

# CUYAHOGA COUNTY, OHIO

## CUYAHOGA COUNTY JUSTICE SYSTEM MASTER PLAN



### ***Cuyahoga County Correction Center Operating Principles & Space Program***

***FINAL REPORT***

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## I. INTRODUCTION



## Introduction

In September 2019, the consultant team commenced work on Phase 4 of the Cuyahoga County Justice System Master Plan (Justice Center Project, JCP), which involved the development of operating principles and a space program for the future Cuyahoga County Correction Center (CCCC). Much of the information relative to the development of this operational and space program (the Program) emanated from the tours, data analysis, interviews conducted, and documents received during 2019. The consultant team also conducted a series of programming charettes with key representatives of the Cuyahoga County Correction Center. The purpose of these programming charettes was to discuss in depth the operational and architectural requirements for the future CCCC.

In 2020, the COVID-19 pandemic struck, not only the United States, but the world. A year later, this devastating pandemic continues. While there is much yet to learn about this disease regarding its causes, transmission, treatment and prevention, the planning and the Program for the future CCCC aims to reflect the current science in responding to this and future pandemics.

It is important to note that the information in this report pertains only to the jail component of the Justice Center Project. The components relating to the sheriff's office and the courts will be analyzed in separate reports.

The future CCCC will be designed to provide a safe and secure environment meeting all State and professional standards as well as reflecting best practices relating to contemporary jail operations and design. To that end, enhanced programs and services will afford increased opportunities for inmates to be productively occupied while also maintaining community ties. Appropriate housing, treatment, and services necessary to address the needs of the inmate population will be provided; more specifically:

- a. General population
- b. Special management
- c. Medical treatment and housing – skilled nursing, medical detoxification
- d. Mental health treatment and housing – acute, subacute, special needs
- e. Youthful inmates

In addition, through its central booking and intake assessment center,<sup>1</sup> the CCCC will be a resource available to all law enforcement agencies within the county whereby persons brought to the CCCC by law enforcement officer can be:

- Assessed for diversion – either pre-arrest or post-arrest.
- Where the initial processing of newly arrested persons can be completed by CCCC staff.

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<sup>1</sup> The processes envisioned for the new central booking and intake assessment center (central booking) are being piloted at the interim central booking facility at the CCCC/Justice Center. These processes will be refined and will inform the final design and operation of central booking at the new CCCC.

- Where a person's first court appearance can occur – either via video or in-person.

The Program reflects the operational and space standards/regulations contained within the:

- Ohio Administrative Code | Chapter 5120:1-8 – Full Service Jails
- Ohio Department of Rehabilitation & Correction's *Construction/Renovation Criteria for Full Service Jails*<sup>2</sup>
- American Correctional Association's (ACA) *Performance-Based Standards for Adult Local Detention Facilities*<sup>3</sup>
- Health Insurance Portability and Accountability Act (HIPAA)<sup>4</sup>
- National Commission on Correctional Health Care (NCCHC) standards<sup>5</sup>
- Prison Rape Elimination Act (PREA) standards<sup>6</sup>
- U.S. Department of Justice's *Americans with Disabilities Act (ADA) Standards for Accessible Design*<sup>7</sup>

The Program was also informed by the County's space guidelines as well as consultant-generated space standards for offices and common support areas, and the consultant team's professional experience in programming similar facilities.

## Bed Capacity/Distribution

At its September 17, 2019, meeting, the Justice Center Project Executive Steering Committee voted and passed Determination #4, which reads as follows:

*"The Steering Committee determines that there are significant opportunities to reduce the population of the jail through a systemic approach to jail population management and reforms consistent with our commitment to public safety. We therefore determine that planning should proceed based on an assumption of a rated capacity for the jail of no less than 1,600 beds with a support core planned for no more than 2,400 beds, planned to allow adjustment upward or downward.*

*We recognize that these are bold initiatives but believe that this reflects current national trends and with a concerted effort of all parts of our justice system is achievable. However, should circumstances change, we further determine that the planning for the jail should allow for an incremental adjustment upward or downward within this range to a maximum capacity up to the 2,400 beds based on projections thru the year 2045."*

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<sup>2</sup> Effective April 13, 2018.

<sup>3</sup> ACA Performance-Based Standards for Adult Local Detention Facilities, 4<sup>th</sup> Ed. June 2004. ACA 2016 Standards Supplement. November 2016.

<sup>4</sup> HIPAA - Public Law 104-191; 1996.

<sup>5</sup> NCCHC. Standards for Health Services in Jail. 2018.

<sup>6</sup> Prison Rape Elimination Act – Prisons and Jail Standards. 2012.

<sup>7</sup> ADA Standards for Accessible Design. 2010.

This decision was reaffirmed at the Justice Center Project Executive Steering Committee on November 12, 2020.

Based on our programming and bed disaggregation discussions with the client team, the proposed design capacity for the future CCCC, which includes long-term and short-term beds, will accommodate up to 1,648 adult inmates – 1,368 male and 280 female inmates. An additional 16 beds are proposed to accommodate youthful inmates – 8 male and 8 female youthful inmates, for a total count of 1,664 beds.

Adult long-term beds include 1,196 beds designated for male inmates and 228 beds designated for female inmates. Within the long-term bed capacity, there are 352 mental health beds – 288 designated for male inmates and 64 designated for female inmates. Two hundred twenty-four specialized short-term beds<sup>8</sup> are planned to meet the medical and behavioral needs of the inmates – 172 beds designated for male inmates and 52 beds designated for female inmates.

The actual proposed number of beds, while higher than the target of 1,600 adult beds, reflects proposed efficiencies from a staffing perspective in terms of housing pod sizes. Inmate housing at the CCCC will be provided for special populations, including mental health and medical housing, restrictive housing, and youthful inmate housing.

As a means of providing CCCC flexibility in meeting future changes in inmates' housing needs, the Program affords the opportunity for in-place expansion without new construction being required; whereby, in select housing pods, certain single-occupancy cells are sized for double occupancy and corresponding support spaces such as dayrooms, toilets, etc., were sized to accommodate the increased number of inmates. Consequently, there is a potential for 148 additional beds; namely 132 adult beds (104 males and 28 females) and 16 youthful inmate beds (8 males and 8 females).

The distribution of housing beds agreed to by the client team is displayed in Table I.1.

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<sup>8</sup> Short-term beds include restrictive housing, skilled nursing, medical detoxification, and mental health acute.

**Table I.1: Housing Configuration by Gender & Classification: 1,600 Bed Target & Expansion Beds**

Classification Category	1,600 Bed Target	No. of Beds / Pod <sup>1</sup>	No. of Pods	Bed Total <sup>1</sup>	Expansion Beds <sup>1</sup>	Total Beds w/ Exp.	Expansion Notes
<b>Male Beds</b>							
<b>Conventional Housing (940 beds)</b>							
8.100 Reception (8-72 Hr)	71	48	2	96	--	96	
8.100 Short-term Sentence (≤7 days)							
8.200 GP <sup>2</sup> Minimum	341	60	5	300	--	300	
8.300 GP Medium	210	48	5	240	--	240	
8.400 GP Maximum	234	48	5	240	--	240	
8.500 Restrictive Housing	77	32	2	64	32	96	16 single cells per pod sized as doubles
<b>Medical &amp; Mental Health Housing (428 beds)</b>							
10.300 Medical Skilled Nursing	28	--	--	28	--	28	
10.300 Medical Detox	48	48	1	48	--	48	
10.300 GP Medical	32	32	1	32	--	32	
10.400 Mental Health - Acute	32	32	1	32	--	32	
10.400 Mental Health - Subacute	96	32	3	96	24	120	8 single cells per pod sized as doubles
8.800 GP Special Needs	192	32	6	192	48	240	8 single cells per pod sized as doubles
<b>Youthful Inmates (8 beds)</b>							
9.200 Youthful Inmates	N/A <sup>3</sup>	8	1	8	8	16	8 single rooms sized as doubles
<b>Male Beds Total</b>	<b>1,360</b>			<b>1,376</b>	<b>112</b>	<b>1,488</b>	
<b>Female Beds</b>							
<b>Conventional Housing (140 beds)</b>							
8.600 Reception (8-72 Hr) (12)	31	32	1	32	12	44	12 single cells sized as doubles
8.600 Restrictive Housing (19)							
8.600 Short-term Sentence (≤7 days)							
8.200 GP Minimum	27	60	1	60	--	60	
8.700 GP Medium (15)/Maximum (27)	42	48	1	48	--	48	
<b>Medical &amp; Mental Health Housing (140 beds)</b>							
10.300 Medical Skilled Nursing	16	--	--	16	--	16	
10.300 Medical Detox	24	24	1	24	--	24	
10.300 GP Medical	24	--	--	24	--	24	
10.400 Mental Health - Acute	12	--	--	12	--	12	
10.400 Mental Health - Subacute	32	32	1	32	8	40	8 single cells sized as doubles
8.800 GP Special Needs	32	32	1	32	8	40	8 single cells sized as doubles
<b>Youthful Inmates (8 beds)</b>							
9.200 Youthful Inmates	N/A <sup>4</sup>	8	1	8	8	16	8 single rooms sized as doubles
<b>Female Beds Total</b>	<b>240</b>			<b>288</b>	<b>36</b>	<b>324</b>	
<b>Grand Total Jail Beds</b>	<b>1,600</b>			<b>1,664</b>	<b>148</b>	<b>1,812</b>	
<b>Conventional Beds</b>				<b>1,080</b>	<b>44</b>	<b>1,124</b>	
<b>Medical &amp; Mental Health Beds</b>				<b>568</b>	<b>88</b>	<b>656</b>	
<b>Youthful Inmates Beds</b>				<b>16</b>	<b>16</b>	<b>32</b>	

TABLE NOTES:

Classification Category	1,600 Bed Target	No. of Beds / Pod <sup>1</sup>	No. of Pods	Bed Total <sup>1</sup>	Expansion Beds <sup>1</sup>	Total Beds w/ Exp.	Expansion Notes
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<sup>1</sup> Calculations were completed in MS Excel using numbers with multiple decimal places. As a result, totals may not add due to rounding.

<sup>2</sup> GP = general population

<sup>3</sup> N/A = not included as part of the 1,600 bed target

## Operating Principles & Space Program – Overview

This report outlines the operating principles and corresponding space program for the future Cuyahoga County Correction Center. The operating principles are a series of broad planning assumptions about how the proposed CCCC will operate and the space needed to implement its operation. They are intended to provide clear direction and serve as a foundation for developing concept solutions and cost estimates for the various options described above, whether they be renovation of select existing County facilities and/or for new construction resulting in a facility that meets the long-term needs for housing CCCC inmates. The operating principles and space program that describes how each component comprising the CCCC operation is to function may be found in Chapter II. Operating Principles.

The operating principles chapter of the report is organized by functional component as listed below:

- 1.000 Public Lobby
- 2.000 Facility Administration
- 3.000 Staff Support
- 4.000 Security Operations
- 5.000 Central Intake/Assessment, Release, & Transportation
- 6.000 First Appearance Court
- 7.000 Video Court
- 8.000 Housing – Adult Inmates
- 9.000 Housing – Youthful Inmates
- 10.000 Health Care
- 11.000 Visitation
- 12.000 Programs and Services
- 13.000 Food Service
- 14.000 Laundry
- 15.000 Warehouse & Commissary
- 16.000 Maintenance & Central Plant
- 17.000 Parking

Each component area is described separately in operational terms in the operational program narrative, with the architectural space program for that area immediately following the narrative.

## Security Concept

Staff and inmate safety are paramount goals of the facility, as is protection of the community. Key security objectives are to prevent escape; protect inmates from each other and themselves (suicide prevention or other self-injurious behavior, and sexual or other physical assault); protect staff; and to facilitate communication with other staff, and electronic back-up systems.

The security concept of the facility is based upon a management approach that maximizes the ability and experience of staff and operational procedures, and also supports them through the use of appropriate construction materials, training, and technology in a well-designed facility. The facility's security perimeter is the last resort to prevent escapes, to reassure the community, and to keep out unauthorized people.

Where possible, security systems will be designed so that they can be configured with limited proprietary (open architecture platform) software and equipment to allow for repairs and future expansion to occur without necessarily requiring the involvement of the various security-system providers. All systems must be capable of interfacing (i.e., riding on) with the existing and future network infrastructures and include a redundant system.

## *Emergency Preparedness*

It is important to consider contingency plans to address major events during the planning process, especially those that may require an evacuation of the facility, in a manner that does not jeopardize security or the safety of inmates, staff, and the community. Not all emergency events will require a full-scale evacuation of the facility; most would only require relocation to another area of the CCCC or a partial evacuation. It is proposed that a continuum of evacuation options be available dependent upon the type and severity level of the actual emergency. A secure area of refuge will be provided, as dictated by code.

## *Electronic Integrated Security Systems Technology*

While in some instances electronic security systems technology can be used to enhance the security level, in no instance should the use of electronic surveillance substitute for staff supervision and direct interaction.

There are some instances where electronic security systems technology is appropriate. Examples of appropriate usage of closed-circuit television (CCTV) are to monitor vehicular and pedestrian security vestibules, and critical areas for suicide prevention. CCTV should be used for intermittent surveillance of certain hallways and other areas that do not need continual staff surveillance as well as in housing areas where the surveillance should be used to capture recorded video for later review by supervisors. In addition, CCTV monitoring and recording of all fixed posts will be provided. Other uses of electronic

security technology in the facility include those doors, windows, or spaces that should be controlled, alarmed, and monitored.

Providing officers working in housing pods with handheld PDA's or similar technology that can both control and monitor doors as well as communicate with the security intercom systems and the jail inmate management system will serve to free the officer from his/her workstation. Thereby enhancing the ability to actively supervise the inmate population in an enhanced manner. The master control center will always have the capability of remotely unlocking emergency exit doors and all electronically-operated doors using both intercoms and cameras to manage and view the door unlocking and relocking.

Online computer terminals (information management systems) will be placed in appropriate areas to ensure that needed information is readily available to staff involved in the decision-making process. Inmate tracking, if implemented, will be linked to the jail management system to identify where inmates are at any point in time through the use of active tracking systems (e.g., bar code scanning, RFID, etc.). Biometrics (e.g., electronic fingerprints, retina scans, etc.) will be linked to the jail management systems and will be utilized to positively identify an inmate upon entry into CCCC, to identify inmates engaged in other processing activities, and to positively identify inmates being released.

Electronic technology will be used to ensure the safety of staff and inmates within the facility. Staff will carry a personal alarm device that will identify the location and call for assistance of any staff involved in an incident with an inmate that may require additional backup support.

The life-safety systems within the facility will comply with all life safety code requirements and will include various electronic components, ranging from sprinkler and smoke alarm monitoring at the master control center to monitoring of all egress pathways.

### *Perimeter Security*

The facility perimeter of the CCCC will be maximum security. Ingress and egress points in the security perimeter should be limited. Any breach in the security perimeter should incorporate several integrated components, such as hydraulic-/motor-driven gates, crash barriers/bollards, and CCTV. The use of CCTV systems should be limited to areas that extend the visual capabilities of the operators in the master control center to identify vehicles or persons seeking access to a perimeter control point. Where feasible within the constraints of the facility layout, direct observation of persons/vehicles entering the security perimeter will be provided. Where direct observation is not provided, cameras must provide exceptional visibility of the security perimeter access points.

Security should be present, but not obtrusive. Within the security perimeter, circulation should be facilitated, but controlled. Inmate movement between major zones will, for the most part, be in groups under staff escort. Or, minimally, authorized unescorted movement will be monitored through remote observation (e.g., CCTV). Excellent visual observation of circulation spaces will facilitate unaccompanied movement within each zone. Areas not in



use should be zoned such as to allow them to be completely secured and closed off from inmate access.

Wherever possible, staff workstations should be located in strategic locations to facilitate line-of-sight observation of doors leading out of housing pods, major circulation spines, security doors that lead from one security zone to another as well as any vertical (if applicable) circulation cores.

### *Interior versus Perimeter Walls*

The facility usage necessitates that all exterior walls of the facility be designed and constructed to maximum and/or high security standards, particularly since all inmates will be admitted and released from the CCCC. The variety of functions occurring within the security perimeter, however, may allow for the design and the construction of interior walls to be less secure and more cost effective, depending on the use of the space.

### Standardization of Spaces

Office spaces and other ancillary support areas are standardized to ensure space sizes and furnishings are consistent with the level of activity that will occur in similar areas. Office and support space standards are not outlined for the County; therefore, standards for specific office types were provided to standardize office spaces for similar ranks and position titles. Ideally, workstations and offices occupied with staff who regularly interact with inmates will be equipped with docking stations for laptop or tablet computers. Offices such as business offices may include desktop computers. Where possible, networked multipurpose devices (e.g., copier, printer, and fax) will be centrally located to avoid duplication of this equipment. These guidelines are indicated in Table I.2 that follows.

**Table I.2: Space Standards**

TYPE	OCCUPANT	SIZE <sup>1</sup>	DESCRIPTION <sup>2</sup>
<b>Note:</b> All spaces will have Wi-Fi access, and desks will be height adjustable.			
<b>Offices</b>			
<b>OF-250</b>	Private Office: Corrections Director, Judge	250 nsf	Desk with computer return, chair, file cabinets, credenza, shelving, telephone, computer, desktop printer, access to networked multifunction center – printer/copier/fax/scanner (MFC), conference table and seating for 4, visitor chairs (2), coat closet.
<b>OF-220</b>	Private Office: Warden/Asst. Senior Executive	220 nsf	Desk with computer return, chair, file cabinets, credenza, shelving, telephone, computer, desktop printer, access to networked MFC, conference table and seating for 4, visitor chairs (2), coat closet.
<b>OF-120</b>	Private Office: Senior Staff – Associate Warden, Manager, Supervisor, Professional, Support Staff	120 nsf	Desk with computer return, chair, file cabinets, shelving, telephone, computer, desktop printer (as needed), access to networked MFC, visitor chairs (2).
<b>OF-100</b>	Private Office: Manager, Supervisor,	100 nsf	Desk with computer return, chair, file cabinets,



TYPE	OCCUPANT	SIZE <sup>1</sup>	DESCRIPTION <sup>2</sup>
	Professional, Support Staff		shelving, telephone, computer, access to networked MFC, visitor chairs (1-2).
<b>OF-150</b>	Shared Office: Manager, Supervisor, Professional, Support Staff	150 nsf	Semi-private office, 2 workstations – each with desk with computer return, chair, file cabinet, telephone, and computer, shelving, access to networked MFC, visitor chairs (2).
<b>Workstations</b>			
<b>WS-80</b>	Workstation: Officer, Technical, Clerical Specialist	80 nsf	Desk (with computer return, as needed), chair, file cabinet, shelving, telephone, computer, access to networked MFC, visitor chair (1), half-height privacy panels (as needed; side light panels to be provided for daylight access when feasible/practical).
<b>WS-64</b>	Workstation: Officer, Technical, Clerical Specialist	64 nsf	Desk (with computer return, as needed), chair, file cabinet, shelving, telephone, computer, access to networked MFC, half-height privacy panels (as needed; side light panels to be provided for daylight access when feasible/practical).
<b>WS-50</b>	Workstation: Clerical Specialist	50 nsf	Desk, chair, file cabinet, shelving, telephone, computer, access to networked MFC, half-height privacy panels (as needed; side light panels to be provided for daylight access when feasible/practical).
<b>Conference Room</b>			
<b>CF-450</b>	Large Conference (Seats 16-18)	450 nsf	Conference table with seating for 18, credenza, telephone, smart TV, white boards, pin up space, sound attenuation measures, data line locations & receptacles in floors & walls. <i>Additional 20 nsf will be added for each person over 18.</i>
<b>CF-280</b>	Medium Conference (Seats 10-12)	280 nsf	Conference table with seating for 12, credenza, telephone, smart TV, white boards, pin up space, sound attenuation measures, data line locations & receptacles in floors & walls. <i>Additional 20 nsf will be added for each person over 12.</i>
<b>CF-160</b>	Small Conference (Seats 4-6)	160 nsf	Conference table with seating for 6, whiteboard; telephone, data line locations & receptacles in floors & walls. <i>Additional 20 nsf will be added for each person over 6.</i>
<b>Reception</b>			
<b>RW-250</b>	Large Reception (Seats 10-12)	250 nsf	Comfortable seating, coffee or end tables, coat hooks/rack. <i>Additional 20 nsf will be added for each person over 12.</i>
<b>RW-200</b>	Medium Reception (Seats 6-8)	200 nsf	Comfortable seating, coffee or end tables, coat hooks/rack.
<b>RW-100</b>	Small Reception (Seats 2-4)	100 nsf	Comfortable seating, coffee or end tables, coat

TYPE	OCCUPANT	SIZE <sup>1</sup>	DESCRIPTION <sup>2</sup>
			hooks/rack.
<b>Break Rooms</b>			
<b>BR-250</b>	Large Break Room (Seats 6-8)	250 nsf	2 tables with 4 chairs each, counter with sink, microwave, coffeemaker, refrigerator, cabinetry. <i>Additional 20 nsf will be added for each person over 8.</i>
<b>BR-180</b>	Medium Break Room (Seats 4-6)	180 nsf	1 table with 6 chairs, counter with sink, microwave, coffeemaker, refrigerator, cabinetry.
<b>BR-120</b>	Small Break Room (Seats 2-4)	120 nsf	1 table with 4 chairs, counter with sink, microwave, coffeemaker, refrigerator, cabinetry.

<sup>1</sup> All of the spaces are given in net square feet (nsf). Departmental and building grossing factors are applied to these square footages in the architectural space program to account for wall thicknesses, circulation space, ducting space, etc.

<sup>2</sup> Ideally, printers/copiers/scanners and fax machines will be located in an area to serve multiple users rather than locating this equipment in each office. Only positions that require printing of confidential documents will be provided a printer in their office. Moreover, central files will be preferable to large file storage in individual offices.

### Architect's Responsibility

The architect of record is ultimately responsible for satisfying all applicable Ohio codes, regulations, and laws including, but not limited to building codes, life safety codes, OSHA regulations, Ohio environmental laws, and the Ohio and American Correctional Association (ACA) Jail Standards, the Americans with Disabilities Act (ADA Standards for Accessible Design), and the Prison Rape Elimination Act Standards. While the operational and architectural program may address some, or even a substantial portion of these requirements, these programs are in no way intended as an exhaustive identification of code and regulation issues. The architect of record is required to ensure that all legal design requirements are met.

### Space Program Summary

A summary of the space requirements for the CCCC is provided in Table I.3. Each component area is described separately in operational terms in the operating principles narrative with the space program for that area immediately following the respective narrative.

The operating principles and space program, while describing how each component is to function, also provides the required net usable or assignable area (net square footage, nsf) for each component of the CCCC. A departmental grossing factor (gsf) was applied to the total net square footage of each component to accommodate necessary circulation space within functions, wall thickness, and other unassigned areas that are part of the component. Additional square footage, referred to as the building grossing factor, is required to accommodate major circulation corridors connecting components as well as enclosed circulation (e.g., stairs and elevators), mechanical rooms that relate to the overall facility, the building structure, and the exterior "skin," which is computed by applying the

building grossing factor to the sum of the individual components' departmental gross square footage.

Table I.3 summarizes the facility space needs based on the operating and spatial requirements outlined throughout this document. The program square footage addresses the space needs to meet the infrastructure to support 2,400 inmates, and the square footage requirements to house the mix of 1,664 inmates described above.

**Table I.3: Architectural Space Program Summary**

#	Major Component	NSF	GSF	Exterior SF	
1.000	Public Lobby	4,609	6,419	0	Includes 1,568 GSF for video visitation (see 11.200 Video Visitation)
2.000	Facility Administration	5,185	6,481	0	
3.000	Staff Support	17,580	24,217	700	
4.000	Security Operations	7,867	10,290	200	
5.000	Central Intake/Assessment, Release, & Transportation	37,130	51,235	0	
6.000	First Appearance Court	4,579	6,182	0	
7.000	Video Court	0	0	0	See 8.900 Decentralized Programs and Services - Video Court
8.000	Housing - Adult Inmates	220,596	357,397	22,830	Includes 2,996 GSF for video court (see 7.100 Video Court)
9.000	Housing - Youthful Inmates	9,439	14,612	1,500	2 pods; 8 beds/pod
10.000	Health Care	72,228	115,856	7,600	
11.000	Visitation	2,840	3,976	0	See 1.400 Public Lobby - Video Visitation
12.000	Programs and Services	8,858	11,847	0	
13.000	Food Service	18,006	23,158	0	
14.000	Laundry	6,220	8,086	0	
15.000	Warehouse & Commissary	9,401	10,980	3,510	Service yard and loading dock
16.000	Maintenance & Central Plant	27,630	30,393	0	
17.000	Parking	0	0	234,000	
	<b>SUBTOTAL</b>	<b>452,168</b>	<b>681,128</b>	<b>270,340</b>	
	<b>Building Grossing Factor (15%)</b>		<b>102,169</b>		Includes mechanical/electrical closets, building skin, major circulation, and building connectors
	<b>TOTAL</b>	<b>452,168</b>	<b>783,297</b>	<b>270,340</b>	

## **II. OPERATING PRINCIPLES**

## Introduction

The operating principles are a series of broad planning assumptions about how the proposed new Cuyahoga County Correction Center will operate and the associated spaces and square footage needed to implement the operation. The resulting operating principles are intended to provide general planning guidelines the design and construction of a new facility complex to replace the existing CCCC. The operating principles were developed through facilitated discussions with CCCC officials that commenced in the fall of 2019 and continues to-date, and were informed by current evidence-based best practices as well as previously noted standards/regulations.

Each functional component area of the Program that follows is described separately in the operating principles narrative with the space program for that area immediately following the narrative as well as adjacency diagrams that aid in visualizing how the spaces associated with a functional component interact with each other. The operating principles section of the report is organized by functional component as listed below:

- 1.000 Public Lobby
- 2.000 Facility Administration
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- 5.000 Central Intake/Assessment, Release, & Transportation
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- 16.000 Maintenance & Central Plant
- 17.000 Parking

## 1.000 Public Lobby

### *Introduction*

The public lobby entrance should be the facility's "front door," easily accessible from the street, sidewalk, and public parking areas. There should be a passenger drop-off adjacent to the main door into the facility, with signage indicating that that the area is for drop-offs only and that parking at this location is prohibited. The site layout should prevent vehicles from pulling up close to the building. This can be accomplished through the use of architectural elements, landscaping, bollards, concrete planters, and other attractive and dignified exterior treatments that will keep vehicles an acceptable distance from the building.

The public lobby area will serve as the central reception point for all visitors to the Cuyahoga County Correction Center. The public lobby will be staffed 16 hours daily, though it will be accessible on a 24-hour/7-day basis.

Members of the public, official visitors, professionals, bondsmen, attorneys, service providers, and volunteers will enter the public lobby via the pre-security screening lobby. Facility personnel may also enter through the public lobby, although their primary entrance will be through a separate secure entrance designated for staff only (see 3.100 Staff Entrance).

This area will be the public's first point-of-contact with the facility. The use of aesthetically pleasing colors and non-institutional materials is encouraged. While furnishings and surfaces should be as durable and maintenance-free as possible, the lobby area should project a comfortable and professional environment.

### *1.100 Public Lobby – Pre-security Screening*

1. The main door of the facility will open into a weather vestibule through which all individuals will pass into the pre-security screening lobby, and which should be easily accessible from the public parking area. The weather vestibule, which will control movement in and out of the building, will be separated from the pre-security screening lobby by a set of double doors with sufficient glazing to provide ready visibility of the weather vestibule from the public reception workstation. The weather vestibule will be locked after hours with card-reader access allowed by authorized staff or entry via electronic remote release by master control for authorized persons once positive identification has been made using a remote camera and intercom identification system.
2. During periods of pandemic or as a manner of course, persons seeking entry may be subject to a brief health screening upon entering the pre-security screening lobby. This screening will occur immediately upon entering the pre-security screening lobby. It will be a mobile workstation having computer access and storage for items such as thermal scanners, single-use surgical face masks, sanitizer, etc.

3. The pre-security screening lobby is where, before undergoing security screening, persons will secure their guns and weapons (gun lockers) – long guns will be secured in the user’s vehicle, and prohibited personal items such as keys and mobile phones, and outerwear (public property lockers). Six gun lockers, 60 half-height and 30 mini-compartment public property lockers will be provided for use by volunteers, visitors, attorneys, etc.
4. Both professional and personal visitors will register at the public reception workstation.
5. Finance kiosks will be available for depositing monies into an inmate’s account, and an ATM for both public and staff use.
6. Since the pre-security screening lobby is intended for short-term use, limited seating is available. In addition, a restroom with a child-changing station will be provided.
7. The public lobby will be the location for the secure remote fire panel.

#### *1.200 Public Lobby – Security Screening*

1. For security screening, a queuing system will be utilized to manage peak periods – it will be a standing-only system using retractable barriers and will be configured to accommodate wheelchairs.
2. All visitors, including official visitors, professionals, and volunteers will need to successfully pass through metal detection/security screening. An officer will be assigned to the public lobby to perform security screenings on a 16-hour/7-day basis. When the public lobby is not staffed, protective services officers will be dispatched to perform security screening as required.
3. A securable one-way, half-height exit door will provide egress from the public lobby – post-security screening back into the pre-security screening lobby where one can proceed to exit the building.

#### *1.300 Public Lobby – Post-security Screening*

1. The public lobby – post-security screening is the waiting area for all persons who have successfully passed through security screening.
2. Public reception will include a fully-equipped workstation that provides for maximum visibility of the doors leading into and out of the public lobby – pre-security screening and public lobby – post-security screening areas, visitor waiting, and the security perimeter, which will be staffed on a 16-hour/7-day basis. Both professional and personal visitors will register at the public reception workstation. It is here that the visitor will declare the purpose of the visit. The visitor may be required to register and display identification.

3. The public lobby – post-security screening provides direct access to the:
  - main pedestrian security vestibule (see 4.500 Main Pedestrian Security Vestibule)
  - facility administration (see 2.100 Administration)
  - information technology (see 2.200 Information Technology)
  - staff support areas (see 3.100 Staff Entrance)
  - first appearance court (see 6.100 First Appearance Court)
  - video visitation (see 1.400 Public Lobby – Video Visitation)
  - noncontact visitation (see 11.300 Noncontact Visitation)
  - mailroom (see 1.500 Mailroom)
  - release & re-entry office (see 5.700 Release & re-entry office)
4. The public areas should be non-institutional and welcoming with comfortable seating. An area of the public lobby – post-security screening, visible from the public reception workstation, will be designated as a visitor waiting area; the waiting area should provide sufficient seating for approximately 50 visitors. The waiting area will have monitors available for displaying informational public service announcements (e.g., visiting rules, visiting hours, etc.).
5. Two multipurpose interview rooms will be available and accessible from the public lobby for meetings between jail personnel and the public, service providers, vendors, etc.
6. Visitors participating in a noncontact visit will access the noncontact visitation booths from the public lobby – post-security screening (see 11.300 Noncontact Visitation). In addition, a room accessible directly from the public lobby – post-security screening will provide opportunities for video visitation (see 1.400 Public Lobby – Video Visitation).
7. An alcove in the public lobby – post-security screening will contain kiosks that will be available for depositing monies into an inmate’s account for commissary and for virtual technology (e.g., video visitation) as well as the inmate’s phone account. In addition, an ATM will be available for use by the public and staff.
8. Along the perimeter of the circulation space of the public lobby – post-security screening will be secure transaction windows and queuing areas serving:
  - a. facility administration
  - b. jail records and bonds (includes self-reports)
  - c. common pleas court clerk
  - d. municipal court clerk
  - e. intake/release property (court clothes drop-off, property pickup)
9. A room accessible from the public lobby – post-security screening will be provided whereby persons who by court order will be booked and released. It will have an AFIS station available for taking fingerprints and photos and have appropriate lighting and backdrop with height markers, and a workstation for data entry.



10. Within the public lobby – post-security screening, pay telephones, public restrooms, a lactation room, a vending area, a water cooler, and a janitor closet will be provided.

#### *1.400 Public Lobby – Video Visitation*

1. The primary method for personal visitors to visit inmates at the CCCC will be noncontact in nature via video visitation. Visitors may opt to visit via video from this location (CCCC), or from their home or office, or from a properly equipped public computer. See report section 11.200 Video Visitation for a more detailed description of video visitation operations.
2. A room with sound attenuation that is accessible directly from the public lobby – post-security screening will provide opportunities for video visitation. It is anticipated that the majority of video visits personal visitors will be done remotely, and not at the CCCC. Capacity for video visitation at the CCCC comprises 17 video visitation stations designated for personal visitors, and 6 video visitation stations designated for attorneys and official visitors. In addition, video visitation stations for attorney/client conferences should be available for use by attorneys in the Justice Center.
3. A third-party vendor will provide the requisite equipment and services for video visitation. A room located within the information technology suite will be designated for use by the video visitation vendor, which will act as the server room for the video visitation computers/systems and will include a workstation for the vendor (see 2.200 Information Technology).

#### *1.500 Mailroom*

1. The mailroom operates on a five-day basis, Monday through Friday excluding holidays. The mailroom will have direct access from the public lobby – post-security screening, and will be accessed by electronic remote release from the public reception workstation and/or by authorized staff via card reader or biometric means.
2. All mail with the exception of incoming inmate personal mail will be processed through the mailroom. Incoming inmate mail will be processed at a remote location by a third-party vendor.
3. A controlled-access mail anteroom accessible from both the mailroom and staff-controlled corridor will provide mailboxes for specific departments (e.g., programs, facility administration, security, food service). Within each department will be mailboxes for distribution of mail to specific individuals. In addition, two mail chutes (large enough for small packages) will be accessible from the mail anteroom – one designated for outgoing/interdepartmental facility mail and one designated for outgoing inmate mail (collection containers located within mailroom).
4. The mailroom will be fully functioning, which requires racks for staging mail bins and packages and temporary storage of rejected mail/packages. The mailroom will be equipped with worktables for sorting and searching mail, mail processing equipment (package x-ray, shredder, postage printing/metering machine, scale, automated letter

opener), drug detection screening equipment, ion scanner, shelving, bins, and two staff workstations.

5. Dogs assigned to the K-9 unit will be used to detect drugs present in incoming mail.
6. The mailroom's air ventilation system will include an automatic air purifying system as well as an independent supply and exhaust, which is designed to eliminate dangerous airborne contaminants and irritating scents.
7. Inmate mail, with the exception of privileged and legal mail, will not be processed at the CCCC, and any personal inmate mail received at the CCCC will be returned to the sender. Personal inmate mail will be sent to a designated address where the third-party vendor will scan the incoming mail and convert it to an electronic format that the respective inmate may retrieve from his/her CCCC email account.
8. Mailroom staff will hand-deliver authorized books, magazines, and periodicals for inmates received from the publisher once it has been searched, and privileged and legal mail to the housing pod. Prior to distributing privileged and legal mail to the inmate recipient, the mail clerk will first open/inspect it in front of the intended inmate.
9. On a daily basis Monday through Friday, mailroom staff will collect outgoing inmate mail from the individual housing pods for processing in the mailroom.
10. Within the mailroom, a printer/copier work alcove, office supply storage, a staff restroom/emergency decontamination shower and eyewash station, a trash alcove, and a janitor closet will be provided.

1.000 Public Lobby

1.000 Public Lobby

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>1.100 Public Lobby - Pre-security Screening</b>						
1.101	Weather Vestibule	4	1	150/area	150	ADA accessible; one set of double doors for weather insulation; extensive security glazing; includes CCTV and intercom for after-hours identification, electric door strike; exterior bollards, planters, etc.
1.102	Mobile Health Screening Station	1	1	30/area	30	Mobile workstation with computer access and storage for thermal scanners, single-use surgical face masks, sanitizer, etc.
1.103	Gun/Weapons Locker	1	6	5/area	30	Lockers grouped together; lockers with user-defined digital lock
1.104	Public Lockers	-	1	75/area	75	60 half-height lockers and 30 mini-compartment lockers, each with user-defined digital lock, for use by volunteers, visitors, attorneys, etc.
1.105	Public Reception - Public Side	1-2	1	30/area	30	Open counter space to allow for signing documents, etc. ADA accessible (see 1.301)
1.106	Public Reception - Queuing	5-10	1	70/area	70	Standing only
1.107	Finance Kiosk	1-2	2	20/area	40	1 kiosk for inmate finance system; 1 ATM kiosk; electrical receptacles and data ports; ADA accessible
1.108	Public Waiting	6	1	15/pers	90	Seating; ADA accessible
1.109	ADA Restroom - Public	1	1	50/room	50	Gender neutral; child-changing station
1.110	Fire Control Panel	-	1	0/area	0	Wall-mounted fire control panels; square footage included in 1.100 grossing factor
<b>1.100 Total Net Square Feet</b>					<b>565</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>1.100 Total Gross Square Feet</b>					<b>791</b>	
<b>1.200 Public Lobby - Security Screening</b>						
1.201	Security Screening - Queuing	30	1	7/pers	210	Standing only; retractable belt barriers; configured to accommodate wheelchair/walker
1.202	Security Screening	1-2	1	150/area	150	Path for wheelchair access around metal detection equipment; sized for handheld wand searches if necessary so as not to block metal detection walk/pass-through; table for personal items bypass; package x-ray; secure shelving for storage of handheld wand, etc.
1.203	One-way Exit Door	-	1	0/area	0	Securable, one-way, half-height door providing egress from the post-security screening public lobby into the pre-security screening lobby; square footage included in 1.200 grossing factor
<b>1.200 Total Net Square Feet</b>					<b>360</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>1.200 Total Gross Square Feet</b>					<b>504</b>	
<b>1.300 Public Lobby - Post-security Screening</b>						
1.301	Public Reception Workstation	1	1	64/area	64	Adjacent to security screening; two open counters - one facing pre-security screening lobby and one facing public lobby; computer; telephone;

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						standing height stool; door controls to administration area (see 1.105)
1.302	Public Reception Workstation - Public Side	1-2	1	30/area	30	Open counter space to allow for signing documents, etc. ADA accessible
1.303	Public Reception Workstation - Queuing	2-4	1	0/area	0	Standing only; square footage included in 1.300 grossing factor
1.304	Main Pedestrian Security Vestibule - Public Entrance	-	1	0/area	0	See 4.500 Main Pedestrian Security Vestibule - 4.501
1.305	Facility Administration Entrance - Secure Door	-	1	0/area	0	See 2.100 Administration - 2.101
1.306	Information Technology Entrance - Secure Door	-	1	0/area	0	See 2.200 Information Technology - 2.201
1.307	Staff Support Entrance - Secure Door	-	1	0/area	0	See 3.100 Staff Entrance - 3.102
1.308	Officials of the First Appearance Court Entrance - Security Vestibule	-	1	0/area	0	See 6.100 First Appearance Court - 6.127
1.309	Public First Appearance Court Lobby Entrance - Secure Door	-	1	0/area	0	See 6.100 First Appearance Court - 6.101
1.310	Video Visitation Room - Entrance	-	1	0/area	0	See 1.400 Public Lobby - Video Visitation - 1.401
1.311	Noncontact Visit Booth - Entrance	-	6	0/room	0	See 11.300 Noncontact Visitation; square footage included in 1.300 grossing factor
1.312	ADA Noncontact Visit Booth - Entrance	-	4	0/room	0	See 11.300 Noncontact Visitation; square footage included in 1.300 grossing factor
1.313	Mailroom Entrance - Secure Door	-	1	0/area	0	See 1.500 Mailroom - 1.501
1.314	Release & Re-entry Office Entrance - Secure Door	-	1	0/area	0	See 5.700 Release & Re-entry Office - 5.702
1.315	Waiting - Visitor	50	1	15/pers	750	Seating; noncontact visit/official visit, administration appointment; TV; sound attenuation
1.316	Interview Room	2-4	2	100/room	200	Table and loose chairs for up to 4 people; requisite cabling and data outlets; secure cabinetry
1.317	Kiosk Alcove	1-2	3	20/area	60	Alcove off the public lobby - 3 kiosks: 1 kiosk for inmate finance system, 1 kiosk for inmate phone system, 1 ATM kiosk; electrical receptacles and data ports; depending on available technology solutions, kiosks may be combined; ADA accessible
1.318	Facility Administration Service Window - Public Side	1	1	30/area	30	Securable sliding window. Counter space to allow for signing documents, etc.; ADA accessible (see 2.102)
1.319	Facility Administration Service Window - Queuing	2-3	1	0/area	0	Standing only; square footage included in 1.300 grossing factor
1.320	Jail Records/Bond Transaction Window - Public Side	1	1	30/area	30	Securable transaction window to jail records office - bond, property, records; one bulk property pass; counter space to allow for signing documents, etc.; ADA accessible (see 5.606)

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
1.321	Jail Records/Bond Transaction Window - Queuing	1-2	1	0/area	0	Standing only; square footage included in 1.300 grossing factor
1.322	Common Pleas Court Clerk Transaction Window - Public Side	1	1	30/area	30	Securable transaction window to common pleas court clerk; one bulk property pass; counter space to allow for signing documents, etc.; ADA accessible (see 6.134)
1.323	Common Pleas Court Clerk Transaction Window - Queuing	1-2	1	0/area	0	Standing only; square footage included in 1.300 grossing factor
1.324	Municipal Court Clerk Transaction Window - Public Side	1	1	30/area	30	Securable transaction window to municipal court clerk; one bulk property pass; counter space to allow for signing documents, etc.; ADA accessible (see 6.100 First Appearance Court - 6.134)
1.325	Municipal Court Clerk Transaction Window - Queuing	1-2	1	0/area	0	Standing only; square footage included in 1.300 grossing factor
1.326	Court Clothes/Property Release Transaction Window - Public Side	1	1	30/area	30	Securable transaction window to property room - court clothes, personal property; one bulk property pass; counter space to allow for signing documents, etc.; ADA accessible (see 5.431)
1.327	Court Clothes/Property Release Transaction Window - Queuing	1-2	1	0/area	0	Standing only; square footage included in 1.300 grossing factor
1.328	AFIS Station (Live Scan & Photo) Room	2	1	120/room	120	Book & release as ordered by the court; requisite cabling and data outlets, and electrical receptacles; lighting and appropriate backdrop with height markers; 1 WS-50
1.329	Telephone - Public	1	4	10/area	40	Pay telephone; 1 telephone is ADA accessible
1.330	Restroom - Public	1-3	2	150/room	300	Number of fixtures per code; 1 toilet/sink is ADA accessible; adequate door clearance from edge of water closet and toilet; child-changing station; 1 designated for males; 1 designated for females
1.331	Lactation Room	1-2	1	80/room	80	ADA accessible; comfortable seating; sink; child changing table
1.332	Vending Machine Alcove	-	1	60/area	60	
1.333	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 1.300 grossing factor
1.334	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>1.300 Total Net Square Feet</b>					<b>1,894</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>1.300 Total Gross Square Feet</b>					<b>2,652</b>	
<b>1.400 Public Lobby - Video Visitation</b>						
1.401	Video Visitation Room - Entrance	-	1	0/area	0	Square footage included in 1.400 grossing factor
1.402	Video Visitation Check-in Kiosk	1-2	3	20/area	60	Electrical receptacles and data ports; 1 kiosk is ADA accessible

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
1.403	Video Visitation Officer Workstation	1	1	50/wkstn +10	60	WS-50; centrally located to facilitate visibility of entire visiting space; controls to video visitation stations; camera monitored/recorded; extra square footage for monitors to remotely observe video visitation screens
1.404	Video Visitation Station	1-3	15	40/area	600	Visitor side to accommodate 2 adults plus children; visual and acoustical privacy and sound attenuation; phone system (handsets); video/audio recording capability; accessible directly from the public lobby
1.405	ADA Video Visitation Station	1-3	2	60/area	120	Visitor side to accommodate 2 adults plus children; visual and acoustical privacy and sound attenuation; phone system (handsets); video/audio recording capability; accessible directly from the public lobby
1.406	Video Visitation Station - Attorney/Official	1-3	4	40/area	160	Visitor side to accommodate 2 adults; visual and acoustical privacy and sound attenuation; phone system (handsets); no video/audio recording capability; compatible with primary video visitation system utilized by the local legal community; accessible directly from the public lobby
1.407	ADA Video Visitation Station - Attorney/Official	1-3	2	60/area	120	ADA accessible; visitor side to accommodate 2 adults; visual and acoustical privacy and sound attenuation; phone system (handsets); no video/audio recording capability; compatible with primary video visitation system utilized by the local legal community; accessible directly from the public lobby
<b>1.400 Total Net Square Feet</b>					<b>1,120</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>1.400 Total Gross Square Feet</b>					<b>1,568</b>	
<b>1.500 Mailroom</b>						
1.501	Mailroom Entrance - Secure Door	-	1	0/area	0	Access from public lobby - post-security screening; square footage included in 1.500 grossing factor
1.502	Mail Anteroom	-	1	100/room	100	Controlled access from the mailroom and from staff-controlled corridor; access to mail slots/bins; storage for select blank forms; counter space; 2 mail chutes - 1 designated for outgoing/interdepartmental facility mail and 1 designated for outgoing inmate mail (collection containers located within mailroom)
1.503	Mailroom	1-2	1	400/room +50	450	Controlled access (keypad; card/biometric access) from the public lobby and/or by electronic remote release from the public reception workstation; worktables; mail processing equipment (package x-ray, shredder, mail metering/postage machine, scale, automated letter opener); drug detection; screening; ion scanner; shelving; bins; 2 WS-50; collection containers for mail anteroom mail drops; special

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						air ventilation; extra square footage for search area for K-9s to detect drugs in incoming mail
1.504	Printer/Copier Work Alcove	-	1	0/area	0	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; linear in design; recycling bins; square footage included in mailroom
1.505	Office Supply Storage	-	1	0/area	0	Cabinets, shelving; near printer/copier; square footage included in mailroom
1.506	Staff Restroom/Emergency Shower	1	1	60/room	60	ADA accessible; gender neutral; decontamination shower head with flooring at shower head sloped for proper drainage; portable eyewash station; accessible from within mailroom
1.507	Trash Alcove	-	1	20/area	20	Regular and recycled trash
1.508	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>1.500 Total Net Square Feet</b>					<b>670</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>1.500 Total Gross Square Feet</b>					<b>905</b>	
<b>1.000 Total Interior Net Square Feet</b>					<b>4,609</b>	
<b>1.000 Total Interior Gross Square Feet</b>					<b>6,419</b>	

## 2.000 Facility Administration

### *Introduction*

The facility administration component is where day-to-day administration, records, business, and personnel activities occur, and will be open during standard business hours. Facility administration (administration) will be located outside the security perimeter, yet in an area where access by the public is controlled, and away from inmate and visitor movement.

Even as a full-service correctional facility, the following administrative functions and activities will continue to be a function of the Sheriff's Office and will be located with the Sheriff's administrative offices:

- a. Human resources
- b. Budgeting
- c. Payroll
- d. Purchasing

Jail staff will be available to support these functions.

### *2.100 Administration*

1. Access to the administration suite will be primarily through the public lobby – post-security screening. A second entrance will be available after staff security screening that provides direct access to the administration suite from the staff support area (see 3.100 Staff Entrance). Entry to the administration suite will be controlled to prevent casual access and will be by electronic release either by facility administration staff, the public reception officer in the public lobby – post-security screening, and/or master control, and/or by card-reader access and/or biometric means (authorized staff only).
2. Although only authorized persons are allowed access to the facility administration area, inmate workers may be authorized to perform housekeeping services on a supervised, scheduled basis.
3. Within the administration area will be the reception workstation and a waiting/reception area sized to accommodate two to four people. The reception workstation will contain a secure service window into the public lobby – post-security screening to facilitate communication with persons that require limited interaction with administration staff.
4. A combination of private and shared offices, and open workstations will be provided for facility administration staff. The design of this area should be in the form of a suite, so that shared resources such as storage and meeting space can be easily accessed. This design will help in building a collaborative culture and promoting a consistent philosophical approach to operations.
5. Office and/or workspace will be provided for the following positions and functions:
  - a. Corrections Administrator
  - b. Warden



- c. Administrative Assistant
- d. Associate Warden (5)
- e. Administrative Lieutenant (2)
- f. Investigative Lieutenant (2)
- g. Human Resource (2)
- h. Fiscal Officer
- i. HR/Fiscal Clerk
- j. Visiting Professionals/Future Expansion

Office design and furniture and equipment will be commensurate with assigned responsibilities. There will be a shared restroom designated for use by the jail administrator and warden, which has direct access from each respective office.

- 6. A conference room sized to accommodate 15 people will be provided within facility administration. The conference room will have a secondary entrance from the jail administrator's office.
- 7. Personnel records including training records are maintained by the Sheriff's Office. While most files/records will be digitally stored, basic file storage is provided for general administration files.
- 8. Within facility administration, a printer/copier work alcove, an office supply storage closet, a staff breakroom, a water cooler, staff restrooms, and a janitor closet will be provided.

### *2.200 Information Technology*

- 1. Information technology will operate from a specially configured secure suite that is accessible directly from the public lobby – post-security screening.
- 2. Information technology (IT) staff (2) will operate from the IT repair lab, which will include a worktable for repairing electronics with dust and static control. Within the IT office/repair lab will be a printer/copier work alcove with secure storage for office supplies. In addition, secure storage for spare computers, electronic parts, etc. is provided, which will be accessible from within the electronics repair lab.
- 3. The IT repair lab adjoins the room housing the computer and telephone server racks and equipment (e.g., file servers, VOIP racks). This server room should be secure from assault and unauthorized access to protect the computer equipment. The room will be fully glazed to provide visibility from the IT workstations located in the IT repair lab.
- 4. The master distribution frame (MDF) server room will be the point where the fiber optics head originates and will be a room that is temperature and humidity controlled. There will be a workstation in this room for use by the data vendor or IT staff. If the jail is a multistory building, starting with the second floor, there will be an intermediate distribution frame (IDF) server room that is temperature and humidity controlled and will house the switch gear equipment.

5. There will be a room provided for use by the inmate telephone and video visitation vendor(s), which will act as the server room for the video visitation and inmate phone computers/systems and will include a workstation.
6. No recording equipment is required for inmate phones, commissary, and the inmate email/text message systems, as these will all be web-based systems.
7. Within information technology, a printer/copier work alcove (with office supply storage), a beverage/snack station, a water cooler, a staff restroom, and a janitor closet will be provided.

2.000 Facility Administration

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
2.100 Administration						
2.101	Administration Entrance - Secure Door	-	2	0/area	0	Two entrances: 1) public lobby door - electronic release either by facility administration staff, the public reception officer in the public lobby and/or master control, and/or by card and/or biometric access (authorized staff only); 2) staff support door – electronic release either by facility administration staff and/or master control, and/or by card and/or biometric access (authorized staff only); includes CCTV and intercom for identification; square footage included in 2.100 grossing factor
2.102	Reception/Clerical Workstation	1	1	64/wkstn	64	WS-64; door controls to administration area; securable transaction window to public lobby (see 1.318)
2.103	Visitor Reception	2-4	1	100/area	100	RW-100
2.104	Corrections Administrator	1	1	250/room	250	OF-250; three doors - 1 behind administrative assistant, 1 leading directly to the conference room, 1 providing direct access to restroom shared w/ warden (see 2.113); 4-person conference table/seating; coat closet
2.105	Warden	1	1	220/room	220	OF-220; direct access to restroom shared w/ corrections administrator (see 2.113); 4-person conference table/seating; coat closet
2.106	Administrative Assistant	1	1	80/wkstn	80	WS-80; adjacent and accessible to corrections administrator's office (see 2.104)
2.107	Assoc. Warden	1	5	120/room	600	OF-120
2.108	Administrative Lieutenant	2	1	150/room	150	OF-150; shared office; PREA lieutenant; compliance lieutenant
2.109	Investigative Lieutenant	2	1	150/room	150	OF-150; shared office
2.110	Human Resource/Fiscal	4	1	256/room +50	306	Shared office - 2 HR clerks (2 WS-64); 1 fiscal officers (1 WS-64); 1 HR/Fiscal clerk (1 WS-64); extra square footage for secure file storage
2.111	Visiting Professional/Expansion - Private	1	2	120/room	240	OF-120
2.112	Visiting Professional/Expansion - Shared Office	1-2	1	150/room	150	OF-150; shared office
2.113	ADA Restroom - Executive Staff	1	1	50/room	50	Gender neutral; shared restroom; direct access from jail administrator and warden offices (see 2.104 & 2.105)
2.114	Conference Room	12-15	1	340/room	340	CF-280; sized up for 15; primary entrance from circulation area; secondary entrance from corrections administrator office
2.115	Secure File Storage	-	1	250/room	250	Lateral file type filing system, separate and secure file storage for general administration files, scanner; work table
2.116	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; shredder; recycling bins

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2.000 Facility Administration

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
2.117	Office Supply Closet	-	1	40/room	40	Secure storage; shelving; near printer/copier work alcove
2.118	Breakroom - Staff	6-8	1	250/room	250	BR-250
2.119	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage in 2.100 grossing factor
2.120	Restroom - Staff	1	2	40/room	80	Gender neutral
2.121	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
2.122	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>2.100 Total Net Square Feet</b>					<b>3,485</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>2.100 Total Gross Square Feet</b>					<b>4,356</b>	
<b>2.200 Information Technology</b>						
2.201	Information Technology Entrance - Secure Door	-	1	0/area	0	Secure door leading in/out of the public lobby to/from the IT suite; remote electronic release either by IT staff and/or master control, and/or by card and/or biometric access (authorized persons only); includes CCTV and intercom for identification; square footage included in 2.200 grossing factor
2.202	IT Office/Repair Lab	1-2	1	300/room	300	Worktable with dust and static control; shelving for storage; shadow board for tool storage; appropriate ventilation; eyewash station; 2 WS-64
2.203	Secure Electronics Storage	-	1	200/room	200	Spare computers, electronics, parts, etc.; accessible from within electronics repair shop
2.204	Printer/Copier Work Alcove - IT Office	-	1	75/area	75	Located within IT office/repair lab; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; shredder; recycling bins
2.205	IT Computer Server/Telephone /Electronic Room	-	1	300/room	300	Computer server room with temperature and humidity control, server and telephone racks, LAN servers; static-free surface treatments; special ventilation; large glazed area facing and accessible from the IT repair lab.
2.206	Server Room - Master Distribution Frame	-	1	400/room	400	Fiber optics head equipment for data and servers; server racks; temperature & humidity control; accessible by data vendor; 1 WS-64
2.207	Server Room - Intermediate Distribution Frame	-	0	0/room	0	Depending on configuration of the building, multiple IDF rooms will be required; temperature & humidity control; switch gear equipment; square footage included as part of the overall building gross
2.208	Inmate Telephone /Video Visitation Room (Vendor)	-	1	200/room	200	Computer server room with temperature and humidity control, server and telephone racks, static-free surface treatments; special ventilation; large glazed area facing and adjacent to 1 WS-64

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
2.209	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
2.210	Beverage/Snack Station	-	1	60/area	60	Counter space with storage cabinet; sink with instant hot water tap; microwave; coffeemaker; half-height refrigerator; electrical outlets; trash receptacle
2.211	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage in 2.200 grossing factor
2.212	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
2.213	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>2.200 Total Net Square Feet</b>					<b>1,700</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>2.200 Total Gross Square Feet</b>					<b>2,125</b>	
<b>2.000 Total Interior Net Square Feet</b>					<b>5,185</b>	
<b>2.000 Total Interior Gross Square Feet</b>					<b>6,481</b>	

### 3.000 Staff Support

The staff support component, located adjacent to the public lobby – post-security screening, includes staff entrance, staff roll call/briefing, security screening, training, staff lockers, fitness, and ancillary spaces designed to meet staff needs. Staff support will be located outside of the security perimeter.

#### 3.100 Staff Entrance

1. Facility staff-only areas will have three access points – one exterior entrance accessible from the staff parking area, and two interior entrances via the public lobby – post-security screening, and facility administration.
2. A secure staff entrance from the exterior will be provided leading directly into the facility's staff-only areas. The staff entrance from the exterior should not be a security vestibule-type entrance, but rather a securable weather vestibule accessed by card reader and/or biometric means by authorized staff.
3. Access to the staff support areas from the public lobby – post-security screening and facility administration will be controlled to prevent casual access and will be by electronic release either by the public reception officer in the public lobby – post-security screening, and/or master control, and/or by card reader and/or biometric means (authorized staff only).

#### 3.200 Shift Roll Call/Briefing

1. Prior to reporting for duty, all security staff working inside the security perimeter will attend roll call/briefing. The roll call/briefing room will be located within the security perimeter and is described in greater detail in report section 4.200 Shift Roll Call/Briefing.
2. Located outside the entry into the shift roll call/briefing room, electrical outlets and cabling should be provided for the installation of a time clock. Additional time clocks will be located proximal to the staff dining areas, maintenance, and the loading dock.

#### 3.300 Security Screening – Staff

1. Prior to entering the CCCC's security perimeter, all staff will need to successfully pass through full-body scan security screening, and personal items allowed will be subject to package x-ray screening. Security screening for staff will bridge the staff support areas and the security perimeter. Staff security screening will be performed by Sheriff's Office protective services officers, and will be staffed on a 24-hour/7-day basis.
2. Before undergoing security screening, staff will secure their guns and weapons prior to reporting for work or in the gun lockers provided.
3. For security screening, a queuing system will be utilized to manage peak periods – it will be a standing-only system using retractable barriers and will be configured to accommodate wheelchairs.

4. Staff will access the CCCC's security perimeter after successfully passing through security screening via the staff entrance pedestrian security vestibule. The staff entrance pedestrian security vestibule has two interlocking secure doors. One door provides access to/from the staff support area (outer door) and one door provides access to/from the security perimeter (inner door). The outer door will be operated by electronic remote release from master control upon verification that the person is authorized entry/exit. The security screening staff will have primary responsibility, with master control backup, for operating the inner door of the security vestibule by electronic remote release upon verification that the person is authorized entry/exit. An intercom (with appropriate signage) located on each side of the doors will allow communication between people requesting entrance/exit to the staff entrance pedestrian security vestibule and master control staff.
5. A key watcher system will be used for the storage of keys not assigned to a continuous post (e.g., 24/7). The key watcher will be located in the staff entrance pedestrian security vestibule with remote monitoring via camera by master control.

#### 3.400 Training

1. Two fully-equipped training rooms will be provided, each sized to accommodate 30 participants. The training rooms will be configured to support self-defense training/instruction. The two training rooms will be adjoining and connected by a retractable high-quality acoustical partition, which will allow the two rooms to be combined, thereby creating a single, larger room.
2. A room adjacent to the training room will contain computer carrels for self-instruction and/or small class instruction, and for staff to check e-mail.
3. A fully-equipped mock cell with camera recording capabilities will be provided proximal to the training rooms.
4. A secure storage closet for larger pieces of training equipment, easel pad stands, screens, mats, audio/visual equipment, additional chairs, etc.
5. Office and/or workspace will be provided for the following positions and functions:
  - a. Training Lieutenant
  - b. Training Sergeant (1)
  - c. Training Corporal (2)
  - d. Field Training Officer (6)
  - e. Guest Trainer (2)
  - f. Training Records Clerk
6. A files/records workroom equipped with file cabinets, a worktable, scanner, shredder, etc. is provided and is where training records will be stored and where inactive/historical training files/records may be digitally archived. The training records clerk's workstation will be located within the file/records workroom.

7. An interview room is provided where meetings with staff regarding performance-related concerns may be conducted in a confidential, private setting.
8. Sufficient space will be provided for storage of training instructional materials.
9. Within the training suite, a printer/copier work alcove (includes office supply storage) will be provided. Proximal to the training rooms, restrooms, a breakroom with a vending alcove, a water cooler, and a janitor closet will be provided.

### *3.500 Staff Lockers*

1. The staff lockers are designed for the full-build out of the facility at 2,400 beds. One-thousand twenty assigned full-height lockers will be provided for all jail staff, and sheriff's office, health care, and contract staff assigned to the jail – 510 for males and 510 for females. Additional lockers will be available on an unassigned day-use basis for personnel who are working on a temporary or short-term basis. Separate locker rooms for males and females will be provided with each locker room configured with two zones – one for line staff and one for management and supervisory staff.
2. Within each locker room will be 15 assigned half-height lockers specifically designated for safety and sanitation staff.
3. Toilets, sinks, and showers will be provided in each locker room. In addition, a lactation room will be provided that is accessible from within the female locker room.
4. Each staff locker room will have a janitor closet.

### *3.600 Fitness Area*

1. A dedicated fitness room will be provided, and will be sized to accommodate 15-20 persons exercising simultaneously. Equipment may include multi-station weight equipment, free weights, exer-cycles, treadmills, ellipticals, etc.
2. A door must be provided into the fitness room directly from the staff support circulation area. The door should remain locked at all times and provide for access by card reader or biometric means for authorized employees and/or visitors. Additional doors from inside the fitness area into each respective staff locker facility should be provided, which remains locked at all times and provides card or biometric access for authorized persons.
3. The janitor closets within each staff locker facility will be available for use in the fitness room.

### *3.700 Ancillary Staff Support Spaces*

1. Storage for cots designed for staff use during an extended emergency or weather-related event will be provided. In these circumstances, the training rooms may be used for sleeping purposes.
2. A designated staff-only smoking area (exterior) with appropriate smoking receptacles will be provided.



3. Staff breakrooms will be provided in strategic locations throughout the facility.
4. Two staff dining rooms will be provided – one outside the security perimeter and one inside the security perimeter.

*Staff Dining Room – Outside Security Perimeter*

5. The staff dining room located outside the security perimeter will be sized to accommodate up to 50 people. This room will provide direct access to a staff-only greenspace with bench seating and picnic tables.
6. The staff dining room will provide tables, including counter-height tables, and loose chairs/stools for up to four or six people each, a vending machine alcove, a refrigerator, a convenience counter – microwave, sink, under-counter storage, a lounge area with televisions, a water cooler, and a trash alcove.
7. Located within the staff dining room, electrical outlets and cabling should be provided for the installation of a time clock.
8. Accessible from the staff dining room will be staff restrooms and a janitor closet.

*Staff Dining Room – Inside Security Perimeter*

9. A staff dining room located inside the security perimeter is described in report section 13.000 Food Service.

3.000 Staff Support

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>3.100 Staff Entrance</b>						
3.101	Weather Vestibule - Staff Entrance	1-10	1	120/area	120	ADA accessible; one set of double doors for weather insulation; staff entrance door leading directly into staff-only areas; card or biometric access
3.102	Public Lobby Post-security Screening Entrance - Secure Door	-	1	0/area	0	Access to/from public lobby - post-security screening & staff support areas; controlled access (keypad; card/biometric access) and/or by electronic remote release from the public reception workstation or master control; includes CCTV and intercom for identification; square footage included in 3.100 grossing factor
3.103	Administration Entrance - Secure Door	-	1	0/area	0	Access to/from facility administration & staff support areas (see 2.101)
<b>3.100 Total Net Square Feet</b>					<b>120</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>3.100 Total Gross Square Feet</b>					<b>150</b>	
<b>3.200 Shift Roll Call/Briefing</b>						
3.201	Roll Call/Briefing Room	-	1	0/room	0	Inside security perimeter (see 4.200 Shift Roll Call/Briefing)
<b>3.300 Security Screening - Staff</b>						
3.301	Gun/Weapons Locker	1	6	5/area	30	Lockers grouped together; lockers with user-defined digital lock
3.302	Security Screening Officer	1	1	64/wkstn	64	WS-64
3.303	Security Screening - Queuing	100	1	7/pers	700	Standing only; retractable belt barriers; configured to accommodate wheelchair/walker
3.304	Full Body Scanner/Station	1-4	1	200/area	200	
3.305	Package X-ray Screening	1-2	1	150/area	150	Path for wheelchair access around screening equipment; sized for handheld wand searches, if necessary; table for personal items feeding into package x-ray; secure shelving for storage of handheld wand, etc.
3.306	Staff Entrance Security Vestibule	50	1	400/area	400	Two interlocking secure doors providing access to/from the jail's security perimeter (inner door) to/from the staff entrance area (outer door); all doors operated by electronic remote release from master control; CCTV & intercom on both sides of doors; camera monitored/recorded
3.307	Key Watcher System Alcove	-	1	40/area	40	Located within staff entrance security vestibule
<b>3.300 Total Net Square Feet</b>					<b>1,584</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>3.300 Total Gross Square Feet</b>					<b>2,218</b>	
<b>3.400 Training</b>						
3.401	Training Room	30	2	25/pers +60	1,620	Training rooms joined by a retractable high-quality acoustical partition; adult learning desks or

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						tables (collapsible); chairs; smart TV; dry erase and electronic whiteboards (at least one wall to be a full dry-erase board); phone; pin up space; lectern; data line locations & receptacles in floor & walls; Wi-Fi; requisite cabling and data outlets; extra square footage for storage closet or cabinets and shelving for training materials; room to be configured to support self-defense training/instruction
3.402	Computer Lab	1	12	35/carrel	420	Computer workstation; Wi-Fi; requisite cabling and data outlets; workstations clustered together in a single room
3.403	Mock Cell	-	1	120/room	120	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables (w/ wheelchair access); secure bench seating; hand rails, grab bars; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
3.404	Training Equipment Storage	-	1	300/room	300	Storage for larger pieces of training equipment; easel pad stands; audio/visual equipment; physical fitness training equipment (including mats); additional chairs; etc.
3.405	Training Lieutenant	1	1	120/room	120	OF-120
3.406	Training Sergeant/ Corporal	3	1	267/room	267	Shared office; 3 WS-64; 4-person conference table with seating
3.407	Field Training Officers/ Guest Trainer - Shared Office	8	1	512/room	512	Shared office; 8 WS-64
3.408	Training Clerk & Records Work Room	1	1	225/area	225	1 WS-64; secure file storage for staff training records; work table; scanner
3.409	Interview Room	2-4	1	100/room	100	Table and loose chairs for up to 4 people; requisite cabling and data outlets; secure cabinetry
3.410	Training Materials Storage	-	1	150/room	150	Shelves/file cabinets for training materials; secure file storage for staff training records
3.411	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; shredder; recycling bins
3.412	Restroom - Male Group	1-4	1	240/room	240	3 toilets (adequate door clearance from edge of water closet), 2 urinals (with partitions), & 3 sinks - includes 1 ADA toilet and sink at 50 sf; proximal to training rooms
3.413	Restroom - Female Group	1-2	1	120/room	120	2 toilets (adequate door clearance from edge of water closet) & 2 sinks - includes 1 ADA toilet and sink at 50 sf; proximal to training rooms
3.414	ADA Restroom - Individual	1	1	50/room	50	Gender neutral; proximal to training rooms
3.415	Breakroom	30	1	15/pers	450	5 four-person tables/seating; vending machine alcove; convenience counter - microwave, sink,

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						under-counter storage; trash alcove; proximal to training rooms
3.416	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; proximal to training rooms; square footage included in 3.400 grossing factor
3.417	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; proximal to training rooms
<b>3.400 Total Net Square Feet</b>					<b>4,809</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>3.400 Total Gross Square Feet</b>					<b>6,492</b>	
<b>3.500 Staff Lockers</b>						
3.501	Male Full-height Locker/ Changing Rooms - Assigned Lockers	1	510	7/locker	3,570	Full-height lockers wide enough for hangers equipped with user-defined digital lock, and grouped together within male locker room; changing space; benches; 2 zones - 1 zone is for administration/supervisors (est. 90 lockers) & 1 zone is for line staff (est. 410 lockers); proximal to staff entrance; accessible from fitness room
3.502	Male Full-height Locker/ Changing Rooms - Unassigned Lockers	1	12	7/locker	84	Full-height lockers wide enough for hangers equipped with user-defined digital lock, and grouped together within male locker room; changing space; benches; 2 zones - 1 zone is for administration/supervisors (7 lockers) & 1 zone is for line staff (5 lockers); proximal to staff entrance; accessible from fitness room
3.503	Male Safety & Sanitation Staff Lockers - Assigned	-	15	5/area	75	15 half-height lockers with user-defined digital lock grouped together; see 16.300 Safety & Sanitation
3.504	Female Full-height Locker/ Changing Rooms - Assigned Lockers	1	510	7/locker	3,570	Full-height lockers wide enough for hangers equipped with user-defined digital lock, and grouped together within female locker room; changing space; benches; 2 zones - 1 zone is for administration/supervisors (est. 75 lockers) & 1 zone is for line staff (est. 425 lockers); proximal to staff entrance; accessible from fitness room
3.505	Female Full-height Locker/ Changing Rooms - Unassigned Lockers	1	9	7/locker	63	Full-height lockers wide enough for hangers equipped with user-defined digital lock, and grouped together within female locker room; changing space; benches; 2 zones - 1 zone is for administration/supervisors (4 lockers) & 1 zone is for line staff (5 lockers); proximal to staff entrance; accessible from fitness room
3.506	Female Safety & Sanitation Staff Lockers - Assigned	-	15	5/area	75	15 half-height lockers with user-defined digital lock grouped together; see 16.300 Safety & Sanitation
3.507	Shower Rooms - Males	1-7	1	420/room	420	7 shower stalls with drying area - includes 1 ADA accessible shower at 50 sf; accessible from male within locker room

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
3.508	Shower Rooms - Females	1-3	1	180/room	180	3 shower stalls with drying area - includes 1 ADA accessible shower at 50 sf; accessible from female within locker room
3.509	Toilet/Sink Area - Male	1-7	1	350/area	350	4 toilets (adequate door clearance from edge of water closet), 3 urinals, & 7sinks - includes 1 ADA toilet and sink at 50 sf; wall-mounted hair dryer; accessible from within male locker room
3.510	Toilet/Sink Area - Female	1-3	1	150/area	150	3 toilets (adequate door clearance from edge of water closet) & 3 sinks - includes 1 ADA toilet and sink at 50 sf; wall-mounted hair dryer; accessible from within female locker room
3.511	Lactation Room	1	1	80/room	80	ADA accessible; comfortable seating; sink; half-height refrigerator; accessible from within the female locker room
3.512	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one accessible from within the male locker room; one accessible from within the female locker room
<b>3.500 Total Net Square Feet</b>					<b>8,697</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>3.500 Total Gross Square Feet</b>					<b>12,176</b>	
<b>3.600 Fitness Area</b>						
3.601	Fitness Room	20	1	50/pers	1,000	Exercise equipment; card or biometric access; directly accessible from each staff locker room
3.602	Janitor Closet	-	0	0/room	0	Shared with 3.500 Staff Lockers - 3.512
<b>3.600 Total Net Square Feet</b>					<b>1,000</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>3.600 Total Gross Square Feet</b>					<b>1,400</b>	
<b>3.700 Ancillary Staff Support Spaces</b>						
3.701	Cot Storage	-	1	200/room	200	50 folding cots
3.702	Designated Smoking - Staff	1-10	1	(200)/area	(200)	Outdoor; electronic cigarette lighter; smoking receptacles
<i>Staff Dining Room - Outside Security Perimeter</i>						
3.703	Staff Dining Room	50	1	20/pers	1,000	5 six-person tables/seating and 5 four-person tables/seating - including counter-height tables/stools; vending machine alcove; refrigerator; convenience counter - microwave, sink, under-counter storage; lounge area w/ TV's; water cooler with bottle filler; trash alcove
3.704	Greenspace - Staff	1-10	1	(500)/area	(500)	Bench seating; picnic tables; direct access from staff dining room
3.705	Time Clock	-	0	0/area	0	Adjacent to staff dining room entry door (see 3.703); wall-mounted clock; electrical outlets and cabling; square footage included in 3.700 grossing factor
3.706	Restroom - Staff	1	1	40/room	40	Gender neutral; accessible from staff dining room

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
3.707	ADA Restroom - Staff	1	1	50/room	50	Gender neutral; accessible from staff dining room
3.708	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Staff Dining Room - Inside Security Perimeter</i>						
3.709	Staff Dining Room	-	0	0/room	0	See 13.000 Food Service
<b>3.700 Total Net Square Feet</b>					<b>1,370</b>	
<b>Grossing Factor</b>					<b>1.30</b>	
<b>3.700 Total Gross Square Feet</b>					<b>1,781</b>	
<b>3.700 Total Exterior Gross Square Feet</b>					<b>(700)</b>	
<b>3.000 Total Interior Net Square Feet</b>					<b>17,580</b>	
<b>3.000 Total Interior Gross Square Feet</b>					<b>24,217</b>	
<b>3.000 Total Exterior Gross Square Feet</b>					<b>(700)</b>	

## 4.000 Security Operations

### *Introduction*

The mission of security operations is to provide for the safety and security of all staff, visitors, and inmates in the entire facility and, thus, facilitate orderly operations and programming. The security operations component includes such functions as security administration, master control, security response team, armory, key control, security and safety communications and surveillance, fire safety, and emergency response.

Breaches in the security perimeter will be limited as much possible to ensure all persons entering and exiting the facility perimeter are authorized and accounted for and visually identified. To the degree feasible, these breaches should be limited to the main pedestrian security vestibule, the intake/release vehicle security vestibule, release pedestrian security vestibule, court officials security vestibule, staff entrance security vestibule, and the service security vestibule. Card reader and/or biometric means of identification will be provided at each access point to properly document all persons inside the facility.

### *4.100 Security Offices*

1. Security operations staff will be managed from a single location inside the security perimeter and, ideally, in close proximity to master control. This space will function as the administration space for the security/housing operations function and will be configured as a suite, with common areas and distinct office and/or workspaces. A reception waiting area will accommodate up to four visitors/staff to the security offices area.
2. Office and/or workspace will be provided for the following positions and functions:
  - a. Shift Commander (Lieutenant) (5)
  - b. Shift Sergeants
  - c. Roster Sergeant (2)
  - d. Investigator (Sergeant) (1)
  - e. Investigator (Corrections Officer) (4)

Office design and furniture and equipment will be commensurate with assigned responsibilities. Although offices will be shared (e.g., shift commanders, shift sergeants), they should provide sufficient privacy for conducting staff coaching sessions. There will be one unassigned workstation for use on an as-needed or as-assigned basis.

3. The office shared by shift commanders will be where spare radios/batteries and chargers are stored.
4. Four offices are being planned, which dependent upon final design will be strategically located within key areas of the facility for use by the on-duty shift sergeants. Shift sergeants will be responsible for designated areas of the facility dependent upon span of control and function being supervised.

### *Grievances*

5. Inmate grievances will, generally, be submitted electronically using the kiosks located within the inmate's respective housing pod. The grievance will be automatically routed to the shift supervisor on duty at the time the grievance is submitted. The shift supervisor receiving the initial grievance is ultimately responsible for tracking and managing the grievance up until final resolution. Every effort will be made to resolve the grievance at the lowest level possible; yet, a grievance may be addressed through the chain-of-command up to the associate warden of security. The shift supervisor will be responsible for managing a coordinated determination whether the grievance is sustained and, when appropriate, implementation of the prescribed resolution.

### *Discipline*

6. The jail investigator is responsible for managing allegations of inmate misconduct. Disciplinary boards will conduct disciplinary hearings related to alleged inmate misconduct to determine whether allegations are true, and, if they are, impose disciplinary sanctions. The discipline board will conduct hearings and investigations utilizing multipurpose and/or interview rooms within the respective decentralized programs and services center or interview rooms where the proceedings, interviews, etc. will be audio- and video-recorded.

### *Ancillary Spaces*

7. Limited storage is provided for records generated by security operations. It is assumed that records related to security operations shall be scanned and electronically archived.
8. Within security offices, a conference room, a printer/copier work alcove (includes office supply storage), a beverage/snack station, a water cooler, a staff restroom, and a janitor closet will be provided.

#### *4.200 Shift Roll Call/Briefing*

1. Prior to reporting for duty, all security staff working inside the security perimeter will attend shift roll call/briefing. It is here that staff will receive operational updates/bulletins and the roster sergeant will issue post assignments.
2. The shift roll call/briefing room will be located within the security perimeter near the security offices. The shift roll call/briefing room will be sized (standing room only) to accommodate up to 200 staff reporting for duty. The room will be furnished with tables and seating, and will be equipped similarly to a standard training room to accommodate short-duration training for up to 30 participants.

#### *4.300 Master Control*

1. Master control, a 24-hour continuously staffed secure center, is the focal point of daily facility operations by providing entry/exit access to the security perimeter, exterior doors, and other high-security doors, and monitoring activities via camera throughout



the facility. There should be very limited access into master control other than during shift change for the master control room officers or during emergency situations.

2. Master control will be located within its own security zone of the facility, and access into this area is strictly limited to authorized personnel. Access to master control will be via a dedicated pedestrian security vestibule accessible from within the main pedestrian security vestibule to further enhance security and minimize breaches of the core security systems operations.
3. Within the master control room will be three redundant workstations (one will be used for training and/or backup needs). Master control will be laid out to provide easy maneuvering for the benefit of the assigned staffs' activities. Because master control will be a crucial and highly specialized 24-hour/7-day operation with specialized technological equipment, a separate HVAC system should be provided to ensure appropriate temperatures and uninterrupted climate control. Sufficient wall space should be provided for fire and smoke panels as well as secure key cabinets.
4. Activities within master control include:
  - a. observation and control of all perimeter doors/exits (pedestrian and vehicle)
  - b. monitoring of life safety and security alarm systems
  - c. control of internal movement into and out of major zones within the facility
  - d. making public address system announcements
  - e. maintaining radio communications and having the base station for internal transmissions and facility-based transports
  - f. responding to all internal security communications via security intercoms
  - g. monitoring of cameras throughout the CCCC as well as redundant monitoring of all secure doors
  - h. control and active monitoring of all perimeter security vestibules
  - i. control and active monitoring of key internal security doors
  - j. ability to assume command of all locking doors within the facility, particularly in emergency situations
  - k. manage the card-reader access system
5. Master control will be capable of assuming control of any subordinate control panel throughout the facility.
6. A secure equipment room with controlled access, adequately sized to house the primary security electronic equipment and servers, recording of all CCTV cameras, an uninterrupted power source (UPS) that prevents interruption of electrical current, and security management computers, will be provided. Access to this room will be by card reader and/or biometric means for authorized staff or access provided by master control once identity of the person and authorization to enter is verified. This room will be accessible directly from within the master control room.
7. Within the master control room, a beverage/snack station, a staff restroom, and a janitor closet will be provided.

#### *4.400 Incident Command Center*

1. In the event of a major facility emergency, a specially furnished and equipped room accessible from within master control will serve as the incident command center (ICC). The ICC will be properly equipped and be capable of supporting a remote security electronics console to take over control of the facility's security electronics systems. Adequate pin-up space for floor plans of the facility and wall-mounted writing surface should be provided. Additionally, the room must have multiple phone lines at various locations (to enhance uninterrupted communication), computer terminals with access to security and life safety information, and be capable of supporting audio/visual presentations and have adequate counter space for radio chargers. Workstations will be arranged in a U-shape with the command leader workstation in the center.

#### *4.500 Main Pedestrian Security Vestibule*

1. The public will access the security perimeter through the main pedestrian security vestibule located off the public lobby – post-security screening after successfully passing through security screening. Staff may also access the security perimeter through this same security vestibule; however, it is anticipated that staff will primarily utilize the staff entrance security vestibule described in report section 3.300 Security Screening – Staff.
2. Before entry into the security perimeter is authorized, staff and visitors will secure any weapons or ammunition in the gun/weapons lockers located in the pre-security screening lobby. Visitors to the facility administration office will be directed to that specific location by the reception staff and will not enter the main pedestrian security vestibule.
3. The main pedestrian security vestibule has four interlocking secure doors providing access to/from the master control security vestibule and the public lobby – post-security screening, or the contact visitation room, or the secure perimeter. Access to and egress from the main pedestrian security vestibule will be controlled by master control once verification of authorized entry/exit is made. An intercom (with appropriate signage) located on each side of the doors will allow communication between people requesting entrance/exit to the main pedestrian security vestibule and master control staff.

#### *4.600 Full Body Search*

1. A full-body scanner is utilized to detect unauthorized objects on a person's body without physically removing clothes or making physical contact. To facilitate effective full-body scanning, two staging areas are provided on either side of the scanner, one serving the pre-search area and one serving the post-search area. Each staging area (standing only) is sized to accommodate six people.
2. Three full-body scanner stations will be strategically located within the facility:

3. One scanner station will be located in the pre-admission processing area near the secure intake door, and will be the last step prior to official admission into the CCCC (see 5.200 Pre-admission Processing).
4. One scanner station will be shared between the property room and the transport staging area, and should be readily accessible to both areas (see 5.500 Full Body Search – Property/Search/Shower & Transportation).
5. One scanner station will be located such that inmates who have left their assigned housing cluster will be subject to a full-body search prior to returning to their assigned housing (location to be determined based on facility design).

#### *4.700 Security Response Team & Armory*

##### *Security Response Team*

1. The security response team (SRT) is a team of specially-trained corrections security staff tasked with responding to critical incidents within the facility such as disturbances, riots, cell extractions, mass searches, or other situations in the jail that are likely to involve uncooperative or violent inmates. SRT-trained staff will be assigned to each shift in sufficient number (minimally five SRT staff per shift) so as to provide an adequate emergency response, with an estimated total of 20 SRT staff.
2. The role and responsibilities of the SRT commander will be an added duty for the designated shift commander (lieutenant). The on-duty shift commander will direct the immediate SRT response.
3. Space will be provided for the SRT to prepare response plans in cases of emergencies, and to store and don their equipment. This area is to be centrally located within the facility's security perimeter.
4. The SRT area will include a muster room. This is the primary location where staff will plan their tactical responses, and to write reports following an incident. White boards and bulletin boards should be located on the walls to aid the response planning efforts. Shelving will be provided for storing architectural drawings (which will also be available electronically), keying schedules, and security systems specifications. Two computer workstations will be located in an alcove, with additional data lines and power receptacles available in the room for the use of additional computers, when needed.
5. Accessible from within the SRT muster room, will be space designated for secure SRT equipment storage (biohazard suits, vests, helmets, PPE, OC, pepper-ball launches, etc.) and SRT uniform changing, storage, and laundering.
  - a. There will be a pass-through from the armory to the SRT equipment/changing room for issuing of armory items for use in an SRT response.
  - b. SRT staff will change into their issued SRT uniform prior to responding to an event; changing cubicles are provided for this purpose. SRT uniforms may be laundered using the washer and dryer provided, and stored in an assigned locker.

6. A staff restroom will be equipped with a shower and ventilation to the facility exterior to allow decontamination to occur if necessary. The shower will not require additional space; rather, it will be a showerhead within the restroom with appropriate drainage and an eyewash station.
7. Within the SRT muster room, a beverage/snack station will be provided.

#### *Armory*

8. A nonlethal armory, accessible from the circulation corridor, will be provided adjacent to the SRT operation with a pass-through window into the SRT muster room. The armory is a secure room where nonlethal weapons/devices that include disabling agents such as OC spray, tasers, etc. and tactical nonlethal weapons and explosive devices such as blast strips and flash bangs, rubber bullets, and pepper balls will be stored. Access to the armory will be limited to authorized staff and will be via card reader and/or biometric means.
9. Within the armory, a work surface is provided for routine cleaning and maintenance of the equipment. Adequately ventilated and secure space should be provided for chemical storage. A workstation will be located in this area for inventory and issuance.

#### *4.800 K-9 Unit*

1. The primary responsibility of the K-9 officers is detection of illicit drug and contraband located within the CCCC by specially-trained canines. This position will be considered a specialty post, and staffed in a manner as to provide 24-hour/7-days per week coverage (non-relieved). The future K-9 unit will comprise four K-9 handlers and their dogs.
2. It is anticipated that the dogs will be permanently housed at the facility. As such, protocols must be in place to tend to the dogs in the event a K-9 officer is not present at the facility.
3. The K-9 unit operations will be located inside the security perimeter and based in a room sized to accommodate up to four dogs and their handlers. The K-9 unit operations area will be accessible via card reader or biometric means by authorized staff and/or by electronic remote release from master control once verification of authorized entry is made.
4. K-9 unit operations shall include shared workstations for the K-9 officers, equipment lockers for leashes & dog toys, a wall-mounted television, and food & cleaning supply storage. There will be a sink, a shower for canines with a floor drain and flexible shower wand as well as a grooming table/dryer.
5. The K-9 operations area will have separate staff-controlled heating/cooling, special ventilation/exhaust fans for odor control, and a canine excrement waste removal system.

6. Individual kennel cubicles cages will be provided for each dog with each kennel cubicle providing direct access to the respective fenced-in area (exterior). This area needs to specially designed such that it remains inside the security perimeter.
7. A restroom for K-9 staff use will be provided.
8. Interior space is provided for dog training, which will be flexible in its configuration so as to simulate varying search/detection scenarios that a dog may encounter (e.g., detection of concealed drugs on a person or in a cell or confined space). Based on facility configuration, the mock cell used for staff training may also be considered for use in K-9 training.
9. A dog crate is provided in each decentralized programs and services center for the temporary kenneling of a dog in the event of an unforeseen emergent situation (see 8.900 Decentralized Programs and Services).

#### 4.900 Key Control/Locksmith Shop

1. Generally, keys will be passed from shift to shift at assigned posts. Staff will be expected to inventory the keys prior to accepting control of the post. Keys may also be accessed from the electronic key control system (key watcher) located in the staff entrance security vestibule for utility or other staff that may not work 24/7 posts.
2. Emergency keys will be issued from master control. Master keys will be stored securely within master control.

#### Key/Locksmith Shop

3. A key/locksmith shop will be located outside the security perimeter proximal to master control. The key/locksmith shop should remain locked at all times with a two-step access procedure. The first step will require remote electronic release by *master* control or a key issued by master control, and the second step will be via card reader or biometric means for authorized staff.
4. The key/locksmith shop will be equipped to perform basic locksmith functions (i.e., cut new keys, repair locks, etc.); will have adequate counter space for a computer and for key cutting machines for high security keys (other than paracentric) as well as commercial security keys. The counter space will also be used to conduct regular inventories of keys. Shelving will be provided for storing notebooks and key manufacturer information and data/cut sheets.
5. Locks requiring repair will be fixed in the ironworkers shop located in maintenance.
6. Surplus or unassigned general use and emergency keys will be well marked and stored on wall-mounted pegboards, as will key blanks, or they may be stored in a secure key cabinet.

4.000 Security Operations

4.000 Security Operations

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>4.100 Security Offices</b>						
4.101	Reception Waiting	2-4	1	100/area	100	RW-100
4.102	Shift Commander (Lt.)	1-5	1	320 /room +25	345	Shared office; 5 WS-64; extra square footage for storage of spare radios/batteries and chargers
4.103	Shift Sergeants	1	4	100/room	400	Not located within security offices; to be strategically located in key areas of the facility (TBD); OF-100; used by on-duty shift sergeants
4.104	Roster Sergeant	1-2	1	128/room	128	Shared office; 2 WS-64
4.105	Investigator (Sgt.)	1	1	120/room	120	OF-120
4.106	Investigator (CO)	4	1	256 /room +50	306	Shared office; 4 WS-64; 1 PREA investigator, 1 Gang investigator, & 2 general investigator; extra square footage for file storage
4.107	Workstation - Unassigned	1	1	64/wkstn	64	WS-64
4.108	Records Storage	1	1	50/area	50	Shelving; file cabinets; operation-related records (e.g., incident reports, shift commander reports, operations logs, etc.)
4.109	Conference Room	10-12	1	280/room	280	CF-280
4.110	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
4.111	Beverage/Snack Station	-	1	60/area	60	Counter with sink, microwave, coffeemaker; half-height refrigerator; trash receptacle
4.112	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 4.100 grossing factor
4.113	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
4.114	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>4.100 Total Net Square Feet</b>					<b>2,018</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>4.100 Total Gross Square Feet</b>					<b>2,523</b>	
<b>4.200 Shift Roll Call/Briefing</b>						
4.201	Roll Call/Briefing Room	200	1	10 /pers +60	2,060	Adult learning desks or tables (collapsible); stackable chairs; smart TV; dry erase and electronic whiteboards; phone; pin up space; lectern; Wi-Fi; requisite cabling and data outlets; extra square footage for storage closet or cabinets; 1 WS-50 (roster sergeant); located near security offices
4.202	Time Clock	-	0	0/area	0	Located outside and adjacent to roll call/briefing room; wall-mounted clock (see 4.201); electrical outlets and cabling; square footage included in 4.200 grossing factor

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>4.200 Total Net Square Feet</b>					<b>2,060</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>4.200 Total Gross Square Feet</b>					<b>2,575</b>	
<b>4.300 Master Control</b>						
4.301	Master Control Pedestrian Security Vestibule	1-4	1	60/area	60	Two interlocking doors providing access to/from the main pedestrian security vestibule (outer door) to/from the master control room (inner door); both doors operated by electronic remote release from master control; intercom both sides of doors
4.302	Master Control Room	1-3	1	400/room	400	Includes 3 redundant security monitoring systems/stations (1 station is ADA accessible), secure master key storage; alarm centers, intercoms, door controls, etc.; counter space for updating records/logs and personal alarm equipment, CCTV system, digital recording; wall space for shelving (fire alarm panels); spare radios & chargers; public address; talk- and pass-through; separate HVAC system; specialized fire suppression system in master control; ergonomic design, electronic console height control; visibility into main pedestrian security vestibule
4.303	Electronics Equipment Room	-	1	200/room	200	Security system servers, CCTV recording, UPS power supplies, surge protectors, etc.; special ventilation; appropriate grounding; accessible directly from within master control room; door into this room operated by electronic remote release from master control or card or biometric means by authorized staff (only)
4.304	Beverage/Snack Station	-	1	60/area	60	Counter with sink, microwave, coffeemaker; half-height refrigerator; trash receptacle
4.305	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
4.306	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>4.300 Total Net Square Feet</b>					<b>810</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>4.300 Total Gross Square Feet</b>					<b>1,175</b>	
<b>4.400 Incident Command Center</b>						
4.401	Incident Command Center	10-15	1	400/room	400	Workstations arranged in a U-shape with command leader workstation in the center; radio communications (including counter space for radio chargers), multiple phone lines, remote security electronics console; fire and smoke alarm/control panels (satellite fire control panel in public lobby for use by fire emergency personnel), audio/video linkage, map storage & display; smart TV/board; white board;



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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						printer/copier/fax machine; separate enclosure for radio communications; fire control panels, smoke controls; communications equipment; adjacent to and accessible from master control
<b>4.400 Total Net Square Feet</b>					<b>400</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>4.400 Total Gross Square Feet</b>					<b>580</b>	
<b>4.500 Main Pedestrian Security Vestibule</b>						
4.501	Main Pedestrian Security Vestibule	1-10	1	200/area	200	Four interlocking secure doors providing access to/from the master control pedestrian security vestibule and the public lobby - post-security screening, or the contact visitation room, or the security perimeter; doors operated by electronic remote release from master control; CCTV & intercom on both sides of doors; camera monitored/recorded
<b>4.500 Total Net Square Feet</b>					<b>200</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>4.500 Total Gross Square Feet</b>					<b>290</b>	
<b>4.600 Full Body Search</b>						
4.601	Full Body Search - Pre-admission Processing	-	1	0/area	0	See 5.200 Pre-admission Processing
4.602	Full Body Search - Property/Search/Shower & Transportation	-	1	0/area	0	See 5.500 Full Body Search
4.603	Full Body Search Staging - Pre-search	6	1	7/pers	42	Standing only
4.604	Full Body Search Staging - Post-search	6	1	7/pers	42	Standing only
4.605	Full Body Scanner/Station	1-4	1	200/area	200	Strategically located such that inmates leaving their housing cluster will be subject to a full-body search upon returning to assigned housing
<b>4.600 Total Net Square Feet</b>					<b>284</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>4.600 Total Gross Square Feet</b>					<b>383</b>	
<b>4.700 Security Response Team &amp; Armory</b>						
<b>Security Response Team (SRT)</b>						
4.701	SRT Muster Room	5-8	1	250/room	250	Seating; wall-mounted white boards and bulletin boards; storage for facility plans, keying schedules, & security systems specifications; additional data lines and power receptacles
4.702	Computer Alcove	1-2	1	80/area	80	Work counter with laptops & seating; printer; data lines and power receptacles; accessible from SRT muster room
4.703	SRT Equipment Storage & Uniform Changing/Storage /Laundry	-	1	350/area	350	Secure equipment storage alcove (biohazard suits, vests, helmets, PPE, pepper-ball launchers, etc.); 20 full-height lockers equipped with user-defined digital lock; changing cubicles (1 cubicle is ADA accessible); benches; washer and dryer



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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						alcove (plumbing and electrical hookups; lint filters and appropriate exhaust); soiled laundry carts; accessible from SRT muster room; pass-through window into nonlethal armory (see 4.706)
4.704	ADA Staff Restroom & Shower	1	1	80/room	80	Gender neutral; shower head (decontamination capable) located in corner; ample drainage with sloped flooring; ventilation; eye wash station
4.705	Beverage/Snack Station	-	1	60/area	60	Counter with sink, microwave, coffeemaker; half-height refrigerator; trash receptacle; accessible from SRT muster room
<i>Armory</i>						
4.706	Armory - Nonlethal	-	1	200/room	200	Secure room adjacent to SRT operations with pass-through window into SRT equipment/changing room (see 4.703); storage of disabling agents (e.g., OC spray, tasers) and nonlethal explosive devices (e.g., blast strips, flash bangs); specialized ventilation; 1 WS-50; work counter for routine maintenance; access by authorized staff via card reader or biometric means
<b>4.700 Total Net Square Feet</b>					<b>1,020</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>4.700 Total Gross Square Feet</b>					<b>1,377</b>	
<i>4.800 K-9 Unit</i>						
					<i>Inside Security Perimeter</i>	
4.801	K-9 Unit Operations	2-4	1	325/room	325	Shared workstations; 2 WS-64; sink; water bowls; equipment lockers for leashes & dog toys; wall-mounted television; food & cleaning supply storage; sink; canine shower w/ floor drain & flexible shower wand; grooming table/dryer; staff-controlled temperature settings; separate, special ventilation/exhaust fans (odor control); interior canine excrement waste removal system; accessible via card reader by authorized staff
4.802	K-9 Kennel Cubicle Cage	-	4	25/area	100	Caged room w/ direct access to exterior fenced area; natural light; water faucet/hose hookup
4.803	Fresh Air Area	-	4	(50)/area	(200)	Exterior access from individual K-9 kennel room; fenced, all-weather water faucet/hose hookup; must remain inside the security perimeter
4.804	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
4.805	K-9 Dog Training	1-4	1	400/room	400	Interior space replicating jail areas that K-9 may encounter; natural light; special ventilation/exhaust fans (odor control)
4.806	Dog Crate Alcove	-	7	0/area	0	See 8.930 & 8.961
<b>4.800 Total Net Square Feet</b>					<b>875</b>	
<b>Grossing Factor</b>					<b>1.30</b>	
<b>4.800 Total Gross Square Feet</b>					<b>1,138</b>	
<b>4.800 Total Exterior Gross Square Feet</b>					<b>(200)</b>	

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
4.900	Key Control/Locksmith Shop					<i>Outside Security Perimeter</i>
4.901	Key/Locksmith Shop	1	1	200/room	200	Secure shop located outside security perimeter and proximal to master control; 1 WS-50; key duplication machine, work table & stool; shelving; secure key cabinet(s); two-step entry access - remote release by master control or key issued by master control, and card/biometric access by authorized staff
<b>4.900 Total Net Square Feet</b>					<b>200</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>4.900 Total Gross Square Feet</b>					<b>250</b>	
<b>4.000 Total Interior Net Square Feet</b>					<b>7,867</b>	
<b>4.000 Total Interior Gross Square Feet</b>					<b>10,290</b>	
<b>4.000 Total Exterior Gross Square Feet</b>					<b>(200)</b>	

## 5.000 Central Intake/Assessment, Release, & Transportation

### *Introduction*

It is the goal of the CCCC to become a central booking and assessment center (central booking) serving as a single-point location whereby all law enforcement agencies within Cuyahoga County may process newly arrested individuals. CCCC's future planning provides for the establishment of central booking with the flexibility to provide efficient, effective processing of new arrests in the event central booking is not fully realized.<sup>9</sup> Consistent with central booking, the CCCC will provide spaces specifically designated for law enforcement processing (e.g., identification verification, reports), and also anticipates CCCC staff assisting in pre-admission processing (e.g., search, full-body scanner), which will return law enforcement officers to service in a timely manner.

The central intake/assessment, release, and transportation component includes the law enforcement processing of new arrests, initial assessment, booking, property, short-term holding, release for bail or from custody, transportation for courts or other reasons, and release/transfer to other areas of the facility. Thorough admissions processing is a critical function of jail operations; it is at this point that decisions are made regarding the legality of the commitment authority and, on the other end, the point at which decisions are made regarding the lawful authority to release individuals from custody.

The various populations managed in this area suggest that the design accommodate the range of holding requirements, from open waiting for the majority of inmates who will behave in accordance with the rules and regulations, to the most secure holding for those who exhibit irrational and dangerous behavior. In both cases, the environment should support reduced tension and create a calm, orderly, and secure process.

Processing of males and females will generally occur together within the same area in designated zones. However, for intake and release property, searches, and showers, there will be two areas – one designated for males and one designated for females.

Newly arrested individuals will be brought to the jail by the arresting law enforcement agency and received by the CCCC through the vehicle security vestibule/pre-admission processing area. Of note, the CCCC does not take custody of the arrestee until pre-admission processing is completed. However, CCCC staff may assist the arresting agency with combative arrestees whose behavior is uncontrollable and who require secure holding.

Most individuals who are sentenced for a period of incarceration shall be transported by Cuyahoga County Sheriff's Department transportation unit directly from court and, like

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<sup>9</sup> The processes envisioned for the new central booking and intake assessment center (central booking) are being piloted at the interim central booking facility at the CCCC/Justice Center. These processes will be refined and will inform the final design and operation of central booking at the new CCCC.

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newly arrested individuals, will be brought to the jail and received by the CCCC through the vehicle security vestibule/pre-admission processing area.

However, it should be noted that, on occasion, the court may authorize a person to self-report to the jail to begin serving a period of incarceration as outlined by the sentencing court. These individuals will report to the jail records office in the public lobby – post-security screening, and the jail records office upon verification of the individual's sentence/reporting requirements shall notify intake staff of the impending admission. Intake staff will report to the public lobby – post-security screening and take custody of the new inmate and escort them to the intake area for processing through the release pedestrian security vestibule.

#### *5.100 Vehicle Security Vestibule*

1. A vehicle security vestibule is required for processing new arrestees and for receiving or transporting inmates to/from other facilities, including the Department of Rehabilitation & Correction, and to/from courts and community-based appointments. A secure, covered and enclosed temperature-controlled drive-through vehicle security vestibule provides security while inmates are loaded/unloaded into security vehicles. The vehicle security vestibule will have four lanes – two drive-through lanes – sized (height and width) to accommodate standard rescue and emergency vehicles, and a passenger/tour bus; one drop-off lane – sized to accommodate parallel parking of seven police cruisers and one 15-passenger van; and one staging lane to accommodate 10 angled parking spaces. There is an exterior pedestrian entrance/exit to the vehicle security vestibule.
2. The vehicle security vestibule doors are operated by electronic remote release from master control. Authorized vehicles will approach the vehicle security vestibule gates, at which point they pass onto a vehicle detector device that will automatically activate a camera, which in turn will show the vehicle and alert master control staff to its presence. Master control staff may confer with the driver and the driver with master control staff through the use of a weather-protected, pole-mounted two-way intercom/CCTV camera situated at an appropriate height and location to enable master control staff to view the driver and to verbally communicate without the driver needing to leave the vehicle. The same verification and visual/audio communications system will be utilized for vehicles exiting the vehicle security vestibule. Additional cameras will be strategically placed in a manner that provides visual monitoring of all areas within the vehicle security vestibule
3. The vehicle security vestibule provides direct access to the pre-admission processing and transportation areas via separate pedestrian security vestibules – intake pedestrian security vestibule and transport pedestrian security vestibule, respectively. The outer doors of these two pedestrian security vestibules (vehicle security vestibule side) will be operated by electronic remote release from master control, while the inner doors will be operated by electronic remote release from master control, intake, and transportation, and/or by authorized staff via card or biometric means.

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4. Prior to accessing the intake pedestrian security vestibule, all arrestees will be subject to a pre-admission health screening and PREA assessment/screening completed by health care staff at the pre-admission health (medical and mental health) screening window located in the vehicle security vestibule. A health care professional assigned to intake or the clinic will perform pre-admission health and PREA screenings. A corresponding workstation/office will be located on the intake side of the window and shall contain the necessary furnishings and equipment to complete the identified task.

These screenings are designed primarily to determine whether the arrestee should be admitted into the facility and to identify an arrestee's vulnerabilities. Health care staff will make a decision at this point whether the physical/medical/mental health condition of the arrestee is satisfactory to accept for admission. If not, the arresting officer will be directed to take the arrestee to the nearest emergency room for medical attention. A more detailed health screening will occur during the intake process described below. Once cleared for admission, health care staff will generate a temporary ID band and property label.

5. Ancillary spaces within the vehicle security vestibule include gun lockers and a hand/eye wash station.

#### *5.200 Pre-admission Processing*

##### *Intake Pedestrian Security vestibule*

1. There will be an intake pedestrian security vestibule that has two interlocking secure doors that provide access to/from the vehicle security vestibule (outer door) to/from the pre-admission processing area (inner door). The intake pedestrian security vestibule should be large enough to accommodate up to 15 arrestees (will include bench seating) awaiting preliminary search and security screening. The preliminary search to be conducted by the arresting officer is designed to locate and remove any contraband (e.g., drugs, weapons). The arresting officer will retain for disposition any contraband and/or weapons found as part of the preliminary search.
2. Within the intake pedestrian security vestibule and prior to entering the pre-admission processing area, a pat search will be conducted by the arresting officer, and arrestee's will be subject to metal detection screening. There will be an area within the intake pedestrian security vestibule designed to conduct a pat search. Wall-mounted padding will be located on the wall where the search will be conducted. This will prevent major injuries should the arrestee have to be subdued during the search process. In addition, a walk-through metal detector will be located in this area.

##### *Pre-admission Processing*

3. All new arrestees/admissions must successfully complete pre-admission processing before they are officially taken into the jail's custody and care. This will occur within a designated secure zone.

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4. An open waiting area easily monitored by the arresting law enforcement staff provides adequate seating for up to 30 arrestees completing the initial processing and awaiting admission to the facility. The area will be divided into two areas creating a soft separation between groups. Bench seating will be provided, a portion of which will have a cuff bar. Two TV's will be provided to broadcast instruction videos and/or other suitable programming (available in English and Spanish). In the event an arrestee's behavior is noncompliant or who exhibits irrational or dangerous behavior, the arrestee shall be held in one of three small (capacity 1-3) secure holding cells.
5. Within the pre-admission processing area will be a work area for law enforcement; this work area includes space for law enforcement officers to electronically write their reports and complete any necessary additional paperwork relating to the arrest and initial processing. The work area will contain four workstations with computer access and the requisite equipment and privacy (confidentiality) for the designated function or task. Data entered into the system should automatically populate the jail management system.
6. The City of Cleveland's police department's charging unit will have a designated workroom with workstations, conference space, office supplies, printer/copier, etc. whereby all new arrests by Cleveland police officers are immediately reviewed and determinations made whether to seek charges or to release the person from custody.
7. The pre-admission processing area will have the following transaction windows:
  - a. A transaction window whereby diversion staff based in intake (see description below) may interview law enforcement officers and/or arrestees for potential release (diversion) from the jail prior to booking.
  - b. A transaction window that provides access to the intake processing area where requisite documents effecting an arrestee's admission to the jail will be presented.
  - c. A transaction window that provides access to the jail records office that will facilitate the processing of outstanding warrants on new arrestees.
  - d. A transaction window that provides access to a county prosecutor and the Cleveland Law department based in intake by law enforcement officers for the purpose of determining appropriateness of charges being brought.
8. Pre-admission processing also includes and provides appropriate spaces for the following functions/activities:
  - a. Interview rooms for confidential questioning/interviewing of arrestees.
  - b. Breathalyzer testing of arrestees who are subject to arrest due to suspected operating a vehicle under the influence of alcohol/drugs.
  - c. Collection of arrestees' money via a cash deposit kiosk, which has capacity to issue receipts for money collected.
  - d. Collection and inventory of arrestees' valuable property, and transfer to the property room for safekeeping.

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9. Prior to entering the intake processing area, arrestees will be subject to a full-body search (see 5.500 Full Body Search – Property/Search/Shower & Transportation).
10. Within the pre-admission processing area, a printer/copier alcove, supply storage, a staff restroom, arrestee restrooms, and a janitor closet will be provided.

*5.300 Intake/Release Processing*

1. Routine admissions and releases will involve new admissions and final releases from custody, all detainees/inmates will be identified by a unique Cuyahoga County Sheriff's Department number. A large monitor for displaying arrestees' yet-to-be completed intake processes will be strategically located within the intake/release area (multiple monitors may be utilized).
2. Youthful inmates will also be processed into the facility in the intake/release area. During these periods, youthful inmates shall be under constant, direct supervision by staff when adult inmates are present in the processing areas. Youthful inmates will be given priority in processing, and will then be immediately moved to designated housing for youthful inmates. During those times that a youthful inmate is escorted or in a section of the jail where adult inmates are present, the youthful inmate(s) will be under the direct supervision of staff and, if practical, the adult inmates will be cleared from the area prior to the arrival of the youthful inmate(s).

*Initial Intake Property*

3. Upon completion of pre-admission processing, the intake officer will take possession of the arrestee and his/her property, and escort him/her into the intake processing area. All new detainees will be processed through the intake/release area.
4. Upon immediate admission to the intake/release processing area, detainees will remove all outer clothing items down to a single layer of clothing and loose articles such as belts, footwear, socks, etc., and will be issued disposable footwear. These items will be collected by property staff via a securable transaction window and temporarily stored along with any valuables collected during pre-admission processing. Items retained will be photographed and the detainee will digitally sign acknowledging the property taken.

*Open Waiting – Intake*

5. The intake processing area will be operated using the open-waiting concept whereby, typically, 85% of the populations in this area will be assumed to be compliant. These detainees will sit in an open waiting area to be called to the station that is appropriate for the status of their processing (e.g., intake processing, shower/search, property inventory, health screening, etc.) or who have completed the booking process. The open waiting area will be sized to accommodate 80 and be equipped with seating, telephones, televisions, water coolers, and detainee restrooms. The open waiting will have two to four zones/soft separations to distinguish varying populations (e.g., females and males, court admissions, self-reports).



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*Secure Holding – Intake*

6. While the operating assumption should be that detainees are permitted to wait in the open waiting area, secure holding cells will be provided for new commitments who require separation from other detainees, whose behavior necessitates that they not await processing in the open waiting area, and/or to separate groups who may not come into contact with one another. Two small (capacity 1-3) and two group (capacity 1-6) secure holding cells are planned. While intended for single occupancy, the small secure holding cells could hold up to three seated persons when necessary. Secure holding cells will be located in a manner so as to minimize noise disruption to other areas of booking.
7. A four-bed holding room, with low-to-the floor beds, will be provided for the short-term housing of inebriated detainees who are awaiting intake processing.
8. Two safety cells and two restraint chairs are available and may be employed as a last measure to manage out-of-control behavior on the part of detainees for whom the behavior is not associated with a known mental illness. Both the safety cells and restraint chairs should only be utilized on a short-term basis.
  - a. The safety cells provide an immediate option for responding to an detainee who becomes a danger to staff or self through aggressive or violent behavior. It allows the detainee to be removed from their current environment and placed in a room that is configured to minimize harm by a detainee to self or others.
  - b. Rooms configured for restraint chairs are available for the short-term restraint of detainees in a specially designed restraint chair, which is designed to help control combative, self-destructive, or violent behaviors. Violent behavior may mask dangerous medical conditions; therefore, detainees in a restraint chair must be monitored by health care personnel and provided with any indicated medical treatment. When not in use, the restraint chair will be stored in the room itself.
9. All secure holding cells, the inebriated holding room, the safety cells, and the restraint chair rooms will be camera monitored/recorded.
10. In the event a detainee has to be subdued with OC (or similar chemical), there will be a hand/eyewash station with an adjacent wall-mounted hand dryer/blower located adjacent to or part of the intake processing area.

*Intake Processing*

11. Acceptance of new arrestees/inmates will occur once proper authorizing documentation is submitted to jail staff via the pre-admission booking transaction window. At one of four workstations with a pre-admission booking transaction window, intake staff will initiate the booking process by generating a booking card (merging temporary booking number with sheriff's office number), confirming bail amount, two-finger ID scanner, permanent ID band & property label (any or all may occur at this station or at any intake processing station).



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12. The intake process includes collecting admissions data and information, photo-identification, fingerprinting, DNA sample collection, medical and mental health screenings, and initial classification screening as well as pretrial release screening.
13. The intake processing area will include a series of processing stations. Booking a detainee is part of the intake process and includes:
  - a. Full admissions record including emergency contact information, verifiable enemies, and other basic admissions information. A record and inmate number will be generated at this time.
  - b. Inmate identification, which will include administering a means of identifying the inmate throughout their incarceration, and in preparation for the inmate's release. This will be accomplished through biometrics and through a photo identification (e.g., wristband) that has been entered into the jail management system.
  - c. Electronic fingerprinting (AFIS)
  - d. Photographing
  - e. Backup manual fingerprinting

Once booked, the next steps in the intake process includes:

- f. Charge review by the prosecutor and/or City Law Department
  - g. In-depth medical and mental health screening
  - h. Initial classification
  - i. Interviews with pretrial services
  - j. Additions screenings for diversion and/or release
  - k. Bond investigation
14. The intake processing stations/areas will be properly configured spaces that will provide requisite sight and acoustical privacy. The offices, workstations, and other functions required as part of intake processing functions will be located, to the degree feasible, so that they surround the open waiting area. Each function will have in addition to their 'back of house' workstations, interview stations with acoustical privacy that face the arrestee open waiting area. Arrestees in the open waiting areas will, in turn, be summoned to the next available intake processing station via an electronic queuing system.
  15. Depending on staffs' workload, an arrestee may complete all intake processes sequentially at one time or intermittently. Arrestees will be called to specific processing stations as staff are prepared to perform a particular function. For ease in identifying arrestees who have not completed specific intake processes, a queue monitor will display each newly admitted arrestee and the intake processes they should be moving to next.
  16. Interview rooms are provided where confidential interviews and assessments may occur. These interview rooms should have glazing so as to be visible from the intake processing work area, and at the same time prevent casual observation from the inmate waiting areas.

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17. In addition to the pre-admission booking transaction window, a transaction window will bridge the intake processing area with the jail record's office to facilitate communication regarding an inmate's commitment, bond/bail, release conditions, and/or future court dates.
18. To facilitate release of newly admitted inmates on cash bail or bond, kiosks integrated with the various courts will be available in the intake processing area for inmates who are able to make cash bail or bond. The respective courts will electronically notify the jail records office verifying when inmates have properly secured their release on either bail or bond.
19. Offices and/or workspaces will be provided for the following positions/functions:
  - a. Intake/Release Supervisor (Lt.)
  - b. IMS/Booking Coordinator/Shift Supervisor (Sgt.)
  - c. Asst. Intake/Release Shift Supervisor (Cpl.)

*Prosecution and Defense*

20. To augment the decision to have a first appearance court on site at the CCCC, workspace is provided within the intake area for both the prosecution and the defense. This will aid in expediting the processing of newly arrested individuals whereby prior to first appearance court, if need be, the prosecution can speak directly to the arresting officer and/or to pretrial services, and the defense may speak to the arrestee and/or pretrial services. This will allow both parties the opportunity to be adequately prepared when the case is presented in first appearance court.
21. Offices that include intake processing stations are provided for the following:
  - a. County Prosecutor and Cleveland Law Department (shared)
  - b. Public Defender (shared)

*Health Screening*

22. A pre-admission health screening of all new admissions, as noted earlier, will occur within the vehicle security vestibule prior to an arrestee being admitted into the pre-admission processing area. These health screenings will occur at one of two workstations, each has a securable transaction window that bridges the vehicle security vestibule and the health processing station located in intake. It is here that a temporary ID and property label will be produced. These stations may be co-located with medical/mental health screening stations to enable staffing efficiencies.
23. As part of intake processing, a health screening will be conducted on all inmates admitted to the jail to determine if there are health care issues that may require medical or mental health attention prior to being housed in reception housing (i.e., health screening, mental health screening, medication review, MAT initiation, suicide screening, etc.). In addition, health care staff will further screen and monitor inmates who were flagged as having medical or mental health concerns at the initial pre-admission health screening during pre-admission processing.

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24. Intake health screenings will be conducted in a designated area located within the intake processing area. Six medical/mental health screening stations with requisite acoustical privacy will be directly accessible from the intake processing area and adjacent or proximal to the two pre-admission health care screening stations.
25. Two workstations for health records technicians, a printer/copier work alcove, and shared storage for forms and office supplies will be provided.
26. Health care practitioners will use one of two health care triage/examination rooms to provide more in-depth health screenings or immediate health care to inmates in need (e.g., wound care). The room will be equipped so that in-depth examinations may be completed prior to inmates being moved to reception housing. This medical intake/triage area should be secured when not in use, but will also have window openings into the intake processing area for visibility while also providing acoustical privacy.
27. There will be an interview room in this area dedicated for health care. It will be used when the subject matter being discussed requires an additional level of privacy than can be provided at the medical/mental health screening stations.
28. Either within or adjacent to the health care triage/examination rooms, will be two closets – one where limited medical supplies and an emergency response bag may be stored, and one where durable medical equipment will be stored.
29. The health care staff assigned to this area will also be available to respond to any medical problems that arise in the overall admissions areas. This may include providing insulin, snacks, or supplemental hydration as necessary. An ice maker and nourishment pantry will be provided for this purpose.

*Initial Classification*

30. Classification staff or specially trained staff will perform the initial classification screening to identify whether there are any special management considerations in determining appropriate housing for the inmate.
31. Three workstations provided for this purpose will be located in the intake processing area. The workstations need to include acoustical privacy panels that allow inmates to relate sensitive information without being overheard by others in the area.
32. A storage alcove is provided for classification services with shelving for forms, files, and assessment materials.

*Diversion & Pretrial Services*

33. The CCCC provides workspace for diversion and pretrial services agencies to advance the County's goal of:
  - a. detaining only those individuals who present a significant threat to community safety and/or are a flight risk

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- b. diverting those individuals with serious mental illness and/or substance use disorder to an appropriate community setting that supports positive treatment outcomes and resolution of the criminal charges without incarceration.
- 34. Within the intake processing area, the CCCC provides shared workspace for diversion and pretrial services agencies in order to foster a collaborative team approach in achieving these goals. The prosecution and defense, who have workspace within the intake processing area, likewise, have a critical role in supporting diversion and pretrial services.
- 35. Pretrial services representatives interview detainees to complete a pretrial risk assessment to determine whether the person presents a risk of flight and/or to community safety, and whether they are eligible for release from custody. This information is provided to judicial officials for consideration making release decisions and/or in establishing conditions for release.
- 36. Specially-trained diversion staff will interview detainees to ascertain whether a detainee's mental illness and/or substance use disorder was a major factor contributing to their alleged criminal conduct. Generally, when a detainee is receptive, diversion staff will identify the best community setting for treatment and will work with the prosecution to drop or reduce the charges provided the detainee agrees to participate in treatment. Decisions to drop or reduce the charges will be informed by a pretrial risk assessment.
- 37. Six shared interview stations, each with acoustical privacy, shall contain the necessary furnishings and equipment to complete interviews with detainees undergoing intake processing. These workstations will be shared amongst the diversion & pretrial services providers.
- 38. Beyond pre-arrest diversion occurring within the community, the CCCC does not presently screen detainees for diversion at the point of pre-admission. Two workstations that are part of the diversion and pretrial services area, which is located within the intake processing area, will face into the pre-admission processing area. This will provide additional opportunities to divert arrestees prior to being admitted to the CCCC.
- 39. A designated workroom with 12 unassigned workstations shall be available for use by the diversion and pretrial services. Within this workroom, which is accessible from the intake processing area, a printer/copier work alcove and file cabinets will be provided.

*Release Processing*

- 40. All final releases from custody will be processed in the intake/release component. While many of the functions and spaces of intake and release are the same, just in reverse, these areas should be operated so contact between newly committed inmates and inmates being released is minimized. The release function includes the release processing area, inmate identification, inmate waiting, and property return, and should be located adjacent to intake processing as well as the property function.

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41. Inmates who are being released prior to being fully processed into the facility will be processed for release in the intake processing area. Any property collected during pre-admission and intake processing will be retrieved from the property room and returned to the inmate (see 5.400 Property/Shower/Search).
42. Inmates who have been fully processed into the facility will be processed for release in the release processing area. The release processing area for inmates is accessible from the main part of the jail through a separate distinct portal, and is located adjacent and accessible to the property function, the jail records office (access provided to/from release processing via an open work counter), and the release pedestrian security vestibule. Upon final release, inmates will exit the facility via the release pedestrian security vestibule.
43. The release pedestrian security vestibule has two interlocking secure doors that provide access to/from the release & re-entry office (outer door) to/from the release processing area (inner door). Master control will operate the doors by electronic remote release upon verification that the person is authorized entry/exit. An intercom (with appropriate signage) located on each side of the doors will allow communication between people requesting entrance/exit to the release pedestrian security vestibule and master control. CCTV cameras will be situated such that master control and/or intake may view people entering/exiting the release pedestrian security vestibule. In the interstitial space within the release pedestrian security vestibule will be a door leading to the electronic monitoring/GPS room.
44. Within the release pedestrian security vestibule will be a pat search alcove, which will be used for new inmates who the court has authorized to self-report to the jail to begin serving a period of incarceration as outlined by the sentencing court.
45. The outer release pedestrian security vestibule door will open directly into the release & re-entry office where an inmate may receive information regarding follow up community-based resources/services as well as meeting with community service providers (when available) to facilitate a released inmate's successful re-entry into the community. The release & re-entry office is also directly accessible from the public lobby – post-security screening. See report section 5.700 Release & Re-entry Office for a more detailed description of the release & re-entry office operations.
46. When informed of a pending release from custody, the jail records office clerk will process the necessary papers, verify release authorization, check for warrants or detainers, and notify the release officer, the property room, and housing unit staff of an inmate's pending release. Ideally, the records staff will be able to inform persons involved in release processing through electronic means.
47. The administrative process of releasing inmates will occur from one of four release processing workstations. Once the administrative activities of the release process have been completed, the inmate will be directed to property where the inmate will retrieve and change into his/her personal clothing in the release changing area, return any remaining jail-issued items, and receive any remaining personal property and

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valuables retained by the facility. Although this function occurs in the property component, it should be located so that it is easily accessible to the release processing area. The expectation is that inmates undergoing intake will not come in contact with inmates undergoing release.

48. A process of verifying identification will occur before the inmate is released. This verification will occur visually and by interview (asking the inmate a series of identifying questions from the inmate's file), and having the inmate submit to a two-finger identification scanner or other biometric means for verification of identity.
49. An open work counter will bridge the release processing area with the jail record's office to facilitate communication regarding an inmate's bond/bail, release conditions, and/or future court dates.
50. Oftentimes inmates are conditionally released from custody, which may include condition of electronic monitoring(EM)/GPS. Generally, monitoring of clients within the community is a service provided through community-based providers, e.g., Frontline. EM/GPS providers will be escorted from the public lobby – post-security screening to the EM/GPS area to activate monitoring devices. Workspace for shared use by the various providers is provided within the EM/GPS room located within the interstitial space of the release pedestrian security vestibule.
51. The release open waiting area sized to accommodate 40 inmates is located in the release processing area, which should be located adjacent to the release pedestrian security vestibule and within line of sight of the release processing area. It is an open staging area for those inmates who are pending or have completed the final release process. A pay telephone is provided to aid inmates in securing a ride upon release. In addition, a finance kiosk is located in the release processing area for released inmates to obtain a debit card for any funds remaining in their commissary account.
52. Within releasing processing, a water cooler and inmate restrooms will be provided.

*Ancillary Intake/Release Processing Spaces*

53. Within the intake/release processing function, an area for staging meals, a conference room, a staff break room, a printer/copier work alcove, office supply storage, staff restrooms, a water cooler, a trash alcove, and a janitor closet will be provided.

*5.400 Property/Search/Shower*

1. The property/search/shower function has a relationship to the pre-admission processing, intake processing, release processing, and transportation functions. The property function includes the temporary storage of property and the long-term storage of property, and the shower/search functions. This area will be located to provide easy access to perform property exchanges for both the intake and the release of inmates (includes releases from custody as well as transfers to another facility, e.g., state prison).



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2. All components of property storage will be self-contained within a single area with adequate capacity to store all inmate property until an inmate is released from custody or transferred. The entry door into this area should be kept locked when not in use, with a card- and/or biometric-access type locking mechanism, and with remote electronic release from the staff side of the property transaction windows and/or master control.
3. There will be property transaction windows, which will also serve as a processing station when property is being collected and/or released. Property transaction windows will serve the following areas: pre-admission processing – valuables (see 5.200 Pre-admission Processing); initial intake property – collection of outer clothing (see 5.300 Intake/Release Processing); intake processing – personal property collection/uniform issue (see 5.400 Property/Search/Shower), release processing – valuable/personal property return/uniform collection (see 5.400 Property/Search/Shower), and transportation – property staging for transfers and temporary releases (e.g., furlough, funeral) (see 5.800 Transportation).

*Intake Property/Search/Shower*

4. Two bench seating areas each sized to accommodate ten inmates will be available for staging inmates undergoing search - one will be located in the pre-search area and one located in the post-search area. In this area, an inmate restroom visible from the property processing areas and conveniently located to the intake property waiting areas will be provided.
5. If the inmate is not likely to obtain release, he/she will be fully processed into the facility and, therefore, their property will be stored in a permanent area. At this juncture, property staff will locate any valuable property collected during pre-admission processing and clothing collected during initial intake property and include it within the record of property being retained by the facility and store it either with the inmate's other property or the area specifically designated within the property room.
6. Intake property staging is an area located within the property room for temporary storage and is where remaining property not retained by the inmate is consolidated with any property retained during pre-admission processing and initial intake, and is photographed and shrink wrapped, and placed in property garment bags. This area will be camera recorded/monitored. This area has transaction windows that bridge the property room and each of the respective male and female inmate shower/search rooms.
7. There are two inmate shower/search rooms – one designated for male inmates and one designated for females. The inmate's clothing will be removed and inventoried by the property and intake staff during the shower/search process. The staff workstation will be located on the property room side of the intake property transaction window, and a counter is provided in front of the window on the shower/search area side whereby items may be collected and inventoried, with space for signing the property receipt. Ideally, all property will be digitally recorded (photographed) in the inmate's

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record, and activity in this area camera recorded to prevent false claims regarding lost property.

8. New inmates may be required to take a shower before being moved to a housing unit. Shower areas with private changing space, will be provided for inmates to remove their personal clothing, shower, and change into a facility uniform.
9. Private changing areas sans a shower will also be provided. All changing areas will be sized to accommodate authorized strip searches.
10. In case an inmate has to be subdued with OC (or similar chemical) during the booking process, there will be a hand/eyewash station with an adjacent wall-mounted hand dryer/blower located adjacent to or part of the shower/changing area.

In addition to storing inmate property, this is also the distribution point for issuance to the inmate of facility uniforms and shower shoes as well as bed linens, towels, and hygiene items. A storage area for uniforms and shower shoes will be located in close proximity to the shower area within the shower/search room. Shower shoes will be exchanged for the disposable shoes issued upon admission. At the property transaction window, inmates will receive issued bed linens, towels, and hygiene items. Storage for these items will be within the property room and proximal to the intake property transaction window. Inmates will sign for property received and taken at the intake property transaction window. Since the property will be inventoried electronically, the system should provide for an inmate to digitally sign the property receipt.

11. The property room should be designed to economize space (e.g., hanging bags), with sufficient capacity for a mechanized double-height conveyance system (e.g., a heavy duty electronically controlled conveyor clothing rack) that will allow staff to efficiently store and retrieve inmate property. Space for clothing and valuable storage will accommodate up to 2,500 property bags, which includes space for short-term unclaimed property. The inmate's property will be stored in a garment bag (the tamperproof pouch containing the inmate's valuable property may be stored in the garment bag). Bulk storage of large items will be on racked shelves. In addition, a washer and dryer will be located in this area.
12. A designated storage area within the property room will be provided for clothing and property belonging to inmates who have been released from custody but have not retrieved their items. Those items not retrieved after 30 days will be properly disposed of, with usable items being donated to charity or disposed of administratively.
13. Once the inmate has been processed into the facility and has been issued a uniform, they should not come into contact with inmates in the intake or release areas that have not been processed for entry into the secure portion of the facility. Prior to being escorted to reception housing or other specialized housing unit determined by the results of the initial classification, inmates will be subject to a full-body search (see 5.500 Full Body Search – Property/Search/Shower & Transportation).



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14. Within the property room, an office will be provided for the property supervisor.
15. Within or accessible from within the property room, a printer/copier work alcove, a staff restroom, a trash alcove, and a janitor closet will be provided.

*Release Property Processing*

16. Inmates undergoing release processing will be taken to the release changing area in the release processing area that is located adjacent to the property room. Bench seating sized to accommodate ten inmates will be available for inmates awaiting release processing. The release property staging area – located within the property room, has a transaction window that bridges the property room and the release changing room. Within the property storage area, will be space specifically designated for release property staging near the release property transaction window, which will be utilized on a short-term basis while the inmate completes final release processing out of the facility.
17. A staff workstation will be located on the property room side of the release property transaction window, and a counter is provided in front of the window on the release changing area side whereby items may be returned and accounted for, with space for signing receipt of property returned (a digital signature is preferred).
18. There are two inmate release changing rooms – one designated for male inmates and one designated for females. Release changing rooms will be provided where inmates will receive their personal clothing from the property staff through the release property transaction window that is similar to the intake property transaction window described above. While both male and female inmates will use the release changing area, only one gender will be in the area at a given time.
19. Once the inmate changes into his/her personal clothing, the inmate will return the facility clothing to the property staff, who will place the facility clothing/uniforms in a laundry cart for laundering.
20. The inmate will then return to the release open waiting area for further processing (see 5.300 Intake/Release Processing). Inmates released from custody will leave the facility via the release pedestrian security vestibule.

*Transport – Personal Clothes/Property*

21. The transport property staging area – located within the property room, has a transaction window that bridges the property room and the transport staging area. Within the property storage area will be space specifically designated for transport property staging near the transport property transaction window, which will be utilized on a short-term basis when an inmate has been temporarily authorized to leave the facility in his/her own clothes and/or is being permanently transferred to another facility.
22. Changing rooms will be provided where inmates will receive their personal clothing from the property staff through the transport property transaction window that is similar

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to the release property transaction window described above. While both male and female inmates will use the transport changing area, only one gender will be in the area at a given time (see 5.800 Transportation).

*Public Property Transactions*

23. On occasion members of the public may be authorized to either drop off personal clothing or allowed property for an inmate, or pick up personal clothing or property belonging to an inmate. Inmates are responsible for taking the necessary steps to receive proper authorization for the release or receipt of personal property prior to any transactions occurring.
24. During scheduled times, members of the public seeking to drop off or pick up inmate property will come to the public property transaction window in the public lobby – post-security screening. Property staff will determine whether the requested property transaction is authorized or not. Proper documentation of the transaction is required. A transaction window from the public lobby – post-security screening to property storage will facilitate the release/receipt of property from members of the public.
25. A staff workstation will be located on the property room side of the court clothes/property release transaction window, and counter space is provided in front of the window on the public side whereby items may be received/released and accounted for, with space for signing receipt of property released/retained (a digital signature is preferred). Shelving for staging incoming/outgoing property from/for members of the public is provided for this purpose.

*5.500 Full Body Search – Property/Search/Shower & Transportation*

1. A full-body scanner is utilized to detect unauthorized objects on a person's body without physically removing clothes or making physical contact. To mitigate opportunities for conveying contraband inside the facility, all inmates being admitted into or returning to the facility shall be subject to a full body search. They shall be subject to a full-body search as the last step in the pre-admission process. In addition, they will be subject to a full-body search prior to being moved to their assigned housing pod; this is the final step in processing an inmate – new or returning – into the facility.
2. There will be two full-body search areas serving the central intake/assessment, release, & transportation component – one located in pre-admission processing (see 5.200 Pre-admission Processing) and one located such as to be easily shared between the property room (see 5.400 Property/Search/Shower) and the transportation/court staging area (see 5.800 Transportation).
3. To facilitate effective full-body scanning, two staging areas are provided on either side of the scanner, one serving the pre-search area and one serving the post-search area. Each staging area (standing only) is sized to accommodate six people.

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*5.600 Jail Records*

1. The inmate records area will be the primary location for the storage of active and inactive inmate records and will be located in the jail records office, which is accessible from intake/release. It is here that the records clerks will maintain and manage inmate records/files.
2. The jail records office will have two securable service windows that will facilitate the receipt of judicial commitment and release orders, and also facilitate the processing of outstanding warrants on new arrestees. One window will bridge the jail records office with the first appearance court clerks' office and one will bridge the jail records office with the pre-admission processing area.
3. Open service window/counters will facilitate records submission/retrieval between the jail records office and the intake processing and release processing areas.
4. Two inmate transportation clerks will be based out of the jail records office. An unassigned workstation is provided in the jail records office for future expansion.
5. A spacesaver filing system for active records is provided. Inactive records will be staged in this area prior to removal to the County's archival storage building. In the future, CCCC will digitize inactive files. Therefore, limited space is planned for inactive records.
6. Within the jail records office, a worktable, scanning equipment, a printer/copier alcove with office supply storage, and a trash/shredder alcove will be provided. A staff restroom directly accessible from within the jail records office is provided.

*5.700 Release & Re-entry Office*

1. The release & re-entry office is where an inmate will receive information regarding follow up community-based resources/services as well as meeting with community service providers (when available) to facilitate a released inmate's successful re-entry into the community.
2. The release & re-entry office is located outside the security perimeter and is directly accessible from the public lobby – post-security screening (see 1.300 Public Lobby – Post-security Screening) and the release pedestrian security vestibule (see 5.300 Intake/Release Processing). Both areas will lead to the release & re-entry office waiting area. In the event the release & re-entry office is not staffed and the office is closed, released inmates will proceed directly to the public lobby – post-security screening to exit the facility.
3. Inmates released from custody (including those released upon completion of the booking process as well as those who have been incarcerated for a period of time – pretrial and/or sentenced) will exit the facility via the release & re-entry office. It is here that inmates and/or their family member(s)/friend(s) will receive information regarding appointments for treatment and/or ongoing medical/mental health care or medication

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management strategies, and housing, employment, and/or education resources, which are intended to facilitate the inmate's successful transition back into the community.

4. Program and/or treatment staff assigned to the CCCC as well as staff from community agencies will staff the release & re-entry office either on a scheduled basis or on an as-needed basis. Private and shared offices are provided.
5. Within the release & re-entry office, interview rooms, a printer/copier alcove, a beverage/snack station, a staff restroom, a public restroom, and a janitor closet will be provided.

*5.800 Transportation*

1. The Cuyahoga County Sheriff's Department is primarily responsible for the transportation of inmates to/from courts, other facilities – including county jails and the Ohio Department of Rehabilitation & Correction, health care and court-ordered appointments, and for prearranged off-site appointments/purposes.
2. Inmates preparing for or returning from a transport or court will be staged in the open waiting area or in one of the secure holding rooms designated for transportation. Inmates may be separated based their classification, gender, or custody level, or by transport destination. To the degree feasible, inmate transports will be scheduled to avoid a high number of inmates in the transport staging area at any given time.
3. Equally important is that inmates leaving the facility have minimal contact with inmates who are arriving at the facility. This area should be managed such that inmates being transported will not come into contact with other inmates in the intake/release area.

*Transportation Pedestrian Security Vestibule*

4. Inmates being transported outside the facility will be taken from the transport staging area through the transportation pedestrian security vestibule into the vehicle security vestibule. Likewise, inmates returning to the facility will be taken from the vehicle security vestibule into the transportation/court staging area through the transportation pedestrian security vestibule. A two-finger ID scanner will be located within the transportation pedestrian security vestibule so that inmates' identities can be verified prior to being transported or upon return to the facility.
5. The transportation pedestrian security vestibule should be large enough to accommodate inmates seated on a bench and removal of transport restraints, and with an area designed to conduct a pat search. Inmates will also be subject to metal detection screening.

*First Appearance Court Staging Vestibule*

6. Inmates being taken to or returning from first appearance court will be staged in the transportation/court staging area and moved to/from the first appearance court circulation corridor via the court staging vestibule. A two-finger ID scanner will be

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located within the court staging security vestibule so that inmates' identities can be verified prior to being transported or upon return from court.

7. The court staging vestibule should be large enough to accommodate inmates seated on a bench and, if used, removal of restraints, and with an area designed to conduct a pat search. Inmates will also be subject to metal detection screening.

*Transportation/Court Staging*

8. This area is expected, at times, to be managing multiple transports simultaneously and should be configured such that groups may be distinctly separated to avoid mistakenly including inmates who are not otherwise scheduled for a specific transport. For example, inmates slated for court being commingled with inmates going to health care appointments within the community.
9. An elevated workstation located proximal to the transportation and court pedestrian security vestibules with good visibility of the transportation staging area will be designated for transportation coordination. It is here that incoming/outgoing transportation activities will be finalized and activity logs maintained. This workstation will maintain observation of the transportation/court staging area and will operate redundant controls associated with the vehicle security vestibule and transport pedestrian security vestibule and court staging vestibule doors, cameras, and intercoms.
10. Wall-mounted, secure storage cabinetry will be used to store restraint equipment (leg- and wrist-restraints, belly chains, and group restraints) necessary to transport inmates. The transportation/court staging area is where application of transport restraints will occur.
11. It is anticipated that the majority of inmates will be compliant and can be staged in an open waiting area. Multiple open waiting areas are provided to allow for separation of inmates, and secure holding cells are provided for those inmates who require separation or special handling.
12. The open waiting area provides bench seating for up to 60 inmates who are compliant with staff instructions. This area will be configured as four 15-person open waiting areas arranged such as to provide distinct separation between transport groups.
13. Five secure small (1-3) holding cells and three secure group (1-6) holding cell are provided. While intended for single occupancy, the secure small holding cells could hold up to three seated persons when necessary.
14. Inmates authorized to wear their personal clothing will, prior to transport, be permitted to change into them in the changing cubicle provided in the transport staging area. A transaction window to the property room from transport staging will have a counter space in front of the window whereby items may be received/released (e.g., issued jail uniform exchanged for personal clothes and vice versa) and accounted for, with space for signing receipt of property released/retained (a digital signature is preferred) (see

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5.400 Property/Search/Shower). Upon return, the inmate will exchange his/her personal clothing for his/her issued jail uniform and will change into them in the changing cubicle.

15. There will be six cubicles for changing and searching provided.
16. Inmate property that is to be transported with the inmate (e.g., transfer to DOC facility) will be transferred through the transportation property transaction window located in the property room.
17. The functions of returning an inmate to the facility via transport are similar to those when an inmate is being prepared for transport, just in reverse. The six cubicles provided for changing are where inmates who are subject to pat and/or strip search will be searched.
18. Prior to being escorted to assigned housing or leaving on a transport, inmates will be subject to a full-body search (see 5.500 Full Body Search – Property/Search/Shower & Transportation). Within transport staging, inmate restrooms, a water cooler, and a janitor closet will be provided.

*Transportation Management*

19. The transportation clerks who are based in the jail records office will electronically notify the respective housing officer of those inmates who will be transported. Escort staff will escort inmates to the transport staging area where the transport officer will check them in.
20. A transportation workroom available for use by transportation staff will have two workstations that will be located adjacent to the transport staging area.
21. Within the transportation area, an office will be provided for the transportation supervisor.
22. Within transportation management, a printer/copier work alcove, a staff restroom, and a water cooler will be provided.

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.100	Vehicle Security Vestibule					
5.101	Vehicle Security Vestibule	-	1	6,000/area	6,000	Enclosed and covered drive-through garage with 4 lanes (including 2 drive-by lanes, 1 drop-off lane, and 1 staging lane) - drop-off lane able to accommodate 7 vehicles parallel parked (6 cruisers & 1 passenger van), staging lane has 10 angled parking spaces; proper ventilation; temperature control; drive-by lanes to accommodate standard emergency response vehicles (ambulance, fire truck) and a tour bus; 2 interlocking, motor driven, hydraulic bi-fold doors (clearance - height/width - for a tour bus) controlled by master control; hose bib; 12 wall-mounted gun lockers with user-defined digital lock with proximity to intake and transportation entrances; weather protected, pole-mounted intercom/camera monitored devices situated at appropriate heights and locations to view the driver outside of the vehicle security vestibule and inside the security vestibule; accessible via exterior pedestrian entrance/exit with camera & intercom on both sides, transportation staff gun cabinets; hand/eyewash station with an adjacent wall-mounted hand dryer/blower; all vehicle security vestibule doors operated by master control; security vestibule doors to/from pre-admission screening and to/from transportation operated by master control; however, inner doors (pre-admission side and transportation side) may be operated by intake and transportation respectively, and/or card reader and/or biometrics by authorized staff; CCTV & intercom on both sides of doors; camera monitored/recorded
5.102	Pre-admission Health Screening Transaction Window - LE/Arrestee Side	1-2	2	30/area	60	Securable transaction window to pre-admission health screening station within intake processing area (see 5.335); standing only; standing-height counter w/ space for signing documents; requisite acoustical privacy; 1 window is ADA accessible
<b>5.100 Total Net Square Feet</b>					<b>6,060</b>	
<b>Grossing Factor</b>					<b>1.10</b>	
<b>5.100 Total Gross Square Feet</b>					<b>6,666</b>	
5.200	Pre-admission Processing					
<i>Intake Pedestrian Security Vestibule</i>						
5.201	Intake Pedestrian Security Vestibule	1-15	1	150/area	150	Two interlocking secure doors providing access to/from the vehicle security vestibule (outer door) to/from the pre-admission processing area (inner door); outer door operated by electronic remote release from master control; inner door operated by electronic remote release from master control and intake, and by authorized staff via card



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						reader or biometric means; intercom both sides of doors; camera monitored/recorded; bench seating
5.202	Pat Search Alcove	2	1	40/area	40	Directly accessible from intake pedestrian security vestibule; wall mounted padding; shelf; requisite privacy; hand sink or sanitizer
5.203	Metal Detector	-	1	20/area	20	Walk-through metal detector; co-located with pat search alcove
<i>Pre-admission Processing</i>						
5.204	Open Waiting - Arrestee	30	1	10/pers	300	Bench seating - a portion of seating has cuff bar; recording cameras; two TV's (English & Spanish); two soft separations
5.205	Secure Holding Cell - Individual	1-3	3	80/cell	240	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; telephone; glazed cell front with cuff/leg-iron slot; prevent casual observation from open waiting - pre-admission processing area; visible from LEO processing work area; camera monitored; 1 cell is ADA accessible
5.206	Arresting Officer Work Area	1	4	50/area	200	Standing height counter space with stool with seating on arrestee side; wall-mounted shelving (form storage); computer; shared printer; telephone; degree of privacy; visibility to open waiting - arrestee area; 1 area is ADA accessible
5.207	Cleveland PD Charging Unit	1-3	1	300/room	300	2 WS-64; conference table w/ seating for 4; supply; printer/copier; service unit
5.208	Diversion Transaction Window - LE/Arrestee Side	1-2	2	30/area	60	Securable transaction window to diversion within intake processing; counter space for signing documents; 1 area is ADA accessible (see 5.348)
5.209	Diversion Window - Queuing	3-4	1	0/area	0	Square footage included in 5.200 grossing factor
5.210	Pre-admission Booking Transaction Window - LE/Arrestee Side	1-2	4	30/area	120	Securable transaction window to intake processing (see 5.314); standing only; standing-height counter w/ space for signing documents; 1 area is ADA accessible
5.211	Pre-admission Booking Window - Queuing	3-4	1	0/area	0	Square footage included in 5.200 grossing factor
5.212	Jail Records Transaction Window - LE/Arrestee Side	1-2	1	30/area	30	Securable service window to jail records office (see 5.605); standing only; standing-height counter w/ space for signing documents; ADA accessible
5.213	Jail Records Transaction Window - Queuing	1-2	1	0/area	0	Square footage included in 5.200 grossing factor
5.214	Prosecution Transaction Window - LE/Arrestee Side	1-2	1	30/area	30	Securable service window to prosecutor's office located in intake processing area (see 5.330); standing-height counter w/ space for signing documents; ADA accessible
5.215	Prosecution Transaction Window - Queuing	1-2	1	0/area	0	Square footage included in 5.200 grossing factor
5.216	Interview Room	2-4	2	100/room	200	Table and loose chairs for up to 4 people; requisite cabling and data outlets; secure cabinetry; requisite privacy to prevent casual

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						observation by other arrestees; glazing with visibility from pre-admission processing area
5.217	BAT Room	1-2	2	120/room	240	Counter - 3.5' height; breathalyzer equipment (1 BAT unit), protective casing; ample outlets; lockable cabinetry; molded plastic seats - fixed seat with cuff lock for arrestee; camera-monitoring; video recording equipment; negative pressure ventilation; 1 WS-50 for BAT technician/LEO; table/counter for sorting documents; evidence closet (DVD's); supply storage closet; audio/video conferencing; 1 room is ADA accessible; rectangular-shaped room
5.218	Cash Deposit Kiosk	-	1	20/area	20	Deposit of arrestees' money; requisite cabling and data outlets, and electrical receptacles
5.219	Valuable Property Collection	1	3	50/wkstn	150	Work counter w/ space for signing documents; self-sealing tamperproof property bags; camera - photographing of property; recording cameras; 1 area is ADA accessible
5.220	Valuable Property Collection - Queuing	2-3	1	0/area	0	Square footage included in 5.200 grossing factor
5.221	Valuable Property Transaction Window - Pre-admission Processing Side	1	1	30/area	30	Securable transaction window to property storage room (see 5.404); one bulk property pass; counter space for signing (manually or digitally) documents; ADA accessible
5.222	Valuable Property Transaction Window - Queuing	2-3	1	0/area	0	Square footage included in 5.200 grossing factor
5.223	Full Body Search Staging - Pre-search	6	1	7/pers	42	Standing only
5.224	Full Body Search Staging - Post-search	6	1	7/pers	42	Standing only
5.225	Full Body Scanner/Station	1-4	1	200/area	200	Located right before entrance into intake/release processing
5.226	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; recycling bins
5.227	Supply Storage Closet	-	1	60/room	60	Storage for gloves, forms, etc.
5.228	Restroom - LEO/Staff	1	1	50/room	50	ADA accessible; gender neutral
5.229	Restroom - Arrestee	1	1	40/room	40	1 room is ADA accessible; gender neutral; PREA-compliant privacy; glazing to be viewable from open waiting - arrestee area and/or arresting officer work area
5.230	ADA Restroom - Arrestee	1	1	50/room	50	Gender neutral; PREA-compliant privacy; glazing to be viewable from open waiting - arrestee area and/or arresting officer work area
5.231	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>5.200 Total Net Square Feet</b>					<b>2,729</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>5.200 Total Gross Square Feet</b>					<b>3,957</b>	
<b>5.300 Intake/Release Processing</b>						
5.301	Intake Processing Monitor	-	1	0/area	0	Large wall-mounted monitors for displaying inmates' yet-to-be completed intake processes; square footage included in 5.300 grossing factor
<i>Initial Intake Property</i>						
5.302	Initial Intake Property Transaction Window - Intake Processing Side	1	1	30/area	30	Purpose is to remove all outer clothing items; securable transaction window to property storage room (see 5.406); one bulk property pass; camera for digitally recording property taken; counter space for signing (digitally) documents; ADA accessible
5.303	Initial Intake Property Transaction Window - Queuing	2-3	1	0/area	0	Square footage included in 5.300 grossing factor
<i>Open Waiting - Intake</i>						
5.304	Open Waiting - Intake	80	1	20/pers	1,600	Tandem seating with back support secured to the floor; televisions; queuing monitor; ADA-accessible telephones; camera monitored/recorded; 2-4 distinct seating zones; visible from intake processing work area
5.305	Water Cooler	-	2	0/area	0	1 is ADA accessible; wall-mounted; amount per code; square footage included in 5.300 grossing factor
5.306	Restroom - Detainee	1	6	40/room	240	Gender neutral; illuminated "occupied" signage prompted by motion sensor; alert tone to intake processing work area; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring
5.307	ADA Restroom - Detainee	1	1	50/room	50	Gender neutral; illuminated "occupied" signage prompted by motion sensor; alert tone to intake processing work area; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring
<i>Secure Holding - Intake</i>						
5.308	Secure Holding Cell - Small	1-3	2	80/cell	160	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; telephone; glazed cell front with cuff/leg-iron slot; prevent casual observation from open waiting - intake area; visible from intake processing work area; sound attenuation; camera monitored/recorded; 1 cell is ADA accessible

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.309	Secure Holding Cell - Group	1-6	2	150/cell	300	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; telephone; glazed cell front with cuff/leg-iron slot; prevent casual observation from open waiting - intake area; visible from intake processing work area; sound attenuation; camera monitored/recorded; 1 cell is ADA accessible
5.310	Temporary Inebriated Holding Room	1-4	1	240/room	240	ADA accessible; 4 low-to-the floor beds, stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front; prevent casual observation from open waiting - intake area; visible from intake processing work area; telephone; floor drain; camera monitored/recorded
5.311	Safety Cell	1	2	80/room	160	Ample glazing; walls and floor fitted with fire resistive and non-toxic rubberized product; sound attenuation; flushing floor drain; camera monitored/recorded
5.312	Restraint Chair Room	1	2	60/room	120	Ample glazing into intake processing area; prevent casual observation from open waiting - intake area; floor anchor for chair; sound attenuation; camera monitored/recorded; doubles as restraint chair storage
5.313	Hand/Eyewash Station	-	1	10/area	10	ADA accessible; adjacent wall-mounted hand dryer/blower
<i>Intake Processing</i>						
5.314	Pre-admission Booking Station	1	4	50/area +50	250	Elevated work counter w/ seat & computer & securable transaction window to pre-admission processing area (see 5.210); 1 station is ADA accessible; merge temporary booking number with sheriff's office number, commitment paperwork, bail amount, two-finger ID scanner, generate permanent ID band; shared printer; telephone; wall-mounted shelving (form storage); controls to intake inner pedestrian security vestibule door, cameras, and intercoms; Live Scan identification terminal; extra square footage for shared ID badge/bracelet machine and supply storage; should be clustered together & co-located with booking processing stations (see 5.315)
5.315	Booking Processing Station	1	4	50/wkstn	200	Elevated work counter w/ seat & computer; facing open waiting - intake area (see 5.316); 1 station is ADA accessible; two-finger ID scanner; controls to cameras and intercoms; telephone, etc.; acoustical privacy panels; stations may clustered together & be co-located with pre-admission booking transaction stations (see 5.314)
5.316	Booking Processing Station - Arrestee Side	1	4	30/area	120	Standing only; open standing-height counter to booking processing station (see 5.315); accessible from open waiting - intake; acoustical privacy panels; 1 station is ADA accessible

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
5.317	AFIS Station (Live Scan)	2	4	50/area	200	Requisite cabling and data outlets, and electrical receptacles
5.318	AFIS Workstation	1	1	50/wkstn	50	WS-50
5.319	Manual Fingerprint Station	2	1	25/area	25	Counter for backup ink fingerprint printing and printer; built-in storage for fingerprint cards; waterless hand cleaner and paper towel dispensers; sink and large trash bin; 1 station is ADA accessible
5.320	Photo Station	2	4	50/area	200	Standing-height counter w/ stool & computer; requisite cabling and data outlets, and electrical receptacles; ceiling-mounted digital camera, lighting, and appropriate backdrop with height markers; integrated/linked with JMS
5.321	Prosecution Processing Station - Arrestee Side	1	2	30/area	60	Open counter w/ seating to prosecution processing station (see 5.330); accessible from open waiting - intake; acoustical privacy panels; 1 station is ADA accessible
5.322	Defense Processing Station - Arrestee Side	1	2	30/area	60	Open counter w/ seating to defense processing station (see 5.331); accessible from open waiting - intake; acoustical privacy panels; 1 station is ADA accessible
5.323	Medical/Mental Health Screening Processing Station - Arrestee Side	1	6	30/area	180	Open counter w/ seating to health screening processing station (see 5.337); accessible from open waiting - intake; acoustical privacy panels; 1 station is ADA accessible
5.324	Initial Classification Processing Station - Arrestee Side	1	3	30/area	90	Open counter w/ seating to classification processing station (see 5.346); accessible from open waiting - intake; acoustical privacy panels; 1 station is ADA accessible
5.325	Diversion/Pretrial Services Station - Arrestee Side	1	6	30/area	180	Open counter w/ seating to diversion/pretrial services station (see 5.349); accessible from open waiting - intake; acoustical privacy panels; 1 station is ADA accessible
5.326	Interview Room	2-4	2	125/room	250	Table and loose chairs for up to 4 people; glazing with visibility from intake processing work area; prevent casual observation from inmate waiting areas; requisite cabling and data outlets; telehealth; no audio/video recording capability to ensure requisite privacy for confidential interview
5.327	Jail Records Window - Intake Side	1-2	2	30/area	60	Open work counter to jail records office (records & bond); counter space for signing documents; 1 area is ADA accessible (see 5.603)
5.328	Jail Records Window - Queuing	2-3	1	0/area	0	Square footage included in 5.300 grossing factor
5.329	Bail/Bond Kiosk	1	2	40/area	80	Integrated w/ various courts within the county for payment of fines, bail, etc.; includes requisite cabling and data outlets, and electrical receptacles
5.330	Shared Office - Prosecution	1-2	1	250/room +50	300	Secure entry/exit door via intake/release; 2 WS-64; 1 securable transaction window to pre-admission processing with standing height counter w/ stool & computer (see 5.214); 2

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						processing stations w/ open counter, seat & computer facing open waiting - intake (see 5.321); 1 area is ADA accessible; extra square footage for file/supply closet & printer/copier/fax/scanner machine
5.331	Shared Office - Defense	1-2	1	220 <sup>/room</sup> +50	270	Secure entry/exit door via intake/release; 2 WS-64; 2 intake processing stations w/ open counter, seat & computer - 1 area is ADA accessible (see 5.322); extra square footage for file/supply closet & printer/copier/fax/scanner machine
5.332	Intake/Release Supervisor (Lt.)	1	1	120/room	120	OF-120
5.333	IMS/Booking Coordinator/Shift Supervisor (Sgt.)	1	1	120/area	120	OF-120; shared between all booking sergeants; centrally located to all processing functions; ADA accessible
5.334	Asst. Intake/Release Shift Supervisor (Cpl)	1	1	128/area	128	2 WS-64; elevated workstation centrally located to all intake/release processing functions; 1 is ADA accessible
<i>Health Screening</i>						
5.335	Pre-admission Health Screening Station	1	2	50/wkstn	100	Standing-height counter w/ stool & computer & securable transaction window to vehicle security vestibule (see 5.102); 1 station is ADA accessible; generate temp ID band & property label; should be clustered together & located with medical/mental health screening stations in intake to enable staffing efficiencies
5.336	Pre-admission Health Screening - Temporary ID Badge Counter	-	1	15/area	15	Badge/bracelet machine and supply storage; shared between pre-admission health screening stations (see 5.334)
5.337	Intake Medical/Mental Health Screening Station	1	6	50/wkstn	300	Open work counter w/ seat & computer facing open waiting - intake (see 5.323); 1 station is ADA accessible; acoustical privacy; should be clustered together & located with pre-admission health screening stations to enable staffing efficiencies
5.338	Medical Records Technician	1	1	128/area	128	2 WS-64
5.339	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; secure storage for office supplies; shredder; recycling bins
5.340	Medical/Mental Health Screening - Shared Storage	-	1	50/area	50	Storage for forms and office supplies
5.341	Health Care Triage/ Examination Room	1-2	2	110/room	220	WS-50 with side chair; visible (through glazing) from intake processing area with requisite acoustical and sight privacy; equipped with camera & video equipment for telehealth; exam table with privacy pull curtain; wall mounted or securable diagnostic equipment: sphygmomanometer, otoscope, ophthalmoscope, Snellen vision chart; scale with height measure;



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						securable cabinets and drawers for sharps, medical supplies and limited medications, sharps container; undercounter refrigerator with small freezer; handwashing sink; wireless access to medical records and other databases; storage for emergency response bags; should be located near inmate restroom; 1 room is ADA accessible
5.342	Interview Room	2-4	1	100/room	100	Table and loose chairs for up to 4 people; glazing with visibility from intake processing work area; prevent casual observation from inmate waiting areas; requisite cabling and data outlets; telehealth
5.343	Medical Storage	-	1	40/room	40	Shelving for limited medical supplies; emergency response bag/kit
5.344	Durable Medical Equipment Storage	-	1	100/room	100	Shelving, hooks, & floor space for wheelchairs, one gurney, crutches, canes, etc.
5.345	Ice Maker & Nourishment Pantry	-	1	40/area	40	Ice maker with nourishment pantry (under counter refrigerator) with snacks & juice for medical treatment needs
<i>Initial Classification</i>						
5.346	Initial Classification Screening	1	3	50/area	150	Open work counter w/ seat & computer facing open waiting - intake (see 5.324); 1 station is ADA accessible; acoustical privacy; should be clustered together
5.347	Classification Storage Alcove	-	1	40/area	40	Shelving for forms, files, and assessment materials
<i>Diversion &amp; Pretrial Services</i>						
5.348	Pre-admission Diversion Interview Station	1	2	50/wkstn	100	Open work counter w/ seat & computer & securable transaction window to pre-admission processing area (see 5.208); 1 station is ADA accessible; acoustical privacy; will be co-located with diversion/pretrial services interview stations (see 5.349)
5.349	Diversion/Pretrial Services Interview Station	1	6	50/wkstn	300	Open work counter w/ seat & computer facing open waiting - intake (see 5.325); 1 station is ADA accessible; acoustical privacy; will be co-located with pre-admission diversion interview stations (see 5.348)
5.350	Diversion & Pretrial Services Workroom	10-12	1	768/room +100	868	12 WS-64; extra square footage for printer/copier work alcove & file cabinets
<i>Release Processing</i>						
5.351	Release Pedestrian Security Vestibule	1-2	1	100/area	100	Two interlocking secure doors providing access to/from the intake/release processing area (inner door) to/from the release & re-entry office (outer door, see 5.351); Additional door leading to the EM/GPS room (see 5.358); ADA accessible; shelf for signing paperwork - for hand off of inmate to community agency, e.g., Frontline; all doors operated by electronic remote release from master control; EM/GPS room door accessible via card reader for authorized staff; intercom both sides of doors; camera monitored/recorded



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5.352	Pat Search Alcove	2	1	40/area	40	Directly accessible from within release pedestrian security vestibule; will be used for new inmates self-reporting to the jail; wall mounted padding; shelf; requisite privacy; hand sink or sanitizer
5.353	Release Processing Station	1	4	50/area	200	Workstation w/ seating on both sides & computer; 1 station is ADA accessible; two-finger ID scanner
5.354	Release Processing Station	1	4	50/wkstn	200	Elevated work counter w/ seat & computer; facing open waiting - release area (see 5.355); 1 station is ADA accessible; two-finger ID scanner; controls to cameras and intercoms; telephone, etc.; acoustical privacy panels; stations should be clustered together
5.355	Release Processing Station - Arrestee Side	1	4	30/area	120	Standing only; open standing-height counter to release processing station (see 5.354); accessible from open waiting - release; acoustical privacy panels; 1 station is ADA accessible
5.356	Jail Records Office Service Window - Release Processing Side	1-2	2	30/area	60	Open work counter to jail records office; counter space for signing documents; ADA accessible (see 5.604)
5.357	Jail Records Office Service Window - Queuing	2-3	0	0/area	0	Square footage included in 5.300 grossing factor
5.358	Electronic Monitoring/GPS Application	1-2	1	120/room	120	1 WS-50; Wi-Fi and requisite cabling; secure cabinetry for device storage; accessible from within the release pedestrian security vestibule (see 5.351)
5.359	Open Waiting - Release	40	1	10/pers	400	Tandem seating with back support secured to the floor; ADA-accessible telephone; visible from release processing work areas; soft separations; proximal to release pedestrian security vestibule
5.360	Finance Kiosk	-	1	40/area	40	Return of inmate's fund balance via debit card; requisite cabling and data outlets, and electrical receptacles
5.361	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 5.300 grossing factor
5.362	Restroom - Inmate	1	1	40/room	40	Gender neutral; PREA-compliant privacy; illuminated "occupied" signage prompted by motion sensor; alert tone to release processing work area; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant
5.363	ADA Restroom - Inmate	1	1	50/room	50	Gender neutral; PREA-compliant privacy; illuminated "occupied" signage prompted by motion sensor; alert tone to release processing work area; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant
<i>Ancillary Intake/Release Processing Spaces</i>						
5.364	Meal Staging	-	1	100/area	100	Counter space; sink with instant-hot water tap; microwave; small refrigerator; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; easily accessible to open waiting areas

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5.365	Conference Room	10-12	1	280/room	280	CF-280; readily accessible from intake processing
5.366	Breakroom - Staff	10-12	1	330/room	330	BR-250; sized up for 12
5.367	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; shredder; recycling bins
5.368	Office Supply Storage Closet	-	1	40/room	40	Secure storage; shelving; near printer/copier work alcove
5.369	Restroom - Staff	1	1	40/room	40	Gender neutral; located convenient to offices/workstations
5.370	ADA Restroom - Staff	1	1	50/room	50	ADA accessible; gender neutral; located convenient to offices/workstations
5.371	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 5.300 grossing factor
5.372	Trash Alcove	-	1	20/area	20	Regular and recycled trash (may be built in)
5.373	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>5.300 Total Net Square Feet</b>					<b>10,824</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>5.300 Total Gross Square Feet</b>					<b>15,695</b>	
<b>5.400 Property/Search/Shower</b>						
<i>Intake Property/Search/Shower</i>						
5.401	Pre-search Open Waiting - Intake Property/Shower/Search	10	1	10/pers	100	Bench seating; located in pre-search area
5.402	Post-search Open Waiting - Intake Property/Shower/Search	10	1	10/pers	100	Bench seating; located in post-search area
5.403	ADA Restroom - Inmate	1	1	50/area	50	Gender neutral; illuminated "occupied" signage prompted by motion sensor; alert tone to property processing work area; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; proximal to "clean" open waiting area
5.404	Valuable Property Transaction Window - Property Storage Room Side	1	1	50/wkstn	50	WS-50; counter w/ standing height stool; securable transaction window to pre-admission processing area (see 5.221); one bulk property pass; ADA accessible both sides; adjacent to valuable property staging in property storage room
5.405	Valuable Property Staging	-	1	60/area	60	Camera recording/monitoring of this location; space for sealed valuable/loose property bags; located within property storage room
5.406	Initial Intake Property Transaction Window - Property Storage Room Side	1	1	50/area	50	Standing height counter w/ stool & computer; camera and digital signature for property retained; securable transaction window to initial intake processing area (see 5.302); one bulk property pass; ADA accessible both sides; storage for

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						disposable footwear; camera monitored/records; adjacent to intake property staging in property storage room
5.407	Intake Property Staging	-	2	250/area	500	Camera recording/monitoring of this location; racks for property garment bags; shrink-wrap equipment/supplies; space for sealed valuable/loose property bags; photographing of property; located within property storage room
5.408	Intake Property Transaction Window - Property Storage Room Side	1	2	50/area	100	1 area designated for males & 1 area designated for females; standing height counter w/ stool & computer; securable transaction window to shower/search area; one bulk property pass; ADA accessible; located adjacent to intake property staging area in property storage room
5.409	Intake Property Transaction Window - Shower/Search Side	1	2	30/area	60	1 area designated for males & 1 area designated for females; securable transaction window to intake property staging; counter space for signing (manually or digitally) documents; ADA accessible; located within shower/search area
5.410	Intake Property Transaction Window Shower/Search Side - Queuing	2-3	2	0/area	0	1 area designated for males & 1 area designated for females; square footage included in 5.400 grossing factor
5.411	Shower/Search Room	2-6	2	300/area	600	1 area designated for males & 1 area designated for females; bench seating for 4; 3 individual ADA-accessible shower/changing cubicles - shower (PREA-compliant shower curtains, suicide resistant, recessed showerhead, grab bars, slip resistant flooring) with outer drying/dressing area/clothing exchange and café style doors for privacy, floor drains in both shower and dressing areas; 2 individual changing/search cubicles each with PREA-compliant privacy screening and café style doors; all changing areas sized to accommodate authorized strip searches; hand/eyewash station with an adjacent wall-mounted hand dryer/blower; direct access to intake property transaction window; clean & soiled utility carts for single-use towel
5.412	Jail Clothing Storage	-	1	200/area	200	Open shelving for storage of clean facility clothing issue - uniforms, and shower shoes; located accessible from shower/search room
5.413	Jail Linen/Towel Storage	-	1	200/area	200	Open shelving for storage of clean facility issue - linens, towels, and hygiene items; located within property storage room near intake property transaction window
5.414	Property Storage Room	2	1	8,000/room	8,000	Central access point for property function; negative pressure ventilation and separate mechanical system; secure access (card-or biometric-access, or electronic remote release from property room or master control); double-height conveying system for clothing bags (2,500 bags); lockers; shelving; separate storage for unclaimed property; 2 WS-50

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5.415	Washer/Dryer	-	1	100/area	100	Plumbing and electrical hookups; lint filters and appropriate exhaust; located within property storage
5.416	Full Body Search	-	0	0/area	0	See 5.500 Full Body Search - Property/Search/Shower & Transportation
5.417	Property Supervisor	1	1	120/room	120	OF-120; accessible from within property storage room
5.418	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins; located within property storage room
5.419	ADA Restroom - Staff	1	1	50/room	50	Gender neutral; accessible from within property storage room
5.420	Trash Alcove	-	1	20/area	20	Regular and recycled trash (may be built in); located within property storage room
5.421	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; accessible from within property storage room
<i>Release Property Processing</i>						
5.422	Open Waiting - Release Property Processing	10	1	10/pers	100	Bench seating
5.423	Release Property Staging	1	1	150/area	150	Camera recording/monitoring of this location; racks for property garment bags and shelves for sealed valuables; issued-property bins; located within property storage room
5.424	Release Property Transaction Window Station	1	2	50/area	100	1 area designated for males & 1 area designated for females; standing height counter w/ stool & computer; securable transaction window to release changing area; one bulk property pass; ADA accessible; located adjacent to release property staging area in property storage room
5.425	Release Property Transaction Window - Release Changing Side	1	2	30/area	60	1 area designated for males & 1 area designated for females; securable transaction window to release property area; counter space for signing (manually or digitally) documents; ADA accessible; located within release changing area
5.426	Release Property Transaction Window - Queuing	2-3	2	0/area	0	1 designated for males & 1 designated for females; square footage included in 5.400 grossing factor
5.427	Release Changing	1-4	2	200/area	400	1 area designated for males & 1 area designated for females; 4 individual cubicles with PREA-compliant café style doors; 1 cubicle is ADA accessible; direct access to release property transaction window
5.428	Soiled Property Storage	-	2	50/area	100	Laundry carts; issued-property bins; shelving for misc. returned items; located within release property staging in property storage room

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<i>Transportation - Personal Clothes/Property</i>						
5.429	Transportation - Personal Clothes/Property Staging	-	1	50/area	50	Camera recording/monitoring of this location; racks for property garment bags and shelves for sealed valuables; located within property storage room
5.430	Transportation - Personal Clothes/Property Transaction Station	1	2	50/area	100	Standing height counter w/ stool & computer; securable transaction window to transportation personal clothes changing area; one bulk property pass; ADA accessible; located adjacent to transportation personal clothes/property staging area in property storage room (see 5.815)
<i>Public Property Transactions</i>						
5.431	Court Clothes/Property Release Transaction Station - Public Lobby	-	1	50/area	50	Standing height counter w/ stool & computer; secure pass- and speak-through window to public lobby - court clothes/property release; bulk property pass; counter space to allow for signing documents, etc.; ADA accessible; located within property room (see 1.326)
5.432	Court Clothes/Property Release Staging	-	1	50/area	50	Located within property room; shelving for staging incoming/outgoing property from/for members of the public
<b>5.400 Total Net Square Feet</b>					<b>11,635</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>5.400 Total Gross Square Feet</b>					<b>16,871</b>	
<b>5.500 Full Body Search - Property/Search/Shower &amp; Transportation</b>						
5.501	Full Body Search Staging - Pre-search	6	1	7/pers	42	Standing only
5.502	Full Body Search Staging - Post-search	6	1	7/pers	42	Standing only
5.503	Full Body Scanner/Station	1-4	1	200/area	200	Shared between 5.400 Property/Search/Shower & 5.700 Transportation
<b>5.500 Total Net Square Feet</b>					<b>284</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>5.500 Total Gross Square Feet</b>					<b>383</b>	
<b>5.600 Jail Records</b>						
5.601	Jail Records Office Entrance - Secure Door	-	1	0/area	0	Square footage included in 5.600 grossing factor; entry/exit via intake/release
5.602	Jail Records Office	-	1	450/room	450	Large open room; accessible from intake/release; 3 WS-64 - 2 designated for transport clerks & 1 future expansion; 6 service windows: 1 securable service window to pre-admission processing for processing outstanding warrants - standing height counter w/ stool & computer (see 5.212); 1 securable service window to court clerks' office for receipt of judicial commitment and release orders - standing height counter w/ stool & computer (see 6.134); 2 service windows to intake processing - open work counter (see 5.603); 2 service windows to release processing

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						areas - open work counter (see 5.604); spacesaver filing system for active inmate records, incident reports, shift reports, etc.; shelving for staging archived boxed inactive records; worktable with 2 chairs for viewing records; scanning equipment; printer/copier; office supply storage, shredder; recycling bins, refuse container
5.603	Jail Records Station - Intake	1-2	2	50/area	100	Located within jail records office; standing height counter w/ stool & computer; open work counter to intake processing (see 5.327); 1 area is ADA accessible
5.604	Jail Records Station - Release	1-2	2	50/area	100	Located within jail records office; standing height counter w/ stool & computer; open work counter to release processing (see 5.356); two-finger ID scanner; 1 area is ADA accessible
5.605	Jail Records Station - Pre-admission Processing	1	1	50/area	50	Located within jail records office; standing height counter w/ stool & computer; securable transaction window to pre-admission processing area for process outstanding warrants (see 5.212); ADA accessible
5.606	Jail Records/Bond Transaction Station - Public Lobby	1	1	80/area	80	Located within jail records office; standing height counter w/ stool & computer; secure pass- and speak-through window to public lobby - bond, property, records; bulk property pass (see 1.320); counter space to allow for signing documents, etc.; shelving for property; ADA accessible
5.607	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
<b>5.600 Total Net Square Feet</b>					<b>830</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>5.600 Total Gross Square Feet</b>					<b>1,038</b>	
5.700	Release & Re-entry Office					(Outside Security Perimeter)
5.701	Release Pedestrian Security Vestibule	-	1	0/area	0	See 5.351
5.702	Public Lobby - Post-security Screening Entrance - Secure Door	-	1	0/area	0	Access to/from public lobby - post-security screening & release & re-entry office; square footage included in 5.700 grossing factor
5.703	Release & Re-entry Waiting	6-8	1	200/area	200	RW-200; pamphlet/brochure display holder
5.704	Release & Re-entry Receptionist	1	1	64/area	64	WS-64
5.705	Release & Re-entry Office	1	3	100/room	300	OF-100
5.706	Release & Re-entry Office - Shared	1-4	1	200/room	200	4 WS-50
5.707	Release & Re-entry Interview Room	2-4	2	100/room	200	Table and loose chairs for up to 4 people; requisite cabling and data outlets
5.708	Release & Re-entry Conference Room	6-8	1	200/room	200	CF-160; sized up for 8
5.709	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; secure



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						storage for office supplies; shredder; recycling bins
5.710	Beverage/Snack Station	-	1	60/area	60	Counter space with storage cabinet; sink with instant hot water tap; microwave; coffeemaker; half-height refrigerator; electrical outlets; trash receptacle
5.711	ADA Restroom - Staff	1	1	50/room	50	ADA accessible; gender neutral
5.712	ADA Restroom - Public	1	1	50/room	50	ADA accessible; gender neutral
5.713	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>5.700 Total Net Square Feet</b>					<b>1,439</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>5.700 Total Gross Square Feet</b>					<b>1,799</b>	
5.800	Transportation					
<i>Transportation Pedestrian Security Vestibule</i>						
5.801	Transport Pedestrian Security Vestibule	1-15	1	150/area	150	Two interlocking secure doors providing access to/from the vehicle security vestibule (outer door) to/from the transport staging area (inner door); outer door operated by electronic remote release from master control; inner door operated by electronic remote release from master control and transport, and by authorized staff via card or biometric means; intercom both sides of doors; camera monitored/recorded; bench seating; two-finger ID scanner
5.802	Transport Pedestrian Security Vestibule - Pat Search Alcove	2	2	40/area	80	Directly accessible from within transport pedestrian security vestibule; wall mounted padding; shelf; requisite privacy; hand sink or sanitizer
5.803	Metal Detector	-	1	20/area	20	Walk-through metal detector
<i>First Appearance Court Staging Vestibule</i>						
5.804	Court Staging Vestibule	1-15	1	200/area	200	Two secure doors providing access to/from the first appearance court (outer door) to/from the transport/court staging area (inner door); outer & inner doors operated by electronic remote release from master control and transport/court staff, and by authorized staff via card reader or biometric means; intercom both sides of doors; camera monitored/recorded; bench seating; two-finger ID scanner
5.805	Court Pedestrian Security Vestibule - Pat Search Alcove	2	2	40/area	80	Directly accessible from within court pedestrian security vestibule; wall mounted padding; shelf; requisite privacy; hand sink or sanitizer
5.806	Metal Detector	-	1	20/area	20	Walk-through metal detector
<i>Transportation/Court Staging</i>						
5.807	Transportation Coordinator	1	1	64/area	64	WS-64; elevated workstation centrally located to transportation/court staging functions; ADA



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						accessible; controls associated with the transport pedestrian security vestibule inner doors, court staging vestibule doors; cameras, and intercoms
5.808	Transport Equipment Storage	-	1	60/area	60	Wall-mounted secure cabinetry; storage of restraints - handcuffs, leg irons, cuff belts, waist chains, etc.
5.809	Restraints - Application/Staging	10	2	100/area	200	Standing only
5.810	Open Waiting - Transport	15	4	10/pers	600	Bench seating; 4 areas arranged to provide distinct separation between transport/court groups; soft separation between males and females; visible from transport work area
5.811	Secure Holding Cell - Small	1-3	4	80/cell	320	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; visible from transport work area; camera monitored/recorded
5.812	ADA Secure Holding Cell - Small	1-3	1	80/cell	80	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; visible from transport work area; camera monitored/recorded;
5.813	Secure Holding Cell - Group	1-6	2	120/cell	240	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; visible from transport work area; camera monitored/recorded
5.814	ADA Secure Holding Cell - Group	1-6	1	120/cell	120	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; visible from transport work area; camera monitored/recorded
5.815	Personal Clothes/Property Transaction Window - Transport Staging Side	1	2	30/area	60	Securable sliding window; one bulk property pass through; counter space for signing (manually or digitally) documents; ADA accessible (see 5.430)
5.816	Personal Clothes/Property Transaction Window - Queuing	2-3	2	0/area	0	Square footage included in 5.700 grossing factor
5.817	Changing - Personal Clothes	1	6	50/area	300	Cubicle with PREA-compliant café style doors; ADA accessible; proximal to personal clothes/property transaction window; sized to accommodate authorized strip searches.
5.818	Full Body Search	-	0	0/area	0	See 5.500 Full Body Search - Property/Search/Shower & Transportation
5.819	Restroom - Inmate	1	5	40/room	200	Gender neutral; PREA-compliant privacy; glazing to be viewable from open waiting - transport and/or transport work area
5.820	ADA Restroom - Inmate	1	2	50/room	100	Gender neutral; PREA-compliant privacy; glazing to be viewable from open waiting - transport and/or transport work area
5.821	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 5.800 grossing factor
5.822	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry

5.000 Central Intake/Assessment, Release, & Transportation

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						without mildewing; glazing on doors for easy viewing inside
<i>Transportation Management</i>						
5.823	Transport Work Room	1-2	1	150/room	150	2 WS-64; 1 WS is ADA accessible; file cabinets; observation of transport staging area; secured with card-reader access type locking mechanism
5.824	Transportation Supervisor	1	1	120/room	120	OF-120
5.825	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; shredder; recycling bins
5.826	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
5.827	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 5.800 grossing factor
<b>5.800 Total Net Square Feet</b>					<b>3,329</b>	
<b>Grossing Factor</b>					<b>1.45</b>	
<b>5.800 Total Gross Square Feet</b>					<b>4,827</b>	
<b>5.000 Total Interior Net Square Feet</b>					<b>37,130</b>	
<b>5.000 Total Interior Gross Square Feet</b>					<b>51,235</b>	

## 6.000 First Appearance Court

### *Introduction*

In the County's efforts to effectively manage its jail population as it relates to detaining only those pretrial defendants whose release into the community would pose a risk to public safety and/or appearance in court, a key policy and facility planning decision has been made to have a first-appearance courtroom located at the CCCC.<sup>10</sup>

At first appearance, the judge establishes bond and conditions of release, which may include releasing an inmate on personal recognizance either with or without conditions of release that are monitored by pretrial release staff (e.g. electronic monitoring, GPS, substance abuse testing, etc.). In the future, it is anticipated that both county and municipal judges will be receiving a robust pretrial services assessment to be developed during the intake process and designed to inform the release decision.

A courtroom located on site at the CCCC, where first-appearance court proceedings will be held multiple times daily, will serve to expedite the pretrial release decision-making process. Minimizing the length of time detainees are held pending pretrial release will reduce the need for jail beds while, at the same time, mitigating the harmful impact that even a brief period of detention can have on an individual. In addition, this decision modifies current practice and eliminates the need to transport inmates outside the jail to The Judicial Center, a costly practice that inherently presents a number of safety and security risks and logistical concerns, and requires additional staff.

First appearance court and its support components will be provided on site at the CCCC to serve the Cleveland Municipal Court and the Cuyahoga County Common Pleas Court. Based on planning efforts to-date, all court spaces will be shared between the two respective courts and their respective staffs. Over time, in lieu of judicial officials from each respective court conducting proceedings, these first appearance proceedings may be heard by a judicial official or magistrate who handles matters on behalf of both courts. Besides conducting first-appearance proceedings, other preliminary examinations (establishment of probable cause, felony arraignments, bond review hearings) and court proceedings that occur up to the point of trial could be handled in this courtroom either via video or in person with a judge and other judicial personnel.

Because the courtroom will be configured to support either in-person or video court proceedings, the various courthouses throughout Cuyahoga County can opt to conduct court proceedings remotely, thereby reducing transportation of inmates outside the jail and freeing up local law enforcement (excluding Cleveland Police Department who relies on the Cuyahoga County Sheriff's Department to transport inmates to court) who are now responsible for the care, custody, and control of municipal inmates.

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<sup>10</sup> The processes envisioned for the an arrestee's first appearance are being piloted at the interim central booking facility at the CCCC/Justice Center. These processes will be refined and will inform the final design and operation of first appearance court at the new CCCC.

6.000 First Appearance Court

Beyond first-appearance proceedings, the courtroom provides an opportunity for judges, attorneys, clerks, etc. to conduct other judicial proceedings from their respective court while the inmate attends via video at the jail. This approach benefits jail operations by eliminating or reducing the need to escort large numbers of inmates to the courts and then to supervise them in holding cells and in the courtroom. An additional benefit in conducting court proceedings by video is in the event of a pandemic, where in-person courtroom proceedings are suspended, judicial proceedings could still occur via video.

It is planned that first-appearance proceedings will be held multiple times daily and that new arrestees will appear before the court within six to eight hours of admission to the CCCC. However, it is anticipated that there will be times where either the number of arrestees awaiting first appearance court exceeds eight hours or when first appearance court is not held as scheduled, in which case, they will be transferred to reception housing. Therefore, to limit movement of inmates, designated space within the reception housing area will be dedicated for the purpose of inmates making their first appearance in court via video. See report section 7.000 Video Court for a more detailed description of video court operations.

The first appearance court will have a secure zone and a nonsecure zone, and will be accessible as follows:

- a. Members of the public and media will enter the nonsecure zone of the court via the public lobby – post-security screening.
- b. Judges and officials of the court and court clerks will enter the secure zone of the court via a dedicated security vestibule from the public lobby – post-security screening.
- c. Inmates will enter the secure zone of the court from a dedicated secure entrance in the jail leading to/from the court and the transport/court staging area located within central booking.

With the exception of inmates, all persons entering the first appearance court must first successfully pass through security screening in the CCCC's public lobby.

### *6.100 First Appearance Court*

#### *Court Lobby*

1. The public and media will access the first appearance court through the court lobby, via the CCCC's public lobby – post-security screening. The court lobby, which is in the nonsecure zone of the court, will be locked when the courtroom is not in session with card-reader access allowed by authorized persons or allowed by master control through remote release after verification by camera and intercom.
2. A court security officer will be assigned to the court lobby during hours of court operation to assist and direct persons having business with the court.
3. Two noncontact interview rooms will be available on a first-come first-serve basis for use by private defense counsel, victim/witness advocates, and social service agencies

6.000 First Appearance Court

to conduct business associated with cases being actively processed by the first appearance court. One side of the interview room will be accessible from the court lobby, and one side of the interview room will be accessible directly from the courtroom.

4. Since the court lobby is intended for short-term use, limited seating and personal lockers will be available. In addition, public restrooms with a child-changing station will be provided.

*Public and Media*

5. Members of the public and media may attend first appearance court. There will be an area designated for the public and media, which is outside of the court's secure zone. A vestibule will provide access from the court lobby into the public and media area as well as to provide sound attenuation for the courtroom.
6. The public and media area will have generous glazing into the first appearance courtroom that will allow unobstructed viewing of first appearance court proceedings. The first appearance court proceedings will include a live audio feed into the public and media area from the first appearance court. There will be an alcove, which provides for two-way communication between the public and the first appearance court that will allow the court to hear from victims and/or witnesses, as needed.
7. Bench seating will be provided as well as space to accommodate wheelchairs, to be used on a first-come, first-serve basis. In addition, the area will be configured with the requisite wiring and cabling for recording the camera and audio feeds from the first appearance court.

*First Appearance Courtroom*

8. The first appearance courtroom, which is inside the secure zone of the court, will be configured similar to a traditional courtroom in that the judge will work from behind a "bench" that fronts the courtroom. Access to the bench will be from the court's ancillary spaces through a secure door located behind the bench. For all other users, a secondary secure door will be the access point between the courtroom and the court's ancillary spaces.
9. The courtroom will be configured so as to allow remote court proceedings to occur from the various courthouses throughout Cuyahoga County. It will also have capacity to conduct court proceedings via video linkages with the video court location within the CCC itself (see 7.000 Video Court).
10. Within the courtroom, workspace will be provided for the following positions and functions:
  - a. Judge
  - b. Prosecution
  - c. Defense
  - d. Court Clerk

- e. Court Reporter
  - f. Pretrial Services
  - g. Victim/Witness Advocate
  - h. Bailiff
11. No specialized space is provided for interpreter services. Interpreters will be assigned to a space within the courtroom by the judge on an as-needed-basis.
  12. A court staging vestibule connecting the jail and the first appearance court will provide access to/from the jail facility. Inmates attending judicial proceedings in the first appearance courtroom will be staged in the transportation/court open waiting/secure holding areas of central booking, and will access the courtroom via the court staging vestibule. If need be, inmates may be staged in this area (see 5.800 Transportation)
  13. Bench seating will be provided for inmates, which will include unobstructed viewing of the courtroom. The court officer will provide security supervision of inmates in the courtroom, and oversee the movement of inmates within and in/out of the courtroom.
  14. Interview rooms accessible from within the courtroom are provided where defense counsel and the inmate may confer privately, and where pretrial services may explain to inmates the conditions of release. Inmates being released on condition of electronic monitoring (EM) will have their EM device applied in the release processing area of the CCCC.

#### *Ancillary Court Spaces*

15. Judicial and officials of the court will access the first appearance court (secure zone) from the public lobby – post-security screening through a security vestibule that leads to the court’s ancillary support area. The security vestibule will be operated by master control through remote release after verification by camera and intercom.
16. A shared judge’s chamber having a private restroom will be provided for judges to use during their respective scheduled court proceedings. A conference room with access from judicial chamber and from the circulation area will be provided for judicial conferencing with attorneys.
17. A shared office will be provided for use by the county prosecutor and the Cleveland law department assigned to the first appearance court, which will include a dedicated printer/copier/fax/scanner machine.
18. A shared office will be provided for the county public defender assigned to the first appearance court, which will include a dedicated printer/copier/fax/scanner machine.
19. Workstations to support on-site judicial operations will be provided (e.g., clerks, pretrial services, etc.). Clerks for the municipal and common pleas courts will each have a workstation. Two of the clerks’ workstations will have a transaction window to the public lobby – post-security screening where bonds and fine payments may be processed. If feasible, there will be a securable service window between the clerks’

6.000 First Appearance Court

office and the jail records office for the distribution of court-generated commitment and release paperwork.

20. Within the first appearance court, a multipurpose conference room (case conferences/negotiations), a video/audio feed server room, a printer/copier work alcove (with office supply storage), a staff breakroom (with personal lockers), a water cooler, staff restrooms, and a janitor closet will be provided.



6.000 First Appearance Court

6.000 First Appearance Court

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>6.100 First Appearance Court</b>						
<i>Court Lobby</i>						
6.101	Court Lobby Entrance - Secure Door	-	1	0/area	0	Secure door leading in/out of the court lobby to/from the public lobby; remote electronic release either by court security staff and/or master control, and/or by card and/or biometric access (authorized persons only); includes CCTV and intercom for identification; square footage included in 6.100 grossing factor
6.102	Court Lobby Security Workstation	1	1	64/wkstn	64	Open counter adjacent to public entrance; computer; telephone; standing height stool; door controls to court area
6.103	Noncontact Interview Room	2-4	1	50/room	50	Court lobby side to accommodate 2 adults; courtroom side to accommodate 2 adults; acoustical privacy; free talking through micro-holes integrated into security frames; security glazing; lockable paper-pass; no video/audio recording capability
6.104	ADA Noncontact Interview Room	2-4	1	60/room	60	Court lobby side to accommodate 2 adults; courtroom side to accommodate 2 adults; acoustical privacy; free talking through micro-holes integrated into security frames; security glazing; lockable paper-pass; no video/audio recording capability
6.105	Court Lobby Seating	15	1	15/pers	225	Bench seating; ADA accessible
6.106	Public Lockers	-	1	30/area	30	20 mini-compartment lockers, each with user-defined digital lock
6.107	Restroom - Public	1	1	40/room	40	Gender neutral; child-changing station
6.108	ADA Restroom - Public	1	1	50/room	50	Gender neutral; child-changing station
<i>Public and Media</i>						
6.109	Vestibule - Courtroom Entrance	1-8	1	80/area	80	Two sets of double doors leading in/out of the public & media area to/from the court lobby; sound attenuation
6.110	Public & Media Seating Area	30	1	15/pers +25	475	Bench seating; space for 2 wheelchairs; generous glazing to afford unobstructed viewing of first appearance courtroom; live audio feed from first appearance courtroom; two-way communication between public & media and first appearance courtroom; extra square footage for public/witness alcove
<i>First Appearance Courtroom</i>						
6.111	Bench Entrance - Secure	0	1	0/area	0	Secure door to/from court ancillary circulation area to/from bench - judge; authorized access by card reader; square footage included in 6.100 grossing factor
6.112	Court Officials Courtroom Entrance - Secure	0	1	0/area	0	Secure door to/from court ancillary circulation area to/from court courtroom; authorized access by card reader; square footage included in 6.100 grossing factor

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6.000 First Appearance Court

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.113	Bench - Judge	1	1	150/area	150	Judge's bench; chair; computer; shelving; telephone; Wi-Fi; access to networked printer/copier/fax/scanner; microphone integrated into audio feed system; requisite fiber optic cabling and transmission lines for video-conferencing - ceiling-mounted high resolution cameras, two-way communication, wall- or ceiling-mounted 55" (or larger) screens for remote video court proceedings; video monitors on the bench and suspended from the ceiling specifically for judicial use to conduct remote court activities
6.114	Podium - Prosecutor	1	1	30/area	30	Microphone integrated into audio feed system; may be integrated with prosecutor work area
6.115	Podium - Defense	1-2	1	40/area	40	Microphone integrated into audio feed system; may be integrated with defense work area
6.116	Prosecutor Table	1-2	1	100/area	100	Work table; 2 chairs; Wi-Fi; access to networked printer/copier/fax/scanner; file staging and file transport cart parking
6.117	Defense Table	1-2	1	100/area	100	Work table; 2 chairs; Wi-Fi; access to networked printer/copier/fax/scanner; file staging and file transport cart parking
6.118	Court Clerk	1	1	80/area	80	WS-80
6.119	Court Reporter	1	1	40/area	40	Seating
6.120	Pretrial Services	1	2	50/wkstn	100	WS-50
6.121	Victim/Witness Advocate	1	2	50/wkstn	100	WS-50
6.122	Bailiff	1	1	50/wkstn	50	WS-50
6.123	Court Staging Vestibule	-	0	0/area	0	See 5.804
6.124	Seating - Inmate	15	1	15/pers	225	Bench seating
6.125	Court Officer Workstation	1	1	50/wkstn	50	WS-50
6.126	Interview Room	1-2	3	100/room	300	ADA accessible; table and loose chairs for up to 3 people; requisite cabling and data outlets; glazing with visibility from courtroom
<i>Ancillary Court Spaces</i>						
6.127	Security Vestibule - Court Officials	4-6	1	75/area	75	Two interlocking secure doors providing access to/from the public lobby (outer door) to/from the ancillary court area (inner door); all doors operated by electronic remote release from master control; CCTV & intercom on both sides of doors; camera monitored/recorded
6.128	Judicial Chamber - Shared	1-2	1	250/room	250	OF-250; shared amongst judges on a scheduled basis
6.129	Restroom - Judge	1	1	50/room	50	ADA accessible; adjoining the judicial chamber
6.130	Conference Room	4-6	1	160/room	160	CF-160; case conferences/negotiations; adjoining judicial chamber; two entrances - from judicial chamber and circulation area
6.131	Shared Office - Prosecution	1-2	1	160/room +50	210	2 WS-80; extra square footage for file/supply closet & printer/copier/fax/scanner machine
6.132	Shared Office - Defense	1-2	1	160/room +50	210	2 WS-80; extra square footage for file/supply closet & printer/copier/fax/scanner machine
6.133	Judicial Support Workstations - Judge	1	1	50/wkstn	50	WS-50; ADA accessible; assigned to support on-site judge

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 Cuyahoga County Correction Center Operating Principles & Space Program  
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6.000 First Appearance Court

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
6.134	Judicial Support Workstations - Clerk	4	1	250/room	250	4 WS-64; 2 are ADA accessible; 1 designated for municipal court clerk and 1 designated common pleas court, each with securable transaction window to public lobby from each workstation (see 1.322 & 1.324); 2 workstations for case setups ; if feasible, a securable service window to jail records office with standing height counter and computer (see 5.602)
6.135	Judicial Support Workstations - Pretrial Services	1	1	100/area	100	WS-50; 1 is ADA accessible
6.136	Judicial Support Workstations - Unassigned	1	1	50/wkstn	50	WS-50; ADA accessible
6.137	Multipurpose Conference Room	8-10	1	200/room	200	Case conferences/negotiations
6.138	Video/Audio Feed Server Room	-	1	120/area	120	1 WS-50; recording equipment; AV equipment for real time feed; racks for equipment; individually zoned for temperature and humidity control; card and/or biometric access
6.139	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins; proximal to clerks
6.140	Breakroom	4-6	1	180 <sup>/room</sup> <sub>+30</sub>	210	BR-180; extra square footage for 10 day-use half-height lockers with user-defined digital lock
6.141	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 6.100 grossing factor
6.142	Restroom - Individual	1	1	40/room	40	Gender neutral
6.143	ADA Restroom - Individual	1	1	50/room	50	Gender neutral
6.144	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>6.100 Total Net Square Feet</b>					<b>4,579</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>6.100 Total Gross Square Feet</b>					<b>6,182</b>	
<b>6.000 Total Interior Net Square Feet</b>					<b>4,579</b>	
<b>6.000 Total Interior Gross Square Feet</b>					<b>6,182</b>	

## 7.000 Video Court

### *Introduction*

For planning purposes, an inmate's first court appearance will, generally, be conducted in the first appearance court located adjacent to the central booking area. It is planned that first appearance proceedings will be held multiple times daily and that new arrestees will appear before the court within eight hours of admission to the CCCC. However, it is anticipated that there will be times where either the number of arrestees awaiting first appearance court exceeds eight hours or first appearance court is not held as scheduled (e.g., holiday), in which case, arrestees will be transferred to reception housing. Therefore, to limit movement of inmates, designated space within the reception housing support area will be dedicated for the purpose of inmates making their first appearance in court via video. See report section 6.000 First Appearance Court for a more detailed description of first appearance court operations.

Beyond first appearance proceedings, the video court provides an opportunity for judges, attorneys, clerks, etc. to conduct other judicial proceedings from their respective court while the inmate attends via video at the jail. This approach benefits jail operations by eliminating or reducing the need to escort inmates to the courts and then to supervise them in holding cells and in the courtroom. An additional benefit to video court is in the event of a pandemic and/or where in-person courtroom proceedings are suspended, judicial proceedings could still occur via video.

### *7.100 Video Court*

1. Video court proceedings will be conducted in a designated suite that is equipped with video capabilities and will be located adjacent to or proximal to the male reception and female reception housing pods. Access to the video court suite will be via a secure entrance that provides direct access from the reception housing pods if possible; otherwise, it will be located off of the circulation area (see 8.900 Decentralized Programs and Services).
2. Within the video court suite, capabilities will allow for multiple inmates to make their first court appearance via video simultaneously while being supervised by a single officer. The post video-first appearance/bond review administrative follow-up work will be performed by judicial officials at the respective courthouses and not by the officer supervising the video proceedings. Any follow-up judicial orders will be submitted electronically to the jail.
3. Twelve private video court booths, each with a video screen and equipment, requisite audio privacy, and a private telephone with a secure connection to the courts to allow the inmate to confer with counsel during proceedings, will be provided. The booth will have generous glazing that will provide direct visibility into the booth from the officer workstation.
4. Inmates may confer with their attorney prior to video court via video from their assigned housing pod or a video visitation booth located within the video court suite.

Attorneys seeking to confer with clients prior to video court may do so via video from a remote location or using one of the video visitation booths located in the public lobby – post-security screening (see 1.400 Public Lobby – Video Visitation).

5. The video court officer workstation will be centrally located to the video court booths and staging area, and will include storage for court forms, a copier/printer/fax machine, and counter space for signing documents.
6. Inmates scheduled for video court and who are assigned to reception housing will be staged initially within their respective housing pod and escorted in small groups to the video court staging area. All other inmates not in reception housing will be brought directly to the video court suite and staged in designated seating or in one of the secure holding cells.
7. Seating will be available in the video court suite for inmates who are queued for the next available video court booth. Additional seating is provided for those inmates who have completed his/her arraignment/court proceeding and awaiting finalization of paperwork. The seating in the inmate staging area will be configured to provide a soft separation between male and female inmates. In addition, two small (1-3 person) secure holding cells are provided. While intended for single occupancy, the secure holding cells could hold up to three seated persons when necessary.
8. Upon completion of video court, inmates will be subject to search, which will occur in the designated area within the video court suite prior to being returned to their assigned housing.
9. Within the video court suite, a staff restroom, inmate restrooms, and a janitor closet will be provided.

7.000 Video Court

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
7.100	Video Court					
7.101	Video Court	0	0	0 /area	0	See 8.900 Decentralized Programs and Services (2,996 GSF)
		<b>7.000</b>	<b>Total Interior Net Square Feet</b>		<b>0</b>	
		<b>7.000</b>	<b>Total Interior Gross Square Feet</b>		<b>0</b>	

## 8.000 Housing – Adult Inmates

### *Introduction*

Inmates have a right to safe, humane living conditions. Critical to keeping inmates safe is the availability of appropriate types of housing for the different classifications and treatment needs of inmates being held. Although there are some physical differences in the housing areas (e.g., subpods, single cells for restrictive housing, and double cells for general population), the housing pods are designed to provide maximum flexibility for housing inmates within the facility. For example, it is difficult to account for the fluctuations in the population distribution that may occur (e.g., males-females, various security/custody classifications, and the various special needs/management classifications), and the handling of peaks in the population levels. In addition, the living environment needs to provide adequate lighting, temperature/humidity control, air quality, appropriate noise levels, cleanliness, sanitation facilities/fixtures, potable water, etc.

The Cuyahoga County Correction Center is planning for an initial future adult inmate population of 1,600 adult inmates, of which 85% are male and 15% are female. Based on our programming and bed disaggregation discussions with the client team and the need to maximize housing pod capacities in compliance with state standards and treatment needs, the proposed design capacity for the future CCCC, which includes long-term and short-term beds, will actually accommodate 1,648 adult inmates – 1,368 male and 280 female inmates. In addition to adult inmate beds, as noted in Table 8.1, there are 16 beds designated for youthful inmates – 8 male beds and 8 female beds.

Adult long-term beds include 1,196 beds designated for male inmates and 216 beds designated for female inmates. Within the long-term bed capacity, there are 352 mental health beds – 288 designated for male inmates and 64 designated for female inmates. Two hundred twenty-four specialized short-term beds<sup>11</sup> are planned to meet the medical and behavioral needs of the inmates – 172 beds designated for male inmates and 52 beds designated for female inmates. The goal and best practices dictate that a jail facility should operate at 85% of its maximum bed capacity.

As a means of providing CCCC flexibility in meeting future changes in inmates' housing needs, the Program affords the opportunity for in-place expansion without new construction being required; whereby, in select housing pods, certain single-occupancy cells are sized for double occupancy. Therefore, there is a potential for 44 additional conventional beds via the in-place expansions – 32 male beds and 12 female beds.

Table 8.1 outlines the recommended housing configurations by gender and classification to meet the anticipated target of 1,600 adult beds as well as identifying those housing pods configured for potential in-place expansion.

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<sup>11</sup> Short-term beds are designed to provide acute specialized health care and treatment or restrictive housing due to aggressive or violent behavior (not due to mental illness) or as a sanction for noncompliant behavior with facility rules and regulations, and are not intended for long-term use.



8.000 Housing – Adult Inmates

**Table 8.1: Housing Configuration by Gender & Classification, 1,600 Bed Target & Expansion Beds**

Classification Category	1,600 Bed Target	No. of Beds / Pod <sup>1</sup>	No. of Pods <sup>1</sup>	Bed Total <sup>2</sup>	Expansion Beds <sup>1</sup>	Total Beds w/ Exp.	Notes/Assumptions
<b>Male Beds</b>							
<b>Conventional Housing (940 beds)</b>							
8.100 Reception (8-72 Hr) 8.100 Short-term Sentence (≤7 days)	71	48	2	96	--	96	Pod (mezzanine configuration) = dorm: 12 two-person dry cubicles, and 10 double-occupancy wet cells plus 1 subpod with 4 single-occupancy wet cells
8.200 GP <sup>3</sup> Minimum	341	60	5	300	--	300	Pod (mezzanine configuration) = dorm: 15 four-person dry cubicles
8.300 GP Medium	210	48	5	240	--	240	Pod (mezzanine configuration) = 24 double-occupancy wet cells
8.400 GP Maximum	234	48	5	240	--	240	Pod (mezzanine configuration) = 44 single-occupancy wet cells plus 1 subpod with 4 single-occupancy wet cells; 2 pods will have security vestibule from circulation corridor directly into subpod
8.500 Restrictive Housing	77	32	2	64	32	96	Pod (no mezzanine) = four subpods – 8 single-occupancy wet cells per subpod; 4 single cells per subpod sized as doubles
<b>Medical &amp; Mental Health Housing (428 beds)</b>							
10.300 Medical Skilled Nursing	28	--	--	28	--	28	No mezzanine; 4 double-occupancy wet rooms, 14 single-occupancy rooms, & 6 single-occupancy wet respiratory isolation rooms
10.300 Medical Detox	48	48	1	48	--	48	Pod (no mezzanine) = 24 bunks (no stacked bunks, low-to-floor, no mezzanine) per zone; two zones per pod
10.300 GP Medical	32	32	1	32	--	32	Pod (no mezzanine) = 16 double-occupancy wet cells; no stacked bunks; all cells ADA accessible
10.400 Mental Health - Acute	32	32	1	32	--	32	Pod (no mezzanine) = 24 single-occupancy wet cells plus 2 subpods - each subpod has 4 single-occupancy wet cells
10.400 Mental Health - Subacute	96	32	3	96	24	120	Pod (no mezzanine) = 12 double-occupancy wet cells & 8 single-occupancy wet cells; 8 single cells per pod sized as doubles
8.800 GP Special Needs	192	32	6	192	48	240	Pod (no mezzanine) = 12 double-occupancy wet cells & 8 single-occupancy wet cells; 8 single cells per pod sized as doubles
<b>Youthful Inmates (8 beds)</b>							
9.200 Youthful Inmates	N/A <sup>4</sup>	8	1	8	8	16	Pod (no mezzanine) = 8 single-occupancy wet rooms; all rooms sized as doubles
<b>Male Beds Total</b>	<b>1,360</b>			<b>1,376</b>	<b>112</b>	<b>1,488</b>	

CUYAHOGA COUNTY JUSTICE SYSTEM MASTER PLAN  
Cuyahoga County Correction Center Operating Principles & Space Program  
**FINAL REPORT**  
JANUARY 22, 2020

8.000 Housing – Adult Inmates

Classification Category	1,600 Bed Target	No. of Beds / Pod <sup>1</sup>	No. of Pods <sup>1</sup>	Bed Total <sup>2</sup>	Expansion Beds <sup>1</sup>	Total Beds w/ Exp.	Notes/Assumptions
<b>Female Beds</b>							
<b>Conventional Housing (140 beds)</b>							
8.600 Reception (8-72 Hr) (12) 8.600 Restrictive Housing (19) 8.600 Short-term Sentence (≤7 days)	31	32	1	32	12	44	Pod (mezzanine configuration) = 10 double-occupancy wet cells plus 2 subpods with 6 single-occupancy wet cells per subpod; 12 single cells sized as doubles
8.200 GP Minimum	27	60	1	60	--	60	Pod (mezzanine configuration) = dorm: 15 four-person dry cubicles
8.700 GP Medium (15)/Maximum (27)	42	48	1	48	--	48	Pod (mezzanine configuration) = 20 double-occupancy wet cells plus 1 subpod with 8 single-occupancy wet cells; pod will have security vestibule from circulation corridor directly into subpod
<b>Medical &amp; Mental Health Housing (140 beds)</b>							
10.300 Medical Skilled Nursing	16	--	--	16	--	16	No mezzanine; 2 double-occupancy wet rooms, 8 single-occupancy rooms, & 4 single-occupancy wet respiratory isolation room
10.300 Medical Detox	24	24	1	24	--	24	Pod (no mezzanine) = 24 bunks (no stacked bunks, low-to-floor)
10.300 GP Medical	24	--	--	24	--	24	No mezzanine; 12 double-occupancy wet cells; no stacked bunks; all cells ADA accessible
10.400 Mental Health – Acute	12	--	--	12	--	12	No mezzanine; 10 single-occupancy wet cells plus 1 subpod with 2 single-occupancy wet cells
10.400 Mental Health – Subacute	32	32	1	32	8	40	Pod (no mezzanine) = 12 double-occupancy wet cells & 8 single occupancy wet cells; 8 single cells sized as doubles
8.800 GP Special Needs	32	32	1	32	8	40	Pod (no mezzanine) = 12 double-occupancy wet cells & 8 single occupancy wet cells; 8 single cells sized as doubles
<b>Youthful Inmates (8 beds)</b>							
9.200 Youthful Inmates	N/A <sup>4</sup>	8	1	8	8	16	Pod (no mezzanine) = 8 single-occupancy wet rooms; all rooms sized as doubles
<b>Female Beds Total</b>	<b>240</b>			<b>288</b>	<b>36</b>	<b>324</b>	
<b>Grand Total Jail Beds</b>	<b>1,600</b>			<b>1,664</b>	<b>148</b>	<b>1,812</b>	
<b>Conventional Beds</b>				<b>1,080</b>	<b>44</b>	<b>1,124</b>	
<b>Medical &amp; Mental Health Beds</b>				<b>568</b>	<b>88</b>	<b>656</b>	
<b>Youthful Inmates Beds</b>				<b>16</b>	<b>16</b>	<b>32</b>	

TABLE NOTES:

<sup>1</sup>A blank cell denoted by – means the number of beds makes it impractical to operate as a single direct supervision pod and the beds will be combined with other like classifications or the number of in-place expansion beds.

8.000 Housing – Adult Inmates

Classification Category	1,600 Bed Target	No. of Beds / Pod <sup>1</sup>	No. of Pods <sup>1</sup>	Bed Total <sup>2</sup>	Expansion Beds <sup>1</sup>	Total Beds w/ Exp.	Notes/Assumptions
<sup>2</sup> Calculations were completed in MS Excel using numbers with multiple decimal places. As a result, totals may not add due to rounding. <sup>3</sup> GP = general population <sup>4</sup> N/A = not included as part of the 1,600 bed target							

There is no housing dedicated specifically for inmates who require protective custody. Rather, the needs of these inmates will be accommodated within the various housing options being planned that best address the specific peril or vulnerability identified.

Designated housing pods will be equipped with appropriate mechanical ventilation, UV light protection, and HEPA filters so that it may be repurposed in the event of a pandemic to house non-chronic inmates who may be infected.

Unless otherwise noted, youthful inmate housing will be described in greater detail in report section 9.000 Housing – Youthful Inmates (see 9.200 Youthful Inmate Housing), and medical and mental health (acute and subacute) housing will be described in greater detail in report section 10.000 Health Care (see 10.300 Medical Beds and 10.400 Mental Health Beds).

*Adult Inmate Housing Overview*

1. The Cuyahoga County Correction Center housing areas will be operated following the principles of direct supervision. In direct supervision, housing officers are in charge of a housing pod with up to 60 inmates and are responsible for managing the behavior of inmates in their pod, keeping negative behavior to a minimum by reducing tension, and encouraging positive interactions. To ensure that the officer retains control, challenges to the officer’s leadership must be dealt with quickly and effectively and may result in the offending inmate’s immediate removal from that pod to a more restrictive setting. This is best achieved when the housing officer actively supervises inmates by continually moving throughout the housing pod and through frequent interactions with and continual observation of inmates, rather than sitting at his/her workstation.
2. General population (GP) inmates are recognized as individuals who do not present significant risk to the safety of self or others or the security of the institution. In a direct supervision environment, inmates are considered general population unless the need for specialized housing is identified through the classification process or indicated by the inmate’s behavior.
3. Generally, inmates will be grouped by classification and housed together in designated housing pods. When the number of inmates in a particular classification group makes

it impractical to operate as a single direct supervision housing pod, multiple classifications may be clustered within one housing pod provided that the different treatment and classification needs and considerations can be met.

4. In direct supervision, the number of inmates in a housing pod is based on the ability of one officer being able to manage an appropriate number of inmates while also performing administrative and operational tasks required in the pod (e.g., conducting searches of the pod, documenting housing pod activities, etc.). CCCC officials have established that a maximum of 60 inmates classified as minimum security may be housed together in a single housing pod, and a maximum of 48 inmates classified as either medium or maximum may be housed together in a single housing pod.
5. The housing officer does not work alone, but as part of a team. The team consists of classification specialists, program staff, and shift supervisors. Well-trained and motivated staff are essential to guarantee a professional, safe, consistent, and positive approach to the operation of the facility. Essential to the success of this facility is the relationship between staff and inmates at all levels. Communication should be open, honest, professional, and collaborative.
6. Operating a direct supervision facility improves the overall operation. However, the housing officers are the primary managers of the housing pods, and cannot leave their post to perform duties outside of a housing pod. "Movement" staff, often referred to as escort officers, generally perform escort and other utility functions. Measures can be employed to avoid overloading the escort officers with unnecessary duties. These measures also benefit direct supervision because they support the notion of an inmate's fundamental needs being met within the pod. These measures may include allowing more unescorted movement to programs, services, and activities within specified zones. The facility perimeter is secure; therefore, inmates who comply with the rules and regulations do not necessarily need to be escorted to all locations within the security perimeter. On the other hand, inmates who would otherwise require escort to various locations due to their security risk or behavior can instead have these services brought to the unit (e.g., commissary, individual counseling).
7. Additional measures to increase staff efficiency include placing as many operations in the direct supervision housing pod as possible. For example, where possible, recreation yards are accessed directly from the housing pod. Telephones are placed in the housing pod (consistent with the current operation), and access can be afforded to inmates for a longer period of time. The same is true for placing video visitation kiosks/tablets in the housing pods, which will afford inmates greater opportunities for visitation through extended visiting hours. These measures reduce the workload of the escort officer, which allows the facility operation to focus more on the safety and security components of the CCCC.
8. All staff must diligently embrace the principles of direct supervision, from the administrator to the line officer. Without this commitment, the general population pod

will be difficult to manage and may not yield the benefits found in direct supervision housing (e.g., safer, cleaner, quieter housing pods).

9. The housing areas have a number of design considerations that must be incorporated into the basic design and layout of the housing pods. Housing areas with mezzanines are preferable for general population inmates where possible and where the classification of the inmate allows this; although careful consideration must be given to ensure that the design does not permit inmates the ability to congregate above or behind officer workstations. Additionally, the design of the mezzanines must deter and impede the ability of an inmate to jump from the mezzanine to the lower level of the housing pod. Maximum visibility by the assigned housing officer is a primary concern. Spaces must be as open as possible to prevent, easily detect, and quickly respond to any assault or sexual abuse or incidents of self-injury.
10. Some of the housing pods will have subpods for special populations, such as inmates assigned to restrictive housing. Subpods afford the ability/flexibility to separate like inmate populations who may require separation from the other inmates within a single housing pod. These subpods are part of an overall housing pod that has two components – the principal pod from which primary activities and services are provided, and the subpods are directly accessible from the principal pod.
  - a. Subpods may function autonomously from the principal pod with its own dayroom, showers, video visitation, and inmate telephones, etc. The subpod may still rely on the principal pod for some activities and services such as interview rooms, multipurpose rooms, outdoor exercise, etc.
  - b. Each subpod will be separated from the remainder of the principal pod by a glazed security wall that faces into and is accessible from the dayroom of the principal pod.
  - c. This configuration will permit one officer to supervise the entire pod.
  - d. When a subpod is not needed for separation purposes, the subpod entry doors may be left unsecured, which will allow inmates housed in the subpods to be subsumed within the principal pod.
11. The programs and activities area for inmates will be primarily decentralized and located in close proximity to the housing pods to minimize travel distances, particularly with inmates who will travel by pass. These areas should be designed to provide maximum flexibility of use, in order to respond effectively to changing uses and program requirements. These areas are expected to be busy throughout the day. Since inmates will utilize them heavily, escort officers will monitor the program areas when they are in use. Again, these spaces must be as open as possible to prevent, easily detect, and quickly respond to any assault or sexual abuse or incidents of self-injury.

12. As with all areas of the facility, the design and construction of the housing must meet the applicable standards delineated in the Ohio Administrative Code,<sup>12</sup> Ohio Department of Rehabilitation & Correction's (ODRC) *Construction/Renovation Criteria for Full Service Jails*,<sup>13</sup> ACA standards,<sup>14</sup> and PREA standards.<sup>15</sup>

#### *Description of Adult Inmate Housing Pods*

1. This section – *Description of Housing Pods*, describes, generally, the operations for the adult inmate housing areas. The following operational principles and practices will be the foundation from which all adult inmate housing pods will be operated, designed, and constructed.
2. Housing pods will be configured with a mezzanine level, unless otherwise noted as a single-level configuration (no mezzanine).
3. Access to the housing pod will be provided through a security vestibule. The housing pod security vestibule has four interlocking secure doors. One door provides access to/from the circulation area (outer door) into the security vestibule; within the security vestibule there are three doors, one that provides access to/from the housing pod (inner door #1), one door that provides access to/from the interview rooms (inner door #2; see room description below), and one door that provides access to/from the medication distribution room (inner door #3; see room description below). The outer door will be operated by electronic remote release from master control upon verification that the person is authorized entry/exit. The housing officer will have primary responsibility, with master control backup, for operating inner doors #1 and #2 of the security vestibule by electronic remote release upon verification that the person is authorized entry/exit. Authorized health care staff will operate inner door #3 via card-reader access or biometric means.
4. Authorized staff may exit the housing pod (inner door #1) or interview room (inner door #2) via card-reader access or biometric means. Select supervisory and security response team personnel may have card-reader access capability that provides direct access into the housing pod via the housing pod security vestibule so that they can respond quickly to an emergency occurring within the pod.
5. An intercom (with appropriate signage) located on each side of the doors will allow communication between people requesting entrance to/exit from the housing pod security vestibule and either master control or the housing officer. CCTV cameras will be situated such that master control and/or housing staff may view people entering/exiting the housing pod security vestibule.

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<sup>12</sup> Ohio Administrative Code | Chapter 5120:1-8 – Full Service Jails.

<sup>13</sup> Effective April 13, 2018.

<sup>14</sup> ACA Performance-Based Standards for Adult Local Detention Facilities, 4<sup>th</sup> Ed. June 2004. ACA 2016 Standards Supplement. November 2016.

<sup>15</sup> Prison Rape Elimination Act – Prisons and Jail Standards. 2012.



6. Inmates are subject to a pat search upon entrance to/exit from the housing pod.
7. Dayroom spaces as well as cell windows should be designed in a manner to prevent any visual access between inmates and the public outside the facility. In other words, the public should not be able to view into housing areas or, conversely, inmates should not be able to communicate with the public.
8. Housing pod dayrooms will be camera monitored and recorded in real-time. Although this monitoring is not intended to diminish the need for staff supervision, it will primarily provide for recording of any incidents that may occur.
9. Cells, dormitory cubicles, dayrooms, and other housing pod spaces are constructed with materials and outfitted with furnishings and fixtures commensurate with the assigned population's security classification and special needs considerations. Spaces with an ADA designation shall be configured and furnished so as to provide the requisite mobility and/or accessibility features.
10. Inmate cells will typically be accessible during the day and evening hours. Cells will be locked during the night hours, but will be equipped with a staff call "push-to-exit" button for inmates to exit their cell when enabled and authorized by the housing officer, or when inmates need to contact the housing officer in case of emergency. If the doors are set as secured, the "push-to-exit" button will operate as a staff call button, which sends an alert tone to the housing pod control panel. If the housing officer does not respond to the call within the designated time, the call will be directed to master control, where it will enunciate as an unacknowledged call-in.
11. Minimally, each cell and dormitory cubicle will have a correctional bed or stacked bunk, a mirror, a desk/writing surface, a seat, clothing and personal property storage, and suicide resistant hooks for clothes and towels. The number of ADA-accessible cells will comply with applicable federal regulations, and will be located proximal to the shower area.
12. All cells will have access to natural light. If feasible, cells will have an exterior window. While inmates may have the ability to control their assigned cell's lighting and sanitary fixtures, water and lighting shut-offs will also be located at the officer's workstation. Careful consideration must be given to the design of cells to limit sharp edges and opportunities for inmates to attempt suicide from vents, sprinkler heads, plumbing fixtures, doorknobs, etc.
13. Sufficient toilets and sinks are required in each housing area to meet applicable standards. Single- and multiple-occupancy cells shall each have a toilet and sink. General population housing pods will have the requisite number of toilets and sinks per standards such that, based on need, they could be occupied by either males or females.
14. A common-use toilet and sink directly accessible from the dayroom will be available for inmates' use while using the dayroom.



15. Showers, centralized to the common areas, will be of sufficient number to comply with ACA jail standards and required codes, which require one shower per eight inmates, and which will also stipulate the requisite number of ADA-accessible showers. Extra care must be taken to provide adequate drainage to avoid water runoff from the showers. Each individual shower stall includes a private outer area for drying/dressing. The showerheads should be suicide resistant and, ideally, will be recessed. The shower stalls facing the dayroom should have curtains/doors that allow visibility of the head and feet and comply with PREA. Floor drains will be located in both the shower and dressing areas. Razors for use by inmates will be securely stored and will be issued upon request and collected following use (i.e., once per day during designated issue and collection times).
16. A dayroom, which is centralized to the cells and/or cubicles, is provided. Sufficient seating and tables will be provided for the maximum capacity of the housing pod. If moveable, seating can be relocated for television viewing or to activity areas as necessary. Multiple seating areas will be provided, potentially including the mezzanine (where applicable), that may include television viewing or reading or any combination thereof as well as an area for exercising (e.g., sit-ups, pushups, etc.). In addition, a book cart, telephones, and wall-mounted boxes for outgoing mail and other communications will be provided. The dayroom will be equipped with sound-attenuating measures, and will have direct access to natural light.
17. Generally, inmates will eat their meals at tables located in the dayroom. An alcove will be provided for staging food carts and dispensing trays that will also be equipped with a food and beverage station (i.e., juice, hot/cold water, storage cabinetry, ice, microwave). This area will also accommodate regular and recycled trash/refuse.
18. Water coolers are provided for general use and for taking prescribed medications, and should be located adjacent to the medication distribution window.
19. Multifunctional kiosks in privacy carrels are required in each housing pod on a kiosk/inmate ratio of 1:8 that will be used for video visitation, and to order commissary items, download materials to an e-reader, conduct legal research (web-based), schedule sick call appointments, submit grievances and requests, intra-jail communications, send/receive email/text messages, and/or allow access to pertinent inmate management information (e.g., release date lookup). In lieu of the multifunctional kiosks, tablets may be substituted and utilized in part or in whole. The interview rooms (see room description below) will each contain a video visitation kiosk that will be equipped with the requisite audio/visual privacy to allow for attorney video visitation.
20. A closet with a sufficient number of docking stations for storing/recharging laptops and/or tablets is provided and accessible from the dayroom.
21. Central to the dayroom will be a multipurpose room sized to accommodate 10-12 people. The multipurpose room is provided for specialized activities deemed appropriate by the housing officer or scheduled by the program staff, which may

include self-help substance abuse counseling (and similar programs). The multipurpose room should have clear visibility into it from the dayroom and should be located in close proximity to the housing officer's workstation to enhance supervision, but also be located away from the eating area. The room should be equipped for real-time broadcast distribution and storage cabinetry. The majority of programs and counseling services will occur in the adjacent shared decentralized program spaces.

22. Accessible directly from both the housing pod security vestibule via a secured non-inmate corridor, and directly from the housing pod dayroom (inmate access) will be two interview/staging (interview) rooms where program/treatment providers or facility staff may interview inmates in a confidential setting or inmates are staged prior to being escorted for court or transports. The interview rooms will be sized to accommodate up to four people seated, and will have sufficient windows to allow for observation by the housing pod officer. Each interview room will also have a video visitation kiosk that can be utilized for attorney video visits with the attorney located at a remote video visitation booth and the inmate located in the interview room. It is important to note that the interview room cannot be utilized for other purposes while the video visitation kiosk is in use.
23. Most inmates will receive their medications from within the housing pod dayroom, while some inmates may receive their medications cell side. To facilitate health care personnel's ability to access the medication distribution rooms without having to enter the housing pod, this room has direct access from the security vestibule. Inmates will line up in the dayroom to receive their medications through a securable roll-up window or pass-through opening to the dayroom. The housing officer will control/operate the securable window or pass-through opening.
24. Inmates' uniforms as well as personal clothing will be cleaned in the central laundry, as will blankets, linens, and towels. Issued items will be exchanged on a scheduled basis. Staging for clean and soiled laundry carts is provided. Disinfectant wipes for the mattresses will be available within the housing pod for cleaning mattresses prior to a new inmate occupant or at other times deemed appropriate.
25. Adjoining the housing pod, outdoor exercise facilities will be provided, and inmates will be permitted to freely access these facilities during scheduled times. Direct access to the exercise area is through a door located in the housing pod dayroom. The outdoor exercise area will be equipped with appropriate physical exercise equipment and will be sized to accommodate a portion of the housing pod population. These areas may be used for active group recreation or exercise as well as individual exercise in select housing pods, and for passive activities such as board games. They should be equipped with tables and seating. The outdoor yard area should be partially or fully covered for weather protection and may be equipped with garage-type doors that can be closed in inclement weather to facilitate year-round usage. A storage closet for exercise yard equipment is provided, which should be located proximal to the outdoor exercise yard and dayroom exercise alcove.

26. Because there will be occasion when an inmate may not retain all accumulated personal property (e.g., due to privilege suspension, newly identified suicide risk), a secure closet for temporarily storing inmate property will be provided.
27. Space will be provided in the housing pod to accommodate a fully-equipped workstation for the housing officer, which will be located within the dayroom such that it provides optimal visibility into the dayroom, all cells, and program areas. The workstation will be equipped with a portable phone and an administrative computer that can access the jail management system, and a flat touch-screen panel for electronic door control and monitoring, fire and smoke enunciation, and an override for inmate telephones, lighting, electric receptacles, and water controls, and a stool. Security equipment/supplies and charging stations for portable technology devices (e.g., radio, tablets, etc.) will be integrated into the officer workstation. These items can be secured in lockable cabinetry. The workstation will be equipped with a mechanism for securing the control panel (most likely a touch screen device) to prevent inmate tampering when the housing officer is away from the workstation.
28. Space must be identified proximal to or integrated within the housing officer's workstation for an emergency first-aid kit, an AED, daily needs storage (e.g., razors), and secure storage of staffs' personal items (e.g., coat, lunch box, and purse/briefcase).
29. Portable technology tools to control and monitor cell doors and perform other functions such as counts, bar scanner to help track inmates, answer intercom and/or phone calls, view inmate information, etc., are anticipated to be in place to maximize staff's ability to roam the housing pod to better manage the population.
30. Within the housing pod, a staff restroom, a supply storage closet, an eyewash station, and a janitor closet (one on each level, if a multilevel design) will be provided.
31. Within the housing descriptions below, housing pods can be one of two configurations.
  - a. One configuration is where all inmate sleeping areas open into a common dayroom, from which all housing activities and services are provided.
  - b. The second configuration is where some or all of the inmate sleeping areas are subdivided into one or more subpods that are accessible directly from the principal pod.
32. The operational principles and practices described above serve as the foundation from which all adult inmate housing pods will be operated, designed, and constructed. The individual housing types that are described below, unless otherwise noted, will adhere to these operating principles. Where there is a modification to the operating principles, it will be detailed in the respective housing area description.

*8.100 Reception (8-72 hours) & Short-term Sentence (≤7 days) [48 beds per pod; 2 male pods]*

1. Newly admitted inmates are separated from the rest of the population pending completion of classification, a process that assesses individual inmates' risk and needs and identifies any special considerations in terms of custodial, treatment, and programmatic care that may be present. Inmates pending a first appearance in court or who are serving a short-term sentence of seven days or less will also be housed with this population.
2. On occasion, inmates will need to be separated prior to being classified. Accordingly, the male reception housing pod comprises two components – the principal pod and one subpod. This housing pod has capacity for a total of 48 inmates.

Principal Pod

- a. The principal pod is comprised of 12 two-person dry cubicles (2 are ADA compliant) and 10 double-occupancy wet cells (1 is ADA compliant) for a capacity of 44 inmates.
- b. No dayroom restroom is provided; inmates in the dayroom may utilize one of the dormitory restrooms provided they are accessible from the dayroom.

Subpod

- c. The subpod is comprised of 4 single-occupancy wet cells (1 is ADA compliant) for a capacity of 4 inmates.
3. Other than as noted, there are no additional modifications to the *Description of Housing Pods*.

*8.200 GP Minimum [60 beds per pod; 5 male pods & 1 female pod]*

1. GP minimum inmates are recognized as individuals who do not present a risk to the safety of self or others or the security of the institution. This housing pod has capacity for a total of 60 inmates.
2. The housing pod is comprised of 15 four-person dry cubicles (2 are ADA compliant).
3. The number of showers, toilets, and sinks shall be sufficient in number so as to accommodate either male or female inmates.
4. No dayroom restroom is provided; inmates in the dayroom may utilize one of the dormitory restrooms provided that are accessible from the dayroom.
5. Three GP minimum housing pods that are designated for inmate workers (two for males and one for females) will have a washer/dryer alcove for laundering personal clothing. It is expected that cleaning of personal clothing will be on a scheduled basis and performed by a designated inmate worker.
6. Other than as noted, there are no additional modifications to the *Description of Housing Pods*.

*8.300 GP Medium [48 beds per pod; 5 male pods]*

1. GP medium inmates are recognized as individuals who do not present significant risk to the safety of self or others or the security of the institution. This housing pod has capacity for a total of 48 inmates.
2. The housing pod is comprised of 24 double-occupancy wet cells (2 are ADA compliant).
3. There are no modifications to the *Description of Housing Pods*.

*8.400 GP Maximum [48 beds per pod; 5 male pods]*

1. GP maximum inmates are recognized as individuals who present significant risk to the safety of self or others or the security of the institution. The GP maximum housing pod comprises two components – the principal pod and one subpod. This housing pod has capacity for a total of 48 inmates.

Principal Pod

- a. The principal pod is comprised of 44 single-occupancy wet cells (4 are ADA compliant) for a capacity of 44 inmates.

Subpod

- b. The subpod is comprised of 4 single-occupancy wet cells (1 is ADA compliant) for a capacity of 4 inmates.
- c. Two of the GP maximum housing pods will, in addition to direct access from the principal pod, have a security vestibule entrance from the circulation corridor directly into the subpod.
2. Other than as noted, there are no additional modifications to the *Description of Housing Pods*.

*8.500 Restrictive Housing [32 beds per pod; 2 male pods]*

1. Inmates in restrictive housing present a significant security/safety threat to the facility or others, or fail to consistently recognize their ability to adjust and follow the jail's rules and regulations. Restrictive housing may also include inmates in disciplinary detention who are segregated as part of a sanction imposed after having been found to be in violation of jail rules and regulations.
2. Inmates in restrictive housing generally retain the same access to programs, services, activities, etc. as the general population; these may only be restricted to the extent necessary to maintain safety and security. It is expected that targeted interventions and programming will provide inmates assigned to restrictive housing opportunities to demonstrate acceptable behaviors in a safe environment with the goal of reassignment to GP housing.
3. Inmates in disciplinary detention do not retain the same access to programs, services, activities, etc. as the general population. Designed as a deterrent to future misconduct,

disciplinary detention suspends privileged programs, services, and activities, while continuing to provide access to entitled programs, services, and activities, albeit on a more limited basis, e.g., recreation is available five days per week instead of the customary seven days per week.

4. The restrictive housing pod comprises five components – one principal pod and four subpods. This housing pod will not be configured with a mezzanine, and has capacity for a total of 32 inmates. This housing pod is planned for future in-place expansion increasing capacity to a total of 48 inmates.

#### Principal Pod

- a. The principal pod will not have any sleeping areas.
- b. The dayroom will be sized for 12 inmates. It is here where inmates being transitioned to GP will have the opportunity to demonstrate acceptable behavior and be afforded additional privileges.
- c. To accommodate a future expansion in pod capacity and to comply with the ACA inmate-to-shower ratio of 1:8, two showers accessible from within the principal pod will be provided.
- d. A safety cell is an immediate option for responding to an inmate who becomes a danger to staff or self through aggressive or violent behavior. It allows the inmate to be removed from their current environment and placed in a room that is configured to minimize harm by an inmate to self or others. A safety cell and two rooms for restraint chairs are available and may be employed as a last measure to manage out-of-control behavior on the part of inmates for whom the behavior is not associated with a diagnosed mental illness. Both the safety cell and restraint chairs should only be utilized on a short-term basis.

#### Subpods 1 – 4

- e. Each housing subpod is comprised of 8 single-occupancy wet cells (1 is ADA compliant) for a capacity of 8 inmates. Four of the single-occupancy cells and supporting spaces within each subpod will be sized to accommodate future conversion to double occupancy.
- f. The cells will have the requisite connectivity/equipment for in-cell programming and exercise instruction, and will also afford video-based interaction with program providers.
- g. Cells will have camera-monitoring capabilities, a drinking fountain, and doors equipped with food and cuff passes, and furnishings shall be security grade.
- h. For the showers, a security door will be required at the entrance to the outer dressing area with vision panels or security screens that will allow a view of the head and feet of the inmate while in the shower. The door to the showers can be secured, if necessary, and will include a cuff pass so that inmates who are potentially violent can be restrained within the secure shower prior to opening the door.
- i. A portion of the allocated telephones and multifunctional kiosks will be portable.



8.000 Housing – Adult Inmates

5. Inmates in restrictive housing may be required to eat their meals in their assigned cell, while inmates in disciplinary detention will eat their meals in their assigned cells.
6. While medications will likely be distributed cell side, the medication distribution room will be provided so as to accommodate inmates transitioning to GP and/or changes in future inmate classifications. Inmates transitioning to GP may receive their medications from the medication distribution service window accessible from the principal pod.
7. The outdoor exercise yard is oversized to accommodate individual yards. If feasible, there will be direct access from each subpod to the outdoor exercise yard.
8. Other than as noted, there are no additional modifications to the *Description of Housing Pods*.

8.600 Reception (8-72 hours), Restrictive Housing, & Short-term Sentence (≤7 days) [32 beds per pod; 1 female pod]

1. Newly admitted inmates are separated from the rest of the population pending completion of classification, a process that assesses individual inmates' risk and needs and identifies any special considerations in terms of custodial and programmatic care that may be present. Inmates pending a first appearance in court or who are serving a short-term sentence of seven days or less will also be housed with this population.
2. On occasion, inmates are separated from the rest of the general population; namely, inmates who present a significant security/safety threat to the facility or others, or fail to consistently recognize their ability to adjust and follow the jail's rules and regulations. These inmates will be assigned to restrictive housing. Restrictive housing may also include inmates in disciplinary detention who are segregated as part of a sanction imposed after having been found to be in violation of jail rules and regulations.
3. Inmates in restrictive housing generally retain the same access to programs, services, activities, etc. as the general population; these may only be restricted to the extent necessary to maintain safety and security. It is expected that targeted interventions and programming will provide inmates assigned to restrictive housing opportunities to demonstrate acceptable behaviors in a safe environment with the goal of reassignment to GP housing.
4. Inmates in disciplinary detention do not retain the same access to programs, services, activities, etc. as the general population. Designed as a deterrent to future misconduct, disciplinary detention suspends privileged programs, services, and activities, while continuing to provide access to entitled programs, services, and activities, albeit on a more limited basis, e.g., recreation is available five days per week instead of the customary seven days per week.
5. The number of female inmates requiring restrictive housing does not warrant a full-size housing pod designated for this purpose. Accordingly, the female reception housing



pod comprises three components – the principal pod and two subpods. This housing pod has capacity for a total of 32 inmates. This housing pod is planned for future in-place expansion increasing capacity to a total of 44 inmates.

Principal pod

- a. The principal pod is comprised of 10 double-occupancy wet cells (1 is ADA compliant) for a capacity of 20 inmates.

Subpod 1

- b. Subpod 1 is comprised of 6 single-occupancy wet cells (1 is ADA compliant) for a capacity of 6 inmates. Each of the single-occupancy cells and supporting spaces will be sized to accommodate future conversion to double-occupancy.

Subpod 2

- c. Subpod 2 is comprised of 6 single-occupancy wet cells (1 is ADA compliant) for a capacity of 6 inmates. Each of the single-occupancy cells and supporting spaces will be sized to accommodate future conversion to double-occupancy.
  - d. This subpod will be the area designated for female restrictive housing.
  - e. The cells will have the requisite connectivity/equipment for in-cell programming and exercise instruction, and will also afford video-based interaction with program providers.
  - f. Cells will have camera-monitoring capabilities, a drinking fountain, and doors equipped with food and cuff passes, and furnishings shall be security grade.
  - g. For the showers, a security door will be required at the entrance to the outer dressing area with vision panels or security screens that will allow a view of the head and feet of the inmate while in the shower. The door to the showers can be secured, if necessary, and will include a cuff pass so that inmates who are potentially violent can be restrained within the secure shower prior to opening the door.
  - h. A safety cell and one room for a restraint chair are available and may be employed as a last measure to manage out-of-control behavior on the part of inmates for whom the behavior is not associated with a diagnosed mental illness. Both the safety cell and restraint chair should be utilized only on a short-term basis.
  - i. A portion of the allocated telephones and multifunctional kiosks will be portable.
  - j. If feasible, subpod 2 will have a door leading directly into the exercise yard.
6. The outdoor exercise yard should be configured such as to provide for one individual yard.
  7. Inmates in restrictive housing may be required to eat their meals in their assigned cell, while inmates in disciplinary detention will eat their meals in their assigned cells.
  8. Other than as noted, there are no additional modifications to the *Description of Housing Pods*.

*8.700 GP Medium/Maximum [48 beds per pod; 1 female pod]*

1. GP medium inmates are recognized as individuals who do not present significant risk to the safety of self or others or the security of the institution, while GP maximum inmates are recognized as individuals who present significant risk to the safety of self or others or the security of the institution.
2. The GP medium/maximum housing pod comprises two components – the principal subpod and one subpod. This housing pod has capacity for a total of 48 inmates.

Principal Pod

- a. The principal pod is comprised of 20 double-occupancy wet cells (2 are ADA compliant) for a capacity of 40 inmates.

Subpod

- b. The subpod is comprised of 8 single-occupancy wet cells (1 is ADA compliant) for a capacity of 8 inmates.
  - c. This housing pod will, in addition to direct access from the principal pod, have a security vestibule entrance from the circulation corridor directly into the subpod.
3. Other than as noted, there are no additional modifications to the *Description of Housing Pods*.

*8.800 GP Special Needs [32 beds per pod; 6 male pods & 1 female pod]*

1. GP special needs inmates are recognized as individuals who have cognitive or physical challenges and who are too vulnerable to be housed in regular GP housing. Although they present challenges, they are stable and do not require the intensive treatment that is available in the mental health housing pods. These inmates may have stable mental illnesses, dementia, developmental disorders, traumatic brain injuries or other significant impairments. Inmates housed in GP special needs housing, based on individual abilities, must be provided access to programs and services that are provided to other general population inmates.
2. The mental health clinician and the housing officer are part of the integrated treatment team, which guides day-to-day operations of their respective mental health housing pod.
3. Individual treatment plans (determined by a team of mental health, security and medical staff) will determine movement and privileges, such as how often and how long inmates will be in the dayroom.
4. Mental health staff will make multiple rounds daily throughout the GP special needs housing pods to ascertain inmates' mental health conditions and need for mental health care/intervention.

5. This housing pod will not be configured with a mezzanine, and has capacity for a total of 32 inmates. This housing pod is planned for future in-place expansion increasing capacity to a total of 40 inmates.
  - a. The housing pod is comprised of 12 double-occupancy wet cells (1 is ADA compliant) and 8 single-occupancy wet cells (1 is ADA compliant).
  - b. The 8 single-occupancy cells and supporting spaces will be sized to accommodate future conversion to double occupancy.
6. Within the GP special needs housing pod will be a calming room for use by inmates as a means of self-de-escalation.
7. Other than as noted, there are no additional modifications to the *Description of Housing Pods*.

#### *8.900 Decentralized Programs and Services*

1. The programs and services area for inmates will be primarily decentralized and located in close proximity to the housing pods to minimize travel distances, particularly with inmates who will travel by pass allowing self-movement. These areas should be designed to provide maximum flexibility of use in order to respond effectively to changing uses and program requirements. These areas are expected to be busy throughout the day. Since inmates will utilize them heavily, escort officers will monitor the program areas when they are in use. These spaces must be as open as possible to prevent, easily detect, and quickly respond to any assault or sexual abuse or incidents of self-injury.
2. In addition to programs and services, the classification function as well as video court will be decentralized and will operate in close proximity to reception housing. The decentralized programs and services center supporting reception housing will include the classification operations and video court; both of these functions must be readily accessible to the male and female reception housing pods.
3. There are seven decentralized programs and services centers that each serve a variety housing pods. Each center serves a cluster of housing pods that reflect similar classifications and/or gender. However, there is no designated decentralized programs and services center is being programmed to specifically serve inmates in medical skilled nursing and medical detox housing due to the limited time inmates will spend in these pods and/or the acuity of their health condition prevents them from moving beyond their assigned housing.

#### *Description of Decentralized Programs and Services Center*

4. This section – *Description of Decentralized Programs and Services Center*, describes, generally, the decentralized programs and services centers (DPSC). The following operational principles and practices will be the foundation from which all decentralized programs and services centers will be operated, designed, and constructed. The

DPSC that serves male and female reception housing, also includes areas designated for classification operations and for video court.

5. The decentralized programs and services centers will serve inmates by providing space for educational and treatment activities decentralized to the housing areas to facilitate inmate participation in programs with minimal movement throughout the facility. The DPSC space will be located in the circulation areas adjacent to a cluster (zone) of up to, generally, four-to-six housing pods.
6. Inmates will make a request to participate in any program or service offered in the facility. The inmate's assigned social worker will receive these requests and will coordinate eligible inmates' participation. If a program/service is at capacity, the eligible inmate will be placed on a waiting list to be processed on a first-come first-served basis.
7. Each DPSC associated with this component will provide the spaces necessary to meet the programmatic needs for inmates assigned housing within a designated zone. Ideally, all inmate programming will be held within the housing zone. However, the realities of inmate programmatic needs as well as space and program staffing efficiencies suggest that, in some cases, inmates may need to be scheduled for programs held in a different housing zone or centrally.
8. Inmates may travel to the DPSC via individual pass, or they will travel by individual or group escort. Escort officers will monitor movement in the circulation corridors and will make periodic checks of these centers to verify inmates' authorization to be in the area. Careful scheduling must be employed to coordinate start times incrementally so that large numbers of inmates are not entering and leaving the centers at the same time.
9. For educational, treatment, and program purposes, the DPSC will contain a multipurpose room/classroom, a group room, and an interview rooms. Seating will be available for inmates who arrive just prior to the scheduled program/service. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the program security officer's workstation. This workstation will be configured and furnished commensurate with assigned tasks and responsibilities, and will be staffed during those periods that inmates are present in the DPSC.
10. An office for the floor supervisor will be provided in this area and will be conveniently located to the housing pods and the DPSC, with access to and generous glazing for observation of the floor circulation.
11. A multipurpose room/classroom will be designed and furnished similarly to traditional adult education classrooms. Each classroom will be equipped with CCTV capabilities to allow for programs to be aired live or videotaped for later showing in the housing pods. The multipurpose room/classroom will also serve as the computer education classroom and will be wired and designed to accommodate inmates working at individual laptops or tablets. Trained volunteers can be effectively used to supplement

teachers to assist inmates assigned to computer-assisted learning programs. This space may also be used in the event the courts are shut down, such as in a pandemic, to provide for remote video court proceedings. A centralized software system with appropriate file servers will be required to serve this classroom, and is to be located in a secure room immediately adjacent to the classroom.

12. A secure closet is provided for storage of supplies and expensive and/or adaptive instructional materials/equipment as well as an electronics storage/recharging station with docking stations to store and recharge laptops and/or tablets.
13. A group room sized for 8-10 people and two interview rooms will be provided, which are designed and equipped for conducting small group programs/activities and/or interviews (professional counselors, classification interviews, program leaders, and volunteers) when it is not conducive to use the multipurpose or interview rooms in the inmate's assigned housing pod. The interview room will provide the requisite privacy to prevent casual observation of room occupants by other inmates.
14. Generous glazing in the programs and activity rooms on the walls adjoining the circulation corridor and/or central location of the programs and services area will enhance supervision without disrupting the programmed activities. Conveniently located to the multipurpose room/classroom, group room, and interview rooms will be space to store stacking chairs that will be used throughout the DPSC areas. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored, will be more cost-effective than outfitting each room for the maximum number of anticipated participants.
15. A fully equipped and furnished triage/examination room (including portable emergency eyewash stations) will be provided in the DPSC to minimize movement throughout the facility of inmates undergoing health care assessment. Bench seating will be located outside the triage/examination room for inmates who are awaiting to see health care staff. Inmates will be seen for sick call on a scheduled basis in the triage/examination room located in their respective DPSC. Inmates will make a written request to be seen by health care staff, and initial triage may occur in this area prior to having to visit the central health clinic. Additionally, inmates newly admitted to the facility may receive their history and physical examination in this room located in the DPSC designated to serve reception housing.
16. An appropriately-equipped room will be provided for clinically-required nail care.
17. Proximal to the triage/examination room located in the DPSC will be secure storage designated for medications and medication carts, and for medical emergency response equipment, such as a gurney, emergency response bag/kit, etc.
18. A hair care area will be provided where inmates with scheduled appointments can receive hair care services during scheduled times. The hair care area will meet all state health care and sanitary regulations. All haircuts will be scheduled in advance. It

is preferable that a contracted hairstylist will perform hair care services. The haircutting shop should be located in an area where it can be easily supervised by facility staff. Bench seating will be located adjacent to the hair care area for inmates who are awaiting scheduled appointments.

19. No chemicals will be used in the haircutting process, with the exception of non-chemical rinses. Any need for chemical hair treatment will be for medical purposes only (e.g., to treat head lice, scalp ailments, etc.) and will be conducted on a case-by-case basis in the health clinic.
20. Within the decentralized programs and services center, inmate restrooms, a water cooler, a restraint chair storage alcove, a trash alcove for staging refuse that is collected from the areas served by the DPSC, and a janitor closet will be provided.
21. Within the decentralized programs and services center in a staff-only zone, offices for a social worker and a re-entry counselor, a shared workstation for program leaders, volunteers, etc. to work at before, after, or in-between program sessions, a conference room, a printer/copier work alcove (with office supply storage), a staff breakroom, a water cooler, a staff restroom, and a dog crate alcove (see 4.800 K-9 Unit) will be provided.

#### *Description of Decentralized Programs and Services Center – Reception Housing*

22. The decentralized programs and services center supporting reception housing has three components:
  - a. Decentralized programs and service center
  - b. Classification operations
  - c. Video court

#### Decentralized Programs and Service Center

23. The DPSC serving reception housing will have an additional two interview rooms, or four interview rooms, to facilitate private, confidential classification interviews and assessments.
24. The triage/examination room will have space for testing urinalysis samples. The triage/examination room will be contiguous to the inmate restroom and will have a pass-through portal for collection/retrieval of urinalysis test samples. The adjacent inmate restroom will have a corresponding pass-through portal into the triage/examination room and storage for urinalysis test kits.
25. Other than as noted, there are no additional modifications to the *Description of Decentralized Programs and Services Center*.

#### Classification Operations

26. Classification services shall serve to identify the level of risk (level of dangerousness) and need (conditions and services necessary to maintain one's physical and psychological wellbeing) for individual inmates thereby providing a basis for housing



and programming decisions. This is accomplished through an appropriate inmate classification system. An effective classification system is objective – based on a consistent set of criteria, and a systematic method of applying the criteria to classification decisions.

27. Inmate classification (risk and needs assessment) provides the foundation for an inmate's behavior management plan (assignment to programs and services). The risk and needs assessment is conducted during a face-to-face classification interview. Often this requires following up on criminal history information (i.e., convictions or dismissed charges, etc.), mental health history, and information relating to previous incarcerations.
28. Inmates will be initially classified upon admission to the facility to identify any concerns that require immediate response (see 5.300 Intake/Release Processing); they will be formally classified following their initial appearance in court; and will have their classification status, which is subject to reclassification, reviewed periodically.
29. Classification staff will conduct classifications eight hours per day seven days per week. If this level of service does not meet demand, additional hours and/or staff will be added to accommodate demand. No specialized space is required for classification interviews and assessments. These will occur in the interview or multipurpose spaces within the housing pods or within the respective decentralized programs and programs centers. Additional interview rooms are provided for this purpose within the DPSC serving reception housing.
30. Classification services will operate from and be located within the decentralized programs and services center that is associated with reception housing. This work area should be in the form of a suite. Entry to the classification suite will be controlled to prevent casual access. Card or biometric access (authorized staff only) or other staff-controlled system may be used to control movement in and out of this area. Only staff is authorized in this area, although inmate workers may be authorized to perform housekeeping services on a scheduled basis.
31. Within the classification services suite, office and workspace will be provided for the following positions and functions:
  - a. Classification Supervisor
  - b. Classification Specialists (8)
  - c. Clerical SpecialistOffice design and furniture and equipment will be commensurate with assigned responsibilities.
32. Within the classification suite, a small conference room, a classification records area, a printer/copier work alcove, a beverage/snack station, a water cooler, a staff restroom, and a janitor closet will be provided.



### Video Court

33. First appearance proceeding via video may be conducted in the designated video court suite that is equipped with video capabilities and located adjacent to or proximal to the male reception and female reception housing pods. Inmates not in reception housing will be brought directly to the video court suite and staged in designated seating or in one of the secure holding cells.
34. Access to the video court suite will either be directly from the reception housing pods or via a secure entrance that provides access from the circulation area. Within the video court suite, capabilities will allow for multiple inmates to be arraigned simultaneously while being supervised by a single officer
35. The video court suite will have capability to allow multiple inmates to be arraigned simultaneously while being supervised by a single officer. See report section 7.000 Video Court for a more detailed description of video court operations.

### *Organization of Housing Pods & Decentralized Programs and Services Centers*

1. In a correctional facility, it is advantageous to group housing pods and their associated DPSC together in a manner that optimizes staffing and resource allocation efficiencies and effectiveness. By doing so, the span of supervisory control can be clearly defined based on the characteristics of the inmate population being served. For example,
  - a. GP inmates are generally not as staff intensive to supervise; therefore, the management span of control can include a higher number of GP inmates grouped together.
  - b. Grouping inmates requiring specialized staff and services in a single location rather than throughout the facility is more efficient from a staff and resource allocation perspective.
  - c. Grouping GP females in a single location is more efficient from a resource allocation perspective.
2. These groupings may be referred to as clusters and include a DPSC that is associated with a grouping of up to, generally, four-to-six housing pods. The future CCCC provides for seven clusters with no more than 300 inmates each, and that are organized by classification, treatment needs, and/or gender. Table 8.2 outlines the clustering of housing pods that will be served by the respective decentralized programs and services center.
3. Inmates in medical skilled nursing and medical detox housing will be grouped together. However, they are not considered a cluster as there is no DPSC associated for this population due to the limited time inmates will spend in these pods and/or the acuity of their health condition prevents them from moving beyond their assigned housing.

**Table 8.2: Clusters by Housing Pod & Decentralized Programs and Services Center**

Clusters by Housing Pod Classification	Gender	Mezzanine (Yes/No)	No. of Beds	No. of Beds w/ Expansion
Cluster #1			192	236
Decentralized Programs and Services Center #1	--	--	--	--
8.100 Reception/Short-term Sentence – Pod #1	Male	Yes	48	48
8.100 Reception/Short-term Sentence – Pod #2	Male	Yes	48	48
8.600 Reception/Short-term Sentence/Restrictive Housing	Female	Yes	32	44
8.500 Restrictive Housing – Pod #1	Male	No	32	48
8.500 Restrictive Housing – Pod #2	Male	No	32	48
Cluster #2			172	204
Decentralized Programs and Services Center #2	--	--	--	--
10.400 Mental Health Subacute – Pod #1	Male	No	32	40
10.400 Mental Health Subacute – Pod #2	Male	No	32	40
10.400 Mental Health Subacute – Pod #3	Male	No	32	40
10.400 Mental Health Acute	Male	No	32	32
10.400 Mental Health Subacute	Female	No	32	40
10.400 Mental Health Acute	Female	No	12	12
Cluster #3			300	300
Decentralized Programs and Services Center #3	--	--	--	--
8.200 GP Minimum – Pod #1	Male	Yes	60	60
8.200 GP Minimum – Pod #2	Male	Yes	60	60
8.200 GP Minimum – Pod #3	Male	Yes	60	60
8.200 GP Minimum – Pod #4	Male	Yes	60	60
8.200 GP Minimum – Pod #5	Male	Yes	60	60
Cluster #4			272	272
Decentralized Programs and Services Center #4	--	--	--	--
8.300 GP Medium – Pod #1	Male	Yes	48	48
8.300 GP Medium – Pod #2	Male	Yes	48	48
8.300 GP Medium – Pod #3	Male	Yes	48	48
8.300 GP Medium – Pod #4	Male	Yes	48	48
8.300 GP Medium – Pod #5	Male	Yes	48	48
10.300 GP Medical	Male	No	32	32
Cluster #5			164	172
Decentralized Programs and Services Center #5	--	--	--	--
8.200 GP Minimum	Female	Yes	60	60
8.700 GP Medium/Maximum	Female	Yes	48	48
8.800 GP Special Needs	Female	No	32	40
10.300 GP Medical	Female	No	24	24
Cluster #6			240	240
Decentralized Programs and Services Center #6	--	--	--	--
8.400 GP Maximum – Pod #1	Male	Yes	48	48
8.400 GP Maximum – Pod #2	Male	Yes	48	48
8.400 GP Maximum – Pod #3	Male	Yes	48	48

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Clusters by Housing Pod Classification	Gender	Mezzanine (Yes/No)	No. of Beds	No. of Beds w/ Expansion
8.400 GP Maximum – Pod #4	Male	Yes	48	48
8.400 GP Maximum – Pod #5	Male	Yes	48	48
Cluster #7			192	240
Decentralized Programs and Services Center #7	--	--	--	--
8.800 GP Special Needs – Pod #1	Male	No	32	40
8.800 GP Special Needs – Pod #2	Male	No	32	40
8.800 GP Special Needs – Pod #3	Male	No	32	40
8.800 GP Special Needs – Pod #4	Male	No	32	40
8.800 GP Special Needs – Pod #5	Male	No	32	40
8.800 GP Special Needs – Pod #6	Male	No	32	40
<b>TOTAL ADULT BEDS</b>			1,648	1,780

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
8.100 Reception (8-72 hours) & Short-term (≤7 days) [48 beds per pod; 2 male pods]						
<i>Principal Pod: 44 beds</i>						
8.101	Housing Pod Security Vestibule	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by electronic remote release by housing officer with master control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card reader or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; security vestibule /housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
8.102	Video Court Entrance - Secure Door	-	1	0/area	0	See 8.973
8.103	Dormitory (Cubicle)	2	10	100/area	1,000	2-person cubicles: 1 stacked bunk, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; low-height partition separates each cubicle
8.104	ADA Dormitory (Cubicle)	2	2	100/area	200	Requisite accessibility & mobility features; 2-person cubicles: 1 stacked bunk (lower bunks designated ADA), mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; low-height partition separates each cubicle; proximal to shower area
8.105	Double Occupancy Cell	2	9	100/cell	900	1 stacked bunk, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
8.106	ADA Double Occupancy Cell	2	1	100/cell	100	Requisite accessibility & mobility features; 1 stacked bunk (lower bunk designated ADA), stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
8.107	Shower/Changing	1	5	40/area	200	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.108	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
8.109	Restroom - Inmate	1	1	40/room	40	PREA-compliant privacy; glazing to be viewable from officer workstation
8.110	ADA Restroom - Inmate	1	1	50/room	50	PREA-compliant privacy; glazing to be viewable from officer workstation
8.111	Dayroom/Dining/TV	44	1	35/pers	1,540	Centralized to cells; heavy/durable tables with seating for 44; sound attenuation measures; natural light; 4 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 15; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
8.112	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
8.113	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
8.114	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 8.100 grossing factor
8.115	Multifunctional Kiosk	1	4	40/area	160	Multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.116	ADA Multifunctional Kiosk	1	2	50/area	100	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.117	Electronics Storage/Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles; proximal to officer workstation
8.118	Multipurpose Room	12	1	20/pers +50	290	Room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; fiber optics; extra square footage for storage closet or cabinets
8.119	Interview Room	2-4	2	125/room	250	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
8.120	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod security vestibule; only accessible by authorized health care staff via card reader or biometric means; hand sink; privacy screen; blood-pressure

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
8.121	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
8.122	Outdoor Exercise Yard	15-20	1	(750)/area	(750)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
8.123	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
8.124	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
8.125	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
8.126	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
8.127	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
8.128	Eyewash Station	-	1	10/area	10	ADA accessible
8.129	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subpod: 4 beds</i>						
8.130	Single Occupancy Cell	1	3	80/cell	240	1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
8.131	ADA Single Occupancy Cell	1	1	90/cell	90	Requisite accessibility & mobility features; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area

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8.132	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
8.133	Subpod Dayroom / Dining / TV	4	1	300/area	300	Centralized to cells; heavy/durable tables with seating for 4; sound attenuation measures; natural light; 1 ADA-accessible telephone; 1 TV area with seating for 4; exercise area (sit-ups, pushups); book cart; ADA-accessible water cooler; camera monitored/recorded
8.134	ADA Multifunctional Kiosk	1	1	50/area	50	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
<i>8.100 Subtotal Net Square Feet</i> <i>Grossing Factor</i> <i>8.100 Subtotal Gross Square Feet</i> <i>8.100 Subtotal Exterior Gross Square Feet</i>					6,520 1.65 10,758 (750)	
<b>8.100 Total Net Square Feet</b> <b>8.100 Total Gross Square Feet</b> <b>8.100 Total Exterior Gross Square Feet</b>					<b>13,040</b> <b>21,516</b> <b>(1,500)</b>	<b>2 Pods</b> <b>2 Pods</b> <b>2 Pods</b>
8.200 GP Minimum [60 beds per pod; 6 pods: 5 male pods & 1 female pod]						
8.201	Housing Pod Security Vestibule	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by electronic remote release by housing officer with master control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card reader or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; security vestibule /housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
8.202	Dormitory (Cubicle)	4	13	200/area	2,600	4-person cubicles: 2 stacked bunks, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; low-height partition separates each cubicle
8.203	ADA Dormitory (Cubicle)	4	2	200/area	400	Requisite accessibility & mobility features; 4-person cubicles: 2 stacked bunks (lower bunks designated ADA), mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light;



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						low-height partition separates each cubicle; proximal to shower area
8.204	Shower/Changing	1	7	40/area	280	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.205	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
8.206	Restroom - Inmate	1-8	1	400/area	400	Detention grade: 8 toilets with PREA-compliant privacy partitions; 8 sinks; 8 mirrors; 1 toilet/sink is ADA accessible; glazing viewable from officer workstation
8.207	Dayroom/Dining/TV	60	1	35/pers	2,100	Centralized to cells; heavy/durable tables with seating for 60; sound attenuation measures; natural light; 5 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 20; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
8.208	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
8.209	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
8.210	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 8.200 grossing factor
8.211	Multifunctional Kiosk	1	6	40/area	240	Multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.212	ADA Multifunctional Kiosk	1	2	50/area	100	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.213	Electronics Storage/Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles; proximal to officer workstation
8.214	Multipurpose Room	12	1	20/pers +50	290	Room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; fiber optics; extra square footage for storage closet or cabinets
8.215	Interview Room	2-4	2	125/room	250	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
8.216	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod security vestibule; only accessible by authorized health care staff via card reader or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
8.217	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
8.218	Outdoor Exercise Yard	20-25	1	(750)/area	(750)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
8.219	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
8.220	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
8.221	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
8.222	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
8.223	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
8.224	Eyewash Station	-	1	10/area	10	ADA accessible
8.225	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>8.200 Pod Subtotal Net Square Feet</i>					7,620	
<i>Grossing Factor</i>					1.65	
<i>8.200 Pod Subtotal Gross Square Feet</i>					12,573	
<i>8.200 Pod Subtotal Exterior Gross Square Feet</i>					(750)	

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
		<i>8.200 Pod Total Net Square Feet</i>			<i>45,720</i>	<i>6 Pods</i>
		<i>8.200 Pod Total Gross Square Feet</i>			<i>75,438</i>	<i>6 Pods</i>
		<i>8.200 Pod Total Exterior Gross Square Feet</i>			<i>(4,500)</i>	<i>6 Pods</i>
<i>Washer/Dryer Alcove</i>						
8.226	Washer/Dryer Alcove	-	3	150/area	450	Plumbing and electrical hookups; lint filters and appropriate exhaust; available in inmate worker housing pods - 2 male pods & 1 female pod
		<i>8.200 Alcove Total Net Square Feet</i>			<i>450</i>	
		<i>Grossing Factor</i>			<i>1.65</i>	
		<i>8.200 Alcove Total Gross Square Feet</i>			<i>743</i>	
		<b><i>8.200 Total Net Square Feet</i></b>			<b><i>46,170</i></b>	
		<b><i>8.200 Total Gross Square Feet</i></b>			<b><i>76,181</i></b>	
		<b><i>8.200 Total Exterior Gross Square Feet</i></b>			<b><i>(4,500)</i></b>	
8.300 GP Medium [48 beds per pod; 5 male pods]						
8.301	Housing Pod Security Vestibule	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by electronic remote release by housing officer with master control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card reader or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; security vestibule /housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
8.302	Double Occupancy Cell	2	22	100/cell	2,200	1 stacked bunk, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
8.303	ADA Double Occupancy Cell	2	2	100/cell	200	Requisite accessibility & mobility features; 1 stacked bunk (lower bunk designated ADA), stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
8.304	Shower/Changing	1	5	40/area	200	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.305	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
8.306	Dayroom Restroom - Inmate	1	1	50/room	50	ADA accessible; PREA-compliant privacy; glazing to be viewable from officer workstation
8.307	Dayroom/Dining/TV	48	1	35/pers	1,680	Centralized to cells; heavy/durable tables with seating for 48; sound attenuation measures; natural light; 4 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 16; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
8.308	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
8.309	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
8.310	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 8.300 grossing factor
8.311	Multifunctional Kiosk	1	4	40/area	160	Multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.312	ADA Multifunctional Kiosk	1	2	50/area	100	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.313	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles; proximal to officer workstation
8.314	Multipurpose Room	12	1	20/pers +50	290	Room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; fiber optics; extra square footage for storage closet or cabinets
8.315	Interview Room	2-4	2	125/room	250	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
8.316	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod security vestibule; only accessible by authorized health care staff via card reader or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
8.317	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
8.318	Outdoor Exercise Yard	20-25	1	(750)/area	(750)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
8.319	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
8.320	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
8.321	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
8.322	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
8.323	Eyewash Station	-	1	10/area	10	ADA accessible
8.324	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
8.325	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
8.300 Subtotal Net Square Feet					6,090	
Grossing Factor					1.65	
8.300 Subtotal Gross Square Feet					10,049	
8.300 Subtotal Exterior Gross Square Feet					(750)	
<b>8.300 Total Net Square Feet</b>					<b>30,450</b>	<b>5 Pods</b>
<b>8.300 Total Gross Square Feet</b>					<b>50,243</b>	<b>5 Pods</b>
<b>8.300 Total Exterior Gross Square Feet</b>					<b>(3,750)</b>	<b>5 Pods</b>
8.400	GP Maximum [48 beds per pod; 5 male pods]					
Principal Pod: 44 beds						
8.401	Housing Pod Security Vestibule	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by electronic remote release by housing officer with master control backup, & medication distribution room door

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						(inner door #3) operated by authorized health care staff via card reader or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; security vestibule /housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
8.402	Single Occupancy Cell	1	40	80/cell	3,200	1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
8.403	ADA Single Occupancy Cell	1	4	90/cell	360	Requisite accessibility & mobility features; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
8.404	Shower/Changing	1	5	40/area	200	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.405	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
8.406	Dayroom Restroom - Inmate	1	1	50/room	50	ADA accessible; PREA-compliant privacy; glazing to be viewable from officer workstation
8.407	Dayroom/Dining/TV	44	1	35/pers	1,540	Centralized to cells; heavy/durable tables with seating for 44; sound attenuation measures; natural light; 4 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 15; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
8.408	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
8.409	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
8.410	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 8.400 grossing factor
8.411	Multifunctional Kiosk	1	4	40/area	160	Multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary

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						ordering, legal research, electronic communications, etc.
8.412	ADA Multifunctional Kiosk	1	2	50/area	100	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.413	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles; proximal to officer workstation
8.414	Multipurpose Room	12	1	20 <sup>/pers</sup> +50	290	Room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; fiber optics; extra square footage for storage closet or cabinets
8.415	Interview Room	2-4	2	125/room	250	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
8.416	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod security vestibule; only accessible by authorized health care staff via card reader or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
8.417	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
8.418	Outdoor Exercise Yard	20-25	1	(750)/area	(750)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
8.419	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
8.420	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
8.421	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED;



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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
8.422	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
8.423	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
8.424	Eyewash Station	-	1	10/area	10	ADA accessible
8.425	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subpod: 4 beds</i>						
8.426	Single Occupancy Cell	1	3	80/cell	240	1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
8.427	ADA Single Occupancy Cell	1	1	90/cell	90	Requisite accessibility & mobility features; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
8.428	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
8.429	Subpod Dayroom / Dining / TV	4	1	300/area +60	360	Centralized to cells; heavy/durable tables with seating for 4; sound attenuation measures; natural light; 1 ADA-accessible telephone; 1 TV area with seating for 4; exercise area (sit-ups, pushups); book cart; ADA-accessible water cooler; camera monitored/recorded; extra square footage for exercise area
8.430	ADA Multifunctional Kiosk	1	1	50/area	50	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
<i>8.400 Pod Subtotal Net Square Feet</i>					7,900	
<i>Grossing Factor</i>					1.65	
<i>8.400 Pod Subtotal Gross Square Feet</i>					13,035	
<i>8.400 Pod Subtotal Exterior Gross Square Feet</i>					(750)	
<i>8.400 Pod Total Net Square Feet</i>					39,500	5 Pods
<i>8.400 Pod Total Gross Square Feet</i>					65,175	5 Pods
<i>8.400 Pod Total Exterior Gross Square Feet</i>					(3,750)	5 Pods

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<i>Subpod Security Vestibule</i>						
8.431	Housing Subpod Security Vestibule	1-4	2	80/area	160	Direct access from circulation corridor; two interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing subpod door (inner door) operated by electronic remote release by master control and/or housing officer; authorized staff may exit the inner door via card-reader access or biometric means; CCTV & intercom on each side of outer & inner doors
<i>8.400 Subpod Security Vestibule Total Net Square Feet</i>					160	
<i>Grossing Factor</i>					1.65	
<i>8.400 Subpod Security Vestibule Total Gross Square Feet</i>					264	
<b>8.400 Total Net Square Feet</b>					<b>39,660</b>	
<b>8.400 Total Gross Square Feet</b>					<b>65,439</b>	
<b>8.400 Total Exterior Gross Square Feet</b>					<b>(3,750)</b>	
8.500	Restrictive Housing [32 beds per pod; 2 male pods]					Sized for 48
8.501	Housing Pod Security Vestibule	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by electronic remote release by housing officer with master control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card reader or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; security vestibule /housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
<i>Principal Pod: No beds</i>						
8.502	Dayroom/Dining/TV	12	1	35/pers	420	Centralized to subpods; heavy/durable tables with seating for 12; sound attenuation measures; natural light; 1 telephone; 1 TV area with seating for 4; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
8.503	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
8.504	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
8.505	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 8.500 grossing factor

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8.506	Dayroom Restroom - Inmate	1	1	50/room	50	ADA accessible; PREA-compliant privacy; glazing to be viewable from officer workstation
8.507	Shower/Changing	1	2	40/area	80	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.508	Safety Cell	1	1	100/cell	100	Ample glazing; 1 low behavioral-health bed secured to the floor that can be used as restraint bed, if necessary; bed positioned providing 4-sided access; walls, floor, & ceiling fitted with fire resistive and non-toxic rubberized product; location & sound attenuation to minimize disruption to housing pod operations; flushing floor drain controlled from outside the cell; camera monitored/recorded
8.509	Restraint Chair Room	1-2	2	60/room	120	Ample glazing; floor anchor for chair; sound attenuation; camera monitored/recorded; doubles as restraint chair storage
8.510	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles; proximal to officer workstation
8.511	Multipurpose Room	12	1	20 <sup>/pers</sup> +50	290	Room sized for 12 to accommodate future expansion in pod capacity; room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; fiber optics; extra square footage for storage closet or cabinets
8.512	Interview Room	2-4	2	125/room	250	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
8.513	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod security vestibule; only accessible by authorized health care staff via card reader or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
8.514	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
8.515	Outdoor Exercise Yard	5-10	1	(1,200)/area	(1,200)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; space should be configured such that flexibility exist to use as either a group

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						yard or 5 individual-use yards (min. 180 sf/yard per individual yard) - sized to provide circulation area around individual-use yards; if feasible, door leading directly into exercise yard from subpods
8.516	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
8.517	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
8.518	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
8.519	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
8.520	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
8.521	Eyewash Station	-	1	10/area	10	ADA accessible
8.522	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Subpods 1 - 4: 8 beds</i>						Sized for 12
8.523	Single Occupancy Cell	1	3	80/cell	240	No mezzanine; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; requisite connectivity/equipment for in-cell programming; drinking fountain; cell door with food pass and cuff pass; camera-monitoring capability
8.524	Single Occupancy Cell	1	4	100/cell	400	No mezzanine; sized for future double occupancy; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; requisite connectivity/equipment for in-cell programming; drinking fountain; cell door with food pass and cuff pass; camera-monitoring capability
8.525	ADA Single Occupancy Cell	1	1	90/cell	90	No mezzanine; requisite accessibility & mobility features; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; requisite connectivity/equipment for in-cell programming; drinking fountain; cell door with food pass and cuff pass; camera-monitoring capability; proximal to shower area
8.526	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas; securable door w/ cuff pass at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.527	Subpod Dayroom / Dining / TV	12	1	35/pers	420	Centralized to cells; sized to accommodate future expansion; heavy/durable tables with seating for 12; sound attenuation measures; natural light; 1 ADA-accessible portable telephone; 1 TV area with seating for 4; book cart; ADA-accessible water cooler; camera monitored/recorded; if feasible, door leading directly into exercise yard
8.528	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
8.529	Multifunctional Kiosk	1	1	40/area	40	Multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.530	ADA Multifunctional Kiosk	1	1	50/area	50	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.; ADA multifunctional kiosk will be portable
<i>Subtotal Subpod Net Square Feet</i>					1,390	
<i>Total Subpod Net Square Feet</i>					5,560	4 Subpods
<i>8.500 Subtotal Net Square Feet</i>					7,780	
<i>Grossing Factor</i>					1.65	
<i>8.500 Subtotal Gross Square Feet</i>					12,837	
<i>8.500 Subtotal Exterior Gross Square Feet</i>					(1,200)	
<b>8.500 Total Net Square Feet</b>					<b>15,560</b>	<b>2 Pods</b>
<b>8.500 Total Gross Square Feet</b>					<b>25,674</b>	<b>2 Pods</b>
<b>8.500 Total Exterior Gross Square Feet</b>					<b>(2,400)</b>	<b>2 Pods</b>
8.600	Reception, Restrictive Housing, & Short-term (≤7 days) [32 beds per pod; 1 female pod]					Sized for 44
<i>Principal Pod: 20 beds</i>						
8.601	Housing Pod Security Vestibule	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room corridor door

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						(inner door #2) operated by electronic remote release by housing officer with master control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card reader or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; security vestibule /housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
8.602	Video Court Entrance - Secure Door	-	1	0/area	0	See 8.973
8.603	Double Occupancy Cell	2	9	100/cell	900	1 stacked bunk, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
8.604	ADA Double Occupancy Cell	2	1	100/cell	100	Requisite accessibility & mobility features; 1 stacked bunk (lower bunk designated ADA), stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
8.605	Shower/Changing	1	2	40/area	80	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.606	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
8.607	Dayroom Restroom - Inmate	1	1	50/room	50	ADA accessible; PREA-compliant privacy; glazing to be viewable from officer workstation
8.608	Dayroom/Dining/TV	20	1	35/pers	700	Centralized to cells; heavy/durable tables with seating for 20; sound attenuation measures; natural light; 2 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 8; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
8.609	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
8.610	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
8.611	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 8.600 grossing factor
8.612	Multifunctional Kiosk	1	2	40/area	80	Multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.613	ADA Multifunctional Kiosk	1	1	50/area	50	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.614	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles; proximal to officer workstation
8.615	Multipurpose Room	12	1	20/pers +50	290	Room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; fiber optics; extra square footage for storage closet or cabinets
8.616	Interview Room	2-4	2	125/room	250	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
8.617	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod security vestibule; only accessible by authorized health care staff via card reader or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
8.618	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
8.619	Outdoor Exercise Yard	10-15	1	(930)/area	(930)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; space should be configured such that flexibility exist to simultaneously use as a group yard and one individual-use yard (min. 180 sf/yard per individual yard); secondary access to/from subpod #2
8.620	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove



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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
8.621	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
8.622	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
8.623	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
8.624	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
8.625	Eyewash Station	-	1	10/area	10	ADA accessible
8.626	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subpod 1: 6 beds</i>						<i>Sized for 12</i>
8.627	Single Occupancy Cell	1	5	100/cell	500	Sized for future double occupancy; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
8.628	ADA Single Occupancy Cell	1	1	100/cell	100	Sized for future double occupancy; requisite accessibility & mobility features; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
8.629	Shower/Changing	1	1	40/area	40	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.630	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
8.631	Subpod Dayroom / Dining / TV	12	1	35/pers	420	Centralized to cells; heavy/durable tables with seating for 12; sound attenuation measures; natural light; 1 ADA-accessible telephone; 1 TV area with seating for 4; book cart; ADA-accessible water cooler; camera monitored/recorded
8.632	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
8.633	Multifunctional Kiosk	1	1	40/area	40	Multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.634	ADA Multifunctional Kiosk	1	1	50/area	50	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
<i>Subpod 2: 6 beds</i>						Sized for 12
8.635	Single Occupancy Cell	1	5	100/cell	500	Sized for future double occupancy; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; requisite connectivity/equipment for in-cell programming; drinking fountain; cell door with food pass and cuff pass; camera-monitoring capability
8.636	ADA Single Occupancy Cell	1	1	100/cell	100	Sized for future double occupancy; requisite accessibility & mobility features; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; requisite connectivity/equipment for in-cell programming; drinking fountain; cell door with food pass and cuff pass; camera-monitoring capability; proximal to shower area
8.637	Shower/Changing	1	1	40/area	40	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas; securable door w/ cuff pass at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.638	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas; securable door w/ cuff pass at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.639	Safety Cell	1	1	100/cell	100	Ample glazing; 1 low behavioral-health bed secured to the floor that can be used as restraint bed, if necessary; bed positioned providing 4-sided access; walls, floor, & ceiling fitted with fire resistive and non-toxic rubberized product; sound

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						attenuation; flushing floor drain controlled from outside the cell; camera monitored/recorded
8.640	Restraint Chair Room	1-2	1	60/room	60	Ample glazing; floor anchor for chair; sound attenuation; camera monitored/recorded; doubles as restraint chair storage
8.641	Subpod Dayroom / Dining / TV	12	1	35/pers	420	Centralized to cells; heavy/durable tables with seating for 12; sound attenuation measures; natural light; 1 ADA-accessible portable telephone; 1 TV area with seating for 4; book cart; ADA-accessible water cooler; camera monitored/recorded; if feasible, door leading directly into exercise yard
8.642	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
8.643	Multifunctional Kiosk	1	1	40/area	40	Multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.644	ADA Multifunctional Kiosk	1	1	50/area	50	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.; ADA multifunctional kiosk will be portable
<b>8.600 Total Net Square Feet</b>					<b>6,220</b>	
<b>Grossing Factor</b>					<b>1.65</b>	
<b>8.600 Total Gross Square Feet</b>					<b>10,263</b>	
<b>8.600 Total Exterior Gross Square Feet</b>					<b>(930)</b>	
<b>8.700 GP Medium/Maximum [48 beds per pod; 1 female pod]</b>						
<i>Principal Pod: 40 beds</i>						
8.701	Housing Pod Pedestrian Security Vestibule	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by electronic remote release by housing officer with master control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card reader or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; security vestibule /housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
8.702	Double Occupancy Cell	2	18	100/cell	1,800	1 stacked bunk, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						furniture/design; natural light; "push-to-exit" call button
8.703	ADA Double Occupancy Cell	2	2	100/cell	200	Requisite accessibility & mobility features; 1 stacked bunk (lower bunk designated ADA), stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
8.704	Shower/Changing	1	4	40/area	160	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.705	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
8.706	Dayroom Restroom - Inmate	1	1	50/room	50	ADA accessible; PREA-compliant privacy; glazing to be viewable from officer workstation
8.707	Dayroom/Dining/TV	40	1	35/pers	1,400	Centralized to cells; heavy/durable tables with seating for 40; sound attenuation measures; natural light; 4 telephones (includes 1 ADA-accessible telephone); 2 TV areas each with seating for 12; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
8.708	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
8.709	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
8.710	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 8.700 grossing factor
8.711	Multifunctional Kiosk	1	4	40/area	160	Multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.712	ADA Multifunctional Kiosk	1	1	50/area	50	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.713	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles; proximal to officer workstation
8.714	Multipurpose Room	12	1	20/pers +50	290	Room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; fiber optics; extra square footage for storage closet or cabinets

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8.715	Interview Room	2-4	2	125/room	250	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
8.716	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod security vestibule; only accessible by authorized health care staff via card reader or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
8.717	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
8.718	Outdoor Exercise Yard	15-20	1	(750)/area	(750)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
8.719	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
8.720	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
8.721	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
8.722	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
8.723	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
8.724	Eyewash Station	-	1	10/area	10	ADA accessible
8.725	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Subpod: 8 beds</i>						
8.726	Housing Pod - Subpod Security Vestibule	1-4	1	80/area	80	Direct access from circulation corridor; two interlocking secure doors; outer door (circulation

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						area) operated by electronic remote release from master control, housing subpod door (inner door) operated by electronic remote release by master control and/or housing officer; authorized staff may exit the inner door via card-reader access or biometric means; CCTV & intercom on each side of outer & inner doors
8.727	Single Occupancy Cell	1	7	80/cell	560	1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
8.728	ADA Single Occupancy Cell	1	1	90/cell	90	Requisite accessibility & mobility features; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
8.729	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
8.730	Subpod Dayroom / Dining / TV	8	1	300/area	300	Centralized to cells; heavy/durable tables with seating for 8; sound attenuation measures; natural light; 1 ADA-accessible telephone; 1 TV area with seating for 4; book cart; reading area; camera monitored/recorded
8.731	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
8.732	ADA Multifunctional Kiosk	1	1	50/area	50	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
<b>8.700 Total Net Square Feet</b>					<b>6,550</b>	
<b>Grossing Factor</b>					<b>1.65</b>	
<b>8.700 Total Gross Square Feet</b>					<b>10,808</b>	
<b>8.700 Total Exterior Gross Square Feet</b>					<b>(750)</b>	
8.800	GP Special Needs [32 beds per pod; 6 male pods & 1 female pod]					Sized for 40
8.801	Housing Pod Pedestrian Security Vestibule	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by electronic remote release by housing officer with master control backup, & medication distribution room door

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						(inner door #3) operated by authorized health care staff via card reader or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; security vestibule /housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
8.802	Double Occupancy Cell	2	11	100/cell	1,100	No mezzanine; 1 stacked bunk, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
8.803	ADA Double Occupancy Cell	2	1	100/cell	100	No mezzanine; requisite accessibility & mobility features; 1 stacked bunk (lower bunk designated ADA), stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
8.804	Single Occupancy Cell	1	7	100/cell	700	No mezzanine; sized for future double occupancy; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
8.805	ADA Single Occupancy Cell	1	1	100/cell	100	No mezzanine; sized for future double occupancy; requisite accessibility & mobility features; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button; proximal to shower area
8.806	Shower/Changing	1	3	40/area	120	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
8.807	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
8.808	Dayroom Restroom - Inmate	1	1	50/room	50	ADA accessible; PREA-compliant privacy; glazing to be viewable from officer workstation
8.809	Dayroom/Dining/TV	40	1	35/pers	1,400	Centralized to cells; sized to accommodate future expansion in pod capacity; room heavy/durable tables with seating for 40; sound attenuation measures; natural light; 4 telephones (includes 1



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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						ADA-accessible telephone); 2 TV areas each with seating for 10; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
8.810	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
8.811	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
8.812	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 8.800 grossing factor
8.813	Multifunctional Kiosk	1	3	40/area	120	Multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.814	ADA Multifunctional Kiosk	1	2	50/area	100	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
8.815	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles; proximal to officer workstation
8.816	Multipurpose Room	12	1	20/pers +50	290	Room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; fiber optics; extra square footage for storage closet or cabinets
8.817	Interview Room	2-4	2	125/room	250	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
8.818	Calming Room	1	1	80/room	80	Seating for 1; access to music and/or reading material; used for self de-escalation
8.819	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod security vestibule; only accessible by authorized health care staff via card reader or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
8.820	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
8.821	Outdoor Exercise Yard	15-20	1	(750)/area	(750)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
8.822	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
8.823	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
8.824	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
8.825	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
8.826	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
8.827	Eyewash Station	-	1	10/area	10	ADA accessible
8.828	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
8.800 Subtotal Net Square Feet					5,330	
Grossing Factor					1.65	
8.800 Subtotal Gross Square Feet					8,795	
8.800 Subtotal Exterior Gross Square Feet					(750)	
<b>8.800 Total Net Square Feet</b>					<b>37,310</b>	<b>7 Pods</b>
<b>8.800 Total Gross Square Feet</b>					<b>61,562</b>	<b>7 Pods</b>
<b>8.800 Total Exterior Gross Square Feet</b>					<b>(5,250)</b>	<b>7 Pods</b>
<b>8.900 Decentralized Programs and Services</b>						
<i>Decentralized Programs/Services Center</i>						
8.901	Inmate Staging Area	15	1	10/pers	150	Bench seating
8.902	DPSC Officer Workstation	1	1	64/area	64	WS-64; center door controls; centrally located to facilitate visibility of entire area
8.903	Floor Supervisor (Cpl)	1	1	120/room	120	OF-120; shared between supervisors assigned to same floor
8.904	Multipurpose Room/Classroom	20	1	25/pers + 50	550	Teacher station, narrow 2-person learning tables (collapsible), sturdy molded plastic chairs, white board, smart TV/board, cabled for real-time broadcast and video learning; fiber optics; internet or intranet web-based capabilities; CCTV capabilities; Wi-Fi enabled; glazing with visibility from decentralized programs and services center

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						circulation area; extra square footage for storage closet or cabinets
8.905	Secure Server Room	-	1	100/room	100	Adjacent to the classroom
8.906	Secure Storage/Recharging Closet - Instructional Supply/Material & Electronics	-	1	80/room	80	Adjustable shelves; storage bins; ample floor space for larger items; shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
8.907	Group Room	8-10	1	200/room	200	Loose chairs for small group activities; whiteboard; video-conferencing capacity; fiber optics; glazing with visibility from decentralized programs and services center circulation area
8.908	Interview Room	2-4	2	100/room	200	Table and loose chairs for up to 4 people; requisite cabling and data outlets; requisite privacy to prevent casual observation by other inmates; glazing with visibility from decentralized programs and services center circulation area
8.909	Chair Storage	-	1	80/area	80	Open space for storing stackable chairs; proximal to multipurpose room/classroom, group room, interview room
8.910	Inmate Seating - Medical	5	1	10/pers	50	Bench seating; located proximal to medical area
8.911	Triage/Examination Room	1-2	1	110/room	110	Work counter with laptop computer w/ ADA-accessible seating; visible (through glazing) from circulation area with requisite sound and sight privacy; exam table with privacy pull curtain; wall mounted or securable diagnostic equipment: sphygmomanometer, otoscope, ophthalmoscope, Snellen vision chart; and scale with height measure; securable cabinets and drawers for sharps, medical supplies and limited medications, sharps container; undercounter refrigerator with small freezer; handwashing sink; wired for telemedicine, wireless access to medical records and other databases; portable emergency eyewash station; should be located near inmate restroom
8.912	Nail Care - Medical	1-2	1	100/room	100	Clinically required nail care; hand & pedicure sinks; chair; secure cabinetry; shelving
8.913	Medication & Cart Storage	-	1	100/room	100	Secure room (authorized staff may access via card reader or biometric means); cart storage; work counter; sink; computer; telephone; limited medication storage; undercounter refrigerator; data ports and recharging receptacles; wired/wireless access to EMR
8.914	Medical Emergency Response Equipment	-	1	40/room	40	Secure room (authorized staff may access via card reader or biometric means); wall hooks for collapsible gurney storage; emergency response bag/kit; shelving; recharging receptacles
8.915	Inmate Seating - Hair Care	5	1	10/pers	50	Bench seating; located proximal to hair care room
8.916	Hair Care Room	2	1	100/room	100	Haircutting chair; hair washing sink; tempered glass mirror; secure cabinetry; extra electrical outlets
8.917	Restroom - Inmate	1	1	40/room	40	Gender neutral

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
8.918	ADA Restroom - Inmate	1	1	50/room	50	ADA accessible; gender neutral
8.919	Water Cooler	-	1	6/area	6	ADA accessible; wall-mounted; amount per code; square footage included in 8.900 grossing factor
8.920	Restraint Chair Alcove	-	1	60/area	60	Alcove to store restraint chair serving the adjacent housing pods
8.921	Trash Alcove	-	1	75/area	75	Staging carts for refuse collected from the housing areas served by the decentralized programs and services center
8.922	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
8.923	Social Worker	1	1	120/room	120	Staff-only zone; OF-120
8.924	Re-entry Counselor	1	1	120/room	120	Staff-only zone; OF-120
8.925	Program leaders & Volunteers	1	1	50/wkstn	50	Staff-only zone; WS-50; shared workstation for program leaders, volunteers, etc.
8.926	Conference Room	4-6	1	160/room	160	Staff-only zone; CF-160
8.927	Printer/Copier Work Alcove	-	1	75/area	75	Staff-only zone; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
8.928	Breakroom - Staff	4-6	1	180/room	180	Staff-only zone; BR-180
8.929	ADA Restroom - Staff	1	1	50/room	50	Staff-only zone; gender neutral
8.930	Dog Crate Alcove	-	1	20/area	20	Staff-only zone; crate for temporary kenneling of dog (see 4.806)
<i>Decentralized Programs/Services Center Subtotal Net Square Feet</i>					3,140	
<i>Grossing Factor</i>					1.40	
<i>Decentralized Programs/Services Center Subtotal Gross Square Feet</i>					4,396	
<i>Decentralized Programs/Services Center Total Net Square Feet</i>					18,840	6 Centers
<i>Decentralized Programs/Services Center Total Gross Square Feet</i>					26,376	6 Centers
<i>Reception Decentralized Programs/Services Center</i>						
<i>Decentralized Programs/Services Center</i>						
8.931	Inmate Staging Area	15	1	10/pers	150	Bench seating
8.932	DPSC Officer Workstation	1	1	64/area	64	WS-64; center door controls; centrally located to facilitate visibility of entire area
8.933	Floor Supervisor (Cpl)	1	1	120/room	120	OF-120; shared between supervisors assigned to same floor
8.934	Multipurpose Room/Classroom	20	1	25/pers + 50	550	Teacher station, narrow 2-person learning tables (collapsible), sturdy molded plastic chairs, white board, smart TV/board, cabled for real-time broadcast and video learning; fiber optics; internet or intranet web-based capabilities; CCTV capabilities; Wi-Fi enabled; glazing with visibility from decentralized programs and services center circulation area; extra square footage for storage closet or cabinets
8.935	Secure Server Room	-	1	100/room	100	Adjacent to the classroom

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8.936	Secure Storage/Recharging Closet - Instructional Supply/Material & Electronics	-	1	80/room	80	Adjustable shelves; storage bins; ample floor space for larger items; shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
8.937	Group Room	8-10	1	200/room	200	Loose chairs for small group activities; whiteboard; video-conferencing capacity; fiber optics; glazing with visibility from decentralized programs and services center circulation area
8.938	Interview Room	2-4	4	125/room	500	Table and loose chairs for up to 4 people; requisite cabling and data outlets; requisite privacy to prevent casual observation by other inmates; glazing with visibility from decentralized programs and services center circulation area
8.939	Chair Storage	-	1	80/area	80	Open space for storing stackable chairs; proximal to multipurpose room/classroom, group room, interview room
8.940	Inmate Seating - Medical	5	1	10/pers	50	Bench seating; located proximal to medical area
8.941	Triage/Examination Room	1-2	1	110/room +30	140	Work counter with laptop computer w/ ADA-accessible seating; visible (through glazing) from circulation area with requisite sound and sight privacy; exam table with privacy pull curtain; wall mounted or securable diagnostic equipment: sphygmomanometer, otoscope, ophthalmoscope, Snellen vision chart, and scale with height measure; securable cabinets and drawers for sharps, medical supplies and limited medications, sharps container; undercounter refrigerator with small freezer; handwashing sink; wired for telemedicine, wireless access to medical records and other databases; portable emergency eyewash station; contiguous to inmate restroom with pass-through portal for collection/retrieval of urinalysis test samples (see 8.948); extra square footage for urinalysis testing equipment, refrigerator, work counter, secure storage for testing supplies/kits, etc.
8.942	Nail Care - Medical	1-2	1	100/room	100	Hand & pedicure sinks; chair; secure cabinetry; shelving
8.943	Medication & Cart Storage	-	1	100/room	100	Secure room (authorized staff may access via card reader or biometric means); cart storage; work counter; sink; computer; telephone; limited medication storage; undercounter refrigerator; data ports and recharging receptacles; wired/wireless access to EMR
8.944	Medical Emergency Response Equipment	-	1	40/room	40	Secure room (authorized staff may access via card reader or biometric means); wall hooks for collapsible gurney storage; emergency response bag/kit; shelving; recharging receptacles
8.945	Inmate Seating - Hair Care	5	1	10/pers	50	Bench seating; located proximal to hair care room
8.946	Hair Care Room	2	1	100/room	100	Haircutting chair; hair washing sink; tempered glass mirror; secure cabinetry; extra electrical outlets
8.947	Restroom - Inmate	1	1	40/room	40	Gender neutral

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
8.948	ADA Restroom - Inmate	1	1	50/room +10	60	ADA accessible; gender neutral; contiguous to triage/examination room with pass-through portal for urinalysis test samples (see 8.941); extra square footage for storage for urinalysis test kits
8.949	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 8.900 grossing factor
8.950	Restraint Chair Alcove	-	1	60/area	60	Alcove to store restraint chair serving the adjacent housing pods
8.951	Trash Alcove	-	1	75/area	75	Staging carts for refuse collected from the housing areas served by the decentralized programs and services center
8.952	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
8.953	Social Worker	1	1	120/room	120	Staff-only zone; OF-120
8.954	Re-entry Counselor	1	1	120/room	120	Staff-only zone; OF-120
8.955	Program leaders & Volunteers	1	1	50/area	50	Staff-only zone; WS-50; shared workstation for program leaders, volunteers, etc.
8.956	Conference Room	4-6	1	160/room	160	Staff-only zone; CF-160
8.957	Printer/Copier Work Alcove	-	1	75/area	75	Staff-only zone; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
8.958	Breakroom - Staff	4-6	1	180/room	180	Staff-only zone; BR-180
8.959	Water Cooler	-	1	0/area	0	Staff-only zone; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 8.900 grossing factor
8.960	ADA Restroom - Staff	1	1	50/room	50	Staff-only zone; gender neutral
8.961	Dog Crate Alcove	-	1	20/area	20	Staff-only zone; crate for temporary kenneling of dog (see 4.806)
<i>Decentralized Programs/Services Center Total Net Square Feet</i>					3,474	
<i>Grossing Factor</i>					1.40	
<i>Decentralized Programs/Services Center Total Gross Square Feet</i>					4,864	
<b>Classification Operations</b>						
8.962	Classification Entrance - Secure Door	-	1	0/area	0	Controlled access - card or biometric access (authorized staff only); square footage included in 8.900 grossing factor
8.963	Classification Supervisor	1	1	120/room	120	OF-120
8.964	Classification Specialist	8	1	512/area	512	8 WS-64
8.965	Classification - Clerical Specialist	1	1	64/area	64	WS-64
8.966	Conference Room	8-10	1	180/room	180	
8.967	Classification Records	-	1	75/area	75	File cabinets; inactive records scanned & shredded
8.968	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins



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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
8.969	Beverage/Snack Station	-	1	60/area	60	Counter with sink, microwave, coffeemaker; half-height refrigerator; trash receptacle
8.970	Water Cooler	-	1	6/area	6	ADA accessible; wall-mounted; amount per code; square footage included in 8.900 grossing factor
8.971	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
8.972	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Classification Operations Total Net Square Feet</i>					1,182	
<i>Grossing Factor</i>					1.25	
<i>Classification Operations Total Gross Square Feet</i>					1,478	
<b>Video Court</b>						
8.973	Video Court Entrance – Secure Door	-	4	0/area	0	Four secure entrances to/from the video court to/from circulation area (entrance #1) and to/from reception housing pods (entrance doors #2 & #3 from male pods & entrance door #4 from female pod); entrance door #1 is operated by remote electronic release by master control and/or authorized staff by card access and/or biometric means; entrance doors #2, #3, & #4 operated by remote electronic release by respective housing officer with backup from master control; CCTV & intercom on each side of entrance doors; square footage included in 8.900 grossing factor
8.974	Video Court Booth	1	10	50/room	500	Video screen and equipment; requisite audio privacy; secure telephone to courts; requisite fiber optic cabling and transmission lines, and data outlets for video-conferencing; ceiling-mounted high resolution cameras; two-way communication; wall-mounted video screen; glazing with visibility from video court officer workstation; accessible from within video court room
8.975	ADA Video Court Booth	1	2	60/room	120	Requisite accessibility & mobility features; video screen and equipment; requisite audio privacy; secure telephone to courts; requisite fiber optic cabling and transmission lines, and data outlets for video-conferencing; ceiling-mounted high resolution cameras; two-way communication; wall-mounted video screen; glazing with visibility from video court officer workstation; accessible from within video court room
8.976	Video Visitation Booth - Attorney	1	4	50/room	200	Video visitation capability with requisite audio/visual privacy for attorney visits
8.977	ADA Video Visitation Booth - Attorney	1	2	60/room	120	Requisite accessibility & mobility features; video visitation capability with requisite audio/visual privacy for attorney visits
8.978	Video Court Officer Workstation	1	1	100/area	100	1 WS-64; centrally located within video court room and with direct visibility into video court booths; storage for court forms; networked



CUYAHOGA COUNTY JUSTICE SYSTEM MASTER PLAN  
 Cuyahoga County Correction Center Operating Principles & Space Program  
**FINAL REPORT**  
 JANUARY 22, 2020

8.000 Housing – Adult Inmates

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						printer/copier/fax/scanner; counterspace with electronic signature pad (ADA accessible)
8.979	Inmate Staging - Pre-court	12	2	15/pers	360	Seating; soft separation between groups and/or genders
8.980	Inmate Staging - Post-court	12	2	15/pers	360	Seating; soft separation between groups and/or genders
8.981	Secure Holding Cell	1-3	1	80/cell	80	Bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; visible from video court officer workstation; camera monitored
8.982	ADA Secure Holding Cell	1-3	1	80/cell	80	Requisite accessibility & mobility features; bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; visible from video court officer workstation; camera monitored/recorded
8.983	Pat Search Alcove	2	1	40/area	40	Located within video court room; wall mounted padding; shelf; requisite privacy; hand sink or sanitizer
8.984	ADA Restroom - Staff	1	1	50/room	50	ADA accessible; gender neutral
8.985	Restroom - Inmate	1	1	40/room	40	Gender neutral; PREA-compliant privacy; glazing to be viewable from video court officer workstation
8.986	ADA Restroom - Inmate	1	1	50/room	50	ADA accessible; gender neutral; PREA-compliant privacy; glazing to be viewable from video court officer workstation
8.987	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Video Court Total Net Square Feet</i>					2,140	
<i>Grossing Factor</i>					1.40	
<i>Video Court Total Gross Square Feet</i>					2,996	
<i>Reception Decentralized Programs/Services Center Total Net Square Feet</i>					6,796	
<i>Reception Decentralized Programs/Services Center Total Gross Square Feet</i>					9,337	
<b>8.900 Total Net Square Feet</b>					<b>25,636</b>	
<b>8.900 Total Gross Square Feet</b>					<b>35,713</b>	
<b>8.000</b>	<b>Total Interior Net Square Feet</b>				<b>220,596</b>	
<b>8.000</b>	<b>Total Interior Gross Square Feet</b>				<b>357,397</b>	
<b>8.000</b>	<b>Total Exterior Gross Square Feet</b>				<b>(22,830)</b>	

## 9.000 Housing – Youthful Inmates

### *Introduction*

Pursuant to the Ohio Revised Code sections 2151.311 and 2152.26, persons under 18 years of age (14 - <18 years of age; youthful inmates) who have been bound over to adult court may be housed in an adult-serving correctional facility, which is consistent with the Juvenile Justice and Delinquency Prevention Act as amended by the Juvenile Justice Reform Act of 2018 that fundamentally prohibits, except in prescribed narrow circumstances for juveniles being tried as an adult, the detention of juveniles in adult-serving jails.

The operating principles and design for housing of youthful inmates relies heavily on education and program-intensive daily routines, on therapeutic and normalized living environments, direct supervision, and staff modeling appropriate behavior. An essential guiding principle is to provide as many youthful inmates as possible with the opportunity to participate in a full day of constructive education, skill-building, treatment, and/or recreation consistent with their individual needs. A program stressing productive activity for the better part of each day and designed for all eligible youthful inmates is a prudent and an effective way to manage the facility and provide youthful inmates with opportunities for self-improvement.

Perhaps the most salient guiding concept affecting the design of youthful inmate housing is the direct supervision management concept. The primary assumption is that the facility staff must be in control of the housing pods. As such, the design and staffing patterns are built on the principle that staff must continuously and directly supervise youthful inmates in order to prevent negative behavior and to model positive prosocial behavior. Direct supervision also supports compliance with PREA standards.

As noted in the previous section (see 8.000 Housing – Adult Inmates), the Program affords the opportunity for in-place expansion without new construction being required, which also holds true for beds designated for youthful inmates. Youthful inmate housing provides for an additional 16 beds – 8 beds for males and 8 beds for females. Should the time come whereby the housing of youthful inmates in adult-serving jails is discontinued, the unit is sized so as to be staff efficient to operate and configured to meet the various programmatic needs of a specialized population such as subacute mental health inmates.

As outlined in Table 9.1, two youthful inmate housing pods are planned; one designated for males and one designated for females. The size of the youthful inmate housing pods reflects best practices and is informed by the PREA standards for juvenile facilities, which require a staff-to-youthful inmate ratio of 1:8 during waking hours.<sup>16</sup>

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<sup>16</sup> PREA Juvenile Facility Standard §115.313(c).

**Table 9.1: Distribution of Youthful Inmate Housing Beds**

Classification Category	1,600 Bed Target	No. of Beds / Pod	No. of Pods	Bed Total	Expansion Beds	Total Beds w/ Exp.	Notes/Assumptions
<b>Male Beds</b>							
9.200 Youthful Inmates	N/A <sup>1</sup>	8	1	8	8	16	Pod (no mezzanine) = 8 single-occupancy wet rooms; all rooms sized as doubles
<b>Male Beds Total</b>				8	8	16	
<b>Female Beds</b>							
9.200 Youthful Inmates	N/A <sup>1</sup>	8	1	8	8	16	Pod (no mezzanine) = 8 single-occupancy wet rooms; all rooms sized as doubles
<b>Female Beds Total</b>				8	8	16	
<b>Total Youthful Inmate Beds</b>				16	16	32	

<sup>1</sup> N/A = not included as part of the 1,600 bed target

The American Correctional Association standards require a specialized direct supervision housing unit having no more than incidental sight or sound contact with adult inmates, plus a classification plan that determines the level of risk and program needs developmentally appropriate for adolescents, and adequate program space to meet the physical, social, and emotional needs of youthful inmates that allows for personal interactions and group activities.

All youthful inmates will be housed in these specialized housing pods except when a violent, predatory youthful inmate poses an undue risk of harm to others within the pod or when a qualified medical or mental health specialist documents that the youthful inmate would benefit from placement outside the unit. Should a youthful inmate not meet criterion for housing in the youthful inmate housing pod, CCCC officials shall make alternate housing arrangements with another agency that is authorized to house youthful inmates.

Staff assigned to these housing pods must be mindful that it is possible that all security classifications will be managed within the same pod, and assigned staff should receive specialized training related to interacting and managing developing adolescents.

Ohio and/or §115.14 Youthful Inmates of the PREA standards requires that:

1. A youthful inmate shall not be placed in a housing unit in which the youthful inmate will have sight, sound, or physical contact with any adult inmate through use of a shared dayroom or other common space, shower area, or sleeping quarters.
2. In areas outside of housing units, agencies shall either:
  - a. maintain sight and sound separation between youthful inmates and adult inmates, or
  - b. provide direct staff supervision when youthful inmates and adult inmates have sight, sound, or physical contact.

9.000 Housing – Youthful Inmates

3. Agencies shall make best efforts to avoid placing youthful inmates in isolation to comply with this provision. Absent exigent circumstances, agencies shall not deny youthful inmates daily large-muscle exercise and any legally required special education services to comply with this provision. Youthful inmates shall also have access to other programs and work opportunities to the extent possible.

Youthful inmates will be processed into the facility in the intake/release area (see 5.000 Central Intake/Assessment, Release, & Transportation). During these periods, youthful inmates shall be under constant, direct supervision by staff when adult inmates are present in the processing areas. Youthful inmates will be given priority in processing, and will then be immediately moved to designated housing for youthful inmates. During those times that a youthful inmate is escorted or in a section of the jail where adult inmates are present, the youthful inmate(s) will be under the direct supervision of staff and, if practical, the adult inmates will be cleared from the area prior to the arrival of the youthful inmate(s).

#### *Youthful Inmate Housing Overview*

1. Youthful inmate housing pods must have sight and sound separation from adult inmates.
2. Because there is only a single housing pod planned for each gender, the housing officer will be expected to manage the full continuum of behavior ranging from youthful inmates who do not present significant risk to the safety of self or others or the security of the institution to those who are deemed to present a significant security/safety threat to the facility or others, or who fail to consistently recognize their ability to adjust and follow the jail's rules and regulations. Therefore, the housing pod will be configured such that it may accommodate the needs of a varied population.

#### *Description of Youthful Inmate Housing Pods*

1. This section – *Description of Youthful Inmate Housing Pods*, describes, generally, the operations for youthful inmate housing areas. The following operational principles and practices will be the foundation from which youthful inmate housing pods will be operated, designed, and constructed.
2. Youthful inmate housing will be a single-level configuration (no mezzanine).
3. Access to the housing pod will be provided through a security vestibule (see 9.100 Youthful Inmate Housing Security Vestibule below). Youthful inmates are subject to a pat search upon entrance to/exit from the housing pod.
4. There will be a secure internal door connecting the two youthful inmate housing pods, which will provide flexibility in terms of supervision should the two pods house the same gender as well as for providing emergency backup between the housing pods.
5. Dayroom spaces as well as cell windows should be designed in a manner to prevent any visual access between youthful inmates and the public outside the facility. In other words, the public should not be able to view into housing areas or, conversely, youthful inmates should not be able to communicate with the public.

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6. Housing pod dayrooms will be camera monitored and recorded in real-time. Although this monitoring is not intended to diminish the need for staff supervision, it will primarily provide for recording of any incidents that may occur.
7. Cells, dayrooms, and other housing pod spaces are constructed with materials and outfitted with furnishings and fixtures commensurate with the assigned population's security classification and special needs considerations. Spaces with an ADA designation shall be configured and furnished so as to provide the requisite mobility and/or accessibility features.
8. Youthful inmate cells will typically be accessible during the day and evening hours. Cells will be locked during the night hours, but will be equipped with a staff call "push-to-exit" button for youthful inmates to exit their cell when enabled and authorized by the housing officer, or when youthful inmates need to contact the housing officer in case of emergency. If the doors are set as secured, the "push-to-exit" button will operate as a staff call button, which sends an alert tone to the housing pod control panel. If the housing officer does not respond to the call within the designated time, the call will be directed to master control, where it will enunciate as an unacknowledged call-in.
9. Minimally, each cell will have a bunk, a toilet, a sink, a mirror, a desk/writing surface, a seat, clothing and personal property storage, and suicide resistant hooks for clothes and towels. The number of ADA-accessible cells will comply with applicable federal regulations, and will be located proximal to the shower area.
10. All cells will have access to natural light. If feasible, cells will have an exterior window. While youthful inmates may have the ability to control their assigned cell's lighting and sanitary fixtures, water and lighting shut-offs will also be located at the officer's workstation. Careful consideration must be given to the design of cells to limit sharp edges and opportunities for youthful inmates to attempt suicide from vents, sprinkler heads, plumbing fixtures, doorknobs, etc.
11. A common-use toilet and sink directly accessible from the dayroom will be available for youthful inmates' use while using the dayroom.
12. Showers, centralized to the common areas, will be of sufficient number to comply with ACA jail standards and required codes, which require one shower per eight inmates, and which will also stipulate the requisite number of ADA-accessible showers. Extra care must be taken to provide adequate drainage to avoid water runoff from this showers. Each individual shower stall includes a private outer area for drying/dressing. The showerheads should be suicide resistant and, ideally, will be recessed. The shower stalls facing the dayroom should have curtains/doors that allow visibility of the head and feet and comply with PREA. Floor drains will be located in both the shower and dressing areas. Razors for use by youthful inmates will be securely stored and will be issued upon request and collected following use (i.e., once per day during designated issue and collection times).

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13. A dayroom, which is centralized to the cells, is provided. Sufficient seating and tables will be provided for the maximum capacity of the housing pod. If moveable, seating can be relocated for television viewing or to activity areas as necessary. Multiple seating areas will be provided that may include television viewing or reading or any combination thereof as well as an area for exercising (e.g., sit-ups, pushups, stationary bicycle, etc.). In addition, a book cart, telephones, and wall-mounted boxes for outgoing mail and other communications will be provided. The dayroom will be equipped with sound-attenuating measures, and will have direct access to natural light.
14. Generally, youthful inmates will eat their meals at tables located in the dayroom. An alcove will be provided for staging food carts and dispensing trays that will also be equipped with a food and beverage station (i.e., juice, hot/cold water, storage cabinetry, ice, microwave). This area will also accommodate regular and recycled trash/refuse.
15. Water coolers are provided for general use and for taking prescribed medications, and should be located adjacent to the medication distribution window.
16. Multifunctional kiosks in privacy carrels are required in each housing pod on a kiosk/inmate ratio of 1:8 that will be used for video visitation, and to order commissary items, download materials to an e-reader, conduct legal research (web-based), schedule sick call appointments, submit grievances and requests, intra-jail communications, send/receive email/text messages, and/or allow access to pertinent youthful inmate management information (e.g., release date lookup). In lieu of the multifunctional kiosks, tablets may be substituted and utilized in part or in whole. The interview rooms (see room description below) will each contain a video visitation kiosk that will be equipped with the requisite audio/visual privacy to allow for attorney video visitation.
17. A closet with a sufficient number of docking stations for storing/recharging laptops and/or tablets is provided and accessible from the dayroom.
18. Central to the dayroom will be a multipurpose room sized to accommodate 10-12 people, which will accommodate future in-place expansion in pod capacity. The multipurpose room is provided for specialized activities deemed appropriate by the housing officer or scheduled by the program staff, which may include self-help substance abuse counseling (and similar programs). The multipurpose room should have clear visibility into it from the dayroom and should be located in close proximity to the housing officer's workstation to enhance supervision, but also be located away from the eating area. The room should be equipped for real-time broadcast distribution and storage cabinetry. The majority of programs and counseling services will occur in the adjacent shared program spaces.
19. Accessible directly from both the housing pod security vestibule by non-inmates and access directly from the housing pod dayroom by inmates will be an interview/staging (interview) room where program/treatment providers or facility staff may interview



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youthful inmates in a confidential setting or youthful inmates are staged prior to being escorted for court or transports. The interview room will be sized to accommodate up to four people seated, and will have sufficient windows to allow for observation by the housing pod officer. The interview room will also have a video visitation kiosk that can be utilized for attorney video visits with the attorney located at a remote video visitation booth and the youthful inmate located in the interview room. It is important to note that the interview room cannot be utilized for other purposes while the video visitation kiosk is in use.

20. Most youthful inmates will receive their medications from within the housing pod dayroom, while some youthful inmates may receive their medications cell side. A medication distribution room is provided that is directly accessible from the security vestibule. This room will have two separate secure openings – one into each of the youthful inmate housing pods. This will facilitate health care personnel's ability to access this room without having to first enter either housing pod. Youthful inmates will line up in their respective dayroom to receive their medications through a securable roll-up window or pass-through opening to the dayroom. The respective housing officer will control/operate the securable window or pass-through opening.
21. Within each youthful inmate housing pod will be a calming room for use by youthful inmates as a means of self-de-escalation.
22. Youthful inmates' uniforms as well as personal items will be cleaned in the central laundry, as will blankets, linens, and towels. Issued items will be exchanged on a scheduled basis. Staging for clean and soiled laundry carts is provided. Disinfectant wipes for the mattresses will be available within the housing pod for cleaning mattresses prior to a new youthful inmate occupant or at other times deemed appropriate.
23. Adjoining the housing pod, outdoor exercise facilities will be provided, and youthful inmates will be permitted to freely access these facilities during scheduled times. Direct access to the exercise area is through a door located in the housing pod dayroom. The outdoor exercise area will be equipped with appropriate physical exercise equipment and will be sized to accommodate a portion of the housing pod population. These areas may be used for active group recreation or exercise as well as individual exercise, and for passive activities such as board games. They should be equipped with tables and seating. The outdoor yard area should be partially or fully covered for weather protection and may be equipped with garage-type doors that can be closed in inclement weather to facilitate year-round usage. A storage closet for exercise yard equipment is provided, which should be located proximal to the outdoor exercise yard and dayroom exercise alcove.
24. Because there will be occasion whereby a youthful inmate may not retain all accumulated personal property (e.g., due to privilege suspension, newly identified suicide risk), a secure closet for temporarily storing youthful inmate property will be provided.



25. Space will be provided in the housing pod to accommodate a fully-equipped workstation for the housing officer, which will be located within the dayroom such that it provides optimal visibility into the dayroom and all cells. The workstation will be equipped with a portable phone and an administrative computer that can access the jail management system, and a flat touch-screen panel for electronic door control and monitoring, fire and smoke enunciation, and an override for inmate telephones, lighting, electric receptacles, and water controls, and a stool. Security equipment/supplies and charging stations for portable technology devices (e.g., radio, tablets) will be integrated into the officer workstation. These items can be secured in lockable cabinetry. The workstation will be equipped with a mechanism for securing the control panel (most likely a touch screen device) to prevent youthful inmate tampering when the housing officer is away from the workstation. Space must be identified proximal to or integrated within the housing officer's workstation for an emergency first-aid kit, an AED, daily needs storage (e.g., razors), and secure storage of staffs' personal items (e.g., coat, lunch box, and purse/briefcase).
26. Portable technology tools to control and monitor cell doors and perform other functions such as counts, bar scanner to help track youthful inmates, answer intercom and/or phone calls, view youthful inmate information, etc., are anticipated to be in place to maximize staff's ability to roam the housing pod to better manage the population.
27. Within the housing pod a staff restroom, a supply closet, an eyewash station, and a janitor closet will be provided.

#### *9.100 Youthful Inmate Housing Security Vestibule*

1. Access to the youthful inmate housing pods will be provided through a security vestibule. A single security vestibule will be shared between the male and female youthful inmate housing pods.
2. The housing pod security vestibule will contain five interlocking secure doors. One door provides access to/from the circulation area (outer door) into the security vestibule; within the security vestibule there are four inner doors, one that provides access to/from the male youthful inmate housing pod (inner door #1), one door that provides access to/from the female youthful inmate housing pod (inner door #2), one door that provides access to/from the male youthful inmate interview room (inner door #3), one door that provides access to/from the female youthful inmate interview room (inner door #4), and one door that provides access to/from the medication distribution room (inner door #5; see room description below). The outer door will be operated by electronic remote release from master control upon verification that the person is authorized entry/exit. The respective housing officer will have primary responsibility, with master control backup, for operating the inner doors #1, #2, #3, & #4 of the security vestibule by electronic remote release upon verification that the person is authorized entry/exit. Authorized health care staff will operate inner door #5 via card-reader access or biometric means.

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3. Authorized staff may exit the housing pod (inner doors #1 & #2) or interview room (inner doors #3 & #4) via card or biometric means. Security staff cards (only) may be programmed with direct access into the housing pod via the housing pod security vestibule so that they can respond quickly to an emergency occurring within the pod.
4. An intercom (with appropriate signage) located on each side of the doors will allow communication between people requesting entrance to/exit from the housing pod security vestibule and master control and/or the housing officer. CCTV cameras will be situated such that master control and/or housing staff may view people entering/exiting the housing pod security vestibule.
5. The security vestibule and housing pod doors will be sized wider than standard doors and the vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them.
6. The interview rooms previously described, one serving the male youthful inmate housing pod and one serving the female youthful inmate housing pod, are accessible from within the shared security vestibule. The housing officer electronically controls access to this room from the respective housing pod.
7. The medication distribution room previously described is directly accessible from within the shared security vestibule. Access into the medication distribution room is by authorized staff only via card-reader access or biometric means.

*9.200 Youthful Inmate Housing [8 beds per pod; 1 male pod & 1 female pod]*

1. The housing pod is comprised of 8 single-occupancy wet cells (1 is ADA compliant) for a capacity of 8 inmates. The 8 single occupancy cells and supporting spaces will be sized to accommodate conversion to double occupancy for future in-place expansion, increasing capacity to a total of 16 inmates.

*9.300 Youthful Inmate Programs and Services*

1. The programs and services area will serve youthful inmates by providing space for educational and treatment activities, and will be located in close proximity to the youthful housing pods so as to minimize movement throughout the facility. This area should be designed to provide maximum flexibility of use in order to respond effectively to changes in use and program requirements. This area is expected to be busy throughout the day. Since youthful inmates will utilize them heavily, escort officers will monitor the program areas when they are in use. This area must be as open as possible to prevent, easily detect, and quickly respond to any assault or sexual abuse or incidents of self-injury.
2. Educational programs will be provided that are suited to the needs and abilities of the youthful inmates and as may be required by law. Programs will include, but not be limited to, regular education curriculum classes, developmental and remedial education, and special education. The educational programs will be designed in such a way that youthful inmates will be able to receive academic credit that can be

transferred upon release to their respective public school. Each youthful inmate is expected to participate in curriculum-based education.

3. For educational, treatment, and program purposes, the program and service area will contain a multipurpose room/classroom, a group room, and an interview room. Seating will be available for youthful inmates who arrive just prior to the scheduled program/service. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the program security officer's workstation. This workstation will be configured and furnished commensurate with assigned tasks and responsibilities.
4. Youthful inmates will move under individual or group escort to the programs and services area, which should be proximal or immediately adjacent to the youthful housing pods.
5. Two multipurpose rooms/classrooms will be designed and furnished similarly to traditional education classrooms having either shared learning tables or individual desks. Open bookcases will provide ready access to resource materials/books as well as current periodicals and newspapers for use by youthful inmates in support of their studies and/or research. Each classroom will be equipped with CCTV capabilities to allow for programs to be aired live or videotaped for later showing in the housing pods. Secure storage for supplies and expensive instructional materials such as audio-visual equipment will be provided in this area.
6. Each multipurpose room/classroom will be configured to provide for computer education and will be wired and designed to accommodate youthful inmates working at individual laptops or tablets. A centralized software system with appropriate file servers will be required to serve these classrooms, and is to be located in a secure room immediately adjacent to the classrooms. Trained volunteers can be effectively used to supplement teachers to assist youthful inmates assigned to computer-assisted learning programs. An electronics storage/recharging station is provided with docking stations to store and recharge laptops and/or tablets.
7. One multipurpose room/classroom will have a deep sink for use as a science classroom or for arts and crafts activities.
8. A group room sized for up to eight people and two interview rooms will be provided, which are designed and equipped for conducting small group programs/activities and/or interviews (professional counselors, classification interviews, program leaders, and volunteers) when it is not conducive to use the multipurpose or interview rooms in the youthful inmate's assigned housing pod. The interview room will provide the requisite privacy to prevent casual observation of room occupants by other youthful inmates.
9. Generous glazing in the programs and services area rooms' walls adjoining the circulation corridor and/or the programs and services officer workstation will enhance supervision without disrupting the programmed activities. Conveniently located to the

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multipurpose room/classroom, group room, and interview rooms will be space to store stacking chairs that will be used throughout this area. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored, will be more cost-effective than outfitting each room for the maximum number of anticipated participants.

10. A fully-equipped and furnished triage/examination room (including portable emergency eyewash stations) will be provided in the programs and services area to minimize movement throughout the facility of youthful inmates undergoing health care assessment. Youthful inmates will make a written request to be seen by health care staff, and initial triage may occur in this area prior to having to visit the central health clinic. Bench seating will be located outside the triage/examination room for youthful inmates who are awaiting to see health care staff. Youthful inmates will be seen for sick call and/or receive their history and physical examination on a scheduled basis in the triage/examination room. The triage/examination room will be outfitted such that clinically-required nail care may be provided.
  - a. Should a youthful inmate require medical observation or need to be seen in the central health clinic, they will be escorted to the clinic and be under the direct constant observation of staff at all times and, to the extent possible, be kept separate from adult inmates.
11. Proximal to the triage/examination room will be secure storage designated for medications and medication carts, and for medical emergency response equipment, such as a gurney, emergency response bag/kit, etc.
12. A hair care area will be provided where youthful inmates with scheduled appointments can receive hair care services during scheduled times. The hair care area will meet all state health care and sanitary regulations. All haircuts will be scheduled in advance. It is preferable that a contracted hairstylist will perform hair care services. The haircutting shop should be located in an area where it can be easily supervised by facility staff. Bench seating will be located adjacent to the hair care area for youthful inmates who are awaiting scheduled appointments.
13. No chemicals will be used in the haircutting process, with the exception of non-chemical rinses. Any need for chemical hair treatment will be for medical purposes only (e.g., to treat head lice, scalp ailments, etc.,) and will be conducted on a case-by-case basis in the health clinic.
14. Within the programs and services area, a youthful inmate restroom, a restraint chair storage alcove (for potential future conversion to adult housing), a trash alcove for staging refuse that is collected from the areas supporting youthful inmates, and a janitor closet will be provided.
15. Within the programs and services area in a staff-only zone, a shared office for educators, a shared office for counselors, a conference room, a printer/copier work

alcove (with office supply storage), a staff breakroom, a water cooler, and a staff restroom will be provided.

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>9.100 Youthful Inmate Housing Security Vestibule</b>						
9.101	Youthful Inmate Housing Security Vestibule - Shared	1-8	1	100/area	100	Youthful inmate housing pods share a single security vestibule; six interlocking secure doors - outer door (circulation area) operated by electronic remote release from master control, male & female housing pod doors (inner doors #1 & #2) and interview room doors (inner doors #3 & #4) operated by electronic remote release by respective housing officer with master control backup; & medication distribution room door (inner door #5) operated by authorized health care staff via card reader or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; security vestibule /housing pod doors will be sized wider than standard doors and the vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
9.102	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod security vestibule; only accessible by authorized health care staff via card reader or biometric means; hand sink; privacy screen; blood-pressure equipment; two housing officer-controlled securable roll-up windows or pass-through openings - one to each respective dayroom
<b>9.100 Total Net Square Feet</b>					<b>200</b>	
<b>Grossing Factor</b>					<b>1.65</b>	
<b>9.100 Total Gross Square Feet</b>					<b>330</b>	
<b>9.200 Youthful Inmate Housing (8 beds per pod; 1 male pod &amp; 1 female pod) <span style="float: right;">Sized for 16 beds per pod</span></b>						
9.201	Secure Internal Door - Connecting Youthful Inmate Housing Pods	-	1	0/area	0	Secure door allowing officer movement between two youthful inmate housing pods without accessing the security vestibule; square footage included in 9.200 grossing factor
9.202	Single Occupancy Cell	1	7	120/room	840	No mezzanine; sized for future double occupancy; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button
9.203	ADA Single Occupancy Cell	1	1	140/room	140	No mezzanine; sized for future double occupancy; requisite accessibility & mobility features; 1 correctional bed, stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; suicide resistant furniture/design; natural light; "push-to-exit" call button

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9.204	Shower/Changing	1	1	40/area	40	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
9.205	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
9.206	Dayroom Restroom - Youthful Inmate	1	1	50/room	50	ADA accessible; PREA-compliant privacy; glazing to be viewable from officer workstation
9.207	Dayroom/Dining/TV	16	1	40/pers	640	Centralized to cells; designed for 8 youthful inmates and sized for future pod capacity of 16; heavy/durable tables with seating for 16; sound attenuation measures; natural light; 2 telephones (includes 1 ADA-accessible phone); 2 TV areas with seating for 6; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded
9.208	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
9.209	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
9.210	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 9.200 grossing factor
9.211	Multifunctional Kiosk	-	1	40/area	40	Multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
9.212	ADA Multifunctional Kiosk	-	1	50/area	50	ADA-accessible multifunctional transaction station/kiosk will be used for video visitation - handsets and acoustical side panels as part of a carrel, commissary ordering, legal research, electronic communications, etc.
9.213	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles; proximal to officer workstation
9.214	Multipurpose Room	12	1	20/pers +50	290	Designed for 8 youthful inmates and sized for future pod expansion; room interior visible from housing officer workstation; real-time broadcast/video conference capabilities; fiber optics; extra square footage for storage closet or cabinets
9.215	Interview Room	2-4	1	125/room	125	Secured non-inmate access from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; ADA-accessible video visitation kiosk



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						equipped for attorney visits with requisite audio/visual privacy
9.216	Calming Room	1	1	80/room	80	Seating for 1; access to music and/or reading material
9.217	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
9.218	Outdoor Exercise Yard	6-8	1	(750)/area	(750)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
9.219	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
9.220	Temporary Youthful Inmate Property Storage Closet	-	1	80/room	80	Shelving
9.221	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
9.222	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
9.223	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
9.224	Eyewash Station	-	1	10/area	10	ADA accessible
9.225	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>9.200 Subtotal Net Square Feet</i>					3,015	
<i>Grossing Factor</i>					1.65	
<i>9.200 Subtotal Gross Square Feet</i>					4,975	
<i>9.200 Subtotal Exterior Gross Square Feet</i>					(750)	
<b>9.200 Total Net Square Feet</b>					<b>6,030</b>	<b>2 Pods</b>
<b>9.200 Total Gross Square Feet</b>					<b>9,950</b>	<b>2 Pods</b>
<b>9.200 Total Exterior Gross Square Feet</b>					<b>(1,500)</b>	<b>2 Pods</b>
<b>9.300 Youthful Inmate Programs and Services</b>						
9.301	Program Area Officer Workstation	1	1	64/area	64	WS-64; center door controls; centrally located to facilitate visibility of entire area
9.302	Youthful Inmate Waiting/Seating	8	2	10/pers	160	Bench seating

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
9.303	Multipurpose Room/Classroom	12	2	25/pers +50	700	Teacher station, narrow 2-person learning tables (collapsible) or individual desks, sturdy molded plastic chairs, white board, smart TV/board, open bookcases; cabled for real-time broadcast and video learning; fiber optics; internet or intranet web-based capabilities; CCTV capabilities; Wi-Fi enabled; glazing with visibility from program officer workstation and circulation area; extra square footage for storage closet or cabinets; one classroom to have deep sink
9.304	Secure Server Room	-	1	100/room	100	Adjacent to the classroom
9.305	Secure Storage/Recharging Closet - Instructional Supply/Material & Electronics	-	1	80/room	80	Adjustable shelves; storage bins; ample floor space for larger items; shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
9.306	Group Room	3-8	1	160/room	160	Stackable chairs for small group activities; whiteboard; video-conferencing capacity; fiber optics; glazing with visibility from circulation area
9.307	Interview Room	2-4	2	100/room	200	Table and loose chairs for up to 4 people; requisite cabling and data outlets; requisite privacy to prevent casual observation by other inmates; glazing with visibility from programs and services circulation area
9.308	Chair Storage	-	1	80/area	80	Open space for storing stackable chairs; proximal to multipurpose room/classroom, group room, interview room
9.309	Inmate Seating - Medical	5	1	10/pers	50	Bench seating; located proximal to medical area
9.310	Triage/Examination Room	1-2	1	110/room +75	185	1 WS-50 with ADA-accessible seating on both sides; visible (through glazing) from circulation area with requisite sound and sight privacy; exam table with privacy pull curtain; wall mounted or securable diagnostic equipment: sphygmomanometer, otoscope, ophthalmoscope, Snellen vision chart; and scale with height measure; securable cabinets and drawers for sharps, medical supplies and limited medications, sharps container; undercounter refrigerator with small freezer; handwashing sink; wired for telemedicine, wireless access to medical records and other databases; portable emergency eyewash station; should be located near youthful inmate restroom; extra square footage for nail care area - hand/pedicure sinks, chair, cabinetry
9.311	Medication & Cart Storage	-	1	100/room	100	Secure room (authorized staff may access via card reader or biometric means); cart storage; work counter; sink; computer; telephone; limited medication storage; undercounter refrigerator; data ports and recharging receptacles; wired/wireless access to EMR
9.312	Medical Emergency Response Equipment	-	1	40/room	40	Secure room (authorized staff may access via card reader or biometric means); wall hooks for collapsible gurney storage; emergency response bag/kit; shelving; recharging receptacles

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
9.313	Inmate Seating - Hair Care	5	1	10/pers	50	Bench seating; located proximal to hair care area
9.314	Hair Care Room	2	1	100/room	100	Haircutting chair; hair washing sink; tempered glass mirror; secure cabinetry; extra electrical outlets
9.315	ADA Restroom - Youthful Inmate	1	1	50/room	50	Gender neutral; PREA-compliant privacy
9.316	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 9.300 grossing factor
9.317	Restraint Chair Alcove (Future)	-	1	60/area	60	Alcove to store restraint chair
9.318	Trash Alcove	-	1	75/area	75	Staging carts for refuse collected from the youthful inmate housing areas
9.319	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
9.320	Education Office - Shared	1-3	1	225/room	225	Staff-only zone; 3 WS-64
9.321	Counselor Office - Shared	1-3	1	225/room	225	Staff-only zone; 3 WS-64
9.322	Conference Room	4-6	1	160/room	160	Staff-only zone; CF-160
9.323	Printer/Copier Work Alcove	-	1	75/area	75	Staff-only zone; networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
9.324	Breakroom - Staff	4-6	1	180/area	180	Staff-only zone; BR-180
9.325	Water Cooler	-	1	0/area	0	Staff-only zone; ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 9.300 grossing factor
9.326	ADA Restroom - Staff	1	1	50/room	50	Staff-only zone; gender neutral
<b>9.300 Total Net Square Feet</b>					<b>3,209</b>	
<b>Grossing Factor</b>					<b>1.35</b>	
<b>9.300 Total Gross Square Feet</b>					<b>4,332</b>	
<b>9.000</b>	<b>Total Interior Net Square Feet</b>				<b>9,439</b>	
<b>9.000</b>	<b>Total Interior Gross Square Feet</b>				<b>14,612</b>	
<b>9.000</b>	<b>Total Exterior Gross Square Feet</b>				<b>(1,500)</b>	

## 10.000 Health Care

### *Introduction*

The health care component includes the space necessary to support the delivery of services to meet the medical, dental, and mental health needs of the inmate population to be housed in the CCCC. Health care services provided will be acute (non-life threatening), subacute, chronic health care, and health maintenance services.

Health care should be provided in compliance with HIPAA regulations and in accordance with Ohio Jail Standards as well as American Correctional Association and National Commission on Correctional Health Care (NCCHC) standards.

The provision of health care services begins immediately in the form of an initial pre-receiving health screening (medical and mental health), which occurs during the pre-admission processing of new admissions, and continues until transfer to another facility or release into the community. It is anticipated that reception health care emergencies will be rare; this will be accomplished by completing a pre-receiving health screening. This brief pre-receiving health screening will help to divert arrestees who are suffering from an acute or emergent medical or mental health condition. It also serves to proactively alert health care staff of any issues that they may face in the event that the arrestee is committed into custody.

With the increasing number of inmates being incarcerated who have serious medical and mental health treatment needs, county correctional facilities are faced with needing to meet the treatment needs of those who are in their custody. To do so, it is anticipated that multidisciplinary, integrated treatment teams consisting of mental health professionals, medical professionals, program and treatment staff, and specially selected and trained security staff will work together to meet the diverse needs of these challenging populations.

### *Medical Services*

Medical services provided at the CCCC will include special housing units for medical skilled nursing, medical detoxification (medical detox), general population medical housing, and outpatient medical including physical examinations, triage, sick call, chronic care clinics, and medication services. Inmates will receive scheduled health care as required in the central clinic and/or in the triage/examination rooms associated with the respective housing pods.

Given the spread of infectious diseases such as COVID-19, tuberculosis, hepatitis B, MRSA and HIV among the general population, it is expected that there will be a risk of infectious disease among the inmates in the facility. Inmates with infectious airborne diseases will be housed in negative pressure cells located in medical skilled nursing. Additionally, designated housing pods will be equipped with appropriate mechanical ventilation, UV light protection, and HEPA filters so that it may be repurposed in the event of a pandemic to house non-chronic inmates who may be infected. Any serious wounds or life-threatening conditions will be treated at a local hospital.

### *Behavior Health Services*

The provision of behavior health services within the CCCC will include specialized housing designated for those with acute mental illnesses, with subacute mental illnesses, and with serious, persistent mental illnesses (SPMI) or intellectual or developmental disabilities (IDD) who are too vulnerable to be placed in general population. In addition, outpatient behavior health services will include psychiatric medication management, crisis intervention, and stabilization and counseling.

Inmates with acute psychiatric illnesses who have not been stabilized with medication and crisis intervention and whose illness manifests serious behavior disorders or risks to self or others will be assessed for transfer to hospital level care.

### *Dental Services*

Routine dental services will be provided at the facility. Specialty dental care and oral surgery will be provided either on site or off site depending on the nature of the dental condition.

### *10.100 Health Care Administration*

1. Health care administration services will be located within the security perimeter and include medical records and a limited number of offices and support spaces. This area will be located contiguous with the clinic and medical housing (skilled nursing and medical detoxification), and easily accessed by health care staff and professionals. A card or biometric system for authorized persons may be used to control movement in and out of this area.
2. Office and workspace provided for health care administration positions/functions will be provided in a single location (suite) for the following positions and functions:
  - a. A health care administrators workroom is included with assigned workstations for the medical director, director of operations, director of nursing, and behavior health manager with two unassigned workstations and two future expansion workstations.
  - b. A health care managers workroom is provided with assigned workstations for the nurse educator, quality specialist with two unassigned workstations and two future expansion workstations.
  - c. A health care providers workroom with assigned workstations will be provided for health care professionals for psychiatry, chronic disease, addiction specialist with four unassigned workstations and one future expansion workstation.
  - d. Health care administrative specialist
3. While accepted practice is to have all health care offices in a central location adjacent to the clinic; alternatively, to optimize staff effectiveness, offices and workspace for mental health personnel should be located near or within mental health housing.
4. While most files/records will be digitally stored, basic file storage is provided for general health care administration files.

5. Within the health care administration, a conference room, an interview room, a printer/copier alcove (with office supply), a staff breakroom, staff restrooms, a decontamination shower, health care staff lockers for staff-owned health equipment (e.g., stethoscope), a water cooler, and a janitor closet will be provided.

#### *10.200 Clinic Services*

1. While the clinic will serve both male and female inmate patients, only one gender will be in the area at a given time. Routine sick call can be accomplished by using the triage rooms located in the inmates' respective decentralized programs and services centers. All specialty care and higher-level health care will be provided in the clinic.
2. Outpatient medical services will optimize the opportunities for general medical care as well as on-site specialty care in an effort to minimize the need for taking inmates into the community for specialty care. Direct sightlines of/into exam rooms for both health care and security staff are a critical concern for the clinic.
3. It is assumed that treatment for sexually transmitted diseases, dermatology, psychiatry, optometry, dentistry, orthopedic, wound care, and minor procedures (e.g., suturing) will occur on site. The clinic will include the capacity for telemedicine to help reduce the number of specialty clinics held off site. The provision of telemedicine hardware in the clinic will facilitate the provision of these services at the jail, thereby reducing the number of transports for medical reasons. All exam rooms will be wired for telemedicine, which can be connected via secure audio/video hookups either to specialty clinics at the local hospital or similarly equipped community providers. Due to special equipment requirements, specialty ophthalmological services, oral surgery, and comprehensive physical therapy may occur off site.
4. Triage areas will be available in each decentralized programs and services center to be used for sick call, triage of health care requests, and, when appropriate and possible, treatments. (see 8.900 Decentralized Programs and Services).
5. The clinic will be accessible by inmates via the clinic pedestrian security vestibule. Authorized staff will have access to the clinic through a staff-only entrance via card-reader and/or biometric means of access.
6. Inmates with medical clinic and mental health appointments will share waiting spaces, primarily in open waiting seating. Inmates, who due to classification or behavior issues require separation, will be scheduled accordingly or staged in one of the secure holding rooms. Inmates escorted to the clinic in restraints will be seen immediately. Careful scheduling will be incorporated so that inmates that must be kept separate due to custody classification, security requirements, and/or special needs are not in the clinic at the same time.
7. Inmate restrooms will be located in the clinic – in the respective waiting areas and adjacent to an exam prep and phlebotomy alcove. Staff will control access to the inmate restrooms.

8. A workstation for the clinic security officer will be provided. The security workstation, in addition to controlling access to and egress from the clinic, will be situated so as to have direct lines of visibility to the waiting areas and the entrance to all exam rooms. The security workstation will be adjacent to the nurse's workstation; each will have designated workspace.
9. A nurse's workstation in the clinic will be located to receive inmates into the clinic, but also to easily access all areas of the central health administration, the clinic, and medical beds (see 10.300 Medical Beds). The nurses' workstation will be located so that inmates and staff cannot arbitrarily observe medical records located on the nurses' workstation.
10. Health records will be maintained as an electronic medical record (EMR) and will utilize a virtual storage and retrieval system such that there is ready access to the records. A workroom is provided where health records technicians will update EMR records by scanning and digitizing health records from off-site health care. Limited hard-copy health records storage is provided.
11. There will be two interview rooms, each sized for up to four people and equipped with an EMR workstation and locked cabinets. There will be acoustical and sight privacy. The interview rooms will be equipped with telemedicine for psychiatry and/or crisis evaluations.
12. There will be two exam prep and phlebotomy alcoves located near the exam rooms, which will be available for taking pre-exam vital signs and completing health questionnaires, and for collecting and temporarily storing post-exam phlebotomy and other specimen samples. One of the alcoves will be adjacent to one of the inmate restrooms that will have a pass through for specimens that bridges the alcove and the restroom. A point-of-care lab will be provided to develop results from lab testing of collected blood and other specimens that will determine need for immediate treatment. Those specimens that cannot be developed in the POC lab will be sent to community-based labs. This will require a mutually agreed upon method to provide the specimens to the lab and results to the CCCC.
13. There will be seven general exam rooms in the clinic for sick call, primary care, and health assessments that are located in close proximity to each other so as to maximize staff efficiencies. Each of the exam rooms will be designed and equipped for multiple uses – general examinations, OB/GYN care, etc. Minimally, each exam room will be equipped with diagnostic equipment, EMR workstation for records review and charting, storage, a handwashing sink, and ceiling-mounted lighting, and equipped and wired for telemedicine.
14. One of the seven general exam rooms will also be specially equipped to provide emergency, trauma, ortho, and specialized care, which might include minor procedures such as suturing minor injuries. This room will require an exam table that can be accessed from all four sides.



15. There will be four unassigned charting alcoves provided; these spaces should be independently located, and strategically spaced and proximal to the exam rooms. These spaces will also have requisite privacy and sound attenuation that will allow confidential staff consultations.
16. Dialysis will be provided on site thereby reducing the need to take inmates off-site for dialysis and/or IV therapy. There will be three dialysis chairs that can also be used for IV therapy as needed. This space will accommodate a work counter, a sink, lockable cabinets, and required dialysis equipment.
17. A radiology suite will allow for digital radiology and ultrasound to occur on site thereby reducing the need to escort inmates into the community for these tests. This space will be sized for both vertical and upright x-rays and ultrasound. Within the radiology suite there will be a small waiting area, a changing room, access to toilet and sink, and space for the radiology technician to read x-rays, access to EMRs, and a control station for the radiology technician.
18. An alcove will be provided for a physical therapy (PT) exercise where inmates may be instructed on and practice a home-exercise program. The alcove will provide the requisite privacy to prevent casual observation by other inmates. PT is limited to instruction on basic PT exercises that can be performed within inmates' assigned housing pods. The alcove will have a railing along one wall, securable storage for HEP supplies and towels.
19. Two open-bay two-chair dental operatories are provided for outpatient dental services, which will be configured as a suite. The dental suite includes spaces for workstations and diagnostic equipment, handwashing sinks, a space dedicated for the Panorex x-ray machine, a small dental lab, an instrument sterilization station, storage, and a compressor.
20. Medication storage and preparation space will be located within the clinic, and medication distribution will be decentralized at the housing unit level. The medication storage room must be secured and located to facilitate movement of medication through direct and secure routes to the housing pods. The doors will be controlled by authorized card-reader access in combination with a biometric or pin-code device (e.g., finger identifier). Within the medication room, workstations should be available to process medication orders as well as a work counter for processing incoming medications and a sink. All medications are received in individualized dosing packets labeled with the patient's name and medication name/dosage. Space is required for up to 12 medication carts.
21. Sufficient storage will be provided for storing medical supplies and durable medical equipment, such as gurneys, wheelchairs, etc. as well as securable storage for controlled medical supplies such as needles.

22. A health care providers workroom with unassigned workstations will be provided for on-duty health care professionals and staff. Within the workroom will be a conference table with seating for eight.
23. Within the clinic, clean utility and soiled utility staging and storage (including locked temporary storage for biohazard waste), lactation storage, an ice maker and nourishment pantry, a printer/copier alcove (with office supply and trash bins), a staff breakroom, staff restrooms, a decontamination shower, health care staff lockers for staff-owned health equipment (e.g., stethoscope), a water cooler, and a janitor's closet will be provided.

*10.300 Medical Beds [108 male beds & 64 female beds]*

1. Designated medical beds will be provided for the following populations – skilled nursing, medical detoxification (medical detox), and GP medical. Table 10.1 outlines the distribution of medical beds previously presented in Table 8.1. Housing Distribution by Classification and Gender, 2044.

**Table 10.1. Medical Beds by Gender and Bed Type**

Classification Category	1,600 Bed Target	No. of Beds / Pod <sup>1</sup>	No. of Pods	Bed Total	Expansion Beds	Total Beds w/ Exp.	Notes/Assumptions
<b>Male Medical Beds</b>							
10.300 Medical Skilled Nursing	28	--	--	28	--	28	No mezzanine; 4 double-occupancy wet rooms, 14 single-occupancy rooms, & 6 single-occupancy wet respiratory isolation rooms
10.300 Medical Detox	48	48	1	48	--	48	Pod (no mezzanine) = 24 bunks (no stacked bunks, low-to-floor) per zone; two zones per pod
10.300 GP <sup>2</sup> Medical	32	32	1	32	--	32	Pod (no mezzanine) = 16 double-occupancy wet cells; no stacked bunks; ADA-accessible cells not on mezzanine level
<b>Male Medical Beds Total</b>	<b>108</b>			<b>108</b>	<b>0</b>	<b>108</b>	
<b>Female Medical Beds</b>							
10.300 Medical Skilled Nursing	16	--	--	16	--	16	No mezzanine; 2 double-occupancy wet rooms, 8 single-occupancy rooms, & 4 single-occupancy wet respiratory isolation room
10.300 Medical Detox	24	24	1	24	--	24	Pod (no mezzanine) = 12 bunks (no stacked bunks, low-to-floor)
10.300 GP Medical	24	--	--	24	--	24	No mezzanine; 12 double-occupancy wet cells; no stacked bunks; all cells ADA accessible
<b>Female Medical Beds Total</b>	<b>64</b>			<b>64</b>	<b>0</b>	<b>64</b>	
<b>Total Medical Beds</b>	<b>172</b>			<b>172</b>	<b>0</b>	<b>172</b>	

2. Each of these bed types should be located in distinct areas. Medical beds will be provided for both males and females with requisite sight and sound separation between the genders.
3. Medical beds will not be designed and configured with a mezzanine.
4. Inmates assigned to a medical bed will receive their prescribed medications as follows:
  - a. Skilled nursing bed – bedside.
  - b. Medical detoxification - on an individualized-basis, will receive their prescribed medications either bedside or distributed from medication cart.
  - c. GP medical housing – dayroom medication distribution window.

*Medical Skilled Nursing (28 male beds & 16 female beds)*

5. Medical skilled nursing beds will be provided for inmates who are suffering acute exacerbations of health conditions that require closer medical observation and/or nursing care (e.g., diabetes, exacerbations of asthma, post-surgical observation, neuro-checks, need for medical isolation). These beds may also be used to ensure that they don't eat or drink prior to a study or surgical procedure.
6. Medical skilled nursing beds should be adjoining or adjacent to the clinic. There will be nursing and housing officer workstations that have good visibility of the medical beds/areas. Both the officer and nursing staff should not be sitting at their workstations; rather, they are expected to make frequent rounds of the medical skilled nursing areas to view/respond to patient needs.
7. Because the number of skilled nursing beds needed for males and females fluctuates and/or whether there are more/less males than females, the two medical skilled nursing areas will be designed in a manner that, while adjoining, provides for the requisite sight and sound separation between males and females. Each medical skilled nursing area will have the ability to alternate between housing males or females.
8. There will be two areas designated for skilled nursing beds – one area will have 28 beds designated for males and one area will have 16 beds designated for females.
  - a. Skilled nursing will not be configured with a mezzanine.
  - b. Each area will provide for medical/respiratory isolation (negative pressure) rooms in an area where they can be directly observed by medical staff and security staff to provide for their safety and the safety of others. The anterooms for the negative pressure rooms will be designed to meet isolation requirements and each anteroom will serve two isolation rooms.
  - c. Due to the COVID-19 experience, more medical/respiratory isolation rooms are provided to respond to future pandemics.
  - d. All rooms will have hospital beds with IV capability along with data port/lines and telemetry. There will be at least four electrical outlets per bed; all rooms will have

generator backup. Secure nurse call systems will be provided in all medical skilled nursing rooms or in areas easily accessible to the sleeping areas.

- e. The number of showers shall be in sufficient number so as to accommodate either male or female patients.

Medical Skilled Nursing Beds – Male (28 beds)

- f. Male medical skilled nursing beds comprises 4 double-occupancy wet rooms, 13 single-occupancy wet rooms, 1 single-occupancy bariatric room with bathroom and shower, and 6 single-occupancy wet respiratory isolation rooms. All rooms will meet ADA accessibility and mobility requirements.

Female Skilled Nursing Beds – Female (16 beds)

- g. Female medical skilled nursing beds comprises 2 double-occupancy wet rooms, 8 single-occupancy wet rooms, 1 single-occupancy bariatric room with bathroom and shower, and 4 single-occupancy wet respiratory isolation room. All rooms will be ADA compliant meeting accessibility and mobility requirements.
- 9. All areas within the medical skilled nursing area will meet ADA accessibility and mobility requirements, including doors, assistive device maneuverability, door handles, grab bars, etc. ADA suicide-resistant grab bars will be provided along the walls to assist inmate patients with walking safely as indicated.
  - 10. The medical skilled nursing patients will be provided a fresh air court with anchored bench seating and ADA suicide-resistant grab bars. Because of the high risk for injury, opportunities for major muscle physical exercise will not be provided in this area.
  - 11. There is no decentralized programs and services center designated for inmates assigned to a medical skilled nursing bed due to the limited time inmates will spend in these beds and/or the acuity of their health condition prevents them from moving beyond their assigned housing
  - 12. Ancillary spaces shared between the two medical skilled nursing areas include medical supply and durable medical equipment storage, clean and soiled utility, and laundry staging, a food and beverage station, a staff restroom, a water cooler, and a janitor closet. These spaces may be shared with the medical detox area.

*Medical Detoxification (48 male beds & 24 female beds)*

- 13. Medical detoxification beds will be provided for inmates who are withdrawing from opiates, benzodiazepines or alcohol or a combination of these. Should the inmate's acuity require a higher level of care, he/she will be transferred to a medical stabilization bed.
- 14. There will be nursing and housing officer workstations that have good visibility of the medical detoxification beds/areas. Both the officer and nursing staff should not be sitting at their workstations; rather, they are expected to make frequent rounds of the medical detoxification areas to view/respond to patient needs.

15. There will be two areas designated for medical detox beds – one area will have 48 beds designated for males and one area will have 24 beds designated for females. Each area will:
  - a. Be configured as a standalone housing pod.
  - b. Be a dormitory with low-to-the-floor correctional beds (not stacked) and will not be configured with a mezzanine.
  - c. Have additional toilets and showers.
  - d. Be provided with a group room to facilitate substance use disorder treatment.
  - e. Have a triage/examination room.

Medical Detoxification Beds – Male (48 beds)

- f. Access to the housing pod for male medical detoxification beds will be via a secure door in lieu of a security vestibule.
- g. Male medical detoxification beds comprises one housing pod with two zones of 24 beds per zone.
- h. Each zone will have its own showers and restrooms, dayroom/dining/TV area, and multifunctional kiosks.

Medical Detoxification Beds – Female (24 beds)

- i. Access to the housing pod for female medical detoxification beds will be via a secure door in lieu of a security vestibule.
  - j. Female medical detoxification beds comprises one housing pod with 24 beds.
16. ADA suicide-resistant grab bars will be provided along the walls to assist inmate patients with walking safely as indicated due to unsteadiness on their feet.
  17. Because of the high risk for injury, opportunities for physical exercise will not be provided in this area; however, there will be a small fresh air court with anchored bench seating and ADA suicide-resistant grab bars.
  18. There is no decentralized programs and services center designated for inmates assigned to a medical detoxification bed due to the limited time inmates will spend in these beds and/or the acuity of their health condition prevents them from moving beyond their assigned housing.
  19. The medical detoxification housing will include medical supply, and clean and soiled utility. These areas may be shared with medical skilled nursing.

*GP Medical (32 male beds & 24 female beds)*

20. GP medical beds will be provided for inmates who require long-term health monitoring/care. Inmates with chronic health conditions who require close proximity to nursing staff due to fragility (e.g., asthma, diabetes, cardiovascular diseases), or frailty (elderly or requiring some assistance with activities of daily living) will also be housed here. These inmates, typically, are not bed-bound; however, the seriousness of their health condition requires that they be housed in a location where medical care is

immediately available. Health care staff will make multiple rounds daily inside the GP medical housing pods to ascertain inmates' health conditions and need for medically-indicated care.

21. The GP medical housing pods will be operated similarly to the other general population housing pods described in report section 8.000 Housing – Adult Inmates. Eligible inmates housed in a GP medical bed will have access to the same programs and services that are available to other GP inmates.
22. There will be two housing pods designated for GP medical beds – one housing pod will have 32 beds designated for males and one housing pod will have 24 beds designated for females. The female beds, while configured like a single housing pod, may be combined with other like classifications into a single housing pod to optimize health care services and staff efficiencies.
  - a. GP medical housing will not be configured with a mezzanine.
  - b. All GP medical beds will meet ADA accessibility and mobility requirements including movement-assistance device maneuverability (e.g., wheelchairs, walkers), grab bars, etc. It is important to note that ADA-accessible beds/cells will be available in all housing types, so that the need for ADA accommodation will not necessarily require assignment to a GP medical bed.

GP Medical – Male (32 beds)

- c. The male GP medical housing pod is comprised of 16 double-occupancy wet cells for a capacity of 32 inmates.

GP Medical – Female (24 beds)

- d. The female GP medical housing pod is comprised of 12 double-occupancy wet cells for a capacity of 24 inmates.
23. All areas within the GP medical housing pod will meet ADA accessibility and mobility requirements, including doors, assistive device maneuverability, door handles, grab bars, etc. ADA suicide-resistant grab bars will be provided along the walls to assist inmates with walking safely as indicated.
  24. Inmates assigned to a GP medical bed, to the extent their physical or medical condition permits, will access their respective designated decentralized programs and services centers previously described in report section 8.000 Housing – Adult Inmates (see 8.900 Decentralized Programs and Services).

*10.400 Mental Health Beds [320 male beds & 76 female beds]*

1. Designated mental health beds will be provided for the following populations – acute mental health, subacute mental health, and GP special needs (stable mental health and intellectually delayed/disability; see 8.800 GP Special Needs). Table 10.2 outlines the distribution of mental health beds previously presented in Table 8.1. Housing Distribution by Classification and Gender, 2044.

2. As noted in report section 8.000 Housing – Adult Inmates, the Program provides the CCCC flexibility in meeting future changes in inmates’ housing needs by affording the opportunity for in-place expansion without new construction being required; whereby, in select housing pods, certain single-occupancy cells are sized for double occupancy. If the number of beds in the housing pods denoted for potential in-place expansion in Table 10.2 were increased, the new population being served by the housing pod would be appropriate for the size of the housing pod, (e.g., male general population).

**Table 10.2. Mental Health Beds by Gender and Type**

Classification Category	1,600 Bed Target	No. of Beds / Pod	No. of Pods	Bed Total	Expansion Beds	Total Beds w/ Exp.	Notes/Assumptions
<b>Male Mental Health Beds</b>							
10.400 Mental Health - Acute	32	32	1	32	--	32	Pod (no mezzanine) = 24 single-occupancy wet cells plus 2 subpods - each subpod has 4 single-occupancy wet cells
10.400 Mental Health - Subacute	96	32	3	96	24	120	Pod (no mezzanine) = 12 double-occupancy wet cells & 8 single-occupancy wet cells; 8 single cells per pod sized as doubles
8.800 GP <sup>2</sup> Special Needs	192	32	6	192	48	240	Pod (no mezzanine) = 12 double-occupancy wet cells & 8 single-occupancy wet cells; 8 single cells per pod sized as doubles
<b>Male Mental Health Beds Total</b>	<b>320</b>			<b>320</b>	<b>72</b>	<b>392</b>	
<b>Female Mental Health Beds</b>							
10.400 Mental Health - Acute	12	--	--	12	--	12	No mezzanine; 10 single-occupancy wet cells plus 1 subpod with 2 single-occupancy wet cells; no mezzanine
10.400 Mental Health - Subacute	32	32	1	32	8	40	Pod (no mezzanine) = 12 double-occupancy wet cells & 8 single occupancy wet cells; 8 single cells sized as doubles
8.800 GP Special Needs	32	32	1	32	8	40	Pod (no mezzanine) = 12 double-occupancy wet cells & 8 single occupancy wet cells; 8 single cells sized as doubles
<b>Female Mental Health Beds Total</b>	<b>76</b>			<b>76</b>	<b>16</b>	<b>92</b>	
<b>Total Mental Health Beds</b>	<b>396</b>			<b>396</b>	<b>88</b>	<b>484</b>	

3. GP special needs beds are described in report section 8.000 Housing – Adult Inmates (see 8.800 GP Special Needs).
4. It is anticipated that a mental health clinician will be assigned specifically to each mental health housing area, which is where the clinician’s office will be located. The mental health clinician and the housing officer are part of the integrated treatment team, which guides day-to-day operations of their respective mental health housing pod.



5. Mental health beds will not be designed and configured with a mezzanine.
6. Inmates assigned to a mental health bed will receive their prescribed medications as follows:
  - a. Acute mental health bed – bedside.
  - b. Subacute mental health bed – on an individualized-basis, will receive their prescribed medications either cell-side or dayroom medication distribution window.
  - c. GP special needs – dayroom medication distribution window.
7. Inmates assigned to a mental health bed, to the extent their mental health condition permits, will access their respective designated decentralized programs and services center previously described in report section 8.000 Housing – Adult Inmates (see 8.900 Decentralized Programs and Services).

*Acute Mental Health (32 male beds & 12 female beds)*

8. Acute mental health beds will be provided for inmates who are exhibiting severe mental health symptoms, including psychotic symptoms, suicide/homicide ideation, or inability to control aggressive and/or impulsive behaviors. Inmates who will be assigned an acute mental health bed are highly suicidal, psychotic, and/or aggressive. These inmates are in need of a high level of supervision, a highly structured environment, and intensive treatment. Inmate patients who will be housed in the acute beds are not out of control, but their behavior may be impulsive and unpredictable.
9. Mental health clinicians will be assigned to work directly in the acute mental health pod. Mental health clinicians should not be sitting in their office located in the housing pod; rather, they are expected to make frequent rounds of the housing pod to view/respond to patient needs.
10. The mental health clinician and the housing officer are part of the integrated treatment team, which guides day-to-day operations of their respective mental health housing pod.
11. Individual treatment plans (determined by a team of mental health, security and medical staff) will determine movement and privileges, such as how often and how long inmates will be in the dayroom.
12. Access to the dayroom will be limited to no more than two to four appropriately-stabilized inmates at a given time. The same team will determine on an individual basis the level of security and/or restraints required when the inmate is outside of their assigned cell. It is anticipated that once the dayroom is well tolerated and the level of security restraint is significantly reduced, the inmate will be moved to the subacute mental health unit. Because of the threat posed to the safety and security of staff, inmates in this status have extremely limited movement or privileges, and may be in their respective cells for many hours of the day; however, individualized treatment plans should encourage progressive out-of-cell time toward stabilization and the ability

to move to a step-down unit such as the subacute or the GP special needs (stable mental health) housing pod.

13. Inmates are not expected to be housed in the acute mental health housing pod for extended stays. Once inmates are not acutely symptomatic or no longer present a danger to self or others, they will be moved to subacute mental health housing or GP special needs (stable mental health) housing pod and provided further stabilization services.
14. The ability to handle outdoor recreation time; unescorted, restraint-free dayroom time with other inmates within the dayroom; and medication and treatment compliance will be indicators that the individual may be ready to move to a step-down unit.
15. There will be two housing pods designated for acute mental health beds – one housing pod will have 32 beds designated for males and one housing pod will have 12 beds designated for females. The female beds, while configured like a housing pod, may be combined with other like classifications into a single housing pod to optimize mental health care services and staff efficiencies. .
  - a. Acute mental health housing should be located adjacent to the clinic and will not be configured with a mezzanine.
  - b. Mental health clinicians will have an office within the acute mental health housing pod.
  - c. Acute mental health housing will have a triage/examination room.
  - d. Acute mental health housing will have low behavioral-health beds, and cell furnishings (including the bed) and fixtures will be securely anchored.
  - e. Cell contents may be limited and will be determined by the treatment team and documented in the individualized treatment plan.
  - f. Initial access to outdoor recreation will be by escort and, if necessary, with ambulatory restraints, approved by the treatment team and ordered by the mental health provider. The treatment team will determine progressive access to outdoor recreation time.
  - g. The housing subpods will each have a secondary door providing direct access into the exercise yard.
  - h. Dayroom kiosks and the food and beverage alcove should be able to be secured and accessed when needed. The housing officer will control the access to these services.
  - i. Within the acute mental health housing will be a calming room for use by inmates as a means of self-de-escalation.

Male Acute Mental Health (32 beds per pod; 1 pod)

- j. The male acute mental health housing pod will include two subpods contained within the larger overall housing pod (principal pod). When not needed for separation purposes, the subpod entry doors may be left unsecured, which will allow inmates housed in the subpods to be subsumed within the principal pod. The housing pod has combined capacity for a total of 32 inmates.

- k. The principal pod is comprised of 24 single-occupancy wet cells (2 are ADA compliant) for a capacity of 24 inmates.
- l. The two subpods are each comprised of 4 single-occupancy wet cells (1 is ADA compliant) for a capacity of 4 inmates per subpod or a combined total of 8 inmates for the two subpods.

Female Acute Mental Health (12 beds per pod; 1 pod)

- m. The female acute mental health housing pod will include one subpod contained within the larger overall housing pod (principal pod). When not needed for separation purposes, the subpod entry door may be left unsecured, which will allow inmates housed in the subpod to be subsumed within the principal pod. The housing pod has capacity for a total of 12 inmates.
  - n. The principal pod is comprised of 10 single-occupancy wet cells (1 is ADA compliant) for a capacity of 10 inmates.
  - o. The subpod is comprised of 2 single-occupancy wet cells (1 ADA compliant) for a capacity of 2 inmates.
16. Safety cells will be provided in each acute mental health housing subpod – two in the male housing pod and one in the female housing pod. These beds are only to be used for short periods in order to provide appropriate stabilization and safety. The safety cells will be designated for secure observation of inmates with mental illness who are in acute crisis and/or actively psychotic. The overall goal of these cells is to stabilize individuals experiencing acute psychological symptoms, extreme suicide ideation, or individuals whose failure to take psychiatric medications is severely inhibiting their ability to function or interact with staff or inmates in a safe manner. These cells are not for permanent placement; the goal will be to use them for short duration (two to four hours) to stabilize inmate patients so that they can return to their assigned cell. Placement in a safety cell will require an order by the mental health provider. The safety cells will be directly observable from the officer workstation.

*Subacute Mental Health (96 male beds & 32 female beds)*

17. Subacute mental health beds will be provided as transitional housing for inmates who are either in crisis or have serious symptoms of mental illness. Inmates may be assigned a subacute mental health bed initially after screening/evaluation during the admissions process, from general population for more observation, or as a step-down from an acute mental health bed for further stabilization. Inmates may also be stepped up from subacute mental health into acute mental health housing should their behavior or symptoms require that level of management. The length of stay in a subacute mental health bed will vary based on the functional level of the individual. The goal of treatment will be to progress toward stability with the ability to function in a general population or GP special needs housing environment; however, some inmates may stay within this housing assignment throughout their incarceration due to symptom acuity and/or vulnerability.

18. Mental health clinicians/staff will be assigned to work directly in the subacute mental health pod. Mental health clinicians/staff should not be sitting in their office(s) located in the housing pod; rather, they are expected to make frequent rounds of the housing pod to view/respond to patient needs.
19. The mental health clinician and the housing officer are part of the integrated treatment team, which guides day-to-day operations of their respective mental health housing pod.
20. Individual treatment plans (determined by a team of mental health, security and medical staff) will determine movement and privileges, such as how often and how long inmates will be in the dayroom.
21. There will be four housing pods designated for subacute mental health beds – three housing pods will have a combined 96 beds designated for males and one housing pod will have 32 beds designated for females. Unless otherwise noted, the subacute mental health housing will be designed and configured similarly to housing pods described in report section 8.000 Housing – Adult Inmates: *Description of Housing Pods*.
  - a. Subacute mental health housing pods will not be configured with a mezzanine.
  - b. Mental health clinicians/staff will have an office within the subacute mental health housing pod.
  - c. Within the subacute mental health housing pod will be a calming room for use by inmates as a means of self-de-escalation.

Male Subacute Mental Health (32 beds per pod; 3 pods)

- d. The male subacute mental health housing pod is comprised of 12 double-occupancy wet cells (2 are ADA compliant) and 8 single-occupancy wet cells (1 is ADA compliant) for a capacity of 32 inmates. The 8 single-occupancy cells and supporting spaces will be sized to accommodate future conversion to double occupancy.

Female Subacute Mental Health (32 beds per pod; 1 pod)

- e. The female subacute mental health housing pod is comprised of 12 double-occupancy wet cells (2 are ADA compliant) and 8 single-occupancy wet cells (1 is ADA compliant) for a capacity of 32 inmates. The 8 single-occupancy cells and supporting spaces will be sized to accommodate future conversion to double occupancy.
22. A safety cell, as previously described, will be provided in each subacute mental health housing pod. The safety cell should be located in a manner and with sound attenuation so as to minimize disruption to housing pod operations.

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>10.100 Health Care Administration</b>						
10.101	Health Care Administration Entrance - Secure Door	-	1	0/area	0	Square footage included in 8.100 grossing factor
10.102	Health Care Administrators Workroom	6-8	1	512/room	512	8 WS-64; 2 are ADA accessible; workstations clustered in a single room; assigned workstations for medical director, director of operations, director of nursing, behavior health manager; 2 unassigned workstation; 2 future expansion workstations
10.103	Health Care Managers Workroom	4-6	1	384/room	384	6 WS-64; 2 are ADA accessible; workstations clustered in a single room; assigned workstations for nurse educator, quality specialist; 2 unassigned workstations; 2 future expansion workstations
10.104	Health Care Providers Workroom	4-6	1	512/room	512	8 WS-64; 2 are ADA accessible; workstations clustered in a single room; assigned workstations for psychiatry, chronic disease, addiction specialist; 4 unassigned workstations; 1 future expansion workstation
10.105	Health Care Administrative Specialist	1	1	64/wkstn	64	WS-64
10.106	Health Administration Records	-	1	100/area	100	File cabinets, records primarily electronic, records storage in the cloud
10.107	Conference Room	15-20	1	490/room	490	CF-450; sized up for 20
10.108	Interview Room	2-4	2	100/room	200	Table and loose chairs for up to 4 people; requisite cabling and data outlets; secure cabinetry
10.109	Printer/Copier Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
10.110	Breakroom - Staff	10-12	1	330/room	330	BR-250; sized up for 12
10.111	Restroom - Staff	1	1	40/room	40	Gender neutral
10.112	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
10.113	Staff Lockers & ADA Decontamination Shower/Changing	-	1	80/room +60	140	Shelving for towels & clean scrubs, & 8 three-tier lockers with user-defined digital lock for health equipment, e.g., stethoscope; personal lockers provided in staff locker rooms outside security perimeter (see 3.501 & 3.504); extra square footage for ADA-accessible decontamination shower with adjacent anteroom
10.114	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; wall-mounted; amount per code; square footage included in 10.100 grossing factor
10.115	Janitor Closet	-	1	40room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>10.100 Total Net Square Feet</b>					<b>2,937</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>10.100 Total Gross Square Feet</b>					<b>3,671</b>	
<b>10.200 Health Clinic Services</b>						
10.201	Clinic Pedestrian Security Vestibule	1-10	1	100/area	100	Two interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, inner door operated by electronic remote release by master control and/or clinic security officer; authorized staff may exit the inner door (clinic) via card-reader access or biometric means; intercom on each side of outer & inner doors; large enough to allow gurney transport circulation
10.202	Clinic Staff Entrance - Secure Door	-	1	0/area	0	Card-reader access or biometric means by authorized staff; square footage included in 10.200 grossing factor
10.203	Open Waiting - Clinic	15	3	10/pers	450	Open waiting seating; TV for health care education programs; 3 areas - check-in, awaiting appointment, & awaiting return to housing
10.204	Secure Holding - Small	1-2	3	80/room	240	ADA accessible; bench seating; stainless steel toilet/sink unit with PREA-compliant privacy partition; glazed cell front with cuff/leg-iron slot; prevent casual observation from open waiting; TV for health care education programs; generous glazing; visible from clinic officer workstation; 1 room per waiting area
10.205	ADA Restroom - Inmate	1	3	50/room	150	Gender neutral; illuminated "occupied" signage prompted by motion sensor; alert tone to clinic officer workstation; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring; 1 room per waiting area
10.206	Clinic Security Officer Workstation	1	1	64/wkstn	64	WS-64; adjacent to waiting area with full visibility to exam rooms; will control access to the clinic electronically; card-reader access by authorized staff
10.207	Reception and Nursing Station	2	1	128/area	128	2 WS-64; workstations clustered together; requisite records confidentiality; central hub of the clinic
10.208	Health Record Technicians	1-2	1	150/room +40	190	Secure room; 2 standalone portable health scanner stations; shared desktop scanner; primarily electronic records; extra square footage for secure file cabinets
10.209	Interview Room	2-4	2	125/room	250	Table and loose chairs for up to 4 people; EMR workstation; secure cabinetry; requisite cabling and data outlets; wired for telemedicine; requisite privacy to prevent casual observation by other inmates; glazing with visibility from clinic circulation area; may also be used by visiting

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						professionals for telepsych and/or crisis evaluations
10.210	Exam Prep and Phlebotomy Alcove	2-3	2	100/area	200	Alcove near exam rooms, set up for pre-exam vital signs, phlebotomy and other specimen collection; securable drawers and shelving for sharps and specimen collection materials; sink; work counter, securable undercounter refrigerator/freezer, securable cabinets for centrifuge and sharps, phlebotomy chair, height/weight scale; 1 WS-50; one alcove located adjacent to inmate restroom with pass through for specimens
10.211	ADA Restroom - Inmate	1	1	50/room	50	Gender neutral; requisite observation capacity while maintaining privacy for UA specimen collection; pass through to phlebotomy alcove
10.212	POC Lab	1-2	1	288room	288	Point-of-care lab testing; one u-shaped area with two counters, sink, dome lighting, undercounter refrigerators; equipped with microscope, dipstick reader, centrifuge, EPIC printer, barcode printers; 2 WS-50; securable cabinets and drawers for sharps and other lab testing materials
10.213	Examination Room - General	2-3	6	110/room	660	Lockable cabinets, privacy screens, exam table, handwashing sink; wall-mounted otoscope, ophthalmoscope, and sphygmomanometer; EMR workstation for records review/charting, exam stool, phone, work counter, locked specimen storage, "sharps" container, undercounter refrigerator, data ports/lines, equipped and wired for telemedicine, emergency generator back-up for all electrical; ceiling mounted lighting; designed for multiple use: e.g., OB/GYN
10.214	Examination Room - Trauma/Ortho/Specialized Treatment	2-3	1	150/room	150	Lockable cabinets, privacy screens, exam table that can be accessed from 4 sides, handwashing sink; wall-mounted otoscope, ophthalmoscope, and sphygmomanometer; EMR workstation for records review/charting, exam stool, phone, work counter, locked specimen storage, "sharps" container, undercounter refrigerator, data ports/lines, equipped and wired for telemedicine, emergency generator back-up for all electrical; ceiling mounted lighting; designed for multiple use: e.g., OB/GYN
10.215	Charting Alcove	1	4	50/wkstn	200	WS-50 (unassigned) for charting with sound attenuation that allows requisite privacy for staff consultation; ADA accessible; distributed amongst and adjacent to exam rooms
10.216	Dialysis Space	2-3	1	250/room	250	3 dialysis chairs with privacy screening, work counter, handwashing sink, lockable cabinets, hand/eyewash station, TV, EMR workstation for records review/charting; wall-mounted diagnostic equipment; other dialysis equipment; this space may also be used for IV therapy as needed



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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.217	Digital Radiology and Ultrasound	1-2	1	150/room	150	Lead lined walls, sized for both vertical and upright x-rays and ultrasound; control station for technician
10.218	Digital Radiology and Ultrasound Support	1-2	1	350/area	350	Small waiting area, changing room, access to ADA toilet and sink without going into corridor; space for reading x-rays, EMR workstation for records review/charting
10.219	Physical Therapy Exercise Alcove	2-3	1	100/area	100	Alcove that is visible by staff for PT home exercise program practice; requisite privacy to prevent casual observation by other inmates; one chair; railing along one wall; small locked cabinet to store HEP supplies and towels
10.220	Dental Exam Room	2-4	1	800/area	800	Two 2-chair dental operatories; work counter; sink; lockable cabinets; digital x-ray for panorex & bitewing; hand/eyewash station; workstation/computers; diagnostic equipment;
10.221	Dental Lab/Workroom	1-2	1	100/room	100	Workroom for instrument sterilization with sink and cabinets
10.222	Dental Compressor Room	-	1	50/room	50	Air compressor closet with sound attenuation; serves both dental exam room and dental lab
10.223	Centralized Medication Preparation	2-5	1	700/room	700	Secure storage of medications; double-locked narcotics cabinet; shelving for stock meds and some with bins to hold medication cards; space for 12 medication carts; 2 WS-50 (med orders/check-in meds); work counter; sink; refrigerator w/freezer; Wi-Fi; bidirectional linked healthcare and corrections systems
10.224	Medical Supply Room	-	1	200/room	200	Adjustable shelving; some with bins for medical supplies; secure storage of controlled medical supplies (e.g., needles)
10.225	Durable Medical Equipment Storage	-	2	150/room	300	Shelving, hooks, & floor space for wheelchairs, one gurney, crutches, canes, etc.
10.226	Health Care Provider/Staff Workroom	10-12	1	768/room +160	928	12 WS-64; 2 are ADA accessible; unassigned workstations for on-duty health care providers & staff; extra square footage for conference table with seating for 8
10.227	Clean Utility	-	1	80/room	80	Adjustable shelves for linens, gowns, towels, daily use paper supplies
10.228	Dirty Utility	-	1	80/room	80	Counter with handwashing sink and hopper sink, adjustable shelves, bins; temporary secured biohazard storage
10.229	Lactation Storage	-	1	50/area	50	Secure freezer for inmates' breastmilk; supply storage; equipment for labeling and recording collection/distribution of milk
10.230	Ice Maker & Nourishment Pantry / Emergency Response Bag	-	1	50/area	50	Ice maker with nourishment pantry (under counter refrigerator) with snacks & juice for medical treatment needs; emergency response bag/kit
10.231	Printer/Copier Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins
10.232	Breakroom - Staff	10-12	1	330/room	330	BR-250; sized up for 12

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.233	Restroom - Staff	1	1	40/room	40	Gender neutral
10.234	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
10.235	Staff Lockers & ADA Decontamination Shower/Changing	1	1	80 /room +60	140	Shelving for towels & clean scrubs, & 100 small compartment lockers with user-defined digital lock for health equipment, e.g., stethoscope; personal lockers provided in staff locker rooms outside security perimeter (see 3.501 & 3.504); extra square footage for ADA-accessible decontamination shower with adjacent anteroom
10.236	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 10.200 grossing factor
10.237	Janitor Closet	-	1	40room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>10.200 Total Net Square Feet</b>					<b>7,983</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>10.200 Total Gross Square Feet</b>					<b>11,176</b>	
<b>10.300 Medical Beds [Skilled Nursing: 44 beds; Medical Detoxification: 72 beds; GP Medical: 56 beds]</b>						
<b>Skilled Nursing [28 male beds &amp; 16 female beds]</b>						
<b>Male Skilled Nursing [28 beds]</b>						
10.3001	Nurses Station	1	1	80/wkstn	80	WS-80; chairs, secure file storage, charting area, tamper-proof control panel; situated so as to provide good visibility into all areas; secure medication storage with Pyxis; sink; ability to monitor telemetry and nurse call
10.3002	Housing Officer Workstation	1	1	80/area	80	Maximum visibility into dayroom and rooms, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
10.3003	ADA Double Occupancy Room	2	4	220/room	880	No mezzanine; requisite accessibility & mobility features; 2 hospital beds each with IV capability & at least 4 electrical outlets per bed; overbed table, medical chair, toilet, sink, and under bed/wardrobe storage; nurse call; TV; data port/lines and telemetry; emergency generator backup for all electrical
10.3004	ADA Single Occupancy Room	1	13	150/room	1,950	No mezzanine; requisite accessibility & mobility features; 1 hospital bed with IV capability & at least 4 electrical outlets; overbed table, medical chair, toilet, sink, and under bed/wardrobe storage. nurse call; TV; data port/lines and telemetry; emergency generator backup for all electrical

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10.3005	ADA Single Occupancy Room - Bariatric	1	1	260/room	260	No mezzanine; requisite accessibility & mobility features; 1 hospital bed with IV capability & at least 4 electrical outlets; overbed table, medical chair, and under bed/wardrobe storage, ADA toilet/water closet with shower (vented doors, appropriate glazing, outer drying/dressing areas with half-height cafe doors); nurse call in room and bathroom; TV; data port/lines and telemetry; emergency generator back-up for all electrical
10.3006	ADA Respiratory Isolation Room	1	6	200/room	1,200	No mezzanine; requisite accessibility & mobility features; 1 hospital bed with IV capability & at least 4 electrical outlets; overbed table, medical chair and under bed/wardrobe storage; ADA toilet/water closet/shower, vented doors, appropriate glazing, outer drying/dressing area; half-height cafe doors; nurse call in room and bathroom; negative pressure; TV; data port/lines and telemetry; emergency generator back-up for all electrical
10.3007	Respiratory Isolation Anteroom	-	3	50/room	150	Include storage for gowns, booties, caps, gloves and masks with space for a disposal receptacle; sink; shared between 2 isolation rooms
10.3008	ADA Shower/Changing	1	2	60/area	120	Ability to wheel-in wheelchair, double shower head, hand-held adjustable height spray, grab bars, seat, privacy panel, outer drying/dressing area, provide in two locations for separation
10.3009	Dayroom/TV	28	1	35/pers	980	Per OH standards; heavy/durable tables with seating for 28 of which 4 spaces have wheelchair access; sound attenuation measures; natural light; 3 telephones (1 is a portable ADA-accessible phone); 2 TV areas each with seating for 8, FM receivers; suicide-resistant hand rails and grab bars
10.3010	Exercise Alcove	1-3	1	100/area	100	Exercise area - hand rails and grab bars
10.3011	ADA Multifunctional Kiosk - Portable	1	4	50/area	200	Portable, video visitation - handsets and equipped for attorney video visitation with requisite audio/visual privacy; multifunctional transaction stations will have following features: commissary ordering, legal research, electronic communications
10.3012	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
10.3013	Fresh Air Court	4-6	1	(400)/area	(400)	Small fresh air court for patient use; secure seating; hand rails, grab bars
<i>Male Skilled Nursing Total Net Square Feet</i>					6,050	
<i>Grossing Factor</i>					1.65	
<i>Male Skilled Nursing Total Gross Square Feet</i>					9,983	
<i>Male Skilled Nursing Total Exterior Gross Square Feet</i>					(400)	

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<i>Female Skilled Nursing [16 beds]</i>						
10.3014	Nurses Station	1	1	80/wkstn	80	WS-80; chairs, secure file storage, charting area, tamper-proof control panel; situated so as to provide good visibility into all areas; secure medication storage with Pyxis; sink; ability to monitor telemetry and nurse call
10.3015	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and rooms, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
10.3016	ADA Double Occupancy Room	2	2	220/room	440	No mezzanine; requisite accessibility & mobility features; 2 hospital beds, each with IV capability; overbed table, medical chair, toilet, sink, and under bed/wardrobe storage. nurse call; TV, data port/lines, telemetry, at least 4 electrical outlets per bed; emergency generator back-up for all electrical.
10.3017	ADA Single Occupancy Room	1	7	150/room	1,050	No mezzanine; requisite accessibility & mobility features; 1 hospital bed, each with IV capability; overbed table, medical chair, toilet, sink, and under bed/wardrobe storage. nurse call; TV, data port/lines, telemetry, at least 4 electrical outlets per bed; emergency generator back-up for all electrical.
10.3018	ADA Single Occupancy Room - Bariatric	1	1	260/room	260	No mezzanine; requisite accessibility & mobility features; 1 hospital bed with IV capability & at least 4 electrical outlets; overbed table, medical chair, and under bed/wardrobe storage, ADA toilet/water closet with shower (vented doors, appropriate glazing, outer drying/dressing areas with half-height cafe doors); nurse call in room and bathroom; TV; data port/lines and telemetry; emergency generator back-up for all electrical
10.3019	ADA Respiratory Isolation Room	1	4	200/room	800	No mezzanine; requisite accessibility & mobility features; 1 hospital bed, IV capability; overbed table, medical chair and under bed/wardrobe storage; ADA toilet/water closet/shower, vented doors, appropriate glazing, outer drying/dressing area; half-height cafe doors; nurse call in room and bathroom; negative pressure; TV, data port/lines, telemetry, at least 4 electrical outlets per bed; emergency generator back-up for all electrical
10.3020	Respiratory Isolation Anteroom	-	2	50/room	100	Include storage for gowns, booties, caps, gloves and masks with space for a disposal receptacle; sink; shared between 2 isolation rooms

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.3021	ADA Shower/Changing	1	2	60/area	120	Ability to wheel-in wheelchair, double shower head, hand-held adjustable height spray, grab bars, seat, privacy panel, outer drying/dressing area, provide in two locations for separation
10.3022	Dayroom/TV	16	1	35/pers	560	Heavy/durable tables with seating for 16 of which 2 spaces have wheelchair access; sound attenuation measures; natural light; 2 telephones (1 is a portable ADA-accessible phone); 2 TV areas each with seating for 6, FM receivers; suicide-resistant hand rails and grab bars
10.3023	Exercise Alcove	1-3	1	100/area	100	Exercise area - hand rails and grab bars
10.3024	ADA Multifunctional Kiosk - Portable	1	2	50/area	100	Portable, video visitation - handsets and equipped for attorney video visitation with requisite audio/visual privacy; multifunctional transaction stations will have following features: commissary ordering, legal research, electronic communications
10.3025	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
10.3026	Fresh Air Court	6-8	1	(400)/area	(400)	Small fresh air court for patient use; secure seating; hand rails, grab bars
<i>Female Skilled Nursing Total Net Square Feet</i>					3,720	
<i>Grossing Factor</i>					1.65	
<i>Female Skilled Nursing Total Gross Square Feet</i>					6,138	
<i>Female Skilled Nursing Total Exterior Gross Square Feet</i>					(400)	
<i>Ancillary Skilled Nursing Spaces</i>						
10.3027	Medical Supply Room	-	1	100/room	100	Adjustable shelving, some with bins for medical supplies. Secure storage for controlled medical supplies (e.g., needles)
10.3028	Durable Medical Equipment Storage	-	1	100/room	100	Shelving, floor space for wheelchairs, one gurney, crutches, canes,
10.3029	Clean Utility	-	1	80/area	80	Adjustable shelves for linens, gowns, uniforms, towels, daily use paper supplies; readily accessible to both skilled nursing and detoxification housing
10.3030	Soiled Utility	-	1	80/area	80	Counter with handwashing sink, hopper sink, adjustable shelves, bins; temporary secured biohazard storage; readily accessible to both skilled nursing and detoxification housing
10.3031	Laundry Staging	-	1	30/area	30	Clean and soiled laundry carts
10.3032	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash
10.3033	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
10.3034	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 10.300 grossing factor
10.3035	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						without mildewing; glazing on doors for easy viewing inside
<i>Ancillary Skilled Nursing Total Net Square Feet</i> 600 <i>Grossing Factor</i> 1.40 <i>Ancillary Skilled Nursing Total Gross Square Feet</i> 840  <i>Skilled Nursing Total Net Square Feet</i> 10,370 <i>Skilled Nursing Total Gross Square Feet</i> 16,961 <i>Skilled Nursing Total Exterior Gross Square Feet</i> (800)						
Medical Detoxification [48 male beds & 24 female beds]						
Male Medical Detox [48 beds]						
10.3036	Nurses Station	1	1	80/wkstn	80	WS-80; chairs, secure file storage, charting area, tamper-proof control panel; situated so as to provide good visibility into all areas; secure medication storage with Pyxis; sink
10.3037	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and rooms, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
10.3038	Group Room	6-8	1	200/room	200	Modular table and loose chairs; whiteboard; glazing with visibility from housing pod
10.3039	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
10.3040	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
10.3041	Triage/Examination Room	1-2	1	110/room	110	1 WS-50 with ADA-accessible seating on both sides; visible (through glazing) from intake processing area with requisite sound and sight privacy; exam table with privacy pull curtain; wall mounted or securable diagnostic equipment: sphygmomanometer, otoscope, ophthalmoscope, Snellen vision chart; and scale with height measure; securable cabinets and drawers for sharps, medical supplies and limited medications, sharps container; undercounter refrigerator with small freezer; handwashing sink; wired for telemedicine, wireless access to medical records and other databases; storage for emergency response bags; should be located near inmate restroom
10.3042	Exercise Alcove	1-3	1	100/area	100	Exercise area - hand rails and grab bars

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.3043	Fresh Air Court	4-6	1	(400)/area	(400)	Small fresh air court for patient use; secure seating; hand rails, grab bars
10.3044	Medical Supply Room	-	1	100/room	100	Adjustable shelving, some with bins for medical supplies. Secure storage for controlled medical supplies (e.g., needles)
10.3045	Clean Utility	-	1	80/area	80	Adjustable shelves for linens, gowns, uniforms, towels, daily use paper supplies; readily accessible to both skilled nursing and detoxification housing
10.3046	Soiled Utility	-	1	80/area	80	Counter with handwashing sink, hopper sink, adjustable shelves, bins; temporary secured biohazard storage; readily accessible to both skilled nursing and detoxification housing
10.3047	Laundry Staging	-	1	30/area	30	Clean and soiled laundry carts
10.3048	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
10.3049	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 10.300 grossing factor
10.3050	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Zone 1: 24 beds</i>						
10.3051	Dormitory	24	1	50/pers	1,200	No mezzanine; 24 low-to-the-floor correctional beds with full visibility from nurse/officer station; under bed clothing and personal storage cubbies
10.3052	ADA Shower/Changing	1	3	50/area	150	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas. nurse/officer call button
10.3053	ADA Restroom - Inmate	1	4	50/room	200	Illuminated "occupied" signage prompted by motion sensor; alert tone to officer workstation; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant, nurse/officer call button
10.3054	Dayroom/Dining/TV	24	1	35/pers	840	Heavy/durable tables with seating for 24 of which 4 spaces have wheelchair access; sound attenuation measures; natural light; 2 telephones (1 is ADA accessible); 2 TV areas each with seating for 10, FM receivers; suicide-resistant hand rails and grab bars
10.3055	ADA Multifunctional Kiosk Alcove	1	3	50/area	150	3 kiosks/tablets - 1 is portable if kiosks. Video visitation - handsets and acoustical side panels as part of a carrel; kiosk will be available for attorney video visitation and shall have requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications



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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<i>Zone 2: 24 beds</i>						
10.3056	Dormitory	24	1	50/pers	1,200	No mezzanine; 24 low-to-the-floor correctional beds with full visibility from nurse/officer station; under bed clothing and personal storage cubbies
10.3057	ADA Shower/Changing	1	3	50/area	150	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas. nurse/officer call button
10.3058	ADA Restroom - Inmate	1	4	50/room	200	Illuminated "occupied" signage prompted by motion sensor; alert tone to officer workstation; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant, nurse/officer call button
10.3059	Dayroom/Dining/TV	24	1	35/pers	840	Heavy/durable tables with seating for 24 of which 4 spaces have wheelchair access; sound attenuation measures; natural light; 2 telephones (1 is ADA accessible); 2 TV areas each with seating for 10, FM receivers; suicide-resistant hand rails and grab bars
10.3060	ADA Multifunctional Kiosk Alcove	1	3	50/area	150	3 kiosks/tablets - 1 is portable if kiosks. Video visitation - handsets and acoustical side panels as part of a carrel; kiosk will be available for attorney video visitation and shall have requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications
<i>Male Medical Detox Total Net Square Feet</i>					6,180	
<i>Grossing Factor</i>					1.65	
<i>Male Medical Detox Total Gross Square Feet</i>					10,197	
<i>Male Medical Detox Total Exterior Gross Square Feet</i>					(400)	
<i>Female Medical Detox [24 beds]</i>						
10.3061	Nurses Station	1	1	80wkstn	80	WS-80; chairs, secure file storage, charting area, tamper-proof control panel; situated so as to provide good visibility into all areas; secure medication storage with Pyxis; sink
10.3062	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and rooms, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
10.3063	Dormitory	24	1	50/pers	1,200	No mezzanine; 24 low-to-the-floor correctional beds with full visibility from nurse/officer station; under bed clothing and personal storage cubbies

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.3064	ADA Shower/Changing	1	3	50/area	150	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas. nurse/officer call button
10.3065	ADA Restroom - Inmate	1	5	50/room	250	Illuminated "occupied" signage prompted by motion sensor; alert tone to officer workstation; running-time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant, nurse/officer call button
10.3066	Dayroom/Dining/TV	24	1	35/pers	840	Heavy/durable tables with seating for 24 of which 4 spaces have wheelchair access; sound attenuation measures; natural light; 2 telephones (1 is ADA accessible); 2 TV areas each with seating for 10, FM receivers; suicide-resistant hand rails and grab bars
10.3067	Exercise Alcove	1-3	1	100/area	100	Exercise area - hand rails and grab bars
10.3068	Group Room	6-8	1	200/room	200	Modular table and loose chairs; whiteboard; glazing with visibility from housing pod
10.3069	ADA Multifunctional Kiosk Alcove	1	3	50/area	150	3 kiosks/tablets - 1 is portable if kiosks. Video visitation - handsets and acoustical side panels as part of a carrel; kiosk will be available for attorney video visitation and shall have requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications
10.3070	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
10.3071	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
10.3072	Fresh Air Court	4-6	1	(400)/area	(400)	Small fresh air court for patient use; secure seating; hand rails, grab bars
10.3073	Triage/Examination Room	1-2	1	110/room	110	1 WS-50 with ADA-accessible seating on both sides; visible (through glazing) from intake processing area with requisite sound and sight privacy; exam table with privacy pull curtain; wall mounted or securable diagnostic equipment: sphygmomanometer, otoscope, ophthalmoscope, Snellen vision chart; and scale with height measure; securable cabinets and drawers for sharps, medical supplies and limited medications, sharps container; undercounter refrigerator with small freezer; handwashing sink; wired for telemedicine, wireless access to medical records and other databases; storage for emergency response bags; should be located near inmate restroom

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.3074	Medical Supply Room	-	1	100/room	100	Adjustable shelving, some with bins for medical supplies. Secure storage for controlled medical supplies (e.g., needles); depending on design, could share with male medical detox (see 10.3044)
10.3075	Clean Utility	-	1	80/area	80	Adjustable shelves for linens, gowns, uniforms, towels, daily use paper supplies; readily accessible to both skilled nursing and detoxification housing
10.3076	Soiled Utility	-	1	80/area	80	Counter with handwashing sink, hopper sink, adjustable shelves, bins; temporary secured biohazard storage; readily accessible to both skilled nursing and detoxification housing
10.3077	Laundry Staging	-	1	30/area	30	Clean and soiled laundry carts
10.3078	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
10.3079	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 10.300 grossing factor
10.3080	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Female Medical Detox Total Net Square Feet</i>					3,690	
<i>Grossing Factor</i>					1.65	
<i>Female Medical Detox Total Gross Square Feet</i>					6,089	
<i>Female Medical Detox Total Exterior Gross Square Feet</i>					(400)	
<i>Medical Detox Total Net Square Feet</i>					9,870	
<i>Medical Detox Total Gross Square Feet</i>					16,286	
<i>Medical Detox Total Exterior Gross Square Feet</i>					(800)	
<b>GP Medical [32 male beds &amp; 24 female beds]</b>						
<b>Male GP Medical [32 beds per pod; 1 male pod]</b>						
10.3081	Housing Pod Pedestrian Security Vestibule	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by electronic remote release by housing officer with master control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card reader or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; security vestibule /housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
10.3082	ADA Double Occupancy Cell	2	16	110/cell	1,760	No mezzanine; requisite accessibility & mobility features; 2 correctional beds; ADA cells not on mezzanine level; stainless steel toilet/sink with

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; proximal to shower area
10.3083	ADA Shower/Changing	1	4	50/area	200	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
10.3084	Dayroom Restroom - Inmate	1	1	50/room	50	ADA accessible; PREA-compliant privacy; glazing to be viewable from officer workstation
10.3085	Dayroom/Dining/TV	32	1	35/pers	1,120	Centralized to cells; heavy/durable tables with seating for 32; sound attenuation measures; natural light; 3 telephones (includes 1 ADA-accessible phone); 2 TV areas each with seating for 10, FM receivers; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded; suicide-resistant hand rails and grab bars
10.3086	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
10.3087	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
10.3088	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 10.300 grossing factor
10.3089	Multifunctional Kiosk	1	2	40/area	80	Video visitation - handsets and acoustical side panels as part of a carrel; 1 kiosk will be equipped for attorney video visitation with requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications; in lieu of multifunctional kiosk, tablets may be utilized - secure cabinetry containing recharging station with adequate number of receptacles (located adjacent to officer workstation)
10.3090	ADA Multifunctional Kiosk	1	2	50/area	100	Video visitation - handsets and acoustical side panels as part of a carrel; 1 kiosk will be equipped for attorney video visitation with requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications
10.3091	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
10.3092	Multipurpose Room	12	1	20/pers +50	290	Room interior visible from housing officer station; video conference capabilities; fiber optics; extra square footage for storage closet or cabinets

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.3093	Interview Room	2-4	2	125/room	250	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
10.3094	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod security vestibule; only accessible by authorized health care staff via card reader or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
10.3095	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
10.3096	Outdoor Exercise Yard	20-24	1	(750)/area	(750)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables (w/ wheelchair access); secure bench seating; hand rails, grab bars; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
10.3097	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
10.3098	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
10.3099	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
10.3100	Restroom - Staff	1	1	50/room	50	ADA accessible; gender neutral
10.3101	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
10.3102	Eyewash Station	-	1	10/area	10	ADA accessible
10.3103	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<i>Male GP Medical Total Net Square Feet</i> 4,760 <i>Grossing Factor</i> 1.65 <i>Male GP Medical Total Gross Square Feet</i> 7,854 <i>Male GP Medical Total Exterior Gross Square Feet</i> (750)						
<i>Female GP Medical [24 beds per pod; 1 female pod]</i>						
10.3104	Housing Pod Pedestrian Security Vestibule	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by electronic remote release by housing officer with master control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card reader or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; security vestibule /housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
10.3105	ADA Double Occupancy Cell	2	12	110/cell	1,320	No mezzanine; requisite accessibility & mobility features; 2 correctional beds (not stacked); ADA cells not on mezzanine level; stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; proximal to shower area
10.3106	ADA Shower/Changing	1	3	50/area	150	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
10.3107	Dayroom Restroom - Inmate	1	1	50/room	50	ADA accessible; PREA-compliant privacy; glazing to be viewable from officer workstation
10.3108	Dayroom/Dining/TV	24	1	35/pers	840	Centralized to cells; heavy/durable tables with seating for 24; sound attenuation measures; natural light; 2 telephones (includes 1 ADA-accessible phone); 2 TV areas each with seating for 8, FM receivers; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded; suicide-resistant hand rails and grab bars
10.3109	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
10.3110	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.3111	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 10.300 grossing factor
10.3112	Multifunctional Kiosk	1	2	40/area	80	Video visitation - handsets and acoustical side panels as part of a carrel; 1 kiosk will be equipped for attorney video visitation with requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications; in lieu of multifunctional kiosk, tablets may be utilized - secure cabinetry containing recharging station with adequate number of receptacles (located adjacent to officer workstation)
10.3113	ADA Multifunctional Kiosk	1	1	50/area	50	Video visitation - handsets and acoustical side panels as part of a carrel; 1 kiosk will be equipped for attorney video visitation with requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications
10.3114	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
10.3115	Multipurpose Room	12	1	20 <sup>/pers</sup> +50	290	Room interior visible from housing officer station; video conference capabilities; fiber optics; extra square footage for storage closet or cabinets
10.3116	Interview Room	2-4	2	125/room	250	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
10.3117	Medication Distribution Room	1	1	100/room	100	Secured access from housing pod security vestibule; only accessible by authorized health care staff via card reader or biometric means; hand sink; privacy screen; blood-pressure equipment; housing officer-controlled securable roll-up window or pass-through opening to dayroom
10.3118	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
10.3119	Outdoor Exercise Yard	15-20	1	(750)/area	(750)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables (w/ wheelchair access); secure bench seating; hand rails, grab bars; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod



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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.3120	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
10.3121	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
10.3122	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
10.3123	Restroom - Staff	1	1	50/room	50	ADA accessible; gender neutral
10.3124	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
10.3125	Eyewash Station	-	1	10/area	10	ADA accessible
10.3126	Janitor Closet	-	2	40/room	80	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside; one on each level of the pod
<i>Female GP Medical Total Net Square Feet</i>					3,940	
<i>Grossing Factor</i>					1.65	
<i>Female GP Medical Total Gross Square Feet</i>					6,501	
<i>Female GP Medical Total Exterior Gross Square Feet</i>					(750)	
<i>GP Medical Total Net Square Feet</i>					8,700	
<i>GP Medical Total Gross Square Feet</i>					14,355	
<i>GP Medical Total Exterior Gross Square Feet</i>					(1,500)	
<b>10.300 Total Net Square Feet</b>					<b>28,940</b>	
<b>10.300 Total Gross Square Feet</b>					<b>47,601</b>	
<b>10.300 Total Exterior Gross Square Feet</b>					<b>(3,100)</b>	
10.400	Mental Health Beds [Acute: 44 beds; Subacute: 128 beds; GP Special Needs: 224 beds]					
Male Mental Health Acute [32 beds per pod; 1 male pod]						
Principal Pod: 24 beds						
10.401	Housing Pod Pedestrian Security Vestibule	1-10	1	100/area	100	Three interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room door (inner door #2) operated by electronic remote release by master control and/or housing officer; authorized staff may exit the inner doors via card-reader access or biometric means; intercom on each side of outer & inner doors; large enough to stage two food carts and allow circulation

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.402	Single Occupancy Cell	1	20	80/cell	1,600	No mezzanine; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design
10.403	ADA Single Occupancy Cell	1	2	90/cell	180	No mezzanine; requisite accessibility & mobility features; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; proximal to shower area
10.404	Shower/Changing	1	2	40/area	80	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
10.405	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
10.406	Dayroom Restroom - Inmate	1	1	50/room	50	ADA accessible; PREA-compliant privacy; glazing to be viewable from officer workstation
10.407	Dayroom/Dining/TV	24	1	35/pers	840	Centralized to cells; heavy/durable tables with seating for 24; sound attenuation measures; natural light; 3 telephones (includes 1 ADA-accessible phone); 2 TV areas each with seating for 10, FM receivers; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded; natural light
10.408	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
10.409	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
10.410	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 10.400 grossing factor
10.411	Multifunctional Kiosk	1	2	40/area	80	Video visitation - handsets and acoustical side panels as part of a carrel; 1 kiosk will be equipped for attorney video visitation with requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications; in lieu of multifunctional kiosk, tablets may be utilized - secure cabinetry containing recharging station with adequate number of receptacles (located adjacent to officer workstation)

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.412	ADA Multifunctional Kiosk	1	1	50/area	50	Video visitation - handsets and acoustical side panels as part of a carrel; 1 kiosk will be equipped for attorney video visitation with requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications
10.413	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
10.414	Mental Health Clinician Office	1-2	1	128/room	128	2 WS-64; directly accessible from dayroom
10.4150	Triage/Examination Room	1-2	1	110/room	110	1 WS-50 with ADA-accessible seating on both sides; visible (through glazing) from intake processing area with requisite sound and sight privacy; exam table with privacy pull curtain; wall mounted or securable diagnostic equipment: sphygmomanometer, otoscope, ophthalmoscope, Snellen vision chart; and scale with height measure; securable cabinets and drawers for sharps, medical supplies and limited medications, sharps container; undercounter refrigerator with small freezer; handwashing sink; wired for telemedicine, wireless access to medical records and other databases; storage for emergency response bags; should be located near inmate restroom
10.416	Multipurpose Room	8	1	20/pers +50	210	Room interior visible from housing officer station; video conference capabilities; fiber optics; extra square footage for storage closet or cabinets
10.417	Interview Room	2-4	1	125/room	125	Secured non-inmate access from housing pod pedestrian security vestibule and inmate access from the dayroom; table and loose chairs for up to 4 people; glazing with visibility from housing pod; requisite cabling and data outlets; wired for telepsych; secure cabinetry
10.418	Calming Room	1	2	80/room	160	Seating for 1; access to music and/or reading material; used for self de-escalation
10.419	Medication Room	-	1	100/room	100	Temporary storage for med cart; securable drawers, undercounter refrigerator, sink, meds distributed cell-side
10.420	Laundry Cart Staging	-	1	30/area	30	Clean and soiled laundry carts
10.421	Outdoor Exercise Yard	15-20	1	(750)/area	(750)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod; secondary direct access from each of the subpods

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.422	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
10.423	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
10.424	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
10.425	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
10.426	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
10.427	Eyewash Station	-	1	10/area	10	ADA accessible
10.428	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Subpod 1: 4 beds</i>						
10.429	Single Occupancy Cell	1	3	80/cell	240	No mezzanine; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design
10.430	ADA Single Occupancy Cell	1	1	90/cell	90	No mezzanine; requisite accessibility & mobility features; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; proximal to shower area; no mezzanine
10.431	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
10.432	Safety Cell	1	2	100/cell	200	Ample glazing; 1 low behavioral-health bed secured to the floor that can be used as restraint bed, if necessary; bed positioned providing 4-sided access; walls and floor fitted with fire resistive and non-toxic rubberized product; sound

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						attenuation; flushing floor drain; camera monitored/recorded
10.433	Subpod Dayroom / Dining / TV / Multifunctional Kiosk	4	1	300/area	300	Centralized to cells; heavy/durable tables with seating for 4; sound attenuation measures; natural light; 1 portable ADA-accessible phone; 1 TV area with seating for 2; FM receivers; exercise equipment; book cart; 1 portable ADA multifunction kiosk (requisite cabling; video visitation; headsets; acoustical side panels; commissary; legal research; electronic communications); ADA-accessible water cooler; camera monitored/recorded; natural light; secondary door leading into exercise yard
<i>Subpod 2: 4 beds</i>						
10.434	Single Occupancy Cell	1	3	80/cell	240	No mezzanine; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design
10.435	ADA Single Occupancy Cell	1	1	90/cell	90	No mezzanine; requisite accessibility & mobility features; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; proximal to shower area
10.436	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
10.437	Safety Cell	1	2	100/cell	200	Ample glazing; 1 low behavioral-health bed secured to the floor that can be used as restraint bed, if necessary; bed positioned providing 4-sided access; walls and floor fitted with fire resistive and non-toxic rubberized product; sound attenuation; flushing floor drain; camera monitored/recorded
10.438	Subpod Dayroom / Dining / TV / Multifunctional Kiosk	4	1	300/area	300	Centralized to cells; heavy/durable tables with seating for 4; sound attenuation measures; natural light; 1 portable ADA-accessible phone; 1 TV area with seating for 2; FM receivers; exercise equipment; book cart; 1 portable ADA multifunction kiosk (requisite cabling; video visitation; headsets; acoustical side panels; commissary; legal research; electronic communications); ADA-accessible water cooler;

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						camera monitored/recorded; natural light; secondary door leading into exercise yard
<i>Male Mental Health Acute Total Net Square Feet</i>					6,293	
<i>Grossing Factor</i>					1.65	
<i>Male Mental Health Acute Total Gross Square Feet</i>					10,383	
<i>Male Mental Health Acute Total Exterior Gross Square Feet</i>					(750)	
<b>Female Mental Health Acute Beds [12 beds; 1 female pod]</b>						
<i>Principal Pod: 10 beds</i>						
10.439	Housing Pod Pedestrian Security Vestibule	1-10	1	100/area	100	Three interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room door (inner door #2) operated by electronic remote release by master control and/or housing officer; authorized staff may exit the inner doors via card-reader access or biometric means; intercom on each side of outer & inner doors; large enough to stage two food carts and allow circulation
10.440	Single Occupancy Cell	1	9	80/cell	720	No mezzanine; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design
10.441	ADA Single Occupancy Cell	1	1	90/cell	90	No mezzanine; requisite accessibility & mobility features; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; proximal to shower area
10.442	Shower/Changing	1	1	40/area	40	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
10.443	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
10.444	Dayroom Restroom - Inmate	1	1	50/room	50	ADA accessible; PREA-compliant privacy; glazing to be viewable from officer workstation
10.445	Dayroom/Dining/TV	10	1	35/pers	350	Centralized to cells; heavy/durable tables with seating for 10; sound attenuation measures; natural light; 2 telephones (includes 1 ADA-accessible phone); 1 TV areas each with seating for 6, FM receivers; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded; natural light

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.446	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.
10.447	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
10.448	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 10.400 grossing factor
10.449	Multifunctional Kiosk	1	2	40/area	80	Video visitation - handsets and acoustical side panels as part of a carrel; 1 kiosk will be equipped for attorney video visitation with requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications; in lieu of multifunctional kiosk, tablets may be utilized - secure cabinetry containing recharging station with adequate number of receptacles (located adjacent to officer workstation)
10.450	ADA Multifunctional Kiosk	1	1	50/area	50	Video visitation - handsets and acoustical side panels as part of a carrel; 1 kiosk will be equipped for attorney video visitation with requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications
10.451	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
10.452	Mental Health Clinician Office	1-2	1	128/room	128	2 WS-64; directly accessible from dayroom
10.4530	Triage/Examination Room	1-2	1	110/room	110	1 WS-50 with ADA-accessible seating on both sides; visible (through glazing) from intake processing area with requisite sound and sight privacy; exam table with privacy pull curtain; wall mounted or securable diagnostic equipment: sphygmomanometer, otoscope, ophthalmoscope, Snellen vision chart; and scale with height measure; securable cabinets and drawers for sharps, medical supplies and limited medications, sharps container; undercounter refrigerator with small freezer; handwashing sink; wired for telemedicine, wireless access to medical records and other databases; storage for emergency response bags; should be located near inmate restroom
10.454	Multipurpose Room	8	1	20 <sup>/pers</sup> +50	210	Room interior visible from housing officer station; video conference capabilities; fiber optics; extra square footage for storage closet or cabinets
10.455	Interview Room	2-4	1	125/room	125	Secured non-inmate access from housing pod pedestrian security vestibule and inmate access from the dayroom; table and loose chairs for up to



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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						4 people; glazing with visibility from housing pod; requisite cabling and data outlets; wired for telepsych; secure cabinetry
10.456	Calming Room	1	1	80/room	80	Seating for 1; access to music and/or reading material; used for self-de-escalation
10.457	Medication Room	-	1	100/room	100	Temporary storage for med cart; securable drawers, undercounter refrigerator, sink, meds distributed cell-side
10.458	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
10.459	Outdoor Exercise Yard	12	1	(750)/area	(750)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
10.460	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
10.461	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
10.462	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
10.463	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
10.464	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
10.465	Eyewash Station	-	1	10/area	10	ADA accessible
10.466	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Subpod: 2 beds</i>						
10.467	Single Occupancy Cell	1	1	80/cell	80	No mezzanine; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design
10.468	ADA Single Occupancy Cell	1	1	90/cell	90	No mezzanine; requisite accessibility & mobility features; 1 low behavioral-health bed secured to the floor; stainless steel toilet/sink with PREA-

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						compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; proximal to shower area
10.469	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas; securable door at entrance to the outer dressing area with vision panels/security screens that allow view of head/feet of inmate in shower
10.470	Safety Cell	1	1	100/cell	100	Ample glazing; 1 low behavioral-health bed secured to the floor that can be used as restraint bed, if necessary; bed positioned providing 4-sided access; walls and floor fitted with fire resistive and non-toxic rubberized product; sound attenuation; flushing floor drain; camera monitored/recorded
10.471	Subpod Dayroom / Dining / TV / Multifunctional Kiosk	2	1	250/area	250	Centralized to cells; heavy/durable tables with seating for 2; sound attenuation measures; natural light; 1 portable ADA-accessible phone; 1 TV area with seating for 2; FM receivers; exercise equipment; book cart; 1 portable ADA multifunction kiosk (requisite cabling; video visitation; headsets; acoustical side panels; commissary; legal research; electronic communications); ADA-accessible water cooler; camera monitored/recorded; natural light; secondary door leading into exercise yard
<i>Female Mental Health Acute Total Net Square Feet</i>					3,523	
<i>Grossing Factor</i>					1.65	
<i>Female Mental Health Acute Total Gross Square Feet</i>					5,813	
<i>Female Mental Health Acute Total Exterior Gross Square Feet</i>					(750)	
<i>Mental Health Acute Total Net Square Feet</i>					9,816	
<i>Mental Health Acute Total Gross Square Feet</i>					16,196	
<i>Mental Health Acute Total Exterior Gross Square Feet</i>					(1,500)	
<b>Mental Health Subacute [ 32 beds per pod; 4 pods - 3 male pods &amp; 1 female pod]</b>					<b>Sized for 40</b>	
10.472	Housing Pod Pedestrian Security Vestibule	1-10	1	100/area	100	Four interlocking secure doors; outer door (circulation area) operated by electronic remote release from master control, housing pod door (inner door #1) and interview room corridor door (inner door #2) operated by electronic remote release by housing officer with master control backup, & medication distribution room door (inner door #3) operated by authorized health care staff via card reader or biometric means; authorized staff may exit the inner doors via card reader or biometric means; CCTV & intercom on each side of outer & inner doors; security

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						vestibule /housing pod doors will be sized wider than standard and vestibule large enough to permit simultaneous passage/staging of multiple food carts while affording circulation around them
10.473	Double Occupancy Cell	2	10	100/cell	1,000	No mezzanine; 1 stacked bunk; stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design
10.474	ADA Double Occupancy Cell	2	2	100/cell	200	No mezzanine; requisite accessibility & mobility features; 1 stacked bunk (lower bunk designated ADA); stainless steel toilet/sink with PREA-compliant privacy screen, mirror, desk/writing surface, seating, clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; proximal to shower area
10.475	Single Occupancy Cell	1	7	100/cell	700	No mezzanine; sized for future double occupancy; 1 correctional bed; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design
10.476	ADA Single Occupancy Cell	1	1	100/cell	100	No mezzanine; sized for future double occupancy; requisite accessibility & mobility features; 1 correctional bed; stainless steel toilet/sink with PREA-compliant privacy screen; mirror; desk/writing surface; seating; clothing and personal storage/hooks; natural light; "push-to-exit" call button; suicide resistant furniture/design; proximal to shower area
10.477	Shower/Changing	1	4	40/area	160	Suicide-resistant, recessed showerhead; cubicle with outer drying/dressing area; PREA compliant shower curtains and café doors for privacy; floor drains in both shower and dressing areas
10.478	ADA Shower/Changing	1	1	50/area	50	Suicide-resistant, recessed double showerhead; grab bars; slip-resistant flooring; cubicle with outer drying/dressing area; PREA compliant shower curtains and/or café doors for privacy; floor drains in both shower and dressing areas
10.479	Dayroom Restroom - Inmate	1	1	50/room	50	ADA accessible; PREA-compliant privacy; glazing to be viewable from officer workstation
10.480	Dayroom/Dining/TV	40	1	35/pers	1,400	Centralized to cells; heavy/durable tables with seating for 32; sound attenuation measures; natural light; 3 telephones (includes 1 ADA-accessible phone); 2 TV areas each with seating for 10, FM receivers; book cart; reading area; wall-mounted boxes for mail and other communications; camera monitored/recorded; natural light
10.481	Exercise Alcove	1-3	1	100/area	100	Exercise area - sit-ups, pushups, stationary bicycle, etc.

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.482	Food & Beverage Station	-	1	120/area	120	Counter space; sink with instant-hot water tap; microwave; beverage station (with ice); electrical outlets; storage cabinets; food cart staging; built-in regular and recycled trash alcove
10.483	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; 1 located near medication distribution window; amount per code; square footage included in 10.400 grossing factor
10.484	Multifunctional Kiosk	1	4	40/area	160	Video visitation - handsets and acoustical side panels as part of a carrel; 1 kiosk will be equipped for attorney video visitation with requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications; in lieu of multifunctional kiosk, tablets may be utilized - secure cabinetry containing recharging station with adequate number of receptacles (located adjacent to officer workstation)
10.485	ADA Multifunctional Kiosk	1	2	50/area	100	Video visitation - handsets and acoustical side panels as part of a carrel; 1 kiosk will be equipped for attorney video visitation with requisite audio/visual privacy; multifunctional transaction stations will also be used for commissary ordering, legal research, electronic communications
10.486	Electronics Storage/ Recharging Closet	-	1	50/room	50	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles
10.487	Mental Health Clinician Office	1-2	1	128/room	128	2 WS-64; directly accessible from dayroom
10.488	Multipurpose Room	12	1	20 <sup>/pers</sup> +50	290	Room interior visible from housing officer station; video conference capabilities; fiber optics; extra square footage for storage closet or cabinets
10.489	Interview Room	2-4	2	125/room	250	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
10.490	Safety Cell	1	1	100/cell	100	Ample glazing; 1 low behavioral-health bed secured to the floor that can be used as restraint bed, if necessary; bed positioned providing 4-sided access; walls and floor fitted with fire resistive and non-toxic rubberized product; location & sound attenuation to minimize disruption to housing pod operations; flushing floor drain; camera monitored/recorded
10.491	Calming Room	1	1	80/room	80	Seating for 1; access to music and/or reading material; used for self-de-escalation

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
10.492	Medication Distribution Room	1	1	100/room	100	Secured non-inmate access via corridor from housing pod security vestibule and inmate access from housing pod dayroom; table and loose chairs for up to 4 people; glazing of both rooms with visibility from housing pod; requisite cabling and data outlets; secure cabinetry; video visitation kiosk equipped for attorney visits with requisite audio/visual privacy (1 room will be equipped w/ ADA-accessible kiosk)
10.493	Laundry Cart Staging	-	1	30/area	30	Clean and soiled carts
10.494	Outdoor Exercise Yard	15-20	1	(750)/area	(750)	Exterior space; direct access from housing pod; tempered heat; covered for inclement weather exercise; major muscle exercise equipment/space; 4-person tables; security fencing/mesh to prevent unauthorized persons observing and/or throwing contraband into exercise yard; glazing to maximize visibility from the housing pod
10.495	Exercise Equipment Closet	-	1	50/room	50	Shelving for exercise equipment/items; proximal to the outdoor exercise yard and dayroom exercise alcove
10.496	Temporary Inmate Property Storage Closet	-	1	80/room	80	Shelving
10.497	Housing Officer Workstation	1	1	60/area	60	Maximum visibility into dayroom and cells, and program areas; standing-height workstation - counter space, portable phone, administrative computer, touch screen panel for doors, CCTV, safety and security electronics, telephones, etc.; requisite cabling and data port/line; adjustable-height chair; charging station for portable security devices; lockable cabinetry; first-aid kit; AED; daily needs storage (e.g., razors); secure personal storage (e.g., coat, lunch box)
10.498	Restroom - Staff	1	1	50/room	50	ADA accessible; gender neutral
10.499	Supply Storage Closet	-	1	80/room	80	Shelving & cabinet storage for housing pod supplies (e.g., mattresses, disinfectant, toilet paper, hygiene kits, etc.)
10.500	Eyewash Station	-	1	10/area	10	ADA accessible
10.501	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<i>Mental Health Subacute Subtotal Net Square Feet</i>					5,638	
<i>Grossing Factor</i>					1.65	
<i>Mental Health Subacute Subtotal Gross Square Feet</i>					9,303	
<i>Mental Health Subacute Subtotal Exterior Gross Square Feet</i>					(750)	
<i>Mental Health Subacute Total Net Square Feet</i>					22,552	4 Pods
<i>Mental Health Subacute Total Gross Square Feet</i>					37,211	4 Pods
<i>Mental Health Subacute Total Exterior Gross Square Feet</i>					(3,000)	4 Pods

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
					<b>10.400 Total Net Square Feet</b>	<b>32,368</b>
					<b>10.400 Total Gross Square Feet</b>	<b>53,407</b>
					<b>10.400 Total Exterior Gross Square Feet</b>	<b>(4,500)</b>
					<b>10.000 Total Interior Net Square Feet</b>	<b>72,228</b>
					<b>10.000 Total Interior Gross Square Feet</b>	<b>115,856</b>
					<b>10.000 Total Exterior Gross Square Feet</b>	<b>(7,600)</b>

## 11.000 Visitation

### *Introduction*

Opportunities for visitation are provided in an effort to assist inmates in maintaining ties with their families and community. Visitors may include personal visitors such as relatives and friends (personal visits), and professional visitors such as attorneys, mental health professionals, government agencies, probation officers, law enforcement officers, outside clergy, etc. (professional visits).

The primary method for personal visitors to visit eligible inmates at the CCCC will be noncontact in nature via video visitation, though noncontact visitation booths will be available on a limited basis for personal visits. Routine contact visits with personal visitors will not be available.

Personal visits that are noncontact and/or contact in nature must first be authorized by CCCC officials, and will be approved on a case-by-case basis. In the event a special contact visit is authorized, it shall occur within one of the contact visitation rooms provided for professional visits.

Professional visits, such as attorney or clergy visits, may be done either via video visitation, noncontact, or in person, at the request of the professional and by permission of the facility. Spaces designated for professional visits will provide the requisite audio/visual privacy necessary to ensure confidential attorney/client meetings. Professional visitors may visit daily limited only by those periods where jail operations dictate otherwise (i.e., facility lockdowns, headcounts, meal periods, etc.).

Both personal and professional visitors will be responsible for scheduling their visits online.

### *11.100 Visitor Reception*

1. Approved visitors – both personal and professional – will register at the public reception workstation in the public lobby – post security screening, which will be staffed at all times that the visiting area is open. The public reception officer will complete visitor check-in by verifying the person's identification and confirming that the inmate is still eligible for the visit. Upon completion of check-in, the person will be directed to the applicable visiting area.

### *11.200 Video Visitation*

1. Video visitation is the use of videoconferencing technology and software to allow inmates and visitors to visit virtually at a distance as opposed to face-to-face. Visitors may opt to visit via video from this location (CCCC), or from their home or office, or from a properly-equipped public computer.
2. On a weekly basis, eligible inmates may receive up to two 30-minute video visits with personal visitors who opt to participate in the visit at the CCCC. During waking hours and limited only by those periods where jail operations dictate otherwise (i.e., facility lockdowns, headcounts, meal periods, etc.), eligible inmates may receive 30-minute



video visits on a daily basis with personal visitors who opt to participate in the visit remotely. Some inmates may receive fewer visits due to security concerns or other mitigating factors.

3. A room accessible directly from the public lobby – post-security screening will provide opportunities for video visitation (see 1.400 Public Lobby – Video Visitation). This area requires adequate sound attenuation so as not to disrupt routine public lobby – post-security screening activities.
4. A third-party vendor will provide the requisite equipment and service for video visitation, which may take the form of video visitation kiosks or a tablet-based system. A room located within the facility administration suite will be designated for use by the video visitation vendor, which will act as the server room for the video visitation computers/systems and will include a workstation for the vendor (see 2.200 Information Technology).
5. Visitors will check in using one of three kiosks located in the video visitation alcove for this purpose, and will proceed to their assigned video visitation booth. Once successfully checked in, the system will send an alert to the inmate’s respective housing pod officer who, in turn, will notify the inmate of the forthcoming video visit and direct them to their assigned video visitation station within the housing pod. It is at these kiosks that a visitor may also schedule a future video visit, which may also be scheduled online from a remote computer.
6. An officer workstation will be centrally located within video visitation to facilitate visibility of the entire visiting space, and which will have monitors to afford remote observation of video visitation screens.
7. It is anticipated that the majority of video visits will be done remotely without visitors having to come to the CCCC. Capacity for video visitation at the CCCC comprises 17 video visitation stations designated for personal visitors. Table 11.1 outlines, for planning purposes, the calculation for video visitation stations needed for personal visitors coming to the CCCC for video visits.

**Table 11.1: Calculation of Video Visitation Stations at CCCC for Personal Visitors**

Video Visitation	
Projected future population (full build-out)	2,400
Inmates eligible to receive visits*	2,221
Percentage of inmates who will receive visits by public coming to the jail	10%
Number of inmates who will receive visits	222
Length of visiting session (hours) [30 min. visit + 15 min. for exit/cleaning]	0.75
Average number of visits per week per inmate (est.)	2
Required number of inmate visiting hours per week to meet demand	333
Available video visitation hours per week (six 4-hour sessions)	24
Number of visits required per visiting session	14
Peak demand factor (20%)	3
Number of stations required for video visitation	17

\*Assumes percentage of skilled nursing (50%), medical detoxification (50%), mental health acute (40%), and mental health subacute (40%), and GP Max (20%), while eligible, will not participate in video visits.

8. All video visitation stations will provide requisite visual and acoustical privacy.
9. Video visitation stations designated for personal visitors will be sized to accommodate two adults plus children and will have video- and audio-recording capability.
10. Six video visitation stations will be provided and designated for professional visitors. Video visitation stations designated for professional visitors will be sized to accommodate two adults and will have no video- and audio-recording capability. Note: the video visitation system selected should be compatible with the primary video visitation system utilized by the local legal community.

### 11.300 Noncontact Visitation

1. Authorized inmates may receive personal noncontact visits. Such visits must first be authorized by CCCC officials, and will be approved on a case-by-case basis.
2. On a daily basis, during waking hours and limited only by those periods where jail operations dictate otherwise (i.e., facility lockdowns, headcounts, meal periods, etc.), attorneys and/or professional visitors may visit with an inmate in a noncontact setting.
3. Noncontact visitation booths will be available for personal and professional visits; there will be two noncontact visitation booths designated for personal visitors and eight designated for attorneys and professional visitors.
4. Directly from the public lobby – post-security screening (visitor side) will be the visitor access to the noncontact visitation booths, which will each have capacity for one inmate on the secure side and up to two visitors on the public side. Upon successful visitor check in, the public reception officer will notify the respective housing (area) officer of the visit, who in turn will notify and prepare the inmate to proceed to his/her assigned noncontact visitation booth either via pass allowing self-movement or under

escort. The inmate side of the noncontact visitation booth will be inside the security perimeter.

5. The noncontact visitation booths should be designed to allow free talking through micro-holes that are integrated into the security frames surrounding the security glazing. The design will eliminate the need for any telephones or other means of electronic communications.
6. Noncontact visitation booths designated for personal visitors will be wired for video and audio recording. As such, noncontact visitation booths designated for professional visitors (i.e., attorneys) will not be wired for video and audio recording. In the event an attorney visit is held in one of the noncontact visitation booths designated for personal visitors, it must not be recorded.
7. An officer workstation will be located such as to facilitate visibility of the interior of the noncontact visitation booths, and will have monitors to afford remote observation of the noncontact visitation booths. If feasible, this officer workstation should be located such that a single officer could concurrently supervise both noncontact and contact visits.
8. Upon conclusion of a noncontact visit and prior to releasing inmates from the area, the visitation officer will notify master control that the visiting period is over and inmates will be exiting the visitation area. The visitation officer will provide eligible inmates with a pass to return to their assigned areas. Inmates requiring escort will remain in the inmate-side of the noncontact visitation booth pending escorted return to their assigned area.

#### *11.400 Contact Visitation*

1. Contact visitation will not be available for routine personal visits, and may be approved on a case-by-case basis. In the event that a personal contact visit is authorized, it shall occur within one of the contact visitation rooms designated for professional visits.
2. Contact visitation rooms will be available for professional visits; there will be eight individual contact visitation rooms and four group contact visitation rooms as well as one family reunification room. Individual contact visitation rooms are primarily intended for attorney/client (inmate) consultations/meetings. Group contact visitation rooms are primarily intended for meetings and hearings involving social service and governmental agencies and individual inmates, and which may include the inmate's family members. The family reunification room, as the name implies, will be available in support of efforts by social service agents to re/establish stable family relationships between an inmate and his/her child (which may include the other [foster] parent).
3. Upon successful visitor check in, the public reception officer – in addition to notifying the visitation officer, will notify the respective housing (or area) officer of the contact visit, who in turn will notify and prepare the inmate to proceed to the contact visitation room either via pass allowing self-movement or under escort.

4. Visitors, upon clearing security screening and registration, will proceed to the contact visitation area that will be accessible from an entrance located within the main pedestrian security vestibule and operated by master control. Upon entry to the contact visitation area, visitors will immediately report to the visitation officer who, in turn, will direct them to their assigned room.
5. Inmates will access the contact visitation area via a restricted secure entrance/exit that bridges the secure facility and the contact visitation area. Inmates will arrive for contact visitation either via pass allowing self-movement or under escort, where they will pass through a secure door into a staging area that bridges the secure facility and the contact visitation area, and is capable of accommodating up to three inmates as they await admittance into the contact visitation area.
6. Inmates will check in with the visitation officer, who will confirm the inmate's identity and visit and, once confirmed, direct them their assigned visiting room. The visitation officer will assume control of inmates under escort once the inmate's identity and visit has been confirmed. Once confirmed, the visitation officer will escort the inmate to his/her assigned visiting room.
7. An officer workstation will be centrally located within contact visitation to facilitate visibility of the entire visiting space, and which will have monitors to afford remote observation of the contact visitation rooms. If feasible, this officer workstation should be located such that a single officer could concurrently supervise both noncontact and contact visits.
8. Individual contact visitation rooms will each be ADA compliant and furnished with tables and seating to accommodate up to three people and sound attenuation measures; will have no video- or audio-recording capabilities; and will be camera monitored and have ample glazing with visibility from the officer workstation.
9. Group contact visitation rooms will each be ADA compliant and furnished with tables and seating to accommodate up to eight people that will include a shackle bolt should the need to restrain the inmate be required, sound attenuation measures, and a telephone; will have no video- or audio-recording capabilities; and will be camera monitored and have ample glazing with visibility from the officer workstation.
10. The family reunification room will be ADA compliant and furnished with tables and seating to accommodate up to six people and sound attenuation measures, and will also include colorful matting and cubbies and child-appropriate furniture and toys. This room provides video- or audio-recording capabilities, and will be camera monitored and have ample glazing with visibility from the officer workstation.
11. Prior to visitors exiting, all inmates participating in a contact visit shall be accounted for and separated from the visitors. All visitors will leave the facility following the same pathway used to enter, only in reverse, and ultimately exiting through the public lobby door, first retrieving any items they may have stored in the lockers.

12. Upon conclusion of a contact visit, inmates may be strip searched, and, at a minimum, will be subject to a pat search. Inmates subject to search will be directed to the pre-search/exit staging area. The pre-search staging area is capable of accommodating up to four inmates. Cubicles with a low wall or privacy screen/partition will be provided for the search. One inmate at a time will be escorted into a cubicle and searched and, if applicable, dressed. Inmates requiring escort will be searched last.
13. Once searched, inmates moving via pass will depart the contact visitation area via the restricted secure entrance/exit that bridges the secure facility and the contact visitation area. The visitation officer will notify the respective officer(s) of the inmate(s) impending return to his/her housing pod or assigned area (e.g., food service). Remaining inmates, once searched, will be directed to the post-search/exit waiting area pending escorted return to their assigned area. The post-search staging area is capable of accommodating up to four inmates.
14. Within the contact visitation area will be a wall-mounted water fountain, a staff restroom, a visitor restroom, an inmate restroom, a trash alcove, and a janitor closet.

11.000 Visitation

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>11.100 Visitor Reception</b>						
11.101	No Specialized Space	0	0	0/area	0	See 1.301
<b>11.200 Video Visitation</b>						
11.201	Video Visitation	0	0	0/area	0	See 1.000 Public Lobby - 1.400 Video Visitation
<b>11.300 Noncontact Visitation</b>						
11.301	Noncontact Visit Booth	2-3	1	50/room	50	Visitor side to accommodate 2 adults plus children; visitor side is accessible from public lobby; acoustical privacy; free talking through micro-holes integrated into security frames; security glazing; video/audio recording capability
11.302	ADA Noncontact Visit Booth	2-3	1	60/room	60	ADA accessible; visitor side to accommodate 2 adults plus children; visitor side is accessible from public lobby; acoustical privacy; free talking through micro-holes integrated into security frames; security glazing; video/audio recording capability
11.303	Noncontact Visit Booth - Attorney/Official	2-3	5	60/room	300	Visitor side to accommodate 2 adults; visitor side is accessible from public lobby; acoustical privacy; free talking through micro-holes integrated into security frames; security glazing; lockable paper-pass; no video/audio recording capability
11.304	ADA Noncontact Visit Booth - Attorney/Official	2-3	3	60/room	180	ADA accessible; visitor side to accommodate 2 adults; visitor side is accessible from public lobby; acoustical privacy; free talking through micro-holes integrated into security frames; security glazing; lockable paper-pass; no video/audio recording capability
11.305	Officer Workstation	1	1	50/wkstn	50	WS-50; visibility of noncontact visiting booths rooms/area; camera monitoring of booths; if feasible, combine with officer workstation covering contact visits (see 11.403)
<b>11.300 Total Net Square Feet</b>					<b>640</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>11.300 Total Gross Square Feet</b>					<b>896</b>	
<b>11.400 Contact Visitation</b>						
11.401	Secure Contact Visitation Entry/Exit - Inmate	2-3	1	80area	80	Bridges secure facility and contact visitation area; secure entry/exit door on facility side; operated by electronic remote release by master control and/or visitation officer; authorized staff may enter/exit via card-reader access or biometric means; intercom on each side of door; bench seating on visitation side
11.402	Secure Contact Visitation Entry/Exit - Visitor	-	1	0area	0	Interlocked access door from within main pedestrian security vestibule (see 4.501); operated by electronic remote release by master

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						control; square footage included in 9.400 grossing factor
11.403	Officer Workstation	1	1	50/wkstn	50	WS-50; visibility of contact visiting rooms/area; camera monitoring of rooms; if feasible, combine with officer workstation covering noncontact visits (see 11.305)
11.404	Contact Visitation - Individual	2-3	8	100/room	800	Table and loose chairs for 3 people; requisite cabling and data outlets; no video/audio recording capability; camera monitored; glazing with visibility from officer station
11.405	Contact Visitation - Group	6-8	4	160/room	640	ADA-compliant; table and loose chairs for 6-8; telephone; requisite cabling and data outlets; no video/audio monitoring/recording capability; camera monitored; glazing with visibility from officer station
11.406	Family Reunification Room	4-6	1	200/room	200	ADA-compliant; colorful matting and cubbies; child-appropriate furniture and toys; cabinetry for toy storage; table/seating for up to 6 people; video/audio recording capability; camera monitored; glazing with visibility from officer station
11.407	Search Cubicle	2	2	40/area	80	Low wall or privacy partition
11.408	Search Cubicle - Waiting	4	2	20/pers	160	Pre- and post-search waiting; bench
11.409	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 11.400 grossing factor
11.410	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
11.411	ADA Restroom - Visitor	1	1	50/room	50	Gender neutral; child-changing station
11.412	ADA Restroom - Inmate	1	1	50/room	50	Gender neutral
11.413	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>11.400 Total Net Square Feet</b>					<b>2,200</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>11.400 Total Gross Square Feet</b>					<b>3,080</b>	
<b>11.000 Total Interior Net Square Feet</b>					<b>2,840</b>	
<b>11.000 Total Interior Gross Square Feet</b>					<b>3,976</b>	



## 12.000 Programs and Services

### *Introduction*

The program and services component includes those areas associated with all inmate programs and services, work programs as well as the volunteer programs. To the degree possible, spaces will be shared to reduce space inefficiencies while maintaining the integrity of the intended function.

Programs will be offered to inmates that are appropriate for their needs and lengths of stay. These may include academic education, vocational training, skills development, religious programs, and various treatment programs. In addition, inmates will be provided access to both legal and recreational library books/resources.

Before inmates are assigned to programs and services, a determination of each inmate's risk (level of dangerousness) and needs (conditions and services necessary to maintain the inmate's physical and psychological wellbeing) must be made. This is accomplished through an appropriate inmate classification system.

While programs and services will be primarily decentralized and located in close proximity to the housing pod to minimize travel distances, there will continue to be programs delivered in a central location (e.g., religious, vocational education, etc.).

### *12.100 Programs and Services Administration*

1. Programs and services administration will provide coordination and oversight of programs, activities, and services provided at the CCCC. Offices will be provided for administration, educational, counseling, and other staff necessary to offer programs, activities, and services as described in this document.
2. The administrative and support function of this component will be located centrally and be a suite configuration, and easily accessed by staff, professionals, and volunteers. A card reader or biometric access system for authorized persons may be used to control movement in and out of this area. There will be a reception waiting area for visitors to this area, who will be greeted by the reception/clerical specialist assigned to programs and services.
3. Office and workspace provided for programs and services administration positions/functions will be provided in a single location (suite) for the following positions and functions:
  - a. Program Coordinator
  - b. Social Programs Coordinator
  - c. Lead Chaplain
  - d. Chaplains
  - e. Volunteer/Contractor Coordinator
  - f. Contractors/Community Agencies (e.g., Frontline Services, Veteran's Affairs, Cleveland Rape Center, Recovery Resources, Murtis Taylor, Metro WRAP, Children and Family Services)

- g. Volunteers
  - h. Unassigned shared office – visiting professionals, staff or future expansion
- Office design and furniture and equipment will be commensurate with assigned responsibilities.
- 4. Office and/or workspace for the following programs and services staff shall be located as follows:
    - a. Social Workers – there shall be social workers assigned an inmate caseload on a 1:256 inmate ratio (approximately), and shall have designated office/workspace in their respective assigned decentralized programs and services center (see 8.900 Decentralized Programs and Services)
    - b. Re-entry Counselors – there shall be re-entry counselors assigned an inmate caseload on a 1:256 inmate ratio (approximately), and shall have designated office/workspace in their respective assigned decentralized programs and services center (see 8.900 Decentralized Programs and Services)
    - c. Educators – there shall be a designated workroom with workstations for use by educators, which shall be an integral part of the central programs and services center (see 12.300 Central Programs and Services)
  - 5. The programs administration suite is where the printing of documents related to an inmate's legal research will occur (see 12.300 Central Programs and Services). Once payment, if required, for copies has been verified, inmates' legal research documents will be delivered by designated program staff.
  - 6. For future planning purposes, records generated by programs and services will be assumed to be electronic in nature (e.g., attendance sheets, schedules) and an integrated component of the JMS system. Therefore, limited space is provided for programs records storage.
  - 7. Within the programs and services administration suite, a conference room, a printer/copier work alcove, an office supply closet, a staff breakroom, a water cooler, staff restrooms, and a janitor closet will be provided. Note: programs and services staff will use assigned personal lockers as described in report section 3.500 Staff Lockers.

### *12.200 Classification*

- 1. Classification services shall serve to identify the level of risk and need for individual inmates thereby providing a basis for housing and programming decisions. Inmates will be initially classified upon admission to the facility to identify any concerns that require an immediate response; will be formally classified following their initial appearance in court; and will have their classification status, which is subject to reclassification, reviewed periodically.
- 2. Classification services will operate from and be located within the decentralized programs and services center that is associated with reception housing. See report

section 8.900 Decentralized Programs and Services for a more detailed description of classification operations.

### *12.300 Central Programs and Services*

#### *Central Programs and Services Center*

1. The central programs and services center (CPSC) includes the program space and support space for several program functions, which include education and treatment programs and activities. Ideally, these programs/services can be located within a single zone to maximize staff observation and should be adjacent to programs administration (see 12.100 Programs and Services Administration).
2. The CPSC will provide spaces to support:
  - a. Academic/Vocational instruction
  - b. Religious services
  - c. Treatment services
  - d. Library
3. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the central program security officer's workstation. Bench seating for inmates being staged for programs and services will be provided proximal to the security officer's workstation.
4. The CPSC will contain three multipurpose rooms/classrooms. Each multipurpose room/classroom will be designed and furnished similarly to traditional adult education classrooms and will be sized for 30 participants. The classroom will be equipped with CCTV capabilities to allow for programs to be aired live or videotaped for later showing in the housing units.
5. A GED computer classroom designed and furnished with a teacher stations and computer carrels will be provided and sized for 20 participants. In addition to GED education, the computer classroom may be used to augment program delivery for other programs offered at the CCCC.
6. Computers are used as delivery method to augment program delivery for many programs and services offered at the CCCC. A centralized software system with appropriate file-servers will be required to serve the Wi-Fi-capable computers, and is to be located in a secure server room proximal to the central classrooms.
7. To enhance the flexibility for their use, laptop computers with Wi-Fi access will be acquired and stored in a secure location within the CPSC and checked out for specific programs on an as-needed-basis. A secure closet is provided for storage of supplies and expensive and/or adaptive instructional materials/equipment as well as an electronics storage/recharging station with docking stations to store and recharge laptops and/or tablets.

8. Vocational education may be offered through at least two different avenues. First, the computer classroom may serve to deliver pre-vocational education that will allow inmates to explore different vocational interests and complete aptitude assessments. In addition, the cognitive and affective learning associated with a vocation may occur in one of the multipurpose rooms/classrooms. Second, vocational education may be offered through the food service program where culinary arts psychomotor (hands on, demonstration) training can occur – tools/knife skills, basic foods/sauces, etc. (see 13.000 Food Service). For example, for culinary arts, the *Safe-Serv* certification training may occur in the classroom, while the basic food service skills training may occur within the jail kitchen.
9. No specialized space is designated for jail industries. In lieu of specialized space, any jail industries offered shall be suitable in nature for and delivered within one of the three multipurpose rooms/classrooms. Any jail industry established will need to be 'clean,' such as assemble/test electronic parts, sewing, street sign manufacture, etc. It shall not require special air handling or ventilation systems or designated warehouse. The jail industry may also support vocational training; for example, baking and selling of bread made in the culinary arts program.
10. Educators will operate from and be based in the educator workroom, which will be located within the CPSC. Workstations clustered together in a single room will be available for use by educators to work before, after, or in-between program sessions. Within the educator workroom will be a printer/copier work alcove.
11. Generous glazing in the programs and activity rooms on the walls adjoining the circulation corridor and/or central location of the programs and services center will enhance supervision without disrupting the programmed activities. Conveniently located to the multipurpose and vocational rooms/classrooms will be space to store stacking chairs that will be used throughout the programs and services center. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored, will be more cost-effective than outfitting each room for the maximum number of anticipated participants.

#### *Religious Services*

12. Religious services may occur within one of the central multipurpose rooms/classrooms. It is here that services may be live streamed directly to the housing pods and/or decentralized multipurpose rooms/classrooms.
13. Individual religious counseling will occur within inmates' respective decentralized programs and services center as well as small group religious activities such as bible study.
14. Specially designated storage for religious articles and program equipment/materials will also be provided, and will be located within the CPSC.

#### *Library Services*

15. Recreational reading materials will be primarily available via tablets, which will be available within an inmate's assigned housing pod. A limited supply of books will be available for distribution to inmates ineligible for a tablet. Each housing dayroom will have a book cart from which inmates may also select reading materials; these reading materials will be routinely refreshed with new books. A centrally located workroom will be provided where books will be processed and prepared for circulation via the book carts.
16. Legal research will rely on the use of a web-based computerized legal research system. There will be a designated area within the CPSC where inmates, on a scheduled basis, may conduct legal research at individual computer carrels. The computers will have the requisite cabling and data lines and be networked to the printer in the programs administration suite, which is where an inmate may electronically forward the legal research document(s) for printing.
17. Kiosks within the individual housing pods will provide inmates with a secondary source and increased opportunities to conduct legal research, and will also be how inmates confined to their housing pods will conduct legal research. From the housing pod kiosks, an inmate may electronically forward the legal research document(s) to the programs administration for printing.
18. The programs and services administration suite is where the printing of documents related to inmates' legal research will occur (see 12.100 Programs and Services Administration). Once payment, if required, for copies has been verified, inmates' legal research documents will be delivered by designated program staff.

#### *Recreation/Exercise*

19. Opportunities for outdoor exercise will be provided adjacent to each housing pod, and inmates will be permitted to freely access the outdoor exercise facilities during scheduled times. Direct access to the exercise area is through a door located within the housing pod dayroom. See report sections 8.000 Housing – Adult Inmates, 9.000 Housing – Youthful Inmates, and 10.000 – Health Care (10.300 Medical Beds and 10.400 Mental Health Beds) for a more detailed description of recreation and exercise.

#### *Hair Care*

20. Hair care services will be provided within the respective decentralized programs and services centers. See report section 8.900 Decentralized Programs and Services for a more detailed description of hair care services.

#### *CPSC Ancillary Spaces*

21. Within the central programs and services center, a beverage/snack pantry, staff restrooms, inmate restrooms, a water cooler, and a janitor closet will be provided.

12.000 Programs and Services

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>12.100 Programs and Services Administration</b>						
12.101	Reception Waiting	2-4	1	100/area	100	RW-100
12.102	Programs Reception/ Clerical Specialist	1	1	64/wkstn	64	WS-64
12.103	Program Coordinator	1	1	120/room +60	180	OF-120; extra square footage for 4-person conference table/seating
12.104	Social Programs Coordinator	1	1	120/room +60	180	OF-120; extra square footage for 4-person conference table/seating
12.105	Lead Chaplain	1	1	120/room +50	170	OF-120; extra square footage for religious materials - file cabinets or closet
12.106	Chaplains	1-4	1	256/room	256	4 WS-64; 1 is ADA accessible; workstations clustered together in a single location/room
12.107	Volunteer/Contractor Coordinator	1	1	120/room	120	OF-120
12.108	Contractors/Community Agencies/Education	15-20	1	1,280/room	1,280	20 WS-64; 4 are ADA accessible; workstations clustered together in a single location/room
12.109	Volunteer Work Area	2-3	1	120/area	120	1 WS-64; program schedules; bulletin board; sign-in sheets; counter space for making notes
12.110	Shared Office - Unassigned	1-2	1	150/room	150	OF-150; future expansion or visiting professionals and/or staff
12.111	Programs Records Storage	-	1	50/area	50	File cabinets
12.112	Conference Room	16-18	1	450/room	450	CF-450
12.113	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; mail slots; shredder; recycling bins
12.114	Office Supply Closet	-	1	40/room	40	Secure storage; shelving; near printer/copier work alcove
12.115	Breakroom - Staff	10-12	1	330/room	330	BR-250; sized up for 12
12.116	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 12.100 grossing factor
12.117	Restroom - Staff	1	1	40/room	40	Gender neutral
12.118	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
12.119	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>12.100 Total Net Square Feet</b>					<b>3,695</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>12.100 Total Gross Square Feet</b>					<b>4,619</b>	
<b>12.200 Classification</b>						
12.201	Classification Services	0	0	0/area	0	See 8.900 Decentralized Programs and Services
<b>12.300 Central Programs and Services</b>						
12.301	Program Security Officer Workstation	1	1	64/wkstn	64	WS-64; control panel for doors; visibility into the area maximized



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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
12.302	Seating - Inmate	30	1	10/pers	300	Bench seating; alcove proximal to program areas with good visibility from officer workstation
12.303	Multipurpose Room/ Classroom	30	3	25/pers +50	2,400	Teacher station, narrow 2-person learning tables (collapsible), sturdy molded plastic chairs, white board, smart TV/board; cabled for video learning; fiber optics; internet or intranet web-based capabilities; Wi-Fi enabled; CCTV capabilities; glazing with visibility from programs center circulation area; wireless printers; extra square footage for storage closet or cabinets
12.304	GED Computer Classroom	20	1	30/pers	600	Teacher station and storage, computer carrels; Wi-Fi enabled; adjacent to secure file server room; glazing with visibility from programs center circulation area
12.305	Secure Server Room	1	1	100/room	100	Adjacent to computer classroom
12.306	Electronics/Recharging Closet/Program Supply Storage	-	1	150/room	150	Shelving with docking stations for storing/recharging laptops/tablets; electrical receptacles; adjustable shelves, storage bins, ample floor space for larger items
12.307	Educator Workroom	1-6	1	384/room +50	434	6 WS-64; 2 are ADA accessible; workstations clustered together in a single location/room; extra square footage for (GED) instruction/education materials - shelving or closet
12.308	Printer/Copier Work Alcove (Educator Workroom)	-	1	75/area	75	Networked printer/copier/fax/scanner; work counter; built-in shelving for forms; mail slots; secure storage for office supplies; shredder; recycling bins; located within the educator workroom
12.309	Chair Storage	-	1	80/area	80	Open space for storing stackable chairs; proximal to multipurpose rooms/classrooms
12.310	Religious Article Storage	-	1	100/room	100	Located adjacent to multipurpose room designated for religious services; adjustable shelves; storage bins; ample floor space for larger items; rolling cart
12.311	Recreational Library Workroom	1	1	120/room	120	1 WS-64; temporary book storage; counter space for marking books; space for book carts
12.312	Legal Research	1-8	1	400/room	400	8 computer carrels; requisite cabling & data lines; networked to printer in programs administration
12.313	Beverage/Snack Pantry	-	1	80/room	80	Counter with sink, microwave, coffeemaker; half-height refrigerator; trash receptacle
12.314	Restroom - Staff	1	1	40/room	40	Gender neutral
12.315	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
12.316	Restroom - Inmate	1	2	40/room	80	Gender neutral; PREA-compliant privacy; illuminated "occupied" signage prompted by motion sensor; alert tone to programs security workstation; running time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring



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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
12.317	ADA Restroom - Inmate	1	1	50/room	50	Gender neutral; PREA-compliant privacy; illuminated "occupied" signage prompted by motion sensor; alert tone to programs security workstation; running time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring
12.318	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 12.300 grossing factor
12.319	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>12.300 Total Net Square Feet</b>					<b>5,163</b>	
<b>Grossing Factor</b>					<b>1.40</b>	
<b>12.300 Total Gross Square Feet</b>					<b>7,228</b>	
<b>12.000 Total Interior Net Square Feet</b>					<b>8,858</b>	
<b>12.000 Total Interior Gross Square Feet</b>					<b>11,847</b>	

## 13.000 Food Service

The primary requirements of the food service operation are cost effective provision of nutritious meals, with two hot meals a day to in-custody inmates. The proposed food service area will be a cook/ serve operation. Staff meals are not provided; however, a design requirement is inclusion of a small paying cafe available to staff if the new facility is not collocated with the existing Justice Center facilities.

The food service area is physically sized to accommodate the potential expanded service load of 2,400 in-custody inmates, although initial equipment will be that required for the initial capacity of 1,600 beds. This approach is used due to the complexity of trying to add additional physical space to the Food Service area in the future, by having physical space available for additional equipment.

The food service area is assumed to be a 12-hour, 7-day per week operation. Inmate workers will be used under direct supervision of facility staff. Inmate workers will be searched coming into and leaving the area.

### *13.100 Storage/ Support Areas*

1. Adequate bulk food, secure food, non-food, frozen & refrigerated food storage is provided to permit a 30-day on-site inventory. The food storage support area is to be separate and distinct from the other facility storage areas.
2. Proximity to the loading dock/ staging area (see 15.000 Warehouse & Commissary) is required for ease of movement of frequent food delivery to the appropriate food storage areas. The food Storage/ Support areas will operate on the same schedule as the food preparation area; however, access between this sub-component and the loading dock will only occur during delivery hours. All food supplies will undergo security screening at the Delivery Staging Sallyport prior to being moved into the Storage/ Support area.

### *13.200 Inmate Processing Areas*

1. An inmate break room is provided, which also serves as a inmate worker processing area in and out, with lockers for storing work whites within the food service area. Inmate toilets are provided with visual supervision from outside the space.
2. A culinary arts classroom is provided adjacent the food preparation areas as part of overall inmate programs. Safe Serving is a focus educational program for inmate food service workers.

### *13.300 Food Preparation Areas*

1. The food preparation areas will operate daily, providing two hot, and one cold meal. Pre-packaged lunches will be the cold meal and delivered each day with the morning hot meal for consumption at the inmate's convenience.

2. Monthly menus will be prepared by a nutritionist, ensuring an adequate and varied diet for inmates. An elevated two person food service office is provided in the middle of the food preparation areas with vision panels on all sides.
3. The large main cooking area will be in a flow sequence from the food storage areas, to food preparation areas, to cooking areas, to the tray assembly area (two lines). A tool closet, storage coolers, cook's cooler and secured spice cage will be located immediately adjacent the main kitchen area.
4. Specific separate diet kitchen and bakery areas will be provided for those functions.
5. Pre-portioned meals coming off the tray assembly lines will be delivered to each housing unit or housing area in combination hot/cold carts (or one cold, one hot cart). Each housing unit/area will require designated cart holding/ staging space with power supply to maintain required temperatures prior to meal distribution.
6. A large area is provided for storing and staging food carts
7. Staff Lockers and Toilet areas are provided for male and female food service staff within the overall food service area.

#### *13.400 Ware Washing/ Waste Handling*

1. At the conclusion of meal periods, staff will retrieve the leftovers, soiled trays, and food service carts for return to the ware washing area. Separate space and equipment are provided for washing pots, trays, and carts. Carts will be cleaned prior to return to the cart storage/ staging area.
2. Chemicals used in this area will be stored in a secure room, with access controlled by staff when they are needed.
3. Waste material will be staged as it is gathered, then taken to the trash areas off the loading dock.

#### *13.500 Staff Caf *

1. The proposed space program incorporates a staff caf .
2. Staff will use this as a break and meal area, with access to vending machines and a limited menu of caf  food for sale.
3. A dining area is provided, with a service counter fronting a food preparation area.
4. Located by the entry to the staff caf , electrical outlets and cabling should be provided for the installation of a time clock.
5. Staff toilets and a janitor will be located off the dining area.
6. This may or may not be located adjacent to the main food service area. A location at grade on an exterior wall is preferred to have an adjacent outdoor dining/meal area for staff, which will be fully secured to prevent the introduction of contraband into the facility.

13.000 Food Service

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>13.100 Storage/Support Areas</b>						
13.101	Receiving Area	-	1	400/area	400	Transition from Loading Dock area to storage areas.
13.102	Bulk Dry Food Storage	-	1	2,400/area	2,400	Space for 30-day supply. Includes a range of storage racks, pallet loads, small forklift. No storage within 2' of roof structure.
13.103	Secure Food Storage	-	1	480/area	480	Staff control of access.
13.104	Non-Food Storage	-	1	640/area	640	Range of storage capability from pallets to storage shelving units.
13.105	Bulk Freezer Storage	-	1	480/area	480	
13.106	Thaw Cooler	-	1	300/area	300	Geared toward short term utilization.
13.107	Bulk Vegetable/ Dairy Cooler	-	1	300/area	300	Geared toward short term utilization.
<b>13.100 Total Net Square Feet</b>					<b>5,000</b>	
<b>Grossing Factor</b>					<b>1.25</b>	
<b>13.100 Total Gross Square Feet</b>					<b>6,250</b>	
<b>13.200 Inmate Processing Area</b>						
13.201	Inmate Entry/Search	12	1	10/pers	120	Access for inmates and inmate search.
13.202	Rest Room - Inmate	1	3	50/room	150	Gender neutral; single occupancy, PREA-compliant privacy; illuminated "occupied" signage prompted by motion sensor; alert tone to Food Service Office; running time timer with display above restroom - activated/ deactivated upon the restroom being locked/ unlocked; suicide resistant; vision into space to provide sufficient visibility for staff monitoring.
13.203	Breakroom - Inmate	20	1	18/pers +50	410	Tables and chairs for both inmate training and lunch; beverage counter with sink.
13.204	Water Cooler	-	1	6/area	6	ADA accessible; amount per code
13.205	Culinary Arts Classroom	12	1	20/pers +150	170	Classroom with focus on Safe Serving education. Teacher station, narrow 2-person learning tables (collapsible), sturdy molded plastic chairs, white board, smart TV/board; cabled for video learning; fiber optics; internet or intranet web-based capabilities; CCTV capabilities; Wi-Fi enabled; glazing with visibility from main circulation area; extra square footage for food preparation equipment and demonstration counter.
13.206	Locker Alcove	4-6	1	40/area	40	Personal "bus station" type lockers for storing inmate work clothes. Provide direct observation from main space.
13.207	Janitor's Closet	-	1	75/area	75	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
<b>13.200 Total Net Square Feet</b>					<b>971</b>	
<b>Grossing Factor</b>					<b>1.30</b>	
<b>13.200 Total Gross Square Feet</b>					<b>1,262</b>	

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13.000 Food Service

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>13.300 Food Preparation Area</b>						
13.301	Vegetable/Cold Food Preparation	-	1	500/area	500	Work counters with sinks, slicers, mixers, and related equipment.
13.302	Tray Assembly Area	-	1	1,600/area	1,600	Assumes 2 lines; Cold lunch delivered with hot breakfast.
13.303	Cart Parking	-	1	800/area	800	Assumes combination hot/cold carts.
13.304	Main Kitchen Office	-	1	120/room	120	Elevated. 2 Desks, with communications connections; vision panels on all sides to provide visual supervision of activities in the area.
13.305	Tool Closet	-	1	40/room	40	Staff controlled access. Labelled pegboard array.
13.306	Storage Coolers	-	1	400/area	400	May be multiple units.
13.307	Staff Toilets & Lockers	6	2	160/area	320	One male/One female, sized for average service load. One enclosed staff toilet and one shower in each.
13.308	Janitor's Closet	-	1	75/room	75	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
13.309	Main Cooking Area	-	1	3,200/area	3,200	Design to follow flow of preparation and cooking area equipment to tray assembly area.
13.310	Bakery	-	1	1,200/area	1,200	Separate area and equipment for baked goods.
13.311	Diet Area	-	1	400/area	400	Separate area and equipment for special diets.
13.312	Cook's Cooler	-	1	280/area	280	Immediate access from cooking area.
13.313	Secured Spice Cage	-	1	50/room	50	Staff controlled access.
<b>13.300 Total Net Square Feet</b>					<b>8,985</b>	
<b>Grossing Factor</b>					<b>1.30</b>	
<b>13.300 Total Gross Square Feet</b>					<b>11,681</b>	
<b>13.400 Ware Washing/Waste Handling</b>						
13.401	Pot Washing Area		1	480/area	480	Large scale washing.
13.402	Chemical Storage		1	120/area	120	Secure door/enclosure, staff controlled access.
13.403	Dish Washing Area		1	800/area	800	Area for equipment and operation. Adequate floor drainage.
13.404	Cart Washing		1	300/area	300	Area for equipment and operation. Adequate floor drainage.
13.405	Trash Room		1	360/area	360	Separate areas for recyclables, non-recyclables; floor drains.
<b>13.400 Total Net Square Feet</b>					<b>2,060</b>	
<b>Grossing Factor</b>					<b>1.30</b>	
<b>13.400 Total Gross Square Feet</b>					<b>2,678</b>	
<b>13.500 Staff Café</b>						
13.501	Entry Vestibule	1-2	1	40/room	40	Transition from primary circulation.
13.502	Café Food Preparation Area	-	1	480/area	480	Includes food storage and preparation area for Café food service.
13.503	Employee Dining Area	48	1	15 <sup>/pers</sup> +40	55	4-place tables/chairs + beverage station
13.504	Serving Line	1	1	120/area	120	Includes beverage station and microwave.

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13.000 Food Service

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
13.505	Vending Machine Alcove	1	1	120/area	120	Power, other connections for 5 vending machines, floor drain.
13.506	Time Clock	-	0	0/area	0	Located adjacent to staff café entry vestibule (see 13.5001); wall-mounted clock; electrical outlets and cabling; square footage included in 13.500 grossing factor
13.507	Rest Room - Staff	1-2	2	50/room	100	ADA accessible; gender neutral. Adjacency to Employee Dining Area
13.508	Janitor's Closet	-	1	75/room	75	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
13.509	Exterior Patio	10-16	1	(0)/area	(0)	Exterior space, screened from public view; fully secure to prevent introduction of contraband; not counted as building area
<b>13.500 Total Net Square Feet</b>					<b>990</b>	
<b>Grossing Factor</b>					<b>1.30</b>	
<b>13.500 Total Gross Square Feet</b>					<b>1,287</b>	
<b>13.000</b>		<b>Total Interior Net Square Feet</b>			<b>18,006</b>	
<b>13.000</b>		<b>Total Interior Gross Square Feet</b>			<b>23,158</b>	

## 14.000 Laundry

### 14.100 Laundry

1. The primary requirements of the laundry operation include providing for the issuance of clean clothing, bedding and linens, and exchange. The service load will also include personal laundry (socks, t-shirts, underwear) for general population inmates; with the exception that inmate cadre workers will do their personal laundry at their housing units. The laundry will also handle laundering of items from food service, medical, and other departments.
2. The central LAUNDRY is physically sized to accommodate the potential expanded service load of 2,400 in-custody inmates, although initial equipment (washers, dryers, carts, etc.) will be that required for the initial capacity of 1,600 beds. This approach is used due to the complexity of trying to add additional physical space to the laundry in the future, by having physical space available for additional equipment.
3. The laundry is assumed to be an 8-hour, 5-day per week operation. Inmate workers will be used under direct supervision of facility staff. Inmate workers will be searched coming into and leaving the area.
4. The main laundry area is to be as open as practical, with sight-obstructive equipment located against perimeter walls to the maximum practical extent. It will include washer/extractors, dryers, and tables/counters for sorting and folding of cleaned items.
5. The use of multi-layer suicide resistant blankets is proposed by the facility, which will take additional time compared to thinner cotton blankets.
6. In terms of laundry supplies, once received at the common receiving area chemicals will be taken to a secure chemical storage area that is near, but not directly accessible from, the main laundry space. Chemicals will be remotely pumped from this space to the washers and dryers to the greatest practical extent to reduce the opportunity for pilferage, misuse, or abuse by the inmate workers.
7. Adjacent to and behind the dryers, a secure space will be provided that includes an external ground level wall accommodating large sets of secure louvers to provide convection air flow as well as short-length ducted removal of heat and steam from the dryers. An appropriately sized and configured opening (possibly removable louvers) will allow installation, removal, and replacement of washer and dryer equipment without disassembly. The external wall should be within a secured, gated area to maintain security when the wall access is open.
8. Completed laundry items and carts for clean laundry destined for delivery will be staged in an adjacent area that allows access from the laundry as well as by non-laundry inmate staff without having to enter the main laundry room. Clean transport carts will be of different colors, labeled, and configured, or otherwise easily identifiable to avoid cross-contamination from soiled laundry carts.



9. Soiled laundry will be collected twice a week and taken directly to the Laundry in carts. Soiled inmate personal laundry will be collected in net bags with inmate identification attached. Similarly, clean laundry and inmate personal laundry bags will be distributed twice a week.
10. Completed and new laundry items that are not destined for immediate delivery will be held in a separate secure area that can be accessed from either the laundry or the staging area. Soiled laundry items will be held in an adjacent area that allows access from the laundry as well as by non-laundry inmate staff without having to enter the main laundry room. It will include adequate space for any necessary pre-laundering sorting. Soiled transport carts will be of different colors, labeled, and configured, or otherwise easily identifiable to avoid cross-contamination from clean laundry carts.
11. Ancillary inmate areas will include a dining/break area that may also be used for orientation and training; restrooms; and, if deemed necessary, a secure entry/exit search area.
12. A staff restroom will be provided as well as an office for processing paperwork, maintaining records, etc.
13. A separate room is provided for sewing and repairs.
14. Regarding infrastructure, a centralized water treatment in response to mineral content of local water, and for steam generation for washers and dryers. A separate mechanical area is required for water treatment, steam generation, energy/resource conserving equipment such as ozone treatment, and water/heat reclamation technology.
15. New laundry operations protocols will be developed to conform to the new operation philosophy of the jail.

14.000 Laundry

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
14.100	Laundry					
14.101	Secure Receiving Area	-	1	0/area	0	Square footage included in 13.000 grossing factor
14.102	Secure Chemical Storage	-	1	140/room	140	Receiving, storage, and issuing of supplies as needed. Equipped w/ shelving, dunnage racks, space for 50-gal drums, and conduit/pumping equipment for remote delivery to laundry machines.
14.103	Primary Laundry Space	-	1	2,800/area	2,800	Washing, drying, and sorting of items. Equipped w/ washers/ extractors with water retention area, dryers, mobile tables, and hampers.
14.104	Equipment Access Space	-	1	185/area	185	Provided behind laundry equipment to permit servicing from the rear, secure access.
14.105	Clean Laundry/ Delivery Staging	-	1	260/area	260	Storage of clean laundry and preparation for delivery. Equipped w/ organized shelving and mobile delivery carts.
14.106	Holding/Storage Room	-	1	480/area	480	Secure storage area for clean/new items equipped with shelving, tables, and hampers. This is to be used for spare uniforms, sheets, blankets.
14.107	Soiled Holding/ Sorting	-	1	400/room	400	Holding area for sorting soiled laundry items; equipped w/ tables and soiled laundry carts. Provide enclosed space w/ direct exhaust.
14.108	Laundry Office	1	1	100/room	100	OF-100, elevated office.
14.109	Sewing/ Repair Area	1	1	80/area	80	Work tables, chairs, sewing machines, and material storage. 2 work stations.
14.110	Rest Room - Staff	1	2	50/room	100	Individual use, ADA accessible; gender neutral.
14.111	Inmate Entry/Search	12	1	10/pers	120	Access for inmates and inmate search.
14.112	Rest Room - Inmate	1	3	50/room	150	Gender neutral; single occupancy, PREA-compliant privacy; illuminated "occupied" signage prompted by motion sensor; alert tone to Laundry Office; running time timer with display above restroom - activated/ deactivated upon the restroom being locked/ unlocked; suicide resistant; vision into space to provide sufficient visibility for staff monitoring.
14.113	Water Cooler	-	1	6/area	6	ADA accessible; amount per code
14.114	Breakroom - Inmate	13	1	18/pers +50	284	Tables and chairs for both inmate training and lunch; beverage counter with sink.
14.115	Locker Alcove	13	1	40/area	40	Personal "bus station" type lockers for storing inmate work clothes. Provide direct observation from main space.
14.116	Janitor's Closet	-	1	75/area	75	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside.
14.117	Water Reuse System	-	1	1,000/room	1,000	Area for equipment and operation. Proximity to Food Service Area.

14.000 Laundry

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
					<b>6,220</b>	
					<b>1.30</b>	
					<b>8,086</b>	
					<b>6,220</b>	
					<b>8,086</b>	

## 15.000 Warehouse & Commissary

### *Introduction*

The warehouse provides a central area for the receipt and distribution of all institutional goods, supplies, and materials. The warehouse component includes the centralized facility storage area, commissary, and the service yard/loading dock. All supplies and goods that enter the institution will first be processed through a secure staging area security vestibule adjacent to the loading dock. Once the incoming product is inventoried and inspected, it will be moved either to the warehouse central storage area, to the food services area, to the commissary staging area, or to health services. The warehouse bridges the security perimeter and will be accessible from the service pedestrian security vestibule and the staging area security vestibule.

The warehouse manager will manage the overall warehouse operation, including coordination of deliveries for food, commissary, institutional supplies, and medical supplies, and distribution to the designated areas. However, representatives from food service, health services, maintenance, etc. may be present for the receipt of deliveries pertaining to their operations and be responsible for the inspection of their deliveries.

The commissary is available for eligible inmates to purchase approved items not provided by the facility. The commissary will be a contracted service that is operated by a private vendor.

Inmate workers may be utilized in this area, so provisions must be made to provide separation from the storage areas where the inmate workers are located from the truck loading/unloading operations. This separation will be accomplished through the use of a staging area for deliveries that will also serve as a means of securing inmates who work in the warehouse through the use of interlocking doors.

### *15.100 Warehouse*

1. The warehouse manager will manage the overall warehouse operation and will have an office with windows overlooking the central storage area, the loading dock, and the staging area. The warehouse manager will also have a pass through leading to the loading dock and an operable window into the staging area for the receipt and processing of delivery paperwork. When deliveries are made, the warehouse manager is responsible for contacting the pertinent division within the facility for the inspection and receipt of its deliveries. Adjacent to the warehouse manager's office will be a work area for one account clerk.
2. There will be a dockworker position responsible for supervising incoming deliveries, product storage, and preparing product for distribution; however, no specialized workspace is required.
3. Warehouse inventory control officers will be responsible for providing security supervision of the warehouse function and for distributing product throughout the facility. The workstations for these officers will be strategically located so as to provide

clear observation of warehouse operations, especially where the majority of inmate worker activity occurs.

4. Inside the service pedestrian security vestibule (described below), will be a controlled-access interlocked security door for staff and inmate workers to enter/exit the warehouse. Inmates are subject to search in the security screening area located within the service pedestrian security vestibule.
5. The central storage component must be sized to ideally maintain a 60-day supply of goods. Space should be provided to make some bulk purchases on a monthly basis to take advantage of better pricing as well as federal surpluses should they be available.
6. The warehouse will use a palletized storage system. The warehouse area will be divided into several storage sub-components that may be separately secured and alarmed to assure controlled and supervised access. These areas include:
  - a. Storage of bulk items (e.g., inventories of blankets, linens, uniforms, mattresses, spare furniture etc.)
  - b. Institutional supplies (such as toilet paper, hygiene supplies, etc.)
  - c. SRT supplies (biohazard suits, pepper-ball launchers, etc.)
  - d. Office paper & office supplies
  - e. Cleaning and janitorial supplies
  - f. Chemical products storage
7. Separation can be as simple as designated shelving for certain items, or the use of chain link fencing for the cordoning off of areas for other items, or as specialized as that needed for chemicals and cleaning supplies, which must be stored in a well-ventilated area that is separate from all other stored items and preferably separated by solid walls.
8. No specialized, designated space is provided for food storage within the warehouse. Once food product deliveries have been cleared, they will be moved to and stored in the food service area.

#### *Quartermaster*

9. Staff will be issued a purchase voucher for uniforms, duty belts (accessories), footwear, etc. and will obtain these items directly from an authorized vendor. Equipment such as handcuffs, radios, mace/pepper foam, etc. will be issued by the quartermaster to authorized personnel.
10. There will be dedicated space within and accessible from the warehouse for the quartermaster function. It is from this area (work counter) that authorized equipment will be issued. There will also be direct access from the main circulation corridor into the quartermaster area to afford easy access by staff.
11. There will be a workstation designated for the quartermaster, equipment inventory storage, and a trash alcove within the quartermaster function.

### *Warehouse Ancillary Spaces*

12. Within the warehouse, a printer/copier work alcove (with office supply storage), a staff breakroom, an inmate breakroom, a staff restroom, an inmate restroom, a water cooler, and a janitor closet will be provided. If practical, these spaces may be shared with the maintenance/central plant component.

### *15.200 Service Yard/Loading Dock*

1. All items coming into the warehouse, including food, will first enter through a service yard/loading dock where the items will be offloaded, inventoried, and then moved to the designated location. From the loading dock area, direct access to the maintenance areas will be provided (see 16.100 Maintenance Shop/Stockroom). The service yard will be used by supply and service vehicles to access the loading dock, and trash collection vehicles to access the refuse compactors and dumpsters.
2. The delivery staging area security vestibule has three secure interlocking doors. The three interlocking doors include the outer door (loading dock), the inner door #1 (warehouse) and the inner door #2 (service pedestrian security vestibule). All doors will be operated by electronic remote release by master control. All goods will be off loaded from the delivery vehicles and placed within the delivery staging security vestibule, where there will be tables for sorting and inspecting deliveries, and pallet storage. Once products are offloaded and accounted for, the delivery vehicle driver will depart the staging area, which will be secured prior to any product being brought inside the facility. The delivery staging security vestibule will be sized to accommodate pallet jacks.
3. Inner door #2 (described above) leads between the delivery staging area security vestibule and the service pedestrian security vestibule. This door will be utilized to move food, health care, and commissary products once inventoried and inspected from the delivery staging area security vestibule into the security perimeter.
4. A service pedestrian security vestibule will lead from the loading dock area into the security perimeter. This vestibule will be primarily used to security screen maintenance staff, service contractors, etc. and to move products directly into the security perimeter. The service pedestrian security vestibule has four secure interlocking doors. The four interlocking doors include the outer door (loading dock), an inner door for staff/inmate entry to the warehouse, an inner door #2 leading to/from the delivery staging area (described above), and an inner door leading into the security perimeter.
5. All persons entering the security perimeter from the loading dock area will need to successfully pass through full-body scan security screening. Tools and equipment as well as allowed personal items will be subject to x-ray screening. Work tables will be available to inventory and inspect tools and equipment going into/out of the facility. Security screening will be performed by Sheriff's Office protective services officers.

15.000 Warehouse & Commissary

6. The service pedestrian security vestibule will be oversized to separate security screening equipment from the circulation pathway from products being brought into the facility, which may also include pallet jacks.
7. Located within the service pedestrian security vestibule, electrical outlets and cabling should be provided for the installation of a time clock.
8. Commissary is provided twice weekly by a contracted vendor. Eligible inmates may submit weekly orders using the multifunction kiosks located in their assigned housing area. If the vendor provides the option, family and/or friends may purchase commissary items online for delivery to a specific inmate.
  - a. Commissary is a wholly self-contained operation that requires no logistical support.
  - b. The contracted vendor will bring prepackaged orders on vendor-provided carts that will be used to distribute commissary orders. Commissary orders will be distributed by the vendor from within the respective housing dayrooms.
  - c. Commissary carts will be temporarily staged pending distribution of commissary orders in a designated room adjacent to the delivery staging security vestibule on the loading dock. Within the commissary staging room will be a counter with stool for using a vendor-provided laptop. The room will have the requisite cabling and/or Wi-Fi capability.
9. Facility trash will be collected daily and brought to the warehouse for disposal and/or recycling. A dumpster/trash compactor will be located adjacent to the loading dock. In addition, an area for compacting/baling cardboard will be provided.



15.000 Warehouse & Commissary

15.000 Warehouse & Commissary

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>15.100 Warehouse</b>						
15.101	Warehouse Manager	1	1	120/room	120	OF-120; window overlooking warehouse; adjacent to pedestrian door at loading dock; pass through to loading dock; operable window into staging area
15.102	Account Clerk	1	1	64/wkstn	64	WS-64
15.103	Warehouse Inventory Control Officer (C/O)	1-2	1	128/room	128	2 WS-64; centrally located, near inmate worker activity area
15.104	Staff/Inmate Secure Entry & Inmate Search	-	1	0/area	0	Within the service pedestrian security vestibule (see 15.203)
15.105	Central Storage	-	1	5,000/area	5,000	60-day general facility storage for bulk items and furniture; palletized rack storage system (3 high); subdivided into separate storage areas by chain link fence; separate storage for cleaning supplies, chemicals, and paint with separate ventilation and solid wall; accommodate a pallet jack
15.106	Quartermaster	1-3	1	500/room	500	1 WS-64; work counter; shelving and cabinets for storage of utility equipment, e.g., handcuffs, radios, mace, pepper foam, etc.; trash alcove
15.107	Printer/Copier Work Alcove	-	1	75/area	75	Networked printer/copier/fax/scanner; work counters; built-in shelving for forms; secure storage for office supplies; shredder; recycling bins
15.108	Breakroom - Staff	4-6	1	180/room	180	BR-180
15.109	Breakroom - Inmate	4-6	1	180/room	180	Tables and chairs for both inmate training and lunch; beverage counter with sink
15.110	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
15.111	ADA Restroom - Inmate	1	1	50/room	50	Gender neutral; PREA-compliant privacy; illuminated "occupied" signage prompted by motion sensor; alert tone to warehouse security workstation; running time timer with display above restroom - activated/deactivated upon the restroom being locked/unlocked; suicide resistant; located within an alcove to prevent casual observation while providing sufficient visibility for staff monitoring
15.112	Water Cooler	-	1	0/area	0	ADA accessible; wall-mounted; amount per code; square footage included in 15.100 grossing factor
15.113	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>15.100 Total Net Square Feet</b>					<b>6,387</b>	
<b>Grossing Factor</b>					<b>1.20</b>	
<b>15.100 Total Gross Square Feet</b>					<b>7,664</b>	
<b>15.200 Service Yard/Loading Dock</b>						
15.201	Truck Loading/Receiving Dock	-	1	(3,200)/area	(3,200)	Sized for tractor-trailer truck access; 3 bays for 2 tractor trailers and/or smaller trucks and 1 bay for

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No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
						access to the compactor; ramp; dock leveler; weather protection; rolling door(s); secure man-door leading to staging area with card reader/biometric access for authorized staff and redundant controls in master control; controlled & direct access into maintenance area (see 16.100 Maintenance Shop/Stockroom)
15.202	Delivery Staging Security Vestibule	-	1	1,500/room	1,500	Three secure interlocking doors; outer door (loading dock), inner door #1 (warehouse) and inner door #2 (service pedestrian security vestibule); all doors operated by electronic remote release by master control; CCTV & intercom on both sides of doors; camera monitored/recorded; directly between loading dock and warehouse, sized for pallet jacks; tables for sorting and inspecting deliveries; temperature & humidity control; space to store used pallets
15.203	Service Pedestrian Security Vestibule	2-8	1	400/room	400	Four interlocking secure doors providing access to/from the jail's security perimeter, to/from the staff/inmate warehouse access (see 15.104), to/from the delivery staging area, and to/from the loading dock area; all doors operated by electronic remote release by master control; CCTVs & intercom on both sides of doors; camera monitored/recorded; oversized to separate security screening equipment from circulation pathway of products/goods being brought into the facility; door leading to/from the delivery staging area oversized to accommodate pallet jacks
15.204	Security Screening Officer	1	1	64/wkstn	64	Located within service pedestrian security vestibule (see 15.203); WS-64
15.205	Full Body Scanner/Station	1-4	1	200/area	200	Located within service pedestrian security vestibule (see 15.203)
15.206	Tool & Material Security Screening/X-ray Screening	1-2	1	200/area	200	Located within service pedestrian security vestibule (see 15.203); path for wheelchair access around screening equipment; sized for handheld wand searches, if necessary; table for personal items feeding into package x-ray; work tables for inspecting/inventorying tools/materials; secure shelving for storage of handheld wand, etc.
15.207	Time Clock	-	0	0/area	0	Located within service pedestrian security vestibule (see 15.203); wall-mounted clock; electrical outlets and cabling; square footage included in 15.200 grossing factor
15.208	Commissary Cart Staging	-	1	400/room	400	Adjacent to delivery security vestibule on the loading dock; temporary staging for commissary carts; counter w/stool for laptop w/ requisite cabling and/or Wi-Fi
15.209	Trash Staging	-	1	250/area	250	For holding trash prior to transfer to dumpster; ventilated directly to exterior
15.210	Dumpster/Trash Compactor	-	1	(150)/area	(150)	Adjacent to the loading dock; hose bib

15.000 Warehouse & Commissary

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
15.211	Cardboard Compactor/Baler	-	1	(80)/area	(80)	Weather protected; on loading dock
15.212	Baled Cardboard	-	1	(80)/area	(80)	Near loading dock
<b>15.200 Total Net Square Feet</b>					<b>3,014</b>	
<b>Grossing Factor</b>					<b>1.10</b>	
<b>15.200 Total Gross Square Feet</b>					<b>3,315</b>	
<b>15.200 Total Exterior Gross Square Feet</b>					<b>(3,510)</b>	
<b>15.000</b>	<b>Total Interior Net Square Feet</b>			<b>9,401</b>		
<b>15.000</b>	<b>Total Interior Gross Square Feet</b>			<b>10,980</b>		
<b>15.000</b>	<b>Total Exterior Gross Square Feet</b>			<b>(3,510)</b>		

## 16.000 Maintenance & Central Plant

### *Introduction*

This component includes the maintenance area, the maintenance storage area, and other building support. The building support area also includes the central mechanical plant. The maintenance area will provide an on-site work and tool storage area located outside the security perimeter, to be accessed by the Cuyahoga County facilities management personnel. This area will be located in proximity to and accessible from the loading dock associated with the warehouse (see 15.200 Service Yard/Loading Dock). As this space is located outside the security perimeter, the maintenance area would require very close access into the security perimeter. The maintenance area will have card-reader and/or biometric means of access for authorized staff, with redundant controls in master control for external entrance doors.

The building support area also includes the mechanical rooms for the building, typically including areas such as the boiler room, the air handlers, air conditioning equipment, hot water heaters, etc. This equipment may be co-located in a single area in the facility as well as in various locations throughout the facility, depending on the facility design. Some components may be located on the exterior of the building or on the roof. Thus, other than an allocation for a central plant, all other mechanical areas are part of the building net-to-gross factor and the overall building gross factor, and are not included as separate line items in the architectural program.

As much as possible, repair work will be provided by maintenance staff. It is important to note that a licensed member of the trade should conduct non-routine maintenance and maintenance work governed by code requirements. If no one on staff is licensed for a particular maintenance or repair project, then a specialist should be hired on an as-needed basis.

The maintenance area will include a satellite work and tool storage area located inside the security perimeter, to be accessed by the CCCC facilities management personnel.

### *16.100 Maintenance Shop/Stockroom*

1. A secure entrance for maintenance staff from the exterior will be provided leading directly into the maintenance shop/stockroom. The maintenance staff entrance from the exterior should not be a security vestibule-type entrance, but rather a securable weather vestibule accessed by card reader and/or biometric means by authorized staff.
2. Located within the maintenance shop/stockroom, electrical outlets and cabling should be provided for the installation of a time clock.
3. Accessible from the loading dock there will be a maintenance staging vestibule where maintenance items delivered to the facility will be received (see 15.200 Service Yard/Loading Dock). The maintenance staging vestibule has two secure doors, which will control access to/from the maintenance shop/stockroom. Both doors can be

16.000 Maintenance & Central Plant

operated by electronic remote release by the warehouse staff/officer and/or master control, and/or by card reader or biometric means (authorized staff only).

4. Work orders will be submitted via an electronic, automated work-order system. Within the maintenance shop area, an office for the maintenance superintendent and workstations for the tradesmen will be provided. A shared office is provided with assigned workstations for trades foremen as well as workstations for visiting tradesmen and future expansion. This office include a multifunction copy machine and office supply storage. A shared workstation is provided within each respective trade shop.
5. The maintenance shop area will be subdivided and will provide sufficient, appropriate work space and storage for the following maintenance specialties:
  - a. General maintenance
  - b. Electrical
  - c. Plumbing
  - d. Pipefitter
  - e. Ironworker
  - f. Security Electronics/Building Controls
6. Maintenance shops associated with the following trades will be based at the main Cuyahoga County facilities management location, and will utilize one of the existing shops that is most appropriate for the task when on site at the CCCC:
  - a. Carpentry
  - b. Welding
  - c. Fabrication
7. Maintenance shops associated with HVAC and fire suppression will be located with the central mechanical plant (see 16.400 Central Mechanical Plant).
8. Each trades shop shall have a secure supply storage that is accessible from the respective trades shop, and will include secure shelf and peg board storage for appropriate power and hand tools for routine maintenance activities that will accessible by card reader and pin code or biometric means for authorized staff. Tools should be stored in a shadow-board type of storage system, so that tools can be retrieved and stored easily, and missing tools will be readily apparent.
9. A room that is adjacent to the maintenance shops and loading dock is provided for attic stock and spare parts such as toilets, extra floor tiles, extra glazing, etc.
10. Specialized storage is provided for chemicals and paint.
11. A workroom in the maintenance area will provide storage for owner manuals, as-built documents, a computer workstation to access the BIM model, and other documents needed for the maintenance of equipment and machinery. The workroom should also include a layout table, flat files, and a CAD station.

12. Within the maintenance shop area, a staff breakroom with staff lockers and a workstation, staff restrooms, a staff shower, a water cooler, and a janitor closet will be provided. If practical, these spaces may be shared with the warehouse/commissary component.

#### *16.200 Satellite Maintenance*

1. Mobile tool cribs will be used to store maintenance/repair tools/devices/implements. Two tool cribs will be staged in strategic locations within the security perimeter of the jail.
2. Two satellite maintenance rooms will be located within the security perimeter of the jail; one designated for electrical and one designated for plumbing. Each will have a mobile tool crib that will be used to store maintenance/repair tools/devices/implements.

#### *16.300 Safety & Sanitation*

1. Custodial and housekeeping services are provided by civilian staff as well as supervised inmate workers and are overseen by security staff. Office and/or workspace within the security perimeter will be provided for the following safety and sanitation security staff positions:
  - a. Safety and Sanitation Sergeant (1)
  - b. Safety and Sanitation Corporal (2)

Office design and furniture and equipment will be commensurate with assigned responsibilities.

2. Support spaces for safety and sanitation staff include a staff breakroom, staff lockers (outside the security perimeter in the staff locker rooms), a staff restroom, a water cooler, and a janitor closet.
3. Within the jail will be storage for cleaning equipment (i.e., buffers, vacuum cleaners, steam cleaners, etc.), cleaning carts, and limited cleaning supplies.

#### *16.400 Central Mechanical Plant*

1. The central mechanical plant will house the heating plant and chillers for the facility, and the domestic hot water supplies. It will also provide the central energy supply for the facility and the emergency generator. This area must be subdivided so that heating equipment is in one area, cooling equipment in another area, and generators in a third area. Care must be taken to keep circulator pumps and other heat-sensitive equipment away from any heat-generating source. Appropriate heat ventilation and exhaust fans should be utilized as necessary to reduce heat loads. Electrical conduits, plumbing chases, ductwork, etc. should be color-coded for easy identification.
2. This area has vital equipment necessary for the essential operations of the facility, and the environment should be as clean and as dust free as possible. Any insulating materials, wall and floor finishes, ceiling treatments, etc. should be sealed to eliminate flaking and be as easy to maintain as possible.

16.000 Maintenance & Central Plant

3. Outside access should be provided to the mechanical equipment to allow maintenance workers ready access into the area, and escorted access into the area by maintenance workers who are be private contractors. This area should be located outside the security perimeter.
4. As part of the central mechanical plant operation, there will be an associated trades shop as well as secure supply storage. An office will be provided for the stationary engineer foreman and shared workstations will be provided for the stationary engineers. Support spaces for the stationary engineers include staff lockers, a staff restroom (includes staff lockers), a water cooler, and a janitor closet. If practical, these support spaces may be shared with the maintenance component.



16.000 Maintenance & Central Plant

16.000 Maintenance & Central Plant

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
16.100	Maintenance Shop/Stockroom					<i>Outside Security Perimeter</i>
16.101	Weather Vestibule - Maintenance Staff	1-4	1	60/area	60	ADA accessible; one set of double doors for weather insulation; includes CCTV and intercom for after-hours identification, electric door strike; access by card reader or biometric means for authorized persons
16.102	Time Clock	-	0	0/area	0	Located within maintenance shop/stockroom vestibule (see 16.101); wall-mounted clock; electrical outlets and cabling; square footage included in 16.100 grossing factor
16.103	Maintenance Staging Vestibule - Loading Dock	-	1	150/area	150	Accessible from the loading dock; ADA accessible; one set of double doors for weather insulation; extensive security glazing; includes CCTV and intercom for after-hours identification, electric door strike; access by card reader or biometric means for authorized persons
16.104	Maintenance Superintendent	1	1	120/room	120	OF-120
16.105	Shared Office - Tradesmen	2-6	1	384 <sup>/room</sup> +40	424	6 WS-64; 2 are ADA accessible; workstations clustered together in a single room/location; 2 assigned workstations for trades foremen; 2 workstations for visiting tradesmen; 2 future expansion workstations; extra square footage for multifunction machine and office supply
16.106	General Maintenance	1-2	1	350/area	350	1 WS-50; workbenches; appropriate ventilation
16.107	Electrical Shop	2-4	1	350/area	350	1 WS-50; workbenches; appropriate ventilation
16.108	Plumbing Shop	2-4	1	350/area	350	1 WS-50; workbenches; appropriate ventilation
16.109	Pipefitter Shop	2-4	1	550/area	550	1 WS-50; workbenches; appropriate ventilation
16.110	Ironworker Shop	2-4	1	550/area	550	1 WS-50; workbenches; appropriate ventilation
16.111	Security Electronics/Building Controls	1-2	1	300/area	300	1 WS-50; workbenches; appropriate ventilation
16.112	Electrical Storage	-	1	150 <sup>/area</sup> +25	175	Secure supply storage located within electrical shop; extra square footage for secure shelf and pegboard storage of power and hand tools
16.113	Plumbing Storage	-	1	150 <sup>/area</sup> +25	175	Secure supply storage located within plumbing shop; extra square footage for secure shelf and pegboard storage of power and hand tools
16.114	Pipefitter Storage	-	1	200 <sup>/area</sup> +25	225	Secure supply storage located within pipefitter shop; extra square footage for secure shelf and pegboard storage of power and hand tools
16.115	Ironworker Storage	-	1	200 <sup>/area</sup> +25	225	Secure supply storage located within ironworker shop; extra square footage for secure shelf and pegboard storage of power and hand tools
16.116	Maintenance Stockroom/Attic Stock	-	1	500/room	500	Attic stock and spare parts; hardware inventory; adjacent to the maintenance shops and loading dock
16.117	Chemical Storage	-	1	100/room	100	Special ventilation directly to exterior, dry fire suppression system

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16.000 Maintenance & Central Plant

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
16.118	Paint Storage	-	1	150/room	150	Sealed flooring; appropriate ventilation & fire suppression
16.119	Facility Document Room	1	1	200/room	200	Computer station; conference-type table for viewing large documents; storage for owner manuals, blueprints, as-built documents, maintenance manuals, etc.
16.120	Breakroom - Staff	10	1	290/room	290	BR-250; sized up for 10
16.121	Staff Lockers - Assigned	-	40	5/area	200	40 half-height lockers with user-defined digital lock grouped together; within staff breakroom
16.122	Workstation - Unassigned	1	1	50/wkstn	50	WS-50; within staff breakroom (see 16.119)
16.123	Restroom - Staff	1	1	40/room	40	Gender neutral
16.124	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
16.125	ADA Shower/Changing	1	1	60/room	60	Gender neutral; changing/drying area; eye wash station
16.126	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; amount per code; square footage included in 16.100 grossing factor
16.127	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>16.100 Total Net Square Feet</b>					<b>5,684</b>	
<b>Grossing Factor</b>					<b>1.10</b>	
<b>16.100 Total Gross Square Feet</b>					<b>6,252</b>	
16.200	Satellite Maintenance	<i>Inside Security Perimeter</i>				
16.201	Satellite Tool Cribs	-	2	150/room	300	Workbench; shelving; slop sink; eyewash station; storage of 2 tool cribs; 1 room designated for electrical; 1 room designated for plumbing
<b>16.200 Total Net Square Feet</b>					<b>300</b>	
<b>Grossing Factor</b>					<b>1.10</b>	
<b>16.200 Total Gross Square Feet</b>					<b>330</b>	
16.300	Safety & Sanitation	<i>Inside Security Perimeter</i>				
16.301	Safety & Sanitation Sergeant	1	1	120/room	120	OF-120
16.302	Shared Office - Safety & Sanitation Corporal	2	1	128/room	128	2 WS-64; 1 is ADA accessible
16.303	Breakroom - Staff	4-6	1	180/room	180	BR-180
16.304	Staff Lockers - Assigned	-	2	0/area	0	Safety & sanitation staff lockers located in male & female staff locker rooms outside security perimeter (see 3.503 & 3.506)
16.305	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
16.306	Water Cooler	-	1	0/area	0	ADA accessible; amount per code; square footage included in 16.300 grossing factor
16.307	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside

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16.000 Maintenance & Central Plant

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
16.308	Cleaning Equipment Closet	-	1	200/room	200	Buffer, vacuum cleaners, etc.; cleaning carts; limited cleaning supplies; glazing on door for easy viewing inside
<b>16.300 Total Net Square Feet</b>					<b>718</b>	
<b>Grossing Factor</b>					<b>1.10</b>	
<b>16.300 Total Gross Square Feet</b>					<b>790</b>	
16.400 Central Mechanical Plant		<i>Outside Security Perimeter</i>				
16.401	Mechanical Plant	-	1	(20,000)/room	20,000	Heaters, chillers, hot water heaters, ventilation system
16.402	Stationary Engineer Shop	2-4	1	300/area	300	Workbenches; appropriate ventilation
16.403	Stationary Engineer Storage	-	1	150/area + 25	175	Secure supply storage located within stationary engineer shop; extra square footage for secure shelf and pegboard storage of power and hand tools
16.404	Stationary Engineer Foreman	1	1	120/room	120	OF-120
16.405	Stationary Engineer	1-2	1	128/area + 40	168	2 WS-64; 1 is ADA accessible; within stationary engineer shop; extra square footage for multifunction machine and office supply
16.406	Staff Lockers - Assigned	-	15	5/area	75	15 half-height lockers with user-defined digital lock grouped together
16.407	ADA Restroom - Staff	1	1	50/room	50	Gender neutral
16.408	Water Cooler	-	1	0/area	0	ADA accessible; water bottle filler; amount per code; square footage included in 16.400 grossing factor
16.409	Janitor Closet	-	1	40/room	40	Utility sink, mop racks, broom rack, storage for limited cleaning supplies or dilution dispensers, mop buckets, ventilation such that wet mops dry without mildewing; glazing on doors for easy viewing inside
<b>16.400 Total Net Square Feet</b>					<b>20,928</b>	
<b>Grossing Factor</b>					<b>1.10</b>	
<b>16.400 Total Gross Square Feet</b>					<b>23,021</b>	
<b>16.000 Total Interior Net Square Feet</b>					<b>27,630</b>	
<b>16.000 Total Interior Gross Square Feet</b>					<b>30,393</b>	

## 17.000 Parking

### *Introduction*

The Cuyahoga County Correction Center is a public building serving many interests and needs, including law enforcement and judicial processing, plus all services and activities related to the safe and secure detention of persons committed to the CCCC. Vehicle parking is needed for employees, contract staff, contractors, volunteers, official and professional visitors, and inmate visitors.

### *17.100 Parking – Public Vehicles*

1. Appropriate signage around the site should indicate the public parking areas. Public access to the site should have its own vehicular entrance and exit ramps from the road, separate from staff-only access areas, if possible. Public parking areas should be adequately lit and equipped with pole-mounted CCTV cameras that can be monitored by master control, to provide for adequate supervision of the area and for the safety of staff and visitors.
2. Public parking will be available for The public parking area should have 100 (est.) spaces to accommodate both official visitors and inmate visitors simultaneously, including handicapped spaces per code. Designated handicapped parking should be as close to the public entrance as is feasible. The general public parking area should be proximal to the public lobby.
3. Four reserved parking spaces will be available for county administration officials visiting the facility.
4. There will be 15 secure parking spaces for judicial and court officials located adjacent to the court component.
5. There should be on-site parking for contractors and professional visitors. Ten contractor/professional visitor vehicle parking spaces are provided.

### *17.200 Parking – Staff Vehicles*

1. The staff parking area should be independent of public parking and should be located proximal to the staff entrance and in a manner so that inmates do not have a view of the staff parking area, and will be available to county employees as well as contract staff (e.g., health care, food service).
2. The staff parking area will be securely fenced and gated with card-reader access for authorized staff entry. Staff parking areas should be adequately lit and equipped with pole-mounted CCTV cameras that can be monitored by master control, to provide for adequate monitoring of the area and for the safety of staff.
3. The number of staff parking spaces (600 est.) will be sufficient such that there is parking for two shifts during shift change times. Electrical outlets will be provided that will allow for diesel to be plugged in during cold weather and/or recharging of electric vehicles.

4. Reserved parking will be provided for the following staff/contract positions:
  - a. Chief of Public Safety
  - b. Corrections Director
  - c. Warden
  - d. Associate Warden (8)
  - e. Medical Director
  - f. Health Care Operations Manager
  - g. Food Service Manager
  - h. Sheriff's Department – unassigned (1)

*17.300 Parking – Facility Vehicles*

1. Parking will be provided for facility fleet vehicles (25 est.), which include inmate transportation, maintenance, K-9 unit, and general facility vehicles. Parking spaces will be sized to accommodate the different types of vehicles such as passenger cars, vans, and buses, service vans, and pickups. Facility vehicles will be parked proximal to the respective function they are servicing.
2. Facility vehicle parking areas should be adequately lit and equipped with pole-mounted CCTV cameras that can be monitored by master control, to provide for adequate monitoring of the area and for the safety of staff.

17.000 Parking

No.	Component	Persons Per Area	Number of Areas	Space Standard	NSF	Notes
<b>17.100 Parking - Public Vehicles</b>						
17.101	Parking Area Surveillance	--	0	(0) /area	(0)	Parking area to be adequately lit and equipped with pole-mounted CCTV cameras that can be observed/monitored by master control; square footage included in parking spaces square footage
17.102	Vehicle - Public	--	100	(300) /area	(30,000)	Car; provide handicap spaces in accordance with ADA regulations; includes circulation space
17.103	Vehicle - County Administration	--	4	(300) /area	(1,200)	Car; reserved parking for county officials
17.104	Vehicle - Judicial Officials	--	15	(300) /area	(4,500)	Car; secured area; provide handicap spaces in accordance with ADA regulations; includes circulation space; adjacent to court component
17.105	Vehicle - Contractor/ Professional Visitor	--	10	(400) /area	(4,000)	Van/Car; provide handicap spaces in accordance with ADA regulations; includes circulation space
<b>17.100 Total Exterior Gross Square Feet (39,700)</b>						
<b>17.200 Parking - Staff Vehicles</b>						
17.201	Parking Area Surveillance	--	0	(0) /area	(0)	Parking area to be adequately lit and equipped with pole-mounted CCTV cameras that can be observed/monitored by master control; square footage included in parking spaces square footage
17.202	Vehicle Access Gate	--	1	(400) /area	(400)	Card-reader access for authorized staff; CCTV pole-mounted cameras; intercom; remote-capable operation by master control
17.203	Vehicle - Staff	--	600	(300) /area	(180,000)	Car; provide handicap spaces in accordance with ADA regulations; includes circulation space; gated access; electrical outlets for hybrid and diesel vehicles
17.204	Vehicle - Reserved	--	15	(300) /area	(4,500)	Car; reserved parking for 15 staff or contract positions
<b>17.200 Total Exterior Gross Square Feet (184,900)</b>						
<b>17.300 Parking - Facility Vehicles</b>						
17.301	Parking Area Surveillance	--	0	(0) /area	(0)	Parking area to be adequately lit and equipped with pole-mounted CCTV cameras that can be observed/monitored by master control; square footage included in parking spaces square footage
17.302	Vehicle - Transport	--	10	(400) /area	(4,000)	12-person van
17.303	Vehicle - Transport	--	2	(600) /area	(1,200)	40-passenger bus
17.304	Vehicle - Maintenance	--	3	(400) /area	(1,200)	Service van
17.305	Vehicle - Maintenance	--	3	(300) /area	(900)	Pickup
17.306	Vehicle - K-9 Unit	--	1	(300) /area	(300)	Truck
17.307	Vehicle - Unassigned	--	6	(300) /area	(1,800)	Car and/or pickup
<b>17.300 Total Exterior Gross Square Feet (9,400)</b>						
<b>17.000 Total Exterior Gross Square Feet 234,000</b>						

### **III. APPENDIX**



## Siting Alternatives

At the Cuyahoga County Justice Center Steering Committee Meeting of November 12, 2020, the Steering Committee unanimously determined . . . *“that it is impractical to renovate or expand existing Jail I or Jail II, and that future jail planning should be limited to consideration of a new jail on a site outside of the Downtown Cleveland core with an initial rated capacity to be determined, but not to exceed 1600 beds, with flexibility for either reduction in initial size or future expansion to a maximum rated capacity of 2,400 beds.”*

Further the Steering Committee determined that . . . *“the County should proceed with planning for the new stand-alone jail, including but not limited to the following steps, 1. Initiate the Site exploration/selection process; 2. Prepare and issue the RFQ for the jail Criteria Architect (and) 3. Commence work on creation of a capital financing plan and structuring of required agreements with appropriate stakeholders.*

In order to provide a framework for the identification of potential siting alternatives, the planning team prepared two siting alternatives to provide guidance on minimum site area and appropriate site aspect ratios or dimensions. These alternatives as presented herein consist of:

**Alternative 1: Integrated Campus** scheme consisting of single level housing (main floor plus mezzanine) developed with a two level central support building, and,

**Alternative 2: Compact Scheme** with housing “stacked two over two” that is two units each with a main floor and mezzanine stacked no more than one over one, with as with Alternative 1 a two-story support core. The following elements are common to both alternatives:

- Planned for initial rated capacity of 1,600 beds (operational capacity or average daily population of 1,350 people in custody), with the core and site planned to accommodate expansion up to 2,400 beds.
- Planning reflects the development of eight primary management clusters, six general housing and 2 specialized clusters for medical and mental health treatment, each with its own unit management and program & services core.
- A two-story support core, with programs, services and support components on the lower level and medical and mental health clinics and housing on the second level.
- A separate circulation corridor to allow attorney access for visiting to the program and services core of each cluster.
- Full inclusion at a blocking and stacking level of all elements of the program.
- Allowance in site area to allow for surface parking.
- Sites allow for an 80 – 100’ landscaped buffer between a decorative property fence and adjacent properties or the public-right of way and include an on-site service/fire road.

The following narratives provide an overview of the two siting concepts developed to inform the site determination and selection process. It should be understood that neither of these concepts are intended to be representative of final design. They were prepared solely for the purpose of estimating site requirements. Much additional work involving correctional personnel and other stakeholders will be required to develop the final solution once a site is determined.

### **Alternative 1: Integrated Campus**

Alternative 1 is illustrated on overleaf. As illustrated, while housing varies by type as defined in the program (single cell, double cell, dormitory) as well as size (24/cell-48 bed, 32 cell single cell, 48 bed single cell and 60 bed dormitories, a common form was used for all housing units to provide greater familiarity for staff as they may at times work in differing types of housing units. Individual housing units each have an outdoor recreation area partially open to the sky, and on unit support. Six units share cluster unit management, programs and services space. Where the program called for fewer than six units in phase 1, the master plan allows for incremental expansion if needed.

The first floor of the support building houses all of the program and services functions, with a clear distinction between access for Intake/Transfer, public and staff and service. The second floor accommodates the planned medical and mental health program including housing clusters for medical treatment and acute/subacute mental health in single level housing. Housing in this area will be developed more in line with hospital planning tenets in a secure environment than the two-tier configuration used for housing. A separate access corridor will allow attorneys to have in person visits at the cluster level both to increase attorney/client access and reduce safety, security and additional staffing needs associated with movement to central visiting.

It is anticipated that all parking (public & staff) will be accommodated on-site and that staff parking will be fenced with controlled access.

Alternative 1 will require a site of 50 – 60 acres +/-, with dimensions of approximately 1,200' by 2,000' to allow for adequate buffering.

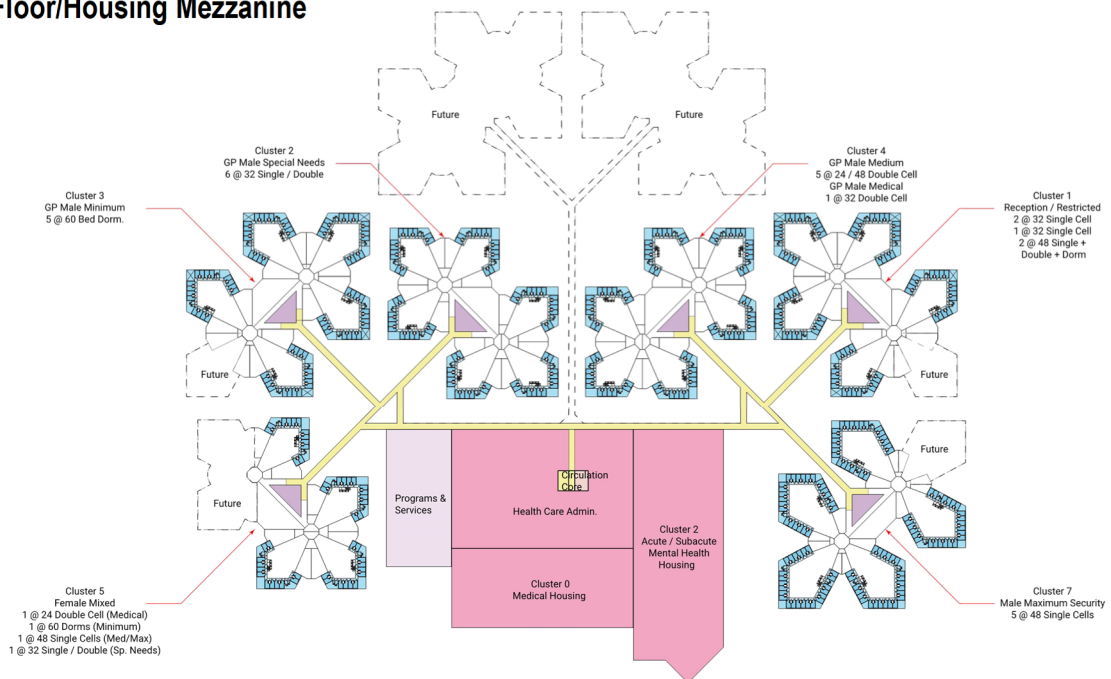
Key attributes of Alternative 1 are summarized as follows:

- + Single level housing.
- + All housing can have windows, either directly to the exterior with internal chases or via borrowed light if a rear chase is employed.
- + Outdoor recreation areas for all units can be partially open to the sky.
- + Potential for incremental expansion.
- Significantly large site required which may not be available in proximity to City of Cleveland.
- Long Travel distances (See Table p. A-6), Total corridor length Phase 1, 5,764 ft, with expansion 7,627ft: Excessive travel impacts movement of food, laundry, population and most importantly emergency response time.
- Similarly, excessive travel distance for Attorney visiting to cluster.
- Potentially increase construction costs – circulation, utility distribution, building enclosure, electronic security.
- Increased building maintenance & operations costs – utilities, building enclosure, site maintenance

**Alternative 1: Integrated Campus**  
**Ground Floor**



**Second Floor/Housing Mezzanine**



## **Alternative 2: Compact Scheme**

Alternative 2 is illustrated on the following pages. This scheme is based on stacking the housing a maximum of two levels. Basically, there are three clusters on level one, Maximum Security, Reception/Restricted Housing & Male General Population Medium, with three clusters stacked above them on the second level above them – Minimum Security Male Dormitories, Female and General Population Male Special Needs. Stacking reflects operational principles (e.g. Reception & Maximum near Intake/Transport and services as well as a balance regarding housing type to accommodate stacking. Minimum Security Dormitory Housing for example is stacked above Maximum Security to allow the larger (60) bed dormitories to take advantage of the larger 48 bed single cell footprint of Maximum Security below, resulting in a single level housing unit. In some instances, adjustments to the program were made to accommodate stacking. For example, the ratio of single to double cells was increased for both Male Special Needs and Female Housing (more single cells) to accommodate stacking over the units below.

In order to allow all recreation yards to have a portion open to the sky, recreation yards on the lower level are planned to be larger than program to allow the recreation yards above to step back and allow sun to directly hit the lower level recreation yards.

As with Alternative 1, the support building is a two level building with operations, program and support components on the lower level and medical and mental health clinics and associated housing clusters on the second level again, to be planned as single level rooms based on hospital planning tenets in a secure envelope. Attorney access to both levels is provided via a corridor at the mezzanine level with stairs and elevators to the cluster support areas on levels one and two. The scheme also provided a separate building for the Central Plant and Maintenance outside the secure perimeter across a large service yard which could be built as non-secure construction including potentially the use of a pre-engineered building frame.

As with Alternative 1, it is anticipated that all parking (public & staff will be accommodated on-site and that staff parking will be fenced with controlled access. Note that depending on site determination and selection that there may be additional public parking in proximity reducing on-site demands or alternatively, consideration could be given to developing a parking garage albeit at additional cost

Alternative 2 will require a site of 25 - 30 acres +/-, with dimensions of approximately 800' by 1,500' to allow for adequate buffering.

Key attributes of Alternative 2 are summarized as follows:

- + Reduced site requirements.
- + Planned with rear chase to allow exterior expression to reduce the institutional appearance as a jail; A portion of the housing can have views and access to natural light borrowed across the chase; balance will have access to views and natural light from the recreation yards and via skylights for the upper level.
- + Outdoor recreation areas for all units can be partially open to the sky.
- + Significantly reduced travel distances, (44% reduction vs. Alternative 1) relative to movement of food, laundry, population and most importantly emergency response time (See Table p. A-6),.
- + Similarly, reduced travel distance (See Table p. A-6),for Attorney visiting to cluster (68% reduction).

- + Reduction in foundations, building enclosure, utility distribution, and circulation.
- + Potential reduction in construction cost for Central Plant & Maintenance
- + Reduction in building maintenance & utility costs.
- + Increase in “built-in” expansion from modification of single/double cell mix in some units.
- No incremental expansion – large single project required
- Some potential cost impact of rear chase configuration mandated if urban site
- 50 % of cells have borrowed light only
- Two level scheme

## Cuyahoga County Correctional Center

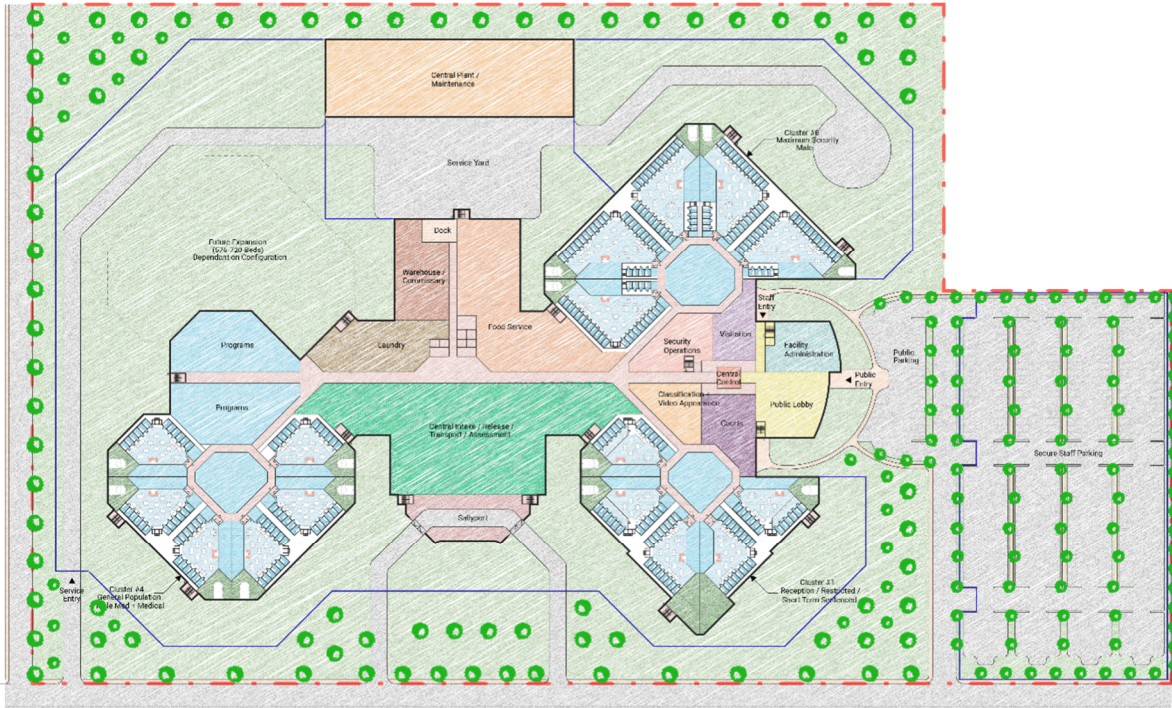
### Travel Distance Comparison

#### Single Level vs. Two Level Schemes

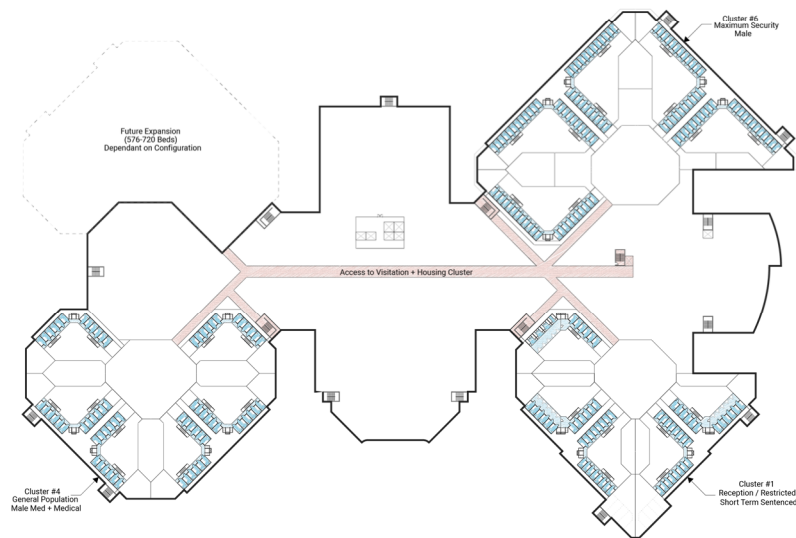
	Single Level		Two Level		Delta
<b>Main Floor</b>					
Longest Distance to Housing Unit	1,008		950		(58)
Shortest Distance to Housing Unit	860		500		(360)
Total Corridor Length	3,422		2,600		(822)
Added Distance with Expansion	1,133		260		(873)
<b>Total Corridor Length with Expansion</b>	<b>4,555</b>		<b>2,860</b>		<b>(1,695)</b>
<b>Second Level/Mezzanine</b>					
Longest Distance to Core	780		490		(290)
Shortest distance to Core	630		450		(180)
Total Corridor Length	2,342		1,142		(1,200)
Added Distance with Expansion	730		260		(470)
<b>Total Corridor Length with Expansion</b>	<b>3,072</b>		<b>1,402</b>		<b>(1,670)</b>
<b>TOTAL CIRCULATION DIFFERENCE</b>	<b>7,627</b>		<b>4,262</b>		<b>(3,365)</b>
<b>Visitor Circulation</b>					
Phase I	2,210		840		(1,370)
Expansion	730		80		(650)
<b>Total w/Expansion</b>	<b>2,940</b>		<b>920</b>		<b>(2,020)</b>



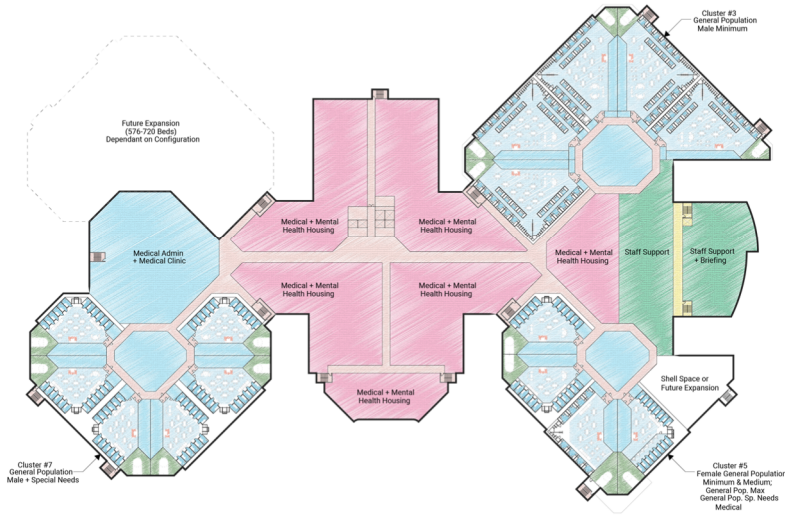
**Alternative 2: Compact Scheme**  
**Ground/First Level**



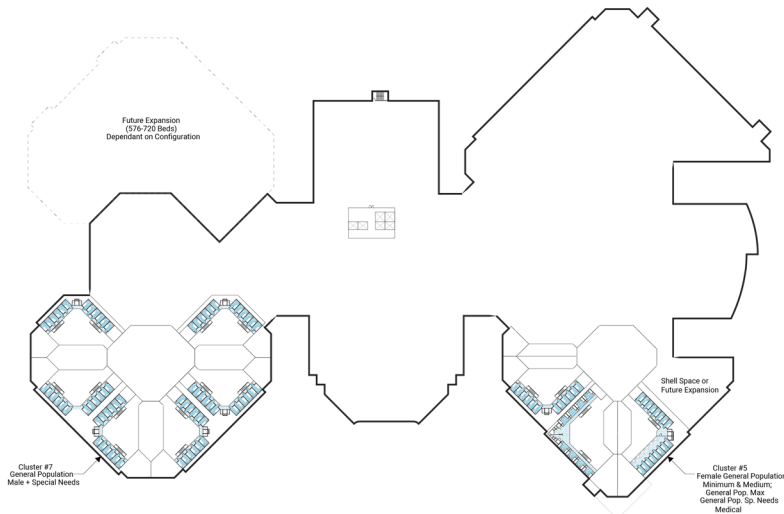
**Ground/First Level Mezzanine**



**Alternative 2: Compact Scheme**  
**Second Level**



**Second Level Mezzanine**





**Cuyahoga County Correctional Center**  
**Travel Distance Comparison**  
**Single Level vs. Two Level Schemes**

	Single Level		Two Level		Delta
<b>Main Floor</b>					
Longest Distance to Housing Unit	1,008		950		(58)
Shortest Distance to Housing Unit	860		500		(360)
Total Corridor Length	3,422		2,600		(822)
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<b>Visitor Circulation</b>					
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<b>Total w/Expansion</b>	<b>2,940</b>		<b>920</b>		<b>(2,020)</b>



**CUYAHOGA COUNTY, OHIO  
SHERIFF'S ADMINISTRATION  
FINAL DRAFT SPACE PROGRAM**

**NOVEMBER 27, 2019**





## CUYAHOGA COUNTY SHERIFF'S ADMINISTRATION SUMMARY SPACE ALLOCATION

- Components are currently spread out across multiple floors and multiple locations on floors
- Evidence is currently stored in 8-10 locations in the building, and there are 2 evidence drop box locations. This should all be centralized in one location for ensuring chain of custody of all evidence
- Storage is inadequate in all Sheriff's administration areas. Items are stored in offices, cubicle spaces, meeting rooms, and hallways due to inadequate storage
- Cubicle and office spaces are cramped due to lack of storage, insufficient cubicle/office sizes that need to include storage for coats, equipment, fire arms, etc.
- There is virtually no circulation space between office areas that are comprised of cubicles/workstations, which results in large work areas that are cramped with limited ability to move around to get to files, copiers, etc.
- Currently there is no space included in the building for processing a crime scene vehicle.
- Conference/meeting/rollcall space is not adequate for all of the Sheriff's components. Meetings and rollcall are held in offices or spill out into the hallway
- Training space is not adequate, although recent renovations will add an additional training classroom and simulation room on the 6<sup>th</sup> Floor of the Police building
- Space for Field Operations/Deputy Sergeant/Patrol and Electronic Monitoring is inadequate, and is shared by all functions of court security. There is only one shared use room for all of these functions
- Current space allocation (excluding Public Lobby/Shared Use) for Sheriff's Administration is approximately 57,000 DGSF (This excludes 9,500 DGSF Public Lobby/Shared Use and 1,750 DGSF Training Room not used by Sheriff on 1<sup>st</sup> Floor-see Appendix 1)
- Estimated staff growth for Sheriff's Administration should be minimal in the future based on population ratio forecasts, in fact forecasts indicate a slight reduction in Administration staff based on reduced population. (see Appendix 2). Some components of Sheriff's administration, even if staff were added, would not require additional office space (example: Field Operations-additional staff would share the breakroom, workroom, storage, etc.)
- To accommodate some growth in the future the space program includes eighteen future office areas as shown below:
  - (4) Sheriff's Administration, (1) Human Resources, (1) Fiscal, (1) Information Technology, (1) Civil, (2) Detective Bureau, (2) Narcotics Bureau, (4) Criminal Records, and (2) Sex Offender/Arson/Violent Offender Registration. This totals 1,664 NSF, or 2,246 DGSF.
- Marine Patrol does not currently have space in the building. An estimated 3,500 DGSF would be needed for this function, but it would not be located in the Sheriff's Administration Building (see Appendix 3)



**Sheriff's Administration Revised Final Draft Space Program**

<b>300 - Sheriff Administration Space Forecast Summary</b>		
<b>#</b>		<b>Total DGSF</b>
301.01	Sheriff's Administration	5,319
301.02	Human Resources	5,139
301.03	Fiscal	5,279
301.04	Information Technology	5,983
301.05	Training Division	5,069
301.06	Field Operations/Duty Sergeant/Patrol/Monitoring/ Transport/Communications	3,483
301.07	Civil Division	6,078
301.08	Detective Bureau	6,399
301.09	Narcotics Unit	4,680
301.10	Impact Unit/Community Policing/HVEO	2,140
301.11	Criminal Records	9,234
301.12	Warrant Unit	2,421
301.13	Evidence	7,206
301.14	SWAT Unit	3,120
301.15	Sex Offender/Arson/Violent Offender Registration Unit	3,551
301.16	Protective Service	4,340
301.17	Carry Concealed Weapon (CCW) Permit	883
	<b>Subtotal - Sheriff's Administration</b>	<b>80,323</b>
301.18	Public Lobby/Shared Use/Building Services	9,678
	<b>TOTAL - SHERIFF'S ADMINISTRATION</b>	<b>90,001</b>
<b>Notes:</b>		
(1) Court Security and Protective Services staff assigned to courthouse included in courthouse program.		
(2) Marine Patrol (remote location) approximately 3,500 DGSF.		
Source: Chinn Planning, Inc.		11-27-19



<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Sheriff's Administration - 301.01</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Sheriff	360	1	360	w/toilet adjacent to office
2	Chief Deputy	280	1	280	
3	Assistant to the Sheriff	180	1	180	
4	Captains	180	2	360	locate in Divisions
5	Lieutenant	140	4	560	locate in Divisions
6	Executive Assistant	120	1	120	
7	Future Office Area	120	4	480	
<b>Subtotal Net Square Feet (NSF)</b>				<b>2,340</b>	
<b>Current and Projected Staff</b>			<b>10</b>		
<b>Sqft/person</b>				234	
<b>Personnel Space Subtotal</b>				<b>2,340</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
8	Reception/Waiting	150	1	150	seating for 10
9	Counter Area	40	1	40	
10	Conference Room	400	1	400	20 person
11	Conference Room Storage	80	1	80	
12	Kitchenette	80	1	80	adjacent to conference room
13	Office for Jail Admin and Warden	140	2	280	or other temp. use office
14	Copy/Workroom	100	1	100	
15	Supply Storage	100	1	100	
16	Records Storage	100	1	100	secure
17	Auditor/Intern/Special Project	120	1	120	also used as interview room
18	Toilets	50	3	150	one at Sheriff Office
<b>Support Space Subtotal</b>		-	-	<b>1,600</b>	
<b>Total Net Area Required (Personnel &amp; Support Areas)</b>		-	-	<b>3,940</b>	
<b>35% Circulation (Sqft)</b>				1,379	
<b>TOTAL USABLE AREA REQUIRED</b>				<b>5,319</b>	





<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Human Resources - 301.02</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Human Resource Manager	140	2	280	
2	Human Resource Business Partner	120	1	120	
3	Human Resource Generalist	120	2	240	
4	Human Resource Associate	80	1	80	at window to waiting area
5	Employee/Labor Relations Specialist	80	1	80	
6	Talent Acquisition Specialist	120	1	120	
7	Training Manager	120	1	120	
8	Future Office Area	120	1	120	
<b>Subtotal Net Square Feet (NSF)</b>				<b>1,160</b>	
<b>Current and Projected Staff</b>			<b>10</b>		
<b>Sqft/person</b>				116	
<b>Personnel Space Subtotal</b>				<b>1,160</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
9	Waiting Area	225	1	225	15 person; w/kiosks and job postings
10	Counter Area	40	1	40	view into waiting; w/mail slot
11	Interview Rooms	120	2	240	6 person; locate near waiting
12	Conference Room	400	1	400	20 person
13	Conference Room Storage	80	1	80	
14	Copy/Workroom	160	1	160	area for document assembly, mail
15	File Storage	120	3	360	Grievance, Archive, Training, EEO, ADA, FMLA
16	Secure HR File Storage	200	1	200	Active Employee and Discipline
17	Intern/Temp Workstations	36	2	72	
18	Coffee Counter	40	1	40	
19	Computer Training Room	500	1	500	16 computer stations (or at trainino)
20	Training Room Storage	80	1	80	
21	General Storage	120	1	120	office supplies
22	Toilets	50	2	100	
23	Janitor Closet	30	1	30	
<b>Support Space Subtotal</b>		-	-	<b>2,647</b>	
Total Net Area Required (Personnel & Support Areas)		-	-	3,807	
35% Circulation (Sqft)				1,332	
<b>TOTAL USABLE AREA REQUIRED</b>				<b>5,139</b>	



<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Fiscal - 301.03</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Business Service Manager	180	1	180	
2	Business Administrative II and IV	120	2	240	
3	Fiscal Officer III	120	5	600	
4	Clerk III	64	2	128	
5	Identification Technician	64	1	64	
6	Administrative Assistant II	64	2	128	one at reception
7	Future Office Area	120	1	120	
<b>Subtotal Net Square Feet (NSF)</b>				<b>1,460</b>	
<b>Current and Projected Staff</b>			<b>14</b>		excludes 4 commissary staff located at jail
<b>Sqft/person</b>				104	
<b>Personnel Space Subtotal</b>				<b>1,460</b>	
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	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
8	Waiting Area	60	1	60	4 person
9	Counter Area	40	1	40	
10	Conference Room	400	1	400	20 person
11	Copy/Workroom	160	1	160	w/area for document assembly; files, supplies, copier, fax, shredder bin
12	Record Storage	200	1	200	3 years on site
13	Office Supply Storage	300	1	300	bulk office supplies for all Sheriff Admin
14	Bulk Item Storage	1000	1	1000	items for distribution to all Sheriff's Admin; also see bulk storage building support
15	Office for Commissary Manager	120	1	120	stationed at jail
16	Coffee Counter	40	1	40	
17	Toilets	50	2	100	
18	Janitor Closet	30	1	30	
<b>Support Space Subtotal</b>		-	-	<b>2,450</b>	
<b>Total Net Area Required (Personnel &amp; Support Areas)</b>		-	-	<b>3,910</b>	
<b>35% Circulation (Sqft)</b>		-	-	<b>1,369</b>	
<b>TOTAL USABLE AREA REQUIRED</b>		-	-	<b>5,279</b>	





<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Information Technology - 301.04</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Senior Info Systems Administrator	180	1	180	
2	IT Manager	140	1	140	
3	Systems Analyst	80	5	400	
4	Senior IT Project Manager	120	1	120	
5	Data System Programmer	64	3	192	
6	Future Office Area	80	1	80	
<b>Subtotal Net Square Feet (NSF)</b>				<b>1,032</b>	
<b>Current and Projected Staff</b>			<b>12</b>		
<b>Sqft/person</b>				86	
<b>Personnel Space Subtotal</b>				<b>1,032</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
7	Waiting	90	1	90	6 person
8	Counter Area	40	1	40	secure access for staff
9	Conference Room/Special Projects Workroom	240	1	240	12 person
10	Computer Training Room	1000	1	1000	30 capacity; could also locate in training?
11	Training Room Storage	80	1	80	
12	Copy/Workroom/Files	100	1	100	
13	Computer Set Up Room	250	1	250	set up area with supplies; work bench
14	New Computer Storage	250	1	250	secure storage for new computers adjacent to set up room w/cabinets and shelving; double door access 4 pallets
15	Printer/Toner Storage	200	1	200	shelving
16	Parts Storage	140	1	140	phone parts, key boards, mouse, other supplies; cabinets and shelving
17	File Server Room	800	1	800	racks, workstations, cabling; temp controlled
18	Coffee Counter	80	1	80	larger to serve during training
19	Toilets	50	2	100	
20	Janitor Closet	30	1	30	
21	Loading Dock Access	-	-	-	w/double doors for pallets when bulk computer and equipment delivery
<b>Support Space Subtotal</b>		-	-	<b>3,400</b>	
<b>Total Net Area Required (Personnel &amp; Support Areas)</b>		-	-	<b>4,432</b>	
<b>35% Circulation (Sqft)</b>		-	-	<b>1,551</b>	
<b>TOTAL USABLE AREA REQUIRED</b>		-	-	<b>5,983</b>	



<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Training Division - 301.05</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Training Supervisor	120	1	120	
2	Training Instructor	80	2	160	
	<b>Subtotal Net Square Feet (NSF)</b>			<b>280</b>	
	<b>Current and Projected Staff</b>		<b>3</b>		
	<b>Sqft/person</b>			<b>93</b>	
	<b>Personnel Space Subtotal</b>			<b>280</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
3	Waiting	45	1	45	2-3 person
4	Counter Area	40	1	40	for check in
5	Training Classroom	800	1	800	projector, screen, podium; 30 person
6	Simulation Training Room	800	1	800	video simulation; black out shades; 9ft ceiling height
7	Weapons/Ammo Storage	80	2	160	
8	Large Tactical Training Room	1000	1	1000	10-12 person, mats, equipment, defensive tactic training
9	Training Storage	100	2	200	one for firing range storage
10	Copy/File/Workroom	80	1	80	
11	Supply Storage	80	1	80	
12	Coffee Counter	80	1	80	
13	Toilets	80	2	160	
14	Janitor Closet	30	1	30	
	<b>Support Space Subtotal</b>	-	-	<b>3,475</b>	
	<b>Total Net Area Required (Personnel &amp; Support Areas)</b>	-	-	<b>3,755</b>	
	<b>35% Circulation (Sqft)</b>	-	-	<b>1,314</b>	
	<b>TOTAL USABLE AREA REQUIRED</b>	-	-	<b>5,069</b>	

Note: Firearms training off-site.



<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Field Operations/Duty Srgt/Patrol/Monitoring/Transport/Communications - 301.06</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Lieutenant	-	-	-	see Sheriff Admin space table
2	Sergeants	80	4	320	shared use office
3	Deputies	-	-	-	54 by year end; see shared use area below
<b>Subtotal Net Square Feet (NSF)</b>				<b>320</b>	
<b>Current and Projected Staff</b>			<b>4</b>		
<b>Sqft/person</b>				80	
<b>Personnel Space Subtotal</b>				<b>320</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
4	Deputy Workroom/Roll Call	400	1	400	computer work stations; copier/fax/shredder; staff mailboxes
5	Deputy Breakroom	160	1	160	w/table; chairs; sink; frig; microwave
6	General Storage	120	1	120	office supplies, first aid, gloves, masks
7	Guns and Ammunition Storage	80	1	80	gun safe
8	Equipment Storage	160	1	160	transport equipment, radios, chargers, other patrol equipment
9	Interview Room	80	1	80	
10	Electronic Monitors and Supply Storage	80	1	80	
11	Forms Storage	80	1	80	
12	Transportation Office	160	1	160	workstations; copier, fax, supplies - 12 person unit
13	Transportation Storage	120	1	120	leg shackles, chains, handcuffs
14	Communications Room	200	1	200	w/workbench; MDT/Body Camera Storage
15	Staff Toilets	80	2	160	
16	Lockers Shower	150	2	300	w/changing area and 60 full height lockers
17	Holding Cells	80	2	160	
<b>Support Space Subtotal</b>		-	-	<b>2,260</b>	
<b>Total Net Area Required (Personnel &amp; Support Areas)</b>		-	-	<b>2,580</b>	
<b>35% Circulation (Sqft)</b>		-	-	<b>903</b>	
<b>TOTAL USABLE AREA REQUIRED</b>				<b>3,483</b>	
NOTE: DETERMINE WHAT DEPUTIES ASSIGNED TO COURT, AND IMPACT ON TRANSPORT IF JAIL AND COURTS NOT CO LOCATED.					





<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Civil Division - 301.07</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Sergeant	120	1	120	
2	Administrative Supervisor	100	2	200	
3	Clerk Typist	48	8	384	
4	Deputies	64	7	448	see additional shared workroom below
5	Process Servers	48	2	96	
6	Future Office Area	64	1	64	
<b>Subtotal Net Square Feet (NSF)</b>				<b>1,312</b>	
<b>Current and Projected Staff</b>			<b>18</b>		
<b>Sqft/person</b>				73	
<b>Personnel Space Subtotal</b>				<b>1,312</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
5	Waiting Area	180	1	180	12 person
6	Counter Area	160	1	160	4 stations at counter area
7	Cashier	40	1	40	1 station at secure count room
8	Count Room	140	1	140	cameras and key control; fees from foreclosure sale; safe for deposits
9	Process Servers	48	2	96	2 workstations
10	File Area	600	1	600	
11	LEADS Computer	36	4	144	secure
12	Conference Room	500	1	500	25 person
13	Copy/Workroom	140	1	140	area for document assembly
14	Foreclosure Sale Room	-	-	-	see Community Meeting Room @ Public Lobby
15	Deputy Workroom	200	1	200	space for lockers, gun storage, long rifles
16	General Storage	140	1	140	
17	Coffee Counter	40	1	40	
18	Toilets	50	2	100	
19	Changing Room	80	1	80	
20	Janitor Closet	30	1	30	
21	Archive Files	600	1	600	
<b>Support Space Subtotal</b>		-	-	<b>3,190</b>	
<b>Total Net Area Required (Personnel &amp; Support Areas)</b>		-	-	<b>4,502</b>	
<b>35% Circulation (Sqft)</b>		-	-	<b>1,576</b>	
<b>TOTAL USABLE AREA REQUIRED</b>		-	-	<b>6,078</b>	



<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Detective Bureau - 301.08</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Captain	-	-	-	see Sheriff Admin Space Table
2	Lieutenant	-	-	-	see Sheriff Admin Space Table
3	Sergeant	120	2	240	
4	Detectives	80	16	1280	w/locker for clothing and weapon storage
5	Receptionist	48	1	48	
6	Sex Crimes Detectives	80	2	160	separate shared office with lockers
7	Jail Investigation Detectives	80	2	160	separate shared office with lockers
8	Future Office Area	80	2	160	
<b>Subtotal Net Square Feet (NSF)</b>				<b>2,048</b>	
<b>Current and Projected Staff</b>			<b>25</b>		
<b>Sqft/person</b>				<b>82</b>	
<b>Personnel Space Subtotal</b>				<b>2,048</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
9	Waiting Area	90	1	90	6 person
10	Counter Area	40	1	40	view into waiting
11	Interview Room	100	2	200	interview recording capability
12	Soft Interview Room	150	1	150	child interviews, soft furnishing
13	Polygraph Room	120	2	240	
14	Office Supply/General Storage	120	1	120	
15	Secure Storage	160	1	160	cameras, DVD, binoculars, recordings, tape measures, portable GPS, other monitoring equipment
16	File Room	160	1	160	
17	Copy/Workroom	100	1	100	
18	Evidence Viewing	-	-	-	located at evidence
19	Sex Crimes Room	150	1	150	
20	LEADS Computer	36	2	72	
21	Conference Room	600	1	600	30 person; also used for roll call
22	Video and Interview Viewing Room	100	2	200	
23	Coffee Counter	40	1	40	
24	Toilets	80	2	160	
25	Changing Room	80	1	80	
26	Clothing Storage	100	1	100	undercover clothing; coats, etc.
27	Janitor Closet	30	1	30	
<b>Support Space Subtotal</b>		-	-	<b>2,692</b>	
<b>Total Net Area Required (Personnel &amp; Support Areas)</b>		-	-	<b>4,740</b>	
<b>35% Circulation (Sqft)</b>		-	-	<b>1,659</b>	
<b>TOTAL USABLE AREA REQUIRED</b>		-	-	<b>6,399</b>	

NOTE: ACCESS TO TWO INTERVIEW ROOMS AT JAIL.



<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Narcotics Unit - 301.09</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Sergeant	120	1	120	
2	Detectives	80	9	720	w/lockers for clothing and weapons
3	K-9 Detectives	100	3	300	w/dog crate at desk
4	Future Office Area	80	2	160	
<b>Subtotal Net Square Feet (NSF)</b>				<b>1,300</b>	
<b>Current and Projected Staff</b>			<b>15</b>		
<b>Sqft/person</b>				87	
<b>Personnel Space Subtotal</b>				<b>1,300</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
5	Waiting Area	45	1	45	2-3 person
6	Counter Area	40	1	40	view into waiting
7	Interview Room	100	1	100	interview recording capability
8	Money Vault	40	1	40	secure area for cash; drug buys
9	Safe	100	1	100	weapons
10	Office Supply/General Storage	120	1	120	
11	Secure Storage	160	1	160	cameras, binoculars, wires, recording and other surveillance equipment
12	File Room	120	1	120	
13	Copy/Workroom	100	1	100	
14	Download/Cell Recording/Tech Room	100	1	100	
15	Task Force/Special Projects Workroom	120	1	120	
16	LEADS Computer	36	2	72	
17	Conference Room	500	1	500	25 person; also used for roll call
18	Video and Interview Viewing Room	120	1	120	6 person
19	Coffee Counter	40	1	40	
20	Toilets	50	2	100	
21	Changing Room	80	1	80	
22	Clothing Storage	100	1	100	undercover clothing; coats, etc.
23	Evidence Viewing	80	1	80	located at evidence
24	Janitor Closet	30	1	30	
<b>Support Space Subtotal</b>		-	-	<b>2,167</b>	
Total Net Area Required (Personnel & Support Areas)		-	-	3,467	
35% Circulation (Sqft)		-	-	1,213	
<b>TOTAL USABLE AREA REQUIRED</b>		-	-	<b>4,680</b>	

NOTE: ACCESS TO TWO INTERVIEW ROOMS AT JAIL.





<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Impact Unit/Community Policing/HVEO - 301.10</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Sergeant	120	1	120	
2	Deputies	64	5	320	
<b>Subtotal Net Square Feet (NSF)</b>				<b>440</b>	
<b>Current and Projected Staff</b>			<b>6</b>		
<b>Sqft/person</b>				<b>73</b>	
<b>Personnel Space Subtotal</b>				<b>440</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
3	Waiting Area	45	1	45	2-3 person
4	Counter Area	40	1	40	
5	Interview Room	100	1	100	
6	Office Supply/General Storage	80	1	80	
7	File Room	120	1	120	
8	Copy/Workroom	80	1	80	
9	Coffee Counter	40	1	40	
10	Riot Gear Storage	160	1	160	shelving; 80 gear bags; shields other riot gear
11	Chemical Storage	40	1	40	
12	HVEO Assembly and Storage Room/Conference	200	1	200	traffic enforcement, special projects, OVI Task Force, equipment storage and touch down space/roll call
13	K9 Crate and Supplies	80	1	80	
14	Janitor Closet	30	1	30	
15	Toilets	50	1	50	
16	Bike Storage/Equipment	80	1	80	bike patrol; at garage or other location? 4 Bikes
<b>Support Space Subtotal</b>		-	-	<b>1,145</b>	
<b>Total Net Area Required (Personnel &amp; Support Areas)</b>		-	-	<b>1,585</b>	
<b>35% Circulation (Sqft)</b>		-	-	<b>555</b>	
<b>TOTAL USABLE AREA REQUIRED</b>		-	-	<b>2,140</b>	

NOTE: HVEO-High Visibility Enforcement Overtime (deputies assigned as needed).





<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Criminal Records - 301.11</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Sergeant	120	1	120	
2	Imaging/Scanning Clerks	48	3	144	
3	Transport Clerks	48	2	96	
4	Release Clerks	48	13	624	4 recently approved for hire
5	ID Clerks	48	2	96	
6	Warrants Clerks	48	5	240	
7	Record Check Clerks	48	3	144	
8	LEADS Clerks	48	4	192	
9	Expungement Clerks	120	1	120	files in office
10	Future Office Area	80	4	320	
<b>Subtotal Net Square Feet (NSF)</b>				<b>2,096</b>	
<b>Current and Projected Staff</b>			<b>38</b>		
<b>Sqft/person</b>				55	
<b>Personnel Space Subtotal</b>				<b>2,096</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
11	Waiting Area	45	1	45	2-3 person
12	Counter Area	80	1	80	two stations; view into waiting
13	Imaging/Scanning Area	300	1	300	copier; shredder; fax; supplies
14	Transportation and Scheduling Area	120	1	120	copier; shredder; fax; supplies
15	Release File Area	800	1	800	prisoner files; high density storage; copier; shredder; fax; supplies
16	ID Unit	260	1	260	copier; shredder; supplies; fax; FBI web check; ID badge camera
17	Expungement Secure and Archive Files	150	1	150	separate and secured
18	LEADS Computer Area-Secure	36	6	216	secure workstations
19	Warrant Area	400	1	400	copier; shredder; fax; supplies
20	Record Check Area	1000	1	1000	active and inactive files; high density storage
21	Archival Records-All	1000	1	1000	high density
22	Supply Storage	200	1	200	
23	Meeting Room	200	1	200	10 person
24	Forms Storage	100	1	100	
25	Coffee/Breakroom	140	1	140	
26	Toilets	80	2	160	
27	Shredder Bin Storage Area	120	1	120	
<b>Support Space Subtotal</b>		-	-	<b>5,291</b>	
<b>Total Net Area Required (Personnel &amp; Support Areas)</b>		-	-	<b>7,387</b>	
<b>25% Circulation (Sqft)</b>		-	-	<b>1,847</b>	
<b>TOTAL USABLE AREA REQUIRED</b>		-	-	<b>9,234</b>	



<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Warrant Unit - 301.12</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Sergeant	120	1	120	
2	Deputies	64	7	448	
3	K-9 Deputy	80	1	80	w/crate at work station
<b>Subtotal Net Square Feet (NSF)</b>				<b>648</b>	
<b>Current and Projected Staff</b>			<b>9</b>		
<b>Sqft/person</b>				<b>72</b>	
<b>Personnel Space Subtotal</b>				<b>648</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
4	Waiting Area	45	1	45	2-3 person
5	Counter Area	40	1	40	
6	Conference Room	200	1	200	10 person
7	Interview Room	80	1	80	
8	Copy/Workroom	80	1	80	
9	General Storage	100	1	100	
10	File Room	80	1	80	temp record storage; then move to records
11	Equipment Storage	140	1	140	radios, chargers, batteries other equipment; shields; SWAT
12	Secure Weapons/Ammo Storage	80	1	80	safe or vault
13	Coffee Counter	40	1	40	
14	Dog Kennel and Storage	80	1	80	
15	Clothing Change/Storage	80	1	80	
16	Toilets	50	2	100	
<b>Support Space Subtotal</b>		-	-	<b>1,145</b>	
Total Net Area Required (Personnel & Support Areas)		-	-	1,793	
35% Circulation (Sqft)				628	
<b>TOTAL USABLE AREA REQUIRED</b>				<b>2,421</b>	



<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Evidence - 301.13</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Sergeant	120	1	120	
2	Detectives	80	4	320	
<b>Subtotal Net Square Feet (NSF)</b>				<b>440</b>	
<b>Current and Projected Staff</b>			<b>5</b>		
<b>Sqft/person</b>				<b>88</b>	
<b>Personnel Space Subtotal</b>				<b>440</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
3	Entry Vestibule/Waiting	45	1	45	high security entrance (controlled) into evidence area
4	Evidence Processing Area/Counter	120	1	120	one area; 24 hours; adjacent to staff secure entrance; cabinets; sink; supplies; gloves; masks; forms
5	Evidence Drop Box	140	1	140	various sizes; secure drop into evidence
6	Evidence Sorting/ Processing Area	160	1	160	secured access to evidence area; adjacent to drop box
7	Copy/Fax/Files	100	1	100	
8	Evidence Viewing Area	140	1	140	workroom-3-4 detectives
9	Property Return Area/Interview Room	80	1	80	adjacent to waiting area
10	Evidence Storage (non weapon, drug, DNA, valuable)	1000	1	1000	secured access to all evidence areas; camera and alarm in all evidence areas; two person at all times
11	DNA Evidence Storage	120	1	120	refrigeration/freezer
12	Gun Vault	400	1	400	shelving; also firearms civil surrender weapon storage
13	Rape Kits	200	1	200	shelving
14	Jail Investigation Evidence	140	1	140	
15	Computer Crimes Evidence	160	1	160	
16	Homicide/Murder Evidence Storage	240	1	240	permanent retention
17	Narcotic Evidence	400	1	400	separate ventilation; subdivide hard drugs and marijuana
18	Valuable Evidence	120	1	120	jewelry, money other valuables; separate secured
19	Cell Bright/Tech Room	100	1	100	
20	Crime Scene Processing	250	1	250	blood drying and fume hood; sink, counter area, refrigerator, cabinets; chemical storage
21	Evidence Supply Storage	100	1	100	bags, boxes, labels, gloves, etc.
22	Coffee Counter	40	1	40	
23	Staff Toilets	50	1	50	
24	Evidence Destruction Processing Storage	200	1	200	
25	Eye Wash Station	30	2	60	one at counter/processing; one at sorting
26	Secured Vehicle Processing	600	2	1200	area for processing 2 crime scene vehicles (not currently in building)
27	Pill Drop Area and Processing	-	-	-	see Building Support/loading dock area
28	Off Site Vehicle Impound Lot	-	-	-	20 vehicles
<b>Support Space Subtotal</b>		-	-	<b>5,565</b>	
<b>Total Net Area Required (Personnel &amp; Support Areas)</b>		-	-	<b>6,005</b>	
<b>20% Circulation (Sqft)</b>				<b>1,201</b>	
<b>TOTAL USABLE AREA REQUIRED</b>				<b>7,206</b>	





<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: SWAT Unit - 301.14- Auxiliary Function-staff assigned to other areas in addition to SWAT</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Commander	120	1	120	shared use office; Auxiliary Function; staff assigned to other areas
2	Assistant Commander	-	-	-	1
3	Team Leader	-	-	-	2
4	Operators	-	-	-	16-see shared use area below
5	Medic	-	-	-	2
6	Negotiator	-	-	-	1
<b>Subtotal Net Square Feet (NSF)</b>				<b>120</b>	
<b>Current and Projected Staff</b>			<b>1</b>		
<b>Sqft/person</b>				120	
<b>Personnel Space Subtotal</b>				<b>120</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
7	Entry Vestibule	40	1	40	secure area
8	Workroom	150	1	150	2-3 workstations, copier/fax/files
9	Briefing Room/Roll Call	800	1	800	40 person briefing room; podium, projector, screen, phone lines
10	Armory	140	1	140	double secured; 2 locking mechanisms
11	Toilets/Showers	120	2	240	adjacent to Ready Room
12	Ready Room	800	1	800	bags w/equipment ready; 25-30 lockers, benches for changing, 2 sleeping bunks
13	Explosives Storage	80	1	80	double secured; 2 locking mechanisms
14	Eye Wash Station	30	1	30	
15	Ready Vehicle Access	-	-	-	adjacent to SWAT Unit
<b>Support Space Subtotal</b>		-	-	<b>2,280</b>	
<b>Total Net Area Required (Personnel &amp; Support Areas)</b>		-	-	<b>2,400</b>	
<b>30% Circulation (Sqft)</b>		-	-	<b>720</b>	
<b>TOTAL USABLE AREA REQUIRED</b>		-	-	<b>3,120</b>	



<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Sex Offender/Arson/Violent Offender Registration Unit - 301.15</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Lieutenant	-	-	-	see Sheriff Admin space table
2	Sergeant	120	1	120	
3	Detectives	80	2	160	
4	Deputies	64	4	256	
5	Secretary	80	1	80	
6	Civilian Clerks	48	3	144	
7	Future Office Area	80	2	160	
<b>Subtotal Net Square Feet (NSF)</b>				<b>920</b>	
<b>Current and Projected Staff</b>			<b>13</b>		
<b>Sqft/person</b>				71	
<b>Personnel Space Subtotal</b>				<b>920</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
8	Waiting	300	1	300	20 person
9	Counter Area/Cashier	80	1	80	2 staff at counter area; view into waiting
10	Interview Room	100	1	100	at waiting area
11	Conference Room	300	1	300	15 person
12	Copy/Workroom	120	1	120	copier, fax, shredder, supplies
13	File Room	300	1	300	
14	Supply Storage	140	1	140	office supplies
15	Archive File Storage	150	1	150	
16	Coffee Counter	40	1	40	
17	Motor Pool Files/Keyes	80	1	80	
18	Toilets	50	2	100	
<b>Support Space Subtotal</b>		-	-	<b>1,710</b>	
<b>Total Net Area Required (Personnel &amp; Support Areas)</b>		-	-	<b>2,630</b>	
<b>35% Circulation (Sqft)</b>		-	-	<b>921</b>	
<b>TOTAL USABLE AREA REQUIRED</b>		-	-	<b>3,551</b>	



<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Protective Service - 301.16</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Manager	180	1	180	
2	Lieutenant	140	1	140	also shown in Sheriff Admin; depends on off site or collocated
3	Sergeant	250	1	250	15 total; shared use office for 3-4 per shift
4	Security Specialist	80	2	160	
5	Security Officers	-	-	-	deployed throughout county buildings
<b>Subtotal Net Square Feet (NSF)</b>				<b>730</b>	
<b>Current and Projected Staff</b>			<b>4</b>		
<b>Sqft/person</b>				183	
<b>Personnel Space Subtotal</b>				<b>730</b>	
#	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
6	Waiting	45	1	45	2-3 person
7	Conference/Meeting Room	400	1	400	20 person
8	General Storage	400	1	400	radios, equipment, uniform take back, wheel chairs, first aid, gloves, AED machines; wands; cameras; batteries; x-ray machine; metal detectors
9	Weapons/ Ammunition Storage	200	1	200	
10	Training Classroom	300	1	300	10 person; new hire training
11	Training Supplies	140	1	140	eye glasses, ear muffers, targets, other materials for range training
12	Computer Workroom	300	1	300	10 workstations; report writing; training; calls
13	Copy/Workroom/Office Supplies	120	1	120	copier, fax, scan, shredder, office supplies; forms
14	File Area	120	1	120	
15	Toilets	80	2	160	
16	Breakroom	150	1	150	6 person
17	Locker/Shower	-	-	-	see shared use
18	Inactive Storage	150	1	150	vests, archive files
<b>Support Space Subtotal</b>		-	-	<b>2,485</b>	
<b>Total Net Area Required (Personnel &amp; Support Areas)</b>		-	-	<b>3,215</b>	
<b>35% Circulation (Sqft)</b>				<b>1,125</b>	
<b>TOTAL USABLE AREA REQUIRED</b>				<b>4,340</b>	
NOTE: 12 PATROL VEHICLES ASSIGNED AND PARKED ADJACENT TO BUILDING; ADDITIONAL TRAINING FOR LARGE ACTIVITIES: CPR, TAKEDOWN, ACTIVE SHOOTER, SELF DEFENSE, FIRST RESPONDER.					





<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Carry Concealed Weapon (CCW) Permit - 301.17</b>					
#	Personnel Description	Net SqFt	Current Positions (2019)	Subtotal NSF	Comments
1	Process Clerks	48	3	144	
	<b>Subtotal Net Square Feet (NSF)</b>			<b>144</b>	
	<b>Current and Projected Staff</b>		<b>3</b>		
	<b>Sqft/person</b>			<b>48</b>	
	<b>Personnel Space Subtotal</b>			<b>144</b>	
	Support Area/Equip. Description	Net SqFt	Quantity	Subtotal NSF	Remarks
2	Waiting	60	1	60	4 person printer, fax, copier
3	Copy/Workroom	60	1	60	
4	Finger Print Area	80	1	80	
5	Photo ID	80	1	80	
6	File Room	100	1	100	
7	Storage	80	1	80	
8	Toilet	50	1	50	
	<b>Support Space Subtotal</b>	-	-	<b>510</b>	
	<b>Total Net Area Required (Personnel &amp; Support Areas)</b>	-	-	<b>654</b>	
	<b>35% Circulation (Sqft)</b>	-	-	<b>229</b>	
	<b>TOTAL USABLE AREA REQUIRED</b>	-	-	<b>883</b>	





**NOTE: COULD BE SHARED WITH OTHER COMPONENTS IF COLLOCATE. THIS TABLE REPRESENTS STAND ALONE SHERIFF BUILDING**

<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Public Lobby/Shared Use/Building Support - 301.18-ASSUMES SHERIFF ADMIN BUILDING ONLY</b>					
#	Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Comments
1	Entry Vestibule	60	1	60	magnetometers at entry
2	Public Lobby	375	1	375	25 person
3	Public Toilets	80	2	160	
4	Interview Room	80	2	160	adjacent to lobby; 4-6 person
5	Community Meeting Room/Large Conference	1000	1	1,000	50 person
6	Meeting/Conference Storage	100	1	100	adjacent to meeting room
7	Kitchenette	100	1	100	adjacent to meeting room
8	Staff Breakroom	300	1	300	w/vending; tables/chairs
9	Staff Toilets	80	2	160	adjacent to breakroom
10	Janitor Closet	30	1	30	
11	Mailroom	150	1	150	
12	Fitness Room	1500	1	1,500	
13	Lockers/Showers/Toilets	400	2	800	4 showers; 2 toilets
14	Bulk Storage	1000	1	1,000	
15	Housekeeping/Supply Storage	200	1	200	
16	Trash/Recycling	120	1	120	
17	Maintenance Workroom and Supplies	500	1	500	
18	Prescription Drug Drop Off	200	1	200	can not share
19	Prescription Drug Drop Processing	300	1	300	can not share
20	Weapons and Ammunition Bulk Storage	300	1	300	can not share
21	Explorer Program Storage	150	1	150	can not share
22	Quarter Master Storage	200	1	200	can not share
23	Loading Dock	200	1	200	
	<b>Support Space Subtotal</b>	-	-	<b>8,065</b>	
	20% Circulation (Sqft)	-	-	1,613	
	<b>TOTAL USABLE AREA REQUIRED</b>	-	-	<b>9,678</b>	



Appendix 1- Existing Space Components

SHERIFF'S ADMINISTRATION SPACE COMPONENTS		Floor	Floor	Floor	Floor	Total	Notes
DGSF		-1	1	2	3	DGSF	
1.01	Public Lobby/Shared Use (size will vary if not with courts)						
a	Information Desk/Field Op Lobby Desk (see 1.02)					0	
b	Security Screening		5,289			5,289	entire lobby
c	Lockers/Shower/Exercise	4,096				4,096	used by corrections staff
d	Cafeteria (shared use with court)					0	
e	Building Storage	126				126	
1.02	Field Operations/Duty Sgt/Patrol/Monitoring		1,185			1,185	shared area with court security
1.03	Court Security Unit (would go with court if separate building)		138			138	included in Courts program
1.04	Sheriff's Administration	445	650	4,482	3,817	9,394	spread throughout floors
1.05	Human Resources			2,993		2,993	
1.06	Fiscal			2,149		2,149	4 fiscal staff in commissary
1.07	Information Technology		447		2,065	2,512	
1.08	Training Division	4,017	1,750			5,767	1st Floor Training used by County
1.09	Civil Division			6,700		6,700	
1.10	Detective Bureau				3,420	3,420	
1.11	Narcotics Unit				1,584	1,584	
1.12	Impact Unit/Community Policing/HVED				1,584	1,584	
1.13	Criminal Records				8,313	8,313	
1.14	Warrant Unit				1,531	1,531	
1.15	Evidence	2,380			1,584	3,964	does not include area at sallyport
1.16	SWAT Unit	1,455				1,455	
1.17	Sex Offender/Arson Registration Unit		2,665			2,665	
1.18	Protective Service					2,571	at Public Works; courthouse security included in Courts program
1.19	Dispatch				729	729	renovating area on 3rd floor
1.20	Marine Patrol					0	not located at building
		12,519	12,124	16,324	24,627	68,165	



**Appendix 2 - Sheriff's Personnel Space Forecast**

Sheriff's Department - Total Administrative Staff (excluding Jail)											
Cuyahoga County, Ohio											
Staffing	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total Sheriff Department Historic Staff	274	360	403	398	399	398	406	403	384	388	388
Historic Cuyahoga County Population	1,285,082	1,280,122	1,272,574	1,265,025	1,257,477	1,249,928	1,242,380	1,235,814	1,229,248	1,222,682	1,216,116
Total Sheriff Staff/10,000 County Pop.	2.13	2.81	3.17	3.15	3.17	3.18	3.27	3.26	3.12	3.17	3.19
Forecast Period 2009-2019	# Change		% Change		2009-2019 Average						
	Number	Per Year	Number	Per Year							
Historic Staff	114.00	11.40	41.6%	4.2%	381.91						
Total Sheriff Staff/10,000 County Pop.	1.06	0.11	49.6%	5.0%	3.06						
Projection	2025	2030	2035	2040	2045						
Cuyahoga County Population	1,179,030	1,154,210	1,131,380	1,113,970	1,112,810						
Forecast Models	2025	2030	2035	2040	2045						
(1) Actual Number Increase = 11.4%/year	456	513	570	627	684						
(2) Percentage Increase = 4.2%/year	485	566	646	727	808						
(3) Ratio to 10,000 County Population											
(A) Average Ratio = 3.06	360	353	346	341	340						
(B) High Ratio = 3.27	385	377	370	364	364						
(4) Department Projection											
<b>RECOMMENDED FORECAST:</b>											
<b>Average Models 3A &amp; 3B</b>	373	365	358	353	352						

Source: Chinn Planning, Inc.

11/10/2019



**Appendix 3 - Marine Patrol Space Listing**

<b>Component: SHERIFF'S ADMINISTRATION - 301</b>					
<b>Division: Marine Patrol (Storage Only) - 301.19</b>					
#	Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Comments
1	Heated Boat Storage (37' long)	1200	1	1,200	
2	Trailer for Towing	600	1	600	
3	Mobile Platform	200	1	200	
4	Storage-Dive and Boat Equipment	200	1	200	
5	EMT Storage	150	1	150	
6	Cleaning Area	200	1	200	
7	Dry Equipment Area	200	1	200	
8	Work Station (Equipment Repair)	100	1	100	
9	Air Compressor	80	1	80	
10	Toilet/Shower Room	100	1	100	
	<b>Support Space Subtotal</b>	-	-	<b>3,030</b>	
	20% Circulation (Sqft)	-	-	606	
	<b>TOTAL USABLE AREA REQUIRED</b>	-	-	<b>3,636</b>	

**Attachment A: Housing Configuration by Gender & Classification: 1,600 Bed Target & Internal Expansion Beds**

Classification Category	1,600 Bed Target	No. of Beds / Pod <sup>1</sup>	No. of Pods	Bed Total <sup>1</sup>	Expansion Beds <sup>1</sup>	Total Beds w/ Exp.	Expansion Notes
<b>Male Beds</b>							
<b>Conventional Housing (940 beds)</b>							
8.100 Reception (8-72 Hr)							
8.100 Short-term Sentence (≤7 days)	71	48	2	96	--	96	
8.200 GP <sup>2</sup> Minimum	341	60	5	300	--	300	
8.300 GP Medium	210	48	5	240	--	240	
8.400 GP Maximum	234	48	5	240	--	240	
8.500 Restrictive Housing	77	32	2	64	32	96	16 single cells per pod sized as doubles
<b>Medical &amp; Mental Health Housing (428 beds)</b>							
10.300 Medical Skilled Nursing	28	--	--	28	--	28	
10.300 Medical Detox	48	48	1	48	--	48	
10.300 GP Medical	32	32	1	32	--	32	
10.400 Mental Health - Acute	32	32	1	32	--	32	
10.400 Mental Health - Subacute	96	32	3	96	24	120	8 single cells per pod sized as doubles
8.800 GP Special Needs	192	32	6	192	48	240	8 single cells per pod sized as doubles
<b>Youthful Inmates (8 beds)</b>							
9.200 Youthful Inmates	N/A <sup>3</sup>	8	1	8	8	16	8 single rooms sized as doubles
<b>Male Beds Total</b>	<b>1,360</b>			<b>1,376</b>	<b>112</b>	<b>1,488</b>	
<b>Female Beds</b>							
<b>Conventional Housing (140 beds)</b>							
8.600 Reception (8-72 Hr) (12)							
8.600 Restrictive Housing (19)							
8.600 Short-term Sentence (≤7 days)	31	32	1	32	12	44	12 single cells sized as doubles
8.200 GP Minimum	27	60	1	60	--	60	
8.700 GP Medium (15)/Maximum (27)	42	48	1	48	--	48	
<b>Medical &amp; Mental Health Housing (140 beds)</b>							
10.300 Medical Skilled Nursing	16	--	--	16	--	16	
10.300 Medical Detox	24	24	1	24	--	24	
10.300 GP Medical	24	--	--	24	--	24	
10.400 Mental Health - Acute	12	--	--	12	--	12	
10.400 Mental Health - Subacute	32	32	1	32	8	40	8 single cells sized as doubles
8.800 GP Special Needs	32	32	1	32	8	40	8 single cells sized as doubles
<b>Youthful Inmates (8 beds)</b>							
9.200 Youthful Inmates	N/A <sup>4</sup>	8	1	8	8	16	8 single rooms sized as doubles
<b>Female Beds Total</b>	<b>240</b>			<b>288</b>	<b>36</b>	<b>324</b>	
<b>Grand Total Jail Beds</b>	<b>1,600</b>			<b>1,664</b>	<b>148</b>	<b>1,812</b>	



Classification Category	1,600 Bed Target	No. of Beds / Pod <sup>1</sup>	No. of Pods	Bed Total <sup>1</sup>	Expansion Beds <sup>1</sup>	Total Beds w/ Exp.	Expansion Notes
Conventional Beds				1,080	44	1,124	
Medical & Mental Health Beds				568	88	656	
Youthful Inmates Beds				16	16	32	

TABLE NOTES:

<sup>1</sup> Calculations were completed in MS Excel using numbers with multiple decimal places. As a result, totals may not add due to rounding.

<sup>2</sup> GP = general population

<sup>3</sup> N/A = not included as part of the 1,600 bed target



**Attachment B: Clusters by Housing Pod & Decentralized Programs and Services Center**

Clusters by Housing Pod Classification	Gender	Mezzanine (Yes/No)	No. of Beds	No. of Beds w/ Expansion
<b>Cluster #1</b>			<b>192</b>	<b>236</b>
Decentralized Programs and Services Center #1	--	--	--	--
8.100 Reception/Short-term Sentence – Pod #1	Male	Yes	48	48
8.100 Reception/Short-term Sentence – Pod #2	Male	Yes	48	48
8.600 Reception/Short-term Sentence/Restrictive Housing	Female	Yes	32	44
8.500 Restrictive Housing – Pod #1	Male	No	32	48
8.500 Restrictive Housing – Pod #2	Male	No	32	48
<b>Cluster #2</b>			<b>172</b>	<b>204</b>
Decentralized Programs and Services Center #2	--	--	--	--
10.400 Mental Health Subacute – Pod #1	Male	No	32	40
10.400 Mental Health Subacute – Pod #2	Male	No	32	40
10.400 Mental Health Subacute – Pod #3	Male	No	32	40
10.400 Mental Health Acute	Male	No	32	32
10.400 Mental Health Subacute	Female	No	32	40
10.400 Mental Health Acute	Female	No	12	12
<b>Cluster #3</b>			<b>300</b>	<b>300</b>
Decentralized Programs and Services Center #3	--	--	--	--
8.200 GP Minimum – Pod #1	Male	Yes	60	60
8.200 GP Minimum – Pod #2	Male	Yes	60	60
8.200 GP Minimum – Pod #3	Male	Yes	60	60
8.200 GP Minimum – Pod #4	Male	Yes	60	60
8.200 GP Minimum – Pod #5	Male	Yes	60	60
<b>Cluster #4</b>			<b>272</b>	<b>272</b>
Decentralized Programs and Services Center #4	--	--	--	--
8.300 GP Medium – Pod #1	Male	Yes	48	48
8.300 GP Medium – Pod #2	Male	Yes	48	48
8.300 GP Medium – Pod #3	Male	Yes	48	48
8.300 GP Medium – Pod #4	Male	Yes	48	48
8.300 GP Medium – Pod #5	Male	Yes	48	48
10.300 GP Medical	Male	No	32	32
<b>Cluster #5</b>			<b>164</b>	<b>172</b>
Decentralized Programs and Services Center #5	--	--	--	--
8.200 GP Minimum	Female	Yes	60	60
8.700 GP Medium/Maximum	Female	Yes	48	48
8.800 GP Special Needs	Female	No	32	40
10.300 GP Medical	Female	No	24	24
<b>Cluster #6</b>			<b>240</b>	<b>240</b>
Decentralized Programs and Services Center #6	--	--	--	--
8.400 GP Maximum – Pod #1	Male	Yes	48	48
8.400 GP Maximum – Pod #2	Male	Yes	48	48
8.400 GP Maximum – Pod #3	Male	Yes	48	48

Clusters by Housing Pod Classification	Gender	Mezzanine (Yes/No)	No. of Beds	No. of Beds w/ Expansion
8.400 GP Maximum – Pod #4	Male	Yes	48	48
8.400 GP Maximum – Pod #5	Male	Yes	48	48
Cluster #7			192	240
Decentralized Programs and Services Center #7	--	--	--	--
8.800 GP Special Needs – Pod #1	Male	No	32	40
8.800 GP Special Needs – Pod #2	Male	No	32	40
8.800 GP Special Needs – Pod #3	Male	No	32	40
8.800 GP Special Needs – Pod #4	Male	No	32	40
8.800 GP Special Needs – Pod #5	Male	No	32	40
8.800 GP Special Needs – Pod #6	Male	No	32	40
<b>TOTAL ADULT BEDS</b>			<b>1,648</b>	<b>1,780</b>

## Attachment C: Architectural Space Program Summary

#	Major Component	NSF	GSF	Exterior SF	
1.000	Public Lobby	4,609	6,419	0	Includes 1,568 GSF for video visitation (see 11.200 Video Visitation)
2.000	Facility Administration	5,185	6,481	0	
3.000	Staff Support	17,580	24,217	700	
4.000	Security Operations	7,867	10,290	200	
5.000	Central Intake/Assessment, Release, & Transportation	37,130	51,235	0	
6.000	First Appearance Court	4,579	6,182	0	
7.000	Video Court	0	0	0	See 8.900 Decentralized Programs and Services - Video Court
8.000	Housing - Adult Inmates	220,596	357,397	22,830	Includes 2,996 GSF for video court (see 7.100 Video Court)
9.000	Housing - Youthful Inmates	9,439	14,612	1,500	2 pods; 8 beds/pod
10.000	Health Care	72,228	115,856	7,600	
11.000	Visitation	2,840	3,976	0	See 1.400 Public Lobby - Video Visitation
12.000	Programs and Services	8,858	11,847	0	
13.000	Food Service	18,006	23,158	0	
14.000	Laundry	6,220	8,086	0	
15.000	Warehouse & Commissary	9,401	10,980	3,510	Service yard and loading dock
16.000	Maintenance & Central Plant	27,630	30,393	0	
17.000	Parking	0	0	234,000	
	<b>SUBTOTAL</b>	<b>452,168</b>	<b>681,128</b>	<b>270,340</b>	
	<b>Building Grossing Factor (15%)</b>		<b>102,169</b>		Includes mechanical/electrical closets, building skin, major circulation, and building connectors
	<b>TOTAL</b>	<b>452,168</b>	<b>783,297</b>	<b>270,340</b>	