

# BUREAU COUNTY, IL Jail & Sheriff's Facility Space Program and Criminal Justice Facility Needs & Options Study

KIMME & Associates, Inc.

April 2010



NATIONALLY RECOGNIZED CRIMINAL JUSTICE PLANNERS & DESIGNERS  
ADULT DETENTION • JUVENILE DETENTION • COURT FACILITIES • LAW ENFORCEMENT

## **ACKNOWLEDGMENTS**

The Consultants would like to thank the Bureau County Jail Task Force for its support and guidance during this study. It has been a good and deliberate process that has resulted in a comprehensive study of needs and costs consistent with the mission given to the Task Force by the County Board.

### **BUREAU COUNTY JAIL TASK FORCE**

Dale Anderson, County Board Chairman  
Joe Bertetto, County Board member and BCCJCC co-chair  
Keith Cain, Mayor of Princeton  
Marshann Entwhistle, County Board member  
Tom Giodano, County Board member  
Kevin Knudsen, Maintenance Supervisor, Perry Hospital  
Mike Maynard, County Board member  
Mark Piersen, County Board Vice-Chair  
Steve Sondgeroth, County Board member  
John Thompson, Bureau County Sheriff  
Kristi Warren, County Board member  
Rick Wilkin, County Board member and BCCJCC co-chair  
Marc Wilt, County Board member

The Consultant would also like to thank the Sheriff and his staff for their time, patience, and cooperation in developing the necessary data, information, and decisions required to produce a responsive, comprehensive report.

### **BUREAU COUNTY SHERIFF'S OFFICE**

Sheriff John Thompson  
Chief Deputy Larry Floyd  
Sergeant Jeremy Roush

**April 2010**

Kimme & Associates, Inc.  
Dennis A. Kimme, AIA, NCARB, President  
510 South Staley Road, Suite C  
Champaign, IL 61822  
217-351-7036



**TABLE OF CONTENTS**

I. Introduction ..... 1

II. Correctional Mission Statement.....2  
A. Mission Worksheet Responses .....2  
B. Bureau County's Mission Statement..... 10

III. Current Detention Facility Program & Services..... 13

IV. Evaluation of Existing Jail & Sheriff's Facilities ..... 14  
A. Background ..... 14  
B. County Jail Facilities..... 17  
C. Sheriff's Law Enforcement Facilities .....30

V. Inmate Population Projections .....34

VI. Major Jail Facility Concepts – Function Checklists & Housing Worksheets.....39  
A. Housing Concepts ..... 39  
B. Function Checklists ..... 45

VII. Jail Staffing ..... 57

VIII. Jail & Sheriff's Office Space Lists ..... 61

IX. Court Space Needs Assumptions ..... 86

X. Facility/Site Options ..... 88

XI. Construction & Project Cost Estimates ..... 110

XII. Renting Beds from Others as an Alternative to Construction..... 116

XIII. Next Steps in the Process..... 118



## I. INTRODUCTION

Kimme & Associates, Inc. (K&A), a criminal justice planning and design Consultant from Champaign, Illinois, was retained in 2009 to work with the county's Jail Task Force to establish Bureau County's long-term needs for jail and sheriff's facilities. The Jail Task Force's basic mission, and thus the Consultant's, was set forth by the County Board in a motion passed on September 9, 2008:

*“Mr. Wilkin moved that the focus of the Jail Task Force be to determine the cost to build a new facility that maintains at a minimum the current population (a **minimum of 40 beds**) and give prices on a separate jail and sheriff's office and a separate price for a law and justice center that can be added onto at a later date, seconded by Mr. Pozzi.”*

In its contract, K&A was charged specifically with developing a detail space program for a **jail and sheriff's office facility** that would meet the community's needs through the year 2030. Toward that end, the Consultant not only developed an understanding of current operations and space deficiencies, but projected needs forward on the basis of anticipated growth in county population, inmate counts, and law enforcement work load and responsibilities.

In addition, the Consultant was charged with determining at what location the needs of the county could best be met, and what the relative costs of the locations would be. The first option was that of utilizing the existing facility and expanding it to the degree necessary on the available land owned by the county. There were also two new site options involving totally new facilities.

While the county has in the past considered expanding court and justice-related facilities in the county, that component of the criminal justice system was not to be studied in detail within the scope of this project. However, the degree to which the courts were to enter into the Consultant's consideration was that of answering the general question of whether or not a given site option could also accommodate future court needs and what overall project costs might then be.

In developing the information and recommendations within this report, the Consultant had benefit of working closely with the Bureau County Jail Planning Task Force, co-chaired by board members Joe Bertetto and Rick Wilkin. The Consultant met multiple times with the Task Force to report findings and obtain guidance in developing the work. The Consultant also had regular and repeated access to Sheriff Thompson and his staff to obtain information, insight and feed-back. Having both a significant coordinating presence and a significant user presence on the project was invaluable to the accuracy and utility of study results.

## II. CORRECTIONAL MISSION STATEMENT

The Task Force created a Mission Statement for future detention-corrections facilities that was endorsed by the County Board. The statement was created to provide guidance to the planning process as well as to the later development of facilities, operations, policies and procedures.

### A. MISSION WORKSHEET RESPONSES

The statement was facilitated by a Mission Statement Worksheet provided by the Consultant. The Worksheet was distributed to the Task Force with 10 responses being received. A tally of the responses appears over the next several pages utilizing the Worksheet itself.

The number of respondents associated with a Worksheet answer is presented in **red**.



**KIMME & Associates, Inc.**  
**510 South Staley Road, Suite C**  
**Champaign, IL 61822**  
**(217) 351-7036; 217-351-6267 Fax**  
**dkimme@pdnt.com**

Project: BUREAU COUNTY, IL  
Your Name: TOTALS  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Please Return By: \_\_\_\_\_  
Please Return To: \_\_\_\_\_

## **JAIL MISSION/PURPOSES WORKSHEET**

A jail can serve many different purposes. Some purposes are prescribed by law. In virtually all cases, however, the community and its leaders can determine the overall mission and philosophy of the facility and the full variety of its purposes. Such things do affect the character of a facility as well as the amount and type of space required. The mission and purpose of a jail can also influence the type and number of staff hired to run it. Thus, it is important for a community to think these issues through and to give their planners clear direction as to the mission and purpose of their jail.

This document is meant to provide a framework for determining your future jail's mission and purposes by asking several key questions. Your responses, along with the responses of your colleagues, will be summarized for discussion, refinement, and endorsement. Hopefully, the end product of this effort will be a complete "Mission Statement" that clearly and concisely expresses the mission of the facility to its users, the planners and the community at large. It should also be the opening statement to jail staff in their future operational policy and procedure manual.

Thanks for your help on this key issue!

**I. PURPOSES SERVED BY YOUR JAIL.** Please indicate the degree to which you believe the following purposes for pretrial detention and posttrial incarceration are appropriate in your jail by circling the proper response to each statement. Circling a "1" indicates strong disagreement while circling a "5" indicates strong agreement.

**A. Purposes for PRETRIAL Detention (guilt not legally established).**

	Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
to insure appearance at trial	1	2-1	3-4	4-2	5-2
to protect society	1	2	3-2	4-3	5-4
to protect some individuals from their own actions	1	2-1	3-2	4-3	5-3
to punish	1-3	2-3	3-2	4-1	5
other: _____	1	2	3	4	5

**B. Purposes for POSTTRIAL Incarceration (guilt legally established).**

	Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
to protect society	1	2	3	4-3	5-6
to punish & deter from future crimes (Retribution)*	1	2-1	3	4-6	5-1
to train in vocational/educational skills & community standards (Reform) *	1	2-1	3-2	4-2	5-3
to change a person by treating their social/physiological problems (Rehabilitation) *	1	2	3-5	4-2	5-1
to enhance relationships between inmate & community so that a less stigmatized, more successful community re-entry can be achieved (Reintegration)	1-1	2-2	3-2	4-2	5-2
other: _____	1	2	3	4	5

\* *Should not be but is.*

**II. FACILITY ATTRIBUTES.** Please indicate the degree to which you believe the following attributes should be characteristic of your jail facilities by circling the proper response to each statement. Circling a "1" indicates strong disagreement while circling a "5" indicates strong agreement.

	Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
<b>Attain compliance with..</b>					
.. state standards	1	2	3	4-2	5-8
.. national standards*	1	2	3	4-3	5-7
.. other: <b>Community Standards</b>	1	2	3	4	5-1
<b>Create an environment for inmates that..</b>					
.. is safe and secure	1	2-1	3-1	4-3	5-5
.. reinforces good behavior	1	2	3	4-6	5-4
.. is hard and inhospitable	1-4	2-4	3-2	4	5
.. minimizes tension/stress	1	2-2	3-3	4-4	5-1
.. other: _____	1	2	3	4	5
<b>Create an environment for staff that..</b>					
.. is safe and secure	1	2	3	4-2	5-8
.. reinforces ability to manage inmates	1	2	3	4-1	5-9
.. minimizes tension/stress	1	2	3-2	4-1	5-7
.. enhances employee satisfaction	1	2	3-1	4-3	5-6
.. is hard and inhospitable	1-6	2-2	3-2	4	5
.. other: _____	1	2	3	4	5
<b>Create a building image that..</b>					
.. generates community pride and respect for law	1	2	3-2	4-4	5-4
.. conveys frugality above all else	1-3	2-3	3-1	4-3	5
.. is hospitable to visitors	1	2	3-4	4-5	5-1
.. other: _____	1	2	3	4	5
<b>Create a building design that..</b>					
.. prioritizes staff efficiency over minimal construction cost	1	2	3	4-5	5-5
.. prioritizes durability and repair-ability over minimal construction cost	1	2	3	4-4	5-6
.. minimizes construction costs above all else	1-3	2-2	3-3	4-1	5
.. other: _____	1	2	3	4	5

**III. ATTITUDES TOWARD CUSTODY.** Please indicate the degree to which the following statements reflect the attitudes that your community should adopt toward the custody of inmates in developing future facilities and operations.

	Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
Inmates should leave the jail no worse than when they entered.	1	2	3-2	4-2	5-6
While jail should not be a place where inmates want to be, neither should it be a place where they fear for their well-being.	1	2	3-4	4-1	5-5
Good behavior should be rewarded and reinforced by more privileges and a better physical environment.	1	2	3-1	4-6	5-3
Staff should treat inmates fairly but firmly.	1	2	3	4-2	5-8
Facilities and staff should respond to the fundamental needs of inmates.	1	2	3-1	4-4	5-5
Inmates should be encouraged to exercise self-discipline.	1	2	3	4-4	5-6
Inmates should be encouraged to help care for the facilities in which they live.	1	2	3	4	5-10
Constant staff surveillance of inmates is the best way to control their behavior and to insure safety and security.	1	2	3-2	4-4	5-4
Inmates should not be expected to control the behavior of other inmates in lieu of staff control.	1	2-3	3-1	4-1	5-5
Other: _____	1	2	3	4	5

**IV. JAIL PROGRAMS AND SERVICES.** Besides required programs (like exercise, health care, non-contact visiting, religious services, and access to legal and recreational library materials), please indicate which inmate programs and services (and consequently, space) you would support at the jail, assuming that inmate characteristics fit the need.

	Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
Contact family visiting	1-3	2-2	3-4	4-1	5
Education	1	2-3	3-2	4-1	5-4
Vocational training	1	2-4	3-3	4-1	5-2
General psychological counseling	1	2	3-4	4-2	5-4
Alcohol/drug counseling	1	2	3-3	4-2	5-5
Job/career counseling	1	2-2	3-2	4-3	5-3
Work/education release (out to work during day, jail @ night)	1	2	3-1	4-3	5-6
Inmate trustees (work in jail)	1	2	3	4-4	5-6
Other: _____ _____ _____	1	2	3	4	5
Other: _____ _____ _____	1	2	3	4	5

**V. TYPES OF PEOPLE TO APPROPRIATELY BE HOUSED IN YOUR NEW FACILITY.** The intent of this question is to have you identify below all those types of people that you feel are appropriately housed in your new jail facilities. Mark as many as you like with a simple "x" or check-mark. **No prioritization is required.**

9 **Adult males..**  
9 .. females

**Juveniles who are..**  
4 .. to be tried as adults due to severity of crime.  
1 .. alleged juvenile delinquents (criminal offenses)  
.. adjudicated juvenile delinquents  
.. status offenders (runaway, truant, incorrigible, dependent/neglected, etc.)

**Minor offenders..**  
3 .. traffic offenders (non-DWI, non-misdemeanor, non-felon)  
2 .. municipal ordinance violators

**Inmates requiring special care..**  
.. with physical infirmities or contagious diseases  
3 .. ambulatory  
1 .. non-ambulatory  
.. intoxicated (drug or alcohol)  
5 .. ambulatory  
2 .. non-ambulatory  
.. mentally disturbed  
2 .. violent, incoherent  
2 .. non-violent, coherent

**Special security inmates..**  
5 .. material witnesses to a criminal case  
9 .. work release or weekender inmates (persons with jobs outside of the jail during the day or week).

**Inmates from other jurisdictions..**  
8 .. cities/towns within the county  
5 .. other counties  
4 .. state prisoners  
5 .. federal prisoners

Other: \_\_\_\_\_  
\_\_\_\_\_

For each type of person that you thought should not be housed at your new facility please indicate where you think they either can or should be housed. If you know of a specific existing facility applicable to the type of person in question, please name the facility.

<b>Type of Person:</b>	<b>Type or Name of Facility Housing Alternative:</b>
<u>Juveniles</u>	Juvenile offenders should be housed only with other juveniles, not with adults.
<u>Minor Offenders</u>	Programs need to be put into place to releases these types of offenders. There is no reason for them to be in custody.  Inmates who are non-ambulatory and these inmates require a special level of supervision that is violent not affordable in the current budget.
<u>Juveniles:</u>	In juvenile housing.
<u>Juveniles</u>	These should be sent facilities that are already equipped to handle them.
<u>Minor Offenders</u>	I believe these people could be released on their own recognize or have a monitor put on them. We should not have to house this type of offender.
<u>Inmates Requiring Special Care</u>	The county does not have the means to house or care for this type of criminal and should be housed in specialized jails or locations that already equipped to take care of this type of criminal.
<u>Adjudicated</u>	Release on bond – bail no need for jail
<u>Runaway</u>	Safe house
<u>Neglected</u>	Safe house – state care
<u>Physical Infirm</u>	Facility that could handle those needs
<u>Mentally Infirm</u>	Facility with staff trained to handle
<u>Special Needs-Witness</u>	Police protection
<u>Federal Prisoners</u>	Federal institutions that can handle
<u>Juveniles</u>	Approved juvenile facility (La Salle County)
<u>Minor (Petit) Offenders</u>	Should not be incarcerated
<u>Mentally Disturbed</u>	Mental treatment/support facility
<u>Juveniles</u>	Juvenile Detention Center Don't know what is available for these inmates.
<u>Contagious Diseases</u>	Don't know what is available for these inmates.
<u>All Juveniles</u>	Juvenile facility
<u>Minor Offenders</u>	No jail time – probation – house arrest(monitoring device)
<u>Non-Ambulatory</u>	County or state facility with nursing home capabilities
<u>Mentally Disturbed</u>	County or state facility with psych capabilities

**B. BUREAU COUNTY'S MISSION STATEMENT**

The county's Mission Statement was developed through extensive discussions following the completion of the Worksheet. It is, in the Consultant's opinion, a thorough and outstanding example of an effective Mission Statement. It was referenced many times during the development of the facility options and the particulars of the space program.

The Bureau County Mission Statement appears below.

***Bureau County Correctional Facility  
Mission Statement***

*It is the mission of Bureau County to provide a Correctional Facility that will deliver the highest degree of security, to the greatest extent possible, for the citizens of Bureau County while providing for the highest degree of safety for both the staff and the lawfully committed inmates or detainees within the correctional system. In support of this, it is the intent of Bureau County to reasonably comply with recognized standards as set forth by the American Correctional Association and the Illinois Administrative Code. The facility will be managed in a professional manner that will foster a positive atmosphere between the staff and inmate population with the expectation that mutual respect will be displayed at all times. This will be accomplished by employing well-trained staff, maintaining a safe and secure physical plant and providing inmate programs that will offer them an opportunity to prepare themselves for eventual reintegration into our community. We will strive toward the goal that inmates will leave this facility in better condition than when they arrived. As the sole correctional facility for the communities of Bureau County, the Bureau County Correctional Facility will be adaptable and responsive to meeting the changing needs of the corrections system and the citizens of Bureau County.*

*It will be the goal of Bureau County to deliver professional corrections service. Our efforts shall include but not be limited to:*

*With regards to ENVIRONMENT, Bureau County will provide a requisite secure and reasonably safe environment for staff, inmates and detainees.*

*\* For **Staff**:*

- reinforces the ability to manage inmates,*
- minimizes tension/stress,*
- enhances employee satisfaction,*

*\* For **Inmates and detainees**:*

- reinforces good behavior*
- requires that inmates/detainees be held responsible for their actions,*

*With regards to BUILDING IMAGE, Bureau County will provide a structure that:*

- \* generates community pride,*
- \* generates respect for law,*
- \* is reasonably hospitable to visitors.*

*With regards to BUILDING DESIGN, Bureau County will create a design that:*

- \* utilizes best practice correctional design principles that will allow the design to remain functional for an extended period of time,
  - will allow for future interaction with all criminal justice entities through design influences,**
- prioritizes staff efficiency over minimal construction cost.*
- prioritizes durability and repair-ability over minimal construction cost,*
- matches the architecture of the community,*
- provides for continual staff monitoring of inmates,*
- provides for appropriate inmate consultation,*
- provides for the legally mandated separation of the various classifications of inmate and detainee populations.*

*With regards to CUSTODY, the Bureau County Correctional Facility will be operated based on these principles:*

- \* while jail should not be a place where inmates want to be, neither should it be a place where they fear for their well-being,*
- \* good behavior should be rewarded and reinforced by more privileges and a better physical environment,*
- \* staff should treat inmates and detainees fairly but firmly,*
- \* the facility and staff should respond to the fundamental needs of inmates and detainees,*
- \* inmates and detainees should be encouraged to exercise self-discipline,*
- \* inmates and detainees should be encouraged to help care for the facility in which they live,*
- continual staff monitoring of inmates and detainees is the best way to control their behavior and to insure safety and security.*

*With regards to PROGRAMS AND SERVICES, in addition to the required programs (such as exercise, health care, non-contact visiting, chaplain/pastoral services, and access to legal and recreational library materials), as warranted by the characteristics and needs of the inmate/detainee population, Bureau County will endeavor to provide:*

- work/education release (out to work/school during day, jail at night),*
- inmate workers (work in jail),*
- through community resources
  - education (GED)*
  - vocational training (BEST)*
  - alcohol/drug counseling (AA/NA)*
  - job/career counseling (BEST/NCBHS)**

*With regards to the population that can be APPROPRIATELY HOUSED, the Bureau County Correctional Facility is intended to house:*

- *adult males*
- *adult females*
- *inmates/detainees requiring special care who*
  - *have physical infirmities or contagious diseases who are*
    - *ambulatory*
    - *non-ambulatory*
  - *are intoxicated (alcohol or drug) and are*
    - *ambulatory*
    - *coherent*
  - *are mentally disturbed*
    - *non-violent*
    - *coherent*

### III. CURRENT DETENTION FACILITY PROGRAMS & SERVICES

The Bureau County Jail, though very limited in its physical facilities, accommodates a variety of programs for the inmate population. These are described below with the descriptions prepared by the Sheriff's Office.

**Medical Services:** The Bureau County Jail is served by a contracted medical service provider, operating under the name of Health Professionals, Limited (Peoria, IL). HPL are knowledgeable medical professionals in the field of correctional or institutional medicine.

**Exercise:** The Bureau County Jail has no facilities for physical fitness / exercise.

**Visiting:** Visitation is offered two days per week. Although limited by inmate population and manpower, inmates with visitors receive approximately fifteen (15) minutes of visitation for each visiting day.

**Library:** The jail maintains a general library that consists of fiction and non-fiction paperback novels. These books are accessible through the inmates' daily contact with the corrections staff. Policy limits the number of books in an inmate's possession at two (2) per inmate. Legal library is currently maintained in a separate secured area of the facility and may be requested through the corrections staff.

**Counseling:** Counseling (of every nature) is addressed on an individual basis. Religious, mental health, alcohol, substance abuse and those matters related to counseling are encouraged. Counselors under the direction of the Sheriff or the Court are offered an opportunity to provide non-scheduled visits. In addition, alcohol and religious support sources have weekly scheduled times (one period per week).

**Work/education release:** This option is encouraged by the Sheriff but must generally be ordered by the Court. Those allowed work release reimburse the County at a rate of fifteen dollars (\$15) per day of work.

**Trusties/inmate workers:** Based on the population and individual personalities of the inmates of the Bureau County jail facility, frequently there are no trusty / inmate workers available.

**Furloughs:** Inmate furloughs are a matter between the inmate, defense attorney, prosecuting attorney and the Court. The Sheriff will only release with a Court order.

## IV. EVALUATION OF EXISTING JAIL & SHERIFF'S FACILITIES

### A. BACKGROUND

In determining Bureau County's best direction for developing adequate Jail and Sheriff's facilities satisfying county needs through the year 2030, one should first understand the existing facilities and what the county has to work with. The Consultant (K&A) has toured the entire facility on two occasions, been in and around parts of the facility on several other occasions, and has had the floor plans of the facility to evaluate. Additionally, the Consultant put the floor plans as represented by the original construction drawings in electronic format using the Consultant's CAD application, ArchiCAD.

The purpose of this evaluation is to provide county leaders with insights regarding the physical plant. Comments about staffing and operations are not part of this analysis although there are operational implications to some of the physical plant deficiencies noted by K&A.

In addition to this Consultant's comments Bureau County received a very comprehensive and detailed evaluation of the building structure and engineering systems from **KJWW Engineering** on July 16, 2007. The most significant finding of the KJWW study was that it would take **\$2,376,000** merely to upgrade the architectural and engineering systems of the 36 year-old building, roughly the same amount it would take to build a new structure of identical size according to KJWW (without commenting about the adequacy of its size, design or characteristics).

The county also received a report on the facility from the **National Institute of Corrections (NIC)**. The NIC Consultant team, Jim Rowenhorst and Mark Cuniff, provided an operational evaluation from a jail manager's viewpoint. That report was issued on August 4, 2008 and is entitled a "Jail & Justice System Assessment Report." Mr. Rowenhorst provided a thorough critique of the facility identifying a myriad of problems. During his community meeting presentation to the county he said of the existing facility:

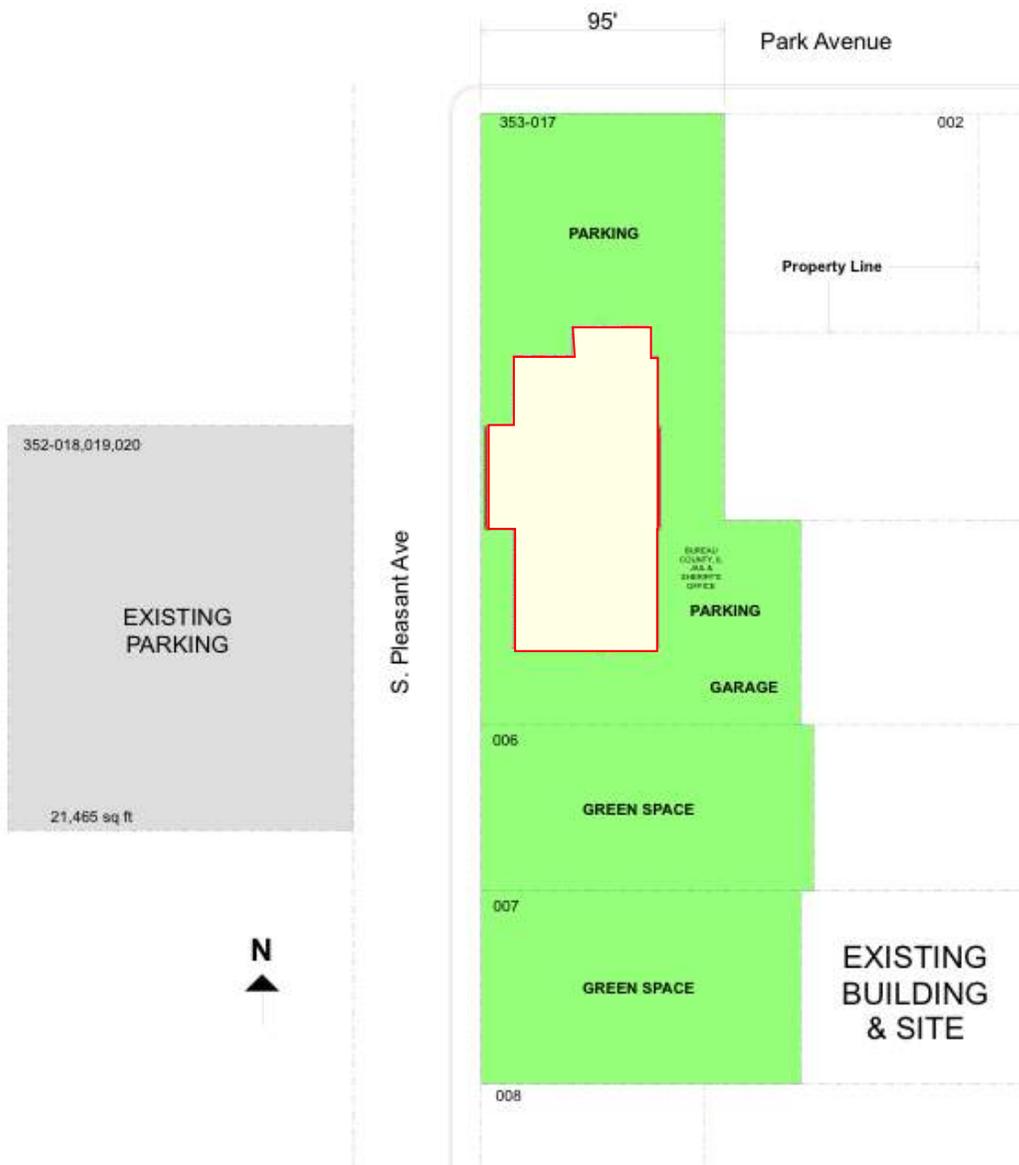
***"...this jail you have, I can't really see it having any real use in the future."***

K&A will not attempt to cover the same topic areas as did KJWW and the NIC team but will focus on the architectural and characteristics of the facility from a criminal justice designer's viewpoint.

Below is a drawing that depicts the first floor of the existing building as it sits on the existing site, denoted by green. The site is very narrow, limited, and irregular in shape. It poses a significant challenge for the development of a major expansion that is efficient, expandable, and which can be developed in a timely fashion. Meeting local setback requirements is also a challenge.

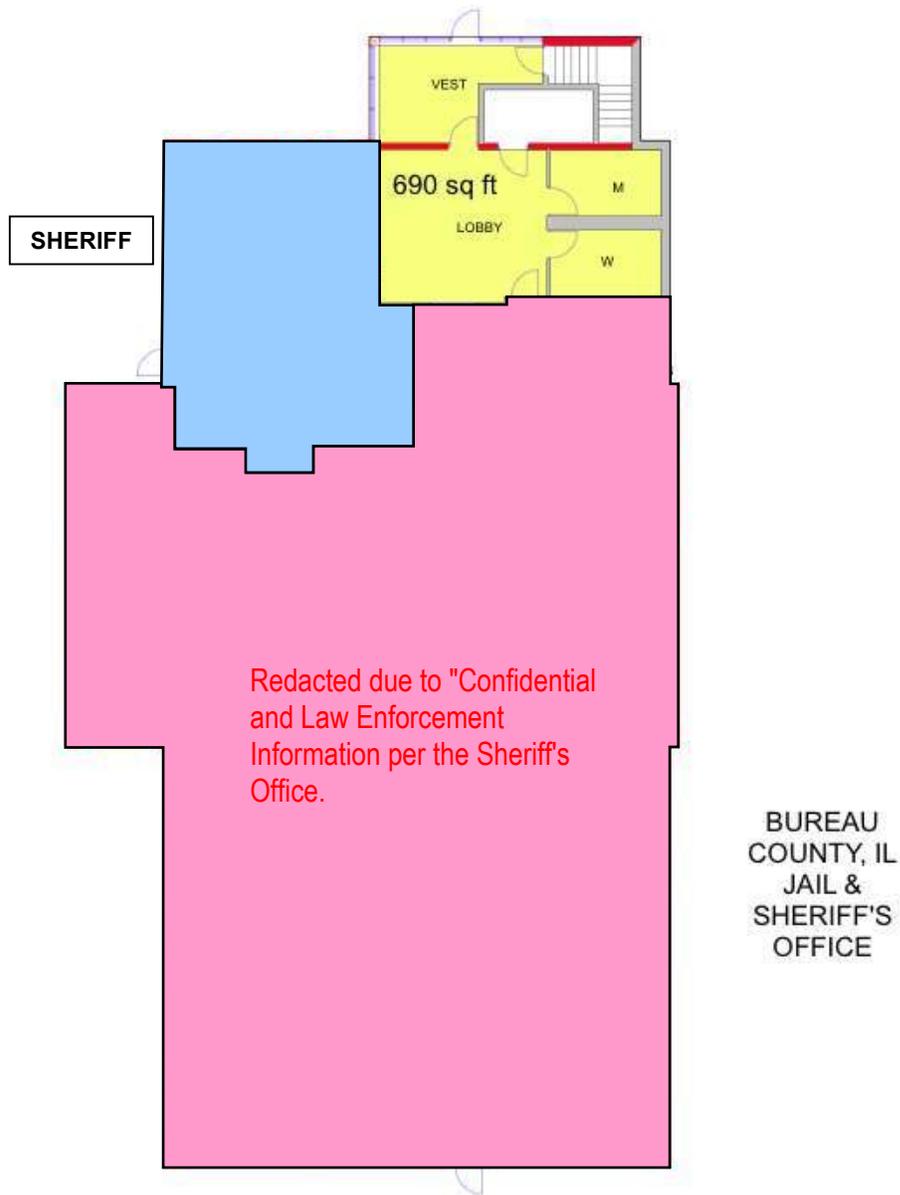
Setback Requirements:

- Maximum building site coverage - 50% of lot.
- Front: 25'-0" setback; Rear: 25'-0".
- Side: sum of two sides must not exceed 20% of property width.



The building has a total of 14,253 gross square feet (gsf). It is divided between 7,384 gsf on the first floor and 6,869 gsf in the basement. Of the first floor square footage the jail has 4,880 gsf and law enforcement has 803 gsf. The Communications Master Control center has 279 gsf on the first floor and public lobby space uses 690 gsf. The basement is all law enforcement storage and mechanical.

In the first floor drawing below, the lobby/public areas are designated by yellow, the law enforcement areas by light blue, the jail areas by hot pink, and the communications/control center by lavender.



## B. COUNTY JAIL FACILITIES

The jail was designed as a **22 bed** facility that has five cellblock areas (14 beds total) and one dormitory (8 beds). It's capacity reaches 36 with the double bunking of the 14 single occupancy cells. The jail is in a one story building with a full basement. It was designed in 1973 and opened in 1974 under the prevailing standards and practices of that time.

The jail is fundamentally deficient in space and support in many ways. One simple way to characterize the space deficiency is that the jail has about 5,911 square feet\* to serve the 22 inmates at design capacity. That calculates out to **268** gross square feet (gsf) per bed. By double bunking the 14 single cells to reach a capacity of **36**, this number falls to **164** gsf/bed.

From the late 1970's on, modern small jail facilities that feature the constant surveillance style of housing advocated by most professionals, including the NIC, and which provide a full range of adequate support space (booking, property storage, kitchen, laundry, visiting, health care, administration, staff support, lobby, storages, mechanical, and so forth) provide between 400 and 500 s.f. per bed, or considerably more than is available.

The following are observations about Bureau County's jail facilities. They establish the base with which the client is working in terms of a renovation/expansion project. They document some of the obstacles that must be overcome to make the existing facility a useful and standards-compliant facility for the long-term, thus making it worth the county's investment.

1. The **design of the cellblocks** precludes the all-important constant, eyes-on surveillance by jail officers. Such surveillance is fundamental to insuring the safety and security of the inmates and staff, and is basic to liability prevention. "Linear" cellblocks, such as the ones found in the Bureau County Jail, mean that staff are in direct contact with, and watch inmates on, an infrequent and intermittent basis. This, in essence, leaves the inmates in control of their housing unit, with all of the potential problems that implies. Closed Circuit Television (CCTV) surveillance of these areas is not sufficient to make up for what is lost because of the design. Staff simply cannot monitor housing with CCTV to any where near the same effectiveness as direct eyes-on observation. On the next page is a diagram that illustrates the three major approaches to inmate housing area surveillance with the first two being the recommended approaches. The third approach is that found in the Bureau County Jail.

---

\* This includes one-half of the lobby, communications room, and basement mechanical room square footage.

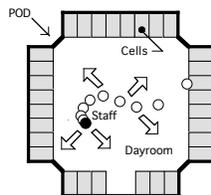
## INMATE SURVEILLANCE & SUPERVISION METHODS

### The 3 Primary Housing Area Approaches

#### CONSTANT 24 HR./DAY STAFF PRESENCE

##### 1 DIRECT SUPERVISION

- Also called "Podular Direct".
- Officer moves freely in Pod with inmates; i.e., no barriers separate them from each other.
- Interaction with inmates is great.
- Reliance on perimeter security is high, internal physical security is low.
- Best suited to Medium & Low security, though sometimes used with High security.

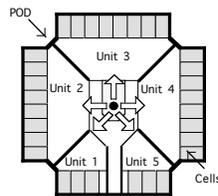


Direct Supervision Pod



##### 2 INDIRECT SURVEILLANCE

- Also called "Podular Remote".
- Officer observes inmates from behind a security (glass) barrier.
- Interaction with inmates limited.
- Reliance on physical security moderately high.
- Good, complete views essential.
- Best suited to High Security.



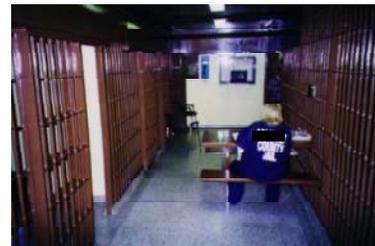
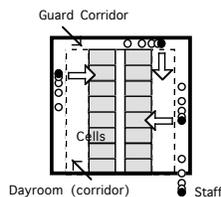
Indirect Surveillance Pod



#### INTERMITTENT STAFF PRESENCE:

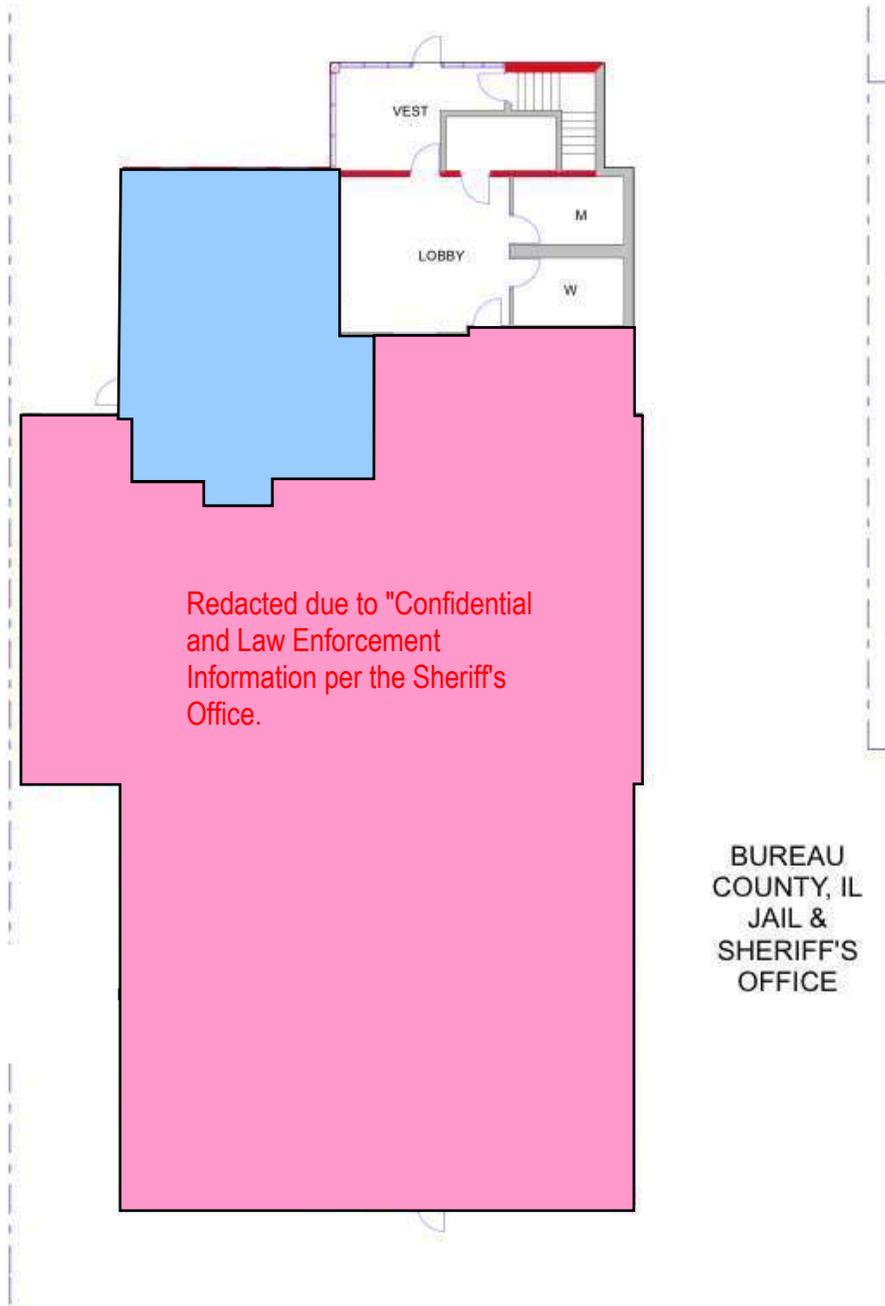
##### 3 INTERMITTENT SURVEILLANCE

- Typical method in older jails for all security levels.
- Officer periodically goes up to or around housing area to briefly observe inmates.
- Inmates are expected to manage themselves between intermittent staff contacts ("rounds").
- Reliance on physical security very high given lack of staff presence.
- Risk of assaults & vandalism higher.
- Best suited to Low Security.

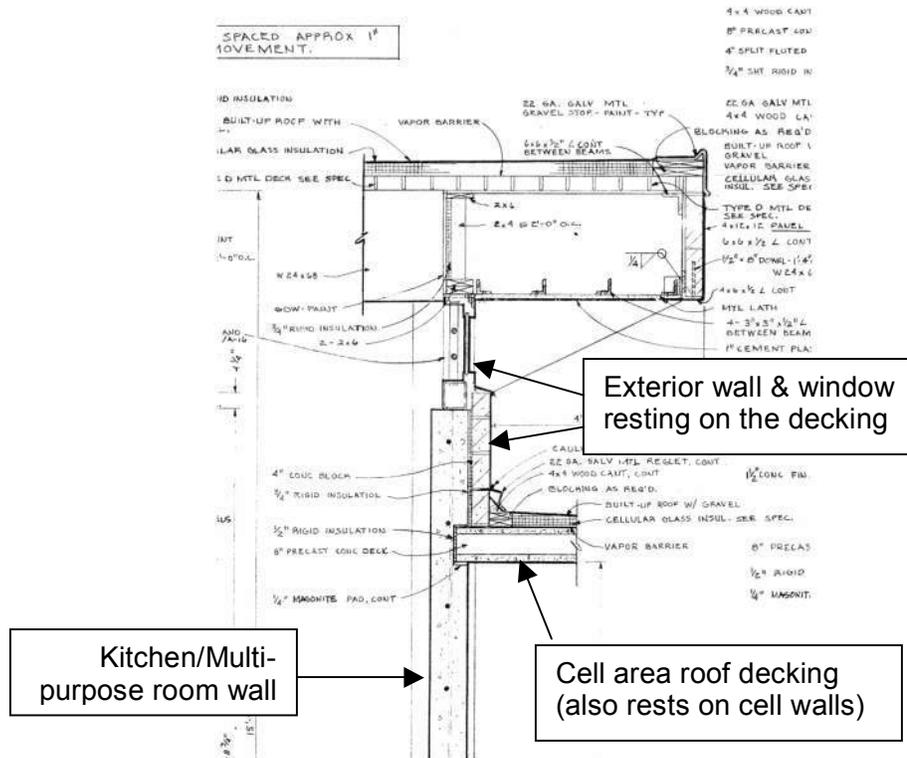


Intermittent Surveillance (Linear) Cellblocks

- 2. **Renovation of the cellblocks** at the south of the facility is nearly impossible because most of the cell walls bear the load of the roof's structure. Concrete roof decks rest directly on the cellblock walls meaning that the cellblock area cannot be gutted without removing the roof itself. Therefore, in order to use the area represented by the cellblocks, one must demolish it. The floor plan below shows bearing walls and columns in **red**.



Additionally, some of the roof decking is laid into the wall of the adjacent kitchen/multi-purpose room area. Removing the deck will remove the support for the upper exterior finish and windows for at least half the length of this wall. Below is the relevant construction detail (a section) scanned from the construction documents, with notes added by the Consultant. The section's location can be seen on the above floor plan as indicated by the arrowed lines.



3. The one **dormitory** space is designed in such a way that it **cannot be directly observed** from the Communications/Master Control room even though it is very close by. In some ways this is even more troublesome because with an open dorm there is no way to separate the inmates from each other at any time. To the extent that the design precludes observation, it actually increases the likelihood of fights, sexual assaults, vandalism, and intimidation between inmates.



4. The **security and safety** characteristics of the facility are very poor and not at all up to modern standards. The perimeter lacks entries and exits that are through double-door, interlocked security vestibules, a customary security feature of modern designs. Remote unlocking and locking is unavailable at all doors which are the keys to swift and certain emergency egress from the building. Electrical chords strung for after-the-fact accommodations such as floor fans to mitigate excessive heat are a basic safety defect caused by the design.



5. The **barred construction of cells** cannot contain smoke if a fire is set by an inmate in an adjoining cell. It is uncertain whether the building could contain the smoke to individual cellblocks. Further, the barred cell fronts imply ample visual access but in fact preclude view from an angle, essentially acting as a solid wall (see the picture to the right). They also make the officer unnecessarily vulnerable to physical assault from inmates given the openness and very tight quarters in which officers have to operate.



6. **Program space** is exceedingly inadequate and poorly located. The spaces available clearly inhibit the county's ability to attain the mission it set out for itself with regard to educational counseling and alcohol and drug programming. Programs primarily occur in a single limited space that actually functions as the prime circulation route between key support areas of the jail and the cellblocks and dormitory areas. It was a poorly conceived space that cannot effectively attain the mission for which it was originally intended. It cannot be improved given its central and critical location in the facility.



7. The facility design severely limits the ability of sheriff's staff to effectively **classify and separate** different types of inmates. This is important because the inmate population in a jail is not monolithic. There are not only differences in gender, but differences in behavior, legal status and physical or mental condition. These suggest that inmates be kept in separate areas in order to maintain the order, safety and security of the facility. With only six units for dispersing the population, the staff have very limited options in developing, implementing, and maintaining a workable classification-separation system.
8. The jail lacks appropriate **special types of housing** to address some of the more challenging inmate classifications with which a jail must deal. For example, there is no appropriate cell in which to accommodate inmates with, or susceptible to, contagious diseases (an important element of the county's mission statement for future facilities). There is no cell to appropriately classify and separate disciplinary detainees or inmates who require special segregation from others for various reasons. The jail lacks space to appropriately house and separate out work release and/or trustee inmates, two objectives of the mission and facility program.
9. The facility is highly **deficient in basic support space** common to other facilities.
  - The booking and intake area is woefully lacking in storage space, space for I.D. equipment and space in which to safely maneuver and manage sometimes difficult arrestees.



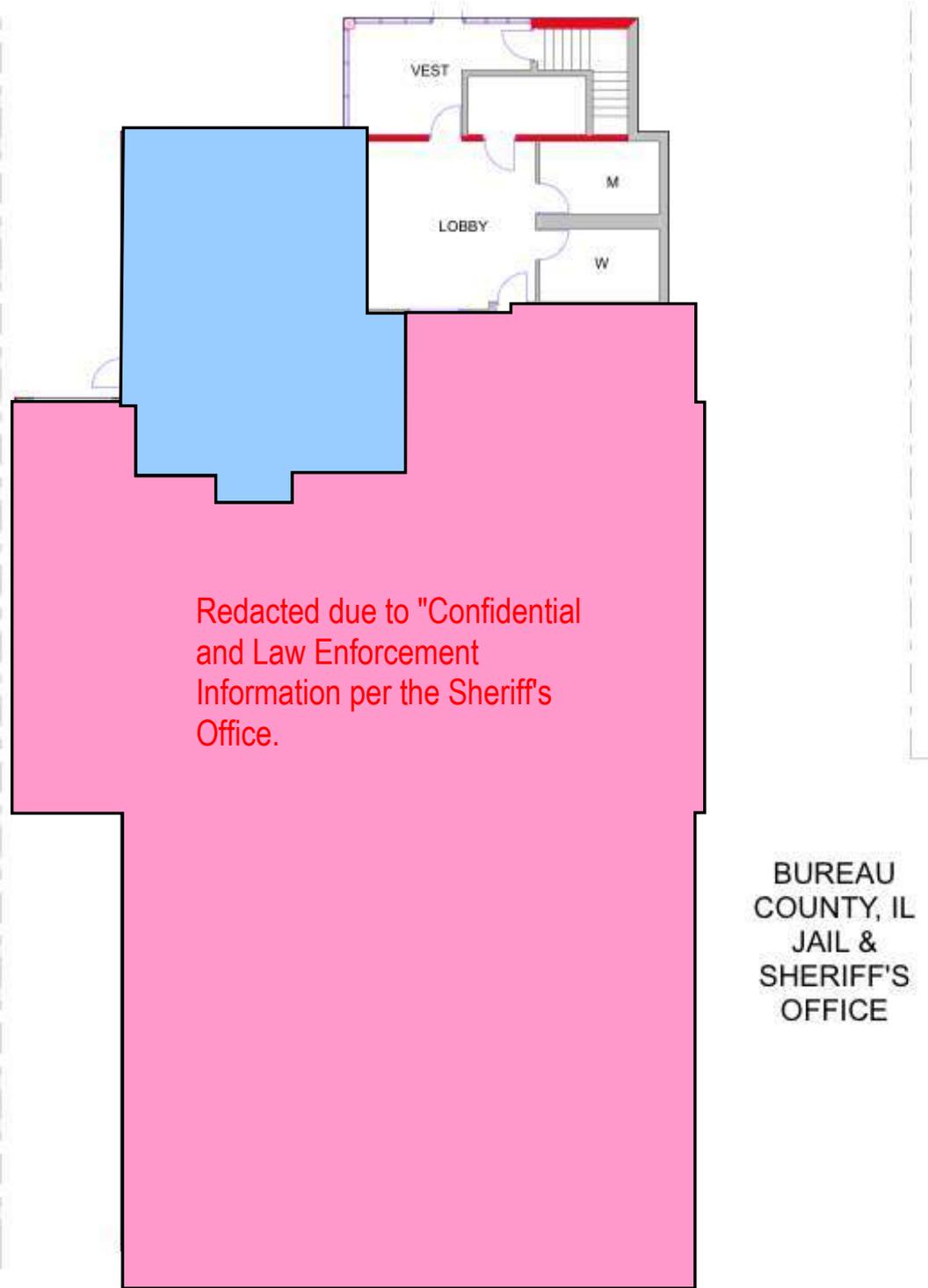
- There is only one tiny short-term holding room in the booking area, quite inadequate for the needs of the facility.
- The vehicle sallyport is very narrow thus limiting its functionality and reducing safety in terms of moving and managing inmates.
- The facility lacks a dedicated master control center. This is an elemental part of jail security and should be a key focus of any new facility.
- Visiting is extremely cramped, limited and non-private.
- Attorney/client visiting is in a small and awkwardly shaped room.
- The facility lacks adequate health care facilities.
- Laundry facilities are cramped and limited with equipment that is too small, a lack of linen storage area, and no folding and organizing surfaces.



- The facility lacks library storage areas, having to store library materials in the kitchen area.
- The jail lacks sufficient maintenance support space.
- The facility lacks general storage capabilities.

10. One of the critical security deficiencies is the lack of a secure route by which to move inmates from the **jail to the courthouse**. Though the jail is simply across the street from the courthouse there is no direct physical link and there is no sallyport at the courthouse that allows a sallyport-to-sallyport drive removed from exposure to the public. As a consequence, inmates are walked across the street in shackles, fully exposed to either the friends and relatives of victims looking to exact revenge, or to accomplices seeking to facilitate escape. This practice puts the inmate and officer both at risk. It is necessitated, however, by the lack of the aforementioned connection.
11. Most, but not all, **cells** are adequately sized per Illinois Detention Standards. However, once double-bunked they all fall well below American Correctional Association (ACA) standards. **Dayrooms** are adequately sized per Illinois standards but also fall well below ACA standards. The dorm has sufficient square footage per Illinois standards for **6** inmates rather than 8. Per ACA standards the capacity would only be 4. Two of the cells are not supported by a dayroom and thus should not be considered anything more than temporary occupancy cells rather than permanent capacity. They should be used for short-term disciplinary detention or other short-term temporary housing purposes.

The following floor plan documents existing cell and dayroom square footages. A comparison of Illinois and ACA standards follows the floor plan. An example of ACA compliant single and double occupancy cells sizes follows that.

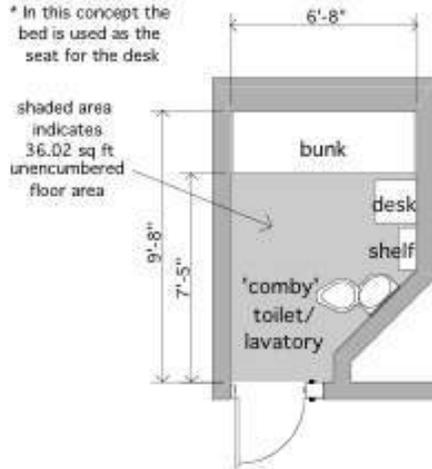


BUREAU  
COUNTY, IL  
JAIL &  
SHERIFF'S  
OFFICE

**STANDARDS COMPARISON**

American Correctional Association 4th Edition, June 2004 Performance-Based Standards & Illinois Jail Standards  
KIMME & Associates, Inc.

Issue	✓ ACA standard	ACA #	ILLINOIS (Title 20, Part 701 of the IL Administrative Code)	ILL #
<b>PHYSICAL PLANT:</b>				
1 Single Occupancy Cell size	<b>35 sf</b> unencumbered space & at least <b>70 s.f.</b> of total floor space when the occupant is confined more than <b>10 hrs.</b> per day Comment: Unencumbered by bed, plumbing fixture, desk, locker. Comment: One dimension of unencumbered area at least 7 feet in length.	4-ALDF-1A-09	<b>50 sf</b> for a "cell"; min. ceiling height of 8 feet.  <b>64 sf</b> for a "detention room"; min. ceiling height of 8 feet. <i>Existing Single Cells and detention rooms should be designated for a maximum of double-occupancy</i>	701.80 a) 1)  701.80 a) 2) 701.80 b)
2 Cell Furnishings/Equipment	Bed minimum 12" off the floor. Place to store clothes/personal belongings. Access to writing surface & a place to sit. Does not mention plumbing fixtures.	4-ALDF-1A-11	Rigidly constructed metal bed anchored to floor or wall (concrete must be approved); washbasin; prison type toilet. Metal mirror  Metal mirror for each cell or detention room securely anchored to wall.	701.80 c) 1)  701.80 j)
3 Segregation/Special Management Cells	Single occupancy, minimum <b>70 sf</b> ; 35 sf min. unencumbered.	4-ALDF-2A-51		
4 Disabilities Housing	Housing designed for their use and provides for integration with other inmates. Accessible program & service areas in provision of services, programs, & activities.	4-ALDF-6B-04		
5 Medical Isolation Cell Ventilation		Silent	"TB" Cell. Exhaust all air to exterior.	701.90 i) 3)
6 Medical Infirmary	If provided on-site must be separate from other housing areas.	4-ALDF-4C-09		
7 Single Cell available when indicated for...	Maximum, close custody. Severe medical disabilities, serious mental illness, sexual predators, those likely to be exploited or victimized, other special needs, inmates not suitable for housing in multiple occupancy. No less than 10% of rated capacity available for single occupancy -See 3 above "Segregation/Special Management cells".	4-ALDF-2A-34 4-ALDF-2A-35		
8 Multiple occupancy rooms/cells	<b>25 sf unencumbered</b> space (furnishings or fixtures) per occupant and <b>35 sf</b> for occupants who exceed 10 hrs per day confinement.  2-64 inmates	4-ALDF-1A-10	"Dormitories" are for <i>more than 2</i> inmates; <b>50</b> sf per occupant, minimum 8 foot ceilings.	701.80 d) 2)
9 Continuous or direct Supervision required for...	Physical Plant design facilitates continuous personal contact & interaction between staff & inmates in housing units (excluding electronic surveillance).	4-ALDF-2A-18		
10 Multiple Occupancy allowed for...	Medium/minimum custody (not clear). See "Classification & Separation".  Classification system required that accounts for histories of mental & emotional stability, escape/assaultive, history, medical status, age, and need to keep separates accordingly.	4-ALDF-1A-10 4-ALDF-2A-34 4-ALDF-2A-30	Persons suitable for group living. Most likely: work releaseses, weekenders, trusties, sentenced misdemeanants.	701.80 e) 2)
11 Dorm Furnishings			bed made of rigidly constructed metal, w/solid or perforated bottom; securely anchored to floor.	
12 Max capacity for multiple occupancy	<b>64</b> inmates.	4-ALDF-1A-10		
13 Required proportion of single occupancy	Ten percent (10%) of rated capacity.	4-ALDF-2A-35		
14 Female Housing	Male & female inmates are housed in separate rooms/cells.	4-ALDF-4B-03		
15 Dayrooms	Immediately adjacent to Housing. 35 sf per inmate <i>for the max number using it at any one time</i> exclusive of showers, toilets, lavatories. No dayroom less than 100 sf exclusive of showers, toilets, lavatories.	4-ALDF-1A-12	In conjunction with each cellblock. At least 35 sf in size for existing facilities. New or major renovation: <b>35</b> sf per cell or detention room.	701.80 h) 1)
16 Dayroom Furnishings	"Sufficient" seating and writing surfaces. Types consistent with custody level.	4-ALDF-1A-13	Securely anchored metal tables as well as chairs and benches. Tables and chairs do not have to be anchored in Direct Supervision Pods.	701.80 h) 2)
17 Toilets	Access to toilets and lvs 24 hrs/day without staff assistance. <b>1:12</b> ratio for men. Urinals may be substituted for up to one-half the toilets for males. <b>1:8</b> ratio for women. All housing units with three (3) or more inmates have a minimum of two (2) toilets.	4-ALDF-4B-08	<b>1:8</b> for dorms.	701.80 f) 3)
18 Wash basins	<b>1:12</b> ratio Hot & Cold running water.	4-ALDF-4B-08	<b>1:8</b> for dorms	701.80 f) 2)
19 Showers	<b>1:12</b> (unless local code requires more)	4-ALDF-4B-09	In each cellblock. <b>1:8</b> for dorms.	701.80 f) 4)
19 Work or Education Release Housing	Separated from inmates in the general population.	4-ALDF-2A-36		
20 Control Center	Space is provided for 1 24hr. Secure control center staff assigned have access to a toilet & wash basin.	4-ALDF-2A-01		



**ACA Single Cell Criteria**

4-ALDF 1A-09

\* 35 s.f. "unencumbered space"

Minimum Cell Size Calculation:

35 s.f. unencumbered inmate space

15 s.f. for 80"X27" bunk

2.2 s.f. for 18"X18" desk

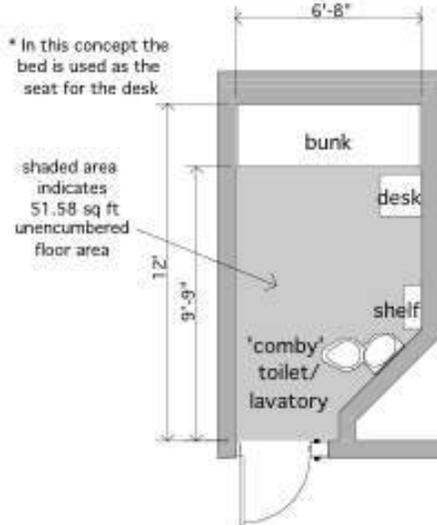
1.0 s.f. for 8"X18" shelf

2.8 s.f. for 'Comby' fixture

56.0 sq.ft. total

**56.94 Sq. Ft. CELL as shown above**

\* "Unencumbered space" is usable space that is not encumbered by furnishings or fixtures. At least one dimension of the unencumbered space is no less than seven feet.



**ACA Double Cell Criteria**

4-ALDF 1A-10

\* 25 s.f. "unencumbered space" per inmate

Minimum Cell Size Calculation:

50 s.f. unencumbered inmate space

15 s.f. for 80"X27" bunk

2.2 s.f. for 18"X18" desk

1.0 s.f. for 8"X18" shelf

2.8 s.f. for 'Comby' fixture

71.0 sq.ft. total

**72.50 Sq. Ft. CELL as shown above**

\* "Unencumbered space" is usable space that is not encumbered by furnishings or fixtures. At least one dimension of the unencumbered space is no less than seven feet.

In conclusion, the existing Bureau County Jail is a poorly designed facility that lacks a.) modern fundamentals in terms of a safe and secure physical plant layout, and b.) much of the basic support space considered fundamental to a modern jail. Coupled with the major engineering and architectural deficiencies identified by KJWW, and the problems cited in the NIC report, one must conclude that it provides a very poor base on which to build future long-term facilities. In order to rectify many of the problems identified, the existing cellblocks would need to be fully demolished and significant amounts of the remaining interior space demolished and re-built. At that, new square footage well in excess of current space would still be required to meet the needs of current occupants as well as projected future populations of greater numbers. Working with this facility as the base of a significant new project would literally be, as they say, "the tail wagging the dog."

Given the Consultant's assessment of the facility, the consideration of the limited housing and support space available, and the compliance with ACA standards, which in this case, offer the better measure of the facility's adequacy, we recommend that the existing facility not be viewed as anything more than a deficient **18 bed** facility.

### C. SHERIFF'S LAW ENFORCEMENT FACILITIES

The Sheriff's Law Enforcement operations occupy a small northwest section of the first floor and roughly two-thirds of the basement area. It is, in essence, a sheriff's operation in a basement.

In order to use the basement space, most of which began as unfinished space, there has been extensive, yet admirable, homemade wall construction. However, these efforts resulted only in the most basic of law enforcement areas.

Aside from the space here, the Sheriff has his office in the Courthouse. With him is located the civil process operation.

In general, the Bureau County Sheriff's facility has a very haphazard organization that is neither occupant friendly nor public friendly in terms of use, space and efficiency. Below are some detail observations regarding the Law Enforcement spaces:

1. The **lobby** is attractive and generally works well in terms of receiving jail visitors and visitors to the Chief Deputy. However, access to basement level records, meeting and investigative areas is awkward and not direct for witnesses, informants, or the general public.
2. The critical **evidence processing** operations of the Sheriff's Office are extremely limited by the amount and type of space available. The evidence room lacks some of the physical controls common to modern evidence areas including electronically monitored entry, pass-thru evidence lockers that ensure the integrity of the moving evidence, and evidence processing areas where evidence can be properly spread out, identified and tagged. The evidence area also lacks an evidence officer processing room where the designated evidence officer can receive the materials, appropriately identify them, store them, and prepare the materials for court.
3. The facility lacks private **interrogation-interview space** that is essential to the investigative process. Also lacking is a monitoring room where staff can monitor and observe the interrogation.

4. There is no **squad or briefing area** in the typical sense of that term, with a back basement room informally organized with a couple of tables and a couple of work stations for report writing serving the purpose.



5. The **communications area** is adequately sized but is inappropriately inter-mixed with jail master control operations. It lacks the ability to integrate effectively with emergency operations coordinated by the Sheriff.
6. **Limited staff lockers** are available but are inappropriately integrated into a room also serving as a janitor closet and toilet.



7. The **records area** which is one of the most important and commonly used areas in a law enforcement center is buried in the extreme back corner of the basement.

8. A space on the first floor serves as an **ad hoc meeting and break room**. Yet it is part of the primary circulation route of officers coming into and going out of the facility thus limiting its use and negating privacy.



9. There is no true **conference** or meeting space that can be used either by investigators for long-term coordinated investigations, or by the Sheriff for meetings and planning sessions with his executive staff or for handling personnel matters.
10. There is no separate and protected lot for **impounded vehicles**. Rather, they are parked out in the driveway or the parking lot across the street where they cannot be protected from tampering or theft.



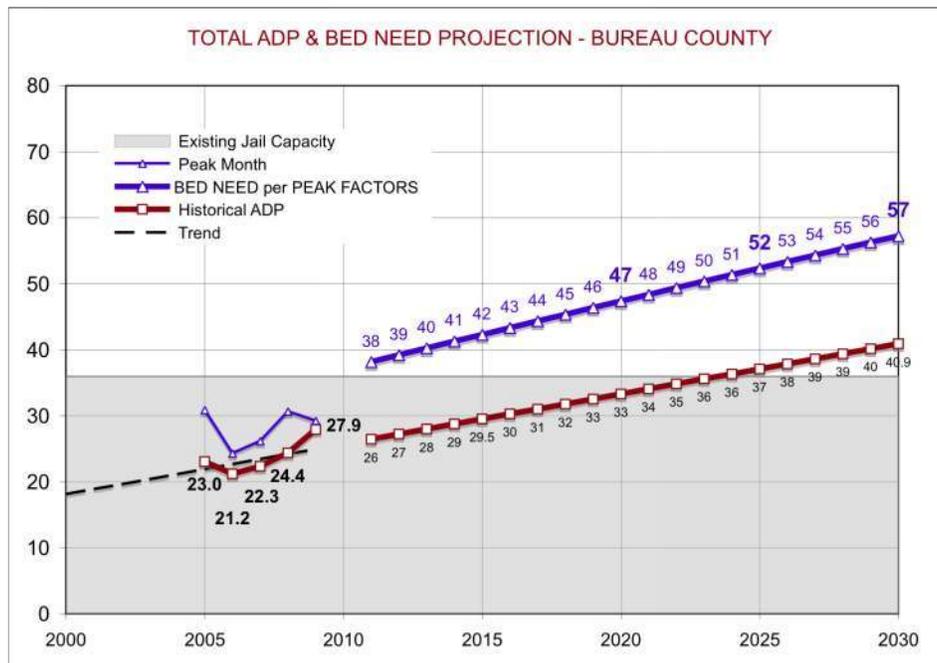
11. **Patrol car parking** is lacking causing patrol cars to be parked across the street in public lots where they are vulnerable to vandalism.

12. The Sheriff lacks an **office** at the main facility. Though the Sheriff maintains an office in the courthouse a small space of some sort should be available at the prime facility in order to facilitate his management of the operation.
13. The facility lacks adequate space for conducting the various kinds of **training** required by a sheriff's office. This includes both classroom style training and physical training (self-defense, etc.).
14. The facility design is **poorly arranged**, not being organized into zones which effectively manage the movement of the public through the facility. For example, public access should be limited to administrative and investigative areas but should be precluded from patrol, evidence and staff support areas. Additionally, the administrative spaces should have direct relationships with investigations and patrol since administrative staff are directly involved in their activities and manage their performance. The existing facility effectively cuts them off from those areas.

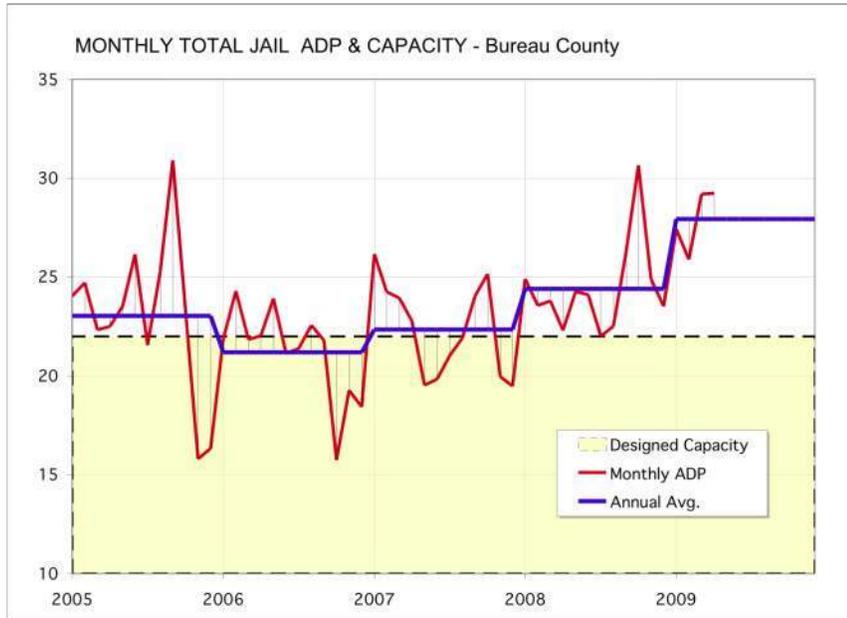
In summary, the law enforcement facilities are very inadequate. They lack adequate square footage, lack essential components, and are poorly organized. Resolving these issues in the future will require a significant makeover of the existing space as well as a significant addition of square footage.

## V. INMATE POPULATION PROJECTIONS

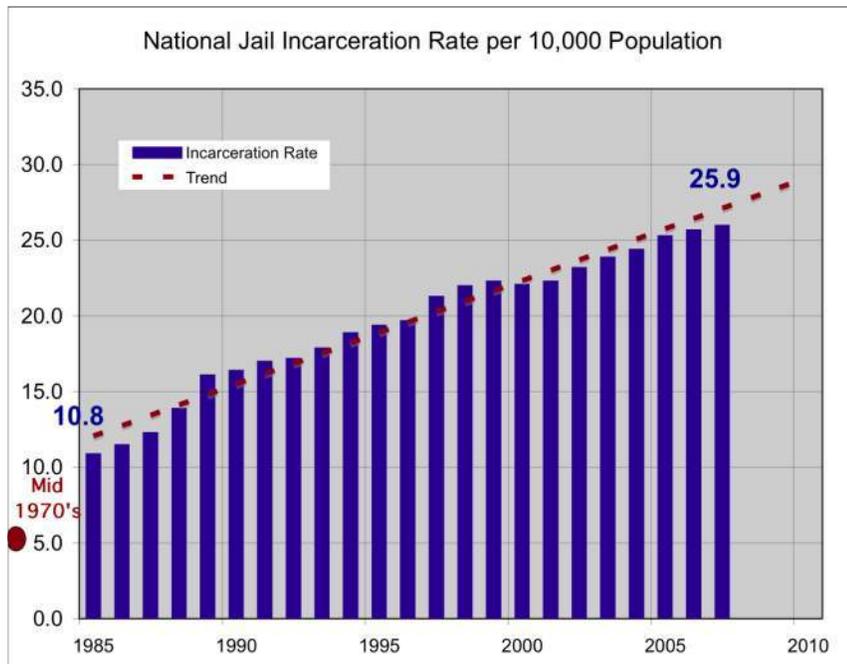
Below is a chart that illustrates the basic projection of population and bed capacity needs for the Bureau County Jail. Based on an increasing population over the last four years it is projected that the average daily population of the jail will be **41 by 2030**. Based on the need to have sufficient beds to accommodate daily and monthly fluctuations in the jail population, and based on the need for sufficient beds to effectively classify and separate the inmate populations from each other, the application of a growth/peak factor leads to the recommendation of at least **57 beds** to meet long-term 2030 needs.



Regarding population fluctuations and the need for peak factors, the chart on the following page documents monthly average populations, in red, as charted against annual averages in blue. The pale yellow area depicts the designed capacity of the jail of 22. In this data one can see the significant fluctuation which occur. The extremes are even greater if one were to evaluate daily counts, rather than just monthly averages.

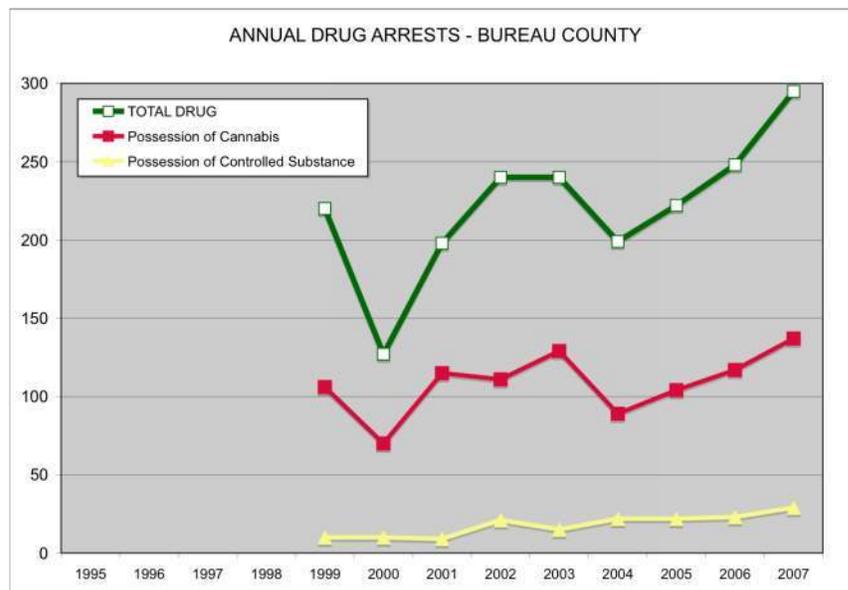


Recent data shows that the county is projected to grow by 12% by 2030. History has shown that jail populations grow much faster than county populations so county growth is especially significant. Indeed, the incarceration rate in the United States for county jails has increased five-fold since the 1970's. That is, even if a typical county had shown no population growth over the last 30 years it would have five times more inmates jailed today than it did 30 years earlier. This rate graph is shown below.



After discussion, the Consultant and the sheriff's staff felt that the 57 bed projection was reasonable and justified. The following are several reasons.

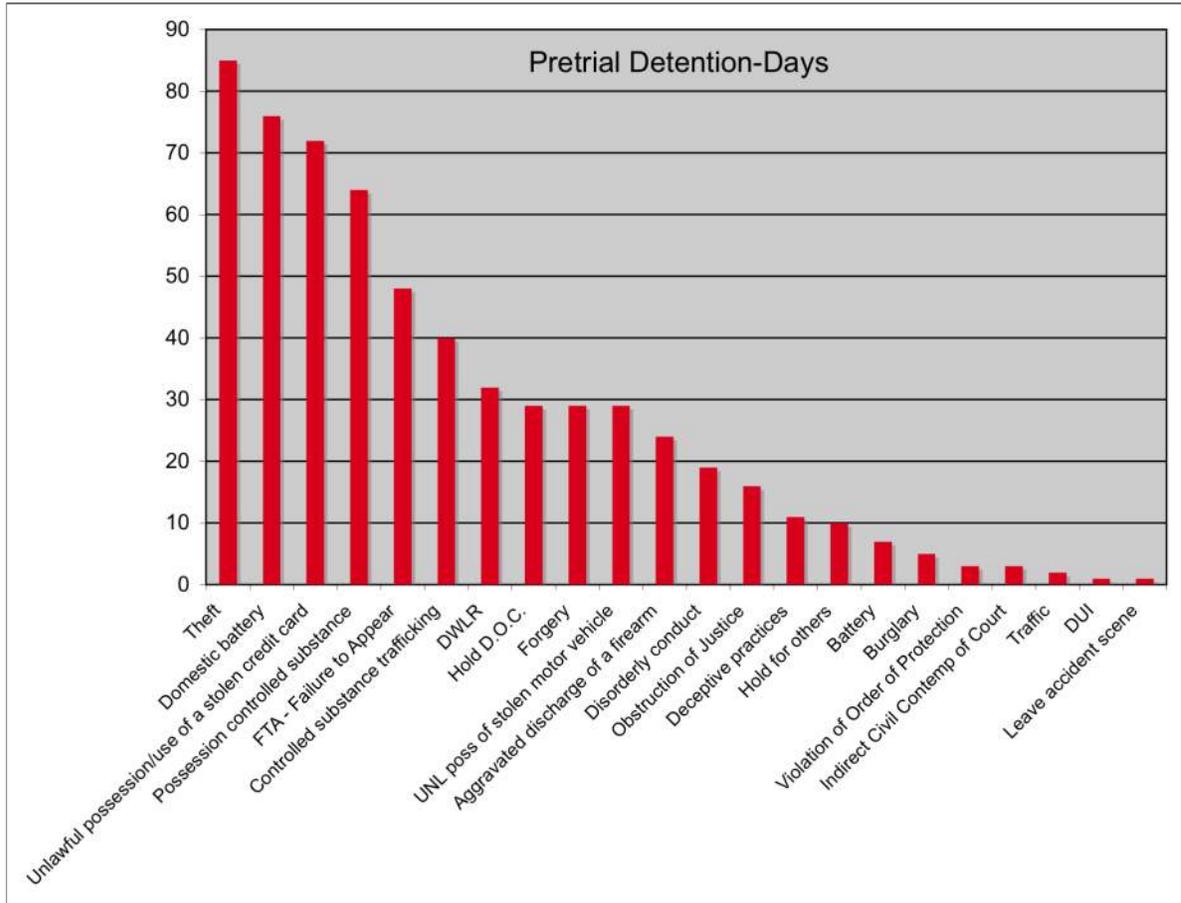
1. It is expected that county growth will continue over the long run.
2. The jail population has in fact grown and will likely grow further in future years.
3. A surplus of beds initially allows the county to rent beds to the surrounding counties who themselves have overcrowding problems but cannot afford to build. Thus, revenue from them will help the county pay for any increases in operational costs initially sustained without increasing the staffing anticipated for the facility.
4. With the closure and reduction of other social services it is likely that the jail will see increases in certain populations that were previously handled by other state agencies.
5. Increases in drug arrests are particularly troublesome and suggest increases in jail population.



The Consultant took a snapshot of the jail population from the Jail roster sheets to see who was in the jail. The snapshot was over a brief period, June 1-30, 2009, and thus bears the limitations inherent to a small sample. Nonetheless, it offered some insight as to the severity of offenses represented and as to the types of individuals for whom the classification-separation system has to be designed.

**BUREAU COUNTY SHERIFF'S OFFICE**  
**Bureau County Jail Roster**  
**June 1-30, 2009 Sample**  
**Pretrial Inmate Offenses & Percentages of Detention-days**

Primary Offense	Pretrial Detention- Days	% of detention- days
Theft	85	14.0%
Domestic battery	76	12.5%
Unlawful possession/use of a stolen credit card	72	11.9%
Possession controlled substance	64	10.6%
FTA - Failure to Appear	48	7.9%
Controlled substance trafficking	40	6.6%
DWLR	32	5.3%
Hold D.O.C.	29	4.8%
Forgery	29	4.8%
UNL poss of stolen motor vehicle	29	4.8%
Aggravated discharge of a firearm	24	4.0%
Disorderly conduct	19	3.1%
Obstruction of Justice	16	2.6%
Deceptive practices	11	1.8%
Hold for others	10	1.7%
Battery	7	1.2%
Burglary	5	0.8%
Violation of Order of Protection	3	0.5%
Indirect Civil Contemp of Court	3	0.5%
Traffic	2	0.3%
DUI	1	0.2%
Leave accident scene	1	0.2%
Total Pretrial detention-days	606	100.0%
Average Daily Population of Pretrial Inmates	20.2	



## VI. MAJOR JAIL FACILITY CONCEPTS – FUNCTION CHECKLISTS & HOUSING WORKSHEETS

### A. HOUSING CONCEPTS

In determining housing needs the place to begin is at the identification of the different classifications of inmates held that lead to the need for separate housing units. The following were the classifications identified by the Sheriff's Office. They are consistent with the populations identified by the Jail Task Force in the Mission Statement.

#### *Classifications Selected:*

*Red items indicate Basic classifications*

1	Medical Isolation (M-F)
2	Mentally Unstable
3	Suicide/Crisis
4	Disciplinary Detention
5	General Population
6	Violent
7	Female
8	Juvenile (charged as Adult)
9	Inmate Worker
10	Work Release

Estimating the proportions of the population fitting into the various classifications was the next topic of review, along with choosing the type of housing appropriate to each classification of inmate. The Sheriff's staff and the Consultant addressed issues of surveillance-supervision style, maximum density of units, minimum number of units per classification, and occupancy type. Occupancy types considered included single occupancy cells, double occupancy cells, dormitories and other forms of multiple occupancy.

The worksheet below identifies the breakdown of the **current population** by average and peak populations. Peaks are important to determining the flexibility in housing design needed to accommodate shifts in the mix of the population.



The detail functions to be associated with each classification was decided using the following worksheets.

**HOUSING WORKSHEET #4**

PAGE 1

FUNCTIONS TO BE LOCATED AT HOUSING PER CLASSIFICATION  
 BUREAU County  
 7/14/09

√	Yes	No
---	-----	----

Functions/Features included as part of Housing Unit or Pod

Classification/Unit Type:	Entry Vest.	Double Tier OK?	Airlock-Soundlock	Staff Post	CCTV	Video Orientation	Indoor Exer.	Outdoor Exer.	Personal Visits	Atty Visits	Prob. Hearing
Medical Isolation (M-F) Mentally Unstable Suicide/Crisis	No	No	Yes	No	Yes	Yes, by tape to dayroom	Yes	No	Video	Video	Video
Disciplinary Detention	No	over	No	No	Yes	Yes, by tape to dayroom	Yes	No	Video	Video	Video
General Population	No	Yes	No	No	Yes	Yes, by tape to dayroom	Yes	No	Video	Video	Video
Violent	No	No	No	No	Yes	Yes, by tape to dayroom	Yes, adjacent	No	Video	Video	Video
Juvenile (charged as Adult)	No	Yes	No	No	Yes	Yes, by tape to dayroom	Yes	No	Video	Video	Video
Inmate Worker	No	Yes	No	No	Yes	Yes, by tape to dayroom	Yes, adjacent	No	Video	Video	Video
Work Release	No	Yes	No	No	Yes	Yes, by tape to dayroom	Yes	No	Video	Video	Video

**HOUSING WORKSHEET #4**

PAGE 2

FUNCTIONS TO BE LOCATED AT HOUSING PER CLASSIFICATION  
 BUREAU County  
 7/14/09

√	Yes	No
---	-----	----

Functions/Features included as part of Housing Unit or Pod

Classification/Unit Type:	Sick Call	Inter Cnslng	Multi-Purp.	Laundry	Class. Office	HOSP BED	Storage	Janitor Closet	COMMI sary
Medical Isolation (M-F) Mentally Unstable Suicide/Crisis	Yes	No	No	No	No	Yes	Yes	Yes	Yes
Disciplinary Detention	No	No	No	No	No	No	No	Yes	Yes
General Population	No	No	No	No	No	No	No	Yes	Yes
Violent	No	No	No	No	No	No	No	Yes	Yes
Juvenile (charged as Adult)	No	No	No	No	No	No	No	Yes	Yes
Inmate Worker	No	No	No	No	No	No	No	Yes	Yes
Work Release	No	No	No	No	No	No	No	Yes	Yes

© KIMME & Associates, Inc.

Defining the housing unit and pod approach that pulls all of the preceding information together into an integrated housing concept was the last step in the housing development process prior to detail space programming. In breaking down the population for the classifications established, the Consultant prepared three different housing options for county review.

**Concept A** was based on the idea of two housing areas. One would be monitored from the master control post (24 hours per day, 7 days per week) and would be a flexible use area that was intended as the primary place of housing for female inmates and for those with mental health, suicidal and medical health issues. The second pod was conceived as a male housing pod in an indirect surveillance (podular remote) setting also monitored from a fixed 24/7 post. The table below identifies this proposal.

**HOUSING WORKSHEET #6a**

**A**

**BED DISTRIBUTION AMONG HOUSING PODS**

**BUREAU County**

*\* excludes temporary holding cells in Booking*

<b>PREFERRED HOUSING PER CLASSIFICATION</b>			
<b>POD 1 - FEMALE/MALE FLEX-MC Monitored</b>	<b>SURVEILLANCE-SUPERVISION</b>	<b>BEDS</b>	<b>OCCUPANCY TYPE</b>
Special Needs Cells (negative pressure)	Pod Remote	2	Single
Female- Flex-use	Pod Remote	4	Single
Female- Flex-use	Pod Remote	4	Single
Female- Flex-use	Pod Remote	2	Single
Juvenile charged as Adult (Flex-use)	Pod Remote	2	Single
		<b>14</b>	
<b>POD 2 - MALE HOUSING</b>	<b>SURVEILLANCE-SUPERVISION</b>	<b>BEDS</b>	<b>OCCUPANCY TYPE</b>
Disciplinary Detention	Pod Remote	3	Single
Violent	Pod Remote	3	Single
General Population	Pod Remote	8	DORM
General Population	Pod Remote	8	DORM
General Population	Pod Remote	4	DOUBLE CELL
Inmate Worker	Pod Remote	8	DORM
Work Release	Pod Remote	4	DORM
Work Release	Pod Remote	4	DORM
		<b>42</b>	
<b>POD 3 - Future</b>	<b>SURVEILLANCE-SUPERVISION</b>	<b>BEDS</b>	<b>OCCUPANCY TYPE</b>
		<b>0</b>	
<b>TOTAL BEDS</b>		<b>56</b>	

**Concept B** suggested a single pod concept where all inmates of all types operated within a single pod monitored from a single 24/7 post. It was anticipated that this pod would be challenging to design because of the number of beds (56) and the number of separate independent housing units (13). This pod would have all female, male and special needs occupants. Inmate workers and work releasees would also be housed at this pod. Its primary challenge, besides trying to accommodate so many different units, was controlling views between inmates in terms of males looking into female housing units, high security inmates looking into work release units and so forth. Ways to control these views were discussed including the mirroring of dayroom glazing. However, mirroring was not a preferred option, thus leaving the concept of using screen walls and view blockers as the primary option. The table below documents the approach to Concept B.

**HOUSING WORKSHEET #6b**

**B**

**BED DISTRIBUTION AMONG HOUSING PODS**

**BUREAU County**

*\* excludes temporary holding cells in Booking*

<b><i>PREFERRED HOUSING PER CLASSIFICATION</i></b>			
<b>POD 1 - FEMALE/MALE FLEX-MC Monitored</b>	<b>SURVEILLANCE-SUPERVISION</b>	<b>BEDS</b>	<b>OCCUPANCY TYPE</b>
Special Needs Cells (negative pressure)	Pod Remote	2	Single
Female- Flex-use	Pod Remote	4	Single
Female- Flex-use	Pod Remote	4	Single
Female- Flex-use	Pod Remote	2	Single
Juvenile charged as Adult (Flex-use)	Pod Remote	2	Single
Disciplinary Detention	Pod Remote	3	Single
Violent	Pod Remote	3	Single
General Population	Pod Remote	8	DORM
General Population	Pod Remote	8	DORM
General Population	Pod Remote	4	DOUBLE CELL
Inmate Worker	Pod Remote	8	DORM
Work Release	Pod Remote	4	DORM
Work Release	Pod Remote	4	DORM
		<b>56</b>	
<b>POD 2 - Future</b>	<b>SURVEILLANCE-SUPERVISION</b>	<b>BEDS</b>	<b>OCCUPANCY TYPE</b>
		<b>0</b>	
<b>TOTAL BEDS</b>		<b>56</b>	

**Concept C** reduced the size of the single pod described in Concept B by removing inmate workers and work releasees from it. This reduced the size of the pod and the number of ways in which the pod had to be sub-divided. The inmate workers and work releasees would be in dormitory space that is intermittently monitored. Intermittent monitoring was considered acceptable given the low security status of inmate workers and work releasees. Below is a table which documents the approach to Concept C.

**HOUSING WORKSHEET #6c**

**C**

**BED DISTRIBUTION AMONG HOUSING PODS**

BUREAU County

*\* excludes temporary holding cells in Booking*

<b>PREFERRED HOUSING PER CLASSIFICATION</b>			
<b>POD 1 - FEMALE/MALE FLEX-MC Monitored</b>	<b>SURVEILLANCE-SUPERVISION</b>	<b>BEDS</b>	<b>OCCUPANCY TYPE</b>
Special Needs Cells (negative pressure)	Pod Remote	2	Single
Female- Flex-use	Pod Remote	4	Single
Female- Flex-use	Pod Remote	4	Single
Female- Flex-use	Pod Remote	2	Single
Juvenile charged as Adult (Flex-use)	Pod Remote	2	Single
Disciplinary Detention	Pod Remote	3	Single
Violent	Pod Remote	3	Single
General Population	Pod Remote	8	DORM
General Population	Pod Remote	8	DORM
General Population	Pod Remote	4	DOUBLE CELL
Inmate Worker	Pod Remote	8	DORM
		<b>48</b>	
<b>"AREA" 2 - Work Release</b>	<b>SURVEILLANCE-SUPERVISION</b>	<b>BEDS</b>	<b>OCCUPANCY TYPE</b>
Work Release	Intermittent	4	DORM
Work Release	Intermittent	4	DORM
		<b>8</b>	
<b>POD 3 - Future</b>	<b>SURVEILLANCE-SUPERVISION</b>	<b>BEDS</b>	<b>OCCUPANCY TYPE</b>
		<b>0</b>	
<b>TOTAL BEDS</b>		<b>56</b>	

After extensive discussion, it was decided that **Concept C offered the most desirable approach**. It minimized the commitment of permanent staff posts to that of monitoring housing and allowed the development of master control in a way that allowed it to have direct eyes-on surveillance of a variety of other functions as well.

**B. FUNCTION CHECKLISTS**

Identifying the functional components that should be part of future facilities is another key step in the process of developing space needs estimates and facility options. Working sessions with sheriff's staff were facilitated through use of a "Function Worksheet." The completed Function Worksheets for the jail and law enforcement are reproduced below.

**FUNCTION CHECKLIST - DETENTION-CORRECTIONS - 2030 Master Planning**  
**BUREAU COUNTY, IL** OCTOBER 28, 2009 K&A

NEED:

CURRENT ADEQUACY:

HAVE WANT, don't have NEED (must have)	<b>BUREAU COUNTY DETENTION- CORRECTIONS</b>	REMARKS/QUALIFICATIONS:	ABUNDANT ADEQUATE INADEQUATE VERY INADEQUATE
<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<b>MALE ADULT HOUSING</b>	The county will provide housing for this group; special needs inmates must be accommodated for much better than they are now in the design.	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<b>FEMALE ADULT HOUSING</b>	The county will provide housing for this group; special needs inmates must be accommodated for much better than they are now in the design.	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>MALE JUVENILE HOUSING</b>	Held only if charged as an adult.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>FEMALE JUVENILE HOUSING</b>	Held only if charged as an adult.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<b>WORK RELEASE HOUSING</b>	The county will provide housing for this group.	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>WEEKENDER HOUSING</b>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>BOARDING INMATES FOR OTHERS</b>	<i>Will consider this option as space is available and depending upon the nature of the inmate(s) involved.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<b>VEHICLE SALLY PORT</b>	Drive-through; tall for buses, wide for ambulances; long enough for buses, 2 Crown Victoria-sized patrol cars. Include eye wash for pepper spray clean-up. Provide storage for emergency medical, stretchers, walker, wheelchairs. 2 lanes plus parking.	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<b>INTAKE - ARRESTING OFFICER AREA</b>	Accommodate <b>intoxilizer</b> in low partitioned alcove with no need for a physical test area; magnetometer; pat down area; <b>work station</b> that's computer capable; <b>inmate bench</b> or fixed chair seating with cuff bar, rail, or hooks; <b>storage</b> for restraint chair; <b>toilet</b> .	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<b>INTAKE - BOOKING Area</b>	<b>Booking desk</b> w/two stations (computer/printer). <b>Inmate records</b> at booking (except medical); adjacent to archival records. Fully electronic fingerprint I.D. plus manual fingerprint cards; I.D. used for staff as well. Video imaging area for arrestees. <b>Jail administrator office</b> should be located in booking. Connect records division with booking (Becky) and sheriff's administration. Booking desk will also be the <b>rover staff station</b> .	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

BUREAU COUNTY DETENTION- CORRECTIONS			REMARKS/QUALIFICATIONS:				
HAVE	WANT, don't have	NEED (must have)		ABUNDANT	ADEQUATE	INADEQUATE	VERY INADEQUATE
X		X	<b>INTAKE - HOLDING/WAITING</b> Pass-through padded <b>transfer cell</b> with a sound lock directly from the Vehicle Sally Port. <b>1 multiple occupancy holding cell</b> (visible from central corridor). Holding cell capability for up to 5 arrestees (including transfer cell); intoxicants must be ambulatory. Add a small <b>open waiting area</b> to be used only when there is an officer in the area.				X
X		X	<b>INTAKE - PROPERTY/ADMISSION</b> Use <b>long hanging bags</b> as the primary storage tool; manual operation (no automated racks), growth for 120. 4-6 compartments for <b>prison property</b> (transfer only 1/month to prison). Court clothes bagged. <b>Bulk property</b> shelves. Bag & tag at Booking desk; provide work surface and counter space. Drop <b>safe</b> for cash. Valuables vacuum sealed and tagged for storage. <b>ADA compliant shower</b> with toilet & sink behind privacy screening. <b>Storage for sundries</b> (linens, towels, wash cloth, cup, toothpaste, toothbrush, shoes, bible) to be issued at intake and carried by the arrestee to housing unit. Orientation by video at housing. <b>Storage for shoes</b> (144 x 2 for new growth x 2 for future growth minus minimum population - all sized 12/13). Winter shoes stored all at once (now just a dozen for court appearances). <b>Release</b> window on public side for property distribution.				X
X		X	<b>WORK RELEASE DAILY CHECK-IN/OUT</b> Vestibule with lockers adjacent to work release housing, adjacent to laundry. Inmates dress in jail clothing. Single unisex locker room adjacent to booking; clean & dirty clothes. Full-height 2x2 lockers; clean clothing shelves.				X
		X	<b>COURT/TRANSPORT HOLDING</b> Use holding cell in booking. Restraint storage. Restraint chair.				
X		X	<b>ADMINISTRATION</b> Jail Administrator's office is in booking/intake area.			X	
			<b>CONFERENCE/MEETING</b>				
X		X	<b>PUBLIC LOBBY</b> <b>Civil window, sheriff's reception; jail visiting reception</b> off of lobby; bond window. One lobby if possible, if not break-off the jail visitor lobby. Size for normal traffic. Public restrooms, form work counter, 1 vending machine. Kiosk for commissary and bond fund deposits.		X		
			<b>MEDIA ROOM/PUBLIC INFO CENTER</b> <i>see Law Enforcement Checklist</i>				
			<b>PUBLIC MEETING ROOM/TRAINING/P.R.</b> <i>see Law Enforcement Checklist</i>				

<b>BUREAU COUNTY DETENTION- CORRECTIONS</b>			<b>REMARKS/QUALIFICATIONS:</b>				
HAVE	WANT, don't have	NEED (must have)		ABUNDANT	ADEQUATE	INADEQUATE	VERY INADEQUATE
X		X	<b>MASTER CONTROL</b>			X	
			<b>SEPARATE STAFF ENTRY</b>		X		
			<b>STAFF LOCKERS</b>				
			<b>STAFF BRIEFING</b>				
			<b>STAFF TRAINING/MEETING</b>				
X		X	<b>STAFF BREAK</b>			X	
			<b>STAFF EXERCISE</b>				
			<b>OTHER STAFF:</b>				
		X	<b>FULL SERVICE KITCHEN</b>				
			<b>KITCHEN SERVING OTHER AGENCIES</b>				
			<b>RECEIVING KITCHEN ONLY</b>				
			<b>BULK FOOD STORAGE (extra-normal)</b>				
			<b>INMATE DINING</b>				
X		X	<b>FULL-SERVICE LAUNDRY</b>			X	
			<b>LAUNDRY SERVING OTHER AGENCIES</b>				
			<b>RECEIVING LAUNDRY</b>				

BUREAU COUNTY DETENTION- CORRECTIONS			REMARKS/QUALIFICATIONS:	ABUNDANT	ADEQUATE	INADEQUATE	VERY INADEQUATE
HAVE	WANT, don't have	NEED (must have)					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>CONTACT VISITING</b> Provide combination Contact/non-contact Professional Visiting Rooms. One such room is needed now, two in the future. Video and audio recording capability should be provided.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>NON-CONTACT VISITING (VIDEO?)</b> <b>Video Visiting</b> should be developed for routine visits. They would hope to facilitate visits on-line someday. Visiting should be done at the pod. Partitioning for privacy for both visitor and inmate should be provided but not enclosed booths; too expensive, harder to monitor. Install Video Visiting units in the dayrooms of disciplinary, violent, and special needs inmates; visiting should be centrally located in the pod for the rest of the inmates. Multi-plexed system with video/audio recording.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>NON-CONTACT PRO VISITING</b> see Contact Visiting above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>FAMILY VISITING</b> done through Video Visiting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OUTDOOR VISITING</b> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>HEARINGS (PROBATION, ETC.)</b> in Multi-purpose room as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>MEDICAL HEALTH CARE</b> Medical records to be kept here as opposed to in a central records area. Exam room, records storage (going electronic). Nurse's station office with a lockable meds cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>MENTAL HEALTH CARE</b> Counseling; use the medical exam room or the	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PHARMACY</b> N/A; meds storage in nurse's office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>MEDICAL ISOLATION</b> see Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>RESIDENT COMMISSARY</b> <b>Outsourced</b> (Stellar). Inmates order by phone, product received and passed out by staff. Orders facilitated through computerized work stations at control and staff post; locate a kiosk in the lobby for visitor fund deposits; Kiosk can also be used for fines, bond, etc. Indigent storages of paper, envelopes, soaps, etc. in general property storage area.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>EDUCATION</b> <b>GED</b> , 2 hours per day, three days per week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



<b>BUREAU COUNTY DETENTION- CORRECTIONS</b>			<b>REMARKS/QUALIFICATIONS:</b>	<b>ABUNDANT</b>	<b>ADEQUATE</b>	<b>INADEQUATE</b>	<b>VERY INADEQUATE</b>	
<b>HAVE</b>	<b>WANT, don't have</b>	<b>NEED (must have)</b>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PARTS/MAINTENANCE SUPPLY STORAGE</b>	<i>see Law Enforcement Checklist</i>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>CENTRAL HOUSEKEEPING</b>	Storage for cleaning fluids, mops, buckets, floor buffers, ladders, man-lift (for high lights in dayroom ceilings).			<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OUTDOOR GROUNDS STORAGE</b>	Flammables, chemicals storage, gasoline developed as part of vehicle sally port; vented. Outdoor ground maintenance equipment should be stored here as well.			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>GENERAL STORAGES</b>	<i>see Law Enforcement Checklist</i>			<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>RE-CYCLING</b>	Provide a re-cycling holding area if the budget allows.			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>STAFF PARKING</b>	Combine with law enforcement staff parking; see Law Enforcement Checklist			<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>WORK RELEASEE PARKING</b>	Work releasees that drive can park there vehicles in general public parking. There is no need for a separate lot.			<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>PUBLIC PARKING</b>	Evening visits allow the use of vacated street-side courthouse parking. A remote site should provide on-site public parking for up to 10 visitors.			<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>EMERGENCY POWER</b>	Should be provided for all computer systems, security systems, minimal lighting, and at least basic ventilation.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>MATTRESS STORAGE</b>	Store in the pod area for easy access; need 50% extra above lowest ADP for general storage - estimate of 30; will disinfect at cells, no need for a specific mattress wash area.			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>JUDICIAL COURT OFFICERS</b>	Up to 3 officers in future; they are located at the courthouse and report to the courthouse; lockers at the new law enforcement center.			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>REPORT WRITING</b>	N/A; see Law Enforcement Checklist			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OTHER:</b>				<input type="checkbox"/>	<input type="checkbox"/>

© KIMME & Associates, Inc.

**FUNCTION CHECKLIST - Sheriff's Law Enforcement - 2030 Master Planning**

BUREAU CO, IL

OCTOBER 28, 2009

K&A

NEED:

CURRENT ADEQUACY:

HAVE	WANT	NEED		REMARKS/FUTURE NEEDS:	ABUNDANT	ADEQUATE	INADEQUATE	VERY INADEQUATE
			<b>BUREAU COUNTY LAW ENFORCEMENT</b>					
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<b>ADMINISTRATION</b>	<p>All command staff <b>offices</b> should be co-located: sheriff, chief deputy, administration/corrections/patrol, Investigations, Operations and patrol (see the Organizational Chart). The Sheriff will also maintain an office at the Courthouse though the other vacated space at the courthouse could be used for court holding.</p> <p><b>Conference room</b> adjacent to sheriff's office and Chief Deputy's office; command meetings, negotiation meetings (8 people), critical events; size for 10 maximum. Video screens, dry marker, variable lighting. Coffee pot in sheriff's office.</p>			<input checked="" type="checkbox"/>	
			<b>Jail Administration in Admin.</b>	<i>N/A. The administrator will be located in the jail perimeter.</i>				
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<b>SECRETARY/RECEPTION</b>	<p>Reception is done by Accounting/Civil Process staff (2 now) which will continue to be the case. Plan on a future third staff as receptionist, scheduler. They should be located near the command offices and the public lobby. Their offices should be secured from the lobby by a controllable barrier.</p>		<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<b>CIVIL PROCESS/ACCOUNTING</b>	<p>Continue to co-locate civil/criminal process with the accounting staff; locate them next to records as well. Records need to be secured (court records). Moving toward electronic records but initially will use paper records. Move toward high density storage. Must keep records for a minimum of 7 years (now stored in outside garage). Consolidate records by the office. Payroll records must be kept for 70 years. Attorneys file papers in adjacent Public Service room, see below.</p>		<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<b>RECORDS/MAIL</b>	<p>Locate the area next to jail booking; provide room for Becky and future assistant. Employ high density storage for space efficiency. Merge with criminal/civil records but in identifiable areas.</p>			<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<b>PUBLIC LOBBY</b>	<i>see Detention Function Checklist</i>			<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<b>ARCHIVAL/INACTIVE RECORDS</b>	<p>Separate from active records. Locate next to records if possible for easy retrieval of old data particularly that relating to a previous offender/arrestee.</p>			<input checked="" type="checkbox"/>	
		<input checked="" type="checkbox"/>	<b>PUBLIC SERVICE</b>	<p>Provide a public service room for walk-in complainants at the intersection of the lobby and the law enforcement office area. Provide a table and 4 chairs, a counter surface, under-counter cabinets. Provide a paper/pad fingerprint capability; prepare for a future sub-unit of electronic fingerprint system. Attorneys will also file papers in this space. Media will use this room as well.</p>				

BUREAU COUNTY LAW ENFORCEMENT			REMARKS/FUTURE NEEDS:	ABUNDANT	ADEQUATE	INADEQUATE	VERY INADEQUATE
HAVE	WANT	NEED					
		X	<b>PUBLIC RELATIONS/MEDIA</b> Accommodate this with the Public Service room above. Provide a work surface with power outlets.				
	X		<b>CRIME PREVENTION</b> Would like to develop a position for this in the future. Can share an office with the DARE officer.				
X		X	<b>DARE</b> Have a dedicated DARE office now. The officer interacts with 8 schools currently. Share office space and storage with Crime Prevention above. Now have a 6' x 6' office/storage area. They also have storage shelves in the basement (about 8' of four high shelving) which should be consolidated with the DARE office. Estimate about 8' x 12' for storage accessed through office.				X
X		X	<b>COMMUNICATIONS</b> The sheriff operates a communications center. There are two positions, one of which handles jail master control. The second officer backs up master control in emergencies. Provide a toilet but no coffee alcove; staff can leave to go to a central break area. For reference, the current space is about 25% over-sized. Communications does evening public reception. Civil/Accounting does daytime reception.	X			
			<b>- E-911</b> There is a separate E-911 communications center elsewhere and will remain in operation as a separate entity.				
X		X	<b>- Jail Master Control</b> <i>Separate this function from the Communications Center and create a dedicated Master Control center in the Jail. See the Jail function checklist.</i>		X		
		X	<b>COMMAND/TRAINING CENTER</b> Though there is an emergency command center at the E-911 facility the sheriff needs a command center at the sheriff's office. Integrate it into the Training/multi-purpose room below.				
X		X	<b>INVESTIGATIONS</b> The BCSO currently has three investigators (one in Oglesby). Plan for four investigators in the future. Investigators interact with public, so they need public access. Provide a separate entry to the investigative suite. <b>Provide individual offices</b> to facilitate private conversations and interviews. The investigative Commander's office will be in the admin area and should be larger than other investigative offices to accommodate records, several chairs. The typical office will have a desk with ample surface, single file 4 drawer, cabinet, phone, computer, credenza. <b>Storage closet</b> for investigations: camera, tapes, fingerprint kits, firecoats, boots, evidence kits, note papers, miscellaneous equipment (estimated size: 6' x 3'). No need for separate work rooms or conference rooms.			X	
X		X	<b>INTERROGATION</b> Provide two interrogation rooms with video and audio monitoring capability with the second room in the jail perimeter. Interview/interrogation should be done in a small confined room with three chairs, no table. All monitoring will be by electronic means, with interviews digitally recorded. Monitoring room to accommodate up to 3.			X	

HAVE	WANT	NEED	BUREAU COUNTY LAW ENFORCEMENT	REMARKS/FUTURE NEEDS:	ABUNDANT	ADEQUATE	INADEQUATE	VERY INADEQUATE
X	X		FAMILY/CHILD INTERVIEW	The county has one in courthouse, but it is insufficient. Plan for one room with audio and video monitoring capability. Provide a sofa, chairs, lamps in a warm, comfortable setting. Wire the room to the state's Attorney's office if possible as well as the interview/interrogation room. Design the room to double as a multi-purpose overnight room for officers.			X	
	X		K-9 OPERATIONS	The BCSO has 2 dogs, and would like to have one kennel in terms of meeting year 2030 needs. 20' x 5' dog run; drain, hose bib, automatic water system (tongue activated valve).				
X		X	EVIDENCE	This is a high security area with access restricted to the evidence officer and select administrative officers. <b>Provide one large</b> room for all evidence in which there will be several small specialty storage rooms. The old space was 30' x 25' and future needs are envisioned to be 50% larger. Provide one residential sized refrigerator. The room must accommodate weapons, drugs, beer kegs, etc. Locate near perimeter (affiliate with sally port or garage with double door) for easy delivery of evidence. Provide a <b>chemical/flammable storage</b> room for meth lab components, chemicals, ammunition, and so forth; it should be specially ventilated with 100% exhaust air; would like area for the drying of marijuana.  The BCSO would like a separate <b>storage space for weapons</b> with long rifle racks and handgun shelving; they hold about 50 weapons today (mainly long guns). They don't keep cash instead processing it out immediately. Provide <b>pass-through evidence lockers</b> from a <b>patrol/investigative officer processing room</b> ; the evidence processing room needs a computer terminal and work surfaces, tag storage, shelf and cabinet storage. Provide <b>miscellaneous storage</b> for dollies, other items needed for moving large evidence.			X	
X		X	DRUG EVIDENCE STORAGE	See above. Room to dry marijuana, 10 x 10 room, specially ventilated.				X
X		X	EVIDENCE OFFICER STATION	Work station in the evidence room. 10 lineal feet minimum of Work surface for re-bagging and marking, could have multiple items to bag (up to 20), Computer, form, bag and tag storage, vacuum seal evidence. Pass -through evidence lockers.				X
		X	LAB & PROCESSING	Provide an evidence processing room with fuming; no photographic work. Locate it adjacent, or proximate, to investigative office which should be near evidence.				

HAVE	WANT	NEED	BUREAU COUNTY LAW ENFORCEMENT	REMARKS/FUTURE NEEDS:	ABUNDANT	ADEQUATE	INADEQUATE	VERY INADEQUATE
X		X	<b>FOUND &amp; CONFISCATED PROPERTY</b>	Provide a space for non-evidentiary seized or found items. Keep it separate from evidence. It will be managed by the evidence officer (items are documented like evidence). Storage is for bicycles, home safes, tools, etc. Roughly 200 sf. will be needed in the future.			X	
		X	<b>VEHICLE EVIDENCE PROCESSING</b>	Provide two bays adjacent to each other but isolated from each other. Size to accommodate vehicles as large as extended pick-ups. Provide a work bench for parts. Allow 5'-6' around car for maneuvering room.				
X		X	<b>IMPOUND LOT</b>	Now a public parking lot. Design it to accommodate up to 12 vehicles, with an extended cab truck being the largest. Make this a fenced area.				X
		X	<b>VEHICLE WASH BAYS</b>	Provide separate from the Jail Sally Port; do light maintenance such as strip & re-equip cars; two car lengths long, large rent-a-car sized van. Storage within for supplies.				
	X		<b>VEHICULAR STORAGE</b>	The BCSO has a motor Home style command center. To preserve it must be stored indoors, and is now in leased space. <u>No need now for new space, however, this would be future consideration.</u> The BCSO also has a department pick-up for which parking is needed. A transport van for moving prisoners must also be accommodated. Generator/light trailer & Speed trailer (one normal parking stall).				X
	X		<b>SHOOTING RANGE (indoor/outdoor)</b>	The BCSO used to have such an indoor range in the basement of the current facility but cannot use it because of contamination issues (space is used for weapons & evidence). The BCSO wants to explore the idea of creating an indoor range; 2 points are adequate. They will use frangible ammunition (non-lead based) so that mechanical/environmental needs are greatly reduced. Princeton operates an outdoor range to which the BCSO has access, so an outdoor range is unnecessary.				X
		X	<b>WEAPON CLEANING/AMMUNITION</b>	There is a need for an area for weapon cleaning; 2 cleaning stations, use manual cleaning kits; don't make their own ammunition. Need a small office for recording and documenting.				X
X		X	<b>ENTRY TEAM</b>	They now have an "Entry Team" that currently involves eight officers. A storage area for ballistic shields, helmets, batteries, first-aid kits, "go bags", door entry tool, pry bars is needed. About 36 sf (6' x 6') of space is estimated. There is no need for lockers.			X	

HAVE	WANT	NEED		REMARKS/FUTURE NEEDS:	ABUNDANT	ADEQUATE	INADEQUATE	VERY INADEQUATE
<b>BUREAU COUNTY LAW ENFORCEMENT</b>								
X		X	<b>TRAINING/MULTI-PURPOSE</b>	Provide a <b>training/community meeting/committee meetings/emergency coordination room</b> : the sizing should be based upon 40 current staff and a <b>60</b> capacity in the future. Design the space size around chairs plus 24" deep tables. Add <b>multi-purpose storage</b> for chairs and tables. Affiliate the room with communications for emergency coordination and provide a public lobby access. Annual training is 40 hrs in-service (20 in one group); 75% of this is classroom style training. This area would be used for any all-staff meetings that are called. There is no need for physical training; done elsewhere. The BCSO has multiple training officers, each with different knowledge; provide a <b>single shared office</b> .				X
X		X	<b>PATROL/SQUAD/BRIEFING ROOMS</b>	The squad room should accommodate form storage, a general table and chairs, report writing carrels, battery charger area, and sufficient space for routine briefings (6 officers; command staff). Also provide a single room with shared desks for 4 shift supervisors by squad area is needed; There is no need for clerical support space.			X	
X		X	<b>REPORT WRITING</b>	Have need for 4 report writing stations today, 5 in the future. In the future they may do more in-car report writing but until then assume five open carrel type stations with computer terminals and work surface. See the squad room above.			X	
X		X	<b>LOCKERS/SHOWERS</b>	Centralized, all-staff lockers with separate male & female areas (10 females, 30 males now but trend is toward 50-50 split); everyone gets a locker, including coat storage, corrections officers will change at facility in future. Create a change area with showers and toilets. 2' d x 1' w, full-height for 30 staff today; future 35 male, 25 female.				X
	X		<b>EXERCISE/FITNESS</b>	Would like to have a space for this. An estimated 50% of the staff would use the area; estimate 2 users in the space at one time (today). Treadmill, multi-station weight set. Bench & free weights. Stair-stepper. Make some open space available.				
X		X	<b>BREAKROOM</b>	To accommodate breaks required by contract. 8-10 people tops in a break room in the future. Vending: soda, snack. Refrigerator, microwave, counter, sink, cabinets. Outdoor area and/or courtyard with area if possible. Make this the central location for coffee.			X	
			<b>SMOKING AREA (Indoor/Outdoor)</b>	Not applicable.				
X		X	<b>ARMORY/WEAPONS</b>	Provide a space for weapons, ammunition, pepper spray, grenades, etc. The current space at 6' x 6' is very limited. An estimated 100 sf is needed for the long-term.				X
		X	<b>MAINTENANCE/WORKSHOP</b>	Provide a small work shop with parts storage. This area should serve the jail too.				

HAVE	WANT	NEED		REMARKS/FUTURE NEEDS:	ABUNDANT	ADEQUATE	INADEQUATE	VERY INADEQUATE
			<b>BUREAU COUNTY LAW ENFORCEMENT</b>					
			HOUSEKEEPING	see Jail Checklist				
X		X	GENERAL STORAGE	One consolidated area for jail & law enforcement; estimated 40 x 30			X	
X		X	STAFF PARKING	Separate staff parking for law enforcement and jail combined. Minimum of 23 spots needed now for day shift and other department vehicles. Project 50% increase to 36 to accommodate staff growth and special events like dept. briefings/training.			X	
		X	COVERED PARKING/OFFICIAL VEHICLES	Need parking for a Command vehicle.				
X		X	PUBLIC PARKING	Separate from Staff parking. Now have 6 spaces available. People come for reports, support, directions. 10 spaces peak in future for law enforcement, not jail functions.				
		X	WI-FI CAPABILITY	Make the facility Wi-Fi capable so officers are flexible in using their computers, shifting toward the use of laptops and thus reducing the total number of computers needed by the agency.				
	X		OUTSIDE AGENCY OFFICE	Provide a small office for state patrol other police to work when at the facility. Include a desk, computer, telephone. Estimate a need for a 10' x 10' room.				
			Other:					
			Other:					
			Other:					
			Other:					

© KIMME & Associates, Inc.

## VII. JAIL STAFFING

### Use of Master Control

This position would be a discrete 24/7 position providing fundamental security to the jail. Further, the sheriff has a number of observation and security objectives for master control. The list below identifies those objectives and indicates their priority. The importance of the prioritization is that the sheriff and Consultant recognize that it is unlikely that all of the components could successfully be arranged around master control such that it would have direct eyes-on of each space. Further, it was recognized that in order to provide that eyes-on control over such a large number of components, the shape of the components could likely become ineffectual. The key responsibility, however, is that of surveilling the main housing pod.

BUREAU COUNTY, IL

PRIORITY LIST

MASTER CONTROL - EYES-ON

- 1 HOUSING
- 2 CORRIDORS-MOVEMENT
- 3 BOOKING-HOLDING
- 4 SALLY PORT
- 5 KITCHEN
- 6 PROGRAM AREAS
- 7 EXERCISE
- VISITING
- LOBBY

### Use of Communications

At present, communications serves the dual purpose of jail master control and law enforcement communications. However, in the future, consistent with the increased demands of the master control function and growing law enforcement communication demands, the recommendation is to split those two functions. Nonetheless, it is envisioned that a new communications center can play a role in providing emergency backup assistance to jail operations.

The consensus was that communications should be located, as it is today, adjacent to the public lobby and the entry vestibule through the public lobby. In that way it can provide off-hours public reception that not only serves law enforcement purposes but serves after hours jail functions. During office hours the communications center staff would merely be a supplement to public lobby interactions. The primary interactions would be through the sheriff's civil process staff who would also be located adjacent to the lobby so that they can serve as the primary public reception point. Communications would also be in charge of

telephone call reception. Based on this utilization of communications, no jail staff post would have a direct adjacency to the public lobby and no direct interaction with public coming into the facility. Under this concept initial public contact for visiting would be coordinated by either communications or sheriff's office staff. With respect to visiting, the surveillance problem will be solved by a reliance on video visitation in the future. It is hoped that video visitation can ultimately be done via internet protocols (IP) so that visitation for the public might even someday occur from private homes and that public defender and defense attorney visits could happen from their offices.

### **Rover Staff Position**

As the housing concept and related components sort themselves out, the last staffing element is that of supervising the movement of all inmates, service providers and materials (bookings, releases, food, laundry, commissary, mail etc.). For that, the Consultants envision another position that would be a 24/7 position.

When the facility initially opens, the average daily population should not be too much greater than it is today. The only exception to this is if there is a surge in jail population because the judiciary and the prosecution no longer have to compromise decisions regarding bond, sentencing and pre-trial release conditions because there is insufficient capacity to work with at the existing jail. Having said that, it is anticipated that no more than one 24/7 movement office will be needed initially. However, if the population grows as projected, or if additional inmates come from other county jail rentals, a second roving officer may be needed.

To make the prospect of only one roving staff more possible and to limit the number of staff required in the jail, it is anticipated that a bond and release sub-lobby adjacent to the booking area would be extremely beneficial in terms of minimizing the movements of rover staff. The proposed sub-lobby would be the point at which the public delivers bond money, delivers court clothing for the arrestee, receives clothing and property in exchange, and accepts a released inmate. This lobby is also the point at which valuables might be distributed so that disputes about their whereabouts within the facility can be eliminated. The key to this sub-lobby is that it not interfere with the movement of the vehicle sally port which should also be adjacent to the booking area.

## Transport Staff

A key principal of the new jail's safe and secure operation is that the limited staff at the jail not leave the jail for purposes of transporting inmates to court, medical facilities, or any other location. At present, given its proximity to the courthouse, court officers or law enforcement officers frequently transport inmates to court. If the facility is able to stay downtown it is the sheriff's opinion that this would continue to be the case, thus having no adverse impact on jail staffing. However, if the jail is built at one of the two remote locations under consideration, it is the sheriff's opinion that the court transport officer can no longer provide transportation. Therefore, he believes that at least two more officers with shift relief factors would be required to facilitate transports.

Therefore, from a staff efficient point-of-view, the priority might be on trying to find a way to expand the jail or build the jail near the downtown courthouse. Two critical drawbacks to this option must be recognized:

1. There may be insufficient land at the downtown sites to appropriately design the jail, prepare for future expansion, and provide adjacent parking.
2. Putting the jail adjacent to the courthouse assumes that the current building will always be the courthouse. Based on the inadequacies of the current courthouse, which will only worsen over time, the county may in fact find it wiser to build a new courthouse elsewhere and preserve the current building for expanded county government and office functions. As a matter of design and effectiveness, the current courthouse does not serve very effectively as a secure facility in that it offers no prospect for getting the inmates directly into the courts without cross-trafficking the public, victims, witnesses and/or opposing attorneys. Its floor plan is actually more suitable to office space than it is to courthouse space. Consequently, if the courthouse was to eventually move, the rationale for locating the jail adjacent to it would instantly evaporate and the negative consequences of staffing discussed earlier would apply anyway.
3. Another option is to purchase sufficient land around the existing jail site to accommodate not only a future jail and sheriff's facility but a future courthouse, and all of the related parking. The existing courthouse might then be renovated for expanded and consolidated county government functions.

Proposed jail and law enforcement communications staffing appears on the table below. The bottom-line staff figure contrasts with a current contingent of 11 jail staff and 4 communications/master control staff or 15.0 FTE total.

**BUREAU COUNTY JAIL - 56 BEDS**

BASE STAFFING for a NEW JAIL  
 2013 Bureau-only ADP estimated at 28

	<u>Shifts</u>			Shift Relief Factor	FTE STAFF
	5a-5p	11a-11p	5p-5a		
Administrative sergeant	1	-	-	1.00	1.0
Secretary/Clerical	-	-	-		0.0
Shift Supervisors	-	-	-		0.0
Master Control/Main Pod Control	1	-	1	2.50	5.0
Work Release-Minimum Security Dorms Rover(s)	1	-	1	2.50	5.0
(E-911/Communications) - Non-Jail	1	-	1	2.50	5.0
Corrections Cover Shift	-	1	-	2.50	2.5
Transport (courts, out-of-county)	1	-	-	1.20	1.2
Training Officer	-	-	-		0.0
Program Coordinator	-	-	-		0.0
Nurse (contract)	-	-	-		0.0
Custodian	1	-	-	1.00	1.0
Food Service (contract - to be determined)	-	-	-		0.0
	<b>6</b>	<b>1</b>	<b>3</b>		<b>20.7</b>

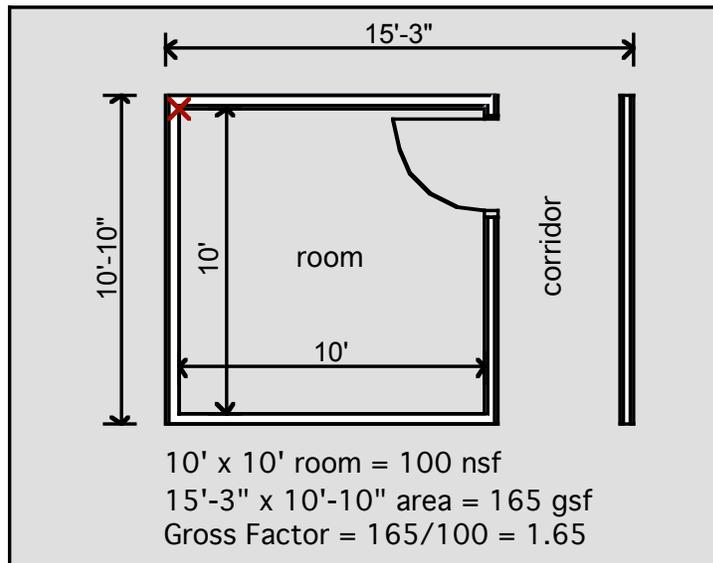
Current FTE Staffing = 10 jailers and 4.5 communications staff doubling as Master Control; 14.5 FTE total

## VIII. JAIL & SHERIFF'S OFFICE SPACE LISTS

The space lists describing the needs of each building component in a future jail and sheriff's facility appear in this chapter of the report. These are preceded by a Space Summary. The summary tallies the net and gross square feet total for each component. It then multiplies the sum of the component gross square foot totals by a building-wide gross factor to provide a "bottom-line" tally of space need. The building gross factor accounts for all mechanical space, corridors, elevators, stairways, and miscellaneous elements un-attributable to any particular component but necessary to the functioning of the building.

The difference between "net" and "gross" square footage is important. "Net" square footage (nsf) refers to actual useable space within the walls of a room or area. For example, a 10' x 10' office has 100 net square feet. However, that net figure does not account for the floor area built beneath the office walls nor the square feet of corridor required to get to the office.

"Gross" square feet (gsf) accounts for those other floor area considerations. It equals net square feet *plus* the actual built square footage covered by walls and taken up by general corridors, stairways, elevators and miscellaneous mechanical chases not identified in the program. "Gross Factors" (GF) are normally applied to the net square feet total of a component to get the estimated gross square feet that must actually be built. See the illustration below.





To help judge the adequacy of the recommended space sizes on the space lists, the Consultant has calculated the sizes of selected spaces within the existing Bureau County facility. These appear below.

**BUREAU COUNTY JAIL & SHERIFF'S FACILITY  
EXISTING SPACE**

<u>ROOM:</u>	<u>NET</u> Square Feet
Public Lobby	327
Chief Deputy's Office	142
Communications/Master Control	291
Work Release Dorm	299
Assembly	366
Kitchen	238
Visiting-Inmate Side	51
Visiting-Visitor Side	51
Cells	65
Staff Entry Vestibule	29
Vehicle Sally Port	399

**BUILDING GROSS SQUARE FEET (GSF)**

First Floor	7,337
Basement	6,869
Total	<u>14,206</u> GSF

The proposed project space lists appear on the following pages.

**SPACE LISTS**  
**Bureau County, IL**  
**Jail & Sheriff's Facility**  
**Year 2030 Needs**

4/23/10

**SUMMARY LIST**



BUILDING ELEMENT/Component:	NO. OF BEDS	NO. OF SPACES	AVERAGE Space Size	TOTAL NET S.F.	GROSS FACTOR	TOTAL GROSS S.F.
<b>A. JAIL</b>						
A1 Vehicle Sally Port/Arrest Entry		5	232.0	1,160	1.15	1,334
A2 Jail Intake-Release		16	103.2	1,651	1.45	2,394
A2b Work Release Reception-Release		1	260.0	260	1.15	299
A3 Housing Pod	48	51	136.6	6,969	1.75	12,196
A3b Work Release - Minimum Housing	8	4	370.0	1,480	1.20	1,776
A4 Master Control		4	115.0	460	1.15	529
A5 Visiting		5	40.9	204	1.20	245
A6 Health Care		2	114.0	228	1.15	262
A7 Programs		5	181.6	908	1.20	1,090
A8 Food Service		5	265.5	1,327	1.15	1,527
A9 Laundry		3	156.7	470	1.20	564
A10 Miscellaneous Support		4	37.0	148	1.20	178
	<b>56*</b>	<b>105</b>	<b>145.4</b>	<b>15,266</b>	<b>1.47</b>	<b>22,393</b>
X General Building Gross Factor (corridors, stairs, chases, minor mechanical, elevators, etc.):						<b>x 1.10</b>
Building Element GF = 1.61						440 gsf/bed*
<b>Total GSF =</b>						<b>24,632</b>
<b>B. LAW ENFORCEMENT</b>						
B1 Administration		14	149.6	2,095	1.40	2,933
B2 Investigations		8	81.4	651	1.35	879
B3 Evidence		9	196.4	1,768	1.20	2,122
B4 Patrol		12	176.4	2,117	1.25	2,646
B5 Communications		3	100.7	302	1.15	347
B6 Training		3	262.7	788	1.10	867
B7 Miscellaneous		7	203.4	1,424	1.15	1,638
		<b>56</b>	<b>149.6</b>	<b>9,145</b>	<b>1.40</b>	<b>11,431</b>
X General Building Gross Factor (corridors, stairs, chases, minor mechanical, elevators, etc.):						<b>x 1.10</b>
Building Element GF = 1.38						
<b>Total GSF =</b>						<b>12,575</b>
<b>C SHARED SPACES</b>						
C1 Public Lobby		4	195.0	780	1.15	897
C2 Mechanical/Maintenance		9	329.8	2,968	1.15	3,413
		<b>13</b>	<b>288.3</b>	<b>3,748</b>	<b>1.15</b>	<b>4,310</b>
X General Building Gross Factor (corridors, stairs, chases, minor mechanical, elevators, etc.):						<b>x 1.05</b>
Building Element GF = 1.21						
<b>Total GSF =</b>						<b>4,526</b>

**Outdoor Space:**

- Impound Lot for 12 vehicles; fenced area
- 36 Cars for staff parking
- 16 cars for public visitors; 40 if training/community functions accommodated

<b>TOTALS:</b>	<b>56</b>	<b>174</b>	<b>161.8</b>	<b>28,159</b>	<b>1.48</b>	<b>41,733</b>
	<b>Beds*</b>	<b>Spaces</b>	<b>Avg. Space</b>	<b>N.S.F.</b>	<b>Avg. G.F.</b>	<b>TOTAL G.S.F.</b>

© KIMME & Associates, Inc.

Abbreviations: N.S.F. = Net Square Feet; G.F. = Gross Factor; G.S.F. = Gross Square Feet

**SPACE LISTS**  
**Bureau County, IL**

**DETENTION-CORRECTIONS A**  
**Vehicle Sally Port/Arrest Entry 1**

11/3/09

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 Vehicle Sally Port	1	864	864	Drive-through, 1 lane, 2 patrol sized cars end-to-end, doors tall enough for a bus, wide enough for an ambulance with extended mirrors; eyewash sink, hose bib & reel, trench drain.
2 Emergency supplies storage	1	30	30	Stretchers, walker, wheel chair, de-fibrillator.
3 Outdoor Equipment Storage room				See Mechanical/Maintenance Space List.
4 Arresting Officer Receiving Vestibule	1	200	200	
5 - work area	(140)			
6 - breathalyzer/interview	(60)			Magnetometer, pat down area, work counter, pass-thru to booking officer, bench w/cuff rail for inmates, jack for future computer, form storage.
7 Toilet	1	50	50	Low partitioned above; table, 2 chairs.
8 Restraint chair storage	1	16	16	ADA compliant.
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

**SUB-TOTALS:**

5 Spaces      232.0 Avg. S.F.      1,160 NET S.F.

Gross Factor: 1.15  
1,334  
 TOTAL G.S.F.

© KIMME & Associates, Inc.

**SPACE LISTS**  
Bureau County, IL

**JAIL A**  
**Jail Intake-Release 2**  
**Booking-Holding/Admissions a**

1/19/10 ADJACENT TO VEHICLE SALLY PORT & SHERIFF'S RECORDS DIVISION

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 <b>Booking-Holding Area</b>	1	240	240	
2 Booking-Control/Rover Staff Station	1	100	100	Two booking stations, Rover desk, Booking computer, NCIC computers, printer, fax, inmate records files (excluding medical).
3 Fingerprint-Photograph Area	1	50	50	Livescan & Inpad fingerprinting, video ID.
4 Security electronics/computer room	1	50	50	ADA compliant.
5 Toilet	1	140	140	
6 <b>Jail Administrator's Office</b>	1	20	20	Hose bid & reel, slop sink.
7 Janitor Closet	1	63	63	Table, chairs, outlet, camera.
8 Interview	3	70	210	Located in booking but adjacent to main corridor with view panel. Can hold up to 5 arrestees.
9 Multiple Occupancy Holding Cell	1	78	78	Connects to vehicle sally port and booking area. Remote flushing floor drain; slab 8" above floor; embedded floor restraints to stabilize restraint chair; camera view of cell.
10 Pass-through Padded Transfer-Detox-Holding Cell	1	72	72	Open alcove or central area with Six seats.
11 Open Waiting Toilet	1	72	72	ADA compliant.
12			<b>1,023</b>	x 1.55 Gross Factor
13				<b>1,586 Gross Square Feet</b>
14				
15 <b>Shower-Dress-Property</b>				
16 Dressing-Shower-Toilet Area	1	140	140	Work surface, shelf storage for 10 sets of inmate packages: uniform, blanket, sheet, towels, wash cloth, sandals, hygiene products. Chair, clothing hooks for property bag, inmate street clothing.
17 Property	1	408	408	Capacity for 120 Jail inmate property bags with bulk property storage on shelving above; shelving compartments for state prisoner temporary storage. area for court clothing rack, drop safe for valuables, shoe storage. Release window for property release to a public area if possible.
18 - release window	(64)			
19 Supply Storage	1	40	40	
20 Bond Sub-Lobby	1	40	40	
21			<b>628</b>	x 1.20 Gross Factor
22				<b>754 Gross Square Feet</b>

**SUB-TOTALS:** 16 Spaces 103.2 Avg. S.F. 1,651 NET S.F.  
 Gross Factor: 1.45  
**2,394** TOTAL G.S.F.

**SPACE LISTS**  
Bureau County, IL

**DETENTION-CORRECTIONS A**  
**Work Release Reception-Release 2**  
**b**

11/2/09 ADJACENT TO WORK RELEASE HOUSING, INTAKE & LAUNDRY

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 Work Release Entry-Exit Vestibule	1	260	260	Unisex area that has interlocked vestibule doors controlled by Jail Master Control.
2 - waiting area	(60)			6 seats of waiting.
3 - lockers	(100)			10, 24" deep x 24" wide full-height lockers.
4 - clothing shelves	(24)			
5 - pat down area	(24)			
6 - circulation	(52)			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**SUB-TOTALS:**

1	260.0	260
Spaces	Avg. S.F.	NET S.F.
Gross Factor:		1.15
		299
TOTAL G.S.F.		

© KIMME & Associates, Inc.

**SPACE LISTS**  
Bureau County, IL

**JAIL A**  
**Housing Pod 3**  
**Pod Remote Housing a**  
48 beds

4/28/10

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
<b>A. MULTI-PURPOSE SPECIAL NEEDS</b>	2			
2 Negative Pressure Cells	2	140	280	
3 Airlocks	2	80	160	Secure wall mounted Video Visiting station with a fixed stool in the airlock.
<b>B./C. FEMALE/FLEX-USE - 2 @ 4 BEDS each</b>	8			
5 Single Occupancy Cells	7	64	448	Bunk, comby toilet-lav, shelf w/clothes hooks, mirror.
6 ADA accessible-sized Single Occupancy Cells	1	80	80	Bunk, ADA toilet & lav, shelf w/clothes hooks, mirror.
7 Dayroom	2	300	600	Tables with fixed seating, telephone, cable TV outlet, power outlet.
8 Shower-ADA	1	50	50	
9 Shower	1	18	18	
<b>D. FEMALE/FLEX-USE - 1 @ 2 BEDS</b>	2			
10 Single Occupancy Cells	2	64	128	Bunk, comby toilet-lav, shelf w/clothes hooks, mirror.
12 Dayroom	1	168	168	Tables with fixed seating, telephone, cable TV outlet, power outlet.
13 Shower	1	18	18	
<b>E. JUVENILE/FLEX-USE - 1 @ 2 BEDS</b>	2			
15 Single Occupancy Cells	2	64	128	Bunk, comby toilet-lav, shelf w/clothes hooks, mirror.
16 Dayroom	1	168	168	Tables with fixed seating, telephone, cable TV outlet, power outlet.
17 Shower	1	18	18	
<b>F. DISCIPLINARY DETENTION - 1 @ 3 BEDS</b>	3			
18 Single Occupancy Cells	3	70	210	Bunk, comby toilet-lav, shelf w/clothes hooks, mirror.
19 Dayroom	1	252	252	Secure wall mounted Video Visiting station with a fixed stool in the dayroom. Tables with fixed seating, telephone, cable TV outlet, power outlet.
21 Shower/Toilet	1	81	81	
<b>G. VIOLENT - 1 @ 3 beds</b>	3			
22 Single Occupancy Cells	3	64	192	Bunk, comby toilet-lav, shelf w/clothes hooks, mirror.
23 Dayroom	1	252	252	Secure wall mounted Video Visiting station with a fixed stool in the dayroom. Tables with fixed seating, telephone, cable TV outlet, power outlet.
25 Shower/Toilet	1	81	81	
<b>SPACE/AREA NAME:</b>	<b>NUMBER OF SPACES</b>	<b>AREA OF EACH (S.F.)</b>	<b>TOTAL NET S.F.</b>	<b>REMARKS:</b>
<b>H./I. GEN'L POPULATION - 2 @ 8 BEDS each</b>	16			
26 Dormitory Sleeping (8 Beds)	2	560	1,120	Bunks, tables with fixed seating, telephone, cable TV outlet, power outlet.
28 Shower/Toilet (ADA compliant)	2	88	176	
<b>J. GENERAL POPULATION - 1 @ 4 BEDS</b>	4			
30 Double Occupancy Cells	2	80	160	Bunks, comby toilet-lav, shelf w/clothes hooks, mirror.
31 Dayroom	1	500	500	Tables with fixed seating, telephone, cable TV outlet, power outlet.
32 Shower/Toilet	1	30	30	
<b>K. INMATE WORKER - 1 @ 8 BEDS</b>	8			
34 Dormitory Sleeping (8 Beds)	1	560	560	Bunks, tables with fixed seating, telephone, cable TV outlet, power outlet.
35 Shower/Toilet (ADA compliant)	1	88	88	
<b>HOUSING SUPPORT</b>				
37 Master Control/Housing Control	-	-	-	See space list A4
38 Indoor Exercise	1	650	650	Shuttered opening to allow fresh air into space; localized heating unit; skylights to introduce sunlight. Single level space; no basketball; for calisthenics, walking, etc.
39 Video Visiting stations	1	100	100	3 stations, 1 to accommodate ADA compliance and Video Court. Wall mounted video visiting equipment with small shelf below; fixed seating except at the ADA position.
40 Staff Toilet	1	45	45	
41 Security Vestibule to Pod	1	48	48	Interlocked doors controlled by Master Control.
42 Security Electronics Room	1	81	81	
43 Mattress Storage	1	50	50	
44 Janitor Closet/Storage	1	30	30	
<b>SUB-TOTALS:</b>	<b>48</b>	<b>136.6</b>	<b>6,969</b>	
<b>Beds</b>	<b>Spaces</b>	<b>Avg. S.F.</b>	<b>NET S.F.</b>	
				<b>Gross Factor: 1.75</b>
				<b>12,196</b>
				<b>TOTAL G.S.F.</b>

**SPACE LISTS**  
Bureau County, IL

**JAIL A**  
**Work Release - Minimum Housing 3**  
**Intermittent Surveillance b**

8 beds

11/7/09

SPACE/AREA NAME:		BEDS	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	<b>A. MALE WORK RELEASE/MIN. SEC. DORM</b>	4				
2	Dormitory Sleeping (4 Beds)		1	280	280	
3	Shower/Toilet		1	90	90	ADA Compliant.
4					370	
5	<b>B. MALE WORK RELEASE/MIN. SEC. DORM</b>	4				
6	Dormitory Sleeping (4 Beds)		1	280	280	
7	Shower/Toilet		1	90	90	ADA Compliant.
8					370	
9	<b>HOUSING SUPPORT</b>					
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

<b>SUB-TOTALS:</b>	8	4	370.0	1,480
	Spaces	Avg. S.F.	NET S.F.	
Gross Factor:				1.20
				1,776
				TOTAL G.S.F.

**SPACE LISTS**  
Bureau County, IL

**JAIL A**  
**Master Control 4**

11/7/09

*View relationship to the following functions in order of priority:  
Housing, Corridors, Booking-Holding, sally Port, kitchen, program areas. Exercise.*

SPACE/AREA NAME:		NUMBER	AREA OF	TOTAL	REMARKS:
		OF SPACES	EACH (S.F.)	NET S.F.	
1	Master Control Room	1	240	240	1 person post, duplicate controls at Dispatch to allow emergency back-up if MC officer is needed on the floor. Direct line of sight into adjacent booking-holding area. Two doors into space.
2	Toilet	1	45	45	
3	Computer equipment room	1	135	135	
4	Security vestibule	1	40	40	
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**SUB-TOTALS:**

**4** Spaces      **115.0** Avg. S.F.      **460** NET S.F.

Gross Factor: **1.15**  
**529** TOTAL G.S.F.

**SPACE LISTS**  
Bureau County, IL

**JAIL A**  
**Visiting 5**

11/7/09 ADJACENT TO THE PUBLIC LOBBY

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 Contact/Non-contact Visiting Room	2	63	126	A contact visiting room for professional visitors and, on a limited basis, families. A non-contact visiting station with a lockable pass-through on one end of the room. Provide a cabability for future video conferencing to outside agencies such as the public defender.
2 Non-contact visiting	2	33	67	5' x 6'-8"; ADA compliant space adjacent to Contact/non-contact room.
3				
4 Video Visiting - public side	1	216	216	Open room with sound & privacy partitions surrounding each of 6 stations total. Three (3) stations accommodate two visitors and three (3) stations accommodate one visitor.
5 Video Visiting - inmate side	-	-	-	Located in the Housing Pod; see the Housing Space List.
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**SUB-TOTALS:**  
 5 Spaces      40.9 Avg. S.F.      204 NET S.F.  
 Gross Factor: 1.20  
 245 TOTAL G.S.F.

**SPACE LISTS**  
Bureau County, IL

**JAIL A**  
Health Care 6

1/19/10

SPACE/AREA NAME:		NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	Medical Exam	1	108	108	Exam area, counter w/sink and gooseneck faucet, lockable cabinets above and below the counter, blood pressure cuffs, exam lighting, bio-hazard disposal, computer jack, curtained dressing area.
2	Nurse's office	1	120	120	Desk, file cabinet, chairs, inmate medical records, meds cart storage, bookshelves, computer, telephone, printer, fax.
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**SUB-TOTALS:**

2	Spaces	114.0	228
	Avg. S.F.		NET S.F.
Gross Factor:		1.15	
		262	TOTAL G.S.F.

**SPACE LISTS**  
Bureau County, IL

**JAIL A**  
**Programs 7**

1/19/10 NEAR HOUSING AND THE PUBLIC LOBBY

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 Multi-purpose room	1	600	600	Includes recreational library on 5' wide shelving; includes study carrell with law library computer; library, group counseling, group attorney visits, haircuts, religious activities, etc. Maximum of 24 users anticipated at one time.
2 - storage	1	60	60	For library cart, tables, chairs, AV equipment.
3 Chaplains' Office	1	100	100	Desk, computer, telephone, file cabinet, bookshelves.
4 Program Volunteer's Office	1	100	100	Desk, computer, telephone, file cabinet, bookshelves.
5 Commissary	1	48	48	Outside service is used. Space is for cart storage and limited shelf storage of miscellaneous sundries for indigent inmates.
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**SUB-TOTALS:**

5 Spaces	181.6 Avg. S.F.	908 NET S.F.
Gross Factor:		1.20
		1,090
<b>TOTAL G.S.F.</b>		

© KIMME & Associates, Inc.

**SPACE LISTS**  
Bureau County, IL

**JAIL A**  
**Food Service 8**

11/7/09 NEAR HOUSING & DELIVERY POINT

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 Kitchen (food prep/dishwash)	1	916	916	Geared toward 120 ultimate capacity; possible outside service; initially just purchase equipment needed to feed 60 per day.
2 - food prep area	(320)			
3 - refrigerated storage area	(131)			Walk-in refrigerator.
4 - frozen storage area	(131)			Walk-in freezer.
5 - staff/trusty dining alcove	(104)			
6 - cart wash/storage area	(48)			
7 - circulation	(183)			
8 Dry Food Storage	1	216	216	
9 Cook's Office	1	90	90	
10 Unisex/Staff Toilet/Locker	1	60	60	
11 Inmate Toilet	1	45	45	
12 Delivery				Shared with the building in general (see Miscellaneous Support Space List).
13				
14				
15				
16				
17				
18				
19				
20				

**SUB-TOTALS:**

5 Spaces	265.5 Avg. S.F.	1,327 NET S.F.
Gross Factor:		1.15
		1,527 TOTAL G.S.F.

**SPACE LISTS**  
Bureau County, IL

**JAIL A**  
**Laundry 9**

11/7/09

NEAR INTAKE & HOUSING

**SPACE/AREA NAME:**

**NUMBER OF SPACES**    **AREA OF EACH (S.F.)**    **TOTAL NET S.F.**

1	Laundry	1	286	286	2, 35# commercial washers, and 2, 50# commercial dryers, folding tables, cart storage area, sorting area.
2	Linen storage	1	144	144	18" deep shelves; 40 lineal feet of shelving.
3	Storage	1	40	40	For soaps, detergents, bleaches and other laundry supplies.
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**SUB-TOTALS:**

**3**    **156.7**    **470**  
Spaces    Avg. S.F.    NET S.F.

Gross Factor:

**1.20**  
**564**

TOTAL G.S.F.

© KIMME & Associates, Inc.

**SPACE LISTS**  
Bureau County, IL

**JAIL A**  
Miscellaneous Support 10

1/19/10

SPACE/AREA NAME:		NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	<b>SUPPORT</b>				
2	Receiving Dock				See Mechanical/Maintenance Space List.
3	Receiving Vestibule				See Mechanical/Maintenance Space List.
4	Commissary				Service provided by outside vendor.
5	Supply Storage				See Mechanical/Maintenance Space List.
6	Housekeeping				See Mechanical/Maintenance Space List.
7	Miscellaneous Janitor closets	2	20	40	Spread throughout the Jail.
8	Security Equipment Rooms	2	54	108	Spread throughout the Jail.
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**SUB-TOTALS:**

4	37.0	148
Spaces	Avg. S.F.	NET S.F.
Gross Factor:		
1.20	178	TOTAL G.S.F.

**LAW ENFORCEMENT B**  
Administration 1

**SPACE LISTS**  
Bureau County, IL

4/23/10 ADJACENT TO LOBBY & JAIL RECORDS

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
<b>ADMINISTRATION</b>				
1 Sheriff's Office	1	200	200	
2 - coffee alcove	(20)			
3 Conference	1	200	200	Conference for up to 10 people. Dry erase board, video screen, variable lighting.
4 Closet	1	12	12	For AV equipment and miscellaneous items.
5 Chief Deputy	1	160	160	
6 Administration/Corrections/Patrol Lt.	1	120	120	
7 Investigations Lt.	1	120	120	Records, desk, several chairs, file cabinets for investigative records.
8 Operations & Patrol Lt.	1	120	120	
9 DARE/Crime Prevention Office	1	140	140	Shared office for current DARE and future Crime prevention officer.
10 Storage	1	96	96	For brochures, books, displays, and miscellaneous items used by DARE.
11 Future Offices	2	100	200	For unforeseen needs.
12 Civil Process/Accounting/Daytime Reception	1	375	375	
13 - open office work stations	(192)			Three 64 sf work stations in open office setting.
14 - reception counter area	(36)			Open, pleasant but secure barrier.
15 - waiting area	(72)			Seating for 6.
16 - circulation	(75)			
17 Records/Mail	1	256	256	Merged civil, criminal, and arrest records. High density storage system for space efficiency. Adjacent to jail booking if possible for efficient records exchange.
18 Copy/work area	1	96	96	Counter surfaces, above and below counter cabinets, copy machine, fax machine, shredder, scanner, printer.
19				
20				

**SUB-TOTALS:**

14 Spaces	149.6 Avg. S.F.	2,095 NET S.F.
Gross Factor:		1.40
		2,933
		TOTAL G.S.F.

© KIMME & Associates, Inc.

**LAW ENFORCEMENT B**  
Investigations 2

**SPACE LISTS**  
Bureau County, IL

11/4/09

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
<b>1 INVESTIGATIONS</b>				
2 Lieutenant	-	-	-	See Administration space list.
3 Detective Offices	3	112	336	Desk with side table; 1, 4-drawer file cabinet; phone; 3 chairs; computer.
4 Storage	1	24	24	Camera, tapes, fingerprint kits, firecoats, boots, evidence kits, note papers, miscellaneous equipment.
5 Interrogation/Interview	1	56	56	Includes hidden audio and video monitoring equipment (use DVRs). Located in the Jail perimeter; see the Housing Space List.
6 Interrogation/Interview	-	-	-	Digital recording equipment, monitors, microphones/headsets, table, 3 chairs.
7 Interrogation Monitoring Room	1	80	80	
8 Family-Child Interview Room	1	120	120	Soft environment; sofa, chairs, small table; audio & video monitoring; link to State's Attorneys office. Design the room as emergency overnight room for officer's on emergency duty.
9 Entry	1	35	35	For private, non-public entry of victims, informants, etc. Proximity card reader on the interior door. Intercom.
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>SUB-TOTALS:</b>	<b>8</b>	<b>81.4</b>	<b>651</b>	
Spaces		Avg. S.F.	NET S.F.	
				Gross Factor: <b>1.35</b>
				<b>879</b>
				TOTAL G.S.F.

© KIMME & Associates, Inc.

**SPACE LISTS**  
Bureau County, IL

**LAW ENFORCEMENT B**  
Evidence 3

4/23/10 NEAR PATROL & INVESTIGATIONS

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
<b>EVIDENCE</b>				
1 Evidence/Secure Storage	1	600	600	High density shelves for efficient evidence storage; on full-size residential refrigerator-freezer; weapons racks, dollies for moving bulk evidence; bulk evidence area.
2 Chemical/flammables storage	1	42	42	Meth lab components, chemicals, ammunition; special ventilation, 100% exhaust air.
3 Weapon storage room	1	42	42	Ventilation is critical; fume hood.
4 Drug Management Room	1	42	42	Specifically for storing and drying marijuana; well ventilated.
5 Evidence Officer Work Station	1	120	120	10 lineal feet minimum of work surface for re-bagging and marking, could have multiple items to bag (up to 20), computer, form, bag and tag storage, vacuum seal evidence. Other side of pass-through evidence lockers.
6 Evidence Processing Room	1	140	140	Fuming; no photographic work. Locate it adjacent, or proximate, to investigative office which should be near evidence.
7 Patrol/Investigative Officer Processing Room	1	120	120	Pass through evidence lockers; computer terminal and work surfaces; tag storage, shelf and cabinet storage.
8 Vehicle Evidence processing	1	462	462	One bay. Sized to accommodate vehicles as large as extended pick-ups. Provide a work bench for parts. Allow 5' around car for maneuvering room.
9 Found & Confiscated Property	1	200	200	For non-evidentiary seized or found items. Keep it separate from evidence. Managed by the evidence officer. Storage is for bicycles, home safes, tools, etc.
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**SUB-TOTALS:**

9 Spaces	196.4 Avg. S.F.	1,768 NET S.F.
Gross Factor:		1.20
		2,122
TOTAL G.S.F.		

**SPACE LISTS**  
Bureau County, IL

**LAW ENFORCEMENT B**  
Patrol 4

11/7/09

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
<b>1 PATROL</b>				
2 Shift Supervisor's Office	1	108	108	Shared desk area for 4 officers.
4 Squad/Multi-purpose Room	1	350	350	Form storage, table and chairs for 6 in briefing mode, 4 report writing carrels, battery charger area.
5 Breakroom	1	240	240	8-10 people tops in a break room in the future. Vending: soda, snack. Refrigerator, microwave, counter, sink, cabinets.
6 Secure Ammunition/Gun Room	1	80	80	
7 Male Staff Locker Room	1	275	275	35, 15" w x 24"d full height lockers.
8 Male Toilet/shower	1	128	128	ADA compliant shower, urinal, toilet, sink.
9 Female Staff Locker Room	1	195	195	25, 15" w x 24" d full height lockers.
10 Female Toilet/shower	1	104	104	ADA compliant shower, toilet, sink.
11 Exercise/Fitness Room	1	324	324	Treadmill, multi-station weight set. Bench & free weights. Stair-stepper.
13 Weapon Cleaning	1	140	140	2 cleaning stations, use manual cleaning kits; work station for record keeping.
14 Armory/Weapons Storage	1	64	64	Departmental weapons, ammunition, pepper spray, grenades, etc. Well ventilated with 100% exhaust air.
15 Outside Agency Office	1	108	108	For state patrol other police to work when at the facility. Include a desk, computer, telephone.
16				
17				
18				
19				
20				
<b>SUB-TOTALS:</b>	<b>12</b>	<b>176.4</b>	<b>2,117</b>	

Spaces	Avg. S.F.	NET S.F.
		<b>1.25</b>
		<b>2,646</b>
Gross Factor:		<b>TOTAL G.S.F.</b>

© KIMME & Associates, Inc.

**SPACE LISTS**  
**Bureau County, IL**

**LAW ENFORCEMENT B**  
**Communications 5**

11/3/09 ADJACENT TO LOBBY ENTRY VESTIBULE AND/OR LOBBY

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
<b>1 Communications</b>				
2 Communications Room	1	144	144	A single officer post. Provide a secure public reception window for nighttime and weekend reception.
3 Toilet	1	50	50	ADA compliant.
4 Electronics equipment	1	108	108	Equipment in support of communications operations. Might be consolidated with security electronics equipment room for jail.
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**SUB-TOTALS:**

3 Spaces	100.7 Avg. S.F.	302 NET S.F.
Gross Factor:		1.15
		347
TOTAL G.S.F.		

**LAW ENFORCEMENT B**  
Training 6

**SPACE LISTS**  
Bureau County, IL

4/23/10

SPACE/AREA NAME:		NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	Training/Community Meeting Room	1	600	600	30 people in training mode, occasional video appearances.
2	- coffee serving alcove	(50)			
3	Storage	1	80	80	For tables, chairs, AV equipment.
4	Training Office	1	108	108	Shared by multiple officers.
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**SUB-TOTALS:**  
 3 Spaces      262.7 Avg. S.F.      788 NET S.F.  
 Gross Factor: 1.10  
 867 TOTAL G.S.F.

© KIMME & Associates, Inc.

**LAW ENFORCEMENT B**  
Miscellaneous 7

**SPACE LISTS**  
Bureau County, IL

1/19/10

SPACE/AREA NAME:	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
<b>1 MISCELLANEOUS</b>				
2 Archival Records	1	400	400	If possible, locate near the Records area on the Administration space list.
3 Public Service Room	1	144	144	For taking public complaints and facilitating public communications and programs. Locate adjacent to the Lobby but accessible from the law enforcement office area. Table, 6 chairs, counter with cabinets.
4 K-9 Dog Run	1	100	100	5' x 20' dog run; hose bib, drain.
5 Entry Team Storage	1	36	36	Ballistic shields, helmets, batteries, first-aid kits, "go bags", door entry tool, pry bars.
6 Garage				
7 Maintenance/Workshop				See <i>Mechanical/Maintenance Space List</i> .
8 Housekeeping				See <i>Mechanical/Maintenance Space List</i> .
9				
10 Janitor's Closets	2	20	40	
11 Vehicle Maintenance/Wash Bay	1	704	704	Light maintenance such as strip & re-equip cars; two car lengths long, large rent-a-car sized van.
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>SUB-TOTALS:</b>	<b>7</b>	<b>203.4</b>	<b>1,424</b>	
Spaces		Avg. S.F.	NET S.F.	

Gross Factor: **1.15**  
**1,638**  
TOTAL G.S.F.

**SHARED C**  
**Public Lobby 1**

**SPACE LISTS**  
Bureau County, IL

11/7/09 (Serves both Jail & Sheriff)

SPACE/AREA NAME:		NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	Entry Vestibule/Night Lobby	1	64	64	Adjacent to dispatch to facilitate night lobby activity.
2	Central Lobby Area	1	576	576	Civil window, sheriffs reception, jail visiting reception off of lobby; bond window. Public restrooms, form work counter, 1 vending machine. Kiosk for commissary and bond fund deposits.
3	Male Toilet	1	70	70	ADA compliant, 1 lav, 1 toilet.
4	Female Toilet	1	70	70	ADA compliant, 1 lav, 1 toilet.
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**SUB-TOTALS:**

4	195.0	780
Spaces	Avg. S.F.	NET S.F.
Gross Factor:		1.15
		897
		TOTAL G.S.F.

© KIMME & Associates, Inc.

**SPACE LISTS**  
Bureau County, IL

**SHARED C**  
**Mechanical/Maintenance 2**

4/23/10

SPACE/AREA NAME:		NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	Fire Protection/Water Valve Room	1	40	40	
2	Air handling				Air handling units reparable locally.
3	Electrical	1	160	160	
4	Mechanical	1	1,200	1,200	Multiple small water heaters reparable locally.
5	Emergency generator				Outdoors.
6					
7	Maintenance/Workshop	1	240	240	Workshop with benches; parts storage.
8	Housekeeping	1	160	160	
9	General Storage	1	800	800	For both the Jail & Law Enforcement.
10	Outdoor Supply & Grounds Storage	1	216	216	Depends upon site; could be stand-alone building on site. Could involve tractors, plow attachments, ladders, rakes, shovels, spreaders, and so forth.
11	Re-Cycling Storage	1	80	80	
12					
13	Receiving Dock	-	-	-	Not necessary; deliveries by panel trucks and hand dollies.
14	Receiving Vestibule	1	72	72	42" doors; temporary holding pocket for temporary storage of items until exterior door can be secured and staff or trustees are prepared to move product into the facility.
15					
16					
17					
18					
19					
20					

**SUB-TOTALS:**

9	Spaces	329.8	2,968
	Avg. S.F.		NET S.F.
	Gross Factor:	1.15	
	TOTAL G.S.F.	3,413	

© KIMME & Associates, Inc.

## IX. COURT SPACE NEEDS ASSUMPTIONS

The Consultant was not under contract to examine and determine court space needs in detail as was the case with the jail and sheriff's law enforcement operations. However, the Task Force wanted K&A to determine the ability of different sites to accommodate long-term court needs as well. This was a wise planning consideration and a task willingly undertaken by K&A as part of its mission.

In order to reasonably estimate court needs it was important to first determine what was included. The court related elements in Bureau County include: the courtroom, judicial offices, the Circuit Clerk, the States Attorney, the Public Defender and Probation.

In October of 2008 Wold Architects and Engineers had identified existing square footage (sf) levels for the relevant Bureau County functions. They were as follows:

Probation	854	sf
Circuit Clerk	2,430	sf
Public Defender	895	sf
Courts	4,367	sf
<u>States' Attorney</u>	<u>1,510</u>	<u>sf</u>
Total Net Sq. Ft.	10,056	sf
<u>Net to Gross Factor</u>	<u>5,028</u>	<u>sf</u>
TOTAL GROSS SQ.FT.	15,084	sf

After reviewing existing court square footages there were some problems using them for future planning. Listed was a courtroom of 854 sf and another of 926 sf. However, Illinois Supreme Court standards require a minimum of 1,216 sf in the litigation area alone of jury courtrooms (exclusive of the spectator section), and 840 sf for the litigation areas of non-jury courtrooms. With public spectator areas new courtrooms would actually be in the neighborhood of 1,200 sf on the low end to 1,800 sf on the high end depending upon seating counts. At Bureau County's size it is prudent to assume that both courtrooms should be jury courtrooms, thus, of the larger size. Below is the relevant Illinois Supreme Court standard:

*3.1.a. The litigation area, exclusive of its spectator section, shall be at least 28 feet wide and 30 feet in depth for non-jury proceedings and 38 feet wide and 32 feet in depth for jury proceedings.*

Also there are standard elements missing in the existing facility, such as sound vestibules for the courtrooms, while some spaces seem quite small, like assistant state attorney work stations at only 75 sf each (they are normally sized as private offices of 110-140 sf). The net-to-gross factor is low if it is to account for everything else not listed but necessary to a new court facility such as lobby, public waiting, security checkpoint, victim-witness waiting, court holding/prisoner transport, break rooms, maintenance, general storage, mechanical/electrical, toilets, I.T., general circulation corridors, and so forth.

As a consequence of its observations, the Consultant recommends increasing the existing Courts gross square foot total by roughly **50%** to **22,500 gsf** for site planning and cost estimating purposes.

Again, it must be noted that this is a very preliminary and cursory estimate not having had the benefit of a detail program based upon a detail planning process.

## X. FACILITY/SITE OPTIONS

The Consultant tested **three site locations** in an attempt to find the best solution for future facilities.

The first location is that of the **existing jail and sheriff's facility**, designated **Site 1**. This site includes the parcels on which the existing facility rests and an additional parcel to the south which the county recently purchased. The Consultant also evaluated the site's potential assuming the site was expanded through the purchase of additional adjacent parcels.

The second and third locations examined were **new sites** for new facilities. These sites are identified as **Sites 2 and 3**.

All three locations were also tested for their ability to accommodate future estimated court needs as discussed in the previous chapter. Multiple variations were examined and reported on below for Options 1 (1A, 1B, 1C, and 1D), and Option 2 (2A, 2B, 2C and 2D).

The objectives of the site tests were the following:

1. Satisfy the programmed space and parking needs in an efficient manner.
2. Allow for future expansion of space and parking needs.
3. Satisfy all setback and code requirements for the site.
4. Allow for the efficient addition of a future courts component so the county can someday achieve a complete Bureau County Justice Complex.
5. Prioritize single level development, except for double-tier housing pods, as the most efficient way to organize jail and sheriff's space of this scale.

### **OPTION 1A – RENOVATING/EXPANDING THE EXISTING JAIL & SHERIFF'S FACILITY**

The first of the options studied using just the existing property owned by the county (**0.99 acres** on three parcels) and to renovate and re-use the existing facility. It poses the most difficult challenge of all the options.

#### **Limitations of the Existing Facility**

The existing facility, while structurally sound, has some significant limitations in terms of being an adequate base around which to build future Bureau County Jail and Sheriff's facilities.

1. The facility has only 7,384 g.s.f. above grade and another 6,869 g.s.f. in basement area that has significant emergency exiting issues.

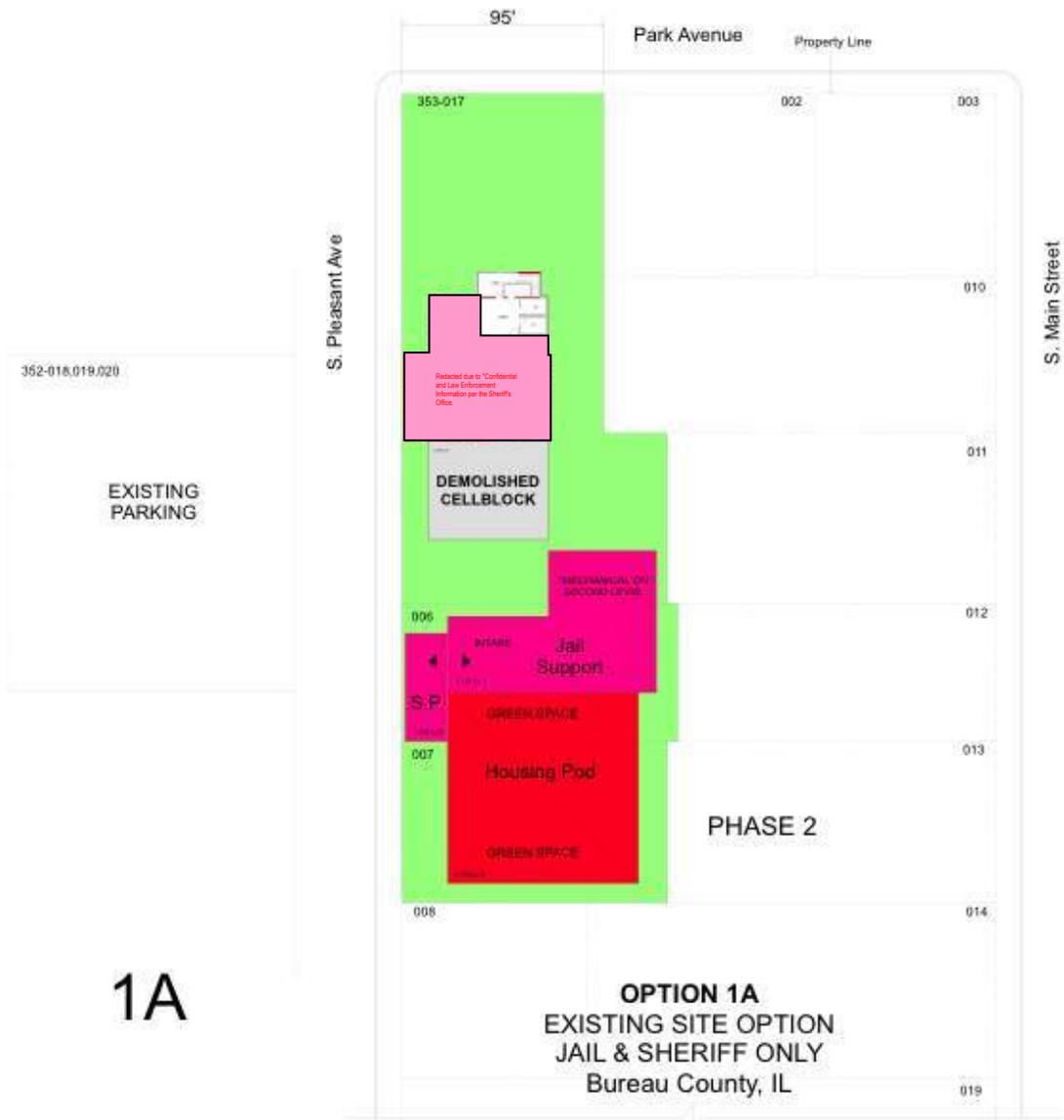
2. Significant portions of the basement space are taken up for mechanical equipment. Other square footage is taken up with stairways and is space that has low ceilings and is of limited quality consistent with that of being a basement. Virtually all of the proposed space programmed is better suited to a first floor where proper and efficient interrelationships can be established, where ceiling height is not an issue, and where dry space is required.
3. Whereas the existing building offers 14,253 s.f., the year 2030 program calls for 41,733 s.f. or 192% more square footage (27,480 gsf).
4. The cellblock is highly inadequate technically and from a surveillance view point. Its arrangement and character is not conducive to the staff-efficient, pod-like design with multiple separations for expanded inmate classifications that is envisioned by the program. Further, the existing cellblock is constructed with bearing wall structure that cannot be renovated effectively or inexpensively for any of the needs outlined in the program. Thus, it must be demolished for the area occupied to be useful.
5. The spaces in the remainder of the building do not match-up well by size, location, or configuration to accommodate the needs of the program. Thus, virtually all of the first floor, with the exception of bearing walls, must be demolished and fully renovated, thus closely paralleling new construction costs.
6. If we were to move the pace of construction along by demolishing the existing cellblocks first the county would have to bear the costs of transporting inmates to other jurisdictions until new housing pods are created. At an average population of 25 inmates per day and an estimated 16 month timeframe before new jail housing and support facilities are constructed, tested, and operational, the per diem costs to the county alone would be about \$425,000. Added to that, would be the costs of transportation to which ever jail or jails the county finds to accommodate their inmates. Roughly speaking then, the county should assume a minimum cost of in the neighborhood of \$500,000 to house inmates elsewhere while new facilities are being constructed. In light of this cost, the Consultants have assumed a process that allows the existing cellblocks to remain functional while new housing is built, with the cellblocks demolished only after the new facilities can be occupied.



## Phase 2

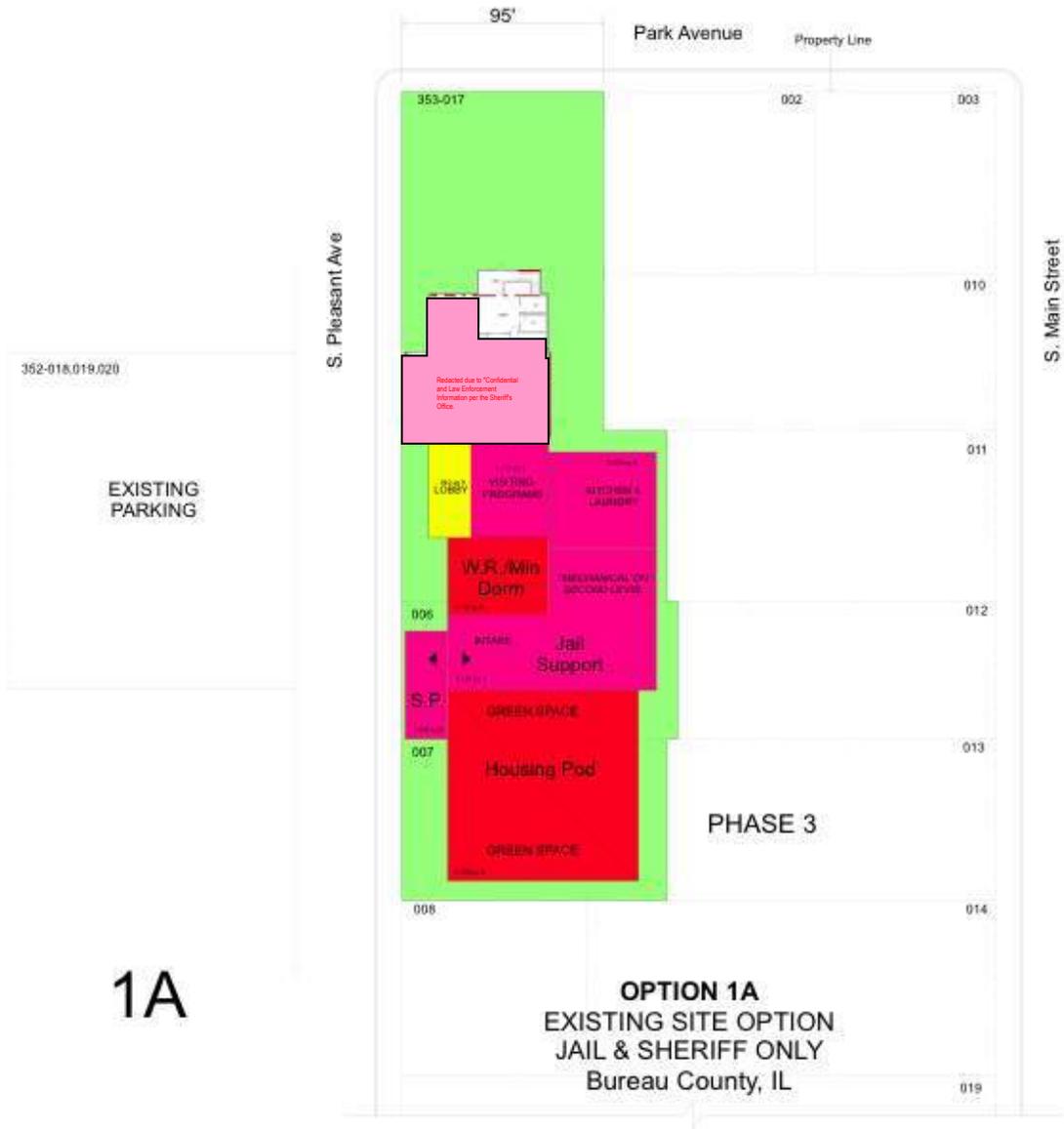
Phase 2 would target the demolition of the existing cellblocks on the south end of the facility. This would be a difficult and costly demolition because the adjacent facilities must remain operational and the wall separating the cellblocks from the remainder of the facility must stay intact. Unfortunately, as shown earlier in the report, the cell walls are bearing walls holding up pre-cast concrete slabs that create a ceiling/roof system for the cellblock. Also, cell walls are grouted and horizontally and vertically reinforced, being anchored into the floor slab below and thus making for a more difficult demolition. The roof decking bears on the exterior walls and the intent would be to remove them as well since the exterior wall envelope has few penetrations and is thus limited in terms of creating the egress and ingress routes necessary in the facility. The wall separating the kitchen and multi-purpose area from the cellblock area also bears the weight of some of the decking which is notched into those walls and which carries window and brick work above. The removal of this deck would have to be done carefully to not overtly damage the existing wall and would require the removal of all brick facings that exist above the cellblock roof.

This work prepares the way for the creation of a new public lobby that will serve law enforcement to the north and the jail to the south.



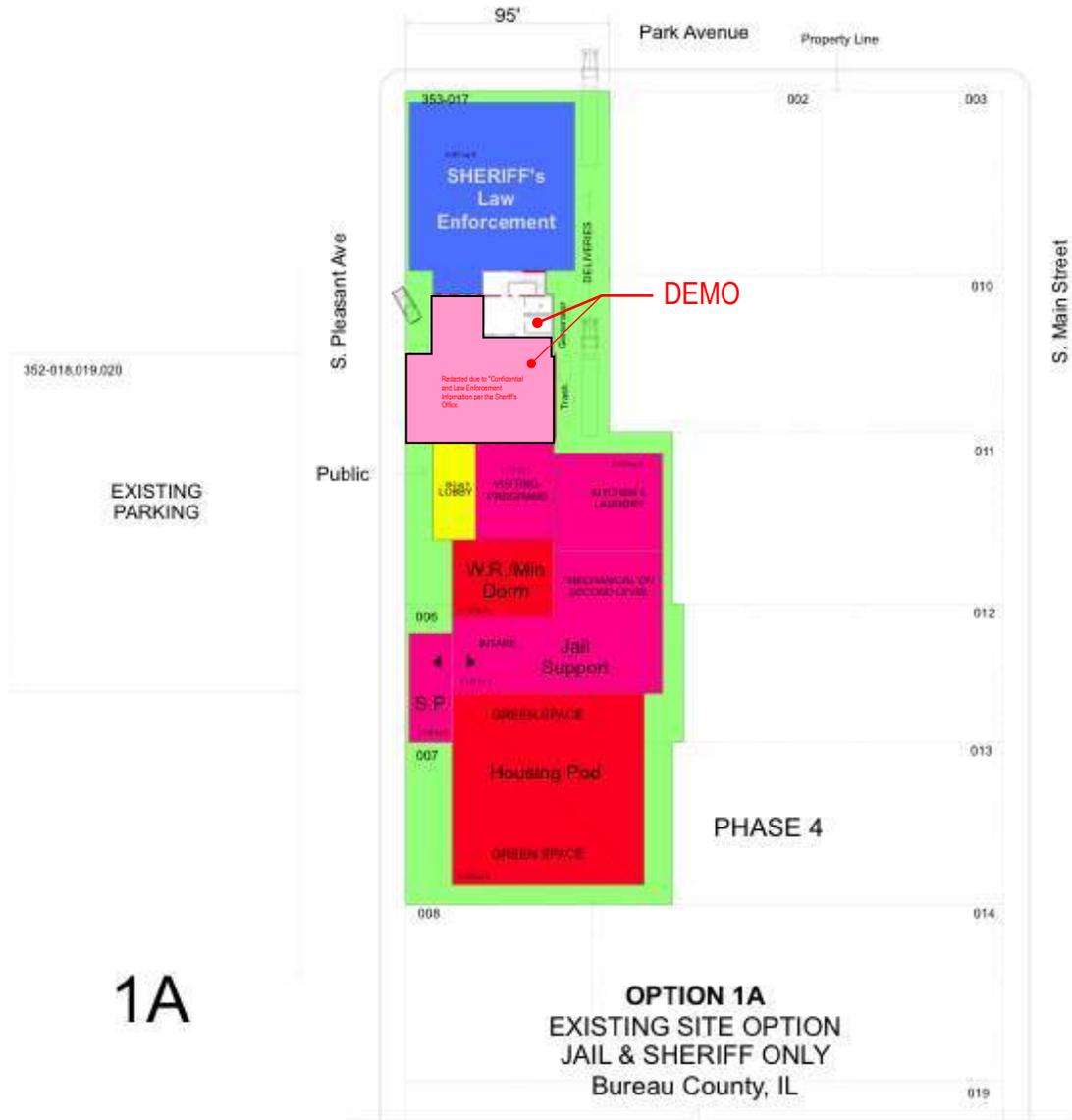
Phase 3

This phase will involve the creation of a new lobby and jail support space that connects the existing jail to the Phase 1 jail addition. It will cover the area of the demolished cellblocks and will add new work release dormitories per the program. Once this Phase 3 addition is complete it will link the new jail to law enforcement operations.



Phase 4

Once the new public lobby is created in Phase 3, the existing public lobby can be closed to facilitate the addition of new sheriff's law enforcement space at the north face of the existing facility.



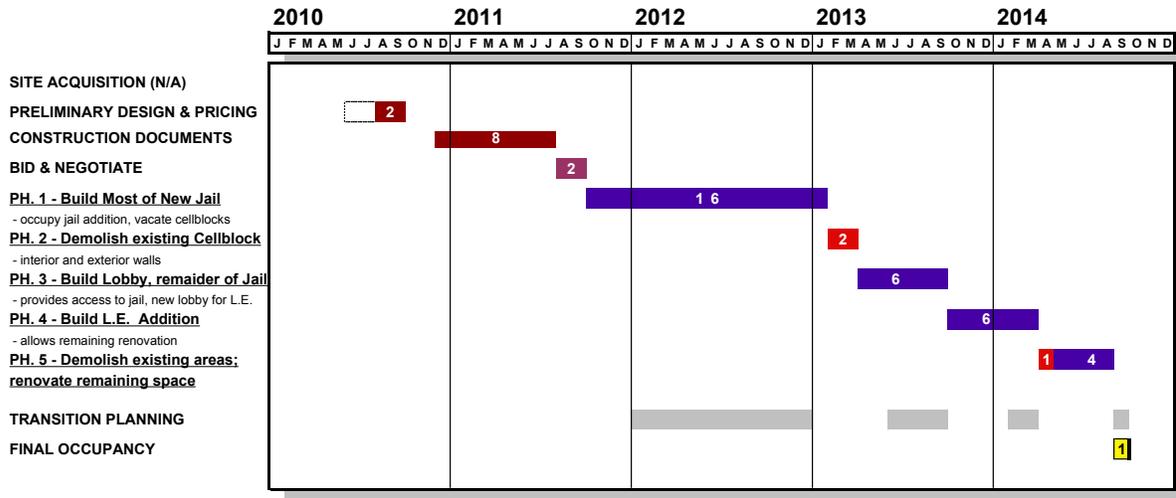
Phase 5

Once the law enforcement addition is completed, the remainder of the existing building can be vacated with the existing interior walls demolished as needed to facilitate renovations for new sheriff's administrative space on the first floor and a variety of storage, housekeeping and maintenance operations in the basement. The renovation work would preserve the area that was intended for a shooting range for that purpose in the future should the county decide to someday include that capability. Though desired, a shooting range is not in this project.



A project schedule for Option 1A follows below. It shows the project not being completed until **late 2014** due to multiple phases of work, although new inmate housing would be open by early 2013.

**PRELIMINARY FACILITY DEVELOPMENT SCHEDULE  
Jail & Sheriff's Facility - Bureau County  
OPTION 1A - ADDITION-RENOVATION**



Aside from the costs, time, and challenges involved in a complicated five phase project there are other basic problems with this option.

1. It fails to meet setback and site requirements. It uses 74% of the site area, far in excess of the 50% limit. With setbacks only five and ten feet it falls well below the 25' setback requirements for the front and back of the property.
2. It leaves no room for expanding jail bed capacity, jail support space, or law enforcement space.
3. It leaves no room for a Courthouse addition.
4. It provides no on-site parking, indeed resulting in a net loss of parking.
5. It creates what would likely be an inefficient and staff intensive layout dictated not by sound space relationships and movement patterns but by the limitations of the existing building and the site.

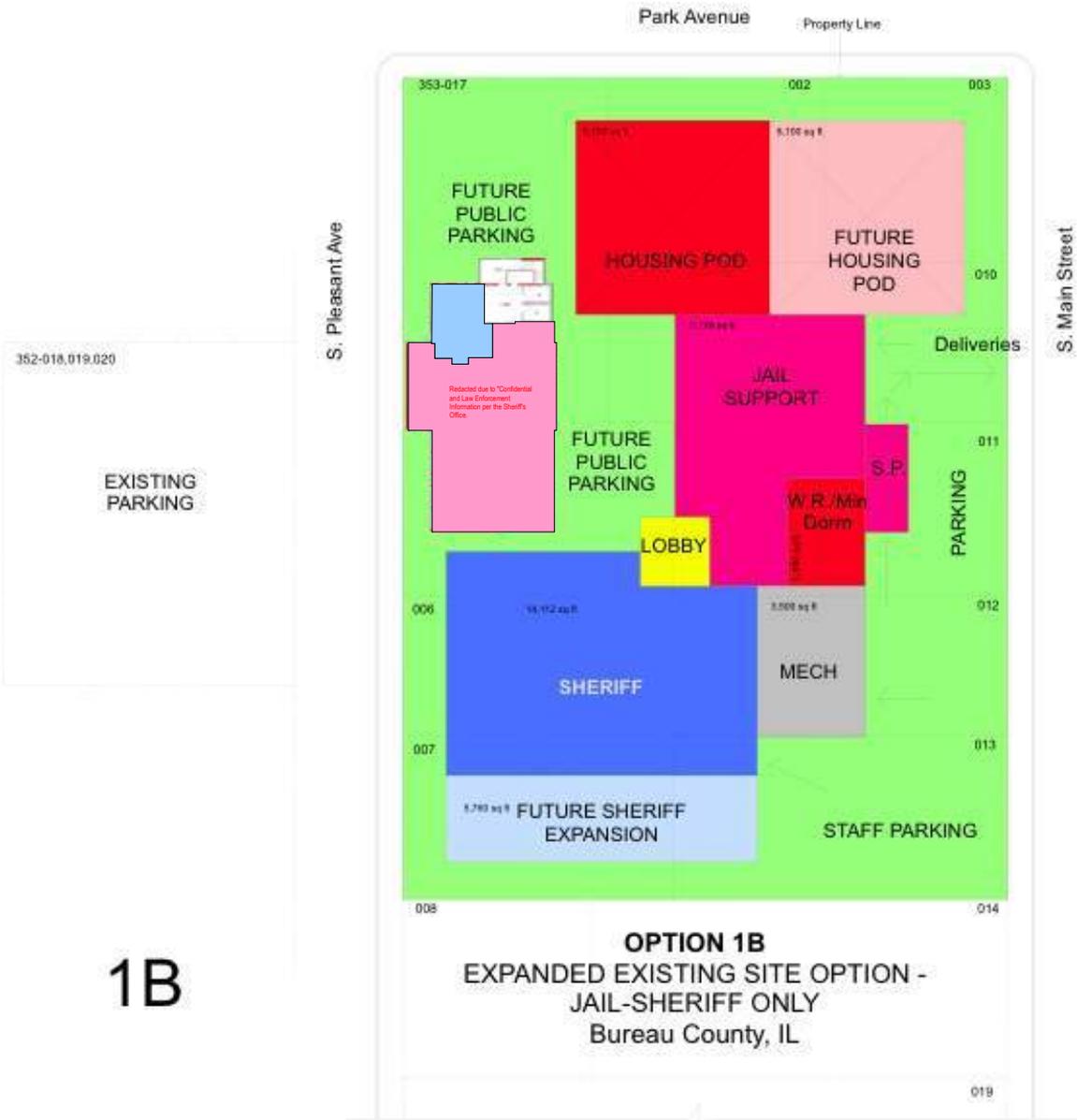
***The Consultants strongly recommend that Bureau County not pursue this option.***

**OPTION 1B – EXPANDED EXISTING SITE FOR JAIL & SHERIFF'S FACILITIES**

This option also uses the existing site with two major exceptions: 1.) the site is expanded through the use of all parcels to the east of the existing site, and 2.) it creates a new facility around the existing facility without re-using it. Thus, it is essentially a single phase new construction project, although it presumes the later demolition of the existing facility to 1.) make way for needed parking, and 2.) keep the building footprint below the 50% land coverage maximum.

By using the existing parcels the available land increases from 0.99 acres to **2.44 acres**, a significant increase.

The test design shown on the next page is for a **single level** facility (except for a double-tier housing pod) that only addresses **jail and sheriff's law enforcement** space needs per the space program. A design that creates some basement or second level space would make land use more efficient but would probably not make the design more efficient if too much space or the wrong space winds up on the other level. The building footprint uses **49% of the site** in this test design, assuming the demolition of the existing facility, and allowing for housing pod and sheriff's area expansion. That is just below the 50% maximum.



1B

## OPTION 1C – EXPANDED EXISTING SITE FOR JAIL, SHERIFF'S FACILITIES & COURTS

Option 1C uses the same site as defined for Option 1B above. The chief difference between 1B and 1C, however, is that the option adds **future court facilities** to the site.

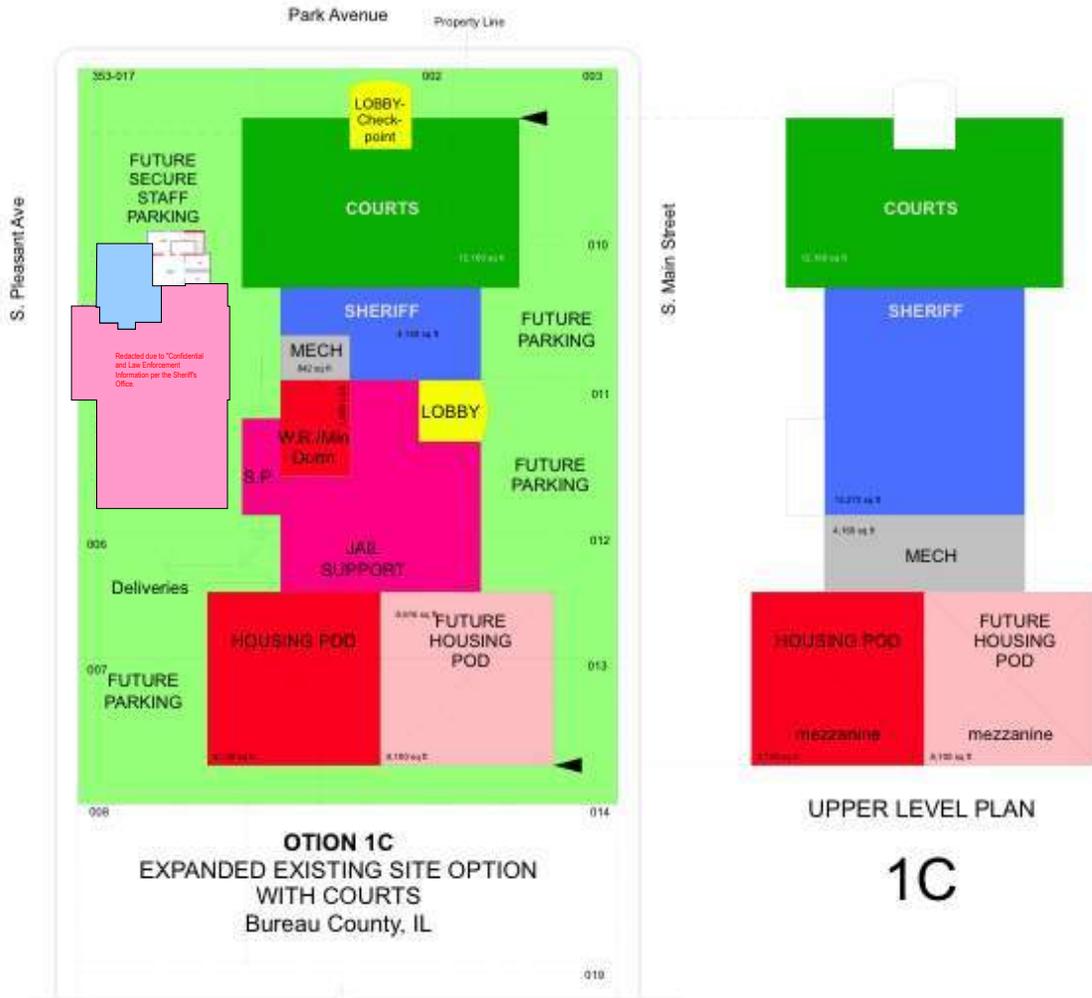
The court facilities are shown to the north so that the existing site parking is more useful and so that a strong public image and connection can be made in the direction of the existing courthouse and site. Indeed, with this placement and orientation much of the new courthouse will directly face the green space to the east of the existing courthouse, thus creating higher visibility and a strong sense of a complex linked to the existing courthouse.

The jail-sheriff's facility is separate from the court's lobby and is facing east to create a greater sense of visibility as well as a more attractive face to Main Street. The existing parking lot to the west across Pleasant can then make for an effective staff parking lot with a staff entrance on the west of the new building and away from the east, public side.

In order to add the courts, the court and sheriff's law enforcement facilities must be **two-story facilities** with the majority of law enforcement on the second floor. This will add elevators to the design and will work better for the courts than it will for law enforcement. Major mechanical space is also shown on the second level, though basement space for this and things like storage and training are optional.

Unfortunately, **expansion** is probably limited to the additional jail housing pod shown and, perhaps, westward expansion of the courts unless the maximum 50% land coverage rule can be waived. As shown below, the footprint uses **44%** of the available land area assuming the existing jail is demolished.

On-site parking is limited to about 20 cars of double-row parking on the west side and 14 cars of single row parking on the east public side of the new building.



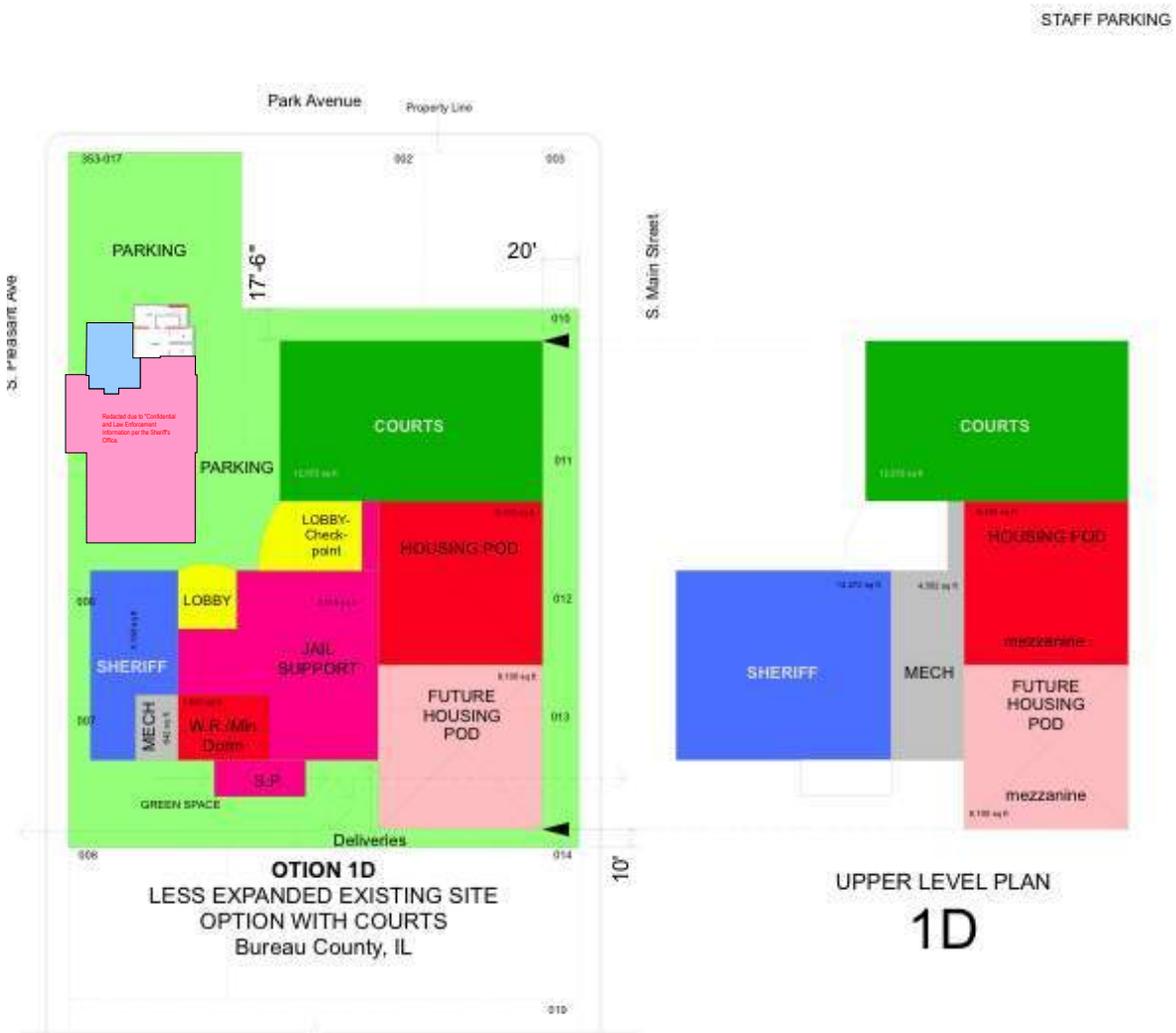
**OPTION 1D – EXPANDED EXISTING SITE FOR JAIL, SHERIFF'S FACILITIES & COURTS**

Option 1D is identical to Option 1C except that the **site size is reduced** by eliminating parcels 002 and 003 at the northeast of the site. This reduces the available land from 2.44 acres to **2.09 acres** and creates an "L-shaped" site rather than a rectangular one.

Except for the addition of a second housing pod, no expansion is shown for this option. The loss of the two parcels is significant in compressing the site and the subsequent layout. About 20-24 cars of parking could be added to the site once the jail is demolished, barely replacing available existing parking.

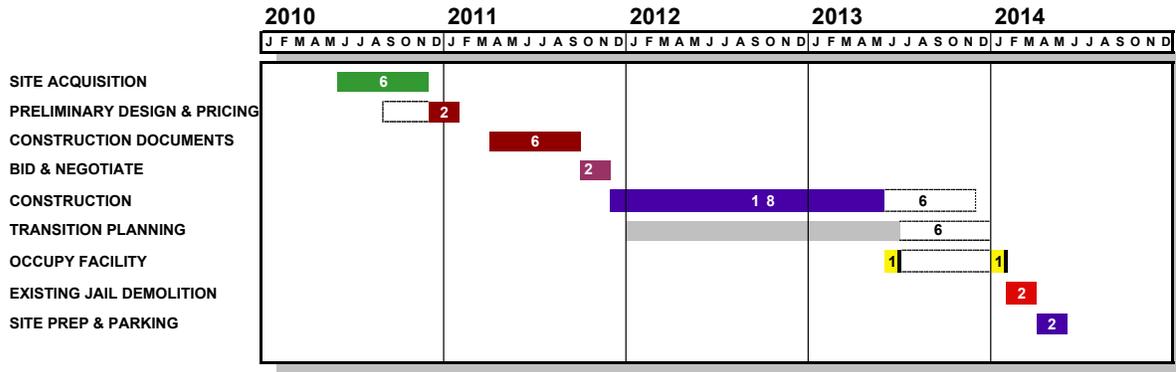
Even with jail demolition, the test design as shown covers **54%** of the available land and is therefore slightly in excess of the maximum. That, however, is within range though the setbacks of 10', 17.5' and 20' shown are all below expected minimums and would have to be waived.

Aesthetically, the new courts are blocked from view from the existing courthouse and Main Street, and opens to the west side secondary thoroughfare, Pleasant Avenue. This option appears considerably less desirable than Option 1C.



A preliminary schedule for Options 1B, 1C, and 1D appears below.

**PRELIMINARY FACILITY DEVELOPMENT SCHEDULE**  
**Jail & Sheriff's Facility - Bureau County**  
**OPTIONS 1B, 1C, 1D - NEW FACILITY, EXISTING SITE**



**OPTION 2A & 2B – NEW SITE - SINGLE LEVEL JAIL, SHERIFF'S LAW ENFORCEMENT & COURTS**

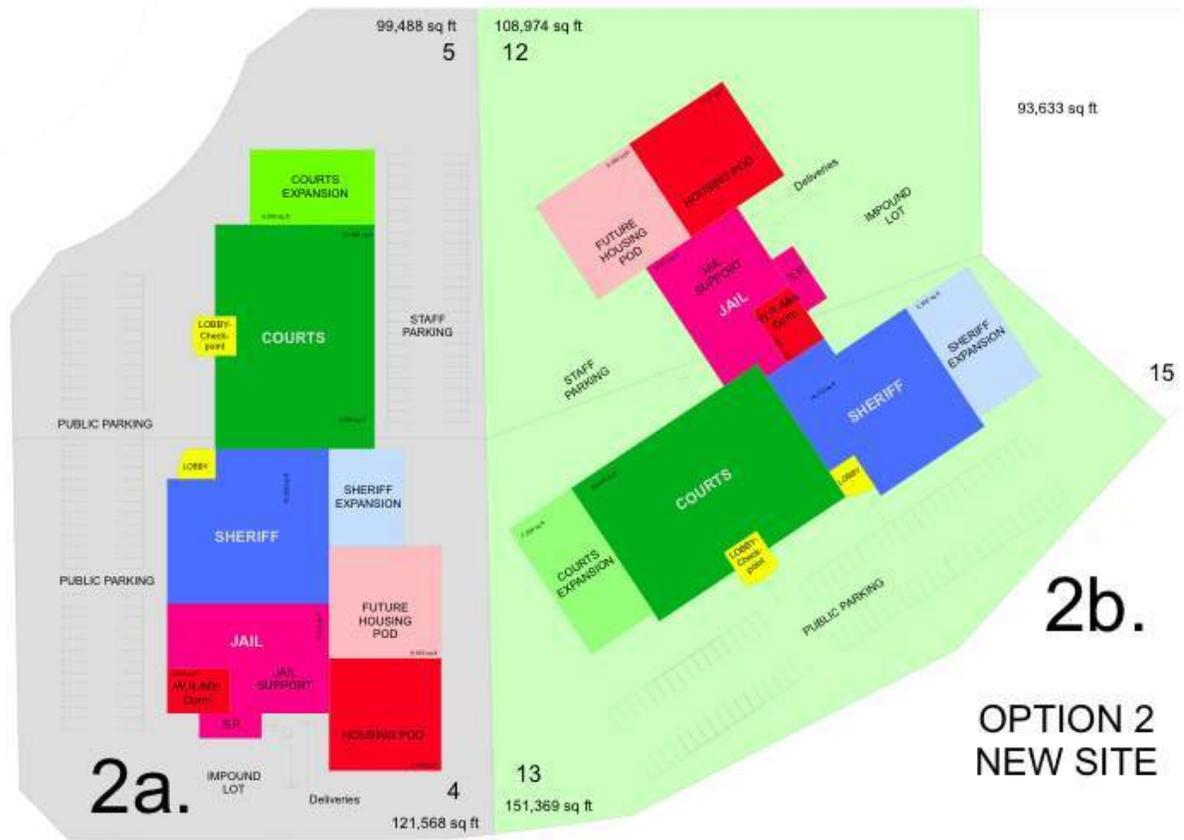
These options are for a **new facility** on a new site removed from the area of the existing courthouse and jail and sheriff's facility. It would require vehicle transports of inmates to the Courthouse until the courts are later added and would require attorneys and the Public Defender to drive to the site to meet with their clients until that time.

Options 2A & 2B differ only that they show two different organizational approaches on adjacent parcels of land available at the site. The two parcels used for Option 2A have roughly **5.1 acres** and the two parcels shown for Option 2B have roughly **6.0 acres**, both considerably larger than the existing sites thus far studied (0.99 to 2.44 acres).

Options 2A and 2B have in common that they are both **single level** facilities and provide much greater **parking** and parking differentiation capabilities. Both concepts are shown with **expansion** of each of the key elements. The additional acreage is of significant benefit in many ways.

The Consultant recommends that should the county prefer Option 2B, and prefer single level facilities, that it also consider acquiring the eastern-most parcel as well. This will allow for more designability, greater parking potential, and more generous expansion options. This is studied as Option 2D.

Options 2A and 2B are shown together on the following drawing.



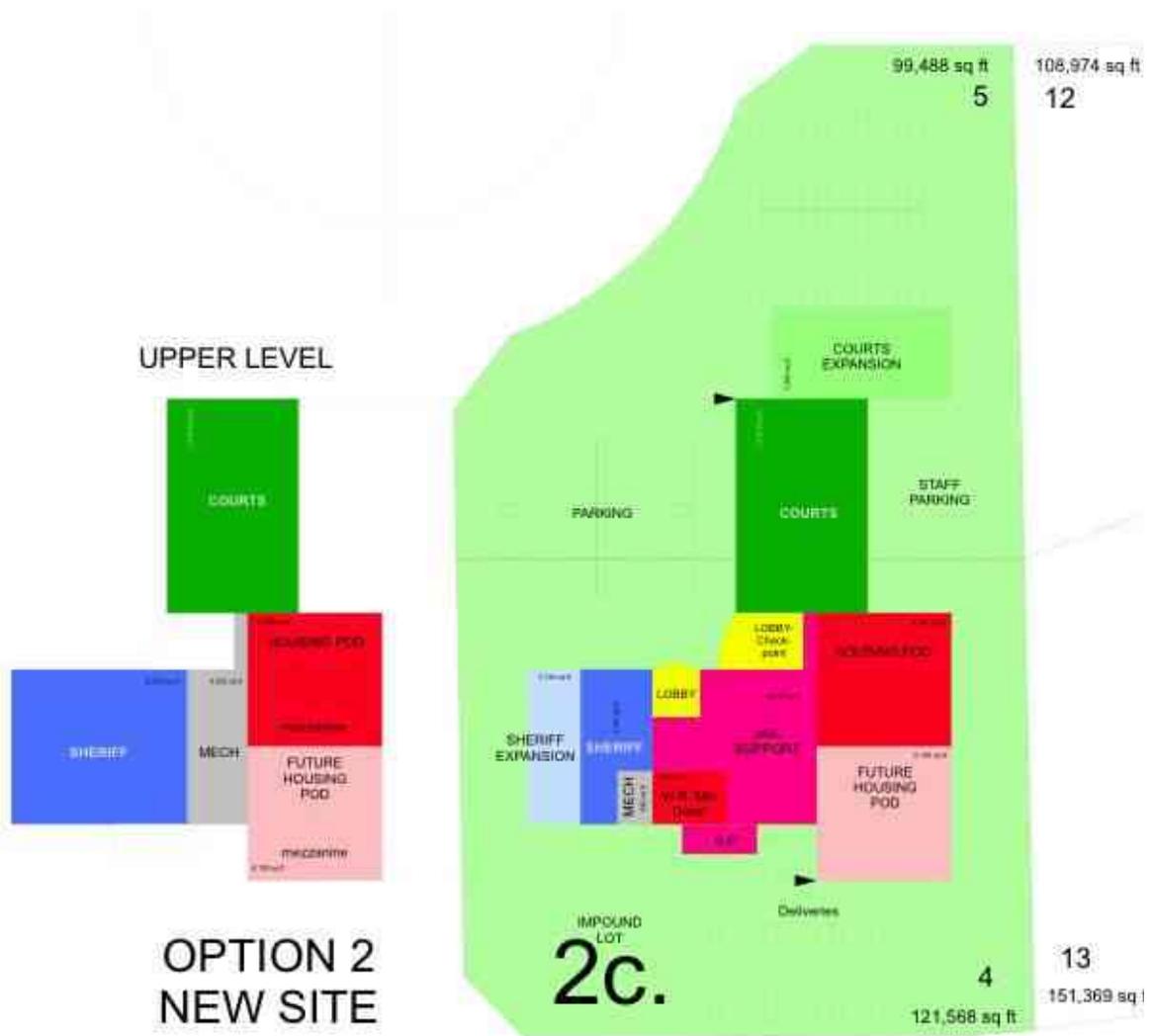
2a.

2b.

OPTION 2  
NEW SITE

**OPTION 2C – NEW SITE - TWO-LEVEL JAIL, SHERIFF'S LAW ENFORCEMENT & COURTS**

Option 2C uses the same parcels as does Option 2A. However, it takes a two-level approach to the design in order to reduce the footprint, increase parking, increase expandability, and increase the setbacks and thus the aesthetic opportunities for the site.



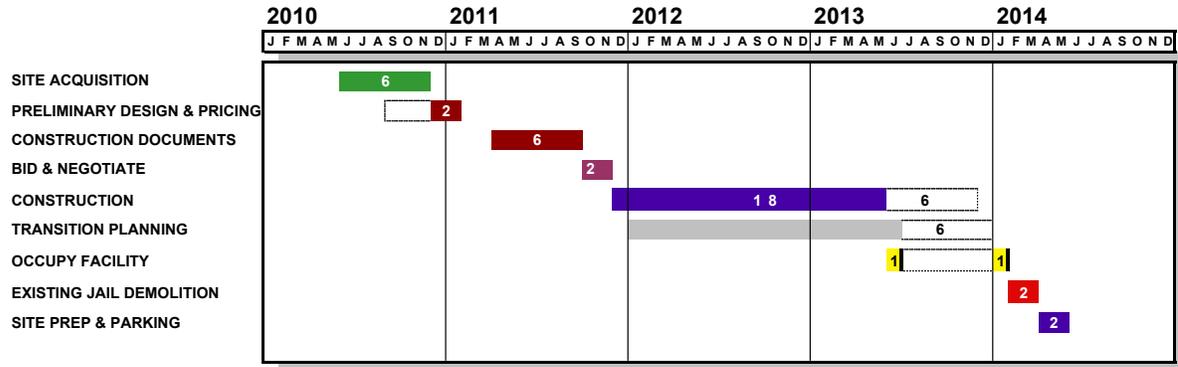
**OPTION 2D – NEW SITE - SINGLE-LEVEL JAIL, SHERIFF'S LAW ENFORCEMENT & COURTS**

Option 2D uses the same parcels as does Option 2B and adds the parcel to the east in a single level site test. This study shows that the roughly 8.1 acres available in a wedge-shaped site provides ample room for the single level facility, expansion, and parking.



A preliminary schedule for both Options 2 & 3 appears below. Their developmental timeframes appear to be the same since both are for new facilities on open sites.

**PRELIMINARY FACILITY DEVELOPMENT SCHEDULE**  
**Jail & Sheriff's Facility - Bureau County**  
**OPTIONS 1B, 1C, 1D - NEW FACILITY, EXISTING SITE**



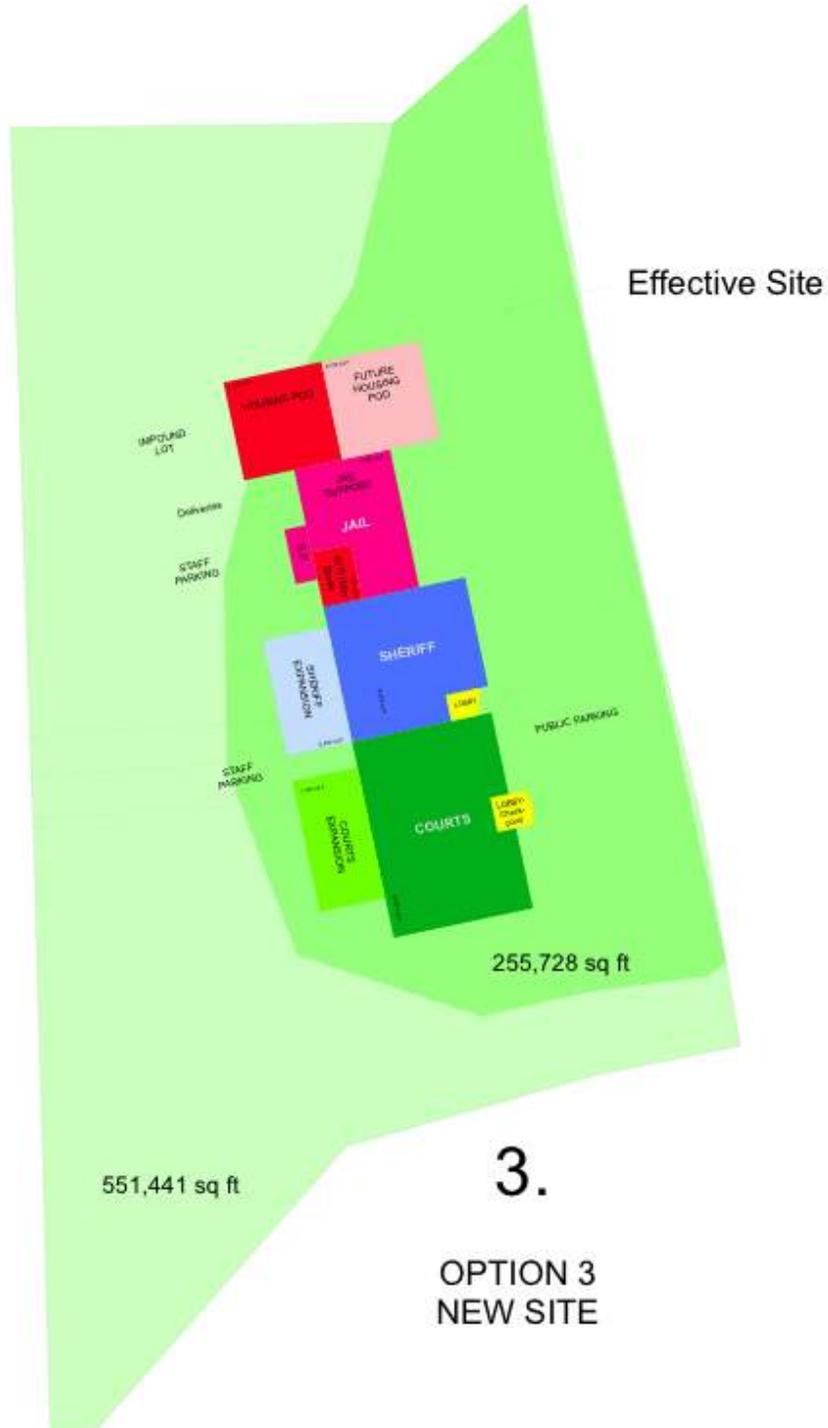
**OPTION 3 – NEW SITE - JAIL, SHERIFF'S LAW ENFORCEMENT & COURTS**

Site Option 3 studies an entirely different new site than that studied with site Option 2. Like Option 2 it is remote from the existing site and will have the vehicular transport and movement requirements unless and until the courts are built on the site.

The chief challenge with this site is that of establishing the designable portion of the site. Though it has about 12.5 acres, far less acreage is actually available for design because of steep drop-offs around the site. The Consultant did not have topographical drawings of the site but from studying aerial photos and visiting the site has estimated that at least half of it is unusable, if not more.

The chief impact of this site is that if one were to design a single level facility the design would likely be very linear and provide limited prospects for efficiently separating public and staff parking and for separating delivery, inmate transport, and arrestee drop-off routes.

The site test is shown below for a single level option. The darker green land area is what the Consultant estimates is the designable land.



3.  
OPTION 3  
NEW SITE

## OPTIONS SUMMARY

The Consultant strongly recommends that **Option 1A** be **discarded** from consideration irregardless of construction cost and location considerations.

Of the remaining **existing** site options, **Option 1C** is clearly the **best** even though it requires two-level construction, adds limited amounts of parking, and has limited expansion potential. It also bears what might be significant site acquisition and clean-up costs. The reasons to choose Option 1C are to keep criminal justice functions in existing, identifiable areas with which the public is familiar, to maintain a close relationship between the existing courts and the new jail until new courts can be built, and to retain convenience for local attorneys and service providers whose offices were established to be close to the courthouse and jail. However, if it is kept here, the Consultant would strongly recommend consideration of a sally port and holding addition to the courthouse to eliminate the risky practice of walking inmates to the courthouse and through public corridors within the courthouse.

**New Sites 2 and 3** offer the best opportunities to develop long-term solutions that are efficiently designed, expandable, and which provide ample parking. Their only drawbacks are the issue of transportation until the courts are built on the site, and inconvenience to local attorneys whose offices would no longer be next to the courthouse. However, attorneys elsewhere in Princeton and those in other jurisdictions within the county may find these sites more advantageous. Law enforcement officers from other law enforcement agencies may also find no disadvantage in them and even consider them more convenient.



Of the two new sites, the Consultants believe that **Option 2** provides the best project development opportunity for Bureau County, depending of course, upon obtaining sufficient parcels.

## XI. CONSTRUCTION & PROJECT COST ESTIMATES

The cost of a new facility is not just the construction cost, but the cost of construction plus other line items needed to actually complete a project. The estimates herein are both construction cost estimates and a project cost estimates. The project cost estimates presented in this chapter are based on a variety of elements that are comprehensive but not all inclusive:

- a. Building construction costs.
- b. Professional fees and services.
- c. Kitchen and laundry equipment costs.
- d. Site development costs
- e. Soils tests and site survey costs.
- f. Furniture, fixture and equipment costs.

Not included in the project cost estimates are costs for **site acquisition**, both unknowns at the time of this writing. Also not included in the estimates are professional financial services, or any legal fees incurred during site condemnations, site acquisitions, or general project financing.

All estimates are based on the assumption that a site will be identified, accepted and secured, and that the earliest date that construction will begin is **fall 2011**. **A later anticipated bid date would be cause for a possible inflationary adjustment in estimated costs.**

The anticipated construction date is important because the consultants have to **approach estimating conservatively** and escalate costs to the point in time when actual bidding might occur, especially where there is no design yet to estimate. This is especially important given the **3.5%** average annual construction cost inflation experienced over the last three years according to RS Means Square Foot Costs, 30<sup>th</sup> edition (although, due to the poor economy, the rate increased only 0.2% last year). More noteworthy, jail construction costs have escalated an average of 7.0% per year over the last three years (including 7.3% last year), and Police facility costs have escalated an average of 6.4% over the last three years (though -0.4% last year). Court facility costs escalated an average of 2.5% per year over the last three years, and 3.6% last year.

For the purpose of this estimate the consultants have escalated costs, adjusted for the Peoria area, by 2 years (until 2012) at 3.0% per year.

The detail construction and project cost estimates which appear below are for a Bureau County Jail and Sheriff's Facility only. A separate court estimate follows.

The detail estimates are given in a **plus 10% to minus 10% range**. Without an actual **design** to estimate it is difficult to be any more specific.

Additionally, the unique economic times we are in strongly suggests that excellent prices can be obtained if the County is able to act swiftly on developing the project. So it is entirely possible that the **-15%** range might in fact be attainable in the near future.

An estimate for Option 1A, an estimate for Options 1B, 1C, and 1D, and an estimate for both Options 2 and 3 follow on the next several pages.

A summary of their costs follows immediately below:

**ESTIMATED BUILDING CONSTRUCTION COSTS:**

	<b>Building Construction Cost</b>	<b>Low Estimate Building Construction</b>	<b>High Estimate Building Construction</b>
<b>OPTION 1A</b>	<b>\$11,502,017</b>	<b>\$10,351,815</b>	<b>\$12,652,219</b>
<b>OPTIONS 1B-1D</b>	<b>\$10,872,766</b>	<b>\$9,785,489</b>	<b>\$11,960,043</b>
<b>OPTIONS 2 &amp; 3</b>	<b>\$10,455,441</b>	<b>\$9,409,897</b>	<b>\$11,500,985</b>

**ESTIMATED PROJECT COSTS:**

	<b>Project Cost</b>	<b>Low Estimate Project Cost</b>	<b>High Estimate Project Cost</b>
<b>OPTION 1A</b>	<b>\$13,326,901</b>	<b>\$11,994,211</b>	<b>\$14,659,591</b>
<b>OPTIONS 1B-1D</b>	<b>\$12,669,990</b>	<b>\$11,402,991</b>	<b>\$13,936,989</b>
<b>OPTIONS 2 &amp; 3</b>	<b>\$11,993,708</b>	<b>\$10,794,337</b>	<b>\$13,193,079</b>

**BUREAU COUNTY, IL  
PROJECT COST ESTIMATE  
JAIL & SHERIFF'S FACILITY**

**OPTION 1A  
RENOVATION-ADDITION**

4/23/10

\* Estimated bid date September 2011

Category			Totals
<b>I Site Acquisition</b>			<b>\$0</b>
<i>TO BE DETERMINED</i>			
<b>II Demolition/Disposal Costs</b>			<b>\$95,930</b>
First Floor Cellblock - PHASE 2	\$20/sf x	2,655 sf	\$53,100
Remaining First Floor area - PHASE 5	\$10/sf x	3,883 sf	\$38,830
Drives, sidewalks and curbing	\$8/cy	500 cy	\$4,000
<b>III Building Construction Costs</b>			<b>\$11,502,017</b>
NEW CONSTRUCTION - JAIL - PHASE 1	\$320/sf x	19,427 sf	\$6,216,640
NEW CONSTRUCTION - JAIL - PHASE 3	\$260/sf x	5,205 sf	\$1,351,010
NEW CONSTRUCTION - MISCELLANEOUS - PHASE 3 Lobby (C1) + 3091 gsf Shared (C2) x gross factor	\$189/sf x	4,187 sf	\$792,518
NEW CONSTRUCTION - LAW ENFORCEMENT - PHASE 4 Admin, Evidence, Patrol, Training	\$245/sf x	7,100 sf	\$1,738,506
Sub-total NEW		<b>35,919 sf</b>	<b>\$10,098,674</b>
RENOVATION - Existing Jail & Sheriff's - PHASE 5 First floor level	\$184/sf x	3,883 sf	\$713,094
RENOVATION - Existing Jail & Sheriff's - PHASE 5 Basement - storage, maintenance, housekeeping	\$50/sf x	3,805 sf	\$190,250
MISC Engineering-Architectural Improvements per KJWW report (allowance)			\$500,000
Sub-total RENOVATION		<b>7,688 sf</b>	<b>\$1,403,344</b>
	\$264/sf	<b>43,607 sf</b>	
	Avg. Sq. Ft. Cost	Total Sq. Ft.	
<b>IV Site Development Costs</b>			<b>\$261,405</b>
A. Utilities removal, relocation, extension			\$100,000
B. Parking - asphalt w/curbing	\$5.00	17,500 sf	\$87,500
C. Roadways	\$6.00	1,200 sf	\$7,200
D. Sidewalks	\$5.00	500 sf	\$2,500
E. Site Lighting (% of Parking & Roadway Costs)	15.0%		\$14,205
F. Landscaping	\$10.00	5,000 sf	\$50,000
<b>V Other Project Costs</b>			<b>\$1,467,549</b>
A. Soils Tests & Site Surveys			\$20,000
B. Jail Kitchen & Laundry Equipment			\$150,000
C. Furniture & Equipment (assumed all new)	2.0%		\$230,040
D. A-E Fees & Reimbursables - NEW.	7.25%		\$732,154
E. A-E Fees & Reimbursables - DEMO/RENO.	10.0%		\$140,334
F. Construction Documents Drawing Reproduction			\$30,000
G. Video Arraignment Equipment/Connection			\$50,000
H. Telephone Equipment (% of Construction)	1.0%		\$115,020
I. Phasing Expenses			

<b>Project Cost Total =</b>		<b>\$13,326,901</b>
<b>Low Preliminary Estimate*</b>	x 0.90 =	<b>\$11,994,211</b>
<b>High Preliminary Estimate*</b>	x 1.10 =	<b>\$14,659,591</b>

**BUREAU COUNTY, IL  
PROJECT COST ESTIMATE  
JAIL & SHERIFF'S FACILITY**

**OPTIONS 1B-1D  
NEW @ Existing Site**

4/23/10

\* Estimated bid date *November 2011*

Category			Totals
<b>I Site Acquisition</b>			<b>\$0</b>
<i>TO BE DETERMINED</i>			
<b>II Demolition/Disposal Costs</b>			<b>\$146,360</b>
Existing Jail & Sheriff's Facility	\$10/sf x	14,236 sf	\$142,360
Drives, sidewalks and curbing	\$8/cy	500 cy	\$4,000
<b>III Building Construction Costs</b>			<b>\$10,872,766</b>
NEW CONSTRUCTION - JAIL	\$290/sf x	<b>24,632 sf</b>	\$7,143,359
NEW CONSTRUCTION - SHERIFF'S LAW ENFORCEMENT	\$230/sf x	<b>12,575 sf</b>	\$2,892,151
NEW CONSTRUCTION - MISCELLANEOUS	\$185/sf x	<b>4,526 sf</b>	\$837,256
Sub-total NEW		<b>41,733 sf</b>	<b>\$10,872,766</b>
Renovation/Heavy	\$0/sf x	<b>0 sf</b>	\$0
Renovation/Moderate	\$0/sf x	<b>0 sf</b>	\$0
Renovation/Light	\$0/sf x	<b>0 sf</b>	\$0
Sub-total RENOVATION		<b>0 sf</b>	<b>\$0</b>
	\$261/sf	<b>41,733 sf</b>	
	Avg. Sq. Ft. Cost	Total Sq. Ft.	
<b>IV Site Development Costs</b>			<b>\$286,405</b>
A. Utilities removal, relocation, extension			\$50,000
B. Parking - asphalt w/curbing	\$5.00	17,500 sf	\$87,500
C. Roadways	\$6.00	1,200 sf	\$7,200
D. Sidewalks	\$5.00	500 sf	\$2,500
E. Site Lighting (% of Parking & Roadway Costs)	15.0%		\$14,205
F. Landscaping	\$25.00	5,000 sf	\$125,000
<b>V Other Project Costs</b>			<b>\$1,364,459</b>
A. Soils Tests & Site Surveys			\$20,000
B. Jail Kitchen & Laundry Equipment			\$150,000
C. Furniture & Equipment (assumed all new)	2.0%		\$217,455
D. A-E Fees & Reimbursables - NEW.	7.25%		\$788,276
E. A-E Fees & Reimbursables - DEMO/RENO.	10.0%		\$0
F. Construction Documents Drawing Reproduction			\$30,000
G. Video Arraignment Equipment/Connection			\$50,000
H. Telephone Equipment (% of Construction)	1.0%		\$108,728
I. Phasing Expenses			
<b>Project Cost Total =</b>			<b>\$12,669,990</b>
<b>Low Preliminary Estimate*</b>	x 0.90 =		<b>\$11,402,991</b>
<b>High Preliminary Estimate*</b>	x 1.10 =		<b>\$13,936,989</b>

**BUREAU COUNTY, IL  
PROJECT COST ESTIMATE  
JAIL & SHERIFF'S FACILITY**

**OPTIONS 2 & 3  
NEW BUILDING**

4/23/10

\* Estimated bid date *July 2011*

Category			Totals
<b>I Site Acquisition</b>			<b>\$0</b>
<i>TO BE DETERMINED</i>			
<b>II Demolition/Disposal Costs</b>			<b>\$0</b>
DEMOLITION	\$0/sf x	0 sf	
<b>III Building Construction Costs</b>			<b>\$10,455,441</b>
NEW CONSTRUCTION - JAIL	\$280/sf x	<b>24,632 sf</b>	\$6,897,036
NEW CONSTRUCTION - SHERIFF'S LAW ENFORCEMENT	\$220/sf x	<b>12,575 sf</b>	\$2,766,405
NEW CONSTRUCTION - MISCELLANEOUS	\$175/sf x	<b>4,526 sf</b>	\$791,999
Sub-total NEW		<b>41,733 sf</b>	\$10,455,441
Renovation/Heavy	\$0/sf x	<b>0 sf</b>	\$0
Renovation/Moderate	\$0/sf x	<b>0 sf</b>	\$0
Renovation/Light	\$0/sf x	<b>0 sf</b>	\$0
Sub-total RENOVATION		<b>0 sf</b>	\$0
	\$251/sf	<b>41,733 sf</b>	
	Avg. Sq. Ft. Cost	Total Sq. Ft.	
<b>IV Site Development Costs</b>			<b>\$226,585</b>
A. Utilities removal, relocation, extension - ALLOWANCE			\$100,000
B. Parking ( 4" bitumous, 6" gravel base)	\$1,375/car	50 cars	\$68,750
C. Roadways (4' thick bitumous concrete)	\$130.50/l.f.	300 lf	\$39,150
D. Sidewalks	\$5.00	500 sf	\$2,500
E. Site Lighting (% of Parking & Roadway Costs)	15.0%		\$16,185
F. Landscaping			\$0
<b>V Other Project Costs</b>			<b>\$1,311,683</b>
A. Soils Tests & Site Surveys			\$20,000
B. Jail Kitchen & Laundry Equipment			\$150,000
C. Furniture & Equipment (assumed all new)	2.0%		\$209,109
D. A-E Fees & Reimbursables - NEW.	7.25%		\$758,019
E. A-E Fees & Reimburseables - DEMO/RENO.	10.0%		\$0
F. Construction Documents Drawing Reproduction			\$20,000
G. Video Arraignment Equipment/Connection			\$50,000
H. Telephone Equipment (% of Construction)	1.0%		\$104,554
I. Phasing Expenses			
<b>Project Cost Total =</b>			<b>\$11,993,708</b>
<b>Low Preliminary Estimate*</b>	x 0.90 =		<b>\$10,794,337</b>
<b>High Preliminary Estimate*</b>	x 1.10 =		<b>\$13,193,079</b>

**ESTIMATED COURT PROJECT COSTS**

The Consultant estimates the following costs if the Bureau County were to add the **Courts component** to the project:

22,500 gsf x \$240/gsf = **\$5,400,000** Construction Cost

\$5,400,000 x 1.15 project cost factor = **\$6,210,000** project cost.

Low estimate (-15%) = \$5,278,000

High Estimate (+10%) = \$6,831,000

## XII. RENTING BEDS FROM OTHERS AS AN ALTERNATIVE TO CONSTRUCTION

Task Force members wanted to also explore the option of renting beds from other nearby county jails in lieu of operating the county's own local jail. The objective was to see if costs lower than those that might be incurred from building and operating new facilities might be attained. The County undertook this effort independently.

Before the county did its own exploration of this issue, K&A identified a series of issues that were recommended for consideration. These are re-printed below.

1. Determine what **types of inmates** other jurisdictions will accept. Normally, other jurisdictions want the county's best behaved male inmates as opposed to the inmates it might most need to transfer given its facilities such as disciplinary detainees, those in need of medical treatment and supervision, mental health patients, and females (because of inefficient housing utilization).
2. Determine the actual conditions, policies, practices and staffing involved in the other facilities to assure **adequacy** and avoid **liability risks**.
3. Identify the **number of beds** available elsewhere and whether or not some number of beds will be **guaranteed** to you. One classic problem with renting long-term as part of a county's solution to jail needs is generally that as the county's need for beds grow, the host county has a declining number of beds available as their own population grows. Thus, the renting county is frequently forced into searching for additional facilities to house its inmates and can no longer house them all at one location. This geometrically complicates transportation and coordination issues.
4. Once the county gets into transporting **pre-trial inmates**, it has the additional issue of more frequent transports and insuring that inmates arrive at court on time so they don't delay or disrupt court proceedings. Special plans need to be made for poor weather in this regard.
5. The **per diem charges** are an obvious and important economic factor. They tend to escalate over time with inflation, and as supply dwindles and demand grows.
6. **Other fees and charges** need to be considered, such as medical charges and other charges related to the inmate's stay.
7. There will especially be a need for **local holding** to stage for court appearances since Bureau County inmates will potentially be housed 15, 20, 40

and more miles away. Where this takes place (renovated existing jail?) and what staffing is required at the local jail will be important to determine (generally a minimum of two (2) staff per shift with a male-female mix if females are to be held), thus significantly minimizing operational cost savings.

8. **Holding and housing for initial arrests and those awaiting first appearance** needs to be provided locally and considered unless the costs of transportation and per diem housing are not a problem for the county to bear. Essentially though, Bureau County needs to plan on a **local holding facility** that may hold arrestees at least up to 72 hours, which covers most weekend stays.
9. As the county's population grows and it may be forced to house people at multiple facilities, the county will have to consider **hiring full time transportation staff** to facilitate frequent movements between facilities, and to and from court.
10. The issue of **attorney visits** and representation, as well as **family visits**, needs to be taken into account when the distance from Bureau County is considered. Distance also adversely affects any service providers who work with indigent inmates, inmates in need of services, and so forth.
11. As the county evaluates the jails to which it sends its inmates it should examine the **programs and services** available to inmates (and consistent with the county's mission statement) and determine if the host county can provide services consistent with the county's correctional mission and objectives.

The Task Force did a thorough analysis of this alternative and has provided a cost estimate of **\$44,800,000** over 30 years for not operating a county jail and relying instead upon transporting Bureau County inmates to other jails. The cost includes housing per diems, transportation, and staff and calculations of the savings realized.

### **XIII. NEXT STEPS IN THE PROCESS**

The following are the next steps K&A recommends be taken in the process of developing new facilities:

- A. Review the contents of this report, formally endorse its findings and choose a course to follow (renovate/add, build new, rent in lieu of building and operating local jail facilities).
- B. If the choice is to build, acquire the necessary properties to create the required site for additional facilities.
- C. Confirm a construction and project budget.
- D. Choose a Designer and a Project Architect/Engineer, and, if appropriate, a Construction Manager. Clearly establish and coordinate consultant and client roles in the facility development process.
- E. Initiate the design process and proceed as far as necessary to provide sharpened project cost estimates, to more precisely identify jail staffing needs, and to allow a proper presentation of design and site concepts to the public for their consideration.
- F. Secure the necessary approvals and funding to proceed with the remainder of the design process. Conclude with the preparation of construction bid documents.
- G. Bid and Construct the new facilities.
- H. Conduct an effective jail operational transition process during and immediately after construction in preparation for moving into, and safely operating, new jail facilities (policies and procedures, post orders, recruitment, training, testing, budgeting, furniture selection, inventorying, etc.). Consider utilizing the NIC HONI process as part of the transition effort.
- I. Occupy the new facilities.

The consultants wish Bureau County success in this endeavor and encourage county representatives to contact K&A if it can provide additional information about the contents of this report.

