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1. PROJECT OVERVIEW

1.1. General Project Description

This project proposes the development of a new 416-bed Adult West County Reentry, Treatment, and Housing Facility (WRTH) to be built on a vacant pad on the southern portion of the County-owned West County Detention Center (WCDF) at 5555 Giant Hwy, Richmond, Contra Costa County, CA 94806. WRTH entails construction of a largely self-contained complex, as follows:

- Six, 64-bed high security Standard Housing Units; two adjacent Housing Units are considered a Housing Pod, sharing some functional elements
- One, 96-bed Behavioral Health Housing (32-bed Intensive Services Unit and a 64-bed Special Services Unit)
- A Reentry Services Complex providing space for workforce readiness, therapeutic, rehabilitation, academic, and child-parent visitation, along with program staff areas
- A medical/psychiatric outpatient clinic
- Non-contact in-person visiting and video-visiting areas
- A satellite central control facility

1.2. Summary of Housing Unit Configurations

Each of WRTH's five **Standard Housing Units** will contain 32 double-bunked cells distributed evenly among a main level and mezzanine. In addition to five Standard Housing Units, WRTH will also contain a new **Behavioral Health Housing Pod** containing two housing units for people requiring intensified support: a 32-bed Intensive Services Unit (ISU) and a 64-bed Special Services Unit (SSU). Both the ISU and the SSU will operate on a direct supervision basis, reinforced by an indirect supervision control station serving the entire Behavioral Health Housing Pod. Reference Component 1.0 in the Detailed Functional Programming section provided with this document.

1.3. General Facility Planning Concepts and Goals

a. Create a safe and secure environment to enhance reentry success and reduce recidivism

- Provide safe and efficient high-security housing consistent with Title 15 and Title 24
- Provide housing with the necessary components, design, configuration, and fittings to provide maximum flexibility in housing incarcerated people of various needs and security classifications
- Provide high-security housing units that contain programming spaces to increase both operational efficiencies and access to in-unit programs and services
- Effectively and safely operate using either direct or indirect supervision
- Provide a safe and secure Reentry Success Complex to foster access and efficacy for a wide array of educational, legal, psychiatric, workforce readiness, rehabilitation, and reentry services

b. Foster positive relationships

- Encourage staff to interact and engage with people incarcerated in the facility
- Strengthen relationships between incarcerated parents and their children through supported and facilitated contact-visitation

c. Maximize operating efficiencies

- Reduce operational costs by providing direct lines of sight wherever possible
- Incorporate sustainable design and materials to decrease utility operational costs
- Leverage and draw support services from existing functions and facilities at WCDF
- Establish both facilities design and operational processes to ensure that all programs and services, including child/parent contact visitation, are accessible to all people housed in WCDF/WRTH.

1.4. Associated Facilities Impacts

WRTH will leverage a wide variety of support facilities already in place at WCDF, minimizing operational and staffing cost. Most of the existing custodial housing support facilities, service generation points, and general operations will continue to function on an as-is basis, with

some expansion of existing capacity to serve WRTH:

- Booking, classification, transfer, and release (including storage or personal property storage) will continue to be located and operated only at the County's Martinez Detention Facility (MDF). A new, small, holding area at WRTH will be used to stage people being transferred between MDF and WCDF.
- The existing WCDF kitchen will prepare all meals for WRTH; places to stage food carts will be the only addition related to food service.
- The existing WCDF laundry will process all clothing and linens for the proposed WRTH; places to stage laundry carts will be the only addition related to laundry service.
- The existing WCDF Warehouse and Building Maintenance will serve WRTH; the creation of small general storage closets and custodial closets are the only related additions planned for WRTH.
- The existing WCDF Central Control will support a new Security Control Center within WRTH; each will function as a backup to the other.
- The existing WCDF library will service the new WRTH. No library facilities are planned for WRTH.
- The existing WCDF Administration Area will serve WRTH. No facilities are planned for Administration at WRTH.
- The existing WCDF staff support areas (lockers, conference, training, gym) will serve WRTH. No Sheriff's staff support facilities are planned for WRTH.

2. FACILITY OPERATIONAL DESCRIPTION AND RECOMMENDATIONS

2.1. Facility Access/Egress

WRTH will be accessed from within the security perimeter of the WCDF campus. The number of WRTH's access/egress points will be held to a minimum to facilitate secure operations, while of sufficient quantity and size to assure the safe and efficient movement of vehicles, persons, and supplies. Staff and public will enter the WCDF campus using existing access/egress points. The building access/egress points will be limited to serve the following

specific purposes and user-groups:

- **Public/Visiting Lobby:** Building 1, located on the main WCDF campus, will serve as the public and professional visit and program provider reception and processing point. This lobby will function as the sole public access/egress point into the facility. Video-visitation carrels will also be provided at this location.
- **Staff Entrance:** There will be only one authorized-staff access/egress point, and that which exist in Building 1 on the main WCDF campus will continue to serve that purpose, as it provides convenient access to existing staff support facilities, including lockers, training, and administrative office and support space.
- **In-Custody Transfer:** All incarcerated people being transferred to and from WRTH will be transported via official sedans, vans, and full size buses. All vehicles will pass through the campus main vehicle sally port and then onto a dedicated vehicle sally port that will be located adjacent to WRTH. Transferring incarcerated people will then pass through a dedicated secure pedestrian sally port into WRTH and be either escorted directly to their assigned housing unit or placed in individual and group temporary holding cells, which have been provided in sufficient number to provide staff with ability to adequately segregate incarcerated people.
- **Deliveries:** Deliveries to the WCDF campus will remain unchanged. Supplies and other items that will be moving in and out of WRTH will be handled by authorized staff and moved through either the secure pedestrian sally port utilized by authorized staff and incarcerated people, or by a dedicated roll-up door that provides access/egress from a secure supplies/materials staging area.

2.2. Security Zoning and User Group Access

For the purposes of this document, the facility user-groups are categorized as follows:

- a. **Visitors:**
 - Public (contact and non-contact)
 - Professional (non-contact; attorneys to use pass-throughs for documents)
- b. **Staff:**
 - Sheriff's Staff
 - General County Staff

- Contract Staff
- Program Providers (Education, CBO Program Providers, Volunteers)
- c. Incarcerated People
 - Administrative Segregation
 - Gang Members/ Gang Drop Outs
 - High Security – General Population
 - Behavioral Health
 - Protective Custody

2.3. Introduction and Organizational Structure

This section provides detailed programmatic information for each primary functional component that will be located and operated within WRTH, organized on a component-by-component basis. This information is intended to be used in concert with, and to supplement, the space program and adjacencies/facility layout concepts that accompany this document. Lastly, this narrative is not intended to provide design and or engineering specifications, or restate design and operational requirements outlined in state and local building codes, including Titles 15 and 24. Each component will be addressed in the following standardized format:

Primary Function: Describes the component's primary mission and purpose.

Planned Activities, Programs, Processes, and Operations: Describes what activities and programming will occur within the component; and/or what processes will be used to deliver a service, or provide a function; and/or how the component will be operated.

General Facilities Description: Describes the component's facilities characteristics, in terms of: spatial requirements, configuration, number of levels, general arrangement of spaces, and other factors. It is recognized, however, that a number of practical design constraints may affect the ideal spatial arrangement documented here and in the incorporated diagrams.

Special Design Concerns: Addresses specific design issues or concerns that have surfaced during interviews and workshops held as a part of this programming effort, along with additional recommendations developed by this programming/design team. The narrative supplied below is also supplemented on a line item-by-line item basis in the “comments” column of the building space program.

Locational Criteria: Describes the component’s general location within the facility and its proximity to other components within the facility.

Hours of Operation: The purpose of documenting the hours of operation is to aid the programming and design team in quantifying the number of people that will be onsite at any given time. Accomplishing this task will in turn, provide information that will be utilized to size specific component area and understand the flow of persons throughout the facility at various periods during the day.

Typical Users: The user groups occupying or using given component/functional area will be identified in the following categories: Public Visitors, Professional Visitors, Program Providers, Sheriff’s Staff, Other County Staff, and Contract Staff. Quantifying this information will aid the programming/design team in defining component security zones and the configuration of primary circulation corridors within the facility.

Service Demand: Service demand is quantified (where data/estimates were readily available from the county) in terms of number of persons served, number clients, volume of meals served, etc. This quantification will be documented wherever the County provided specific data. If specific data was unavailable, then the programming-design team relied on best estimates by staff and the programming-design teams’ experience in developing other like facilities. These data and calculations have aided the programming-design team in sizing a given area and in some cases the degree of circulation space required.

Operational Capacity: Quantifies the number of occupants, users, vehicles, volume of materials, etc., within a given area. The programming/design team will also utilize this data to size and configure a given area.

3. FUNCTIONAL PROGRAM – COMPONENT DETAIL

3.1. Custodial Housing Units: Standard Housing Unit

Primary Function: This component will provide facilities for the day-to-day housing of incarcerated people. The population will include only high-security sentenced and unsentenced men, classified into Administrative Segregation, Gang Members, Gang Drop-Outs, High Security General Population, and Protective Custody. People housed in these facilities may be serving sentences of unspecified duration.

Planned Activities, Programs, Processes, and Operations: The primary activities to occur in the housing units include: sleeping, personal hygiene, dining, academic education, counseling programs (on an individual, small group, and large group basis), indoor recreation/leisure activities (TV, board games, reading), outdoor recreation, non-contact visiting, video visiting, and authorized telephone calls to the outside. Mail will be delivered directly to the units, but must be opened in the presence of staff to prevent contraband from being introduced into the living unit. No visiting will occur in the living units. Residents of WRTH will sleep in and attend to their immediate personal hygiene in mostly double-occupancy “wet” cells (equipped with combination unit comprised of a toilet and lavatory), but will utilize common showers fitted with privacy screens observable from the officer control station. All dining will occur in the dayroom.

General Facilities Description: All Standard Housing Units will be configured in an industry-common modern podular floor layout. Each housing pod will have 32 wet cells, sized to accommodate double bunking, one of which will be ADA accessible. Therefore, each

housing unit will have a capacity of 64 beds, arrayed on a main floor and a mezzanine. The main floor will contain approximately half of the unit's cells, the dayroom (which will include video-visitation carrels), a variety of classrooms and program rooms, security sally port; contact and non-contact visiting booths (secure side only with the pod), an adjacent outdoor recreation area, and other lesser areas as identified in the building space program. The mezzanine will contain the remaining cells and be open to the dayroom below to provide ample design opportunities to provide natural light into the housing unit.

Special Design Concerns

Podular Design Configurations for Direct and Indirect Supervision Operations: The housing units will have a podular configuration and be configured to support direct-supervision operations. The design of the housing pods will: 1) provide for operational flexibility in program delivery methods; 2) yield efficient staff to housed inmate ratios achieved through superior architectural solutions; 3) facilitate ease in segregating people; and 5) unimpared lines of sight between the officer's control station and ideally all program areas, including sleeping rooms, personal hygiene areas (fitted with privacy screens), dayrooms, bonus rooms, interview rooms, and outdoor recreation areas.

Use of a prototypical design for the standard living units will be applied to promote consistent rules, operational procedures, and training for staff among each unit. The design will also focus on configuring units to minimize the need for expensive technologies by facilitating direct human supervision of the unit and staff's involvement with people housed within it. This approach includes devoting particular attention to the size and arrangement of specific areas, sight lines to and from them, and distances that staff must traverse to attend to activities and incidents that may occur within the unit.

Operational Flexibility: To provide for the highest degree of operational flexibility, all

standard housing units will be designed to allow a broad spectrum of programs to be delivered within the units – either for the entire unit, or for specific individuals whose access to centralized program facilities may be restricted for a variety of reasons. Implementing this basic concept will allow staff to easily change the programming for a given person at any time. Being able to alter program access by allowing for varied degrees of movement within the overall facilities and providing for graduated levels of access to amenities and programs is an integral part of behavior modification practices. Therefore, a “Bonus Room” has been included in each standard housing unit, which simulate more of a living room environment with softer furnishings, a dedicated TV, and more sound attenuation between it and the unit’s dayroom.

Control of Noise and Activities: All living units must be able to effectively provide for multiple and different activities to occur at the same time that require, or result in different noise levels, such self-study and reading, indoor board games, arts and crafts, and outdoor recreation. Therefore, areas supporting these activities will be carefully planned.

Durability and Maintenance: The housing pods will be designed with durability and ease of maintenance. Access to plumbing will be through chases easily accessible to maintenance personnel. Each housing unit will have a janitor closet (with mop sink) to allow ready access to cleaning materials to maintain cells and common pod areas; the floors will be of sealed concrete with drains, and lighting fixtures and glazing will be industry-typical tamper-proof.

Locational Criteria

The Standard Housing Units will ideally be placed deep into the facility and be co-located to provide design opportunities to share recreation yards (which will require careful scheduling, in order to maintain separation of different non-compatible inmate classification types). As many housing units as possible will be clustered around Central Control, so that the

movement of incarcerated people and staff within and among units can be observed via direct line of sight (to the degree possible), supplemented by facility-wide CCTV/intercom, and door control systems.

Hours of Operation: 24/7/365

Primary Users:

- Incarcerated People
- Authorized Sheriff's Staff

Secondary Users:

- Public Visitors (Non-Contact)
- Authorized Program Provider Staff
- Professional Visitors (Non-Contact, attorneys provided w/pass-through)
- County Maintenance Staff

Service Demand: overall population levels within the County's detention system will dictate Service demand for this component.

Operational Capacity:

Incarcerated People	64
Deputies.....	2
Behavioral Health/Program Provider Staff	4
Public Visitors (non-contact)	12 (two per visiting booth)
Professional Visitors.....	2 (two per visiting booth)
Total Maximum Operational Capacity.....	84

3.2. Custodial Housing Units: Behavioral Health Pod

The new Behavioral Health Housing Pod will constitute two housing units: one, 32-bed Intensive Services Unit (ISU), and one 64-bed Special Services Unit (SSU). Both will operate on direct supervision yet be observable from a common indirect supervision control station serving the entire pod. All cells on the lower level of each unit will be fitted with maximum glazing to facilitate observation and monitoring by correctional officers.

Incarcerated People with an elevated risk of suicide typically will be housed only in cells on the main level.

3.3. Custodial Housing Units: Special Services Unit

Primary Function: This component will provide facilities for the day-to-day housing of people experiencing short-term decompensation, detox, or need for stabilization. To provide for increased access to programs and treatment, this unit will contain additional program and staff spaces.

Planned Activities, Programs, Processes, and Operations: In terms of basic operations, this unit will function similar to the Standard Housing Units, but with some notable differences. Incarcerated men with elevated risk for suicide or self-harm will be housed on the main level in cells fitted with doors with expanded glazing, to permit increased observation by detention staff. Regardless, residents of the Special Service Unit will have access to significantly increased amounts of one on one and small group counseling and therapy. Psychiatric and correctional staff, primarily via direct supervision, will also closely monitor all residents of this unit.

General Facilities Description: This housing unit will be configured in an industry-common modern podular floor layout. Similar to the Standard Housing Units, the main level will contain 16 cells; a day room; multiple program and classroom spaces; common showers; housing control; security sally port; contact and non-contact and visiting booths; other lesser areas as identified in the building space program, and an adjacent outdoor recreation area.

Special Design Concerns: In addition to those identified for the Standard Housing Units, the Special Services Unit will:

- Provide CCTV monitoring of each safety and observation cell
- Include maximum glazing for safety and observation cells
- Select finishes, furnishings, equipment, and other facility fit-out items that reduce potential for self-destructive/inflicted injury
- Provide increased acoustical treatment to mitigate noise levels
- Include the use of alternative finishes to reduce environmental stimulus and

stressors while assuring durability

Locational Criteria: The behavioral housing units must be co-located in a single pod, be situated adjacent to the Standard Housing Units, yet be located as close as possible to the Medical/ Psychiatric Outpatient Clinic (Component 3.2).

Hours of Operation: 24/7/365

Primary Users:

Incarcerated People (Behavioral Health only) Authorized Sheriff's Staff

County Behavioral Health, Medical Staff

Secondary Users:

Public Visitors (Non-Contact) Authorized Program Provider Staff

Professional Visitors (Non-Contact, Attorneys provided w/pass-through)

County Maintenance Staff

Service Demand: Service demand for this component will be dictated by overall population levels within the County's detention system and the number of people with behavioral health needs.

Operational Capacity:

Incarcerated People	up to 32 (20 typical)
Deputies	1
Behavioral Health Staff	2
Program Providers	4
Public Visitors (non-contact)	6 (two per visiting booth)
Professional Visitors	2 (two per visiting booth)
Total Maximum Operational Capacity	47

3.4. Custodial Housing Units: Intensive Services Unit

Primary Function: This component will provide facilities for the day-to-day housing of people with serious and persistent mental illness who cannot function in general population.

Located on the first floor to mitigate safety risks, and fitted with maximum glazing to facilitate observation and safety, all cells within the ISU will be rated for double-bunk capacity; however, given the high-needs population it is intended to serve, the ISU will contain a mix of single and double bunks, with an expected average daily population of 20 people.

Planned Activities, Programs, Processes, and Operations: In terms of basic operations, this unit will function similar to that of the general population, but with notable differences.

Psychiatric and correctional staff on, primarily on a direct supervision basis, but also on an indirect basis, will closely monitor all people housed in this unit. Given that essentially all programs and services for the vulnerable residents housed in ISU will be delivered within the unit, the ISU will contain sufficient space to support robust behavioral health treatment.

General Facilities Description: This housing unit will be configured in an industry-common modern podular floor layout. However, because this unit is intended for people requiring the highest levels of care, this 32-bed maximum rated capacity unit will include two safety cells (dry) and 16 wet cells that can be configured as single- or double-bunked cells, housing an average daily population of approximately 20 people. As with the Standard Housing Units, this unit will contain a dayroom, bonus room/area, multipurpose rooms, interview and exam rooms, common showers, housing control, security sally port, non-contact visiting booths (secure side only within the unit), other lesser areas as identified in the building space program, and an adjacent outdoor recreation area. However, in further contrast to the Standard Housing Units, this unit will also have a medical exam room and an additional psychiatric interview room. Because behavioral health staff anticipates that nearly all programming for these people will be delivered within the housing unit, it will also contain a staff office.

Special Design Concerns: In addition to those identified for the Standard Housing Units:

- Provide CCTV monitoring of each safety and observation cell
- Consider maximum glazing for safety and observation cells
- Consider potential for self-destructive/inflicted injury by incarcerated people relative to finishes, furnishings, equipment, and other facility fit-out items
- Consider increased acoustical treatment to mitigate noise levels
- Consider the use of alternative finishes to provide a de-stressing environment while assuring durability

Locational Criteria: The behavioral housing units must be co-located in a single pod, be situated adjacent to the Standard Housing Units, yet be located as close as possible to the Medical/ Psychiatric Outpatient Clinic (Component 3.2).

Hours of Operation: 24/7/365

Primary Users:

- Incarcerated People (Behavioral Health only) Authorized Sheriff's Staff
- County Behavioral Health, Medical Staff

Secondary Users:

- Public Visitors (Non-Contact) Authorized Program Provider Staff
- Professional Visitors (Non-Contact; attorney, provided w/pass-through)
- County Maintenance Staff

Service Demand: Service demand for this component will be dictated by overall population levels within the County's detention system and the number of people with intensive behavioral health conditions.

Operational Capacity:

Incarcerated People up to 32 (20 typical)
Deputies..... 1
Behavioral Health Staff..... 2

Program Providers	4
Public Visitors (non-contact)	6 (two per visiting booth)
Professional Visitors.....	2 (two per visiting booth)
Total Maximum Operational Capacity.....	47

3.5. Housing Units Support Components

Primary Function: To provide for public and professional non-contact visitation incarcerated people; holding facilities for incarcerated people being transferred into and out of WRTH; general secure storage for housing units; and temporary staging for food and laundry carts for all housing units, and secure sally ports.

Planned Activities, Programs, Processes, and Operations:

Visiting: This component contains the authorized public/professional visiting, non-inmate secure side of non-contact visitation carrels. This component will be located contiguous to the inmate-secure side of the carrel. [Reference Component 3.1, Public Lobby and Visitation for detailed visitation logistics and operations]

Transfer Holding Areas: This component contains two holding areas for the movement of incarcerated people. Two separate holding areas have been provided to enable staff to adequately segregate people (e.g. protective custody, gang members, etc.) while awaiting movement.

Food Carts: Meals will be delivered to each housing unit in thermal carts, three times a day, and most likely by Sheriff staff, but potentially food service staff. The unit's control officer will generally immediately accept these carts into the housing unit. However, if this cannot occur, the food carts can be staged in the alcoves programmed under this component. After dining, food trays will be placed back into the cart and the cart will be moved back to the staging area, to be picked up by staff and moved back to the Central Kitchen.

Laundry Carts: Laundry carts containing soiled and washed clothing and linens that will be

moved to between the Central Laundry to the Housing Units can be staged in the alcoves programmed under this component if staff are not immediately able to move them in and out of the housing units and/or to from WRTH to the Central Laundry.

General Storage: Secure general storage closets have been programmed into this component and are anticipated to be used for emergency supplies and/or a variety of small items associated with the operations of the housing units.

Trash/Recycling: Trash and recycling containers for each unit will be stored in this component's dedicated alcoves.

General Facilities Description and Special Design Concerns:

a. Visiting:

- Provide direct lines of site for visitation carrels and non-inmate secure circulation corridors wherever feasible.
- Provide CCTV and audio monitoring of public visitation carrels.
- Provide pass-through window for professional visiting carrels (solely for the use of attorneys, and program provider staff).

b. Holding Areas:

- Provide CCTV monitoring; intercom; adequate glazing.
- Provide combination toilet/wash basin unit.
- Provide ample glazing
- Situate to provide direct line of sight for Sheriff's staff from main circulation corridors wherever feasible
- Maintain visual and physical separation between the two holding areas

c. Cart Alcoves:

- Provide the ability to adequately separate incoming and outgoing food and laundry carts
- Assure that detention staff have adequate visibility to the alcoves and that they do

not create blind spots

d. General Storage Closets

- Provide industry standard manually operated lockset, or electronic-secure access.

Locational Criteria:

- Visiting: Public and professional non-contact booths must be located directly adjacent to each housing unit they serve. Locate to minimize visitor travel distance within the overall facility, and so that primary circulation corridors are within direct lines of sight for detention staff.
- Holding Areas: These two holding areas will be located directly adjacent to one another and near the secure service entrance(s) to WRTH.
- Cart Alcoves: Locate in main staff-secure circulation corridors. Maintain separate between incoming and outgoing carts.
- General Storage Closets: Locate near each housing unit's sally port as feasible.

Hours of Operation:

Visiting: Reference Component

Holding Areas: 24/7/365

Cart Alcoves: 24/7/365

General Storage Closets: 24/7/365

User Groups:

Visitation:

Public (Non-Contact Visiting Circulation Corridors and Visiting Carrels only)

Professional – Attorneys and Authorized Program Provider Staff

(Non-contact Professional Visitation Booths with Pass-through

Authorized Sheriff's Staff

Holding Areas:

Incarcerated People

Authorized Sheriff's Staff

Cart Alcoves:

Authorized Sheriff's Staff only

General Storage Closets:

Authorized Sheriff's Staff only

Service Demand:

Visitation: Reference Component 3.1 for anticipated visitor volume determination

Holding Areas: Dictated by volume of people being transferred and overall average daily population of high security/behavioral health residents

Cart Alcoves: Dictated by food service and laundry exchange scheduling; Reference Components 3.4 and 3.5, respectively.

General Storage Closets: As needed basis.

Operational Capacity:

Visitation (per 64-bed housing unit):

Public Visitors (non-contact)	12	(two/visiting booth; 6 booth/unit)
Professional Visitors	2	(two/visiting booth; one booth/unit)
<i>Subtotal - Maximum Operational Capacity per Unit...</i>	<i>24</i>	
Number of Units:.....	<u>6</u>	
Maximum Number of Visitors General Housing Units	144	

Visitation (per 32-bed housing unit):

Public Visitors (non-contact)	12	(two/visiting booth; 3 booth/unit)
Professional Visitors.....	2	(two/visiting booth; 1 booth/unit)
Total Maximum Operational Capacity.....	<u>14</u>	

Total maximum number of visitors at any time - all Housing Units: 158

Holding Areas:

Incarcerated People20 (calculated at 5% of facility capacity)

Cart Alcoves:

Food Service..... 2 (two per unit, incoming/outgoing)

Laundry Service 2 (two per unit, incoming/outgoing)
Library Cart 1

General Storage Closets:7 (one per housing unit)

3.6. Recreation

Primary Function: To provide a recreational and entertainment program that allows access to exercise, recreational and entertainment opportunities including games, sporting equipment and television to maintain physical, social, and emotional wellbeing

Planned Activities, Programs, Processes, and Operations: Jail standards require a minimum of three hours of such activity distributed over a period of seven days.

General Facilities Description and Special Design Concerns:

- Indoor Recreation: Indoor recreation will take place in the day rooms and bonus rooms of the housing units, and include TV watching, movie watching, board games, video games, etc.
- Outdoor Recreation: Each housing unit has been programmed to have its own dedicated yard. Each yard will be located contiguous to the unit serves, be entirely located within the unit's secure perimeter, have direct access from the unit, and be within the direct line of sight of each housing unit's officer's control station.

In all cases, the design of the outdoor recreation yards will provide flexibility for a variety of vigorous and more passive physical activities on a year-round basis, while promoting the safety and security of incarcerated people and staff.

- Consider artificial surface
- Consider lighting
- Provide restroom in yard (Title 24 requirement)
- Provide storage for recreational equipment.

Locational Criteria: The recreation yards, must be an integrated part of the housing unit, located contiguous to the housing unit it serves, be entirely within the housing unit's secure perimeter, and ideally be in the direct line of sight of the housing control station.

Hours of Operation: Minimum exercise time allotments will be a minimum of three hours per week. Usage hours of the yards will vary and will be dependent upon the overall programming and daily schedules developed for each housing unit.

Typical Users:

Incarcerated People

Authorized Sheriff's Staff

Service Demand: Service demand will be dictated by the daily census of the facility, and specific programming developed by staff for each unit, while meeting the daily minimum exercise requirements as noted above.

Operational Capacity: Recreational Yards have been sized to permit a typical usage level of 20 people at any given time.

4. REENTRY SERVICES COMPLEX

4.1. Reentry Service Complex: General Program Facilities

Primary Function: In concert with Components 2.2 and 2.3 (below), provide facilities enabling programs staff to offer an integrated Rehabilitation and Reentry Program (R&R Program) providing a comprehensive and integrated array of validated, evidence-based, trauma informed, gender-responsive, cognitive behavioral therapies (CBT), family success services, workforce readiness courses, academic education, and transition-planning services.

Planned Activities, Programs, Processes, and Operations: A variety of life-skills and academic-based programs will be offered in classrooms and small group settings. All

activities of the R&R Program will be voluntary, and the daily schedule and curricula for the R&R Program will be designed to complement the Adult Education classes, which will be available to all who elect to participate in academic education. Academic classes will operate M-F 8:30-2:30 and will be conducted in the housing units; each housing unit contains classrooms and meeting spaces to serve this purpose. These classrooms will be available for additional services and meetings on-unit in the late afternoon, evenings, and weekends. Courses will be made available to all approved adult men and women housed at WCDF, with supplemental services offered to people remaining at MDF or MCDF.

General Facilities Description: This component will contain eight 18-person program rooms, eight 6-person small group rooms, and one large 40-person multi-purpose room, along with a security control workstation and several file and general supplies secure storage closet.

Special Design Concerns: All program rooms and multi-purpose space should have:

- Ample day lighting
- Online video-training capability
- Provisions for multi-media equipment and projection
- Tackable surfaces and white boards
- Acoustical treatment to minimize extraneous noise.
- Movable furnishings
- Lockable main doors and all closet doors
- Glazing to maximize direct lines of sight from officer's control stations
- Public address system
- Panic buttons at instructors' lecterns/workstations

Locational Criteria: All areas of this component will be grouped together and be located directly adjacent to the Workforce Readiness Center and Child/Parent Visitation Center.

Hours of Operation: This facility is anticipated to operate 0800-2100 hours Monday to Friday.

Typical Users:

- Incarcerated People
- Authorized Sheriff's Staff
- Authorized Program Provider Staff

Operational Capacity:

Incarcerated People	up to 232
Deputies.....	4
Program Providers	34
Total Maximum Operational Capacity.....	270

4.2. Reentry Service Complex: Workforce Readiness Center

Primary Function: To provide facilities to support people incarcerated at WCDF in preparing for successful reentry via Reentry Workforce Readiness courses.

Planned Activities, Programs, Processes, and Operations: Planned activities anticipated to occur within the facility are general classroom instruction/lecture; use for computer workstations (evolving to tablet computers) and self-study courses.

General Facilities Description: The RWRC facilities will be comprised of one 75-person capacity multipurpose space; two 25-person capacity multipurpose spaces; participant toilet; and one officer control station.

Special Design Concerns: All multi-purpose space should have:

- Have ample day lighting
- Online video-training capability
- Provisions for multi-media equipment and projection
- Tackable surfaces and white boards
- Acoustical treatment to minimize extraneous noise

- Movable furnishings
- Lockable main doors and all closet doors
- Glazing to maximize direct lines of sight from officer control stations
- Public address system
- Panic buttons at instructors' lectern/workstation

Locational Criteria: The RWRC will be co-located with all other reentry programs within Component 2.0. Component 2.0 will be located as close to existing WCDF Building 1 to minimize walking distance for non-detention staff to access the facility.

Hours of Operation: This facility is anticipated to typically operate from 0800-2100 hours Monday through Friday.

Typical Users:

- Incarcerated People
- Authorized Sheriff's Staff
- Authorized Program Provider Staff

Operational Capacity:

Incarcerated People	up to 125
Deputies.....	1
Program Providers	6
Total Maximum Operational Capacity.....	127

2.3 Child/Parent Visitation Center

Primary Function: To provide child-friendly space for facilitated contact-visitation opportunities for children and their incarcerated parents in a safe and secure environment.

Planned Activities, Programs, Processes, and Operations: The Child/Parent Visitation Center will be operated in concert with the WCDF Family Matters program, in which social service staff will work with incarcerated parents to build stronger parenting skills; develop effective communication skills in dealing both with their child and the child's active caregiver;

set interpersonal goals for visits; tie their in-custody goals and behaviors to their hopes and motivations as parents; and build reentry plans that increase their capacities as parents.

General Facilities Description: These facilities will comprise a group visiting room, and seven 4-person family alcoves, which will allow for quieter interactions between parents and children while still allowing clear sight lines consistent with the safe and secure operations of the facility. This area will also include an officer's control station, programs supply room, a baby changing restroom, and a secure patio to permit outdoor activities for program participants.

Special Design Concerns:

- The paramount design criteria will be to provide a stress-free environment to the children that will be frequenting this facility
- Provide as normalized living room environment as possible for each of family alcoves, while maintaining durability of finishes and furnishings
- Provide direct lines of sight from the officer's control station to all areas of this component
- Provide ample glazing between this component's interior spaces and the patio
- Provide ample day lighting
- Provide necessary acoustical to minimize noise through this component and additional attenuation between each alcove

Locational Criteria: This facility will be located as close as possible to existing WCDF Building 1 to minimize the challenges of escorting children into and out of the facility, while also close to the reentry programs staff area, Component 2.4, for the convenience of staff.

Hours of Operation: Visiting will occur on a scheduled basis, with primary usage on weekends and some weekday nights. As this will be a new program, exact visiting hours and scheduling will be developed consistent with need, eligibility, safety, and efficiency.

Typical Users:

Incarcerated People (parents only, with their children)

Authorized Sheriff

Staff

Authorized Program Provider Staff

Operational Capacity:

Incarcerated People	up to 14
Deputies.....	1
Escorted Children.....	18
Program Providers	10
Total Maximum Operational Capacity	43

4.3. Reentry Service Complex: Programs Staff Support

Primary Function: To provide secure workstations and office support functions for Reentry Programs and Contra Costa County Adult Detention Education professional staff. This component will serve as the central administrative center for the overall Reentry Program.

Planned Activities, Programs, Processes, and Operations: Planned activities and processes will include but not be limited to conducting general administrative office-related activities, curricula planning, grading exams, generating student evaluations, and generating completion certificates.

General Facilities Description and Special Design Concerns: This area will be configured into three primary areas: an office suite for reentry program staff, a hoteling suite for onsite/offsite social service staff, and a common support area used by both functions that will include three conference rooms, a break room, staff restrooms, and a computer server room

Special Design Concerns:

- Provide building-typical office environment

- Provide day lighting where possible
- Assure sufficient sound attenuation from primary circulation corridors
- Provide sufficient climate control for server room
- Provide locksets and private offices

Locational Criteria: All areas within this component will be co-located, and the entire component will be located as close as possible to the Reentry Programs multipurpose areas, to minimize movement and travel time of program provider staff.

Hours of Operation: Typically, this area will operate during the normal workweek: Monday through Friday, from 8:00 AM to 5:00 PM, although some off-hours may occur.

Operational Capacity:

Professional Staff up to 27

5. FACILITY SERVICES

5.1. Visiting

Primary Function: To provide opportunities for visits with authorized social and “official” visitors (described below) to by providing contact, non-contact, and video-visitation facilities. Providing these alternative methods of visitation will enable detention staff and program providers to conduct visits in physical environments consistent with each incarcerated person’s programming, while assuring the safety of all visitors, detention staff, and incarcerated people as well as the overall security of WRTH. Facilities will also be developed to permit contact visiting that will be integral to the Child/Family Visitation Center.

Planned Activities, Programs, Processes, and Operations

- Visitation and Visitor Type Explanation: Visitors can generally be classified as Social or Official visitors. Social visitors include authorized public persons, not acting in an official capacity, but who must be on an approved clearance list. Incarcerated people may

select up to six people to be included on their approved visitor lists. Social visiting will be conducted solely on a scheduled basis. Official visitors include active law enforcement officers performing an investigation, active probation and parole agents performing their duties, California licensed medical doctors, psychiatrists, psychologists, and California attorneys working in their official capacity. Official visits can be requested at any time. Incarcerated people will be allowed as many Clergy visits as requested and as possible.

- **Inmate Visitation Privileges:** All authorized incarcerated people are entitled to social and official visiting privileges; however, people in Disciplinary Isolation or on Disciplinary Loss of Privileges will not be granted social visiting privileges, but will be permitted to have Official visits. The social visitation period is limited to 30 minutes. Only the Facility Commander grants time extensions.
- **Visitor Processing:** All social and clergy-related visitors must be on the facility clearance list. Visitors driving to the facility will park in the WCDF parking and proceed to Building 1 on the main WCDF campus. No personal lockers exist now or will be provided in the future for seeking to conduct in-person visits. Visitors will complete a "visitor form," provide it along with ID to detention staff, who will consult the facility clearance list, after which the visitor will sign in. Visitors will then pass through security screening that will include a magnetometer, x-ray machine, and a pat down area. Once having successfully cleared security screening, visitors will enter an open lobby area with seating while awaiting their scheduled interviews. Official visitors will be granted priority screening and processing over social visitors by displaying their official ID to detention staff. Note: Visitor processes for children participating in the Child/Parent Visitation Center will be developed as partnership between Sheriff staff and Family Matters staff.
- **Onsite Video-Visitation:** Video-visitation will occur in a dedicated area located in the main public lobby. Visitors authorized seeking to video-visit with incarcerated people will

be granted access to this area per the visitation schedule and will be assigned a video carrel w/monitor and audio, with each unit having a two-person capacity. Upon completion of the visit, visitors will exit back into the lobby, proceed to the registration desk, sign out, and exit the secure area via a security door controlled by detention staff.

- **Social Non-Contact Visitation:** For social visits (excluding Child/Family Visitation), visiting interface will occur almost entirely at the housing units. Incarcerated people will not be escorted from their housing units to facility common centralized visiting facilities. Per the visitation schedule, visitors will be grouped together and be escorted/proceed through a secure sally port and use a dedicated circulation corridor access a given housing unit and be assigned a visitation carrel for the 30-minute visitation period. Upon completion, they will then proceed back through the dedicated corridor to the secure sally port, and then on through the visitation lobby for sign out and secure exit.
- **Official Contact Visitation:** The process for official visiting is essentially the same as that for social visits, except that they can occur on an unscheduled basis and that official visitors will use a dedicated official visitation booth at the housing unit, which has a pass-through for the transfer of documents.

General Facilities Description:

- **Public Lobby:** This area comprises a) an open lobby, waiting, and security clearance area, that includes public restrooms; b) a visitor security processing area comprised of a registration counter/service window, queuing area, magnetometer and X-ray machine.
- **Video-Visitation Area:** This area comprises 20 video visitation carrels with a capacity of two each. Each carrel will be fitted out with a tamper-proof video monitor, camera, microphone, and speakers. Detention staff from the visiting officers control station will conduct access and control of the units remotely.

- Housing Unit Visiting Booths: Each 64-bed housing unit will have six non-contact visiting booths for social visits, and one visiting booth with pass-through glazing for official visits.

Special Design Concerns: Overall, the design of the all facilities associated with visitation will focus on operational and staffing efficiency related to the visiting process to assist the Sheriff in meeting the goal of accommodating as many visits and visitors as facility schedules, space, and detention-staffing levels will permit.

Public Lobby: The current lobby will serve WRTH, with the following characteristics:

- The building entry area will be well lit and under CCTV surveillance.
- The lobby “front” door will be capable of being electronically operated by Central Control, have an intercom, and be alarmed. However, it will be manually operated by all persons during typical visiting and business hours.
- The visitor registration and security screening stations will provide staff with clear and unobstructed view of the entire public lobby, including the security processing area, and the front door.
- The visitor service counter will include two windows with secure pass-throughs for documents. One window will be dedicated to official visitors.

Central Visiting Areas:

- Assure that the security control station has direct lines of sight to the public lobby, video visitation area, and contact visitation area, including the outdoor patio.
- The entire area will be under CCTV surveillance and monitored from WRTH Security Control with backup from WCDF Central Control.
- Provide a non-institutional, normalized, de-stressing type environment, while maintaining security and facility life-cycle durability.
- Provide grass and picnic tables in outdoor visitation area.

Housing Unit Visiting Booths:

- Provide audio recording capability

- Provide adequate sound attenuation between booths.
- Provide fixed seating with capacity for two visitors
- Provide security glazing between public and inmate-secure side
- Each 64-bed housing unit will have six, non-contact visiting booths for social visits, and one visiting booth with pass-through glazing for official visits.

Locational Criteria: The lobby, registration windows, video visitation, contact visiting areas, and respective sally ports will all essentially be co-located and adjacent to one another as feasible. The centralized visiting facilities will be located at the “front” of the facility and be conveniently accessed from the public parking lot.

Hours of Operation:

Social Visiting: Thirty-minute sessions occur as follows:

- Monday-Wednesday: Three sessions; 12:30 PM, 1:30 PM, and 2:30 PM
- Thursday: Five sessions; 12:30 PM, 1:30 PM, 2:30 PM, 3:15 PM, and 4:15 PM
- Fridays: No visiting
- Saturdays and Sundays:Five sessions: 8:30 AM, 9:30 AM, 10:30 AM, 12:30 PM, and 2:30 PM

Dedicated Program Provider Visiting:

- Thursdays: One session; 7:00 AM

Video and Contact Visiting:

- Schedules yet to be determined

Typical Users:

- Incarcerated People
- Authorized Sheriff's Staff
- Authorized Social Visitors
- Authorized Official Visitors

Authorized Program Provider Visitors

Service Demand: Ultimately, visiting levels will be determined by the daily census, visiting schedule, and capacity of the facilities as programmed. The visitor volume assumptions documented in the building space program are based on current visitor volume per inmate ratios experienced at the MDF (from May 2015 data), from which the majority of WRTH residents will be transferred.

As shown, peak-visiting volume occurs on Sunday, where analysis of a four-week sampling of data demonstrated an average of 92 visits on Sunday, which equates to an average of 0.15 visits per inmate. Further analysis of the hourly visitor volumes experienced on Sundays demonstrated that in a peak hour 25 visitations appear to be the norm, which equates to a peak hourly ratio of 0.04 visits per inmate. Based on these peak visitations to inmate ratios, 2.61 public visiting booths will be required for a 64-bed housing unit (0.04 x 64 bed capacity). Therefore, three public visiting booths will be required for a typical housing unit at WRTH.

Building	Inmates Housed	Number of Visits	
		Sunday Total	Peak Hour
Building 4	77	8	3
Building 5	225	36	13
Building 7	191	36	5
Building 8	121	12	4
Totals	614	92	25
Average Sunday Visits Per Inmate			0.15
Average Sunday Peak Hour Visits			0.04
Statistically Required Number of Booths Per 64 Bed Unit			2.61
Physical Number of Booths per 64 Bed Unit			3
Booths Required: Six, 64-bed units		6	18
Booths Required: One, 32-bed unit		1	2
TOTAL BOOTHS REQUIRED			20

Operational Capacities:

Public Lobby

- Standing72
- Fixed seating15
- Registration window queuing12
- Security screening queuing6

Total..... 105

Video Visiting

- Carrels (2 per carrel; 20 carrels..... 40
- Housing Unit Visitation Booths: Reference Component 1.3

3.2 Medical/Psychiatric Outpatient Clinic

Primary Function: To ensure provision of emergency and basic health and behavioral health care services to all incarcerated people. These services will be provided through the Contra Cost County Detention Health Services and Medical Services departments and will be consistent with community standards of privacy, cleanliness, and competence.

Planned Activities, Programs, Processes, and Operations: Initial intake health care screening will continue to take place at the MDF. WRTH will provide basic triage, dispensing of pharmaceuticals, and outpatient clinic-related services delivered within WRTH, including X-ray, and dialysis. Medications will continue to be delivered, stored, and distributed onto pill carts at the main medical facility that currently exist on the WCDF campus. Medical staff will then transport pill carts to WRTH and make scheduled rounds to each of the housing units. Pharmaceuticals will be dispensed in the housing units by medical staff (with the all drugs and supplies being contained in a mobile cart. All psychiatric-patient interviews will occur primarily in interview rooms provided in each of WRTH's housing units. Any person sufficiently ill to require an infirmary or requiring more intensive services will be transported to an appropriate county/community provider facility. People housed at WRTH who require isolation cells will be transported to the MDF and be housed in any of the four negative pressure cells located in F Module on the F-ISO wing.

General Facilities Description and Special Design Concerns: This component will serve as a basic outpatient clinical facility. It will be comprised of a small waiting area, exam room,

storage for medical supplies and non-prescription pharmaceuticals, an x-ray room, a dialysis room, and administrative area. Urine specimen collection will occur in a dedicated inmate toilet located within this area. Active medical files will be stored in this component and must be secure. It will not contain an infirmary or isolation beds.

Locational Criteria: This component will be located directly off of a main in-custody secure circulation corridor and as close to the housing units as feasible, ideally adjacent to the Behavioral Health Pod.

Hours of Operation: At least one RN/LVN will be in the facility on a 7/24/365 basis.

Typical Users:

- Public Designated Sheriff Staff Only
- County Staff (General) Contracted Professionals
- County Sheriff Staff Incarcerated People

Service Demand: Service demand for this function will be dictated by the overall census of the facility, number of requiring prescription drugs, outbreaks of viruses and contagious diseases.

Operational Capacity (maximum shift):

Incarcerated People	up to 8
Deputies	1
Medical Staff	4
Behavioral Health Clinical Staff	2
Total Maximum Operational Capacity	15

5.2. Commissary

Primary Function: Provide approved commissary items for all authorized incarcerated people

Planned Activities, Programs, Processes, and Operations: Trinity Services Group provides Commissary services under County Contract. Day shift deputies will provide commissary order forms every Monday afternoon to any incarcerated people requesting commissary. Evening shift deputies will collect all completed commissary order forms no later than 2145 hours every Monday evening. Morning deputies will place completed commissary order forms in the mailroom slot marked "Canteen." These order forms will be provided to Trinity Services Group for filling. Trinity is responsible for maintaining strict procedures to safeguard every aspect of the commissary process, from warehouse to delivery and distribution. All orders are placed on secure trucks, transported under close security to the WCDF warehouse, unloaded under supervision, and distributed and tracked electronically. All commissary items are packaged in clear, tamper-proof plastic to ensure that nothing is concealed as well as clear personal items that prevent concealed contraband. Trinity staff will transport the items to WRTH and under the supervision of authorized sheriff's staff distribute the commissary items in accordance with CSB Policy and Procedure 2.08.43.

General Facilities Description: No dedicated facilities will be provided at WRTH.

Commissary will use the WCDF warehouse only as their staging area.

Special Design Concerns: None

Hours of Operation: Collection and internal CSB processing of order will occur on Monday.

Delivery to, and distribution of commissary items in each housing unit will occur on a yet-to-be determined scheduled basis.

Typical Users:

- Incarcerated People
- Authorized Sheriff's Staff
- Trinity/other contact provider staff

Service Demand: Service demand will be dictated by the daily census of the facility and

volume of approved commissary request.

Operational Capacity: Not applicable.

5.3. Food Service

Primary Function: To provide all incarcerated people with three nutritionally adequate and properly prepared meals per day, pursuant to Minimal Jail Standards Section 1246.

Planned Activities, Programs, Processes, and Operations: All dining will take place in the housing units. All meals will be prepared, served onto trays, and loaded into thermal meal delivery carts in the WCDF's Central Kitchen by County staff and inmate workers. Detention staff will then transport the carts to WRTH, where they will pass through the secure facility service sally port, and then be moved by detention staff directly to the housing units or food cart alcoves, until they can be moved into the units. Once the carts have been moved into the unit, each inmate will receive a tray, eat in the day room, and replace the used tray (along with used disposable plates, glasses, and utensils) back into the cart. Detention staff will then move the meal carts either to the food cart alcoves, or directly out of the facility through the service sally port. Inmate worker staff will then transport the meal carts back to the central kitchen for processing and reuse.

General Facilities Description and Special Design Concerns: The only food service facilities provided in WRTH are for meal cart staging. One meal cart-staging alcove will be provided per housing units and have the capacity to store two meal carts. Reference Component 1.3 for details.

Locational Criteria: The meal cart staging alcoves will be located directly adjacent to each housing unit, in a main circulation corridor, so that authorized sheriff staff can access them, and so that they are visible to same.

Hours of Operation: The meal carts will be moved to WRTH housing units as follows:

breakfast: 0430 lunch 1000; dinner 1600 hours.

Typical Users:

Incarcerated People

Authorized Sheriff's Staff

Service Demand: Service demand levels will be dictated by the overall daily census of the facility, multiplied by three meals per day. Note that the WCDF's central kitchen has sufficient capacity to serve the additional 418-bed capacity that are planned for WRTH.

Operational Capacity: Three carts per 64-bed housing unit; two carts for 32-bed housing unit. 20 carts total.

5.4. Laundry

Primary Function: To provide facilities for the transfer of soiled laundry (clothing, linens, and blankets) to and from housing units to the Central Laundry located on the WCDF main campus, which is located external to the secure perimeter of WRTH. No laundry processing facilities (washing, drying, or mending) will be located within WRTH.

Planned Activities, Programs, Processes, and Operations: Upon booking, all incarcerated people are issued clothing, linens, and bedding that is clean, freshly laundered, in good repair, and free of vermin. Each item of clothing and linen issued is Sheriff's Property, for which the individual shall be held accountable. Each Facility Commander is responsible for publishing and posting a laundry schedule for their facility. Facility Commanders will ensure that laundry is collected for each inmate at least once each week. The facility laundry schedule will include the dates for blanket exchange, which will be at least once every three months. Incarcerated people will have the opportunity to have their clothing and linen laundered at least once each week.

Laundry Exchange Process: Each person is issued his or her own laundry bag. Individuals will place their soiled laundry in their bag, after which the housing deputy will zip tie the bag

and place it in a soiled laundry cart. Detention staff will move the laundry cart from the housing unit and move it to the laundry cart alcoves or directly out of WRTH for movement to the Central Laundry.

General Facilities Description and Special Design Concerns: The only dedicated facilities in WRTH related to inmate laundry service will be one laundry cart alcove (capacity for one soiled and one clean laundry cart) per housing unit Reference Component 1.3, Custodial Housing Support Areas for special design concerns.

Locational Criteria: The laundry cart alcoves will be located directly adjacent to each housing unit, near the unit's sally port.

Hours of Operation: Laundry exchange will occur at least once a week. The Central Laundry currently operates from 6AM to 12:30PM.

Typical Users:

- Incarcerated People Authorized Sheriff's Staff

Service Demand: Volume will be dictated by the overall daily census of the facility.

Operational Capacity: The existing WCDF Central Laundry has sufficient capacity to accommodate the additional bed planned capacity of WRTH. However, additional space may be required for storage of more linens, clothing, bedding, laundry chemicals, and carts.

Additional inmate workers may also be required.

5.5. Library

Primary Function (Recreational Library): To provide a variety of recreational reading material to meet the interests and needs of incarcerated people, and provide a variety of reference material for centralized use, as well as to provide library resources informational resources.

Primary Function (Law Library): To provide access to materials in the existing law library at

the WCDF, and provide pro-per privileges to incarcerated people as outlined by Contra Costa County Superior Court, as well as provide limited duplicating service incarcerated people requesting legal assistance.

Planned Activities, Programs, Processes, and Operations: Recreational reading material from the central library located on the main WCDF campus will be distributed frequently on a rotating basis to WRTH housing units. All people housed at WRTH will have access to reading materials and be able to read in their cells, day room, and bonus rooms.

General Facilities Description: The only dedicated space with WRTH provided for the library is a small alcove that is intended to be used for the temporary staging of book carts prior to delivery to the housing units, or while being returned to the central library.

Locational Criteria: The library book cart alcove will be located centrally to all housing units.

Special Design Concerns: None

Hours of Operation: Delivery to, and distribution of library materials to each housing unit will occur on a yet-to-be determined scheduled basis, yet is anticipated to occur during the normal workweek..

Typical Users:

- Incarcerated People
- Authorized Sheriff's Staff
- Authorized Library staff

Service Demand: the volume of requests for specific recreational and legal related materials and each housing unit's occupancy levels will dictate Service demand.

Operational Capacity: Staging area for two book carts in primary circulation corridors and space for one book cart in the dayroom of each housing unit.

6. FACILITIES SUPPORT

6.1. Security Control

Primary Function: To: 1) provide monitoring and control of all communications, life-safety, and security systems of WRTH, including all entries, exits, secure vestibules, and doors; via CCTV, electronically controlled locks, intercom, and radio communications; 2) provide the monitoring and/or control of all inmate and staff movement; 3) WRTH security control will ideally also be provided with sufficient electronic hardware and software to serve as backup to WCDF Central Control and vice-versa.

Planned Activities, Programs, Processes, and Operations: This function will be the security and life-safety hub of the facility. Control room activities will include, but will not be limited to:

- Controlling and monitoring all primary facilities access/egress points.
- Monitoring and or controlling: building and perimeter alarm systems, life safety systems, card key access points, CCTV, public address, perimeter lighting, radio systems, and personal alarm system
- Serving as the communications center for the facility
- Control movement of incarcerated people
- Controlling and storing the facilities emergency response equipment and supplies
- Providing secondary direct observation of within line of sight in-custody secure corridors and housing units as feasible

General Facilities Description: This self-contained area will be comprised of a main security control room with security control workstations; related electronic equipment room; staff support facilities (toilet, kitchenette) required to minimize the need for staffing relief; and storage of emergency supplies and equipment.

Special Design Concerns: This area will be designed as a totally secure, self-contained, self-sufficient component, capable of operating all building system controls quickly and efficiently with minimum staff. Regardless of the level and sophistication of security

equipment used, there is no electronic substitute for personal interaction between incarcerated people, staff, and other facility users. The built environment will be developed to mitigate stress and fatigue of staff that are confined within a small amount of space for long periods. Special consideration to temperature, humidity, ventilation, lighting systems, and acoustics will be directed towards this area. Additionally:

- The entire envelope surrounding this area will be of secure construction to prevent unauthorized admittance by incarcerated people, public visitors, service providers, or any other unauthorized persons. Therefore, all openings into Security Control must be secure, including, air supply ducts, and any conduit openings.
- Provide ample glazing to permit as much direct line of sight observation of in-custody corridors as possible.
- Provide microphone/speaker communication and pass-through slot for the transfer of documents and potentially other small items to detention staff.

Locational Criteria: This component will be located deep into the facility and central to all housing units, and be afforded as much direct visibility as possible to the primary in-custody secure corridors.

Hours of Operation: Continuous; 24/7/365.

Typical Users:

- Authorized Sheriff's Staff Only

Service Demand: Demand will be dictated by the size of the average daily population, admissions and release volume, visitation volume, and the amount of programming that requires to be moved from their living units to centralized program areas.

Operational Capacity:

Duty Supervisors Workstation ... 1
Security Control Workstations .. 2
Total occupancy:..... 3

6.2. Facilities Maintenance and Custodial

Primary Function: Maintenance and repair of the Custody Services building structures; upkeep of exterior grounds; maintenance and repair of interior walls (including glazing and common hardware items; repair and replacement of floor coverings; repair and replacement of machinery and systems inherent to the building, and other special purpose equipment.

Planned Activities, Programs, Processes, and Operations: WRTH facilities will operate as satellite facilities for General Services Maintenance and Custodial Staff, potentially vendors under county contract, and as a secondary receiving staging area for the Warehouse function. Usage of this facility is expected to be relatively light, yet essential for efficient operations.

Receiving Staging Area: A receiving/staging area for larger items (non-commissary, food service, laundry, or library) has been programmed into the facility to allow for the bulk delivery of general building supplies and custodial supplies that will then be distributed to the general storage and custodial closets that are located in each housing unit, and distributed throughout common areas of the facility. There will be no dedicated vehicle sally port for delivery vehicles. Therefore the access door between this area and the exterior is an integral part of the secure perimeter of the facility.

Maintenance Shop: The Maintenance Shop is planned as a simple satellite facility where minor building maintenance and repair tasks could be carried out. No painting, welding, carpentry will occur in this facility. Typical items that will be stored in the storage area include, air filters, belts, light bulbs, ceiling tiles, general hardware, and minor plumbing parts and supplies.

Custodial Storage: Basic storage of equipment (vacuums, floor polishers) and supplies (chemicals and paper products).

General Facilities Description and Special Design Concerns: This area will have only open ceilings, unfinished walls, and finished concrete floors.

Special Design Concerns – Receiving and Staging Area:

- Provide secure double doors access at a minimum, consider roll-up doors are necessary
- The secure double-door between the exterior loading area and internal staging area will be able to be operated manually by staff and electronically operated by Security Control. An intercom to Central Control will also be provided, and the entire loading area will be monitored via CCTV
- To simplify operations and minimize construction cost, the loading area will be external to the building need not be secure. Therefore, no vehicle sally port for this function is envisioned

Special Design Concerns – Maintenance Shop: The shop will be designed as a single area to provide staff with maximum flexibility to carry out a variety of maintenance and repair tasks. Since a variety of equipment and fixtures will be located in a common area, careful arrangement and spacing of this equipment is required to promote a safe and efficient work environment. Additionally:

- Provide compressed air, supplemental ventilation, hot and cold water, utility sink, and emergency eyewash/shower.
- All other storage and worktable equipment will be freestanding.
- Provide ample day lighting.

Locational Criteria: This component will be located away from the public and staff entrances, yet provide convenient access to the primary circulation corridors of the facility and from its exterior.

Hours of Operation: As needed

Typical Users:

Authorized Sheriff's Staff

County General Services Maintenance and Custodial Staff

Service Demand: Demand will be dictated ordering volume of supplies as well as the age and reliability of building systems.

Operational Capacity (staff):

Staging Area 2

Maintenance Shop 2

Total occupancy: 4

6.3. Administration

No dedicated facilities to house this function will be provided in WRTH. Staff will utilize existing facilities within Building 1 on the main WCDF campus.

6.4. Staff Support (lockers, training, and staff dining)

No dedicated facilities to house this function will be provided in WRTH. Staff will utilize existing facilities within Building 1 on the main WCDF campus.

6.5. Warehouse

Only minor satellite staging and storage areas identified under Component 4.2 will be provided in WRTH, which will primarily rely on the existing warehouse located on the main WCDF campus.

6.6. Booking, Classification, Transfer, and Release

All bookings, classification, and releases will continue to occur at the MDF. Two holding areas for those transferring into and out of WRTH have been provided.

6.7. Personal Property: All property will remain at the MDF Booking Facility