
CRIMINAL JUSTICE SYSTEM UPDATE AND JAIL FACILITY ASSESSMENT FOR HAYS COUNTY, TEXAS



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Executive Summary

Overview

In August of 2015, Hays County engaged the consulting firm of Griffith Moseley Johnson and Associates, Inc. (GMJ) to conduct an update of its 2010 criminal justice system assessment and jail population projections study, primarily to enable the county to make informed decisions on its various options regarding jail capacity needs.

The Hays County jail is a 27-year-old, 88,704 square-foot single level pre-cast concrete frame facility. The facility has a capacity of 362 beds, but because of segregation requirements, has an operational capacity of closer to 310 beds.

Because of the space constraints, the county maintains contracts with four neighboring counties to house inmates. These counties are Bastrop, Caldwell, Guadalupe, and Walker. Inmates sentenced to prison and awaiting a transfer to a state facility are housed in Walker County because of its close proximity to Huntsville, Texas.

GMJ's work for this jail facility assessment included:

- Holding a facilitated work session with county stakeholders, most of whom are members of the Criminal Justice Coordinating Committee, for the purposes of determining the implementation status of recommendations made in the 2010 assessment report. The goal of this update was to determine the future capacity of any of the recommendations to further assist in managing any projected jail population increases.
- Conducting a four-day onsite review that included interviews with the sheriff, employees of the jail, and the county's contracted inmate health service administrator. Our onsite work also included extensive inspection of the jail facility, both inside and out, during the day as well as during the evening. We observed jail operations including front lobby operations (bonding desk), book-in, release, and classification operations, inmate medical screenings, kitchen and laundry operations, observations of control booth operations, inmate programs, and inmate visitation.
- Conducting in-depth analyses including researching county demographics, and making jail inmate population projections based on historical inmate counts for the prior six years.
- Developing a draft report of findings and recommendations which includes detailed photographs depicting the jail facility.
- Preparing a final report after receiving input and feedback from county stakeholders on the draft report.

Impact of Jail Space on Operations

The jail books an average of 8,000 inmates per year, with an estimated 2,600 transferred to various courts. On an average the Hays County jail facility books and releases approximately 22 people per day. The daily cost to house an inmate in Hays County is \$82.04.

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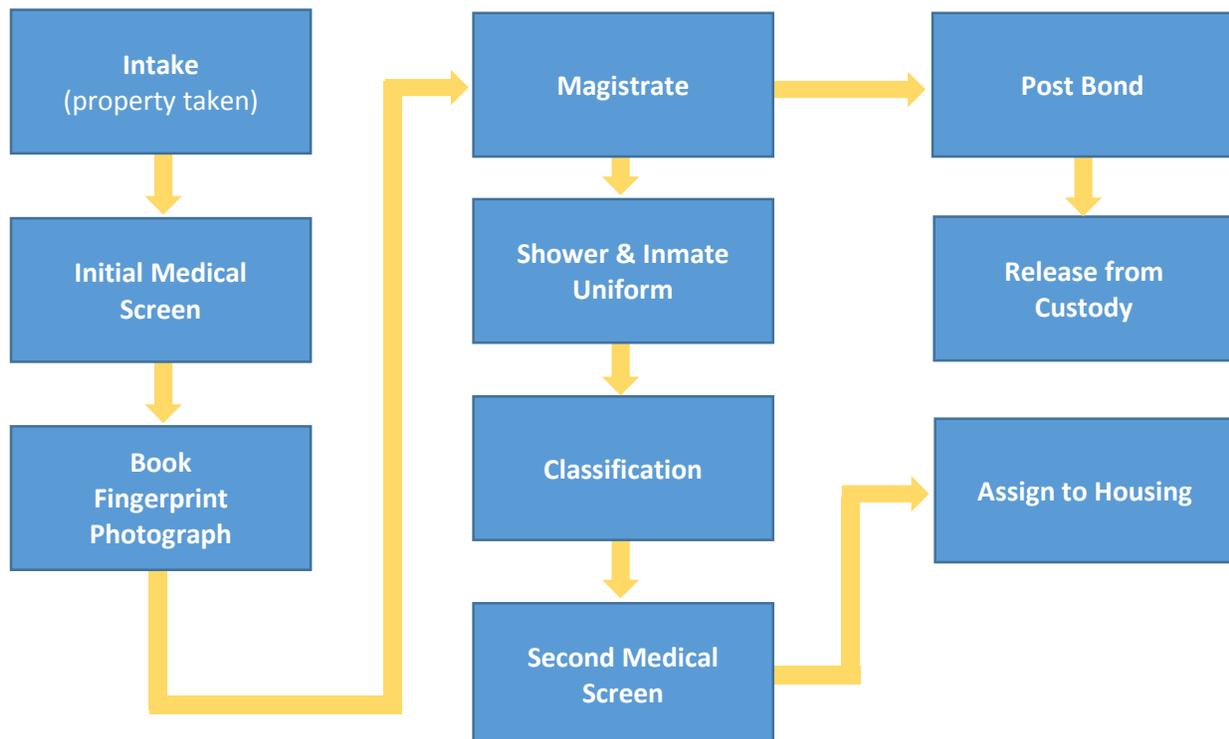
There are six law enforcement agencies (Buda Police Department, Kyle Police Department, San Marcos Police Department, Hays Constable departments, the Texas Department of Public Safety and the Texas State University Police Department) that use the Hays County jail facility to house individuals that have been arrested and taken into custody. These individuals remain in custody at the Hays County detention facility until they make bond, are transferred to another agency, have their charges dismissed, or receive time served on their charges.

The Hays County jail has a traditional jail design. It is constructed on what is considered a linear/intermittent design. Jails designed this way are rectangular, with corridors leading to either single or multiple occupancy cells arranged at right angles to the corridor. The detention staff must patrol to have complete unobstructed views inside cells or housing areas. Unobserved inmates are essentially unsupervised inmates.

The current capacity allows for the current classification scheme:

- 244 male beds
- 76 female beds
- 14 disciplinary/administrative segregation cells
- four medical cells
- one seven-person holding cell
- one one-person padded cell
- one detoxification cell

Jail operational functions are depicted in the following diagram:



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It is obvious that space deficiencies of the physical plant test staff's ability to properly separate the inmate population in accordance with classification policies. Proper inmate segregation requires frequent inmate relocation, often moving several inmates to accommodate the housing of just one inmate. Jail staff maintain a constant list of inmates eligible for housing in other counties to better optimize housing.

Our review and observations of jail operations revealed several issues affecting safety and the efficient processing and housing of inmates due to inadequate space in the jail. These issues are summarized below.

Main Lobby Entrance

The lack of a single point of reception to greet, ascertain a visitor's purpose, and provide direction creates confusion on the part of visitors and inhibits staff efficiency and productivity.

Staff assigned to the bonding desk located in the main lobby have time consuming and distracting assignments which affect productivity, as these employees are required to handle greeting the public and answering questions, controlling the jail entrance door access, monitoring and controlling attorney visits, preparing bonds, updating inmate records, and running warrant searches in the county's automated database.

All staff are required to use the same entrance/exit doors as the public, which can be problematic. A separate entrance for staff would increase the comfort level for employees when entering and leaving the facility. Employees could avoid direct contact with inmate family members, preventing verbal and physical confrontations

Intake and Release

Only one inmate can be processed in or out at a time due to the small office space dedicated to the intake and release function

The intake/searching area is small and limited to the number of people that can enter and be searched at a time.

Medical and Mental Health Screenings

Arrested persons are often subjected to answering personal medical questions while in close proximity of other inmates and staff, since it occurs in an open area due to space limitations. This creates serious issues regarding compliance with the Health Insurance Portability and Accountability Act (HIPAA). Healthcare providers should have a separate designated private area to perform these duties. The follow-up medical evaluation is presented with the same issue.

Infirmary

There are only three infirmary beds, and storage for medical and cleaning supplies are stored in the same area; oxygen bottles are stored on the floor unsecured.

Magistration and Holding Areas

The jail holds once per day video magistration in a cramped office. Because there is not a consistent regular schedule for magistration, some inmates are being kept in jail longer than necessary.

Open seating holding area for those waiting to be magistrated, those waiting to be booked or classified, and those waiting for release or transfer creates safety and security concerns.

Inmate Housing, Visitation, and Programs

The number and types of inmates requiring special housing consideration is increasing. These separations can be based on gang affiliation, mental health status, disciplinary issues and sexual orientation. At the time of GMJ's site visit we observed the lack of space for inmate segregation needs and the challenges this places on classification officers.

Pursuant to legislation that went into effect September 1, 2015, the county is now required to provide face-to-face inmate visitation. Because of limitations in space, this is further taxing jail staff.

The jail's available space for inmate programs such as educational classes, religious services, and counseling is virtually non-existent, and the review team observed programs being held in jail hallways and corridors.

In order to remedy and improve upon these operational challenges, any new intake and booking area should be designed with additional holding and segregation space. This would better serve the inmates and Hays County employees. Employees could better accomplish their goals with a safer and more secure working environment. The healthcare providers would also be able to provide a higher level of medical services to inmates in their care.

Jail Population Projections

With a current population of 185,025, Hays County's population has increased by 17.8 percent over the past four years, compared to the state's overall population growth of 7.2 percent over this same time period.

Projections made by Texas's Office of the State Demographer show that the state's population is anticipated to double by the year 2050, with the communities in Hays County expected to increase at the fastest rate. The projections offered by the State Demographer show that Hays County can expect a population increase of over 424 percent by 2050.

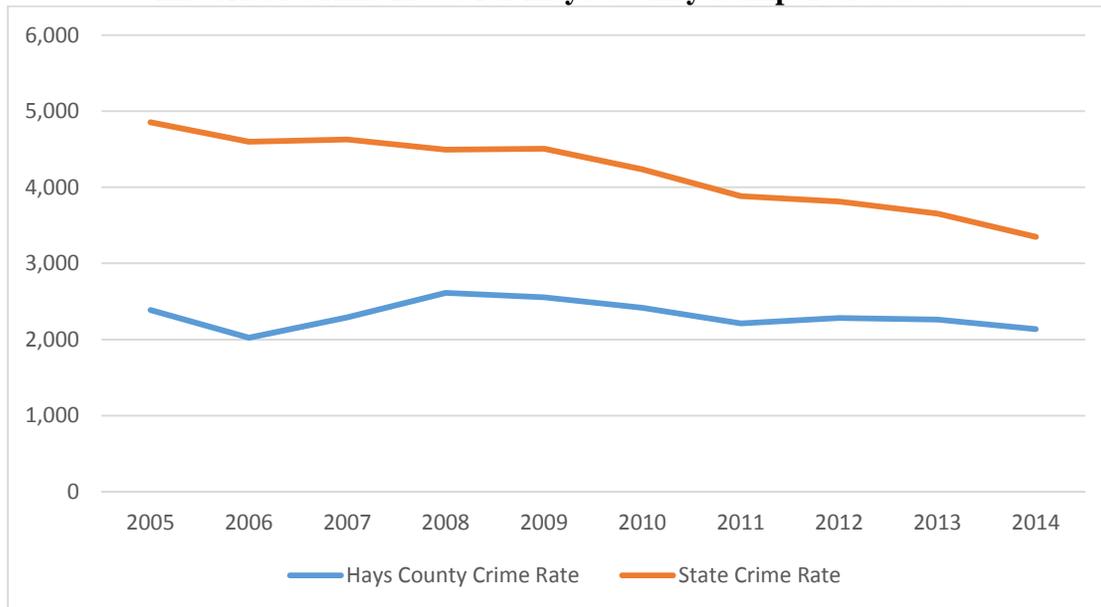
Growth Rates for Selected Texas Counties

County	2010 Population	2050 Population	Percent Change
Bastrop	74,171	272,723	267.7%
Bexar	1,714,773	3,179,649	85.4%
Collin	782,341	3,801,840	386.0%
Dallas	2,368,139	3,528,964	49.0%
Denton	662,614	3,031,597	357.5%
Fort Bend	585,375	2,738,553	367.8%
Harris	4,092,459	7,527,827	83.9%
Hays	157,107	824,070	424.5%
Travis	1,024,266	2,011,009	96.3%
Williamson	422,679	1,976,958	367.7%

Source: Office of the State Demographer, Texas Population Projections, 2010 to 2050, <http://osd.texas.gov/>

Data from the Texas Department of Public Safety show that over the past ten-year period of 2005 through 2014, the crime rate for Hays County has declined in spite of the increase in its resident population. Although the crime rate statewide has also declined over this same period, the decline in crime in the county has been at a much greater rate than that of the state.

Historical Crime Rates for Hays County Compared to State



Source: Texas Department of Public Safety, Texas Crime Reports for the years indicated, http://www.txdps.state.tx.us/administration/crime_records/pages/crimestatistics.htm

An examination of the county’s inmate population shows that, with the exception of 2012 when the average daily population (ADP) of inmates was 310, ADP has remained close to the 300 mark over the past six years.

Average Daily Jail Counts – Inmates Housed at the Hays County Jail

Year	Total Jail Population	Males	Females
2010	299	257	42
2011	305	257	42
2012	310	265	45
2013	301	260	41
2014	305	255	50
2015	300	245	56

Source: Hays County Sheriff's Office, Average Daily Counts Reports for the years indicated

Hays County has many positive factors indicating that crime and incarceration rates will remain low, including low unemployment, a robust economy, an educated and aging population, and a low poverty rate. So although the county is slated for unprecedented growth over the coming decades, this will not necessarily translate into a growth in the county jail population.

While the projection model shows a lack of growth in the overall jail population, there is indication that the categories of inmates will change. Our projection models show the county can expect increases in the percent of its jail population that are female, parole violators, and felons, while those arrested for misdemeanors will be on the decline. And while we did not make any projection for mental health inmates, state and national trends indicate that the number of incarcerated individuals with mental health issues is increasing.

Jail Facility Condition Assessment

The consulting team's Hays County jail inspection was conducted from September 15 through September 18, 2015. The jail's facility maintenance manager escorted GMJ consultants through the facility. A jail sergeant provided escort for a "night walk" of the facility building perimeter and secure fenced yards.

We reviewed numerous documents including:

- architectural, electrical, plumbing, and detention equipment documents
- grand jury, fire marshal, and Texas Commission on Jail Standards reports
- maintenance and repair requests
- work orders
- budget requests for maintenance, repair, and replacement of equipment

Today's Hays County jail physical plant is still generally configured as it was when it opened in 1988. The sheriff and his staff have dealt with the changed inmate demographics and differing space needs by working within and around the built environment. Working within the existing spaces, but around the obstacles presented by space sizes, their number, and outfitting, spaces have been reassigned and used as best as possible. A consequence of the lack of sufficient numbers of holding spaces, along with desired separations for inmate security classifications and types, result

in inmate groups’ security classifications being melded together in minimum-medium and medium-maximum groupings and held in housing areas substantially dictated by housing unit size.

One of the most outstanding features of the physical plant is its housekeeping. The facility sparkles in appearance.

Even though there is evidence of aging and wear, the penchant for cleanliness is evident. However, even as the facility sparkles in cleanliness, it belies what may be under the skin:

- Exposed copper lines and connections are patinaed, indicating possible light leakage caused by corrosion and pipe wall deterioration from the inside.
- A leak in the soil line that runs under the human resources training room floor can also be an indicator of deterioration of sanitary sewer lines.
- Security control station door control panels have overheated, emitted electric heat odors; on some occasions caused smoke; and have caught on fire. As a consequence, the electric operation of these doors has been disabled.

Having reviewed the physical plant of the current jail and outlining its spatial limitations, and having reviewed the operations in the jail and how the current physical plant adversely impacts a number of daily operations, the question is: how can the county best address these limitations, to improve the efficiency of the jail’s operations, for both the staff working in the jail and for the inmates it houses?

There are three options to consider: 1) retrofitting and expanding the current jail; 2) constructing a new jail; 3) using ongoing outsourcing of inmates to other counties in lieu of new or renovation construction.

Our analyses, observations, and population projections indicate that the county jail facility does not need a significant number of additional inmate beds, but rather bed space that is better situated and organized for optimal security of both staff and inmates. However, because of the uncertainty in projecting what a community’s jail population will be, any consideration of renovation or new construction should include plans for future expansion when and if the need arises.

Recommendation for Design Requirement for the Hays County Jail

Bed Type	Number of Beds Needed
Total number of beds	360 to 400
Segregation cells	18 to 21
Female beds	65 to 70
Infirmary beds	6 to 8
Acute care beds (mental health patients)	12 to 14
Sub-acute care beds (mental health patients)	12 to 14
PREA inmates	Unknown

Source: GMJ & Associates, Inc.

Fiscal Implication of Jail Capacity Options

We provide cost estimates based on the three options available to the county for addressing its jail facility needs.

Retrofitting and Expanding the Current Facility

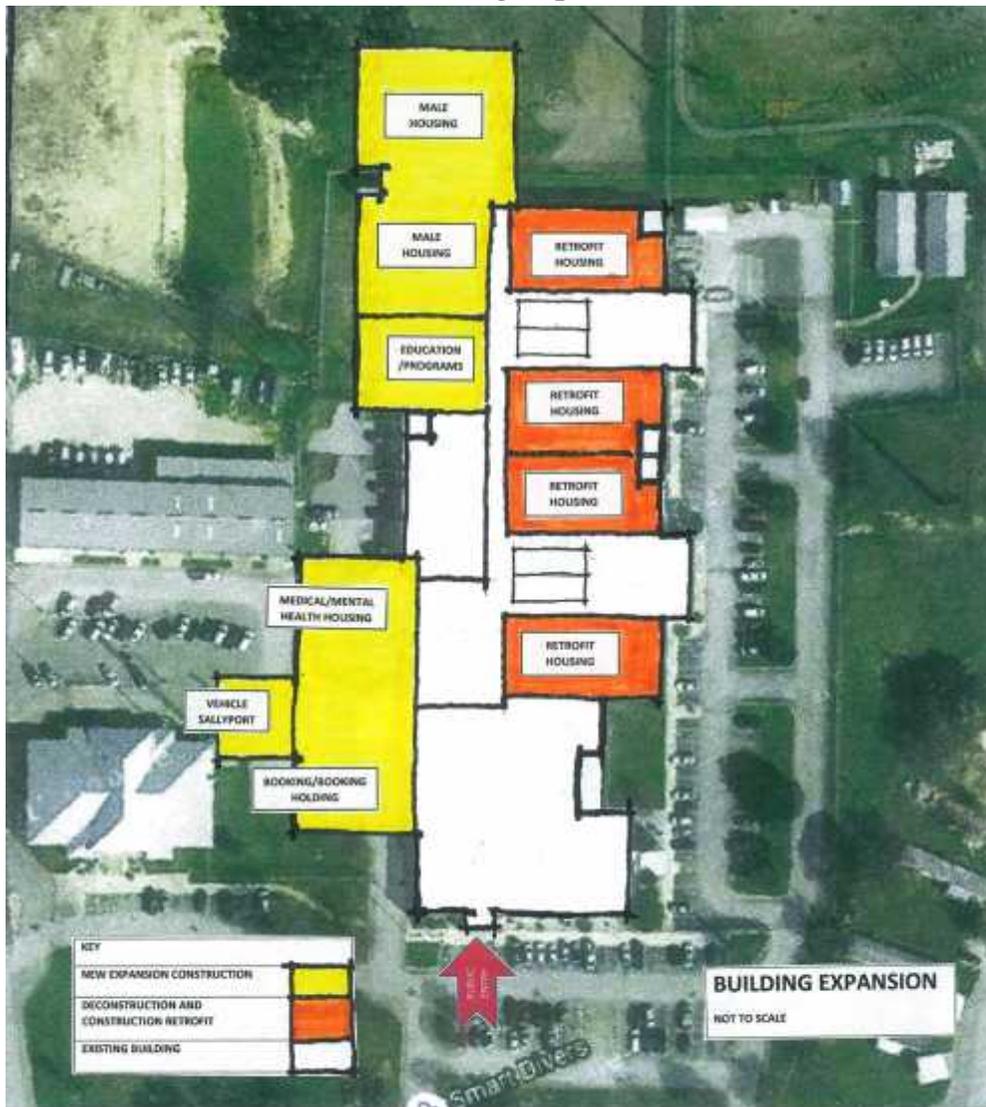
Additions and retrofitting of the existing facility would be very expensive and cumbersome. For example, an area in the existing facility, such as booking, is “hemmed in”, making expansion complicated in terms of construction. To reduce the number of Hays County inmates to be held out-of-county during construction, retrofitting of existing housing units would require phasing, closing and re-constructing one pod at a time. This process would extend the construction process significantly. And still, after completion, some spaces of the building would be cramped and not located where they should be for the most efficient operations of a 21st century jail operation.

An expansion of the current jail to meet operational needs of the current inmate capacity would require:

- Booking area with additional holding cells
- Temporary booking and processing inmate holding units
- Medical infirmary and mental health spaces
- Inmate education and programs areas
- New vehicle sally port
- Miscellaneous support spaces
- Renovated housing units for conversion to direct supervision

A conceptual parameter estimate of cost for the additional spaces and building retrofit is \$44,073,651. A recommended building expansion schematic is shown below.

Building Expansion



Source: GMJ & Associates, Inc.

Constructing a New Jail

The construction of a new facility appropriately designed for direct supervision operation and management could be constructed near the existing jail. Obstructions of the retention pond, electric lines and easements, as well as land elevation, restrict the availability of a good building site. However, the area west of the Sheriff’s Office Law Enforcement Center would be a good siting opportunity.

The existing property, combined with additional property located along the west property line, would be sufficient area to site a new facility with appropriate parking and buffer areas.

The construction of a new jail, to include the spaces addressed in the section on retrofitting and expansion above, and designed with a direct supervisions model for its housing areas, would allow

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the county to adequately address the operational needs of a 21st century jail operation through up-to-date design efficiencies for current day operations. It would also preclude continued maintenance problems of the existing jail that would remain in operation as a result of a retrofit and expansion.

A conceptual parameter estimate of cost for a new facility without land costs is \$52,474,330. A recommended building replacement is shown below.

Building Replacement



Source: GMJ & Associates, Inc.

Any capital improvements, whether a facility retrofit and addition, or a new building, will require detailed assessment of conditions, a specific detailed facility program, and detailed assessment and estimate of costs for development and construction.

Ongoing Outsourcing of Inmates in Lieu of Renovation or New Construction

The third option available to the county is to continue to use the current jail facility, transferring inmates to other counties when there is a lack of bed space.

The primary costs associated with outsourcing inmates to other counties include the daily contract rate paid per inmate and the cost to transport those inmates to and from court appearances. In fiscal year 2015, the county paid \$344,528 to other counties for the housing of inmates.

On the surface, continuing to use the current jail facility and outsource inmate overflow to surrounding counties appears to be a viable option, but there are several reasons why this is not a good long-term solution for the county including:

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- this option does not address the deficiencies existing in the current jail facility
- safety and security issues related to frequent transport of inmates to and from other counties
- hardships created for families of inmates who are required to travel long distances for visitation
- the cost associated with housing inmates in other counties, including the cost to transport prisoners

In fiscal year 2015, total salaries and benefits for transportation officers amounted to \$553,062. This amount includes all prisoner transport, including transportation of inmates to other counties.

If the county continues to outsource inmates at the same rate as in 2015, it is estimated to cost approximately \$379,412 which includes \$344,528 for payments to other counties and \$34,884 in transportation costs. Transportation costs are estimated based on the number of hours incurred over the past six months and an estimated average hourly rate of transportation officers of \$38.

1 – Introduction

In August of 2015, Hays County engaged the consulting firm of Griffith Moseley Johnson and Associates, Inc. (GMJ) to conduct an update of its 2010 criminal justice system assessment and jail population projections study, primarily to enable the county to make informed decisions on its various options regarding jail capacity needs.

To prepare for our work, we made an initial data request to the county for information to help us prepare for our on-site work including data from the sheriff's office, jail, county courts, district courts, adult probation, general counsel, and the county auditor as well as data related to the jail physical plant. Refer to Appendix B for a complete listing of the data used for this assessment report.

The county's project manager is to be commended for coordinating the prompt responses to the initial request. Almost all information requested was provided within the time frame requested, which allowed our team to be prepared for the site visit work and to use our time expeditiously once on-site.

In addition, the sheriff and jail staff shared background and information about the physical plant candidly and professionally. All supplemental data requested including drawings, documents, and reports were provided promptly. Jail staff accommodated our requests for tours of the facility, including a nighttime inspection and walk of the jail's exterior.

After the response to the data request and review of the information, two of the project team's consultants prepared for a work session with the county's criminal justice coordinating committee members. Using the findings and recommendations of the 2010 study as a baseline for this updated report, the purpose of the work session was to assess which recommendations from the 2010 study have been implemented and to what end they have helped the county manage its jail population in the intervening years. The work session also revealed which recommendations have succeeded but have reached maximum value, which are still providing a benefit to the county, and which recommendations were not implemented.

The work session was conducted on the morning of September 4th. The results of the work session discussions and list of participants are included in a chapter of this report.

GMJ's four-member consulting team conducted an on-site visit to the Hays County jail from September 14 through 18. The week-long visit included interviews with jail and sheriff's office personnel, facility tours, and on-site observations at the jail. The site work included day and night visits, and interior and exterior tours and examinations. Additional follow up telephone interviews were conducted and subsequent data requests were made after the full team's site visit, as deemed necessary.

The facility tours and jail observations included both an operational review, from the standpoint of how the current facility space capacity and design facilitate or hinder the delivery of the

programs and services conducted in the jail, and a condition assessment, providing a very detailed review of the physical plant itself.

Conducting interviews with system stakeholders is a crucial step in qualitative information gathering in such a project. Such interviews leverage the experience and insights of the jail personnel, the people working in the system on a daily basis. Through these interviews, as well as through personal observations, the consultants obtain perspectives on how the jail facility functions well and how it could be improved. The personal information obtained helps to round out the picture of the quantitative data reviewed as a result of the data request.

Interviews were conducted with the following personnel:

Name	Title
Gary Cutler	Sheriff
Jamie Page	Chief Deputy
Mike Davenport	Captain, Corrections Bureau
Eric Batch	Lieutenant, Jail Operations
John Saenz	Lieutenant, Jail Operations
Tom Hackney	Manager, Facility/Maintenance
Chad Edwards	Sergeant, Support Services
Raul Banuelos	C.O., Property Officer
Ruben Laging	C.O., Booking Officer
Alfred Morales	C.O., Visitation Officer
Miranda Supak	C.O., Classification Officer
Julie Snider	C.O., Bonding/Records
Patricia Ramirez	Corporal, Bonding/Records Supervisor
Sammy Ortiz	Corporal, Second Shift Supervisor
Arroya McGhee	Health Service Administrator, Correct Care Solutions

Following the on-site work, the consulting team returned to their offices, where they continued with their analyses, and developed the findings and recommendations for a draft report. Follow-up phone calls and requests for additional data were made during this time as needed to clarify information being reviewed during our analysis.

Also during this time, the team compiled its jail population projections for the next five and ten years, which appear in a chapter of this report, but which also served to form the facility capacity planning recommendations in that chapter of the report.

GMJ provided a draft report to the county's project manager for dissemination to county stakeholders for review and feedback. The county project manager submitted feedback to the consulting team, which was used to complete this final report.

The remainder of this report is presented in the following sections:

- **Criminal Justice System Assessment Update**
- **Impact of Jail Space on Operations**

1 – Introduction

- **Jail Population Projections**
- **Jail Facility Condition Assessment**
- **Glossary of Terms**
- **Appendix A – Detailed Walk-through Write-up**
- **Appendix B – Data Used for this Report**

2 – Criminal Justice System Assessment Update

For this study, the county asked GMJ to provide an update to the recommendations of the 2010 justice system assessment report. We were asked to do so in the form of a facilitated work session with the county’s justice system stakeholders who serve on the county’s criminal justice coordinating committee. The goal of this update was to see the future capacity of any of the recommendations to further assist in managing any projected jail population increases.

Two members of the GMJ consulting project team held the work session with the county’s stakeholders on September 4th. The participants in the session were:

Name	Title
Darrel Ayres	Constable, Precinct 3
Will Conley	Commissioner, Precinct 3
Beverly Crumley	District Clerk
Mark Cumberland	Captain, Sheriff’s Office
Gary Cutler	Sheriff
Mike Davenport	Captain, Sheriff’s Office
Linda Duran	Chief Deputy County Clerk
Rene Garner	Administrator, County Courts-at-Law
David Glickler	Judge, County Court-at-Law #2
Liz Gonzalez	County Clerk
Debbie Gonzales-Ingalsbe	Commissioner, Precinct 1
Dallari Landry	San Marcos Municipal Court, Associate Judge
Wes Mau	District Attorney
Jeff McGill	Information Technology Director
Lisa Pacheco	Deputy Director, Hays County Adult Probation
Dee Dee Rogers	Senior Deputy County Clerk
Lon Shell	Chief of Staff to County Judge
Beth Smith	Justice of the Peace, Precinct 2
Chase Stapp	Chief of Police, San Marcos
Gary Steel	Judge, 274 th Judicial District and Local Administrative Judge
Steve Thomas	Administrator, District Courts
Rochelle Thomas	Executive Director, Caldwell, Comal and Hays Counties Community Supervision and Corrections Department
Robert Updegrave	Judge, County Court-at-Law #1
Shelly Williams	Director, Juvenile Probation

In the 2010 study, there were recommendations made for justice system processes, information management and alternatives to incarceration. Implementation of the recommendations was aimed at improving processes in the county which could result in greater efficiencies in the criminal justice system which would, in turn, result in helping the jail personnel manage its population with the existing jail facility.

It should be noted that since the 2010 study, a number of the justice system and other county stakeholders have changed, including the sheriff, district attorney, and district clerk. While these department heads were not in their positions at the time of the 2010 study, they nonetheless were able to address whether their departments had made changes recommended in the 2010 study, and to report on the results of any implementation of recommendations, including during their tenures after they took office.

To facilitate the work session, the GMJ consultants used the report on prioritization of the 2010 recommendations that was presented to the commissioners' court at that time. Each recommendation was reviewed, a status on its implementation was provided by the relevant stakeholders present, and consensus was reached on which recommendations have likely reached their capacity to impact the jail population positively, and which could still provide further return.

Recommendations That Have Been Implemented in Whole or in Part

Cases should continue to be reviewed, particularly of the offenders incarcerated in the jail, to determine whether a plea agreement can be reached.

The district attorney reported that cases are being prioritized in his office for full implementation of this practice. One challenge that was not in existence at the time of the 2010 study is the compliance with the Michael Morton Act, and the resulting extension in intake processes.

Ensure that videoconferencing equipment and security cameras that the county already owns are installed in the planned justice center facility.

This recommendation has been implemented.

Amend the Hays County indigent plan to provide for more frequent payments to court appointed attorneys. In addition, the county should provide an expedited payment system to help ensure that an adequate number of defense attorneys will participate in the indigent program.

While vouchers are not to be submitted by court appointed attorneys until a case is resolved, with long criminal trials being the exception, payments are issued within two weeks of the county's receipt of attorney vouchers.

Re-institute Odyssey User Group meetings, to help the county manage its justice system more efficiently through informed use of data.

Use of the Odyssey system has increased and improved since 2010, as the county is moving toward becoming increasingly paperless. Knowledge of the system has improved, and, as an early adopter of the Odyssey product, Hays County has been able to participate in further development of the

2 – Criminal Justice System Assessment Update

product. Of particular relevance, the data extraction process has improved, allowing the county to better use its data for analysis. Also, successful efforts have been made to eliminate repeated data entry among various departments.

Not all departments are participating in user group meetings, and there was consensus that continued and increased participation should occur, as it has reaped positive benefits to the county in managing its justice system.

Require that departmental representatives attend statewide user group meetings hosted by the software technology firm.

While users have become better at understanding the system, this recommendation is still recommended for staying up to date.

The district attorney should set benchmarks for the processing of cases.

The district attorney's office has a prioritized intake process that has resulted in greater efficiencies in the processing of cases. Additional benchmarks have been added since 2010, and communication has improved. Continuing with these process improvement operations will provide ongoing results in managing the jail population.

The district courts should improve the processing and scheduling of criminal cases through the court system, including the appointment of attorneys.

The county has acted on this recommendation to some degree and has had improvement. There are, however, many factors that can lead to improvements in processing and scheduling of cases, or hinder increased movement of cases, all of which have an impact on jail population. Some defendants do not have an interest in expediting their cases and getting an attorney quickly. Court appointed attorneys can still benefit from better education to more timely visit their clients in jail.

This recommendation should continue to be monitored and adopted, as it is an overarching one that impacts the flow of defendants through the justice system and has a direct impact on how long offenders occupy jail beds.

The county should determine the number of offenders who are not appearing as required and determine whether there are modifications that should be made to the program to increase cooperation from offenders.

The county should establish a pre-trial services program through the community supervision and corrections department

Participants in the work session reported that, while felony failures to appear are not a problem, there are still a concerning number of failures to appear in county courts, and that the problem is with personal recognizance (PR) bonds. The county does not have a pre-trial services program. Implementation of such a program was a recommendation in the 2010 study.

An example was offered that in Comal and Caldwell counties, where there are pre-trial services programs, these populations are monitored successfully. The district judges and the district attorney in Hays County are supportive of having a pre-trial services program. Such a program

2 – Criminal Justice System Assessment Update

could have substantial impact on managing jail population as well, with decreased use of jail bed space resulting from implementation.

It was reported that funding for a pre-trial services officer was recently approved in the county's budget, and that the hiring process for the officer is underway. This is a positive first step in the implementation of this recommendation. Measures should be put in place to monitor the performance of this initial pre-trial services step as an effective management tool in keeping offenders from occupying jail beds.

Recommendations That Have Had Limited or No Implementation

Establishment of a system whereby appointed attorneys are held accountable for meeting with defendants in accordance with the requirements of the FDA. Consideration should be given to providing additional space and time for attorneys to meet with defendants at the jail.

Due to space limitations at the existing jail facility, this recommendation has proven difficult to implement. In addition, the current outsourcing of some inmates to other counties further exacerbates the problem of attorneys meeting timely with their clients. Some discussion centered around how best to balance the benefits to the county regarding the housing needs of its pre-trial inmates with the benefits to and needs of the attorneys taking the defense cases. When considering the space recommendations for the jail presented later in this report, adequate attorney visiting space should be reviewed.

The county should work with local law enforcement to stress the potential criminal justice system benefits of issuing citations for eligible Class A misdemeanors and for Class B misdemeanors.

This recommendation has had very limited implementation. Several reasons were raised by the work session participants, such as the criteria for these being difficult to meet, the requirement of the county courts-at-law to fully endorse the practice; and decisions to be made by the district attorney on various fronts in order to proceed. However, it appears that the greatest challenge up front is that successful implementation involves the various police agencies in the county, and working together with county stakeholders to achieve this goal. Buy-in by officers was noted as being crucial for its success; officer buy-in needs to start with the leadership in the respective departments.

In the intervening time since the 2010 study there was renewed interest in this process by the largest county police department, but it waned due to the perception of it involving a lot of paperwork, needing more buy-in from officers making the arrests, and not knowing whether the new district attorney was supportive of seeing the process through after arrests are made.

This recommendation still has potential for helping to reduce jail population through decreased jail days for these two classes of offenders. The county should pursue greater implementation of this recommendation and use its criminal justice coordinating committee structure to bring the relevant stakeholders together to develop a strategy for implementation.

2 – Criminal Justice System Assessment Update

The county judiciary should consider greater utilization of personal recognizance bonds.

Some implementation of this recommendation has occurred, although if the recommendation for a pre-trial services program is fully implemented, it will largely negate the need to continue adopting this recommendation.

The sheriff and the justices of the peace should explore the use of the justice of the peace courtroom in the jail for the magistration process.

This recommendation was not implemented. The courtroom, which is outside the security envelope of the jail, has been converted for other use and video magistration is the current practice for magistration in the county. Video magistration is an effective and appropriate tool for magistrating those arrested. With the use of video magistration, this recommendation is now moot.

However, other issues regarding inefficiencies in the use of video magistration in current practice, and how these adversely impact the flow of inmates through the jail, are addressed later in this report.

The county should hold a second magistration docket once a set number of inmates are in need of magistration.

While at the time of the 2010 study a second magistration docket was occasionally held, the process was an informal one and there were no quantifiable metrics or data that triggered such a docket, or measured its impact.

A sole magistration docket is still in effect, and often results in offenders staying in jail longer than they might otherwise, if they miss the once daily time cutoff for magistration. While it may not seem that this would have much impact, the number of offenders being impacted does have a cumulative effect on jail costs for holding them over until the next day's docket.

Additionally, jail staff report that the time of the sole magistration docket is not firm and can be subject to the discretion of the magistrate. While the magistrate may have his or her own reasons for varying their docket time, not being assured of when magistration is going to occur adversely impacts the jail flow process and can also further back up offenders waiting to be magistrated.

This recommendation to add a second magistration docket should be revisited for implementation, especially if space capacity recommendations from this report are adopted for the future.

The county court-at-law should add an additional jail misdemeanor docket.

Participants in the work session reported that there is a weekly jail misdemeanor docket, and that it used to occur twice a week. Additional dockets are sometimes added at peak times for misdemeanor arrests, such as on certain holidays.

While the data in 2010 showed a bottleneck in the numbers of misdemeanor inmates and county processing times for this population, current data do not show that this is a problem. It appears that the one misdemeanor docket, for now, is adequate.

2 – Criminal Justice System Assessment Update

The commissioners' court should determine the feasibility of establishing a local electronic monitoring (ELM) program as a way of keeping its jail population numbers down while developing alternative supervision options that can keep the community safe.

This recommendation has not been implemented and could be a valuable tool in further managing jail population by diverting offenders from unnecessarily occupying jail beds which could be freed up for those who truly need to be locked up. Defendants eligible for work release are appropriate candidates for ELM, and would be on a monitor, returning to their homes after work instead of spending their nights in jail and costing the county money. An additional option can be to have the offenders be responsible for paying the cost of their monitors.

The county should establish a bail bond schedule.

There was no county support for this recommendation at the time it was made and it was not adopted. Justice system stakeholders indicate that judges use their discretion and general bail guidelines for setting bonds.

Development and Implementation of a Hays County Criminal Justice Coordinating Committee

While the development of a criminal justice coordinating committee was not expressly a recommendation of the 2010 report, it evolved from the study. County commissioners, in their discussions about how best to approach prioritizing and implementing the recommendations of the study, determined that such a committee, which they had never before had, would enable them to manage their justice system cohesively, with all pertinent stakeholders meeting regularly, communicating together on issues of concern, and working jointly on successful solutions to manage their processes and the impacts of these on jail population.

Some county leaders have expressed that when the committee has operated actively it has had positive outcomes on managing the local justice system and that this, in fact, has enabled the jail to manage its population in the years since the study.

We strongly encourage the county to continue using the criminal justice coordinating committee format actively and regularly, as a justice system and jail population management tool.

3 – Impact of Jail Space on Operations

The GMJ review team conducted on-site observations of jail operations during its diagnostic phase to review:

- main lobby entrance
- intake/booking process
- medical services for inmates
- inmate property
- inmate classification
- inmate housing
- inmate dress out room
- inmate segregated housing
- inmate visitation
- kitchen area
- laundry room
- mail processing room
- inmate programs spaces

The Hays County Sheriff’s Office is the primary law enforcement agency in unincorporated Hays County, Texas. The Hays County Sheriff’s Office is also responsible for the care, custody and control of arrestees booked into the Hays County jail.

The Hays County jail is a 362-bed detention facility with 111 certified male and female corrections officers or peace officers (sheriff’s deputies) who are certified by the Texas Commission on Law Enforcement (TCOLE).

The jail books an average of 8,000 inmates per year, with an estimated 2,600 transferred to various courts. On an average the Hays County jail facility books and releases approximately 22 people per day. The daily cost to house an inmate in Hays County is \$82.04¹.

There are six law enforcement agencies (Buda Police Department, Kyle Police Department, San Marcos Police Department, Hays Constable departments, the Texas Department of Public Safety and the Texas State University Police Department) that utilize the Hays County jail facility to house individuals that have been arrested and taken into custody. These individuals remain in custody at the Hays County detention facility until they make bond, are transferred to another agency, have their charges dismissed, or receive time served on their charges.

The Hays County jail has a traditional jail design. It is constructed on what is considered a linear/intermittent design. Jails designed this way are rectangular, with corridors leading to either single or multiple occupancy cells arranged at right angles to the corridor. The detention staff must

¹ Cost provided by the Hays County Auditor, and includes expenditures for salaries and benefits, food, utilities, medical, operations, and transportation. Does not include building depreciation.

3 – Impact of Jail Space on Operations

patrol to have complete unobstructed views inside cells or housing areas. Unobserved inmates are essentially unsupervised inmates.

The current capacity allows for the current classification scheme:

- 244 male beds
- 76 female beds
- 14 disciplinary/administrative segregation cells
- four medical cells
- one seven-person holding cell
- one one-person padded cell
- one detoxification cell

A critical component of jail operation is its level of safety and security relative to inmates, staff and visitors. The purpose of this review of the jail was to identify operational challenges regarding the current space that contribute to safety, security, and operational inefficiencies.

All arrested persons entering the detention facility must enter through the sally port, or the entrance located in the lobby beside the bonding office. However, the lobby entrance is typically used when people turn themselves in on outstanding warrants. The bonding officer is required to notify book-in staff to come out of the secure jail area and take custody of the individual.

The sally port is located on the exterior of the jail. It is a secure area that allows officers to safely unload or load inmates from/to their vehicle without interference from the public. The entrance/exit to the sally port is controlled by an officer assigned to the control room inside the jail.

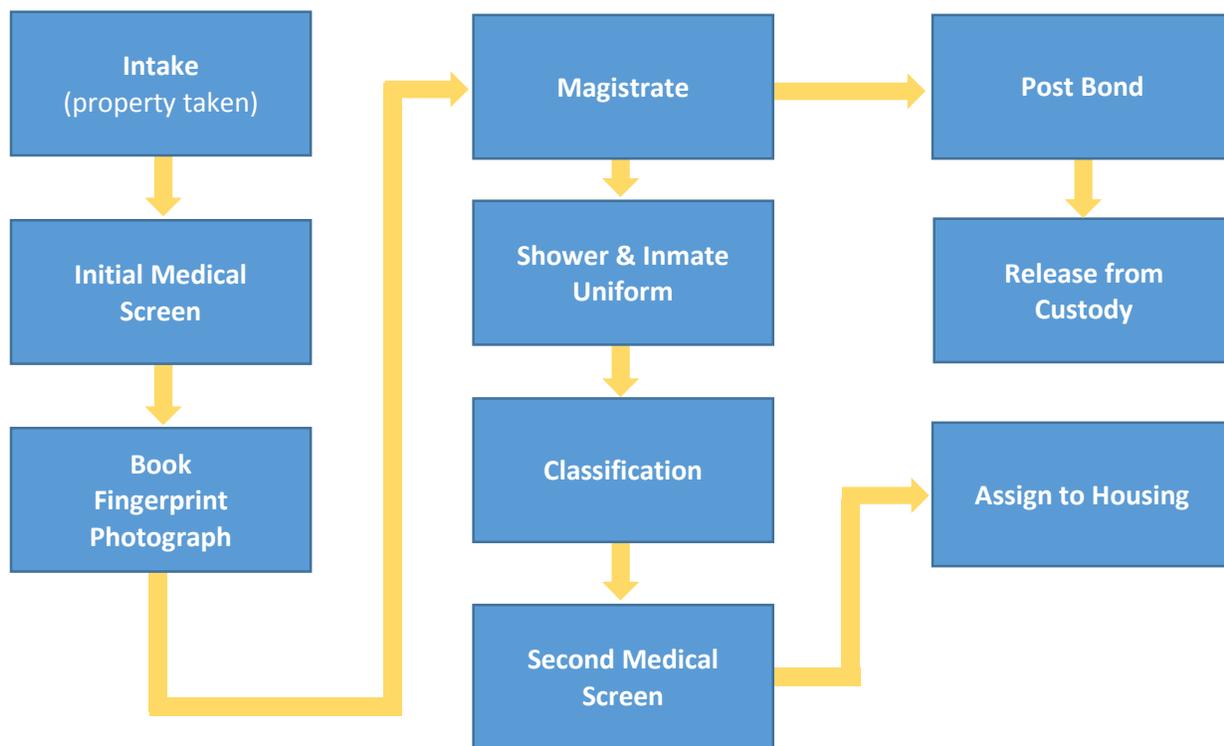
Main Lobby Entrance

The main public lobby is the same entrance used by employees to enter the jail. There is no dedicated staff entrance into the Hays County jail. Jail staff should have a separate entrance and exit so they do not have to come in direct contact with the public when coming to or leaving work. Lack of a single point of reception to greet, ascertain a visitor's purpose, and provide direction creates confusion on the part of visitors and inhibits staff efficiency and productivity. Staff assigned to the bonding desk is responsible for greeting the public and door control for the jail entrance. They are also responsible for monitoring and controlling the attorney visitation doors. This is very time consuming, distracting, and lowers work productivity. The bonding office is also responsible for preparing bonds, updating inmate files and checking the computer system for outstanding warrants.

There is no security screening for persons entering the building to verify the absence of weapons, which jeopardizes the safety and security of the facility and any persons within the building. As part of security screening, all guns and other weapons should be secured prior to proceeding into the facility.

Operational Functions

The flow chart that follows illustrates the jail’s operational functions from intake to release:



During our site visit, the team started its tour in the intake/booking area of the jail. The booking process was observed and explained. The process allows for the arrested individual to be searched, initially screened by the healthcare provider, booked, appear before a magistrate, dressed out and assigned a housing location, if they are not able to post bond. The Hays County jail’s current floor plan and location of the medical screening, and dress out room creates some inefficiency on the booking process. The arrested person is escorted past the booking desk to an area where the initial medical screening is conducted. Upon being cleared by medical staff, the arrested person is walked back to the booking desk to complete the booking process.

Intake

Intake is comprised of several steps which include a pat down search, inventory of personal property, initial medical screening, completing the booking process, magistration, the classification interview and a secondary medical screening before being housed.

Under the Texas Commission on Jail Standards, Texas Administrative Code, Title 37 Part 9 Chapter 265, rule 265.2 Section (a), “A thorough pat or frisk search shall be conducted on each inmate upon entering into the facility and prior to booking. (b) When facility personnel reasonably believe it to be necessary, inmates should undergo a thorough strip search for weapons and contraband that may pose a threat to the security or safety of the facility. The strip search shall be conducted by jailer(s) or designated staff of the same gender in a reasonable and dignified manner and place.”

3 – Impact of Jail Space on Operations

The intake area can be accessed from the sally port. The intake/searching area is small and limited to the number of people that can enter and be searched at a time. Because of the limited space it is not recommended that more than two arrested persons are searched at a time in that area. When strip searches are performed, the arrested person must be taken to a holding cell in another area to be searched. If the holding cells are occupied, officers must search for a private area to conduct strip searches.

The intake area is the same area that is used to exit the facility when inmates are transported to court or released to another agency. Due to the limited space and size this raises safety concerns when newly arrested inmates are in close proximity to other inmates being transported out of the facility. When large groups are being transported out of the facility it can have a significant adverse impact on the booking process. This extends the amount of time it takes for the arresting officers to complete their paperwork, thus extending the time it takes the officers to return to their patrol duties.

Initial Medical Screening

After the person is searched the initial health screening is conducted by a healthcare provider. This screening process is completed to make sure there are no medical conditions that need immediate treatment. The person is then cleared to be accepted into the jail. A second medical examination is conducted after the booking process is completed and the arrested person receives a housing location. This ensures any conditions that an inmate may have are properly noted and that the facility is capable of meeting the inmate's medical needs.

A complete health screening is necessary for the well-being of both the jail staff and those incarcerated. Defendants should be checked for any communicable diseases and have a tuberculosis (TB) screening before joining the general population of inmates. The primary responsibility of medical personnel is to provide required health services for the medical and mental health needs of the entire inmate population.

As mentioned previously, new inmates are given an initial screening prior to being booked into the facility. However, because of the lack of space in the booking area, healthcare staff is required to conduct the initial medical interviews in an area that is in close proximity to open seating and right outside the classification office. There is constant movement of inmates and detention staff in this area, which is very distracting.

Healthcare screenings require privacy, both visual and auditory. Healthcare staff workspace should have the requisite privacy while at the same time providing for staff safety. The screening staff should be positioned so as to have ready accessibility to conduct the pre-admission medical screening as soon as a new arrestee enters the facility and to allow for the health screening itself to be completed in an appropriately private, secure, yet visible space during the booking process. While touring the facility, we noticed medical screenings taking place in close proximity to other people. We were within earshot and could hear questions being asked and answered as we walked by. This does not conform with the requirements of the federal Health Insurance Portability and Accountability Act (HIPAA).

3 – Impact of Jail Space on Operations

Second Medical Screening

There is a second, more in-depth screening process that takes place, but is not completed until the inmate is seen in the medical clinic. Before housing, inmates are escorted to the medical clinic for their TB test, and a more detail medical screening. The seating capacity allows for eight inmates to be in the waiting area at a time. There is little to no privacy for healthcare staff to ask medical/mental health questions, even in the clinic. This significantly impacts care provided to inmates while incarcerated when there is no opportunity to openly discuss medical issues. Mental health screenings require privacy also. Mental health staff work space should be positioned as to provide the requisite acoustic privacy while at the same time providing for staff safety and unobstructed visibility by security staff.

The medical clinic only has one examination room, therefore only one inmate can be seen at a time, regardless of the number of staff on duty. Often, sick call appointments are scheduled based on the availability of the exam room. This can delay or prevent proper medical services to inmates. There are four infirmary cells in the medical clinic. Inmates housed in the infirmary cells can clearly hear everything discussed in the clinic area.

A second space, which appears to likely have been designed as a second exam room originally, does not have an exam table, and is being used for other necessary purposes requiring space, such as dental work, some limited laboratory work than can take place at the jail, and telemedicine.

Adequate storage is another concern in the clinic. Currently, oxygen bottles are stored on the floor unsecured. Medical supplies and cleaning supplies are stored in the same area. What was once a storage closet is now office space for the health service administrator. There is an immediate need for additional storage space in the medical clinic.

Booking

After the inmate is cleared through the initial medical screening, he/she is booked into the facility. He/she must be fingerprinted and photographed. Fingerprinting is necessary to help with not only the identification of the arrestee, but also to compare to any evidence left at a crime scene, and to enter it into the federal database. The defendant's information is then checked against the national database for any additional warrants and/or arrest history. Fingerprinting and photographs are taken in a small, cramped room, allowing only one person to be processed at a time, again, slowing down the booking process. This also impacts the process when someone is being released from jail, because the officer processing the newly arrested person is normally the same officer processing those released from jail.

Magistration

When an individual is arrested and brought to jail they must be taken before a magistrate within 48 hours of being arrested, pursuant to Article 14.06 of the Texas Code of Criminal Procedure.

Currently, individuals booked into the Hays County jail are taken before the magistrate via a video conferencing system once daily, normally in the morning. The area in the jail designated as the video magistration room is a small office that has been set up with video and audio equipment necessary for communication with the magistrate whose office is not located at the jail.

3 – Impact of Jail Space on Operations

Not all magistrates maintain consistent schedules which can affect how quickly some inmates charged with low-level offenses are released from jail. Often jail staff receive last-minute notice that a magistrate is ready to see inmates, requiring staff to interrupt their work routine to get inmates ready for magistration. This affects the efficiency of the booking and intake operations.

Anyone booked into the facility after 10:00 a.m. is required to wait until the next day to see the magistrate. Because people arrested are taken before the magistrate once a day, some do not make the daily time cutoff and remain in a holding cell or open seating, until the next day. The Hays County jail is currently using an open seating concept to help manage people in the intake/booking area. People in this area could be waiting to be booked in, or waiting to see the magistrate, waiting to be classified, waiting to be released, or waiting to be transferred to another facility. Without an adequate number and type of holding cells, more arrestees are kept in open seating, creating a safety concern. In addition, because of the lack of consistency in magistrate schedules, it is probable that low-level inmates are being detained longer than necessary.

Classification and Disciplinary Hearing

Hays County jail has a formal, written classification process for determining housing assignments, supervision requirements, and program eligibility. Classification officers use a number of criteria (current offense, offense history, escape history, institutional disciplinary history, prior conviction, alcohol and/or drug abuse, stability factors, sexual orientation, age etc.) to determine what level of housing inmates should be assigned; minimum, medium or maximum security.

The Hays County jail classification system is based on a National Institute of Corrections (NIC) model. The Decision Tree classification module is an objective screening tool, used by Hays County jail to classify inmates. Inmate classification interviews are conducted in the classification office located near the booking desk and open seating area. Classification is staffed with two day shift officers, who conduct classification seven days a week. There are other officers trained to do classification on the second shift when required. The classification office is also used to conduct inmate disciplinary hearings. This area lacks confidentiality and privacy at a minimum. Responses to sensitive questions can be heard by other inmates, which brings into question whether inmates feel safe enough to answer truthfully. This occurs in addition to the initial medical screenings taking place right outside the classification office.

It is obvious that the physical plant tests classification officers' ability to properly separate the population according to the facility's classification plan. This often requires the movement of several inmates to accommodate the housing of one inmate. It is very time consuming and adds additional stress on staff. Classification staff is also tasked with maintaining a list of eligible inmates that can be transferred to other jail facilities due to the lack of optimal housing space at Hays County jail. Housing unit C1-4 has been converted from a housing unit into a holding cell to deal with the lack of holding space.

Operational Assessment by Jail Function

Bed Space

Figure 1 shows current bed space by classification type in the Hays County jail.

Figure 1
Current Classification Bed Space

Classification	Number of Beds
Total min/med beds combined	208
Total med/max beds combined	112
Holding/booking	30
Seg/admin seg/medical	18
Male – min/med	148
Male – med/max	96
Total male cells	244
Female – min/med	60
Female – med/max	16
Total female cells	76
Average number of inmates housed in other counties (YTD 2015)	39

Source: Hays County sheriff's office, August 21, 2015

Housing more inmates at a facility than it was originally designed to accommodate or using facilities that were not designed to rapidly process inmates leads to misclassification and poor assessments and poses dangers to both staff and prisoners.

Such situations can also place undue stress on staff to move the prisoners out of the intake/booking area before their intake assessments are completed.

Administrative Segregation

After the Prison Rape Elimination Action (PREA) the next area that is believed to be gaining the attention of correctional oversight advocates is the “administrative segregation” areas of the jails. Hays County jail only has 14 administrative segregation cells. This is clearly not enough cells with its current “keep separate” jail population. There are a number of keep-separate categories that require special housing considerations, such as gang affiliation, mental health, disciplinary issues and sexual orientation. At the time of our team’s site visit there were no empty administrative segregation cells. The lack of administrative cell space creates another challenge for classification officers.

3 – Impact of Jail Space on Operations

Inmate Dress-Out Area

If the arrested person is held, he or she will be allowed to shower then dressed into a Hays County inmate uniform before being placed in the general population based on his/her classification level. However, if the arrested person is intoxicated or under the influence of drugs he or she will be placed in a separate holding area under careful observation until sobriety is reached.



Inmate Property Room

The shower and dress out area is considered poor at best. The area is very small and outdated. The

entrance to the shower/dress out opens into a main hallway used by staff when entering/exiting the jail. This hallway is also used to escort inmates to and from a secondary visitation area. It is only safe for one inmate to enter the shower/dress out area at a time because of the outdated design. This area is also being used as a storage area. During the consulting team's site visit, we noticed bags of property placed on the floor, unattended in the hallway outside the dress out/shower area. The property room is located across the hallway from the dress out/shower area.

Inmate Property Room

All property taken at the time of intake/booking must be clearly catalogued for safekeeping. Arrested persons are not able to keep items such as wallets, money, cell phones on their person while in jail. Thus, all personal property items are removed and placed in a plastic bag to secure during the booking process. To make sure all items are accounted for, inmates are requested to sign off on the list of items after they have been properly logged and secured. Hays County jail has gone to great lengths to maximize storage space by using a shrink packaging system. This allows personal property to be double or triple stacked in bins where property is stored. Even though this has helped manage the lack of space, it has not resolved the need for additional space to store inmate property. There is a great need for additional shelving and space to store bulk property that cannot be shrink packaged. The property room is often left unsecured and there is not a camera system in place to record activity inside the property room.

3 – Impact of Jail Space on Operations

Kitchen Area

The food service area appeared adequate. However, our team noted that the receiving dock for the



Kitchen Cooking Area

kitchen is the same dock used for all receivable items, such as facility supplies, cleaning chemicals and bulk items. This dock is also used to remove garbage from the facility, creating a co-location for receiving and trash disposal.

The dishwashing machine is outdated and needs to be replaced. Parts are hard to find when it breaks down. When the machine breaks down trays must be washed manually.

Public Visitation Area

Our team visited the public visitation area where family and friends go for video visitation. There is only one officer assigned to this area. Video visitation allows the public to visit inmates incarcerated in jail. Video visitation is a great security tool designed to save manpower and reduces the introduction of contraband into the facility. The visitation area only allows for nine visitors at a time because of limited space. There is no metal detector being used in this area, nor are visitors subject to security screening.

The lack of security screening of persons entering the visiting areas to verify the absence of weapons and contraband jeopardizes the safety and security of the facility. This is not acceptable. It is recommended that the area be brought up to an acceptable level of security to prevent a weapon being brought into the visitation area.

New state legislation that went into effect on September 1, 2015 requires the Texas Commission on Jail Standards to establish minimum standards for prisoner visitation that provide each prisoner at a county jail with a minimum of two in-person, non-contact visitation periods per week of at least 20 minutes duration each.

Pursuant to the new legislation, Hays County will be required to offer two in-person visitation periods per week of at least 20 minutes duration each. Prior to this legislation Hays County had not been offering in-person visitation, only video visitation. If the number of face-to-face (in-person) visitation increases, it will have a very significant operational impact on staff because of the location and limited number of visitation booths. There will be a need to have two officers assign to visitation department. At the time of our site visit, jail personnel were in the process of establishing new visitation procedures policies and implementing procedures to comply with the new law.

Attorneys and clergy may visit clients or inmates up to 30 minutes before rack up seven days a week. However, it is requested that visits be scheduled from 8:00 a.m. to 5:00 p.m. daily. During this time, more personnel are available to expedite these visits. Visits are on a first-come, first-served basis. Due to the limited number of face-to-face visitation booths, attorneys will now have to schedule their visits around public visitations.

3 – Impact of Jail Space on Operations

Laundry Room

The laundry room is small, with inadequate work surfaces and tight, awkward maneuvering space. The laundry room is open six days a week. The area is operated by inmates who are supervised by one officer.



Inmate Laundry Room

Mail Processing Room

The Hays County mail room space is very small. There should be dedicated space for processing mail with special ventilation designed to capture and dissipate airborne contaminants. This is an important safeguard for staff and inmates safety. In addition, secure storage for mail contents is important to avoid false claims of lost mail/property.

Inmate Programs (Education/GED, Religious Services and Counseling)



Mail Processing Room

While the sheriff's department already operates services that target a wide range of needs, a lack of adequate program space is the primary constraint on the department's programs. There are weekly programs offered to inmates; however, there is no designated space to house the programs. GED, religious programs and counseling sessions are often conducted at cell doors or outside the housing area in the hallways.



Example of Inmate Program Area

It is critical that additional space appropriate for delivering inmate programs be identified in order to ensure the future success of these programs. There is a great need for multi-purpose rooms for education, counseling, and religious programming.

While the Hays County jail facility has been passing its jail inspections in the intervening years since the 2010 study, it has been able to do so by being creative in managing operations and its inmate population. However, changes must be made to ensure that it can continue to pass

3 – Impact of Jail Space on Operations

inspections into the future. There are numerous management and operational issues that are being adversely impacted by its current space that, without being addressed, can cause difficulty in being able to maintain an acceptable level of safety and security for both inmates and staff, and in the delivery of medical services to inmates.

After our consulting team's in-depth site visit to carefully review the current jail facility, the one conclusion reached by all team members regarding the primary contributor to operational challenges and inefficiencies is a lack of space.

- Currently employees are required to use the same entrance/exit doors as the public, which can be problematic. A separate entrance for staff would increase the comfort level for employees when entering and leaving the facility. Employees could avoid direct contact with inmate family members, preventing verbal and physical confrontations.
- The bonding desk, also located in the main entrance, is being used by many staff with different job functions and responsibilities. It is the primary source of information for the public. Officers assigned to the bonding desk are required to provide information to the public, update inmate files, monitor visitation, run criminal history checks, prepare information for inmate penitentiary packets, open the main door to the jail and answer incoming phone calls, among other duties. This creates inefficiencies and leaves room for errors to inmate files and information provided to the public. In more modern jails with adequate space, a space such as this one at the main entrance is limited to staff providing information to walk-ins and answering telephones.
- The Hays County jail facility's current design and lack of operational space in intake and booking poses another level of concern. All arrested persons are subject to being searched before entering into the booking area of the jail. The area in which they are searched (intake) is very small and can only accommodate one arrested person, the arresting officer and a jail staff member. Anyone trying to enter or exit the jail must wait outside in the sally port or inside the jail until the search is complete. This creates backlogs and inefficiencies as a matter of course every day.
- The initial medical screening and other medical services provided to inmates while incarcerated have their own unique challenges. The arrested person is often subjected to answering personal medical questions while in close proximity of other inmates and staff, since it occurs in an open area due to space limitations. This creates serious issues regarding HIPAA compliance. Healthcare providers should have a separate designated private area to perform these duties. The follow-up medical evaluation is presented with the same issue. The medical clinic only has one functioning exam room, with an exam table and other necessary tools for conducting exams. There is limited storage for medical supplies, leaving the area cramped and disorganized. So regardless of the number of healthcare providers available, only one inmate can be seen at a time, which delays or prevents inmates from receiving timely and proper medical treatment.
- Housing more inmates in a facility than it was originally designed to accommodate or using a facility that is not designed to rapidly process inmates can lead to misclassification, poor medical assessments and can pose risks to both staff and inmates. Such situations also place undue stress on staff in an already stressful work environment.

3 – Impact of Jail Space on Operations

- Inmate segregated housing, inmate dress out, inmate property room, visitation, and programming are other areas that lack adequate space, creating operational challenges and inefficiencies.

In order to remedy and improve upon these operational challenges, any new intake and booking area should be designed with additional holding and segregation space. This would better serve the inmates and Hays County employees. Employees could better accomplish their goals with a safer and more secure working environment. The healthcare providers would also be able to provide a higher level of medical services to inmates in their care.

4 – Jail Population Projections

Demographic Overview

Figure 2 presents demographic characteristics based on U.S. Census data for the county, state, and nation.

- With a current population of 185,025,² Hays County's population has increased by 17.8 percent over the past four years. Over this same time period, the state's population growth was 7.2 percent while the nation saw an increase in population of 3.3 percent.
- The number of housing units in the county, as measured by the U.S. Census, numbered 70,731, as of July 1, 2014, increased by 19 percent over the past four years.
- The county's median home value is \$175,600, which is just slightly lower than the nation's median value of \$176,700 and is 36.2 percent higher than the state value of \$128,900.
- The median costs to own a home (not including a mortgage) in Hays County, \$561, and median rent of \$930 are higher than both the state median costs and nationwide median costs.
- With an average of 2.77 persons per household, Hays County has more persons per household than the nationwide average of 2.63 but fewer than the statewide average of 2.82.
- Hays County's percent of population over the age of five who speaks a language other than English in the home is 23 percent as compared to 34.7 percent for the state and 20.7 for the U.S.
- Hays County residents hold higher education levels than both the state and the nation. County residents who are 25 years of age and high school graduates represent 89.3 percent of the population as compared to 81.2 for the state and 86 percent for the nation. Hays County residents 25 years of age or older having a Bachelor's Degree or higher amount to 36.7 percent of the population, as compared to 26.7 percent for the state and 28.8 percent for the nation.
- The county's economic performance is slightly higher than both the state and the nation as a whole. Total employment in the county has increased by 3.9 percent between 2012 and 2013, as compared to the state increase of 3.3 percent and the nationwide increase of 2 percent over this same time period.
- The county's retail sales per capita of \$13,765 (for 2007) is also higher than both the state and nationwide amounts of \$13,061 and \$12,990, respectively.
- At \$58,651, Hays County's median income is higher than the state's (\$51,900) and the nation's (\$53,046). Per capita income for Hays County residents (\$26,873) is higher than the per capita income of the state (\$26,019), but is lower than the national per capita income of \$28,155.

² U.S. Census Bureau estimates as of July 1, 2014.

4 – Jail Population Projections

- Hays County has fewer residents living in poverty (14.3 percent) than the state (17.2 percent) and the nation (14.8 percent).

Figure 2
U.S. Census Data for County, State, and U.S.

	Hays County	Texas	United States
Population			
Population estimates July 1, 2014	185,025	26,956,958	318,857,056
Population estimates April 1, 2010	157,127	25,146,104	308,758,105
Population, percent change - 2010 to 2014	17.8%	7.2%	3.3%
Age and Sex			
Persons under 5 years percent July 1, 2014	6.0%	7.3%	6.2%
Persons under 5 years percent April 1, 2010	6.7%	7.7%	6.5%
Persons under 18 years, percent July 1, 2014	23.6%	26.4%	23.1%
Persons under 18 years percent April 1, 2010	24.7%	27.3%	24.0%
Persons 65 years and over percent July 1, 2014	10.0%	11.5%	14.5%
Persons 65 years and over percent April 1, 2010	8.5%	10.3%	13.0%
Female persons percent July 1, 2014	50.2%	50.4%	50.8%
Housing			
Housing units July 1, 2014	70,731	10,426,080	133,957,180
Housing units April 1, 2010	59,417	9,977,436	131,704,730
Owner-occupied housing unit rate, 2009-2013	66.8	63.3	64.9
Median value of owner-occupied housing units, 2009-2013	\$175,600	\$128,900	\$176,700
Median selected monthly owner costs -with a mortgage, 2009-2013	\$1,588	\$1,443	\$1,540
Median selected monthly owner costs - without a mortgage, 2009-2013	\$561	\$452	\$452
Median gross rent, 2009-2013	\$930	\$851	\$904
Families and Living Arrangements			
Persons per household, 2009-2013	2.77	2.82	2.63
Language other than English spoken at home, percent of persons age 5 years+, 2009-2013	23.0	34.7	20.7
Education			
High school graduate or higher, percent of persons age 25 years+, 2009-2013	89.3%	81.2%	86.0%
Bachelor's degree or higher, percent of persons age 25 years+, 2009-2013	36.7%	26.7%	28.8%
Health			
With a disability, under age 65 years, percent, 2009-2013	7.1%	8.2%	8.4%
Business & Economy			
Total employment, percent change, 2012-2013	3.9%	3.3%	2.0%
In civilian labor force, total, percent of population age 16 years+, 2009-2013	65.9%	64.7%	63.8%
Total retail sales per capita, 2007	\$13,765	\$13,061	\$12,990
Income and Poverty			
Median household income, 2009-2013	\$58,651	\$51,900	\$53,046
Per capita income in past 12 months (in 2013 dollars), 2009-2013	\$26,873	\$26,019	\$28,155
Persons in poverty, percent	14.3	17.2	14.8

Source: United States Census Bureau, <http://www.census.gov/quickfacts/>

Resident Population

According to data released by the Office of the State Demographer:

- The population of Texas is estimated to double by the year 2050.³ Among Texas counties expected to receive the majority of this expected growth are Hays, Collin, Fort Bend, and Williamson Counties. Figure 3 shows the expected growth rate for selected Texas counties.
- The Austin-Round Rock metropolitan statistical area (MSA⁴) is the third-fastest growing area nationwide, after The Villages, Florida (west of Orlando), and Myrtle Beach, South Carolina.
- Although the counties of Harris, Collin, and Denton are slated to experience the most growth in terms of absolute numbers, Hays County will increase by the largest percentage of all Texas counties.
- Hays County is the fifth-fastest growing county in the nation.
- While the majority of the migration into the state will consist of young adults between the ages of 20 to 34 years old, the number of elderly Texans is projected to grow at a greater percentage than any other age demographic in the state through 2030.⁵

Figure 3
Growth Rates for Selected Texas Counties

County	2010 Population	2050 Population	Percent Change
Bastrop	74,171	272,723	267.7%
Bexar	1,714,773	3,179,649	85.4%
Collin	782,341	3,801,840	386.0%
Dallas	2,368,139	3,528,964	49.0%
Denton	662,614	3,031,597	357.5%
Fort Bend	585,375	2,738,553	367.8%
Harris	4,092,459	7,527,827	83.9%
Hays	157,107	824,070	424.5%
Travis	1,024,266	2,011,009	96.3%
Williamson	422,679	1,976,958	367.7%

Source: Office of the State Demographer, Texas Population Projections, 2010 to 2050, <http://osd.texas.gov/>

³ Texas Population Projections, 2010 to 2050, Office of the State Demographer, <http://osd.texas.gov/>

⁴ Austin-Round Rock MSA includes the counties of Bastrop, Caldwell, Hays, Travis, and Williamson.

⁵ Ibid.

Crime Rates and Arrests

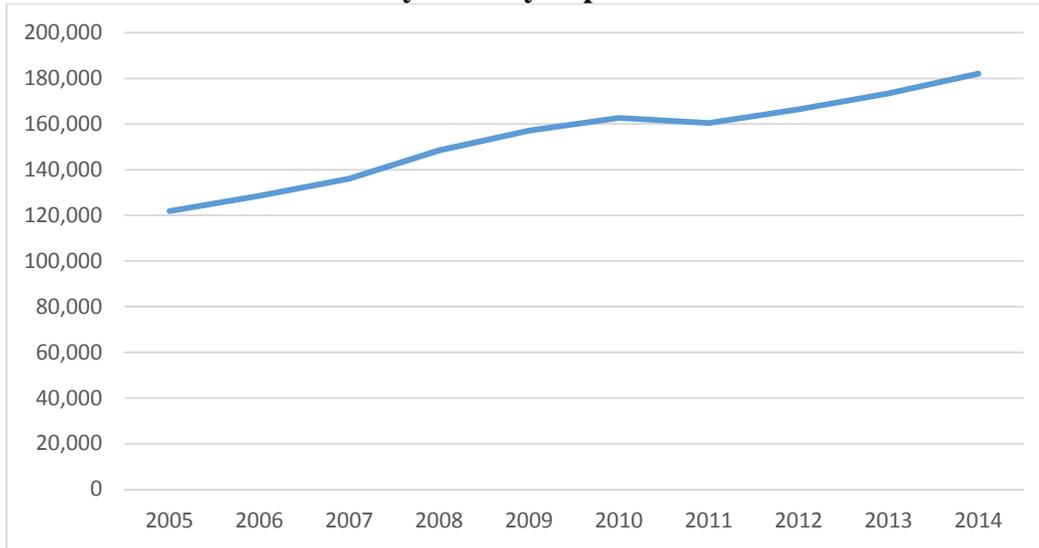
- Figures 4 through 8 show historical crime, population, and arrest data for Hays County.
- Although the county’s population over the past ten years has been increasing significantly, the crime rate over this same period has been decreasing.
- The average increase in population over the past ten years is 4.6 percent, while the crime rate has had an average decrease of 0.8 percent over this time period.
- The violent crime rate has had an average increase over the past ten years of 2.3 percent. When looking at yearly rates over this time period, 2008 and 2013 saw slight increases in the rate, while declining slightly again in 2014 (Figure 6).
- The property crime rate has had an average decrease of 1.1 percent over the past ten year period, with the 2014 rate being the second lowest of the period.
- Although the state’s crime rate has decreased an average of 4 percent over the past ten years, the county’s crime rate is significantly lower than the state rate (Figure 7).
- Total adult arrests in the county increased every year from 2008 through 2012. In 2013 adult arrests decreased to 4,133. Total index crime arrests increased significantly in 2012, spurred primarily by an increase in property crimes (Figure 8).

Figure 4
Historical Crime Index and Resident Population for Hays County

Year	Population	Violent Crime Rate	Property Crime Rate	Total Crime Rate	State Crime Rate
2005	121,817	229.0	2,156.5	2,385.5	4,857.1
2006	128,549	190.6	1,834.3	2,024.9	4,599.6
2007	136,076	197.7	2,093.7	2,291.4	4,631.1
2008	148,477	254.6	2,357.9	2,612.5	4,494.7
2009	157,175	218.9	2,334.3	2,553.2	4,507.0
2010	162,659	200.4	2,217.5	2,417.9	4,236.4
2011	160,414	205.1	2,004.8	2,209.9	3,884.7
2012	166,508	213.2	2,067.8	2,281.0	3,811.8
2013	173,445	278.5	1,985.1	2,263.5	3,653.7
2014	182,103	252.6	1,883.0	2,135.6	3,349.5
Avg. % change	4.6%	2.3%	-1.1%	-0.8%	-4.0%

Source: Texas Department of Public Safety, Texas Crime Reports for the years indicated,
http://www.txdps.state.tx.us/administration/crime_records/pages/crimestatistics.htm

Figure 5
Hays County Population



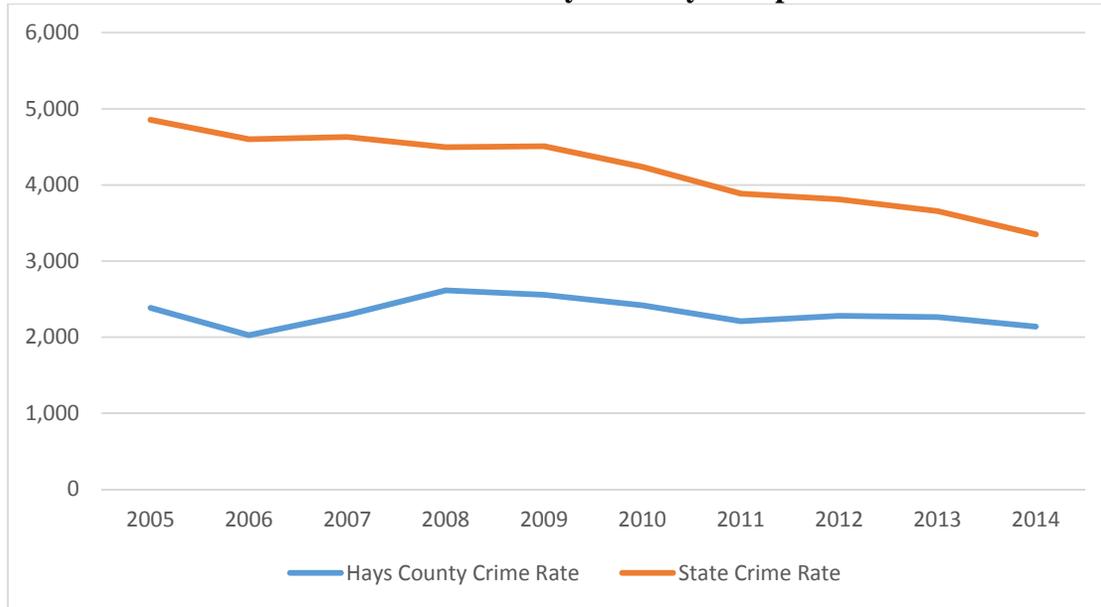
Source: Texas Department of Public Safety, Texas Crime Reports for the years indicated, http://www.txdps.state.tx.us/administration/crime_records/pages/crimestatistics.htm

Figure 6
Historical Crime Rates for Hays County



Source: Texas Department of Public Safety, Texas Crime Reports for the years indicated, http://www.txdps.state.tx.us/administration/crime_records/pages/crimestatistics.htm

Figure 7
Historical Crime Rates for Hays County Compared to State



Source: Texas Department of Public Safety, Texas Crime Reports for the years indicated, http://www.txdps.state.tx.us/administration/crime_records/pages/crimestatistics.htm

Figure 8
Historical Adult Arrests Compared to Index Crime Arrests for Hays County

Year	Total Adult Arrests	Total Index Crime Arrests	Violent Index Crime Arrests ⁶	Property Index Crime Arrests
2005	3,813	723	134 (3.5%)	589
2006	3,744	719	174 (4.6%)	545
2007	4,068	903	206 (5.1%)	697
2008	3,627	776	232 (6.4%)	544
2009	3,996	943	200 (5.0%)	743
2010	4,344	883	123 (2.8%)	760
2011	4,501	808	130 (2.9%)	678
2012	4,573	769	150 (3.4%)	619
2013	4,133	1,698	338 (8.2%)	1,360
2014	n/a	1,935	327 (n/a)	1,608

Source: Texas Department of Public Safety, Texas Crime Reports for the years indicated, http://www.txdps.state.tx.us/administration/crime_records/pages/crimestatistics.htm; Twelfth Report Examining Reporting Compliance to the State Computerized Criminal History System, January 2014, http://www.dps.texas.gov/administration/crime_records/pages/complianceRpt12.pdf

⁶ (%) reflects percent of total adult arrests.

Jail Population and Bookings

Figures 8 through 12 present inmate population statistics for the county for the past six years. Data for 2015 is through October 31st.

- With the exception of 2012 when the average daily population (ADP) of inmates housed at the county’s jail was 310, the ADP has hovered around the 300 mark for the past six years. The male inmate population has decreased between 2012 and 2015 while the female population has steadily increased over this period.
- The ADP for inmates housed in other county jails in 2015 was 39, a significant increase from the prior four years. During 2010 the ADP for outsourced inmates was 30. The county has not housed female inmates in other counties since 2010.
- Total bookings and releases decreased in 2013 and 2014, and are on track to increase in 2015⁷.
- While total ADP is remaining relatively flat, there have been changes in the make-up of the jail population. Misdemeanants housed in the jail have been slowly but steadily decreasing over the past six years, while parole violator numbers have been increasing slightly. The number of felons dipped during 2011, then increased in 2012 and again in 2013, followed by a decline in 2014 (Figure 13).

Figure 9
Average Daily Jail Counts – Inmates Housed at the Hays County Jail

Year	Total Jail Population	Males	Females
2010	299	257	42
2011	305	257	42
2012	310	265	45
2013	301	260	41
2014	305	255	50
2015 ⁸	300	245	56

Source: Hays County Sheriff’s Office, Average Daily Counts Reports for the years indicated

⁷ 2015 bookings and releases were estimated by annualizing year-to-date data through October 31, 2015.

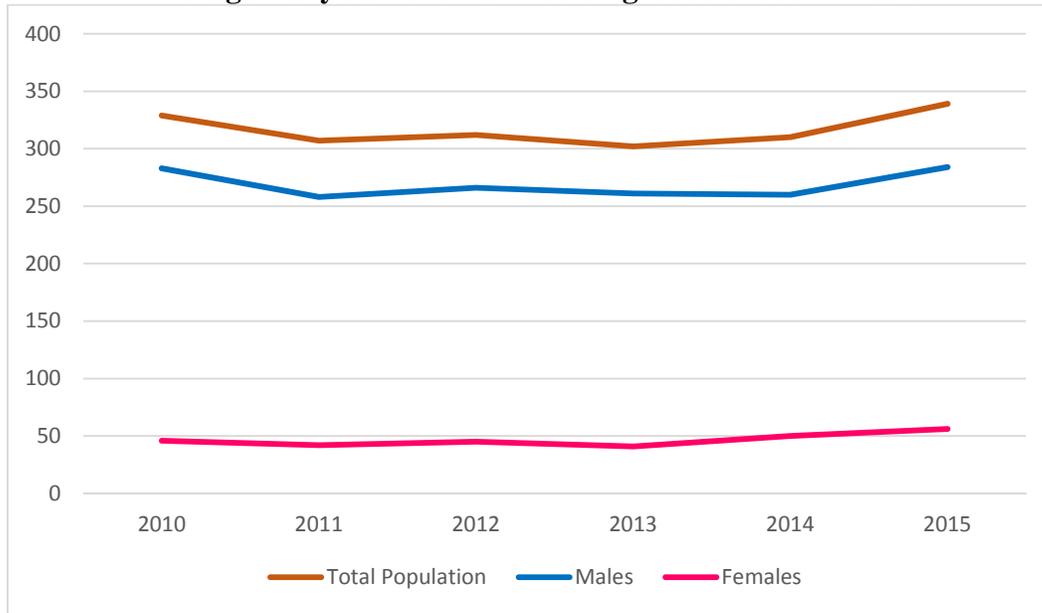
⁸ Through 10/31/2015.

Figure 10
Average Daily Jail Counts – Out-of-County Inmates

Year	Total Outsourced Population	Males	Females
2010	30	26	4
2011	2	1	0
2012	2	1	0
2013	1	1	0
2014	5	5	0
2015 ⁹	39	39	0

Source: Hays County Sheriff's Office, Average Daily Counts Reports for the years indicated

Figure 11
Average Daily Jail Counts Including Outsourced Inmates



Source: Hays County Sheriff's Office, Average Daily Counts Reports for the years indicated

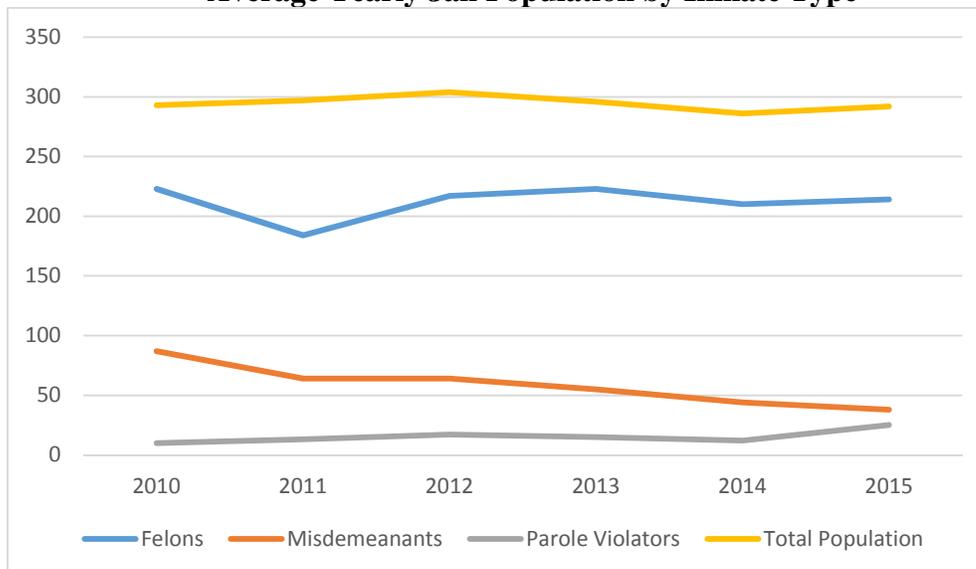
⁹ Ibid.

Figure 12
Bookings and Releases for Hays County



Source: Hays County Sheriff's Office, Average Daily Counts Reports for the years indicated
* Bookings and releases for 2015 were estimated by annualizing counts through October 31, 2015

Figure 13
Average Yearly Jail Population by Inmate Type



Source: Texas Commission on Jail Standards, Abbreviated Population Reports, averages by month for the years indicated

Hays County's incarceration rate, which represents the number of inmates in jail per 100,000 population, has declined since 2010. The 2010 rate was 2.52, lower than the state rate of 2.67 at that time, but higher than 140 other counties in the state. The incarceration rate for the county, is

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now 1.58¹⁰, well below the state rate of 2.17. Currently there are only 47 Texas counties with rates lower than Hay County's.

Jail Population Projections

County jail populations are affected by a variety of factors, including sentencing laws, judicial decisions, crime rates, arrest postures of local law enforcement agencies, the age of a jurisdiction's population, and socio-economic factors, among others. The factors affecting jail population are both external and internal.

“Rules of probability do not hold in forecasting social phenomena such as criminal activity.”
 ...Allen R. Beck, Ph. D.

For instance, external factors include the general age of a jurisdiction's population (high crime rate ages are 15 to 25, while the high adult incarceration rate is between the ages of 18 and 44). Internal factors include policies and

practices regarding jail admissions and lengths of stay.

Because of the multitude of factors affecting jail population, projecting what a jail's population will be in the future is a difficult task and there is no clear formula or methodology for doing so. Further, the rules of probability do not hold in forecasting social phenomena such as criminal activity¹¹. The further out in time a projection is made, the greater the possibility the future can vary. However, keeping close track of the dynamics that influence jail population can help a jurisdiction to manage its population.

For the projections that follow, we use historical average daily jail population data supplied by the county to project the male, female, and total population for the next five to ten years. Because we did not have historical average daily population numbers broken out by charge type (felony, misdemeanor, parole violator), we based our projections for these categories for the next five years on TCJS historical data.

We were not able to make projections for jail population subcategories of youthful offenders (17-year-olds) or inmates classified as mental health patients because the county did not have historical data for these subcategories.

Figures 14 through 22 provide our five- and ten-year population projections for the Hays County jail. These projections are made using a linear forecasting model¹² based on historical population data.

- Total jail population is projected to trend downward and is estimated to be just above the 300 mark by the year 2020. The ten-year projection for jail population, using the linear model, shows the total population remaining at the 300 mark.

¹⁰ As reported by the Texas Commission on Jail Standards in its September 1, 2015.

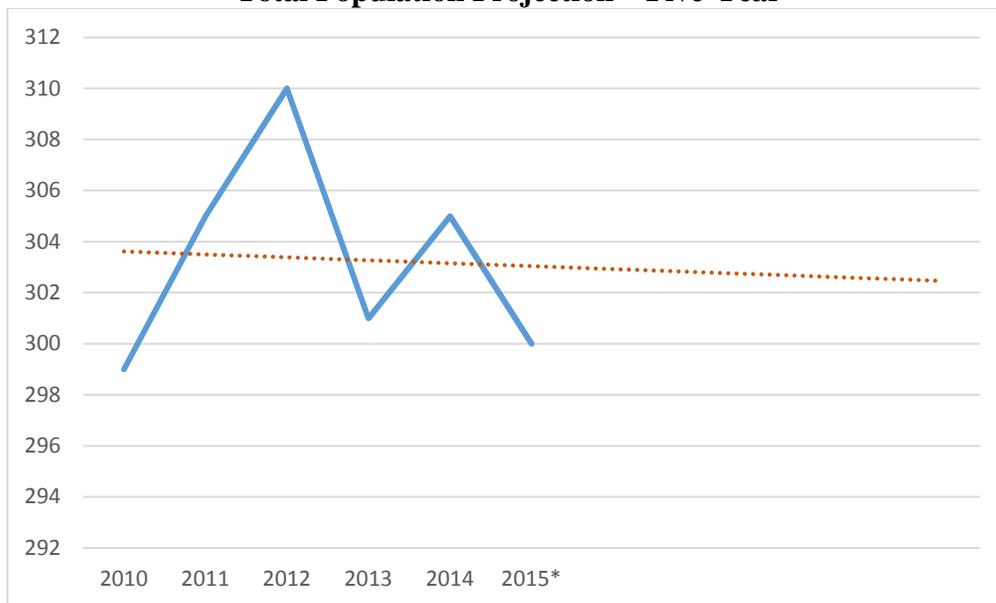
¹¹ Forecasting: Fiction and Utility in Jail Construction Planning, by Allen R. Beck, Ph. D.

¹² Projections for misdemeanants is based on an exponential model because the linear model predicted a population with a negative number.

4 – Jail Population Projections

- The male inmate population is showing a declining trend over the next five to ten years, dropping to 240 by 2020 and 230 by 2025.
- On the other hand, the linear model projects the female inmate population to be increasing to almost 70 by 2020 and to almost 80 by 2025.
- The felony inmate population is projected to decrease over the next five years by a rate of almost 3 percent.
- Misdemeanants housed in the Hays County jail are projected to decrease significantly over the next five years.
- Over the next five years, parole violators are projected to increase by 24 percent.

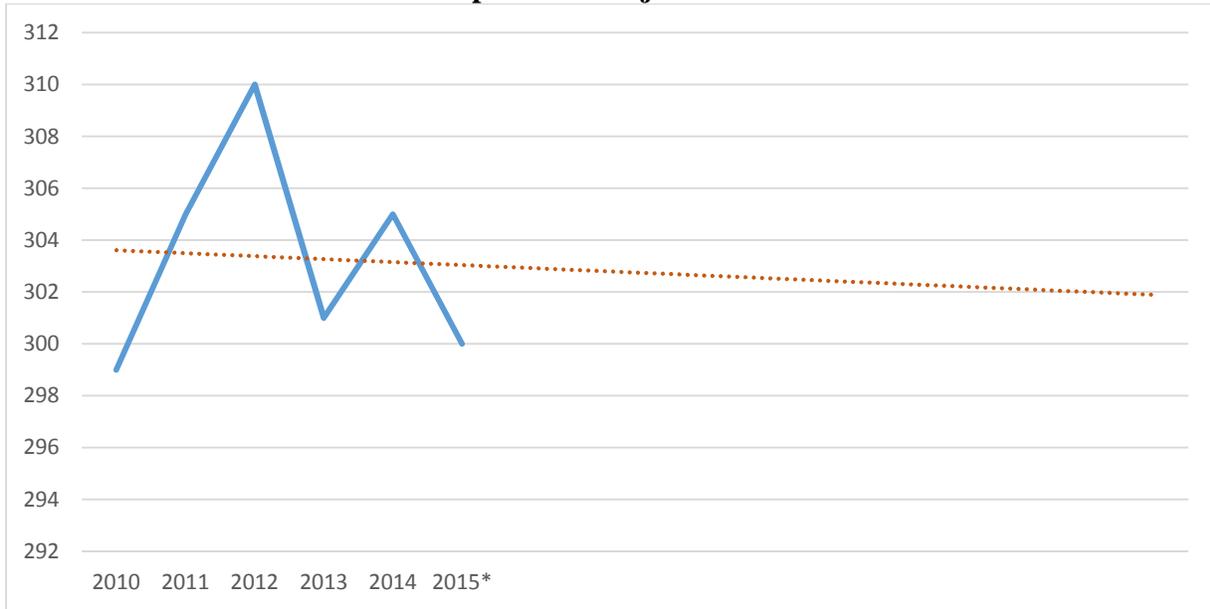
Figure 14
Total Population Projection – Five-Year



Source: GMJ & Associates
* YTD jail population count through October 31, 2015

4 – Jail Population Projections

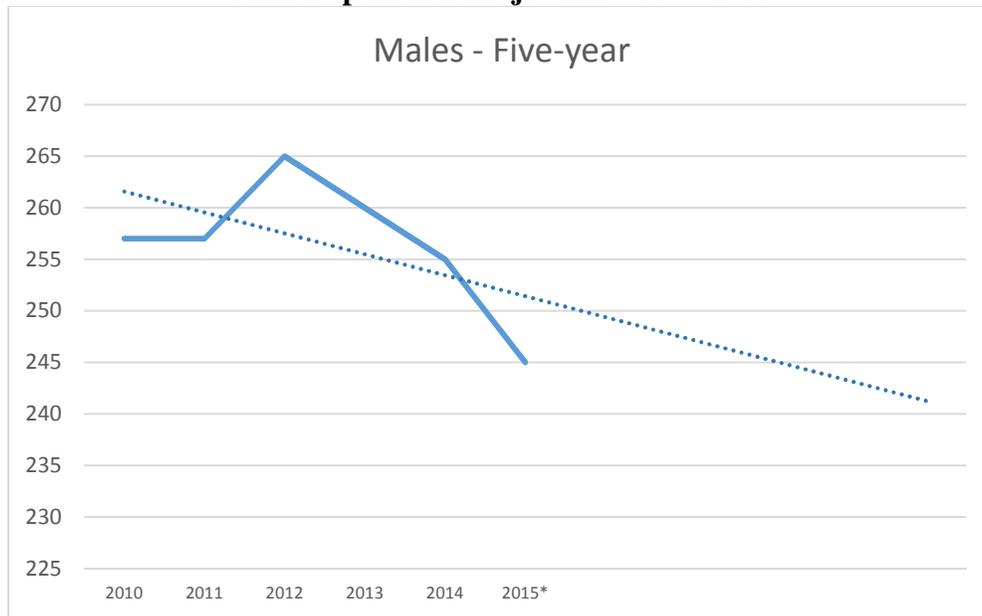
Figure 15
Total Population Projection – Ten-Year



Source: GMJ & Associates

* YTD jail population count through October 31, 2015

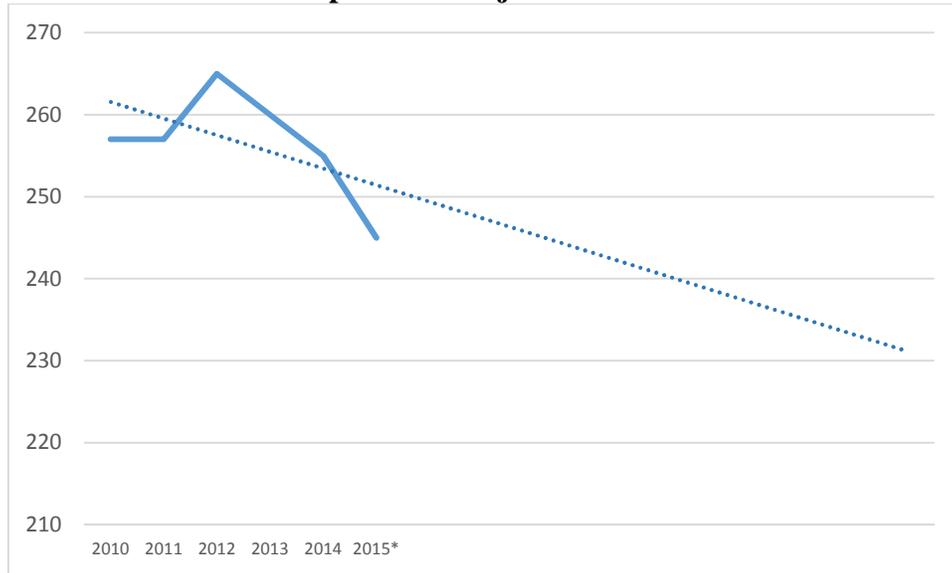
Figure 16
Male Population Projection – Five-Year



Source: GMJ & Associates

* YTD jail population count through October 31, 2015

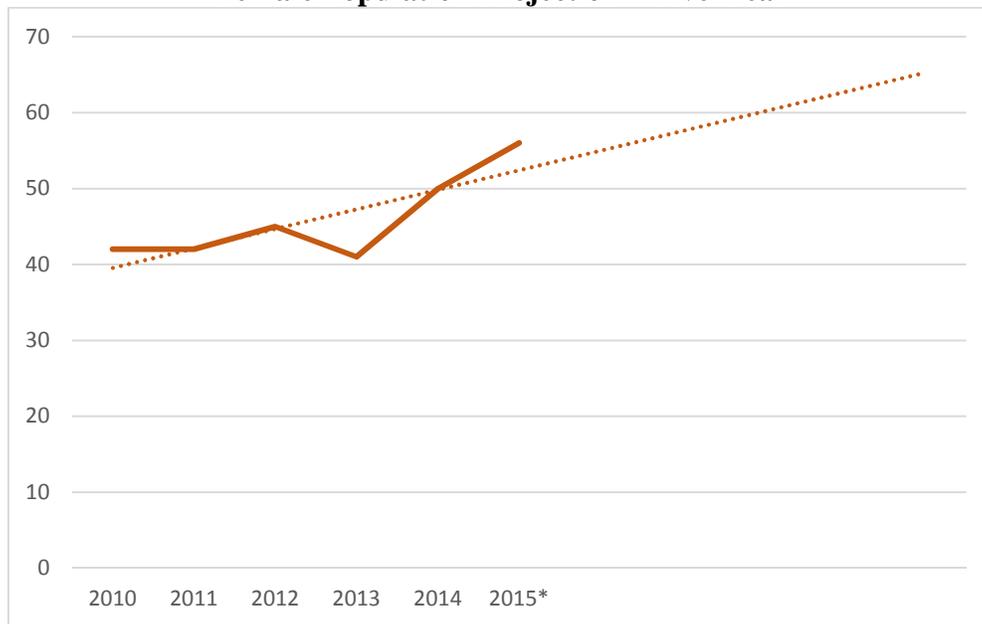
Figure 17
Male Population Projection – Ten-Year



Source: GMJ & Associates

* YTD jail population count through October 31, 2015

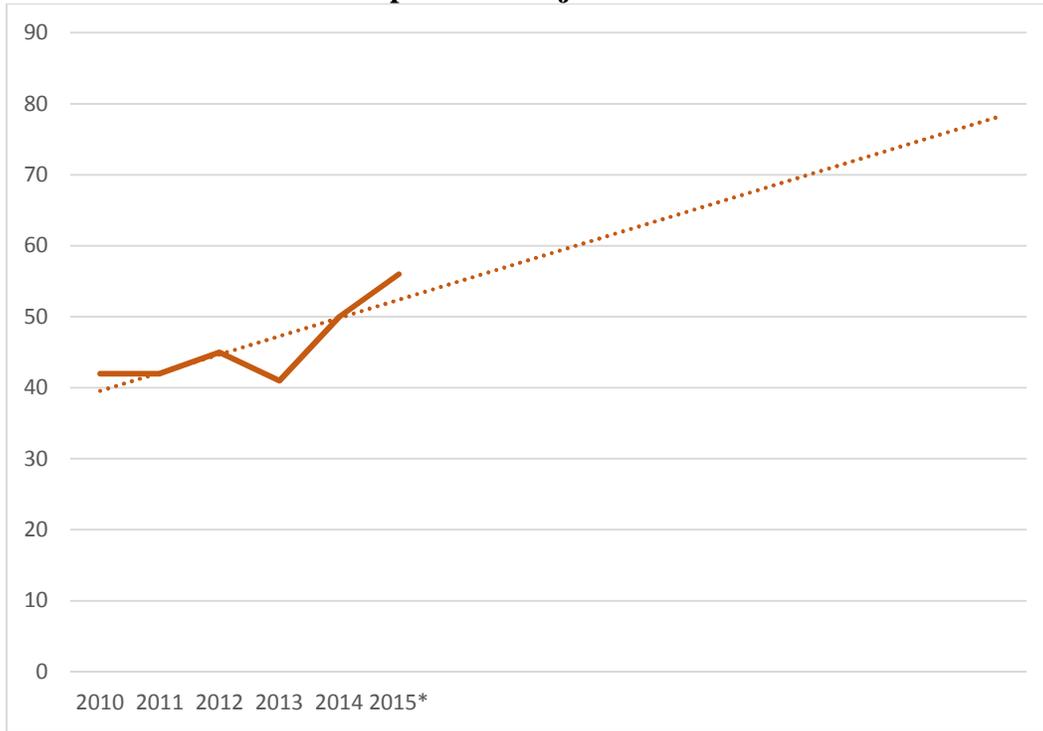
Figure 18
Female Population Projection – Five-Year



Source: GMJ & Associates

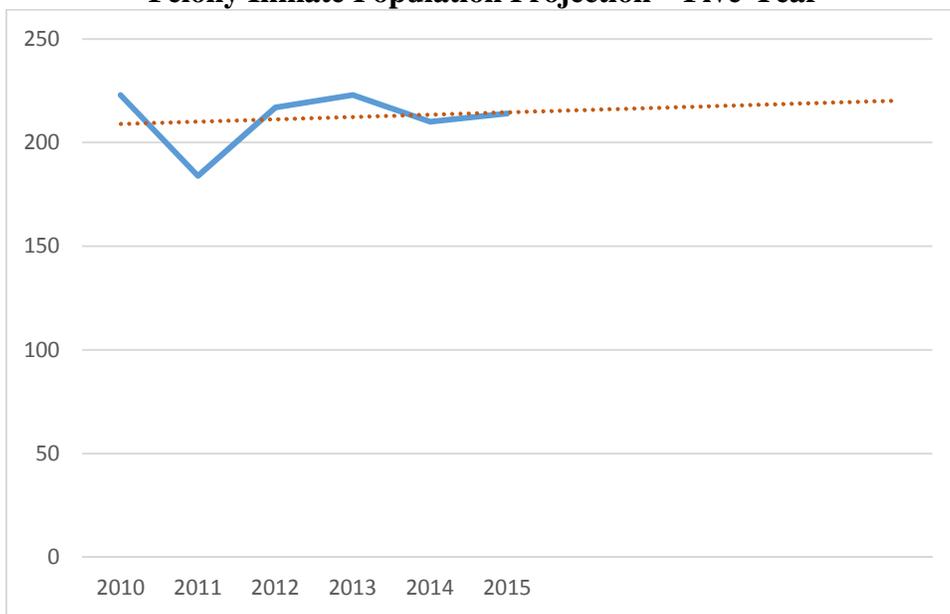
* YTD jail population count through October 31, 2015

Figure 19
Female Population Projection – Ten-Year



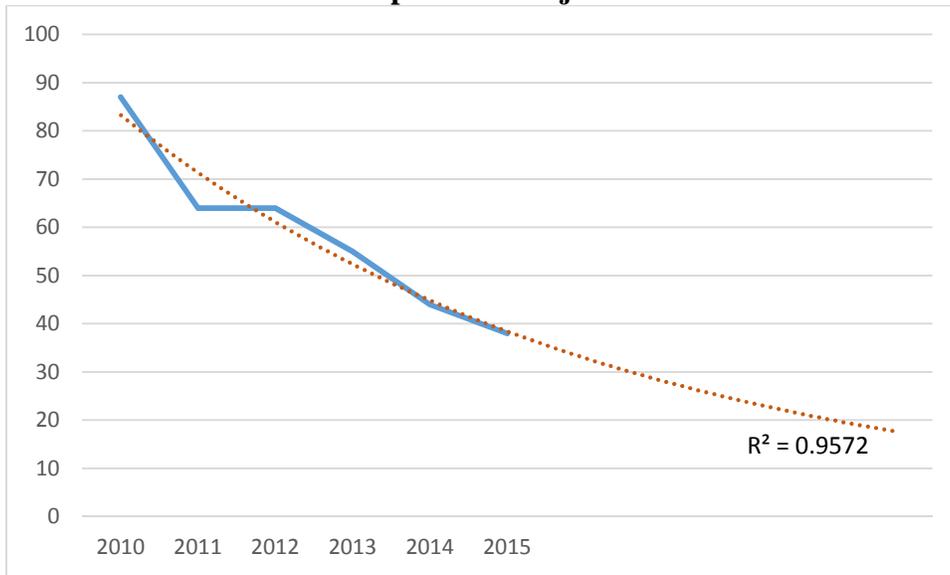
Source: GMJ & Associates
 * YTD jail population count through October 31, 2015

Figure 20
Felony Inmate Population Projection – Five-Year



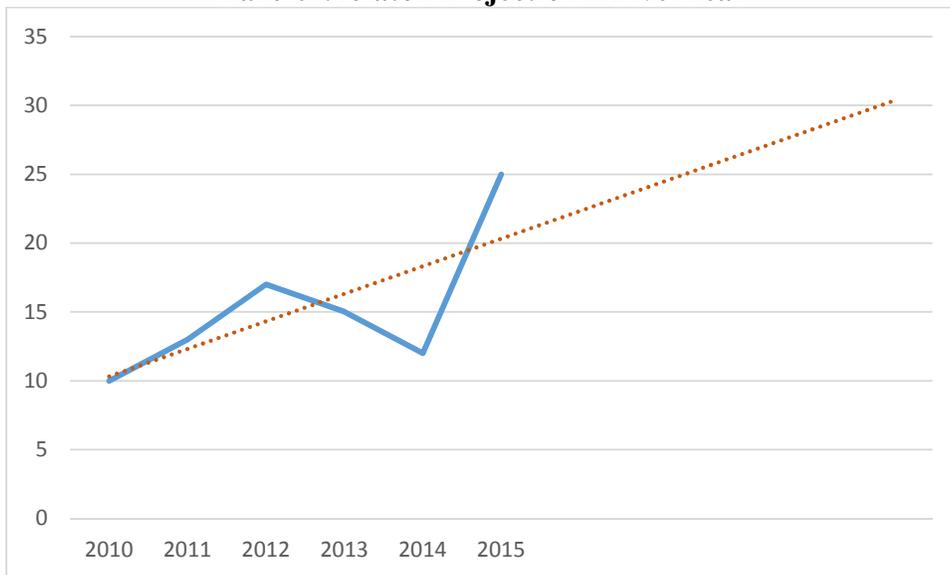
Source: GMJ & Associates

Figure 21
Misdemeanant Population Projection – Five-Year



Source: GMJ & Associates

Figure 22
Parole Violator Projection – Five-Year



Source: GMJ & Associates

Hays County has many positive factors indicating that crime and incarceration rates will remain low, including low unemployment, a robust economy, an educated and aging population, and a

4 – Jail Population Projections

low poverty rate. So although the county is slated for unprecedented growth over the coming decades, this will not necessarily translate into a growth in the county jail population.

While the projection model shows a lack of growth in the overall jail population, there is indication that the category of inmate will change. Our projection models show the county can expect increases in the percent of its jail population that are female, parole violators, and felons, while those arrested for misdemeanors will be on the decline. And while we did not make any projection for mental health inmates, state and national trends indicate that the number of incarcerated individuals with mental health issues is increasing.

A discussion of how these population projections affect the number and type of jail bed space needed in the Hays County jail is discussed in Chapter 5.

5 – Jail Facility Condition Assessment

Methodology and Overview

The Hays County jail inspection started the afternoon of Tuesday, September 15, 2015 and continued through Friday morning September 18, 2015. GMJ consultants were escorted principally by the facility maintenance manager. A “night walk” of the facility building perimeter and secure fenced yards was conducted the evening of Tuesday, September 18, 2015. That tour was escorted by a jail sergeant.

We reviewed numerous documents including:

- architectural, electrical, plumbing, and detention equipment documents
- grand jury, fire marshal, and Texas Commission on Jail Standards reports
- maintenance and repair requests
- work orders
- budget requests for maintenance, repair, and replacement of equipment

*“We shape our buildings and afterwards our buildings shape us.”
...Sir Winston Churchill*

The intent of the inspections and document reviews is to provide an objective assessment of building plant construction and general condition. Building spaces were closely inspected, however, no in-depth systems or testing of HVAC, plumbing, electrical, or

electronic systems were performed. Observations of those systems are included in this report.

The Hays County jail complex, depicted in Figure 23, is located on a 22-acre parcel of land bordered by Uhland Road on the south edge, Blanco Star mobile home park on the east edge, vacant land and single family residences at the end of Pecan Street on the north edge and the Paradise Oaks mobile home park on the west edge. An apartment complex is located on the property across Uhland Street from the jail. Also located on the site is the Hays County Sheriff’s Office public safety building (safety building). The safety building is the repurposed former Hays County jail.

A mobile modular building housing the state day treatment program (also known as the DRC) is located immediately north of Quad B housing unit of the jail. Another set of mobile modular buildings is located east of a fenced storage area at the northeast corner of the jail. This set of buildings housed the sheriff’s office training academy; however, it suffered damage during the Memorial Day weekend flood in 2015 and has been unusable since. The complex includes a pre-engineered steel building positioned west of the jail and north (behind) of the safety building. This building houses the jail building maintenance, jail warehouse, and sheriff’s vehicles maintenance.

5 – Jail Facility Condition Assessment

The jail physical plant is a 27-year-old, 88,704 square foot single level pre-cast concrete frame building with a sloped steel bar joist roof and built-up roof with rubber wearing surface roof, and exterior concrete tilt-wall construction. The roof was re-surfaced in 2009.

Figure 23
Hays County Jail Complex



It is configured with non-secured and restricted access functional spaces in the southern Uhland Road end of the building; and the rest of the building houses secured functions within a security envelope.

Functions in the non-secured areas include the public entrance lobby, the bail bond/information area, public access to female visiting, and public toilet facilities. There is restricted access into the sheriff's office and administrative suite along one side of the public lobby and to the human resources and training areas on the other side. Interior partitions in these areas are unsecured general office type studs and drywall construction.

The security envelope of the building begins immediately beyond these areas. Functions within the security envelope include inmate booking and processing; infirmary; inmate records and storage; kitchen; general inmate population housing units; segregation cells and juvenile holding. The total design capacity of the building is 362 beds. Support services functions consist of areas for classification, inmate property, laundry, visiting, mail services, commissary services, Chaplin's office and GED education office. Interior partitioning for the support areas within the security

5 – Jail Facility Condition Assessment

envelope is reinforced concrete masonry. Housing units are composed of reinforced masonry walls for their unit security perimeter. Cell enclosures are constructed using a combination of flat steel plate and bar grating walls.

Efforts to reduce the costs for jail custody services, and to hold as few inmates as possible in custody, have brought many changes. Inmate receiving, classification processes, and alternatives to custody have caused a realignment of security classifications. As compared to the 1980s, minimum security level inmates of that era are now released; former medium security level inmates are now minimum security; maximum security inmates of the era now tend to be in the medium level; and, high maximum security of the 1980s are now a maximum level. Operating models have changed to provide safer and more cost effective services. Current effective modes for the safe and secure custody of inmates have changed from indirect supervision to the direct supervision model. As the moving operational parts of the Hays County Sheriff's Office Correction Bureau have changed to meet community and social needs, the physical plant remains static.

Today's Hays County jail physical plant is still generally configured as it was when it opened in 1988. The sheriff and his staff have dealt with the changed inmate demographics and differing space needs by working within and around the built environment. Working within the existing spaces, but around the obstacles presented by space sizes, their number, and outfitting, spaces have been reassigned and used as best as possible. A consequence of the lack of sufficient numbers of holding spaces, along with desired separations for inmate security classifications and types, result in inmate groups' security classifications being melded together in minimum-medium and medium-maximum groupings and held in housing areas substantially dictated by housing unit size.

All access to the site is from Uhland Road. Three vehicle entry points provide access for staff, inmate transportation and the public. All of the entry points from Uhland Road are non-restricted. The west entry point and accessway provides access to a public parking area in front of the safety building, to and through a vehicle gate to a driveway leading to the jail sally port and to the maintenance building. This accessway is used primarily for sheriff's vehicles and the entry point for vehicle maintenance.

The center entry point and accessway provides access to: public and staff parking in front of the jail's public entrance; public parking in front of the safety building; to a vehicle gate to the jail vehicle sally port; and to the maintenance facility beyond. This accessway is the primary vehicle entry point for inmate entry and processing, facility supplies and the public coming from Interstate Highway 35 and the eastbound Uhland Road.

The east entry point and accessway provides access to the public and staff parking in front of the jail's public entrance but also allows access through a vehicle gate into a driveway for a staff and visitor parking area that runs the length of the jail; to a fenced storage area at the north end of the parking area and the sheriff's training academy area. This accessway is the primary vehicle entry point for staff and sheriff's department cadets and visitors for male inmates.

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A ten-foot high chain link fence defines the east, north and west property lines. A 12-foot high chain link security fence with a coiled razor ribbon top defines the facility security perimeter along the east, north and west edges. The south edge security perimeter is defined by a combination of the security fence and the jail and safety building which straddle the



Defining Fence Lines

security fence line of the facility. The center vehicle gate through the security fence is electrically controlled from the jail central booking security control station. The east and west vehicle gates are manually operated and padlocked. Additional pedestrian and vehicle gates are located at certain points to provide access for fire apparatus and maintenance. Those gates are padlocked and manually operated. The area between the property line fence and security fence lines provides a buffer area around the building complex.

Site topography is essentially flat with rise for the building pad then a slight slope running to the northeast toward the Blanco River. A retention pond is located northeast of the jail outside the security perimeter fence but inside the boundary fence line. The Memorial Day weekend 2015 flood water rose to an elevation of approximately 601 feet above sea level, encroaching within 30 feet of the north and northeast edges of the jail. The finish floor elevation of the jail is 603.5 feet above sea level. Flood waters did not reach the jail but were above the finished floor line of the sheriff's training academy's buildings. Damage to the academy buildings rendered them unusable and they have not been used since the flood.

High tower power lines traverse the property generally east to west bisecting it with approximately one-third of the 22 acres north and two-thirds south of the lines. The jail is sited within the larger southern portion of the parcel, but a southbound lateral line running from the high tower line further hems in the jail building. Power line easements through the property are 100 feet wide.

Assessment of Physical Plant

This section discusses our findings and observations during our on-site facility tours.

One of the most outstanding features of the physical plant is its housekeeping. The facility sparkles in appearance. The Hays County jail is the first, among hundreds of facilities inspected by our consulting team, in which utility corridors and pipe chases are finished. Throughout the facility the floors, walls, and ceilings of the combined inspection corridor and utility chases are patinaed and cleaned. Even though there is evidence of aging and wear, the penchant for cleanliness is evident.

Even as the facility sparkles in cleanliness, it belies what may be under the skin:

- Exposed copper lines and connections are patinaed, indicating possible light leakage caused by corrosion and pipe wall deterioration from the inside.
- A leak in the soil line that runs under the human resources training room floor can also be an indicator of deterioration of sanitary sewer lines.
- Security control station door control panels have overheated, emitted electric heat odors; on some occasions caused smoke; and have caught on fire. As a consequence, the electric operation of these doors has been disabled.



Patinaed Plumbing Lines and Fittings



Utility corridor showing level of cleanliness

Housing units throughout the facility are located and sized for conditions and jail modalities of the 1980s and 1990s. Since that time there have been major changes in inmate population demographics in both numbers and types.

5 – Jail Facility Condition Assessment

Access Points and Building Exterior

Access points into the building security envelope occur at several locations:

- A secure enclosed sally port is attached to the booking area and is the point where an arrested individual is transferred into the sheriff's custody. This entry point is controlled by a security control station located in the booking area.
- From the front public entrance lobby access through the building security perimeter is via security door controlled by the lobby security control station which shares space with the bail bond and information functions.



Door Control Wiring in Control Console

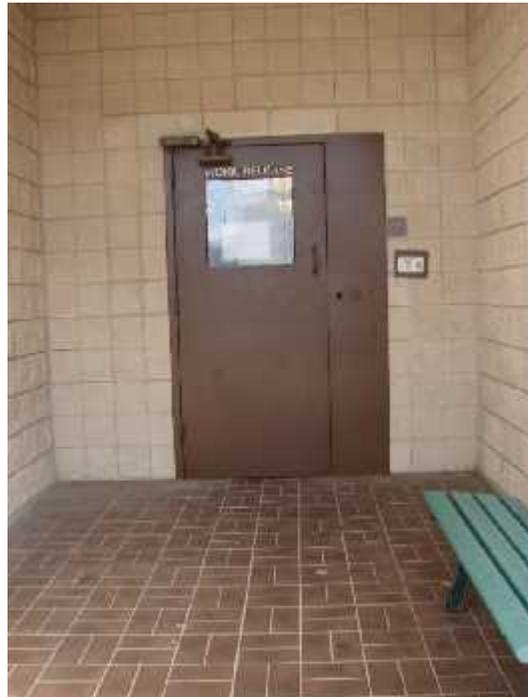


Vehicle Entry Sally Port Access

- At the male visiting areas at the east edges of the D and C quad housing units, an access point is through the formerly designated multi-purpose room which was positioned to also act as an entrance safety vestibule for an inmate visiting area. Guard stations at those locations control the inner and outer doors of the multi-purpose/safety vestibule. The exterior public entrance and safety vestibule doors into the public side of the visiting areas are electrically controlled from the adjacent security guard station.

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- Presently, the guard station in quad C is disabled and used for storage. The multi-purpose/safety vestibule is used as the chaplain’s office. The inner and outer doors are operated with electric lock releases. The electric controls are disabled. The chaplain accesses her office from the secured jail corridor side, manually unlocking and opening the door.
- The D quad security guard station is operable and staffed during visiting hours. The multi-purpose/safety vestibule at that location is presently used as the education program office. The inner and outer doors are controlled by the guard station when in operation. When it is not, the doors to the office are manually operated and key locked.
- Another access point is located at the end of the work release corridor adjacent to B quad. The corridor is used as the release and re-entry processing area for inmate trustees and workers working outside the facility during the day and inmates participating in the DRC program. The inner and outer doors are controlled from the B quad control station.
- A pedestrian door and roll-up doors at the exterior loading dock adjacent to the kitchen and laundry are manually operated and key locked. CCTV coverage is provided.
- “Exterior Light Courts” are located adjacent to the dormitory housing units C2-7, C2-8, D1-1, D1-2, D2-7, D2-8, B-1 and B-2. The courts are meant to be used as a temporary hold/staging area for evacuation of inmates from the respective quads in the event of a fire emergency. A lock release of the doors into the court from housing units C2-7 and C2-8 is controlled by the C2 control station; D1-1, and D1-2 by the D1 control station; D2-7 and D2-8 by the D2 control station; and B1 and B2 by the B quad control station. Exit from the courts are by a secured “red key”, secured in the central booking security control station.



Work Release Access

During the four consecutive days of the site visit our team noted that all three vehicle gates in the security line fence were open. It is reported that all the gates are closed at night except for the east entry on visiting days. On visiting days, visitors for male inmates are allowed to park in the east parking lot which is nicely landscaped with trees and grassed parking islands. During winter months when visiting hours extend past sunset, this parking area is potentially a very attractive contraband drop area. That notion was further reinforced when it was observed that a trustee maintenance and trash removal crew cleans the area in the mornings.

We also noted that the security fence is not bottom anchored. Chain link fence bottoms typically terminate at the grass line. No concrete subgrade tunnel prevention walls or fence bottom fastening devices exist. In some locations, soil erosion has allowed gaps between the fence bottom and grass

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line. Without bottom fasteners or subgrade wall, the flexibility of the fence chain link fabric allows erosion gaps to grow and be a size for easy breach.

The site night-walk revealed good wall-wash lighting of the jail and the safety building. Lighting of the south and east sides of the maintenance building is provided by parking lot lighting and is fair. Parking areas north and west of the maintenance building are not



Fence Erosion Gap

lighted, thus illumination of the north and west walls of the building is poor to non-existent. With the exception of the area behind the maintenance building, lighting of all of the parking lots is



Facility Night Lighting

good. Lighting of the fenced buffer areas beyond the parking areas is generally fair with dark areas northwest of the DRC modular building and northwest of the maintenance building. Night CCTV coverage of the parking areas and lighted areas around the jail building is good. However, positioning of pole lights at the outer edges of the parking areas create bright edge lines which effectively blocks discernable CCTV

coverage beyond those lines. Consequently buffer areas along the east, north, and west are vulnerable to being accessed without detection and contraband thrown over the security fence.

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During night hours the position of the public entry lobby security control enter/ bail bond window and lighting creates a potential vulnerability. From the front parking area, exterior windows into the public lobby are in line with the window into the security control center and, again, in line with a window in the back security wall of the control center. A security corridor along the back side of the control center is brightly lighted allowing good profiles of staff working in the lobby security control center. The exterior lobby window is non-security glazing and the security control center window is bullet resistant security glazing. However, weapons available today have firepower to defeat the bullet resistant glazing. This condition can be cured, or at least minimized, by placing window blinds in the back window into the security corridor and increasing the light level of the public lobby during darkness hours.

Organization and Use of Space

Organization of spaces in the facility is good with a logical operational flow. Public and restricted areas at the front Uhland Road entrance have convenient and properly controlled access. Organization of spaces within the building security envelope are good with a logical operation flow. Inmate intake flows from the security vehicle sally port into booking with temporary inmate holding areas and processing functions located around the booking area control station. This area tends to be the jail core with the security control station being the center point. From the booking control station, deputies can directly observe the corridor connecting to the jail administration/female visiting safety vestibule; the access door into A quad; the segregation cells corridor and the general inmate population housing circulation spine corridor.

The circulation spine is the main thoroughfare for inmate movement to and from housing units as well as movement of support services carts. Approximately 360 feet long, the spine is lined with general population housing quads C and D on the east side; and infirmary, mail, commissary, laundry, kitchen, trash removal services and housing quad B lining the west side. The width of the spine is good. However being longer than a football field, the quality of direct security sight lines from the core security control station dramatically reduces at a distance of



General Inmate Housing Spine Corridor

approximately 150 feet. Beyond that point shapes and walking gaits can be identified but uniforms and faces cannot. Closed circuit television (CCTV) cameras at the one-third points and at the far end of the spine assist the security observation from the core control station. However, custody deputies working in the spine do not have good direct security sight lines from one end to the other.

Housing units throughout the facility are located and sized for the conditions and jail modalities of the 1980s and 1990s. Since that time there have been major changes in inmate population demographics in both numbers and types. Present inmate flow has caused the reassigning and conversion of a housing unit to be used for temporary holding for booking and processing. This modification reduces the original jail capacity from 362 beds to 350 beds.

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When this facility opened in 1988, the existing 14-bed female housing unit/quad A and its adjacent female visiting area was obviously felt to be of sufficient size for the long term. Over the years, due to increased incarceration rates of women, the female inmate population in the jail has increased. Fifty-six females were in custody on September 17, 2015. This forced the housing of females to be moved from their intended and designed A quad housing unit to the C2 pod which was intended for male inmates. Females still use the female visiting area, however, they must be escorted from their housing unit through male occupied corridors to get there. Best practices indicate that female inmates should be separated in sight and sound from male inmates.

Presently the unit intended and designed for female custody is being used for youthful offenders (17-year-olds). On September 17, 2015, the 14-bed unit was holding seven inmates. General inmate population housing units throughout the jail were located, designed and constructed to



Quad A - Youthful Offender Holding

provide the proper security type housing with appropriate capacities in the appropriate locations to accommodate the numbers and types of inmates to be held during the 1980-1990 era. The 12-bed single cell housing units were intended and designed for maximum security custody. Eight-bed multiple occupancy housing units were intended and designed for medium security and the 24-bed open dormitory units for minimum security custody.

No appropriate cells are provided for acute or sub-acute mental health inmates anywhere in the facility. Best practices suggest that

mentally acute, sub-acute and suicidal inmates be held in cells with full wall vision panels for easy observation.

At the current occupancy level the booking area should be, at least, two times the present size with an additional four holding cells for males, two holding cells for females, at least one mental acute cell and one youth cell. Additional temporary holding cells are needed for booking and processing inmates.

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Educational and other programs are being conducted in corridors. Additional inmate program spaces should be provided.

Public Entrance and Lobby

The main public entrance into the Hays County jail is from the Uhland Road parking area. The entryway is into a public lobby which also serves as a waiting area. It provides access to the bail bond/information window, access to the sheriff's human resources offices and restricted access to the sheriff's office and administration suite. It also serves as the waiting area and entry point into the visitor's side of the adjacent female visiting area. Male and female toilets and an alcove with storage lockers for visitors' items is available for visitors.



Education Program Corridor Teaching Area

Size and seating capacity of the lobby is adequate for the present jail capacity. The exterior entry door is manually locked during day hours and lock released from the control station during night hours. Restricted access into the sheriff's office and administration suite is controlled by the security control station which shares space with the bail bond/information functions.

Direct security sight lines into the entry lobby from the bail bond/information/security control center are good. Sight lines of the storage locker alcove and public toilet doors are blocked. Lighting and HVAC for the lobby is good.



Bail Bond, Information, Lobby Security Control Station

Too many functions are going on in the bail bond/information and lobby control station. The bail bond transaction and processing area is not adequate. During periods when the bail bond window is open and staffing of the area is at a minimum, interruptions to provide bond services and public information can cause interruptions to door control activities. Best practices suggest that the bail bond area be a separate functional area

Human Resources Suite

The area being used to house the human resources department was intended and designed to be a magistrate arraignment court suite but has been repurposed and is now occupied by the sheriff's human resources department (HR). HR conducts employee

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screening, internal investigations, and makes recommendations for sheriff's office employee candidates' employment.

The space includes a waiting area, two offices, clerical space, and a records vault. The former courtroom is now used as a training room. The jury room has been repurposed and is now used by internal investigations.

Behind the HR records vault in the corner of the clerical area, a small mechanical room houses the main water line shut off valve for the building.

The HR suite is accessed from the public lobby through a manual office type door. Direct sight security lines for the suite entry door from the lobby security control center are good. No direct sight security lines or CCTV coverage is provided within the suite.

Storage for the suite is reported to be adequate. Lighting and HVAC are good.

Sheriff's Office and Administrative Suite

The sheriff's office and administration suite includes the sheriff's office suite, a staff training room, community outreach unit, and support services on one side of the restricted administration corridor; and jail administration, and mail receiving room on the other. The administration corridor can also be accessed from a keyed exterior door from the east parking lot.

Since opening in 1988 this area of the building has been modified to enclose what used to be the sheriff's office reception area directly to create an additional office within the sheriff's office suite. The sheriff's office suite now provides space for the sheriff, his secretary, and his senior administrative staff. The suite includes a reception/waiting area, the sheriff's secretary's desk, sheriff's office and adjoining conference room, the chief deputy's office, an office for the corrections bureau captain and an office for the administrative operations captain.

Jail Support Training Room, Community Outreach and Services

The training room was intended and designed to house records, civil officers and their supervisor before the change of its use to staff training. Adjacent spaces originally intended and designed for training have been repurposed and now house the community outreach unit. Spaces originally intended and designed for the road patrol and patrol supervisor are now used for jail support services.

The suite of offices located across the corridor from the sheriff's suite houses jail administration staff. Offices for three lieutenants and a sergeant, the facility maintenance manager; and training sergeant are lined on one side of an internal hallway. On the other side of the hallway, the original clerical area in the suite has been enclosed and incorporated with another office space to provide a conference room/planning area. The original photography dark room is now used for storage. The internal hallway exits into a short safety vestibule corridor used for access to the inmate side of female visiting.

The mail receiving room is located next to the east parking lot exterior entrance doors. The space used is the former staff lounge and vending area.

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Access into the sheriff's office and administrative suite is from the front public entrance lobby through the restricted administration corridor. Entry into the restricted administration corridor is through a keyed manually operated door.

There are no direct security sight lines from the lobby control station to the restricted administration corridor entry door. There is no CCTV coverage of the restricted administrative corridor at the exterior door entrance.

Direct security sight lines from the lobby control station to the exit door of the internal jail administration hallway are good.

More storage is needed for the training room activities as well as for the community outreach unit. All of the offices in the jail administration staff area were cubicles that have been enclosed. Consequently they are small and cramped. The mail receiving area is not equipped with x-ray or scanning devices. Consideration should be given for installation of scanning and mail inspection devices for this area to prevent contaminated items entering the facility.

Lighting and HVAC in the sheriff's office and administrative suite are good.

Female Visitation

Two non-contact and one contact attorney visiting booths are provided for female inmates.



Mail Receiving Area



Female Non-contact Visiting

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Visitor access is from the public entry lobby through a controlled security door into the public side. Female inmates enter from the jail to a safety vestibule then through a controlled security door into either the non-contact or contact attorney visiting side.

The number of visiting positions is not adequate for the present female inmate population. At least six additional booths should be provided.

The doors into the safety vestibule and visiting area are controlled from the lobby control station. Direct security sight lines to the doors and into the inmate and public sides of the non-contact visiting area are good. Sight lines into the contact attorney visiting area are poor. CCTV coverage provides security observation reinforcement. Lighting and HVAC of the spaces are good.

Bail Bond/Information and Lobby Door Control Station

The bail bond/information and lobby door control station was intended and designed to be a combined dispatch and control station. The space now serves as the first point of contact for the public coming to the facility for the first time. The bail bond window and space behind the window is the location where bail bond transactions and processing occurs. Being readily accessible to the public area, bail bond staff or security control staff answer questions and provide information to the inquiring public through the bond window and communication speakers at the window. Security staff control gate doors between the security transition corridor and safety vestibule into the female visiting rooms, at the jail security envelope perimeter, and into the HR training area. A toilet is incorporated within the space and is appropriate when staffed by one person during night hours.

During the day shift the space is occupied by four staff and cramped. The bail bond processing portion of this combined space lacks storage and good working areas. The bond processing work area encroaches the security control portion of the enclosure. The control panels in the security control area consist of manual electric push buttons and toggle switches. Control panel switches and their wiring are antiquated. All door locking and control from this station is independent from the other control stations throughout the building. There is no redundancy in the event of failure. A CCTV monitor has access to views from any of the CCTV cameras throughout the building and its exterior on a selective basis.



Female Contact Visiting

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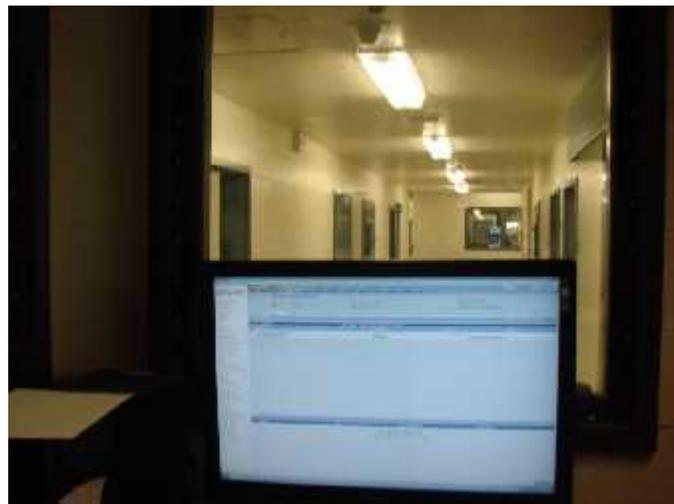
Bail Bond/Information, Lobby Security Control Station – Control Station Side

Access into the bail bond/information and control station enclosure is from the safety vestibule that runs between the jail security envelope perimeter and female visiting. The entry door lock is controlled from inside the control station. The security control station has good direct security sight lines into the public lobby, the HR entry, restricted administration corridor, female visiting non-contact area, safety vestibule and corridor leading to the booking area control station. Direct security sight lines for the female visiting contact area are poor. Security sight lines into

the public lobby storage alcove and public toilet doors are blocked. The CCTV cameras covering the area monitor those locations. Storage for the bail bond functions is badly needed.

Due to the lighting level needs for the CCTV monitoring and other control station functions, the low light level in the space is very poor for the bail bond processing activities but adequate for security control activities. HVAC is good.

The bail bond transaction and processing area is not adequate. Too many functions are going on in this enclosed space. During periods when the bond window is open and staffing of the area is at minimum, interruptions to provide bond services and public information can cause interruptions and distractions to door control activities.



Bail Bond/Information, Lobby Security Control Station – Sight Line to Booking Control Station

Vehicle Sally Port

The jail's vehicle sally port is the typical first entry point for an arrestee. From a law enforcement vehicle the arrestee moves from the vehicle sally port through a safety vestibule and into booking and processing. The sally port is also used for loading inmates into vehicles for transfer to the courthouse for court hearings as well as to other facilities. In Hays County inmates are also released through the vehicle sally port. Individuals who voluntarily surrender enter the public lobby and surrender at the bail bond window.

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The vehicle sally port is essentially a secured high bay drive-through garage. The jail security perimeter extends around the space so when the vehicle entry doors close, the vehicle conveying officer and arrestee are “in jail.”

Capacity of the sally port is two stacked rows of two cruisers or two buses side by side. At the time of our site visit, the sheriff’s office was using a combination of cruisers and mid-size group conveying vehicles. Loading of vehicles tends to be cramped with four vehicles in place. The wall line of the sally port opposite the booking entry incorporates rooms for electrical equipment, hazard storage and yard maintenance tools. With the exception of the booking entry door and security exit passenger door, all of the passenger doors within the sally port are manually operated and key locked. The vehicle security doors are controlled from the booking control station. As no weapons are allowed inside the security perimeter beyond the vehicle sally port, weapons lockers are provided in the sally port for conveying officers.



Booking Entry Door from Sally Port

Vehicle entry into the sally port is from Uhland Road, through a security fence gate then a loop to the two north vehicle entry doors. The conveying officer and arrestee enter the booking and processing area through the building security perimeter into a safety vestibule.

Security sight lines within the sally port are fair when the space is occupied with four vehicles. CCTV coverage is by two interior cameras and exterior coverage of vehicle doors on both the entry and exit sides.

Storage capacity in the sally port is less than optimum. Lighting and ventilation is acceptable. The addition of a toilet facility within the vehicle sally port could allow the space to be more effectively used as a temporary secured holding area in the event of “sweeps” or mass arrest conditions.

Booking and Inmate Processing

The booking area is the receiving and processing area when arrestees are transferred from the custody of a conveying officer into the custody and care of the sheriff’s office jail facility. Since all arrestees are, by our judicial system, innocent until proven guilty, custody of the arrestee at this entry point should be an environment that provides safety from others or one’s self; that provides the opportunity to preserve dignity and avoid embarrassment; and for those not bonded out, that moves the individual through the assessment process and into appropriate safe and secure housing as an inmate as quickly as possible. Since the facility opened in 1988 inmate processing has become much more detailed. Litigation and additional regulations have been applied which require

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much more depth in the inmate assessment and classification process. Likewise, the type and number of spaces needed to properly hold, separate and interview inmates has changed over the years.

For Hays County, the booking area also functions as the processing-out and inmate release point. When inmates are released from the facility in groups for transfer to courts or other facilities, the intake process is stopped until the outgoing group is moved through the booking area and into conveying vehicles in the vehicle sally port. This occurs at least twice a day when the county courts are in session.



Open Seating in Booking Area

From the vehicle sally port the booking entry safety vestibule is flanked by a holding cell for seven and a detoxification cell with a capacity of seven. Arrestees can be held in those cells while the transfer of custody takes place. A videotaping room is adjacent to the holding cell. The space is used for video recording of arrestees when needed, interviewing and other processing activities.

To improve capacity and flow the booking area has been modified by reducing the size of the male processing dress-out area and removing a wall to provide an open seating area for inmates waiting to be or in processing.

Approaching from the booking safety vestibule the booking desk is in front of the booking security control station. Two three-man holding cells, a padded cell and the open seating for 16 flank the booking desk. Youthful offenders (17 year olds) being processed are placed in a line of four stadium type seats in front of the finger print office along a wall in an area separated from the adult open seating but within sight and sound of adult inmates. Females being processed are placed in a line of four stadium type seats in front of the A Quad sergeant's office in the corridor. The females are separated from the males but are within sight and sound of male inmates. Due to lack of spaces for separation, segregation cells located behind the booking control center are, when available, used to "park" inmates in process that require single cell holding. During high volume processing

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periods and when needed to hold inmates processed out for court hearings or transfer to other facilities, housing unit C1-4 is utilized. Housing unit C1-4 is a 12 single-cell unit held in reserve for the high volume periods. It is used because it is the closest general population unit to the booking area.

Finger printing and photo identification shots are done for males in an office next to the booking desk. Females are printed and photographed in the converted female clothing exchange room. Inmate interviews for personal information, medical assessment and booking interviews are conducted at fixed two-passenger tables adjacent to the control station and along the booking area perimeter wall, behind the control station. Classification interviews are conducted in the classification office which is the former matron's office.



Medical Screening Tables

Male inmate clothing exchange, dressing and property storage is adjacent to the booking area around the corner from the male open seating area. It is accessed from the corridor leading from the booking control station to the lobby control station.



Classification Office

As noted previously, the male inmate clothing exchange and dressing area has been reduced in size to make room for the expanded open seating in the booking area. The exchange area includes an undress/dress area, and a toilet and shower room. Inmate street clothes are exchanged for a jail uniform and blanket through a window pass-through into the adjacent male inmate property storage room. Personal items collected from the booking desk are

stored with the individual's clothing and items in the property storage room. Inmate property is identified, placed in vacuum sealed transparent plastic bags then placed in wire baskets. The wire baskets are then placed on shelves. Male property storage is outfitted with shelving and an elevated conveyor rack for hanging items such as coats.

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Due to the repurposing of the former female inmate clothing exchange and dressing area, females and males use the same changing area. However, the original female property storage area is still used. Female property is packaged and sealed then moved and stored in the storage area located across the corridor from male property storage. Other repurposed areas along the corridor are the former A Quad multi-purpose room, modified to be the shift sergeant's office and the former female process room, now the A Quad sergeant's office.



Inmate Property – Vacuum Sealing



Inmate Clothing Exchange

Control of the entry and safety vestibule doors through the perimeter security line from the vehicle sally port into the booking area is by the booking control station. Doors into the holding cell and detoxification cell at the safety vestibule are unlocked from the control station but manually operated. Sliding doors from the holding cell and detoxification cell are controlled by the control station. The various holding cells and office doors accessed from the booking area are key locked and manually operated swing security doors.



Inmate Property - Male Storage Area

Direct vision security sight lines within the booking area to cell doors are good. Observation of inmates and activities in the cells require observation through small windows in the door by a roving officer standing in front of the door. Booking

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control station deputies have good direct sight lines. CCTV coverage of the area is good. It also covers the doors for inmate property storage rooms and offices along the corridor leading to the lobby security control station. Storage areas in the booking area are lacking. Additional general storage is needed as is storage for restraint chairs and other articles. Storage in the male inmate property storage room is barely adequate for the present inmate population. Any increase would trigger additional storage needs.

Lighting of the area is good. The rooftop HVAC unit for this area should be balanced to the extent possible to even the cooling throughout the area.

The booking area lacks the number and location of holding cells needed for processing. The area should have a capability to hold youthful offenders and females in areas out of sight and sound of adults and males respectively.

TCJS requires youthful offenders and females to be out of sight and sound of male offenders, as do the standards of the American Institute of Architects (AIA). Additional male adult processing holding is also needed. The fingerprint and photo areas for both males and females should be larger.

Booking and classification interviews should be done at interview stations in separate areas that provide appropriate levels of privacy and confidentiality. With present inmate demography, best practices suggest separate inmate intake and release routes. This would prevent the shutdown of the booking process when inmates in groups are being released for transfer to courts or other facilities.

Suspected mental health inmates identified as “acute” are held in the padded (violent) cell. The cell does, to some extent, keep an inmate from harming themselves but has very limited direct sight line observation. Best practices indicate



Segregation Cell Corridor from Booking Control Station



Padded Cell

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that mentally acute, sub- acute and suicidal inmates should be held in cells with full wall vision panels for easy observation.

With the present size of the booking area and the location of the booking desk, the desk tends to be a congregating area for a variety of staff. The close proximity for transportation staff, booking staff, interview staff and security staff in the same area at the same time encourages “kitchen conversation” that can be disruptive to the intake and booking process.

At the present occupancy level the booking area should be, at least, two times the present size. with an additional four single holding cells, one four bed, two eight bed holding cells for males; two single holding cells, one four bed, and one six bed cell for females; at least one mental acute cell and one youth cell.

Evidence Storage

The evidence storage room was locked with a restricted key. We were unable to inspect this area.

Booking Control Station

Located at the intersection of the booking and inmate processing areas, the corridor from the lobby control, the segregation cells hall and the general population housing spine corridor, this area tends to be the jail core. The space is elevated by one step and includes a toilet room. It is outfitted with a door control console and various control panels. Bullet resistant glazed panels from waist high to the ceiling are positioned to maximize available direct security sight lines.

This station controls the vehicle sally port gates, inner sliding gate of the entry sally port, inner door of the vestibule holding cell and inner door of the detoxification cell. It actuates the lock release of the vehicle sally port pedestrian doors, outer door of the vestibule holding cell, outer door of the detoxification cell and entry door for the A Quad housing units. It also controls the segregation cells sliding doors. Door consoles are hard wired with button switches.



Booking Security Control Station

HVAC temperature and airflow is managed from this station for the booking and inmate processing areas, the segregation corridor of cells, A Quad housing, male property storage,

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evidence storage, infirmary, laundry, kitchen, and all spaces related to these functional areas. Separate panels provide control of normal and emergency lighting. The station contains a fire alarm sub-monitor from the main fire panel. This sub-monitor covers the same group of spaces as managed for HVAC. CCTV monitors can access views from any camera location and can operate any pan/tilt/zoom location. The facility audio communication master panel is located in this station. The pneumatic tube communication system is accessed at this location. A communication radio charging station is available.

Recently the annunciator for the emergency generator was re-located from the entry lobby control station to this station. The control station is typically operated by two deputies.

Entry to the station is from behind the booking counter directly into it through a security door, lock released from inside. No entry safety vestibule is provided. A protocol is in place for emergency access key entry into the station if needed.

This control station has good direct security sight lines overlooking the booking and inmate processing area, down the general population housing spine, down the segregation cells corridor and of the corridor running between the station and the entry lobby control station.

Storage within the control station is acceptable. Lighting and HVAC are good.

Infirmary

The Hays County Jail Infirmary provides medical care and dental services for the inmate population. It is located along the general population inmate spine corridor with the booking area on one side and laundry unit on the other. Medical services are provided by a contracted medical services company.

Service spaces within the infirmary include an inmate waiting area, nurse's station, medications room, one examination room, clean linen room and toilet room. Four single bed isolation rooms are included. A second space that appears to have originally been designed as a second exam room does not have an exam table. It is being used for multiple purposes, due to space limitations in the medical area, such as dental services.

Dental services are provided on a scheduled basis. The dentist brings a mobile chair and equipment, and uses the second space referenced in the preceding paragraph for the operatory.

An inmate waiting area is separated from infirmary service areas by a security fence wall and gate. Two walls of the waiting area are constructed with desk-high to ceiling windows with the glazing panels overlaid with security fencing. The nurse's station straddles the gate wall and allows good direct security sight lines



Medications Room

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into the waiting area as well as into the medical services area. Drug storage and sorting is in a small medications room behind the station desk. Access into the medications room is through the nurse's station.

The nurse's station is outfitted with fixed desk, storage and filing cabinets and medical services counter equipment. Built-in drug storage areas above and below the drug sorting counter of the medications are not secured. The room is key locked. Additional work space and storage is provided by desks and wall cabinets placed along the wall in front of the nurse's station and examination room.



Medical Isolation Cell

lined adjacent to the nurse's station. The second room is adjacent to the nurse's station. It does not contain an examination table; it is used for dental services, limited laboratory work that is done on site, and some telemedicine.

The next room along the line is Exam 1. It is outfitted with an examination table and typical examination equipment.

The infirmary work area is lined with two loose desk work areas, file cabinets and medication carts. One desk work area is used by a nurse and the other as a medical interview station. The room formerly used as the clean linen closet is now the office space used by the medical services supervisor. There are also four computer stations in the infirmary work area.

The four isolation cells consist of two groups of two cells located across the infirmary control work area from the examination rooms. One of the four rooms has been re-outfitted with a stainless steel Americans with Disabilities Act (ADA) compliant shower stall. This is the only ADA compliant cell in the facility.

A finished combined inspection and plumbing chase corridor is accessed through a door positioned between the two sets of isolation cells. These two rooms are



ADA Compliant Shower

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Inmates confined to wheelchairs are typically housed in the infirmary. Ambulatory inmates requiring services are housed as classified and escorted to the infirmary for services as needed.

Access into the infirmary waiting room is from the general inmate population spine corridor through a manually operated and keyed sliding security door. Entry into infirmary work area is through the security screen gate in the screen gate wall.

CCTV coverage of the inmate waiting area and the infirmary work area is monitored by any security control station. Lighting of the infirmary is good. HVAC is good. None of the infirmary cells are equipped for negative pressure.



Infirmary Work Area

Presently the inmate waiting area is used as a second interview area. That area does not provide the privacy needed to secure confidential information needed from the inmate. A second inmate medical interview area is needed.

No specialized housing is available for mentally acute or mentally sub-acute inmates. Best practices indicate that housing units for these types of inmates should be composed of cells that allow full direct visual sight observation, combined with appropriate medical staff stations.

Additional storage space is needed. Secure medical cart storage is needed. Best practices indicate that a separate secure medication storage and sort area be provided.

A minimum of two separate inmate interviews stations with privacy screens should be provided for the present inmate population level.

Segregation

Coming from the booking area, segregation holding is located behind the booking security control station.

Segregation consists of a corridor lined with one holding cell and 12 single occupancy cells, eight on one side and four on the other. It is not a self-contained functional envelope.

Ten of the segregation cells are equipped with an over- or under-bunk, writing shelf, combination toilet and wash sink with a drinking bubbler, and a shower. Two cells, C



Segregation Cells Corridor

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and D, are equipped with a floor bed, writing shelf, combination toilet and wash sink with a drinking bubbler. Cells C and D are negative pressure enabled controlled from a switch in the utility pipe chase located between them.

The holding cell is typically used for females. The remainder of the cells are used for administrative segregation, disciplinary segregation, and in some instances for protective isolation. Depending upon availability, cells are occasionally used as overflow isolation holding for inmates going through the booking and inmate processing activities.

Segregation cell doors are sliding metal security doors, electrically controlled by the booking security control station. The doors are equipped with a manual emergency release mechanism.

The sliding doors are reported to have been barricaded by inmates using a mop handle and continue to be problematic. Door operation failures are reported to occur often. Repair of the failures requires removal of the cable control mechanism covers. Over time the removal and re-installation of the covers has led to a point where it now requires two to three staff to re-position and securely install the panels.

Being an area for temporary holding segregated from general population housing, no day room space is provided. There is access to a secured outdoor exercise area shared with the A Quad housing units. Use is scheduled to avoid conflicts of use.

Direct security vision lines of the cell doors from the booking security control station are good. Observation into the cells is by walking down the corridor, standing in front of the cell and viewing through a small window in the door.

CCTV cameras cover the segregation corridor, segregation cell interiors, outdoor exercise area door, and outside exercise area.

Cell lighting is good. HVAC is good.

A Quad

A Quad is located in the unit intended and designed to be the female housing unit.

It consists of two separate back to back linear housing units, A-3 and A-4, separated by a secured inspection/utility access corridor. Two additional separate single occupancy cells are tucked behind the classification office lined along the inspection corridor next to the classification office.

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Access into the A Quad is through a keyed swinging security door from the extended end of the general inmate population spine corridor, across from the booking security control station. After entry into the Quad, access into the housing units is via the control corridor to the unit then through its safety vestibule into the unit dayroom. Cells are entered from their dayroom. The safety vestibule also serves as the shower area for the unit.



Quad A – Typical Dayroom

All cells and support spaces for the A Quad meet the Local Government Code VTCA, Chapter 511 and Texas Minimum Jail Standards.

The intended and designed security use and operation use of A Quad is as indicated in Figure 24.

Figure 24
A Quad Intended Use and Operational Use

Unit	Design Capacity	Use Capacity	Occupancy ¹³	Design Security	Use Security
A-3	6	6	3	Max Female	Male
A-4	6	6	4	Max Female	Male Special
A	1	1	0	Max Female	Special Male
B	1	1	0	Max Female	Special Male
Total	14	14	7		

Source: Hays County jail shift lieutenant, September 2015.

C Quad

Quad C is located along the general population inmate housing spine corridor. It is composed of two housing pods, C-1 and C-2, separated by an activity core used by both pods. The pods are indirect supervision with the pod control center separated from the housing units by a control corridor.

Each housing pod consists of four housing units, C1-1, C1-2, C1-3 and C1-4, radiating from the C1 control station in a half circle fashion on one side of the activity core; and housing units C2-5,

¹³ Occupancy of the Hays County jail on September 17, 2015.

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C2-6, C2-7, and C2-8 radiating from the C2 control station in a half circle fashion on the other side of the activity core.

The C Quad activity core is located between the C1 and C2 pods. It includes an outdoor exercise area, indoor exercise/multi-purpose room, storage areas, janitors' closets and an area intended and designed for visitation. With the exception of the visiting area, all of these spaces are available for coordinated use by both of the C Quad pods and their respective housing units.



Quad C1 Security Control Station – Sight Line View of Entry Corridor

The C Quad visiting area includes a guard/visitor entry door control station, nine closed visiting cubicles, two contact visiting rooms, a multi-purpose/safety vestibule room, a visitor waiting area, and the exterior entry door and screening vestibule.



Disabled Visitors Guard Station Used For Storage

This visiting area is not in operation and its spaces have been repurposed. The multi-purpose/safety vestibule room is currently the chaplain's office. The guard/visitor entry door control center is deactivated and used for storage. Non-contact and contact visiting areas hold stored documents and items for the jail while the visitor waiting room is used for evidence storage.

The exterior doors into this area are disabled. The chaplain's office is very cramped. Additional storage area should be provided.

All cells, dormitories and support spaces of the C Quad meet the VTCA, Chapter 511 and Texas Minimum Jail Standards.

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The intended and designed security use and operational use of the C Quad is indicated in Figure 25.



Chaplain's Office

Figure 25
C Quad Intended Use and Operational Use

Unit	Design Capacity	Use Capacity	Occupancy ¹⁴	Design Security	Use Security
C1-1	12	12	11	Max Male	Min-Med Male
C1-2	16	16	12	Med Male	Med-Max Male
C1-3	16	16	8	Med Male	Mid-Med Male (Trustee Tank)
C1-4	12	12	0	Max Male	Min-Med Male (Temp Booking and Overflow)
C2-5	12	12	10	Max Male	Min-Med Female
C2-6	16	16	6	Med Male	Med-Max Female
C2-7	24	24	20	Min Male	Min-Med Female
C2-8	24	24	18	Min Male	Min-Med Female
Total	132	132	85		

Source: Hays County jail shift lieutenant, September 2015.

D Quad

Quad D is located along the general population inmate housing spine corridor. It is composed of two housing pods, D-1 and D-2, separated by an activity core used by both pods. The pods are

¹⁴ Occupancy of the Hays County jail on September 17, 2015.

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indirect supervision with the pod control center separated from the housing units by a control corridor.

Each housing pod consists of four housing units, D-1, D 1-2, D1-3 and D1-4, radiating from the D1 control station in a half circle fashion with D2-5, D2-6, D2-7 and D2-8 radiating from the D2 control station in a half circle fashion on the other side of the activity core.

The electric operation of the single cell doors in housing unit D1-4 has been disabled. Those doors are now operated manually.

Entry of the security control station is from the D1 control lobby directly into it through a security door, lock released from inside. No entry safety vestibule is provided. A protocol is in place for emergency access key for entry into the station if necessary.



Interior Exercise Area/Multi-Purpose Room

An indoor exercise/multi-purpose room and outdoor exercise area is available to the unit in the pod activity core.

An indoor exercise/multi-purpose room and outdoor exercise area is available to the unit in the pod activity core.

The D Quad activity core is located between the D1 and D2 pods. It includes an outdoor exercise area, indoor exercise/multi-purpose room, storage areas, janitors' closets and an area intended

and designed for visitation. With the exception of the visiting area, all of these spaces are available for coordinated use by both of the D Quad pods and their respective housing units.

The outdoor exercise area is covered with a high flat roof. Fence fabric encloses the area between the high roof and lower housing unit roofs allowing sunlight and open air ventilation.

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The outdoor exercise area is properly sized for the Quad. Access into it is through a security door from the control corridor of either pod which is lock released by the respective security control stations.

The D Quad visiting area includes a guard/visitor entry door control station, nine closed visiting cubicles, two contact visiting rooms, a multi-purpose/safety vestibule room, a visitor waiting area, and the exterior entry door and screening vestibule.

Presently portions of this area are being used for purposes other than originally intended. The multi-purpose/safety vestibule room is used as the education (GED) program staff office and work area. Education programs are conducted in the control corridors of the C and D Quads and other corridor locations.



Exterior Exercise Area



Exterior Exercise Area Roof Enclosure

Until recently, male inmate visiting at the jail was conducted primarily by video. Inmates could use wall mounted kiosk video visiting stations located in their housing units and visit with their visitors who would be using video visiting stations located in the D Quad visiting area. Contact and non-contact visiting cubicles at this location are available when face-to-face visiting is requested during visiting hours.

As of September 1, 2015, new state legislation requires county jails to provide each inmate with a minimum of two in-person, non-contact visitation periods per week of at least 20 minutes duration each. Consequently, the non-contact visiting areas at this location will be seeing much more activity.

The GED Education office is very cramped. Additional storage area should be provided.

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Male Visiting from Guard Station

The unit safety vestibule door is a sliding door electrically controlled from D2 pod control. The sliding cell doors were originally electrically controlled. Over the years the security control station door control panels have overheated, emitted electric heat odors; on some occasions caused smoke; and have caught on fire. As a consequence, the electric operation of these doors has been disabled. They are now manually operated from an emergency control box at the end of a cell line of doors. The cable operating system and door open/close functions often fail. This situation is repeated

throughout the facility.

An indoor exercise/multi-purpose room and outdoor exercise area is available to the unit in the pod activity core.

All cells, dormitories and support spaces of the D Quad meet the VTCA, Chapter 511 and Texas Minimum Jail Standards.

The intended and designed security use and operational use of the D Quad is indicated in Figure 26.

Figure 26
D Quad Intended Use and Operational Use

Unit	Design Capacity	Use Capacity	Occupancy ¹⁵	Design Security	Use Security
D1-1	24	24	22	Min Male	Min-Med Male
D1-2	24	24	18	Min Male	Med-Max Male
D1-3	16	16	14	Med Male	Med-Max Male
D1-4	12	12	12	Max Male	Min-Med Male
D2-5	12	12	12	Max Male	Min-Med Male (Transfer for Holding)
D2-6	16	16	9	Med Male	Med-Max Male
D2-7	24	24	17	Min Male	Min-Med Male
D2-8	24	24	16	Min Male	Med-Max Male
Total	152	152	106		

Source: Hays County jail shift lieutenant, September 2015.

¹⁵ Occupancy of the Hays County jail on September 17, 2015.

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B Quad

B Quad is the last housing pod located along the general inmate population housing spine corridor. It consists of two housing units, B-1 and B-2, the Quad B Security Control Station, and the facility inmate work release screening entry. The pod is indirect supervision with the control station separated from the housing units by a control corridor.

Work Release Screening Entry

A secured corridor providing a controlled secure exit and entry for work release and day treatment program (DRC) inmates is located



B Quad Security Control Station



Dress-Out and Dress-In Area

between the B-2 housing unit and the kitchen. The area is used for processing work release and participating DRC program inmates, housed in the B pod, out of and back into the facility at scheduled times.

It is outfitted with wait seating, dress-out and dress-in clothing cubicles, a strip search area, toilet and a single stall shower.

All dormitories and support spaces for the B Pod meet VTCA, Chapter 511 and Texas Minimum Jail Standards.

The intended and designed security use and operational use of the B Quad is indicated in Figure 27.

Figure 27
B Quad (Pod) Intended Use and Operational Use

Unit	Design Capacity	Use Capacity	Occupancy ¹⁶	Design Security	Use Security
B-1	24	24	15	Min Male	Low-Med (Trustee) Male
B-2	24	24	20	Min Male	Min-Med (DRC) Male
Total	48	48	35		

Source: Hays County jail shift lieutenant, September 2015.

Day Treatment Program (DRC)



DRC Program Area

The DRC building houses a day treatment program operated by the local Community Supervision and Corrections department (CSCD). Participants in the program are enrolled in it in lieu of a residential treatment program. They attend the program during the day and are incarcerated in the Hays County jail at night. They receive drug and alcohol treatment, counseling, and life skills. It is staffed by CSCD personnel. The physical plant for the programs is provided by Hays County.

The DRC is in a relocatable wood modular building located near the northwest corner of the main jail facility adjacent to the north wall of B Quad. It includes a large program area, a small gathering area, two small program counseling rooms, three offices and toilet facilities. The small program counseling rooms are used for participating females. The program areas are appropriately outfitted with folding tables, chairs, low wood shelving units and video teaching equipment. Offices are furnished and equipped appropriately. The facility is typically staffed by a minimum of two CSCD employees.

Inmates participating in the DRC programs are housed in B Pod Unit B-2. Access to the DRC is from the B Pod control corridor, past the B Pod Security Control Station, through the inmate work release screening area, and through the exit door to the exterior. From the exit door a fenced secured walkway leads to a set of wooden stairs and elevated walkway. Entrance into the DRC building is at the end of the elevated wood walkway. A building fire exit is also provided with a

¹⁶ Occupancy of the Hays County jail on September 17, 2015.

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platform and stair into a fenced secured yard at the northwest edge of the main jail building. The entry door into the DRC building is through a key locked door.

Direct visual security sight lines within the large program area and gathering space are good. There are no sight lines into the offices or small counseling rooms. CCTV coverage of the large program space is monitored by any camera.

Lighting of the spaces is good. Building HVAC is provided by four electric wall mounted units.

Best practices indicate that this and other programs should be conducted in appropriately located spaces within the security perimeter of the building.

Receiving, Laundry, Kitchen, Staff Dining

Receiving

An exterior loading dock is located on the west facility perimeter wall, north of the vehicle sally port. It is the drop point for goods and materials coming to the facility.



Access to DRC

Separate roll-up doors feed into a receiving area



Exterior Loading Dock Area

between the kitchen on one side and trash removal storage area on the other. A pedestrian door is located between the two roll-up doors. The receiving area and facility corridor leading into the general inmate population security spine essentially provides a security vestibule for the goods and materials entry. Materials and food products are received and inventoried in the area then transferred to their respective work or storage areas. The roll up doors, exterior dock, passenger door, facility corridor, and kitchen

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supply entry doors are controlled from the kitchen supervisor's office which straddles the wall separating the receiving area and kitchen.



Trash Room

Trash for the entire facility is moved to the trash room for disposal. The trash storage area is barely sufficient for the facility and its present population level.

Security sight lines are fair. CCTV coverage of the area is monitored from any station. Lighting and HVAC are good.

Kitchen

The kitchen includes a food supply receiving area, dry storage room, freezer, and cooler. The cooking area is composed of a preparation area, cooking area, and a tray assembly area. Food is prepared, using a line of slicer stand, slicer, meat grinder, meat saw, and other equipment. The preparation area backs to the cooking area. The cooking line includes a double deck convection oven, deep fryers, tilting skillet and a convection steamer. The tray assembly line and food cart loading assembly line runs parallel and next to the cooking preparation line.

Loaded carts are moved through the cart exit door into the spine corridor and taken to the various housing units for tray distribution.

Soiled food carts and trays are returned to the kitchen through the cart return door into the cart breakdown area.

A line of deep bowl sinks and a drying tray is located along a wall at the end of the preparation cooking lines. The tray wash area is outfitted with a commercial conveyor dish wash rack. Food carts and trash cans are hose washed in the cart

return/breakdown area. The kitchen is managed and operated by sheriff's office inmate trustee workers.



Kitchen Preparation Area

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Storage areas for the kitchen are sufficient for a one week supply. The tray washing equipment is slow and nearing its life end. The kitchen size and equipment are adequate for the present inmate population level.

Kitchen doors are manually operated with keyed doors. Direct security sight lines are fair. Equipment blocks certain observation views. CCTV coverage can be monitored from any security control station. Lighting and HVAC are good.

Staff Dining

A staff dining room is located along the dock-to- facility corridor that connects the receiving dock to the spine corridor. Staff access into the dining area is from the facility corridor. Food is delivered directly from the kitchen. The dining room is outfitted with a hot food table, salad table, beverage cooler, beverage dispenser and other equipment. Staff self-serve food prepared from the jail kitchen or eat their packed lunches in this area.



Staff Dining Area

Lighting and HVAC are good.

Laundry

Cleaning of all inmate uniforms and blankets is done in this functional area. It is located off the receiving dock- to- facility corridor and is accessed from that corridor. Soiled laundry carts and clean laundry carts enter and exit the same door.



Laundry

The laundry is equipped with four commercial grade washers lined side by side and four commercial grade extractor dryers lined across from the washers.

Cleaning soaps and chemicals are stored and fed to the machines from a “supply” table within the unit. All water lines, drain lines and exhaust vents are exposed within the unit. A counter with under-counter cart storage and sorting/storage shelving above

is used for folding.

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Soiled articles are moved directly from the “soiled” carts into the cleaning process. Cleaned articles are folded and stored on metal shelving units lined opposite the folding counter. The laundry is managed by staff using inmate trustee workers. The laundry entry door is manually operated and key locked.

Direct visual security sight line by staff inside the unit is fair. Sight lines are obstructed by equipment. CCTV coverage is monitored at any security control station.

Lighting is good. HVAC is acceptable for a laundry.

The size of the laundry is acceptable for the present inmate population size.

Exposed and unprotected storage and supply of cleaning chemicals within the unit is not a best practice. Exposed and unprotected water lines, waste lines and exhaust ducts are not best practices.

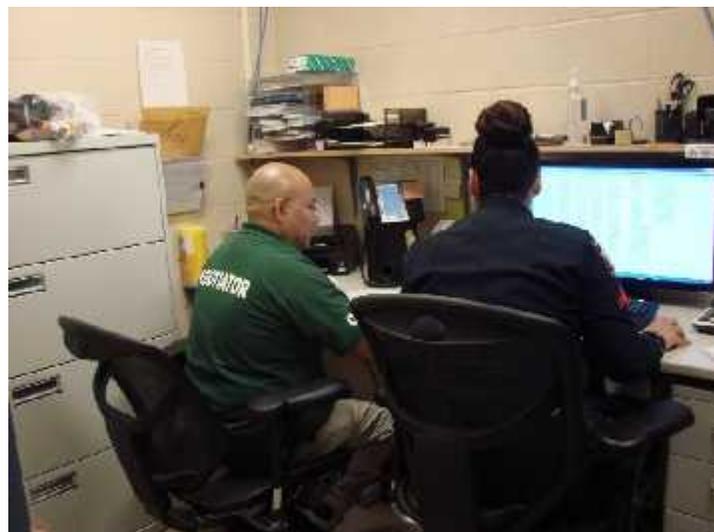


Exposed Chemicals

Commissary

The commissary room is a small office area where commissary orders from inmates are processed. It is equipped with fixed desks, file cabinets, wall shelving and a commissary computer workstation. The space is shared by one or two commissary assigned deputies, a vendor employee, plus the support services corporal. The space is very cramped.

Commissary goods are supplied by a contracted commissary vendor. Goods, when delivered, are stored in the disabled C Quad inmate visiting area and in the inmate side of the non-contact visiting space.



Commissary Office

Goods are received at the facility loading dock/receiving area and then moved through the facility to the storage location. Commissary carts are loaded at that location then distributed by

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commissary vendor staff with deputy escorts to the inmates at their housing units. A window from the commissary room into the spine corridor is no longer used.

The commissary office is located along the general inmate population spine corridor between the infirmary entrance and receiving dock/facility corridor. It is accessed directly from the spine through a manual security swing door with key lock.

There is no CCTV coverage of the space interior but the spine corridor is monitored at any control station. There are good direct security vision sight lines from the booking security control station.

Lighting and HVAC of the space are good.

Commissary services have drastically increased over the years. Additional commissary ordering work space should be provided. More storage and separate work cubicles should be provided for commissary deputies, vendors, and the support services corporal. A commissary goods storage and cart storage/loading area should be provided. Placement of this space is not convenient for present operations.

Support Services Sergeant's Office

The room originally intended and designed for use by an inmate barber is now occupied by the support services sergeant. It is equipped with a table desk, side table, file cabinets and two wall shelves.

The office is located along the general inmate population spine corridor between the dock-to-facility corridor and the commissary order room. It is accessed directly from the spine corridor through a manual security key door with key lock.

There is no CCTV coverage of the office interior. There are good direct security vision sight lines of the office door from the booking security control station. The spine corridor CCTV coverage is monitored from any control station.

Lighting and HVAC are good.

The space is barely adequate in size. The placement of the office is not convenient for present operations.

During our site visit, we observed an inmate receiving a haircut in a hallway. The lack of barber space, with the room originally designed for one now being used for the support services sergeant, is another example of the lack of appropriate space for delivery of many inmate programs and services.

Mail Room (Jail)

The mail room at this location receives and distributes mail for the inmate population of the jail. All enveloped mail is brought from the initial mail receiving room in the jail administration area outside of the security envelope where it is screened. Larger inmate-bound parcels and packages are dropped at the mail receiving area and transferred directly to the mail room for processing. E-

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mail messages to inmates are screened then printed with paper hard copies delivered to the inmate recipient.

The room is outfitted with a built-in desk top working area with drawer and storage shelves on opposite walls and a wall hung mail slot sorting cabinet. It is equipped with a computer, printer and copy machine.

The office is located along the general inmate population spine corridor between the receiving/dock facility corridor and the commissary order room. It is accessed directly from the spine corridor through a manual security key door with key lock.

There is no CCTV coverage of the office interior. There are good direct security vision sight lines of the office door from the booking security control station. The spine corridor CCTV coverage is monitored from any control station.

Lighting and HVAC are good.

The space is barely adequate in size. The placement of the office in a main circulation corridor is not a current best practice.

No electronic or x-ray screening is done of any items. Screening equipment should be provided. No substance screening is done at the mail receiving room, therefore, is done at this location. The mail room screening activities should be combined with mail screening functions and located on the outer edge of the building envelope to prevent contamination or risk of the facility from any incoming articles.

The support services spaces for the jail meet VTCA, Chapter 511 and Texas Minimum Jail Standards.

Building Systems and Equipment

Communication

An electric audio communication and public address system ties all of the jail security control stations, the sheriff's office, and dispatch in the public safety building to one another. Communication between deputies is principally by handheld radios. For paper messaging a pneumatic tube system connects to sheriff's office, all security control stations and dispatch center in the public safety building.

HVAC

Heating, ventilation and air conditioning of the jail facility is provided by individually controlled electric forced air roof top units. Using a combination of 59,000 BTU per hour and 83,000 BTU per hour units, the units are positioned on the roof to heat and cool envelopes of



Communications

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functional spaces of the jail directly below. Each unit and its air distribution ductwork is an HVAC zone.

The operation, temperature and air flow control of the various units that supply a functional area or group of areas is from a control panel in a security control station in the area being supplied. For example, seven roof-top units provide HVAC for D Quad housing units and their associated



Rooftop HVAC Units

activity core. The control for the seven units is in the D1 security control station.

All of the roof-top units were replaced in 2010. Access to the units is by fixed steel ladders through a locked roof hatch. The access points are in designated locked electrical equipment rooms.

All of the units are operational and well maintained.

This method of heating and air conditioning is typically used for commercial big-box store and warehouse applications. It is also usually the least

expensive in capital costs but more expensive in operating costs. With each roof-top unit being a zone, there is no redundancy when failure of a unit occurs. There is no capacity of balancing air distribution from unit to unit. Smoke evacuation is performed by a separate mechanical smoke exhaust system.

Plumbing

Without opening and testing water and sewer lines, the plumbing lines appear to be in good condition. Examination of maintenance and repair records indicate that repair requests for plumbing leak repairs and equipment replacement appear to increase as years go by. Observations during the building inspection are as follow below.

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Water Service Main

Plumbing fixtures in inmate areas are stainless steel with the exception of shower units. All showers in inmate housing units are prefabricated galvanized units. Attempts have been made to paint and/or refinish the wall surfaces. None have been successful.

Combination toilet/wash basin fixture connections are beginning to show some water leakage. Several water heaters have been replaced over the last few years. Exposed copper lines and connections are patinaed. This is an indication of possible light leakage caused by corrosion and pipe wall deterioration from the inside. The leaks in the soil line that runs under the HR training room floor can also be an indicator of deterioration of sanitary sewer lines.

Electrical System

No in-depth examination of the electrical service or distribution system was conducted nor was any testing conducted.

Electrical service entry and the main switch gear is in the electrical room access from inside the vehicle sally port. Power is fed from the main to strategically located electrical closets equipped with breaker protected distribution panels.

The electric gear and panels appear to be in good operating condition. Recently all of the florescent lighting fixtures were replaced with energy



Typical Electrical Control Panels

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saving LED units. Examination of repair requests and reports indicate some failures. Frequency and the type of maintenance and repair of the building electrical items appear to be in the expected range for a 27 year old jail.

Security Equipment

Both sliding and swinging security doors were installed with electric controls for the movement controls and lock release controls. The controls and control switches are electric hard wired components. Security control station door control panels have overheated, emitted electric heat odors; in some occasions caused smoke; and, in three instances, burst into flames.

There are no security alarms on the exterior light court exit doors to know if they are being tampered or opened in any manner. A door position indicator on the door control panel in a security station provides an indication of the door being either open or closed, but not a notice alarm for when it is moved from one position to the other.



Problematic Control Console Wiring

Sliding cell door lines were installed with motor driven cable operating mechanisms as opposed to the rod driven operating mechanisms typically used in the mid-1980s. Sliding functions are unreliable, doors slip off tracks and other operational difficulties are experienced. Replacement parts for the security doors are no longer available. When a part cannot be repaired and must be replaced it must be custom-made

As a result of those difficulties and others, electric operation of the lines of sliding doors has been disabled. At those locations they are now manually operated from the “emergency release” control box, usually located in a security corridor at the end of a cell line. Single sliding doors are still being electrically operated. Control panels in some of the security control stations have been removed. The electric lock releases and control panels are still in operation.

All of the control stations and guard stations operate their respective security perimeter doors independently. There is no redundancy. If a control station or guard station is disabled for any reason, its functions cannot be taken over by another station. This also means that if a station is breached before being disabled, the station cannot be remotely disabled by any means other than cutting the power to the station. The lack of redundancy is an undesirable condition.

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Other Buildings on the Jail Site

Maintenance Building

The maintenance building was not inspected in detail. A walk-through was conducted to identify functions of the building.

The building is a pre-engineered, steel frame structure with a steel panel roof and steel panel walls opened in 1994. The structure is 50' wide and 200' long and 20' in height.



Maintenance Building

The 10,000 square feet of area is separated into two general areas. . One area is for jail maintenance and the remainder of the building is used for sheriff's office vehicle maintenance and repair.



Jail Maintenance Shop – Repair Bench

The jail maintenance areas include a high bay maintenance shop, staff office, and a toilet on the first floor. Office work areas, small repair benches, and small repair parts are located in a second level space. The jail warehouse area is located adjacent to the maintenance shop. . This area is outfitted with high bay shelving racks used for the storage of equipment, larger replacement parts and items being prepared for auction or disposal.

The maintenance shop is accessed by a ten feet high roll up door and a pedestrian door. Maintenance storage is accessed by a 14' high roll-up door on the front Uhland Road side of the building.

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A storage room under the maintenance shop's second level space is being finished and outfitted as a criminal investigation division (CID) laboratory for the Sheriff's Office Law Enforcement Bureau.

The sheriff's office vehicle maintenance and repair area contains three shop areas, offices, parts storage, toilet and a break room. General vehicle maintenance, wheel alignment, engine tuning and repair services are done using floor surface mounted vehicle lifts.



Jail Warehouse Storage

New sheriff's vehicles are delivered to this location for final decaling and outfitting of emergency lights, sirens, radios and other equipment before going into service. Servicing and repairing of vehicle radios and other communication devices is performed in an outfitting shop area. Certain specific use vehicles are also locked and stored in designated areas of the shops.

Two 10' high roll-up vehicle doors, two 14-foot high roll-up doors and three pedestrian exit doors provide front access into the shop areas. A rear 14' roll-up vehicle door is provided for two of the shops. The building is outfitted well for its functional use and is well maintained.



CID Laboratory Outfitting

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Hays County Sheriff's Office Public Safety Building

The public safety building was not inspected in any detail, as it was not a component of the primary purpose of our site visit. A walk-through was conducted to identify functions of the building.



Public Safety Building

This building is the former Hays County Jail, re-purposed to house the Hays County Sheriff's

Office Law Enforcement Bureau after completion of the presently operating jail. The facility has been retrofitted to provide spaces for the road patrol, investigations, intelligence and other associated activities. The Sheriff's Office Communications Center, Emergency Operating Center and related spaces are housed here. Work offices and spaces for warrants, civil orders, and the records clerk and records storage are provided. The building appears to be outfitted well and is well maintained.

The wood modular Sheriff's Office Training Academy buildings were not inspected.

Catastrophe Preparation

In May of this year, the Hays County Jail was close to a catastrophic event when the river flooding occurred. Critical needs in such an event are water and electrical services. Emergency supplies for three to five days are recommended.

Other than water heating tanks for daily use, there is no water storage capacity in the jail. If the water service to the jail is disrupted, use of toilets, showers, and kitchen would not be capable within one and one-half hours.

The 600KW diesel emergency generator provides emergency electrical power and switching to the entire building. It is equipped with a 350 gallon fuel tank which provides approximately 24 hours of running time if the fuel tank is full. An elevated 1,000 gallon diesel fuel storage tank is located behind the maintenance building. That capacity, if the tank is full, would allow the generator to operate approximately four days.

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The generator provides emergency service for approximately 30 percent of the building operations. It provides power for life safety, essential operations, and security elements of the building. This includes specific lighting, the communications system, and security doors. No air conditioning, general lighting, or non-essential functional areas are covered.

Food storage in the building is reported to be sufficient for five days of meals.

Care should be taken to have water, food, and fuel supplies, or reliable sources, available.

Evaluation of Options

Having reviewed the physical plant of the current jail and outlining its spatial limitations, and having reviewed the operations in the jail and how the current physical plant adversely impacts a number of daily operations, the question is: how can the county best address these limitations, to improve the efficiency of the jail's operations, for both the staff working in the jail and for the inmates it houses?

There are three options to consider: 1) retrofitting and expanding the current jail; 2) constructing a new jail; 3) using ongoing outsourcing of inmates to other counties in lieu of new or renovation construction.

GMJ recommends the construction of a new facility for Hays County. Below, we present bed space needs, what would be needed to retrofit and expand the current facility, and why we do not believe it to be the best option for the county. We then explain our recommendation for a new facility as the best option. Lastly, we address how ongoing outsourcing of inmates to other counties, while appearing as a cost-effective option at first glance, is not realistically a viable option as a long-term inmate population management tool.

After our description of options and our recommendation, we list our conceptual parameter estimates of construction costs for construction of a new jail and for expansion and retrofitting of the current facility.

Bed Space Needs

Our analyses, observations, and population projections indicate that the county jail facility does not need a significant number of additional inmate beds, but rather bed space that is better situated and organized for optimal security of both staff and inmates. However, because of the uncertainty in projecting what a community's jail population will be, any consideration of renovation or new construction should include plans for future expansion when and if the need arises.

In Figure 28 we have attempted to estimate the total number of beds the county needs, as well as the type of housing required. However, the county could not provide enough data on some sub-populations to allow us to make specific recommendations. For instance, there is a lack of information on historical numbers of PREA inmates and inmates identified as mental health patients. Because of this lack of information, we provide guidelines rather than specific estimates.

Figure 28
Recommendation for Design Requirement for the Hays County Jail

Bed Type	Number of Beds Needed	Comment
Total number of beds	360 to 400	
Segregation cells	18 to 21	
Female beds	65 to 70	
Infirmatory beds	6 to 8	
Acute care beds (mental health patients)	12 to 14	Those inmates needing full-time observation
Sub-acute care beds (mental health patients)	12 to 14	Those inmates needing observation every 15 minutes
PREA inmates	Unknown	No data available to estimate this number

Source: GMJ & Associates, Inc.

The assumptions and methodology used to make the estimates presented in Figure 28 include the following:

- Although total jail population is projected to be relatively flat over the next five to ten years, the county needs an adequate number of beds for proper classification and inmate separation.
- It is difficult to estimate the number of segregation cells needed because of a lack of data. However, we noted while onsite that no inmates were being placed in administrative segregation for rule infractions because the 14 segregation cells were being used for different purposes. Increasing segregation cells by 25 to 50 percent, however, should be adequate for future needs.
- Female inmates are projected to increase over the next five to ten years; our estimate is in accordance with our projections. There are 75 female beds in the current facility, but they are not optimally located within the facility.
- Because infirmatory beds are for temporarily housing inmates who are ill or need medical treatment, a total of six to eight beds should be adequate. Inmates needing an infirmatory bed on a long-term basis would most likely need hospitalization.
- The county does not track the number of inmates who are considered to be mental health patients. However, based on national averages, between 35 to 45 percent of inmates can be expected to have mental health issues. Most of this 35 to 45 percent can be housed in the general population, leaving only acute and sub-acute inmates needing specialized housing. Again, based on national averages, we estimate that the county will need 12 to 14 beds for acute inmates needing around-the-clock observation and another 12 to 14 beds for sub-acute inmates needing 15-minute checks.
- The county does not have historical data showing the number of PREA inmates; we are therefore not able to make an estimate for this group of inmates.

Retrofitting and Expanding the Current Facility

Additions and retrofitting of the existing facility would be very expensive and cumbersome. For example, an area in the existing facility, such as booking, is “hemmed in”, making expansion complicated in terms of construction. To reduce the number of Hays County inmates to be held out-of-county during construction, retrofitting of existing housing units would require phasing, closing and re-constructing one pod at a time. This process would extend the construction process significantly. And still, after completion, some spaces of the building would be cramped and not located where they should be for the most efficient operations of a 21st century jail operation.

An expansion of the current jail to meet operational needs of the current inmate capacity would require:

- Booking area with additional holding cells
- Temporary booking and processing inmate holding units
- Medical infirmary and mental health spaces
- Inmate education and programs areas
- New vehicle sally port
- Miscellaneous support spaces
- Renovated housing units for conversion to direct supervision

Spaces needed to provide a larger intake processing and booking area with appropriate holding areas for the present inmate capacity would require approximately 6,030 square feet of area in addition to the existing area. A new properly located holding area would allow housing unit C1-4 to again be used for general population custody. Additional space for booking holding will require approximately 4,320 square feet of area. Additional infirmary medical area, mental health acute and sub-acute cells and mental health housing will require approximately 1,920 square feet and an inmate education and programs unit should be approximately 3,660 square feet. A new, larger vehicle sally port would require approximately 2,852 square feet.

Retrofitting the C and D Quads to provide direct supervision housing units would require total deconstruction and removal of the housing units, the security control stations and roofs of the four pods. The vacated spaces could be retrofitted to provide a two level, main floor with mezzanine direct supervision housing units with elevated security control stations. To improve the female housing separation issue, pod C1 could be retrofitted for females with female visiting provided in the C Quad visiting area. To resolve security classifications and inmate type separations an additional male housing unit pod could be constructed on the spine corridor across from D Quad immediately adjacent to B Quad. A 64 bed pod consisting of four 16 bed direct supervision housing units is recommended. The units would be two level, main floor and mezzanine units with eight beds on each level. The beds could be configured in single cells, double cells, eight bed cells, eight bed open dormitory, or some combination of cells. An additional male housing pod would require approximately 9,504 square feet.

Constructing a New Jail

The construction of a new facility appropriately designed for direct supervision operation and management could be constructed near the existing jail. Obstructions of the retention pond, electric lines and easements, as well as land elevation, restrict the availability of a good building site. However, the area west of the Sheriff’s Office Law Enforcement Center would be a good siting opportunity.

The existing property, combined with additional property located along the west property line, would be sufficient area to site a new facility with appropriate parking and buffer areas.

The construction of a new jail, to include the spaces addressed in the section on retrofitting and expansion above, and designed with a direct supervisions model for its housing areas, would allow the county to adequately address the operational needs of a 21st century jail operation through up-to-date design efficiencies for current day operations. It would also preclude continued maintenance problems of the existing jail that would remain in operation as a result of a retrofit and expansion.

Ongoing Outsourcing of Inmates in Lieu of Renovation or New Construction

The third option available to the county is to continue to use the current jail facility, transferring inmates to other counties when there is a lack of bed space.

The primary costs associated with outsourcing inmates to other counties include the daily contract rate paid per inmate and the cost to transport those inmates to and from court appearances. Figure 29 shows the daily rates charged to Hays County for housing inmates.

**Figure 29
Daily Rates to Outsource Inmates**

Caldwell County Rate/Max # Inmates	Guadalupe County Rate/Max # Inmates	Bastrop County Rate/Max # Inmates	Walker County Rate/Max # Inmates
\$45 / 48	\$50 / 30	\$45 / no limit	\$37 / 20

Source: Hays County Sheriff, September 14, 2015

Figure 30 shows the amount the county has spent on contract inmate detention costs for fiscal years 2010 through 2015.

Figure 30
Inmate Outsourcing Costs¹⁷

Fiscal Year	Contract Inmate Detention
2010	\$653,200
2011	\$135,500
2012	\$0
2013	\$0
2014	\$61,700
2015	\$344,528 ¹⁸

Source: Detailed Line Item Expenditures, Hays County Auditor's Office, for the years indicated

On the surface, continuing to use the current jail facility and outsource inmate overflow to surrounding counties appears to be a viable option, but there are several reasons why this is not a good long-term solution for the county including:

- this option does not address the deficiencies existing in the current jail facility
- safety and security issues related to frequent transport of inmates to and from other counties
- hardships created for families of inmates who are required to travel long distances for visitation
- the cost associated with housing inmates in other counties, including the cost to transport prisoners

In fiscal year 2015, total salaries and benefits for transportation officers amounted to \$553,062. This amount includes all prisoner transport, including transportation of inmates to other counties.

Fiscal Implication of Jail Capacity Options

Conceptual Parameter Estimates of Construction Costs

Conceptual parameter estimates of cost are developed by assessing national average square foot costs for functional areas, applying adjustments for the Hays County construction region, and then applying a two-year inflation projection factor.

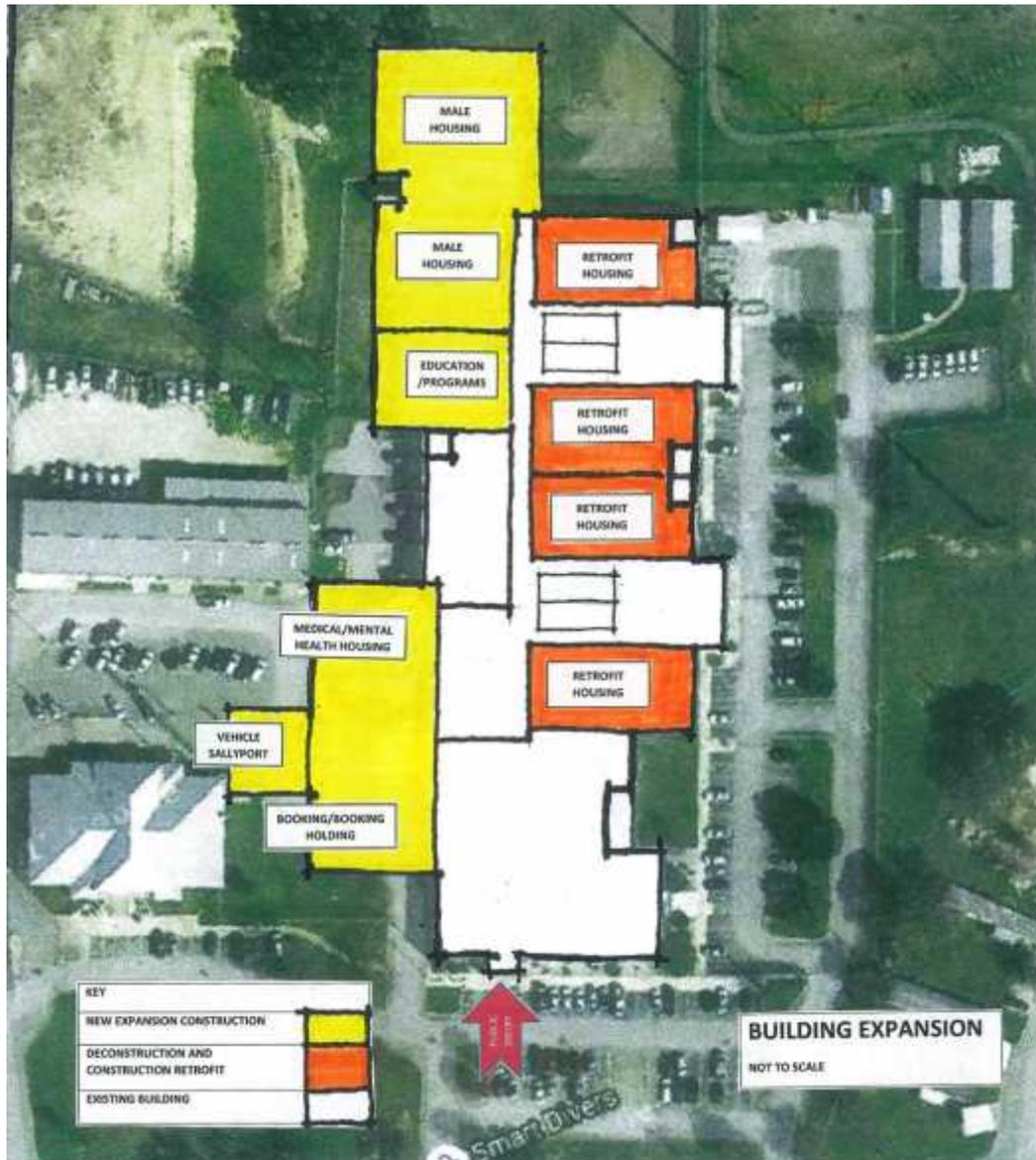
Retrofit Option

A conceptual parameter estimate of cost for the additional spaces and building retrofit is \$44,073,651. A recommended building expansion schematic is shown in Figure 31.

¹⁷ Does not include prisoner transportation costs.

¹⁸ Unaudited.

**Figure 31
Building Expansion**



Source: GMJ & Associates, Inc.

New Construction Option

A conceptual parameter estimate of cost for a new facility without land costs is \$52,474,330. A recommended building replacement is shown in Figure 32 below.

**Figure 32
Building Replacement**



Source: GMJ & Associates, Inc.

Any capital improvements, whether a facility retrofit and addition, or a new building, will require detailed assessment of conditions, a specific detailed facility program, and detailed assessment and estimate of costs for development and construction.

Cost Estimate for Continuation of Outsourcing Inmates

The county’s transportation officers have spent 459 hours over the past six months transporting inmates to other counties, as shown in Figure 33 below.

**Figure 33
Number of Hours for Inmate Transport to Other Counties**

Month	Caldwell County	Guadalupe County	Bastrop County	Walker County	Total
April 2015	0	21	0	0	21
May 2015	6	22	18	0	46
June 2015	48	15	4	0	67
July 2015	25	21	61	70	177
August 2015	40	27	0	0	67
September 2015	39	26	0	16	81
Totals	158	132	83	86	459

Source: Hays County Jail Captain, September 8, 2015

If the county continues to outsource inmates at the same rate as in 2015, it is estimated to cost approximately \$379,412 which includes \$344,528 for payments to other counties and \$34,884 in

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transportation costs. Transportation costs are estimated based on the number of hours incurred over the past six months and an estimated average hourly rate of transportation officers of \$38¹⁹.

¹⁹ Estimate based on total salaries and benefits for transportation officer for fiscal year 2015.

Glossary of Terms

Bar Grating (walls, doors)

Walls and doors composed of security reinforced round bars and security reinforced flats. The bars are placed vertically at a maximum of five inches center-to-center and held in place by the flats at twelve to eighteen inch intervals depending upon security level specifications.

Direct Supervision

A jail or detention custody operation mode of management wherein custody staff are stationed in an inmate housing unit with the inmates as opposed to being stationed in a security control station. Security back-up for staff is typically provided by security control stations that are directly attached to the housing unit with no intervening space such as a corridor.

Indirect Supervision

A jail or detention custody operation mode of management wherein custody staff are stationed in a security control station as opposed to being stationed in an inmate housing unit with the inmates. In this mode custody staff enter the housing unit as needed and for security check rounds.

Matron

A term used in years past. In smaller jails, female inmates were watched over by the “matron”, typically the elected sheriff’s wife. As opposed to the management and control of male inmates it was felt that female inmates’ needs were better handled by a woman, thus the term “matron” for the person put in charge of their care.

Negative Pressure

The evacuation of air in a space as opposed to the supply of air in a space. Jail cells provided with negative pressure are typically provided for inmates with contagious diseases and are isolated from the general inmate population. When the HVAC of the space is placed in negative pressure mode, the air in the space is isolated and evacuated to prevent contamination of any other spaces.

Sally Port

A jail sally port is a secured space used at the entrance of the building. It is a transition area that is secure but not within the security envelope of a facility. It is typically a larger area. For example a vehicle sally port is similar to a drive through garage where a vehicle is allowed to enter then the garage door closes, securing the vehicle and occupants in the space. This allows the occupants to exit the vehicle then be moved through the security perimeter of the building into the facility.

Security Envelope

A building or functional area volume of space enclosed by floors; walls, and roofs/ceilings constructed of security reinforced materials; with any openings or penetrations through them outfitted with security materials and devices, to prevent escape. The type and amount of security reinforcement of the materials vary depending upon the level of security specified.

Glossary of Terms

Trustee

A low escape risk inmate who can be trusted to work at assignments within the rules, regulations and behavior expected of jail custody staff. Referred to as a “trustee” they are typically low risk inmates with specific market skills. Some examples are kitchen workers, janitorial workers, and painters.

Work Release

A program where inmates are released from the jail daily to return to their place of employment. These are typically individuals who are gainfully employed and serving their sentences for a misdemeanor charge. Classified as a low escape or flight risk, they are allowed to return to their place of work during the work week but must return to custody for all other time. In some cases other low risk inmates are allowed to leave the jail security perimeter to work as a work crew member for tasks such as ground maintenance. Work release inmates are housed in units separated from the general inmate population.

Appendix A

DETAILED WALK-THROUGH WRITE-UP

Detailed Jail Walk-Through Write-up

A Quad

Units A-3 and A-4 each is a line of six single cells with a common dayroom in front of them. The cells are steel plate walls and ceilings with bar grating fronts and sliding doors. They are equipped with an over- or under- bunk, writing shelf and combination toilet and wash sink with a drinking bubbler. A single stall shower, toilet and wash sink is located in the entry safety vestibule.

The dayroom ends are bar grating walls. The long dayroom wall opposite the cells is steel plate. Dayroom seating is provided for six.

The two single occupancy cells, A and B, are equipped with a floor bed, writing shelf, combination toilet and wash sink with a drinking bubbler and a shower. An enclosed secure outdoor exercise area is located immediately adjacent to the quad. The exercise area is shared with the segregation cells population on a coordinated schedule basis.

The units are designated as A-3 and A-4 “Male TB Tank” (tuberculosis tank). That designation is a carry-over from its use in days past. During the site visit A-3 was housing three youthful offenders (17 year olds) and A-4 was holding four special population inmates.

The outer safety vestibule of each unit is a manual keyed swinging steel security door. The inner safety vestibule door and cell doors are sliding bar grating security doors. The electric operation of the cell line doors has been disabled. They are now manually operated from a door selection and operating box located in the control corridor. The cable operating system and door open/close functions often fail.

Direct vision security sight lines from the ends of the dayroom to the cell doors is fair. The bar grating walls, when viewed on an angle as from the dayroom ends, obstruct the view of the cells line. Observation of the cell interiors require staff to walk to the cell fronts.

There is CCTV coverage of the control corridors, A-3 and A-4 housing unit dayrooms, the A and B cells corridor and the outdoor exercise area.

Lighting of the corridors, cells and dayrooms is good. Natural daylight into the housing unit dayrooms is via skylight. HVAC is good.

C Quad

Control Station C1

Security Control Station C1 is located midway down the C1 control corridor. It is the hub for the safety vestibule entrances into housing units C1-1, C1-2, C1-3, and C1-4. The station space includes a toilet. It is outfitted with a door control console and other controls for environmental and safety systems of the C1 pod. Door consoles are hard wired with button switches. Doors controlled from this station are the outer and inner doors of the C1-1/C1-2 and C1-3/C1-4 housing

unit vestibules. The electric operation of the single cell doors in housing unit C1-1 and C1-4 have been disabled. Those doors are now operated manually.

HVAC temperature and airflow for the four C1 housing units and the C Quad activity core is managed in this station. Separate panels provide control of normal and emergency lighting. The station contains a fire alarm sub-monitor tied to the main fire panel. The sub-monitor covers the same spaces managed for HVAC. The station is tied into the facility audio communication and pneumatic tube communication systems. The station is tied into the facility CCTV system and station controls allow monitor viewing from any camera as well as allow operation of any pan/tilt/zoom cameras.

The C1 security control station is operated by two deputies.

Entry of the security control station is from the C1 control lobby directly into it through a security door, lock released from inside. No entry safety vestibule is provided. A protocol is in place for emergency access key entry into the station if needed.

Bullet resistant glazing panels from desk height to the ceiling allow good direct security sight lines for the C1 control corridor, the adjacent activity core outdoor exercise area, activity core indoor exercise/multi-purpose room, the housing unit safety vestibules and into the housing units as described for each.

Storage within the station is acceptable. Lighting and HVAC are good.

Housing Unit C1-1

Housing unit C1-1 includes 12 single cells organized in a linear fashion along an inmate corridor with eight cells on one side and four on the other. The unit dayroom is separated from the inmate corridor by a bar grating wall. The unit was intended and designed to be used as maximum security housing. It is currently used for minimum-medium classification inmate housing.

The cells are steel plate walls and ceilings with bar grating fronts and sliding doors. They are equipped with over or under bunks, a writing shelf, and combination toilet and wash sink with a drinking bubbler.

The dayroom has three fixed tables providing seating for 12. A hygiene area in the dayroom includes a wash sink with drinking bubbler, two toilets and a single stall shower. Natural sunlight into the dayroom is from a single skylight. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom hygiene area and the cells.

Access into the unit is from the spine corridor through a sliding steel door gate into the C1 pod control corridor and past the security control station to the unit safety vestibule shared with housing unit C1-2.

The unit safety vestibule door is a sliding door electrically controlled from C1 pod control. The sliding cell doors were originally electrically controlled. Those controls have been disabled. They

Appendix A

are now manually operated from a door selection and operating box located in the control corridor. The cable operating system and door open/close functions often fail.

Direct vision security sight lines from the C1 security control station into the dayroom is good. Direct security sight lines of the cell doors are fair for four of the single cells of the unit inmate corridor that can be observed through the inner bar grating dayroom wall. The eight single cells in the end of the inmate corridor are not observable from the control station. Observation of those cell doors and interiors is by staff walking the hall in front of them. The modesty panel in front of the shower blocks observation of the hygiene area from the dayroom. Staff must enter the dayroom for observation. CCTV coverage of the cell line corridor and dayroom is monitored in the C1 security control station. The shower and connections of toilet fixtures in the hygiene area are showing wear.

An indoor exercise/multi-purpose room and outdoor exercise area is available to the unit in the pod activity core.

Lighting and HVAC for the unit is good.

No food passes have been provided in the single cell doors. Consequently inmates must eat in the dayroom or food must be passed under the cell door for in-cell eating. Best practices do not allow for passage of food trays on floors.

Housing Unit C1-2

Housing unit C1-2 provides two eight bed multiple occupancy cells and a dayroom. The wall between the multiple occupancy cells and cell ceilings is steel plate. The cells are each outfitted with four double bunked beds and a single screened toilet. The unit was intended and designed to be used for medium security housing. It is currently used to house medium-maximum classified inmates.

The unit dayroom is positioned in front of the cells and separated from them by a bar grating wall and sliding door. Natural sunlight into the dayroom is from a single skylight.

It has two (2) fixed tables providing seating for 16. The hygiene area in the dayroom includes a wash sink with a drinking bubbler, two toilets and two single shower stalls. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom hygiene area and cells.

Access into the unit is from the spine corridor through a sliding steel gate into the C1 pod control corridor then past the security control station to the unit safety vestibule. The vestibule is shared with housing unit C1-1.

The unit safety vestibule door is a sliding type controlled from the C1 pod control station. The sliding doors are electrically operated from the C1 pod control station.

Direct vision security sight lines from the C1 security control station into the dayroom are good. There is a partial obstruction of the sight lines into one of the multiple occupancy cells. The

Appendix A

modesty screen for the two shower stalls blocks the view. Staff must enter the dayroom for observation of the blocked area. CCTV coverage of the dayroom is monitored in the C1 security control station. The shower and connections of toilet fixtures in the hygiene area are showing wear. An indoor exercise/multipurpose room and outdoor exercise area is available to the unit in the pod activity core.

Lighting and HVAC of the unit are good.

Housing Unit C1-3

Housing unit C1-3 provides two eight bed multiple occupancy cells and a dayroom. The wall between the multiple occupancy cells and cell ceilings is steel plate. The cells are outfitted with four double bunked beds and a single screened toilet. The unit was intended and designed to be used for medium security housing but is currently used to house medium- maximum classified inmates.

The unit dayroom is positioned in front of the cells and separated from them by a bar grating wall and sliding door. Natural sunlight into the dayroom is from a single skylight.

It is outfitted with two fixed tables that provide seating for 16. The hygiene area in the dayroom includes a wash sink with a drinking bubbler, two toilets and two single shower stalls. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom hygiene area and cells.

Access into the unit is from the spine corridor through a sliding steel gate into the C1 pod control corridor past the security control station to the unit safety vestibule shared with housing unit C1-4.

The unit safety vestibule door is a sliding door controlled from the C1 pod control station. The multiple occupancy cell entry sliding doors are electrically operated and controlled from the C1 pod control station.

Direct vision security sight lines from the C1 security control station into the dayroom are good. There is a partial obstruction of the sight lines into one of the multiple occupancy cells. The modesty screen for the two shower stalls blocks the view. Staff must enter the dayroom for observation of the blocked area. CCTV coverage of the dayroom is monitored in the C1 security control station. The shower and connections of toilet fixtures in the hygiene area are showing wear. An indoor exercise/multipurpose room and outdoor exercise area is available to the unit in the pod activity core.

Lighting and HVAC of the unit are good.

Housing Unit C1-4

Housing unit C1-4 includes 12 single cells organized in a linear fashion along an inmate corridor with eight cells on one side and four on the other. The unit dayroom is separated from the inmate corridor by a bar grating wall. The unit was intended and designed to be used as maximum security

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housing. It is currently used as an overflow holding area for minimum-medium classification inmate housing.

The cells are steel plate walls and ceilings with bar grating fronts and sliding doors. They are equipped with over- or under- bunks, a writing shelf and combination toilet and wash sink with a drinking bubbler.

The dayroom has three fixed tables providing seating for 12. A hygiene area in the dayroom includes a wash sink, two toilets and a single stall shower. The shower stall entry has been covered by a steel panel to prevent use. Natural sunlight into the dayroom is from a single skylight. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom hygiene area and the cells.

Access into the unit is from the spine corridor through a sliding steel door gate into the C1 pod control corridor and past the security control station to the unit safety vestibule shared with housing unit C1-3.

The unit safety vestibule door is a sliding door electrically controlled from C1 pod control. The sliding cell doors were originally electrically controlled. Those controls have been disabled. They are now manually operated from a door selection and operating box located in the control corridor. The cable operating system and door open/close functions often fail.

Direct vision security sight lines from the C1 security control station into the dayroom are good. Direct security sight lines of the cell doors are fair for four of the single cells of the unit inmate corridor that can be observed through the inner bar grating dayroom wall. The eight single cells in the end of the inmate corridor are not observable from the control station. Observation of those cell doors and interiors is by staff walking the hall in front of them. The modesty panel in front of the shower blocks observation of the hygiene area in the dayroom. Staff must enter the dayroom for full observation. CCTV coverage of the cell line corridor and dayroom is monitored in the C1 security control station. The shower and connections of toilet fixtures in the hygiene area are showing wear.

An indoor exercise/multi-purpose room and outdoor exercise area is available to the unit in the pod activity core.

Lighting and HVAC for the unit is good.

No food passes have been provided in the single cell doors. Consequently inmates must eat in the dayroom or food must be passed under the cell door for in-cell eating. Best practices do not allow for passage of food trays on floors.

The outdoor exercise area is covered with a high flat roof. Fence fabric encloses the area between the high roof and lower housing unit roofs, allowing sunlight and open air ventilation.

The outdoor exercise area is properly sized for the quad. Access into it is through a security door from the control corridor of either pod which is lock released by the respective security control stations.

Appendix A

A large indoor exercise/multi-purpose room has a flexible rubber floor covering and can be used for a variety of activities on a coordinated and scheduled basis. A small toilet room and storage area for equipment is incorporated into the room perimeter. Access into the space is through a security door from the control corridor of either pod. The access door is lock released by its respective security control station and manually operated.

Lighting of the C Quad activity areas is good. HVAC is good.

Control Station C2

Security Control Station C2 is located midway down the C2 control corridor. It is the hub for the safety vestibule entrances into housing units C2-1, C2-2, C2-3, and C2-4. The station space includes a toilet. It is outfitted with a door control console and other controls for environmental and safety systems of the C2 pod. Door consoles are hard wired with button switches. Doors controlled from this station are the outer and inner doors of the C2-1/C2-2 and C2-3/C2-4 housing unit vestibules. The electric operation of the single cell doors in housing unit C2-5 have been disabled. Those doors are now operated manually.

HVAC temperature and airflow for the four C2 housing units are managed in this station. Panels provide control of normal and emergency lighting of the pod.

The station contains a fire alarm sub-monitor tied to the main fire panel. The sub-monitor covers the same spaces managed for HVAC. The station is tied into the facility audio communication and pneumatic tube communication systems. The station is tied into the facility CCTV system and station controls allow monitor viewing from any camera as well as allow operation of any pan/tilt/zoom cameras.

The C2 security control station is staffed by two deputies.

Entry of the security control station is from the C2 control lobby directly into it through a security door, lock released from inside. No entry safety vestibule is provided. A protocol is in place for emergency access key entry into the station if needed.

Bullet resistant glazing panels from desk height to the ceiling allow good direct security sight lines for the C2 control corridor, the adjacent activity core outdoor exercise area, activity core indoor exercise/multi-purpose room, the housing unit safety vestibules and into the housing units as described for each. Windows into the outdoor exercise area and indoor exercise/multi-purpose room have been covered with a dark window tint laminate to prevent males using the exercise areas from looking through the security control station to see females in their housing units on the cell observation side of the control station.

Storage within the station is acceptable. Lighting and HVAC are good.

Housing Unit C2-5

Housing unit C2-5 includes 12 single cells organized in a linear fashion along an inmate corridor with eight cells on one side and four on the other. The unit dayroom is separated from the inmate

Appendix A

corridor by a bar grating wall. The unit was intended and designed to be used as maximum security housing. It is currently used for minimum-medium classification inmate housing.

The cells are steel plate walls and ceilings with bar grating fronts and sliding doors. They are equipped with over- or under- bunks, a writing shelf, and combination toilet and wash sink with a drinking bubbler.

The dayroom has three fixed tables providing seating for 12. A hygiene area in the dayroom includes a wash sink, two toilets and a single stall shower. Natural sunlight into the dayroom is from a single skylight. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom hygiene area and the cells.

Access into the unit is from the spine corridor through a sliding steel door gate into the C2 pod control corridor and past the security control station to the unit safety vestibule shared with housing unit C2-6.

The unit safety vestibule door is a sliding door electrically controlled from C2 pod control. The sliding cell doors were originally electrically controlled. Those controls have been disabled. They are now manually operated from a door selection and operating box located in the control corridor. The cable operating system and door open/close functions often fail.

Direct vision security sight lines from the C2 security control station into the dayroom are good. Direct security sight lines of the cell doors are fair for four of the single cells of the unit inmate corridor that can be observed through the inner bar grating dayroom wall. The eight single cells in the end of the inmate corridor are not observable from the control station. Observation of those cell doors and interiors is by staff walking the hall in front of them. The modesty panel in front of the shower blocks observation of the hygiene area in the dayroom. Staff must enter the dayroom for observation. CCTV coverage of the cell line corridor and dayroom is monitored in the C2 security control station. The shower and connections of toilet fixtures in the hygiene area are showing wear.

An indoor exercise/multi-purpose room and outdoor exercise area is available to the unit in the pod activity core.

Lighting and HVAC for the unit is good.

No food passes have been provided in the single cell doors. Consequently inmates must eat in the dayroom or food must be passed under the cell door for in-cell eating. Best practices do not allow for passage of food trays on floors.

Housing Unit C2-6

Housing unit C2-6 provides two eight bed multiple occupancy cells and a dayroom. The multiple occupancy cells are outfitted with four double bunks each and a single screened toilet each. The wall between the multiple occupancy cells and cell ceilings is steel plate. The unit was intended and designed to be used for medium security housing. It is currently used to house medium-maximum classified inmates.

Appendix A

The unit dayroom is positioned in front of the cells and separated from them by a bar grating wall and sliding door. Natural sunlight into the dayroom is from a single skylight.

Two fixed tables provides seating for 16. The hygiene area in the dayroom includes a wash sink with a drinking bubbler, two toilets and two single shower stalls. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom hygiene area and cells.

Access into the unit is from the spine corridor through a sliding steel gate into the C2 pod control corridor past the security control station to the unit safety vestibule shared with housing unit C2-5.

The unit safety vestibule door is a sliding door electrically controlled from the C2 pod control station. The multiple occupancy entry sliding doors are also electrically operated and controlled from the C2 pod control station.

Direct vision security sight lines from the C2 security control station into the dayroom are good. There is a partial obstruction of the sight lines into one of the multiple occupancy cells. The modesty screen for the two shower stalls blocks the view. Staff must enter the dayroom for observation of the blocked area. CCTV coverage of the dayroom is monitored in the C2 security control station. The shower and connections of toilet fixtures in the hygiene area are showing wear. An indoor exercise/multipurpose room and outdoor exercise area is available to the unit in the pod activity core.

Lighting and HVAC of the unit are good.

Housing Unit C2-7

Housing unit C2-7 is a 24 bed open dormitory. The sleeping area is outfitted with 12 double bunks. The day space has three fixed tables providing seating for 24. The hygiene area consists of three toilets, two face to face shower stalls and a wash sink with a drinking bubbler. The unit was intended and designed to be used as minimum security housing. It is currently used for minimum-medium classified inmate housing. Natural sunlight into the unit is from high, security type windows on the light court wall and a window in the door to the light court. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom space hygiene area.

Access into the unit is from the spine corridor through a sliding gate into the C2 pod control past the security control center to the unit safety vestibule shared with housing unit C2-8. The unit safety vestibule door is a sliding door electrically controlled from the C2 pod control station. Direct vision security sight lines from the C2 security control station into the dormitory are good.

CCTV coverage of the dormitory is monitored in the C2 security control station. Plumbing fixture connections are showing wear.

An indoor exercise/multi-purpose room and outdoor exercise area is available to the unit in the pod activity core.

Appendix A

Lighting and HVAC of the unit is good.

Housing Unit C2-8

Housing unit C2-8 is a 24 bed open dormitory. The sleeping area is outfitted with 12 double bunks. The day space has three fixed tables providing seating for 24. The hygiene area consists of three toilets, two face to face shower stalls and a wash sink with a drinking bubbler. The unit was intended and designed to be used as minimum security housing. It is currently used for minimum-medium classified inmate housing. Natural sunlight into the unit is from high, security type windows on the light court wall and a window in the door to the light court. . A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom space hygiene area.

Access into the unit is from the spine corridor through a sliding gate into the C2 pod control past the security control center to the unit safety vestibule shared with housing unit C2-7. The unit safety vestibule door is a sliding door electrically controlled from the C2 pod control station. Direct vision security sight lines from the C2 security control station into the dormitory are good.

CCTV coverage of the dormitory is monitored in the C2 security control station. Plumbing fixture connections are showing wear.

An indoor exercise/multi-purpose room and outdoor exercise area is available to the unit in the pod activity core.

Lighting and HVAC of the unit is good. Maintenance of the unit is good. Housekeeping of the unit is very good.

D Quad

Control Station D1

Security Control Station D1 is located midway down the D1 control corridor. It is the hub for the safety vestibule entrances into housing units D1-1, D1-2, D1-3, and D1-4. The station space includes a toilet. It is outfitted with a door control console and other controls for environmental and safety systems of the D1 pod. Door consoles are hard wired with button switches. Doors controlled from this station are the outer and inner doors of the D1-1/D1-2 and D1-3/D1-4 housing unit vestibules.

HVAC temperature and airflow for the four D1 housing units and the D Quad activity core is managed in this station. The station contains a fire alarm sub-monitor tied to the main fire panel. The sub-monitor covers the same spaces managed for HVAC. Separate panels provide controlled normal and emergency lighting. The station is tied into the facility audio and pneumatic tube communication systems. The station is tied into the facility CCTV station system and station controls allow monitor viewing from any camera as well as allow operation of any pan/tilt/zoom cameras. A communication radio charging state is included in this station.

The D1 security control station is operated by two deputies.

Bullet resistant glazing panels from desk height to the ceiling allow good direct security sight lines for the D1 control corridor, the adjacent activity core outdoor exercise area, activity core indoor exercise/multi-purpose room, the housing unit safety vestibules and into the housing units as described for each.

Storage within the station is acceptable. Lighting and HVAC are good.

Housing Unit D1-1

Housing unit D1-1 is a 24 bed open dormitory. The sleeping area is outfitted with 12 double bunks. The day space has three fixed tables of eight providing seating for 24. The hygiene area consists of three toilets, two face to face shower stalls and a wash sink with a drinking bubbler. The unit was intended and designed to be used as minimum security housing. It is currently used for minimum-medium classified inmate housing. Natural sunlight into the unit is from high, security type windows on the light court wall and a window in the door to the light court. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom space hygiene area.

Access into the unit is from the spine corridor through a sliding gate into the D1 pod control past the security control center to the unit safety vestibule shared with housing unit D1-2. The unit safety vestibule door is a sliding door controlled from the D1 pod control station. Direct vision security sight lines from the D1 security control station into the dormitory is good.

CCTV coverage of the dormitory is monitored in the D1 security control station. Shower and plumbing fixture connections are showing wear.

Lighting and HVAC of the unit is good.

Housing Unit D1-2

Housing unit D1-2 is a 24 bed open dormitory. The sleeping area is outfitted with 12 double bunks. The day space has three fixed tables providing seating for 24. The hygiene area consists of three toilets, two face to face shower stalls and a wash sink with a drinking bubbler. The unit was intended and designed to be used as minimum security housing. It is currently used for minimum-medium classified inmate housing. Natural sunlight into the unit is from high, security type windows on the light court wall and window in the door to the light court. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom space hygiene area.

Access into the unit is from the spine corridor through a sliding gate into the D1 pod control past the security control center to the unit safety vestibule shared with housing unit D1-1. The unit safety vestibule door is a sliding door controlled from the D1 pod control station. Direct vision security sight lines from the D1 security control station into the dormitory are good.

CCTV coverage of the dormitory is monitored in the D1 security control station. Plumbing fixture connections are showing wear.

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Lighting and HVAC of the unit is good.

Housing Unit D1-3

Housing unit D1-3 provides two eight bed multiple occupancy cells and a dayroom. The multiple occupancy cells are outfitted with four double bunks and a single screened toilet each. The wall between the multiple occupancy cells and cell ceilings is steel plate. The unit was intended and designed to be used for medium security housing. It is currently used to house medium-maximum classified inmates.

The unit dayroom is positioned in front of the cells and separated from them by a bar grating wall and sliding door. Natural sunlight into the dayroom is from a single skylight.

It provides two fixed tables with total seating for 16. The hygiene area in the dayroom includes a wash sink with a drinking bubbler, two toilets and two single shower stalls. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom hygiene area and cells.

Access into the unit is from the spine corridor through a sliding steel gate into the D1 pod control corridor past the security control station to the unit safety vestibule shared with the housing unit D1-4. The unit safety vestibule door is a sliding door controlled from the D1 pod control. The multiple occupancy cell entry sliding doors are electrically operated from the D1 control station.

Direct vision security sight lines from the D1 security control station into the dayroom are good. There is a partial obstruction of the sight lines into one of the multiple occupancy cells. The modesty screen for the two shower stalls blocks the view. Staff must enter the dayroom for observation of the blocked area. CCTV coverage of the dayroom is monitored in the D1 security control station. The shower and connections of toilet fixtures in the hygiene area are showing wear. An indoor exercise/multipurpose room and outdoor exercise area is available to the unit in the pod activity core.

Lighting and HVAC of the unit are good.

Housing Unit D1-4

Housing unit D1-4 includes 12 single cells organized in a linear fashion along an inmate corridor with eight cells on one side and four on the other. The unit dayroom is separated from the inmate corridor by a bar grating wall. The unit was intended and designed to be used as maximum security housing. It is currently used for minimum-medium classification inmate housing.

The cells are steel plate walls and ceilings with bar grating fronts and sliding doors. They are equipped with over- or under- bunks, a writing shelf, and combination toilet and wash sink with a drinking bubbler.

The dayroom has three fixed tables providing seating for 12. A hygiene area in the dayroom includes a wash sink, two toilets and a single stall shower. Natural sunlight into the dayroom is

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from a single skylight. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom hygiene area and the cells.

Access into the unit is from the spine corridor through a sliding steel door gate into the D1 pod control corridor and past the security control station to the unit safety vestibule shared with housing unit D1-3.

The unit safety vestibule door is a sliding door controlled from D1 pod control. The sliding cell doors were originally electrically controlled. Those controls have been disabled. They are now manually operated from a door selection and operating box located in the control corridor. The cable operating system and door open/close functions often fail.

Direct vision security sight lines from the D1 security control station into the dayroom are good. Direct security sight lines of the cell doors are fair for four of the single cells of the unit inmate corridor that can be observed through the inner bar grating dayroom wall. The eight single cells in the end of the inmate corridor are not observable from the control station. Observation of those cell doors and interiors is by staff walking the hall in front of them. The modesty panel in front of the shower blocks observation of the hygiene area in the dayroom. Staff must enter the dayroom for observation. CCTV coverage of the cell line corridor and dayroom is monitored in the D1 security control station. The shower and connections of toilet fixtures in the hygiene area are showing wear.

An indoor exercise/multi-purpose room and outdoor exercise area is available to the unit in the pod activity core.

Lighting and HVAC for the unit is good.

No food passes have been provided in the single cell doors. Consequently inmates must eat in the dayroom or food must be passed under the cell door for in-cell eating. Best practices do not allow for passage of food trays on floors.

A large indoor exercise/multi-purpose room has a flexible rubber floor covering and can be used for a variety of activities on a coordinated and scheduled basis. A small toilet room and storage area for equipment is incorporated into the room perimeter. Access into the space is through a security door from the control corridor of either pod. The access door is lock released by its respective security control station and manually operated.

Lighting of the D Quad activity areas is good. HVAC is good.

D2 Control Station

Security Control Station D2 is located midway down the D2 control corridor. It is the hub for the safety vestibule entrances into housing units D2-5, D2-6, D2-7, and D2-8. The station space includes a toilet. It is outfitted with a door control console and other controls for environmental and safety systems of the D2 pod. Door consoles are hard wired with button switches. Doors controlled from this station are the outer and inner doors of the D2-5/D2-6 and D2-7/D2-8 housing

unit vestibules. The electric operation of the single cell doors in housing unit D2-5 have been disabled. Those doors are now operated manually.

HVAC temperature and airflow for the four D2 housing units are managed from this station.

The station contains a fire alarm sub-monitor tied to the main fire panel. The sub-monitor covers the same spaces managed for HVAC. Separate panels provide control of normal and emergency lighting. The station is tied into the facility audio and pneumatic tube communication system. The station is tied into the facility CCTV system and station controls allow monitor viewing from any camera as well as allow operation of any pan/tilt/zoom cameras.

The D2 security control station is operated by two deputies.

Entry of the security control station is from the D2 control lobby directly into it through a security door, lock released from inside. No entry safety vestibule is provided. A protocol is in place for emergency access key entry into the station if needed.

Bullet resistant glazing panels from desk height to the ceiling allow good direct security sight lines for the D2 control corridor, the adjacent activity core outdoor exercise area, activity core indoor exercise/multi-purpose room, the housing unit safety vestibules and into the housing units as described for each.

Storage within the station is acceptable. Lighting and HVAC are good.

D2 Control Station

Security Control Station D2 is located midway down the D2 control corridor. It is the hub for the safety vestibule entrances into housing units D2-5, D2-6, D2-7, and D2-8. The station space includes a toilet. It is outfitted with a door control console and other controls for environmental and safety systems of the D2 pod. Door consoles are hard wired with button switches. Doors controlled from this station are the outer and inner doors of the D2-5/D2-6 and D2-7/D2-8 housing unit vestibules. The electric operation of the single cell doors in housing unit D2-5 have been disabled. Those doors are now operated manually.

HVAC temperature and airflow for the four D2 housing units are managed from this station.

The station contains a fire alarm sub-monitor tied to the main fire panel. The sub-monitor covers the same spaces managed for HVAC. Separate panels provide control of normal and emergency lighting. The station is tied into the facility audio and pneumatic tube communication system. The station is tied into the facility CCTV system and station controls allow monitor viewing from any camera as well as allow operation of any pan/tilt/zoom cameras.

The D2 security control station is operated by two deputies.

Entry of the security control station is from the D2 control lobby directly into it through a security door, lock released from inside. No entry safety vestibule is provided. A protocol is in place for emergency access key entry into the station if needed.

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Bullet resistant glazing panels from desk height to the ceiling allow good direct security sight lines for the D2 control corridor, the housing unit safety vestibules and into the housing units as described for each.

Storage within the station is acceptable. Lighting and HVAC are good.

Housing Unit D2-5

Housing unit D2-5 includes 12 single cells organized in a linear fashion along one inmate corridor with eight cells on one side and four on the other. The unit dayroom is separated from the inmate corridor by a bar grating wall. The unit was intended and designed to be used as maximum security housing. It is currently used for minimum-medium classification inmate housing.

The cells are steel plate walls and ceilings with bar grating fronts and sliding doors. They are equipped with over- or under- bunks, a writing shelf and combination toilet and wash sink with a drinking bubbler.

The dayroom has three (3) fixed tables providing seating for 12. A hygiene area in the dayroom includes a wash sink, two toilets and a single stall shower. Natural sunlight into the dayroom is from a single skylight. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom hygiene area and the cells.

Access into the unit is from the spine corridor through a sliding steel door gate into the D2 pod control corridor and past the security control station to the unit safety vestibule shared with housing unit D2-6.

Direct vision security sight lines from the D2 security control station into the dayroom are good. Direct security sight lines of the cell doors are fair for four of the single cells of the unit inmate corridor that can be observed through the inner bar grating dayroom wall. The eight single cells in the end of the inmate corridor are not observable from the control station. Observation of those cell doors and interiors is by staff walking the hall in front of them. The modesty panel in front of the shower blocks observation of the hygiene area in the dayroom. Staff must enter the dayroom for full observation. CCTV coverage of the cell line corridor and dayroom is monitored in the D2 security control station. The shower and connections of toilet fixtures in the hygiene area are showing wear.

Lighting and HVAC for the unit is good.

No food passes have been provided in the single cell doors. Consequently inmates must eat in the dayroom or food must be passed under the cell door for in-cell eating.

Housing Unit D2-6

Housing unit D2-6 provides two eight bed multiple occupancy cells and a dayroom. . The wall between the multiple occupancy cells and cell ceilings is steel plate. The cells are outfitted with four double bunked beds and a single screened toilet. The unit was intended and designed to be

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used for medium security housing. It is currently used to house medium-maximum classified inmates.

The unit dayroom is positioned in front of the cells and separated from them by a bar grating wall and sliding door. Natural sunlight into the dayroom is from a single skylight.

It provides two (2) fixed tables with total seating for 16. The hygiene area in the dayroom includes a wash sink with a drinking bubbler, two toilets and two single shower stalls. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom hygiene area and cells.

Access into the unit is from the spine corridor through a sliding steel gate into the D2 pod control corridor past the security control station to the unit safety vestibule shared with the housing unit D2-5.

The unit safety vestibule door is a sliding door electrically controlled from the D2 pod control. The multiple occupancy cell entry sliding doors are electrically operated and controlled from the D2 pod control station.

Direct vision security sight lines from the D2 security control station into the dayroom are good. There is a partial obstruction of the sight lines into one of the multiple occupancy cells. The modesty screen for the two shower stalls blocks the view. Staff must enter the dayroom for observation of the blocked area. CCTV coverage of the dayroom is monitored in the D2 security control station. The shower and connections of toilet fixtures in the hygiene area are showing wear.

Lighting and HVAC of the unit are good.

Housing Unit D2-7

Housing unit D2-7 is a 24 bed open dormitory. The sleeping area is outfitted with 12 double bunks. The day space has three fixed tables of eight for seating for 24. The hygiene area consists of three toilets, two face to face shower stalls and a wash sink with a drinking bubbler. The unit was intended and designed to be used as minimum security housing. It is currently used for minimum-medium classified inmate housing. Natural sunlight into the unit is from high, security type windows on the light court wall and a window in the door to the light court. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom space hygiene area.

Access into the unit is from the spine corridor through a sliding gate into the D2 pod control past the security control center to the unit safety vestibule shared with housing unit D2-8. The unit safety vestibule door is a sliding door controlled from the D2 pod control station. Direct vision security sight lines from the D2 security control station into the dormitory are good.

CCTV coverage of the dormitory is monitored in the D2 security control station. Shower units and plumbing fixture connections are showing wear.

Appendix A

Lighting and HVAC of the unit is good.

Housing Unit D2-8

Housing unit D2-8 is a 24 bed open dormitory. The sleeping area is outfitted with 12 double bunks. The day space includes three fixed tables providing seating for 24. The hygiene area consists of three toilets, two face to face shower stalls and a wash sink with a drinking bubbler. The unit was intended and designed to be used as minimum security housing. It is currently used for medium-maximum classified inmate housing. Natural sunlight into the unit is from high, security type windows on the light court wall and a window in the door to the light court. A finished combined inspection corridor and plumbing chase is accessed from the safety vestibule and runs behind the dayroom space hygiene area.

Access into the unit is from the spine corridor through a sliding gate into the D2 pod control past the security control station and to the unit safety vestibule shared with housing unit D2-7. The unit safety vestibule door is a sliding door electrically controlled from the D2 pod control station. Direct vision security sight lines from the D2 security control station into the dormitory are good.

CCTV coverage of the dormitory is monitored in the D2 security control station. Shower and plumbing fixture connections are showing wear.

An indoor exercise/multi-purpose room and outdoor exercise area is available to the unit in the pod activity core.

Lighting and HVAC of the unit is good.

B Quad

B Pod Control Station

B Pod Security Control Station is located immediately inside the B pod entrance door. It includes a toilet and is outfitted with a door control console controlling the pod entry; outer and inner housing safety vestibule doors; and the work release screening inner and exterior doors. Panels control normal lighting and emergency lighting. The station manages the HVAC temperature and air flow for the B pod housing units and release screening area.

It contains a fire alarm sub-monitor for the same spaces managed for HVAC. The sub-monitor is tied into the main fire panel. This location is tied into the facility audio and pneumatic tube communication system as well as the facility CCTV system. CCTV controls at this station allow monitor viewing from any camera and operation of any pan/tilt/zoom cameras. The B pod security control station is operated by two deputies.

Entry into the station is directly from the general inmate population spine corridor. . No entry safety vestibule is provided. A protocol is in place for emergency access key entry into the station if needed.

Appendix A

Bullet resistant glazing panels from desk height to the ceiling allow good direct security sight lines for the B Pod control corridor, the housing unit safety vestibules and into the housing units as described for each.

Storage within the station is acceptable. Lighting and HVAC are good.

Housing Unit B-1

Housing Unit B-1 is a 24 bed open dormitory. The sleeping area is outfitted with 12 double bunks. Dayroom space has three fixed tables providing seating for 24. The hygiene area includes three toilets, two face-to-face shower stalls and a wash sink with a drinking bubbler.

This unit was intended and designed to be used as an adult male minimum security unit. It is currently being used for adult male low medium (trustee tank) inmates.

A finished combined inspection corridor and plumbing chase is accessed from the unit entry safety vestibule and runs behind the dayroom space hygiene area.

Access into the unit is from the spine corridor through a sliding gate into the B pod control corridor to the unit safety vestibule, directly in front of the pod control station, then through the vestibule into the unit. The unit safety vestibule door is a sliding security door controlled from the B pod security control station. This safety vestibule is shared with housing unit B-2.

Direct security vision sight lines into the housing unit from the control station are fair. The modesty screen in front of the hygiene area blocks the view of a portion of the dayroom space. Observation from the control corridor window is better.

CCTV coverage of the unit is monitored in the B pod security control station.

Plumbing fixture connections are showing wear. Natural daylight is provided by high, security type windows in the exterior light court wall and a window in the door to the light court.

Lighting is good. HVAC of the unit is good.

Housing Unit B-2

Housing Unit B-2 is also 24 bed open dormitory. The sleeping area is outfitted with 12 double bunks. Dayroom space has three fixed tables of eight providing seating for 24. The hygiene area includes three toilets, two face-to-face shower stalls and a wash sink with a drinking bubbler.

This unit was intended and designed to be used as a male adult minimum security work release housing unit. It is currently being used for minimum- medium DRC inmates.

A finished combined inspection corridor and plumbing chase is accessed from the unit entry safety vestibule and runs behind the dayroom space hygiene area.

Access into the unit is from the spine corridor through a sliding gate into the B pod control corridor to the unit safety vestibule, directly in front of the pod control station, then through the vestibule

Appendix A

into the unit. The unit safety vestibule door is a sliding security door controlled from the B pod security control station. This safety vestibule is shared with housing unit B-1.

Direct security vision sight lines into the housing unit from the control station are fair. The modesty screen in front of the hygiene area blocks the view of a portion of the dayroom space. Observation from the control corridor window is better.

CCTV coverage of the unit is monitored in the B pod security control station.

Plumbing fixture connections are showing wear. Natural daylight is provided by high, security type windows in the exterior light court wall and a window in the door to the light court.

Lighting is good. HVAC of the unit is good.

Work Release Screening Entry

A secured corridor providing a controlled secure exit and entry for work release and DRC inmates is located between the B-2 housing unit and the kitchen. The area is used for processing work and participating DRC program inmates, housed in the B pod, out of and back into the facility at scheduled times.

From the B pod housing units, access to and from the screening area is past the pod control station and through a sliding security door controlled by the pod control station. Exit and entry of the area from the exterior of the building is through a manually operated swinging security door with the lock released from the B pod security control station.

It is outfitted with wait seating, dress- out and dress-in clothing lockers, a strip search area, toilet and a single stall shower.

Direct security vision sight lines within the work release screening area are good. Direct security vision sight lines of the housing side entry from the control station are good.

CCTV coverage of the screening area and exterior entrance door is monitored by the B pod control station.

Lighting and HVAC of the area is good.

Other Observations

Fire Marshal's Report

Hays County Fire Marshall's Office reports no deficiencies.

Grand Jury Reports

In Grand Jury reports from January 2015 through August 2015 there is no indication of any action related to the Hays County Jail, its physical plant or its operation.

Appendix A

Texas Commission on Jail Standards

A review of Texas Commission on Jail Standards reports from 2010 to the present indicate no deficiencies or remedial orders. The Texas Commission on Jail Standards indicates the rated capacity of the Hays County Jail to be 362 beds. Rated capacities are consistent with the design cap.

Appendix B

DATA USED FOR THIS REPORT

Data Used for this Report

Item Description
Jail/Sheriff's Office
<p>Monthly Jail Average Daily Population for each of the last 5 years. Broken down by:</p> <ul style="list-style-type: none"> ○ Total ○ Male/Female ○ Race ○ Felony/Misdemeanor/Traffic/Other (or similar categories) ○ Pretrial by Felony/Misdemeanor ○ Sentenced by Felony/Misdemeanor
<p>Current facility population. Broken down by</p> <ul style="list-style-type: none"> ○ Age ○ Race ○ Sex ○ Felony/Misdemeanor/Traffic/Other (or similar categories) ○ Offense type (Murder, Drug, Sex, Burglary, Traffic, etc) ○ # Pretrial by Felony/Misdemeanor ○ # Sentenced by Felony/Misdemeanor ○ Classification level ○ Current length of stay and ○ Projected release date (if available)
Total number of arrests for the last 5 years
<p>Monthly Bookings per year for each of the last 5 years. Broken down by:</p> <ul style="list-style-type: none"> ○ Total ○ Male/Female ○ Race ○ Felony/Misdemeanor/Traffic/Other (or similar categories)
<p>Average Length of Stay of releases for each of last 5 years. Broken down by:</p> <ul style="list-style-type: none"> ○ Total ○ Felony/Misdemeanor/Traffic/Other (or similar categories)
Average age of offender for each last 5 years.
<p>Monthly Releases for the last 5 years. Broken down by:</p> <ul style="list-style-type: none"> ○ Total ○ Release type; which could include: Bond/Court Order/Transfer to TDCJ/ Time Served/Probation/Remand to Other Agency, etc. ○ Release by Type of Offense
<p>Current bed capacity level by each of the following major inmate classification groupings that reflect how the inmate population must be housed each day.</p> <ul style="list-style-type: none"> ○ Total ○ Male/Female ○ General Population ○ Disciplinary Segregation ○ Administrative Segregation ○ Medical ○ Booking ○ Mental Health ○ Unclassified ○ Intake, etc.

Item Description
Percent of Double Ceiling in all the above areas
Number of General Population Beds in Dormitory, Single Cells, and Multiple Occupancy Cells (Male and Female)
Classification policy and risk assessment instruments currently utilized.
Breakout of current classification outcomes (i.e., # and % high, medium or low)
Total Bookings by arresting jurisdictions for the most recent year (i.e. # received from San Marcos PD, from Hays Sheriff, etc.)
Shift Schedules for 2015
Staff organization listing for Corrections Bureau
Staff roster for White and Blue shifts
<i>Financial Data</i>
Line-item jail expenditure reports for the past five complete fiscal years (these should be contained either in an excel spreadsheet or a CSV file)
YTD line-item jail expenditure reports for the current fiscal year (these should be contained either in an excel spreadsheet or a CSV file)
Detailed reports showing expenditures for maintenance, repairs, and improvements made to the jail since 2010
<i>Physical Plant Data</i>
Plan drawing documents for existing buildings and improvements in process.
List and status of any physical plant improvements planned.
Maintenance requests and maintenance completion reports from 2010 to present.
Grand Jury reports from 2010 to present.
Texas Commission on Jail Standards inspection reports from 2010 to present.
Texas Commission on Jail Standards remedial orders from 2010 to present.
Fire Marshall inspection reports from 2010 to present.
Any adjudicated lawsuit findings or pending lawsuits regarding physical plant from 2010 to present.
Any Medical and Mental Health audit and/or inspection reports from 2010 to present.
Hays County Jail Building Maintenance Handout
Snap Shot Floor Plan 09.14
<i>Other Areas</i>
Policies of local jurisdictions regarding issuing Notices to Appear/Citations.
Active adult probation caseloads.
Number of current applications for revocation of probation
Number of current violations of probation
Outstanding warrants by misdemeanor, felony, traffic, and contempt