the detainee is given the opportunity to shower and is issued clean laundered clothing.
 4-ALDF-2A-26
- A.4.5 Prior to being placed in the general population, each detainee is provided with an orientation to the facility, which includes at a minimum (4-ALDF-2A-27; 4-ALDF-4D-22):
 - A.4.5.a Written materials describing facility rules and sanctions
 - A.4.5.b Explanation of mail and visiting procedures
 - A.4.5.c Explanation of transportation options for visitors
 - A.4.5.d Explanation of grievance procedures
 - A.4.5.e Explanation of all fees, charges, or copayments that may apply
 - A.4.5.f Description of services, programs, and eligibility requirements
 - A.4.5.g Information on how to access health care
 - A.4.5.h This information is contained in a written handbook that is given to each detainee.
 - A.4.5.i The handbook is translated into those languages spoken by significant numbers of detainees
 - A.4.5.j Sexual Assault Prevention/Intervention
 - A.4.5.k Sexual Assault Self-Protection
 - A.4.5.I Reporting sexual abuse/assault
 - A.4.5.m Sexual Assault Treatment and Counseling
- A.4.6 Detainees are screened within 24-hours of arrival at the facility for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior; housing assignments are made accordingly. **4-ALDF-4D-22-1**
- A.4.7 Detainees verify, by signature, the receipt of their initial orientation and of the detainee handbook and written orientation materials. Signed acknowledgement of the handbook is maintained in the detainee's file.
 4-ALDF-2A-28
- A.4.8 If a detainee cannot read orientation materials then they are read to the detainee by a staff member, or are provided through the use of an audio or video tape. For detainees who do not speak English, interpretive services are provided. **4-ALDF-2A-28**

A.5 Detainee Property

- A.5.1 An itemized inventory of all personal property of newly admitted detainees is conducted during intake. An inventory receipt is provided to the detainee listing all property being held until release. **4-ALDF-2A-23**
- A.5.2 Space is provided for storing the personal property of detainees safety and securely. **4-ALDF 2A-24**
- A.5.3 A system for the tracking and maintenance of detainee personal property and funds on deposit with the facility exists and is in use.

A.6 Detainee Transfers and Releases

- A.6.1 Detainees are only released or transferred with proper orders and notification from the agency of jurisdiction.
- A.6.2 Prior to releasing or transferring a detainee, the facility verifies relevant paperwork/orders, as well as the identity of the detainee being released.
- A.6.3 Absent a compelling reason, detainees are not released directly from restrictive housing to the community. **DOJ-Restrictive Housing Report**

A.7 Detainees with Disabilities

- A.7.1 Detainees with disabilities, including temporary disabilities, are housed in a manner that provides for their safety and security. **4-ALDF-6B-04**
- A.7.2 Housing used by detainees with disabilities, including temporary disabilities, is designed for their use and provides for integration with other detainees. 4-ALDF-6B-04
- A.7.3 Program and service areas are accessible to detainees with disabilities housed at the facility. **4-ALDF-6B-04**
- A.7.4 Appropriately trained individuals are assigned to assist disabled detainees who cannot otherwise perform basic life functions. **4-ALDF-6B-06**
- A.7.5 Detainees with disabilities are provided with the education, equipment, and facilities, and the support necessary to perform self-care and personal hygiene in a reasonably private environment. **4-ALDF-6B-07**
- A.7.6 Reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and usable by visitors with disabilities. **4-ALDF-7E-05**

A.8 Discrimination Prevention

A.8.1 There is no discrimination regarding administrative decisions or program access based on a detainee's race, religion, national origin, gender, sexual orientation, or disability. **4-ALDF-6B-02**

A.8.2 When both males and females are housed in the same facility, all available services and programs are comparable. Neither gender is denied opportunities on the basis of its smaller number in the population.

A.9 Staffing

- A.9.1 A comprehensive staffing analysis is conducted annually. Essential posts and positions, as identified in the staffing plan, are consistently filled with qualified personnel. **4-ALDF 2A-14**
- A.9.2 Prior to entering on duty, a background investigation is conducted on all new employees, contractors, and volunteers.
- A.9.3 Background investigations include:
 - A.9.3.a Criminal history
 - A.9.3.b Employment References
 - A.9.3.c Credit history
 - A.9.3.d Verification of US citizenship
 - A.9.3.e Pre-employment interview
 - A.9.3.f Drug screening
- A.9.4 A pre-employment physical examination is conducted for all potential Security personnel. **4-ALDF-7B-04**
- A.9.5 Within one year of each on-site employee's enter on duty date the facility administrator, or designee, shall review, identify, and resolve all derogatory information obtained during the background investigation.
- A.9.6 The facility conducts re-investigations of employees, contractors, and volunteers.
- A.9.7 Compliance with restrictive housing policies is reflected in the employeeevaluations of staff assigned to restrictive housing units. **DOJ-Restrictive Housing Report**
- A.9.8 The facility has a written code of ethics that it provides to all employees. At a minimum the code: **4-ALDF-7C-02**; **4-ALDF-7C-01**
 - A.9.8.a Prohibits staff, contractors, and volunteers from accepting any gift or gratuity from, or engaging in personal relations or business transactions with a detainee or a detainee's immediate family.
 - A.9.8.b Requires employees to immediately report arrests or other integrity violations relating to themselves or to fellow-employees.
 - A.9.8.c Prohibits the use/possession of illegal drugs.

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- A.9.9 Sexual contact between staff and detainees, or contract personnel and detainees, regardless of consensual status, is prohibited and subject to administrative and criminal disciplinary sanctions. **4-ALDF-4D-22-5**
- A.9.10 Staff acknowledges in writing that they have reviewed facility work rules ethics regulations conditions of employment and related documents. A copy of the signed acknowledgement is placed in each staff member's personnel file. 4-ALDF-7C-03
- A.9.11 The facility provides a confidential means for reporting staff misconduct by other staff and/or detainees.
- A.9.12 An investigation is conducted and documented whenever a sexual assault or threat is reported. **4-ALDF-4D-22-2**
- A.9.13 Staff misconduct allegations are investigated and/or reported to appropriate law enforcement entities.
- A.9.14 The agency of jurisdiction is notified of all employee sexual misconduct allegations made by detainees.

A.10 Staff Training

- A.10.1 Each new employee is provided with an orientation prior to assuming duties. At a minimum, the orientation includes (4-ALDF-7B-05):
 - A.10.1.a Working conditions
 - A.10.1.b Code of ethics
 - A.10.1.c Personnel policy manual
 - A.10.1.d Employees' rights and responsibilities
 - A.10.1.e Overview of the criminal justice system
 - A.10.1.f Tour of the facility
 - A.10.1.g Facility goals and objectives
 - A.10.1.h Facility organization
 - A.10.1.i Staff rules and regulations
 - A.10.1.j Personnel policies
 - A.10.1.k Program overview
- A.10.2 A qualified individual coordinates the staff development and training program. This person has specialized training for that position. Full-time training personnel complete at least a 40-hour training-for-trainers course. The training plan is reviewed annually. **4-ALDF-7B-06**
- A.10.3 All new professional and support employees, including contractors, who have regular or daily detainee contact receive training during their first year

of employment. Forty hours are completed prior to being independently assigned to a particular job. An additional 40 hours of training is provided each subsequent year of employment. At a minimum, this training covers the following areas:

- A.10.3.a Security procedures and regulations
- A.10.3.b Supervision of detainees
- A.10.3.c Signs of suicide risk
- A.10.3.d Suicide precautions
- A.10.3.e Use-of-force regulations and tactics
- A.10.3.f Report writing
- A.10.3.g Detainee rules and regulations
- A.10.3.h Key control
- A.10.3.i Rights and responsibilities of detainees
- A.10.3.j Safety procedures
- A.10.3.k Interpersonal relations
- A.10.3.I Social/cultural lifestyles of the detainee population
- A.10.3.m Cultural diversity
- A.10.3.n Communication skills
- A.10.3.o Cardiopulmonary resuscitation (CPR)/first aid
- A.10.3.p Counseling techniques
- A.10.3.q Sexual harassment/sexual misconduct awareness
- A.10.3.r Code of ethics
- A.10.4 All new full-time health care employees complete a formalized, 40-hour orientation program before undertaking their assignments. At a minimum, the orientation program includes instruction in the following (4-ALDF-7B-09):
 - A.10.4.a The purpose, goals, policies, and procedures for the facility and parent agency
 - A.10.4.b Security and contraband regulations
 - A.10.4.c Key control
 - A.10.4.d Appropriate conduct with detainees
 - A.10.4.e Responsibilities and rights of employees
 - A.10.4.f Universal precautions
 - A.10.4.g Occupational exposure

- A.10.4.h Personal protective equipment
- A.10.4.i Bio hazardous waste disposal
- A.10.4.j An overview of the correctional field
- A.10.5 All new correctional officers receive 160 hours of training during their first year of employment. At least 40 of these hours are completed prior to being independently assigned to any post. At a minimum, this training covers the following areas (4-ALDF-7B-10):
 - A.10.5.a Security and safety procedures
 - A.10.5.b Emergency and fire procedures
 - A.10.5.c Supervision of offenders
 - A.10.5.d Suicide intervention/prevention
 - A.10.5.e Use-of-force
 - A.10.5.f Offender rights
 - A.10.5.g Key control
 - A.10.5.h Interpersonal relations
 - A.10.5.i Communications skills
 - A.10.5.j Standards of conduct
 - A.10.5.k Cultural awareness
 - A.10.5.I Sexual abuse/assault intervention
 - A.10.5.m Cultural diversity for detainees and staff
 - A.10.5.n Code of ethics
 - A.10.5.0 Correctional implications of young adult (age 18-24) brain development and associated de-escalation tactics. DOJ-Restrictive Housing Report
- A.10.6 Written policy, procedure, and practice provide that all correctional officers receive at least 40 hours of annual training. This training shall include at a minimum the following areas (4-ALDF-7B-10-1):
 - A.10.6.a Standards of conduct/ethics
 - A.10.6.b Security/safety/fire/medical/emergency procedures
 - A.10.6.c Supervision of offenders including training on sexual abuse and assault
 - A.10.6.d Use of force

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- A.10.7 Facility management and supervisory staff receive at least 40 hours of management and supervision training during their first year and at least 24 hours of management training each year thereafter. **4-ALDF-7B-11**
- A.10.8 All personnel authorized to use firearms receive appropriate training before being assigned to a post involving the possible use of such weapons. 4-ALDF-7B-14
- A.10.9 Firearms' training covers the use, safety, and care of firearms and constraints on their use. **4-ALDF-7B-14**
- A.10.10 All personnel authorized to use firearms must demonstrate competency in their use at least annually. **4-ALDF-7B-14**
- A.10.11 All personnel authorized to use chemical agents receive thorough training in their use and in the treatment of individuals exposed to a chemical agent.
 4-ALDF-7B-15
- A.10.12 All security personnel are trained in self-defense and in the use of force to control detainees. **4-ALDF-7B-16**

A.11 Emergency Plans

- A.11.1 There is a plan that specifies the procedures to be followed in situations that threaten facility security. Such situations include but are not limited to:
 - A.11.1.a Riots
 - A.11.1.b Hunger strikes
 - A.11.1.c Disturbances
 - A.11.1.d Escapes
 - A.11.1.e Hostage situations
- A.11.2 The facility has written agreements securing the provision of emergency assistance as identified by the emergency plans.
- A.11.3 A plan provides for continuing operations in the event of a staff work stoppage or other job action. Copies of this plan are available to appropriate supervisory personnel. **4-ALDF-1C-06**

A.12 External Agency Notifications

A.12.1 The facility director ensures the immediate notification to the agency of jurisdiction of serious incidents including, but not limited to:

A.12.1.a Deaths;

A.12.1.b Suicide attempts;

A.12.1.c Hunger Strikes;

- A.12.1.d Emergency medical trips;
- A.12.1.e Escapes;
- A.12.1.f Use of Force;
- A.12.1.g Full or partial facility lockdowns;
- A.12.1.h Incidents impacting facility operations (Riots, Disturbances, Food Strikes, Fires, Natural Disasters);
- A.12.1.i Assaults on staff or detainees requiring medical attention;
- A.12.1.j Detainee transportation incidents;
- A.12.1.k Incidents attracting unusual interest or publicity.

SECTION B: HEALTH CARE

B.1 Health Care Administration

- B.1.1 The facility has a designated health authority with responsibility for health care services.
- B.1.2 The responsibilities of the health authority include: **4-ALDF 4D-01**
 - B.1.2.a Developing mechanisms, including written agreements, when necessary to assure that the scope of services is provided and properly monitored
 - B.1.2.b Developing a facility's operational health policies and procedures
 - B.1.2.c Identifying the type of health care providers needed to provide the determined scope of services
 - B.1.2.d Establishing systems for the coordination of care among multidisciplinary health care providers
 - B.1.2.e Developing a quality management program
- B.1.3 The health authority may be a physician, health services administrator, or health agency. When the health authority is other than a physician, final clinical judgments rest with a single, designated, responsible physician.
 4-ALDF 4D-01
- B.1.4 Clinical decisions are the sole province of the responsible clinician and are not countermanded by non-clinicians. **4-ALDF 4D-02**
- B.1.5 Health care services are provided by qualified health care personnel whose duties and responsibilities are governed by job descriptions that include qualifications and specific duties and responsibilities.
 4-ALDF 4D-03
- B.1.6 Detainees are treated at the facility by health care personnel other than a licensed provider, the care is provided pursuant to written standing orders or direct orders by personnel authorized by law to give such orders.

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4-ALDF 4D-03

- B.1.7 All professional staff comply with applicable state and federal licensure, certifications, or registration requirements. Verification of current credentials are on file in the facility. **4-ALDF 4D-05**
- B.1.8 The health authority shares with the superintendent or the warden information regarding a detainee's medical management.
 4-ALDF 4D-13
- B.1.9 The circumstances are specified when correctional staff are advised of a detainee's health status. Only that information necessary to preserve the health and safety of a detainee, other detainees, volunteers, visitors, or the correctional staff is provided. Information provided to correctional, classification staff, volunteers, and visitors addresses only the medical needs of the detainee as it relates to housing, program placement, security and transport. 4-ALDF 4D-13
- B.1.10 Informed consent standards of the jurisdiction are observed and documented for detainee care in a language understood by the detainee. In case of minors, the informed consent of a parent, guardian, or a legal custodian applies when required by law. 4-ALDF 4D-15
- B.1.11 When health care is rendered against the patient's will, it is in accordance with state and federal laws and regulations. Otherwise, any detainee may refuse, in writing, medical, dental, and mental care. If the detainee declines to sign the refusal form, it must be signed by at least two witnesses. The form then must be sent to medical and reviewed by a qualified health care professional. If there is a concern about decision-making capacity, and evaluation is done, especially if the refusal is for critical or acute care.
- B.1.12 First aid kits are available in designated areas of the facility as determined by the designated health authority in conjunction with the facility administrator. The health authority approves the contents, number, location, and procedures for monthly inspection of the kits and written protocols for use by non-medical staff. 4-ALDF 4D-09
- B.1.13 An automatic defibrillator is available for use at the facility. **4-ALDF 4D-09**
- B.1.14 Correctional and health care personnel are trained to respond to health-related situations within a four-minute response time. The training program is conducted on an annual basis and is established by the responsible health authority in cooperation with the facility or program administrator and includes instruction on the following: 4-ALDF 4D-08
 - B.1.14.a Recognition of signs and symptoms and knowledge of action that is required in potential emergency situations
 - B.1.14.b Administration of basic first aid
 - B.1.14.c Certification in CPR
 - B.1.14.d Methods of obtaining assistance

B.1.14.e Signs and symptoms of mental illness, violent behavior, and acute *Federal Performance-Based Detention Standards Handbook*

chemical intoxication and withdrawal

- B.1.14.f Procedures for patient transfers to appropriate medical facilities or health care providers
- B.1.14.g Suicide intervention
- B.1.15 Individual health emergency (man-down) drills are conducted once a year on each shift where health staff are assigned. Each drill is evaluated. NCCHC J-A-07
- B.1.16 The method of recording entries in the health record and the format of the health record are approved by the responsible health authority and in a manner that ensures the health record file is complete maintained in a uniform manner. NCCHC J-H-01; 4-ALDF 4D-26
- B.1.17 The confidentiality of a patient's written or electronic health record as well as orally conveyed health information is maintained. NCCHC J-H-02
- B.1.18 Active and inactive health record files are retained or transferred as permanent records in compliance with the legal requirements of the jurisdiction. **4-ALDF 4D-28**

B.2 Intake Health Screening

- B.2.1 All Detainees receive a medical and mental health screening upon admission to the facility. **4-ALDF 4C-22**
- B.2.2 Medical screenings are conducted by health trained or qualified health care personnel. **4-ALDF 4C-22**
- B.2.3 Medical screenings document the following:
 - B.2.3.a Inquiry into:
 - B.2.3.a.1 History of chronic illnesses, serious infections, or communicable diseases
 - B.2.3.a.2 Current illness or health problems
 - B.2.3.a.3 Dental problems
 - B.2.3.a.4 Drug and alcohol use
 - B.2.3.a.5 Pregnancy
 - B.2.3.a.6 Other health problems designated by the responsible physician
 - B.2.3.b Observation of the following: 4-ALDF 4C-22; NCCHC J-E-02):
 - B.2.3.b.1 Behavior including state of consciousness, mental status, appearance, conduct, tremor, and sweating
 - B.2.3.b.2 Body deformities and other physical abnormalities
 - B.2.3.b.3 Ease of movement
 - B.2.3.b.4 Condition of the skin, including trauma markings, bruises, lesions, jaundice, rashes, and infestations,

recent tattoos, and needle marks or other indications of drug abuse

- B.2.4 A tuberculin skin test or radiograph is performed within 72 hours of arrival.
- B.2.5 Medical screenings result in one the following dispositions: Cleared for general population; Cleared for general population with prompt referral to appropriate health care service; or Referral to appropriate health care service for emergency treatment.
- B.2.6 Mental health screenings are conducted by mental-health trained or qualified mental-health personnel. **4-ALDF 4C-29**
- B.2.7 Mental health screenings document the following:
 - B.2.7.a Inquiry into whether the detainee:
 - B.2.7.a.1 Has a present suicide ideation
 - B.2.7.a.2 Has a history of suicidal behavior
 - B.2.7.a.3 Is presently prescribed psychotropic medication
 - B.2.7.a.4 Has current mental health complaint
 - B.2.7.a.5 Is being treated for mental health problems
 - B.2.7.a.6 Has a history of inpatient or outpatient psychiatric treatment
 - B.2.7.a.7 Has a history of treatment for substance abuse
 - B.2.7.a.8 Has a history of sexually aggressive behavior
 - B.2.7.a.9 Is at risk for sexual victimization
 - B.2.7.b Observation of the following: 4-ALDF 4C-29; 4-ALDF 4D-22-4):
 - B.2.7.b.1 General appearance and behavior
 - B.2.7.b.2 Evidence of abuse and/or trauma
 - B.2.7.b.3 Current symptoms of psychosis, depression, anxiety, and/or aggression
- B.2.8 Mental health screenings result in one the following dispositions: Cleared for general population; Cleared for general population with prompt referral to appropriate mental-health care service; or Referral to appropriate mental-health care service for emergency treatment. **4-ALDF 4C-29**

B.3 Medical, Mental Health, and Dental Appraisals

- B.3.1 A comprehensive health appraisal for each detainee is completed by qualified health care professional within 14-days after arrival at the facility. If there is documented evidence of a health appraisal within the previous 90-days, a new health appraisal is not required except as determined by the designated health authority. 4-ALDF 4C-24
- B.3.2 Health appraisals include the following: **4-ALDF 4C-24**; NCCHC J-E-04

- B.3.2.a A review of the intake screen
- B.3.2.b Collection of additional data to complete the medical, dental, mental health, and immunization histories
- B.3.2.c Recording of vital signs
- B.3.2.d Physical Examination, as indicated by the patient's gender, age, and risk factors
- B.3.2.e Review of the results of the medical examination, tests, and identification of problems
- B.3.2.f Immunizations, when appropriate
- B.3.2.g Initiation of therapy, when appropriate
- B.3.2.h Development and implementation of treatment plan, including recommendations concerning housing, job assignment, and program participation, when appropriate
- B.3.3 Medical appraisal results are reviewed by a physician or other qualified health care personnel. NCCHC J-E-04
- B.3.4 Detainees referred receive a comprehensive mental health appraisal by a qualified mental health person within 14-days after arrival at the facility. If there is documented evidence of a health appraisal within the previous 90-days, a new health appraisal is not required except as determined by the designated health authority. 4-ALDF-4C-30
- B.3.5 The comprehensive mental health appraisal includes:
 - B.3.5.a History of:
 - B.3.5.a.1 Psychiatric hospitalization and outpatient treatment
 - B.3.5.a.2 Suicidal behavior
 - B.3.5.a.3 Violent behavior
 - B.3.5.a.4 Victimization
 - B.3.5.a.5 Special education placement
 - B.3.5.a.6 Cerebral trauma or seizures
 - B.3.5.a.7 Sex offenses
 - B.3.5.b Current status of:
 - B.3.5.b.1 Psychotropic medications
 - B.3.5.b.2 Suicidal ideation
 - B.3.5.b.3 Drug or alcohol use
 - B.3.5.c Orientation to person, place, and time
 - B.3.5.d Emotional response to incarceration
 - B.3.5.e Screening for intellectual functioning ALDF 4C-30; NCCHC J-E-05

- B.3.6 An oral screening by dentist or qualified health care professional trained by a dentist is performed within 14-days of admission. **4-ALDF 4C-20**
- B.3.7 Oral screening include (unless completed during intake screening): 4-ALDF 4C-20; NCCHC J-E-06
 - B.3.7.a Visual observation of the teeth and gums and notation of any obvious or gross abnormalities requiring immediate referral to a dentist
 - B.3.7.b Instructions on dental hygiene
- B.3.8 The health record contains results of the medical, mental health, and dental appraisals with documentation of the referral or initiation of treatment when indicated.

B.4 Access to Health Care

- B.4.1 All detainees are informed about how to access health services during the intake/admission process in a manner understood by the detainee to include translation into languages spoken by a significant numbers of detainees, or verbally communicated to the detainee if literacy is an issue. NCCHC 4C-01
- B.4.2 If the facility charges detainees a co-payment fee, detainees are informed of the guidelines of the co-payment program during the intake/admission process. NCCHC 4C-02
- B.4.3 Detainees are not denied access to health services due to an inability to pay co-payment fees.
- B.4.4 Co-payment fees are not applied to appointments, services, or follow-up appointments initiated by medical staff. NCCHC 4C-02
- B.4.5 Using readily available forms, all detainees may request health care services (sick call) on a daily basis. These requests are triaged daily by health professionals or health trained personnel, with a priority system used to schedule clinical services. NCCHC 4C-03
- B.4.6 Clinical services are available to detainees in a clinical setting at least five days a week and are performed by a physician or other qualified health care professional. NCCHC 4C-03
- B.4.7 Detainees who require health care beyond the capacity of the facility as determined by the responsible physician are transferred under appropriate security to a facility where such care is available. (All non-emergency outside care of USMS detainees shall require pre-authorization of the USMS to ensure consistency with USMS Detainee Health Care Standards). NCCHC 4C-05
- B.4.8 There are 24-hour emergency medical dental and mental health services. Services include the following (NCCHC 4C-08):
 - B.4.8.a On-site emergency first aid and crisis intervention
 - B.4.8.b Emergency evacuation of the detainee from the facility
- B.4.8.c Use of one or more designated hospital emergency rooms or other appropriate health facilities.
- B.4.8.d Emergency on-call physician, dentist, and mental health professional services are available 24-hours per day when the emergency health facility is not located in the community
- B.4.9 Health encounters including medical and mental health interviews, examinations, and procedures are conducted in a setting that respects the detainee's privacy. Female detainees are provided a female escort for encounters with a male health care provider. 4-ALDF-4D-19

B.5 Provision of Health Care

- B.5.1 If infirmary care is provided it includes at a minimum the following (4-ALDF-4C-09; NCCHC J-G-03)
 - B.5.1.a Definition of the scope of infirmary care services available
 - B.5.1.b A physician on call or available 24-hours a day
 - B.5.1.c A supervising registered nurse is on-site at least once every 24hours
 - B.5.1.d Detainee patients are within sight or sound of a qualified health care professional
 - B.5.1.e A manual of nursing care procedures is consistent with the state's nurse practicing act and licensing requirements
 - B.5.1.f The frequency of physician and nursing rounds is commensurate with the category of care being provided
- B.5.2 Patients with chronic diseases are identified and enrolled in a chronic disease program to decrease the frequency and severity of symptoms, prevent disease progression and complication, and foster improved function. Chronic diseases include, but are not limited to: asthma, diabetes, high blood cholesterol, HIV, hypertension, seizure disorder, tuberculosis, and major mental illnesses. NCCHC J-G-01
- B.5.3 Chronic care treatment programs include but are not limited to (NCCHC J-G-01; 4-ALDF-4C-19):
 - B.5.3.a Determining the frequency of follow-up for medical evaluation
 - B.5.3.b Adjusting the treatment modality as clinically indicated
 - B.5.3.c Indicating the type and frequency of diagnostic testing and therapeutic regimens
 - B.5.3.d Instructions on diet and exercise
- B.5.4 The health authority maintains a list of chronic care patients. NCCHC J-G-01

B.5.5 A proactive program exists that provides care for special needs patients who require medical supervision or multidisciplinary care. Special needs patients include, but are not limited to developmentally disabled individuals, frail/elderly, physical impairments which impair mobility, and patients with

frail/elderly, physical impairments which impair mobility, and patients with serious mental health needs. NCCHC J-G-02

- B.5.6 The health authority maintains a list of special needs patients. NCCHC J-G-02
- B.5.7 Female Detainees receive gynecological and obstetrical treatment and examinations, including pap smears and mammograms, in accordance with community medical standards for those detainees in uninterrupted custody or 12 months or more.
- B.5.8 Pregnant Detainees receive timely and appropriate prenatal care, specialized obstetrical services when indicated, and postpartum care. NCCHC J-G-07
- B.5.9 There is a written plan that addresses the management and reporting to applicable local, state, and federal agencies of infections and communicable diseases. **4-ALDF-4C-14**
- B.5.10 There is a written plan addressing the management of infections and communicable diseases including, but not limited to: 4-ALDF-4C-15; 4C-16; 4C-17

B.5.10.a Tuberculosis

B.5.10.b Hepatitis A, B, & C

B.5.10.c HIV

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- B.5.11 Written plans addressing the management of infectious and communicable diseases include: ACA-4-ALDF-4C-15; 4C-16; 4C-17; NCCHC J-B-01
 - B.5.11.a Identification
 - B.5.11.b Surveillance
 - B.5.11.c Treatment, when indicated
 - B.5.11.d Follow-up and isolation, when indicated (Active TB patients are housing in negative pressure rooms).
- B.5.12 Immunizations are provided to prevent disease where appropriate. NCCHC J-B-01
- B.5.13 Management of bio-hazardous waste and decontamination of medical and dental equipment complies with applicable local, state, and federal regulations. **4-ALDF 4C-18**
- B.5.14 Detoxification, when performed at the facility, is done only under the medical supervision in accordance with local, state, and federal laws. Specific guidelines are followed for the treatment and observation of individuals manifesting mild or moderate symptoms of intoxication or withdrawal from alcohol and other drugs. 4-ALDF 4C-36

B.5.15 Detainees experiencing severe, life threatening intoxication (overdose) are Federal Performance-Based Detention Standards Handbook Page 23 of 55

or withdrawal are transferred under appropriate security conditions to a facility where specialized care is available. **4-ALDF 4C-36**

- B.5.16 Detainees have access to a chemical dependency treatment program. 4-ALDF 4C-37
- B.5.17 Management of pharmaceuticals includes: 4-ALDF-4C-38; NCCHC J-D-01; NCCHC J-D-02
 - B.5.17.a A formulary
 - B.5.17.b A formalized method for obtaining non-formulary medications
 - B.5.17.c Prescription medications are administered or delivered to the patient only on the order of a physician, dentist, or other legally authorized individual
 - B.5.17.d Secure storage and perpetual inventory of all controlled substances, syringes, and needles
 - B.5.17.e Administration of medication is by persons properly trained and under the supervision of the health authority and facility administrator or designee.
 - B.5.17.f Providing a 7-day supply of prescribed medication to detainees transferring/releasing from the facility.
- B.5.18 Detainees entering the facility on prescription medications continue to receive the medication in a timely fashion as prescribed, or acceptable alternate medications are provided as clinically indicated. **NCCHC J-D-02**
- B.5.19 Mental Health services include at a minimum (4-ALDF-4C-27):
 - B.5.19.a Screening for mental health problems on intake
 - B.5.19.b Referral for the detection, diagnosis, and treatment of mental illness
 - B.5.19.c Crisis intervention, and management of acute psychiatric episodes
 - B.5.19.d Stabilization of the mentally ill and the prevention of psychiatric deterioration in the correctional setting
 - B.5.19.e Referral to licensed mental health facilities for detainees with psychiatric needs exceeding the treatment capacity of the facility
 - B.5.19.f Obtaining and documenting consent
- B.5.20 Routine and emergency dental care is provided to each detainee under the direction and supervision of a licensed dentist. **4-ALDF-4C-20**; NCCHC J-E-06
- B.5.21 Dental care includes the following (4-ALDF-4C-20; NCCHC J-E-06):

B.5.21.a Intake dental screening

B.5.21.b Instruction in oral hygiene and preventative oral care

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- B.5.21.c Oral treatment is timely and includes prompt access for urgent or painful conditions.
- B.5.21.d Oral treatment is provided within the scope of the USMS detainee Health Care Standards
- B.5.21.e Detainees in USMS custody for more than 12 months receive an oral examination.
- B.5.22 The use of detainees for medical, pharmaceutical, or cosmetic experiments is prohibited, unless written authorization is provided by the agency of jurisdiction. **4-ALDF-4D-18**
- B.5.23 Investigational or Experimental drugs, devices, and procedures are not covered. For procedures, services, and supplies that are experimental or investigational, and/or not approved by the FDA, if the detainee is taking an investigational drug on a compassionate use basis at the time of arrest, he or she may continue it as long as it involves no cost to the government, and as long as the investigational protocol does not require the detainee to make visits anywhere outside of the facility to which he or she is confined. USMS Detainee Health Care Standard Publication 100

B.6 Incident Health Care

- B.6.1 Detainee Suicides
 - B.6.1.a The facility suicide prevention program is approved by the health authority and the facility warden or designee.
 - B.6.1.b The suicide prevention program includes specific procedures for:
 - B.6.1.b.1 Staff training
 - B.6.1.b.2 Intake/admission procedures
 - B.6.1.b.3 Identifying suicidal detainees
 - B.6.1.b.4 Referring suicidal detainees for mental health intervention
 - B.6.1.b.5 Housing observation, and Suicide watch
 - B.6.1.b.6 Incident review/debriefing
 - B.6.1.b.7 Follow-up monitoring
 - B.6.1.c All staff who supervise detainees receive suicide prevention/response training annually.
 - B.6.1.d Staff training in suicide prevention/response includes, but is not limited to:
 - B.6.1.d.1 Identifying warning signs and symptoms of impending suicide behavior
 - B.6.1.d.2 Responding to suicidal and depressed detainees
 - B.6.1.d.3 Use of referral procedures

- B.6.1.d.4 Housing observation and suicide watch procedures
- B.6.1.e Detainees referred for suicide intervention are evaluated promptly by a designated health professional, who is able to direct the intervention and assure follow-up treatment/evaluation as needed.
- B.6.1.f Actively suicidal detainees and potentially suicidal detainees who are placed in isolation are maintained under constant supervision.
- B.6.1.g Housing for suicidal detainees facilitates staff observation and utilizes suicide resistant fixtures.
- B.6.1.h Suicide review debriefings include administration, health services, and security representatives.
- B.6.1.i The agency of jurisdiction received notification of the incident.
- B.6.2 Hunger Strikes
 - B.6.2.a The facility's hunger strike management program is reviewed by the health authority.
 - B.6.2.b Medical staff receives training in hunger strike evaluation and treatment and remain up to date on these procedures.
- B.6.3 Medical Restraints/Therapeutic Seclusion
 - B.6.3.a Clinically ordered restraint and seclusion are available for patients exhibiting behavior dangerous to self or others as a result of medical or mental illness. NCCHC J-I-01
 - B.6.3.b The procedures for the use of medical restraints/seclusion include NCCHC J-I-01; 4-ALDF-4D-21
 - B.6.3.b.1 The authorization by a physician or other qualified health care professional where permitted by law, who has determined that no less restrictive treatment is appropriate
 - B.6.3.b.2 The types of restraints to be used
 - B.6.3.b.3 Documentation of 15-minute checks by health-trained personnel or health services of detainees placed in medical restraints
 - B.6.3.b.4 How proper hydration, nutrition, and toileting are provided
 - B.6.3.b.5 Documentation of efforts for less restrictive treatment alternatives as soon as possible
- B.6.4 Sexual Assault
 - B.6.4.a Detainees identified as high risk with a history of sexually assaultive behavior are assessed by a mental health or other qualified professional. Detainees with a history of sexually

assaultive behavior are identified, monitored, and counseled. **4-ALDF-4D-22-3**

- B.6.4.b Detainees identified as at risk for sexual victimization are assessed by a mental health or other qualified professional. Detainees at risk for sexual victimization are identified, monitored, and counseled. **4-ALDF-4D-22-4**
- B.6.4.c Victims of sexual assault are referred under appropriate security provisions to a community facility for treatment and gathering of evidence. If these procedures are performed in-house, the following guidelines are used: **4-ALDF-4D-22-6**
 - B.6.4.c.1 A history is taken by health care professionals who conduct an examination to document the extent of physical injury and to determine of referral to another medical facility is indicated. With the victims consent, the examination includes collection of evidence from the victim, using a kit approved by the appropriate authority.
 - B.6.4.c.2 Provision is made for testing of sexually transmitted diseases and counseling as appropriate.
 - B.6.4.c.3 Prophylactic treatment and follow-up for sexually transmitted diseases are offered to all victims as appropriate.
 - B.6.4.c.4 Following the physical examination there is availability of an evaluation by a mental health professional to assess the need for crisis intervention counseling and long-term follow-up.
 - B.6.4.c.5 A report is made to the facility or program administrator or designee to assure separation of the victim from his or her assailant.
- B.6.4.d All case records associated with claims of sexual abuse, including incident reports investigative reports offender information case disposition medical and counseling evaluation findings and recommendations for post-release treatment and/or counseling are retained in accordance with an established schedule.
 4-ALDF-4D-22-8
- B.6.5 Detainee Death
 - B.6.5.a As part of an overall protocol that describes the actions to be taken in the event of a detainee death, the facility will immediately notify the agency of jurisdiction. **4-ALDF-4D-23**
 - B.6.5.b All deaths are reviewed to determine the appropriateness of clinical care; to ascertain whether changes to policies, procedures,

or practices are warranted; and to identify issues that require further study. This process will ensure: NCCHC J-A-10

- B.6.5.b.1 All deaths are reviewed within 30 days
- B.6.5.b.2 A death review consists of:

B.6.5.b.2.1	An administrative review
B.6.5.b.2.2	A clinical mortality review
B.6.5.b.2.3	A psychological autopsy if death is by suicide

- B.6.5.b.3 Treating staff are informed of the clinical mortality review and administrative review findings.
- B.6.5.b.4 Corrective actions identified through the mortality review process are implemented and monitored.

B.6.6 Restrictive Housing

- B.6.6.a When a detainee is transferred to restrictive housing, health care personnel are informed immediately and provide assessment and review of medical and mental health risk factors as indicated by the protocols established by the health authority. 4-ALDF-2A-4
- B.6.6.b If a detainee with serious mental illness is placed in restrictive housing: **DOJ-Restrictive Housing Report**
 - B.6.6.b.1 Mental health staff conduct a mental health consultation at the time of the detainee's placement;
 - B.6.6.b.2 The detainee receives intensive, clinically appropriate mental health treatment for the entirety of the detainee's placement in restrictive housing;
 - B.6.6.b.3 At least once per week, a qualified mental health practitioner, assigned to supervise mental health treatment in the restrictive housing unit, conducts face-to-face clinical contact with the detainee, to monitor the inmate's mental health status and identify signs of deterioration.
- B.6.6.c After 30 days in restrictive housing, and every 30 days thereafter, all detainees in restrictive housing receive a face-to-face psychological review by mental health staff. If at any point a detainee show signs of psychological deterioration while in restrictive housing, the detainee is immediately evaluated by mental health staff. **DOJ-Restrictive Housing Report**

SECTION C: SECURITY AND CONTROL

C.1 Correctional Supervision

- C.1.1 Space is provided for a 24-hour secure control center for monitoring and coordinating the facility's security, life safety, and communications systems. 4-ALDF-2A-01
- C.1.2 The secure control center is staffed continuously. **4-ALDF-2A-02**
- C.1.3 Correctional officer posts are located in or immediately adjacent to detainee living areas to permit officers to see or hear and respond promptly to emergency situations. **4-ALDF-2A-03**
- C.1.4 Prisoners classified as medium or maximum security risks are personally observed by an officer at least every 40 minutes on an irregular schedule. Prisoners classified as minimum or low security risks are personally observed by an officer at least every 60 minutes on an irregular schedule. **4-ALDF-2A-05**
- C.1.5 When both males and females are housed in a facility, at least one male staff member and one female staff member are on duty at all times. **4-ALDF 2A-08**
- C.1.6 No detainee or group of detainees is given control, or allowed to exert authority, over other detainees. **4-ALDF-2A-09**
- C.1.7 All Detainee movement from one area of the facility to another is controlled by staff. **4-ALDF-2A-10**
- C.1.8 Correctional staff maintain a permanent log recording routine information, emergency situations, and unusual incidents. **4-ALDF-2A-11**
- C.1.9 Correctional supervisors review permanent logs on each shift to provide responsible department heads/shift supervisors with relevant information. These reviews are documented. **4-ALDF-2A-11**
- C.1.10 Supervisory staff conduct a daily patrol, including holidays and weekends, of all areas occupied by detainees. Unoccupied areas are to be inspected at least weekly. Patrols and inspections are documented. **4-ALDF-2A-12**
- C.1.11 A qualified person conducts at least weekly inspections of all security devices, identifying those needing repair or maintenance. Results the weekly security inspections are reported in writing. **4-ALDF-2A-13**

C.2 Detainee Accountability

- C.2.1 There is a detainee population management system that includes records on the admission, processing, and release of detainees. **4-ALDF-2A-16**
- C.2.2 The facility has a system for physically counting detainees. The system includes strict accountability for detainees being counted outside of their assigned living area. **4-ALDF-2A-17**

C.2.3 At least one complete institution count is conducted for each shift, with no less than three complete institution counts being conducted in a 24-hour period. **4-ALDF-2A-17**

C.3 Control of Contraband

- C.3.1 Procedures guide searches of facilities and detainees to control contraband and provide for its disposition. **4-ALDF-2C-01**
- C.3.2 Procedures govern the preservation, control, and disposition of all physical evidence obtained in connection with a violation of law and/or institution regulation. At a minimum, the procedures address the following (4-ALDF-2C-06).
 - C.3.2.a Chain of custody
 - C.3.2.b Evidence handling
 - C.3.2.c Location and storage requirements
 - C.3.2.d Manner of disposition
- C.3.3 A search of a detainee's body and attire is conducted upon their arrival at the facility and prior to transportation out of the facility.
 - C.3.3.a Detainees are searched after contact with the public or when returning from public areas.
 - C.3.3.b Detainee searches are conducted in an appropriate setting and by staff of the same gender.
- C.3.4 A strip search of general population detainees is only conducted when there is reasonable belief that the detainee may be in possession of an item of contraband. The least invasive form of search is conducted. **4-ALDF-2C-04**
- C.3.5 Manual or instrument inspection of body cavity is conducted only when there is reasonable belief that the detainee is concealing contraband and when authorized by the facility administrator or designee. Health care personnel conduct the inspection in private. **4-ALDF-2C-05**

C.4 Use of Force/Non-Routine Application of Restraints

- C.4.1 The use of physical force is restricted to instances of justifiable self-defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority. **4-ALDF-2B-01**
- C.4.2 Physical force and restraints are not used as punishment. **4-ALDF-2B-01**; **4-ALDF-2B-02**
- C.4.3 There are defined circumstances under which supervisory approval is needed prior to the application of restraints. **4-ALDF-2B-02**
- C.4.4 The application of four/five point restraints complies with the following criteria (4-ALDF-2B-03):

- C.4.4.a Four/five point restraints are used only in extreme instances and only when other types of restraints have proven ineffective.
- C.4.4.b Advance approval is secured from the facility administrator/designee before a detainee is placed in a four/five point restraint.
- C.4.4.c The health authority or designee must be notified to assess the detainee's medical and mental health condition.
- C.4.4.d The health authority or designee determines if, whether based on serious danger to self or others, the detainee should be in a medical/mental health unit for emergency involuntary treatment with sedation and/or other medical/mental health unit.
- C.4.5 In the event a detainee is placed in four/five point restraints the following procedures are followed (4-ALDF-2B-03):
 - C.4.5.a Direct visual observation by staff is continuous prior to obtaining approval from the health authority or designee
 - C.4.5.b Subsequent visual observation is made at least every 15 minutes
 - C.4.5.c Restraint procedures are in accordance with guidelines approved by the designated health authority
 - C.4.5.d All decisions and actions are documented
- C.4.6 Written reports are submitted to the facility administrator or designee no later than the conclusion of the tour of duty when any of the following occur (4-ALDF-2B-07):
 - C.4.6.a Discharge of firearm or other weapon
 - C.4.6.b Use of less lethal devices to control detainees
 - C.4.6.c Use of force to control detainees
 - C.4.6.d Detainee(s) remaining in restraints at the end of the shift
- C.4.7 All calculated Use of Force Incidents and Non-Routine Application of Restraints are supervised and videotaped.
- C.4.8 The agency of jurisdiction is immediately notified of any Use of Force Incident or Non-Routine Application of Restraints.
- C.4.9 All Use of Force incidents are reviewed by the facility director to ensure compliance with the facility's Use of Force policy.

C.5 Weapons Control

- C.5.1 Procedures govern the availability, control, and use firearms, less lethal devices, and related security devices, and specify the level of authority required for their access and use. **4-ALDF-2B-04**
- C.5.2 Chemical agents and electrical disablers are used only with the authorization of the facility administrator or designee. **4-ALDF-2B-04**

- C.5.3 Employees are instructed to use deadly force only after other actions have been tried and found ineffective, unless the employee believes that a person's life is immediately threatened. **4-ALDF-2B-08**
- C.5.4 Storage space is provided for the secure storage of less lethal devices and related security equipment, and this space is located in an area separate and apart from detainee housing or activity areas. **4-ALDF-2B-05**
- C.5.5 Access to the weapons storage space is restricted to authorized persons only. **4-ALDF-2B-05**
- C.5.6 The facility maintains a written record of routine and emergency distribution of security equipment. **4-ALDF-2B-06**
- C.5.7 Firearms, chemical agents, and related security equipment are inventoried at least monthly to determine their condition and expiration dates. **4-ALDF-2B-06**
- C.5.8 Firearms, chemical agents, and related security equipment are issued only to qualified staff.
- C.5.9 Visiting Law Enforcement Officers secure their weapons in a locker located outside the secure perimeter of the facility. **4-ALDF-2B-08**
- C.5.10 Employees on duty use only firearms or other security equipment that have been approved by the facility administrator. **4-ALDF-2B-08**
- C.5.11 Appropriate equipment is provided to facilitate safe unloading and loading of firearms. **4-ALDF-2B-08**
- C.5.12 Incidents of missing weapons are reported promptly to supervisory security personnel.

C.6 Keys, Tools, and Medical Equipment Control

- C.6.1 The use of keys is controlled and inventoried. **4-ALDF-2D-01**
- C.6.2 Emergency keys:
 - C.6.2.a Are kept in a secure but accessible location
 - C.6.2.b Reach every area of the facility
 - C.6.2.c Usage is limited to authorized staff
 - C.6.2.d Usage is documented
- C.6.3 The use of tools and culinary equipment is controlled and inventoried. 4-ALDF-2D-02
- C.6.4 In the event detainee workers are assigned to work details involving the use of tools, facility policy identifies what tools may be used by detainees and identifies the level of required staff supervision.
- C.6.5 Medical and dental instruments, equipment, and supplies (syringes, needles, and other sharps) are controlled and inventoried. **4-ALDF-2D-03**

C.6.6 Incidents of missing keys, tools, culinary equipment, medical and dental equipment, and supplies are reported promptly to security personnel.

C.7 Post Orders

- C.7.1 There are current written orders for every correctional officer post, which clearly outline duties, responsibilities, and expectations of that post. 4-ALDF-2A-04
- C.7.2 Post orders for armed posts contain instructions regarding the proper care and safe handling of firearms and specific instructions stating when and under what circumstances their use is authorized.
- C.7.3 Officers assigned to those posts acknowledge in writing that they have read and understand the orders and record the date. **4-ALDF-2A-04**
- C.7.4 The facility administrator or designee reviews post orders annually and updates them as needed. **4-ALDF-2A-04**

C.8 Detainee Discipline

- C.8.1 Rules of detainee conduct specify acts prohibited within the facility and the range of penalties that can be imposed for various degrees of violations. 4-ALDF-3A-01
- C.8.2 Disciplinary Segregation, as a penalty for committing a prohibited act, is reserved for offenses involving violence, escape, or posing a threat to institutional safety by encouraging others to engage in such conduct. **DOJ-Restrictive Housing Report**
- C.8.3 There is a sanctioning schedule for rule violations. The maximum sanction for rule violations is no more than 60 days of disciplinary segregation for all violations arising out of one incident. **4-ALDF-2A-50**
- C.8.4 A detainee who allegedly commits an act covered by criminal law is referred to the appropriate criminal justice agency. **4-ALDF-6C-02**
- C.8.5 There are written guidelines for resolving minor detainee infractions that include a written statement of the rule violated and a hearing and decision within seven days, excluding weekends and holidays, by a person not involved in the rule violation; detainee may waive the hearing. 4-ALDF-6C-01
- C.8.6 When rule violations require formal resolutions, staff members prepare a disciplinary report and forward it to the designated supervisor. **4-ALDF-6C-03**
- C.8.7 Disciplinary reports include, but are not limited to, the following: 4-ALDF-6C-04

C.8.6.a Specific rule violated

C.8.6.b Formal statement of the charge

C.8.6.c An explanation of the event that includes who was involved, what

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transpired, and the time and location of the occurrence

C.8.6.d Any physical evidence and disposition

C.8.6.e Any immediate action, including use of force

C.8.6.f Reporting staff member's signature and date and time of incident.

- C.8.8 When an alleged rule violation is reported, an appropriate investigation is begun within 24 hours of the time the violation is reported and is completed without delay, unless there are exceptional circumstances for delaying. 4-ALDF-6C-05
- C.8.9 Absent compelling circumstances, such as a pending criminal investigation, a detainee does not remain in investigative segregation for a longer period of time than the maximum term of disciplinary segregation permitted for the most serious offense charged. **DOJ-Restrictive Housing Report.**
- C.8.10 A detainee charged with a rule violation receives a written statement of the charge(s) including a description of the incident and specific rules violated. The detainee is given the statement at the same time the disciplinary report is filed with the disciplinary committee but no less than 24 hours prior to the disciplinary hearing. The hearing may be held in less than 24 hours, only with the detainee's written consent. **4-ALDF-6C-07**
- C.8.11 Detainees charged with rule violations are present at the hearing, unless they waive that right in writing or through their behavior. Any detainee's absence or exclusion is documented. **4-ALDF 6C-08**
- C.8.12 Disciplinary hearing are convened as practical but no later than seven days, excluding weekends and holidays, after the alleged violation. Inmates are notified of the hearing at least 24 hours in advance of the hearing. Reasons for postponement or continuance are documented. **4-ALDF 6C-09; 4-ALDF 6C-10**
- C.8.13 The disciplinary hearing is conducted by a correctional official outside the regular chain of command at the institution where the inmate is housed. **DOJ-Restrictive Housing Report**
- C.8.14 Detainees have an opportunity to make a statement and present documentary evidence at the hearing and can request witnesses on their behalf; the reasons for denying such a request are stated in writing. 4-ALDF-6C-12
- C.8.15 A staff member or agency representative assists detainees at disciplinary hearings when it is apparent that a detainee is not capable of collecting and presenting evidence on his or her own behalf. **4-ALDF 6C-13**
- C.8.16 When a disciplinary hearing officer is confronted with a detainee who demonstrates symptoms of mental illness, the disciplinary officer consults with qualified mental health services professionals to provide input as to: **DOJ-Restrictive Housing Report**
 - C.8.16.a The detainee's competence to participate in the disciplinary hearing;

- C.8.16.b Responsibility for charged behavior;
- C.8.16.c Information of known mitigating factors in regard to the behavior
- C.8.16.d Impact of applicable sanctions on the detainee's mental health treatment plan.
- C.8.17 Disciplinary decisions are based solely on information obtained in the hearing process, including staff reports, the statements of the inmate charged, and the evidence derived from witnesses and documents. 4-ALDF 6C-14
- C.8.18 The detainee's behavior while in investigative segregation is given consideration by the disciplinary hearing officer. DOJ-Restrictive Housing Report
- C.8.19 Time spent in investigative segregation is credited towards the term of disciplinary segregation. **DOJ-Restrictive Housing Report**
- C.8.20 Disciplinary sentences for offenses resulting from the same incident are served concurrently. **DOJ-Restrictive Housing Report**
- C.8.21 A written report is made of the decision and supporting reasons, and a copy is given to the detainee. The hearing record and supporting documentation are kept in the detainee's file.
- C.8.22 The facility administrator or designee reviews all disciplinary hearings and dispositions to assure conformity with policy and regulations. **4-ALDF-6C-17**
- C.8.23 Detainees may appeal decisions of the disciplinary hearing officer. Appeals of disciplinary actions must be affirmed or reversed within 15 days of the appeal. **4-ALDF 6C-18**

C.9 Detainee Transportation

- C.9.1 Detainee transportation vehicles receive an annual safety inspection by qualified personnel. **4-ALDF-1B-03**
- C.9.2 Transportation vehicles are secured when not in use.
- C.9.3 Transportation vehicles are equipped with serviceable air conditioning and heating systems.
- C.9.4 Transportation vehicles are available to accommodate disabled or movement impaired detainees.
- C.9.5 Transportation vehicles are equipped with serviceable communication equipment.
- C.9.6 Transportation vehicles are equipped with a serviceable fire extinguisher.
- C.9.7 Transportation vehicles are compartmentalized to permit the secure separation of male and female detainees if they are transported in the same vehicle.

- C.9.8 Transportation vehicles are equipped with security screens between the operator compartment and the detainee compartment
- C.9.9 The facility's vehicle sally port provides a secure environment for the loading and unloading of detainees.
- C.9.10 The facility's detainee intake and discharge area provides a secure area for processing, transferring, searching, and applying/removing retraining devices.
- C.9.11 Detainees are searched prior to boarding a vehicle.
- C.9.12 Detainees are fully restrained (handcuffs, waist chains, and leg irons) during transportation. Medical exceptions are documented and approved.
- C.9.13 Transportation officers consist of a minimum of two armed escorts when utilizing a sedan or van; and a minimum of two armed escorts in addition to the driver when utilizing a bus to transport detainees
- C.9.14 Transport vehicles are searched for contraband prior to and after each detainee movement.

SECTION D: FOOD SERVICE

D.1 Food Service Administration

- D.1.1 A person who is experienced in food service management supervises food service operations and is certified by a food protection manager certification program. 4-ALDF-4A-04; 2013 U.S. Food Code: 2-102.11, 2-102.12, 2-102.20, 2-103.11
- D.1.2 The Food Service Administrator or designee conducts daily inspections of all food service areas, including dining and food preparation areas and equipment. **4-ALDF-4A-15**
- D.1.3 The facility's food service operation is reviewed by an independent; outside source to ensure the food service facilities and equipment meet established governmental health and safety codes. Corrective action is documented for all deficiencies. **4-ALDF-4A-11**
- D.1.4 Meals are prepared, delivered, and served under staff supervision. 4-ALDF-4A-17
- D.1.5 All staff, contractors, and volunteer detainee workers who work in the food service department are trained in the use of food service equipment and in the safety procedures to be followed in the food service department.
 4-ALDF-4A-12-1

D.2 Food Service Employee/Worker Health

D.2.1 Volunteer, detainee food service workers receive a pre-assignment medical examination and periodic reexamination to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils.

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- D.2.2 Food service employees/workers are required to report information about their health and activities as they relate to diseases that are transmissible through food, in a timely manner and sufficient detail to reduce the risk of foodborne disease transmission. 2013 U.S. Food Code: 2-201.11, 3-103.11(3)
- D.2.3 Food service employees/workers are required to clean their hands and exposed portions of their arms immediately before engaging in food preparation including working with exposed food, clean equipment, and utensils. 2013 U.S. Food Code: 2-301.11, 2-301.12. 2-301.14
- D.2.4 Food service employees/workers are required to clean their hands in a handwashing sink or approved automatic handwashing facility and may not clean their hands in a sink used for food preparation or ware washing, or in a service sink or a curbed cleaning facility used for the disposal of mop water and similar liquid waste. **2013 U.S. Food Code 2-301.15**
- D.2.5 Food service employees/workers are required to wear clean outer clothing to prevent contamination of food, equipment, utensils, linens, and single-service and single-use articles. 2013 U.S. Food Code 2-304.11
- D.2.6 Food Service employees/workers are required to wear hair restraints such as hats, hair coverings or nets, beard restraints, and clothing to keep their hair from contacting exposed food; clean equipment, utensils, and linens. **2013 U.S. Food Code 2-402.11**
- D.2.7 Food service employees and detainee workers shall eat or drink only in designated areas where contamination of exposed food, clean equipment, utensils or other items cannot occur. 2013 U.S. Food Code 2-401.11

D.3 Food Storage and Preparation

- D.3.1 Refrigerated, potentially hazardous food deliveries are checked on delivery to ensure compliance with Food Code. 2013 U.S. Food Code 3-202.11, 3-202.15
- D.3.2 Food is stored in a manner compliant with Food Code. 2013 U.S. Food Code 3-3
- D.3.3 Food is protected from contamination from equipment, utensils, and linens in a manner compliant with Food Code. 2013 U.S. Food Code 3-305.11, 3-305.12
- D.3.4 During preparation (Cooking, Freezing, Reheating), unpackaged food shall be protected from environmental sources of contamination in a manner compliant with Food Code. **2013 U.S. Food Code 3-4, 3-5**

D.4 Equipment, Utensils, and Linens

D.4.1 Utensils and food contact surfaces are designed and constructed of

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- materials compliant with Food Code. 2013 U.S. Food Code 4-1, 4-2
- D.4.2 Ware washing (dishwashing) machines are operating within designed specifications and/or in a manner compliant with Food Code. 2013 U.S. Food Code: 4-204.113, 4-204.114, 4-204.115, 4-204.117, 4-204.118, 4204.119, 4-501.110, 4-501.112, 4-501.113, 4-501.114, 4-501.116
- D.4.3 Manual ware washing operations utilize at least 3 sufficiently sized compartments for manually washing, rinsing, and sanitizing equipment and utensils; and are compliant with Food Code. 2013 U.S. Food Code 4-301.12, 4-301.13, 4-501.114, 4-501.111
- D.4.4 If hot water is used for sanitization in manual ware washing operations, the sanitizing compartment of the sink shall be compliant with Food Code. 2013 U.S. Food Code 4-204.116, 4-204.119
- D.4.5 Drain boards, utensil racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation shall be provided for necessary utensil holding before cleaning and after sanitizing. 2013 U.S. Food Code 4-301.13
- D.4.6 Ventilation hood systems and devices shall be sufficient in number and capacity to prevent grease or condensation from collecting on walls and ceilings. 2013 U.S. Food Code 4-301.14
- D.4.7 Food temperature measuring devices shall be readily accessible for used in ensuring attainment and maintenance of food temperatures and the manual washing and sanitizing temperatures as specified under Food Code. 2013 U.S. Food Code 4-302.12, 4-302.13
- D.4.8 A test kit or other device that accurately measures the concentration sanitizing solutions shall be provided. **2013 U.S. Food Code 4-302.14**
- D.4.9 Food service equipment shall be cleaned, maintained in good repair and in a manner compliant Food Code. 2013 U.S. Food Code 4-501.11, 4-501.12, 4-501.14
- D.4.10 Food service equipment shall be used in accordance with the manufacturer's operating instructions and in a manner compliant with Food Code. 2013 U.S. Food Code 4-501.15, 4-501.16
- D.4.11 Cleaning agents are used in accordance with the manufacturer's label instructions. 2013 U.S. Food Code 4-501.17
- D.4.12 In manual ware washing operations, the wash, rinse, and sanitize solutions shall be maintained clean and temperatures maintained in accordance with the cleaning agent manufacturer's label instructions or as required by Food Code. 2013 U.S. Food Code 4-501.18, 4-501.19
- D.4.13 Equipment, Food-Contact Surfaces, Nonfood-Contact Surfaces, and Utensils shall be clean to sight and touch. **2013 U.S. Food Code 4-601.11a**
- D.4.14 The food-contact surfaces of cooking equipment and pans shall be kept free of encrusted grease deposits and other soil accumulations.

2013 U.S. Food Code 4-601.11b

- D.4.15 Nonfood-contact surfaces of equipment shall be kept free of an accumulation of dust, dirt, food residue, and other debris.
 2013 U.S. Food Code 4-601.11c
- D.4.16 Equipment, food-contact surfaces, utensils, cooking equipment, baking equipment, non-food contact surfaces, and linens, shall be cleaned in frequency and method compliant with Food Code. 2013 U.S. Food Code: 4-602.11, 4-602.12, 4-602.13, 4-603.11, 4-603.12, 4-603.13, 4-603.14, 4-603.15, 4-603.16, 4-603.17, 4-701.10, 4-702.11, 4-703.11, 4-801.11, 4-802.11, 4-803.11, 4-803.12, 4-803.13
- D.4.17 Clean and sanitized equipment and utensils are dried in accordance with Food Code. 2013 U.S. Food Code: 4-901.11, 4-901.12, 4-904.14
- D.4.18 Food service equipment maintenance is performed in a manner, which does not contaminate food contact services and is compliant with Food Code. 2013 U.S. Food Code: 4-902.11, 4-902.12
- D.4.19 Food service equipment, utensils, linens, and single service and single use articles are stored in a manner compliant with Food Code. 2013 U.S. Food Code: 4-903.11, 4-903.12, 4-904.11, 4-904.12, 4-904.13

D.5 Detainee Meals and Special Diets

- D.5.1 Detainee meal menus and religious diets are reviewed annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended dietary allowances for basic nutrition for appropriate age groups. **4-ALDF-4A-07**
- D.5.2 Prepared detainee meals adhere to the approved menus. Meal substitutions are nutritionally equivalent. **4-ALDF-4A-08**
- D.5.3 Accurate records are maintained of all meals served. 4-ALDF-4A-06
- D.5.4 Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established basic daily servings.
 4-ALDF-4A-07
- D.5.5 The planning and preparation of all meals takes into consideration food flavor, texture, temperature, appearance, and palatability. **4-ALDF-4A-08**
- D.5.6 Three meals, including at least two hot meals, are provided at regular times during each 24-hour period, with no more than 14-hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met. 4-ALDF-4A-18
- D.5.7 Therapeutic diets are provided as prescribed by appropriate clinicians. 4-ALDF-4A-09
- D.5.8 Clinical orders for medical diets include the type of diet, the duration for which it is to be provided, and any special instructions. NCCHC J-F-02

D.5.9 Special diets are provided for detainees whose religious beliefs require the *Federal Performance-Based Detention Standards Handbook Page 39 of 55*

adherence to religious dietary laws when approved by the facility chaplain. **4-ALDF-4A-10**

SECTION E: RESTRICTIVE HOUSING

E.1 Detainee Records

E.1.1 Frequency and cumulative length of restrictive housing placement.

DOJ-Restrictive Housing Report

E.2 Detainee Transfer and Releases

E.2.1 Absent a compelling reason, detainees are not released directly from restrictive housing to the community.

DOJ-Restrictive Housing Report

E.3 Staffing

E.3.1 Compliance with restrictive housing policies is reflected in the employee-evaluations of staff assigned to restrictive housing units. **DOJ-Restrictive Housing Report**

E.4 Staff Training

E.4.1 Correctional implications of young adult (age 18-24) brain development and associated deescalation tactics. **DOJ-Restrictive Housing Report**

E.5 Incident Health Care

- E.5.1 When a detainee is transferred to restrictive housing, health care personnel are informed immediately and provide assessment and review of medical and mental health risk factors as indicated by the protocols established by the health authority. **4-ALDF-2A-4**
- E.5.2 If a detainee with serious mental illness is placed in restrictive housing: DOJ-Restrictive Housing Report
- E.5.2.a Mental health staff conducts a mental health consultation at the time of the detainee's placement;
- E.5.2.b The detainee receives intensive, clinically appropriate mental health treatment for the entirety of the detainee's placement in restrictive housing;
- E.5.2.c At least once per week, a qualified mental health practitioner, assigned to supervise mental health treatment in the restrictive housing unit, conducts face-to-face clinical contact with the detainee, to monitor the inmate's mental health status and identify signs of deterioration.
- E.5.3 After 30 days in restrictive housing, and every 30 days thereafter, all detainees in restrictive Federal Performance-Based Detention Standards Handbook Page 40 of 55

housing receive a face-to-face psychological review by mental health staff. If at any point a detainee show signs of psychological deterioration while in restrictive housing, the detainee is immediately evaluated by mental health staff. **DOJ-Restrictive Housing Report**

E.6 Detainee Discipline

- E.6.1 Disciplinary Segregation, as a penalty for committing a prohibited act, is reserved for offenses involving violence, escape, or posing a threat to institutional safety by encouraging others to engage in such conduct. **DOJ-Restrictive Housing Report**
- E.6.2 Absent compelling circumstances, such as a pending criminal investigation, a detainee does not remain in investigative segregation for a longer period of time than the maximum term of disciplinary segregation permitted for the most serious offense charged. **DOJ-Restrictive Housing Report.**
- E.6.3 The disciplinary hearing is conducted by a correctional official outside the regular chain of command at the institution where the inmate is housed. **DOJ-Restrictive Housing Report**
- E.6.4 When a disciplinary hearing officer is confronted with a detainee who demonstrates symptoms of mental illness, the disciplinary officer consults with qualified mental health services professionals to provide input as to: **DOJ-Restrictive Housing Report**
- E.6.5 The detainee's behavior while in investigative segregation is given consideration by the disciplinary hearing officer. **DOJ-Restrictive Housing Report**
- E.6.6 Time spent in investigative segregation is credited towards the term of disciplinary segregation. **DOJ-Restrictive Housing Report**
- E.6.7 Disciplinary sentences for offenses resulting from the same incident are served concurrently. DOJ-Restrictive Housing Report

E.7 Administrative/Disciplinary

- E.7.1 The reason for placing and retaining a detainee in restrictive housing is clearly articulated, supported by objective evidence, and serves a specific penological purpose. **DOJ-Restrictive Housing Report**
- E.7.2 Policy identifies the conditions in which a detainee may be placed in restrictive housing in response to an alleged disciplinary violation. Such placements are limited to an investigation into those offenses for which disciplinary segregation is an approved sanction. (Offenses involving violence, escape, or a threat to institutional safety by encouraging others to engage in such misconduct.) DOJ-Restrictive Housing Report
- E.7.3 Policy prohibits the placement of juveniles in restrictive housing. DOJ-Restrictive Housing Report
- E.7.4 The facility administrator or designee can order immediate placement in restrictive housing when it is necessary to protect the detainee or others. The action will be approved, denied, or modified within 24 hours by an appropriate and higher authority who is not involved in the initial placement.

- E.7.5 Detainees are not placed in restrictive housing unless correctional officials conclude, based on evidence, that no other form of housing will ensure the detainee's safety and the safety of staff, other detainees and the public. **DOJ-Restrictive Housing Report**
- E.7.6 Detainees who are lesbian, gay, bisexual, transgender, intersex (LGBTI), gender nonconforming, or whose appearance or manner does not conform to traditional gender expectations should not place in restrictive housing solely on the basis of such identification or status. If a detainee in this category faces a legitimate threat from other inmates, correctional officials shall seek alternative housing, with conditions comparable to those of general population. **DOJ-Restrictive Housing Report**
- E.7.7 Women who are pregnant, who are postpartum, who recently had a miscarriage, or who recently had a terminated pregnancy should not to be placed in restrictive housing. If a detainee in this category is placed in restrictive housing, the decision to must be approved by senior correctional officials above the facility administrator and in consultation with health officials who are above the facility clinical director. This review must be completed within 24-hours of the initial placement and reviewed every 24-hours thereafter. DOJ-Restrictive Housing Report
- E.7.8 When a detainee is transferred to restrictive housing, health care personnel are informed immediately and provide assessment and review of medical and mental health risk factors as indicated by the protocols established by the health authority.
- E.7.9 Detainees with serious mental illness are not placed in restrictive housing, unless: DOJ-Restrictive Housing Report
- E.7.9.a The detainee presents such an immediate and serious danger that there is no reasonable alternative;
- E.7.9.b A qualified mental health practitioner determines:
- E.7.9.b.1 That placement in restrictive housing would not harm the detainee;
- E.7.9.b.2 The detainee is not a suicide risk;
- E.7.9.b.3 The detainee does not have active psychotic symptoms;
- E.7.9.b.4 In disciplinary circumstances, the detainee's lack of responsibility due to mental illness or mitigating factors related to the mental illness should also preclude the detainee's placement in restrictive housing.
- E.7.10 If a detainee with serious mental illness is placed in restrictive housing: DOJ-Restrictive Housing Report
- E.7.10.a Mental health staff conduct a mental health consultation at the time of the detainee's placement ;
- E.7.10.b At least once per week, a multidisciplinary committee of correctional officials should review the detainee's placement in restrictive housing;

- E.7.10.c The detainee receives enhanced opportunities for in-cell and out-of-cell therapeutic activities and additional unstructured out-of-cell time, to the extent such activities can be conducted while ensuring the safety of the detainee, staff, other detainees and the public;
- E.7.10.d After 30 days in restrictive housing, the detainee is removed from restrictive housing, unless the facility administrator certifies that transferring the detainee to alternative housing is clearly inappropriate. This determination includes an evaluation by mental health staff.
- E.7.11 Unless medical attention is needed more frequently, all detainees in restrictive housing receives a daily visit from a qualified health care provider. The presence of a health care provider in restrictive housing is announced and recorded.
- E.7.12 Clinical encounters are conducted out-of-cell to ensure patient privacy and reduce barriers to treatment. **DOJ-Restrictive Housing Report**
- E.7.13 After 30 days in restrictive housing, and every 30 days thereafter, all detainees in restrictive housing receives a face-to-face psychological review by mental health staff. **DOJ-Restrictive Housing Report**
- E.7.14 A detainee's initial and ongoing placement in restrictive housing is reviewed every seven days by a multi-disciplinary staff committee, which includes facility leadership and medical and mental health professionals. **DOJ-Restrictive Housing Report**
- E.7.15 To incentivize conduct that furthers institutional safety, detainees who demonstrate good behavior during disciplinary segregation should be given consideration by the multi-disciplinary committee for early release from segregation. **DOJ-Restrictive Housing Report**
- E.7.16 For every detainee in restrictive housing correctional staff develop a clear plan for returning the detainee to less restrictive conditions as promptly as possible. This plan is shared with the detainee, unless doing so would jeopardize the safety of the inmate, staff, other inmates, or the public. **DOJ-Restrictive Housing Report**
- E.7.17 Detainees placed in restrictive housing for preventative purposes are provided an opportunity to participate in a step-down program to allow them to progress to less restrictive housing. DOJ-Restrictive Housing Report
- E.7.18 There is a defined process for releasing a detainee from restrictive housing.
- E.7.19 Continuous confinement in restrictive housing for more than 30 days requires the review and approval of the facility administrator.
- E.7.20 Restrictive housing units provide living conditions that approximate those of the general detainee population. All exceptions are clearly documented. **4-ALDF-2A-51**

- E.7.21 Restrictive housing cells/rooms permit the detainees assigned to them converse with and be observed by staff members. **4-ALDF-2A-51**
- E.7.22 Written policy, procedure, and practice require that all special management inmates are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; self-harm and suicidal inmates are under continuous observation. Identification of the type of observation (minimal to constant) is determined and documented on a log by a qualified mental health professional during regular hours or medical staff after hours.
- E.7.23 Detainees in restrictive housing receive daily visits from the facility administrator or designee, and weekly visits from members of the program staff.
- E.7.24 Staff assigned, on a regular basis, to work directly with detainees in restrictive housing are selected based on criteria that includes:
- E.7.24.a Completion of a 1-year probationary period (Staff of USMS contract facilities must have also received final employment approval.)
- E.7.24.b Experience
- E.7.24.c Suitability for this population
- E.7.24.d Specialized training which includes: (1) a review of restrictive housing policy and procedures, and (2) identifying and reporting signs of mental health decompensation of detainees in restrictive housing. **DOJ-Restrictive Housing Report**
- E.7.25 Staff assigned to restrictive housing units are closely supervised and their performance is documented annually. There are provisions for rotation to other duties/posts.
- E.7.26 Staff operating restrictive housing units maintain a permanent log that contains at a minimum the following information for each detainee admitted to restrictive housing:
- E.7.26a Name
 E.7.26.b Number
 E.7.26.c Housing location
 E.7.26.d Date admitted
 E.7.26.e Type of infraction or reason for admission
 E.7.26.f Tentative/actual transition date
 E.7.26.g Special medical or mental health issues
- E.7.27 All visitors to the restrictive housing unit are documented on a permanent log.

- E.7.28 Written policy, procedure, and practice provide that all detainees in restrictive housing are provided medication as prescribed. 4-ALDF-2A-56
- E.7.29 Written policy, procedure, and practice provide that all detainees in restrictive housing are provided suitable clothing, and access to basic personal items for use in their cells unless there is imminent danger than a detainee or any other detainee(s) will destroy an item or induce self-injury. 4-ALDF-2A-56-1
- E.7.30 Detainees in restrictive housing units have the opportunity to shave and shower at least three times per week. Detainees in restrictive housing units receive laundry and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as detainees in general population. Exceptions are permitted only when determined to be necessary. Any exception is recorded in the unit log and justified in writing. **4-ALDF-2A-57**
- E.7.31 When a detainee in restrictive housing is deprived of any usual authorized item or activity, a report of the action is made and forwarded to the facility administrator or designee. 4-ALDF-2A-58
- E.7.32 If a detainee uses food or food service equipment in a manner that is hazardous to self, staff, or other detainees, alternative meal service may be provided. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of facility administrator or designee and responsible health authority. The substitution does not exceed seven days. 4-ALDF-2A-59
- E.7.33 Detainees in restrictive housing units can write and receive letters on the same basis as detainees in the general population. **4-ALDF-2A-60**
- E.7.34 Detainees in restrictive housing units have opportunities for visitation unless there are substantial reasons for withholding such privileges. All denials for visitation are documented.
 4-ALDF-2A-61
- E.7.35 Detainees in restrictive housing units have access to legal materials. 4-ALDF-2A-62
- E.7.36 Detainees in restrictive housing units have access to reading materials. 4-ALDF-2A-63
- E.7.37 Detainees in restrictive housing units are offered a minimum of one hour of exercise five days a week outside of their cells, unless security or safety considerations dictate otherwise.
 4-ALDF-2A-64
- E.7.38 In addition to the minimum period of recreation, the multi-disciplinary committee identifies ways to increase out-of-cell opportunities for recreation, education, clinically appropriate treatment therapies, skill-building, and social interaction with staff and other detainees. DOJ-Restrictive Housing Report
- E.7.39 Detainees in disciplinary detention are allowed limited telephone privileges consisting of telephone calls related to specifically to access to the judicial process and family emergencies as determined by the facility administrator or designee. **4-ALDF-2A-65**

- E.7.40 Detainees in restrictive housing have access to programs and services that include, but are not limited to the following:
- E.7.40.a Educational services
- E.7.40.b Commissary services
- E.7.40.c Library services
- E.7.40.d Social services
- E.7.40.e Religious guidance
- E.7.40.f Recreational programs
- E.7.40.g Telephone access
- E.7.40.h Medical and behavioral health services
- E.7.41 Data is available about several aspects of restrictive housing units. This data includes: DOJ-Restrictive Housing Report
- E.7.41.a Total number of each type of restrictive housing placement
- E.7.41.b Restrictive housing recidivism rates
- E.7.41.c Average length of restrictive housing placement
- E.7.41.d Demographic information of detainees placed in restrictive housing to include: race, national origin, religion, gender, gender identity, sexual orientation, disability, and age.

E.8 Restrictive Housing: Classification and Housing

- E.8.1 The classification process ensures detainees are housed in the least restrictive setting necessary to ensure their own safety, as well as the safety of staff, other detainees, other detainees, and the public. **DOJ-Restrictive Housing Report**
- E.8.2 Classification systems identify the most common reasons that detainees request protective housing (e.g., prior cooperation with law enforcement, conviction for sex offense, gang affiliation, and sex or gender identification) and identify procedures for safely housing these detainees outside restrictive housing units. **DOJ-Restrictive Housing Report**

SECTION F: SAFETY AND SANITATION

F.1 Fire Safety and Chemical Control

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- F.1.1 The facility conforms to applicable federal, state, and/or local fire safety codes; in addition to those set forth by the National Fire Protection Association (NFPA), and the Occupational Safety and Health Administration (OSHA).
- F.1.2 The facility's fire prevention regulations and practices ensure the safety of staff, detainees, and visitors. These include, but are not limited to: **4-ALDF-1C-08**
 - F.1.2.a An adequate fire protection service;

- F.1.2.b Availability of fire hoses or extinguishers at appropriate locations throughout the facility.
- F.1.3 A fire alarm and automatic detection system is required. The jurisdiction having authority approves any variances, exceptions, or equivalencies and these must not constitute a life-safety threat to the occupants of the facility.
 4-ALDF-1C-07
- F.1.4 Where the fire alarm system is out of service for more than 4 hours in a 24hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated, or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire alarm system has been returned to service. NFPA Life Safety Code 101 - 9.6.1.6
- F.1.5 The facility fire safety inspection includes: **4-ALDF-1C-09**
 - F.1.5.a A weekly fire and safety inspection of the facility by a qualified departmental staff member;
 - F.1.5.b A comprehensive and thorough monthly inspection of the facility by a qualified fire and safety officer for compliance with safety and fire prevention standards;
 - F.1.5.c An annual inspection by local or state fire officials;
 - F.1.5.d Documented corrective action for all areas of non-compliance.
- F.1.6 Fire safety equipment is tested at least quarterly. **4-ALDF-1C-09**
- F.1.7 Facility furnishings meet fire safety performance requirements. **4-ALDF-1C-10**
- F.1.8 An evacuation plan is used in the event of a fire or major emergency. The plan is approved by an independent outside inspector trained in the application of national fire safety codes and is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction. The plan includes the following: **4-ALDF-1C-02**
 - F.1.8.a Location of building/room floor plan

- F.1.8.b Use of exit signs and directional arrows for flow of traffic
- F.1.8.c Location of publicly posted plan
- F.1.9 There is a means for the immediate release of detainees from locked areas in case of emergency and provisions for a back-up system. **4-ALDF-1C-03**
- F.1.10 The facility has exits that are properly positioned, are clear from obstruction, and are distinctly and permanently marked to ensure the timely evacuations of detainees and staff in the event of fire or other emergency.
 4-ALDF-1C-04
- F.1.11 Fire drills are conducted (NFPA Life Safety Code 101 Section 4.7):
 - F.1.11.a Fire drills are conducted monthly or with sufficient frequency that observed fire drills demonstrate fire drill procedures are a matter of routine
 - F.1.11.b Fire drill locations and times are varied and unexpected
 - F.1.11.c Fire drills are documented and evaluated
- F.1.12 Use of padlocks and/or chains on cell doors and areas of assembly are prohibited.
- F.1.13 The use and storage of flammable, toxic, and caustic chemicals includes:
 - F.1.13.a Controlled access
 - F.1.13.b A current inventory
 - F.1.13.c Material Data Safety Sheets
 - F.1.13.d Personal Protective Equipment
 - F.1.13.e Staff and detainee safety training

F.2 Sanitation and Environmental Control

- F.2.1 The facility is kept clean and in good repair. A housekeeping and maintenance plan addresses all facility areas and provides for daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and detainees. **4-ALDF-1A-04**
- F.2.2 The facility complies with all applicable laws and regulations of the governing jurisdiction, and there is documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected. The following inspections are implemented: **4-ALDF-1A-01**
 - F.2.2.a Weekly Sanitation inspection of all facility areas by a qualified department staff member;
 - F.2.2.b Comprehensive and thorough monthly inspection by a safety/sanitation specialist;
 - F.2.2.c An annual inspection by federal, state, and/or local sanitation and health officials.

- F.2.3 Areas of non-compliance identified during sanitation inspections are reported and corrective action measures are implemented.
- F.2.4 Vermin and pests are controlled through monthly inspections and treatment by a qualified pest control technician. **4-ALDF-4D-04**
- F.2.5 Smoking is not permitted in the facility. **4-ALDF-1A-21**
- F.2.6 Disposal of liquid, solid, and hazardous materials complies with applicable government regulations. **4-ALDF-1A-02**
- F.2.7 The facility's potable water source and supply, whether owned and operated by the public water department or the facility, is certified at least annually by an independent, outside source to be in compliance with jurisdictional laws and regulations. **4-ALDF-1A-07**
- F.2.8 A program exists to monitor environmental conditions of the facility. This program ensures:
 - F.2.8.a Lighting throughout the facility is sufficient for the tasks performed. Lighting levels in detainee cells/rooms are at least 20 ft. candles in grooming and writing surface areas. **4-ALDF-1A-14**

Temperature and humidity are mechanically raised or lowered to acceptable comfort levels. **4-ALDF-1A-20**

- F.2.8.b A ventilation system supplies at least 15 cubic ft. per minutes of circulated air per occupant with a minimum of five cubic ft. per minute of outside air. Toilet rooms, and cells with toilets, have no less than four air changes. Air quantities are documented by a qualified technician not less than once every three years. 4-ALDF-1A-19
- F.2.8.c Noise levels in Detainee housing do not exceed 70 dBA (A scale) in daytime and 45 dBA (A scale) at night. Measurements are documented by a qualified, independent source and checked not less than every three years.
- F.2.9 Areas of non-compliance identified during environmental control monitoring are reported and corrective action measures are implemented.
- F.2.10 The number of detainees does not exceed the facility's rated bed capacity. 4-ALDF-1A-05
- F.2.11 Detainee sleeping surfaces and mattresses are 12 inches off the floor. 4-ALDF-1A-11
- F.2.12 Detainees are provided a place to store clothes and personal belongings. 4-ALDF-1A-11

F.3 Clothing and Bedding

F.3.1 Facility clothing is properly fitted, climatically suitable, durable, and presentable. **4-ALDF-4B-03**

- F.3.2 Detainees are issued clean well-maintained clothing items in a sufficient quantity of each item, or provided an opportunity to exchange or have laundered, each item on a weekly equivalent basis:
 - F.3.2.a Two outer garments (two shirts & pants, or two jumpsuits)
 - F.3.2.b Seven pairs of underwear
 - F.3.2.c Seven pairs of socks
- F.3.3 Detainees are issued one pair of facility footwear.
- F.3.4 Detainees are issued clean linens and towels in the following quantities and are provided the opportunity to exchange, or have laundered, these items each week:
 - F.3.4.a Two sheets
 - F.3.4.b One pillowcase
 - F.3.4.c One towel
- F.3.5 Detainees are issued clean blankets in sufficient quantity to provide comfort under existing temperature controls. **4-ALDF-4B-02**
- F.3.6 Detainees are issued one mattress, not to include a mattress with integrated pillow. **4-ALDF-4B-02**
- F.3.7 The volunteer detainee workers are provided clothing appropriate for their work assignments.
- F.3.8 Detainee food service workers are permitted to exchange clothing daily. Other detainee workers are permitted to exchange clothing on a schedule appropriate to their work assignment.
- F.3.9 There is no delay in replacing clothing, linen, and bedding. **4-ALDF-4B-04**

F.4 Detainee Hygiene

- F.4.1 Detainees have access to toilets and washbasins with temperature controlled hot and cold running water 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas. **4-ALDF-4B-08**
- F.4.2 Detainees have access to operable showers with temperature controlled hot and cold running water. **4-ALDF-4B-09**
- F.4.3 Water for showers is thermostatically controlled to temperatures ranging from 100 degrees to 120 degrees Fahrenheit to ensure the safety of Detainees and to promote hygienic practices. **4-ALDF-4B-09**
- F.4.4 Articles for maintaining proper personal hygiene are available to all Detainees. **4-ALDF-4B-06**
- F.4.5 Detainees have access to hair care services. Hair care tools and equipment are cleaned and disinfected. **4-ALDF-4B-07**

F.5 Emergency Power and Communication

- F.5.1 Essential lighting and life sustaining functions are maintained inside the facility and have the ability to operate in an emergency. **4-ALDF-1C-12**
- F.5.2 Preventative maintenance is guided by a plan, which provides for emergency repair or replacement. **4-ALDF-1C-13**
- F.5.3 Safety and security equipment is repaired or replaced immediately by qualified personnel. **4-ALDF-1C-14**
- F.5.4 Emergency equipment and systems are tested at least quarterly. Power generators are inspected weekly and load tested quarterly at a minimum, or in accordance with the manufacturer's recommendations and instruction manual. **4-ALDF-1C-15**

SECTION G: SERVICES AND PROGRAMS

G.1 Classification and Housing

- G.1.1 There is a formal classification process that starts at admission, for managing and separating detainees, and administering the facility. **4-ALDF-2A-30**
- G.1.2 The classification process ensures detainees are housed in the least restrictive setting necessary to ensure their own safety, as well as the safety of staff, other detainees, other detainees, and the public. DOJ-Restrictive Housing Report
- G.1.3 The classification process uses verifiable and documented data about detainees. **4-ALDF-2A-30**
- G.1.4 The classification system is used to separate detainees into groups that reduce the probability of assault and disruptive behavior. 4-ALDF-2A-30
- G.1.5 Classification systems identify the most common reasons that detainees request protective housing (e.g., prior cooperation with law enforcement, conviction for sex offense, gang affiliation, and sex or gender identification) and identify procedures for safely housing these detainees outside restrictive housing units. **DOJ-Restrictive Housing Report**
- G.1.6 At a minimum, the classification system evaluates the following (4-ALDF-2A-30; 4-ALDF-4D-22-3; 4-ALDF-4D-22-4):
 - G.1.6.a Mental and emotional stability
 - G.1.6.b Escape history
 - G.1.6.c History of assaultive behavior
 - G.1.6.d Risk of sexual victimization
 - G.1.6.e Medical status

G.1.6.f Age

G.1.6.g Need to keep separate

- G.1.7 The initial classification is completed prior to reassignment from intake and short-term holding. **4-ALDF-2A-25**
- G.1.8 The detainee classification process ensures review of detainee status, and revision of detainee status as needed in response to changes in detainee behavior or circumstances. **4-ALDF-2A-31**
- G.1.9 Detainee housing assignments are based on age, gender, legal status, custody needs, special problems and needs, behavior. 4-ALDF-2A-32

G.2 Access to the Courts and Legal Materials

- G.2.1 The right of detainees to have access to courts is ensured. 4-ALDF-6A-01
- G.2.2 Detainee access to counsel is ensured. Detainees are assisted in making confidential contact with attorneys and their authorized representatives. Such contact includes, but is not limited to (4-ALDF-6A-02):
 - G.2.2.a Telephone communications
 - G.2.2.b Uncensored correspondence
 - G.2.2.c Visits
- G.2.3 Detainees have access to a law library if there is not adequate free legal assistance to assist them with criminal, civil, and administrative legal matters. Detainees have access to legal materials to facilitate the preparation of documents. 4-ALDF-6A-03

G.3 Mail

- G.3.1 Detainees are allowed to send and receive mail. When the detainee bares the mailing cost, there is no limit in the volume of letters he/she can send or receive or on the length, language, content, or source of mail publications, except when there is a reasonable belief that limitations are necessary to protect public safety or maintain facility order and security. 4-ALDF-5B-05
- G.3.2 Indigent detainees receive a specified postage allowance to maintain community ties, and necessary postage for privileged correspondence.
 4-ALDF-5B-06
- G.3.3 Detainees are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to the following: courts, counsel, officials of the confining authority, state and local chief executive officers, administrators of grievance systems, and members of the paroling authority. Staff in the presence of the detainee, may be allowed to inspect outgoing privileged mail for contraband before it is sealed. Mail to detainees from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the detainee, unless waived in

writing, or in circumstances, which may indicate contamination or a security threat. **4-ALDF-5B-09**

- G.3.4 All incoming and outgoing non-privileged mail is inspected for contraband.
- G.3.5 Excluding weekends and holidays or emergency situations, incoming and outgoing letters are held for no more than 24-hours, and packages are held for not more than 48-hours. **4-ALDF-5B-10**

G.4 Telephones

- G.4.1 Detainees are provided with access to telephones. **4-ALDF-5B-11**
- G.4.2 Detainees with hearing and/or speech disabilities, and detainees who wish to communicate with parties, who have such disabilities, are afforded access to a telecommunications device for the deaf (TDD), or comparable equipment.
 Telephones with volume control are also made available to detainees with a hearing impairment. 4-ALDF-5B-11
- G.4.3 Staff ensures detainee telephones are operable.
- G.4.4 Detainee telephone restrictions are documented.

G.5 Religious Programs

- G.5.1 Detainees have the opportunity to participate in practices of their religious faith that are deemed essential by the faith's judicatory, limited only by documentation showing a threat to the safety of persons involved in such activity itself or disruption of order in the facility.
- G.5.2 There is a chaplain with the minimum qualifications of clinical pastoral education or equivalent specialized training, and endorsement by the appropriate religious-certifying body. The chaplain assures equal status and protection for all religions. **4-ALDF-5C-19**
- G.5.3 The chaplain, in cooperation with the facility administrator and/or designee, plans, directs, and supervises all aspects of the religious program, including approval and training of both lay and clergy volunteers from faiths represented in the detainee population. **4-ALDF-5C-20**
- G.5.4 The chaplain and religious coordinator have physical access to all areas of the facility to minister to Detainees. **4-ALDF-5C-21**
- G.5.5 When a religious leader of a detainee's faith is not represented through the chaplaincy staff or volunteers, the religious coordinator and chaplain assist the detainee in contacting such a person. That person must have the appropriate credentials from the faith's judiciary and may minister to the detainee under the supervision of the religious coordinator or chaplain.
 4-ALDF-5C-22
- G.5.6 The facility provides space and equipment adequate for conducting and administering religious programs. **4-ALDF-5C-23**

G.6 Recreation

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- G.6.1 Detainees have access to exercise opportunities and equipment, including at least one-hour daily of physical exercise outside the cell and outdoors, when weather permits. (Access to the housing unit's dayroom does not satisfy the standard's requirement.) **4-ALDF-5C-01**
- G.6.2 Detainees have opportunities to participate in leisure-time activities outside their respective cell or living room on a daily basis. **4-ALDF-5C-02**

G.7 Visitation

- G.7.1 The facility has a detainee visitation program to facilitate the maintaining of family and community ties.
- G.7.2 Sufficient space is provided for: **4-ALDF 5B-01**
 - G.7.2.a Detainee visiting;
 - G.7.2.b Screening and searching of detainees and visitors;
 - G.7.2.c Storage of visitor's coats, handbags, and other personal items not allowed into the visiting area.
- G.7.3 The number of visitors a detainee may receive and the length of visits are limited only by the facility's schedule, space, and personal constraints or when there are substantial reasons to justify such limitations. **4-ALDF 5B-02**
- G.7.4 Conditions under which visits may be denied are defined in writing. **4-ALDF 5B-02**
- G.7.5 Special visits are provided. **4-ALDF-5B-03**
- G.7.6 Visitors identify themselves and register on entry into the facility. The circumstances under which visitors are searched are described in writing.
 4-ALDF-5B-04

G.8 Work Programs

- G.8.1 The facility has a detainee work assignment program. 4-ALDF-5C-06
- G.8.2 Detainee working conditions comply with all applicable federal, state, or local work safety laws and regulations. **4-ALDF-5C-11**
- G.8.3 Detainee work assignments do not compromise the security of the facility.
- G.8.4 Detainees work under the direction of staff and not under other detainees.
- G.8.5 Pretrial and un-sentenced detainees are not required to work except to do personal housekeeping and to clean their housing area. **4-ALDF-5C-08**
- G.8.6 Detainees are allowed to volunteer for work assignments. A work/volunteer agreement document is on file for all detainees participating in non-routine housekeeping and sanitation work assignments. **4-ALDF-5C-08**
- G.8.7 Detainees are compensated for work performed. **4-ALDF-5C-12**

G.9 Grievance Program

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- G.9.1 A grievance procedure is made available to all detainees and includes at least one level of appeal. **4-ALDF-6B-01**
- G.9.2 Grievance forms are readily available and easily accessible to detainees.
- G.9.3 Detainee grievances are tracked in a system that records at a minimum the basis and disposition of each complaint.
- G.9.4 Detainee's grievance forms provide the opportunity for detainees to retain a copy of the grievance filed.

Appendix N: Soil Report





United States Department of Agriculture



Natural Resources Conservation Service A product of the National Cooperative Soil Survey, a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local participants

Custom Soil Resource Report for Knox County, Indiana


Preface

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (https://offices.sc.egov.usda.gov/locator/app?agency=nrcs) or your NRCS State Soil Scientist (http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/? cid=nrcs142p2_053951).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

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How Soil Surveys Are Made

Soil surveys are made to provide information about the soils and miscellaneous areas in a specific area. They include a description of the soils and miscellaneous areas and their location on the landscape and tables that show soil properties and limitations affecting various uses. Soil scientists observed the steepness, length, and shape of the slopes; the general pattern of drainage; the kinds of crops and native plants; and the kinds of bedrock. They observed and described many soil profiles. A soil profile is the sequence of natural layers, or horizons, in a soil. The profile extends from the surface down into the unconsolidated material in which the soil formed or from the surface down to bedrock. The unconsolidated material is devoid of roots and other living organisms and has not been changed by other biological activity.

Currently, soils are mapped according to the boundaries of major land resource areas (MLRAs). MLRAs are geographically associated land resource units that share common characteristics related to physiography, geology, climate, water resources, soils, biological resources, and land uses (USDA, 2006). Soil survey areas typically consist of parts of one or more MLRA.

The soils and miscellaneous areas in a survey area occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. Each kind of soil and miscellaneous area is associated with a particular kind of landform or with a segment of the landform. By observing the soils and miscellaneous areas in the survey area and relating their position to specific segments of the landform, a soil scientist develops a concept, or model, of how they were formed. Thus, during mapping, this model enables the soil scientist to predict with a considerable degree of accuracy the kind of soil or miscellaneous area at a specific location on the landscape.

Commonly, individual soils on the landscape merge into one another as their characteristics gradually change. To construct an accurate soil map, however, soil scientists must determine the boundaries between the soils. They can observe only a limited number of soil profiles. Nevertheless, these observations, supplemented by an understanding of the soil-vegetation-landscape relationship, are sufficient to verify predictions of the kinds of soil in an area and to determine the boundaries.

Soil scientists recorded the characteristics of the soil profiles that they studied. They noted soil color, texture, size and shape of soil aggregates, kind and amount of rock fragments, distribution of plant roots, reaction, and other features that enable them to identify soils. After describing the soils in the survey area and determining their properties, the soil scientists assigned the soils to taxonomic classes (units). Taxonomic classes are concepts. Each taxonomic classes has a set of soil characteristics with precisely defined limits. The classes are used as a basis for comparison to classify soils systematically. Soil taxonomy, the system of taxonomic classification used in the United States, is based mainly on the kind and character of soil properties and the arrangement of horizons within the profile. After the soil

scientists classified and named the soils in the survey area, they compared the individual soils with similar soils in the same taxonomic class in other areas so that they could confirm data and assemble additional data based on experience and research.

The objective of soil mapping is not to delineate pure map unit components; the objective is to separate the landscape into landforms or landform segments that have similar use and management requirements. Each map unit is defined by a unique combination of soil components and/or miscellaneous areas in predictable proportions. Some components may be highly contrasting to the other components of the map unit. The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The delineation of such landforms and landform segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Soil scientists make many field observations in the process of producing a soil map. The frequency of observation is dependent upon several factors, including scale of mapping, intensity of mapping, design of map units, complexity of the landscape, and experience of the soil scientist. Observations are made to test and refine the soil-landscape model and predictions and to verify the classification of the soils at specific locations. Once the soil-landscape model is refined, a significantly smaller number of measurements of individual soil properties are made and recorded. These measurements may include field measurements, such as those for color, depth to bedrock, and texture, and laboratory measurements, such as those for content of sand, silt, clay, salt, and other components. Properties of each soil typically vary from one point to another across the landscape.

Observations for map unit components are aggregated to develop ranges of characteristics for the components. The aggregated values are presented. Direct measurements do not exist for every property presented for every map unit component. Values for some properties are estimated from combinations of other properties.

While a soil survey is in progress, samples of some of the soils in the area generally are collected for laboratory analyses and for engineering tests. Soil scientists interpret the data from these analyses and tests as well as the field-observed characteristics and the soil properties to determine the expected behavior of the soils under different uses. Interpretations for all of the soils are field tested through observation of the soils in different uses and under different levels of management. Some interpretations are modified to fit local conditions, and some new interpretations are developed to meet local needs. Data are assembled from other sources, such as research information, production records, and field experience of specialists. For example, data on crop yields under defined levels of management are assembled from farm records and from field or plot experiments on the same kinds of soil.

Predictions about soil behavior are based not only on soil properties but also on such variables as climate and biological activity. Soil conditions are predictable over long periods of time, but they are not predictable from year to year. For example, soil scientists can predict with a fairly high degree of accuracy that a given soil will have a high water table within certain depths in most years, but they cannot predict that a high water table will always be at a specific level in the soil on a specific date.

After soil scientists located and identified the significant natural bodies of soil in the survey area, they drew the boundaries of these bodies on aerial photographs and

identified each as a specific map unit. Aerial photographs show trees, buildings, fields, roads, and rivers, all of which help in locating boundaries accurately.

Soil Map

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.



	MAP LEGEND			MAP INFORMATION	
Area of In	terest (AOI) Area of Interest (AOI)	8	Spoil Area Stony Spot	The soil surveys that comprise your AOI were mapped at 1:15,800.	
Soils	Soil Map Unit Polygons Soil Map Unit Lines	00 V	Very Stony Spot Wet Spot	Warning: Soil Map may not be valid at this scale.	
Special	Soil Map Unit Points Point Features	۵ ••	Other Special Line Features	Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed	
() ()	ial Point Features Blowout V Borrow Pit		Itures Streams and Canals	scale.	
≍ ♦	Clay Spot Closed Depression		Rails Interstate Highways	Please rely on the bar scale on each map sheet for map measurements.	
:. *	Gravel Pit Gravelly Spot	~ ~	US Routes Major Roads	Web Soil Survey URL: Coordinate System: Web Mercator (EPSG:3857)	
0 1	Landfill Lava Flow	Backgrou	Local Roads nd	Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the	
يد ج	Marsh or swamp Mine or Quarry	Aerial Photography	Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.		
0	Miscellaneous Water Perennial Water			This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.	
× +	Rock Outcrop Saline Spot			Soil Survey Area: Knox County, Indiana Survey Area Data: Version 18, Sep 16, 2019	
** =	Sandy Spot Severely Eroded Spot			Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.	
\$ ≥	Sinkhole Slide or Slip			Date(s) aerial images were photographed: Apr 25, 2014—Mar 9, 2017	
ø	Sodic Spot			The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.	

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
ChC	Chelsea loamy fine sand, 4 to 10 percent slopes	1.4	67.7%
СоА	Conotton sandy loam, 0 to 3 percent slopes	0.7	32.3%
Totals for Area of Interest		2.1	100.0%

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however,

onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Knox County, Indiana

ChC—Chelsea loamy fine sand, 4 to 10 percent slopes

Map Unit Setting

National map unit symbol: 5j4g Elevation: 340 to 700 feet Mean annual precipitation: 40 to 46 inches Mean annual air temperature: 52 to 57 degrees F Frost-free period: 170 to 210 days Farmland classification: Not prime farmland

Map Unit Composition

Chelsea and similar soils: 97 percent Minor components: 3 percent Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Chelsea

Setting

Landform: Dunes Landform position (two-dimensional): Backslope Landform position (three-dimensional): Side slope Down-slope shape: Convex Across-slope shape: Linear Parent material: Eolian sands

Typical profile

Ap - 0 to 10 inches: loamy fine sand E - 10 to 42 inches: fine sand E and Bt - 42 to 80 inches: fine sand

Properties and qualities

Slope: 4 to 10 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Excessively drained
Runoff class: Very low
Capacity of the most limiting layer to transmit water (Ksat): High to very high (2.00 to 20.00 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Available water storage in profile: Low (about 5.8 inches)

Interpretive groups

Land capability classification (irrigated): None specified Land capability classification (nonirrigated): 3e Hydrologic Soil Group: A Other vegetative classification: Trees/Timber (Woody Vegetation) Hydric soil rating: No

Minor Components

Vincennes

Percent of map unit: 3 percent Landform: Flood-plain steps, stream terraces *Other vegetative classification:* Trees/Timber (Woody Vegetation) *Hydric soil rating:* Yes

CoA—Conotton sandy loam, 0 to 3 percent slopes

Map Unit Setting

National map unit symbol: 5j4j Elevation: 340 to 700 feet Mean annual precipitation: 40 to 46 inches Mean annual air temperature: 52 to 57 degrees F Frost-free period: 170 to 210 days Farmland classification: All areas are prime farmland

Map Unit Composition

Conotton and similar soils: 100 percent *Estimates are based on observations, descriptions, and transects of the mapunit.*

Description of Conotton

Setting

Landform: Outwash plains Landform position (two-dimensional): Summit Landform position (three-dimensional): Interfluve Down-slope shape: Convex Across-slope shape: Linear Parent material: Loamy outwash

Typical profile

Ap - 0 to 10 inches: sandy loam
Bt1 - 10 to 15 inches: sandy loam
2Bt2 - 15 to 39 inches: very gravelly sandy clay loam
2Bct - 39 to 52 inches: very gravelly sandy loam
2C - 52 to 60 inches: stratified very gravelly sand to gravelly coarse sand to very gravelly loamy coarse sand

Properties and qualities

Slope: 0 to 3 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Well drained
Runoff class: Very low
Capacity of the most limiting layer to transmit water (Ksat): High (2.00 to 6.00 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum in profile: 40 percent
Available water storage in profile: Low (about 5.1 inches)

Interpretive groups

Land capability classification (irrigated): None specified Land capability classification (nonirrigated): 3s

Custom Soil Resource Report

Hydrologic Soil Group: A Other vegetative classification: Trees/Timber (Woody Vegetation) Hydric soil rating: No

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Natural Resources Conservation Service A product of the National Cooperative Soil Survey, a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local participants

Custom Soil Resource Report for Knox County, Indiana



Preface

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (https://offices.sc.egov.usda.gov/locator/app?agency=nrcs) or your NRCS State Soil Scientist (http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/? cid=nrcs142p2_053951).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

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How Soil Surveys Are Made

Soil surveys are made to provide information about the soils and miscellaneous areas in a specific area. They include a description of the soils and miscellaneous areas and their location on the landscape and tables that show soil properties and limitations affecting various uses. Soil scientists observed the steepness, length, and shape of the slopes; the general pattern of drainage; the kinds of crops and native plants; and the kinds of bedrock. They observed and described many soil profiles. A soil profile is the sequence of natural layers, or horizons, in a soil. The profile extends from the surface down into the unconsolidated material in which the soil formed or from the surface down to bedrock. The unconsolidated material is devoid of roots and other living organisms and has not been changed by other biological activity.

Currently, soils are mapped according to the boundaries of major land resource areas (MLRAs). MLRAs are geographically associated land resource units that share common characteristics related to physiography, geology, climate, water resources, soils, biological resources, and land uses (USDA, 2006). Soil survey areas typically consist of parts of one or more MLRA.

The soils and miscellaneous areas in a survey area occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. Each kind of soil and miscellaneous area is associated with a particular kind of landform or with a segment of the landform. By observing the soils and miscellaneous areas in the survey area and relating their position to specific segments of the landform, a soil scientist develops a concept, or model, of how they were formed. Thus, during mapping, this model enables the soil scientist to predict with a considerable degree of accuracy the kind of soil or miscellaneous area at a specific location on the landscape.

Commonly, individual soils on the landscape merge into one another as their characteristics gradually change. To construct an accurate soil map, however, soil scientists must determine the boundaries between the soils. They can observe only a limited number of soil profiles. Nevertheless, these observations, supplemented by an understanding of the soil-vegetation-landscape relationship, are sufficient to verify predictions of the kinds of soil in an area and to determine the boundaries.

Soil scientists recorded the characteristics of the soil profiles that they studied. They noted soil color, texture, size and shape of soil aggregates, kind and amount of rock fragments, distribution of plant roots, reaction, and other features that enable them to identify soils. After describing the soils in the survey area and determining their properties, the soil scientists assigned the soils to taxonomic classes (units). Taxonomic classes are concepts. Each taxonomic classes has a set of soil characteristics with precisely defined limits. The classes are used as a basis for comparison to classify soils systematically. Soil taxonomy, the system of taxonomic classification used in the United States, is based mainly on the kind and character of soil properties and the arrangement of horizons within the profile. After the soil

scientists classified and named the soils in the survey area, they compared the individual soils with similar soils in the same taxonomic class in other areas so that they could confirm data and assemble additional data based on experience and research.

The objective of soil mapping is not to delineate pure map unit components; the objective is to separate the landscape into landforms or landform segments that have similar use and management requirements. Each map unit is defined by a unique combination of soil components and/or miscellaneous areas in predictable proportions. Some components may be highly contrasting to the other components of the map unit. The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The delineation of such landforms and landform segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Soil scientists make many field observations in the process of producing a soil map. The frequency of observation is dependent upon several factors, including scale of mapping, intensity of mapping, design of map units, complexity of the landscape, and experience of the soil scientist. Observations are made to test and refine the soil-landscape model and predictions and to verify the classification of the soils at specific locations. Once the soil-landscape model is refined, a significantly smaller number of measurements of individual soil properties are made and recorded. These measurements may include field measurements, such as those for color, depth to bedrock, and texture, and laboratory measurements, such as those for content of sand, silt, clay, salt, and other components. Properties of each soil typically vary from one point to another across the landscape.

Observations for map unit components are aggregated to develop ranges of characteristics for the components. The aggregated values are presented. Direct measurements do not exist for every property presented for every map unit component. Values for some properties are estimated from combinations of other properties.

While a soil survey is in progress, samples of some of the soils in the area generally are collected for laboratory analyses and for engineering tests. Soil scientists interpret the data from these analyses and tests as well as the field-observed characteristics and the soil properties to determine the expected behavior of the soils under different uses. Interpretations for all of the soils are field tested through observation of the soils in different uses and under different levels of management. Some interpretations are modified to fit local conditions, and some new interpretations are developed to meet local needs. Data are assembled from other sources, such as research information, production records, and field experience of specialists. For example, data on crop yields under defined levels of management are assembled from farm records and from field or plot experiments on the same kinds of soil.

Predictions about soil behavior are based not only on soil properties but also on such variables as climate and biological activity. Soil conditions are predictable over long periods of time, but they are not predictable from year to year. For example, soil scientists can predict with a fairly high degree of accuracy that a given soil will have a high water table within certain depths in most years, but they cannot predict that a high water table will always be at a specific level in the soil on a specific date.

After soil scientists located and identified the significant natural bodies of soil in the survey area, they drew the boundaries of these bodies on aerial photographs and

identified each as a specific map unit. Aerial photographs show trees, buildings, fields, roads, and rivers, all of which help in locating boundaries accurately.

Soil Map

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.

Custom Soil Resource Report Soil Map



	MAP LEGEND			MAP INFORMATION		
Area of In	terest (AOI) Area of Interest (AOI)	8	Spoil Area Stony Spot	The soil surveys that comprise your AOI were mapped at 1:15,800.		
Soils	Soil Map Unit Polygons Soil Map Unit Lines Soil Map Unit Points	©0 ☆	Very Stony Spot Wet Spot Other Special Line Features	Warning: Soil Map may not be valid at this scale. Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of		
Special © ⊠	Point Features Blowout Borrow Pit	Water Feat	tures Streams and Canals ation	contrasting soils that could have been shown at a more detailed scale.		
× ◇ ×	Clay Spot Closed Depression Gravel Pit Gravelly Spot	÷ ~ ~	Rails Interstate Highways US Routes	measurements. Source of Map: Natural Resources Conservation Service Web Soil Survey URL: Coordinate System: Web Mercator (EPSG:3857)		
: 0 1	Landfill Lava Flow	ackgrour	Major Roads Local Roads nd	Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the		
* *	Mine or Quarry Miscellaneous Water		Aeriai Photography	Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required. This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.		
× +	Rock Outcrop Saline Spot			Soil Survey Area: Knox County, Indiana Survey Area Data: Version 18, Sep 16, 2019		
··· = \$	Severely Eroded Spot Sinkhole			Soil map units are labeled (as space allows) for map scales 1:50,000 or larger. Date(s) aerial images were photographed: Apr 25, 2014—Mar 9, 2017		
ju ju	Sodic Spot			The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.		

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
СоА	Conotton sandy loam, 0 to 3 percent slopes	0.6	100.0%
Totals for Area of Interest		0.6	100.0%

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Knox County, Indiana

CoA—Conotton sandy loam, 0 to 3 percent slopes

Map Unit Setting

National map unit symbol: 5j4j Elevation: 340 to 700 feet Mean annual precipitation: 40 to 46 inches Mean annual air temperature: 52 to 57 degrees F Frost-free period: 170 to 210 days Farmland classification: All areas are prime farmland

Map Unit Composition

Conotton and similar soils: 100 percent Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Conotton

Setting

Landform: Outwash plains Landform position (two-dimensional): Summit Landform position (three-dimensional): Interfluve Down-slope shape: Convex Across-slope shape: Linear Parent material: Loamy outwash

Typical profile

Ap - 0 to 10 inches: sandy loam
Bt1 - 10 to 15 inches: sandy loam
2Bt2 - 15 to 39 inches: very gravelly sandy clay loam
2Bct - 39 to 52 inches: very gravelly sandy loam
2C - 52 to 60 inches: stratified very gravelly sand to gravelly coarse sand to very gravelly loamy coarse sand

Properties and qualities

Slope: 0 to 3 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Well drained
Runoff class: Very low
Capacity of the most limiting layer to transmit water (Ksat): High (2.00 to 6.00 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum in profile: 40 percent
Available water storage in profile: Low (about 5.1 inches)

Interpretive groups

Land capability classification (irrigated): None specified Land capability classification (nonirrigated): 3s Hydrologic Soil Group: A Other vegetative classification: Trees/Timber (Woody Vegetation) Hydric soil rating: No Custom Soil Resource Report

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Soil surveys are made to provide information about the soils and miscellaneous areas in a specific area. They include a description of the soils and miscellaneous areas and their location on the landscape and tables that show soil properties and limitations affecting various uses. Soil scientists observed the steepness, length, and shape of the slopes; the general pattern of drainage; the kinds of crops and native plants; and the kinds of bedrock. They observed and described many soil profiles. A soil profile is the sequence of natural layers, or horizons, in a soil. The profile extends from the surface down into the unconsolidated material in which the soil formed or from the surface down to bedrock. The unconsolidated material is devoid of roots and other living organisms and has not been changed by other biological activity.

Currently, soils are mapped according to the boundaries of major land resource areas (MLRAs). MLRAs are geographically associated land resource units that share common characteristics related to physiography, geology, climate, water resources, soils, biological resources, and land uses (USDA, 2006). Soil survey areas typically consist of parts of one or more MLRA.

The soils and miscellaneous areas in a survey area occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. Each kind of soil and miscellaneous area is associated with a particular kind of landform or with a segment of the landform. By observing the soils and miscellaneous areas in the survey area and relating their position to specific segments of the landform, a soil scientist develops a concept, or model, of how they were formed. Thus, during mapping, this model enables the soil scientist to predict with a considerable degree of accuracy the kind of soil or miscellaneous area at a specific location on the landscape.

Commonly, individual soils on the landscape merge into one another as their characteristics gradually change. To construct an accurate soil map, however, soil scientists must determine the boundaries between the soils. They can observe only a limited number of soil profiles. Nevertheless, these observations, supplemented by an understanding of the soil-vegetation-landscape relationship, are sufficient to verify predictions of the kinds of soil in an area and to determine the boundaries.

Soil scientists recorded the characteristics of the soil profiles that they studied. They noted soil color, texture, size and shape of soil aggregates, kind and amount of rock fragments, distribution of plant roots, reaction, and other features that enable them to identify soils. After describing the soils in the survey area and determining their properties, the soil scientists assigned the soils to taxonomic classes (units). Taxonomic classes are concepts. Each taxonomic class has a set of soil characteristics with precisely defined limits. The classes are used as a basis for comparison to classify soils systematically. Soil taxonomy, the system of taxonomic classification used in the United States, is based mainly on the kind and character of soil properties and the arrangement of horizons within the profile. After the soil

scientists classified and named the soils in the survey area, they compared the individual soils with similar soils in the same taxonomic class in other areas so that they could confirm data and assemble additional data based on experience and research.

The objective of soil mapping is not to delineate pure map unit components; the objective is to separate the landscape into landforms or landform segments that have similar use and management requirements. Each map unit is defined by a unique combination of soil components and/or miscellaneous areas in predictable proportions. Some components may be highly contrasting to the other components of the map unit. The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The delineation of such landforms and landform segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Soil scientists make many field observations in the process of producing a soil map. The frequency of observation is dependent upon several factors, including scale of mapping, intensity of mapping, design of map units, complexity of the landscape, and experience of the soil scientist. Observations are made to test and refine the soil-landscape model and predictions and to verify the classification of the soils at specific locations. Once the soil-landscape model is refined, a significantly smaller number of measurements of individual soil properties are made and recorded. These measurements may include field measurements, such as those for color, depth to bedrock, and texture, and laboratory measurements, such as those for content of sand, silt, clay, salt, and other components. Properties of each soil typically vary from one point to another across the landscape.

Observations for map unit components are aggregated to develop ranges of characteristics for the components. The aggregated values are presented. Direct measurements do not exist for every property presented for every map unit component. Values for some properties are estimated from combinations of other properties.

While a soil survey is in progress, samples of some of the soils in the area generally are collected for laboratory analyses and for engineering tests. Soil scientists interpret the data from these analyses and tests as well as the field-observed characteristics and the soil properties to determine the expected behavior of the soils under different uses. Interpretations for all of the soils are field tested through observation of the soils in different uses and under different levels of management. Some interpretations are modified to fit local conditions, and some new interpretations are developed to meet local needs. Data are assembled from other sources, such as research information, production records, and field experience of specialists. For example, data on crop yields under defined levels of management are assembled from farm records and from field or plot experiments on the same kinds of soil.

Predictions about soil behavior are based not only on soil properties but also on such variables as climate and biological activity. Soil conditions are predictable over long periods of time, but they are not predictable from year to year. For example, soil scientists can predict with a fairly high degree of accuracy that a given soil will have a high water table within certain depths in most years, but they cannot predict that a high water table will always be at a specific level in the soil on a specific date.

After soil scientists located and identified the significant natural bodies of soil in the survey area, they drew the boundaries of these bodies on aerial photographs and

identified each as a specific map unit. Aerial photographs show trees, buildings, fields, roads, and rivers, all of which help in locating boundaries accurately.

Soil Map

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.



MAP LEGEND				MAP INFORMATION	
Area of In	terest (AOI) Area of Interest (AOI)	8	Spoil Area Stony Spot	The soil surveys that comprise your AOI were mapped at 1:15,800.	
Soils	Soil Map Unit Polygons Soil Map Unit Lines	00 17	Very Stony Spot Wet Spot Other	Warning: Soil Map may not be valid at this scale. Enlargement of maps beyond the scale of mapping can cause	
Special	Soil Map Unit Points Point Features Blowout	Water Fea	Special Line Features atures Streams and Canals	misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.	
⊠ ×	Borrow Pit Clay Spot Closed Depression	Transport	tation Rails	Please rely on the bar scale on each map sheet for map measurements.	
*	Gravel Pit Gravelly Spot	* * *	Interstate Highways US Routes Major Roads	Source of Map: Natural Resources Conservation Service Web Soil Survey URL: Coordinate System: Web Mercator (EPSG:3857)	
© ۸ ب	Landfill Lava Flow Marsh or swamp	Backgrou	Local Roads Ind Aerial Photography	Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more	
* 0	Mine or Quarry Miscellaneous Water Perennial Water			accurate calculations of distance or area are required. This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.	
* +	Rock Outcrop Saline Spot			Soil Survey Area: Knox County, Indiana Survey Area Data: Version 18, Sep 16, 2019	
:: = 	Sandy Spot Severely Eroded Spot Sinkhole			Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.	
v A Ø	Slide or Slip Sodic Spot			Date(s) aerial images were photographed: Apr 25, 2014—Mar 9, 2017 The orthophoto or other base map on which the soil lines were	
				imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.	

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI			
ChC	Chelsea loamy fine sand, 4 to 10 percent slopes	2.8	21.9%			
СоА	Conotton sandy loam, 0 to 3 percent slopes	8.9	70.8%			
Sc	Selma clay loam	0.9	7.4%			
Totals for Area of Interest	•	12.6	100.0%			

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The

delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Knox County, Indiana

ChC—Chelsea loamy fine sand, 4 to 10 percent slopes

Map Unit Setting

National map unit symbol: 5j4g Elevation: 340 to 700 feet Mean annual precipitation: 40 to 46 inches Mean annual air temperature: 52 to 57 degrees F Frost-free period: 170 to 210 days Farmland classification: Not prime farmland

Map Unit Composition

Chelsea and similar soils: 97 percent Minor components: 3 percent Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Chelsea

Setting

Landform: Dunes Landform position (two-dimensional): Backslope Landform position (three-dimensional): Side slope Down-slope shape: Convex Across-slope shape: Linear Parent material: Eolian sands

Typical profile

Ap - 0 to 10 inches: loamy fine sand E - 10 to 42 inches: fine sand E and Bt - 42 to 80 inches: fine sand

Properties and qualities

Slope: 4 to 10 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Excessively drained
Runoff class: Very low
Capacity of the most limiting layer to transmit water (Ksat): High to very high (2.00 to 20.00 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Available water storage in profile: Low (about 5.8 inches)

Interpretive groups

Land capability classification (irrigated): None specified Land capability classification (nonirrigated): 3e Hydrologic Soil Group: A Other vegetative classification: Trees/Timber (Woody Vegetation) Hydric soil rating: No

Minor Components

Vincennes

Percent of map unit: 3 percent Landform: Flood-plain steps, stream terraces *Other vegetative classification:* Trees/Timber (Woody Vegetation) *Hydric soil rating:* Yes

CoA—Conotton sandy loam, 0 to 3 percent slopes

Map Unit Setting

National map unit symbol: 5j4j Elevation: 340 to 700 feet Mean annual precipitation: 40 to 46 inches Mean annual air temperature: 52 to 57 degrees F Frost-free period: 170 to 210 days Farmland classification: All areas are prime farmland

Map Unit Composition

Conotton and similar soils: 100 percent *Estimates are based on observations, descriptions, and transects of the mapunit.*

Description of Conotton

Setting

Landform: Outwash plains Landform position (two-dimensional): Summit Landform position (three-dimensional): Interfluve Down-slope shape: Convex Across-slope shape: Linear Parent material: Loamy outwash

Typical profile

Ap - 0 to 10 inches: sandy loam
Bt1 - 10 to 15 inches: sandy loam
2Bt2 - 15 to 39 inches: very gravelly sandy clay loam
2Bct - 39 to 52 inches: very gravelly sandy loam
2C - 52 to 60 inches: stratified very gravelly sand to gravelly coarse sand to very gravelly loamy coarse sand

Properties and qualities

Slope: 0 to 3 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Well drained
Runoff class: Very low
Capacity of the most limiting layer to transmit water (Ksat): High (2.00 to 6.00 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum in profile: 40 percent
Available water storage in profile: Low (about 5.1 inches)

Interpretive groups

Land capability classification (irrigated): None specified Land capability classification (nonirrigated): 3s

Hydrologic Soil Group: A *Other vegetative classification:* Trees/Timber (Woody Vegetation) *Hydric soil rating:* No

Sc—Selma clay loam

Map Unit Setting

National map unit symbol: 5j5k Elevation: 340 to 690 feet Mean annual precipitation: 40 to 46 inches Mean annual air temperature: 52 to 57 degrees F Frost-free period: 170 to 210 days Farmland classification: Prime farmland if drained

Map Unit Composition

Selma and similar soils: 100 percent Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Selma

Setting

Landform: Depressions on outwash terraces Landform position (two-dimensional): Summit Landform position (three-dimensional): Tread Down-slope shape: Concave Across-slope shape: Linear Parent material: Loamy outwash

Typical profile

Ap - 0 to 9 inches: clay loam
A - 9 to 15 inches: clay loam
Btg - 15 to 52 inches: sandy clay loam
Cg - 52 to 70 inches: stratified coarse sand to loamy sand to sandy loam

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Poorly drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.60 to 2.00 in/hr)
Depth to water table: About 0 to 6 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum in profile: 20 percent
Available water storage in profile: High (about 10.1 inches)

Interpretive groups

Land capability classification (irrigated): None specified Land capability classification (nonirrigated): 2w Hydrologic Soil Group: B/D Other vegetative classification: Grass/Prairie (Herbaceous Vegetation) Hydric soil rating: Yes

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