

County of



Inter Office Memo

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DATE: July 26, 1993

TO: Captain T. Gattio

FROM: Lt. D. Papagni

SUBJECT: Pilot Project Staffing and Capital Project Transition Plan

CAPITAL PROJECT

It will be necessary to vacate an entire housing floor of the Main Jail to install new showers in each pod and apply the acoustic material to the ceiling. This will require the relocation of 250 inmates for approximately six months.

This can be accomplished by moving the female inmates from the 6th floor of the Main Jail to the 3rd floor of the South Annex Jail. The showers and acoustics would be installed simultaneously on the 6th floor. When complete inmates from the 5th floor would be relocated to the 6th and so forth until the project was complete.

Relocation of an entire floor is felt to be the best alternative for three reasons;

1. Construction could be accomplished without security concerns of a partially occupied housing area.
2. Construction would be quicker and more efficient.
3. This plan would not require any additional staff, or the release of inmates.

The Main Jail project cannot begin until the asbestos removal is complete on the 3rd floor of the South Annex Jail. Estimates are the asbestos removal will not begin until October of this year and fully completed until January of 94. I suggest that the project be done in phases (3rd floor phase I and the 4th floor phase II). This will allow for earlier occupation of the 3rd floor.

STAFFING/RENOVATION TRANSITION PLAN

The pilot project requires the addition of 17 Correctional Officers 7 Correctional Sergeants and 1 Office Assistant.

The following represents the phased plan by which the Jail Division would commit to perform the functions and assign adequate staffing. Vacancies will be filled via the normal hiring and promotion process. Until which time the newly created vacancies are filled, vacant positions and staff shortages will be covered by current staff and on overtime.

***September 1, 1993;** Board of Supervisors, modify 3410 salary resolution to include the following;

Population Management Team

One (1) Correctional Sergeant
Four (4) Correctional Officers
One (1) Office Assistant

The Sheriff's Jail Division shall fill all Population Management Team Positions

***October 1, 1993;** Board of Supervisors, modify 3410 salary resolution to include the following;

Supervision

Seven (7) Correctional Officers Watch I
Six (6) Correctional Sergeants
Asbestos removal 3rd Floor South Annex Jail Complete
Vacate 6th Floor Main Jail/ transfer inmates to 3rd Floor South Annex
Begin Phase "A" renovations; installation of showers and acoustics on 6th Floor Main Jail

*** November 1, 1993;** Board of Supervisors, modify 3410 salary resolution to include the following:

Meal Break Relief

Three (3) Correctional Officers Watch I
Three (3) Correctional Officers Watch III

***December 1, 1993**

Phase "A" renovation of 6th Floor Main Jail complete
Relocate inmates from 5th Floor Main Jail to 6th Floor Main Jail
Phase "A" Pilot Project begins on 6th Floor Main Jail (cap. 250 inmates)
Fill additional fixed post on 6th Floor Main Jail Watch I
(2) Correctional Officers
Fill additional fixed post meal relief officers on Watch I and Watch III
(6) Correctional Officers
Fill additional Supervisory positions on Watch I
(2) Correctional Sergeants
Begin Phase "B" renovations; installation of showers and acoustics on 5th Floor Main Jail

***January 15, 1993**

Board of Corrections to conduct facilities inspections

***February 1, 1994**

Phase "B" renovation of 5th Floor Main Jail complete
Relocate inmates from 4th Floor Main Jail to 5th Floor Main Jail
Phase "B" Pilot Project begins on 5th Floor Main Jail (cap. 250 inmates)
Fill additional fixed post on 5th Floor Main Jail Watch I
(2) Correctional Officers
Fill additional Supervisory positions on Watch II
(2) Correctional Sergeants
Begin Phase "C" renovations; installation of showers and acoustics on 4th Floor Main Jail

***April 1, 1994**

Phase "C" renovation of 4th Floor Main Jail complete
Relocate inmates from 3rd Floor Main Jail to 4th Floor Main Jail
Phase "C" Pilot Project begins on 4th Floor Main Jail (cap. 250 inmates)
Fill additional fixed post on 4th Floor Main Jail Watch I
(2) Correctional Officers
Fill additional Supervisory positions on Watch III
(2) Correctional Sergeants
Begin Phase "D" renovations; installation of showers and acoustics on 3rd Floor Main Jail

***June 1, 1994**

Phase "D" renovation of 3rd Floor Main Jail complete

Relocate inmates from 3rd Floor South Annex to 6th Floor Main Jail

Phase "D" Pilot Project begins on 3rd Floor Main Jail (cap. 250 inmates)

Fill additional fixed post on 3rd Floor Main Jail Watch I

(1) Correctional Officer

Pilot Project in full effect, facility capacity 1064, begin monitoring and reporting to BOC

***June 15, 1994**

BOC re-inspection of Main Jail

***July 1, 1994**

NIC (National Institute of Corrections) to be contacted to begin the applications process for Main Jail Staffing Study.

STAFFING/RENOVATION TRANSITION PLAN

The pilot project requires the addition of 17 Correctional Officers 7 Correctional Sergeants and 1 Office Assistant.

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Population Management Team

One (1) Correctional Sergeant
Four (4) Correctional Officers
One (1) Office Assistant

The Sheriff's Jail Division shall fill all Population Management Team Positions

***October 1, 1993;** Board of Supervisors, modify 3410 salary resolution to include the following;

Supervision

Seven (7) Correctional Officers Watch I
~~Six~~ (6) Correctional Sergeants
Asbestos removal 3rd Floor South Annex Jail Complete
Vacate 6th Floor Main Jail/ transfer inmates to 3rd Floor South Annex
Begin Phase "A" renovations; installation of showers and acoustics on 6th Floor Main Jail

*** November 1, 1993;** Board of Supervisors, modify 3410 salary resolution to include the following:

Meal Break Relief

Three (3) Correctional Officers Watch I
Three (3) Correctional Officers Watch III

***December 1, 1993**

Phase "A" renovation of 6th Floor Main Jail complete

Relocate inmates from 5th Floor Main Jail to 6th Floor Main Jail

Phase "A" Pilot Project begins on 6th Floor Main Jail (cap. 250 inmates)

Fill additional fixed post on 6th Floor Main Jail Watch I

(2) Correctional Officers

Fill additional fixed post meal relief officers on Watch I and Watch III

(6) Correctional Officers

Fill additional Supervisory positions on Watch I

(2) Correctional Sergeants

Begin Phase "B" renovations; installation of showers and acoustics on 5th Floor Main Jail

***January 15, 1993**

Board of Corrections to conduct facilities inspections

***February 1, 1994**

Phase "B" renovation of 5th Floor Main Jail complete

Relocate inmates from 4th Floor Main Jail to 5th Floor Main Jail

Phase "B" Pilot Project begins on 5th Floor Main Jail (cap. 250 inmates)

Fill additional fixed post on 5th Floor Main Jail Watch I

(2) Correctional Officers

Fill additional Supervisory positions on Watch II

(2) Correctional Sergeants

Begin Phase "C" renovations; installation of showers and acoustics on 4th Floor Main Jail

***April 1, 1994**

Phase "C" renovation of 4th Floor Main Jail complete

Relocate inmates from 3rd Floor Main Jail to 4th Floor Main Jail

Phase "C" Pilot Project begins on 4th Floor Main Jail (cap. 250 inmates)

Fill additional fixed post on 4th Floor Main Jail Watch I

(2) Correctional Officers

Fill additional Supervisory positions on Watch III

(2) Correctional Sergeants

Begin Phase "D" renovations; installation of showers and acoustics on 3rd Floor Main Jail

***June 1, 1994**

Phase "D" renovation of 3rd Floor Main Jail complete

Relocate inmates from 3rd Floor South Annex to 6th Floor Main Jail

Phase "D" Pilot Project begins on 3rd Floor Main Jail (cap. 250 inmates)

Fill additional fixed post on 3rd Floor Main Jail Watch I

(1) Correctional Officer

Pilot Project in full effect, facility capacity 1064, begin monitoring and reporting to BOC

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